

**THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE  
REGULAR MEETING**

**MINUTES**

**Sledge Boardroom  
April 12, 2010**

**PRESENT:** Trustees George W. Little, Chairman; Larry R. Caddell, Vice Chairman; Mickey R. Brown; Joseph A. Clendenin; James O. Cunningham; James H. Garner; Catherine P. Graham; Robert S. Hayter; Eugene B. Horne, Jr.; Linda McCaskill; Debbie Riley-Hobbs; Ravon Sheppard; Mary Upchurch; Raymond G. Washington, Sr.

**STAFF:** Dr. John R. Dempsey; Dr. Susanne Adams; Jean Blue; Wendy Dodson; Richard Gough; Karen Manning; Rick Smith; Dr. John Turner.

**Others:** Tom Hunter, North Carolina Community College System Office; Jessica Russell, Barnes and Noble Bookstore Manager.

Following the **Student Affairs Committee, Buildings and Grounds Committee** and joint **Finance and Personnel Committee Meetings** Chairman Little called the meeting to order at 7:01p.m. He read the statute to trustees regarding conflicts of interest. Mr. Cunningham inquired of Mr. Little if sitting on other boards would be a conflict of interest. Mr. Little indicated that it would not. Hearing no other questions, Mr. Little proceeded to the next item of business.

On a motion by Mr. Mickey Brown, seconded by Mr. Eugene Horne and unanimous consent from the Board, the minutes from the February 8, 2010, Board of Trustee Meeting were approved.

Mr. Little indicated that a closed session was necessary to discuss the President's evaluation. Mr. Horne made a motion to enter into closed session and it was seconded by Mrs. Upchurch and the motion carried. The Board of Trustees entered into closed session at 7:08 p.m.

The board of Trustees emerged from closed session at 7:32 p.m.

Mr. Ravon Sheppard then gave the **Student Government Association Report**. Mr. Sheppard shared with the Board the SGA events that were held. A basketball contest was held to help improve game attendance. He then shared with the Board that the SGA attended the spring conference that was held during the first week of March. He indicated that it was a great opportunity and the attendees had a chance to network with other student government associations. Mr. Sheppard indicated that the SGA will try to budget more funds to take more members next year. In March, the SGA held a dodge ball tournament, co-sponsored the Stop Hunger Now community event with the Rotaract Club, and hosted a Saint Patrick's Day event in the Dempsey Student Center, which involved handing out treats for those wearing green and taking over two hundred photographs of participants. He went on to share with the Board that the bingo event hosted over one hundred students and the egg hunt the first day of April enjoyed great participation. Spring Flingin on April 14<sup>th</sup> and will have a luau theme with a fun dunk tank, rock wall, Hawaiian lunch and many other events. Many colleges will be on campus at the same time for visits. He then informed the Board that a blood drive had been scheduled at which

the Golf Capital Chorus will be entertaining the donors on April 20<sup>th</sup>. The SGA will hold its elections at the end of the month. The new officers will meet over the summer to begin planning for next year.

Dr. Dempsey then introduced **Jessica Russell**, book store manager for Barnes & Noble, to update the Board on the book store. Ms. Russell explained to the Board that it has accomplished the following goals; partnering with the faculty by attending their meetings and improving communications, providing earlier book return, which provided \$120,000 for text book buy backs, and improving on-campus relations. She also indicated that another milestone that was reached was the increase in employee retention. She explained that during the last two years the store has been secretly shopped by students for Barnes & Noble and was happy to report that the store scored 100% for all shops. She went on to explain the process of how the shopping is done. Dr. Dempsey inquired as to how many of their stores receive a 100% rating. Ms. Russell explained that out of six hundred and eighty four stores only thirty to fifty maintain a 100% rating. She attributes the rating to having a great staff of committed student and alumni employees. She shared that two of the students are in the bestseller manager trainee program.

Mr. Caddell then reported for the **Buildings and Grounds Committee** that met prior to the regular meeting. Mr. Caddell introduced Vice President Gough to present the plan for **The General Classroom Building**. Mr. Gough explained that the Design Development Plans have been submitted to the State Construction Office for approval. He asked that the Board approve the Design Development Plans, and authorize the college to proceed to Construction Document Phase upon State Construction Office approval. Mr. Caddell made a motion by the committee to approve the Design Development Plans to proceed to Construction Document Phase upon State Construction Office approval. Mr. Clendenin seconded the motion and it carried. Mr. Gough then went on to discuss the issue of have a commissioning agent. Mr. Carl Johnson, Physical Plant Director, explained the procedure of using a commissioning agent. He then introduced Mr. Tom Hunter, from the North Carolina Community College System Office, to answer questions on the role of a commissioning agent. Mr. Hunter explained that an agent is a quality control specialist that is experienced in the field and is familiar with how to deal with the various issues involved with LEED certification. An agent works all the way through the building construction in the first year to make sure the building performs the way it was designed. There are many issues to deal with in LEED Certification that are both green and energy issues. Some of these are; indoor air quality issues, such as fresh air standards, energy use issues, recognizing codes that are in direct opposition of each other, in addition to many other difficult issues to balance. Mr. Johnson indicated that the certification process is complex and challenging and that the college would need all the help it can get. He believes it is a situation in which the college would either pay now or pay later with modifications.

Mr. Caddell asked Mr. Johnson about the process of deciding on a candidate. Mr. Johnson explained the process of choosing candidates for a commission agent. Mr. Johnson explained that various firms recommended the candidates. Twenty candidates responded and a candidate by the name of Tom Foster was the most cost effective. Mr. Caddell inquired as to what measures the college has to contract with the agent and how does the college know it is getting what it paid for? Mr. Hunter explained the role of the commissioning agent and the procedure for hiring. He indicated that the State negotiates with the agents. Mr. Caddell noted that the architects are paid to do this themselves and that they should be making sure that we get what we paid for. He further added that adding an agent now adds another layer. Mr. Johnson gave the example of the college's experience with the construction of Little hall. He explained that after construction there were mechanical issues with existing building that would have been examined by an agent.

Mr. Clendenin indicated that he felt confident that having an agent would eliminate future problems like these and that it would be beneficial training for Mr. Johnson, Mr. Peters and their crew. Mr. Clendenin inquired as to whether there would be training in contract. Mr. Hunter indicated that a level of training could be negotiated. There was further discussion of approving a hiring agent and a consensus was reached that a commissioning agent should be included. Mr. Hayter expressed a different position. He felt that this is still a principal problem with fiduciary responsibility and the system seems to be broken, thus adding a fifth layer of quality assurance. He indicated that he is not opposed to the purpose, just opposed to the college finding itself in a bureaucratic solution. Mr. Caddell made a motion from the committee to approve having the State Construction Office to negotiate for a commissioning agent based on Mr. Johnson and Mr. Peters needing the support. Mr. Brown seconded the motion and it passed without opposition.

Mr. Caddell then presented the **Physical Plant Facility Project**. Mr. Gough explained that the storm water issues with this project are complicated and deferred to Mr. Robert Hayter to explain the issues. He explained that the college is located within the one mile limit of relatively new State High Quality Water regulated water sources. Therefore, this project will require more stringent storm water control than would normally be required. At this point our options are to go through the State Storm Water Management Program (NCDENR), or apply to Southern Pines for a “5/70 Ruling” which will be more cost effective and less time consuming. If approved, this approach would require separate deeding of the limits of construction for this project. Mr. Hayter went on to explain the complexities of the new regulations. He then indicated that the campus facilities master plan would need to be redone to address these new issues. Mr. Hayter continued to explain the relationship between the new regulations and how they relate to both the college’s facilities master plan and future building projects. He felt that these both could be satisfied going directly thru NCDNER, revise the existing Facilities Master Plan to incorporate a comprehensive campus wide Storm Management Plan, and to proceed with NCDENR approval for this project. Mr. Caddell made a motion from the committee to approve revise the existing Facilities Master Plan to incorporate a comprehensive campus-wide Storm Management Plan. Mr. Clendenin seconded the motion. The motion passed. Mr. Caddell then made a motion from the committee to proceed with NCDENR for this project. Mr. Horne seconded the motion and it passed without opposition. Mr. Caddell then made a motion from the committee to increase the design fees for the architect to accomplish this task. Mr. Horne seconded the motion. Mr. Clendenin expressed concern that we are paying for something that was not done. The motion passed.

Mr. Caddell then presented the **Hoke Early College Building Project**. He introduced Vice President Gough to explain the scope of the request. He explained that additional civil work is required for this project to address bus traffic for our Hoke Early College Program, and the addition of an owner requested outdoor basketball court. This will require an increase in design fees for MBAJ Architecture in the amount of \$4,260. Mr. Caddell made a motion from the committee to approve the increase in design fees for MBAJ Architecture in the amount of \$4,260 using existing project funding. Mrs. Upchurch seconded the motion. Mr. Clendenin about the design of the project and a discussion ensued. The motion passed and carried.

Mr. Caddell then presented the **Facilities Master Plan Project**. Discussion on this project was tabled due to the decision to revise the master plan to incorporate a comprehensive campus-wide Storm Management Plan.

Mr. Caddell then presented the **Katherine L. Boyd Library dedication**. Dr. Dempsey explained to the Board that the college wished to name the children’s reading room in honor of

Professor Barbara Cole. Mr. Caddell made a motion from the committee to approve naming the children's reading room in honor of Professor Barbara Cole. Mr. Horne seconded the motion and it carried.

Mr. Caddell then presented the **Telephone System Upgrade Project**. Mr. Gough explained that the current telephone system on the main campus will no longer be supported by Embarq as of June 30, 2010. Additionally, in preparation for VOIP, and to support the system at the Hoke Center, an upgrade to this system is needed. The estimate for this upgrade is \$75,278.26, and we are requesting authorization to use 2007 Moore County Bond R&R funds to cover this cost. Mr. Caddell made a recommendation from the committee to approve using 2007 Moore County Bond R&R Funds in the amount of \$75,278.26 to upgrade the main campus telephone system. Mr. Hayter seconded the motion. The motion passed and carried.

Mr. Caddell referred the Trustees to the **Project Updates** included in their materials and asked for any questions or comments on the report. Dr. Dempsey brought up the acquisition of the Westmoore property. A discussion ensued and it was determined that a further investigation into the status of the property was warranted.

Mr. Clendenin then presented the **Educational Programs Committee Report**. Mr. Clendenin introduced Dr. Turner to report. Dr. Turner explained that once a year the Board hears the results of the Continuing Education Department audit. He explained that a certain percentage of classes have to be visited by senior administration to verify that they exist. He informed the Board that all of the classes have been visited and the guidelines have been met. Mr. Clendenin then informed the Board that the education programs committee will meet on Monday, May 3<sup>rd</sup> at 11:30 a.m. and that all trustees are invited to attend. He indicated that there will be a short report from the faculty with discussion. The main topic that will be discussed will be the SandHoke program. Eric Richardson and Lakisha Rice, principal of SandHoke will be on hand for the discussion. Another area of discussion will be how the increase in enrollment has affected the college and how it is being accommodated.

Mr. Horne presented for the **Finance Committee**. Mr. Horne presented the budget revisions for January 1, 2010, through February 28, 2010. Mr. Gough asked if there were any questions. Hearing none, he deferred to Mr. Horne. Mr. Horne made a motion from the Finance Committee to approve the Budget Revisions for January 1, 2010 through February 28, 2010 as presented. Mrs. Upchurch seconded the motion and it passed unanimously.

Vice President Gough presented the **Financial Report** for February 28, 2010, for information only, referring to the handout included in the Board Materials.

Mr. Gough then presented the **Moore County Budget Request for 2010 – 2011**. He informed the Board that it was a zero growth budget, which meant that there were no additional funds other than state mandated health and retirement contributions and energy costs with everything else remaining level across the board. A discussion ensued about the details of the budget. Mr. Gough indicated that the college will make the presentation of the budget to the commissioners on April 19<sup>th</sup> at 6 p.m. at the county courthouse. Mr. Horne made a motion by the committee to approve the Moore county Budget Request for 2010-2011. Mr. Garner seconded the motion. Mr. Caddell abstained from the vote. The motion carried.

Mr. Gough then presented the **Hoke County Budget Request for 2010-2011**. Vice President Gough explained the budget to the Board and detailed the healthcare and retirement amounts for

employees. Dr. Dempsey made the presentation and explained to the Board that the commissioners understand the situation we are in. Mr. Gough further explained the additional requirement needed for the third building at the Hoke center. He indicated that this is a high school and it costs the county to operate a second, efficient high school. Mr. Horne made a motion from the committee to approve the Hoke Count budget Request for 2010-2011. Mr. Cunningham seconded the motion and it carried.

Mr. Gough then presented the request for **Approval of Write-Offs of Uncollectible Accounts Receivable Balances for Curriculum**. Mr. Horne made a motion by the committee to approve the write-offs of uncollectible accounts receivable balance for curriculum. Mr. Brown seconded the motion and it carried.

Mrs. Upchurch reported for the **Personnel Committee** and referred the trustees to the **Personnel Actions Report** included in the Board materials. She indicated that there were no personnel actions to be approved by the Board at this time.

Mickey Brown reported for the **Student Affairs Committee**. Mr. Brown introduced Dr. Susanne Adams to present for the committee. She explained to the Board that the college will be changing the official college drop course date. This request has come from the faculty. It was determined that students do not necessarily drop classes after they receive their Pell checks. It was also determined that there are a number of students that drop classes after week eight of the semester. She went on to explain the drop policy. It was further determined that moving the drop date to the sixty five percent, rather than the fifty percent of semester date, helped more students not owe money when they come to register for the following semester. Dr. Adams then presented the request for approval for the summer 2010 year-round Pell Process. She indicated that this is the first time that Pell can be used for summer tuition and that Pell will pay out twice a year instead once. The college can already use the current documentation to award Pell for the summer semester. Mr. Brown made a motion from the committee to approve the summer 2010 year round Pell Process. Mr. Cunningham seconded the motion. The motion passed and carried. Dr. Adams then provided the Board with a counseling update. She explained that the college is serving a new population and will need to augment the counseling services and examine the cost of putting counseling assessments on line to serve more students and be more efficient. Mr. Brown expressed that he found it very enlightening to learn about the millennium generation and the issues that they face. Dr. Adams indicated that the college is very fortunate that our counselors have all the special designations and higher level certifications needed. Mr. Clendenin asked at what point students start counseling. Dr. Adams explained that a person could come in any time, even before they start as a student. Many students will change their major as many as six times. Dr. Adams explained this in more detail.

Mr. Smith reported for the **Foundation**. Mr. Smith explained to the Board that the college comes to the foundation board with an annual financial request for funds. He went on to explain that the annual fund was up thirteen percent over last year and, because the market has improved, the foundation is in good shape. In addition, the college has received some substantial estate gifts and this bodes well for the level of support provided by the foundations. The SUMMA induction was held on the first of April. During this ceremony the college inducts those supporters of the college who contribute \$10,000 or more. There were sixteen new inductees; Mr. & Mrs. Hayter; Mr. & Mrs. Little were inducted at the silver level; President and Mrs. Dempsey were inducted at the Mary Luman Meyer level, which is the highest level. It was a special night and an interesting group faculty and staff members. Mr. & Mrs. Wilson, Mr. & Mrs. Turner, and Mr. & Mrs. Oelfke became new SUMMA members. Professor Oelfke spoke

on behalf of the college employees and the food was provided by the culinary department. Mr. Smith also shared that there are many cases in which we receive outside support from outside foundations and those numbers look good as well.

President Dempsey gave the **President's Report**. Dr. Dempsey informed the Board that the town of Southern Pines will hold a meeting to introduce their long range plan. Dr. Adams will be speaking about the O'Malley property and its use for student housing. He explained that the college would be in support of this and welcomed all to attend. Mr. Clendenin suggested going to the legislature and making a request for increase funding for enrollment growth and equipment needs associated with that growth and a summer program that would address developmental needs of our students. He then informed the board that there will be a breakfast meeting with Representative James Boles and Senator Harris Blake on April 19 or May 10<sup>th</sup> to discuss this. Mr. Hayter suggested involving the faculty to discuss the programs. A discussion ensued. Dr. Dempsey then informed the Board that Sandhills Community College was selected by the Caroliniana Society for a visiting professor. The Caroliniana Society is made up of long time Carolinians who are concerned about the history that is being taught in schools. Dr. David Bruton was able to talk the society into providing a visiting professor at a community college. Dr. Julian Pleasance, a professor at the University of Florida and living in Chapel Hill, will teach a North Carolina history course for the college in a curriculum class and do an oral history class in continuing education. In addition, he may work on a county project. This is still being planned. Enrollment in the Minority Male Mentoring Program is up one hundred participants over last year. He then informed the Board that the Sandhills Community College Choir is singing at Carnegie hall on April 26<sup>th</sup> and a group from the college will be going up to support them and attend the concert. He then read a letter from one of the college's donors, Mrs. Katie Swain, which praised the nursing students. Ms. Swain fell and broke her hip and was in the hospital. She detailed what a great job the nursing students and staff did. Dr. Adams shared with the Board that the Men's golf team won the region 10 tournament and that awards day was on April 14<sup>th</sup> at 10:00 a.m. followed immediately by spring fling.

Mr. Little asked if any of the trustees wanted to share their experience from the legislative meeting in Raleigh. Mr. Cunningham shared that he learned a lot from the ethics class that he attended at the law seminar. Mr. Little expressed that he felt that the governor did a great job with her presentation. Mr. Little also announced that Dr. Kyle Carter, the former provost at Western Carolina, will be the new chancellor at Pembroke University and will start on July 1<sup>st</sup>.

With no further business, Chairman Little then adjourned the meeting at 8:55 p.m.

Respectfully submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary