

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

Sledge Boardroom
August 9, 2010

PRESENT: Trustees George W. Little, Chairman; Larry R. Caddell, Vice Chairman; Joseph A. Clendenin; James O. Cunningham; Ami Denton, Student Trustee; James H. Garner; Catherine P. Graham; Robert S. Hayter; Linda McCaskill; Mary Upchurch; Raymond G. Washington, Sr.

STAFF: Dr. John R. Dempsey; Dr. Susanne Adams; Mrs. Wendy Dodson; Mr. Richard Gough; Mr. Richard Smith; Dr. John Turner.

Following the **Buildings and Grounds Committee** and joint **Finance and Personnel Committee** meetings held in the Sledge Boardroom, the Board of Trustees convened their regular meeting. Chairman Little called the meeting to order at 6:02 p.m. He read the statute to the trustees regarding conflicts of interest. Hearing none, Mr. Little proceeded to the next item of business.

Wendy Dodson, Assistant Secretary to the Board of Trustees, swore in George Little and Joseph Clendenin as re-appointed trustees. She then swore in Ami Denton as the new student trustee.

A motion was made by Mr. Caddell, seconded by Mrs. McCaskill, to approve the agenda. The motion passed.

Mr. Little noted that there was a typo on the last page of the minutes from the June meeting. Mrs. Upchurch made a motion to accept the minutes with the notation to make the correction. Mrs. Graham, seconded the motion and, with unanimous consent from the Board, the minutes from the June 21, 2010, Board of Trustee Meeting were approved.

Mrs. Ami Denton gave the **Student Government Association** report. Mrs. Denton informed the Board that the SGA recently had a leadership retreat with the current officers. The leadership training included Franklin Covey's "Seven Habits of Effective People." She then informed the Board that the planning for the fall schedule has begun and is ahead of schedule. The SGA plans to serve snow cones to the students on the first day of classes. The SGA will assist Student Services with making IDs for students. Mrs. Denton then detailed for the Board that one of the SGA's goals was to be more accessible to students. They plan to have a suggestion box in all buildings on campus. The SGA will also be adding a suggestion button to the SGA website. Mrs. Denton explained that the SGA felt this feedback is a positive way to connect with the students and to get their input. She indicated that the SGA will have a table set up during registration on August 12th with information on the Student Government Association for students. The SGA plans to emphasize committees. One new committee is the Cultural Committee. This committee will be in charge of cultural events. There will also be a Fall Fest/Spring Fling committee, a service committee, which will be involved in planning events like Stop Hunger Now and the Relay for Life. The Healthy Campus Committee will work with the green summit planners. The committee will also be planning a program with First Health called First Quit. This program will help smokers to stop smoking. Participants will be provided a patch or gum free of charge on completion of the program. There will also be healthy kitchen classes to teach students how to prepare healthy meals. At the end of this program, the students will receive a free bag of groceries.

The Athletics and Intramural committee will work to promote interest and attendance at all athletics events. Finally, the Publicity Committee will work with the Public Information Officer to promote events and make flyers. The SGA's purpose in creating these committees is to conduct the meetings more like the Board of Trustee meetings in order to be more productive.

Mr. Caddell reported for the **Buildings and Grounds Committee** that met prior to the regular meeting. The Board decided to move discussion of the **Westmoore Property** to the last agenda item. Mr. Cadell then presented the **Physical Plant Facility Project**. Mr. Gough informed the Board that the project bid was \$600,000 above the construction budget. Mr. Caddell made a motion from the Buildings and Grounds Committee to reject the bid and proceed with rebidding the project when the college is ready to proceed with the Logan Hall project. Mr. Hayter seconded the motion and it passed.

Mr. Caddell then presented the **Stone Hall – Student Services** naming recommendation. Mr. Smith explained the college's request for the Student Services area to be named for Jack and Nell Hatcher. Jack has recently retired from the foundation board and Nell has recently taken his place. Mr. Caddell made a motion from the Buildings and Grounds Committee to approve The Jack and Nell Hatcher Center for Student Services. Mr. Washington seconded the motion. The motion carried.

Mr. Caddell then presented the committees approval to name the vegetable garden **The Barbara “Bea” O’Rand Children’s Vegetable Garden**. Mr. Smith explained that the O’Rand family gave a significant gift to the college and the Horticultural Department would like to honor her with this naming opportunity. Mr. Caddell made a motion from the Building and Grounds Committee to approve naming the vegetable garden The Barbara “Bea” O’Rand Children’s Vegetable Garden. Mr. Hayter seconded the motion and it passed.

Mr. Hayter then brought up the **Westmoore Property Project**. The committee decided to accept the property as is and to accept the building currently on the property. Mr. Hayter made a motion from the Buildings and Grounds committee to accept the Westmoore property as is for the value of one dollar or, if possible, no charge. Mr. Caddell seconded the motion. There was further discussion about the details of the enclosure on the property. The motion passed.

Mr. Caddell referred the Trustees to the **Project Updates** and asked if there were any questions or comments on the report. Hearing none, he deferred to Mr. Little.

Mr. Little then asked Mr. Clendenin to report for the **Educational Programs Committee**. Mr. Clendenin introduced Dr. Turner. Dr. Turner informed the Board that the Educational Programs Committee did not meet. He then discussed the **Changes to the Student Catalog** and indicated that the catalog was online. He detailed that the biggest change in the catalog was that the format was redone from cover to cover to better mirror what a student would experience. He explained the organization of the catalog to the Trustees and indicated that the core value of helpfulness was added to the catalog. In addition, three programs were eliminated due to no or low enrollment. Dr. Adams also indicated that there were additions to the student conduct section. Dr. Adams explained the additional changes to the Board. Mr. Clendenin made a motion from the Educational Programs Committee to approve the changes to the Student Catalog. Mrs. Graham seconded the motion. The motion carried.

Dr. Turner reported that the interim accreditation report was accepted by SACS for the five year report. Mr. Hayter inquired as to how many members were in the process of accreditation. Dr. Turner felt that there were about five hundred members currently going through the process. He then explained to the Board that the System office has responded with respect to our audit from the fall. One of the exceptions cited was that Sandhoke had not been completely approved by the System Office. After months of interaction, the System Office agreed that the college did not have to apply because the program was one of the first approved. Dr. Turner then explained the rest of the audit to the Board.

Mr. Little then presented for the **Finance Committee** in Mr. Horne's absence. Mr. Little presented the approval request for the **Budget Revisions**. Vice President Gough indicated there were an unusual number due to the close out of the fiscal year and the spend down of the budgets. Mr. Cunningham made a motion to approve the Budget Revisions. Mrs. McCaskill seconded the motion and it carried.

Mr. Little then presented the request to approve the **College Request to the Foundation for FY 2010-11**. Dr. Dempsey explained the breakdown of the request to the Board. Mrs. Upchurch made a motion to approve the College Request to the Foundation for FY 2010-11. Mr. Cunningham seconded the motion. The motion passed.

Mr. Little presented the request to approve the **Student Activities Budget for FY 2010-2011**. Dr. Adams presented the budget and explained that the budget has a three prong format: SGA, Student Life, and Athletics. She detailed the savings in the athletics budget. She explained student fees and donations are used to fund the athletics budget and no taxpayer funds are used. Mr. Clendenin made a motion to approve the Student Activities Budget for FY 2010-2011. Mr. Washington seconded the motion and it passed.

Mr. Little then presented the request to approve the **Corporate Resolution**. Vice President Gough explained that the Corporate Resolution authorizes president, vice president, and secretary of Board of Trustees to transfer, sell, and assign stocks, bonds and other securities. Mr. Caddell made a motion to approve the Corporate Resolution. Mr. Garner seconded the motion. The motion passed.

Mr. Gough then asked to table the approval of the **Cyber-Security Liability Protection** until the next Board of Trustee meeting.

Mr. Little then presented the request to approve of the **Annual Salaries for 2010-2011**. Mr. Little shared the Presidents compensation for the 2010 – 2011 year. Mr. Caddell made a motion to approve the Annual Salaries for 2010-2011. Mr. Cunningham seconded the motion. The motion passed.

Mr. Gough indicated that the Financial Report and County and State Bond Funds enclosed in Board notebook and asked if there were any questions. He then updated board on the end of year budget.

Mrs. Upchurch reported for the **Personnel Committee** and referred the trustees to the Personnel Action Report included in the Board materials.

President Dempsey presented the request for the **Approval of Personnel information** and detailed the new faculty presented to the Board for approval. Mrs. Upchurch made a motion from the Personnel Committee to approve the new faculty. Mrs. McCaskill seconded the motion and it passed.

Mrs. Upchurch then referred the Board to the Personnel Information in the enclosed in Board notebook and indicated that no action was required.

Mrs. Upchurch then presented the request for **Approval of the Changes to the Personnel and Policy Manual for 2010-11**. Mrs. Upchurch made a motion from the Personnel Committee to approve the change to the Personnel and Policy Manual. Mrs. McCaskill seconded the motion. The motion passed.

Vice President Gough then presented the **Annual Security Report**. He indicated that there were three incidences of violations. The three incidents reported were: one burglary, one weapons charge, and one motor vehicle theft

Mr. Little introduced Mr. Hayter to present for the **Planning Committee**. Mr. Hayter indicated that the committee had a meeting on July 14th and the accreditation process was presented by Dr. Turner and Dr. Sullivan. They discussed the outcomes of the quality conference and also discussed redoing the campus-wide benchmarks and briefed the committee on that progress.

Dr. Adams reported for the **Student Affairs Committee**. Dr. Adams presented the approval of the SGA Recommendation for a **Campus Smoking Policy**. Dr. Dempsey introduced the recommendation from the SGA to enhance the smoking policy by limiting smoking to five areas on campus. Further discussion about the policy ensued. Mr. Clendenin made a motion to approve the new Campus Smoking Policy. Mr. Hayter seconded the motion. Mrs. Graham, Mr. Cunningham and Mr. Caddell were opposed. Mr. Little abstained. Mr. Clendenin, Mr. Garner, Mr. Hayter, Mrs. McCaskill, Mrs. Upchurch, Mr. Washington voted to approve the Campus Smoking Policy. By a vote of six to three, with one abstention, the motion passed.

Mr. Smith then reported for the **Foundation**. Mr. Smith explained to the Board that in addition to the foundation approving the budget, this also involved in the creation of six internal fellowships for all departments for employee development: Bushing, McKean, Peggy Kirk Bell, 1st Health, and two other. The foundation is also providing thirty thousand dollars a year to enable the college to engage in collaborative travel. This fund will allow a diverse group of employees to travel to conferences and development opportunities that the college could not normally afford. Employees would bond and gain knowledge. The college is very excited about this opportunity. Dr. Adams informed the Board that the college has received a renewal of the trio grant. This grant helps one hundred and sixty high risk/first generation students. This grant will be \$550,000 for the next five years and will enable the college to continue working with these students.

President Dempsey gave the **President's Report**. President Dempsey introduced Andi Korte, the new Dean of Continuing Education. He detailed that Ms. Korte comes to us as the previous Executive Director of Communities in Schools. Dr. Dempsey then indicated that the Ruth Pauley Lecture program at the college is going to be one of the most exciting series that the college has had for many years and encouraged the Board to attend.

Mr. Little indicated the need to approve the Electronic Signature Policy. He explained that this policy allows the college to send an electronic signature via email. The System Office recommended this policy be adopted. Mrs. Graham made motion to approve the Electronic Signature Policy. Mr. Cunningham seconded it and the motion passed.

Mr. Hayter made a motion to adjourn the meeting and it was seconded by Mr. Clendenin. With no further business, Chairman Little adjourned the meeting at 7:12 p.m.

Respectfully submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary