

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

**Clement Dining Room
August 21, 2023, 5:00 p.m.**

PRESENT: Trustees George Little, Chairman; Larry Caddell, Vice Chairman; Joe Clendenin, Secretary; Gene Horne; Connie Lovell; Bruce Hurst; Irish Pickett; Vincent Gordon; Helen Probst Mills; BethAnn Pratte; Stephen Woodward; Tim Carpenter; Andrew Jimenez, SGA President

ABSENT: Gary Evans

STAFF: Dr. Sandy Stewart; Ron Layne; Heather Lyons; Teresa Sheets; Dr. Rebecca Roush; Dr. Julie Voigt; Libba Thomas; Dr. D.J. Farmer; Germaine Elkins; Dr. Twana McKnight; Dr. Fallon Brewington; Chreatha Alston; Steven Garner; Matthew Dial; Lindsey Farmer; Linda Chandler; Dwight Threet; Stephanie Lang; Shenika Ward; Tess Regan

VISITORS: Representative Garland Pierce; John May; The Family of Irish Pickett; Moore County Residents

Mr. Little called the meeting to order at 5:00 p.m. He read the statute regarding conflicts of interest to the Trustees and asked the Board of Trustees (BOT) if there were any potential conflicts with the agenda items to be discussed. Hearing none, Mr. Little proceeded to the next item of business.

Mr. Hurst offered a moment of reflection.

Representative Garland Pierce of Hoke County presented Irish Pickett with the prestigious award, the Order of the Longleaf Pine. Ms. Pickett's family was in attendance for the presentation.

Tess Regan, Coordinator of Advanced Manufacturing, presented information regarding the SCC Welding Program. A brief history of the program, which began in 2014, included information regarding classes and certifications accredited by the National Center for Construction Education & Research. Her presentation included samples of student projects used to gauge their success.

Ms. Lyons administered the Oath of Office to new Board members, BethAnn Pratte and Stephen Woodward, and for the reappointment of Trustee Irish Pickett.

Dr. Stewart designated Teresa Sheets to be the assistant secretary to the Board of Trustees subject to the approval of the Board. Mr. Horne made a motion to appoint Teresa Sheets as new assistant secretary to the Board of Trustees. Mr. Gordon seconded the motion, and the motion passed unanimously. Chairman George Little welcomed Ms. Sheets.

Mr. Clendenin explained that the original agenda that had been emailed to the Board had been amended by a second email adding the minutes of the June 15, 2023, meeting. Mr. Clendenin made a motion to approve the amended agenda. Mr. Horne seconded the motion, and the motion passed unanimously.

Mr. Clendenin made a motion to approve the June 15, 2023, agenda. Ms. Pickett seconded the motion, and the motion passed unanimously.

Dr. Farmer introduced new Student Government Association (SGA) President, Andrew Jimenez. Mr. Jimenez then presented the SGA report. Various events have been planned daily for students during a new 42-day initiative to help kick off the fall semester as a means to foster student engagement and retention. Mr. Jimenez introduced the Board to the student newsletter as an active tool for student engagement as well as a new Student Life Instagram account. Students have indicated they would like to have a winter formal, as it was a great success last year. Students will meet in the Clement Dining Room for “Pizza with Presidents” tomorrow, August 22, 2023.

Mr. Caddell reported for the Buildings and Grounds Committee. The Hoke County parking lot is now ready for student use. To facilitate the new parking lot, among other tasks, a fence was moved, a dumpster was relocated, and gravel was spread. The \$42,000 project was funded by the Hoke County School Board.

Mr. Caddell provided an update on the project status of Foundation Hall and Kennedy Hall. Sterile processing equipment required some modifications of the facility, paid for out of contingency funds of \$14,000 to support the project. A minor HVAC leak has been repaired. The countertops in the Fletcher Auditorium are not up to standard. The College will hold the contractor accountable for replacement. There is a small leak in a roof panel in the radiography room which will be repaired this week. A few door issues will soon be corrected.

The Meyer Hall bid was approved by the State Construction office and awarded to Moseley Architects. The target start date of the project is May 17, 2024. The College is currently waiting on the contractor to send information to the State Inspection office.

Mr. Caddell reported on the Public Safety classroom building. Funds have been redirected to fund the project with both county and State Construction Infrastructure (SCIF) funds, and there is a \$1.9m cost cap. The staff is currently working on plans for the building and where it will be located and will share information as it is available.

Moore County Tourism Development Authority has contributed \$1m to provide grant funding to community non-profits for enhancements to promote local tourism. Mr. Layne has worked diligently on the College’s grant application for \$75,000 which will be a match for the lights on the baseball field, concession area, and beach volleyball facilities to provide greater incentive to organizations wishing to bring tournaments to this region.

Mr. Layne said that in 2015, the Constellation (formerly Pepco) approached the College about an energy savings facility upgrade plan, which was approved by the Board of Trustees and was put into place to ensure cost savings in energy consumption. Once the analysis came in there was a total revamp of lighting campus wide, key HVAC elements, window shielding, and other measures which were then tracked in an annual report provided by Constellation Energy. Lighting and chiller changes were targeted as a major part of the energy savings plan, as well as monitoring temperature changes in buildings and offices throughout the campus in a more digitally controlled manner. In the Five-Year Report compiled in Spring 2023, we are now ahead of the predicted \$1M savings within a decade, with a savings in the most recent year of reporting at \$408,415.

Mr. Layne took a moment to note that Steven Garner has passed the one-year mark as Facilities Director of McKean Campus Services and is doing a wonderful job. Mr. Caddell congratulated Mr. Garner and his team for maintaining a beautiful and well-functioning campus.

Mr. Woodward inquired as to the status of the HVAC system in Foundation Hall. Mr. Caddell explained that a small hole in the system had created a minor freon leak, which has now been repaired. All units in Foundation Hall are new and are still under warranty.

Mr. Horne reported for the Finance Committee. Mr. Horne reviewed for approval the Travel Authorization for the President, Chief Operating Officer, and the Board of Trustees. Mr. Horne made a motion to approve the Travel Authorization for the President, Chief Operating Officer, and Board of Trustees. Mr. Clendenin seconded the motion, and the motion passed unanimously.

Mr. Horne called on Ms. Thomas to report on the Eagle Internal Control Review. Ms. Thomas reported that the annual internal control review of financial aid and finance was completed with no exceptions. Mr. Horne made a motion to approve the Eagle Internal Control Review. Ms. Probst Mills seconded the motion, and the motion passed unanimously.

Ms. Thomas reviewed information regarding the reclassification of uncollectable student accounts. She explained that we carry outstanding debts on our books for three years before uncollectible student debt is reclassified. At that time the College continues its effort to collect those debts, but no longer carries an expectation that such funds will be recovered. That said, she told the Board that we have had some success even after reclassification occurs. Mr. Horne made a motion to approve the reclassification of uncollectible student accounts (\$69,220.68). Mr. Carpenter seconded the motion, and the motion passed unanimously.

Ms. Probst Mills asked why Moore County seems to have a higher expenditure rate versus Hoke County. Ms. Thomas shared several factors that create the difference in financial responsibilities within the Hoke and Moore campuses.

Mr. Woodward asked about the balance of the state and county bond funds as regarding the Health Sciences building. Ms. Thomas explained that there are remaining architectural expenditures. Mr. Caddell said funds remain from the bond and that those available funds are tied to equipment needs to be received to complete projects.

Mr. Horne reviewed the status of the Financial Report and the State and County Bond Funds through June 30, 2023, with no Board action required. Mr. Horne also reviewed the 2022-2023 Tuition and Registration fees with no Board action required.

Ms. Thomas reviewed Tuition and Registration fees at Mr. Jimenez's request. Ms. Thomas explained that information is set and supplied to colleges at the state level and forwarded to the College by June 30, 2023, regarding tuition rates. Ms. Thomas noted that tuition fees have not increased in an estimated 10 years.

Mr. Horne submitted that the Hoke County Budget of \$526,000 was approved by the Hoke County Commissioners.

Mr. Horne submitted that the Moore County Budget of \$5,217,256 was approved by the Moore County Commissioners.

Dr. Stewart noted that there were questions from the June BOT meeting regarding the College Workforce Continuing Education (WCE) fee and the Access and Parking Security fee (CAPS) and that warranted additional information and discussion. Regarding the WCE fee, class fees are presented to the Board once per year, but in the case of Workforce programs, these were requested for an amount of \$500 per request to begin a new program. Dr. Stewart offered that evidence of this request is illustrated by the presentation given earlier by Ms. Regan of the Advanced Manufacturing program which does not follow the standard class schedule. Instead of asking for fees once per year, the flexibility of the fee structure could better serve classes that do not fall into the normal schedule but can readily be covered at this \$500 cap level based on current program costs.

Regarding the CAPS fee, that fee was approved at \$25 per curriculum student and \$10 for WCE student per semester. A motion was submitted and passed unanimously at the previous Board meeting for the implementation of fees for all students. Dr. Stewart noted that this fee was approved prior to the last Board meeting but was never implemented during the time of COVID. This is not a parking fee. It is a fee to cover security costs associated with security services and capital improvements necessary to secure college property. These fees do not apply to high school students. Anticipated expenditures where these fees might be allocated include the cost of security cameras and other security equipment. This fee is to enhance our ability to keep our campuses secure.

Mr. Woodward asked if, based on the projection of 40% hybrid, 40% virtual, and 20% full-time on-campus student, and the possibility that a student might be a dual enrolled student, should that

off-campus student pay a CAPS fee. Dr. Stewart said that students will pay a CAPS fee unless they are a dual enrolled student and that security measures extend to web-based efforts to provide a secure learning environment. Ms. Thomas estimated that fees collected are approximately \$110,000. These fees will supplement the estimated \$400,000 per annum required to maintain four secure campuses. Mr. Caddell closed the discussion by congratulating Officer Threet for his work to keep the campus secure.

Ms. Alston reported for the Personnel Committee. Ms. Alston read the list of Personnel changes under Personnel Action. Mr. Horne made a motion to approve the changes under Personnel Action. Mr. Clendenin seconded the motion, and the motion passed unanimously.

The 2023-2024 Holiday Schedule was reviewed. Mr. Probst Mills made a motion to approve the 2023-2024 Holiday Schedule. Mr. Horne seconded the motion, and the motion passed unanimously.

Ms. Alston asked that the Board review the Curriculum and Personnel Information items with no Board action required.

Ms. Alston reviewed Personnel Information with no Board action required.

Ms. Alston reported on the transitioning of annual performance evaluations from paper to NEOED. (NEOED is a component of the NEOGOV software platform that serves Human Resources and recruiting, staff development, onboarding, performance reviews, and employee information management.) Ms. Alston also reported that the Annual Employee Benefits Fair will be held on September 13, 2023, in advance of the October Open Enrollment season for health and supplemental benefits.

Mr. Clendenin reported for the Planning Committee. Mr. Clendenin said that the Planning Committee has not met; however, the committee is working on the *College Strategic Plan* (CSP). The plan is normally submitted to the Board for approval in October. Due to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) evaluation, the committee will move the approval date to December instead of October and the Planning Committee will meet in November to review this year's edition.

Ms. Farmer said that the SACSCOC visit is still set for October 9-12. Those who will be required to be on campus for questions during the visit will be notified as soon as possible. In response to the new SGA President's question, Ms. Farmer explained to Mr. Jimenez that the SACSCOC is a reaffirmation process that looks at everything from education of students in the classroom, to anything related to how SCC functions as a college.

Ms. Lovell presented the Educational Programs Committee report and called on Dr. Roush to review the new changes. Dr. Roush said that the new catalog is now posted on the SCC website and includes updates to calendars, name changes, and updated language for clarity. Ms. Lovell

asked if the programs that are listed in the catalog are new programs added to the curriculum. Dr. Roush explained that there are new certificate programs. Ms. Pratte asked a question regarding certifications. Certification programs require at least 20 students and must be identified at the State level. These include programs such as Nurse Aid, Cosmetology, and Basic Law Enforcement. These areas have a formal certification exam that students must take to become state certified. Regarding dual enrollment students, the liaison for the student would be located at the high school. The College has a Family Educational Rights and Privacy Act (FERPA) release form that can be completed which will allow parents to have access to student information.

Ms. Lovell made a motion to approve catalog changes. Mr. Gordon seconded the motion, and the motion passed unanimously.

Dr. Farmer reviewed the student handbook, reviewing each updated item. He noted that there are 24 student clubs this year, including a new Chess Club and Creative Writing Club. Dr. Farmer emphasized that clubs are student-driven, noting the removal and addition of clubs as student needs and interests change. Ms. Lovell made a motion to approve the student handbook. Mr. Horne seconded the motion, and the motion passed unanimously.

Dr. Farmer presented an update regarding student enrollment. Curriculum enrollment as compared to the final fall number is projected to be up 2%. Workforce Continuing Education is trending up as well. Advanced Manufacturing is showing the largest growth. There is also increased student retention in Career and College Readiness (CCR—including Adult Basic Education, English as a Second Language, and Adult Secondary Education) classes.

Dr. Farmer then noted that Student Services recently made 23 changes in structure to align with the “One-College” initiative, and to create a department that is very hands on with all students. Students have more needs than ever outside the classroom, and identifying those needs is paramount. Since rolling out the new arrangement in mid-July, some staff members in Student Services were designated as “navigators.” These staff members, as their name implies, help students navigate through the various decisions at the start of their educational journey to ensure they are routed to services they might need based on information gathered in the intake process. The navigators have met with 244 students, many choosing to come in to work in person with navigators. Additionally, there have been 35 WCE registrations in the Student Services area. Surveys were sent to all applicants, and of the 58 responses, 40 indicated that they need support beyond the enrollment process. Moving forward, the process will be fine-tuned to understand the financial, housing, food, and mental health needs of our students. Ms. Lovell made a motion to approve the student handbook. Mr. Horne seconded the motion, and the motion passed unanimously.

Ms. Elkins presented the Foundation Report. The Coca Cola Classic Golf Tournament will take place on Tuesday, August 29, at Pine Needles and MidPines. There will be 47 teams. Several students have volunteered to work at the Tournament this year. The Flyers solicitation mailing should be out within the next two weeks. The upcoming BPAC season includes a Comedy Series

as well as a Family Series. The Mainstage series will present the Gatlin Brothers on September 30. The College's 60th Birthday concert on December 4, 2023, will be a medley of Sandhills local performers. Full details will be available at the October meeting.

Ms. Elkins noted that Ronald Toelle passed in July, leaving the college \$500,000 in his estate for the Engineering programs, to be split among scholarships, student success initiatives, marketing and recruiting, and equipment and supplies for the programs. The College has named the Ronald and Marilyn Toelle Student Success Center in their honor. The naming was approved by the BOT several years ago when this commitment was made.

The Foundation has currently worked with WCE and USGA on finalizing Greenskeeper Program Funding Agreement. Payments for the golf tournament, Guarantors gifts, and a few scholarship annual gifts have been received since the June Trustee meeting. The Annual Campaign mailing for most donors is in development. The brochure this year will feature Kayle Renee Lowery who was a graduate from Hoke High and was one of SCC's first Sandhills Promise students. The Foundation Office is targeting a late September mailing date. The Foundation is finalizing fall and 60th events invitation lists and planning timelines.

Dr. Stewart presented the President's Report. Dr. Stewart asked for approval of future Board meeting dates which are October 16, 2023, December 11, 2023, February 5, 2024, which will serve as the Board retreat in Hoke County, April 1, 2024, and June 3, 2024. Mr. Clendenin made a motion to approve Board of Trustees meeting dates as presented. Mr. Horne seconded the motion, and the motion passed unanimously.

Dr. Stewart said that the temporary policy regarding paternity leave conforms to state law, but it has not formally been adopted as policy. No action is required of the Board regarding the policy at this time, but it may come to the Board following further State action.

Dr. Stewart thanked everyone for their support during his first weeks as SCC President. Following the August 9, 2024, inauguration, Dr. Stewart attended a Presidents Meeting at Pitt Community College and will attend a North Carolina Association of Community College Trustees (NCACCT) meeting in Wilmington on August 30, 2023. Dr. Stewart, Mr. Little, and Mr. Caddell attended a State Board meeting on August 18, 2023, in Raleigh. Dr. Stewart expressed the value of having a network of community colleges connections throughout the state. He also pointed out the importance of recognizing that the State Board of Community Colleges is a State agency. Much of the policymaking and budget requests often originates with the Presidents Association or the Trustees Association, which underscores the importance of building relationships and making connections. Dr. Stewart was pleased to see such a great student presence in the Dempsey Student Center and noted that the return of a cafeteria service had contributed to volume of students in the center.

Notable items in the future include a visit from Scott Hamilton, Chair of the Golden Leaf Foundation, who will be on campus September 6, 2023. An Active Shooter training event in

December will involve several agencies across Moore County. Dr. Stewart will be away from October 1–7, 2023.

Mr. Clendenin asked Dr. Stewart to give an update of cafeteria services. Dr. Stewart reported that the new vendor, Hollie & Son, will provide food service moving forward. They are serving breakfast and lunch Monday through Thursday, and breakfast only on Friday. Response to the new cafeteria service has been very favorable.

Mr. Little reported that he, Mr. Caddell, and Dr. Stewart attended the State Board meeting in Raleigh on August 18, 2023. Mr. Little said that the State of North Carolina will be impacted with future incoming industry and that community colleges will play a huge role in the future of employment within the new industries.

Mr. Clendenin made a motion to adjourn. Mr. Horne seconded the motion, and the motion passed unanimously.

With no further business, the meeting was adjourned at 7:28 p.m.

Respectfully submitted,

George Little, Chairman of the Board

Joseph Clendenin, Secretary of the Board