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## **Sandhills Community College**

### **Meeting Agenda**

#### **Board of Trustees Regular Meeting**

**Tuesday, December 2, 2025, | 3:30 PM**

**Location: Clement Dining Room, Dempsey Center**

### **I. Call to Order**

**Presenter:** Larry Caddell, Chairman

#### **Ethics Statement:**

In accordance with the State Government Ethics Act, Board members must avoid conflicts of interest or appearances of conflict. Members should declare any known conflicts and refrain from participation in the related matter.

### **II. Recording of the Meeting**

**Presenter:** Larry Caddell, Chairman

The meeting is being recorded solely for transcription purposes. The recording will not become public record and will be deleted after one year.

### **III. Prayer**

**Presenter:** Bruce Hurst, Trustee

#### IV. Approval of the Agenda

**Presenter:** Larry Caddell, Chairman

#### V. Election of Board Officers

**Presenter:** Sandy Stewart, President

#### VI. Approval of Minutes

<b>Presenter</b>	Larry Caddell, Chairman
<b>Supporting Documents</b>	<a href="#">2025-10-07_BOTRegularMeetingMinutes.pdf</a> <a href="#">2025-10-07_BOTClosedSessionMinutes.pdf</a>

#### VII. Program Presentation

<b>Presenter</b>	Sandy Stewart, President, Lindsey Farmer, Dean, Workforce Innovation and Strategic Planning, Taylor McCaskill, Senior Director, Workforce Strategy and Partnership, Jason Levister, Director of Workplace Learning, Ed Spitzer, Dean, Workforce & Applied Programs, Michelle Bauer, Vice Provost of Instructional Programs, & Brian Garner, Department Chair, Transportation Services and Professor, Automotive Technology/Transportation Services and Coordinator, Collision Repair & Refinishing
<b>Summary</b>	Highlight how Sandhills is working as <i>One College</i> through aligned pathways, employer partnerships, work-based learning, and collaboration across divisions.

#### VIII. Board of Trustee Committee Reports

<b>Student Government Association Report</b>	
<b>Presenter</b>	Nick Watts, SGA President
<b>Summary</b>	
<b>Action Requested</b>	No
<b>Supporting Documents</b>	

<b>Governance Committee Report</b>	
<b>Old Business</b>	
<b>Topic</b>	<b>Policies Submitted for Board Review and Approval</b>
<b>Presenter</b>	David McLean, Chairman
<b>Summary</b>	These policies are pending review and approval by the Board of Trustees.
<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	<p><a href="#">Policy 5.16—Employee Pay</a> Summary: Recommend replacing “equity” with “comparison.”</p> <p><a href="#">Policy 5.22—Civility</a> Summary: Recommend archiving Policy 5.22. Rationale: Policy 5.25 Employee Code of Conduct and Procedure 9.2.3 (Internet and Acceptable Use) cover similar content.</p> <p><a href="#">Policy 10.4—Campus Crime</a> Recommendation to archive Policy 10.4 and create Policy 10.13- Campus Security with updated language reflecting security and reporting requirements: <a href="#">10.13 Campus Security</a></p> <p><a href="#">Policy 5.3 - Contractual Relationships</a> Summary: Recommendation to revise the language of Policy 5.3- Contractual Relationships. Example revised language was reviewed and discussed: <a href="#">5.3 Contractual Relationships</a></p>

<b>New Business</b>	
<b>Topic</b>	<b>New Policy Submission for Board Approval</b>
<b>Presenter</b>	David McLean, Chairman
<b>Summary</b>	<p>Add new Policy 2.18 Revise Policy 4.3 title and language Add new Policy 5.28</p> <p>Rationale: The new policy references the public, students, and employees. It is cross-referenced in General (Section 2), Student Services (Section 4), and Human Resources (Section 5).</p>

<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	<a href="#">Americans with Disabilities Policy Comparison Chart</a>

<b>Topic</b>	<b>Proposal to Implement a Consent Agenda</b>
<b>Presenter</b>	David McLean, Chairman
<b>Summary</b>	The Consent Agenda is being introduced as a new tool to group routine and non-controversial items for collective approval, improving efficiency and focusing meeting time on substantive discussion.
<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	<a href="#">Consent Agenda Guidelines</a>

<b>Topic</b>	<b>Bylaws</b>
<b>Presenter</b>	David McLean, Chairman
<b>Summary</b>	<p>Student Fees: Article II, Section 6: Finance, Personnel, and Planning Committee (p. 11)</p> <p style="padding-left: 40px;">Add as letter “g.”: Establish local fees as defined in State Board Code of Community Colleges (SBCCC) Chapter E, Student Tuition and Fees. Note: The current letters “g” through “o” will shift down and become letters “h” through “p.”</p> <p>Reference to Policy 3.4.1: Article IV, Section 1, Letter D (p. 19) Remove reference to College Policy 3.4.1, as the Policy does not correlate to the paragraph.</p> <p>Consent Agenda: Article III, Section 3, Letter B (p. 17) If a consent agenda is adopted, the Board meeting agenda could be updated to reflect the change. Add “Consent Agenda” as letter “E.” Note: If the Consent Agenda is added as letter E, current letters “E” through “J” will shift down and become letters “F” through “K.”</p>

<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	<a href="#">The Sandhills Community College Board of Trustees Bylaws</a>

<b>Building and Grounds Committee Report</b>	
Old Business--None	
New Business	
<b>Topic</b>	<b>Workforce Trades Building Project Update</b>
<b>Presenter</b>	Tim Carpenter, Chairman
<b>Summary</b>	This project is in the design phase. LS3P has met with program directors/leadership to further identify space, equipment, and unique needs for the new building. Soil borings and a site survey are underway.
<b>Action Requested</b>	None
<b>Supporting Documents</b>	None

New Business	
<b>Topic</b>	<b>Caddell Center Building Project Update</b>
<b>Presenter</b>	Tim Carpenter, Chairman
<b>Summary</b>	Preparation for the construction of the new building has started. Removal of the modular unit has been completed. Site grading and demolition of the concrete pad are underway.
<b>Action Requested</b>	None
<b>Supporting Documents</b>	None

New Business	
<b>Topic</b>	<b>Second Floor Dempsey Renovation Update</b>
<b>Presenter</b>	Tim Carpenter, Chairman
<b>Summary</b>	The addition of multiple offices is needed on the second floor of the Dempsey Center, inside the Ewing Leadership Wing, to relocate the Student Services advising and Career & College Promise (dual-enrolled students) departments and better serve students.

<b>Action Requested</b>	None
<b>Supporting Documents</b>	None

<b>New Business</b>	
<b>Topic</b>	<b>Caddell Center Easement Update</b>
<b>Presenter</b>	Tim Carpenter, Chairman
<b>Summary</b>	Discussion regarding easement at the Caddell Center
<b>Action Requested</b>	No
<b>Supporting Documents</b>	None

<b>New Business</b>	
<b>Topic</b>	<b>Resolution for Facilities Use</b>
<b>Presenter</b>	Tim Carpenter, Chairman
<b>Summary</b>	Discussion and adoption of a resolution for facilities usage.
<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	None

<b>Finance, Personnel &amp; Planning Committee Report</b>	
<b>Old Business: None</b>	
<b>New Business</b>	
<b>Topic</b>	<b>Finance Report Update</b>
<b>Presenter</b>	Gene Horne, Chairman
<b>Summary</b>	Sandhills Community College has expended approximately 31% of total State Funds and 37% of County Funds through October 31, 2025. Spending levels across all categories are consistent with expected activity for this point in the fiscal year.
<b>Action Requested</b>	No

<b>Supporting Documents</b>	<a href="#">Finance Report October 31, 2025.pdf</a>
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<b>Topic</b>	<b>County Bonds Update</b>
<b>Presenter</b>	Gene Horne, Chairman
<b>Summary</b>	Sandhills Community College has expended \$128,485.19 of County Bond Funds for the Caddell Center Classroom Building project as of October 31, 2025. There are \$971,514.81 of County Bond Funds remaining for the project.
<b>Action Requested</b>	No
<b>Supporting Documents</b>	<a href="#">Status of State and County Bond Funds 10-31-25.pdf</a>

<b>Topic</b>	<b>OSBM Update</b>
<b>Presenter</b>	Gene Horne, Chairman
<b>Summary</b>	As of October 31, 2025, the college has expended \$146,555 of the \$25 million appropriation from the NC General Assembly for the Moore Innovative High School/Workforce Trades project. Interest accrued as of October 31, 2025, is \$1,309,088.15.
<b>Action Requested</b>	No
<b>Supporting Documents</b>	<a href="#">OSBM Report November 2025.pdf</a>

<b>Topic</b>	<b>FY25 Financial Statements Review Update</b>
<b>Presenter</b>	Gene Horne, Chairman
<b>Summary</b>	Zach Rogers of the NC Office of the State Auditor reviewed the FY25 financial statements at the college's request. This review was requested due to the result of the FY24 audit. The review did not note any significant concerns and items noted were either immaterial or superficial. The Financial Services Department found the review to be beneficial and appreciated the constructive feedback.
<b>Action Requested</b>	No

<b>Supporting Documents</b>	None
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<b>Topic</b>	<b>25-26 SCC Budget 2-1 Approval and Signature</b>
<b>Presenter</b>	Gene Horne, Chairman
<b>Summary</b>	The NCCCS 2-1 form has been completed and submitted by the college. This worksheet provides a summary of revenues and expenditures, excluding capital improvement projects, by budget source for FY2025-26. The NCCCS requires each community college board of trustees to approve their respective college's annual operating budget.
<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	<a href="#">25.26 2-1 Summary Page.pdf</a> <a href="#">FY2025-26_DCC2-1_SignaturePage.pdf</a>

<b>Topic</b>	<b>Personnel: New Hires &amp; Employee Separations</b>
<b>Presenter</b>	Gene Horne, Chairman
<b>Summary</b>	Sandhills Community College continues to experience steady personnel activity across divisions, with several key hires supporting operations, student services, and academic functions. Turnover remains low, with only a few separations and several upcoming retirements across the College. New hires reflect strategic needs in HVAC maintenance, IT infrastructure, library services, student support, and the Small Business Center. Retirements include long-serving faculty and staff in Learning Resources, Business Technology, IT, and Maintenance. Separations are minimal and limited to isolated positions in Academic Programs and Engagement.
<b>Action Requested</b>	No
<b>Supporting Documents</b>	<a href="#">Bd December 2 2025 Info Items (1).pdf</a>

<b>Educational Programs &amp; Student Affairs Committee Report</b>
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<b>Old Business: None</b>	
<b>New Business</b>	
<b>Topic</b>	<b>Continuing Education Accountability &amp; Integrity</b>
<b>Presenter</b>	Billy Carter, Chairman
<b>Summary</b>	<p>North Carolina community colleges are required to maintain a <i>Continuing Education Accountability and Integrity Plan (A&amp;I Plan)</i> under 1D SBCCC 300.4(a). This plan documents how each college ensures quality, effectiveness, compliance, and continuous improvement across all Continuing Education programs. The Board of Trustees must approve the plan every three years.</p> <p>Sandhills' current A&amp;I Plan covers calendar years 2023–2025 and is scheduled for renewal beginning January 2026. The College proposes shifting to a three-year reporting cycle aligned with the fiscal year (July 1–June 30) to better match the College Strategic Plan.</p> <p>Kimberly Blue is serving on a statewide NCCCS committee currently reviewing this accountability requirement. The committee's findings will inform and strengthen Sandhills' upcoming plan revision.</p> <p><b>Approval Requested:</b> Extend the current A&amp;I Plan, originally approved in Fall 2022, through June 30, 2026, allowing time to develop a revised plan aligned with the new July–June cycle. The new plan would take effect July 1, 2026.</p>
<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	<a href="#">Sandhills.Acct.IntegrityPlanApproved.2023-2025.pdf</a>

<b>Topic</b>	<b>NC Reconnect</b>
<b>Presenter</b>	Billy Carter, Chairman
<b>Summary</b>	Mr. Williams shared an update on <b>NC Reconnect</b> , a statewide initiative funded by the <b>John M. Belk Endowment</b> to support adult

	<p>learners returning to college. The program focuses on helping adults reconnect with Sandhills to complete or continue their education.</p> <p>Sandhills has been selected as part of <b>Cohort 6</b>, a small group of five colleges participating this year. Although the program is funded for one year, it will provide new strategies and insights that the College can continue using to improve adult learner engagement and re-enrollment.</p>
<b>Action Requested</b>	No
<b>Supporting Documents</b>	None

<b>Topic</b>	<b>Manufacturing Week</b>
<b>Presenter</b>	Billy Carter, Chairman
<b>Summary</b>	During the last week in October, 250 students participated in Manufacturing Week. Among other activities, local Moore and Hoke County businesses brought items to the campus that are manufactured in those counties for the first annual “Best Thing Made in Moore and Hoke Counties (MoHoCo)” contest.
<b>Action Requested</b>	No
<b>Supporting Documents</b>	None

<b>Topic</b>	<b>Small Business Center</b>
<b>Presenter</b>	Billy Carter, Chairman
<b>Summary</b>	Sara Holden has joined the College as the new Director of the Small Business Center and has already scheduled a Small Business class at the Hoke Center.
<b>Action Requested</b>	No
<b>Supporting Documents</b>	<a href="#">2025-12-02_Sara HoldenSmall Business Center Director (2).pdf</a>

<b>Topic</b>	<b>EPP Residency Programs</b>
<b>Presenter</b>	Billy Carter, Chairman
<b>Summary</b>	<p>EPP Residency Programs – Several <i>New to the System</i> Educator Preparation Program (EPP) Residency Certificates will be submitted to the State Board by the NCCCS for review and approval. We are seeking approval from the BOT to engage in the planning process for these certificates.</p> <ul style="list-style-type: none"> <li>• Birth through Kindergarten Residency Licensure Certificate</li> <li>• High School Math Residency Licensure Certificate</li> <li>• High School Science Residency Licensure Certificate</li> <li>• Middle School Math Residency Licensure Certificate</li> <li>• Middle School Science Residency Licensure Certificate</li> <li>• Special Education Residency Licensure Certificate</li> </ul>
<b>Action Requested</b>	Yes
<b>Supporting Documents</b>	

**IX. Foundation Report**

<b>Presenter</b>	Jennifer Dail, Senior Director, Development
<b>Supporting Documents</b>	<a href="#">2025-12-02 Foundation Report - Board of Trustees .pdf</a>

**X. President’s Report**

<b>Presenter</b>	Dr. Sandy Stewart, President
<b>Supporting Documents</b>	

**XI. Other Business**

<b>Presenter</b>	Larry Caddell, Chairman
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Supporting Documents	
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**XII. Trustee Comments**

**XIII. Closed Session**

*The Board will enter Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with legal counsel regarding matters subject to attorney-client privilege.*

**XIV. Adjournment**