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Sandhills Community College

Meeting Agenda

Board of Trustees Regular Meeting

Tuesday, February 3rd, 2026, | 5:00PM

Location: Hoke Campus, Johnson Hall 107 & 108

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. Approval of Minutes

Presenter	Larry Caddell, Chairman
Supporting Documents	2025 12 02 Unapproved Meeting Minutes.pdf

VI. Program Presentation

Presenter	Leslie Neal, SandHoke Early College High School Principal
Summary	Leslie Neal will join the Board of Trustees meeting to present alongside a panel of SandHoke students, highlighting the program's impact and student experiences.

VII. Consent Agenda

Presenter	Larry Caddell, Chairman
Summary	All items listed below are considered routine and may be approved or received as information by one motion. Any trustee may request that an item be removed for separate discussion.
Topics	Second Floor Dempsey Renovation Demolition work has commenced on the second floor of Dempsey Hall to prepare for the upcoming construction phase. This project involves the addition of six new offices. The newly constructed offices are designated to accommodate the Student Services Advising and Career & College Promise (CCP) departments, along with their respective staff members. The current estimated timeframe for completion is approximately three months from this update.
	NCWORKS Update The college is exploring a lease agreement and MOU with NCWorks (Dept. of Commerce) to operate in the old game room in the Dempsey Student Center.

	<p>Scottish Heritage Center Scottish Heritage USA has made SCC aware of a feasibility study to evaluate southern Moore County as a preferred location for the relocation of the Scottish Heritage Center formally housed at St. Andrews University. Pending the study's outcome, Scottish Heritage USA could be interested in the college as possible location.</p>
	<p>State and County Bond Funds: Status of State and County Bond Funds 12-31-25.xlsx</p>
	<p>OSBM Report: OSBM Report December 31 2025.pdf</p>
	<p>Employee New Hires, Changes, & Separations: 2026.02.03 BOT Information Items.pdf</p>

VIII. Board of Trustee Committee Reports

Student Government Association Report	
Presenter	Nick Watts, SGA President
Summary	Update to the Board of Trustees on student activities, engagement initiatives, campus events, and matters of interest or concern from the student body.
Action Requested	No
Supporting Documents	None

Governance Committee Report	
Old Business	
Topic	Policies Submitted for Board Review and Approval
Presenter	David McLean, Chairman
Summary	The Board of Trustees has yet to approve these policies: Add new Policy 2.18 Revise Policy 4.3 title and language

	<p>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>
Action Requested	Yes
Supporting Documents	Americans with Disabilities Policy Comparison Chart
Topic	Bylaws
Presenter	David McLean, Chairman
Summary	<p>Bylaw changes awaiting Board of Trustees approval (second reading).</p> <p>Student Fees: Article II, Section 6: Finance, Personnel, and Planning Committee (p. 11) 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>
Action Requested	Yes

Supporting Documents	The Sandhills Community College Board of Trustees Bylaws
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New Business: None	
Presenter	David McLean, Chairman

Building and Grounds Committee Report	
Old Business	
Topic	Workforce Trades Building Project Update
Presenter	Tim Carpenter, Chairman
Summary	Design Phase--LS3P has met with program directors/leadership to further identify space, equipment, and unique needs. Additionally, LS3P has developed initial concept drawings of the new building.
Action Requested	No
Supporting Documents	None
Topic	
Topic	Caddell Center Building Project Update
Presenter	Tim Carpenter, Chairman
Summary	The plumbing and electrical stub-outs for the project have been completed. Following this, the concrete pad was poured and allowed to cure properly. Currently, the construction has moved into the framing stage, with structural framing now underway.
Action Requested	No
Supporting Documents	Caddell 1.HEIC Caddell 2.HEIC Caddell 3.HEIC

	Caddell 4.HEIC Caddell 5.jpg Caddell 6.HEIC
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New Business	
Topic	SCC Horticulture Gardens Updates
Presenter	Tim Carpenter, Chairman
Summary	<p>Sensory Garden A new sensory garden is being planned in the SCC Horticultural Gardens that will be located near the upper pond that will feature a platform for yoga. Funding for this new garden will be made possible pending a gift to the SCC Foundation</p> <p>Landscaping Enclosure for SCC Horticultural Gardens Over the next twelve months, fence and screening will be installed around the perimeter of the SCC Horticulture Gardens enhancing aesthetics and providing protection for landscaping materials/exhibits/special events. Funding is made possible through a Convention & Visitors Bureau (CVB) Grant and match SCC Foundation funds.</p>
Action Requested	No
Supporting Documents	CVB GARDENS FENCING.pdf

Finance, Personnel & Planning Committee Report	
Old Business: None	
New Business	
Topic	Financial Report
Presenter	Gene Horne, Chairman
Summary	Financial report through December 31, 2025. Overall expenditures remain within budget, with approximately 48% of state funds and 54% of county funds expended year-to-date.

Action Requested	No
Supporting Documents	Financial Report December 31, 2025.xlsx
Topic	2026 New Course Fees
Presenter	Gene Horne, Chairman
Summary	Proposed new course fees to support program delivery, and instructional resource.
Action Requested	Yes
Supporting Documents	2026 Fee Requests.xlsx

Educational Programs & Student Affairs Committee Report	
Old Business: None	
New Business: None	
Presenter	Billy Carter, Chairman

IX. Foundation Report

Presenter	Dr. Germaine Elkins, Vice President Engagement and Executive Director, SCC Foundation
Supporting Documents	

X. President's Report

Presenter	Dr. Sandy Stewart, President
Supporting Documents	

XI. Other Business

Presenter	Larry Caddell, Chairman
Supporting Documents	

XII. Trustee Comments

XIII. Closed Session

The Board will enter Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to discuss personnel and legal matters.

XIV. Adjournment

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

**Clement Dining Room
December 2, 2025, 3:30 p.m.**

PRESENT: Trustees Larry Caddell, Chairman; Tim Carpenter, Vice Chairman; Gene Horne; Billy Carter; BethAnn Pratte; Stephen Woodward; David McLean; Mike Freidel; Richard Maness; Dell Cook; Nicholas Watts, SGA President

ABSENT: Joe Clendenin, Irish Pickett, Bruce Hurst

BOARD ATTORNEY: John May, Robbins, May & Rich

STAFF: Dr. Sandy Stewart; Dr. Julie Voigt; Dr. Rebecca Roush; Dr. D.J. Farmer; Dr. Michelle Bauer; Chad Williams; Lindsey Farmer; Teresa Sheets; Karen Walker; Jennifer Pearce, Taylor Murphy, Taylor McCaskill, Jason Levister, Brian Garner; Ed Spitler, Dr. Chris Herring, Jennifer Dail, Steven Garner, Kayla Miller, Alex Patti

GUESTS: Matt Lamb, The Pilot Newspaper; Stephanie Sellers, Sandhills News; Tina Hlabse, Ramseur Maultsby LLP, Patti Ramseur, Ramseur Maultsby LLP

Mr. Caddell called the meeting to order at 3:30 p.m. He read the statute regarding conflicts of interest to the Trustees and asked the Board if there were any potential conflicts with the agenda items to be discussed. Hearing none, Mr. Caddell proceeded to the next item of business.

Dr. Herring offered a moment of prayer.

Mr. Horne made a motion to approve the agenda. Mr. Friedel seconded the motion, and the motion passed unanimously.

Dr. Stewart asked for nominations for the position of Chairman of the Board of Sandhills Community College Trustees. Mr. Horne made a motion to elect Mr. Caddell as Chairman of the Board. Mr. Hunt made a motion that the nominations for Chairman of the Board be closed. Mr. McLean seconded the motion, and the motion passed unanimously. Dr. Stewart called for a vote and Larry Caddell was elected chairman unanimously.

Mr. Caddell asked for nominations for the position of Vice Chairman. Mr. Horne nominated Mr. Carpenter for Vice Chairman. Mr. Carpenter was elected Vice Chairman by unanimous vote.

Mr. Carpenter made a motion to elect David McLean as Secretary to the Board. Mr. McLean was elected Secretary by unanimous vote.

Mr. Carpenter nominated John May as Board attorney. Mr. May was elected Board attorney by unanimous vote.

Mr. Horne made a motion to approve the minutes of October 7, 2025, Board of Trustees meeting. Mr. McLean seconded the motion.

Mr. Woodward made a request that his name be included in the veiled reference that was made to himself in the governance section of the October 7, 2025, minutes as a matter of record that he stands by the assertions that he made. Mr. Carpenter seconded Mr. Woodward's request.

Mr. Caddell asked for a motion to approve the October 7, 2025, minutes to include Mr. Woodward's request. Mr. McLean made a motion to approve the October 7, 2025, minutes to include Mr. Woodward's request. Mr. Horne seconded the motion, and the motion passed unanimously.

Mr. Caddell asked for a motion to approve the October 25, 2025, Closed Session minutes. Mr. Horne made a motion to approve the minutes from the October 25, 2025, Closed Session. Mr. Maness seconded the motion, and the motion passed unanimously.

President Stewart moderated a panel to help illustrate the implementation of One College as it relates to curriculum and workforce continuing education courses and shared resources to support students. Participants included Lindsey Farmer, Taylor McCaskill, Jason Levister, Ed Spitler, Michelle Bauer, and Brian Garner. The team is working toward aligned pathways, employer partnerships, work-based learning, and collaboration across divisions. This allows for more streamlined communications among faculty and students.

Student Government Report

Mr. Watts presented the Student Government Association (SGA) report. SGA events include the Wild West Fall Fest, and an SGA T-shirt design contest. Students were provided an opportunity to review information regarding SCC clubs. New clubs include a Turning Points USA Club and the Dungeons and Dragons Club. SGA leaders attended a fall conference hosted by Cape Fear Community College. Students advocated for a financial literacy course to be added to the general education courses. The course would provide instruction on how to manage finances as students prepare to move into the workplace. The SGA Board was given an opportunity to sit in at an executive board meeting while visiting Bladen Community College.

Governance Committee Report

Mr. McLean reported that the Governance Committee met on November 10, 2025. The committee requested approval for four policies – Employee Pay, Civility, Campus Crime, and Contractual Relationships. A summary was provided offering explanations for requests. Mr. McLean made a motion to approve the changes to the four policies. Mr. Horne seconded the motion, and the motion passed unanimously.

The committee requested a first review of the Americans with Disabilities policy with changes to show alignment in the language of the policy, and to include changes in the general policy area, Student Services area, as well as in Human Resources. Mr. McLean made a motion to approve as a first reading of the Americans with Disabilities policy. Mr. Horne seconded the motion, and the motion passed unanimously.

Mr. McLean submitted a proposal to implement a consent agenda to streamline meetings and give members an opportunity to ask questions. The consent agenda would serve as a tool to group routine and non-controversial items for collective approval, improving efficiency and focusing meeting time on substantive discussion. Dr. Stewart noted that a consent agenda is utilized for routine matters and informational reports that go through committee. A Board member can pull any item from the consent agenda and no second is required. Although not required, the Board could modify the bylaws to reflect consent agenda information.

Mr. McLean made a motion to implement the consent agenda to follow the guidelines of 7 days prior to the regular Board of Trustees meeting. Mr. Freidel seconded the motion, and the motion passed unanimously.

Mr. McLean called on Ms. Farmer to provide an update regarding the language of the bylaws as related to fees plus the removal of the reference to College Policy 3.4.1, as the policy does not correlate to the paragraph. Also, for Board discussion, is to consider the addition of a consent agenda to the SCC Bylaws. Ms. Farmer stated that General Statute 115D states that the Board has been given the right to establish local fees, which have been missing from the bylaws. Based on the general statutes, the letter “G” will be added regarding fees to the bylaw’s language. There is a misrepresentation of policy in 3.4.1: Article IV, Section 1, Letter D., which references faculty info, and with approval will be removed.

Mr. Carpenter made a motion to approve the student fees, Article II, Section 6, under the Finance, Personnel, and Planning Committee. Also, with reference to Policy 3.4.1, Article 4, Section 1, Letter D, as stated in the agenda, but not to include consent agenda in the bylaws. Mr. Hunt seconded the motion, and the motion passed unanimously.

Buildings and Grounds Committee Report

Mr. Carpenter called on Dr. Farmer to present updates regarding the following items:

- Workforce Trades Building - LS3P Architects has met with leadership and program directors for curriculum to further explore space needs unique to those programs. The project is moving into the design phase which could last between 9 and 12 months. Soil boring and a site survey are underway.
- Caddell Center Building Update - Preparation and construction are underway to make room for more classroom space. Removal of the modular unit has been completed. Site grading and demolition of the concrete pad are underway. Estimated building time is 12 months. This will be a stick-built building with a metal roof.

- Dempsey Student Center Updates – Second Floor (Phase 2) and Downstairs (Phase 1) Physical enhancements and offices are being installed in the former bookstore location and upstairs for more offices in the Ewing Leadership Wing to relocate some of the Student Services operations including advising and Career & College Promise (dual enrolled students). In addition, members of Student Life, Recruiting and Admissions will be moving in during Spring Term. Continued communication will follow as shifts occur based on the new organizational chart for Student Services. Phase 1 (downstairs) is currently underway, and Phase 2 (upstairs) will follow.

Mr. Carpenter reported that an inquiry was made by a developer regarding the abandoning of an easement that runs along the eastern property line of the Caddell Training Center. Mr. Carpenter showed a drawing depicting property lines. Attorney May will research and prepare necessary documents to abandon easement. Once the easement is removed, SCC will maintain ownership of 30 feet of the property. Mr. Carpenter made a motion to abandon the easement as it relates to SCC property contingent upon the fact that the property returns to the ownership of SCC. Mr. Horne seconded the motion, and the motion passed unanimously.

In an effort for compliance of the fee schedule regarding facility usage, Dr. Stewart read a Resolution for Facilities Use. The resolution reads, “It is the expectation of the Board that external groups who rent the college’s facilities bear a portion of the cost as set forth in the facilities rental agreement.” Mr. Hunt made a motion to accept the resolution as presented. Mr. Freidel seconded the motion, and the motion passed unanimously.

Finance Committee Report

Mr. Horne reported that the Finance Committee met on November 18, 2025.

Mr. Horne reviewed the Financial Report and State and County Bond Funds through October 31, 2025, with no Board action required.

Office of State Budget Management Update – 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.

Dr. Farmer presented an FY25 Financial Statements Review Update - As a result of findings during the Fiscal 2024 audit, SCC is audited every 2 years. SCC requested, however, that the 2025 financial statement be submitted to the State Auditor for review by a senior auditor. The review noted no significant concerns and the Business Office received positive and constructive feedback.

2025 - 2026 State Budget 2-1

Mr. Horne made a motion to approve the 2025 - 2026 State Budget 2-1. Mr. Carpenter seconded the motion, and the motion passed unanimously.

Personnel Committee Report

Mr. Horne asked that Board members review the Personnel Information Updates. No Board action was required.

Planning Committee Report

Mr. Horne reported there were no items to discuss from the Planning Committee.

Educational Programs and Student Affairs Committees

Mr. Carter reported that the Educational and Student Affairs Committee met on November 13, 2025, and called on Dr. Roush to submit updates from the meeting.

Continuing Education and Accountability and Integrity Plan (A&I Plan) – North Carolina Community Colleges are required to maintain an A&I Plan 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 3 years. Sandhills' current A&I Plan covers calendar years 2023-2025 and is scheduled for renewal beginning January 2026. The College proposed shifting to a 3-year reporting cycle aligned with the fiscal year (July 1 – June 30) to better match the College Strategic Plan. Dr. Roush asked for approval to extend the current A&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.

Mr. Carter made a motion to approve the request to extend the current A&I Plan to include Spring 2026. Mr. Hunt seconded the motion, and the motion passed unanimously.

Mr. Williams shared an update on NC Reconnect, a statewide initiative funded by the John M. Belk Endowment to support adult learners returning to college. The program focuses on helping adults reconnect with Sandhills to complete or continue their education. SCC has been selected as part of Cohort 6, a small group of five colleges participating this year. Colleges include Sandhills, Alamance, Roanoke-Chowan, Cleveland, and Western Piedmont Community Colleges. 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.

Mr. Williams reported that Fall 2025 Curriculum enrollment is up 9.8% and FTE is up 5% from last year. Workforce Continuing Education FTE is currently up 15%.

Dr. Roush reported that students participated in Manufacturing week during the last week of October. Local Moore and Hoke County businesses brought items to the campus that are manufactured in those counties for to enter the “Best Thing Made in Moore and Hoke Counties (MoHoCo)” contest.

Sara Holden has joined the College as the new Director of the Small Business Center. Ms. Holden has already scheduled a Small Business class at the Hoke Center.

Dr. Roush reported that several Residency Certificates new to the System Educator Preparation Program (EPP) will be submitted to the State Board by the NCCCS for review and approval. These are: Birth Through Kindergarten, High School Math, High School Science, Middle School Math, Middle School Science, and Special Education. These are different licensures that can be sought. Dr. Roush requested approval to engage in the planning process for these programs.

Mr. Hunt made a motion for approval to engage in the planning process for the new programs. Ms. Pratte seconded the motion, and the motion passed unanimously.

Foundation Report

Jennifer Dail presented the Foundation Report. The Foundation has raised over \$1.2 million for the fiscal year raised as of Nov. 11, 2025. Year end is a busy time for gifts for tax purposes. Recommendations for two new Foundation Board members proposed and were voted to approve. Gary Evans and Adam Kiker were approved to serve on the SCC Foundation Board. Gary is a longtime supporter of the college and served for many years as a trustee. Adam Kiker is highly active in the community, and a principle at LKC Engineering. Ms. Dail asked for a motion to approve both new Foundation Board members. Mr. Carpenter made a motion to approve as new Foundation Board members Gary Evans and Adam Kiker. Mr. Horne seconded the motion, and the motion passed unanimously.

The President's Report

Workforce Pell, a new federal aid program launching in 2026, will allow Pell Grants to be used for high-quality, non-degree workforce training programs, which represents a significant opportunity for North Carolina. To prepare, the NCCCS Workforce Pell Resource Team met on November 5 to review a draft Workforce Pell Toolkit and identify college needs for implementation. The toolkit, which includes a communications guide, learner outreach tools, and an institutional readiness checklist, will be shared with colleges on December 8 for feedback. This effort is supported by Arnold Ventures and Education Strategy Group to ensure statewide alignment through the Governor's Council on Workforce and Apprenticeships. Federal rulemaking begins December 8, with final criteria expected in spring 2026, so colleges must prepare for eligibility, reporting, advising, and communication requirements.

Sandhills Community College Board of Trustees Closed Session Meeting Minutes

CLOSED SESSION

At 5:40 p.m. on December 2, 2025, during the regularly scheduled meeting of the Board of Trustees ("the Board") of Sandhills Community College ("SCC"), held in the Clement Dining Room on the SCC campus, the Board voted to enter Closed Session to discuss legal and personnel matters.

MOTION: Trustee Carpenter moved to enter Closed Session at 5:40 pm p.m. pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss legal and personnel matters. The motion carried unanimously.

Upon conclusion of the discussion, Chairman Caddell asked for a motion to return to Open Session. Trustee McLean made the motion, seconded by Trustee Carpenter, and the motion carried unanimously.

The Board reconvened in Open Session at 5:55 pm p.m. No action was taken during Closed Session.

John M. May
Attorney for Sandhills Community College

Date: December 2, 2025

With no further business, the Board of Trustees meeting was adjourned at 6:00 pm.

Respectfully submitted,

Larry Caddell, Chairman of the Board

David McLean, Secretary of the Board