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Sandhills Community College

**Board of Trustees Meeting
Tuesday, June 3rd, 2025
Kelly Tutoring Center, 115 Logan Hall. 5:00pm**

Meeting Agenda

1. 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.

2. 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.

3. Prayer

- **Presenter:** Bruce Hurst, Trustee

4. Oath of Office - Nicholas Watts, SGA President

- **Presenter:** Teresa Sheets

5. Approval of the Agenda

- **Presenter:** Larry Caddell, Chairman

6. Approval of Minutes

- **Presenter:** Larry Caddell, Chairman
- **Items Requiring Approval:**
 - 2025-04-08_UnapprovedMinutes_BOTMeeting.pdf
 - 2025-4-30_UnapprovedMinutes_BOTSpecialCalledMeeting.pdf

7. Proposed Board Meeting 2025-2026

- **Presenter:** Larry Caddell, Chairman & Dr. Sandy Stewart
- **Items Requiring Approval:** 2025-2026 Board of Trustees Proposed Meeting Dates and Times.pdf

Program Presentation

8. Tutoring Center

- **Presenter:** Whitney Cherekos, Coordinator, Tutoring Center

Board of Trustee Committee Reports

9. Student Government Association Report

- **Presenter:** Haden Barnett, SGA President

10. Governance Committee Report

- **Presenter:** Larry Caddell, Chairman
- **Updates:**
 - Policies for Review:
 - SCC Policy 4.4 - Code of Conduct:**
 - **Recommendation:** No Changes to Policy
 - SCC Procedure: 4.4.1 Code of Conduct**
 - **Recommendation:** Delete the current procedure and replace it with this document: **SCC Procedure 4.4.1 Student Code of Conduct 5.27.25.docx**
 - **NOTE:** This is a procedure—not a policy. As such, the Board will not vote to approve; it is listed here as a reference related to correlating policy changes.

- c. **SCC Policy 4.5 – Dress Code**
 - **Recommendation:** Delete policy
 - **Rationale:** Content incorporated into Procedure 4.4.1 under “Campus and Program Attire Standards” (Letter CC, page 5).
- d. **SCC Policy 4.11 – Academic Honesty**
 - **Recommendation:** Delete policy
 - **Rationale:** Content integrated into the introduction of updated Procedure 4.4.1.
- **Items Requiring Approval:**
 - **2025-06-03 ActionItem_PolicyComparisonChart.docx**
 - a. **Policy 3.4.10 - Pregnant and Parenting Employees-1 (1).pdf**
 - b. **Policy 5.3.4 - Discrimination and Harassment-1 (1).pdf**
 - c. **Policy 7.2 - Internet and Acceptable Use-1 (1).pdf**
 - d. **Policy 7.9 Pornography Prohibited on College Networks and Devices-1 (1).pdf**

11. Building and Grounds Committee Report

- **Presenter:** Tim Carpenter, Vice Chairman
- **Updates:**
 - a. Moore Innovative High School (MIHS)
 - b. Caddell Center Classroom Building
 - c. Hot Water Loop Project
 - d. Bookstore Renovation
- **Items Requiring Approval:**
 - Preservation of 43-Acre Tract Property

12. Finance, Personnel, and Planning Committee Report

Finance:

- **Presenter:** Gene Horne, Trustee
- **Updates:**
 - a. State Budget
 - b. Moore County Budget
 - c. Hoke County Budget
 - d. Moore County Innovative High School
 - e. County Bonds
- **Items Requiring Approval:**
 - **Sandhills CC Audit Management Letter (FY24).pdf**
 - **FY 2024 Audit Response**
 - **SCC Foundation Budget Request for FY 2025–2026**
 - **Proposed FY 2025–2026 County Budget Increases**
- **Reports:**
 - **Financial Report 2025-04-30**

- **State and County Bond Funds**
- **OSBM Report 2025-05**

Personnel:

- **Presenter:** Gary Evans, Trustee
- **Updates:**
 - a. **Personnel Information**
- **Items Approval:**
 - **Mehera Adringer- Early Childhood Instructor**

Planning:

- **Presenter:** Gary Evans, Trustee
- **Updates:**
 - a. Campus-wide Committees
 - b. CSP
 - c. Intellectual and Developmental Disabilities (IDD) Training Program
- **Items Requiring Approval:**
 - No items for Approval

13. Educational Programs and Student Affairs Committee Report

- **Presenter:** Billy Carter, Trustee
- **Updates:**
 - a. Cooperative and Innovative High School
 - Official name: Moore Innovative High School; mascot: Red Wolves.
 - 68 students committed for Fall 2025.
 - Welcome event: May 31, 2025, at Van Dusen Hall.
 - Staff begins July 1, 2025; directional signage to be installed on campus.
 - b. Ophthalmic Medical Assisting Program transition to Workforce Continuing Education (WCE).
 - Recruitment is underway with Carolina Eye.
 - Reflects “One College” approach—integrated curriculum and WCE structure.
 - c. **Fall 2025 Registration** began April 1, 2025. Curriculum headcount is currently up **9%**, and FTE is up **3%**.
- **Items Requiring Approval:**
 - No items for Approval

14. Foundation Report

- **Presenter:** Dr. Germaine Elkins, Vice President, Engagement and Executive Director SCC Foundation

- **Foundation Report: 2025-06-03 Foundation Report .pdf**

15. President's Report

- **Presenter:** Dr. Sandy Stewart, President

16. Other Business

- **Presenter:** Larry Caddell, Chairman
- Report of Website Audit

17. Trustee Comments

18. Closed Session (if necessary)

19. Adjournment



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

The Hoke Center, Raeford, N.C.

Johnson Hall 107/108

April 8, 2025, 5:00 p.m.

PRESENT: Trustees Larry Caddell, Chairman; Tim Carpenter, Vice Chairman; Joseph Clendenin, Secretary; Bruce Hurst; Tony Hunt; Gary Evans; Irish Pickett; Billy Carter; BethAnn Pratte; Stephen Woodward; Helen Probst Mills; David McLean; Haden Barnett, SGA Vice President

ABSENT: Dell Cook, Gene Horne

STAFF: Dr. Sandy Stewart; Mary Bridschge; Dr. Rebecca Roush; Dr. Julie Voigt; Dr. D.J. Farmer; Dr. Germaine Elkins; Michelle Bauer; Steven Garner; Lindsey Farmer; David Daniels; Chad Williams; Karen Walker; Tess Regan; Teresa Sheets, Jennifer Pearce; Rosa McAllister McRae; Dr. Carlos McCormick; Kelly Peele; Diane Reynolds

GUESTS: John May, Robbins May & Rich; Matt Lamb, The Pilot Newspaper; Katherine Peele, LS3P Architects

Mr. Caddell 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 if there were any potential conflicts with the agenda items to be discussed. Hearing none, Mr. Caddell proceeded to the next item of business.

Mr. Hurst offered a moment of prayer.

Mr. Evans made a motion to approve the agenda. Mr. Carpenter seconded the motion, and the motion passed unanimously.

Mr. McLean made a motion to approve the minutes of February 4, 2025, Board of Trustees meeting. Mr. Evans seconded the motion, and the motion passed unanimously.

David Daniels, Coordinator of Veterans Services, presented information and updates as related to the Sandhills Community College Veterans Center Program. Mr. Daniels said that the Veterans Services Program which began in 2023, has developed more offerings and options for those former and active-duty military individuals. Mr. Daniels introduced former military students Rachel Hanson, Roland Pearson, Steve Warren, and Celina Gonzalez, who shared their experiences as those who are currently receiving assistance from the Veterans Program. The students praised Mr. Daniels and his staff for the consistent concern and guidance they continue to receive.

Mr. Barnett presented the Student Government Association (SGA) Report.

Nicholas Watts is a new member of SGA and will be running for SGA President for the 2025-2026 term. Elections will be held on April 16, 2025, during Spring Fling. Mr. Barnett has been working with Wake Technical Community College President, Silas Johnson, to draft a motion which will recognize first generation graduates with the awarding of a graduation cord. A new full-time Student Life assistant is now in place. Mr. Barnett thanked the Board of Trustees for allowing him to serve with them during his term as SGA President.

Dr. Stewart noted that the revision of SCC Bylaws was sent to the Board 30 days prior to the February meeting. Mr. Caddell asked for a motion to approve the SCC Bylaws that were sent to the trustees in January. Mr. Carter made a motion to approve current SCC Bylaws. Mr. Evans seconded the motion, and the motion passed unanimously.

Mr. McLean made a motion for a provisional policy 1.3, which would be aligned with the by-laws, to be applied. Mr. Hunt seconded the motion, and the motion passed unanimously. Final policy will be addressed during the June 2025, Board of Trustees meeting.

Ms. Katherine Peele, Chief Practice Officer, LS3P Architects, was on hand to present the Summary Report Advance Planning Study of the Sandhills Community College and Moore County Schools (MCS) Early College High School and Workforce Building plans. Ms. Peele's presentation included the NC State Construction Office Requirements for Advance Planning, Process and Timelines, the SCC/MCS Building Committee members, as well as multiple images depicting square footage, topographic views, and building layouts. Discussion ensued regarding images of preferred and alternate concepts of buildings, walkways, and parking lots. A preliminary project budget and schedule was reviewed. Dr. Roush was asked to explain the scheduling and utilization of Van Dusen as the current location for Moore County Innovative High School classes.

Mr. Carpenter reported for the Buildings and Grounds Committee.

- Hot Water Loop Replacement Project – The fountain located at Blue Hall has begun to leak. As a result of the bidding process, Mechanical Maintenance has been awarded the contract and will begin work the week following graduation. Mr. Carpenter made a motion to approve the Hot Water Loop Replacement Project at a cost of \$500,101. Mr. Carter seconded the motion, and the motion passed unanimously.
- Bookstore Renovation – Dr. Farmer said that the space for the former bookstore will be upfitted to a student engagement space. Uses will include academic advising, dual enrollment advising, and a flex space to bring employers and university representatives together to work with students. The space will also potentially be used to display and sell SCC spirit wear. A conceptual drawing has been received, but no costs have been verified. Funding options are being explored.
- Caddell Center Classroom Building – Hobbs Architects is working to provide information regarding construction, permitting, and timelines.

Dr. Farmer presented the Finance Committee Report. Dr. Farmer reviewed the Financial Report and State and County Bond Funds through February 28, 2025, with no Board action required. Dr. Farmer also reviewed State, Moore County, and Hoke County budget information, requiring no Board action.

Mr. Evans reported for the Personnel Committee. Mr. Evans asked for a motion to hire a new instructor. Mr. Carpenter made a motion to approve the appointment of Demi Watkins, Engineering/Geomatics Instructor. Mr. McLean seconded the motion, and the motion passed unanimously.

Dr. Voigt presented policies for Board review. The policies will be considered for approval at the June Board of Trustees meeting.

Mr. Clendenin reported that the Planning Committee had no items requiring approval and no updates.

Ms. Pickett called on Dr. Roush to report for the Educational Programs Committee. Dr. Roush made a request to close the Digital Media Program due to low enrollment. Dr. Roush said that the components of the program can be offered through Continuing Education. Ms. Pickett made a motion to close the Digital Media Program. Ms. Pratte seconded the motion, and the motion passed unanimously.

Trustees received in their Board packet a Workforce Continuing Education (WCE) Accountability Report. Dr. Roush offered information as it relates to compliance with State Board code rules and regulations that a decision was made to welcome not only Curriculum students to the Tutoring Center, but to offer WCE students tutoring resources as well.

Ms. Probst Mills called on Mr. Williams to report for the Student Affairs Committee. Mr. Williams shared an enrollment update. Spring 2025 headcount for curriculum is up about 5% and FTE is up about 6%. WCE numbers continue to climb as students register for the coming months. The unduplicated headcount is approximately 11,000 students. Registration events are planned for both the Pinehurst and Hoke Campuses.

Dr. Elkins presented the SCC Foundation Report. Dr. Elkins called attention to the new banners on the Hoke campus which will also be appearing in downtown Raeford during a local garden club event. The Foundation Report was attached to the meeting agenda. As of March 31, total fundraising for the fiscal year was just over \$2.7M. Estate funds of \$200,000 will go to the Guarantors Program. The spring Foundation Board meeting is scheduled for April 28, at the Caddell Public Safety Center. Board members will have an opportunity to view the renderings of the new building and will also look at the Fire Program. Updates on the capital campaign were included in the Foundation report.

Dr. Stewart gave the President's Report to include the following bullet points:

- Dr. Stewart thanked Diane Reynolds, Kelly Peele, and other Hoke Campus personnel for helping with the planning of the Board of Trustees meeting. He also thanked Trustee Tony Hunt, who also serves as a Hoke County Commissioner, for his support of the Hoke Campus. Dr. Stewart conveyed that he is working towards establishing a greater presence on the Hoke Campus. As plans continue to develop a Cooperative Innovative High School on the Pinehurst Campus, Dr. Stewart noted that a highly successful Early College High School was established years ago in Hoke County and continues to be a successful educational entity.
- Dr. Carlos McCormick, Customized Training Director, has played a significant role in working with Pennsylvania Transformer Technology located in Raeford, N.C. On Thursday, April 10, SCC will sign a 3-year contract with Spiritus Systems in Aberdeen, N.C. Spiritus employs over 100 people. The company produces tactical nylon equipment for the military. Spiritus will conduct customized training that will affect over 100 employees.
- On Friday, April 4, the SCC Campus hosted Funfest. Over 800 students participated in competitions including automotive, computer programming, and engineering.
- UNC Charlotte Chancellor Saron Gaber was on campus to sign a transfer agreement marking a guaranteed admission program. At present, SCC has five guaranteed admission program partners.
- Community College Day was held on March 19, 2025, in Raleigh. Dr. Stewart thanked Trustees Stephen Woodward and David McLean for attending the event. The Community College System conducted their Awards Program on April 3, and the SCC Choir was asked to perform at the event.
- Regarding legislative issues, 16 various bills that directly affect community colleges and 11 additional bills that indirectly affect them are being tracked. Crossover is on May 8, 2025, at which time a bill that is filed in the House has until May 8, to cross all hurdles to be moved to the Senate and vice versa. Dr. Stewart will share updates as they are made available. Dr. Stewart will serve as the North Carolina Community College President's Association Legislative Chair for the coming year.
- Chairman Caddell will serve on the NCCC Trustee Association Board of Directors, filling the unexpired term of George Little.

Mr. Clendenin made a motion to go into closed session. Ms. Probst Mills seconded the motion, and the motion passed unanimously.

The Board went into closed session at 7:18 p.m.

Minutes

of

April 8, 2025

Board of Trustees of Sandhills Community College

Executive Session Meeting

Held on the Hoke Campus

The Board of Trustees of Sandhills Community College met on April 8, 2025, on Sandhills Community College's Hoke County Campus in Raeford, North Carolina. At the conclusion, the Board's regular session and prior to adjournment, on motion by Joe Clendenin and seconded by Tim Carpenter the Board voted unanimously to go into executive session to discuss personal and legal issues.

Dr. Stewart advised the Board of several employment positions in the College's administrative staff which have or will, in the near future, be open and his intentions with respect to identifying candidates for those vacant positions. Dr. Stewart also advised the Board of two recent security related incidences which occurred on the College's campus and are under investigation neither of which appear they will develop into legal issues involving the College.

Pursuant to State law, in Dr. Stewart's absence, the Board was provided with a copy of Dr. Stewart's current employment contract incident to the Board's annual review of the Dr. Stewart performance as President of the College.

The Executive Session was adjourned at 8:00 pm, and the Board reconvened its regular meeting. On motion by Mr. Evans, seconded by Mr. Hunt, the Board voted unanimously to extend the term of Dr. Stewart's Employment Contract, which currently will expire on June 30, 2026, for an additional

three (3) years with the new expiration date of June 30, 2029. Any action with respect to Dr. Stewart's compensation would be acted on by the Board at a future meeting.

There being no further business to come before the Board, the meeting was adjourned at 8:10 pm.

John M. May, Attorney for SCC

April 8, 2025

With no further business, the Board of Trustees meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Larry Caddell, Chairman of the Board

Joseph Clendenin, Secretary of the Board



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Sandhills Community College Board of Trustees Special Called Meeting Minutes

Sledge Board Room

April 30, 2025, 5:00 PM

PRESENT: Sandy Stewart, President; Larry Caddell, Chairman; Gary Evans, Trustee; Bruce Hurst, Trustee; Helen Probst Mills, Trustee; Billy Carter, Trustee; David McLean, Trustee; Beth Ann Pratte, Trustee; Stephen Woodward, Trustee; Trish Pickett, Trustee; Billy Carter, Trustee; John May, SCC Board Attorney; Julie Voigt, Chief of Staff; and DJ Farmer, Executive Vice President

GUEST: Tina Hlabse and Alex Maultsby, RAMSEUR MAULTSBY LLP

Chairman Caddell called the meeting to order at 5:05 PM. 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, Chairman Caddell proceeded to the next item of business.

Trustee Bruce Hurst offered a prayer. Chairman Caddell noted that the meeting was being recorded solely for the purpose of transcription. A motion to approve the agenda as presented was made by Trustee Gary Evans and seconded by Trustee Dale Cook. The motion passed unanimously.

Trustee Probst Mills moved to enter closed session at 5:15PM pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss personnel matters and to consult with the college's attorney. Trustee McLean seconded the motion. During closed session, the Board was informed that Ramseur Maultsby has been retained, and legal representation will be extended to two employees.

The Board reconvened at 5:50 PM. No action was taken during closed session.

President Stewart announced upcoming graduation and pinning ceremonies and shared that GEICO has donated two vehicles to support the Automotive and Collision Repair programs. He also shared that he will be traveling to Huntsville, Alabama, to attend the SCC Beach Volleyball Tournament.

With no further business, the meeting was adjourned at 6:05 PM.

2025-2026 Board of Trustees Proposed Meeting Dates and Times

08/05/2025	5:00 pm	
10/07/2025	8:00 am - 5:00 pm	Retreat?
12/02/2025	5:00 pm	Christmas Party
02/03/2026	5:00 pm	
04/07/2026	5:00 pm	
06/02/2026	5:00 pm	
08/04/2026	5:00 pm	
10/06/2026	5:00 pm	
12/01/2026	5:00 pm	Christmas Party

CHANGE: Policy 4.14/5.17 DISCRIMINATION AND HARASSMENT

Current Policy	Proposed Revisions
<p>Policy 4.14/5.17 Discrimination and Harassment</p> <p>The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status in the administration or in any of its education programs and activities and employment practices.</p> <p>For issues related to Title IX sexual harassment, see Procedures 4.14.1/5.17.1– Sexual Harassment.</p> <p>Legal Reference: Title VI and VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus</p>	<p>The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status in the administration or in any of its education programs and activities and employment practices.</p> <p>The College will address any such discrimination of which it has actual knowledge using the following procedures:</p> <p>For issues related to Title IX sexual harassment, see Procedures 4.14.1/5.17.1– Sexual Harassment and Sexual Violence.</p> <p>For issues related to all other types of unlawful discrimination and harassment, see Procedures 4.14.2/5.17.2– Unlawful Discrimination and Harassment.</p> <p>Legal Reference: Title VI and VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination</p>

<p>Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013; and the Pregnant Workers Fairness Act of 2023.</p>		<p>Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013; and the Pregnant Workers Fairness Act of 2023.</p>
Aspect	Current Policy	Proposed Revisions
Purpose	Ensure a learning and working environment free from prohibited discrimination.	Same as current policy.
Scope	Applies to all students, employees, and programs within the college.	Same as current policy.
Protected Categories	Race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.	Same as current policy.
Legal References	Title VI and VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of	Same as current policy.

	<p>1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013; and the Pregnant Workers Fairness Act of 2023.</p>	
Procedures for Reporting and Investigating Discrimination	<p>Procedures 4.14.1/5.17.1 for Title IX sexual harassment; general procedures for other forms of discrimination.</p>	<p>Same: Language Title IX sexual harassment, 4.14.1/5.17.1</p> <p>Change: Language to Title IX sexual harassment, see "<i>Procedures 4.14.1/5.17.1 – Sexual Harassment and Sexual Violence.</i>"</p> <p>Add: Language "For issues related to all other types of unlawful discrimination and harassment, see Procedures 4.14.2/5.17.2 – Unlawful Discrimination and Harassment."</p>

Accountability and Enforcement	Ensures that all employees and students understand their roles in maintaining a discrimination-free environment.	Same as current policy, with specific procedures for addressing Title IX Sexual Harassment.
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Important Notes

1. Procedure Numbers: The proposed policy uses different procedure numbers (3.3.7.1/5.3.4.1 and 3.3.7.2/5.3.4.2) compared to the current policy procedure (4.14.1/5.17.1). The proposed policy clarifies procedures for sexual harassment and sexual violence, as well as other forms of Unlawful discrimination and harassment.
2. Enhanced Clarity and Specificity: The proposed policy provides clearer definitions of discrimination and harassment, which can help ensure that all stakeholders understand what constitutes prohibited behavior.
3. Improved Procedures for Reporting and Investigating Incidents: The proposed policy outlines specific procedures for handling different types of discrimination and harassment, such as Title IX sexual harassment and other forms of unlawful discrimination. This separation can streamline the reporting and investigation processes, ensuring that each type of incident is addressed appropriately
4. Ensure the proposed policy complies with all relevant laws and regulations, including recent updates to Title IX and EEOC guidelines.

NEW: 5.28 PREGNANT AND PARENTING EMPLOYEES

Current Policy	Proposed Policy
<p>Policy 4.14/5.17 Discrimination and Harassment</p>	<p>The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions. Pregnant and nursing employees will be provided with accommodations as required by law.</p> <p>Employees</p> <p>A. Reasonable Accommodations for Pregnancy-Related Limitations</p> <p>In accordance with the Pregnant Workers Fairness Act, qualifying applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions will be provided reasonable accommodations, unless the accommodation demonstrably would impose an undue hardship on the operation of the College. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.</p> <p>B. Break Time to Express Milk</p> <p>For one year after the birth of an employee's child, the employee will be provided reasonable break times to express breast milk for the child each</p>

<p>time the employee has need to express milk. The appropriate supervisor will designate a place, other than a bathroom, that the employee may use to express milk. Any designated place must be functional as a space for expressing milk, shielded from view, and free from intrusion from others.</p> <p>Legal Reference: Consolidated Appropriations Act, P.L. 117-328, div. II - Pregnant Workers Fairness Act; Fair Labor Standards Act, as amended, 29 U.S.C. 201, <i>et seq.</i>; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e <i>et seq.</i>, 29 C.F.R. pt. 1604; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 <i>et seq.</i>, 34 C.F.R. pt. 106</p>		
Aspect	Current Policy	Proposed Policy
Purpose	Ensure a working environment free from prohibited discrimination. Aligns with Policy 4.14/5.17 Discrimination and Harassment	The proposed policy provides specific accommodations for pregnant employees, including reasonable accommodations for pregnancy-related limitations and break times to express milk, as required by the Pregnant Workers Fairness Act.
Scope	Applies to all employees	

Protected Categories	Pregnancy, childbirth, or related medical conditions	
Legal References	Consolidated Appropriations Act, P.L. 117-328, div. II - Pregnant Workers Fairness Act; Fair Labor Standards Act, as amended, 29 U.S.C. 201, et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106	
Accommodations for Pregnant and Parenting Employees	General prohibition of discrimination based on pregnancy.	

Important Notes

1. Compliance with Legal Requirements: Policies like this ensure compliance with federal and state laws, such as the Pregnant Workers Fairness Act, which mandates reasonable accommodations for pregnant employees unless they cause an undue hardship.
2. Clearly outlining accommodations and procedures can help prevent discrimination claims and ensure that employees understand their rights and the process for requesting accommodations

NEW: Policy 9.2: Internet and Network Acceptable Use

Current Policy	Proposed Policy
<p><u>9.2 Acceptable Use</u></p> <p>Computers and other information technology resources are essential tools in accomplishing the College's mission. Information technology resources are valuable community assets to be used and managed responsibly to ensure their integrity, confidentiality, and availability for appropriate research, education, outreach and administrative objectives of Sandhills Community College. Students, faculty, and staff, as well as other individuals authorized by the college, are granted access to these resources in support of accomplishing the College's mission.</p>	<p>I. PURPOSE</p> <p>The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational and administrative purposes. College owned or operated computer resources are for the use of College employees, students and other authorized individuals. This Policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.</p> <p>II. ACCEPTABLE USE</p> <p>A. Acceptable Activity</p> <p>The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. This Policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer resources.</p> <p>B. Unacceptable Activity</p> <p>Unacceptable activity includes, but is not limited to, the following:</p>

	<ol style="list-style-type: none"> 1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network. 2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files. 3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software. 4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual's work. 5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems. 6. Using another person's password or sharing of one's own password (users should not share their password with anyone and those who choose to do so are responsible for the outcomes resulting from the use of their password). 7. Committing any form of vandalism on equipment, communication lines, manuals or
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	<p>software, or attempting to defeat or circumvent any security measures or controls.</p> <p>8. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas restricted to protect systems.</p> <p>9. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.</p> <p>10. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.</p> <p>11. Using the College's computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.</p>
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12. Disclosing confidential student or personnel information to unauthorized third parties.

13. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.

14. Viewing pornography on a College internet network or on a device owned, leased, maintained, or otherwise controlled by the College. Exceptions to this unacceptable activity may be made for employees pursuant to N.C.G.S. § 143-805.

15. Other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College's Policies and Procedures.

III. RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

A. The College reserves all rights in the use and operation of its computer resources, including the right to monitor

	<p>and inspect computerized files or to terminate service at any time and for any reason without notice.</p> <p>B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.</p> <p>C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.</p> <p>D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.</p> <p>E. The College reserves the right to limit the allocation of computer resources.</p> <p>F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.</p> <p>G. College funds may not be used to purchase personal network access or products.</p> <p>H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College's network or College's computers.</p>
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IV. WIRELESS INTERNET ACCESS

Students and employees should abide by the Acceptable Use Policy guidelines while connected to the wireless network so there is no need for a separate guideline document.

V. ELECTRONIC MAIL

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this Policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so as the College deems necessary. Students and employees should not have any expectation of privacy regarding their electronic mail

addresses provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

- A. In the course of an investigation triggered by indications of misconduct or misuse;
- B. As needed to protect health and safety of students, employees or the community at large;
- C. As needed to prevent interference with the College's academic mission;
- D. As needed to locate substantive information required for College business that is not more readily available;
- E. As needed to respond to legal actions; and
- F. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act ("FERPA"). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records

subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, which are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy 7.2.

VI. PRIVATE EMPLOYEE WEBSITES, SOCIAL MEDIA AND OTHER INTERNET USE²

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain an appropriate and professional relationship with students at all times. Having a public personal website or social media profile, or allowing access to a private website or private social media profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website, social media site, or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.³

VII. VIOLATIONS

			<p>Each individual is ultimately responsible for his/her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.</p> <p>Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.</p>
Aspect	Current Policy	Proposed Policy	
Purpose	Ensure access, protect users and resources, support educational purposes.	Policies aim to manage technology resources effectively, support education, and ensure compliance with laws.	
Scope	Applies to students, employees, and authorized individuals.	Applies to all users of College technology resources.	
Acceptable Use	Instruction, learning, research, campus operations.	Supports educational, research, and administrative activities.	
Prohibited Use	Includes malware distribution, unauthorized access, copyright violations, viewing pornography, etc.	Policies prohibit illegal activities, copyright infringement, and misuse of resources.	
Email Use	Use for College business; incidental personal use is	Users agree to abide by policies and laws, including those against harassment and plagiarism.	

	acceptable if it doesn't generate costs.	
Privacy	No right of privacy exists for electronic communications.	Policies generally address privacy concerns under relevant sections.
Liability	College not liable for damages or losses from IT use.	College policies generally state that users are responsible for their actions; no specific liability clause mentioned.
Monitoring	College reserves the right to monitor and inspect computerized files.	College reserves the right to access, review, and monitor the use of computing resources.

Important Notes

1. Compliance with N.C.G.S. § 143-805:

The proposed policy explicitly addresses compliance with N.C.G.S. § 143-805, which prohibits viewing pornography on government networks and devices, ensuring the college is legally compliant

2. Clearer Prohibitions:

- a. The policy clearly outlines unacceptable activities, including malware distribution, unauthorized access, and copyright violations, providing a comprehensive framework for users¹.

3. Consistency with Current Practices:

- a. It aligns with current practices and legal requirements, ensuring that the college's policies are consistent and up-to-date.

NEW: Policy 9.7: Pornography Prohibited on College Networks and Devices	
Current Policy	Proposed Policy

I. DEFINITIONS

The following definitions apply in this policy:

- A. Device. – Any cellular phone, desktop or laptop computer, or other electronic equipment capable of connecting to a network.
- B. Material. – Any pictures, drawings, video recordings, films or other visual or physical depictions or representations, including digital or computergenerated visual depictions or representations created, adapted, or modified by technological means, such as algorithms or artificial intelligence, but not material consisting entirely of written words, and as otherwise defined in G.S. 14190.13.
- C. Network. – Any of the following, whether through owning, leasing, maintaining, or otherwise controlling:
 - 1. The interconnection of communication systems with a computer through remote or local terminals, or a complex consisting of two or more interconnected computers or telephone switching equipment.
 - 2. Internet service.
 - 3. Internet access.
- D. Pornography. – Any material depicting sexual activity.

	<p>E. <u>Sexual activity.</u> – Any form of sexual intercourse, sexual touching, display of genitalia, and those other acts set forth in N.C.G.S. §14-190.13</p> <p>II. PROHIBITION ON VIEWING PORNOGRAPHY</p> <p>No employee or student of the college is permitted to view, download, or save pornography on the College's network or on a device owned, leased, maintained, or otherwise controlled by the College.</p> <p>III. EXCEPTIONS</p> <p>Section II shall not apply to an official or employee that is engaged in any of the following activities in the course of that official's or employee's official duties:</p> <p>A. Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.¹</p> <p>B. Identifying potential security or cybersecurity threats.</p> <p>C. Protecting human life.</p> <p>D. Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this section.</p> <p>E. Participating in judicial or quasijudicial proceedings.</p>
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	<p>F. Researching issues related to the drafting or analysis of the laws of this State as necessary to fulfill the requirements of the employee's official duties.</p> <p>IV. REPORTING REQUIREMENTS</p> <p>Annually, no later than August 1, the college shall report information to the State Chief Information Officer on:</p> <p>A. The number of incidences of unauthorized viewing or attempted viewing of pornography on the College's network;</p> <p>B. Whether or not the unauthorized viewing was by an employee or student of the College; and</p> <p>C. Whether or not any of the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the College.</p> <p>Legal Reference: N.C.G.S. § 143-805</p>	
Aspect	Current Policy	Proposed Policy

Scope		Prohibits viewing, downloading, or saving pornography on college networks and devices.
Key Provisions		Prohibits employees and students from accessing pornography on college networks or devices. Exceptions for official duties like law enforcement and research.
Reporting Requirements		Annual report to the State Chief Information Officer on unauthorized viewing incidents.
Exceptions		Exceptions for official duties such as law enforcement, cybersecurity, and legal proceedings.
Legal Reference		References N.C.G.S. § 143-805 and § 14-190.13.

Important Notes

1. This policy is adopted to comply with legal requirements such as N.C.G.S. § 143-805 and § 14-190.13, which mandate the prohibition of accessing pornography on state networks and devices
2. Policy addressing technology use can also help prevent the spread of nonconsensual pornography, which can create a hostile environment and violate Title IX obligations

Board of Trustee Approval: August 6, 2007

Revised: October 1, 2012

Procedures

4.4.1 Student Code of Conduct

Sandhills Community College will develop and implement a Student Code of Conduct (Code). The purpose of the Code shall be to hold students accountable for their actions and to educate students about their rights and responsibilities as members of the student body. Consistent with its educational mission, the Board of Trustees further desires to promote student understanding of the balance between individual privileges and College responsibilities, as well as to provide everyone in the College community a safe environment that is conducive to student learning and success.

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the Administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Moreover, Sandhills Community College may refuse to admit any applicant during any period of time that the student is suspended or expelled from any other education entity.

4.4.1 Student Code of Conduct

Revised: October 1, 2012; October 1, 2017; October 30, 2020; October 1, 2022

Students are adults and are, of course, expected to know what constitutes “acceptable” behavior. The College prefers to emphasize counseling and guidance in promoting good student conduct. However, when this approach fails, our only option is disciplinary action. If a student has any questions concerning appropriate conduct, he/she should see a college counselor, the Vice President of Instruction or the Safety and Student Conduct Officer (curriculum students), Associate Vice President for Workforce Continuing Education (continuing education students), or the Associate Vice President of the Hoke Center (Hoke Center/SandHoke students).

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Moreover, Sandhills Community College may refuse to admit any applicant **during any period of time that the student is suspended or expelled from any other education entity**. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that impairs significantly the welfare or the educational opportunities of others in the college community. The college may disclose educational information (which includes disciplinary information/records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. Students may request a copy of their records by contacting the Vice President of Student Services.

The Student Code of Conduct has one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions that are conducive to effective learning, teaching and living together. This document is the product of the cooperative thought and dialogue of students, instructors and administrators of the College.

The following Code of Conduct applies to all students enrolled in courses with Sandhills Community College. The code should not be considered an exclusive list of acceptable and unacceptable behavior.

1. Each student is held responsible for information in the College *Catalog* and *Student Handbook* published online at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, vandalize, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will students be in possession of alcoholic beverages, narcotics, or illicit drugs on college property or at college sponsored events on or off campus. This includes athletic events, field trips, and conferences. Students under the influence of or possessing alcohol or drugs will be in violation of this policy and subject to disciplinary action. The College will comply fully with local and state laws concerning the possession of and/or sale of alcohol and drugs. *In addition, students might not be able to receive federal student aid if they are or have been convicted of selling or possessing illegal drugs, if the drug offense for which they are/were convicted occurred while they were receiving federal student aid. To regain eligibility, students must provide to the Safety and Student Conduct Officer documentation of a minimum of six months rehabilitation and an ongoing plan to remain drug or alcohol-free.*
4. Acts such as stealing, fraud, forgery, falsifying documents, gambling, fighting, and destruction of property will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.
5. Under no condition will the possession of a dangerous weapon, including but not limited to handguns, be permitted on college property. Such acts of possession may result in expulsion from the college on the first offense.
6. The College will comply fully with existing North Carolina laws that make possession of firearms or

- explosives on campus a Class I Felony and ALL weapons on campus unlawful. Sandhills Community College will immediately report ANY and ALL violations to local authorities.
7. In the interest of protecting students, faculty, staff, or property from harm, the College reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the College.
 8. Smoking is permitted only in the following locations on the Pinehurst campus: Picnic Shelter near Causey Hall; and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations and in any college owned vehicles. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, smokeless or spit tobacco, or snuff.
 9. Students are not to bring children or anyone not enrolled to class except under exceptional circumstances and with prior approval of the faculty member.
 10. Pets, except for service animals, are not allowed on campus including classrooms.
 11. All vehicles must be properly registered, display appropriate stickers, and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to fines, wheel locks, towing, or possible revocation of campus parking privileges. Student records may also be withheld until fines are paid.
 12. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is subject to disciplinary action.
 13. True threats directed at a student or faculty/staff member are prohibited. Any or all verbal, written, or physical injury from violence to oneself or others will be taken seriously.
 14. Prospective students visiting campus must report to Student Services or the Continuing Education Division upon arrival. Those failing to do so may be asked to leave.
 15. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
 16. All curriculum students are required to have and to carry a student ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.
 17. Language or behavior that is harassing that rises to the level of severe or pervasive is prohibited by Sandhills Community College.
 18. Faculty and students at Sandhills Community College – on the Pinehurst campus or off-campus locations, including online — have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that substantially disrupts learning and teaching activities--including unauthorized use of technology--will be subject to disciplinary actions.
 19. Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.
 20. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and/or symbols) is deemed obscene or incites an immediate breach of peace, sanctions may be imposed immediately.
 21. For the safety of all concerned, the college campus is open during the following hours: Monday through Thursday, 6 a.m. to 12 a.m.; Friday, 6 a.m. to 10 p.m.; Saturday, 7 a.m. to 7 p.m.; Sunday, 7 a.m. to 5 p.m. The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.
 22. Failure to abide by the SCC Acceptable Use Policy for Information Technology Resources may lead to disciplinary action, including loss of computer privileges, dismissal from the College, and/or criminal prosecution. The college expects and requires ethical and responsible behavior of individuals using information services.
 23. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.
 24. Rudeness and lying to school officials as well as failing to comply with instructions of college officials

- acting in performance of their duties are subject to disciplinary action.
25. Coed accommodations on any club, class, or SCC sponsored trip is prohibited in the interest of civility, privacy, and safety.
 26. For the student's and public's safety, wheeled vehicles, to include but not limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks and pedestrian walk ways. Failure to comply may result in disciplinary action.
 27. Any and all other offenses that may need the attention of the Safety and Student Conduct Officer or Vice President of Instruction (all curriculum students), the Associate Vice President for Workforce Continuing Education (all continuing education students), or the Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

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The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Faculty teaching courses for Sandhills Community College and students taking courses at Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics selected by the instructor. It is expected that students conduct themselves in a manner that does not disrupt the learning and teaching environment. The faculty and administration reserve the right to remove a student from a course or a program or to deny his or her admission to a course or a program if the student's behavior is determined to be detrimental to the teaching environment.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in the discipline and appeals procedures for academic and/or non-academic violations.

I. Academic-Related Violations

- A. **Plagiarism** – The intentional theft or unacknowledged use of work or ideas of another person, or produced by artificial intelligence, and/or machine learning. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person or by artificial intelligence. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
- B. **Cheating** – Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student or artificial intelligence during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone take one's exam and submitting it as his/her own.
- C. **Aiding Acts of Academic Dishonesty** – Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.
- D. **Educational Settings** – In certain educational settings, such as work-based learning, practicum courses, and clinical, student grades are determined, at least in part, based on student behavior. Therefore, violation of the student code of conduct may result in a failing grade as outlined in individual program handbooks.

II. Non-Academic Related Violations

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- A. **Theft and Property Damage** – Students who are caught stealing or damaging College property, or the property of another, will be required to make restitution for the full extent of the damage or loss, and may be eligible for civil or criminal prosecution as well as College discipline. Students that lose College property entrusted to them are subject to this provision.
- B. **Trespass to Property** – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without permission); or remaining on the College campus after having been directed to leave by a College official.
- C. **Student Identification** – All students are required to have and to carry a picture ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.
- D. **Drugs and Alcohol** – Unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location.
- E. **Smoking** – Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. Otherwise, the use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and “vaping” with e-cigarettes.
- F. **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.
- G. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
- H. **Sexual Harassment and Sexual Violence.** Students shall not engage in sexual harassment and/or sexual violence.
- I. **Unlawful Discrimination.** Students shall not engage in unlawful discrimination.
- J. **Communicating Threats** – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person’s child, sibling, spouse or dependent, or willfully threaten to damage the property of another.
- K. **Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places

a person in actual and reasonable fear of harm to his or her property; or (b) creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employee's ability to perform the essential functions of his/her job.

- L. **Disorderly Conduct and Disruption** – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
- M. **Possession of Weapons** – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.
- N. **Tampering with Fire Alarms** - Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- O. **Gambling** – Students may not gamble on campus or at any College-affiliated activities or events.
- P. **Traffic Violations** - All vehicles must be properly registered, display appropriate stickers, and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to fines, wheel locks, towing, or possible revocation of campus parking privileges.
- Q. **Wheeled Vehicles** – For student and public safety, wheeled vehicles, to include but not limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks, pedestrian walkways, and parking lots. Failure to comply may result in disciplinary action. This section does not apply to wheelchairs or other mobility devices when such device is used by a person due to a disability or medical condition.
- R. **Providing False Information** – Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters

related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.

- S. **Disobedience / Insubordination** - Failure to comply with instructions of College officials acting in performance of their duties and failure to adhere to the terms of any discipline action.
- T. **Financial Impropriety** – Financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials.
- U. **Public Laws** – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
- V. **Unauthorized Access to College Records** – Students may not access, view, copy or change official College records without expressed authority to do so.
- W. **Children on Campus** – Students are not to bring children to campus except under exceptional circumstances and with prior approval of a college official.
- X. **Animals on Campus** – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal is encouraged to report the use of a service animal to the College's Disability Services Coordinator. For more information regarding service animals, see Policy 5.4.5 – Service Animals and Other Animals on Campus.
- Y. **Improper Use of the College Network/Technology** – Students are prohibited from engaging in any activities prohibited under the Internet and Network Acceptable Use Policy.
- Z. **Violation of Policies and Procedures** – Students are expected to be familiar with the College's policies and procedures. Students may be disciplined for failure to follow the College's policies and procedures.
- AA. **Violations of Normal Classroom Behavior** – Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.
- BB. **College Sponsored Trips** – Students will abide by all requirements defined in the College Field Trip protocols participation forms.
- CC. **Campus and Program Attire Standards** – Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. College officials have the right to establish dress

standards for their programs, work areas, and campus after appropriate counseling
– to remove students who do not meet those standards.

- DD. **Other Offenses** – The College reserves the right to discipline students for other conduct, not listed in this policy, if the conduct disrupts or threatens to disrupt the College, its employees or students.

Adopted:

4.5 Dress Code

Board of Trustee Approval: October 1, 2012

Procedures

Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and—after appropriate counseling—to ban or remove students who do not meet those standards.

4.11 Academic Honesty

Board of Trustee Approval: August 6, 2007

Revised: October 1, 2015

Procedures

4.11.1 Academic Honesty Penalties

Sandhills Community College believes that the pursuit of knowledge requires honesty and expects students, faculty, and staff to practice honesty in all academic matters. Penalties related to incidents of academic honesty shall be disseminated to students through the appropriate College publications. To that end, the College applies these procedures.

4.11.1 Academic Honesty Penalties

Academic Honesty

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to the following:

1. Copying the work of another.
2. Collaboration: Working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism: The representation of the work of another person as one's own; the failure to cite the source of an idea, information, or words that come from someone other than the author of the paper or the exam.
4. Use of books, notes, and/or electronic devices in examinations without the explicit permission of the professor.

Penalties for academic dishonesty may include the following:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal; however, while the accusation of academic dishonesty may be appealed, the penalty may not. The appeal shall be in accordance with the Student Grievance Procedure.

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Sandhills Community College

Board of Trustees – Building and Grounds Committee Report

Wednesday, May 14th, 2025

Sledge Boardroom, 4:00 – 5:00 PM

Items Requiring Approval

1. Preservation of 43-Acre Tract Property

- a. **Summary:** The 43-acre tract has been reviewed for potential use, with proposals received for a sports complex and small golf course. No commitments have been made. The committee recommends a strategic use aligned with the college's core mission, such as a possible forestry management program.
- b. **Recommendation:** Motion made by Mrs. Probst Mills, seconded by Mr. McLean, to recommend the proposal—amended with language from President Stewart—for Board approval. Motion passed unanimously.

Updates

1. Moore Innovative High School (MIHS)

- Updates to the report include details on demolition and relocation of field lighting.
- SCC has written approval from the state to move into the design phase with LS3P without requiring a bid.

- Board will determine preferred/alternate building locations and provide feedback on a proposed road to HWY 22 at the June meeting.
- MIHS Principal Ashley Ciccone is working with marketing on signage for the temporary Van Dusen location.
- A door lock system and security plan are in development for Van Dusen.

2. Caddell Center Classroom Building

- Awaiting approval from the Town of Carthage, followed by Moore County.
- Targeting June for permit approval, followed by bid process.
- Board will vote on selected contractor at the August meeting.

3. Hot Water Loop Project

- Pre-construction meeting completed.
- Construction begins May 19th, with completion targeted for early August.

4. Bookstore Renovation

- Architect John Birath provided a concept for 3,680 sq ft renovation including 11 offices and a flex space.
- Estimated cost: \$552,000–\$644,000. Current design exceeds budget.
- Exploring reimagining of the entire Dempsey Center for better cost-efficiency and student service alignment.
- Seeking proposal and engineering stamp from Sandhills Building Solutions.
- Plan includes relocating (not removing) switchboard to better serve needs such as book distribution and spirit store.
- Committee also discussed potential for an Alumni Association presence near student services areas.

Additional Notes

- **Modifications to Agenda:** LS3P approval deferred to June; 43-acre parcel added to approval items. Motion to modify agenda was made by Mrs. Probst Mills and seconded by Mr. McLean; approved unanimously.
- **Approval of Previous Minutes:** Motion made by Mr. McLean, seconded by Mrs. Probst Mills; approved unanimously.

Adjournment

Motion to adjourn made by Mrs. Probst Mills, seconded by Mr. McLean; approved unanimously. The meeting was adjourned at 4:40 PM.

Minutes recorded by: Jennifer Fields

Minutes submitted by: Dr. D.J. Farmer



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Sandhills Community College

Board of Trustees – Finance, Personnel, and Planning Committee Report

Tuesday, May 20th, 2025

Sledge Boardroom, 4:00 - 5:00 PM

Items Requiring Approval

1. FY 2024 Audit Response

a. Summary:

- No missing funds or fraud were identified.
- Inadequate internal controls led to missed statements.
- A \$763,000 payment was reported incorrectly as an expense rather than as construction in progress.
- Audit responses will be presented to the full Board. The College will refine financial processes and continue to educate trustees on financial reporting.

- b. **Recommendation:** Motion made by Mr. Evans, seconded by Mr. Woodward, to approve the audit response and note that the Board has been informed. Motion passed unanimously.

2. SCC Foundation Budget Request for FY 2025–2026

- a. **Summary:** Request to accept \$345,000 from the Foundation into the operating budget to reduce strain on county and state budgets.

- b. **Recommendation:** Motion made by Mr. Evans, seconded by Ms. Pickett. Motion passed unanimously.

3. Proposed FY 2025–2026 County Budget Increases

a. **Summary:**

- Moore County: Proposed increase of 6% (\$519,415)
- Hoke County: Proposed increase of \$266,577

b. **Recommendation:** Budget approval will occur once funding amounts are confirmed. Information presented for planning purposes.

4. Personnel – Faculty Appointment

a. **Summary:** Recommendation to hire Mehera Adringer as Early Childhood Instructor, full-time, effective July 1.

b. **Recommendation:** Motion made by Mr. Horne, seconded by Mr. Woodward. Motion passed unanimously.

Updates

1. Financial Report Update (as of April 30, 2025):

- **State Budget:**

Total: \$31,806,584.00

Expended: \$24,961,321.58 (78.48%)

Remaining: \$6,845,262.42

- **Moore County Budget:**

Total: \$5,431,013.43

Expended: \$4,724,097.12 (86.98%)

Remaining: \$706,916.31

Reserves Used: \$10,981.53 for IT expenses

- **Hoke County Budget:**

Total: \$718,046.09

Expended: \$399,128.16 (55.59%)

Remaining: \$318,917.93

Reserves Used: \$11,549.20 for Hoke Master Plan

2. Moore County Innovative High School:

- Expenditures to date: \$73,277.50 as of April 30, 2025.
- A third invoice has been received but not yet reflected in the totals.

3. County Bonds:

- Caddell Training Center project: \$100,582.35 spent.

4. Planning Update:

- Campus-wide committees reduced from 26 to 20 and organized into three councils.
- Strategic plan reviews and goal submissions due by the next day. Senior leadership will determine funded initiatives.

5. Training (IDD):

- SCC is one of 15 NC community colleges with an IDD program.
- Recognized as a model for connecting individuals with IDD to employment.
- Potential for students to transition to associate degree programs.
- IDD team visiting Hoke County and PTT Corporate for further community engagement.

Adjournment

Motion to adjourn made by Mr. Evans, seconded by Mr. Horne. Approved unanimously.
The meeting adjourned at 5:10 PM.

Minutes recorded by: Jennifer Fields

Minutes submitted by: Dr. D.J. Farmer



North Carolina Office of the State Auditor

Dave Boliek, State Auditor

April 28, 2025

Dr. Alexander Stewart, President
Sandhills Community College
3395 Airport Road
Pinehurst, North Carolina 28374

Dear Dr. Stewart:

We have completed our financial statement audit at Sandhills Community College (College) for the year ended June 30, 2024. In planning and performing our audit, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's basic financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*: The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*: The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. However, we identified a deficiency in internal control which is described in the Audit Finding and Recommendation attachment to this letter. These results have been discussed with your staff and we will offer to hold an exit conference to discuss the results of our audit, including the attached draft audit finding.

We request that you provide to us a written response for the audit finding on the College's letterhead in electronic format no later than May 9, 2025. The purpose of the response is to allow you to express your general agreement or disagreement with our finding and recommendation. Where you agree with the finding and recommendation, identify the corrective actions your agency plans to take. The response should also include the date by which the corrective actions will be implemented and who within your agency will be responsible for carrying out the actions. The audit finding is not considered final until we evaluate your written response, which will also be incorporated into the final report.

Dr. Alexander Stewart, President
April 28, 2025
Page 2

After receiving your written response, we will determine if the audit finding is reportable under *Government Auditing Standards*. If considered reportable, the finding will be included, along with your written response, in a report for the College. Although a final determination will not be made until we receive your written response, we currently consider the finding to be reportable as a material weakness.

This letter contains a draft audit finding and is considered part of our confidential audit documentation. We encourage you to limit access to this document to prevent others from drawing premature conclusions about the audit.

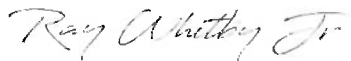
Your written response to the audit finding can be emailed to the Audit Manager at chase.chilson@ncauditor.gov.

The purpose of this letter, which is an integral part of our audit, is to describe the scope of our testing of internal control over financial reporting, and the results of that testing. Accordingly, this letter is not intended to be and should not be used for any other purpose.

We express our appreciation to you and your staff for the cooperation extended to us during our audit. Please contact me if you have any questions or concerns about the audit.

Sincerely,

Dave Boliek
State Auditor



Raymond E. Whitby, CPA
Financial Audit Director

DB/REW

cc: Dr. DJ Farmer, Executive Vice President
Karen Walker, Director of Financial Services
Larry R. Caddell, Board of Trustees Chair

AUDIT FINDING AND RECOMMENDATION

Matters Related to Financial Reporting

Inadequate Internal Controls Resulted in Significant Misstatements

College management did not have adequate internal controls, including review procedures, to ensure accurate financial reporting. Auditors found that the College's review of the financial statements failed to identify several significant misstatements.

Specifically:

- Accounts receivable and beginning net position were overstated by \$945,130 because the College did not write off student receivable balances that became uncollectible in prior years.
- Construction in progress was understated by \$763,460 because the College expensed construction activity that should have been capitalized, which also overstated supplies and services by the same amount.
- Tuition revenues and accounts receivable were overstated by \$289,171 because the College did not reverse a prior year journal entry.
- Accounts receivable and accounts payable were understated by \$245,591 because amounts were recorded in the wrong general ledger account.
- Unrestricted net position was understated by \$210,252, net investment in capital assets was overstated by \$144,123, and restricted expendable net position was overstated by \$66,129 because of errors in the underlying calculations for year-end presentation.
- Restricted cash was overstated by \$380,521 and unrestricted cash was understated by the same amount because of errors in the underlying calculations for year-end presentation.
- Additional audit adjustments were required to correct misstatements in the financial statements and notes to the financial statements.

If these errors had not been identified and corrected, financial statement users would have been misinformed about the College's financial condition or operating results. In addition, College management could have made financial decisions based on unreliable or incomplete information.

There is also an increased risk that audit costs could continue to increase, resulting in the diversion of resources otherwise available to the College for use towards its principal purpose.

The financial reporting errors occurred because College management:

- Did not ensure that personnel in critical financial reporting positions possessed the necessary knowledge and experience to perform their duties following recent turnover.
- Did not have a detailed year-end plan related to the preparation and review of the financial statements prior to submission for audit.

North Carolina General Statutes¹ require that College management establish and maintain a proper system of internal controls in accordance with the standards established by the North Carolina Office of the State Controller. Included in those standards is the Committee of Sponsoring Organizations (COSO) *Internal Control - Integrated Framework*² which establishes objectives for the preparation of financial reporting for use by the entity, stakeholders, and other external parties.

Recommendation: College management should provide resources to ensure:

- Staff are adequately trained to perform year-end financial reporting.
- Contingency plans are implemented to meet financial reporting objectives during periods impacted by staff turnover.
- A year-end plan is designed and implemented that would allow for a thorough review of the financial statements and related information to ensure accurate and complete year-end financial reporting.

¹ Chapter 143D, Article 2.

² Committee of Sponsoring Organizations, *Internal Control - Integrated Framework*, May 2013.

May 12, 2025



OFFICE OF THE PRESIDENT

The Honorable Dave Boliek, J.D., State Auditor
Office of the State Auditor
20601 Mail Service Center
Raleigh, North Carolina 27699

Dear Auditor Boliek:

Please see below the response of Sandhills Community College to the State Auditor's audit findings and recommendations.

OSA Finding

Inadequate Internal Controls Resulted in Significant Misstatements

OSA Recommendations

College management should provide resources to ensure:

- Staff are adequately trained to perform year-end financial reporting.
- Contingency plans are implemented to meet financial reporting objectives during periods impacted by staff turnover.
- A year-end plan is designed and implemented that would allow for a thorough review of the financial statements and related information to ensure accurate and complete year-end financial reporting.

College Response

Sandhills Community College agrees fully with the findings and recommendations made by the State Auditor's Office for 2024FY. As indicated in your letter dated April 28, 2025, the financial reporting errors occurred because College management:

- Did not ensure that personnel in critical financial reporting positions possessed the necessary knowledge and experience to perform their duties following recent turnover.
- Did not have a detailed year-end plan related to the preparation and review of the financial statements prior to submission for audit.

The College has been and will continue to invest in training for existing personnel related to all Financial Services departmental functions, specifically with an emphasis towards year-end financial reporting. Standard Operating Procedures are being developed to ensure Financial Services Departmental processes can be continued at a high-level during times of staff turnover. Internal controls will be reviewed and adjusted appropriately to mitigate the misstatements identified in the 2024FY audit going forward. Additionally, the College will develop a more robust year-end plan to account for thorough review of the financial statements and related information to better address the errors identified through the 2024FY audit.

Specifically, the following corrective actions will ensure adequate controls and prevent future errors.


1. The Chief Financial Officer will develop a comprehensive and structured professional development plan that will include standard operating procedures for staff turnover. This plan will include cross-training of departmental personnel to ensure that all accounting functions are able to be completed during periods impacted by position vacancies and training on year-end financial reporting to include financial statements. Each year, key personnel will attend training on year-end financial reporting and GASB regulations offered by the Association of Community College Business Officials Finance Institute along with onsite subject matter expert workshops. The professional development plan will be completed by December 31, 2025. Financial statement preparation training for key personnel has been completed as of May 1, 2025, and additional training will be provided annually.
2. Once the professional development plan is finalized, the Chief Financial Officer will ensure that all Financial Services standard operating procedures are reviewed annually and followed accordingly. The professional development plan and standard operating procedures will include processes for each aspect of the Financial Services Department.
3. The Chief Financial Officer, Controller, and Assistant Controller will review and approve all year-end adjusting journal entries, financial statements, exhibits, and notes annually. Additionally, the use of contracted subject matter experts will be utilized for financial statements, exhibits, and notes review. A subject matter expert has been contracted for assistance with financial statements, exhibits, and notes for 2025FY.
4. The Chief Financial Officer, Controller, and Assistant Controller will review and enhance the financial statement preparation plan and checklist (year-end task list) that is currently utilized by June 30, 2025, in preparation for year-end reporting for 2025FY. The review will account for changes in regulations, standards, and reporting requirements. Additionally, the Chief Financial Officer and Controller will assign duties associated with the year-end task list to departmental staff to include review responsibilities. The financial statement preparation plan and year-end task list will be reviewed and updated on an annual basis.

Sandhills Community College is committed to abiding by and achieving the highest standards of financial reporting. The College commits fully to the recommendations of the Office of the State Auditor and will implement the appropriate measures as detailed above to prevent financial reporting misstatements in the future.

Sincerely,



Dr. Alexander "Sandy" Stewart
President



Dr. David "DJ" Farmer
Executive Vice President & CFO

College Budget Request

Fiscal Year 2025-2026

	2024 - 2025	2025 - 2026
5% of the Unrestricted Endowment as valued on March 31	\$ 134,251	\$ 121,128
<i>Underlying Market Value</i>	\$ 2,685,024	\$ 2,422,553
Annual Fund Support & Unrestricted Gifts under \$100,000 as of March 31	\$ 137,435	\$ 135,240
Additional Unrestricted Gifts April - June 30 (past fiscal year)	\$ 11,542	\$ 21,902
Contribution from the Unrestricted Gift Escrow Fund**	\$ 61,771	\$ 66,730
Total Institutional Budget	\$ 345,000	\$ 345,000

**** This Escrow Fund is for Unrestricted Gifts received of \$100,000 or more and is used to supplement the College Budget Request when needed.**

Status of State and County Bond Funds
as of April, 2025

<u>Project Description</u>	<u>Project Budget</u>	<u>Expended To Date</u>	<u>Remaining Balance</u>
<u>County Bond Funds</u>			
<i>Health Sciences Building</i>	\$20,000,000.00	\$20,000,000.00	
<i>Caddell Training Center</i>	1,100,000.00	100,582.35	999,417.65
<i>Meyer Hall</i>	1,009,310.00	1,009,310.00	
	<u>\$22,109,310.00</u>	<u>\$21,109,892.35</u>	<u>\$999,417.65</u>

Deferred Maintenance Projects

<i>County Capital Reserves</i>	<u>\$1,220,970.64</u>
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Sandhills Community College
Board of Trustees
Financial Report Through April 30, 2025

		BUDGET	Y-T-D EXPENDITURES	BUDGET BALANCE	% USED
A. State Funds - Current Operating					
110	Executive Management	1,744,890.00	1,472,485.70	272,404.30	84.39%
120	Financial Services	719,245.00	606,206.19	113,038.81	84.28%
130	General Administration	2,412,292.00	1,755,918.97	656,373.03	72.79%
140	Info. Systems (Admin)	1,485,920.00	1,246,012.72	239,907.28	83.85%
200	Curriculum Instruction	13,830,721.00	11,314,271.60	2,516,449.40	81.81%
300	Occupational Extension	4,212,198.00	3,041,125.45	1,171,072.55	72.20%
400	Academic Support	3,501,724.00	2,906,840.10	594,883.90	83.01%
500	Student Support	2,938,673.00	2,311,080.48	627,592.52	78.64%
TOTAL		\$ 30,845,663.00	\$ 24,653,941.21	6,191,721.79	79.93%
B. State Funds-Capital Outlay					
900	Equipment	849,570.00	197,904.22	651,665.78	23.29%
930	Books	111,351.00	109,476.15	1,874.85	98.32%
TOTAL		\$ 960,921.00	\$ 307,380.37	653,540.63	31.99%
TOTAL STATE FUNDS		\$ 31,806,584.00	\$ 24,961,321.58	6,845,262.42	78.48%
Sandhills Community College Board of Trustees Financial Report Through April 30, 2025					
C. Moore County Funds - Current Operating					
130	General Administration	589,679.00	580,646.08	9,032.92	98.47%
610	Plant Operation	3,111,115.00	2,948,347.23	162,767.77	94.77%
620	Plant Maintenance	1,587,085.00	1,184,122.28	402,962.72	74.61%
920	Equipment	-	-	0.00	
TOTAL Moore County Operating		\$ 5,287,879.00	\$ 4,713,115.59	\$ 574,763.41	89.13%
D. Moore County Funds - Plant Reserves					
625	Plant Reserves	143,134.43	10,981.53	132,152.90	7.67%
TOTAL		\$ 143,134.43	\$ 10,981.53	\$ 132,152.90	7.67%
TOTAL Moore Co. Funds		\$ 5,431,013.43	\$ 4,724,097.12	\$ 706,916.31	86.98%
E. Hoke County Funds - Current Operating					
610/620	Plant Operation	599,800.00	387,578.96	212,221.04	64.62%
920	Equipment				
TOTAL Hoke County Operating		\$ 599,800.00	\$ 387,578.96	\$ 212,221.04	64.62%
F. Hoke County Funds -Plant Reserves					
625	Plant Reserves	118,246.09	11,549.20	106,696.89	9.77%
TOTAL		\$ 118,246.09	\$ 11,549.20	\$ 106,696.89	9.77%
TOTAL Hoke Co. Funds		\$ 718,046.09	\$ 399,128.16	\$ 318,917.93	55.59%

Status of State and County Bond Funds
as of February 28, 2025

Project Description	Project Budget	Expended To Date	Remaining Balance
County Bond Funds			
<i>Health Sciences Building</i>	\$20,000,000.00	\$20,000,000.00	
<i>Caddell Training Center</i>	1,100,000.00	38,143.88	1,061,856.12
<i>Meyer Hall</i>	1,009,310.00	1,009,310.00	
	<u>\$22,109,310.00</u>	<u>\$21,047,453.88</u>	<u>\$1,061,856.12</u>

Deferred Maintenance Projects

<i>County Capital Reserves</i>			<u>\$1,220,970.64</u>
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*Status of OSBM Funds
as of April 30, 2025*

Project Description	Project Budget	Expended To Date	Remaining Balance
OSBM Funds			
Moore Innnovative High School	\$25,000,000.00	\$73,277.50	\$24,926,722.50
Interest earned to date			\$726,015.67



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THE TRUSTEES OF SANDHILLS COMMUNITY COLLEGE

June 3rd, 2025

INFORMATION ITEMS

CHIEF OF STAFF DIVISION

Separations

Emily Alston – Human Resources Specialist
Brittany D’Agostino – Data Analyst

Effective Date

May 1, 2025
June 30, 2025

COLLEGE OPERATIONS DIVISION

New Hires

Kayla Miller – Financial Services and SCC Foundation Accountant

Effective Date

June 2, 2025

Promotions

Jonathan McLeod – Chief Information Officer
Applied, Interviewed, Offered and Excepted Position

Effective Date

April 1, 2025

EDUCATIONAL PROGRAMS DIVISION

New Hires

Neil Hart III – eLearning Support and Data Specialist
Maria Mendez Casique – Program Support Specialist

Effective Date

April 22, 2025
June 2, 2025

Separations

Eduardo Meireles-Munoz – CCR Program Support Specialist
Judy Hines – Director, Learning Resource Computer Lab
Abbe Allen – Professor, History & Political Science
Ronda Hawkins – Professor, Early Childhood Education
Jackie Babb – Professor/Coordinator, Digital Media Production

Effective Date

April 30, 2025
June 1, 2025
July 1, 2025
July 1, 2025
July 1, 2025

ENGAGEMENT DIVISION

New Hires

Julia McRae – Grant Writer & Corporate Giving Officer

Effective Date

May 12, 2025

Separations

Josh Bustillos – Field Laboratory Technician

Camille Josey – Web Content Strategist

Effective Date

April 11, 2025

May 7, 2025

STUDENT SERVICES DIVISION

Separations

Jasmin Zamora-Cuna – Career and College Promise Coordinator

Effective Date

May 15, 2025

THE TRUSTEES OF SANDHILLS COMMUNITY COLLEGE

June 3, 2025

EDUCATIONAL PROGRAMS DIVISION

Full-Time Faculty Appointments

Mehera Adringer, Early Childhood Instructor

Effective 7/1/2025

Employment History:

Sandhills Community College – Adjunct Instructor
Pinehurst, NC
2019 - Present

STARS Charter School – Kindergarten-2nd Grade & Admin. Intern
Vass, NC
2012 – Present

Merry Hearts Preschool – Director and Teacher
Aberdeen, NC
2004 - 2012

Education:

Master's in Arts – Education
University of NC Pembroke
Pembroke, NC

Bachelor of Arts – Interdisciplinary Studies
Appalachian State University
Boone, NC

License – K-12 School Administration
University of NC Pembroke
Pembroke, NC

License – K-6 Teaching License
St. Andrews Presbyterian
Laurinburg, NC



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Sandhills Community College

Board of Trustees – Educational Programs and Student Affairs Committee Report

Thursday, May 8, 2025

Sledge Boardroom, 4:00 – 5:00 PM Sandhills Community College

Updates

1. Cooperative and Innovative High School

- a. The official name of the high school is **Moore Innovative High School**, with the **Red Wolves** as the mascot. Sixty-eight students have committed for Fall 2025.
- b. A welcome event will be held on **Saturday, May 31, 2025**, on the second floor of Van Dusen Hall.
- c. Staff will begin work on **July 1, 2025**. Directional signage will be installed on campus to assist students in finding their classrooms.

2. Educational Programs

- a. **Ophthalmic Medical Assisting Program Transition:** The curriculum program will close and transition to **Workforce Continuing Education (WCE)**. Recruitment efforts are underway with Carolina Eye to identify potential faculty.
- b. The update reflects the “One College” approach, removing silos between curriculum and WCE programs.

3. Student Services

- a. **Commencement** will be held on **Saturday, May 17, 2025**, with accompanying pinning ceremonies.

- b. **Fall 2025 Registration** began April 1, 2025. Curriculum headcount is currently up **9%**, and FTE is up **3%**.
- c. **Student Government Association (SGA)**: Incoming SGA President **Nick Watts** introduced himself and outlined his local and statewide goals for student advocacy. He will attend the June 3, 2025, Board of Trustees meeting.

Upcoming Meeting

- The next Educational Programs and Student Affairs Committee meeting will be held on **Thursday, July 10, 2025**, in the Sledge Board Room.

Sandhills Community College Foundation, Inc.
Report for Board of Trustees
June 3, 2025

Fiscal Year to Third Quarter (July 1, 2024 – May 27, 2025)

- \$2,890,103 in total gifts
- 987 gifts
- Total Long-term Assets as of May 27, 2025 = **\$54,162,135**

Capital Campaign Update

The early planning study from architecture firm LS3P as well as the decisions made by the Board of Trustees at this meeting will help to answer many of the Foundation Board's questions about the upcoming construction projects – including campus sites for possible new buildings/infrastructure, square footage needed, cost estimates.

In the months of May, June and July, Convergent Nonprofit Solutions is engaged for the Foundation in conducting a ROI study for the college's trades programs to add more information to our Case for Support development. This should be completed within the next two months. Convergent's Investment-Driven Model™ and ROI analysis represent a paradigm shift in the way organizations approach fundraising. By focusing on impact, aligning missions with investor interests, and the outcomes delivered, this model offers a robust framework for achieving sustainable financial support and maximizing impact.

A Foundation Board Executive Committee meeting will be scheduled in late July or early August to review all of the information from the LS3P study and direction decided by the Board of Trustees as well as the results of the Convergent Nonprofit ROI study. The Foundation Board Executive Committee will then make decisions about how to proceed with a capital campaign feasibility study this fall.

Report to the Board of Trustees Regarding Audit of Website for Compliance

3 June 2025

Introduction

At the April Board meeting, it was requested that the college conduct an audit of its website for statements and terms related to diversity, equity, and inclusion and report back to the Board. The audit was conducted the following is a summary related to Board policies. The policy statements highlighted here are for the Board's review and consideration. The Board may consider revising any of the below referenced policies as it determines appropriate. While changes to policy will not alter the College's legal obligation, policy sets a tone on campus and dictates how our staff and administration address issues that arise on a daily basis. Therefore, the Board is encouraged to have a thoughtful review and discussion before implementing changes.

In the catalog, there are various compliance statements related to and lifted from Board policies (including those below, the Civil Rights Act, and other federal and state laws relevant to higher education).

Included in the catalog as well as the consumer information section of the website are references to the 2014 Equity in Athletics Disclosure Act. This is related to required reporting for any institution of higher education which has an intercollegiate athletics program.¹ The College is required to report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams.

Policy

Policy 1.1 Mission Statement contains an Equity Statement which reads: *"Sandhills is committed to advancing access and opportunity in an inclusive environment that creates a sense of belonging by actively dismantling equity barriers and eliminating disparities historically underrepresented students face."*

The entirety of the policy also includes the College's mission statement, core values, and college goals. Because this is Board policy, the language appears in one other place on the website and in the catalog. This provision is specifically applicable to students. The College has an "open admission" policy and therefore never uses race or sex as a factor when making admission decisions. Further, this provision is not used or intended to provide a benefit to one racial group over the detriment of another.

Policy 2.1 Equal Opportunity & Non-Discrimination reads: ***"Notice of Nondiscrimination and Title IX . Admission to Sandhills Community College is open to any individual who meets the institution's open admissions policy. Applicants for admission or employment,***

¹ More about this federal law can be found here: <https://www.ed.gov/laws-and-policy/higher-education-laws-and-policy/policy-initiatives/equity-in-athletics-disclosure-act>

students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Sandhills are hereby notified that this institution is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status or veteran status in admission or access to, or treatment or employment in its programs and activities. Lack of English language skill is not a barrier to admission and participation in educational programs and activities. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, and educational programs or activities as required by applicable laws and regulations.

Further, it is the policy of Sandhills Community College to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries regarding special needs, support services, or Sandhills Community College's compliance with the regulations implementing Title VI, Title IX and the Americans with Disabilities Act of 1990 is directed to contact the individuals who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws."

This policy also includes contact information for the Title IX Coordinator, the Section 504 Coordinator, and additional information for where to address Title IX and Section 504 ADA complaints. Additionally, a Spanish language translation is included. There is one procedure related to this policy.

The provision about collective bargaining should be removed, as it is not applicable to the College.

Policy 2.17 Commitment to Diversity has the following language: *"Sandhills Community College is committed to and will provide an inclusive and welcoming environment free of harassment and discrimination for all students, faculty, and staff. The College will not discriminate in offering access to educational programs or activities with respect to race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation(s), veteran status, sexual orientation or gender identity."*

There are no procedures related to this policy and the language above is the policy in its entirety.

Policy 4.14 and 5.17 Discrimination and Harassment reads: *"The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status in the administration or in any of its education programs and activities and employment practices."*

The policy adopts by reference 13 federal and 2 state laws related to higher education and employment. This policy was adopted by the Board on August 26, 2024. While adopted in 2024, the anti-discrimination statement found in this policy aligns with the previously referenced policies which were adopted in years prior.

The procedures related to this policy are related to how the College will implement Title IX of the Higher Education Amendments of 1972 using the 2020 rules. There are no other procedures related to employment law; however, the College is bound by all state and federal employment laws. The Board may revise this policy as it determines appropriate, however, any change will not alter the College's obligation to follow all federal and state laws.

Policy 5.16 Employee Pay reads: *"Sandhills Community College's salary plan for faculty and staff is a market-based plan which supports and fosters a performance-driven culture. This approach provides for salaries which will attract and retain qualified individuals. The goal is to provide salaries on the basis of the external market, internal equity, and individual performance."*

There are two procedures related to this policy.

Policy 5.22 Civility reads: *"Sandhills Community College defines "civility" as respect for others, courtesy, civil exchange of ideas, and human interactions that create a positive environment in which to learn. All members of the College community are expected to adhere to the Core Values, most notably Integrity and Respect. Although no civility policy can guarantee such conduct, the College, through its faculty and staff, will set the tone for such practice using the following guidelines:*

- *Respect for the work and ideas of all persons*
- *Courteous oral, written, and nonverbal discourse (in personal and electronic forms)*
- *Honest interactions and exchanges*
- *Fair and just treatment*
- *Open professional communications*
- *Recognition and respect for diversity*
- *Tolerance of differing points of view*
- *Zero tolerance for any forms of cyber stalking, cyber bullying, or cyber sexual harassment, especially as related to social networking while engaged in college-related activities or in courses online*
- *Social responsibility"*

There are no procedures related to the policy.

Policy 10.4 Campus Crime reads: *"The College values safety, diversity, education, and equity and is firmly committed to maintaining a campus environment free from*

Discrimination, Harassment, and related misconduct. The College's protection of these statuses is grounded in federal law. Federal law also governs the College's response to Sexual Assault, Sexual Violence, Interpersonal Violence (including domestic and dating violence), and Stalking. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values.

In accordance with the Student Right-to-Know, the Campus Security Act of 1990 and amended by the Clery Act, the Violence Against Women Act (1994; Renewed 2013; Reauthorized in 2021), and the SaVE Act of 2014, Sandhills Community College exhibits zero tolerance toward violence on campus, including, but not limited to, sexual assault, sexual violence, interpersonal violence, stalking, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. No distinction will be made between violence caused by students, employees or that precipitated by visitors to campus."

There is one procedure related to this policy.