

THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE REGULAR MEETING MINUTES

Clement Dining Room
March 3, 2026, 5:00 p.m.

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

ABSENT: Irish Pickett; Stephen Woodward; Tony Hunt

STAFF: Dr. Sandy Stewart, Dr. Julie Voigt, Dr. Rebecca Roush, Dr. D.J. Farmer, Dr. Germaine Elkins, Chad Williams, Lindsey Farmer, Mary Bridschge, Teresa Sheets, Steven Garner, Karen Walker, Jonathan Garrison

GUESTS: John May, Robbins May & Rich; Tina Hlabse

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. McLean asked that the agenda be amended to reflect the removal of two items under the Governance Committee report. Policy 3.4.1, Article IV, references a wording correction. This item does not need a second review as it was approved in the first reading during the December 2, 2026, meeting. Also, during the December meeting, a discussion occurred to consider adding the Consent Agenda to the bylaws. A motion was made and seconded and was unanimously approved during December 2, 2026, that the Consent Agenda should not be included in the bylaws. Mr. McLean asked that the agenda be amended to reflect the aforementioned items. Mr. Horne seconded the motion, and the motion passed unanimously.

Mr. Farmer requested one modification for Buildings and Grounds for an approval of emergency repair to a chiller for Van Dusen Hall. Mr. Carpenter made a motion to proceed to amend the agenda for this item. Mr. Horne seconded the motion, and the motion passed unanimously.

Mr. Horne made a motion to approve the minutes of the December 2, 2025, Board of Trustees meeting. Mr. McLean seconded the motion, and the motion passed unanimously.

Program Presentation

Mr. Carpenter made a motion to recess for a Student Life tour presentation. Mr. Horne seconded the motion, and the motion passed unanimously.

Chad Williams, Vice President of Student Services, lead a tour of the former bookstore, recently renovated and currently serving as the Student Life Center. Board members were given an opportunity to explore the activities currently offered to students, which included gaming activities and study areas where students can socialize, relax, and recharge. Mr. McLean made a motion to readjournal. Mr. Freidel seconded the motion, and the motion passed unanimously.

Consent Agenda

The following items were included in the March 3, 2026, Consent Agenda:

Second Floor Dempsey Renovation
NCWORKS Update
Scottish Heritage Center
State and County Bond Funds
OSBM Report
Employee New Hires, Changes, & Separations

Mr. McLean made a motion to approve the Consent Agenda. Mr. Freidel seconded the motion, and the motion passed unanimously.

Student Government Association Report

Mr. Watts presented the Student Government Association (SGA) Report. SGA recently held two student events, the Club and Resource Fair and Popcorn Day. Mr. Watts has received lots of great comments regarding the new Student Life Center. Students especially appreciate the ample space made available for students to gather and socialize. SGA partnered with the counseling center to celebrate Dr. Seuss' birthday. The event brought lots of student participation. SGA leaders attended a spring division meeting where they learned and practiced motion-making processes. The group also opened SGA Ambassadors conversations. An ambassador acts as a liaison between the student body, administration, and prospective students to boost engagement and promote campus life. Ambassadors also attend events to act as a voice for the student body.

Governance Committee Report

Mr. McLean reported that there are two items of old business to review. For the first item of business, Dr. Voigt presented the second reading of two policies to be added and one revision of a third as related to the Americans with Disabilities policy. Mr. McLean made a motion to approve the two new policies and the revision of Policy 4.3. Mr. Freidel seconded the motion, and the motion passed unanimously.

Ms. Farmer presented the second reading as related to fees and changes in lettering within SCC Bylaws. Referencing Article II, Section 6, Finance, Personnel, and Planning language to be added as presented. Mr. McLean made a motion to update the SCC Bylaws as presented. Mr. Horne seconded the motion, and the motion passed unanimously.

Buildings and Grounds Committee

Workforce Trades Building – Dr. Farmer said that there have been regular meetings with LS3P Architects since January. They have requested specific needs for space and equipment. LS3P has been composing drawings and options including the building layout and roof level. LS3P will make a presentation in April.

Caddell Center Building Update – Dr. Farmer presented images of the former facility in Carthage that SCC has been utilized for 16 years. The structure has now been removed, and the land cleared. Mr. Garner explained work done as shown in additional photos to include the foundation process and framework of the new structure.

SCC Horticultural Gardens Update – Dr. Elkins reported that a new sensory garden will be built close to the upper pond. This will be a 2,000 square foot space with a roof and patio. This will be a nice event space and will be available for rent. A second item of note is a landscaping enclosure for the Horticultural Gardens. SCC has been awarded a \$75,000 grant, and using matching funds from the Gardens, an enclosure will be placed around the Gardens, to be completed this summer.

Dr. Farmer reported that VanDusen Hall has a chiller that has passed its life expectancy. To replace the chiller in a timely fashion, SCIF (State Capital Infrastructure Fund) funds are available and should be used. The formal process is to put forward a 3-1 request, asking for \$250,000 to be allocated for this project. The quote for the chiller is \$166,000. Any remaining funds will go back into the SCIF fund as undesignated. The unit needed for purchase is in stock and available. Mr. Horne made a motion to purchase the equipment to replace the chiller using SCIF funding. Mr. Carter seconded the motion, and the motion passed unanimously.

Finance, Personnel & Planning Committee Report

Mr. Horne reported that the Finance, Personnel & Planning Committee met in January. There were no items seeking approval. Dr. Farmer reviewed financial reports, and state and county bond funds, through December 31, 2025.

The Finance, Personnel & Planning Committee recently reviewed student fees be approved. Mr. Horne asked for approval of the recently reviewed fees. Mr. Freidel made a motion to approve recently reviewed student fees. Mr. Carpenter seconded the motion, and the motion passed unanimously.

Educational Programs & Student Affairs Committee Report

Mr. Carter had no business for discussion.

Foundation Report

Dr. Elkins presented the SCC Foundation Report. Last fiscal year 2025 giving of 1,127 gifts resulted in \$3,191,777. The fiscal year-to-date giving of 1,146 gifts resulted in \$2,500,912. The Foundation migration to a new data-management software, Bloomerang, is complete, A New Director Orientation was conducted on February 10, 2026, for Adam Kiker and Gary Evans. Plans are ongoing for the annual Guarantors Recognition Dinner. A spring Foundation Board meeting is planned for April 27, 2026.

Gardens: Hosting SCC Alumni Peter Hatch, March 19, for a special lecture on “Thomas Jefferson’s Revolutionary Garden at Monticello.” Peter Hatch has been the Director of Garden and Grounds at Monticello for over 35 years. The event kicks off a series of “America 250” events in the gardens.

President’s Report

Dr. Stewart highlighted information from the President’s Report and encouraged Board members to review the report which was included in the Board packet.

Student Success and Workforce Completions
Workforce and Economic Development Initiatives
Legislative and System Office Updates
NC Community college Compliance Review Audit
Active Threat Exercise Scenario
Athletics Update

The next Board of Trustees meeting will be held April 7, 2026, at the Hoke Center.

Pursuant to N.C.G.S. 143-318.11(a)(6), Mr. McLean made a motion to go into closed session. Mr. Horne seconded the motion, and the motion passed unanimously.

The Board went into closed session at 6:05 p.m.

Sandhills Community College Board of Trustees Closed Session Meeting Minutes

CLOSED SESSION

At 6:05 p.m. on March 3, 2026, during the regularly scheduled meeting of the Board of Trustees (“the Board”) of Sandhills Community College (“SCC”), held in the Clement Dining Room on the SCC campus, the Board voted to enter Closed Session to discuss legal and personnel matters.

MOTION: Trustee McLean moved to enter Closed Session at 6:05 p.m. pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss legal and personnel matters and to (a) consult with attorneys representing SCC in one of those matters, (b) receive a summary of a recent incident involving a student, and (c) receive a preliminary summary of results of the annual evaluation of Dr. Stewart’s performance as President of the College. Trustee Frieidel seconded the motion. The motion carried unanimously.

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

The Board reconvened in Open Session at 6:55 p.m. No action was taken during Closed Session.

John M. May

Attorney for Sandhills Community College

Date: March 3, 2026

With no further business, the Board of Trustees meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Larry Caddell, Chairman of the Board

David McLean, Secretary of the Board

*Status of State and County Bond Funds
as of February 28, 2026*

Project Description	Project Budget	Expended To Date	Remaining Balance
County Bond Funds			
<i>Caddell Training Center</i>	1,100,000.00	682,871.30	417,128.70
	\$1,100,000.00	\$682,871.30	\$417,128.70



LEARN • ENGAGE • BELONG

Status of OSBM Funds
as of Febraury 28, 2026

Project Description	Project Budget	Expended To Date	Remaining Balance
<hr/>			
OSBM Funds			
<i>Workforce Trades</i>	\$25,000,000.00	\$263,693.75	\$24,736,306.25
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<i>Interest earned to date</i>			\$1,520,866.22



THE TRUSTEES OF SANDHILLS COMMUNITY COLLEGE

April 7, 2026

INFORMATION ITEMS

CHIEF OF STAFF DIVISION

New Hires

None

Effective Date

Separations

Susan Williams, Access to Achievement Coordinator

Effective Date

February 13, 2026

Status Changes

Emily Waldrop, Access to Achievement Director

Effective Date

April 1, 2026

EDUCATIONAL PROGRAMS DIVISION

New Hires

Terry Poindexter, Electrical Instructor 12 months

Effective Date

February 4, 2026

Status Changes

Sara Fusonie, Moved from Coordinator, Workforce Skills Training
To Director of Workforce Skills Training

Effective Date

March 1, 2026

ENGAGEMENT DIVISION

New Hires

Amy Watson, Horticulture Technician

Effective Date

March 4, 2026

Separations

None

Effective Date

STUDENT SERVICES DIVISION

New Hires

None

Effective Date

Status Changes

None

Effective Date

**CSP-RELATED FUNDED INITIATIVES,
MID-YEAR UPDATE:**

STRATEGY	INITIATIVE	PROGRESS NOTES
LEARN	Aviation Instructor (FT, 9-month)	The position was posted for Spring 2026; however, it was not filled and will be reposted.
L.EARN	Nursing Sims Instructor (FT, 12-month)	The position was posted for Fall 2025; however, it was not filled and will be reposted.
LEARN	Math Instructor (FT, 9-month)	The position was posted for Spring 2026; however, it was not filled and will be reposted.
LEARN	Social and Behavioral Science Faculty: move 9-month to 10.5-month position	The position change was approved in Fall 2025 for Summer 2026.
LEARN	Licensed Clinical Social Worker (FT, Counseling Services Department)	The position was approved and filled in February 2026.
LEARN	Hi-Fidelity Mannequin (Respiratory)	Purchased in Fall 2025
L.EARN	Fire Truck (Hoke)	Purchased in January 2026
LEARN	Net Labs Classroom Technology (Networking)	Purchased in Fall 2025
L.EARN	Mobile C-Arm (Radiography)	Purchased in Fall 2025

CSP-RELATED FUNDED INITIATIVES, MID-YEAR UPDATE:

STRATEGY	INITIATIVE	PROGRESS NOTES
LEARN/ ENGAGE	Transfer Credit Evaluation System	Purchased in Fall 2025
ENGAGE	BPAC Security Systems	Project initially approved, but additional funding sources must be identified based on most recent cost projections.
ENGAGE	Recruitment Van Rewrapped	Completed in Fall 2025
ENGAGE	Hoke Marketing Materials	Purchased in Fall 2025
BELONG	Lull (Outdoor Sissor Lift)	Approved to purchase in 2025-2026
BELONG	Heavy-Duty Lawn Mower (Hoke Center)	Purchased in Spring 2026

February 24, 2026

Dr. Sandy Stewart, President
Sandhills Community College
3395 Airport Road,
Pinehurst, NC 28374

Dear Dr. Stewart:

Enclosed is the final report for the compliance review conducted FY 2025-26 at Sandhills Community College pursuant to North Carolina General Statute § 115D-9.20. There were no findings for the sample of records reviewed from the Institution Class Reports (ICR), programs, policies, and procedures for the 2024-25 reporting period.

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the compliance review.

Sincerely,



Dr. Kimberly Gold
Chief of Staff

c: Larry Caddell, Chair, Sandhills Community College Board of Trustees
Dave Boliek, North Carolina State Auditor
Amanda Tolar, Director of Compliance Services
Sabra Matney, Compliance Examiner

North Carolina Community College System

Compliance Review Final Report for Sandhills Community College

Review Conducted: FY 2025-26

Records Reviewed: Summer Semester 2024, Fall Semester 2024, and Spring Semester 2025

METHODOLOGY

A compliance review was conducted at Sandhills Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges was reported accurately for the 2024-25 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review conducted during FY 2025-26 are outlined in SBCC Numbered Memo [CC25-068 FY 2025-26 Compliance Services Updates and Review Procedures](#). The scope of the compliance review includes, but is not limited to, the major components noted in CC25-068.

FINDINGS SUMMARY

Based on the site review, no findings were identified.

The cooperation of the president and staff during the compliance review is appreciated.

Submitted By:
Sabra Matney, Compliance Examiner

Dates of Compliance Review: January 28 – February 10, 2026



Accountability & Integrity Plan

2023-2025

Approved

October 2022 BOT meeting

Sandhills Community College
Workforce Continuing Education

Introduction: Accountability & Integrity Planning for Workforce Continuing Education

Accountability and integrity planning within Workforce Continuing Education (WCE) areas encompasses a broad range of areas guided by state and college governance, NC Community College System initiatives, institutional and program values, and industry and community partnerships. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.98, 1D SBCCC 300.4) to establish a **program accountability function** that will:

- (1) Establish a framework for defining quality, effectiveness, and assessment for improvement.
- (2) Demonstrate a system of checks and balances to prevent and detect errors or irregularities when reporting enrollment, attendance, and instructional hours for FTE purposes.
- (3) Be reviewed by a college's local board of trustees at least once every three years.

The following document is the *Accountability and Integrity Plan for Sandhills Community College Workforce Continuing Education*. The plan's framework was developed based on a state-wide accountability model for short-term workforce training.

The accountability and integrity planning framework encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity
3. Market Outreach

For each area, there is at least one goal and objective with WCE accountability measures. Importantly, the plan reflects the college's ongoing effort to:

1. Review WCE training programs and offerings for relevancy, rigor, and quality.
2. Develop goals for growth and sustainability.
3. Ensure state budget compliance and operational accountability.
4. Respond to demands for aligning programs with a broad array of governing requirements and industry needs.

Each spring term, the college trustees will receive an accountability and integrity report providing annual updates to outlined objectives. Every three years in the fall, the plan is updated, and new objectives may be added with guidance and approval from WCE's accountability and integrity team or senior administrators.

The updated plan will go before the college trustees for approval based on a State Board Community College Code mandate and will remain in effect for a three-year cycle.

Respectfully submitted,

Kimberly J. Blue

Kimberly Blue

Senior Director of Compliance and Accountability, Workforce Continuing Education

Sandhills Community College

September 16, 2022

Accountability & Integrity Planning for Workforce Continuing Education
Sandhills Community College

2023-25 Workforce Continuing Education (WCE)

Accountability & Integrity Team

Staff Members and Area of Representation:

Isabel Cain	College and Career Readiness
Denise Cameron	Public Safety Training
Sandy Perry	Allied Health Training
Jason Levister	Student Success, High School Programs, and Data Support
Amy Caliri	Registration Services

Standing Members:

Dr. Fallon Brewington	Vice President
Michelle Bauer	Associate Vice President
Kimberly Blue	Sr. Director, Compliance

Team Purpose: Staff representing WCE programs and service areas will be represented on this team. Members will contribute to the development of accountability and integrity processes by:

1. Providing guidance and suggestions for improvement to current accountability practices among WCE areas.
2. Identifying new accountability measures for areas not specifically addressed in community college code, college, or WCE policies.

Team Members: The internal team membership for accountability and integrity planning will rotate program representatives every three years; membership will include at least one College and Career Readiness staff member. The team meets once each term and as needed.

(A & I Team, Page 1 of 1)

GOVERNANCE PRIORITIES

Goal 1: Demonstrate accountability and credibility of operational functions

The responsibility for ensuring operations provide effective and efficient services, resources, and programs.

OBJECTIVE: Establish standards and controls responsible for administrative, training, and student support operations.

ACCOUNTABILITY MEASURES:

M-1. WCE has established an **operational framework** that includes:

1. Senior leadership team
2. Student registration and intake services
3. Training programs and offerings
4. Student support services
5. Accountability and compliance management practices

M-2. Operational responsibilities are divided into administrative units and training programs each under the direction of a director or coordinator. Processes for administrative tasks and training are established and updated to ensure student progress, service or program effectiveness and efficiency. Roles and responsibilities are established for each area. Business continuity and succession plans are established and maintained.

M-3. Course training, design, and development are initiated by program directors with guidance and approval from senior WCE administration and the state if required. Program or course design is conducted through a collaboration of subject matter experts and may include curriculum departments, community college system advisors, local advisory councils or boards, industry associates, and education partners.

M-4. Fiscal management is overseen by senior WCE leadership and each director overseeing a program or service area budget. Budget reviews are conducted annually with guidance from the college Business Office. Budget priorities are determined for programs during the annual program review cycle. Budget items are integrated into the college's strategic plan of operations.

M-5. Standards and procedures for all operations are developed and strengthened through strategic planning and assessment. WCE develops internal standards and best business practices that adhere to regulations and policies set by federal, state, college, and program accreditation agencies.

Supporting Activities and Documentation

1. WCE unit operational procedures
2. Job Descriptions, WCE organizational chart
3. Business Continuity and Succession Plans
4. Course approvals
5. Annual Program Reviews
6. WCE Operational Areas - chart

Workforce Continuing Education Operational Areas					
Marketing, Recruitment, Outreach	Training Programs	Centralized Systems	Administration	Student Academic & Support Services	Facilities Management
Community, patrons	Adult Literacy, College and Career Readiness	Information, Guidance, Referrals	Program Development	Advising	Testing Centers, certified classrooms
Current and potential students	Pre-employment, Career Development	Admissions, Placement	Fiscal Management	Financial Aid/Scholarships	Public Safety Training Center
Business and workforce partners	General Occupation certifications	Business Services, Accounting	Accountability and Compliance	High School Student Support	Advanced Manufacturing Center
Industry Associations	Bridge and Pathway Programs	Course and student intake system	Strategic Planning & Outcomes assessment	Collaboration with support partners	Construction Trades building
Education Partners	Business and Technologies	Training design and development	Reporting	Career Development Services	Technology Center
Advisory Groups	Allied Health Public Safety	Hiring	Grant-writing	Career Counseling Employment placement Work-based learning Internships	Hoke Center Classrooms and units
Community service work and collaborations	Advanced Manufacturing, Construction Trades	Records Retention System	Professional Development and training		Robbins Center
	Customized Training	Online training development and learning management systems	Succession Planning & Business Continuity		Small Business Center
	Small Business services				Lifelong Learning Institute/St. Joseph
	Cultural Enrichment and Community Service				

GOVERNANCE PRIORITIES

Goal 2: Demonstrate administrative and program accountability for data reported to the state.

The responsibility of meeting compliance to NC General Statutes and NC State Board of Community College Code relevant to data reported for state budget resources.

Objective 1: Maintain effective accountability processes and internal controls to ensure compliance and eligibility for federal or state funding.

Objective 2: Data submitted to state will be eligible for budget resources.

Objective 3: No material findings identified in internal or external compliance reviews or audits.

Objective 4: Respond effectively to non-compliance issues, both material and non-material, identified in external compliance examinations or audits.

ACCOUNTABILITY MEASURES:

M-1. Best business practices are designed to meet student needs, maintain efficiency, and uphold compliance to external regulations and college policies. Specific standards and processes are determined with guidance and support from the senior director of compliance and monitored for effectiveness through various internal controls and measures.

M-2: Reporting student enrollment and instructional hours is conducted by the senior director of compliance and accountability. An internal audit process with a system of checks and balances is conducted each term. The ICR-FTE report process and submission is handled solely by the senior director.

Determining and correcting data discrepancies and irregularities is managed by the senior director with support from program and registration staff. Current term and post-term adjustments are made and reported by the senior director in accordance with SBCCC regulations for eligible and earned FTE.

M-3. Monitoring activities and data checkpoints are established for administrative units and programs to ensure enrollment, accounting, and instructional data are compliant for state reporting; this includes detecting course and registration errors and data irregularities.

Standardized and specialized reports are identified, shared, and processed for monitoring enrollment and instruction to support state reporting requirements. The senior director provides support and guidance to programs and administrative units for these processes.

- M-4. Course data and records** are submitted for state reporting and maintained for compliance reviews. All original course records are subject to a retention and disposition schedule established by the N.C. Community College System (NCCCS) and followed accordingly.
- M-5. External compliance reviews and visits** are coordinated and supported by the senior director of compliance.
- M-6. Compliance Services Recommendations** are reviewed and implemented according to the NCCCS compliance examiner instructions. Follow-up activities are conducted and monitored for improvements and effectiveness. These items will be documented and addressed in the following review period.

Supporting Activities and Documentation:

1. Compliance Program Document
2. Compliance Review Report/Letter to President
3. Enrollment and FTE Accountability Procedures
4. Accountability and Integrity Plan Part II: Enrollment, Hours, and FTE Checklists by Program

GOVERNANCE PRIORITIES

Goal 3: Demonstrate accountability to program accreditations and regulations.

The responsibility of meeting program standards as defined by federal, state, or industry agencies.

Objective 1: Program accreditations and standards are met.

ACCOUNTABILITY MEASURES:

M-1. College and Career Readiness (CCR)

SCC is an authorized testing center for High School Equivalency; recertification coordinated by director and testing specialist. The program is approved for and maintains Title II funding. Authorization requirements are monitored by the director of College and Career Readiness.

M-2. Fire & Rescue

Accredited by the N.C. Fire and Rescue Commission (NCFRC) to deliver Firefighter, Driver Operator, Technical Rescue, Fire & Life Safety Preparedness, Fire Officer, and Instructor Methodology; all fire certification classes delivered are OFSM certified. Accreditation requirements are monitored by the program director and supported by the Fire academy director.

M-3. Advanced Manufacturing & Construction Trades

SCC is an authorized testing site for National Center for Construction Education and Research (NCCER), Manufacturing Skills Standard Council (MSSC), and the Electrical Trades Association (ETA). Records of all courses, schedules, student assessment and performance are reported to NCCER and MSSC as required.

The Advanced Manufacturing program coordinator is a registered MSSC Test proctor/administrator.

All industry authorizations are managed and updated by the advanced manufacturing and construction trades directors.

M-4. Real Estate Licensure Training

N.C. Real Estate Commission authorizes SCC to provide pre and post real estate licensure classes. Class visitation is required and performed by the director. New instructors must meet special requirements for instructor credentialing that are guided by the college director. Current real estate instructor is highly qualified and meets

instructor certification standards. Program authorization requirements are monitored and updated by the senior director of Career Training.

M-5. Nurse Aide Level 1

Workforce Continuing Education is a state-authorized provider for the Nurse Aide Level 1 program with state-approved classrooms. The curriculum program coordinator oversees the program with the WCE director of allied health.

M-6. Automotive Safety and OBD Emissions Control

NC Department of Transportation approves SCC to conduct automotive safety training. Student training verification process in place guided by agency. All instructors are certified. Requirements and compliance monitored by the senior director of career training.

M-7. DSS Food and Nutrition Services and Employment Training (FN&ET) WIOA Program

SCC is an authorized state partner with the Moore County Department of Social Services to provide short-term employment training and support services for Moore County students receiving food and nutrition services. This includes maintaining a full-time director to coordinate education services and resources for students.

M-8: Certified Medical Assistant Program

SCC is the only N.C. community college certified to offer Medical Assisting in workforce continuing education through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The college received an initial accreditation and will be reviewed based on updated requirements in 2024.

M-9: Law Enforcement Training

SCC is approved by N.C. Criminal Justice Standards and Department of Corrections to offer specialized law enforcement training. Both Moore and Hoke County sheriff associations also approve specific college facilities and courses.

M-10: Emergency Medical Training

SCC is approved by the N.C. Office of Emergency Medical Services (NCOEMS) to provide the EMT basic program and EMT and EMS skills courses. WCE has a curriculum EMS advisor to contribute to the oversight of the program, along with the WCE senior director of public safety, as required by NCOEMS standards.

Supporting Activities & Documentation

1. Program accreditations
2. Program and facility approvals
3. Program review documentation: program services and facilities

ACADEMIC INTERESTS

Goal: Instructional programs will demonstrate relevancy, rigor, and student success.

Responsibility to provide quality training that is relevant to student learning and workforce needs.

Objective 1: Occupational courses will be designed to provide relevant instruction, resources, and technology that prepare students for the workforce or continued education.

Objective 2: The division will utilize a formal program review process to measure and demonstrate program relevancy, improvements, and student successes.

ACCOUNTABILITY MEASURES:

M-1. WCE Course Development: Occupational, college and career readiness, community service, and personal enrichment courses are designed to provide students with the necessary knowledge and skills to promote and progress their transition to employment or continued education. Course planning includes input from program directors, credentialed instructors, leadership, curriculum and other education partners, program advisory boards, affiliated agencies, and industry partners.

M-2: Instructor Hiring and Development is initiated by program directors with approval from college administration. Hiring processes are designed to seek and obtain the most highly qualified individuals demonstrating a combination of workforce and education experience and expertise. Program directors will coordinate recruitment efforts with industry and education partners to obtain a qualified candidate pool. Professional development is also coordinated and monitored to ensure instructors receive any specialized training or updates for their area.

M-3: CE programs conduct annual **program review processes** to analyze operations and resources in areas of personnel, training services, facilities and equipment, and information technology. Program staff contribute to campus-wide planning events to share information and resources. Program reviews encompass budget priorities that will support instructional objectives and program progress. Importantly, they assess program performance outcomes in areas of student learning and administrative operations.

M-4. Remediation and Support: WCE provides offerings that prepare students for higher level training and career paths. The College and Career Readiness program provides math and literacy opportunities to WCE and curriculum students seeking entry into specialized training programs.

M-5. Student progress monitoring is conducted through multiple measures. These include term reviews and data collection processes. Outcomes are used for planning and improvement and initiate departmental changes. Student learning data and outcomes are reviewed and addressed during the annual program review cycle. Outcomes will include employment tracking when data is available.

Workforce Continuing Education College and Career Promise Classes (WCE-CCP) are addressed through Student Progress Assessments conducted for high school education partners.

M-6: Flexible offerings: WCE provides hybrid, online, evening, and weekend offerings for student convenience. This includes self-paced offerings and training that provides students access to introductory or exploratory courses that assess their interests and skill levels.

M-7. Class Visitation & Class Monitoring: Program directors evaluate classroom instruction and student engagement through first-hand observation. This process supports instructor and student success.

M-8. Program and Course Evaluations are conducted on a strategic and ongoing basis and provide an opportunity for students, instructors, advisors, employers, and other partners to provide input and feedback. Forms of program and course evaluations involve skills-based assessments, employer observations of students at job sites, and monitoring visits. Evaluation feedback from external agencies provide opportunities to make substantive changes.

Supporting Activities & Documentation

1. Course syllabi
2. Program Reviews and Outcomes Assessments
3. CCR course records
4. Class Visitation Schedule and Summaries
5. Course evaluations
6. College Strategic Plan: WCE Program Services, Personnel, Facilities

MARKET OUTREACH

Goal 1: Through outreach and collaboration, training programs are relevant and strong and generate new opportunities for developing a skilled and marketable workforce.

Establish service area partnerships to support program planning, funding, and improvements.

Objective 1: Collaborate with education and industry partners, community organizations, and businesses for identifying, developing, and improving training programs and courses.

Objective 2: Seek funding and resources that support enrollment into training programs.

ACCOUNTABILITY MEASURES:

- M-1.** Establish **workforce partners** in program-related areas and cultivate ongoing collaboration to support training and program development. This includes service area and regional businesses and industries and workforce development boards. (i.e., healthcare, manufacturing, and construction.)
- M-2.** Collaborate with **community organizations and public service agencies** to identify populations and groups needing specific training. Develop curriculums and programs that respond to training needs and student success. (i.e., customized training, College and Career Readiness)
- M-3.** Collaborate with **educational partners** including curriculum areas, NCCCS colleges, school systems, and state agencies to develop short-term training offerings that provide opportunity and accessibility.
- M-4.** Establish **program advisory boards** that will provide guidance and feedback for developing, sustaining, and improving career training and college readiness curriculums.
- M-5.** Conduct research with educational and workforce partners to **assess new career training opportunities** ensuring relevancy and sustainability.
- M-6.** Work with education and workforce partners to **obtain funding** and resources that support high-demand and costly training programs.

Supporting Activities & Documentation

1. Workforce Advisory Boards
2. Program Advisory Boards
3. High School meetings
4. Grants

Goal 2: Workforce Continuing Education College Career Pathway (WCE-CCP) programs provide Moore and Hoke County high school students with career training opportunities.

Objective 1: Collaborate with the local service area high schools and the Department of Public Instruction and Career Technical Education areas to provide quality, skills-based training programs for local high school students.


ACCOUNTABILITY MEASURES:

- M-1.** A WCE-CCP director oversees the workforce continuing education college and career promise pathways (WCE-CCP) program and serves as the primary liaison between the Continuing Education Division and service area high schools.
- M-2.** A state-approved application process is utilized and appropriately followed.
- M-3.** Student recruitment is strategic and facilitated in collaboration among the director, continuing education program staff, college admissions department, college recruiters, and the local high school.
- M-4.** WCE-CCP program compliance documentation including applications and approvals are maintained and monitored by the NCCCS, director and the senior director of compliance and accountability.
- M-5.** An addendum process for non-substantive changes has been established for existing WCE-CCP pathways.
- M-6.** Director monitors and maintains student eligibility and gathers relating documentation with respect to the SBCCC requirements and compliance processes.
- M-7.** Director monitors enrollment and success rates to support WCE-CCP planning and improvement. Director collaborates with students, school staff, and college program staff to ensure student retention and success are supported.

Supporting Activities & Documentation

1. Director's Job Description and planning calendar
2. Student files with approval documents and recommendations
3. Moore and Hoke County Schools' WCE-CCP application pathways and state approvals
4. WCE-CCP course records
5. Student progress data

The Vice President of Workforce Continuing Education is submitting this document on behalf of the department and college to the college president and college board of trustees for approval.



Dr. Fallon Brewington, Vice President Workforce Continuing Education
Sandhills Community College

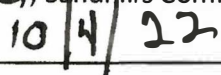


Date

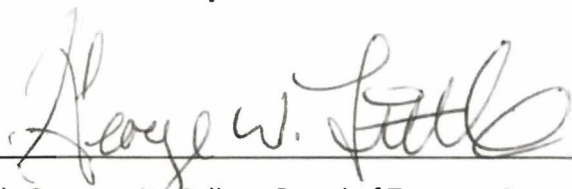
The 2023-25 Accountability and Integrity Plan has been reviewed and approved by the Sandhills Community College Board of Trustees.



Dr. John Dempsey, Sandhills Community College President



Date



Sandhills Community College Board of Trustees Representative

Date 10-5-2022

Kimberly Blue will submit the approved plan to the NC Community College System Office.

Adopting Policy or Procedure		Rescinding Policy or Procedure	
P/P Number	P/P Language	P/P Number	P/P Language
		Rescinding POLICY 2.2 Drug-Free Workplace	Board of Trustee Approval: August 6, 2007 Revised: October 1, 2012 Procedures 2.2.1 Drug-Free Workplace Guidelines 2.2.2 Compliance with the Drug-Free Workplace Act of 1998 and the Drug-Free Schools & Communities Act of 1989 In accordance with the <i>Drug Free Workplace Act of 1998</i> and the <i>Drug Free Schools and Communities Act of 1989</i> (Public Law 101-226) as well as Underage Drinking Laws and the laws of the State of North Carolina, the College will establish and maintain an environment that is drug free.
		Rescinding PROCEDURE 2.2.1 Drug-Free Workplace Guidelines	Revised: October 1, 2012 The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as

			<p>part of any college sponsored activities. Any employee or student in violation will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this procedure are as follows:</p> <ol style="list-style-type: none">1. Sandhills Community College does not differentiate between drug users or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the work place, on college premises, or as part of any college- sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.2. The term “controlled substance” means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for
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			<p>abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.</p> <ol style="list-style-type: none">3. If any employee or student is convicted of violating any criminal drug statute while in the work place, on college premises, or as part of any college-sponsored activity, he/she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.4. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute.
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			<p>5. Convictions of employees working under federal grants, for violating drug laws in the work place, on college premises, or as part of any college-sponsored activity shall be reported to the appropriate federal agency. The Senior Director of Human Resources must notify the U. S. government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the work place. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.</p> <p>6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the work place, on college premises, or as part of any college-sponsored activity, or is convicted of violating any</p>
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			<p>alcoholic beverage control statute while on said premises, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.</p> <ol style="list-style-type: none">7. The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.8. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted of any alcoholic beverage control statute where such violation occurred while in the work place, on college premises, or as part of any college-sponsored activity.9. Students employed under the College Work Study Program are considered to be employees
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			<p>of the college if the work is performed for the college in which the student is enrolled.</p> <p>10. For work performed for a federal, state, local public agency, a private non-profit or a private for-profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.</p> <p>Sandhills Community College-sponsored events and educational programs that are approved for the use of alcohol as part of course content are exempt from the Drug & Alcohol Policy. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages. Exceptions to the Drug and Alcohol Policy must be approved by the President.</p>
		<p><u>Rescinding Procedure 2.2.2 Compliance with the Drug-Free Workplace Act of 1998 and the Drug-Free Schools &</u></p>	<p>Revised: October 1, 2012</p> <p>The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by an employee in the workplace or while on</p>

		<p><u>Communities Act of 1989</u></p>	<p>duty or representing the college in any way is prohibited.</p> <p>Employees engaging in any such prohibited activity shall expect that college officials will notify proper authorities and assist in the investigation and prosecution of such prohibition.</p>
<p>Adopting POLICY 10.8 VISTORS AND MINORS ON CAMPUS</p>	<p>The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:</p> <p>I. Visitors</p> <p>All visitors to instructional areas must have the instructor's prior approval.</p> <p>All visitors to laboratories, shops, or other potentially hazardous areas must be Escorted by a college employee.</p> <p>II. Minor Children</p> <p>Minor children are defined as children under the age of</p>	<p>Rescinding POLICY 10.8 CHILDERN ON CAMPUS</p>	<p>Board of Trustee Approval: August 6, 2007 Revised: October 1, 2012 Procedures</p> <p>Sandhills Community College is a diverse environment of classrooms, offices, labs, fitness facilities, and other common areas. Visitors to the campus are always welcome and encouraged. However, in order to protect health and safety and to maintain an appropriate work and educational environment, there are certain precautions and limitations regarding children on campus. Children under eighteen years of age are not permitted on campus unless they are either enrolled in a college-sponsored program or in the constant company of a parent or legal guardian.</p>

eighteen (18).

Students and College employees are encouraged to make childcare arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to college policies and procedures.

Minor children are allowed in offices on the campus for short, occasional visitations, when accompanied by a responsible adult. In addition, instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent/guardian's direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

	<p>Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to the regular childcare location or school. Minor children may not enter shops, labs or other hazards areas.</p> <p>III. Removal from Campus</p> <p>To ensure a safe and secure campus environment, the President, and/or designees have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.</p>		
<p>Adopting POLICY 5.6 EMPLOYEE CLASSIFICATIONS AND WORKLOADS</p>	<p>I. EMPLOYMENT CLASSIFICATIONS</p> <p>A. Full-Time Employee Any individual who occupies a College designated full-time position working 40 hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. Full-time curriculum employees receive contracts for nine-month periods within a fiscal year and may be contracted on a month-to-month basis per instructional needs.</p>	<p>Rescinding POLICY 5.6 Employee Classification and Obligations</p>	<p>Board of Trustee Approval: August 6 2007</p> <p>Revised: October 1, 2012; October 1, 2022</p> <p>FACULTY Full-time staff and full-time faculty are expected to work a 40-hour week. Full-time faculty are expected to be on campus a minimum of 30 hours per week. By necessity of the job, schedules of certain employees must be flexible, but all non-exempt personnel</p>

	<p>B. Part-Time Employee Any individual who is employed for less than 30 hours per week. All part-time employee positions are classified as either part-time curriculum or part-time non-curriculum.</p> <p>C. Full-Time, Temporary Employee Any individual who is employed in a full-time position (i.e., 40 hours or more per week), but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.</p> <p>D. Part-Time, Temporary Employee Any individual who is employed in a part-time position (i.e., less than 30 hours per week), but the job is temporary (i.e., generally less than six months except in extraordinary situations).</p> <p>II. WORKLOADS</p> <p>The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.</p>		<p>should be scheduled to work no more than 40 hours a week. The College President, upon recommendation of the appropriate Vice President, will establish the working hours of all faculty and staff. Full-time faculty members are expected to meet assigned classes as per the semester schedule and to devote additional time to advising and working with students outside of class. (See associated procedures for additional information.) Part-time faculty members employed by Sandhills Community College are contracted to teach a specified number of contact hours per semester. The contracted remuneration per course taught covers direct instructional contact hours and, depending on the instructional category, indirect instructional activities such as class preparation and grading, including one office hour per week per contracted course.</p> <p>Definitions:</p> <p>Full-time Faculty Load: A full-time faculty course load is 16-21 contact hours based on an average class size of 21-35 students. For online classes, classes will be capped at 25 students. Such a workload represents an average</p>
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			<p>for the two-semester (Fall/Spring) academic year. For 10.5-month faculty, the summer load is 3-6 contact hours in either the first or second summer session, depending on the terms of their contract. For 12-month faculty, the summer load is 9 hours over the full summer semester. If summer enrollment is not enough to justify full-time employment, additional professional responsibilities may be assigned. These employees are eligible for all standard/fringe benefits, including State Retirement and medical, and are paid monthly. Faculty employees who work at least nine months per year are considered full-time employees.</p> <p>Teaching Specialists: Teaching specialists are full-time faculty members whose primary responsibility is teaching. This position is not responsible for advising or committee work. Teaching specialists teach a minimum of 16 contact hours per semester. These employees have pro-rated vacation and sick leave benefits. They are eligible for all standard/fringe benefits (except dental), including State Retirement and medical, and are paid monthly.</p>
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		<p>Full-time Temporary Instructors: These faculty are responsible for teaching an entire course, including lab/clinical hours. They are paid by the course on a monthly basis and teach more than 12 contact hours. They are classified as intermittent employees that work contracts that are nine months or less. They are eligible for a high deductible Health Plan (HDHP) with the State Health Plan, in compliance with the Affordable Care Act (ACA) but are not eligible for any other standard/fringe benefits.</p> <p>Part-time Faculty Members</p> <p>Curriculum Adjunct Instructors: Responsible for teaching an entire course, including lab/clinical hours. They are paid by the week, month, or course and are not eligible for standard/fringe benefits. The maximum part-time curriculum adjunct faculty load is 12 contact hours.</p> <p>Curriculum Adjunct Clinical/Lab Instructors: Responsible for conducting only the lab/clinical portion of a course or program. They are paid by the hour, week, month, or course and are not eligible for standard/fringe</p>
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		<p>benefits. The maximum part-time Curriculum Adjunct Faculty load is 12 contact hours.</p> <p>Part-time Continuing Education Instructors: Occupational Extension Instructors: Responsible for teaching all or part of a course, including lab, clinical, or hands-on instruction. They are paid by the hour, week, month, or course, and are not eligible for standard/fringe benefits.</p> <p>College and Career Readiness Instructors: Responsible for teaching an entire course or part of a course, including labs. They are paid hourly or by course on a monthly basis, and are not eligible for standard/fringe benefits. The maximum part-time instructor workload in Continuing Education is 25 hours per week and are not eligible for standard/fringe benefits.</p> <p>STAFF</p> <p>Full-time Staff: The normal workload for a staff member is 40 hours a week. Staff members may be expected to work irregular hours or during the</p>
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			<p>weekend. These employees are eligible for all standard/fringe benefits, including State Retirement and medical, and are paid at a monthly rate. Full-time employees that work less than a 40-hour work week will have pro-rated vacation and sick leave benefits.</p> <p>Part-time Permanent Staff: Part-time permanent staff may be employed for no more than 25 hours per week. This limit of 25 hours per week includes all employment by any and all divisions of the College. Any exception to these work hours must be approved by the area Vice President or the President. Part-time permanent staff earn service credit for longevity. Part-time employees are required to keep a timesheet on a daily basis. They are paid hourly on a monthly basis and are not eligible for standard/fringe benefits.</p> <p>Part-time Temporary Staff: Part-time staff may be employed for no more than 25 hours per week. This limit of 25 hours per week includes all employment by any and all divisions of the College. Any exception to these work hours must be approved by the area Vice President or the President. Part-time employees are required to</p>
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			<p>keep a timesheet on a daily basis. They are paid by hourly on a monthly basis and are not eligible for standard/fringe benefits.</p> <p>Any part-time employee of the College who is offered part-time employment in another area of the College is required to inform each supervisor of all assignments within SCC and complete a secondary employment approval form.</p>

Sandhills Community College
Board of Trustees
Financial Report Through February 28, 2026

		<u>BUDGET</u>	<u>Y-T-D EXPENDITURES</u>	<u>BUDGET BALANCE</u>	<u>% USED</u>
A. State Funds - Current Operating					
110	Executive Management	1,609,777.00	1,115,111.83	494,665.17	69.27%
120	Financial Services	711,569.00	528,556.48	183,012.52	74.28%
130	General Administration	2,336,953.00	1,771,348.48	565,604.52	75.80%
140	Info. Systems (Admin)	1,425,842.00	1,063,048.98	362,793.02	74.56%
200	Curriculum Instruction	15,401,364.00	8,867,618.15	6,533,745.85	57.58%
300	Occupational Extension	4,113,792.00	2,654,824.90	1,458,967.10	64.53%
400	Academic Support	3,417,816.00	2,338,648.98	1,079,167.02	68.43%
500	Student Support	2,774,991.00	2,024,783.49	750,207.51	72.97%
TOTAL		\$ 31,792,104.00	\$ 20,363,941.29	11,428,162.71	64.05%
B. State Funds-Capital Outlay					
900	Equipment	1,148,848.00	283,135.91	865,712.09	24.65%
930	Books	125,617.00	71,699.02	53,917.98	57.08%
TOTAL		\$ 1,274,465.00	\$ 354,834.93	919,630.07	27.84%
TOTAL STATE FUNDS		\$ 33,066,569.00	\$ 20,718,776.22	12,347,792.78	62.66%

Sandhills Community College
Board of Trustees
Financial Report Through February 28, 2026

C. Moore County Funds - Current Operating					
	130 General Administration	430,675.00	360,483.02	70,191.98	83.70%
	610 Plant Operation	3,679,668.75	2,523,706.79	1,155,961.96	68.59%
	620 Plant Maintenance	1,364,244.00	980,245.09	383,998.91	71.85%
	910 Performance Contracting	332,704.25	221,915.96	110,788.29	66.70%
	920 Equipment	-	-	0.00	
TOTAL Moore County Operating		\$ 5,807,292.00	\$ 4,086,350.86	\$ 1,720,941.14	70.37%
E. Hoke County Funds - Current Operating					
	610/620 Plant Operation	726,645.25	489,896.83	236,748.42	67.42%
	910 Performance Contracting	17,510.75	11,679.79	5,830.96	66.70%
	920 Equipment				
TOTAL Hoke County Operating		\$ 744,156.00	\$ 501,576.62	\$ 242,579.38	67.40%
TOTAL County Funds		\$ 6,551,448.00	\$ 4,587,927.48	\$ 1,963,520.52	70.03%

County Cash (Reserves)

*will fluctuate monthly

\$ 431,604.77

**Board of Trustees
April 7, 2026 Meeting
Foundation Report**

Last Fiscal Year 2025 Giving (07/01/2024 – 06/30/2025)

Total \$3,191,777
1,127 gifts

This Fiscal Year to Date Giving (07/01/2025 – to 03/31/2026)

Total \$2,619,178
1,280 Gifts

Foundation:

- Lily pick-up last week for Guarantors and other annual donors;
- Planning for annual Guarantors Recognition Dinner;
- Spring Foundation Board Meeting planned for April 27.

Gardens: Special commemorative displays in the Gardens as well as updated website for series of “America 250” events in the gardens.

BPAC:

April 10: Priscilla Prestley

April 23: NC Symphony

April 28: RPS National Geographic Live, Rise of T-Rex

June 1: Glenn Miller Orchestra

SCC Jazz Band Summer Series:

Monday, June 15, 2026, 6:00 pm

Monday, July 13, 2026, 6:30 pm

August 10, 2026, 6:30 pm

Personal Enrichment: College for Kids Summer Camps: Registration Opens April 15