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Sandhills Community College

Meeting Agenda

Board of Trustees Regular Meeting

Tuesday, June 2, 2026, | 5:00PM

Location: Larry Caddell Public Safety Training Center

I. Call to Order

Presenter: Larry Caddell, Chairman

Ethics Statement:

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

II. Recording of the Meeting

Presenter: Larry Caddell, Chairman

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

III. Prayer

Presenter: Bruce Hurst, Trustee

IV. Oath of Office

Presenter	Mary Bridschge
Summary	Marianne Yoder will be sworn in as the Student Government Association President

V. Approval of the Agenda

Presenter: Larry Caddell, Chairman

VI. Approval of Minutes

Presenter	Larry Caddell, Chairman
Supporting Documents	2026-04-07 Unapproved BOT Closed Meeting Minutes.pdf 2026-04-07 Unapproved BOT Meeting Minutes.pdf

VII. Program Presentation

Presenter	Chad Thomason, Director & Part Time Instructor, Fire Academy, Workforce Continuing Education
Summary	<p>The Board will receive an overview of the Fire Academy program from the Director, followed by a tour of the training area. The presentation will highlight how the program prepares students for the fast-paced environment of fire rescue through classroom instruction, hands-on skills training, and practical application of fire and rescue techniques.</p> <p>The Fire Academy is taught by experienced industry professionals and is offered consistent with current North Carolina Fire and Rescue Commission guidelines. The program consists of 514 course hours and supports student preparation for fire and rescue certifications governed by the NC Fire and Rescue Commission and administered through the NC Department of Insurance, Office of State Fire Marshal.</p>

VIII. Consent Agenda

Presenter	Larry Caddell, Chairman
Summary	<p>All items listed below are considered routine and may be approved or received as information by one motion. Any trustee may request that an item be removed for separate discussion.</p> <p>2027 Board of Trustees Committee Meeting Schedule.pdf</p> <p>Minor Construction Projects on the Pinehurst Campus The College is engaging in a few minor construction projects on the Pinehurst Campus: Boyd Library Children’s Library wall addition, old game room upfit to construct new offices, enlarging office space in Logan Hall, remodeling Van Dusen Hall classroom for a MIHS science lab, and exploring upfit/update of Sledge Boardroom.</p> <p>County Bonds Expenses as of 4/30/26 are \$895,283.24 for the Caddell Training Center. The total budget is \$1.8 million. Status of County Bond Funds 04-30-26.xlsx</p> <p>OSBM Report As of 4/30/26, the college has expensed \$422,238.50. The STIF account has earned \$1,846,554.27 in interest to date. OSBM Report April 2026.pdf</p> <p>Personnel Update Personnel update related to position changes, new hires and separations. 2026.06.02 Personnel Information Items.pdf</p> <p>College Strategic Plan of Operations--Summer Planning</p> <ul style="list-style-type: none"> On July 9, faculty and staff leaders from across campus will gather for the College’s annual Strategic Leaders Retreat to reflect on accomplishments and challenges from the past year and plan for the 2026–27 academic year. The retreat officially launches development of the 2026 College Strategic Plan of Operations, which will be presented to the full Board of Trustees at the October 6 meeting. A draft of the 2026 Annual Report for the College Strategic Plan of Operations will be presented to the Finance, Personnel, and Planning Committee at its September 15 meeting. <p>WCE Accountability and Integrity Plan The 2026–2029 Workforce Continuing Education Accountability and Integrity Plan outlines how Sandhills Community College maintains compliance, accountability, and instructional quality for WCE and CCR programs. The plan establishes internal controls for FTE reporting, defines program quality and improvement processes, and includes a class visitation schedule to ensure courses are active,</p>

	<p>properly documented, and meeting instructional standards. It also connects WCE planning to the College’s strategic planning, budget, assessment, and One College model. The plan is reviewed and approved every three years by the Board of Trustees and submitted to the North Carolina Community College System.</p> <p>2026-2029 AccountIntegrityPlan.WCE.docx</p>
	<p>Cengage Fees</p> <p>The committee approved adding more courses to the Cengage fee list and approved that the item be added to the Consent Agenda.</p> <p>Cengage Courses FA26.xlsx</p>
	<p>Student Services</p> <p>Workforce Continuing Education graduation ceremonies scheduled for June 16, 2026, at 10:00 a.m. and 2:00 p.m. in the Bradshaw Performing Arts Center. The Board will also receive a curriculum enrollment update as of May 8, 2026. Summer 2026 enrollment is currently up 15.72% in headcount and 15.53% in FTE compared to Summer 2025. Fall 2026 enrollment is currently up 4.12% in headcount and 5.28% in FTE compared to Fall 2025. These numbers remain preliminary and may fluctuate as registration continues.</p>
	<p>Workforce Innovation & Strategic Planning</p> <p>Access to Achievement (A2A) Update</p> <ul style="list-style-type: none"> • The College recently hired a new Access to Achievement Director, Emily Waldrop, who previously served as the Purpose Center Coordinator. • Three students have been placed in internships (Daycare (2), Maintenance (1)).

IX. Board of Trustee Committee Reports

Student Government Association Report	
Summary	None
Action Requested	None
Supporting Documents	None

Governance Committee Report
Old Business

Topic	Policy 10.8 – Visitors and Minor Visitors on Campus (First Review Revisited)
Presenter	David McLean, Chairman
Summary	<p>At the April 7, 2026 Board of Trustees meeting, a trustee requested clarification regarding whether the definition of “minors” in Policy 10.8 includes individuals under age 18 who are students or participants in College-sponsored activities, such as dually enrolled high school students, summer campers, field trip participants, or other approved program participants.</p> <p>In response to that request, the proposed language has been revised to clarify the distinction between minor participants and minor visitors. The policy now uses the term “Minor Visitors” to refer specifically to individuals under age 18 who are present on College property but are not enrolled in, registered for, or actively participating in a College-sponsored program, activity, camp, field trip, instructional experience, student organization event, or other approved College activity. This clarification helps ensure that the policy applies to minors who are visiting campus, while recognizing that minors participating in approved College activities are subject to separate supervision, permission, emergency contact, conduct, and safety requirements.</p>
Action Requested	No
Supporting Documents	<ul style="list-style-type: none"> • Rescission of prior Policy 10.8 – Children on Campus • 2026-06-02_TBD_AdoptingPolicy10.8 Visitors and Minor Visitors on Campus.pdf • 2026-06-02 Policy & Procedure Comparison Chart (1).pdf
POLICY 2.2 – Drug-Free Workplace (Second Review)	
Topic	POLICY 2.2 – Drug-Free Workplace (Second Review)
Presenter	David McLean, Chairman
Summary	<p>This action updates how the College addresses drug and alcohol expectations by removing the old Policy 2.2 and combining everything into one clear, consistent framework across Human Resources and Student Services.</p> <p>The previous policy and procedures were detailed, repetitive, and spread across different areas, which could lead to confusion and inconsistent use. Some items also mixed policy with day-to-day procedures, making updates more difficult.</p> <p>The new approach creates one shared standard for both employees and students. Procedure 5.25.2 will serve as the main guide under Human Resources and will also be reflected under Student Services to ensure consistency in expectations, enforcement, and compliance.</p>

	Overall, this improves clarity, reduces duplication, and keeps the College aligned with federal and state requirements, while making it easier to update procedures without needing Board approval.
Action Requested	Yes
Supporting Documents	<ul style="list-style-type: none"> • Rescission of Policy 2.2 – Drug-Free Workplace <ul style="list-style-type: none"> o Rescission of Procedure 2.2.1 – Drug-Free Workplace Guidelines o Rescission of Procedure 2.2.2 Compliance with the Drug-Free Workplace Act of 1998 and the Drug-Free Schools & Communities Act of 1989 • Adoption of Procedure 5.25.2 under Policy 5.25 – Alcohol and Drugs on Campus (Human Resources) • Adoption of Procedure 4.4.2 – Alcohol and Drugs on Campus (Student Services) under Policy 4.4 – Code of Conduct, • 2026-06-02 Policy & Procedure Comparison Chart (1).pdf
Topic	Policy 5.6 – Employee Classifications and Workloads (Second Review)
Presenter	David McLean, Chairman
Summary	<p>Request approval to remove the current Policy 5.6 – Employee Classification and Obligations and adopt revised Policy 5.6 – Employee Classifications and Workloads.</p> <p>The proposed revision clarifies employee classifications, including full-time, part-time, and temporary employees, and aligns the policy with federal requirements such as the Fair Labor Standards Act and the Affordable Care Act. It also moves detailed workload and instructional expectations from policy into procedures, allowing the College to respond more efficiently to changes in enrollment, instructional delivery, and workforce needs.</p> <p>Overall, the revised policy provides a clearer, more flexible, and more current framework for managing employee classifications and workloads.</p>
Action Requested	Yes
Supporting Documents	<ul style="list-style-type: none"> • Rescission of Policy 5.6 – Employee Classification and Obligations (2007; revised 2012; 2022) • Adoption of Policy 5.6 – Employee Classifications and Workloads • 2026-06-02 Policy & Procedure Comparison Chart (1).pdf

New Business	
Topic	2027 Board of Trustees Meeting Schedule
Presenter	David McLean, Chairman
Summary	<p>Request approval of the Board of Trustees meeting schedule, with meetings generally held every other month on the first Tuesday at 5:00 p.m. Locations may vary.</p> <p>Some meetings may include proposed program themes and location-specific activities, though most details are still being finalized. The schedule also includes a full-day Board retreat in October and a holiday meeting and dinner in December.</p>
Action Requested	Yes
Supporting Documents	2027 BOT Meeting Dates.pdf
2027 Board of Trustees Meeting Schedule	
Topic	Revised College Goals
Presenter	David McLean, Chairman
Summary	<p>Request approval to adopt three revised College Goals — LEARN, ENGAGE, BELONG — to replace the College’s current six goals. As part of the College’s regular mission review process, and in accordance with SACSCOC Standard 4.2.a, the Board of Trustees is responsible for ensuring the periodic review of the institution’s mission. The Board last reviewed and approved the College’s Mission Statement on August 23, 2021.</p> <p>Because the College’s Mission Statement remains concise and foundational, the review also included the College Goals that support and operationalize the mission. In Summer 2025, a faculty and staff working group reviewed the current Mission Statement and College Goals and recommended condensing the six existing goals into three: LEARN, ENGAGE, BELONG. The revised goals align with the College’s Strategic Plan of Operations, current organizational structure, and institutional direction.</p>
Action Requested	Yes
Supporting Documents	<ul style="list-style-type: none"> • Draft and Summary of Work_College Goals Review_June 2025 (1).docx • Schedule for Mission Statement Review.pdf • Comparison Chart_College Goals.docx
Revised College Goals	

Topic	Policy 1.1 – Mission Statement (First Review)
Presenter	David McLean, Chairman
Summary	Request approval of revised Policy 1.1 – Mission Statement as presented. The Board is asked to approve the revised Policy 1.1 – Mission Statement. The revised policy maintains the College’s current Mission Statement and updates the policy to reflect the newly approved College Goals: LEARN, ENGAGE, and BELONG. This revision aligns Policy 1.1 with the Board-approved goal framework and provides consistency across institutional planning, communication, assessment, and strategic priorities. The Mission Statement itself remains unchanged; the revision updates the supporting College Goals section of the policy.
Action Requested	No
Supporting Documents	<ul style="list-style-type: none"> • https://www.sandhills.edu/policy/1-1-mission-statement.html • 2026-06-02_TBA_Adopting_Policy 1.1_Mission Statement.docx • 2026-06-02 Policy & Procedure Comparison Chart (1).pdf
Topic	Policy 5.13 Compensatory Time and Overtime Compensation (First Review)
Presenter	David McLean, Chairman
Summary	Request approval to adopt revised Policy 5.13, which updates the College’s approach to compensatory time to provide greater clarity, consistency, and alignment with the Fair Labor Standards Act. The policy narrows compensatory time to the appropriate non-exempt employee group, strengthens supervisor oversight, clarifies how overtime is calculated, protects employees earned compensatory time from forfeiture, and establishes clearer rules for payout upon separation. It also removes prior language related to exempt employees, reducing ambiguity and helping ensure that compensatory time is administered consistently and legally.
Action Requested	Yes
Supporting Documents	<ul style="list-style-type: none"> • 2026-06-02_Board Rationale for Adoption of Policy 5.13.docx • 2026-06-02_TBD_Policy5.13Comp (4).pdf • 2026-06-02 Policy & Procedure Comparison Chart (1).pdf

Building and Grounds Committee Report	
Old Business: None	
New Business	
Topic	Workforce Trades Building
Presenter	Tim Carpenter, Chairman
Summary	Design phase work with LS3P is continuing. Specifically, work with academic programs and equipment needs is being finalized. Discussions related to storm water controls and permitting is underway. Plans to engage Town of Southern Pines related to zoning are being developed.
Action Requested	None
Supporting Documents	None
Topic	
Topic	Caddell Classroom Building
Presenter	Tim Carpenter, Chairman
Summary	Construction phase with Hobbs Architects and Sanford Contractors is continuing. Waterproofing of the building has been completed, and rain guard systems are being prepped to be installed. Electrical runs are being installed and expected to be completed in the month of June. Metal roofing will be installed during the week of May 11. Concrete siding will be installed later in May.
Action Requested	None
Supporting Documents	Caddell Center Classroom Building - Field Report 124 2.jpeg Caddell Center Classroom Building - Field Report 14 1.jpeg Caddell Center Classroom Building - Field Report 14 3.jpeg Caddell Center Classroom Building - Field Report 14 4.jpeg Caddell Center Classroom Building - Field Report 14 5.jpeg Caddell Center Classroom Building - Field Report 14 6.jpeg
Topic	
Topic	Garden of Lights Event
Presenter	Tim Carpenter, Chairman
Summary	The college was approached recently by the Moore County Tourism Development Authority (formerly Convention and Visitors Bureau) requesting consideration to partner in hosting a holiday light show in the Sandhills Horticultural Gardens. At their meeting on March 25, the Moore County Tourism Development Authority approved a \$371,000 investment from their budgeted Event Management line to fund this project. Included in this funding is contracting professional

	lights display company for the construction, installation, removal of the lights displays, and additionally, to assist with the expansion of power into the gardens as well as power needs for the light show. The college will be responsible for ticketing, staffing, and event management, but will realize all of the proceeds for the event. The timeframe for the event is roughly Thanksgiving weekend to the first weekend of January.
Action Requested	None
Supporting Documents	None
Topic	Amended 3-1 for Meyer Hall
Presenter	Tim Carpenter, Chairman
Summary	Request approval of the College's amended 3-1 for the Meyer Hall project, as submitted to the North Carolina Community College System, to correct a 2023 administrative funding-source error and officially close out the project.
Action Requested	Yes
Supporting Documents	Amendment #4 Meyer Hall .pdf

Finance, Personnel & Planning Committee Report

Old Business: None	
New Business	
Topic	Financial Report
Presenter	Gene Horne, Chairman
Summary	Status of State and County budgets: As of 4/30/26, expenses for State funds (79.03%), Moore County funds (85.28%), and Hoke County funds (85.58%).
Action Requested	None
Supporting Documents	Financial Report April 30, 2026.xlsx
Topic	2026-2027 SCC Budget Request
Presenter	Gene Horne, Chairman

Summary	Request approval from the Board of Trustees to adopt the 2026–2027 institutional budget, which includes \$345,000 from the Sandhills Community College Foundation.
Action Requested	Yes
Supporting Documents	College Budget Request 2026-2027.pdf
Topic	2026-2027 County Requested/Projected Budgets
Presenter	Gene Horne, Chairman
Summary	Providing information to BOT of the requested/projected SCC FY27 Moore and Hoke County budget allocations.
Action Requested	None
Supporting Documents	2026-2027 Projected County Budgets .pdf

Educational Programs & Student Affairs Committee Report	
Old Business: None	
New Business: None	

X. Foundation Report

Presenter	Dr. Germaine Elkins
Supporting Documents	2026-06-02 Foundation Report - Board of Trustees.docx

XI. President's Report

Presenter	Dr. Sandy Stewart, President
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XII. Other Business

Presenter	Larry Caddell, Chairman
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Supporting Documents	

XIII. Trustee Comments

XIV. Closed Session

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

XV. Adjournment



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Sandhills Community College Board of Trustees Closed Session Meeting Minutes

CLOSED SESSION

At 7:05 p.m. on April 7, 2026, during the regularly scheduled meeting of the Board of Trustees (“the Board”) of Sandhills Community College (“SCC”), held in Johnson Hall of the Sandhills Hoke Center on the SCC Raeford, Hoke County campus, the Board voted to enter into Closed Session to discuss legal and personnel matters.

MOTION: Trustee McLean moved to enter into Closed Session at 7:05 p.m. pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss legal and personnel matters Trustee Carpenter seconded the motion. The motion carried unanimously.

Upon conclusion of the Closed Session discussions, Chairman Caddell asked for a motion to return to Open Session. Trustee McLean made the motion, seconded by Trustee Hurst, and the motion carried unanimously. The Board reconvened the Open Session at 7:45 p.m. at which time Trustee Maness made a motion, seconded by Trustee that the Chair of the Board be authorized to speak on behalf of the Board regarding the voluntary dismissal by the Plaintiff in a lawsuit against members of SCC administration and SCC’s Board of Trustees. The motion was passed unanimously.

Immediately thereafter on proper motion and second the Board meeting was adjourned.

John M. May

Attorney for Sandhills Community College

Date: April 7, 2026

THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE REGULAR MEETING MINUTES

Tuesday, April 7, 2026, | 5:00 pm
Johnson Hall 107 & 108, SCC Hoke Campus

PRESENT: Trustees Larry Caddell, Chairman; Tim Carpenter, Vice Chairman; David McLean, Secretary; Billy Carter; Dell Cook; Mike Freidel; Bruce Hurst; Richard Maness; BethAnn Pratte; Irish Pickett; Stephen Woodward; Tony Hunt

ABSENT: Gene Horne; Joseph Clendenin; Nicholas Watts, SGA Vice President

STAFF: Dr. Sandy Stewart, Dr. Julie Voigt, Dr. Rebecca Roush, Dr. D.J. Farmer, Dr. Germaine Elkins, Chad Williams, Lindsey Farmer, Mary Bridschge, Steven Garner, Karen Walker Diane Reynolds, Kelly Peele, Rodney Allred

GUESTS: John May, Robbins May & Rich

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. Maness made a motion to approve the agenda. Mr. McLean seconded the motion, and the motion passed unanimously.

Mr. Hunt made a motion to approve the minutes of the March 3, 2026, Board of Trustees meeting. Mr. Hurst seconded the motion, and the motion passed unanimously.

Program Presentation

Dr. Leslie Neal, Principal, SandHoke Early College High School, gave a presentation to include a panel of SandHoke students, highlighting the program's impact and student experience. The students shared why they enjoy school and things they have learned during their time there. Four hundred and seven students attend this year, many from first gen college families, for an advanced opportunity to earn an associate degree from SCC. Students can complete in four to five years and save families money toward a college degree while having access to a world that their parents may not have had access to. Students shared that time is a constraint to meet deadlines and how much they appreciated the tutoring center. They feel that the high school

creates a unique sense of togetherness. The trustees commended the group and showed its appreciation of the school, its faculty and students.

Consent Agenda

The following items were included in the March 3, 2026, Consent Agenda. All items listed below are considered routine and may be approved or received as information by one motion. Any trustee may request that an item be removed for separate discussion.

- County Bonds Report
- OSBM Report
- Employee new hires, changes and separation updates
- College Strategic Plan of Operations
- Updated Bylaws
- Scottish Heritage Center
- Dempsey Center Second Floor Renovation
- Compliance Review Final Report for Sandhills Community College Review, Conducted: FY 2025-26
- Student Services Update
- Workforce Innovation & Strategic Planning Update
- Sandhills Community College Workforce Continuing Education Accountability and Integrity Plan Report for Year 2025 and Spring 2026

Mr. Maness made a motion to approve the Consent Agenda. Mr. Hunt seconded the motion, and the motion passed unanimously.

Student Government Association Report

Mr. Williams presented the Student Government Association (SGA) Report. SGA clubs organized a clothing swap which allowed students to choose and wear appropriate attire for future job interviews. The project was a great success. SGA leaders will attend the State SGA conference in Durham, N.C. Spring Fling will be held on the Hoke Campus on Thursday, April 9, 2026, and on the Pinehurst Campus on April 15, 2026.

Governance Committee Report

First readings took place on revising policies related to a Drug-Free workplace, Children and Minors on campus (non-students), and employee classifications for all employees including faculty and staff. Mr. McLean called on Ms. Farmer who explained that Policy 2.2 is a very general policy and the goal is to create a policy that is employee-specific and one that is student-specific. The Drug-Free policy procedures will be moved under the Employee Code of Conduct

(5.25) and the other to Student Code of Conduct, Section IV. Mr. McLean made a motion to approve the removal of Policy 2.2 Drug-Free Workplace. Mr. Maness seconded the motion, and the motion passed unanimously.

Policy 10.8 was referred back to the Governance Committee for further review.

Policy 5.6 – Employee Classifications and Workloads. Ms. Farmer reviewed the policy, expressing an intent to clean up the language of the policy, define an employee as an employee, full-time versus part-time, and with the procedure, focusing on workload and on some of the details that the current policy has defined. Mr. McLean made a motion to approve removal of current Policy 5.6, Employee Classifications and Obligations and to adopt a revised Policy 5.6, Employee Classifications and Workloads. Mr. Maness seconded the motion, and the motion passed unanimously.

Buildings and Grounds Committee

Mr. Carpenter called on Dr. Farmer to report on the progress of the Caddell Center Building Project Update. Dr. Farmer shared photos of the progress of the new classroom, both interior and exterior. The project is slightly ahead of schedule. Possible completion and dedication will be in late fall 2026. The next Board meeting will be held at the Center. Board members are invited to participate in various training activities while there.

Workforce Trades Building Update – LS3P associates Brian Tiede and Katherine Peele gave an in-depth presentation of the future Trades building. The building will be positioned on the property of the baseball field. A U-shaped building will face toward the Dempsey Student Center to allow the labs to be at the back of the building to include construction, welding, electrical, and advanced manufacturing as well as other areas that could be expanded upon. The majority of the high school classrooms will remain in Van Dusen Hall, second floor, while students will integrate with the Trades building in classes and labs. Mr. Carpenter made a motion to approve the architectural renderings as presented by LS3P. Mr. McLean seconded the motion, and the motion passed unanimously.

Finance, Personnel & Planning Committee Report

Dr. Farmer reported there were no items requiring approval. Documents typically reviewed appear on the Consent Agenda. Dr. Farmer reviewed status of the State and County Budgets Financial Report as of February 28, 2026.

Educational Programs & Student Affairs Committee Report

Mr. Carter reported there was no new business for discussion. The Educational Programs & Student Affairs Committee met on March 13, 2026. A quorum was present; all business was conducted and is included in the Consent Agenda. Mr. Carter called on Mr. Williams to present an enrollment update. As of 3.12.26, Curriculum FTE is up between 5-6% compared to Spring 2025. Student headcount for the same period last year is approximately 9%. Workforce Continuing Education FTE is trending up approximately 20%, and College and Career Readiness is up about 10%. The numbers may fluctuate; however, the trend is very positive to date.

Foundation Report

Dr. Elkins presented the SCC Foundation Report. A summary of the last fiscal year was included. YTD fiscal year is just over \$2.6M in funds raised, to include 480 gifts in total. Last week the Foundation celebrated its guarantor donors and \$1,000 givers. Each donor was given a lily grown in the Sandhills Horticultural Gardens. The annual guarantor's recognition dinner is in the planning stages and is scheduled for April 23, 2026, in the Heins Gymnasium. Food will be prepared by the Culinary Arts students. The spring Foundation Board meeting will be held on April 27, 2026.

President's Report

Dr. Stewart shared a PowerPoint presentation entitled "System and SCC Enrollment." At the State Board of Community Colleges last meeting, there was an interesting presentation regarding enrollment changes across the system. One goal was to look at enrollment at community colleges since COVID. 2020 saw a significant decline in community college enrollment but this has since rebounded. Dr. Stewart composed data that was presented to faculty and staff in January 2026. The PowerPoint presentation included numbers and percentages based on available data, reviewing some of the trends at the state level versus what is seen at the Sandhills Community College level. Dr. Stewart cited that community college enrollment generally increases when there has been some type of disruption. The increases that are being seen currently across the state are not correlated to any unemployment rate. Possible reasons for the increase in enrollment are affordability, dual enrollment programs, and the fact that SCC provides a tremendous educational value at a low cost.

The next Board of Trustees meeting will be held on June 2, 2026, at the Caddell Training Center in Carthage, N.C. Dr. Stewart invited Board members to participate in activity opportunities while visiting the campus.

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

The Board went into closed session at 7:05 p.m.



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Sandhills Community College Board of Trustees Closed Session Meeting Minutes

CLOSED SESSION

At 7:05 p.m. on April 7, 2026, during the regularly scheduled meeting of the Board of Trustees (“the Board”) of Sandhills Community College (“SCC”), held in Johnson Hall of the Sandhills Hoke Center on the SCC Raeford, Hoke County campus, the Board voted to enter into Closed Session to discuss legal and personnel matters.

MOTION: Trustee McLean moved to enter into Closed Session at 7:05 p.m. pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss legal and personnel matters and to (a) receive an update of a pending legal matter and (b) review requirements for the Board’s annual evaluation of Dr. Stewart’s performance as President of the College. Trustee Carpenter seconded the motion. The motion carried unanimously.

Upon conclusion of the Closed Session discussions, Chairman Caddell asked for a motion to return to Open Session. Trustee McLean made the motion, seconded by Trustee Hurst, and the motion carried unanimously. The Board reconvened the Open Session at 7:45 p.m. at which time Trustee Maness made a motion, seconded by Trustee Hunt that the Chair of the Board be authorized on behalf of the Board to execute a settlement agreement of the lawsuit filed by Mr. Brower against members of the SCC administration and the SCC’s Board of Trustees in the event an acceptable Settlement Agreement was put forward by Mr. Brower. The motion was passed unanimously.

Immediately thereafter on proper motion and second the Board meeting was adjourned.

John M. May
Attorney for Sandhills Community College

Date: April 7, 2026

With no further business, the Board of Trustees meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Larry Caddell, Chairman of the Board

David McLean, Secretary of the Board

UnApproved

2027 Board of Trustees Committee Meeting Schedule

Governance Committee

2nd Monday, every other month, 4:00 p.m. - Sledge Board Room

- January 11, 2027
- March 8, 2027
- May 10, 2027
- July 12, 2027
- September 13, 2027
- November 8, 2027

Building & Grounds Committee

2nd Tuesday, every other month, 4:00 p.m. - Sledge Board Room

- January 12, 2027
- March 9, 2027
- May 11, 2027
- July 13, 2027
- September 14, 2027
- November 9, 2027

Educational Programs & Student Affairs Committee

2nd Thursday, every other month, 4:00 p.m. - Sledge Board Room

- January 14, 2027
- March 11, 2027
- May 13, 2027
- July 8, 2027
- September 9, 2027
- November 4, 2027 (moved to the 1st Thursday because the 2nd Thursday falls on Veterans Day)

Finance, Personnel & Planning Committee

3rd Tuesday, every other month, 4:00 p.m. - Sledge Board Room

- January 19, 2027
- March 16, 2027
- May 18, 2027
- July 20, 2027
- September 21, 2027
- November 16, 2027

Status of County Bond Funds
as of April 30, 2026

Project Description	Project Budget	Expended To Date	Remaining Balance
County Bond Funds			
<i>Caddell Training Center</i>	1,100,000.00	895,283.24	204,716.76
	<u>\$1,100,000.00</u>	<u>\$895,283.24</u>	<u>\$204,716.76</u>



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Status of OSBM Funds
as of April 30, 2026

Project Description	Project Budget	Expended To Date	Remaining Balance
OSBM Funds			
<i>Workforce Trades</i>	\$25,000,000.00	\$422,238.50	\$24,577,761.50
<i>Interest earned to date</i>			\$1,846,554.27



THE TRUSTEES OF SANDHILLS COMMUNITY COLLEGE

June 2, 2026

INFORMATION ITEMS

CHIEF OF STAFF DIVISION

Separations

Sara Holden, Director of Small Business Center

Effective Date

April 17, 2026

COLLEGE OPERATIONS

Status Changes

Michael Ogdon, From: Structural Maintenance
To: Maintenance Technician HVACR

Effective Date

April 1, 2026

EDUCATIONAL PROGRAMS DIVISION

New Hires

Jacquelin Ferrell Bermudez,
eLearning Instructional Design and Data Specialist

Effective Date

May 4, 2026

Retirement

Heather Lyons, Sociology Instructor
Paul Steel, Professor, Computer Engineering Technology
David Reece, Professor, Criminal Justice & Forensic Science Programs
Kimberly Drain, Associate Professor, English
Susan Senior, Professor, Health Sciences
Jeanne Morse, Professor, Physics & Astronomy

Effective Date

July 1, 2026
July 1, 2026
August 1, 2026
August 1, 2026
August 1, 2026
August 1, 2026

Separations

Jessica Mason, Records Management Specialist
Carson Letot, Director, GAP and Turfgrass Instructor

Effective Date

April 24, 2026
July 31, 2026



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Workforce Continuing Education (WCE) Accountability and Integrity Plan 2026-2029

Introduction

WCE at Sandhills Community College includes a broad range of training programs supported by institutional governance, planning, and assessment processes that ensure accountability and integrity. Starting in 2022 through 2025, Sandhills Community College transitioned to a One College model, aligning areas across campus strategically to support students on their educational paths. This reorganization brought curriculum and WCE program under aligned academic departments and implemented a comprehensive student services model with a “One Door” entry for students that has promoted collaboration, resource sharing, and continuous improvement. This approach has provided a landscape that is easier for students to navigate while recognizing and supporting the unique aspects of delivering WCE programs.

State Board of Community Colleges and WCE Accountability

Because WCE offerings are flexible among terms and reporting years, offered as individual courses or bundled into a series, and may be fee-waived by the state - the State Board of Community Colleges (SBCCC) under rule 1D SBCCC 300.4(a) requires NCCCS colleges to maintain a WCE program accountability function by the establishment of the following:

1. A system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes.
2. A framework defining program quality and improvement procedures.
3. The adoption and use of a college class visitation plan pursuant to 1G SBCCC 400.3 (c)(2) monitoring active courses across all deliveries.

This document demonstrates the College’s compliance with this rule by outlining WCE standards and operational practices supporting FTE compliance, the One-College approach to strategic planning and assessment driving improvement, and a class visitation

process ensuring courses across delivery methods are active and meeting established standards for instructional quality.

STANDARDS OF OPERATION AND FTE COMPLIANCE

WCE operates within a structured framework of standards, best practices, and internal controls to ensure all programs, services, and administrative functions align with regulatory requirements and institutional standards. Key elements include:

1. An organizational structure that ensures leadership and oversight from the Provost's Office and two deans, aligned with NCCCS directives and institutional priorities.
2. Ongoing collaboration with curriculum partners through program planning, regular meetings, professional development, and resource sharing; supporting informed decision-making and expanded access to programs.
3. Defined operational standards and rationale for WCE administrative processes that support FTE compliance.
4. A centralized WCE registration and business service function within Student Services led by a director and supported by cross-trained staff, ensuring consistent, compliant, and efficient processes.
5. A dedicated WCE compliance official (Senior Director of WCE Compliance and Accountability) who partners with programs to guide and maintain adherence to state compliance requirements. Each term, this official reviews all WCE and CCR course records to determine FTE eligibility, makes adjustments as needed, and submits the Institutional Class Report (ICR).

COLLEGE STRATEGIC PLANNING AND ASSESSMENT

WCE program evaluation and development is guided and supported by the College's *Strategic Plan of Operations* ("CSP"), which operates within a structured planning cycle aligned with institutional priorities including enrollment and retention and the performance expectations of the North Carolina Community College System (NCCCS). The CSP establishes a framework in which program decisions and resource allocation are guided by workforce demand, student outcomes, and performance data, ensuring responsiveness to community and labor market needs.

Key elements that contribute to the CSP:

1. A comprehensive review process for each WCE program to establish priorities, goals, objectives, and intended outcomes.

2. An annual review cycle to assess progress for achieving WCE objectives and outcomes and updating strategies or action items.
3. A process that ensures WCE priorities and outcomes are aligned with and inform the College's budget planning process.
4. Decision-making within WCE is informed by data, external stakeholder input, and cross-campus collaboration.
5. WCE representation at an annual campus leadership retreat where collaborative decisions are made that influence the College's budget priorities.

CLASS VISITATION PLAN AND SCHEDULE

Class visits by WCE program directors and the compliance official are conducted to ensure that both WCE and College and Career Readiness (CCR) classes are running as scheduled and instructional time is meeting institutional standards of quality and excellence. There are two types of class visits conducted: program and compliance.

Program Visits

The program administrator (director or coordinator) is responsible for making periodic visits to classes to ensure the following:

1. The class is being conducted as scheduled and planned.
2. Instructor and students are engaged in a lesson.
3. Instructor appears well organized and prepared.
4. Instructor is following course syllabus.
5. Instructor is maintaining student attendance and activity documentation.

A program visit may be facilitated by the director's designee including another program staff member, an instructor, or a curriculum counterpart.

The program visit schedule:

1. Visit $\geq 15\%$ of classes meeting 20 hours or more, but less than 96 hours.
2. Visit $\geq 50\%$ of classes meeting 96 hours or more.
3. Classes visited should include a combination of traditional, blended or hybrid, and 100% online.
4. Class visits should be conducted across a variety of locations including on-campus and off-campus classrooms and training areas.

The program administrator will submit an annual report of class visits each June representing the July – June reporting period.

Compliance Visits

The Senior Director for WCE Compliance and Accountability is responsible for compliance visits to WCE and CCR classes to ensure course sections are active and meeting as scheduled and to verify student enrollment and attendance.

During a compliance visit, the compliance director is responsible for the following:

1. Verifying course location and active status.
2. Performing a count of students present compared to students enrolled.

The compliance visit schedule:

1. Visit a minimum of ten (12) classes annually.
2. Visits will be among all terms and program areas and will include a diversity of classes based on location, delivery, and student cohorts.
3. Visits are typically unannounced.
4. The director may conduct an internal audit visit that is combined with a program visitation.

The class visitation outcomes for both program and compliance visits will be reported in the annual accountability and integrity report provided to the board of trustees each fall and shared with the NCCCS compliance examiners as required.

Accountability and Integrity Plan and Annual Report

The Accountability and Integrity Plan is reviewed and approved every three years by the Sandhills Community College Board of Trustees and provided to the NCCCS pursuant to 1D SBCCC 300.4.

Each fall, the Board of Trustees receives an annual WCE accountability and integrity report highlighting how programs and practices from the prior reporting year aligned with SBCCC standards and supported the College's mission and institutional priorities. This report also includes outcomes from the annual class visitation process.

The 2026-2029 Accountability and Integrity Plan has been reviewed and approved by the Sandhills Community College Board of Trustees.

SIGNATURES:

Office of the Provost Date

Dr. Sandy Stewart, President Date

Board Chair or representative Date

This plan is submitted by the WCE Senior Director of Compliance and Accountability to the NC Community College System Office every three years.

Copy: North Carolina Community College System

Sent via email (to/date): _____

By: _____

Kimberly Blue, Sr. Director of Compliance and Accountability

(Attach email)

Additional Titles For Cengage Inclusive Access Fee

ACC	131	\$150	Federal Income Taxes	Cengage
ACC	220	\$150	Intermediate Accounting I	Cengage
ART	114	\$150	Art History Survey I	Cengage
ACC	220	\$150	Intermediate Accounting I	Cengage
ART	114	\$150	Art History Survey I	Cengage
PSY	281	\$150	Abnormal Psychology	Cengage

Additional Inclusive Access Title

ENG	114	\$65	Prof Research and Reporting	IA
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<p>Adopting POLICY 10.8 VISITORS AND MINORS VISITORS 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 All visitors to instructional areas must have the instructor's prior approval. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a college employee.</p> <p>II. Minor Visitors An individual under age 18 who is present on College property but is not enrolled in, registered for, or actively participating in a College-sponsored program, activity, camp, field trip, instructional experience, student organization event, or other approved College activity. The definition also clarifies that a minor visitor remains under the supervision and responsibility of the parent, guardian, or responsible adult who</p>	<p>Rescinding POLICY 10.8 CHILDREN 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>
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	<p>brought the minor to campus, and that the College does not assume care, custody, or supervision unless the minor is formally accepted as a participant in an approved College-sponsored activity.</p> <p>Minor Visitors of Students and College Employees</p> <p>Are encouraged to make arrangements to reduce interruption of the educational process and avoid possible injury to a minor visitor. Supervisors are responsible and accountable for ensuring that minor visitors on Campus adhere to college policies and procedures.</p> <p>Minor visitors 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 visitors due to temporary, unforeseen emergencies. In these cases, minor visitors must remain in the classroom</p>		
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	<p>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> <p>Minor visitors are not allowed on campus when the minor has a contagious condition or is too ill to be sent to the regular childcare location or school. Minor visitors may not enter shops, labs or other hazards areas.</p>		
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Adopting POLICY 10.8 VISITORS AND MINORS ON CAMPUS

Rescission of prior Policy 10.8 – Children on Campus

SANDHILLS COMMUNITY COLLEGE	ADMINISTRATIVE VISITORS AND MINOR VISITORS ON CAMPUS	POLICY 10.8
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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:

I. Visitors

All visitors to instructional areas must have the instructor's prior approval.

All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a college employee.

II. Minor Visitors

An individual under age 18 who is present on College property but is not enrolled in, registered for, or actively participating in a College-sponsored program, activity, camp, field trip, instructional experience, student organization event, or other approved College activity. The definition also clarifies that a minor visitor remains under the supervision and responsibility of the parent, guardian, or responsible adult who brought the minor to campus, and that the College does not assume care, custody, or supervision unless the minor is formally accepted as a participant in an approved College-sponsored activity.

Minor Visitors of Students and College Employees

Are encouraged to make arrangements to reduce interruption of the educational process and avoid possible injury to a minor visitor. Supervisors are responsible and accountable for ensuring that minor visitors on Campus adhere to college policies and procedures.

Minor visitors 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 visitors due to temporary, unforeseen emergencies. In these cases, minor visitors 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.

Minor visitors are not allowed on campus when the minor has a contagious condition or is too ill to be sent to the regular childcare location or school. Minor visitors may not enter shops, labs or other hazards areas.

Adopting POLICY 10.8 VISITORS AND MINORS ON CAMPUS

Rescission of prior Policy 10.8 – Children on Campus

III. Removal from Campus

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.

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	<p>Board of Trustee Approval: August 6, 2007</p> <p>Revised: October 1, 2012</p> <p>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</p> <p>In accordance with the Drug Free Workplace Act of 1998 and the Drug Free Schools and Communities Act of 1989 (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.</p>

		<p>Rescinding PROCEDURE 2.2.1 <u>Drug-Free Workplace Guidelines</u></p>	<p>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 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: 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. The term “controlled substance” means any drug listed in 21 CFR Part 1308 and other federal regulations,</p>
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			<p>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 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> <p>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.</p> <p>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> <p>Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of</p>
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		<p>any federal, state, or local criminal drug statute.</p> <p>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. 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 alcoholic beverage control</p>
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			<p>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> <p>The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.</p> <p>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.</p> <p>Students employed under the College Work Study Program are considered to be employees of the college if the work is performed for</p>
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			<p>the college in which the student is enrolled.</p> <p>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>
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		<p>Rescinding Procedure <u>2.2.2</u> <u>Compliance with</u> <u>the Drug-Free</u> <u>Workplace Act of</u> <u>1998 and the Drug-</u> <u>Free Schools &</u> <u>Communities Act</u> <u>of 1989</u></p>	<p>Revised: October 1, 2012 The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by an employee in the workplace or while on duty or representing the college in any way is prohibited. 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>
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**Rescinding POLICY 2.2 Drug-Free Workplace,
Rescinding PROCEDURE 2.2.1 & 2.2.2.**

Adopting Procedure 5.25.2 under POLICY 5.25

SANDHILLS COMMUNITY COLLEGE	HUMAN RESOURCES ALCOHOL AND DRUGS ON CAMPUS	PROCEDURE 5.25.2
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The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. Employees and students who illegally use controlled substances, substances that cause impairment, or who abuse alcohol are less productive, less reliable and prone to greater absenteeism resulting in unnecessary costs, delays, academic failure and safety risks. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment, and alcohol.

I. PROHIBITED BEHAVIOR

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is prohibited for all employees and students.

This Procedure does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments) or in conjunction with events which meet the requirements of all state laws. This Policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider to the student or employee who is prescribed the controlled substance and using it in the way the healthcare provider prescribed it.

II. DEFINITIONS

For purposes of this Policy, the following definitions shall apply:

- A. *Alcohol* means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
- B. *Controlled Substance* means any substance 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, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained

**Rescinding POLICY 2.2 Drug-Free Workplace,
Rescinding PROCEDURE 2.2.1 & 2.2.2.**

Adopting Procedure 5.25.2 under POLICY 5.25

illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

- C. *Substance* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
- D. *Conviction* means the entry in a court of law or military tribunal of: (1) a plea of guilty, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.
- E. *Reasonable Suspicion* is the legal standard required before the College can require an employee to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

III. DUTY TO REPORT

All employees who are arrested, indicted, cited or convicted for a criminal offense are required to inform, in writing, his/her supervisor. This includes being arrested or receiving a citation for a violation of any federal or state-controlled substance or alcohol statute. If an employee's arrest, conviction or citation influences the employee's ability to perform his/her job duties or brings negative attention to the College, the employee may be subject to disciplinary action in accordance with this Policy.

Convictions of employees working under federal grants that are convicted of violating a federal or state-controlled substance or alcohol statute on the College's property, or as part of any activity initiated by the College, shall be reported to the appropriate federal agency. A College official must notify the U.S. government agency, which made the grant, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a conviction of a controlled substance or alcohol statute occurring in the workplace.

Students employed under the College Work Study Program are employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for-profit agency, students are employees of the College unless the agreement between the College, and the organization specifies that the organization is the employer.

IV. CONSEQUENCES FOR VIOLATIONS

**Rescinding POLICY 2.2 Drug-Free Workplace,
Rescinding PROCEDURE 2.2.1 & 2.2.2.**

Adopting Procedure 5.25.2 under POLICY 5.25

Violation of this Policy will subject students and employees to disciplinary action including, but not limited to: suspension, expulsion, non-renewal or termination of employment or the requirement that the student or employee satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program at the student or employee's expense and approved by the College and agree to certain conditions.

Article V of Chapter 90 of the North Carolina General Statutes makes it a crime to possess, manufacture, sell or deliver or possess with intent to sell or deliver a controlled substance. N.C.G.S. § 90-95. As citizens, all members of the College community are expected to know and comply with these laws. Legal matters may be referred to local law enforcement. Employees and students who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs, is also considered a violation of the drug and alcohol Policy.

V. CONTROLLED SUBSTANCES AND ALCOHOL TESTING

Upon a conditional offer of employment, new employees may be required to be tested for substances, including controlled substances or alcohol.

Employees may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

All substances, including controlled substances and alcohol testing, shall be administered by a non-College, third party laboratory chosen by the President. The testing will be performed at the laboratory. A representative from Human Resources and the employee's immediate supervisor will accompany the employee to the testing site utilizing a college vehicle (if available). The chosen laboratory shall use standard testing protocols that will maintain the confidentiality of the employee and student. All tests shall be reviewed by a medical review officer not affiliated with the College. Employees will have the opportunity to provide any information to the medical center which the employee considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs. The College shall pay for the initial test. If the employee wishes to dispute the results with a subsequent re-test, the employee shall be responsible for the cost of the re-test.

**Rescinding POLICY 2.2 Drug-Free Workplace,
Rescinding PROCEDURE 2.2.1 & 2.2.2.**

Adopting Procedure 5.25.2 under POLICY 5.25

Pending the results of the testing, (if not instant), the employer can suspend the employee on leave with pay. The College must give the employee written notice of positive results and notice of the right to a re-test (at the employee's expense) pursuant to G.S. 95-232(f). If the results are positive, the supervisor may recommend disciplinary action pursuant to Procedure 5.4.5 Disciplinary Action, Suspension & Dismissal

VI. POST-ACCIDENT TESTING

In the event of a work-related injury, if the supervisor has reason to suspect that impairment is involved in the accident s/he should report the incident to a representative from the Human Resources Department and the employee may be tested as set forth above.

VII. DISSEMINATION TO COLLEGE COMMUNITY

This Policy shall be maintained on the College's website and a copy of this policy will be maintained in the College's Human Resources Office and Student Services Office.

Legal Reference: 21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86

**Rescinding POLICY 2.2 Drug-Free Workplace,
Rescinding PROCEDURES 2.2.1 Drug-Free Workplace Guidelines
Rescinding PROCEDURES 2.2.2 Compliance with the Drug-Free Workplace Act of 1998
and the Drug-Free Schools & Communities Act of 1989**

**Adopting Procedure 4.4.2 STUDENTS – ALCOHOL AND DRUGS ON CAMPUS
to POLICY 4.4 Code of Conduct**

SANDHILLS COMMUNITY COLLEGE	STUDENT SERVICES STUDENTS – ALCOHOL AND DRUGS ON CAMPUS	PROCEDURE 4.4.2
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The College is committed to providing each of its students with a drug and alcohol-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College’s educational environment and result in damage to college property.

All students shall adhere to the following:

- A. All students are prohibited from 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.
- *Controlled Substance* means any substance 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, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
 - *Alcohol* means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
 - *Impairing Substances* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
 - *College Location* means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College’s jurisdiction.
 - *Reasonable Suspicion* allows the College to require a student to pay for a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e)

**Rescinding POLICY 2.2 Drug-Free Workplace,
Rescinding PROCEDURES 2.2.1 Drug-Free Workplace Guidelines
Rescinding PROCEDURES 2.2.2 Compliance with the Drug-Free Workplace Act of 1998
and the Drug-Free Schools & Communities Act of 1989**

**Adopting Procedure 4.4.2 STUDENTS – ALCOHOL AND DRUGS ON CAMPUS
to POLICY 4.4 Code of Conduct**

reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

B. Student use of drugs as prescribed by a licensed physician is not a violation of Procedure; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

- Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.
- The College does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- A student who violates the terms of this Procedure will be subject to disciplinary action in accordance with Policy 4.4 – Code of Conduct. At his/her discretion, the Vice President of Student Services may require any student who violates the terms of this Procedure to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.
- Each 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 or alcoholic beverage control statute where such violation occurred while on or at a college location. Failure to do so could result in disciplinary action.

In addition to this Procedure, students employed by the College, including students employed Under the College's Work Study Program, shall adhere to the requirements in Policy 5.25 Code of Employee Conduct.

Legal Reference: 21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86, *et seq.*

<p>Adopting POLICY 5.6 EMPLOYEE CLASSIFICATIONS AND WORKLOADS</p>	<p>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>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</p>	<p>Rescinding POLICY 5.6 Employee Classification and Obligations</p>	<p>Board of Trustee Approval: August 6 2007 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 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</p>
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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.

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).

II. WORKLOADS

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

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.

Definitions:

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 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.

			<p>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> <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</p>
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			<p>Act (ACA) but are not eligible for any other standard/fringe benefits.</p> <p>Part-time Faculty Members Curriculum Adjunct</p> <p>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 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</p>
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			<p>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 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</p>
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			<p>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 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>
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Adopting POLICY 5.6 EMPLOYEE CLASSIFICATIONS AND WORKLOADS

Rescission of prior POLICY 5.6 Employee Classification and Obligations

SCC COMMUNITY
COLLEGE

HUMAN RESOURCES
EMPLOYEE CLASSIFICATIONS
AND WORKLOADS

POLICY
5.6

Adopted:

I. EMPLOYMENT CLASSIFICATIONS

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.

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.

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.

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).

II. WORKLOADS

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

2027 BOT Meeting Dates

Meetings are held on the first Tuesday every other month at 5:00 p.m.; locations vary.

Possible programs and locations are listed below, but none have been confirmed.

- February 2, 2027: Possible program—Hoke HS, at Hoke High School
 - April 6, 2027: Possible program—Kids Camp, in Van Dusen
 - June 1, 2027: Possible program—Engineering, in Little Hall
 - August 3, 2027: Program to be determined
 - October 5, 2027: BOT Retreat—all day in Clement; program to be determined
 - December 7, 2027: Christmas dinner; program to be determined
-

College Goals Review Working Group June 2025

Purpose of Working Group

- Review Mission Statement and revise or edit—*not totally overhaul*—the six College Goals
- Process based on [Procedure 1.1.1](#) (since archived in October 2025 and replaced with updated language in [Procedure 1.1.1](#))

Working Group Members and Rational for Selection

Name	Division Representation	Council Representation	Leadership Role (on Campus-Wide Committee and/or Faculty/Staff Org)
Kimberly Blue	Learn/Educational Programs (Staff)	Governance & Operations	Chair, Title IX Historian, Data Quality Committee
Aimi Vanden Oever	Learn/Educational Programs (Workforce Faculty)	Faculty & Staff Engagement	Secretary, Faculty Assembly
Catherine Skura	Learn/Educational Programs (Transfer Faculty)	Ed Programs & Student Affairs	Co-Chair, Advising Committee
Jonathan McLeod	Operations	Governance & Operations	Co-Chair, ITC Committee
Abby Miller	Student Services	Faculty & Staff Engagement	Secretary, Staff Council
Shenika Ward	Engagement	Governance & Operations	Chair, Access Advocates Vice-Chair, Global Committee
Jason Levister	Chief of Staff	Ed Programs & Student Affairs	Co-Chair, Student Grievance

Planning & Research Supporting Staff:

Stephanie Miller, Research and Assessment Analyst

Lindsey Farmer, Dean of Workforce Innovation & Strategic Planning

Summary of Work:

- ✦ The team met three times (May 28, June 11, June 25), with homework completed between meetings.
- ✦ As a starting point for the review, Planning and Research provided the group with basic info and essential tools, such as:
 - Current Six College Goals
 - Basic concepts that must remain (e.g., instruction, transfer, workforce, support services, etc.) based on that fact that we are a NC community college
 - College Strategic Plan (that includes LEARN, ENGAGE, BELONG strategies)
- ✦ The group divided into focus areas and worked on a draft of each goal prior to the next meeting, at which the entire group reviewed and edited.
 - LEARN (June 11): Aimi and Catherine
 - ENGAGE (June 11): Shenika and Abby
 - BELONG (June 25): Jonathan, Jason, and Kimberly
- ✦ The final draft of all goals was then emailed to the entire group for final consideration and edits.

DRAFT College Goals—for Senior Leadership Review

LEARN:

Provide accessible, high-quality educational opportunities through flexible and relevant course and credential offerings, workforce training, diverse technical and transfer programs, and comprehensive student support services. Prepare students and community members of all abilities to meet their academic, career, and personal goals while thriving in a globally connected world.

ENGAGE:

Foster purposeful, supportive collaborations with educational institutions, industry workforce partners, and the community to promote student learning and lifelong engagement through inclusive support services and accessible pathways, while meeting evolving workforce demands and enriching the local culture and economy.

BELONG

Cultivate a welcoming environment where students, faculty, staff, and the community feel valued and connected through a shared purpose, community involvement, a vibrant campus life, and a commitment to excellence in resources and personnel.

Senior Leadership approved the revisions April 21, 2026, with no recommended edits.

Next Steps:

- ✦ The draft will be sent to the BOT's Governance Committee for review and will then be moved forward to the full BOT for approval.
- ✦ Once BOT-approved, the President's Office will share the updates with the campus at large.

<p>REVISE POLICY 1.1 MISSION STATEMENT</p>	<p>The College will adhere to the following mission statement: The mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve.</p> <p>Core Values</p> <p>Integrity Sandhills treats its students, faculty, and staff fairly and stands behind the commitments that are stated or implied in its policy documents and promotional materials. The college demands academic work that is honest and rigorous and that meets the expectations of employers and baccalaureate-level institutions.</p> <p>Helpfulness The staff and faculty of Sandhills are genuinely and eagerly helpful to the college's students and to each other. Going the 'extra mile' is expected behavior at Sandhills.</p> <p>Excellence Sandhills provides educational programs of the highest quality and then provides the support necessary</p>	<p>REVISE POLICY 1.1 <u>MISSION STATEMENT</u> (Current)</p>	<p>Board of Trustee Approval: October 7, 2025 The College will adhere to the following mission statement: The mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve. Core Values Integrity Sandhills treats its students, faculty, and staff fairly and stands behind the commitments that are stated or implied in its policy documents and promotional materials. The college demands academic work that is honest and rigorous and that meets the expectations of employers and baccalaureate-level institutions. Helpfulness The staff and faculty of Sandhills are genuinely and eagerly helpful to the college's students and to each other. Going the 'extra mile' is expected behavior at Sandhills. Excellence Sandhills provides educational programs of the highest quality and then provides the support necessary to promote student success. Similarly, the college employs</p>
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	<p>to promote student success. Similarly, the college employs faculty and staff who are exceptionally well-qualified to promote educational excellence and, in addition, encourages and supports them in the performance of their jobs.</p> <p>Respect The atmosphere of Sandhills Community College is one of respect, friendliness, and civility—values which are taught to students by the way in which staff and faculty interact with them and with each other.</p> <p>Opportunity Opportunity is at the core of Sandhills’ mission. The college provides educational opportunities to the students who enter through its open doors, opportunities for growth to the area’s businesses and lifelong learners, and opportunities for professional and personal development to its faculty and staff.</p> <p>Equal Opportunity Statement Sandhills Community College is committed to advancing access and</p>	<p>faculty and staff who are exceptionally well-qualified to promote educational excellence and, in addition, encourages and supports them in the performance of their jobs.</p> <p>Respect The atmosphere of Sandhills Community College is one of respect, friendliness, and civility—values which are taught to students by the way in which staff and faculty interact with them and with each other.</p> <p>Opportunity Opportunity is at the core of Sandhills’ mission. The college provides educational opportunities to the students who enter through its open doors, opportunities for growth to the area’s businesses and lifelong learners, and opportunities for professional and personal development to its faculty and staff.</p> <p>Equal Opportunity Statement Sandhills Community College is committed to advancing access and opportunity for all students by fostering an environment where every individual is treated with respect and fairness. The college</p>
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	<p>opportunity for all students by fostering an environment where every individual is treated with respect and fairness. The college strives to ensure that all students have the support and resources they need to succeed. We are dedicated to removing barriers that may hinder participation or achievement and to promoting a campus culture rooted in mutual respect and equal opportunity.</p> <p>College Goals LEARN: Provide accessible, high-quality educational opportunities through flexible and relevant course and credential offerings, workforce training, diverse technical and transfer programs, and comprehensive student support services. Prepare students and community members of all abilities to meet their academic, career, and personal goals while thriving in a globally connected world.</p> <p>ENGAGE: Foster purposeful, supportive collaborations with educational</p>		<p>strives to ensure that all students have the support and resources they need to succeed. We are dedicated to removing barriers that may hinder participation or achievement and to promoting a campus culture rooted in mutual respect and equal opportunity.</p> <p>College Goals Access and Opportunity To ensure access for students of all abilities to credit and noncredit courses through various course delivery modes; and to provide opportunities for students in curriculum studies and workforce training as well as in adult literacy and personal enrichment.</p> <p>For-Credit Academic Programs To educate and prepare students for professional and personal opportunities by providing relevant technical and transfer programs that include distinct general education competencies through a variety of course delivery modes.</p> <p>Support Services To provide comprehensive academic and student support services and resources that facilitate engagement, support student</p>
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	<p>institutions, industry workforce partners, and the community to promote student learning and lifelong engagement through inclusive support services and accessible pathways, while meeting evolving workforce demands and enriching the local culture and economy.</p> <p>BELONG Cultivate a welcoming environment where students, faculty, staff, and the community feel valued and connected through a shared purpose, community involvement, a vibrant campus life, and a commitment to excellence in resources and personnel.</p>		<p>success, and help students meet their academic, career, and personal goals.</p> <p>Economic Development To provide training for local businesses and to contribute constructively to the economic well-being of the region.</p> <p>Campus and Community Life To foster an inclusive environment that encourages student involvement, celebrates faculty and staff, contributes to the cultural richness of the community, and promotes community service while honoring our core values.</p> <p>Campus Resources To ensure that the college has the necessary financial, technological, physical, and human resources to advance a culture of excellence and opportunity; to hire personnel of the highest quality who reflect its diverse community and exhibit its core values; and to create a welcoming campus with a sense of belonging.</p>
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LEARN • ENGAGE • BELONG

Mission Statement and College Goals Review Schedule

Semester for: Mission Review & Approval	Board of Trustees Approval Date
Spring 2016	February 1, 2016
Summer 2021	August 23, 2021
Summer 2026	August XX, 2026
Summer 2031	August XX, 2031
Summer 2036	August XX, 2036



LEARN • ENGAGE • BELONG

The mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve.

Current Six College Goals	Proposed Three New College Goals
<p>Access and Opportunity To ensure access for students of all abilities to credit and noncredit courses through various course delivery modes; and to provide opportunities for students in curriculum studies and workforce training as well as in adult literacy and personal enrichment.</p> <p>For-Credit Academic Programs To educate and prepare students for professional and personal opportunities by providing relevant technical and transfer programs that include distinct general education competencies through a variety of course delivery modes.</p> <p>Support Services To provide comprehensive academic and student support services and resources that facilitate engagement, support student success, and help students meet their academic, career, and personal goals.</p> <p>Economic Development To provide training for local businesses and to contribute constructively to the economic well-being of the region.</p> <p>Campus and Community Life To foster an inclusive environment that encourages student involvement, celebrates faculty and staff, contributes to the cultural richness of the community, and promotes community service while honoring our core values.</p> <p>Campus Resources To ensure that the college has the necessary financial, technological, physical, and human resources to advance a culture of excellence and opportunity; to hire personnel of the highest quality who reflect its diverse community and exhibit its core values; and to create a welcoming campus with a sense of belonging.</p>	<p>LEARN: Provide accessible, high-quality educational opportunities through flexible and relevant course and credential offerings, workforce training, diverse technical and transfer programs, and comprehensive student support services. Prepare students and community members of all abilities to meet their academic, career, and personal goals while thriving in a globally connected world.</p> <p>ENGAGE: Foster purposeful, supportive collaborations with educational institutions, industry workforce partners, and the community to promote student learning and lifelong engagement through inclusive support services and accessible pathways, while meeting evolving workforce demands and enriching the local culture and economy.</p> <p>BELONG Cultivate a welcoming environment where students, faculty, staff, and the community feel valued and connected through a shared purpose, community involvement, a vibrant campus life, and a commitment to excellence in resources and personnel.</p>

Board of Trustee Approval: October 7, 2025

The College will adhere to the following mission statement:

The mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve.

Core Values

Integrity

Sandhills treats its students, faculty, and staff fairly and stands behind the commitments that are stated or implied in its policy documents and promotional materials. The college demands academic work that is honest and rigorous and that meets the expectations of employers and baccalaureate-level institutions.

Helpfulness

The staff and faculty of Sandhills are genuinely and eagerly helpful to the college's students and to each other. Going the 'extra mile' is expected behavior at Sandhills.

Excellence

Sandhills provides educational programs of the highest quality and then provides the support necessary to promote student success. Similarly, the college employs faculty and staff who are exceptionally well-qualified to promote educational excellence and, in addition, encourages and supports them in the performance of their jobs.

Respect

The atmosphere of Sandhills Community College is one of respect, friendliness, and civility—values which are taught to students by the way in which staff and faculty interact with them and with each other.

Opportunity

Opportunity is at the core of Sandhills' mission. The college provides educational opportunities to the students who enter through its open doors, opportunities for growth to the area's businesses and lifelong learners, and opportunities for professional and personal development to its faculty and staff.

Equal Opportunity Statement

Sandhills Community College is committed to advancing access and opportunity for all students by fostering an environment where every individual is treated with respect and fairness. The college strives to ensure that all students have the support and resources they need to succeed. We are dedicated to removing barriers that may hinder participation or achievement and to promoting a campus culture rooted in mutual respect and equal opportunity.

College Goals

~~Access and Opportunity~~

~~To ensure access for students of all abilities to credit and noncredit courses through various course delivery modes; and to provide opportunities for students in curriculum studies and workforce training as well as in adult literacy and personal enrichment.~~

~~For-Credit Academic Programs~~

~~To educate and prepare students for professional and personal opportunities by providing relevant technical and transfer programs that include distinct general education competencies through a variety of course delivery modes.~~

~~Support Services~~

~~To provide comprehensive academic and student support services and resources that facilitate engagement, support student success, and help students meet their academic, career, and personal goals.~~

~~Economic Development~~

~~To provide training for local businesses and to contribute constructively to the economic well-being of the region.~~

~~Campus and Community Life~~

~~To foster an inclusive environment that encourages student involvement, celebrates faculty and staff, contributes to the cultural richness of the community, and promotes community service while honoring our core values.~~

~~Campus Resources~~

~~To ensure that the college has the necessary financial, technological, physical, and human resources to advance a culture of excellence and opportunity; to hire personnel of the highest quality who reflect its diverse community and exhibit its core values; and to create a welcoming campus with a sense of belonging.~~

LEARN:

Provide accessible, high-quality educational opportunities through flexible and relevant course and credential offerings, workforce training, diverse technical and transfer programs, and comprehensive student support services. Prepare students and community members of all abilities to meet their academic, career, and personal goals while thriving in a globally connected world.

ENGAGE:

Foster purposeful, supportive collaborations with educational institutions, industry workforce partners, and the community to promote student learning and lifelong engagement through inclusive support services and accessible pathways, while meeting evolving workforce demands and enriching the local culture and economy.

BELONG

Cultivate a welcoming environment where students, faculty, staff, and the community feel valued and connected through a shared purpose, community involvement, a vibrant campus life, and a commitment to excellence in resources and personnel.

REVISE POLICY
5.13
COMPENSATORY
TIME

Compensatory time will be granted to a full-time, non-curriculum, non-exempt employee under the provisions of the Fair Labor Standards Act. If a non-exempt employee works more than forty (40) hours in a given work week, that employee shall receive compensatory time.

For accrual and use of compensatory time, the following rules shall apply:

A. The employee's immediate supervisor must approve, in writing, any time over forty (40) hours per week prior to the employee working the time. Overtime work is discouraged and should only be implemented due to an emergency or extraordinary situation. Approved leave taken during a workweek (i.e., annual, sick, holiday, etc.) will not be counted as time worked for purposes of overtime.

B. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of

REVISE POLICY
5.13
COMPENSATORY
TIME AND
OVERTIME
COMPENSATION
(Current)

Board of Trustee Approval: August 6, 2007

Revised: October 1, 2012; October 1, 2016; October 1, 2017; June 4, 2024

Procedures

Non-Exempt Employees

Under the provisions of the Fair Labor Standards Act, if a non-exempt employee works in excess of 40 hours in a workweek, that employee is entitled to overtime compensation, which can be either monetary or compensatory time off. The standard workweek for staff at Sandhills Community College is 40 hours, as counted from Sunday through Saturday. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on time records and in accordance with College policy and practice. The employee's supervisor shall review and approve time records at the conclusion of each period to determine that all recorded overtime hours are accurate.

	<p>overtime worked. The employee is responsible for accurately and honestly recording hours worked on time clock and in accordance with College policy and practice. The employee's immediate supervisor is responsible for monitoring and approving time clock at the end of each period to ensure the accuracy of all recorded overtime hours. Additionally, the immediate supervisor oversees authorization and maintains balance control.</p> <p>C. Except in extreme circumstances and with the appropriate Vice President's approval, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time and all accrued compensatory time must be used within three (3) months or 90 days from the date the overtime work was performed. Employees are permitted to accrue a maximum of 240 hours of</p>		<p>An employee's supervisor must approve any time over forty (40) hours per week prior to the employee working the time and shall only approve overtime when the additional hours of work are deemed necessary for the efficient and effective operation of the College. Instances when overtime may be approved include, but are not limited to: weather emergencies, high priority project assignments with deadlines, campus academic cycles, or temporary vacancies (understaffing) in a department. Supervisors shall monitor employee overtime to ensure all overtime is authorized.</p> <p>Except in extreme circumstances, supervisors shall ensure employees do not accrue more than forty (40) hours of compensatory time at any time and all accrued compensatory time must be used by the last day of the fiscal year (June 30th). An employee must begin to use compensatory leave if accrued compensatory leave exceeds forty (40) hours. An employee should take the leave as soon as possible after it is credited, generally within three (3)</p>
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	<p>compensatory time within any given fiscal year. If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.</p> <p>D. Employees must use accrued compensatory time before utilizing other forms of paid leave to manage leave balances and maintain compliance with federal law.</p> <p>E. The employee's immediate supervisor must approve the use of compensatory time in order to manage leave balances and reduce accrued hours. An employee who has accrued compensatory time and requests its use shall be permitted to take such time within a reasonable period after making the request,</p>		<p>months or 90 days from the date the overtime work was performed. Employees are required to use compensatory leave prior to using any other accrued leave (vacation, bonus, sick, etc.)</p> <p>If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.</p> <p>If an employee separates before using accrued compensatory leave, the leave shall be paid in a lump sum along with any unused vacation leave.</p> <p>Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.</p> <p>Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and</p>
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	<p>provided that doing so does not unduly disrupt the College's Operations.</p> <p>Compensatory time shall not be forfeited and will be administered in accordance with the requirements of the Fair Labor Standards Act.</p> <p>F. In the event an employee leaves his/her College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment or the final regular rate received by the employee, whichever is greater.</p> <p>Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.</p> <p>G. Compensatory time shall be accumulated in quarter hours. The College shall round</p>		<p>including non-renewal or termination.</p> <p>Exempt Employees Executive, administrative, and professional employees (as defined in the Department of Labor regulations) and who are paid on a salary basis are considered Exempt employees.</p> <p>When compensatory time is granted to an Exempt employee, the following provisions will apply: Compensatory time will be granted on an hour-for-hour basis Compensatory time will not be transferable Compensatory leave will not be cumulative beyond three months</p>
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	<p>up to the nearest quarter hour when calculating compensatory time.</p> <p>H. Work performed outside normal working hours may only be counted toward the forty (40) hour workweek or compensatory leave if approved in advance by the employee's immediate supervisor and the appropriate Vice President.</p> <p>I. Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including non-renewal or termination.</p> <p>Legal Reference: 1C SBCCC 200.94; The Fair Labor Standards Act of 1938, as amended</p>		
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What the Proposed 2026 Policy 5.13 Changes

The proposed policy is stronger and more compliant because it:

- 1. Limits the policy to full-time, non-curriculum, non-exempt employees**

The current language separates non-exempt and exempt employees, but the proposed policy narrows the formal compensatory time policy to the employee group governed by FLSA overtime rules.
- 2. Removes compensatory time provisions for exempt employees**

The current language allows exempt employees to receive hour-for-hour compensatory time. The policy omits that section, so exempt compensatory time is not required.
- 3. Adds stronger FLSA compliance language**

The proposed policy states that compensatory time shall not be forfeited and will be administered according to the Fair Labor Standards Act.
- 4. Clarifies that paid leave does not count toward overtime**

The proposed policy specifically states that annual, sick, holiday, and other approved leave do not count as hours worked for overtime purposes.
- 5. Adds a maximum annual accrual reference**

The proposed policy allows a maximum of **240 hours of compensatory time within a fiscal year**, while still directing supervisors to keep balances under 40 hours except in extreme circumstances.
- 6. Strengthens supervisor responsibility**

The proposed policy makes the supervisor responsible not only for approval, but also for authorization, monitoring, approval of time records, and balance control.
- 7. Adds employee-use protections**

The proposed policy says an employee who requests to use accrued compensatory time must be allowed to use it within a reasonable period, unless doing so would unduly disrupt College operations.
- 8. Clarifies separation payout requirements**

The proposed policy includes the FLSA payout standard: unused compensatory time must be paid at the higher of the employee's final regular rate or the average regular rate over the last three years.
- 9. Prevents comp time from extending employment dates**

The proposed policy states that compensatory time may not be used to extend retirement, resignation, or other separation dates.

Board-Level Explanation

The proposed Policy 5.13 modernizes the College's compensatory time policy by aligning it more closely with Fair Labor Standards Act requirements. The policy narrows compensatory time to the appropriate non-exempt employee group, strengthens supervisor oversight, clarifies how overtime is calculated, protects employees' earned compensatory time from forfeiture, and establishes clearer rules for payout upon separation. It also removes prior language related to exempt employees, reducing ambiguity and helping ensure that compensatory time is administered consistently and legally.

Compensatory time will be granted to a full-time, non-curriculum, non-exempt employee under the provisions of the Fair Labor Standards Act. If a non-exempt employee works more than forty (40) hours in a given work week, that employee shall receive compensatory time.

For accrual and use of compensatory time, the following rules shall apply:

- A. The employee's immediate supervisor must approve, in writing, any time over forty (40) hours per week prior to the employee working the time. Overtime work is discouraged and should only be implemented due to an emergency or extraordinary situation. Approved leave taken during a workweek (i.e., annual, sick, holiday, etc.) will not be counted as time worked for purposes of overtime.
- B. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on time clock and in accordance with College policy and practice. The employee's immediate supervisor is responsible for monitoring and approving time clock at the end of each period to ensure the accuracy of all recorded overtime hours. Additionally, the immediate supervisor oversees authorization and maintains balance control.
- C. Except in extreme circumstances and with the appropriate Vice President's approval, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time and all accrued compensatory time must be used within three (3) months or 90 days from the date the overtime work was performed. Employees are permitted to accrue a maximum of 240 hours of compensatory time within any given fiscal year. If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.
- D. Employees must use accrued compensatory time before utilizing other forms of paid leave to manage leave balances and maintain compliance with federal law.
- E. The employee's immediate supervisor must approve the use of compensatory time in order to manage leave balances and reduce accrued hours.

An employee who has accrued compensatory time and requests its use shall be permitted to take such time within a reasonable period after making the request, provided that doing so does not unduly disrupt the College's Operations.

Compensatory time shall not be forfeited and will be administered in accordance with the requirements of the Fair Labor Standards Act.

- F. In the event an employee leaves his/her College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment or the final regular rate received by the employee, whichever is greater.

Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.

- G. Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.
- H. Work performed outside normal working hours may only be counted toward the forty (40) hour workweek or compensatory leave if approved in advance by the employee's immediate supervisor and the appropriate Vice President.
- I. Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including non-renewal or termination.

Legal Reference: 1C SBCCC 200.94; The Fair Labor Standards Act of 1938, as amended.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #4

Is this the Final 3-1 Project Closeout? ▼

College Sandhills Community College

Project Name Meyer Hall Science Lab Renovations **NCCCS Project No.** 2586

Campus 1047 Sandhills CC - Main Campus ▼ **County** Moore

I. TYPE OF PROJECT:

Renovation of Existing Facility ▼

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

Amendment to transfer in \$5,000 40720 funds from the 1716 legacy project to this project, Also in this amendment is the increase in SCIF by \$575,000.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Ken Dowdy

Signature: *Ken Dowdy*

Contact Number: 9105851822

Date: 4-24-2026

CPC Signature: *Taylor Murphy*

III. ESTIMATED COST OF PROJECT:

2586

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B)
- 2. Demolition (not in III B)

Subtotal "A"

B. CONSTRUCTION

- 1. Design Fee
- 2. Construction.....
- 3. Construction Contingency
- 4. Other Contracts
- 5. Other Fees

Subtotal "B"

C. Other Costs

- 1. Initial Equipment.....
- 2. Work Performed by Owner

Subtotal "C"

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
250,000.00		250,000.00
2,842,612.00		2,842,612.00
160,000.00		160,000.00
	580,000.00	580,000.00
3,252,612.00	580,000.00	3,832,612.00
0.00	0.00	0.00
\$3,252,612.00	\$580,000.00	\$3,832,612.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. Other ▼ 0
- 4. ▼
- 5. ▼

Subtotal "A"

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

- 1. ▼
- 2. ▼
- 3. ▼

Subtotal "B"

C. STATE FUNDS (Reimbursed by the System Office)

- 1. Budget Code 42120 ▼
- 2. Budget Code 42120 ▼
- 3. Budget Code 40720 ▼
- 4. Budget Code ▼

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)

Subtotal "D"

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
2,109,310.00		2,109,310.00
2,109,310.00	0.00	2,109,310.00
0.00	0.00	0.00
1,143,302.00	575,000.00	1,718,302.00
	5,000.00	5,000.00
1,143,302.00	580,000.00	1,723,302.00
3,252,612.00	580,000.00	3,832,612.00
0.00	0.00	0.00
\$3,252,612.00	\$580,000.00	\$3,832,612.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Sandhills Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,723,302.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.


As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.



Chairman - Board of Trustees



Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

I certify that I have examined this application for the project no: 2586
from Sandhills Community College and if shown, county funds in the
amount of \$0 are available for the planning and construction of this project.

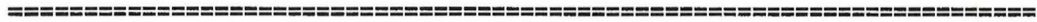
Signature _____
Title _____
Date _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$0 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____



VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or where federal funds are involved. Not required for long term lease.)

I, _____, duly licensed attorney of the State of North Carolina, do hereby certify that I have examined the public records of _____ County, North Carolina, from January 1, 1925, to this date concerning title to the property upon which the improvements set out in the foregoing application are proposed to be made, and I find from said examination that a fee simple title free from all claims or encumbrances, is vested in _____ by deed recorded in (specify book & page) _____ in the Office of the Register of Deeds except as noted below: (Attach a copy of deed)

This, the _____ day of _____ 20__

Signature

**VIII. CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: _____ Project Name: Meyer Hall Science Lab Renovations

College: Sandhills Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section VI of the 3-1)						\$0

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

Sandhills Community College
Board of Trustees
Financial Report Through April 30, 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	1,647,564.25	1,412,286.04	235,278.21	85.72%
120	Financial Services	779,918.00	655,323.18	124,594.82	84.02%
130	General Administration	2,329,262.00	2,237,535.30	91,726.70	96.06%
140	Info. Systems (Admin)	1,448,901.00	1,273,565.36	175,335.64	87.90%
200	Curriculum Instruction	14,989,673.75	11,141,273.09	3,848,400.66	74.33%
300	Occupational Extension	4,198,752.00	3,453,240.76	745,511.24	82.24%
400	Academic Support	3,563,041.00	2,943,234.29	619,806.71	82.60%
500	Student Support	2,795,734.00	2,602,043.80	193,690.20	93.07%
TOTAL		\$ 31,752,846.00	\$ 25,718,501.82	6,034,344.18	81.00%
B. State Funds-Capital Outlay					
900	Equipment	1,212,098.00	327,273.99	884,824.01	27.00%
930	Books	98,273.00	83,734.17	14,538.83	85.21%
TOTAL		\$ 1,310,371.00	\$ 411,008.16	899,362.84	31.37%
TOTAL STATE FUNDS		\$ 33,063,217.00	\$ 26,129,509.98	6,933,707.02	79.03%

Sandhills Community College
Board of Trustees
Financial Report Through April 30, 2026

C. Moore County Funds - Current Operating					
130	General Administration	430,675.00	402,463.30	28,211.70	93.45%
610	Plant Operation	3,679,668.75	3,123,166.23	556,502.52	84.88%
620	Plant Maintenance	1,364,244.00	1,149,419.11	214,824.89	84.25%
910	Performance Contracting	332,704.25	277,310.18	55,394.07	83.35%
920	Equipment	-	-	0.00	
TOTAL Moore County Operating		\$ 5,807,292.00	\$ 4,952,358.82	\$ 854,933.18	85.28%
E. Hoke County Funds - Current Operating					
610/620	Plant Operation	715,645.25	611,300.76	104,344.49	85.42%
910	Performance Contracting	17,510.75	14,595.27	2,915.48	83.35%
920	Equipment	11,000.00	10,926.47	73.53	99.33%
TOTAL Hoke County Operating		\$ 744,156.00	\$ 636,822.50	\$ 107,333.50	85.58%
TOTAL County Funds		\$ 6,551,448.00	\$ 5,589,181.32	\$ 962,266.68	85.31%
County Cash (Reserves)				\$ 728,358.64	

*will fluctuate monthly

**College Budget Request
Fiscal Year 2026-2027**

	<u>2025 - 2026</u>	<u>2026 - 2027</u>
5% of the Unrestricted Endowment as valued on March 31	\$ 121,128	\$ 132,546
<i>Underlying Market Value</i>	\$ 2,422,553	\$ 2,650,912
Annual Fund Support & Unrestricted Gifts under \$100,000 as of March 31	\$ 135,240	\$ 112,919
Additional Unrestricted Gifts April - June 30 (past fiscal year)	\$ 21,902	\$ 13,768
Contribution from the Unrestricted Gift Escrow Fund**	\$ 66,730	\$ 85,767
Total Institutional Budget	<u>\$ 345,000</u>	<u>\$ 345,000</u>

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

Sandhills Community College County Projected Budgets for 2026-2027

Moore County:

- 2025-2026= \$5,807,294
- 2026-2027= \$6,068,446
- Increase= \$261,152

Hoke County:

- 2025-2026= \$744,156
 - 2026-2027= \$744,156
 - A budget increase was not requested for FY27
-

**Board of Trustees
June 2, 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 05/27/2026)

Total \$4,099,939
1,462 Gifts

Foundation:

- Guarantors Recognition Dinner held April 23rd was successful; Student speaker Jordan Parraway was wonderfully moving as she talked about her educational journey as a student earning her high school equivalency degree at Sandhills and her very positive experience working with the faculty and staff at Sandhills when transitioning to the Associates program.
- At the April 27 Foundation Board meeting, a preliminary plan for undertaking a new capital campaign was approved by the board.

Gardens: Special commemorative displays in the Gardens as well as updated website for series of “America 250” events in the gardens. The new perimeter fence should be completed before the end of June.

Personal Enrichment: College for Kids Summer Camps begin within the next two weeks; all camps are full. Planning is underway for our largest Fall semester offerings in Personal Enrichment to date.