

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

Sledge Boardroom  
August 27, 2012

**PRESENT:** George W. Little, Chairman; Robert S. Hayter, Vice Chairman; Joseph A. Clendenin; James Garner; Linda McCaskill; Mary G. Upchurch; Raymond Washington, Sr.; Jordan Willett, Student Trustee.

**STAFF:** Dr. John R. Dempsey, President; Jean Blue; Seth Buchanan; Wendy Dodson; Dr. Richard Gough; Karen Manning; Caitlin Rexrode; Richard Smith; Dr. John Turner.

Following the committee meetings held prior to the regular meeting, the Board of Trustees convened their regular meeting at 1:07 p.m.

Chairman Little read the statute to the trustees regarding conflicts of interest. Mrs. Upchurch stated that due to a conflict of interest, she would abstain from the discussion and vote on the donation of property by the Upchurch's to the college.

Wendy Dodson, Assistant Secretary to the Board, proceeded give the oath of office to reappointed trustees Robert Hayter, Linda McCaskill, Raymond Washington, Sr., and the new student trustee, Jordan Willett.

Dr. Dempsey indicated that a discussion regarding a modification to Hines Gymnasium needed to be added to the agenda. On a motion by Mr. Garner, seconded by Mr. Washington, the modified agenda with the added discussion regarding the gymnasium was approved.

On a motion made by Mr. Washington, seconded by Mrs. McCaskill and unanimous consent from the Board, the minutes from the June 25, 2012 Board of Trustee Meeting were approved.

Jordan Willett, newly elected president of the Student Government Association, gave the **Student Government Association Report**. Ms. Willet informed the Board that on September 11<sup>th</sup> the college would hold a moment of silence located by the campus clock. The Sandhills Community College choir would be performing and the SGA would pass out white ribbons in memory of those lives that were lost in the attack. She then informed the Board that the SGA would be holding a Club fair. The purpose of the fair was to get students to be more active in campus activities. The SGA would also be holding an event called "Pizza with the Presidents" on the same day. This entailed the presidents of all of the clubs meeting with Dr. Dempsey for pizza in the Clement Dining room to talk about the upcoming year. Ms. Willet went on to detail the plans for Constitution day. The League of Women Voters would be on campus that day to register voters and the SGA would be passing out copies of the constitution in

booklet form. Fall fest would be held on October 31<sup>st</sup> and will have a Halloween theme. Dr. Turner then introduced the new Director of Student Life, Caitlin Rexrode, to the Board of Trustees.

Mr. Hayter reported for the **Buildings and Grounds Committee**. Mr. Hayter then presented the **Open End Design Agreement** for approval. He indicated the discussion on this item had taken place in the committee meeting. Dr. Gough explained the details of the project. Mr. Clendenin made a motion to approve the agreement. Mrs. Upchurch seconded the motion and it passed unanimously.

Mr. Hayter then introduced Dr. Gough to present the Old Physical Plant/Trades Renovation Project. Dr. Gough explained that the college would like to renovate the old physical plant building for the continuing education department to use for trades training. This renovation would allow the college to offer classes in the welding, plumbing and electrical trades. Mr. Hayter made a motion by the Buildings and Grounds Committee to approve this project. Mr. Garner seconded the motion and it passed.

Mr. Hayter then presented the **Causey Hall Roof Project** and introduced Dr. Gough to explain the project to the trustees. Dr. Gough explained the desire of the college to replace the roof of Causey Hall with a Mansard roof, which would be in keeping of the style with the rest of the buildings on campus. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the Causey Hall Roof Project. Mrs. Upchurch seconded the motion. The motion passed

Mr. Hayter asked Dr. Gough to then discuss the **Allied Health Annex/Kennedy Hall Renovation Project**. Dr. Gough explained the details of the project to the board. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the Allied Health Annex/Kennedy Hall Renovation Project. Mr. Garner seconded the vote and it passed.

Mr. Hayter then discussed the **Upchurch Property Donation**. Mrs. Upchurch stated that she would abstain from the discussion and vote on this project. Dr. Gough explained the details of the donation of additional land to the Hoke Center by Mary and Wyatt Upchurch. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the donation of property by Mary and Wyatt Upchurch. Mr. Washington seconded the motion and it passed unanimously. Mr. Little thanked Mary and Wyatt Upchurch for their support of the Board and the college.

Mr. Hayter asked Dr. Gough to update the Board on the **Irrigation Enhancement Project**. During the summer months there is insufficient water to properly irrigate the campus and gardens. The current water sources are the two ponds on the south end of campus. These ponds need to be assessed, and an assessment of options needs to be made regarding expansion of our water supply. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve to Irrigation Enhancement Project. Mr. Garner seconded the motion and it passed.

Mr. Hayter indicated that the rest of the agenda were project updates that require no action. Dr. Gough detailed the storm water management plan and indicated that the report will be updated. Dr. Dempsey informed the Board that the college will contact John May of Robbins, May, and Rich for the legal work.

Dr. Gough indicated that all other buildings were complete and that the college received LEED silver certification for Logan Hall.

Dr. Dempsey then discussed the expansion of **Heins Gymnasium**. The college would like to go ahead with the expansion of the gym using institutional and private funds. The cost of the expansion is estimated at 1.2 million dollars. The funding is expected in hand shortly and the college would like to do a construction manager at risk with the consideration of Mark Wright Architecture and Jeff Masar Construction as the construction manager. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the project and the construction manager at risk request. Mr. Washington seconded the motion and it passed.

Dr. John Turner reported for the Education Committee in Mr. Brown's absence. Dr. Turner referred the Trustees to the **Changes to the 2012-13 catalog** and indicated that there were many minor changes and two changes of substance. Dr. Turner went on to explain these changes for the Board. He also explained how these changes related to our SACS accreditation. Motion by Mrs. Upchurch made a motion to approve the changes to the 2012-13 catalog. Mr. Clendenin seconded the motion. A discussion ensued about traffic regulations and Mr. Washington inquired as to whether SACS required an update every year. Dr. Turner indicated that it did not. The motion carried.

Dr. Turner detailed for the Trustees the internal audit procedure and the changes to the **Continuing Education Audit Plan**. He explained that last spring the college had a subject matter expert from the NCCCS office. This expert consulted with the continuing education department noted that our plan was not current and up to date with state board rules. This plan provides those updates needed. He detailed these changes for the board. Mr. Clendenin made a motion to approve the changes to the continuing education audit plan. The motion was seconded by Mr. Garner and it passed.

Mr. Horne reported for the Finance Committee. He first presented the **Approval of the College Request to the Foundation**. A motion was made by Mr. Washington to approve the College Request to the Foundation. Mr. Hayter seconded the motion and it carried.

Mr. Horne then presented the request for **Approval of the Corporate Resolution**. Mr. Hayter made a motion to approve the college's corporate resolution. Mr. Washington seconded the motion. The motion passed.

Mr. Horne then presented the request for the **Approval of Annual Salaries**. Dr. Dempsey asked the Board to approve the 1.2% salary increase recently authorized by the State. Mrs. Upchurch made a motion to approve the recommended salary increase. Mr. Garner seconded the motion and it passed.

Mr. Horne then presented the request for **Approval of the College's Comprehensive Insurance**. Dr. Gough explained the costs and increase of the insurance to the trustees. Mr. Garner made a motion on behalf of the Finance Committee to approve the comprehensive insurance. Mr. Hayter seconded the motion and it passed.

Mr. Horne then presented the request for **Approval of the Budget Revisions**. Dr. Gough explained to the Trustees that this is for the year end transfer of funds. Due to the change of rules by the State, this will be the last time the trustees will need to see this report. Mr. Clendenin made a motion to approve of the college's budget revisions. Mrs. McCaskill seconded the motion and it passed.

Dr. Gough referred the Trustees to the financial reports and shared that only .18% would be going back to the State. Dr. Gough indicated that the State and County bond report was in the Trustee packets and was for information only.

Dr. Dempsey shared with the Trustees that the auditor has reported in a letter to Mr. Little that the audit this year was completely clean and without exceptions and that the auditors were delighted with the college's performance.

Mr. Washington reported for the **Personnel Committee**. Mr. Washington informed the board of the recent full-time faculty appointments: Tina Jenkins, Nursing Instructor and Allison Allred, Biology Instructor. Mr. Washington made a motion from the Personnel Committee to approve the faculty appointments. Mrs. Upchurch seconded the motion and it passed.

Mr. Washington then presented the request for **Approval of the Holiday Schedule**. Dr. Gough indicated that it has been the same as in past years. Mr. Washington made a motion from the personnel committee to approve the holiday schedule. The motion was seconded by Mr. Clendenin and passed.

Mr. Washington then presented the request for **Approval for Travel Authorization for the Board of Trustees**. Dr. Gough indicated that this was a standard operation procedure. Mr. Washington made a motion from the personnel committee to approve the Travel Authorization for the Board of Trustees. Mrs. McCaskill seconded the motion. The motion passed.

Mr. Washington then informed the board that the policy manual was for review and recommended delaying approval to the next board meeting. The personnel information is for information only. He also informed the Board that the security report would be delayed until the next meeting. Mr. Washington asked the board to share any questions on the policy manual with Wendy Dodson. Please review these changes and have any comments back to her in the next two weeks.

Mr. Clendenin indicated that the **Planning Committee** did not meet. He introduced Dr. Tuner to discuss the College Strategic Plan. Dr. Tuner explained to main points of the 2012-13 College Strategic Plan to the Board. He explained that this document is designed to be a planning document for the college. Mr. Clendenin made a motion by the Planning Committee to approve the college strategic plan. Mr. Hyater seconded the motion. The motion passed.

Mr. Clendenin then presented for the **Student Affairs Committee**. He presented the **Student Handbook** for approval. He introduced Dr. Turner to go over the handbook for the Trustees. He explained that this is the handbook for a student that contains information to help guide them in their lives on the Sandhills Community College Campus. Dr. Turner detailed the changes in the handbook for the Board. Mr. Clendenin made a motion from the Student Affairs Committee to approve the changes to the student handbook. Mr. Washington seconded the motion and it passed.

Mr. Richard Smith presented the **Foundation Report**. He informed the board that the golf tournament was set for September 11<sup>th</sup> and was sold out. On September 18<sup>th</sup> at 11:00 a.m., the dedication of the McKean Campus Services Center will take place. It will be followed with a barbeque lunch served after at the building. Jack Nicholas will be appearing at the college on September 19<sup>th</sup> and the Sandhills Community College homecoming will be held on September 29<sup>th</sup> with music, food, and all sorts of good activities. Mr. Smith asked if there were any questions. Hearing none, he deferred to Mr. Little.

Dr. John Dempsey presented the **President's Report**. Dr. Dempsey requested that the next Board meeting be moved to October 15<sup>th</sup> from the 7<sup>th</sup> to accommodate the trustee ACCT conference trip to Boston during the week of the 7<sup>th</sup>. It was agreed to move the meeting by unanimous consent. Dr. Dempsey informed the Board that enrollment up in students but about the same FTE, which means there are more students taking a part-time class load and more students physically on campus. Kathy Byron has a BCBS grant of \$250,000 and it is designed to get people involved with healthy eating choices. This program was originally part of Communities in schools and is now affiliated with the college. Dr. Dempsey also informed the Board that there was a wonderful editorial that appeared in the Fayetteville paper talking about our exceptional status. A copy has been included with your Board materials. The Pilot paper will print a letter that was sent to the Board of Trustees on the accomplishment for the college. Dr. Dempsey indicated that concluded his report.

Mr. Little informed the Board that the North Carolina Trustee meeting will be held in Asheville in September. James Cunningham and he will be attending. Among the topics will be a very important new salary schedule concerning the presidents for next session.

Dr. Dempsey then informed the Board that if they have not gotten their community college PAC check in, the trustee could send it to him or Mr. Little.

Mr. Hayter made a motion to adjourn the Board of Trustee Meeting. Mr. Washington seconded the motion and it passed. The regular meeting adjourned at 1:58 p.m.

Respectfully submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary