

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

**Sledge Board Room, Sandhills Community College
August 21, 2017, 7 pm**

PRESENT: Larry Caddell, Vice Chairman; Joe Clendenin, Secretary; Gary Evans; Jim Saunders; Dr. Sandy Stewart; Gene Horne; Art Blue; Dr. Larry Upchurch; Tim Carpenter; Linda McCaskill

STAFF: Dr. John Dempsey; Brenda Jackson; Heather Lyons; Ron Layne; Kellie Shoemake; Wendy Dodson; Joseph Brown; Andi Korte; Teresa Sheets; Kirk Lynch; Dr. Rebecca Roush; Tracy Emmons; Twana McKnight; Germaine Elkins; Doug Smith

Vice Chairman Caddell called the regular meeting to order at 7:10 pm. He read the statute regarding conflicts of interest to the Trustees and asked the Board if there were any potential conflicts with the agenda items to be discussed. Mr. Carpenter asked permission to refrain from the voting board on the Buildings and Grounds Committee for the front access lot. The Vice Chairman suggested that Mr. Carpenter abstain from the voting should it come to a vote. Mr. Caddell proceeded to the next item of business. Ms. Sheets shared with Vice Chairman Caddell that the meeting would be digitally recorded and was granted permission by Vice Chairman Caddell to proceed.

Approval and Modification of the Agenda. Mr. Clendenin made a motion to approve the agenda. Mr. Evans seconded the motion, and the motion passed unanimously.

Approve or modify the minutes of the June 5, 2017 Regular Meeting and the Building and Grounds minutes. Mr. Horne made a motion to approve minutes. Ms. McCaskill seconded the motion, and the motion passed unanimously.

Buildings and Grounds Committee Report

Mr. Caddell: The first piece of business is the land from Mary and Wyatt Upchurch.

Dr. Dempsey: We are delighted to receive this gift from the Upchurch's and we will proceed with the Phase 1 environmental assessment that will enable us to complete the footprint of the Hoke County campus.

Mr. Caddell: I want to make a motion to approve the resolution to accept the donation of the property pending the approval of the State Board of Community Colleges and a phase 1 environmental assessment. Mr. Horne seconded the motion, and the motion passed unanimously.



Resolution Approving Acceptance of a Donation of Land

WHEREAS, WGU Properties, LLC, a North Carolina limited liability company (Grantor) owns certain property situated in the Town of Raeford, Raeford Township, Hoke County, North Carolina, WHEREAS, the Grantor, having previously donated similar tracts of land to Sandhills Community College (the College) for the College's Hoke campus operations, wishes to make as a charitable contribution an additional conveyance of approximately 7.79 acres of land adjoining existing property now owned by the College,

WHEREAS, said property is generally shown on the sketch map attached hereto as Exhibit A and which will be more specifically described on a current survey and appraisal to be procured by the Grantor, WHEREAS, the College's Board of Trustees will have a Phase One Environmental Site Assessment conducted and, if required, a Phase Two Environmental Site Assessment, prior to the Board of Trustees accepting title to said property,

NOW, THEREFORE, the Board of Trustees of the College resolves to:

1. Accept the donation of said property pending approval of the State Board of Community Colleges and a Phase I Environment Site Assessment.
2. The Chairman of the College Board is authorized to execute any and all documents necessary to complete the transfer of the property as authorized by this Resolution.
3. This Resolution shall be effective as of the date of adoption by the College Board.

Adopted this the _____ day of _____.

Chairman of the Board _____

Date _____

Mr. Caddell: West Moore - Request from a property owner to grant easement. Mr. Caddell made a motion to deny the request. Mr. Blue seconded the motion, and the motion passed unanimously.

Ms. Jackson: Regarding the Owens Auditorium renovation, we are asking for approval of the design plan that showed what the architect was recommending based on input received from the College and outside users. We will proceed with that plan which will be covered by the NC Connect bond, and any additional work that we do will be subject to fundraising. Right now we are looking for approval of the design plan as presented by the architect Boomerang Design. Mr. Horne made a motion to approve design plan. Ms. McCaskill seconded the motion, and the motion passed unanimously.

Mr. Caddell: Regarding Stone Hall Courtyard and entrance, Mr. Hayter made a presentation showing the new plans which you have in front of you, and it was the consensus of the Board that we accept the design phase of the project and move forward so we can find out what this is going to cost. Mr. Caddell made a motion to accept the design phase. Mr. Evans seconded the motion, and the motion passed unanimously.

Mr. Caddell: Dr. Dempsey will you please share information on the upcoming meeting with the county Commissioners?

Dr. Dempsey: We have a meeting with the County Commissioners at 1 pm on August 30. Mr. Caddell, Mr. Little, Dr. Roush, Ms. Jackson, and myself, will be there to suggest to the County Commissioners that if there is to be a bond issue, we'd like to participate in the form of a medical education building that would be built on this campus, probably down on the footprint of the softball field. We are hopeful that they will agree it's a good idea and agree to put it on the ballot, and then hopeful that the voters will agree to approve it. I mentioned the softball field because as part of the \$25mm we would move the softball field across the street on the five acres that are already cleared, and not in jeopardy with any woodpeckers. There is no action taken on that. We will give you an update at the next meeting as to what the County Commissioners say.

Finance Committee Report

Mr. Horne: The financial report is a review of state and local financial reports. Year to date through June 30, 2017. No action required.

Ms. Jackson: Once again, we closed out the year and used all the funds we were able to use. Anything that you see left was a categorical amount that we were not able to use, and some of it is equipment money that will carry forward and come back to us.

Dr. Stewart: I'd like to add a kudos from the Board to your expending 99.87% of your state dollars and not sending anymore back to Raleigh. The finance staff is watching things like they should. We appreciate it very much.

Mr. Horne: County and State Bond funds. Status through June 30, 2017. No action required.

Ms. Jackson: We have about \$1.3m in the Capital Moore County funds.

Mr. Horne: No financial audits for the college for this year. The Foundation audit will be conducted by Maxton McDowell in October. Eagle internal control review, the annual review of the college's internal control systems, was performed as of July 31, 2017 – no significant deficiencies or material weakness in the design or operation of internal controls were noted. No action required.

Dr. Dempsey: Salary discussion: All full-time employees will receive \$1,000. We have put together enough money to give everyone a \$500 bonus in addition. We also have an additional \$130,000 that they gave us at the last minute that we have not as yet been able to divvy up. We're going to do that in the next couple of weeks. We're going to ask you to get together for a breakfast meeting to go over all salary changes. We are going to do this all at once so that the payroll office will only have to go through the process of changing people's salaries once.

Ms. Jackson: That's how we've done it every year. We give a list to you, and then the Board approves everyone's salary.

Mr. Caddell: Dr. Dempsey, there are no restrictions on the \$130,000?

Dr. Dempsey: There are no restrictions other than it has to be used for salaries. It doesn't have to be across the board; doesn't make sense to do \$130,000 across the board because that would be about \$280 per person, and that's over 12 months, about \$11 a month after taxes, and that's not worth doing. There are some people whose salaries need to be adjusted either on the basis of outstanding performance or whatever sort of inequity exists, and we're going to do that. Rebecca will have \$60,000 of those dollars, and Andi, Brenda, Kellie and I will get \$10,000 each.

Personnel Committee Report

Mr. Evans: I think Ron is going to get out the annual policy changes.

Mr. Layne: The reason Policy 2.15 is at the top is because of Federal legislation. We have to make some procedural changes with Title IX and one of it is to split it off as a separate entity, so we'll be making that adjustment, and you'll be seeing it reflected at the October meeting when you've read these for approval. In most other instances, there are minor changes. Keep in mind that you approved major changes in February and made your changes later in the spring. That is why this is a fairly reduced list this year. The State has sent us a guideline for policies. This basically reflects all of the policy changes that will occur this year.

Mr. Evans: There is no action needed tonight.

Personnel Information: Just for your information. No action needed.

Holiday Schedule: Ms. McCaskill made a motion to approve the Holiday Schedule. Mr. Upchurch seconded the motion, and the motion passed unanimously.

Travel Authorization: Mr. Horne made a motion to approve the travel authorization. Ms. McCaskill seconded the motion, and the motion passed unanimously.

Personnel Action: Mr. Evans read a list of faculty members to be approved. Mr. Evans made a motion to approve new faculty members. Mr. Saunders seconded the motion, and the motion passed unanimously.

Mr. Caddell: Sandy, do you have anything?

Dr. Stewart: Dr. Roush has several things.

Dr. Roush: Brenda, would you like to start with enrollment?

Ms. Jackson: I'd be happy to. About a year ago, challenged by Dr. Dempsey, the Vice Presidents got together and we worked on ways to try to increase enrollment. We came up with a list of enrollment initiatives. Anything that was a priority 1, we began working on. The VPs got together and worked with each other and with faculty and staff on each of these enrollment initiatives. We were successful. Dr. Dempsey sent out an email last week to faculty and staff saying that the college was up in FTE and head count in both Continuing Education and Curriculum. I believe that part of the success was everyone working together.

Kellie and Rebecca have worked on different initiatives over the course of this year. We had 173 students in the Sandhills Promise. We had one point of contact, Jonathan Garrison, who talked with so many students and parents and helped them walk through everything they needed to take advantage of with this program. We have had a lot of interest from private schools and home schools, much more than in the past. Kellie and her folks have an aggressive and revised marketing plan they are using.

Another program that everyone came together on is a Fall2 program. It's a delayed start program, which takes the place of our mini-mester. We will register students through September 11, and classes will start September 12. Fall2 will be a 12-week program that will allow students to take advantage of financial aid and have them work toward completion of their certificate degree or their transcript credits. Kellie keeps telling me that we will eventually have final numbers, but because of that program, we're hoping to see our numbers go up even further than reported to you before.

Rebecca and her folks are working on some new program applications. The career pilot and aviation program is on track for the fall of 2018. Fire Science and Outdoor Leadership are other new programs that will help with the makeup of our population.

Andi and her folks in Continuing Education have worked hard. One of the things they have done is the summer camp. That was a huge benefit for working parents to have the summer camp program back on our campus. Also within Andi's area there was a Mental Health Training/First Aid Program. When we did our College Strategic Plan last year, one of the things that came out of that from faculty, staff, and students, was a need for education in mental health. Ron has worked with some folks, and we had two employees, Meg Wilkins and Heather Trevarrow, who went away for a week and got trained and certified in that mental health program. Now, they're coming back and having the faculty and staff certified. Up to 10% of our faculty and staff are now served by it, and another 10% will be certified within the next several months of classes.

Ron worked on two additional things. We have 75 employees who signed up for Continuing Education classes, and 77 signed up for curriculum classes. Finally, you saw one of our cross-country students at dinner. Cross-country generated 16 FTE. So, those were the first listed initiatives. We will now get back together again, and see what we need to do differently, then move on to our second priority list.

Dr. Roush: I'm handing out a list of catalog changes. Most of the changes were ensuring that the language reflected practice and updating information such as which courses accept AP test scores, and of course, personnel. There have been several memos from the system office with some code changes, and so the vice president whose area is impacted most directly by the code changes is going to give you a brief sentence about each one. I will share mine. It is in relation to a request for additional guidance of the system office for documentation of BLET sponsorship. Students entering BLET may obtain a sponsorship from a law enforcement agency, which will provide them with a tuition waiver. This amendment provides clarification on documentation requirements for the college to correctly award tuition or a registration fee waiver, as well as how to manage considerations should a sponsorship be revoked prior to the student completing the BLET program. How does the college handle reporting that student for FTE, and what are the options for that student? Part of why BLET is so heavily regulated is because it's a lot of FTE per student...a lot of hours per student, so there are a lot of rules and regulations.

Ms. Shoemaker: There were two memos that affected Student Services. The first one is the senior citizen waiver, which allows individuals 65 and older to receive a waiver of tuition and some fees. They are not allowed to receive a grade for the class, and the college cannot receive FTE for any senior citizen who takes the class.

The college needs to serve our National Guard students. The college already has processes in place that exceeds those minimum requirements. It really is related to making sure that they are not penalized academically, but we take it a step further to make sure that the students are taken care of in other ways.

Ms. Korte: They took the apprenticeship and training from the Department of Labor and gave it back to the community colleges. So now the community colleges are in charge of the program, following the rules of the Department of Labor, plus writing new rules.

Mr. Caddell: Mr. Clendenin...

Mr. Clendenin: The Planning Committee has not met as a committee, but I would like to have Ron Layne provide information to the board.

Mr. Layne: If you will remember Area 4, Part 4 of the College Strategic Plan, it's all of the initiatives that we'll profile for the next three years. Out of 97 of those from last year's report, 16 have been completed and 25 have been implemented, which means it's not a project that ends, but continues forward. The other categories we're using are ongoing because there are still efforts to get those up and running. There are 50-such programs. When you get the new estimate, you want to focus on Area 4 because much of the other area remains the same. You want to look for any items that are new as specific areas for your scrutiny prior to the Board meeting in October because it will help to guide the conversation.

Ms. McCaskill: We did not meet, but Kellie has a couple of things that she wants to cover.

Ms. Shoemaker: At this point you will probably notice that we do not have Student Government President in the room today. We typically have the election in late spring, but we did not have an interest on behalf of students. We are holding another election this week. We did some heavy recruiting this summer. We expect to have a full board by the end of the week, so you'll have an opportunity to meet the SGA president at the next Board meeting.

Ms. Elkins: One week from tomorrow we will be having our annual golf tournament at Pine Needles and Mid Pines. Not only is Pine Needles full, but Mid Pines is more full than it's ever been. We have been spending most of the summer engaged in strategic planning for the capital campaign. We have all of our Board members, all 35 members, signed up to help with the campaign in some way. I think Mr. Caddell and Mr. Little are helping us also. We have a great leadership cabinet. We have nine board members we have asked to step into leadership roles. We've laid out our timeline. We've focused in on three areas that we're really going to be trying to raise funds for: the scholarship program, the health/sciences program which would be very appropriate if we can get the bond for the new health building, and the new performing arts center.

President's Report

Dr. Dempsey: The NC State Board of Elections and Ethics have told us that there are compatibility issues with the on-line class ethics education program. If you have a MAC, you may not be able to take the ethics class at home; you may have to come in to take it in our office.

I have four quick things:

First, let me echo Brenda's comments about building our enrollment. As I've said about 100 times, I have one pay day per year. That's the day that Kellie comes in and tells me if we are up or we are down. To be up in a year when many are down is a really good feeling. Brenda adequately described the input of just about everybody who was involved in the program. Of course, she omitted her own involvement. Remarkable achievement.

On September 7, Ken Burns has made a new documentary on the Vietnam War. This will premiere nationally on September 28. Sandhills has been selected as one of seven sights in the state of North Carolina to do a sneak preview showing. UNC TV is coming down and will be on the campus on September 7. There will be a cocktail party at 6 pm. There will be the presentation itself, and afterwards, there will be a panel of Vietnam veterans who will be speaking on military leadership in Vietnam, and I will be one of those veterans.

Germaine did say that the Capital Campaign is off to a good start. The bad news is that I'm going to be coming to get you guys sooner rather than later. As I try to talk a little bit about the performing arts center, I think we're going to get where we want to get in so far as the fundraising for the performing arts center. We had 173 Sandhills Promise students. That's 173 times \$2,000. That is about \$340,000 every year. You don't want to do that every year, so you try to go out and raise an endowment. To spin off \$300,000 a year, you've got to have \$6m in the bank. That family tonight could have been poster children for the Promise. They may not qualify for federal aid, and they don't have the money to send four children to college. This program was made for those people. Now we have to go out and raise some money to do it. We raised \$1m last week, and I haven't had many weeks when I've raised \$1m. Thank you for being here for a really good meeting.

Mr. Caddell made a motion to adjourn the meeting, and the motion was seconded by Mr. Horne. The motion passed unanimously.

With no further business, the meeting was adjourned at 7 pm.

Respectfully submitted,

George Little, Chairman of the Board

Joseph Clendenin, Secretary of the Board