



**BOARD OF TRUSTEES REGULAR MEETING**

**MINUTES**

**President's House Board Room**

**June 19, 2020 - 10:30 a.m.**

**I. CALL TO ORDER**

Hugh Bland, Board Chairman, called the meeting to order.

**II. WELCOME GUESTS and MEDIA**

Dr. Sharon Wall, Interim President, introduced Gerald Moore, consultant for Student-Centered Education. No other guests or media were present.

**III. INVOCATION**

Edgar Lamb, a member of the Board, gave the invocation.

**IV. ROLL CALL**

Dr. Wall conducted the roll call. In attendance were Hugh Bland, Edgar Lamb, Tom Love, Craig Kesler, Melissa Tilden, Owen Smith, and Gary Coleman.

A quorum was declared.

**V. APPROVAL OF AGENDA**

Mr. Kesler made the motion to approve the agenda. Mr. Love seconded the motion. The Board unanimously approved the agenda.

**VI. APPROVAL OF March 13, 2020 MINUTES**

Mr. Love made the motion to approve the minutes. Mr. Lamb seconded the motion. The Board unanimously approved the minutes with the following corrections:

Correct the date of the "Next Regular Board Meeting" to Friday, June 19<sup>th</sup> at 10:30 a.m. and make the addition in "Other Business" that the Board wishes to open hiring for the Security position to the public to ensure a highly qualified individual is selected for the position.

**VII. PRESIDENT'S REPORT**

Dr. Wall presented a draft of the new John de la Howe Board of Trustees By-Laws. The By-Laws were condensed from 52 to 12 pages. The School's attorney has reviewed the proposed By-Laws to ensure they are accurate and in line with state laws. At the



suggestion of the attorney, the By-Laws will not be voted on by the Board of Trustees until after the Enabling Legislation is passed.

Dr. Wall provided an update on the School's Foundation. The Foundation Board of Directors meeting scheduled for June was postponed due to COVID-19. The sole purpose of the Foundation's Board of Directors will be to raise funds and support for the school, in the form of donations and grant opportunities.

Deputy Steve Osborne was present to introduce the School's Site Safety Plan to Board Members. Deputy Osborne serves as the School Resource Officer and has 37 years of experience in Law Enforcement. The Site Safety Plan was created through research of various other residential schools throughout the state, as well as input from experts in law enforcement and emergency management. The plan covers procedures for emergency management and response on the JDLH campus.

Lastly, Dr. Wall provided an update from Lobbyist Mr. Bob Coble on the JDLH Enabling Legislation. The Enabling Legislation is set to have its third reading on June 2<sup>nd</sup> at 1:00 p.m. Once the final reading in the House of Representatives is complete, the Enabling Legislation will move to the Senate for a concurrence vote, then finally to the Governor for signing.

Dr. Wall also noted that Mr. Vance Bettis, Attorney for JDLH retired on April 1<sup>st</sup>. Attorneys Chris Johnson and Hayne Hodges will assume the workload on behalf of Mr. Bettis.

## **VIII. STUDENT-CENTERED EDUCATION CONSULTING GROUP REPORT**

Mr. Moore presented a draft of the Faculty and Staff Code of Ethics created for JDLH. This Code of Ethics is intended to be an addition to the State Employee Code of Ethics. Mr. Love made the motion to accept the Faculty and Staff Code of Ethics. Mr. Gary Coleman seconded the motion. After no discussion, the Board voted unanimously to approve the Code of Ethics.

Mr. Bland suggested unused days on the 2019-2020 SCECG contract be rolled over for the 2020-2021 year. Mrs. Tilden made the motion to carry over the unused days. Mr. Lamb seconded this motion and the board voted unanimously to approve.

Mr. Moore also gave an update on the status of SCECG's teacher training plans. Dr. Nan Dempsey, Dr. Mary Anne Solesbee and Mr. Moore are creating an Inservice training for JDLH teachers. The Inservice will expose general education teachers to agricultural education.

## **IX. UPDATE FROM DEPARTMENT HEADS**

### **BUSINESS OPERATIONS – Mr. Sylvester Coleman**

Mr. Coleman presented detailed Financial Statements for JDLH through May 31, 2020. The progress on the Administration Building roof showed that the building was



now watertight. The winning bid on the Administration Building roof project was \$112,000 by Lloyd Roofing. The new roof material will be a synthetic tile that was approved by the South Carolina Department of Archives and History. The roof structure is secure, although the condition of the walls and foundation has not yet been determined.

Due to COVID-19, the continuing resolution for the 1.8 million in funding from the State could be postponed until September. The continuing resolution allows for the carryforward of unused funds. This is currently estimated to be about 1.8 million. Because of the pandemic, it is not expected that JDLH will receive the additional 5.8 million requested for the renovation of the L.S. Brice School.

Mr. Coleman also asked for the Board's permission to increase JDLH's construction limit from \$50,000 to \$100,000. A dining manager for the cafeteria has been hired and has a start date of Monday, June 22<sup>nd</sup>. Mr. Coleman also asked if the Board would like to continue the contract with Lobbyist, Mr. Bob Coble. Upon the Board's agreement, Mr. Coleman will submit this information to the Attorney General. An update was given on the outcome of the State Audit. The audit went well. It was recommended that a policy be written for farm and livestock sales. Vendors for campus security have expressed interest and the State has already been contacted to open bids for this. The estimated cost would be around \$300-500,000. Access entry points are being installed on doors throughout campus. Faculty/Staff and students will be issued an access card to gain entry to buildings. This new system will allow JDLH to have a record of all who enter buildings. The IT department has partnered with WCTEL to improve IT structure and procedures. The Business Office has processed over 900 requisitions this year. Business Office personnel are continuing to monitor expenses as they increase due to new hires, building use, etc.

#### **FACILITIES - Mr. Ken Durham**

Mr. Durham provided an updated summary of projects to the Board of Trustees. The impact of the COVID-19 pandemic was tremendous on the Facilities and Maintenance Department. The majority of employees in this department are at-risk and have been on a work from home status since March. To compensate, Mr. Durham has contracted out skilled workers.

Construction for the Welcome Center is dependent upon approval from the Joint Bond Review Committee (JBRC). Due to the pandemic, this committee has not met. A virtual meeting is scheduled for next Tuesday, June 23<sup>rd</sup>. Once approved, the main entrance will be temporarily closed. A temporary security shack will be placed at the second entrance. Employees, students, and visitors will use the second entrance for the duration of construction. The bid for the Welcome Center came in \$166,000 under budget.

Mr. Durham informed Board Members that the new waterline for fire suppression is complete. This project also came in under budget by \$175,000.



Bids for the campus lighting plan are live on SCEBO. The plan is to have bids in by the second week of July. Progress should move quickly after this point.

Mr. Durham indicated that the renovations to Huguenot are going well. Mold was found in the bathrooms in the basement of the Family Life Center. Remediation for this started this week. The Facilities and Maintenance team is confident this construction will be completed by the first week of school.

Mr. Durham met with CTC on the condition of the roads on campus. This meeting was postponed due to the pandemic. Until the meeting is rescheduled, the Facilities and Maintenance Department will continue to patch roads as needed.

Mr. Durham indicated that six residential halls would be ready for students to move-in on August 15<sup>th</sup>. JDLH has contracted movers to begin moving furniture into the residence halls on Monday. All sidewalks in front of the residence halls will be replaced starting the week of July 1<sup>st</sup>.

Due to COVID-19, plans for L.S. Brice School were changed. As mentioned earlier, Mr. Coleman does not expect JDLH to receive the additional funds requested to renovate the school. The OSF gave permission to OSF to work with JDLH and approved the use of the school for this school year. The Facilities and Maintenance team is limited to \$50,000 for renovations to prepare the school facilities for opening in August. Mr. Durham's team will assess the facility and prioritize renovations.

#### **FARM OPERATIONS – Mr. Frank Dorn**

Mr. Dorn gave an update on farm operations at JDLH to the Board. Mr. Dorn has begun to work with the Agriculture Teachers to determine potential lab areas on campus and help facilitate these labs for them. Mr. Dorn shared plans to diversify the livestock herd at JDLH.

Environmental and Natural Resources instructor, Mr. Hunter Morton assisted Mr. Dorn in controlled burning and chemical control techniques on campus.

Recommendations for this were given by experts in the forestry industry in South Carolina.

The Farm Operations team continues to work on land clearing and stumping progress for crop land. Australian Winter peas will be planted in the fall to prepare the land for crops.

Due to dry conditions, hay production slowed down for the month of June. Cutting will resume as soon as the land receives rain fall. Mr. Dorn estimates the need for 266 bales to carry the JDLH herd through the winter months.

Mr. Dorn recommends the use of the barn behind Columbia residence hall for show animals. This barn contains access to power and water. The barn is also centrally located for students to access it. Mr. Dorn is obtaining an estimate on rehabbing the



structure. He will also obtain an estimate for roof work on the Horse Barn, building a new riding ring, and adding a small parking area at the Horse Barn.

The Farm staff has begun work on establishing a parking lot at the Education Center for visitors. All trees have been cleared for the lot. They are also assisting the maintenance crew with removing old swing sets from around the residence halls.

Mr. Dorn expressed the need to move the hog operations from off campus to on campus because of the liability of students crossing a major highway. He plans to work with agriculture teacher, Mr. Russ Abrams to locate a suitable facility on campus for the operation. Mr. Dorn mentioned potentially moving one of the off-campus barns to campus if the structure were stable enough.

The Farm staff will handle maintenance of the grounds, including spreading mulch around residence halls and trimming trees around the main part of campus in anticipation for opening for the school year. Mr. Dorn also updated the Board on the status of Bradford Pear tree removal around campus. The dead trees have been removed and removal will continue as needed.

Mr. Dorn obtained a quote to take down and replace power poles on campus. He plans to work with Dominion to determine if there are funds to assist with this cost.

Lastly, Mr. Dorn acknowledged the generosity of the South Carolina Forestry Commission, who donated a second bulldozer to JDII.

#### **PUBLIC RELATIONS & MARKETING - Ms. Hayley Belton**

Ms. Belton updated the Board on the status of the directional signage project. Phase 1 of the project is completed. New signage can be seen around campus and on residential halls. Phase 2 will see more detailed signage added around campus.

Ms. Belton reported that she is continuously updating the school website and social media pages to account for new hires, construction on campus, events, etc.

Ms. Belton presented the revised crest and mascot design for the Board's approval. Mr. Lamb made the motion to approve the crest and mascot designs. Mrs. Tilden seconded this motion and with no discussion the Board voted unanimously to approve the new crest and mascot.

#### **SCHOOL UPDATE - Mr. Greg Thompson**

Mr. Thompson provided a copy of the school's Strategic Plan to Board Members. The South Carolina Department of Education requires schools to have this plan.

He also provided a copy of the Parent/Student Handbook. Mr. Thompson explained the role the Board of Trustees has in regard to expulsion. If a student is recommended for expulsion, they are entitled to a hearing. The President serves as the hearing officer.



If the student disagrees with the hearing officer's decision, they have the opportunity to appeal the decision to the Board of Trustees.

Mr. Thompson gave an update on the status of school faculty and staff. All positions have been hired with exception of the School Secretary and Media Specialist.

Finally, Mr. Thompson presented the details for student meal plans. The meal plan cost for the school year is \$2,900. Payment plans are available.

#### **EDUCATION CENTER & STUDENT SERVICES - Mr. Tim Keown**

Mr. Keown brought to attention the need for discussion on accepting out of state students, as the Board of Trustees is responsible for determining the number of out of state students accepted and the tuition rate. Mr. Kesler made the motion to accept up to 10% of out of state students and to set tuition to be the same as in state tuition. Mr. Smith seconded this motion. There was no discussion and the motion was approved unanimously.

Mr. Keown provided a contingency plan for COVID-19. The school would open as planned in August. Forty students at a time would attend school in person, while the other forty would attend virtually. These students would then rotate to on campus every two weeks. The team at JDLH is waiting on further recommendations from the state.

Mr. Keown updated the Board on the hiring of a School Nurse and Coordinator for Residential Life. Mrs. Erin Suber is a Registered Nurse who also has a background in Agricultural Education, working as an Agriculture Teacher before attending nursing school. Ms. Dana Martin has thirteen years of experience as a Lead Residential Advisor at the Governor's School for the Arts and Humanities. JDLH has had over sixteen applicants for Residential Advisor positions. Interviews will start in early July to fill six full time positions and a number of part time positions.

Mr. Keown provided an update on student outreach. The student outreach team has secured various Agriculture professionals to speak to JDLH students via Zoom once a week. Currently, eighty-four applications have been received. Of those, forty-six have completed the admissions process and have been accepted. There have been a few rejections and a few students placed on the waiting list as well. Mr. Keown informed the Board that recruiting plans have come to a halt due to COVID-19. The last recruiting trip the JDLH team was able to complete was to Charleston County in early March. Twenty-two schools were visited on this trip. He also reported that camps and other events planned for the summer have also been cancelled due to the pandemic.

Mr. Keown gave an update on the Alumni Association. As of June, they still plan to hold the reunion in October.

Lastly, Mr. Keown updated the Board Members on the JDLH's internship program. The agency will have two summer interns from the Agricultural Education program at



Clemson University. Protocol for internships has been implemented and will continue to be used as the internship program expands.

**HUMAN RESOURCES UPDATE - Mrs. Debbie Daniels**

Mrs. Daniels was unable to attend the Board meeting. Her report was provided to Board Members prior to the meeting.

**EXECUTIVE SESSION**

No motion was made to enter executive session.

**X. OTHER BUSINESS**

Board Member and Secretary, Melissa Tilden gave her intent to resign after the December 1<sup>st</sup> Board of Trustees meeting this year.

**XI. NEXT REGULAR BOARD MEETING - Friday, September 4<sup>th</sup> at 10:30 a.m.**

**XII. ADJOURNMENT**

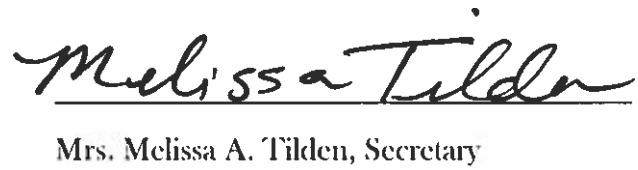
Mr. Love made the motion to adjourn the Board of Trustees meeting. Mr. Lamb seconded that motion and the meeting adjourned at 1:10 p.m.



9/4/2020

Date Approved by Board of Trustees

  
Mr. Hugh Bland, Chairman

  
Mrs. Melissa A. Tilden, Secretary

  
Kinsley Miller, Recording Secretary