

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of January 28, 2020

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Pam Benton; Ray Britt; Lillian Bryant; Brian D. Campbell; Bruce Dickerson; Larry Hammond; Ricky Leinwand; Hayes Petteway; and Joseph Rozier.

Members Absent: Mary Andrews

Others Present: Amanda Lee; Jeff Kornegay; Barry Priest; Jay Stanley; Linda Burney; Joy Grady; Tim Marshburn; Tiina Mundy; Melanny Zunun, Student Government Association Public Information Officer; Alan Wooten, General Manager/Editor, *The Bladen Journal*; and Missi Hester, recorder.

At 6:05 p.m., Chairman Dennis Troy called the meeting to order and asked if any trustee had a conflict or an appearance of conflict of interest. There were none.

Joseph Rozier gave a prayer.

Mr. Troy asked Larry Hammond to lead the group in saying The Pledge of Allegiance. The group recited the Pledge.

Ms. Hester called the roll. A quorum of the members was present.

Adoption of Agenda:

Mr. Troy presented the meeting agenda for Tuesday, January 28, 2020 for review and approval. Mr. Hammond made the motion to accept the meeting agenda as presented. The motion was seconded by Mr. Petteway and carried unanimously.

Consent Agenda for Action Items:

The consent agenda was presented by Mr. Troy. The action items for the January 28, 2020 meeting included Item 3.01 Approval of the minutes for the November 19, 2019 meeting. Mr. Troy asked if any member of the Board felt as though the action item needed to be moved to the regular agenda for further discussion and the Board came to the consensus that the item did not need further discussion. The consent agenda for the January 28, 2020 meeting was approved with a motion by Dr. Gemma and a second by Ms. Benton. The motion carried.

Student Government Report:

Student Government Association public information officer Melanny Zunun provided the report for SGA. Ms. Zunun reported that members of the SGA participated in an etiquette training

session in December. She also stated that members of the SGA had participated in multiple holiday parades in the county.

Ms. Zunun reported that a blood drive sponsored by Cape Fear Valley Healthcare System was held on campus Friday, December 6, 2019. A coat drive was held during the month of December to benefit Bladen County residents. Ms. Zunun stated that the group helped during the month of January by distributing BCC t-shirts to students.

Mr. Troy asked if there were any questions. There were none. Mr. Troy thanked Ms. Zunun for her report.

Faculty Senate Report:

Tim Marshburn, faculty senate vice president, provided the report for the faculty senate.

Mr. Marshburn stated that the spring 2020 semester began with “welcome to campus activities” during the week of January 13 through January 17. One of the activities was a bagel breakfast sponsored by the faculty senate in The Eagle’s Nest located in the College library.

Mr. Marshburn informed the Board that Mr. Cheston Saunders recently served as a reviewer and content evaluator for a new anatomy and physiology laboratory manual for a national company.

Mr. Marshburn provided information regarding the Humanities and Fine Arts Series for the spring 2020 semester. He stated that Dr. Joseph Ross will be providing a presentation about Judge John Parker who served as the alternate United States judge for the Nuremberg War Crimes Trial. The event is scheduled for Monday, February 24 at 11:00 a.m. in the teaching auditorium located in building 14. A musical event featuring Ensemble Aubade is scheduled for Thursday, February 27 at 2:00 p.m. in the College auditorium. Mr. Marshburn stated that both programs are provided at no cost and open to the public. These programs are made possible by a grant from the North Carolina Humanities Council, a statewide nonprofit and affiliate of the National Endowment for the Humanities and Bladen Community College.

Staff Council Report:

No report was provided from the staff council

Bladen Community College Foundation Report:

Linda Burney began the report by stating that the foundation has recently purchased the services of Adavico to assist with simplifying endowments and other operations of the foundation.

Mr. Burney also reported that BCC has partnered with Lenoir Community College and Southeastern Community College to secure the services of Judith Youngblood, Blackbaud consultant and independent consultant of e-Tapestry. e-Tapestry is a financial management tool for nonprofit organizations.

Mr. Burney reported to the Board that the foundation office will be moving to the second floor of the Student Resource Center.

Ms. Burney stated that the foundation scholarship luncheon has been scheduled for Tuesday, March 17 and the guest speaker for the event is Zach Davis. Mr. Davis graduated from the associate degree nursing program at BCC and is currently obtaining his bachelor's in nursing from the University of North Carolina at Pembroke.

Academic and Student Affairs Committee Report:

The fall 2019 continuing education report was tabled due to sickness.

Barry Priest provided information regarding new legislation regarding how colleges enroll high school students. Mr. Priest reminded the Board of how the College currently enrolls high school students noting the Bladen Early College and the Career and College Promise programs for high school juniors and seniors. The newest program is the Career and College Promise program for academically gifted freshman and sophomore high school students. Mr. Priest explained that in order to be enrolled as a freshman or sophomore, students must be identified as academically or intellectually gifted in English, reading and math as outlined in the local board of education's Academically and Intellectually Gifted (AIG) local plan; or demonstrate college readiness in English, reading and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges. The local school board assesses the student's ability, BCC does not. Mr. Priest stated that the student must participate in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college; and the student's parent or guardian must give written consent for the student to participate.

Discussion followed regarding enrollment of ninth and tenth grade students. The presentation will be available on BoardDocs in the event of further questions.

Building/Facilities/Grounds Committee Report:

Jay Stanley reported on the Workforce Development and STEM/advanced manufacturing buildings. Mr. Stanley stated that LS3P visited the Workforce Development building on December 17, 2019 and created a "punch list" of items to be completed by the contractor within 30 days of it being received. Mr. Stanley reported that the Beneficial Occupancy (BO) inspection by the State Construction Office (SCO) was performed on January 8, 2020 to allow use of the facility. Two items were noted by the SCO during the inspection. Natural gas sensors have not been installed in the Chemistry labs and attic space near a gas water heater. The second item to be noted was step lighting and contrasting carpet strips in the auditorium. Mr. Stanley reported that the gas lines have been turned off. Classes began in the Workforce Development building on January 13, 2020. Since that time, it has been reported that the sound of instruction in one classroom can be heard in the classroom next to it. Mr. Stanley stated that the architect is working on a solution to the sound issue and there are sufficient funds to resolve the issue.

Mr. Stanley reviewed with the Board the change orders regarding with the Workforce Development building. The total change order amount is approximately \$136,241.

Mr. Stanley provided an update on the STEM/Advanced Manufacturing building project. He stated that all of the construction work has been completed and the final inspection by the SCO was completed on December 18, 2019. The Certificate of Occupancy was provided that day. Mr. Stanley stated that the building is fully furnished and very well built.

Mr. Stanley provided an update on security. He stated that employees viewed an active shooter emergency action plan video. Mr. Stanley stated that the Bladen County Sheriff's Department had viewed the video and both organizations felt that it is a good resource to ensure that everyone is doing the same thing in the event of an active shooter incident.

Mr. Stanley reported that a college security committee has been formed and are currently working on plans to make the campus as safe as possible. He stated that there are many resources available to the College that are free of charge. Mr. Stanley reported that he and Dr. Lee have spoken with a representative from the Department of Homeland Security and discussed several security topics. The Department of Homeland Security will provide a physical assessment of one of the buildings on campus, analyze the building, and give the security committee recommendations for that building. The rationale supplied by the Department of Homeland Security can then be used for the additional buildings on campus. During the month of January employees will complete FEMA IS-907 Course – Active Shooter: What You Can Do.

Mr. Stanley provided the North Carolina Community College System (NCCCS) 3-1 capital improvement project close out form for the College auditorium roof replacement for review and approval. During the June 28, 2016 Board of Trustees meeting, the auditorium roof project was approved as a renovation project to be funded solely by the Connect NC Bond. Bladen County funded this project in the amount of \$340,000 during the 2017-2018 fiscal year and state funds were not used. Mr. Stanley stated that the project is now complete and must be removed from the NCCCS construction files. To do this, he explained, the form must be approved by the Trustees and signed by the County Manager, Greg Martin.

A motion was made by Mr. Dickerson to approve the North Carolina Community College System (NCCCS) 3-1 capital improvement project close out form for the College auditorium roof replacement. Mr. Petteway seconded the motion and it passed unanimously.

Fiscal Affairs Committee Report:

Mr. Stanley provided the College's second quarter financial reports consisting of the state, county, and institutional funds for the period ending December 31, 2019. Mr. Stanley reported that Senate Bill 61 has been passed since the last Board meeting on November 19, 2019 and a

state budget has been approved. The budget includes parity funding which means continuing education will be funded at the same level as curriculum. Mr. Stanley stated that no salary or capital increases were funded as a part of the budget. Mr. Stanley reported that the College has received 50 percent of the county budget. Mr. Stanley reported the current unrestricted institutional fund balance as of December 31, 2019 was \$346,667.76 and the restricted fund balance is \$70,110. The budgets are reviewed monthly and are in good order.

Mr. Stanley presented the NCCCS 2-1 budget template form for fiscal year 2019-2020 for review and approval. He stated that the System Office requires the form to be completed by all community colleges in the state. The form must then be approved by the College Board of Trustees and by the County Commissioners.

Mr. Petteway moved to approve the NCCCS 2-1 budget template form for fiscal year 2019-2020 as presented. Mr. Britt seconded the motion and it passed unanimously.

Mr. Stanley presented the Bladen Community College Facilities Rental Fees and Guidelines document for review and approval. The College's facilities are available to the public in order to promote educational and cultural events in Bladen County. To rent a BCC facility, a facility request form must be completed. Mr. Stanley provided the Facility Use, Fees and Service Agreement for the Board to review. Rental fees are dependent upon the type of organization requesting the facility and the type of facility being requested for use. Certificate of insurance by the renter is required and additional fees may be charged for additional support staff such as maintenance, custodians, or security.

Mr. Leinwand made the motion to approved the Bladen Community College Facilities Rental Fees and Guidelines. Mr. Hammond seconded the motion and it passed unanimously.

Mr. Troy called for a motion that the Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(2) to consider recipients for honors, awards, or scholarships.

Mr. Britt made the motion that the Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(2) to consider recipients for honors, awards, or scholarships. Dr. Gemma seconded the motion and the Board went into closed session at 7:22 p.m.

The board returned to open session at 7:48 p.m. with a motion made by Mr. Britt and second by Dr. Gemma.

Mr. Petteway reported on the foundation investments. He stated that the College currently has \$1,023,029.14 invested with Morgan Stanley to date. A meeting with the Sizemore Group has been planned for March 11, 2020.

Personnel Committee Report:

Mr. Kornegay reported to the Board that Mr. Lynn Grey King had retired effective January 1, 2020. Mr. King most recently served as Associate Vice President for Program Services. He stated

that Mr. King worked in education for approximately 40 years. Mr. King was hired at the College in 2009 and Mr. Kornegay stated that he is an upstanding individual, a pleasure to work with, and will be missed at BCC. The Board requested a letter be sent to Mr. King thanking him for his service to the College.

President's Report:

Missi Hester stated that the North Carolina Association of Community College Trustees 2020 Law/Legislative seminar will be held March 18 through March 20 in Raleigh. Ms. Hester asked those individuals interested in attending to contact her.

Dr. Lee reported that the presidents' association met during the previous week and is working on legislative priorities. She stated that salaries will be a top priority.

Dr. Lee told the Board that enrollment is increasing system wide and that the increase should positively affect FTE for the College.

Dr. Lee provided an update on Golden LEAF grant applications. A regional grant would provide professional development opportunities for nursing instructors to increase retention in the program. A local application for renovations to the allied health facility is being pursued. An additional grant is being sought with the county for a truck driving pad at White Lake. Dr. Lee stated that a grant that has funded a nursing position for the previous two years is also being sought from Cape Fear Valley Medical Center.

During the previous Board meeting, Dr. Lee told the Board that the college was working with Bladen County Schools and Emereau School to develop a request for proposal (RFP) to assess possible security issues. She reported that the RFP is no longer being sought due to the resources being supplied at no charge to the College through the Department of Homeland Security. Dr. Lee said that these resources have been shared with the public schools.

Dr. Lee reported that a class articulation agreement between Bladen Community College and Bladen County Schools has recently been reviewed and approved.

Dr. Lee stated that the College is now participating in the Pirate Promise Program with East Carolina University. Students may participate in special events, receive advising, and are guaranteed admission to ECU if they meet the requirements stated in the Pirate Promise Program.

Dr. Lee reported that faculty and staff would soon be moving into new office spaces in the new buildings. Additional office moves include the Public Information Office, Foundation Office, food pantry, receptionist, and security. Dr. Lee stated that Mr. Kornegay and his assistant, Regina Valenta, would be moving to the Essic Williams Administration Building. She told the Board that college signage would be updated in an effort to better serve visitors that come to the campus.

Dr. Lee invited the Board to the upcoming ribbon cutting for the Workforce Development and STEM buildings on March 24.

Old Business:

There was no old business.

New Business:

Mr. Kornegay asked the Board to complete their self-evaluations. The link was made available to them via email and can also be found on BoardDocs. Mr. Kornegay provided the annual SEI forms to the Trustees.

Unfinished Business:

There was no unfinished business.

At 8:14 p.m., Chairman Troy thanked the trustees for their attendance and service to the College. The meeting adjourned with a motion by Mr. Leinwand and a second by Mr. Hammond. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary