

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of April 24, 2018

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Pam Benton; Bruce Dickerson; Larry Hammond; Ricky Leinwand; Hayes Petteway and Charlotte Smith.

Members Absent: Mary Andrews; James McVicker and Ashley Trivette.

Others Present: William Findt; Jeff Kornegay; Sondra Guyton; Barry Priest; Jay Stanley; Linda Burney; Sharon Coe; Charity Taylor, SGA president; Gary Grady, board attorney, and Missi Hester, recorder.

At 6:06 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.

Mr. Dickerson gave a prayer.

Ms. Hester called the roll.

The minutes of the February 27 and April 17, 2018, meetings were approved with a motion by Mr. Petteway and second by Mr. Dickerson. The motion carried.

Student Government Association Report:

Charity Taylor, SGA president, gave the report for the Student Government Association. Ms. Taylor stated that members of the SGA had attended the N4CSGA spring conference April 6 through April 8 in Raleigh.

Ms. Taylor reported that the SGA hosted the annual blood drive on Monday, April 18. She stated that 25 individuals donated blood.

Ms. Taylor informed the group that she recently successfully completed the Student Leadership Development Program on April 20 through 21.

Ms. Taylor stated that she has been selected to be interviewed by the College Foundation of North Carolina to speak about her experience at the college. The recorded interview will be featured on the CFNC website.

Faculty Senate Report:

Sharon Coe presented the faculty senate report. Ms. Coe stated a STEM fair showcasing student work was held in the college auditorium on April 11 at 10:00 a.m. She reported that 165 students participated in the event, making it the largest STEM fair that the college has hosted.

Ms. Coe informed the group that 28 students were recently inducted into the Phi Theta Kappa Honor Society on Tuesday, April 17, at 6:00 p.m. in the college auditorium. Phi Theta Kappa is the national honor society for two-year colleges, and students must have a 3.5 or higher grade point average to be inducted into the society.

Ms. Coe reported that 132 Bladen County eighth grade students recently attended the Spring Science and Math Day held Friday, April 20. Students from Tar Heel Middle and Elizabethtown Middle Schools attended the event. She stated that the event was also held during the fall 2017 semester and students from Bladenboro and Clarkton attended.

Ms. Coe reported that the college's 2018 literary and art publication *The Ink Quill* has recently been published. Each board member was provided a copy.

Ms. Coe stated that college welding and cosmetology students participated in the SkillsUSA competition in April. BCC students enrolled in cosmetology, welding and electrical engineering placed in the competition. Two welding students who received first place awards will be attending the national SkillsUSA competition in Louisville, Kentucky in June.

Mr. Troy thanked Ms. Coe for her report.

Bladen Community College Foundation Report:

Linda Burney provided the college foundation report. Ms. Burney reported that the all-campus appeal campaign concluded on Friday, April 13, and 100% of employees participated. A total of \$11,428 was raised by the campaign. Ms. Burney stated that the upcoming appeal to the public titled "We're All In" will be released within the next week.

The seafood and sunset fundraiser is scheduled to be held on October 11, 2018.

Academic and Student Affairs Committee Report:

Jeff Kornegay presented information regarding the level II instructional service agreements. The North Carolina Community College System requires board authorization for college presidents to approve level II instructional service agreements. This authorization must be renewed annually by board vote and appear in the board minutes.

Ms. Smith made the motion to accept the board authorization for presidential approval of level II instructional service agreements for 2018-2019. Mr. Petteway seconded, and the motion carried unanimously.

Barry Priest requested approval to provide students the opportunity for student loans through the NC Assist Loan program offered by College Foundation, Inc.(CFI). Mr.

Priest stated that the board previously approved the Sallie Mae Loan Program. He informed the board that the college has learned that a list of lenders must be provided to students and parents and the state-based NC Assist Loan program will not affect the college's default rate. Students or parents may borrow up to the cost of attendance. Mr. Priest stated that this program offers only fixed rate loans. Students receive loans at 6.5% and parents receive a loan rate of 5.74%.

Mr. Petteway made the motion to adopt the NC Assist Loan program. Dr. Gemma seconded, and the motion carried unanimously.

Fiscal Affairs Committee Report:

Jay Stanley provided information regarding the 2018-2019 county budget request. He stated that the college is requesting county appropriation of \$989,963 for the 2018 – 2019 fiscal year, which is an increase of \$25,468, a 3% increase from the 2017-2018 operational budget.

Based on the college's current budgeted FTE, the college's 2018-2019 request is \$731 per student FTE. The system average for the state's 58 community colleges is \$1,109 per student FTE. Currently, the per student FTE funding is ranked 52nd out of 58 community colleges as seventh lowest funded per student FTE. With full funding of the college's budget request of \$989,963 for fiscal year 2018-2019, the FTE per student funding would rank 50th out of 58 community colleges.

Mr. Petteway stated that the fiscal affairs committee met prior to the board meeting to discuss the county budget request. Mr. Petteway made the motion to accept the county budget proposal FY 2018-2019 as proposed. Mr. Dickerson seconded, and the motion carried.

Mr. Stanley gave the report for the college's third quarter financial reports consisting of the county, state, and institutional funds as of March 31, 2018. Mr. Stanley stated that the state budget is currently in line and the college is in good shape financially.

The current county general administration fund is 66% expended. The plant operation fund is 67% expended and plant maintenance is 61% expended. The total county current expense fund is expended by 51%.

The total current unrestricted institutional fund balance is \$402,251.64 and the total restricted institutional funds balance is \$191,334.71. The total for all institutional funds is \$1,388,885.60.

Mr. Troy asked if the budget was in good order and Mr. Stanley replied that it is.

Mr. Stanley presented State Board of Community Colleges Code 1A SBCCC 200.4 “Sound Fiscal and Management Practices.” Mr. Stanley informed the board that the rule is being recommended for adoption to better assure sound fiscal management policies in the operation of college business offices. The code states local boards of trustees of trustees shall adopt policies that assure a community college has sound fiscal and management practices. A list of recommended policies is included in the code. It will become effective on June 1, 2018.

Mr. Stanley stated that he received the college’s final state financial audit report. The report states that there are no deficiencies or internal weaknesses. Mr. Stanley stated that the college financial audit is performed every other year by the North Carolina State Auditor’s office. Dr. Findt and Mr. Petteway commended Mr. Stanley and the business office staff for their work.

Foundation Investment Committee Report:

Mr. Petteway provided the foundation investment committee report. He stated that the investment is \$764,859 as of April 24, 2018. A May 8, 2018, meeting is scheduled for the foundation investment committee with representatives from Morgan Stanley.

Building/Facilities/Grounds Committee Report:

Mr. Stanley provided an update on the continuing education building project. Mr. Stanley stated that the final construction documents were fully approved by the State Construction Office(SCO) on March 5, 2018, with the recommendation of an increased in the construction budget for the project. He stated that \$94,000 of available ConnectNC bond funds had been transferred into the project. Mr. Stanley stated a pre-bid conference was held on April 9. The bid date for the project is April 26, 2018, at 3:00 p.m. in the college board room.

Mr. Stanley gave a report on the Economic Development Administration STEM building. He stated that the construction documents were approved by the State Construction Office(SCO) on March 7, 2018, and suggested that the budget be increase for the project. Mr. Stanley reported the \$64,125 from the ConnectNC bond was transferred to the project. On April 20, 2018, the college received notification from the SCO that the project is approved for bids.

Mr. Stanley provided information regarding the campus lock-down drill held on April 6, 2018. Mr. Stanley stated that the college worked with the Sheriff’s Department in planning and executing the critical incident/armed intruder drill. At approximately 9:05 a.m. on the morning of the drill the audible alarm was launched and a Regroup mass notification message was sent out that informed individuals that this was an emergency drill. Individuals were instructed to go to the nearest room and begin lockdown procedures. It also stated that individuals who are off campus should not enter the campus. Mr. Stanley stated that the drill ended at approximately 9:14 a.m. with another

Regroup message that stated that the drill had officially ended and normal activities could resume. A debriefing was held in the college auditorium immediately following the drill. Sergeant Barry Pait shared his concerns regarding faculty and staff participation during the drills. He stated that individuals need to participate as if the drill was an actual critical incident. Sergeant Pait reported that some instructors continued to teach during the exercise and talking could be heard in several classrooms. Not all of the doors were locked and students were in the parking lots and walking around campus. It was discussed that critical incident/armed intruder procedures be reviewed with students during orientation sessions.

Mr. Stanley stated that he recommends the drills be held once or twice per year.

Personnel Committee Report:

Dr. Findt presented the board with a list of 105 college employees recommended for employment for the 2018-2019 fiscal year pending receiving sufficient funding by the legislature. Dr. Findt provided the list of individuals for the board to review. Once approved by the board, employees would receive a letter of intent of employment for the 2018 – 2019 fiscal year.

Mr. Troy asked if there were questions. There was no discussion.

Mr. Petteway made the motion to approve the full-time employees for 2018-2019 as listed. Ms. Smith seconded, and the motion passed.

Mr. Troy provided the president's evaluation that must be completed annually and submitted to the chair of the personnel committee. He asked that the evaluation be completed and mailed to Ms. Andrews by May 8, 2018, so that the results can be tabulated and discussed with Dr. Findt during the May 22, 2018 board meeting. A letter detailing the results of the evaluation must be submitted by June 30, 2018, to Mr. Scott Shook, chair of the North Carolina State Board of Community Colleges.

Tiina Mundy presented the president's job description for review and approval. Ms. Mundy stated that she had made the changes to the job description that were suggested during the April 17, 2018 meeting.

Bruce Dickerson made the motion to approve the president's job description as presented. Ricky Leinwand seconded the motion and it passed unanimously.

Ms. Mundy provided a copy of the request for proposals for search firms for the president's search. Ms. Mundy stated that she had made the request for proposals for search firms for the president's search that were suggested during the April 17, 2018 meeting.

Mr. Dickerson made the motion to approve the request for proposals for search firms for the president's search as presented. Dr. Frank Gemma seconded the motion and it passed unanimously.

Mr. Troy thanked Ms. Mundy for her assistance.

President's Report:

Dr. Findt provided information regarding the nursing pinning ceremony for Monday, May 14, and the graduation ceremonies to be held on Tuesday, May 15. The speaker for the college readiness ceremony is Dr. Patricia Faulk and the speaker for the curriculum graduation ceremony is Dr. Dwight B. Cannon. A reception for the graduation speakers will be held at 6:30 p.m. in the student center. The curriculum graduation ceremony will begin at 7:30 p.m.

Dr. Findt reported that Megan Long has recently been employed as the cashier in the business office.

Dr. Findt stated that the Arbor Day Celebration was held on Monday, April 23, 2018. A magnolia tree was planted in honor of Mr. William Hair, who recently passed away. Mr. Hair was the last founding trustee of Bladen Community College. Members of Mr. Hair's family attended the celebration.

Dr. Findt thanked individuals who attended the appreciation breakfast on Thursday, April 19, 2018.

Old Business:

No old business was brought before the Board.

New Business:

No new business was brought before the Board.

Unfinished Business:

No unfinished business was brought before the Board.

At 7:22 p.m., Chairman Troy thanked everyone for attending. The meeting adjourned with a motion by Mr. Petteway and a second by Mr. Leinwand.

Dennis Troy, Chairman

William Findt, Secretary