

Bladen Community College
BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, April 28, 2020

Members Present in Board Room: Dennis Troy, chair

Members Present Via Conference Call: Frank Gemma, vice chair; Mary Andrews; Pam Benton; Lillian Bryant; Brian D. Campbell; Bruce Dickerson; Larry Hammond; Ricky Leinwand; Hayes Petteway; and Joseph Rozier

Members Absent: Ray Britt

Others Present in Board Room: Amanda Lee; Jay Stanley; and Missi Hester, recorder.

Others Present Via Conference Call: Jeff Kornegay; Barry Priest; Sondra Guyton; Crystal Dowd; Re Gena Gilliam; Cierra Griffin; Linda Burney; Joy Grady; Tiina Mundy; Gary Grady, Board Attorney; and Alan Wooten, General Manager/Editor, *The Bladen Journal*

At 6:00 p.m., Chairman Dennis Troy called the meeting to order and read to the group the Statement of Ethics Awareness for the State of North Carolina. Mr. Troy asked if any trustee had a conflict or an appearance of conflict of interest. There were none.

Dr. Amanda Lee thanked the group for its participation in the meeting and stated that there is much to share regarding the College's response to the COVID-19 crisis. She expressed gratitude in the progress achieved due to the assistance of the Board and the work of college personnel.

Mr. Troy gave a prayer.

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

Approval of Telephonic Board of Trustees Meeting:

Mr. Troy called for a motion to proceed telephonically with the April 28, 2020, Board of Trustees meeting in accordance with North Carolina General Statute 143.318.113 for the safety of college staff and the trustees due to the COVID-19 crisis. Larry Hammond made the motion to conduct the meeting telephonically. The motion was seconded by Mary Andrews and carried unanimously by roll call.

Approval of Minutes:

The minutes of the March 12, and March 23, 2020 meetings were presented for approval. Ms. Andrews made the motion to approve the minutes for both meetings and the motion was seconded by Bruce Dickerson. The motion carried unanimously by roll call.

Student Government Association Report:

Crystal Dowd presented the report for the Student Government Association (SGA). Ms. Dowd stated that the SGA continues to be active virtually with other SGA members across the state by participating in webinars. Ms. Dowd reported that she has been able to keep in contact with students by telephone and email. As a counselor, she can advise students regarding registration and is able to answer questions that may arise. Ms. Dowd stated that she has participated in virtual meetings held across the state to discuss ways to keep virtual meetings productive and to foster student retention during this time. She told the Board that the SGA is doing a great job keeping in touch and encouraging each other.

Ms. Dowd asked if there were questions and there were none. Mr. Troy thanked her for the report.

Faculty and Staff Reports:

Re Gena Gilliam presented the report from the faculty senate. Ms. Gilliam stated that the transition to online only instruction has been a challenge for the faculty and for students; however, the faculty are striving to stay connected with students by using various methods of online communication tools. Ms. Gilliam told the group that many of the College's faculty have taught and are currently teaching courses online so the transition was met head-on and obstacles were met in a timely manner. She stated that some areas of instruction, such as customized training (CTE), have a harder time converting to online instruction due to the hands-on learning required in the curriculum for those areas. Real-time virtual classes are being taught for some of these types of courses so that students and instructors may interact with each other. Virtual labs have been implemented for science courses. Ms. Gilliam stated that students have access to additional resources such as the writing center and UpSwing, which is an online tutoring service.

Ms. Gilliam stated that the faculty are working diligently to meet the needs of students and ended her report with a quote from a faculty member who said, "We appreciate the Board of Trustees supporting our work from home and trusting us to do our jobs. We are indeed a professional group and we are moving forward as needed. We are showing students and the community our resilience and ability to stand in adverse times. This is a good thing for our students to witness. If we show maturity and flexibility our students will follow suit. Thank you for your continued support and we in-turn will work to recruit and represent the College with professionalism. Thank you".

Mr. Troy thanked Ms. Gilliam for her report.

Staff Council Report:

Cierra Griffin presented information regarding her role as a counselor and a Career and College Promise(CCP) coordinator. Ms. Griffin stated that she has reached out to the students mostly through email and she hasn't received many phone calls. She told the group that she has offered virtual counseling sessions on a daily basis since March 13, 2020 and current students are registering through the self-service link on the college website.

Ms. Griffin reported that she has been in contact with the rising juniors at East Bladen High School and West Bladen High School regarding the CCP program. She stated that she has held a virtual orientation sessions concerning the CCP program and has registered some of these rising juniors through the self-service link on the college website.

Mr. Troy thanked Ms. Griffin for her report and asked if any of the trustees had any comments or questions. There were none.

Bladen Community College Foundation Report:

Linda Burney provided a report from the Foundation. Ms. Burney stated that emergency funds may be available if needed due to the COVID-19 crisis. She also reported to the Board that the college ambassador program is being handled through the Foundation office and that she and Diane Vitale are currently working to revamp the ambassador program. Ms. Burney informed the group that the April appeal has been moved to the end of August. She also stated that the fall fundraiser event will be scheduled for October and more information is forthcoming.

Ms. Burney reported that she and Ms. Vitale have been organizing Project Uplift along with other college employees. The focus of Project Uplift is to lift up college employees and students during this time.

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.

Bruce Dickerson made the motion to accept the board authorization for presidential approval of level II instructional service agreements for 2020-2021. Pam Benton seconded, and the motion carried unanimously by roll call.

Mr. Kornegay presented the Teacher Preparation Transfer Degrees and Career and College Promise Program Pathways for review and approval. There is a critical teacher shortage in North Carolina. In rural North Carolina, this shortage is even more evident. Statewide, enrollment in

teacher preparation programs is below capacity and the current teacher candidate pool is not diverse. The traditional teacher education pipelines will not remedy the shortage. The North Carolina Community College System is best positioned to address the need for more high-quality teachers.

Approval of the Associate in Arts and Associate in Science degrees in Teacher Preparation and Career and College Promise Pathways provides the first two years of a baccalaureate degree in teaching. Under the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) students admitted to constituent institutions of the UNC system and independent colleges of North Carolina will be able to transfer with junior status. This curriculum in each degree program includes required general education courses with an emphasis of 7-12 hours of education courses.

Ms. Andrews moved to approve the Teacher Preparation Transfer Degrees and Career and College Promise Program Pathways as presented. Ms. Benton seconded the motion and it was approved unanimously by roll call.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided an update on college construction projects. Mr. Stanley provided a PowerPoint presentation for the group to view in BoardDocs. Mr. Stanley stated that during the previous trustee meeting he reported three items identified by the State Construction Office (SCO) that needed to be addressed. These items include gas sensors that had not been installed in the Chemistry labs and attic space, step lighting and contrasting carpet strips in the teaching auditorium, and cubicle privacy curtains in the EMS classrooms. He reported that these items have been completed and verified by the design team. Mr. Stanley stated that the SCO has been contacted for a final inspection date; however, due to the COVID-19 crisis a date has not been set.

Mr. Stanley provided an update regarding the non-payment of sub-contractors by CSI, contractors of the STEM/Advanced Manufacturing building. He stated that the College has received notification that CSI is liquidating its' assets and closing for business per a letter received by one of the sub-contractors for the building from the attorney for CSI. Mr. Stanley told the Board that he is hoping to meet with the SCO and the designer for the STEM building to determine the College's preference in closing the project. A letter sent from the architect to CSI covered five points. The points include the contractor failing to comply with Article 28 of the General Conditions of the Contract; notice to CSI of the Owner's right to do work for the STEM Training Center project; designer will not authorize final payment until the work under contract has been certified by designer; designer has not received the required closeout document; and language that the final payment is not due to the contractor if liens exist against the contractor in connection with this contract. Mr. Stanley stated that according to conversations with the SCO and the architect for the project, the project cannot be closed out until the bonding insurance

company for CSI finalizes the final point and provide payment to the sub-contractors. It was made clear that the bonding company for CSI, not the College, is responsible for any final payments to the sub-contractors. Mr. Stanley provided the EDA project timeline for the project. The EDA construction deadline of April 12, 2020 has been met but the deadline for the required paperwork has not. A request for an extension was submitted on April 8, 2020 and Mr. Stanley told the Board that the College is awaiting a response.

Mr. Stanley provided information regarding renovations to the auditorium restrooms. He stated that this project was funded by the county to address ADA compliance issues with the restrooms. Mr. Stanley shared the floor plans with the trustees and he also informed them that due to the COVID-19 crisis, the project has been delayed. Bids for the project will be sent out soon and Mr. Stanley stated that he hopes that the project can begin in June or July. Mr. Stanley shared pictures of renovations recently made to the current restrooms. He commended the maintenance staff for their work to renovate the restrooms and reported the cost of the renovations as less than \$25,000.

Mr. Stanley asked if there were any questions and there were none.

Fiscal Affairs Committee Report:

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, 2020. Mr. Stanley stated that according to the report, approximately ten percent of state funds will be available at the end of the fiscal year. He informed them that he feels that figure will be closer to seven to eight percent available due to spending restrictions put forth by the state due to COVID-19. Mr. Stanley said that he hopes these funds can be carried over to the next fiscal year.

The total county current expenses and capital expenses are 60% expended. The plant operation and maintenance fund is 65% expended. The total county current expense fund is expended by 60%.

The total current unrestricted institutional fund balance is \$357,191 and the total restricted institutional funds balance is \$50,750.23. The total balance for all institutional funds is \$1,317,732.29.

Mr. Stanley stated that the county, state, and institutional funds budgets are currently in-line and in good order.

Mr. Stanley provided information regarding the 2020-2021 county budget request for review and approval. He stated that the College is requesting an increase of \$54,482, approximately a five percent increase from the 2019-2020 fiscal year. This request includes a projected salary increase of two percent, funds to cover benefit rate increases, operating and utility costs for the two new buildings, and funds to help support aging infrastructures.

Mr. Stanley noted capital projects that the College is requesting the county to fund. He stated that the upstairs area in building two needs renovation to be able to house the early college high school program. The College is also asking the county to provide funds for an additional year to continue renovating restrooms on campus to meet ADA compliance standards.

Lillian Bryant asked if this request includes funds needed in the event of situations created by COVID-19. Mr. Stanley stated that the College will be receiving federal funds through the CARES Act in the amount of \$861,961. Half of these funds are earmarked for students and the other half for college use as needed.

Mr. Petteway made the motion to accept the county budget proposal FY 2020-2021 as proposed. Ms. Bryant seconded, and the motion carried by roll call.

Mr. Petteway reported that the Foundation investment at the end of March totaled \$850,254. Currently the investments total approximately \$896,000. Mr. Petteway stated that the Foundation investment committee met with Skip Sizemore in March and it may be appropriate to meet again in May to discuss the investments.

Personnel Committee Report:

Ms. Andrews reported that 10 of 12 trustees had completed the presidential evaluation.

Ms. Hester reported that the letter that must be submitted to the State Board regarding Dr. Lee's evaluation results is now due by August 31, 2020. The previous deadline was June 30, 2020.

Tiina Mundy presented the College biannual personnel report for the period of July 1, 2019 through April 1, 2020. Ms. Mundy stated that the College currently has 109 budgeted positions and of these, three are new positions. There were three terminations/retirements, all of which were voluntary or due to other opportunities. Ms. Mundy reported the number of unique job postings since July 1, 2019, as eight, four of which have been filled. There are no recommendations for non-renewal for the upcoming year.

Ms. Mundy provided an update regarding the COVID-19 short-term and long-term emergency leave. She stated that the College is continuing to follow the guidance of the North Carolina Office of State of Human Resources for the state of emergency leave that the Board approved in March. Dr. Lee was granted the ability to extend the leave during that time. Dr. Lee extended the leave through April 30, 2020, but as the Governor has extended the stay-at-home order, the Office of Human Resources extended the emergency leave through May 8, 2020. Ms. Mundy reported that the College would extend the leave through that date as well. She stated that the long-term impact of COVID-19 is that there is now a hiring freeze in place. Dr. Lee can authorize the filling of positions deemed critical.

Ms. Andrews asked if any of the positions that are currently open were deemed critical and Ms. Mundy stated that there may be one or two of the positions that are critical.

President's Report:

Dr. Lee asked Mr. Kornegay and Mr. Stanley to provide an update from their prospective areas regarding procedures taken during the COVID-19 crisis. Mr. Kornegay began by stating that Ms. Gilliam did a wonderful job providing information from the faculty senate to the Board. He reported that there were originally 290 classes for the spring 2020 semester and of those, 228 were converted to online courses due to the virus. The remainder of the original 290 courses had an online component. Mr. Kornegay stated that this was a huge undertaking for the faculty and commended them for their work. He also informed the trustees that Sherwin Rice and the library staff have been available to students in need of computer access during this time. Students in need of computer access were able to schedule appointments to use the computers, copiers, and other services in the library. The College food pantry, The Eagle's Nest, has also been available to students by appointment. Mr. Kornegay reported that the curriculum and continuing education areas had donated personal protect equipment (PPE) to local healthcare agencies.

Mr. Kornegay reported that to date, 156 students have enrolled for the summer 2020 semester and 93 students have registered for the fall semester. He stated that 332 applications have been received for the fall 2020 semester.

Mr. Stanley reported that when the College transitioned to online classes, ten laptops were made available for students to check-out. He reported that only two had been checked out by students. Mr. Stanley informed them that college employees had checked out 124 devices in an effort to carry-out their work responsibilities from home. He reported that surplus PPE from the East Arcadia Center has been donated to local businesses. Mr. Stanley also stated that employees that come on campus are asked to enter their time on an attendance log in the event of an outbreak of the virus on the College campus. The maintenance staff monitors the attendance log and sanitizes as best as they can in areas where college employees and visitors to the campus have been. He also informed the trustees of other measures that have been put in place to stop or slow the spread of the virus.

Dr. Lee began her report by stating that the College is working hard to ensure the safety of employees and students. Procedures have been put in place to help prevent and/or contain the virus and conversations on how to move forward once the College begins the process of re-opening are ongoing.

Dr. Lee reported that Star Communications had reached out to the College asking about the needs of the community and offered hot spots and internet access. Because of this, students have internet access through-out the county. Charles Overby of Josten's has offered solutions regarding the graduation ceremony. Dr. Lee thanked individuals who have continued their support of the College Foundation during this time. She also recognized Todd Lyden for his work with the College Small Business Center offering training, advice, and connections for local small businesses. Dr. Lee thanked the trustees for their support of the College during the COVID-19 crisis. She also stated that Scott Hamilton of the Golden LEAF Foundation has contacted her and offered additional scholarships for

students. Bill McBrayer, vice-chair of the North Carolina State Board of Community Colleges, has reached out offering support from the State Board as well.

Dr. Lee applauded the College employees for their work during this time.

Chairman Troy thanked the trustees for their service to the College and also thanked the faculty and staff of the College for their work during the COVID-19 crisis. Mr. Petteway stated that he is proud of Dr. Lee and the employees for continuing to carry-on the mission of the College. Ms. Andrews thanked Dr. Lee for keeping the board informed.

At 7:35 p.m., The meeting adjourned with a motion by Mr. Petteway and a second by Dr. Gemma. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary