

Bladen Community College
BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, May 26, 2020

Members Present in Board Room: Dennis Troy, chair

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

Members Absent: Larry Hammond

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

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

At 6:02 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 telephonic meeting and stated that she hopes that the meeting scheduled for June can be held in the teaching auditorium. She expressed gratitude to the Board for supporting the College.

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 May 26, 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. Ray Britt 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 April 28, 2020 meeting were presented for approval. Mr. Britt made the motion to approve the minutes and the motion was seconded by Frank Gemma. 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 recently completed a very successful semester. Ms. Dowd reported that SGA elections will be held in September and officers and senators will be elected at that time for the upcoming year. She informed the Board that SGA president Erin Groves would be participating in the College's virtual graduation ceremony. Ms. Groves recently graduated from the cosmetology program. She told the Board that the SGA is excited to support and encourage students. The SGA congratulates the graduates on their persistence and perseverance of earning their degrees.

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 reported that science instructor, Mr. Cheston Saunders, has received for the second time a three-year appointment as a manuscript reviewer for *Science Activities: Classroom Projects and Curriculum Ideas in STEM Classrooms*.

Ms. Gilliam stated that the faculty and students have worked hard to finish the semester strong and most of the faculty have submitted final grades. She stated that there are areas that have yet to complete the semester due to hands-on skills examinations that must be completed in order to receive credit for those courses. Ms. Gilliam told the Board that instructors are working with those students to help them complete the necessary testing.

Ms. Gilliam stated that this has been a memorable semester for many reasons. Everyone was challenged and they learned that they could meet those challenges and persevere. Ms. Gilliam stated that the faculty worked and supported each other during this time. She told them that the faculty are currently preparing for the upcoming summer and fall semesters. Ms. Gilliam asked if there were any questions.

Mr. Troy thanked Ms. Gilliam and the faculty of the College for their efforts in supporting the students and the College during this time.

Staff Council Report:

No report was given for the Staff Council.

Bladen Community College Foundation Report:

Linda Burney provided a report from the Foundation. Ms. Burney stated that the Foundation will be issuing five Fin Swiim scholarships during the summer semester and that emergency student funds will be in place for the fall semester. Ms. Burney reported that \$500 has been provided by an anonymous donor in support of Project Uplift. The funds are being used to purchase ten \$50 gift certificates from local businesses. College employees have been asked to submit photos of their teleworking surroundings and a drawing of the entries will be held each week for one of the certificates.

Ms. Burney stated that work has begun on the All Campus Appeal which will begin during the fall 2020 semester. She also reported that the Foundation fundraiser for fall has tentatively been scheduled for October 21, 2020.

Mr. Leinwand thanked Ms. Burney for purchasing the gift cards from local businesses.

Academic and Student Affairs Committee Report:

Barry Priest presented the 2020 curriculum spring enrollment report and financial aid information. He reported that enrollment has increased by three percent with a total of 1,178 students enrolled for the spring semester. He shared with the group the number of students enrolled in each of the College's programs of study. Mr. Priest told those in attendance that enrollment of high school students in the career and college promise program is 287 for the spring 2020 semester. He stated that the student to faculty ratio is 12:1.

Mr. Priest stated that over 75% of students were enrolled in one or more distance education courses prior to the COVID-19 pandemic. Fifty-five percent of students enrolled at the College are Bladen County residents and twenty-five percent of students reside in Robeson County. He shared additional information regarding student enrollment by gender, ethnicity, age, and region.

Mr. Priest stated that the estimated FTE for 2018-2019 is 1,158. The previous years' FTE was 1,122. The college received full summer funding for summer classes. He stated that the bulk of financial aid is received through the Federal Pell Grant Program. BCC students received approximately \$2.7 million through this program for the 2018-2019 academic year.

Mr. Troy thanked Mr. Priest for his report.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided an update on college construction projects. Mr. Stanley stated that the State Construction Office(SCO) has contacted the College and the final inspection of the Workforce Development building will occur during the second week in June. He stated that all the necessary paperwork has been submitted and he expects the inspection to go well. Once the inspection has been completed the College will receive the Certificate of Occupancy for the building.

Mr. Stanley stated that during a previous meeting it was mentioned that the architect for the Workforce Development Building may request addition for construction administration. He stated that the architecture firm, LS3P, had emailed him with that request. Mr. Stanley reported that the SCO assisted with the College's response to the firm and, to date, the firm has not replied back to the College.

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 reported that HH Architecture has formally notified CSI concerning contract cancellation and the contractor responded that they cannot provide close out documentation required by the SCO. Several sub-contractors and suppliers for the project have been paid in full by the bonding company for CSI. He stated that he is hopeful that the bonding company will finalize paying all of the sub-contractors. Mr. Stanley also stated that HH Architecture may request additional administration fees. He told the Board that an extension for the project has been approved by the Economic Development Administration.

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

Fiscal Affairs Committee Report:

Mr. Stanley presented the uncollectible accounts receivable less than \$50 for review and approval. The total request of debt to write-off totals \$54.07.

Mr. Leinwand made the motion to accept the amount as presented. Mr. Petteway seconded and the motion carried unanimously by roll call.

Mr. Stanley explained the proposed FY 2020 – 2021 fee schedule. He stated that the fee schedule has been reorganized for added student clarity. The associate degree nursing (ADN) package and practical nurse education package (PNE) fees are increased and remain on a variable payment schedule to better reflect actual student cohorts. Mr. Stanley reported that the Drug/Criminal Background Screening Fee for curriculum students is a newly established fee to provide flexibility and customized services for curriculum departments. The Nursing 117 lab career readiness assessment is also increasing to cover additional costs.

Ms. Andrews asked that the College research ways to assist the nursing students with their fees due to the increased need for nurses during this time. Dr. Lee said that the College is looking at ways to support the nursing students due to the program being costly. She stated that currently the Foundation is being looked at for this type of support. Dr. Lee will be looking into the scholarships that are provided by Cape Fear Valley Medical Center. Mr. Kornegay stated there are students in the nursing program receiving scholarships from Cape Fear Valley Medical Center.

Dr. Gemma made the motion to accept the proposed FY 2020 – 2021 fee schedule as presented. Mr. Dickerson seconded and the motion carried unanimously by roll call.

Mr. Petteway presented information regarding the Foundation Investment Committee Report. He stated that as of Monday, May 25, 2020, the investments are \$925,825. This is an increase of \$71,415 since the last time the Board met. Mr. Petteway reported that the market is stronger and the funds are appropriately invested.

President's Report:

Dr. Lee began her report by stating that she, along with Mr. Troy and Mr. Stanley, had recently attended the Bladen County Commissioner's meeting to present the College's budget request. She stated that she is very grateful for their time and on-going support of the College.

Dr. Lee told the Board that summer classes begin June 1 and will primarily be held online with the exception of skills training and some labs. She stated that the College is following cleaning recommendations and additional Personal Protection Equipment (PPE) items have been put in place.

Dr. Lee reported that the State of Emergency Leave that the Trustees approved during a previous meeting will end on May 31st. All full-time employees who have been using this leave will return to work full-time. Part-time employees will also return at that time. Some of the part-time employees are being offered alternative work options. Dr. Lee also stated that the College will begin operating Monday through Friday from 10:00 am to 2:00 pm. She hopes that by July 6th the College will be able to accommodate walk-in traffic to the student services area and cashier. College employees continue to be available by phone, email, and video. Dr. Lee reported that this information is subject to change depending on recommendations provided by the State and local health agencies. The next significant date is August 3rd when faculty return to the College. She stated that the College is now in the planning stages in providing guidance for faculty to safely and effectively manage their classes.

Dr. Lee provided information regarding the CARES Act Federal funds and how these funds are being dispersed. The College received approximately \$860,000. She reported that half of these funds were dispersed to 378 students and the amount that each student received depended upon how many seated courses they were enrolled in that transitioned to online classes due to the COVID-19 pandemic. Students that received these funds also had to be receiving federal financial aid. The remaining funds will be used by the institution for COVID-19 related expenses. The College may also apply to receive FEMA funds to assist in covering the costs of additional cleaning expenses. Dr. Lee stated that as one of the nation's 37 Native American-Serving Nontribal institutions (NASNTIS) the College may receive additional Federal support.

Dr. Lee reported upcoming employee retirements. The following individuals will retire as of June 1, 2020: Edward Dent, Dean of Engineering and Business Programs; Doris Horne, Biology Instructor; and Victor Singletary, Electrical/Industrial Maintenance Instructor. Ray White, Custodian, will retire as of July 1 and Cliff Tyndall, History/Geography Instructor, will retire as of August 1.

Dr. Lee stated that there are no non-renewals to report.

Dr. Lee encouraged the group to view the College virtual graduation ceremony on June 26 at 6:00 pm.

New Business:

Mr. Kornegay presented the updated Trustee By-Laws to the Board. He stated that the by-laws had not been updated since the last SACS reaffirmation process. Mr. Kornegay told the Board that the updated information is red and most of the changing are related to SACS. He asked the trustees to review the information and told them that the document will be presented at an upcoming meeting for approval. The updated document will be part of the SACS reaffirmation process.

At 7:20 pm, Mr. Troy called for a motion that the Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(6) to discuss personnel matters and pursuant to North Carolina General Statute 143.318.11(a)(5) also to discuss the trade of property with James Ronald Brisson, the exact locations having been previously identified during an earlier Board of Trustees meeting.

Ms. Andrews made the motion that the Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(6) to discuss personnel matters and pursuant to North Carolina General Statute 143.318.11(a)(5) also to discuss the trade of property with James Ronald Brisson, the exact locations having been previously identified during an earlier Board of Trustees meeting. Mr. Britt seconded the motion and the Board went into closed session.

The board returned to open session at 7:56 p.m. with a motion made by Dr. Gemma and second by Mr. Britt.

Personnel Committee Report:

Ms. Andrews gave a report on Dr. Lee's evaluation. The evaluation was completed online via a confidential and secure survey process. The survey was completed by all of the Board members. Ms. Andrews oversaw the compilation of the results and presented these to the Board during closed session on the May 26th.

The evaluation summary confirmations that Dr. Lee's overall evaluation is one of exceeding expectations. She continues to have excellent rapport with the board, faculty and staff, students, and in the communities served. The board is mandated by the State to respond by August 31, 2020 with Dr. Lee's evaluation information.

The trustees provided positive commendations to Dr. Lee regarding the work she is doing for the College.

Old Business:

Ms. Hester provided information regarding the NCACCT 2020 Leadership Seminar scheduled for August 26 through August 28 at the Asheville Renaissance. Ms. Hester stated that the August board meeting is currently scheduled to be held on August 25 and pending Board approval will be moved to August 18.

Dr. Gemma made the motion to reschedule the August 25 Board of Trustees meeting to August 18. Mr. Britt seconded the motion and it passed unanimously by roll call.

Chairman Troy thanked the trustees for their service to the College. At 8:05 p.m., The meeting adjourned with a motion by Ms. Andrews and a second by Mr. Britt. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary