

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of June 26, 2018

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Pam Benton; Bruce Dickerson; Larry Hammond; Ricky Leinwand; and James McVicker; and Adriana Quiroz, SGA president.

Members Absent: Hayes Petteway; Charlotte Smith; and Ashley Trivette.

Others Present: William Findt; Sondra Guyton; Jay Stanley; Linda Burney; Sharon Coe; Tiina Mundy; Charles Boney, architect with LS3P; Gary Grady, board attorney; and Missi Hester, recorder.

At 6:45 p.m., chairman Dennis Troy called the meeting to order and announced that a quorum of the members was present.

Mr. Troy asked if any trustee had a conflict or an appearance of conflict of interest. There were none.

Mr. Leinwand gave a prayer.

Ms. Hester called the roll.

Personnel Committee Report:

The board of trustees met prior to the regular scheduled meeting to hear presentations from three search firms regarding the presidential search. The three companies are National Search & Education Consulting; Executive Leadership Associates, LLP; and Association of Community College Trustees (ACCT).

Ms. Andrews made the motion to select The Association of Community College Trustees as the presidential firm. Dr. Frank Gemma seconded the motion and it passed unanimously.

Academic and Student Affairs:

Dr. Findt presented the college holiday schedule for the period of July 1, 2018 through June 30, 2019 for review and approval. On April 20, 2018, the State Board of Community Colleges voted to amend 1C SBCCC 200.94 - "Holiday Leave." After the report issued by the Office of State Auditor on January 25, 2018, the State Board of Community Colleges sought to avoid potential inequities created between community college and State employees participating in the same Teachers and State Employees Retirement

System (TSERS), by community college employees earning annual leave being paid more holiday leave than State employees. Dr. Findt stated that there has been an issue with other community colleges taking holidays in excess of the maximum permitted of twelve holidays per year. He reported that Bladen Community College since he has been president, has followed the guidelines regarding the maximum number of holidays allowed each year. Dr. Findt stated that in the past it has not been required that the board approve the college holiday schedule. This rule will be effective July 1, 2018, and requires approval by all local community college boards.

The motion to approve the college holiday schedule for fiscal year 2018-2019 was made by Bruce Dickerson. James McVicker seconded the motion and it passed unanimously.

Personnel Committee Report:

Ms. Andrews presented the local supplement for the college's president for review and approval. Dr. Findt reported when he was initially hired as the president for the college in August 2008, he was given a local supplement of \$10,000. The supplement was paid from county funds and he received the supplement through June 2013 when the State Board of Community Colleges approved an increase in the salary scale for presidents beginning July 2013.

It was requested that Dr. Findt receive a supplement of \$500 per month beginning in July 2018 and continue through the end of his tenure. It is expected that this supplement continue for the next president the college employees in January 2019. Mr. Dickerson stated that the language be changed from "It is expected that this supplement continue for the new president" to "If possible, this supplement will continue for the new president"

Ms. Andrews made the motion to approve the local supplement in the amount of \$500 for the college president beginning July 2018. Sheriff McVicker seconded the motion and it passed unanimously.

New Business:

Dr. Findt reviewed the board meeting dates for 2018-2019 with the group.

Mr. Dickerson made the motion to approve the board meeting dates for 2018-2019. The motion was seconded by Ms. Benton and passed unanimously.

Mr. Dickerson nominated Mr. Troy and Dr. Gemma continue to serve in their current positions as chair and vice-chair. The motion was seconded by Mr. Leinwand and carried unanimously. Dr. Findt will serve as secretary for the board.

Building/Facilities/Grounds Committee Report:

Dr. Findt reported that an issue has occurred regarding the construction contract for the STEM building. The bid opening for the building was held on June 7 and DeVane Builders was awarded the contract. It was discovered that the company did not supply sufficient information regarding sub-contractors when its bid was submitted. DeVane Builders planned to supply the plumbing and electrical construction needs but not the mechanical needs. Jay Stanley reported that the State Construction Office (SCO) was consulted and responded that it is required that primary sub-contractor information be included on bids for formal contracts \$500,000 and over. For this reason, the bid submitted by DeVane Builders for the STEM building has been deemed as non-responsive. Mr. Stanley stated that Mr. Asa Williams of the Economic Development Administration (EDA) has recently informed him that the deadline to begin construction on the building was February 12, 2018. A request for an extension will be submitted to the EDA detailing the reasons for the delay in construction. Mr. Hammond, chair of the building/facilities/grounds committee of the board of trustees, has reviewed the bids submitted and stated that if the bid process for the STEM building is re-advertised he believes that the college will be open to litigation. Mr. Hammond stated that due to possible litigation issues he recommends moving forward by accepting the second lowest bid that was submitted by construction company CSI.

Mr. Hammond moved to nullify agenda item 6.03 Re-advertise STEM Building Project and made a motion to accept the second lowest bid that was submitted by CSI. Dr. Gemma seconded the motion and it passed unanimously.

Charles Boney of LS3P Associates, LTD. presented the campus master plan for review and approval. Mr. Boney stated that goals were determined early in the planning process for the master plan. Goals include considering for population growth and industry needs to direct college programs in the expansion of services; adding new programs to meet the needs from anticipated economic and population shifts in the service area; strengthening of existing programs through available facilities; providing a list of renovations and/or facilities needs to meet anticipated student population increases and code requirements; providing a new site plan to indicate growth opportunities; consolidating allied health programs on one side of campus; repurposing classrooms as needed; integrating CTE programs from high school and facilities needs, including maintenance shop renovations or replacement. The master plan also includes an executive summary, facilities report, facilities plans and building assessments.

The motion was made by Mr. Dickerson to approve the campus master plan as presented. Mr. Hammond seconded the motion and it passed unanimously.

Student Government Report:

Adriana Quiroz, incoming Student Government Association president, introduced herself to the group. Ms. Quiroz is enrolled in the office administration program and is also pursuing a diploma in the medical office program.

Mr. Troy welcomed Ms. Quiroz and thanked her for attending.

Faculty Senate Report:

Sharon Coe gave the faculty senate report. Ms. Coe reported that on June 4 through June 1, a Career and Technical Education (CTE) camp was held at the college. Students from East and West Bladen High Schools attended the camp and participated in carpentry, machining, welding and electrical sessions. Ms. Coe stated that the camp was a positive recruiting program for the CTE program. Ms. Coe reported that the retention task force is planning the student orientation that will be held on August 6, 2018. The college will be hosting a Bladen County School's STEAM camp on July 19. STEAM stands for science, technology, engineering, arts and math. Ms. Coe stated that two welding students will be competing in the national SkillsUSA competition in Louisville, Kentucky.

BCC Foundation Report:

Linda Burney provided information regarding the annual seafood and sunset fundraiser that is scheduled to be held on Thursday, October 11 at The Venue at Regal Resort, White Lake. Ms. Burney stated that the foundation has received \$4,750 in corporate sponsorships to date. Total corporate sponsorships for the 2017 fundraiser was \$13,500.

Ms. Burney reported that Mr. Troy has established the Dennis H. Troy endowed scholarship for the physically disabled. Ms. Burney stated that Sharon Natale has recently established the Nightingale scholarship for associate degree nursing students.

Ms. Burney reported that a scholarship breakfast will be held on September 6 and more than 60 scholarship recipients will be invited to attend.

Academic and Student Affairs:

Dr. Findt provided the summer curriculum registration report for 2018. He stated that the college had the highest summer enrollment ever and the estimated FTE is 140. The headcount is 550 unduplicated students and 1,110 duplicated. The college will receive full FTE funding for the summer semester. Dr. Findt reported that many of the courses taught during the summer semester are on-line courses.

Ms. Guyton gave the summer continuing education report. She stated 726 students are enrolled to date. The total enrollment for the previous summer semester was 1544.

Continuing education enrollment is on-going and Ms. Guyton feels that total enrollment for the 2018 summer semester will parallel the 2017 summer semester.

A summer camp for youth was offered through the continuing education area during June. The camps were for students aged 10 and up and approximately 45 students participated.

Ms. Guyton presented the continuing education accountability and credibility visitation report for the 2017 summer and 2017 fall semesters and the 2018 spring semester. The North Carolina Community College System has a requirement that visitations for continuing education classes by continuing education personnel be documented and reported to the trustees. The college met the requirements for each semester. Directors are required to visit 50% of off-campus classes and 25% of on-campus classes including distance education continuing education classes. The college's senior continuing education administrator is required to visit 10% of off-campus classes. Ms. Guyton stated that the accountability and credibility visitation report follows the requirements of the college's continuing education accountability and credibility plan. The plan defines criteria to be audited during class visits. The purpose of the plan is to maintain credibility and accountability of the program through class visits. Ms. Guyton stated that class visits are made at random for classes that meet 12 hours or more.

Ms. Guyton asked if there were questions and there were none. The report is included.

Ms. Tiina Mundy provided the tobacco free campus report. Ms. Mundy reported that the Truth Initiative grant that was used to help the college become a tobacco free campus has expired. The results from a survey regarding the tobacco free campus initiative has been completed and will be returned to the Truth Initiative. Ms. Mundy stated that this is an important initiative for the health of college students and employees.

Fiscal Affairs Committee Report:

Mr. Stanley gave the BCC Foundation Investment report. He reported that the investments are in good order and are invested in conservative funds. Mr. Stanley stated that the investment has grown to \$766,450.47.

President's Report:

Dr. Findt reported that the college has received the county budget for the upcoming year. The budget has increased by 2.6% to \$984,000 from \$959,000. Also included in the county budget is \$5,000 for student scholarships and \$67,000 for restroom renovations.

Dr. Findt stated Ms. Guyton has various projects going on in the county. He stated that training is being offered at Smithfield. Training is also available to individuals at Southern Carolina Crossroads.

Dr. Findt stated that the college expects to receive final approval for the continuing education building from the State Construction Office in the near future and a ground breaking ceremony will be held for the building following receiving this approval.

The minutes and closed session minutes for the May 22, 2018, meeting were approved with a motion by Mr. Leinwand and second by Ms. Andrews. The motion carried.

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.

Mr. Ricky Leinwand stated that Dr. Findt was presented with the Elizabethtown Chamber of Commerce Person of the Year at the chamber's annual meeting.

Ms. Mundy presented Dr. Findt with the award.

At 8:07 p.m., Chairman Troy thanked everyone for their attendance and their work for the college. The meeting adjourned with a motion by Mr. Dickerson and a second by Mr. Leinwand.

Dennis Troy, Chairman

William Findt, Secretary