

Bladen Community College
BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, August 18, 2020

Members Present in Workforce Development Teaching Auditorium (Building 14): Dennis Troy, chair, Ray Britt, Hayes Petteway: and Whitley Ward

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

Members Absent: None

Others Present in Workforce Development Teaching Auditorium (Building 14): Amanda Lee; Jeff Kornegay; Jay Stanley; Sondra Guyton; Barry Priest; Cynthia McKoy; Regina Valenta; Lynn Marshburn; Bradley Rohlf; Lynika Drye; Sanford Cain; Junior Rideout; Tiina Mundy; Larry Hammond; Alan Wooten, General Manager/Editor, *The Bladen Journal*; Gary Grady, Board Attorney and Missi Hester, recorder.

Others Present Via Conference Call: Crystal Dowd; Cierra Griffin; Re Gena Gilliam; Linda Burney; Joy Grady; and Quentin Turko

Prior to the board meeting Ms. Niki Dennis, Bladen County Clerk of Court, swore in newly appointed trustee Whitley Ward. Ms. Ward has been appointed by the Governor's office.

At 6:03 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.

Approval of Telephonic Board of Trustees Meeting:

Mr. Troy called for a motion to proceed telephonically with the August 18, 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. Frank Gemma made the motion to conduct the meeting telephonically. The motion was seconded by Ray Britt and carried unanimously by roll call.

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

Mr. Troy gave a prayer.

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

Mr. Troy recognized Mr. Hammond for his years of service to the College. Mr. Hammond served as a trustee from June 2016 through June 2020. He was an active member of the Board, serving on sub-committees of the Board including the presidential search committee. Mr. Troy thanked Mr. Hammond and presented him with a plaque from the Bladen Community College Board of Trustees. He was met with a round of applause.

Recognition of College Employees:

Jeff Kornegay reported on recent recognition of college employees. Mr. Kornegay stated that the North Carolina Community College System Office tasks each college with awarding an Excellence in Teaching award and a Staff Member of the Year award to two of its' employees each year. During the virtual All Campus Assembly meeting held in August, cosmetology instructor Tim Marshburn was awarded the Excellence in Teaching award and Regina Valenta was named the Staff Member of the Year.

Mr. Kornegay recognized Cynthia McKoy, Associate Vice President for Academic Services, for 40 years of service to Bladen Community College. He stated that Ms. McKoy is well respected and beloved by faculty. She is known for her honesty and it is an honor to work with her. She was met with a round of applause.

Announcement of New Employees:

Mr. Kornegay introduced three new employees of the College. Lynn Marshburn has been hired full-time as an instructor for the agri-business program and Bradley Rohlf has accepted a position as history instructor. Mr. Kornegay also recognized Lynika Drye, who has recently been hired as a Workforce Innovation and Opportunity Act(WIOA) Program Specialist.

Student Guest Speaker:

Dr. Lee introduced student speaker and recent BCC graduate Mr. Quentin Turko. Mr. Turko recently received an Associate's Degree in Business Administration. Mr. Turko stated that he was honored to be speaking with the Board and thanked the faculty and staff for the experience that he had while attending the College. He said that one of the best things about choosing BCC was that he was able to receive all of his courses online while traveling as a professional surfer. Mr. Turko also holds the world record in Men Speargun underwater fishing for 16.8 lb. Sheepshead that he speared off the coast of the Outer Banks.

Dr. Lee told Mr. Turko that the College is proud of him for his accomplishments and thanked him for sharing his story with the Board.

Adoption of Agenda:

Mr. Troy presented the meeting agenda for Tuesday, August 18, 2020 for review and approval. Mr. Britt made the motion to accept the meeting agenda as presented. The motion was seconded by Mr. Petteway and carried unanimously by roll call.

Consent Agenda for Action Items:

The consent agenda was presented by Mr. Troy. The action item for the August 18, 2020 meeting included Item 4.01 Approval of the minutes for the June 23, 2020 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 August 18, 2020 meeting was approved with a motion by Mr. Britt and a second by Mr. Petteway. The motion carried by roll call.

Student Government Association Report:

Crystal Dowd presented a report for the Student Government Association. Ms. Dowd stated that the SGA is the voice between the student population and the administration of the College. She informed the Board of the upcoming SGA election in September. Ms. Dowd also told them that t-shirts have been provided to each student who has registered and paid for the fall 2020 semester. She stated that she is looking forward to having a great semester with the SGA.

Mr. Troy thanked Ms. Dowd for her report.

Faculty and Staff Reports:

Re Gena Gilliam presented the report from the faculty senate. Ms. Gilliam reported that classes began on Monday, August 17, and it is great to be back on campus. She stated that the BCC faculty is committed to student success and works to ensure that the students receive a quality education. Ms. Gilliam commented that the faculty understands that the students will continue to need their support and the faculty can be reached both virtually and in person to assist them.

Mr. Troy thanked Ms. Gilliam for her report.

Staff Council Report:

Cierra Griffin presented the staff council report. She thanked the Board for their support of the staff council. Ms. Griffin stated that the purpose of the staff council is to provide a voice from the staff to the administration. She reported that the group plans to meet in August and the election of officers for the upcoming year is forthcoming. A chair, vice-chair, secretary, and treasurer will be elected for the group. Ms. Griffin shared some of the plans of the staff council including a new scholarship for BCC students.

Mr. Troy thanked Mr. Griffin for her report.

Bladen Community College Foundation Report:

Linda Burney provided a report from the Foundation. She reported that the Foundation All-Campus Appeal began on August 10 and will continue through August 21. The appeal is being held electronically. Ms. Linda stated that she is again asking the trustees to assist in this appeal and that electronic pledge forms are being sent out to each of them. Ms. Burney provided information regarding the “yellow ribbon campaign” and stated that bows have been placed around campus to show support to the faculty, staff, and students. Ribbons have been placed on a tree in the library that lists each student’s name.

Ms. Burney reported that the Foundation office has received fourteen applications for the College Ambassador program with eight of the applicants being qualified to serve. She stated that beginning this year, Career and College promise students are eligible to apply for the program. The ambassador committee will be reviewing the eligible applicant’s packages and conducting interviews to select this year’s ambassadors. Individuals who are selected to serve as ambassadors will have the opportunity to receive leadership and etiquette training.

Ms. Burney updated the Board on the Linda Bullard Cannon Student Emergency Fund. She stated that the emergency fund is approximately \$3,000. Ms. Linda also reported that the Foundation Executive Committee is scheduled to meet virtually on September 10.

Ms. Burney informed the Board that the Sunset and Vine fall fundraiser set for October 22, 2020 has been canceled.

Academic and Student Affairs Committee Report:

Sondra Guyton provided the continuing education accountability and integrity plan for review and approval. Ms. Guyton stated that North Carolina Community Colleges are mandated by the State Board of Community Colleges to review programs to ensure that training is relevant to the workforce, responsive to the training needs of the community, and responsible in the use of state funds. The accountability and integrity plan is the framework of goals and objectives that supports these objectives. She stated that the plan is reviewed yearly and is presented to the Board for review and approval every three years. Ms. Guyton reviewed with the group minor changes made to the existing plan. She asked if there were any questions and there were none.

A motion was made by Mr. Britt to approve the continuing education accountability and integrity plan as presented. A second was made by Ms. Andrews and the motion passed unanimously by roll call.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided an update on college construction projects. Mr. Stanley stated that the State Construction Office(SCO) conducted the final inspection of the Workforce Development building on June 18th. He reported that all of the previous issues that the SCO noted had been

corrected. During the final inspection, the SCO noted additional items that needed to be addressed. The first item is a conduit in the teaching auditorium that has exposed power and cable lines. The second item noted is the height of the projector and screen being too low. Lastly, the brick mortar on the exterior of the building is different colors. Mr. Stanley stated that these items have been corrected.

Mr. Stanley reported to the Board that the College received a request from LS3P for an additional \$82,075 for additional construction administration fees for the project. Of this amount, \$41,875 is listed as fees for service until beneficial occupancy and \$40,200 for part-time services until July 15, 2020. To date, the total number of approved change orders for the project is nineteen totaling \$125,077. He asked Mr. Sanford Cain to review with the Board change orders that added time to the project. Mr. Stanley told the Board that the College has reached out to State Construction Monitor Mr. Jerry Rogers and a letter has been submitted to the State Construction Office(SCO) for guidance. He will bring further information to the Board during an upcoming meeting.

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 been working with the bonding company for CSI to resolve the issue. Mr. Stanley reported that the College received written notification from the bonding company that \$108,109.80 has been paid. A letter of termination for failure to address these issues has been sent to CSI from Mr. Grady. Mr. Stanley told the Board that a letter of notification has also been sent to Surety Bonding, the bonding company for CSI, acknowledging that they would be responsible for remaining activities to close out the project. Mr. Stanley reported that the College received a letter from the bonding company on August 7 asking for any remaining retainage to be released to them. At this time, the College will not release any remaining retainage until the project for the STEM/Advanced Manufacturing building is 100% completed.

Mr. Stanley asked if there were any questions regarding the construction projects and there were none.

Mr. Stanley provided information regarding an acquisition of land belonging to Mr. James Ronald Brisson. Mr. Brisson contacted the College and proposed an exchange of land of 1.36 acres on the northeastern quadrant of the main campus. The swap of land will square up the College boundary lines on the north eastern quadrant of the main campus. Mr. Stanley reported that this is an even land swap and that no funds are being exchanged between Mr. Brisson and the College. Costs for survey, attorney's fees, and the environmental assessment will be divided equally between Mr. Brisson and the College. During the Board of Trustees closed session meeting held on May 26, 2020, the trustees approved the swap of land pending approval by the North Carolina Community College System State Board. The approval from the State Board was received by the College on July 17, 2020.

Mr. Britt made the motion to approve the land acquisition initiated by Mr. James Ronald Brisson. Mr. Petteway seconded the motion and it was approved unanimously by roll call.

Fiscal Affairs Committee Report:

Mr. Stanley provided a review the College's 2019-2020 fourth quarter financial reports as of June 30, 2020. He stated that the state, county, and institutional funds budgets are all in good order. Mr. Stanley reported the total state current and capital expense funds remaining this fiscal year are approximately \$722,117. Mr. Stanley stated that the carry-over of equipment funds in the amount of \$120,918 as well as institutional support funds in the amount of \$425,012 has been approved. This amount partially is a result of the campus closing due to the Covid-19 pandemic. Mr. Stanley reported that the County provided \$1,069,551 to the College and nearly 99% of those funds have been used. The institutional funds budget showed \$329,419 in unrestricted funds, and \$928,023 total proprietary funds. Mr. Stanley reported the total college institutional funds balance as \$1,220,293.

Mr. Petteway presented the Foundation Investment Committee Report. He stated that to date, the investments are \$1,028,674 and the investments lost during February and March have been regained. Mr. Petteway reported that he is satisfied with how the funds are being invested.

Personnel Committee Report:

Tiina Mundy presented an overview regarding changes to Title IX. Ms. Mundy stated that the College is currently reviewing its Title IX policy to ensure that new regulations are being met. She stated that the changes went into effect on August 14, 2020 and the College will follow the needed procedures. If the College's Title IX policy requires changes, it will be presented to the Board for review and approval during an upcoming meeting. Ms. Mundy told the Board that the College will be following the recommendations of Parker Poe law firm regarding the procedures.

Ms. Andrews asked if a committee has been selected to review the policy and Ms. Mundy stated that there are individuals in place for this task.

President's Report:

Dr. Lee began her report by stating that Bill Carver has been named as interim president for the North Carolina Community College System. Dr. Lee informed the Board that President Peter Hans has been selected as the president of the UNC System. Jennifer Haygood, Chief of Staff, has joined Hans as CFO of the UNC System.

Dr. Lee informed the Board that the College continues to deal with the COVID-19 crisis by budgeting effectively in periods of uncertainty including being prepared to weather a crisis, being flexible in planning, staying well informed and maintaining focus on the priorities that matter most. Dr. Lee provided information regarding how the COVID-19 pandemic effected the spring 2020 semester. Three hundred and seventy-eight students received CARES Act funding. Many clinical hours of face-

to-face learning for the Associate and Practical Degree Nursing programs were lost. These hours were replaced with virtual training and the nursing students are doing well on their nursing exams. Twenty-five percent of the spring continuing education classes were canceled and fifteen percent were converted to online.

Dr. Lee reported that the virtual 2020 Graduation Ceremony was a success with over 1,400 viewings of the video via the College website and YouTube. She thanked the local media outlets for the coverage of the distribution event and graduation ceremony. Dr. Lee thanked Alan Wooten for his editorial regarding the College and the graduation ceremony.

Dr. Lee commented that registration is on-going and the College is working extremely hard to bolster the number of students registered for the fall 2020 semester.

Dr. Lee shared the CARES Act Expenditures by type. The College was allotted over \$800,000 with approximately 71% going to the students. The funds provided are also being used for the purchase of personal protection equipment and to cover the costs to convert online instruction and support student services. Dr. Lee stated that faculty and staff are prepared to work from home in the event that the campus has to close. The College is currently open to the public Monday through Friday from 10:00 a.m. to 2:00 p.m. She gave an update regarding operations of the College and maintaining the most essential priorities.

Dr. Lee informed the members of the Board that this year's President's Award was given in honor of all Bladen Community College employees because of their response to the COVID-19 pandemic.

Dr. Lee reported that due to current budget restrictions there will be no pay increases this fiscal year and only essential hiring is permitted. She stated that there have been a few employee changes as well. Prissy Pope has accepted the lead instructor position for the teacher preparation program and James Johnson will lead the early childhood program. David Humphrey and Kenneth Oxendine have agreed to work 12 month contracts to better support the mechatronics, electrical systems, industrial systems and general occupational technology programs. Dr. Lee also reported that Missi Hester has received a title change to better reflect her job responsibilities and to align her with her peers. Ms. Hester's title is now Executive Assistant to the President and Board of Trustees. Her previous title was Executive Administrative Assistant to the President.

Ms. Hester provided information regarding the virtual 2020 NCACCT Leadership Seminar scheduled for Friday, August 28. Several of the trustees are scheduled to attend. She asked if there were questions and there were none.

Old Business:

No old business was provided.

New Business:

Mr. Troy provided the Board Committee Assignments for the 2020-2021 year. He asked the members to review the committees and contact him if needed if there are any questions.

Mr. Petteway made the motion to re-elect Mr. Dennis Troy as the Chair of the Bladen Community College Trustees. Mr. Dickerson moved that the nominations be closed. Mr. Britt seconded the motion and it passed unanimously by roll call.

Hayes Petteway remarked that the Board is fortunate to have an individual who is willing to serve as Chair and he thanked him for his service.

Mr. Petteway made the motion to re-elect Dr. Frank Gemma as the Vice-Chair of the Bladen Community College Trustees. Mr. Britt seconded the motion and it passed unanimously by roll call.

Unfinished Business:

No unfinished business was provided.

Adjournment

Chairman Troy thanked the trustees for their service to the College. At 8:15 p.m., The meeting adjourned with a motion by Mr. Britt and a second by Mr. Petteway. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary