

**Bladen Community College**  
**BOARD OF TRUSTEES MEETING**  
**Minutes of August 22, 2017**

**Members Present:** Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Albert Beatty; Pam Benton; Bruce Dickerson; Larry Hammond; Ricky Leinwand; Hayes Petteway; Charlotte Smith; Ashley Trivette; and Charity Taylor, SGA president.

**Members Absent:** James McVicker

**Others Present:** William Findt; Sondra Guyton; Jeff Kornegay; Barry Priest; Jay Stanley; Linda Burney; Sharon Coe; Cynthia McKoy; Lynn King; Cara DeLoach; James Green; Lacie Jacobs; Ophelia Munn-Goins; Delilah Blanks; members from the East Arcadia Senior Center; Gary Grady, attorney; and Missi Hester, recorder.

At 7:04 p.m., Chairman Dennis Troy announced that a quorum of members was present and called the meeting to order and asked if any trustee had a conflict or an appearance of conflict of interest. No conflicts were expressed.

Chairman Troy gave a prayer.

Ms. Hester called the roll.

The minutes of the June 27, 2017, meeting were approved with a motion by Ms. Trivette and a second by Ms. Andrews.

**Student Government Report**

Charity Taylor, Student Government Association president, gave the report for the Student Government Association. Ms. Taylor reported that new students were taken on tours of the campus on August 13. Ms. Taylor reported that registration for the fall semester had been held on July 12 and July 13 and August 8 and August 9. She stated that students who presented their registration forms receive a t-shirt that commemorates the college's 50<sup>th</sup> year. The t-shirts are also being sold in the college bookstore for \$5 each.

Charlotte Smith announced that Ms. Taylor has been the recipient of the Elizabethtown Rotary Scholarship.

Mr. Troy asked if there were any questions. Mr. Troy thanked Ms. Taylor for her report.

**Faculty Senate Report:**

Sharon Coe, chair of the faculty senate, reported that faculty returned to campus on August 1 and that many had been advising and registering students. Ms. Coe stated that classes began on August 15.

Ms. Coe stated that the college hosted a solar eclipse event on Monday, August 21. She stated that approximately 360 individuals attended the event.

Ms. Coe told the board that the college writing center has an instrumental role in student success. She reported that the writing center has extended operating hours of Monday through Thursday, 9:30 a.m. to 5:30 p.m. and Fridays 9:30 a.m. to 3:00 p.m. The writing center is also available to students 7:00 p.m. to 9:30 p.m. on Thursday, Friday and Saturday. Dr. Cathy Gibson is the coordinator of the writing center.

Ms. Coe reported that the medical office administration program will offer a certification in billing and coding beginning during the 2017 fall semester. A preparation exam and online certificate exam will be offered and 18 students are enrolled in the program.

Ms. Coe stated encouraged everyone to submit their works to the college's literary and art publication *The Ink Quill*.

**Bladen Community College Foundation Report:**

Linda Burney began the foundation report by stating that communications have been mailed for the upcoming seafood and sunset foundation event. She told the board that the foundation has received over \$9,000 in event sponsorships for the event and a total of \$2,500 in-kind sponsorships.

**Academic and Student Affairs Committee Report:**

Jeff Kornegay introduced new employees of the college. Cara DeLoach has been hired as an English instructor and James Green has been employed as an instructor for the emergency medical science program. Lacie Jacobs has been employed as controller for the college.

**Fiscal Affairs Committee Report:**

Dr. Findt began discussion regarding the East Arcadia lease agreement that is ending September 2017. Dr. Findt stated that he, Mr. Troy and Ms. Andrews had attended an East Arcadia town council meeting on May 8 to discuss the lease. Information was distributed regarding courses offered at the center and operating expenses for the past year. He told the group that the college has utilized the center for twenty years with much success but

enrollment has decreased significantly during the past few years. Curriculum courses have been offered at the center with little to no enrollment. Dr. Findt proposed a one-year lease of the center and stated that the numbers are low and that there are a number of expenses associated with the college offering courses at the location. He further recommended that the college not continue its partnership in the operation of the East Arcadia Senior Center and reduce personnel costs.

Dr. Delilah Blanks spoke on behalf of the East Arcadia Senior Center citizens. Dr. Blanks thanked the trustees for receiving the group and asked to keep the facility open if financially possible. Ophelia Munn-Goins also spoke on behalf of the citizens of East Arcadia.

Ms. Munn-Goins requested more curriculum programs offered at the center.

Ms. Andrews asked if the senior citizens would be able to meet at the East Arcadia Center instead of the East Arcadia Senior Center. Dr. Blanks stated that the senior center is a nutritional site and the East Arcadia Center is more suited for educational purposes.

Charlotte Smith stated her concerns regarding safety at the center. She asked how the community would promote the college and ensure the safety of college employees and students.

Ms. Andrews and Ms. Benton both stated their concerns regarding a one-year lease. Both of the former educators stated that one year is not enough time to measure success or failure in this type of endeavor.

Mr. Horace Munn, an East Arcadia town council member in attendance, explained that the current lease contract states that either party can cancel the lease.

Mr. Grady stated that the party that wishes to cancel the lease must give a 60-day notice.

Dr. Frank Gemma made the motion to offer to lease the educational building at the East Arcadia Campus, along with surrounding right of way and parking area, for ten years with annual rental payments of \$1 per year. Routine maintenance and insurance cost will be the responsibility of BCC and either party can terminate lease in any lease year by giving the other party at least 60 days notice prior to June 30<sup>th</sup> of said year. Ms. Andrews seconded the motion.

A motion was made by Ms. Smith to table the East Arcadia Lease Agreement agenda item until the lease can be prepared. The motion to table was seconded by Mr. Hammond but failed to be approved with three trustees agreeing to table the item and six supportive of moving forward with the lease.

The previous motion to offer to lease the educational building at the East Arcadia Campus was made by Dr. Gemma and seconded by Ms. Andrews. The motion passed.

### **Academic and Student Affairs Committee Report:**

Barry Priest presented the fall 2017 curriculum registration report. He reported that registration is on-going, but at the present time approximately 1,026 students have registered for classes. He stated that enrollment will increase once the career and technical classes offered to high school students are fully registered. Registration for second eight-week classes is on-going. Mr. Priest reported that the college will begin a carpentry program at East Bladen High School that will boost enrollment in the career and technical education program. Mr. Priest told those in attendance that he expects a slight decrease in enrollment from the previous fall 2016 semester.

Mr. Priest reported to the board that the college website has recently been recognized by Awwwards.com for design, creativity and content. He stated that the website is a product of the collaboration of college employees and the website design company Springer Studios. David Springer of Springer Studios entered the college website for the competition and the site received an award for merit for commendable websites.

Sondra Guyton provided information regarding the Workforce Innovation and Opportunity Act (WIOA) monitoring report. Ms. Guyton stated that select files from the NCWorks Career Center have recently been reviewed and no findings were found. The files are reviewed twice each year and a local monitoring is performed once per year.

### **Building/Facilities/Grounds Committee Report:**

Jay Stanley reported on the continuing education and STEM/advanced manufacturing buildings. Mr. Stanley stated that he had previously reported that the design documents for the continuing education building had been approved by the State Construction Office. Since that time, LS3P has been working on the construction documents and a project cost estimator. Mr. Boney will be met with various employees of the college on Monday, August 28, to discuss laboratory classrooms for the building and the project cost estimator. Mr. Stanley reported that the construction document phase is the final phase before the project is sent out for bid.

Mr. Stanley reported that the delay in the STEM/Advanced Manufacturing building had been rectified because the architect firm was able to combine the design documents and the schematic design documents and submitted them to the State Construction Office. The State Construction Office acknowledged receiving the documents on August 18, 2017, and the SCO has thirty (30) days to review the documents and respond.

### **Fiscal Affairs Committee Report:**

Mr. Petteway gave the BCC Foundation Investment Committee report and stated that foundation investments with Morgan Stanley continue to grow with over \$720,000 in balances currently. He stated that he believes the funds are appropriately invested.

Mr. Stanley reviewed the college's 2016-2017 fourth quarter financial reports for county, state, and institutional funds. Mr. Stanley stated that the county budget was nearly expended at the end of the 2016-2017 fiscal year. He stated that approximately \$193,000 in state funds were unexpended and will carry over for the 2017-2018 fiscal year.

Mr. Stanley reported on the balances of institutional funds at the end of the fiscal year. The current unrestricted institutional fund balance as of June 30, 2017, was \$338,724.25. The total restricted institutional fund balance as of the end of the fiscal year was \$302,723.58. Mr. Stanley reported the total proprietary fund balance as \$1,001,165.63. Mr. Stanley reported that the total institutional fund balance as of June 30, 2017, was \$11,069,746.07.

Mr. Stanley provided a report on the Internal Revenue Service 1098-T filing for 2015 student records. He stated that the college director of budgeting did submit the files electronically on time in March, but did not submit them in the correct format as requested by the Internal Revenue Service. Evidence shows that person was notified by the IRS in April within a week of the filing and did nothing. The director of budgeting was notified again by the IRS in September and the individual submitted the file correctly at that time. Mr. Stanley reported that in August 2017, the college received a penalty notice from the IRS in the amount of \$617,760. The college has submitted a written appeal of disagreement to the IRS that states the college acknowledges the penalty, the individual is no longer employed by the college, procedures have been put in place to assure that this will not occur again, and has requested a one-time penalty waiver. The college is currently waiting for a response from the IRS.

Mr. Stanley presented the college's budget resolution for fiscal year 2017-2018. Mr. Stanley stated that the resolution is a template provided by the System Office. Sections 1 and 2 deal with state funds, excluding equipment, and totals \$9,166,976, with a management flexibility reduction of \$381,242. Mr. Stanley reported that the total county fund appropriation is \$964,495 including \$336,408 for plant operations. Section 9 of the resolution states that the president of the college is authorized to transfer funds from one function to another in the same fund with the limitations set forth for the State Fund and Plant Fund by the State Board of Community Colleges. The college board of trustees will be informed of these transfers that will be reported in the board minutes. Section 10 states that the president of the college is authorized to

accept additional state and/or federal appropriations on behalf of the college to facilitate the programs of the college. The acceptance of additional funds shall be reported to the board and entered into the board minutes.

Mr. Petteway, chair of the fiscal affairs committee, made the motion to approve of the budget resolution for fiscal year 2017-2018 as presented. The resolution was seconded by Mr. Hammond and the motion carried unanimously.

Ms. Guyton provided a report on the Bladen's Blooming agreement for small businesses. She stated that the old post office in Elizabethtown is being renovated by the organization to serve as a small business incubator. Ms. Guyton stated that Bladen's Blooming is interested in housing the college's small business center at the facility. The college has not entered in to a lease for the facility.

#### **Personnel Committee Report:**

Dr. Findt reported that the personnel committee met on Monday, August 21, 2017, to review the recommendation for full-time employees for the 2017-2018 fiscal year. He told the board members that each full-time college employee who was employed by the college before July 1, 2017, would receive a \$1000 salary increase as allocated by the Legislature. Additionally, the college was allotted funds that will be used for adjustments to employee salaries for promotions, merit and retention.

Ms. Andrews made the motion to accept the recommendation for full-time employees by stating that it was the consensus of the personnel committee to accept the recommendations for salary increases for full-time employees for 2017-2018 as presented. The motion was seconded by Mr. Beatty and carried unanimously.

#### **President's Report:**

Dr. Findt invited the board to the fall 2017 convocation ceremony held on August 29, at 11:00 a.m., in the college auditorium. Ms. Jennifer Haygood, Chief of Staff for the North Carolina Community College System, will be the speaker for the ceremony. The Student Government Association will host lunch for students and staff after the program.

#### **Old Business:**

There was no unfinished business.

**New Business:**

Mr. Troy reviewed with those present the trustee committee memberships for 2017-2018. A copy was provided to each board member.

**Unfinished Business:**

There was no unfinished business.

At 9:09 p.m., Chairman Troy thanked the trustees for their attendance and service to the college. The meeting adjourned with a motion by Mr. Petteway and a second by Ms. Andrews.

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Dennis Troy, Chairman

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William Findt, Secretary