

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of August 28, 2018

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Pam Benton; Ray Britt; Bruce Dickerson; Larry Hammond; Ricky Leinwand; Hayes Petteway; Joseph Rozier; and Adriana Quiroz, SGA president.

Members Absent: Barbara Knight and James McVicker.

Others Present: William Findt; Sondra Guyton; Jeff Kornegay; Barry Priest; Jay Stanley; Linda Burney; Cynthia McKoy; Lynn King; Timmy Marshburn; Morgan Smith; Gary Grady, attorney; and Missi Hester, recorder.

At 7:05 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.

Dr. Gemma gave a prayer.

Ms. Hester called the roll.

The minutes of the June 26, 2018, meeting were approved with a motion by Ray Britt and a second by Mary Andrews.

Student Government Report

Adriana Quiroz, Student Government Association president, gave the report for the Student Government Association. Ms. Quiroz reported members of the SGA assisted with fall semester registration and over 1000 individuals were registered. She stated that Constitution Day is September 17 and fall festival is scheduled to be held on October 17. Ms. Quiroz reported that an election will be held for SGA senators. The SGA will also provide a Chick-fil-A lunch following the 2018 fall convocation ceremony on Thursday, August 30.

Mr. Troy asked if there were any questions. There were none. Mr. Troy thanked Ms. Quiroz for her report.

Faculty Senate Report:

The faculty senate had no report since the semester has recently begun.

Bladen Community College Foundation Report:

Linda Burney reported that invitations have been mailed for the upcoming seafood and sunset foundation event. She told the board that the foundation has received \$7,350 in sponsorships for the event and a total of \$1,500 in-kind sponsorships. She encouraged individuals to contact the foundation office if interested in becoming a sponsor for the fundraiser. The event is scheduled to be held at The Venue at White Lake on Thursday, October 11, 2018.

Ms. Burney stated that two new scholarships are currently being developed. The scholarships are 828 Networks, that is being established by the DeAndrade family, and the second scholarship is being established by the Town of Elizabethtown.

Ms. Burney reported that 72 foundation scholarships will be awarded this year for a total of \$72,332. A scholarship breakfast for students who have received scholarships is scheduled for Wednesday, September 12.

Academic and Student Affairs Committee Report:

Jeff Kornegay introduced two new employees of the college. Timmy Marshburn has been hired as a cosmetology instructor and Morgan Smith has been employed as a psychology instructor. Mr. Kornegay stated that both individuals had been employed as adjunct instructors for the college.

Mr. Kornegay provided a report concerning the Bladen Early College program. He stated that there are 50 students enrolled in the school and classes began on Monday, August 6.

Mr. Kornegay stated that the program is functioning as a high school.

Barry Priest presented the fall 2018 curriculum registration report. He reported that registration is on-going, but at the present time approximately 1209 students have registered for classes. Mr. Priest stated that enrollment will increase once the career and technical classes offered to high school students are fully registered. 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 to date, enrollment of high school students in the career and college promise program is 351 and will exceed enrollment for fall 2017.

Mr. Priest stated that over 62% of students are enrolled in one or more distance education courses. Fifty-six percent of students enrolled at the college are Bladen County residents and twenty-nine percent of students reside in Robeson County. He shared additional information regarding student enrollment by gender, ethnicity, age, and region.

Sondra Guyton provided a report on enrollment at the East Arcadia Center. Ms. Guyton distributed a document of classes offered during the fall 2018 semester at the center. She stated that there are three students enrolled in the adult high school program and six

students are enrolled in the Nurse Aide I program. Ms. Guyton reported that the welding and phlebotomy courses for fall 2018 have been canceled due to no enrollment in those courses. Ms. Guyton stated that the small business center seminars and webinars scheduled at the center do well.

Ms. Andrews asked about the effective teacher training course that is offered.

Ms. Guyton reported that the course is usually canceled due to low or no enrollment.

Ms. Guyton reported to the group that Bladen County has acquired 109 acres of land located behind the prison at White Lake. She stated that the college is attempting to develop a driving pad for truck driver training and emergency medical service training.

Building/Facilities/Grounds Committee Report:

Jay Stanley reported on the continuing education and STEM/advanced manufacturing buildings. Mr. Stanley stated Mr. Jerry Rogers, project monitor from the State Construction Office (SCO) met with college employees, LS3P and Graka Builders on July 24 to provide the requirements to proceed with the construction of the continuing education building. Mr. Rogers provided the notice to proceed on August 13, 2018, and a groundbreaking ceremony for the building was held on August 15. Mr. Stanley reported that Mr. Rogers provided a schedule for monthly construction meetings that will be held on the third Wednesday of each month. Mr. Stanley informed the trustees that they may attend the meetings. Four County Electric Membership Corporation will be providing the transformer for the college and Mr. Rogers has requested that the purchase be done early in the project. A sub-contractor for the project brought up the issue of a water main for the building that runs beneath an oak tree on the campus. Mr. Stanley stated that the project began on August 13 and the first monthly construction meeting was held on August 16. Four issues were discussed during the meeting: the transformer, the water main that is running below the oak tree, the building pad that is also below the oak tree, and the UL stamp of anything that is plugged in or hardwired in the building must be reported to the SCO. Mr. Stanley reported that LS3P revised the drawings to move the building back 20 feet to resolve the issues with the oak trees and about 14 parking spaces will be lost with the move.

Mr. Stanley reported that the second lowest bidder, Construction Systems Inc. (CSI), had been awarded the construction contract for the STEM building due to DeVane Builders being disqualified by SCO. Mr. Stanley stated that an extension has been provided by the Economic Development Administration (EDA) for the begin date for construction of the STEM building. Construction on the building must now begin by October 12, 2018. Mr. Stanley stated the construction contracts had been received for CSI on August 20 and he reported that the contracts were mailed out on the same day. The SCO received the documents on August 24, reviewed the documents and contacted Mr. Stanley with four

items that need correction. Mr. Stanley stated that he has been in contact with CSI and he has not seen that they say have responded to the issues with the SCO. Members of the board suggested that Mr. Stanley visit their office in Lumberton, NC, to be assured that the information is provided to the SCO in a timely manner.

Mr. Hammond made the motion that Mr. Stanley contact CSI by telephone on Wednesday, August 29, and ask that the issues be addressed Friday, August 31. If the issues have not been addressed by this date, Mr. Stanley will go to the CSI office and inform them that the board of trustees has been discussing the lack of contact from the company and is concerned. Mr. Dickerson seconded the motion and it passed.

Mr. Grady stated that he would stay in contact with Mr. Stanley in the event that he would need to provide a letter to CSI stating the issues and the college's concern of the matter.

Fiscal Affairs Committee Report:

Mr. Petteway reported to the board that he and Mr. Stanley reviewed the college's 2017-2018 fourth quarter financial reports prior to the board meeting. He stated that the college is in good financial shape as of June 30, 2018. Mr. Petteway commended Mr. Stanley and his staff for their work.

Mr. Stanley reviewed the college's 2017-2018 fourth quarter financial reports for state, county, and institutional funds.

Dr. Findt stated that the Comprehensive Annual Financial Report (CAFR) year-end report is balanced and has been submitted to the State. Dr. Findt thanked Mr. Stanley and Ms. Lacie Jacobs for their work on the report.

Mr. Stanley presented the college's budget resolution for fiscal year 2018-2019. 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 total \$9,508,998, with a management flexibility reduction of \$380,957. Mr. Stanley reported that the total county fund appropriation is \$989,963 including \$351,917 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 2018-2019 as presented. Mr. Britt seconded the motion and it carried unanimously.

Mr. Petteway gave the BCC Foundation Investment Committee report and stated that foundation investments with Morgan Stanley continue to grow with over \$785,382 in balances currently. He stated that he believes the funds are appropriately invested.

Personnel Committee Report:

Dr. Findt reported to the board the recommendations for full-time employees for the 2018-2019 fiscal year. He told the board members that each full-time college employee who was employed by the college before July 1, 2018, would receive a two percent 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.

Mr. Troy stated that the personnel committee met and is in support of the recommendation for full-time employees for the 2018-2019 fiscal year.

Mr. Petteway made the motion to accept the recommendations for full-time employees for 2018-2019 as presented. The motion was seconded by Mr. Leinwand and carried unanimously.

Dr. Findt presented the revised holiday leave policy, 3.07, for review and approval. He stated that the policy reflects the changes that were approved to be effective July 1, 2018, by the State Board of Community Colleges. The college is compliant with the amount of holiday leave; however, the policy no longer allows administrative leave for employees. If the college is closed due to inclement weather, employees must use annual leave, special leave granted by the General Assembly, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not scheduled to be in session.

Ms. Andrews made the motion to accept the revised holidays and administrative leave policy as presented. The motion was seconded by Mr. Britt and carried unanimously.

President's Report:

Dr. Findt invited the board to the fall 2018 convocation ceremony held on August 30, at 11:00 a.m., in the college auditorium. The Student Government Association will host lunch for students and staff after the program.

Dr. Findt informed the board that a second-year nursing student broke her leg over the summer and the college is unable to permit the student to continue in the nursing program this year because she is not able to fulfil the necessary clinical requirements due to her

injury. He stated that the student has appealed to Mr. Kornegay and that Mr. Kornegay explained to her the requirements of nursing students during clinicals. The student has been told that she will be readmitted into the program once her injuries have healed. Dr. Findt told the board that the student has recently contacted county manager Mr. Greg Martin with her concerns and Mr. Martin contacted Dr. Findt to make him aware that she had emailed him.

Old Business:

Ms. Hester asked members of the board who are attending the NCACCT Leadership Seminar in Asheville, NC, September 5-7, 2018, to submit their hotel receipts to her for reimbursement following the seminar.

New Business:

Mr. Troy provided a copy of the trustee committee memberships for 2018-2019 to each board member. He requested those present to review the committee memberships and asked if anyone had any questions. There were no questions.

Unfinished Business:

There was no unfinished business.

At 8:38 p.m., Chairman Troy thanked the trustees for their attendance and service to the college. The meeting adjourned with a motion by Ms. Andrews and a second by Mr. Leinwand.

Dennis Troy, Chairman

William Findt, Secretary