

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of September 25, 2018

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

Members Absent: Pam Benton; Barbara Knight; Ricky Leinwand; James McVicker; Gary Grady, attorney.

Others Present: William Findt; Sondra Guyton; Jeff Kornegay; Barry Priest; Jay Stanley; Sharon Coe; and Missi Hester, recorder.

At 6:02 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. There were none.

Ray Britt gave a prayer.

Ms. Hester called the roll.

The minutes of the August 28, 2018, meeting were approved with a motion by Mr. Britt and a second by Ms. Andrews.

Student Government Report

Adriana Quiroz, Student Government Association president, gave the report for the Student Government Association. Ms. Quiroz reported that an SGA election had been held and all officers have been elected. Ms. Quiroz stated that the annual Constitution Day will be rescheduled and the SGA is currently planning the 2018 fall festival.

Ms. Quiroz announced that SGA advisor Ms. Crystal Dowd has returned to work after an automobile accident in February.

Dr. Findt stated that Constitution Day is required to be held each year at every educational institution that receives federal funds.

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

Faculty Senate Report:

Sharon Coe, chair of the faculty senate, stated that she and other faculty members are receiving calls from students who have been affected by Hurricane Florence. She reported that the college is working to assist the students. Ms. Coe stated that students who lost books are able to receive a free e-book from Cengage Publishing.

Ms. Coe reported that on Tuesday, October 2, members of the faculty and staff will attend an NC LIVE open textbook workshop. NC LIVE is launching a state-wide initiative titled Open Education North Carolina (OENC) to create free and open textbooks for the most frequently taught courses.

Ms. Coe reported that some members of the college faculty and staff will be attending the North Carolina Community College System Conference that will be held at the Raleigh Convention Center October 7 through October 9.

Bladen Community College Foundation Report:

Linda Burney reported that the seafood and sunset foundation fundraiser event has been rescheduled for Thursday, October 25, due to Hurricane Florence. The fundraiser will be held at The Venue at White Lake.

Ms. Burney stated that the family of student Jeremy Moss has recently established an endowed welding scholarship in the amount of \$10,000. Ms. Burney reported that 50 students attended a scholarship breakfast that was held on Wednesday, September 12. Student services, financial aid services and the foundation organized and participated in the scholarship breakfast.

Hayes Petteway reported that the foundation investments total \$953,808 as of August 31, 2018.

Academic and Student Affairs Committee Report:

Barry Priest reported that the college is working to help students affected by Hurricane Florence. Mr. Priest stated the college is surveying students to assess financial and emotional distress of students due to the storm. He reported that grief counseling will also be available to students.

Mr. Troy stated that he would like this information reported to the board at an upcoming meeting.

Mr. Priest provided a report regarding the Minority Male Success Initiative. The program was designed to strengthen minority male student outcomes by encouraging participation and collaboration among student participants and institutional departments. The goal of the program is to increase the progression, retention and

graduation of minority males. Mr. Priest reported that Jerry McDowell works with students who are currently participating in the program. John Green, recruiting and retention coordinator, also works with the participants. Mr. Priest reported that meetings are held bi-weekly. Participants have access to workshops regarding problem solving skills, time management, soft skills, and positive attitudes. Mr. Priest stated that guest speakers visit the college and speak to the group about various topics. The college has received funds for the program for at least ten years and an early alert system has been purchased to help track student grades.

Jeff Kornegay reported on the campus closure due to Hurricane Florence. Mr. Kornegay stated that seven instructional days had been missed due to the storm. Upon return to the campus, he and others met with deans and department chairs to determine ways to make-up the time missed. Mr. Kornegay reported that three days were added back to the calendar. Two days from the fall break and Wednesday, November 21, will be regular instructional days added back to the instructional calendar. Additional on-line assignments will also be given. Mr. Kornegay stated that the System Office has been contacted and this method to make-up has been approved. Mr. Kornegay stated that the importance of good record keeping has been stressed to members of the faculty.

Sondra Guyton provided a report on the college compliance review for student records. Ms. Guyton stated that Amanda Tolar, compliance examiner for the North Carolina Community College System, conducted the review of records. Ms. Tolar requested a total of 352 student attendance records, 167 continuing education records and 185 curriculum student records. Full-time Equivalent (FTE) compliance reviews are conducted at each of the 58 community colleges to ensure that colleges are correctly reporting the number of students who attend classes at each institution. The reviews are conducted bi-annually. Ms. Guyton stated that Ms. Tolar completed the review of the records just prior to the college closing for Hurricane Florence on Wednesday, September 12. She stated that Ms. Tolar is scheduled to return to the college on Monday, October 1. Ms. Guyton stated that college employees have kept very good records and Ms. Tolar had only minor questions regarding the student attendance records. Ms. Guyton told the board that she expects that the college will receive a very good compliance review report.

Ms. Guyton reported on Smithfield classes. She stated that a mechatronics program through continuing education began at Smithfield during the fall semester. Ms. Guyton reported that she and others from the college had meet with Smithfield employees on multiple occasions and a program was developed based on the needs at the processing plant. She stated that 16 Smithfield maintenance employees enrolled initially in the program and 13 students are currently enrolled in the program. An articulation

agreement has been formed with the curriculum department that states that continuing education credits will transfer and may be used toward a two-year associate degree.

Ms. Guyton stated that Charles Peterson is currently working on other customized training projects with Smithfield.

Ms. Guyton provided a report regarding enrollment at the East Arcadia Center and 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. Five students completed the Introduction to Phlebotomy course. Ms. Guyton reported that the welding and phlebotomy courses scheduled for fall 2018 have been canceled due to no enrollment in those courses. Ms. Guyton stated that small business center seminars and community service classes scheduled at the center do well. Ms. Guyton reported that an effective teacher training course will be offered October 8 through October 17 at the center.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided construction information concerning the Workforce Development and STEM buildings. Mr. Stanley stated that Ernie Langston is the LS3P construction contract administrator who comes to the college weekly to provide a field report for the continuing education building project. Mr. Stanley told the board that Jerry Rogers from the State Construction Office (SCO) comes to the college monthly. Mr. Stanley stated that the building project has been moved back 20 feet. Mr. Stanley informed the board that the local fire marshal is requiring that the fire hydrant that would service the continuing education building be moved 125 feet toward Pleasant Grove Church Road. Also the town of Dublin is requesting that a water main meter to the building be replaced due to the size of the main and rust that has collected on the device. The current water meter is 2 inches and needs to be 6 inches. Mr. Stanley stated that the designer of the project is currently working on a change order for both of these issues. He reported that the estimated cost for these items is \$40,000 and that there are funds available to cover the cost.

Mr. Stanley reported to the board that during the previous board meeting at motion was made that he contact CSI regarding the construction contracts for the STEM building. He called CSI the following day and spoke with Mr. Doug Whitbeck who is the vice president of Construction Systems, Inc. (CSI) and informed him that the construction contracts are needed due to a deadline requirement by the main funding source for the project. Mr. Stanley reported that the contracts were finalized that day and picked up from the CSI office. Dr. Findt signed the documents that day and they were mailed to the SCO. Mr. Stanley stated that the project received final approval from the SCO on September 17. A pre-construction meeting is scheduled to be held on Wednesday,

September 26. A notice to proceed with the project typically takes no more than ten days from the pre-construction meeting.

Fiscal Affairs Committee Report:

Mr. Petteway reported on the foundation investments. Mr. Stanley reported that Heather Garner, payroll specialist, reported to work during the time that the college was closed due to Hurricane Florence and payroll will be submitted on time. Mr. Stanley stated that the college fared well during the storm with only minimal damages to the facilities. The college will submit claims to FEMA.

Personnel Committee Report:

Ms. Andrews reported on the presidential search. She stated that applications will be accepted until October 4, 2018. Ms. Andrews stated that the board will be contacted regarding the next board presidential search meeting.

President's Report:

Dr. Findt reported that the campus regained power relatively quickly after the hurricane. Bladen County Emergency Services requested to use the college auditorium as a staging area for emergency personnel who provided assistance after Hurricane Florence. Several local and remote agencies used the facility. National Guardsmen as well as a group of nurses from out of state also used the facility to provide assistance to those effected by the storm.

Dr. Findt reviewed the latest travel policy with the group. He asked the board to see Ms. Hester or Mr. Stanley if anyone has questions regarding the travel policy.

Dr. Findt thanked Ms. Hester and the vice presidents for their work for the college. Dr. Findt applauded Mr. Stanley for his caring nature and stated that he works well with his department and with all other college employees. He stated that Ms. Guyton is very interested in the workforce educational needs of Bladen County residents. Dr. Findt commended Mr. Kornegay for his work with the deans and members of the faculty to provide the best education possible for students. He stated that Mr. Priest excels in his work for students. Dr. Findt stated that Ms. Hester is a pleasure to work with and that she has expressed her satisfaction with her work in the president's office and for the board of trustees.

At 7:29 p.m. following a motion by Mr. Hammond and a second by Ms. Andrews, Mr. Troy stated that pursuant to Statutes G.S. 143.318.11(A6) the board would go into closed session to discuss a personnel matter.

The board returned to open session at 7:40 p.m. with a motion made by Mr. Petteway and second by Ms. Andrews.

Old Business:

Mr. Troy provided the 2018-2019 board committee membership list to each board member. The list was also provided during the previous board meeting held on August 28, 2018. Mr. Troy asked the board to review the committee appointments and asked if any changes needed to be made. No one responded that changes were needed.

New Business:

There was no new business.

Unfinished Business:

There was no unfinished business.

At 7:41 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 Mr. Hammond.

Dennis Troy, Chairman

William Findt, Secretary