

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of November 27, 2018

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

Members Absent: James McVicker

Others Present: William Findt; Jeff Kornegay; Sondra Guyton; Barry Priest; Jay Stanley; Linda Burney; Sharon Coe; Adriana Quiroz, SGA president; Gary Grady, board attorney 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.

Mr. Jeff Kornegay gave a prayer.

The minutes and the closed session minutes of the September 25, 2018, meeting were approved with a motion by Mr. Dickerson and a second by Mr. Britt.

Student Government Report:

Adriana Quiroz, Student Government Association president, reported that members of the SGA had attended the N4CSGA conference October 19 through October 21 in Fayetteville, North Carolina. Ms. Quiroz stated that the SGA participated in the Elizabethtown annual Christmas parade in November. The SGA is giving BCC t-shirts to individuals who register for the spring 2019 semester. Ms. Quiroz stated a canned food drive and a coat drive to assist Bladen County residents is currently being held.

Ms. Quiroz stated that she is a full-time student majoring in office administration and she will graduate in May 2019. She has also received a degree in cosmetology from BCC. Ms. Quiroz reported that she would like to work in the public schools as an office administrator and she also reported that a future goal of hers is to own her own salon. Ms. Quiroz stated that her time at the college has enabled her to grow as a person and she cherishes her time as a student at BCC. Ms. Quiroz credits cosmetology instructor Ms. Audrey Lewis, with her success stating, that Ms. Lewis always encouraged her in her studies. She said that the faculty and staff at the college believe and care about students.

Mr. Troy stated that student success is important on the national, state and local level. He asked Ms. Quiroz what the trustees could do to further assist students, to which she

replied that the college could continue to provide resources that it is currently offering to students and the continued support from faculty. Ms. Quiroz mentioned lowering the cost of out-of-state tuition be reviewed to better assist those students to which it may apply. Mr. Troy asked that staff review this matter.

Faculty Senate Report:

Sharon Coe, faculty senate president, presented the faculty senate report. Ms. Coe reported a hot dog luncheon held for students on October 10. Students were also given gift bags containing hygiene products following Hurricane Florence. Ms. Coe stated that an additional luncheon has been planned for Wednesday, December 5.

Ms. Coe reported that the faculty senate is planning to create a food pantry on the college campus and she hopes that it is in operation during the spring 2019 semester. In addition, the faculty will be donating \$50 Food Lion gift cards to students in need. She stated that each faculty member is donating \$20 toward the cards and \$300 has been collected to date.

Ms. Andrews and Mr. Troy commended Ms. Coe and the college faculty for their generosity and thoughtful regarding students.

Mr. Troy thanked Ms. Coe for her report.

Bladen Community College Foundation Report:

Linda Burney provided the trustees statements of their giving to the foundation to date. She also informed them that they would soon be receiving year-end appeal mailings and that Dr. Findt had written the letter of appeal.

Ms. Burney stated that over \$25,000 was raised during the seafood and sunset fundraiser event and the \$20,000 was net profit. The 2019 fundraiser will be held at Lu Mil Vineyard in Dublin and will be called "Sunset and Vine."

Ms. Burney informed the board that there are two new endowments. The Hiram K. Hester endowment in the amount of \$25,000 was given by his widow Mischa Hester. An additional \$10,000 pledged endowment is also in the works.

Ms. Burney reported on the BCC Alumni Association by stating that 1200 individuals have been identified as alumni of the college. The alumni will be receiving information regarding the association.

Ms. Burney provided information regarding a clock for the college campus. The cost for the clock is approximately \$22,000. Mr. Troy asked if funds are currently available for the purchase of the clock and Ms. Burney stated that there are no funds available for the purchase.

Mr. Troy thanked Ms. Burney for her work with the foundation.

Academic and Student Affairs Committee Report:

Barry Priest provided information regarding the North Carolina State Education Assistance Authority for student financial aid. Mr. Priest stated that the authority's responsibility is to ensure that state funds are spent in accordance with the purpose for which it is appropriated and the rules that govern their administration. Mr. Priest reported that the organization conducted a program review for the period of 2015-16 and 2016-17 for the Education Lottery scholarship, Child Welfare Postsecondary Support (NC Reach), North Carolina National Guard Tuition Assistance (NC TAP) and Forgivable Education Loan for Service (FELS). He stated that there were no findings, observations, or fiscal liabilities associated with the programs during the review. The staff was also commended for organization, courtesy, and cooperation extended during the review process.

Mr. Priest reported on relief efforts for student affected by Hurricane Florence. He told the board the BCC is one of 21 community colleges in North Carolina to receive emergency funding for students impacted by the hurricane. The State Board of Community Colleges approved \$5 million to be allocated for this project that was made possible by the General Assembly. Mr. Priest reported that Bladen received \$85,617 for emergency funds available on November 1, 2018. An application process was developed and implemented and college counselors are interviewing students who apply for the funds. Mr. Priest stated that to date, 21 curriculum student applications have been received and 20 have been approved for an average of \$1,132 per student. Three continuing education students have received approximately \$900 each. Mr. Priest stated that 15 additional applications have been received and are being reviewed.

Jeff Kornegay reported on college grants received for the 2017-2018. Mr. Kornegay stated that grants number one through four and grant numbered seven listed are received annually from the State of North Carolina and based on student enrollment. He stated that the Minority Male Success Initiative grant is currently being received by 46 out of 58 community colleges in the state. Mr. Kornegay reported that the number of colleges receiving the grant will be reduced to approximately 22 next year. Mr. Priest informed the board that some colleges do not exhaust all of the funds provided by this grant, therefore the State is reducing the number of schools that will be receiving it the following year. Mr. Kornegay reported that grants received for 2017-2018 totaled \$516,410.

Sondra Guyton provided information regard the compliance review of student attendance records. Ms. Guyton reported that Amanda Tolar, compliance examiner for

the State Board of Community Colleges, conducted the review of student curriculum and continuing education records. Ms. Guyton reported that the college received a letter dated November 14 that stated there were no material findings in the review of records. She also stated that Ms. Tolar commended the staff record keeping procedures. This review of student records is conducted bi-annually.

Ms. Guyton reported on the partnership between Bladen Community College and BB&T. Ms. Guyton, Dr. Findt and Mr. Kornegay attended a ceremony in Whiteville, NC, where BB&T announced plans to construct a \$20 million facility to consolidate its processes. Ms. Guyton also stated that the company is supply \$1 million to be divided between Bladen Community College, Southeastern Community College, Robeson Community College and Sampson Community College. The funds will be given to the foundation to be used for workforce development training for BB&T employees and potential employees. BB&T has asked the colleges to develop training for its employees. Ms. Guyton stated that four courses have been developed and will be available to students beginning in the spring 2019 semester.

Sondra Guyton provided information regarding programs at the East Arcadia Center. Ms. Guyton gave each member of the board a handout that detailed the courses taught at the Center beginning during the fall 2017 semester through fall 2018. She reminded those present that continuing education courses continue to be taught at the center, however; enrollment is low and continues to decline. Ms. Guyton distributed a document detailing the state and county expenses for the East Arcadia Center for fiscal year 2017-2018 that totaled \$75,718.95. The worksheet provided expenses such as the salary for the director and the cost for utilities.

Discussion followed regarding not renewing the lease for the East Arcadia Center. It was voiced that all efforts be exhausted before closing the Center. The college must give a 30-day notice to the Town of East Arcadia before the end of the fiscal year if it plans to not renew the lease. Ms. Guyton stated that the college plans to provide classes as needed in the East Arcadia area at other facilities.

Information regarding expenses to operate the Center will be provided to the board during the January 2019 board meeting. At that time, the board will make a decision regarding the lease of the Center based on that information and the number of students registered for courses.

Building/Facilities/Grounds Committee Report:

Jay Stanley reported on the continuing education and STEM/advanced manufacturing buildings. Mr. Stanley stated that one change order for the continuing education building has been approved. The order includes moving the building twenty feet north to avoid issues with oak trees in the area of construction, the upgrade of an existing

water meter and relocating a fire hydrant to improve fire protection as requested by Dublin Fire Department. The total cost for these items is \$25,844. The new completion date is August 27, 2019.

Mr. Stanley informed the board that the college received a notice to proceed regarding the STEM building and the scheduled completion is August 14, 2019.

Mr. Stanley provided information regarding the college foundation audit report. The accounting firm Thompson, Price, Scott and Adams conducted the audit and the report was presented to the executive committee of the foundation on November 6, 2018. Mr. Stanley stated there were no significant audit findings, no disagreements with management and no deficiencies in internal controls as of June 30, 2018. Mr. Stanley reported that Mr. Scott verbally commended the foundation and business office staff for their work.

Mr. Stanley provided the college's first quarter financial reports consisting of the state, county, and institutional funds for the period ending September 30, 2018. Mr. Stanley reviewed the state and institutional budgets with the board. He stated that the budgets are reviewed monthly and that they are in good order. Mr. Stanley reported that 1% of the state budget is being held in reserve in the event of a state reversion in January 2019. The county budget was 24% expended at September 30, 2018. Mr. Stanley reported on the balances of institutional funds at the end of the fiscal year. The current unrestricted institutional fund balance as of September 30, 2018, was \$298,100.62. Mr. Stanley reported the total proprietary fund balance as \$853,159.38. Mr. Stanley reported that the total institutional fund balance as of September 30, 2018, was \$1,087,526.53.

Mr. Stanley presented the college's capital needs for the 2019-20 to 2023-24 fiscal years. Mr. Stanley told those present that each year the county requests a capital needs list from each county agency. The capital improvement plan is submitted to the county as a planning and budgeting tool which provides information regarding the college's needs over a period of five years. Mr. Stanley noted that the first priority listed is the renovation of building 2 second floor and revise air conditioning system at a cost of \$195,000. Mr. Stanley noted that the fiscal affairs committee of the board meet and reviewed the Bladen County Capital Improvement Plan Worksheet.

Mr. Petteway moved to approve the college capital improvement plan worksheet as presented. Mr. Britt seconded the motion and it passed unanimously.

Mr. Petteway provided the foundation investment committee report. He stated that the college investments are down approximately 7% to 8% from the high in January 2018. Mr. Petteway informed the board that the foundation investment committee met with Skip Sizemore of Morgan Stanley during October to discuss the investments.

Personnel Committee Report:

No personnel committee report was brought before the Board.

At 7:45 p.m. following a motion by Ms. Andrews and a second by Mr. Hammond, Mr. Troy stated that pursuant to Statutes G.S. 143.318.11(A6) the board would go into closed session to discuss legal issues with the college attorney.

Ms. Andrews moved that the board return to open session, seconded by Mr. Rozier; motion carried and the board returned to open session at 8:04 p.m.

President's Report:

Dr. Findt reported that the college is currently participating in the 2019 United Way Campaign. The goal for the campaign was \$6,000.

Dr. Findt recommended the board retreat scheduled for January 18, 2019, be re-scheduled for Friday, February 22, 2019. A regular board meeting will be held on Tuesday, January 22. The board was in agreement in moving the dates for the January and February board meetings.

Dr. Findt thanked the board for trusting in him and stated that working at the college has been a wonderful experience.

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.

At 8:15 p.m., Chairman Troy thanked everyone for their attendance. The meeting adjourned with a motion by Mr. Britt and a second by Mr. Petteway.

Dennis Troy, Chairman

William Findt, Secretary