

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of November 28, 2017

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Pam Benton; Bruce Dickerson; Ricky Leinwand; James McVicker; and Hayes Petteway.

Members Absent: Albert Beatty; Larry Hammond; Charlotte Smith and Ashley Trivette.

Others Present: William Findt; Jeff Kornegay; Sondra Guyton; Barry Priest; Jay Stanley; Linda Burney; Sharon Coe; Charity Taylor, SGA president; and Missi Hester, recorder.

At 6:05 p.m., Mr. Troy announced that a quorum of the members was present and called the meeting to order.

Mr. Hayes Petteway gave a prayer.

The minutes of the October 24, 2017, meeting were approved with a motion by Mr. Dickerson and a second by Ms. Andrews.

Student Government Report:

Charity Taylor, SGA president, reported that the SGA is sponsoring a canned food drive and a coat drive to assist Bladen County residents. Ms. Taylor also reported that members of the SGA had participated in the Bladen Community College 50th anniversary musical and the Elizabethtown Christmas parade.

Mr. Troy thanked Ms. Taylor for her report.

Faculty Senate Report:

Sharon Coe, faculty senate president, presented the faculty senate report. Ms. Coe reported final exams will be December 7th through December 13th.

Ms. Coe stated that the college hosted approximately 164 eighth grade students from Bladenboro Middle School and Clarkton School of Discovery for math and science day. Each student was provided with information regarding the Career and College promise program. A similar event will be held in the spring for the remaining Bladen County eighth grade students.

Ms. Coe informed the group that information technology student, Anthony Kennedy, recently passed the Desktop Pro Certification exam.

Mr. Troy thanked Ms. Coe for her report.

Mr. Troy addressed the group by publicly thanking Sheriff McVicker for his work to protect the students and employees of the college. The college was recently put on lock down because of a standoff between sheriff deputies and an armed individual at a house located near to the college. The situation ended with no injuries or casualties.

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. Ms. Burney informed the board that the college's foundation recently received the report of no findings from the yearly audit and she is pleased with the results.

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

Academic and Student Affairs Committee Report:

Frank Gemma reported to the board that the academic and student affairs committee of the board met on November 13 to discuss methods to enhance student enrollment at the East Arcadia Center.

Sondra Guyton provided information regarding programs at the East Arcadia Center. Ms. Guyton stated that the college had attempted unsuccessfully in the past to offer curriculum courses at the center. The college was not able to justify providing the courses due to low student enrollment. She provided a handout that detailed the number of students enrolled at BCC who live near East Arcadia and she told the group that they are enrolled at the college, but they attend online courses or they come to the main campus in Dublin. She reminded those present that continuing education courses continue to be taught at the center. Ms. Guyton passed out a flyer of curriculum and continuing education courses that the college plans to offer at the East Arcadia Center during the 2018 spring semester. She also stated that the college plans to use BladenOnline and The Bladen Journal to market the courses to the public.

Ms. Guyton provided a budget worksheet detailing the costs to operate the East Arcadia Center. The worksheet provided expenses such as the salary for the director and the cost for utilities.

Mr. Troy raised the issue of security at the center and stated that there have been past concerns. Ms. Dinkins stated that deputies are coming to the center and she feels more secure.

Jeff Kornegay provided a level-one instructional service agreement for review and approval. The North Carolina Community College System requires trustee authorization for college presidents to approve level-one instructional service agreements for high school students enrolled in college courses without board chair

signatures on individual agreements. Mr. Kornegay informed the group that these agreements are for colleges requesting approval to offer courses in another college's service area. Antioch Christian Academy has requested that the high school students at the school be eligible to participate in the Career and College promise program offered at Bladen Community College.

Dr. Gemma made the motion to approve authorization by Dr. Findt of level-one service agreements without board chair signature on individual agreements. The motion was seconded by Sheriff McVicker and passed unanimously.

Mr. Kornegay presented the revised college policy manual for approval. The manual was provided to the board for review during the previous meeting on October 24, 2017. The college policy manual was reviewed and revised by Mr. Kennon Briggs, Ms. Tiina Mundy and Mr. Kornegay. College attorney Gary Grady has also reviewed the manual. Mr. Grady suggested that the whistleblower policy which includes the statement "who believes beyond a reasonable doubt" be replaced with the statement "who believes in good faith". Dr. Findt stated that this change has been made. An employee leave policy has also been adjusted to be in-line with what the state provides. In the past, non-faculty college employees with zero to two years of service have received eight hours of leave per month. The state policy is zero to five years receives nine hours per month. Dr. Findt mentioned that the harassment policy has also been updated.

Mr. Kornegay stated that the revised manual will be used as supporting documentation for the SACSCOC fifth year report.

Dr. Gemma made the motion to approve the revised college policy manual. The motion was seconded by Mr. Petteway and passed unanimously.

Building/Facilities/Grounds Committee Report:

Jay Stanley reported on the continuing education and STEM/advanced manufacturing buildings. Mr. Stanley stated that he previously reported that LS3P submitted the construction documents on October 17 to the State Construction Office (SCO) and to the college. The submission included the project manual, final construction blueprints and the opinion of probable cost. The SCO has twelve weeks to review the documents. Mr. Stanley reported that the construction document phase is the final phase before the project is sent out for bid. He expects bidding on the project to begin during February or March of 2018.

The final rendering of the Economic Development Administration building was on display for the trustees to review. The cost per square foot has increased from \$125 per square foot to \$180 per square foot. The STEM building, which is a metal building

with a brick façade, will be approximately 9500 square feet at a cost of \$1.9 million dollars. Mr. Stanley reported that the building would have a STEM support classroom, a computer lab, an advanced manufacturing classroom, manufacturing technology lab, plumbing, electrical and air supply lab and industrial manufacturing/chemistry lab. Mr. Stanley informed the board that grant funds will be used to build the facility and flexibility in the design is limited.

Mr. Petteway made the motion to approve the exterior rendering of the Economic Development Administration/STEM building. Mr. Dickerson seconded the motion and it passed unanimously.

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 16, 2017. Mr. Stanley stated there were no significant audit findings, no disagreements with management and no deficiencies in internal controls as of June 30, 2017.

Mr. Stanley reported on the purchasing and contract compliance review. There were four findings. They were incorrect commodity codes, not purchasing from statewide term contract, direct payments and insufficient or incomplete specifications for service contracts. Mr. Stanley stated that many community colleges across the state are being reviewed in this manner and Bladen received a favorable review. According to Ms. Tammie Kuhn, the compliance officer who performed the review, many colleges have 12 to 15 findings. Mr. Stanley stated that the deficiencies found have been reviewed for corrective action going forward.

Mr. Stanley presented the Employment Eligibility Form I-9 to the trustees. Internal Revenue Code §3401(c) provides that the term employee includes, "an officer, employee, or elected official of the United States, a State, or any political subdivision thereof, or any agency or instrumentality of any one or more of the foregoing." The college is required to treat members of our board of trustees as employees.

Mr. Stanley stated that though board members are not directly paid or reimbursed for their services, United States Citizenship and Immigration Services mandates that we collect Form 1-9 from each person whom we hire to perform services, even if all that is given in return for that service is food or lodging. Our board members are occasionally provided food and/or lodging in connection with official college business. Mr. Stanley informed the board members that because of this code, each member of the board must complete the Form 1-9 and return it to the college to be kept on file as well as verification items, such as driver's license, passports, or some type of identification provided by Federal, State or local government. The college will be fined \$3000 per person for board members that do not complete the form.

Mr. Kornegay presented the paramedic to associate degree nursing bridge program student testing fee for review and approval. He stated that this is one of the newest programs on campus and the college is one of three schools in the state that is offering this program. Mr. Kornegay stated that ten individuals have met the qualifications for the program. He reported that the HESI testing battery of tests will be required for this co-hort of students at a cost of \$190 per student. Mr. Kornegay stated that when the fee schedule was presented to the board earlier during 2017, the paramedic to associate degree nursing bridge program had not been approved at that time.

Mr. Dickerson made the motion to approve the \$190 HESI testing fee for paramedic to associate degree nursing bridge program students and Ms. Andrews seconded the motion. The motion carried unanimously.

Mr. Petteway provided the foundation investment committee report. He stated that the assets have increased to \$753,528 as of November 28, 2017. Mr. Petteway informed the board that the foundation investment committee met with Skip Sizemore of Morgan Stanley on November 7 to discuss the investments.

Personnel Committee Report:

No personnel committee report was brought before the Board.

President's Report:

Dr. Findt stated that the college musical was successful and provided a copy of the playbill for the event. Over \$500 for the college's foundation was collected during the event.

Dr. Findt stated that the Bladen County Board of Education met on Monday, November 27, and voted unanimously to approve the early college school.

Dr. Findt reported that the State Board has begun the process to employ a new System President. The deadline for applications is January 15, 2018.

Dr. Findt stated that Cape Fear Valley Health System has provided funds to employ a nursing instructor. Marcia DeAndre has been employed in the position and will begin work in January.

He reported that the college's small business center has received an award for excellence. It is one of eleven in the state to receive the award.

The United Way Campaign for 2018 raised \$5,788.40. Employees of the college contributed \$5,199.54 and students raised \$588.90. The goal for the campaign was \$6,000.

Dr. Findt informed the board that the trustee retreat will be held on January 19, 2018.

Ricky Leinwand commended Sheriff McVicker for his work, professionalism and patience with the situation that led to the lock-down at the college.

Old Business:

No old business was brought before the Board.

New Business:

Mr. Troy reported on the System Governance Task Force on Senate Bill 420 and State Board of Community Colleges code language.

Unfinished Business:

No unfinished business was brought before the Board.

At 7:22 p.m., Chairman Troy thanked everyone for their attendance. The meeting adjourned with a motion by Mr. Petteway and a second by Dr. Gemma.

Dennis Troy, Chairman

William Findt, Secretary