

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of December 6, 2016

Members Present: Dennis Troy, chair; Mary Andrews; Albert Beatty; Pam Benton; Wayne Edge; Ricky Leinwand; and Hayes Petteway.

Members Absent: Frank Gemma, vice chair; Landon Bordeaux; Larry Hammond; James McVicker; and Charlotte Smith.

Others Present: William Findt; Jeff Kornegay; Sondra Guyton; Barry Priest; Jay Stanley; Junior Rideout; Linda Burney; Charles Boney; Chris Weldon; Lisa DeVane; Amber Johnson, SGA vice president; and Missi Hester, recorder.

At 6:06 p.m., Mr. Troy announced that a quorum of the members was not present and called for the student government report.

Student Government Report:

Amber Johnson, SGA vice president, gave the report for the Student Government Association. Ms. Johnson stated that she recently attended leadership presentation workshops dealing with stress management techniques for college students. The SGA also held a canned food drive to help individuals affected by Hurricane Matthew. Ms. Johnson reported that the SGA had exceeded its United Way goal of \$500 by participating in a Krispy Kreme doughnut fundraiser and by placing “penny jars” in various locations on campus. The SGA is sponsoring a toy drive for disadvantaged children in Bladen County.

Faculty Senate Report:

Lisa DeVane, faculty senate president, presented the faculty senate report. Ms. DeVane reported final exams will be given December 7th through December 16th.

Ms. DeVane stated that the college’s early childhood program is working with Ms. Lynn Vick who recently began her work as the Bladen County Smart Start director. In the spring an open house will be hosted by the college’s early childhood program for childcare providers in the county to visit the model classroom and to recruit individuals to enroll in the program. Students will be required to use the Smart Start program during their time in the early childhood program.

Ms. DeVane reported that 25 students in the nursing department will be testing in February for admission to the LPN to RN program. All nursing applications for the 2016-2017 academic year are due March 1st.

Mr. Troy thanked Ms. DeVane for her report.

Bladen Community College Foundation Report:

Linda Burney provided the trustees statements of their giving to the foundation through November 30, 2016. Ms. Burney stated that the fall fundraiser was a success and thanked members of the board who attended. Ms. Burney thanked Mr. Rideout and his staff for their help during the event. Ms. Burney stated that the event raised approximately \$26,000. Expenses were down and income has increased with corporate sponsorship up from 44 in 2015 to 74 in 2016. Net profit for the event that will be used for student scholarships will be approximately \$21,000.

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

Academic and Student Affairs Committee Report:

Barry Priest reported information regarding a study in which the college was a participant. The study was sponsored by the Association of Community College Trustees and the Wisconsin Hope Lab to assess food and housing insecurity in American community college students. Mr. Priest stated that 83 students completed surveys for this information. The college will receive a report concerning the data from the survey and students who completed the survey will be entered into a drawing for a chance to receive one of ten \$100 cash prizes.

Mr. Priest stated that the college will be hosting a job fair for Smithfield Foods on January 12, 2017, beginning at 9:00 a.m. in the college library. The event will be open to the public.

President's Report:

Dr. Findt reported changes in personnel at the college. Biology instructor Dr. William Resseguie will retire at the end of the 2016 fall semester and Ms. Brittany Locklear has been selected as a biology instructor beginning January 3, 2017. Dr. Findt reported that Mr. Aaron Cox began his work as the assistant bookstore manager/central services technician on November 1, 2016. Mr. Cox is a BCC graduate and previously worked in the bookstore. Ms. Susan Long has been selected as a medical office assistant instructor as of January 3, 2017. Dr. Findt stated that Ms. Long is currently the lead instructor for health information management program at Richmond Community College and was also employed at Cape Fear Community College as an instructor in the medical office technology program prior to her work at Richmond.

Dr. Findt invited the board to a Christmas Tea to be held at his home on Wednesday, December 7, beginning at 3:00 p.m.

Dr. Findt stated that an appreciation breakfast will be held in the college auditorium for elected officials on Tuesday, December 13. He stated that four new county commissioners have been elected and this is an opportunity for them to gain information concerning the college. He invited the trustees to attend.

Dr. Findt informed the board that the trustee retreat will be held on January 20, 2017.

Dr. Findt reported that the current lease agreement for the East Arcadia Center ends in September 2017. The current agreement states that college pay \$1 per year. Marva Dinkins is working as director at the center. Dr. Findt stated that welding, nursing aide, pharmacy technician, phlebotomy, adult high school courses are currently being offered at the center. Community service courses and small business center courses are also offered.

Fiscal Affairs Committee Report:

Jay Stanley provided information regarding the college's first quarter plant operations budget report. Mr. Stanley stated that an error was found during the previous board meeting held on October 25, 2016. An average formula was calculated on the total line and the percentage was shown incorrectly as 32%. The line has been corrected by using the percentage formula and shows the correct figure of 18%. Mr. Stanley reported that all other figures and percentages for other line items on the report were correct.

Hayes Petteway provided the Foundation Investment Committee report stating that as of the end of November 2016, the balance had increased to \$665,619. Mr. Petteway stated that it continues to increase slowly.

Mr. Troy asked if there were questions or comments. There were none.

Building/Facilities/Grounds Committee Report:

Charles Boney of the LS3P Architectural firm presented the continuing education building design for board approval. Mr. Boney provided a visual rendering of the exterior of the building and provided the interior design that includes five classrooms, four laboratories and an auditorium that will have seating for 126 individuals. The approximate size of the building will be 20,866 square feet. The building will also have a kitchen, conference room, and offices. Mr. Boney stated that once the exterior design is approved by the state construction office, design development will begin with the design for hvac, electrical, and plumbing layouts of the building. Design development must also be approved by the state construction office. Mr. Boney provided copies of the plans to members of the board.

Mr. Troy asked if there were questions or comments and thanked Mr. Boney for his presentation.

Building/Facilities/Grounds Committee Report:

Mr. Stanley provided information regarding the proposed construction schedule for the continuing education building. He explained that there is a 30 day review period by the state construction office for the schematic design of the building. There is a 60 day review by the state construction office for design documents and 15 day review for bids.

Mr. Troy announced that a quorum of trustees was present and called for a roll call of the members.

Ms. Hester called the roll.

The minutes of the October 25, 2016, meeting were approved with a motion by Ms. Andrews and second by Mr. Beatty.

Mr. Edge made the motion to approve the continuing education exterior design as presented. The motion was seconded by Mr. Petteway and passed unanimously. The design will be submitted to the state construction office for review and approval.

Fiscal Affairs Committee Report Continued:

Jay Stanley presented the college's capital needs for the 2017-18 to 2021-22 fiscal years. Mr. Stanley explained 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 for budget year 2017-2018, the college auditorium roof is listed first and the project will cost approximately \$340,500. Mr. Stanley informed the board that the building/facilities/grounds committee met prior to the board meeting and its consensus was to move forward to submit the capital needs for the 2017-18 to 2021-22 fiscal years to the county minus the East Arcadia siding project that is projected to cost \$17,000. Other items listed include campus light improvements for parking lots and grounds, building drainage systems replacements, and renovations to campus restrooms to meet ADA requirements. Mr. Stanley stated that the building/facilities/grounds committee met prior to the board meeting and discussed several of the projects and the total request is approximately \$2.8 million.

Ms. Andrews questioned why the East Arcadia siding project was being removed from the capital improvement plan worksheet stating that the need for new siding for the facility remains. Mr. Stanley responded that the building/facilities/grounds committee had discussed the lease and the amount of support gained by having the center.

Dr. Findt responded that the college has offered curriculum courses in the past, but no curriculum courses are currently being offered at the center. An advisory committee has been formed to help boost awareness of courses taught at the center. The building committee questioned whether the center is self-sufficient and Dr. Findt stated that he would bring further information regarding the East Arcadia Center to the board at the January meeting.

Ms. Andrews asked that the capital improvement plan worksheet not be submitted to the county until further information can be compiled. Mr. Stanley stated that the worksheet is due to be submitted to Bladen County by January 6, 2017.

Mr. Petteway made the motion to approve of the Bladen County capital improvement plan worksheet as presented, and to include the East Arcadia Center siding project in the amount of \$17,000. The motion was seconded by Ms. Benton. The motion passed with Mr. Edge voting no.

Mr. Stanley presented the company name for the Economic Development Administration building architect for approval. Mr. Stanley stated that members of the college had recently met with Mr. Asa Williams of the Economic Development Administration. During the meeting, Mr. Williams informed the group that due to recently implemented federal guidelines the LS3P architecture firm is not eligible to continue as the architect for the project. LS3P performed the preliminary engineering report for the grant application and cannot continue with the design. Mr. Stanley stated that three architectural firms were interviewed in April 2016. He stated that the State Construction Office and the Community College System Office advised the college that any of the three firms could be approved for the project. Mr. Stanley stated that the college can select one of the other two firms that were interviewed. Mr. Stanley asked that the board approve HH Architecture be employed as the architectural firm for the Economic Development Administration building.

Mr. Leinwand made the motion to approve HH Architecture for the Economic Development Administration building and in the event that HH Architecture does not accept the project, the college may move forward and offer the project to JKF Architecture. The motion was seconded by Mr. Petteway and passed unanimously.

Academic and Student Affairs Committee Report Continued:

Mr. Troy called upon Mr. Kornegay to present the Discrimination and Sexual Harassment/Violence Prevention Policy 1.02 revision for review and approval. Mr. Kornegay stated that the non-profit legal organization, Alliance Defending Freedom, organization reviewed policy issues for colleges throughout the nation. The organization challenged the language of Bladen Community College's current Discrimination and Sexual Harassment/Violence Prevention policy. Mr. Kornegay

reported that minor changes to the current policy are recommended for board approval to strengthen the policy. The changes include revision responsibility on page one, language on page two under the topic Sex/Gender Discrimination, and language on page three listed under the Sexual Harassment topic. Mr. Kornegay stated that these items were submitted to the Alliance Defending Freedom's organization and the changes were accepted by the organization.

The motion to approve the revisions to the Discrimination and Sexual Harassment/Violence Prevention Policy 1.02 revision was made by Mr. Edge. Ms. Andrews seconded the motion and it passed unanimously.

Personnel Committee Report:

A closed session meeting was held to discuss litigation and legal issues.

At 7:21 p.m. following a motion by Mr. Petteway and a second by Mr. Leinwand, 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. Petteway; motion carried and the board returned to open session at 7:29 p.m.

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 7:31 p.m., Chairman Troy thanked everyone for their attendance. The meeting adjourned with a motion by Mr. Edge and a second by Ms. Andrews.

Dennis Troy, Chairman

William Findt, Secretary