

**BLADEN COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES OF FEBRUARY 26, 2016**

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

Members Absent: Landon Bordeaux; Wayne Edge; James McVicker; Charlotte Smith; and James Johnson, SGA president.

Others Present: William Findt; Jeff Kornegay; Sondra Guyton; Barry Priest; Jay Stanley; Cynthia McKoy; Lynn Grey King; Kateisha Hayes, SGA vice president; and Missi Hester, recorder.

At 5:42 p.m., Chairman Dennis Troy announced that a quorum of members was present, called the meeting to order, and asked if any trustee had a conflict or an appearance of conflict of interest. There were none.

Mr. Petteway gave a prayer.

Ms. Hester called the roll.

The minutes of the January 5, 2016, meeting were approved with a motion by Ms. Andrews and second by Mr. Beatty. The closed session minutes of the January 5, 2016, meeting were reviewed by the board and approved with a motion by Mr. Petteway and second by Mr. Dickerson.

Student Government Association Report:

Kateisha Hayes, SGA vice president, gave the report for the Student Government Association. Ms. Hayes stated that the group distributed t-shirts to students at the beginning of the semester in an effort to show school spirit and to advertise the college.

Ms. Hayes reported that the SGA met with Dr. Findt to discuss the Connect NC Bond and what it would mean for the college if the bond passes in March 2015. She stated that the group has distributed information regarding the bond to help to educate others in the community of its purpose.

Ms. Hayes stated that members of the SGA had attended the North Carolina Comprehensive Community College Student Government Association (N4CSGA) meeting on Saturday, February 20, at Johnston Community College.

Barry Priest informed the board that Ms. Hayes currently serves as a preconception peer health educator, a program sponsored through the Bladen County Health Department. Mr. Priest stated that Ms. Hayes had completed the student

government leadership program and will be receiving a certificate in recognition of her completing the program.

Faculty Senate Report:

Jeff Kornegay presented the faculty senate report. Mr. Kornegay stated that there are several individuals who are testing for the LPN to RN program. He stated that 10 applicants will be selected from approximately 60 students who have applied to the program.

Mr. Kornegay stated that the college is attempting to national gain accreditation for the emergency medical services program. He stated that gaining this accreditation will be beneficial to the curriculum and continuing education EMS programs.

Mr. Kornegay reported that on Tuesday, February 23, Dr. John Beck, a professor at Elon University, gave a presentation on the economic and social change that the South has experienced in the last 40 years. Mr. Kornegay further stated that on March 31, Dr. Mary Wayne Watson, humanities professor at Nash Community College, will give a program on North Carolina Poet Laureate John Charles McNeil.

Mr. Kornegay informed those present that the English Honors Society induction ceremony will be held on March 29 and Judge Scott Ussery will serve as the guest speaker. Twenty-two students will be inducted into the national honors society Phi Theta Kappa in the coming months.

The second annual math and science day will be held on Thursday, March 24. All eighth graders in Bladen County are invited to attend.

Bladen Community College Foundation Report:

Dr. Findt reported that Ms. Burney is currently planning for the college's Foundation campus campaign that will officially begin on Friday, April 1.

Academic and Student Affairs Committee Report:

Mr. Kornegay reported on the early college initiative that is being undertaken by the college and the Bladen County Schools. He stated that on January 19, Lisa Chapman gave a presentation at East Bladen High School regarding early college. Mr. Kornegay and others from the college visited Sampson Community College to observe how the early college high works for that school. Nearly 40 percent of those enrolled at Sampson Community College are early college high school students and the graduation rate of these students is approximately 95 percent.

Mr. Kornegay stated that letters of intent to begin the process of implementing an early college high school at BCC should be submitted in April and the application is due in September.

Hayes Petteway asked what incentive the public schools would receive with the implementation of an early college program at Bladen. Mr. Kornegay stated that the incentive for the public schools and the college is student completion of the high school credential and the college associate degree.

Pam Benton voiced concerns about integrating younger and older students. Because of time restrictions, the board will continue the discussion of the early college initiative at a later meeting.

Dr. Frank Gemma shared with the board information regarding the ACCT Distinguished Authors Series. He encouraged the board to view the video that addresses the redesign of America's community colleges.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided information regarding the United States Department of Commerce Economic Development Administration Grant. Mr. Stanley reported that on February 12, the college received a notification that the college would receive the \$1.3 million to fund the construction of an advanced manufacturing building. He stated that EDA generally awards these types of grants to areas that are considered economically distressed. Mr. Stanley explained the other funding sources that will be used to help construct the 12,500 square foot facility that will be located behind building six on the college campus. Golden Leaf has funded \$500,000, Bladen County, \$50,000, and local business and industry \$10,000 toward the \$1.86 million building. He reported that the college has 39 months to complete the construction process.

Fiscal Affairs Committee Report:

Mr. Stanley presented the second quarter financial reports. Mr. Petteway asked if the college is financially on track for the state and local budget and Mr. Stanley stated that the college is on track. Mr. Stanley stated that the college will revert approximately .75% of the state budget, roughly \$67,000. Every state community college was required to revert funds.

Mr. Stanley reported on the state financial audit for fiscal year 2014-2015. He stated that the audit team began reviewing all areas of the business office in January. Mr. Stanley stated that there were no findings, no issues and no deficiencies reported. He told the board that the audit report is being reviewed by State Auditor Beth Wood's office in Raleigh for final review. Mr. Stanley stated that the audit required two reclassifications for funds and that these entries are routine entries found during many college audits.

Personnel Committee Report:

Mr. Kornegay presented the Filling Vacant Positions for Full-time Employees - BCC Policy Number 1.10 and Filling Vacant Positions for Part-time Employees – BCC Policy Number 1.13 for review and approval. He stated that the part-time policy is a new policy.

Mr. Ricky Leinwand made the motion to approve the Filling Vacant Positions for Full-time Employees - BCC Policy Number 1.10 and Filling Vacant Positions for Part-time Employees – BCC Policy Number 1.13. The motion was seconded by Ms. Pam Benton. The motion passed unanimously.

President's Report:

Dr. Findt stated that Statement of Economic Interest (SEI) forms are due by April 15. He stated that there is a fine levied by the State if the forms are not submitted by the due date.

Mr. Kornegay gave the trustees the SEI long forms and SEI no change forms. He stated that the SEI information can also be submitted electronically.

Mr. Kornegay distributed the trustee education due dates and stated that Pam Benton, James McVicker and Dennis Troy, as trustees must complete ethics training in the next few months. He stated that this training can be received at the NCACCT Law/Legislative Seminar that will be held in Raleigh, NC, April 20-22.

Dr. Findt thanked the trustees for their help in promoting the Connect NC Bond. He stated that BCC will receive \$6.53 million if the bond passes in March.

Missi Hester asked the trustees to contact her by March 11, 2016, if they are interested in attending the NCACCT Law/Legislative Seminar in Raleigh.

Old Business:

No old business was brought before the Board.

New Business:

Ms. Mary Andrews stated her interest in participating in roundtable discussions at Bladen Community College. She stated that while attending the ACCT fall conference held in San Diego, CA, she had the opportunity to participate in this type of in-depth discussion. Ms. Andrews encouraged the trustees to participate in training to help to better serve the college.

Unfinished Business:

No unfinished business was brought before the Board.

At 6:45 p.m., Chairman Troy thanked everyone for attending. The meeting adjourned with a motion by Ms. Andrews and a second by Mr. Petteway.

Dennis Troy, Chairman

William Findt, Secretary

FILLING VACANT FULL-TIME POSITIONS

BCC POLICY NUMBER 1.10

SOURCE, REFERENCE: ~~23 NCAC 02C.0210~~ **1C SBCCC 200.94**

REVISION RESPONSIBILITY: ~~VICE PRESIDENT FOR FINANCE~~ **EXECUTIVE VICE PRESIDENT**

COMMENTS: N/A

POLICY:

The request to fill a position vacancy will be initiated by the position's immediate supervisor ~~of~~ using a Personnel Requisition Form. The request is to be accompanied by a position description and the qualifications required for the position. The immediate supervisor will secure signatures of the appropriate vice president and the president. The president will review each request and approve or disapprove. The president will forward the completed form to the human resources office.

Current full-time employees who meet the minimum position qualifications will be considered for the vacancy upon submission of an employment application to the human resources office.

All position openings will be advertised utilizing recruiting sources that are appropriate for the position being filled. All vacancy advertisements will state that Bladen Community College is an Equal Opportunity/Affirmative Action Institution. Completed applications will be filed in the human resources office and made available to screening committees.

The Equal Opportunity Information form will be detached from the application before a selection committee reviews applications and filed as directed by the Director of Human Resources. This form is obtained for reporting purposes only.

A screening committee of at least three (3) Bladen Community College employees will be appointed by the president to review the applications. The committee shall be comprised of at least one person familiar with the skills associated with the vacancy. Other committee members should be appointed in such a way to ensure that diversity is reflected on each committee. The composition of the screening committee should remain the same throughout the interview process.

Applications will be reviewed in a timely manner. Candidates' skills, experience, and educational level will be compared to the job requirements as announced. Each committee member will select the applicants to interview, and develop interview questions.

The committee chair will convene the initial screening committee meeting, with the director of human resources in attendance. The screening committee will select the applicants to be interviewed. Each committee member will submit in writing the applicants to interview and a list of interview questions to the committee chair. For faculty positions, the screening committee will determine the topic for a 10 to 15 minute simulated teaching presentation. Screening committee members will coordinate the interview schedule with the director of human resources.

Duties of the screening committee include:

1. The president appoints a chair of the committee. The committee will conduct interviews to verify competency, proficiency, and will validate qualifications and credentials. The list of interview questions submitted to the director of human resources will be used during the interview process. Screening committee members will record their ratings on an interview sheet provided by director of human resources.
2. At the conclusion of all interviews, screening committee members will be given the opportunity to discuss each applicant's background, work history, and qualifications.
3. Completed interview sheets will be given to the director of human resources to be tabulated. Once the scores have been tabulated and a candidate is recommended, the committee will make a recommendation to the president. In case of a tie, the committee may recommend more than one candidate.
4. The written committee recommendation from the committee chair will be forwarded to the president. The recommendation will provide specific information regarding the recommended candidate's qualifications for the position.
5. Applicants for faculty positions will be interviewed and evaluated based upon their academic competency as well as their proficiency in written and oral communication skills. Academic competency will be evaluated by the screening committee through review of college transcripts, past work experience record, and questions administered during the interview. The screening committee will determine oral proficiency during the interview questioning process. The screening committee will use the BCC application to review the applicant's writing proficiency. Faculty applicants will provide a written response on the application form to the following statement: "If employed by Bladen Community College, I will contribute to the mission of the college in the following way:"
6. The interview process may include a skills test for positions in which demonstration of a particular skill or ability is desired. This test will be administered by the human resources office. The results will be scored by answers that have been provided by the department or the appropriate department within BCC. Scores will be reviewed by the director of human resources and the screening committee.
7. If the screening committee determines that an insufficient number of qualified candidates are available, the employment process will be suspended and the position will be re-advertised with the approval of the appropriate vice president and president.

The appropriate vice president is responsible for checking references of the applicant's most recent employers by completing a Telephone Reference Check Form. References must be completed for the selected candidate before a job offer is made. Employment offers for all positions are contingent upon a satisfactory criminal background check by the director of human resources

Following the recommendation for employment by the screening committee, the president, using the information provided and considering which candidate is best suited for the position, determines which candidate to offer the position.

Based upon the college's compensation plans, the appropriate vice president in consultation with the director of human resources, vice president for finance, and president will establish a salary and starting date for the recommended applicant.

The President shall place nominations for vice presidents and senior administrators, who report directly to the President, before the personnel committee of the board of trustees for advice before submitting the nomination to the board of trustees for action. The president shall report all full-time personnel to the board of trustees at the trustee meeting following their employment.

Applicants who apply for a position and are interviewed, but are not selected, will be notified in writing by the human resources office.

The selected applicant will be informed in writing of his/her selection and salary by the president. A telephone notification may precede official written notice.

FORMS: Personnel Requisition Form
Telephone Reference Check Form

Approved by the Board of Trustees – 07/01/2007
Revised and approved by the Board of Trustees – 01/23/2015

BLADEN COMMUNITY COLLEGE
PERSONNEL REQUISITION FORM

SUBMIT THIS REQUEST TO THE HUMAN RESOURCES OFFICE WITH THE PROPER APPROVAL AND POSITION DESCRIPTION

DATE: _____ DEPARTMENT: _____

POSITION TITLE: _____

POSITION REQUESTED: NEW _____ REPLACEMENT _____ REQUESTED BY _____

TYPE: STAFF _____ FACULTY _____ ADMIN _____

FULL-TIME POSITION _____ PART-TIME POSITION _____ NUMBER OF HOURS _____

BENEFITS _____ NO _____ YES _____ PRORATED _____ FULL _____

PROPOSED START DATE: _____

EDUCATION REQUIRED: _____

APPROVALS

DEAN _____

VICE PRESIDENT _____

PRESIDENT _____

DO NOT WRITE BELOW THIS LINE

HUMAN RESOURCES ACTIONS TAKEN

GRADE: _____ SALARY RANGE: _____

SCREENING COMMITTEE MEMBERS:

SIGNATURE OF PRESIDENT

POSTION FILLED BY DATE: _____ NEWSPAPER TO BE ADVERTISED IN: _____

DEADLINE FOR APPLICATIONS: _____

CANDIDIATES FOR INTERVIEW: _____

PRESIDENT'S REVIEW OF CANDIDATES FOR INTERVIEW: _____

SCHEDULED DATES OF INTERVIEWS: _____

REFERENCE CHECK WORKSHEET

Candidate Name: _____ Date: _____

Reference Name: _____

Company Name: _____

Date of Employment: From _____ To _____

Position(s) Held: _____

Reason for Leaving: _____

Position with BCC applying for: _____

1. Please describe the type of work for which the candidate was responsible. _____

2. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors? _____

3. Did the candidate have a positive or negative work attitude? _____

4. How would you describe the quantity and quality of output generated by the former employee? _____

5. What were his/her strengths on the job? _____

6. . What were his/her weaknesses on the job? _____

7. What is your overall assessment of the candidate? _____

8. Would you recommend him or her for this position? Why or why not? _____

9. Would this person be eligible for rehire? Why or why not? _____

10. Was this person:	dependable	YES	NO
	punctual	YES	NO
	professional	YES	NO
	knowledgable	YES	NO

11. Any other comments? _____

FILLING VACANT PART-TIME POSITIONS

BCC POLICY NUMBER 1.13

SOURCE, REFERENCE: 1C SBCCC 200.94

REVISION RESPONSIBILITY: EXECUTIVE VICE PRESIDENT

COMMENTS: N/A

POLICY:

Applications are accepted for part-time positions on a continuous basis. Applications for part-time positions will be kept on file by the college for one year. Part-time positions may be advertised on the college website, as well as other sources for employment announcements.