

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

Members Present: Dennis Troy, chair; Mary Andrews; Pam Benton; Bruce Dickerson; Larry Hammond; James McVicker; Hayes Petteway; and Charlotte Smith.

Members Absent: Frank Gemma, vice chair; Albert Beatty; Ricky Leinwand; and Ashley Trivette.

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

At 6:12 p.m., Chairman Dennis Troy called the meeting to order, and asked if any trustee had a conflict or an appearance of conflict of interest. There were none.

Mr. Hammond gave a prayer.

Ms. Hester called the roll.

The minutes of the January 19, 2018, meeting were approved with a motion by Ms. Andrews and second by Mr. Dickerson. The motion carried.

Mr. Troy shared a letter from Mr. Albert Beatty announcing his resignation from the board. Mr. Beatty has been appointed by Governor Roy Cooper to serve as a member of the Agriculture and Forestry Awareness Study Commission.

Building/Facilities/Grounds Committee Report:

Charles Boney of LS3P Associates provided a report regarding the college's campus master plan. Mr. Boney stated that his company has met with college staff and toured the campus to assess its' current condition. He provided the goals of the master plan to include population growth and industry needs, a list of renovations and/or facility needs and a new site plan to indicate growth opportunities. The presentation also included a campus map that included future buildings.

Student Government Association Report:

Charity Taylor, SGA president, gave the report for the Student Government Association. Ms. Taylor stated that the SGA has decided to bring to students the issue of the opioid crisis in Bladen County during the spring fling celebration scheduled for March 28.

Ms. Taylor stated that spring break will be March 2 through March 10 for faculty and students.

Dr. Findt reported that SGA advisor Crystal Dowd was recently involved in a car accident and has been hospitalized at Cape Fear Valley Medical Center in Fayetteville.

Faculty Senate Report:

Sharon Coe presented the faculty senate report. Ms. Coe reported that the math and science department is in the process of planning the Spring Science and Math Day. Ms. Coe reported that Beth Mundy, daughter of human resource director Tiina Mundy, visited four science classes on February 19. She stated that a reading by Mr. Stanley Graham Knick, a professor at the University of North Carolina at Pembroke, on Monday, March 26, will be held in the college library at 11:00 a.m. A STEM fair showcasing student work will be held in the college auditorium on April 11 beginning at 10:00 a.m. Ms. Coe stated that college welding and cosmetology students will also be participating in the SkillsUSA competition in April.

Mr. Troy thanked Ms. Coe for her report.

Bladen Community College Foundation Report:

Linda Burney informed those present of upcoming activities of the foundation. The annual scholarship luncheon will be held on March 15 in the college auditorium. The kickoff of the all campus appeal is March 29. The campaign begins on April 9 and conclude on April 13. The seafood and sunset fundraiser is scheduled to be held on October 11, 2018.

Ms. Burney informed the group that on February 13 she provided a presentation to the Elizabethtown Rotary Club. The presentation included an overview of the foundation and its financial growth.

Ms. Burney stated that Charlotte and Daine Smith have established an annual scholarship in memory of Mr. Smith's mother, Mrs. Eunice Smith. The scholarship is designated for non-traditional students.

Academic and Student Affairs Committee Report:

Sondra Guyton provided an update regarding the Work Ready Communities Initiative. Ms. Guyton explained that the college is a testing center for the ACT WorkKeys National Career Readiness Certificate (NCRC). This certificate is an assessment-based credential that is issued at four levels: platinum, gold, silver and bronze. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. This information is then entered into a national data base that is accessible to employers. Ms. Guyton stated that the goal of the initiative is to

have employers in Bladen County either require or recommend prospective employees obtain the Career Readiness Certificate. Ms. Guyton informed the board that she and Dr. Findt attended a Bladen County Commissioner's meeting in August 2017 and during this meeting the commissioners signed a resolution supporting Work Ready Communities. The college then submitted an application to ACT that stated the county has adopted the resolution that is in support of the initiative. Ms. Guyton stated that the college has exceeded the goal of 32 employers and has gained the support of 47. She provided a list of the employers in support of the initiative and stated that she expects to become certified in March 2018.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided an update on the continuing education building project. Mr. Stanley stated that the college received the final construction documents for the project on February 19 and he expects a final review submittal within two weeks of that time. Once the construction documents are fully approved the college will begin the bidding phase.

Mr. Stanley gave a report on the Economic Development Administration STEM building. He stated that the construction documents were submitted to the State Construction Office(SCO) on January 22, 2018, and the SCO has eight weeks to review the documents and respond. On February 15, members of the president's council, along with instructors Edward Dent, Lee Anne Bryan, and Kenneth Oxendine met with Laura Keyser of HH Architecture to discuss the interior design of the STEM building. Mr. Stanley also reported that EDA documentation states a lien stipulation regarding a site survey for the site where the STEM building is to be constructed is required. Mr. Stanley thanked Mr. Grady and his office for their prompt work in completing documents concerning the lien stipulation.

Fiscal Affairs Committee Report:

Mr. Stanley presented the employee travel policy revision for approval. Mr. Stanley informed the board that the policy revision is applicable to employees who drive their personal vehicles when a college vehicle is not available. If a college vehicle is not available and the round trip mileage does exceed 100 miles, employees may use their private cars and be reimbursed at the maximum rate of .545 cents set by the North Carolina Office of State Budget and Management for those miles in excess of 100 miles. When round trip mileage exceeds 100 miles, employees can be reimbursed at the rate currently set at .33 cents per mile. If employees choose to drive their personal vehicles when a college vehicle is available, employees will be reimbursed a maximum of .30 cents per mile. The policy revisions remove the days in travel status language and describes the current requirements set forth by the North Carolina Office of State Budget and Management. Mr. Stanley stated that if approved, the revisions are effective retroactively to January 1, 2018.

Mr. Dickerson made the motion to approve the employee travel policy revisions as presented. Mr. Petteway seconded the motion and it passed unanimously.

Mr. Petteway reported that the foundation investment is currently \$779,010.52.

Personnel Committee Report:

Mr. Jeff Kornegay provided a memo regarding employee salary adjustments for review and approval. The memo states that due to increased assignments and responsibilities each employee's position description has changed and their pay grades have increased. Mr. Kornegay explained that the total amount of funds being used for the increases is \$5,200. These funds are available from the compensation increase reserve and recent employee retirements and resignations.

A motion was made by Ms. Smith to approve salary adjustments of \$1,300.00 each per year for Andrea Carter-Fisher, registrar; Cierra Griffin, college and high school program coordinator; Bridgette Singletary, accounting specialist; and Roy Thompson, accounting specialist. Ms. Andrews seconded the motion and it passed unanimously.

President's Report:

Dr. Findt reported an incident of the college being criticized on social media. He stated that a parent of a high school student who attends the college posted comments regarding grades that the student had received. Dr. Findt stated that an investigation has occurred and the student had not submitted on-line assignments even though it was evident that the student was aware of the deadlines to submit the assignments. The post has since been removed. A copy of the college's social media policy was provided to the board.

Dr. Findt reported that the North Carolina Association of Community College Trustees Law/Legislative seminar will be held April 11 through April 13 at the Raleigh Marriot Crabtree Valley. Dr. Findt asked that trustees contact Ms. Hester if they are interested in attending. Mr. Troy encouraged members of the board to attend the seminar.

At 7:20 p.m. following a motion by Ms. Andrews and a second by Mr. Petteway, Mr. Troy stated that pursuant to Statutes G.S. 143.318.11(A3) the board would go into closed session to discuss a property matter.

Mr. Petteway moved that the board return to open session, seconded by Ms. Andrews; motion carried and the board returned to open session at 7:25 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 7:28 p.m., Chairman Troy thanked everyone for attending. The meeting adjourned with a motion by Ms. Smith and a second by Ms. Andrews.

Dennis Troy, Chairman

William Findt, Secretary