

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of April 25, 2017

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Albert Beatty; Pam Benton; Larry Hammond; Ricky Leinwand; Hayes Petteway; Charlotte Smith; Ashley Trivette; and Zachary Bridgers, SGA president.

Members Absent: Landon Bordeaux and James McVicker.

Others Present: William Findt; Sondra Guyton; Jeff Kornegay; Barry Priest; Jay Stanley; Lisa DeVane; Gilbert Haire; Gary Grady, attorney; and Missi Hester, recorder.

At 6:02 p.m., chairman Dennis Troy announced that a quorum of the 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. Troy introduced Paul R. Brown Academy student Gilbert Haire to the group and asked him to give a prayer.

Ms. Hester called the roll.

The minutes for the March 28, 2017, meeting were approved with a motion by Ricky Leinwand and second by Ashley Trivette.

Student Government Report:

Student Government president Zachary Bridgers reported on recent activities of the student government. Mr. Bridgers stated that members of the SGA had attended the N4CSGA spring conference in Durham.

Mr. Bridgers reported that the SGA hosted the annual blood drive on Monday, April 20. He stated that 23 individuals donated.

Mr. Bridgers informed the board that the SGA elections for 2017 - 2018 had recently been held. Charity Taylor was elected president; Kayla Pipkin will serve as vice president; Allana Carroll will be the public information officer; Alexis Underwood was elected secretary; and Nishayla Pipkin and Latissa Sheridan will serve as senators.

Members of the board thanked Mr. Bridgers for his service as SGA president.

Faculty Senate Report:

Lisa DeVane informed the board that on Thursday, April 13, Dr. Mark Canada provided a program regarding information literacy.

Ms. DeVane stated that the writing center that is housed in the learning enhancement center has offered six workshops and over 100 appointments have been made by students. Ninety-seven students have signed up for an account at the center and sixty-nine students have been served since the writing center opened.

Ms. DeVane reported that the Basic Law Enforcement training program recently held a graduation program on April 20. Six students graduated from the program.

Ms. DeVane stated that the science and math department recently held the third annual science and math day. Ninety-one eighth graders from Elizabethtown Middle School and Tar Heel Middle School attended the event. Ms. DeVane stated that the event may be held during the fall and spring semesters next year in an effort to provide the event to all eighth graders in Bladen County.

Ms. DeVane reported the new faculty senate officers for the upcoming year. Jennifer Whittington will serve as president; Sharon Coe, vice president; ReGena Brown, secretary; and Priscilla Causey-Pope, treasurer.

Mr. Troy thanked Ms. DeVane for her work for the college.

BCC Foundation Report:

Dr. Findt stated that the foundation annual fund drive for employees has raised \$11,395 and will conclude at the end of April. He also reported that a planned giving luncheon with area attorneys, bankers, and certified public accountants is scheduled to be held on Thursday, May 4, at the Elizabethtown Inn. The guest speaker is author Jim Dobson.

Academic and Student Affairs:

Mr. Kornegay presented information regarding the level II instructional service agreements. The North Carolina Community College System requires board authorization for college presidents to approve level II instructional service agreements. This authorization must be renewed annually by board vote and appear in the board minutes.

Dr. Gemma made the motion to accept the board authorization for presidential approval of level II instructional service agreements for 2017-2018. Mary Andrews seconded, and the motion carried unanimously.

Mr. Kornegay provided a copy of the current mission statement to the board for review. He stated that members of the college periodically review the mission

statement and that a revised version will be presented to the board for approval later in the year.

Barry Priest presented information regarding student completion rates. Mr. Priest explained that a cohort is defined as first-time full-time degree seeking students. He further stated that research from the National Center for Education Statistics indicates that 18% of the fall 2011 cohort of undergraduates at two year institutions completed a credential with 150% of normal time at the original institution. Bladen Community College cohort graduation rates for fall 2012 and fall 2013 are 11%. The college's fall 2014 graduation rate among cohorts increased to 17%. Mr. Priest stated that the increase may be attributed to the completion by design program, restructured pathways, new student orientation and improved student advisement.

Building/Facilities/Grounds Committee Report:

Albert Beatty reported that the building/facilities/ground committee met on Monday, April 17 to listen to presentations from two architectural firms that submitted letters of interest regarding the design of the college's campus master plan. Mr. Beatty stated that the committee selected HH Architecture of Raleigh as its choice to design the campus master plan based on their professionalism and credentials. The committee also expressed that HH Architecture was the more economical choice and will provide the same quality of service as the other firm.

Mr. Beatty made the motion to accept HH Architecture as the architectural firm to design the Bladen Community College campus master plan. Larry Hammond seconded the motion and it passed unanimously.

Jay Stanley provided an update on the continuing education bond building construction project. Mr. Stanley reported that a meeting was held on April 12 with LS3P and college personnel to discuss details of the facility. During the meeting, Mr. Charles Boney of LS3P presented a full set of detailed plans to be submitted to the State Construction Office (SCO). Mr. Stanley informed those present that the design documents for the facility were submitted to the SCO on April 19 and that the SCO has 30 days to review the documents. A response is expected by the end of May.

Mr. Stanley reported on the Economic Administration Grant STEM building. Mr. Stanley stated that a meeting with HH Architecture and college personnel was held on Monday, April 17 to review two site plan options for the building. BCC instructors Edward Dent and Lee Ann Bryan attended the meeting to provide input from an instructor's prospective. The group chose option A as the site plan for the STEM building. The facility will also be reduced in size from 9,500 square feet to 8,500 square feet.

A brief discussion was held regarding ADA compliance and Mr. Troy asked that information be brought forward at a later date.

Fiscal Affairs Committee Report:

Mr. Stanley gave the report for the college's third quarter financial reports consisting of the county, state, and institutional funds as of March 31, 2017. Mr. Stanley stated the state budget is currently in line and the college is in good shape financially. Mr. Stanley stated 1.5% to 2% of the state budget is still available.

The current county general administration fund is 80% expended. The plant operation fund is 64% expended and plant maintenance is 74% expended. The total county current expense fund is expended by 71%. The total institutional funds balance is \$11,190,284.33.

Mr. Stanley asked if anyone had questions. There were no questions.

Mr. Stanley provided information regarding modifications to the State Board Code shared leave policy. Under the policy, employees may donate sick leave to non-family members. Individuals may donate up to five days of sick leave to a non-family member. Recipients of sick leave may receive up to 20 days of the leave from non-family members. Mr. Stanley stated that the college policy regarding shared leave will be modified to be in-line with State Board Code. The policy will be presented to the board for approval.

Foundation Investment Committee Report:

Mr. Petteway presented the Foundation investment committee report by stating that the investment is currently \$712,925. A meeting with Morgan Stanley will be scheduled to further discuss moving some of the equity to more conservative investments.

Personnel Committee Report:

Ms. Andrews stated that the personnel committee met prior to the board meeting. The committee was presented with a list of employees recommended for employment for the 2017-2018 fiscal year pending receiving sufficient funding by the legislature. It was also reported that by the end of the 2016-2017 fiscal year, six college employees will have retired. The personnel committee agreed with the recommendation to renew the contracts of the 102 individuals presented at the meeting prior to the board meeting. Dr. Findt provided the list of individuals for the board to review. Once approved by the board, employees would receive a letter of intent of employment for the 2017 – 2018 fiscal year.

Mr. Troy asked if there were questions. There were no questions.

Ms. Andrews stated that the personnel committee makes the motion to approve the full-time employees for 2017-2018 as listed. Mr. Petteway seconded, and the motion passed.

Ms. Andrews distributed the president's evaluation that must be completed annually and submitted to chair of the personnel committee. She asked that the evaluation be completed and mailed so that the results can be tabulated and discussed with Dr. Findt during the May 23, 2017 board meeting. A letter detailing the results of the evaluation must be submitted by June 30, 2017, to Mr. Scott Shook, Chair of the North Carolina State Board of Community Colleges.

A discussion followed regarding trustee attendance. Mr. Petteway stated that he feels that members of the board who have attended less than 50% of the board meetings during the course of a year should not be given the opportunity to evaluate Dr. Findt. Ms. Andrews stated that the topic was up for discussion and asked if a policy was in place to deal with this type of situation. Mr. Troy stated that it is an issue that would need to be addressed going forward, not necessarily at the present time. Mr. Troy asked Mr. Grady about this. Mr. Grady stated that the board does not have the power to make such a decision. Dr. Gemma stated that he has read the BCC trustee by-laws that reference the State Statute which state that the seat of a trustee may be declared vacant if a trustee misses three consecutive meetings without just cause. The statements are listed as follows:

Bladen Community College Trustee By-Laws, Article I, Responsibility and Membership, Section 2 (E), Membership, that states, "Members of the Board of Trustees may be removed by the Board of Trustees for cause in accordance with the General Statutes of NC, Chapter 115D-19.

Section 115D-19(b) of the Community College Laws of North Carolina states that, "A board of trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse."

Mr. Grady replied that it would be necessary to provide due process to individuals so that they may give an explanation as to why they have been absent from meetings. Mr. Troy stated that more information regarding the matter should be gathered and discussed during an upcoming meeting. Dr. Gemma stated that the board could give the board secretary the power to send letters to any board member notifying them of three consecutive absences.

Dr. Gemma made the motion that a letter be sent to the two trustees who have missed three consecutive meetings asking that they provide justification for the absences. If justification is not provided in accordance with the Bladen Community College trustee by-laws and the Community College Laws of North Carolina, the board may declare

vacant the seat of any board member. Charlotte Smith seconded the motion and it passed unanimously.

President's Report:

Dr. Findt distributed programs from recent events held at the college. He also reported that John Green had recently been employed as the recruiting and retention specialist.

Dr. Findt informed the board that he and Mr. Troy attended the SACSCOC Small College Initiative conference in Atlanta, Georgia, on April 18. The theme for the conference was "Effective Governance: The Foundation for a Quality Education".

Dr. Findt reported that the county budget request would be submitted to the Commissioners during the Commissioner's meeting to be held on Monday, May 1.

Ms. Hester distributed information regarding the nursing pinning ceremony for Monday, May 15, and the graduation ceremonies to be held on Tuesday, May 16. The speaker for the college readiness ceremony is Mr. Kerry Shipman and the speaker for the curriculum graduation ceremony is Dr. Robin Cummings. A reception for the graduation speakers will be held at 6:30 p.m. in the student center. The curriculum graduation ceremony will begin at 7:30 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 7:40 p.m., Chairman Troy thanked everyone for their attendance and their work for the college. The meeting adjourned with a motion by Mr. Petteway and a second by Ms. Smith.

Dennis Troy, Chairman

William Findt, Secretary