



BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, April 27, 2021

CALL TO ORDER

At 6:03 p.m., Chairman Dennis Troy called the meeting to order and thanked the group attending in-person and virtually for their commitment to Bladen Community College. Mr. Troy read to the group the Statement of Ethics Awareness for the State of North Carolina. Mr. Troy asked if any trustee had a conflict or an appearance of a conflict of interest. There were none.

Mr. Troy provided a prayer. Frank Gemma led the group in reciting the Pledge of Allegiance.

ROLL CALL

Missi Hester called the roll.

BOARD MEMBERS PRESENT

Dennis Troy, chair; Frank Gemma, vice-chair; and Ricky Leinwand

BOARD MEMBERS PRESENT VIA CONFERENCE CALL/ZOOM

Mary Andrews; Lillian Bryant; Brian D. Campbell; Bruce Dickerson; Joseph Rozier; and Whitley Ward

BOARD MEMBERS ABSENT

Pam Benton; Ray Britt; and Hayes Petteway

OTHERS PRESENT

Amanda Lee; Barry Priest; Jeff Kornegay; Sondra Guyton; Jay Stanley; Joy Grady; Tiina Mundy; Linda Burney; David Gooden; Melanny Zunun-Parada, SGA public information officer; Abbygail Gonzalez; Stephanie Gonzales; Gary Grady, board attorney; and Missi Hester, recorder

OTHERS PRESENT VIA CONFERENCE CALL/ZOOM

Re Gena Gilliam

APPROVAL OF TELEPHONIC BOARD OF TRUSTEES MEETING

Mr. Troy called for a motion to proceed telephonically with the April 27, 2021, Board of Trustees meeting in accordance with North Carolina General Statute 143.318.113 for the safety of college staff and the trustees due to the COVID-19 crisis. Dr. Gemma made the motion to conduct the meeting telephonically. The motion was seconded by Mary Andrews and carried unanimously by roll call.

ADOPTION OF AGENDA

Mr. Troy presented the meeting agenda for Tuesday, April 27, 2021, for review and approval. Joseph Rozier made the motion to adopt the meeting agenda. The motion was seconded by Ms. Andrews and carried unanimously by roll call.

CONSENT AGENDA FOR ACTION ITEMS

The consent agenda was presented by Mr. Troy. The action item for the April 27, 2021, meeting included approval of the minutes for the March 23, 2021, meeting. Mr. Troy asked if any member of the Board felt as though the action item needed to be moved to the regular agenda for further discussion and the Board came to the consensus that the item did not need further discussion. The consent agenda for the April 27, 2021, meeting was approved with a motion by Brian Campbell and a second by Lillian Bryant. The motion carried by roll call.

STUDENT GOVERNMENT ASSOCIATION REPORT

Abbygail Gonzalez provided a report regarding her experience as a student enrolled in the Bladen Early College High School. Miss Gonzalez stated that she felt she would benefit educationally from being enrolled in the program and that she would make new friends. Though difficult at first, Miss Gonzalez said she adjusted well and is more social and out-going since beginning her studies in the program. She prefers the atmosphere and says that she has great teachers. Miss Gonzales told the Board that she plans to pursue a bachelor's degree in science once she completes her studies in the Bladen Early College High School program.

Miss Gonzalez asked if there were questions and Mr. Troy replied that she represents the school well. Melanny Zunun-Parada, SGA public information officer, complimented Miss Gonzalez and stated that she will be more prepared to enter a university when she completes her education in the program.

Ms. Zunun-Parada provided a report on behalf of the Student Government Association. Ms. Zunun-Parada stated that she has been involved in the SGA for several years and enjoys the opportunity that it has provided to her to be more engaged in college activities. She began her college education at another institution but transferred to BCC because of family obligations. Ms. Zunun-Parada told the Board that she loves attending the College because she feels more connected to her instructors and college staff.

Ms. Zunun-Parada, a first-generation college student, will be graduating from the College in May and participated in the virtual graduation taping that will be shown on Friday, May 14, 2021. She is excited about her future and she stated that she hopes to inspire people and break barriers.

Ms. Zunun-Parada thanked the Board for the opportunity to speak and stated that she was grateful for the opportunity. She was met with a round of applause.

Mr. Troy thanked Ms. Zunun-Parada for her report and stated that she shared her story with passion and love. He thanked her for choosing Bladen Community College.

FACULTY AND STAFF REPORTS

Re Gena Gilliam, faculty senate president, provided reports for the faculty senate and staff council. Ms. Gilliam stated that the staff council is staying vigilante with its COVID response to maintain a healthy campus for employees and students. The staff council is also utilizing a comment box located in the student resource center. Ms. Gilliam told the Board that the group is currently pursuing a scholarship in partnership with the College Foundation.

Ms. Gilliam reported that the faculty and students are preparing for end of semester exams. The exam period will begin on Thursday, May 6. She also stated that the 10th edition of *The Ink Quill* is available. *The Ink Quill* is a collection of original works and art submitted by students, faculty, and staff.

Ms. Gilliam stated that two Bladen Early College High School students will complete their first year of cosmetology training this semester. The students will be enrolled in cosmetology courses during the summer and fall 2021 semesters and the spring 2022 semester. They will graduate from high school and complete the degree to receive their associate in applied science in cosmetology. Ms. Gilliam informed those present that the students will then be eligible to take their state licensure exam in cosmetology.

Mr. Troy thanked Ms. Gilliam for her report.

BLADEN COMMUNITY COLLEGE FOUNDATION REPORT

Linda Burney provided the BCC Foundation report. Ms. Burney reported that the Foundation Board of Directors met on April 15. She also informed the group that Eddie Madden submitted his resignation from the Foundation board as he is now working in Columbus County.

Ms. Burney provided a review of endowments. She stated that there are 83 Foundation scholarships and 10 outside scholarships for a total of 93. This equals \$83,500 and of this amount, \$70,000 is provided by the BCC Foundation. Ms. Burney reported that she and financial aid director, Samantha Benson, have established a summer scholarship program. The Finn Swiim endowed scholarship will provide five scholarships for the summer semester. Ms. Burney reported that the JB Priest agri-business scholarship signing will be Wednesday, April 28.

Ms. Burney updated the Board on two endowed scholarships that have recently matured. The Susan and Jeff Kornegay endowed scholarship will be available for students who are enrolled in Allied Health programs. The Dennis Troy endowed scholarship for the physically disabled is also available. Ms. Burney thanked Mr. Troy for speaking during the previous Foundation board of directors meeting.

Ms. Burney gave an update regarding the “Gala-To-Go” fundraiser event. She reported that 150 meals were served and \$9,100 was netted from the fundraiser. The annual Sunset and Vine fundraiser has been scheduled for October 21, 2021, at Lu Mil Vineyard.

Ms. Burney stated that the application period for the College Ambassador Program has been extended until the end of June.

Mr. Troy asked if there were any questions and there were none. He thanked Ms. Burney for her report.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Dr. Gemma stated that there were two items to be presented for the academic and student affairs committee and that both would require a vote. Jeff Kornegay would present both items for review and approval.

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 2021-2022. Ricky Leinwand seconded, and the motion carried unanimously by roll call.

Mr. Kornegay presented the Associate in Engineering Degree for review and approval. Approval of the Associate in Engineering Degree includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. The transfer of the Associate in Engineering to the Bachelor of Science in Engineering (AE to BSE) is secured under the Uniform Articulation Agreement between the University of NC Baccalaureate Engineering Programs and the NC Community College Associate in Engineering Programs. Associate in Engineering graduates may apply to any of these programs without taking additional and sometimes duplicative courses. This curriculum includes required general education courses, but most of the course work is heavily oriented towards proficiency in mathematics, chemistry, physics, and biology.

Mr. Campbell moved to approve the Associate in Engineering degree as presented. Mr. Leinwand seconded the motion and it was approved unanimously by roll call.

BUILDING/FACILITIES/GROUNDS COMMITTEE REPORT

Mr. Kornegay provided an update regarding the Office of Civil Rights (OCR) on-site visit. He stated that the College received notification from the System Office on November 5, 2020, that an on-site visit by OCR would be taking place on campus. There were nine areas of review and thirteen college employees were involved in collecting information that was submitted to the OCR in a report on December 18, 2020. Mr. Kornegay reported that the on-site visit was held on January 4 and January 5. During this visit, nine areas were reviewed and he informed the Board that action would have to be taken on four of the nine areas. The results are as follows:

- I. Administrative Requirements – (1) Non-discrimination statement should appear on program brochures, post cards, landing page for Bladen’s application, and disability handbook. (2) Grievance procedure needs to reflect new law as it relates to federal regulations.
- II. Recruitment, Admissions, and Counseling – (1) develop a guidance and counseling plan that includes encouragement of equal access to all students and procedures for counseling students with disabilities. Include non-discrimination statement in plan. (2) Emphasize the diversity of the campus in all promotional materials and increase the promotional visibility of students in non-traditional fields.
- III. Accessibility – (1) Door openings, pressure, and knobs. (2) Restroom renovations. (3) Directional signs. (4) Height of brochure racks, tables, workstations, lavatories, and countertops. (5) Thresholds are uneven and exceeds ½ inch (6) Parking lots - signage of accessible spaces in parking lots, accessible parking spaces.
- IV. Comparable Facilities – No Action Required.
- V. Housing – No Action Required.
- VI. Services for Students with Disabilities – No Action Required.
- VII. Financial Assistance – Add non-discrimination statement to online catalog.
- VIII. Work-study, Cooperative Programs, and Job Placement – No Action Required.
- IX. Employment – No Action Required.

Mr. Kornegay reviewed each of these items with the Board. He focused on the Accessibility item due to the fact that action to this item will require local funds to assure ADA compliance is met. The restrooms in building 10 and building 2 must be renovated to meet ADA compliance at a cost of approximately \$320,000. Mr. Kornegay stated that the College submitted its response plan on March 25, 2021, and it was accepted on April 1. He reported that 15 of the 23 items that were noted by the OCR have been completed. A follow-up visit has been scheduled for July 22, 2021.

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, 2021. Mr. Stanley began by reviewing the state budget with the group and he stated that this budget continues to be in good order. Spending restrictions have recently been lifted and the College has also received Federal funds due to the pandemic. He informed them that there have been two budget call-backs by the State in the amount of approximately \$161,000. Mr. Stanley reported that the College plans to carry over existing equipment funds for the 2021-2022 fiscal year.

The total current unrestricted institutional fund balance is \$390,924.27 and the total restricted institutional funds balance is \$70,344.09. The proprietary fund balance is \$832,364.79 bringing the total balance for all institutional funds to \$1,293,633.15.

Mr. Stanley stated that the county, state, and institutional funds budgets are currently in-line and in good order.

Mr. Stanley provided information regarding the 2021-2022 county budget request for review and approval. He stated that the College is not requesting an increase in operating expenses for the 2021-22 fiscal year. The College was funded \$1,069,551 in 2019-20 and in 2020-21. Mr. Stanley explained that there have also been retirements that will partially off-set operational expenses. This request projects flat funding for the current operating expense budget and includes the Capital Improvement request previously approved by the trustees earlier this fiscal year. The request also includes a projected salary increase of 5% proposed by the North Carolina Governor, benefit rate increases in-line with the revised salaries, a reallocation of funds from contracted services currently being utilized for temporary full-time custodial and maintenance positions to full-time custodial and maintenance positions, and includes plans to use available COVID-19 funds appropriated to the College in accordance with federal guidelines. Other operating costs remain consistent with the prior 2020-21 fiscal year.

Mr. Stanley stated that there capital projects on campus that need to be addressed this year to meet ADA compliance standards. This supports the report provided by Mr. Kornegay regarding the findings in the accessibility portion of OCR report. Mr. Stanley stated that the College is requesting approximately \$400,000 of capital funding from the county for FY 2021-22.

Ms. Bryant asked Mr. Stanley if there was a timeline for renovating the restrooms and he stated that he feels that these are immediate needs due to the accessibility issues. The Office of Civil Rights has asked that the issues be resolved by 2022-23.

Mr. Dickerson made the motion to accept the county budget proposal FY 2021-2022 as proposed. Mr. Campbell seconded, and the motion carried by roll call.

Mr. Stanley reported that the Foundation investment to date totals \$1,205,069.52, an increase of approximately \$52,000 or five percent that was reported during the March Board of Trustees meeting. Mr. Stanley stated that the Foundation investment is being managed well by the Sizemore Group.

PERSONNEL COMMITTEE REPORT

Ms. Andrews thanked the members of the Board for submitting their annual evaluation of the College President. All 12 members of the Board completed the evaluation. Ms. Hester stated that the personnel committee of the Board would be meeting to review the evaluation results and during the May 2021 meeting of the Board, a closed session would be held for the entire Board to review the results. Dr. Lee will be given the results during this meeting.

PRESIDENT'S REPORT

Dr. Lee began her report by providing an update regarding self-reported COVID-19 cases on campus. She stated that there has been one student case and one employee case during the last six weeks. No students have dropped classes during the spring 2021 semester due to COVID. Dr. Lee stated that the College plans to return to a more traditional delivery schedule for fall semester classes. Adjustments will be made as needed to satisfy the unique educational needs of the students.

Dr. Lee provided a copy of the employee annual accomplishments for 2020 to the trustees. She read some of the accomplishments to the group.

Dr. Lee stated that the College is currently evaluating faculty and staff schedules, duties and responsibilities, and sharing other great ideas to hone efforts on recruitment, retention, and completion. The employees of the College have been submitting their ideas to Dr. Lee for consideration. She stated that she hopes by mid-May our summer staff schedules will be finalized based on the suggestions submitted.

Dr. Lee invited the trustees to the graduation celebration scheduled for Friday, May 14 beginning at 6:00 pm. She also stated that they are invited to attend the ADN pinning ceremony at 3:00 pm on Monday, May 17, in the college auditorium. A retirement/naming unveiling will be held to recognize retirees and the naming of the John Darrell Page Student Resource Center and the William Charles Findt Workforce Development Building on Tuesday, May 18 at 3:00 pm.

Dr. Lee provided information regarding a machining course that will begin on June 1 in response to two local businesses that have requested individuals be trained in these skills. She asked that the group share this information with others.

OLD BUSINESS

No old business was reported.

NEW BUSINESS

No new business was reported.

UNFINISHED BUSINESS

No unfinished business was provided.

ADJOURNMENT

Chairman Troy thanked the trustees for their service and commitment to the College. At 7:28 p.m., the meeting adjourned with a motion by Mr. Campbell and a second by Ms. Andrews. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary