

Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of April 28, 2015

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Shirley Bridger; Bruce Dickerson; Wayne Edge; Ricky Leinwand; Hayes Petteway; Charlotte Smith; and Tara Godfrey, SGA president.

Members Absent: Albert Beatty; Landon Bordeaux; Joan Washington.

Others Present: William Findt; Linda Burney; Sondra Guyton; Jeff Kornegay; Cynthia McKoy; Barry Priest; Ray Sheppard; Jay Stanley; Gary Grady, attorney; and Missi Hester, recorder.

At 6:05 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.

Dr. Findt gave a prayer.

Ms. Hester called the roll.

The minutes for the March 24, 2015, meeting were approved with a motion by Ms. Bridger and second by Mr. Petteway. The minutes for the March 24, 2015, closed session were distributed and approved with a motion by Mr. Petteway and second by Mr. Leinwand.

Student Government Report:

Student Government president Tara Godfrey reported on recent activities of the student government for the month of April. Ms. Godfrey informed the group that the SGA had attended a breakfast with Dr. Findt on Wednesday, April 8. She also told the group that a hot dog lunch sponsored by Campus Crusade was provided on Wednesday, April 22, to kick off Spring Fling activities.

Ms. Godfrey told those present that members of the SGA traveled to Raleigh to visit the Legislature on Tuesday, April 21. She stated that the group witnessed a press conference by Governor McCrory upon their arrival. They were also given a tour the legislative building by Representative David Lewis of Harnett County and attended legislative committee meetings during their visit.

Faculty Senate Report:

Ray Sheppard reported to the group that since February 2015, Chad McKenzie and Sharon Coe have proctored Microsoft Certification exams and awarded 28 certificates.

Mr. Sheppard reported that the college is in its third year of the quality enhancement plan. Faculty members who teach general education courses attended QEP training sessions in March and April. He stated that all faculty members will participate in a workshop on higher order thinking skills in May.

Mr. Sheppard stated that history instructor Cliff Tyndall displayed Camp Davis-related memorabilia at the 75th anniversary of the WWII Camp Davis event on Saturday, April 25. Mr. Tyndall also provided his original 1943 US Army Camp Davis jeep for tours through Holly Ridge.

Mr. Sheppard reported that Joyce Bahhouth and Lisa DeVane will be receiving their certificates from the North Carolina Community College Leadership Program on May 1.

Mr. Sheppard informed the Board that *The Ink Quill*, the college's publication of prose, poetry, and photography, will be ready for distribution in the next two weeks. There are 72 contributors and 151 entries.

Mr. Sheppard stated that Science and Math Day for eighth grade students from the Bladen County School System will be held at the college on May 18 from 9 a.m. to 11 a.m. Eighth grade students from East Arcadia will be attending. The students will be participating in activities which include chemistry, dissection, microbiology, and forensic science.

BCC Foundation Report:

Linda Burney began the Foundation report by stating that the annual scholarship luncheon was attended by over 50 individuals on Thursday, March 26.

Ms. Burney reported to the group that the All Campus Appeal was complete and has received 100% participation from faculty and staff.

Ms. Burney informed the group that Kathryn Findlen and Charlie Magnone will perform a concert on Friday, May 1, at 7:00 p.m. at Elizabethtown Presbyterian Church. She stated that Ms. Findlen and Mr. Magnone would also visit the Clarkton School of Discovery to mentor a group of students. Ms. Burney stated that some of the students from the school may perform during the concert on Friday evening.

The fall Foundation fundraiser has been scheduled for Thursday, October 1, 2015, at Camp Clearwater, White Lake.

Academic and Student Affairs:

Cynthia McKoy provided information regarding the college's allied health programs. Ms. McKoy stated that she would be speaking about four programs: associate degree nursing, practical nursing, emergency medical services, and the nursing assistant

program. She stated that the associate degree nursing program and the practical nursing program are doing well but the programs are striving to do better. She stated that the college began offering the nursing assistant program beginning fall 2014. Upon graduation, these students will have earned their certifications in nursing assistant I and nursing assistant II. Eighteen students are currently enrolled in the program. Ms. McKoy stated that the college will be offering the emergency medical services program beginning fall 2015.

Ms. McKoy informed the group that the college has articulation agreements with area colleges that allows students to take BCC courses and complete a program not offered at Bladen. She stated that the college has an agreement with Fayetteville Technical Community College that allows students to take ten courses at BCC in the physical therapy assistant program before transferring to that school to complete the degree. She stated that BCC also has an articulation agreement with the University of North Carolina at Pembroke for students planning to transfer into the BSN program at the university.

Ms. McKoy stated that the allied health division is currently undergoing changes to increase retention. She stated that students who have been accepted into the nursing program would receive a comprehensive orientation on May 27 and May 28 to better prepare them for the upcoming semester. She also stated that Ms. Sharron Thomas, director of allied health programs, offers remediation sessions for nursing students every Friday. Students also review information for the state board exams with the use of Assessment Technologies Institute (ATI) software. Ms. McKoy informed the group that the number of students accepted into the associated degree program and practical nursing programs has been increased to 25 students accepted into the associated degree program and 30 accepted into the practical nursing program.

Ms. McKoy invited those present to the associate degree nursing pinning ceremony on Monday, May 18, at 7:00 p.m. She stated that 12 students would be pinned during the ceremony. Ms. McKoy also said that the practical nursing pinning ceremony would be held on Thursday, July 23, and at this time there are 21 students in that graduating class.

Jeff Kornegay reported on the early childhood program accreditation. Mr. Kornegay stated that North Carolina has the most nationally accredited early childhood programs in the United States. He reported that the college submitted a self-study to the National Association for the Education of Young Children (NAEYC) in October 2014. Three representatives conducted a site visit to review the college's program on March 29 through April 1, 2015. While on site, the individuals conducted interviews both on campus and at area day cares and they also observed classroom settings. Mr. Kornegay stated that a copy of the site report was sent to the college and overall it was a positive report with some citations. He stated the report said there are weaknesses in assessment data collection. Mr. Kornegay stated that the college has until September or October to respond to the conditions. He said that he expects the program to receive accreditation with conditions. Mr. Kornegay stated that most colleges receive this upon the initial review.

Mr. Kornegay presented information on 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 with the Board Chair signatures on individual 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 2015-2016. Ms. Bridger seconded, and the motion carried unanimously.

Fiscal Affairs Committee Report:

Hayes Petteway provided a report from the Foundation Investment committee. Mr. Petteway stated interviews of investment firms will take place on Wednesday, April 29, beginning at 1:00 p.m. He stated that the committee would listen to proposals and then the group will discuss entering into a contract with one of the firms. Mr. Petteway stated that he was looking forward to the meeting and that he would report back to the Board with the results.

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, 2015. Mr. Stanley informed the Board that the current county general administration fund is 88% expended. The plant operation fund is 60% expended and plant maintenance is 75% expended. The total county current expense fund is expended by 75%.

Mr. Stanley stated the state fund balance is \$664,479.79. Mr. Stanley said that one percent of the state budget was reverted to the state as required by the North Carolina Community College System Office.

Mr. Stanley reported that the total institutional funds balance is \$8,767,638.99.

Mr. Stanley asked if anyone had questions, to which Mr. Troy asked if the college is on track at this point in the year. Mr. Stanley stated that it is.

Mr. Stanley reported on the 2015-2016 county budget request. He stated that the college is requesting an increase of 11.4% in general administration and a 1.4% increase in plant maintenance to cover increased bank service charges, insurance premiums, maintenance, and repair costs to aging facilities. Mr. Stanley also stated that the college requested a 25.8% increase in plant operations to cover the costs to employ a full-time security officer and a full-time custodian. He stated that it is anticipated the Legislature will approve a salary and benefit increase of 2% and that the proposed budget reflects this increase.

Mr. Leinwand asked if the insurance policies that the college currently possess are on state contract to which Mr. Stanley stated that they are. Mr. Leinwand recommended that the college research other options concerning insurance policies. Mr. Troy stated

that the college needs security officers with weapons. Mr. Petteway asked about bank service charges and suggested the college investigate to see what is now being offered. Mr. Stanley stated that the college offers a tuition payment plan, Nelnet, and a fee is charged for each student that uses the plan.

Dr. Findt stated that based on the college's current budgeted FTE of 1,451 students, the college's 2015-2016 request is \$600 per student FTE. The system average for the state's 58 community colleges is \$914 per student FTE. Currently, the per student FTE funding is ranked 54th out of 58 community colleges as lowest funded per student FTE. With full funding of the college's budget request of \$874,877 for fiscal year 2015-2016, the FTE per student funding would rank 50th out of 58 community colleges.

Mr. Petteway made the motion to accept the county budget proposal FY 2015-2016 as proposed. Ms. Andrews seconded, and the motion carried unanimously.

Mr. Stanley reported on the self-supporting policy revision. He stated that to remain consistent with the State Board of Community College Code (1E SBCCC 700.7), the college is revising the self-supporting policy to provide more clarification and flexibility in regard to the use of excess revenues.

Dr. Gemma made the motion to accept the self-supporting policy revision. Mr. Leinwand seconded, and the motion carried.

Mr. Stanley presented the refund of self-supporting and local fees policy for review and approval. He stated that per the State Board of Community College Code (1E SBCCC 900.5), local boards of trustees shall adopt local refund policies for self-supporting fees and local fees. To be compliant with this code, the college is proposing a new policy to outline the procedure for refunding self-supporting and local fees. Mr. Stanley said curriculum and continuing education refunds are processed under the North Carolina Community College System refund policy. The policy states that a college shall provide a 100% refund to the student if the college cancels the course section in which the student is registered. Registration fees for self-supporting classes are non-refundable once the class begins. Local fees, such as malpractice insurance, accident insurance, drug screen fees, criminal background check fees, and CPR card fees are non-refundable once the class begins.

Mr. Petteway made the motion to accept the refund of self-supporting and local fees policy as proposed. Ms. Andrews seconded, and the motion carried unanimously.

Personnel Committee Report:

Dr. Findt stated that the personnel committee met prior to the Board meeting on April 28, 2015. The committee was presented with a list of employees recommended for employment for the 2015-2016 fiscal year. The personnel committee agreed with the recommendation to renew the contracts of the 103 individuals presented at the meeting prior to the Board meeting. Dr. Findt stated that one individual had retired from the

college and two others will be retiring at the end of the spring semester. Jack McDuffie, public information officer, retired effective April 1, 2015. Cathy Kinlaw has been hired part-time as public information officer. Naomi Miller, director of the East Arcadia Center, is currently on extended medical leave. Sandra Lewis has been employed part-time at the Center. Stephen Prince and Barbara Singletary will retire at the end of the spring semester. Dr. Findt also stated that the committee also approved two promotions. Missi Hester has been promoted to executive administrative assistant to the president and Barry Priest has been promoted to vice president for student services. Mr. Jeff Kornegay's title will change to executive vice president and chief academic officer.

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

Ms. Bridger made the motion to accept the full-time employees for 2015-2016 as listed and the promotions, Mr. Leinwand seconded, and the motion passed.

President's Report:

Dr. Findt reported a number of off-campus incidents involving students this semester. Ten were of a serious nature. The incidents include theft, assault, stalking, and harassment. Dr. Findt also informed the Board a student had reported that she had episodes of hallucinations. In some cases the college had to request law enforcement protection for the students when they returned to campus. He stated that the college is requesting additional security to help with these types of situations.

Ms. Hester distributed information regarding the nursing pinning ceremony for Monday, May 18, and the graduation ceremonies to be held on Tuesday, May 19. She stated that the Board members are to meet in the law enforcement building by 5:15 p.m. to robe for the basic skills graduation ceremony. The speaker for the basic skills ceremony is Judge Winston Rozier, Jr. and the speaker for the curriculum graduation ceremony is Dr. Pearly Graham-Hoskins. A reception for the graduation speakers will be held at 6:30 p.m. in the Student Center. Ms. Hester stated that the curriculum graduation ceremony would begin at 7:30 p.m.

Dr. Gemma reported on trustee webinars hosted on the Association of Community College Trustees website. The trustees had access to the webinars for 12 months and Dr. Gemma completed eight courses. Mr. Petteway suggested that the college purchase the webinars for the upcoming year. He asked that Ms. Hester send out an assignment one week prior to the Board meetings. The Board was in consensus with this proposal.

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 7:37 p.m., Chairman Troy thanked everyone for their attendance and their work for the college. The meeting adjourned with a motion by Ms. Smith and a second by Ms. Andrews.

Dennis Troy, Chairman

William Findt, Secretary