



**BOARD OF TRUSTEES TELEPHONIC MEETING**  
**Minutes of Tuesday, May 25, 2021**

**CALL TO ORDER**

At 6:02 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.

Dr. Frank Gemma provided a prayer. Jay Stanley 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; Mary Andrews; Ray Britt; Brian D. Campbell; Bruce Dickerson; Ricky Leinwand; Joseph Rozier; and Whitley Ward

**BOARD MEMBERS PRESENT VIA CONFERENCE CALL/ZOOM**

Lillian Bryant

**BOARD MEMBERS ABSENT**

Pam Benton and Hayes Petteway

**OTHERS PRESENT**

Amanda Lee; Barry Priest; Jeff Kornegay; Sondra Guyton; Jay Stanley; Joy Grady; Tiina Mundy; Crystal Dowd; Travis Locklear; Alan Wooten, General Manager/Editor, *The Bladen Journal*; Gary Grady, board attorney; and Missi Hester, recorder

**OTHERS PRESENT VIA CONFERENCE CALL/ZOOM**

Linda Burney and Scott Owens

**APPROVAL OF TELEPHONIC BOARD OF TRUSTEES MEETING**

Mr. Troy called for a motion to proceed telephonically with the May 25, 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 Whitley Ward and carried unanimously by roll call.

Tiina Mundy introduced Zotica Sanchez Marban who has recently been hired at the College as a facilities services aide. Ms. Mundy told the Board that Ms. Marban has over 15 years of experience

and provides excellent service to the students, faculty, and staff. Ms. Marban is currently enrolled in the College General Education Program. Ms. Mundy introduced Raymond Watson to the Board and stated that he has recently been hired at the College as a maintenance technician I. Mr. Watson has an associate's degree and is also taking additional electrical classes at the College.

Both of the new employees offered comments of appreciation for being selected for the positions. They were met with a round of applause.

### **ADOPTION OF AGENDA**

Mr. Troy presented the meeting agenda for Tuesday, May 25, 2021, for review and approval. Dr. Gemma 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 May 25, 2021, meeting included approval of the minutes for the April 27, 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 May 25, 2021, meeting was approved with a motion by Dr. Gemma and a second by Joseph Rozier. The motion carried by roll call.

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

Crystal Dowd provided a report on behalf of the Student Government Association. Ms. Dowd stated that the SGA has completed a successful semester and three members of the group recently graduated: Michael Dunbar, Ashley Norris, and Melanny Zunun-Parada. SGA president Michael Dunbar provided the invocation for the virtual graduation ceremony and others served as student models for the production. Ms. Dowd stated that the SGA provided fair food and activities for individuals who attended the graduation celebration. Positive comments regarding the ceremony have been echoed since the event and it was called the "Gold Standard of Graduations".

Ms. Dowd announced Jessica Snow as the SGA president for the upcoming 2021-2022 academic year. Kionne Lacy will serve as the vice-president and Dizire Mack will serve as a senator. The officers recently participated in the White Lake Water Festival Parade and supplied t-shirts to the crowd. Ms. Dowd will introduce the new officers during an upcoming Board meeting.

Mr. Troy thanked Ms. Dowd for her report and stated that he had never attended a graduation ceremony like the one provided by the College. He thanked the leadership of the College for such a great event.

Brian Campbell asked if feedback is received regarding how the College can better serve students and Ms. Dowd replied that a suggestion box has been placed in the student lounge and the SGA collects suggestions and addresses those as needed.

Ms. Dowd introduced the student guest speaker, Mr. Scott Owens. Mr. Owens is a recent graduate in the associate degree nursing program and was the speaker for the ADN pinning ceremony. Mr. Owens stated that when he decided to return to school, he researched many institutions to determine which schools had the highest retention and pass rates. He stated that Bladen Community College continued to be at the top of the list, which made him believe that this college is “doing something right.” Mr. Owens stated that he enrolled and completed his paramedic degree and entered the nursing program the following January. He told the Board that BCC instructors provide an excellent support system and lead the students well. Mr. Owens stated that the courses that he needed to transition from the paramedic degree to the associate in nursing degree were seamless. Mr. Owens graduated from Bladen Community College on June 14 and he plans to continue his education. He stated that his ultimate goal is to return to the College as an instructor because of the experience that was provided to him during his time at BCC.

Dr. Lee thanked Mr. Owens for sharing his story with the Board. He was met with a round of applause

### **FACULTY AND STAFF REPORTS**

Travis Locklear, staff council president, provided reports for the faculty senate and staff council. Mr. Locklear reported that the faculty members are preparing for the summer semester that begins June 1. He also reported the new officers for the upcoming year: Tim Marshburn, president; Britney Locklear, vice-president; Twyla Davis, secretary; and James Johnson, treasurer. Mr. Locklear stated that the faculty members participated in a two-day professional development activity related to SACS QEP.

Mr. Locklear stated that he has assumed the role as president of the staff council upon the departure of Lacie Jacobs. Roy Thompson currently serves as the treasurer. Mr. Locklear thanked Dr. Lee for allowing the staff of the College to have a voice and to share opinions and ideas. He reported that “Welcome Week” will be August 16 through August 19 and staff and faculty are combining their efforts to welcome students to the College. A bagel breakfast will be provided to students on August 19.

Mr. Troy thanked Mr. Locklear for his report.

### **BLADEN COMMUNITY COLLEGE FOUNDATION REPORT**

Linda Burney provided the BCC Foundation report. Ms. Burney reported that the Foundation supports the Alumni Association and during the 2021 graduation celebration 75 graduates were registered. Two members of the Foundation Board of Directors, Mary Greene and Faye Collins, assisted with the registrations.

Ms. Burney stated that three of the College ambassadors have graduated. Robin McDonald, Hannah Wheelless, and Nicholas Norris all received honors during the ceremony. Applications for prospective ambassadors for the upcoming year has been extended to June 30, 2021.

Ms. Burney updated the Board by stating that during the 2020-2021 year, 92 scholarships had been awarded for a total amount of \$66,000. She thanked Samantha Benson and the financial aid department for their dedication and assistance to helping students.

The annual Sunset and Vine fundraiser has been scheduled for October 21, 2021, at Lu Mil Vineyard.

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**

No academic and student affairs committee report was provided.

### **BUILDING/FACILITIES/GROUNDS COMMITTEE REPORT**

Brian Campbell thanked those individuals involved with the recent construction projects. He stated that with the recent increase in building costs it would be doubtful that the buildings could have been constructed at the same scope. Mr. Troy agreed. Mr. Stanley reported that final funding to close out the STEM building project had been received.

### **FISCAL AFFAIRS COMMITTEE REPORT**

Mr. Stanley presented the uncollectible accounts receivable less than \$50 for review and approval. The request of debt to write-off totals \$195.83 for 2020-2021 and this amount is comprised of 12 student accounts who owe less than \$50. The amount to write off includes \$100.05 in student fees and \$95.78 in bookstore charges. These student accounts will be flagged and the balance must be paid if the individuals wish to register for classes or request transcripts in the future.

Mr. Campbell made the motion to accept the amount as presented. Mr. Dickerson seconded and the motion carried unanimously by roll call.

Mr. Stanley explained the proposed FY 2021 – 2022 fee schedule. He stated that there are no changes regarding the required registration fees. Mr. Stanley told the group that health sciences have increases and decreases to coincide with actual costs. These changes affect associate degree nursing, paramedic to associate degree nursing transition, practical nurse education to associate degree nursing, and practical nurse education nursing packages. Mr. Stanley explained that the drug and criminal background screening fee increased slightly due to a local health facility administering the screenings, with part of this increase for software management of the clinical records for nursing students. This fee affects curriculum and continuing education students taking health science classes (nursing and EMS). The pharmacology (NUR 117) lab access fee had a slight increase.

Two new fees have also been added. Mr. Stanley reported that a fee has been added to due transitioning from manual testing to computerized testing in the allied health area. The second newly established fee deals with students who receive OSHA certification. A fee of \$8 will be charged to cover processing costs. Mr. Stanley stated that if approved, the fee schedule will be in effect July 1, 2021.

Ray Britt made the motion to accept the proposed FY 2021 – 2022 fee schedule as presented. Ms. Andrews seconded and the motion carried unanimously by roll call.

Mr. Stanley reported that the Foundation investment to date totals \$1,196,485.87, a slight decrease of less than one percent from the previous month. Mr. Stanley stated that the Foundation investment is being managed well by the Sizemore Group. He reported that as of December 31, 2020, the investment totaled \$1,140,509.55 and the current balance is an increase \$55,976.32 over the amount at year end.

### **PERSONNEL COMMITTEE REPORT**

At 6:48 pm, Mr. Troy called for a motion that the Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(6) to discuss personnel matters. Ms. Andrews made the motion that the Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(6) to discuss personnel matters. Mr. Britt seconded the motion and the Board went into closed session.

The board returned to open session at 7:31 p.m. with a motion made by Mr. Britt and second by Ms. Andrews.

Ms. Andrews gave a report regarding Dr. Lee's evaluation. The evaluation was completed online via a confidential and secure survey process and was completed by all of the Board members. Ms. Andrews oversaw the compilation of the results and presented these to the Board during a closed session meeting on Tuesday, May 25<sup>th</sup>. Ms. Andrews stated that Dr. Lee's evaluation was exceptional as expected. She continues to have excellent rapport with the board, faculty and staff, students, and in the communities served. The board is mandated by the State to respond by June 30, 2021, with Dr. Lee's evaluation information.

Bruce Dickerson made a motion to extend Dr. Lee's contract to June 30, 2025. Mr. Britt seconded and the motion passed unanimously by roll call.

Dr. Lee stated that she was humbled and honored by the support of the Board.

### **PRESIDENT'S REPORT**

Dr. Lee began her report by thanking individuals who attended the 2021 graduation celebration and other events during the month of May. She stated that it means a lot to the employees and the students.

Dr. Lee reported that Cierra Griffin, college and high school programs coordinator, has been named Staff Member of the Year. Dr. Joyce Bahhouth, dean of arts and sciences and development studies, has been named Faculty Member of the Year. She offered congratulations to these employees.

Dr. Lee stated that the proposed county budget includes all the items that the College has asked for. The operating budget will remain the same and there will also be funds to help address ADA issues across the campus that were noted in the Office of Civil Rights report. She thanked Mr. Britt and the county commissioners for their support of the College.

Dr. Lee stated that the College is currently evaluating faculty and staff schedules, duties and responsibilities, and sharing other ideas to hone efforts on recruitment, retention, and completion. She told the Board that there are three main goals that the College will be working toward as employees transition back to regular operations. The goals are to increase availability to students and the community, allow for some flexibility for college employees, and ensure that the campus is inviting and open. Dr. Lee reported that beginning June 1, the staff will have the option to work a normal work week, 8:00 am to 5:00 pm Monday through Thursday and 8:00 am – 12:30 pm on Friday. Employees who choose the flex schedule must work core hours of 9:00 am – 3:00 pm Monday through Thursday and 9:00 am to 12:00 pm on Friday. These employees must complete the required 38.5 hours each week by working parts of the extended work hours that are 7:00 am to 7:00 pm Monday through Friday and 7:00 am to 3:00 pm on Friday. Each employee must submit the schedule of their choosing to their supervisor for approval.

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 shared that the course that begins in June is full and a waiting list has started for the next class.

Dr. Lee informed the Board that the College would be hosting a “Touch the Truck” event on Saturday, June 19, beginning at 9:00 am. This event is being planned to bring kids on campus and to share additional information regarding the summer camp that is being offered July 19 through July 22. Dr. Lee asked the group to share the information with families who may be interested in attending.

Dr. Lee stated that the next Board of Trustees meeting is scheduled to be held on Tuesday, June 22 in the newly renovated Lynn G. King Allied Health Building. She thanked the trustees and senior staff for all the support that has been given to her since she has been at the College.

#### **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 7:47 p.m., the meeting adjourned with a motion by Ms. Andrews and a second by Mr. Britt. Motion carried.

---

Dennis Troy, Chairman

---

Amanda Lee, Secretary