



BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, October 27, 2020

CALL TO ORDER

At 6:01 p.m., Chairman Dennis Troy called the meeting to order and thanked the group for attending. 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 conflict of interest. There were none.

ROLL CALL

Missi Hester called the roll.

BOARD MEMBERS PRESENT

Dennis Troy, chair

BOARD MEMBERS PRESENT VIA CONFERENCE CALL/ZOOM

Frank Gemma, vice chair; Mary Andrews; Pam Benton; Lillian Bryant; Brian D. Campbell; Bruce Dickerson; Ricky Leinwand; Hayes Petteway; Joseph Rozier; and Whitley Ward

BOARD MEMBERS ABSENT

Ray Britt

OTHERS PRESENT

Amanda Lee; Jeff Kornegay; Jay Stanley; Barry Priest; Joy Grady; Tiina Mundy; Lisa DeVane; Crystal Dowd; Michael Dunbar; Riley Clewis; Clinton Ryckele; Emily M. Williams, Reporter, *The Bladen Journal*; Gary Grady, Board Attorney; and Missi Hester, recorder.

OTHERS PRESENT VIA CONFERENCE CALL/ZOOM

Sondra Guyton; Lacie Jacobs; Linda Burney

APPROVAL OF TELEPHONIC BOARD OF TRUSTEES MEETING

Mr. Troy called for a motion to proceed telephonically with the October 27, 2020, 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 pandemic. Pam Benton made the motion to conduct the meeting telephonically. The motion was seconded by Whitley Ward and carried unanimously by roll call.

Barry Priest gave a prayer. Jay Stanley led the group in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Troy presented the meeting agenda for Tuesday, October 27, 2020 for review and approval. Mary Andrews made the motion to accept the meeting agenda as presented. The motion was seconded by Ms. Benton and carried unanimously by roll call.

CONSENT AGENDA FOR ACTION ITEMS

The consent agenda was presented by Mr. Troy. The action item for the October 27, 2020 meeting included approval of the minutes for the September 22, 2020 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 October 27, 2020 meeting was approved with a motion by Bruce Dickerson and a second by Ms. Andrews. The motion carried by roll call.

STUDENT GOVERNMENT ASSOCIATION REPORT

Crystal Dowd introduced to the Board newly elected officers of the Student Government Association (SGA). Clinton Ryckeley, SGA senator, stated that he chose BCC because a friend recommended the college to him. Mr. Ryckeley stated that he enjoys the environment and the people at the school. Welding student Riley Clewis has been elected vice-president of the SGA. Mr. Clewis told those present that he had heard great things about the welding program at BCC and decided to enroll. Michael Dunbar, president of the SGA, is also a welding student. Mr. Dunbar stated that his future plans include owning his own welding business.

Mr. Troy thanked Ms. Dowd and the SGA members for their report.

FACULTY AND STAFF REPORTS

Lacie Jacobs presented the reports from the faculty senate and staff council. Ms. Jacobs reported the staff council will be meeting on Thursday, November 12 and she will have more to report after that meeting.

Ms. Jacobs provided a brief report for the faculty senate. The faculty continue to meet to discuss ways to enhance how courses are being offered to students. BCC instructors attend training sessions and collaborate with each other to share best practices to ensure students receive the best possible instruction available.

Mr. Troy thanked Ms. Jacobs for her report. He stated that he looks forward to working with Ms. Jacobs.

BLADEN COMMUNITY COLLEGE FOUNDATION REPORT

Linda Burney provided a report from the Foundation. She reported that the Foundation all-campus appeal was a success with the faculty and staff contributing a total of \$9,225. She thanked the faculty and staff for their contributions.

Ms. Burney reported that four individuals have been selected to serve as ambassadors for the College. She stated that Anthony Milano, Robin McDonald, Hannah Wheeless, Nicholas Storms were selected and had the opportunity to be introduced to the Foundation Board of Directors on October 8. All of these individuals will be receiving leadership training provided by Stacie Kinlaw of the North Carolina State Extension Office. Ms. Kinlaw is also the director of the 4-H youth program. Sally Valentiner will be providing etiquette training for the ambassadors.

Ms. Burney provided information regarding the Linda Bullard Hammond Student Emergency Fund and the employee emergency fund.

Ms. Burney was unable to continue her report due to technical difficulties.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Jeff Kornegay reported on college grants received for the time period of July 1, 2019 through June 30, 2020. Mr. Kornegay stated that the grants were significant because of funds received due to the COVID-19 pandemic. He reported that the College received federal, state, and construction grants. Mr. Kornegay told the Board that the College received \$2,893,775 in Federal Pell Grant funds. An additional amount of \$430,981 was received from the CARES Act Tuition Assistance Grant for students during the pandemic. Mr. Kornegay reviewed with the Board the state grant funds received for the 2019-2020 year, some of which were also related to assisting students during the pandemic. Mr. Kornegay stated that the College again received the Finish Line Grant and the Hurricane Florence Emergency Grant.

Mr. Kornegay reviewed with the Board the construction grants received for the STEM building and the Workforce Development building. In total, the College received nearly \$2 million from various sources for the construction of the STEM building and \$6.4 million from the Connect NC bond for the construction of the Workforce Development building. Mr. Kornegay reported that grants received for 2019-2020 totaled \$12,648,304.

There were no questions regarding the grants received by the College for the 2019-2020 year.

Barry Priest presented the summer 2020 curriculum enrollment and continuing education enrollment reports. He reported that the final headcount for this semester was 463, the third highest summer enrollment since the College began receiving funding for summer semesters. Twenty-five percent were enrolled full-time and seventy-five percent were part-time students. Mr. Priest shared with the group the number of students enrolled in each of the College's programs of study. Enrollment of high school students in the career and college promise program was 95 for the summer semester. Mr. Priest reported curriculum FTE for the 2019-2020 year as 1,188. This figure is up 30 FTE from the previous year.

Mr. Priest stated that forty-five percent of students enrolled at the College are Bladen County residents and twenty-nine percent of students reside in Robeson County. The College served a

total of 19 counties during the summer semester. He shared additional information regarding student enrollment by gender, ethnicity, and age.

Mr. Priest provided continuing education summer curriculum enrollment report. He stated that FTE for occupational extension courses increased by three from the previous 2019 summer semester. Basic skills FTE decreased by 12 for the summer 2020 semester largely due to the COVID-19 pandemic. Basic skills FTE for the 2019 summer semester was 14.

Mr. Troy thanked Mr. Priest for the report.

BUILDING/FACILITIES/GROUNDS COMMITTEE REPORT

Jay Stanley provided an update on college construction projects. Mr. Stanley stated that during the previous Board meeting he had reported that the College had received a request from LS3P for additional construction administration fees for the Workforce Development building project. Mr. Stanley offered LS3P \$45,000 based on guidance from the State Construction Office (SCO). On September 22, just prior to the Board meeting, LS3P countered the offer by asking for \$69,047. Mr. Stanley told the Board that Dr. Lee contacted Mr. Boney of LS3P and he has agreed to the amount of \$45,000 as final payment, has contacted Mr. Ryan Scruggs with the SCO, and has signed an agreement to amend the design agreement to include the following information:

For additional services in connection with providing extended construction administration services from August 7, 2019 to December 8, 2019 (\$33,500) and additional construction administration services from December, 9 2019 to July 15, 2020 (\$11,500), the lump sum fee is hereby increased by \$45,000 to a new total of \$447,000.

Mr. Stanley stated that this must be also be approved by the Board of Trustees before it is paid to LS3P. Once this is paid the project will be closed out and final payment can be made to Graka Builders pending LS3P's submission for payment.

Brian Campbell made the motion to approve \$45,000 be paid to LS3P for additional construction administration fees. Ms. Ward seconded and the motion passed by roll call.

Mr. Stanley provided an update regarding the STEM/Advanced Manufacturing building. He stated that the College has been working with the bonding company for CSI to resolve the issue of non-payment of subcontractors and to date there are two remaining claims to pay. Mr. Stanley reported that the bonding company, Surety, cannot complete the forms that must be submitted to the SCO until these two subcontractors have been paid. He stated that they have not been paid because the contractor for the project, CSI, is disputing some of the sub-contractor charges. The sub-contractors are Arnold's (HVAC) and Clayton Commercial Glazing. The deadline for the EDA grant used in-part for this project is December 12, 2020. Mr. Stanley will follow-up with the bonding company, the contractor, and the sub-contractors to work to resolve the issue for project completion. He will provide the Board an update during an upcoming meeting.

Mr. Stanley asked if there were any questions regarding the construction projects and there were none.

FISCAL AFFAIRS COMMITTEE REPORT

Mr. Stanley provided the College's first quarter financial reports consisting of the state, county, and institutional funds for the period ending September 30, 2020. He told the Board that the initial allocation from the state was approximately \$10.6 million dollars. Mr. Stanley reported the total state current and capital expense funds as \$11,327,499, which is an increase of \$711,481. This is due to COVID related funds that the College has received and carry-over funds. Mr. Stanley reported that the College has been encouraged to hold back 2% of the state budget in the event of a state reversion. He told the Board that 5% is being held in reserve for this purpose. Mr. Stanley reported that the College has received 25% of the county budget. Mr. Stanley reported the current unrestricted institutional fund balance as of September 30, 2020 was \$340,544. Mr. Stanley reported the total proprietary fund balance as \$929,304 and stated that the total institutional fund balance as of September 30, 2020 was \$1,738,059. Mr. Stanley confirmed that the budgets are reviewed monthly and that they are in good order.

Mr. Stanley presented the College's capital needs for the 2021-22 to 2025-26 fiscal years. Mr. Stanley told those present that each year the County requests a capital needs list from each county agency. The capital improvement plan is submitted to the County as a planning and budgeting tool which provides information regarding the College's needs over a period of five years and the improvement plan is listed by order of need. Mr. Stanley noted the most critical needs as roof renovations to buildings 8 and 10, renovation to campus restrooms to meet ADA requirements and alleviate plumbing issues, ADA compliant automatic doors for six buildings, and campus bridge safety rail replacements to meet ADA requirements. He stated that ideally the College would need to be funded approximately \$500,000 per year by the County to meet the campus needs that have been delayed due to low funding. The building and grounds committee has discussed the needs and a decision was made to request \$285,000 to resolve the most critical needs. Mr. Stanley stated that at least this amount will be requested each year to address campus facility needs.

Mr. Campbell moved to approve the college capital improvement plan worksheet as presented. Ms. Benton seconded the motion and it passed unanimously by roll call.

Mr. Stanley presented BCC Policy 7.16 - Student Information Protection Policy for review and approval. Mr. Stanley informed the Board that this policy was created to ensure the proper rights and privacy are provided to students as it relates to information safety and privacy. During a previous audit it was mentioned that this policy should be in place for an upcoming single audit by the Office of the State Auditor (OSA) to show compliance with the Family Educational Rights and Privacy Act (FERPA) and the Gramm Leach Bliley Act (GLBA). The FERPA is a Federal law that protects the privacy of student education records maintained by certain educational institutions and the release of such records. The law applies to all schools that receive funds

under an applicable program of the U.S. Department of Education. GLBA is another federal requirement that the College adheres to related to extensive privacy rules and regulations. The GLBA specifically states that colleges and universities will be deemed to comply with the privacy provisions of the GLBA if they are in compliance with FERPA under the Federal Trade Commission's (FTC) regulations. Mr. Stanley reported that the audit is organization-wide and applies if the agency spends \$750,000 or more in federal funds.

Ms. Andrews made the motion to approve BCC Policy Number 7.16 – Student Information Protection Policy. Ms. Benton seconded the motion and it passed by roll call.

Mr. Stanley presented the Foundation Investment Committee Report. He stated it was reported the investments were \$1,025,231 during the previous meeting. Mr. Stanley told the Board that there has been a gain of approximately two percent since the last meeting putting the investments at \$1,045,600 to date. Mr. Stanley stated that the investments are doing well and the Sizemore Group is doing a good job managing the College's investments.

At 7:06 pm Chairman Troy called for a closed session pursuant to North Carolina General Statute 143-318.11(a)(2) to consider and to prevent premature disclosure of recipients for honors, awards, or scholarships. Mr. Campbell made the motion to go into closed session and Ms. Ward seconded. The motion was approved by roll call.

The Board returned to open session at 7:23 pm with a motion by Mr. Campbell. The motion was seconded by Mr. Petteway and passed by roll call.

Dr. Lee stated that the administration requests that the Board moved the December 1, 2020 Board meeting to November 17, 2020.

The motion to move the December 1, 2020 Board meeting to November 17, 2020 was made by Mr. Leinwand and seconded by Mr. Petteway. The motion carried by roll call.

PERSONNEL COMMITTEE REPORT

No report was given by the personnel committee.

PRESIDENT'S REPORT

Dr. Amanda Lee began her report by thanking the group for their participation and patience during the meeting.

Dr. Lee stated that the College continues to exercise caution regarding the COVID-19 procedures during this time. She told the Board that self-reported cases are reported on the college website dashboard.

Dr. Lee informed the Board that Dr. Michelle Norris has recently been named director of nursing after the retirement of Ms. Sharron Thomas.

Dr. Lee reported that second eight-weeks classes have begun. She provided additional information regarding enrollment and stated that individuals interested in enrolling can contact the college advising center.

Dr. Lee told the Board that the Cape Fear Farm Credit Board of Directors held their Board meeting on the BCC Campus. She told them that the College is honored to be able to host this group and she hopes that other organizations will be utilizing college resources. Dr. Lee stated that Cape Fear Farm Credit donated \$30,000 to the College for a greenhouse that will be used for the College Agri-Business program.

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 to the College. At 7:37 p.m., The meeting adjourned with a motion by Ms. Ward and a second by Ms. Andrews. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary