



Student Centered • Future Focused

BOARD OF TRUSTEES TELEPHONIC MEETING

Minutes of Tuesday, January 25, 2022

CALL TO ORDER

At 6:00 p.m., Chairman Dennis Troy called the meeting to order and thanked the group attending in-person and virtually for their dedication 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.

ROLL CALL

Missi Hester called the roll.

BOARD MEMBERS PRESENT

Dennis Troy, chair; Hayes Petteway, vice-chair; Ray Britt; and Riley Clewis, SGA President

BOARD MEMBERS PRESENT VIA CONFERENCE CALL/ZOOM

Mary Andrews; Pam Benton; Brian D. Campbell; Bruce Dickerson; Larry Hammond; Joseph Rozier; and Whitley Ward

BOARD MEMBERS ABSENT

Lillian Bryant and Ricky Leinwand

OTHERS PRESENT

Amanda Lee; Barry Priest; Sondra Guyton; Jay Stanley; Cynthia McKoy; Dolly Horton; Tim Marshburn; Tiina Mundy; Crystal Dowd; Erin Tatum-Merritt; and Missi Hester, recorder

OTHERS PRESENT VIA CONFERENCE CALL/ZOOM

Gary Grady, board attorney

APPROVAL OF TELEPHONIC BOARD OF TRUSTEES MEETING

Mr. Troy called for a motion to proceed telephonically with the January 25, 2022, 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. Ray Britt made the motion to conduct the meeting telephonically. The motion was seconded by Mary Andrews and carried unanimously by roll call.

Hayes Petteway provided a prayer. Barry Priest led the group in reciting the Pledge of Allegiance.

ANNOUNCEMENT OF NEW EMPLOYEES

Tiina Mundy introduced Erin Tatum-Merritt who was recently hired at the College as a nursing instructor. Ms. Tatum-Merritt, a BCC graduate, is currently enrolled at East Carolina University and is pursuing a master's in nursing degree. Ms. Mundy stated that Ms. Tatum-Merritt has worked with Bladen County and Bladenboro Emergency Medical Services. She has worked for Bladen County Hospital for twelve years.

Ms. Mundy introduced Dr. Dolly Horton to the group. Dr. Horton has recently been selected as the vice president for academic affairs and workforce development. She was most recently the dean of health sciences at Bishop State Community College in Mobile, Alabama. Dr. Horton begins her work at Bladen Community College on February 1, 2022.

Ms. Tatum-Merritt and Dr. Horton offered thanks for their new employment positions. They were met with applause.

ADOPTION OF AGENDA

Mr. Troy presented the meeting agenda for Tuesday, January 25, 2022, for review and approval. Mr. Petteway made the motion to adopt the meeting agenda. The motion was seconded by Mr. Britt and carried unanimously by roll call.

CONSENT AGENDA FOR ACTION ITEMS

There was no consent agenda for the January 25, 2022 meeting.

STUDENT GOVERNMENT ASSOCIATION REPORT

Riley Clewis provided a report on behalf of the Student Government Association. Mr. Clewis has recently been named president of the Student Government Association due to the previous president's graduation from the College.

Mr. Lewis began his report by stating that he graduated from Lumberton High School in 2020. During the fall 2020 semester, Mr. Clewis was elected to serve as the vice-president of the SGA. He was also involved in SGA during the fall 2021 semester. He currently has a 3.9 GPA and is earning degrees in welding technology and general occupational technology. Mr. Clewis will graduate in May 2022. He stated that he recommends the College to everyone and that attending the College it has been one of the best decisions that he has made for himself.

Mr. Clewis reported that the curriculum headcount for the spring 2022 semester as 1059. He stated that t-shirts have been distributed to students who registered for the spring semester, a tradition at the College for the last thirteen years.

SGA elections will begin in six weeks as the group is seeking officers and senators for the 2022-2023 academic year.

Mr. Clewis also reported to the Board that a Cape Fear Valley Blood Drive was held on Tuesday, January 25. Eighteen units were collected during the drive to support local hospitals.

Mr. Troy thanked Mr. Clewis for his report and asked if there were any questions. Mr. Clewis was met with applause.

FACULTY AND STAFF REPORTS

No reports were provided by the faculty or staff.

BLADEN COMMUNITY COLLEGE FOUNDATION REPORT

Sondra Guyton presented a report on behalf of the Foundation. Ms. Guyton reported that the year ended well with a Fall Revelry campaign. College employees adorned their office doors and suites with fall decorations and messages of thankfulness. The campaign raised \$200 for the College food pantry. Ms. Guyton stated that the food pantry had provided 24 holiday meals to students and their families. This was aided by donations from Trinity United Methodist Church, Smithfield and Butterball.

Ms. Guyton reported that the next meeting of the Full Steam Ahead program is scheduled for February. The theme of the upcoming meeting will be HVACR or heating, ventilation, air conditioning and refrigeration.

Ms. Guyton reported that the end of year appeal concluded with approximately \$4,600 in donations.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Ms. Guyton presented information regarding the SACSCOC Reaccreditation process. She stated that the compliance report has been completed and that Twyla Davis and Lisa DeVane are reviewing the information for accuracy. Ms. Guyton stated that the report is 250 pages with over 1300 items of supporting evidence. She told the Board she hopes to mail the report on February 18th. It is due by March 2, 2022. The off-site committee will begin the review of the report on April 21st. If the off-site committee has questions regarding the report, the College will have the opportunity to respond. Ms. Guyton told the group that the College QEP (Quality Enhancement Plan) will be used to impact our student academic advising. QEP coordinator Bruce Blansett has been working on this plan, which is a formalized training plan for advisors. Mr. Blansett has researched the best methods for advising college students and used these methods to create the College's QEP. This plan is due to SACSCOC by August 8, 2022. The on-site reaffirmation visit begins on September 19, 2022.

BUILDING/FACILITIES/GROUNDS COMMITTEE REPORT

Mr. Jay Stanley provided information regarding an outsourcing partnership with Barnes & Noble College to provide textbooks at the College. Mr. Stanley provided the proposal that included two options available through Barnes & Noble College. Option 1: First Day® Complete Implementation and Option 2: Alternative Virtual Bookstore Model.

The First Day® Complete option means that students would have their textbooks on the first day of class with a minimum of \$24 dollars per credit hour. According to the proposal, the College can decide the final per credit hour fee to the student depending on the institution's goals. For example, if this service is offered to the student at \$24 per credit hour, there would be no commission return to Bladen Community College, but students would realize maximum savings. Anything above \$24 per credit hour would provide a financial return to the College. Mr. Stanley also reported that Barnes & Noble College is willing to provide a capital investment up to \$40,000 to the College to renovate the College bookstore. In addition, Barnes & Noble College would implement a state-of-the-art operating system. Mr. Stanley stated that this is dependent upon the College committing to a five-year contract with the company.

Mr. Stanley also provided information regarding the Alternative Virtual Bookstore Model. This model would provide a virtual bookstore solution to meet the course material needs of students and faculty. Under this model, on an annualized basis, Barnes & Noble College would pay Bladen Community College the following calculated commission on 10% of all new and used course material net sales, 10% of all rental course material net sales and 2% of all digital course material net sales. With this model, Mr. Stanley explained, Barnes & Noble College would provide a one-time \$10,000 signing bonus to be used at the discretion of Bladen Community College.

Discussion followed regarding the plans. Barnes & Noble College currently operates in over 25 institutions in North Carolina. Mr. Petteway asked that students be involved in the discussion regarding the new bookstore approach. More research will be done before a decision is made and the final decision will be brought before the Board before it is implemented.

FISCAL AFFAIRS COMMITTEE REPORT

Mr. Stanley presented the College's budget resolution for fiscal year 2021-2022 for review and approval. Mr. Stanley stated that the budget includes the College's state, county, and the institutional funds for the 2021-2022 fiscal year. He stated that the state budget has recently been approved by the State Board of Community Colleges. The fund budgets are based on the allocations to the College from the respective entities. Mr. Stanley reported that the total amount of the budget as \$18,071,590. Sections 1 and 2 deal with state funds and total \$10,587,156. The total county fund appropriation is \$1,069,551. Mr. Stanley thanked the county for continuing to fund the College at the same amount as the previous year. He reviewed all sections of the resolution with the Trustees.

Section 9 of the resolution states that the president of the College is authorized to transfer funds from one function to another in the same fund with the limitations set forth for the State Fund and Plant Fund by the State Board of Community Colleges. The College Board of Trustees will be informed of these transfers and entered into the board minutes.

Section 10 states that the president of the College is authorized to accept additional state and/or federal appropriations on behalf of the College to facilitate the programs of the College. The acceptance of additional funds shall be reported to the Board and entered into the board minutes.

Mr. Britt made the motion to approve of the budget resolution for fiscal year 2021-2022 as presented. Mr. Petteway seconded the motion and it carried unanimously by roll call.

Mr. Stanley provided information regarding the financial audit for fiscal year 2020-2021. He stated that there were no findings and no internal control deficiencies. The total hours needed to complete the audit was 382 hours at a cost of \$40,492. Mr. Stanley stated that the College is in good financial standing. The audit report is available for review on the State Auditors website.

Mr. Petteway presented the Foundation Investment Committee Report. He stated that the market has had a fairly substantial recovery since the beginning of 2022, but the investment is currently down due to market activity the during the past months. A meeting is scheduled in February with Skip Sizemore of the Sizemore Group to discuss the investments. Currently the College's investments total \$1,157,987 to date.

PERSONNEL COMMITTEE REPORT

Mr. Stanley provided information regarding employee salary increases. He reported that per legislative direction as stated in our state budget, full-time employees would receive a 2.5% increase effective July 1, 2021. This increase is retroactive to July 1, 2021, and was based on salaries as of June 30, 2021. Full-time employees also received a state bonus taken from Covid related federal funds. Those making over \$75,000 per year received \$1,000 and individuals making less than \$75,000 received \$1,500. These bonuses were not subject to retirement deductions.

PRESIDENT'S REPORT

Dr. Lee began her report by stating that she has been reflecting on the past year recently while working on the College annual report with Mr. Marshburn. Dr. Lee recalled the graduation celebration of 2021, the commemorative 911 event, the touch-a-truck, and the back to school blast for Bladen County students. Dr. Lee stated that other businesses and schools in the area were also able to use college facilities for meetings and events.

Dr. Lee told the Board that the College had increased its partnership with Methodist University and Western Governors University to assure an easier transfer process for students. Students are now able to complete a new teacher preparation program on the BCC campus. Dr. Lee stated that an engineering program began last year, as well as an additional high school transfer pathway in agricultural technology. Machining classes have been offered in response to a need in the community.

Dr. Lee reported to the Board that the College has been able to financially assist every curriculum and continuing education student who met the criteria with funds received by the federal government during the past year. The College has purchased personal protective equipment for employees and students, increased technological capabilities and altered workspaces for a more adequate learning and working environments during the pandemic.

Dr. Lee reminded the group that a greenhouse has been built on the College campus with a gift from Cape Fear Farm Credit and the auditorium has been named in their honor. The College has three endowments

fulfilled and initiated by the J.B. Priest endowment. She stated that the College has increased the amount of scholarships for students and provided emergency relief funds to employees and students through College emergency funds.

Dr. Lee continued with additional accomplishments during the past year and stated that at BCC, we are resilient, we are strong, we are nimble, we are the home for those who hope for more.

Mr. Troy thanked Dr. Lee for her report.

OLD BUSINESS

No old business was provided.

NEW BUSINESS

Ms. Hester stated that the NCACCT Law/Legislative Seminar is scheduled to be held March 30 through April 1, 2022. She asked those interested in attending to contact her so that she can register them for the seminar and make their hotel reservations.

Ms. Hester told those present that the trustee self-evaluation forms would be released soon. The results will be shared during an upcoming meeting. She also reminded them that statement of economic interest forms will be due in the next few months. Ms. Hester asked them to complete them at their earliest convenience.

UNFINISHED BUSINESS

No unfinished business was provided.

ADJOURNMENT

Chairman Troy thanked the trustees for their service and commitment to the College. At 7:35 p.m., the meeting adjourned with a motion by Mr. Britt and a second by Mr. Petteway. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary