



## **BOARD OF TRUSTEES MEETING**

### **Minutes of May 24, 2022**

#### **CALL TO ORDER**

At 6:11 p.m., Chairman Dennis Troy called the meeting to order and thanked the group attending 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.

#### **SPECIAL GUEST SPEAKERS**

Kelly and Bo Barefoot shared a message with the Board regarding the role they hope to play at the College through their business Barefoot Brew. Mr. Barefoot thanked the Board and Dr. Lee for allowing them to operate on campus. He also thanked college personnel for their assistance in making the space operational. He stated that his goal is to be economically viable while increasing enrollment at the College. Mr. Barefoot reported that 2,348 transactions have been made during the 24 days that Barefoot Brew has been open at the College. He was very complimentary of his staff, stating that they are creative and do most of the marketing for his business. He also stated that they are held to a high standard. Mr. Barefoot says that he plans to also begin having various podcasts to promote Barefoot Brew at BCC and he also shared his principles that are followed by himself and the employees of his business. The Barefoots again thanked the group for the opportunity to be on the College campus.

Mr. Troy asked if anyone had any comments or questions. Whitley Ward stated that she is happy that they are now open at the College. She was complimentary of the service she received. Mr. Troy also thanked the Barefoots for their passion and commitment and for forwarding the mission of the College: Student Centered, Future Focused. Brian Campbell also spoke about the positive impact that they are having on the youth of the county and the community the business serves.

#### **ROLL CALL**

Missi Hester called the roll.

Mr. Troy provided a prayer. Brian Campbell led the group in reciting the Pledge of Allegiance.

#### **BOARD MEMBERS PRESENT**

Dennis Troy, chair; Hayes Petteway, vice-chair; Mary Andrews; Lillian Bryant; Brian D. Campbell; Larry Hammond; Ricky Leinwand; Joseph Rozier; Whitley Ward

**BOARD MEMBERS ABSENT**

Pam Benton; Ray Britt; and Bruce Dickerson

**OTHERS PRESENT**

Amanda Lee; Sondra Guyton; Jay Stanley; Tim Marshburn; Tiina Mundy; Crystal Dowd; Jason Springer; Kelly Barefoot; Bo Barefoot; Roy Thompson; Linda McLean; Twyla Davis; Dale Davis; Gary Grady, board attorney; and Missi Hester, recorder

**COLLEGE AWARD RECIPIENTS**

Dr. Lee recognized three individuals who have recently received awards. Dr. Lee went on to say that two individuals, Linda McLean and Twyla Davis, received awards based on peer and student recommendations. Ms. McLean was awarded the Staff Member of the Year award and Ms. Davis was awarded the Faculty Member of the Year Award. Dr. Lee announced to the Board that Roy Thompson has been awarded the President's Award. Dr. Lee stated that she selects an individual who truly embodies the motto "Student Centered, Future Focused." Dr. Lee said that Mr. Thompson has gone above and beyond his duties to help students achieve success. Each individual offered thanks and they were met with applause. Mr. Troy thanked each of the award recipients for their service and commitment to the College.

**ADOPTION OF AGENDA**

Mr. Troy presented the meeting agenda for Tuesday, May 24, 2022, for review and approval. Mr. Campbell made the motion to adopt the meeting agenda. The motion was seconded by Hayes Petteway and carried unanimously.

**CONSENT AGENDA FOR ACTION ITEMS**

The consent agenda was presented by Mr. Troy. The action items for the May 24, 2022, meeting included approval of the minutes for the March 22, 2022 meeting and the 2024 Academic Calendar. 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 24, 2022, meeting was approved with a motion by Mr. Petteway and a second by Whitley Ward. The motion carried.

**STUDENT GOVERNMENT ASSOCIATION REPORT**

Crystal Dowd provided a report on behalf of the Student Government Association. Ms. Dowd stated that SGA president Riley Clewis has recently graduated from the College. She also reported that he had given the invocation for the graduation celebration video. Ms. Dowd told the Board that the SGA was set to sponsor many of the activities for the graduation celebration, but unfortunately due to inclement weather the outside celebration had to be cancelled.

Ms. Dowd reported that the SGA had participated in the White Lake Water Festival and BCC t-shirts were given out during the event. She also stated that SGA elections would be occurring in the near future.

Jessica Snow, BCC graduate and former SGA president, spoke about her time at the College and what she has been doing since she graduated. Ms. Snow stated that she is now employed at Lumberton Lifestyle Day Spa due to the education she received at Bladen Community College. Ms. Snow told the group that she attempts to leave everything better than she found it because of the example set by her instructors and members of the Board. She was very complimentary of the College and was presented with a BCC graduation t-shirt from Dr. Lee and Mr. Troy. Mr. Troy thanked Ms. Snow and she was met with applause.

### **FACULTY AND STAFF REPORTS**

Jason Springer, staff council chair, provided reports for the faculty senate and staff council. Mr. Springer reported that there are 463 individuals registered for the summer semester to date. Classes begin on June 1. Mr. Springer also stated that he plans to create an open Moodle page for staff members to help share information regarding the one-college model implementation. He stated that this platform could help individuals share information regarding new responsibilities and procedures.

Mr. Springer read the report from the faculty senate. He stated that the Agribusiness Department along with Mrs. Lynn Marshburn will be hosting a workshop for the Elizabethtown Foxglove Garden Club quarterly meeting at BCC. In addition, Mrs. Marshburn has plans to host a workshop for the Bladen County Library in the fall. The Bladen County 4-H will be coming in July to visit the agribusiness program as part of their Farm to Fork summer program. Mr. Springer reported that 32 associate degree nursing students began preparing for NCLEX on May 12. On May 24 an orientation session will be held for 55 new nursing students. Mr. Springer stated that this number consists of 25 associate degree students and 30 practical nursing students. He also reported that a pinning ceremony is planned in July for 18 practical nursing students. The nursing department is preparing for NLN CNEA (national nursing program accreditation) site visit for initial accreditation September 14-16, 2022. Mr. Springer went on to say that nursing faculty are participating in professional development provided through a Golden Leaf regional grant. Faculty members are currently in year two of the three-year program that identifies student success barriers and implements best practices for student retention.

Mr. Springer told the Board that Nursing Instructor Marcia deAndrade has recently been certified as a healthcare simulation educator. He stated that this raises the bar for the quality of simulation education that the College nursing department can provide. It was also reported that Betty Bryan graduated from the University of North Carolina at Pembroke in May with a bachelor's degree in nursing.

Mr. Springer went on to say that three students in the emergency medical science degree program have passed the NC State Paramedic Credentialing exam and have already started working in various state agencies. Mr. James Green hosted a coining ceremony on May 11 for the graduates. The individuals were presented with custom paramedic program challenge coins that were designed by the students in the program and paid for by the BCC Foundation through a mini-grant. Mr. Springer reported that all of the associate in arts-teacher preparation graduates are transferring to universities to further their educations. Early Childhood instructors, Dr. Priscilla McAnulty and Mr. James Johnson will be attending the NC ACCESS Alignment conference to discuss child education courses and to collaborate with other community college instructors across the state.

Mr. Troy thanked Mr. Springer for his report.

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

Sondra Guyton provided the BCC Foundation report. Ms. Guyton told the Board that the Foundation has been working with Higher Education Innovation (HEI) to review and revise governance documents of the Foundation. She stated that these revisions are necessary to provide a clearer delineation between the governance of the College and the Foundation to provide structure, expectations, and terms of board members and officers, and the adoption of best practices. Ms. Guyton said that there is much work to do but progress was being made toward a stronger Foundation for the College

Ms. Guyton reported that the College held a planning session on Tuesday, May 17 that allowed the Foundation to assess goals from the previous year and determine new goals for the upcoming year. She stated that the Foundation had met the its goals for the previous year.

Mr. Guyton told the Board that she was happy to report that the Foundation has received a new gift and will be signing an endowment in the near future. She told the group more information would be provided during an upcoming meeting.

Ms. Guyton invited the group to the Touch-A-Truck event scheduled for Saturday, June 4 beginning at 8 am. She stated that the event would a good opportunity to advertise for the summer camp planned for June 20 through June 23.

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

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT**

Dr. Lee provided the Vaccination Policy BCC Policy Number 7.18 for review and approval. The policy states Bladen Community College (BCC) complies with the Higher Education Act by disclosing that the College is exempt from requiring students to provide certification of

immunization for admission as noted in NC General Statute 130A-155.1 e. 1. However, students enrolled in selected programs may be required to submit proof of current immunizations due to laboratory and/or clinical assignments. Dr. Lee stated that this information has previously been supplied in the student handbook as a requirement to complete the laboratory and/or clinical assignments, but the College did not have an official policy. Discussion followed regarding the policy.

Whitley Ward made the motion to approve Vaccination Policy BCC Policy Number 7.18. Mary Andrews seconded the motion and it passed unanimously.

Dr. Lee provided the Special Curriculum Program Application for Early Childhood Administration and Early Childhood Preschool for review and approval. She stated that faculty who teach these courses have been participating in professional development opportunities for the past year to gain information regarding some of these changes. Dr. Lee went on to say that the College's Early Childhood Education Program offers four local certificates: Administrator, Lead Teacher, Preschool, and Infant/Toddlers. These certificates are designed to offer specialized training for students. Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

The North Carolina Community College System has developed two certificates that are very similar to the local Administrator Certificate and the Preschool Certificate. In order to align our local certificates with the System Office certificates, we have proposed the following changes: EDU 146 and PSY 150 will be removed and EDU 131 and 153 will be added to the Administrator Certificate. In the Preschool certificate, the only change is to remove the option of PSY 245 which is no longer taught at BCC.

Ms. Andrews made the motion to approve the Special Curriculum Program Application for Early Childhood Administration and Early Childhood Preschool. Mr. Petteway seconded the motion and it passed unanimously.

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

Jay Stanley began his report by presenting information regarding the HVAC replacement project in building 9 and building 20. Mr. Stanley stated that there was a bid opening on March 24 and that the project had been advertised locally and bid packets had been sent to all local HVAC contractors. The project is being funded with HEERF funds and HH Architecture in the architect for the project. The bids ranged from \$403,310 to \$320,338, with Smith's Refrigeration offering the lowest bid. Mr. Stanley reported that a pre-construction meeting was held on May 18 and the project duration is 245 days due to

lead times being extended. He told the Board that the College has been granted a one-year extension to use HEERF funds due to delays in lead times.

Mr. Stanley provided an update on project #2600 – the one-stop shop and ADA modifications to buildings 2, 7 and 10. Total funding available for the project is \$828,909. Of this amount, \$320,000 has been allocated from the county for ADA renovations and \$508,909 is available from the Connect NC Bond. Mr. Stanley reported that he and others at the College met with HH Architecture on April 27 to discuss the project scope. Building 10 has been removed from the project due to the business office relocation to building 2. He stated that he received three preliminary designs for the project on May 13.

Mr. Stanley spoke regarding the renovations to the welding department. Thirty welding booths have been purchased for approximately \$493,384 with HEERF funds. Mr. Stanley stated that 15 of the booths arrived May 4 and are being stored at the College. The remaining booths arrived on May 23 and are being stored off-site by the DeVane family. When the renovations to the welding shop have been completed, this equipment will be installed. Mr. Stanley told the Board that Progressive Collaborative Engineers were contracted in February to design the project at a cost of \$33,700. The funding source for these renovations is lost revenue, which he explained are institutional HEERF funds that have been provided to the College due to revenue lost during the pandemic. Mr. Stanley stated that this project was advertised locally with the bid opening on May 19, 2022. MWEC Electrical Construction of Red Springs, NC, won the bid by offering the low bid of \$325,000. The owner is expected to be issued a notice to proceed by Monday, June 20, 2022 with final completion by Friday, February 24, 2023.

Mr. Stanley reported on the Barnes & Nobles College library renovations. He told the Board that Barnes & Nobles College has requested 2,000 square feet of space by July 1 to accommodate books, apparel, merchandise. Barnes & Nobles College is providing \$40,000 towards the cost of renovations to the library and additional funds will be added as needed from bookstore funds.

### **FISCAL AFFAIRS COMMITTEE REPORT**

Mr. Stanley began the fiscal affairs committee report by stating that all budgets are in good order.

Mr. Stanley reported that the College has historically requested Board of Trustees approval in writing off uncollectible student accounts receivable less than \$50 during the May Trustees meeting each fiscal year. During the 2021-22 fiscal year, the Business Office has been successful at collecting those student accounts who owe balances less than \$50. Therefore, the College will not request or need to write off these uncollectible accounts for the 2021-22 fiscal year.

Mr. Stanley explained the proposed FY 2022 – 2023 fee schedule. He told the group that he had worked with Dr. Michelle Norris, director of nursing, to determine the cost of fees for the allied health sciences. Mr. Stanley stated that due to the high cost of this program to students, the College is attempting to lower the cost of fees in this area. He reviewed the changes with the

group. If adopted, the overall estimated cost of the associate degree nursing program has decreased by \$921 and the overall estimated cost of the practical program has increased by \$5. Mr. Stanley stated that if approved, the fee schedule will be in effect July 1, 2022. Discussion followed regarding the fee schedule. Mr. Campbell stated that he would like to see how costs compare for each program of study.

Larry Hammond made the motion to accept the proposed FY 2022 – 2023 fee schedule as presented. Ms. Ward seconded and the motion carried unanimously.

Mr. Petteway reported that the Foundation investment year to date are down by approximately 15%. He stated that the College should stay the course during this volatile period. Mr. Petteway reminded the group that the investment is approximately \$198,000 more than the initial investment in 2015.

### **PERSONNEL COMMITTEE REPORT**

Ms. Andrews reported that six of twelve presidential evaluations have been received. The results of the evaluation will be shared with Dr. Lee and the Board during the upcoming June 2022 meeting.

### **PRESIDENT'S REPORT**

Dr. Lee began her report by providing a SACSCOC update. She told them that the 250-page report had been submitted to the off-site committee for review. Dr. Lee stated that there are 75 standards, with many of the standards having several sub-standards. The College has to provide information on 20 of these items. She stated that most of the responses will be easy to address. The report is due on August 8, 2022. The SACSCOC on-site committee will be on campus beginning September 19, 2022.

Dr. Lee invited the group to a retirement reception scheduled for Wednesday, May 25 for 15 employees of the College. Each retiree will receive a chair from the College for their service and commitment.

Dr. Lee informed the Board that Missi Hester would be serving as a panelist at the NCACCT Executive Assistants Training Seminar scheduled for June 1 through June 3.

Dr. Lee reported that the preliminary budget from the County of Bladen for the upcoming year has been received and the College has been allocated the full amount that was requested. The Commissioners will meet on June 6 and this item will be on the agenda. Dr. Lee invited the group to attend and stated that she, Mr. Troy, and Mr. Stanley would be in attendance to answer any questions regarding the request.

Over 260 individuals recently graduated from Bladen Community College. The outside celebration was cancelled due to inclement weather but an inside event was held on May 13, 2022. Dr. Lee reported that the virtual ceremony is live with Elizabethtown native Dr. Sylvia Johnson serving as the commencement speaker.



**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 8:05 p.m., the meeting adjourned with a motion by Ms. Andrews and a second by Mr. Petteway. Motion carried.

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Dennis Troy, Chairman

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Amanda Lee, Secretary