

**Bladen Community College
BOARD OF TRUSTEES MEETING
Minutes of January 23, 2015**

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Albert Beatty; Shirley Bridger; Bruce Dickerson; Wayne Edge; Ricky Leinwand; Hayes Petteway; Charlotte Smith; Joan Washington; and Lee Hendrix, SGA vice president.

Members Absent: Landon Bordeaux

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

At 5:48 p.m., Chairman Dennis Troy announced that a quorum of 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. Gemma gave a prayer.

Ms. Hester called the roll.

The minutes of the December 2, 2014, meeting were approved with a motion by Mr. Edge and second by Mr. Petteway. The closed session minutes of the December 2, 2014, meeting were distributed, reviewed by the board, and approved with a motion by Ms. Andrews and second by Ms. Smith.

Student Government Report:

Lee Hendrix, Student Government Association vice president, gave the report for the Student Government Association. Ms. Hendrix informed the group that the SGA met the previous week to discuss several projects. She also stated that she will be graduating from a student leadership development institute on March 20, 2015, in Raleigh, North Carolina.

Faculty Senate Report:

Ray Sheppard presented the faculty senate report. Mr. Sheppard reported that the faculty senate has elected new officers as follows: Lisa DeVane, president; Jennifer Whittington, vice president; ReGena Brown, faculty senate secretary; and Sharon Coe, faculty senate treasurer. The new officers assume their positions on July 1, 2015.

Mr. Sheppard informed those in attendance that the college Writers Series will continue with two presentations. On Tuesday, January 27, 2015, Dr. David LaVere,

history professor at the University of North Carolina at Wilmington, will speak on “Geography and the North Carolina Tuscarora War 1711 through 1715.” On Monday, February 23, 2015, Mr. Ben Casey will speak on “North Carolina Waters: Yesterday, Today, and Tomorrow.”

Mr. Sheppard stated that Joyce Bahhouth and Lisa DeVane will attend the System’s leadership training on January 29th and 30th. Audrey Lewis will attend a cosmetology workshop on Monday, January 26, and Sharron Thomas will be attending a workshop on Friday, January 30.

Mr. Troy thanked Mr. Sheppard for his report.

Bladen Community College Foundation Report:

Ms. Burney stated that the end of year appeal totaled \$3,315 and that one of the donations was received online. She also reminded those in attendance of the Foundation event on February 20, 2015, to be held at the home of Dr. Frank Gemma.

Ms. Burney reported to the group that the third annual Foundation scholarship luncheon will be held in the spring.

Ms. Burney stated that the Foundation campus appeal for faculty and staff would begin in April. She informed the group that she has been in contact with Kathryn Findlen and that she may perform a concert during the month of May. Ms. Burney stated that Tiina Mundy has completed 71 of 100 miles of the Finn Swiim challenge that began in October 2014.

Academic and Student Affairs Committee Report:

Sondra Guyton presented information regarding the college’s program audit. She stated that the college has a program audit for both curriculum and continuing education each year. Ms. Guyton stated that the auditor, Ms. Nina Taylor, visited the campus on October 30, 2014, to collect student attendance records and other documents. Ms. Taylor returned to the campus on November 17 to meet with college staff. Ms. Guyton stated that on January 17, 2015, the college received a letter from Jennifer Haygood, executive vice president and chief financial auditor for the North Carolina Community College System, which stated there were no audit exceptions or areas of concern. Ms. Guyton reported that the college received a management letter regarding a curriculum finding that merits attention but does not warrant inclusion in the college audit report. The finding was related to changes in the operating procedures for the career and college promise program. Ms. Guyton stated that the concern had been addressed and corrected prior to receiving the management letter.

Building/Facilities/Grounds Committee Report:

Ms. Guyton provided information regarding a Golden LEAF/Economic Development Administration grant. Ms. Guyton stated that on November 25, 2014, the college submitted a letter of inquiry to the Golden LEAF Foundation requesting \$540,000. The college plans to seek additional funding in the amount of \$600,000 from the Economic Development Administration, \$50,000 from Bladen County, and \$10,000 from Bladen County Industry Partners.

Ms. Guyton stated that Dr. Findt and Edward Dent attended a grant meeting at Robeson Community College and heard a report from the Golden LEAF Foundation officials. The college has been asked for additional letters of support from local industries. She stated that the college has received four additional letters.

Ms. Guyton stated that the Golden LEAF Board will vote on February 5, 2015, regarding which proposals to invite to submit a full grant proposal. These grant proposal packages will be due on March 13, 2015, and site visits will be made with the proposal applicants in April. The Golden LEAF Board will give final approval regarding which proposals to fund on June 5, 2015.

Ms. Guyton informed those present that the college has contracted with Haidee Stith from On Point Services to help collect data related to underemployment in Bladen County. This data may help support a greater funding match from the Economic Development Administration.

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

Jay Stanley reported on renovation and construction projects. He stated that during the 2014-2015 fiscal year the Board of Commissioners for Bladen County approved an operating budget that included a \$30,000 appropriation to replace a failing bridge culvert. The college solicited bids for the project and awarded the lowest bid in the amount of \$18,500. The work was completed and the balance remaining in the project after the payment to the contractor is \$11,500. Mr. Stanley stated that the county has also approved the request by the Board to reallocate the remaining funds to be used for two facility needs that require immediate attention. The first is to replace a failed 7.5 ton heat pump serving the electrical shop that has been out of service for approximately a year. This project is expected to be completed by the end of January. The second facility need is the flat roof section on the learning enhancement center that leaks during and after rain storms and has caused damage to the newly renovated center. The repairs to the roof are scheduled to begin in February. The total cost for these projects is expected to be \$11,938.

Fiscal Affairs Committee Report:

Mr. Stanley reviewed the college's second quarter financial reports consisting of the county, state, and institutional funds. The county budget was 47% expended at the end of December. General administration is 82% expended and plant operation is 32% expended.

Concerning state funds, the percent of budget available is 14.1% including equipment funds.

Institutional funds balance as of December 31, 2014, was \$8.6 million.

Mr. Stanley stated that the state budget is on track and that there will be a reversion of 1%.

Mr. Stanley presented the Distribution of Profits from Bookstore, Vending Machines, and Other Convenience Concessions policy for review and approval. In accordance with Section 1 of the North Carolina Community College System Accounting Procedures Manual, the board of trustees of each college shall adopt local policies consistent with G.S. 115D-58.13 for the budgeting, accounting and expenditure of funds generated through vending machines, and other convenience concession activities. These funds may not be used to supplement the salary of any college president.

Mr. Petteway made the motion to approve the Distribution of Profits from Bookstore, Vending Machines, and other Convenience Concessions policy. Ms. Washington seconded, and the motion passed unanimously.

Personnel Committee Report:

Tiina Mundy presented the Vacant Positions policy which is a revision of the current policy approved by the Board in 2007. "Duties of the screening committee" section, item 4 was revised to state, "The recommendation will provide specific information regarding the recommended candidate's qualifications for the position." Item 5 states that "The screening committee will use the BCC application to review the applicant's writing proficiency." Two additional statements were added to page three of the policy. The first states "Following the recommendation for employment by the screening committee, the president, using the information provided and considering which candidate is best suited for the position, determines which candidate to offer the position." The last change states "The President shall place nominations for vice presidents and senior administrators, who report directly to the President, before the personnel committee of the board of trustees for advice before submitting the nomination to the board of

trustees for action. The president shall report all full-time personnel to the board of trustees at the trustee meeting following their employment.”

Mr. Edge made the motion to approve the Vacant Positions policy. Mr. Petteway seconded, and the motion passed unanimously.

President’s Report:

Missi Hester presented the board with information regarding the North Carolina Association of Community College Trustee spring law/legislative seminar to be held at the Sheraton Raleigh Hotel, April 8-10, 2015. She stated that Mr. Leinwand and Ms. Smith would be attending this training.

Dr. Findt presented a fact sheet regarding the White House proposal for tuition free community college for responsible students. He also provided copies of *The New York Times* articles “Support Our Students” and “I Owe It All to Community College.” The latter is a testimonial article from actor Tom Hanks regarding his experiences during his enrollment at Chabot Community College in California.

Dr. Findt informed the board that he had attended the North Carolina Association of Community College Presidents meeting in Fayetteville during the month of January. He stated that the number one priority is salary increases for faculty. Dr. Findt stated that North Carolina ranks lowest among southern states for faculty salaries.

Old Business:

No old business was brought before the board.

New Business:

No new business was brought before the board.

Closed Session:

At 6:45 p.m. following a motion by Mr. Petteway and a second by Ms. Andrews, Mr. Troy stated that pursuant to Statute G.S. 143.318.11(A3) the board would go into closed session to discuss issues concerning legal matters with the attorney.

At 7:00 p.m. Ms. Smith moved that the board return to open session, seconded by Ms. Washington; motion carried and the board returned to open session.

Unfinished Business:

No unfinished business was brought before the board.

At 7:04 p.m., Chairman Troy thanked everyone for their attendance. The meeting adjourned with a motion by Ms. Smith and a second Mr. Dickerson.

William Findt, Secretary

Dennis Troy, Chairman