

**BLADEN COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES OF MARCH 22, 2016**

Members Present: Dennis Troy, chair; Frank Gemma, vice chair; Mary Andrews; Pam Benton; Bruce Dickerson; Ricky Leinwand; Hayes Petteway; and James Johnson, SGA president

Members Absent: Albert Beatty; Landon Bordeaux; Wayne Edge; James McVicker; and Charlotte Smith.

Others Present: William Findt; Jeff Kornegay; Sondra Guyton; Barry Priest; Jay Stanley; Linda Burney; Lisa DeVane; and Missi Hester, recorder.

At 6:09 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 February 26, 2016, meeting were approved with a motion by Mr. Dickerson and second by Ms. Benton.

Student Government Association Report:

James Johnson, Student Government Association president, gave the SGA report. Mr. Johnson stated that Ms. Kateisha Hayes, SGA vice president, has completed the North Carolina Community College System Student Government Leadership Program and received a certificate in recognition.

Mr. Johnson reported that the SGA distributed information regarding the Connect NC Bond to help educate others in the community of its purpose. He informed those present that members of the SGA had also been present at the election polls in an effort to promote the bond. Mr. Jeff Kornegay stated that the SGA has represented the college well by promoting the bond.

Mr. Johnson stated that members of the SGA will attend the North Carolina Comprehensive Community College Student Government Association (N4CSGA) conference April 1-3 in Durham, North Carolina. He reported that SGA elections will be held on Tuesday, April 12. He also reported that Spring Fling will be held on Tuesday, April 26.

Building/Facilities/Grounds Committee Report:

Jay Stanley presented the architect for the Connect NC Bond STEM building to the board for approval. Mr. Stanley provided documentation of previous board approval to accept a proposal made by LS3P Associates during the board meeting held on September 28, 2010. He stated that the State Construction Office and the System Office have been contacted regarding using this proposal and both have confirmed that the college can use this firm for the construction of the STEM facility.

Mr. Stanley stated that the preliminary work has been completed by this firm.

Dr. Findt stated that this is preliminary work that has been completed and a committee consisting of faculty and staff would be formed to further discuss the classroom needs of the college.

The motion was made by Mr. Petteway to approve LS3P Associates for architectural services regarding the Connect NC Bond STEM building. The motion was seconded by Dr. Gemma. The motion carried unanimously.

Fiscal Affairs Committee Report:

Mr. Stanley presented the revised BCC Travel Policy 4.07 for approval. He stated that the college received an update from the system office informing the college that the Internal Revenue Service has decreased the number of miles from 100 to 75 that an employee may drive to be eligible for reimbursement at the standard IRS mileage rate. Mr. Stanley informed the board that previously an employee could drive 100 miles or less and be reimbursed at the standard IRS mileage rate. He reported that the new travel policy states if an employee drives more than 75 miles and uses a personal vehicle when a college vehicle is available, the employee will receive reimbursement at the rate of \$.30 per mile.

Mr. Petteway asked how it is determined who uses the college vehicles. Mr. Stanley stated that a log is kept in the cashier's office and employees must schedule the use of the college vehicles. College employees must submit a travel request prior to scheduling the college vehicles.

Mr. Petteway made the motion to approve the Revised Travel Policy - BCC Policy Number 4.07. The motion was seconded by Mr. Leinwand. The motion passed unanimously.

Building/Facilities/Grounds Committee Report-Part II:

Mr. Stanley reported that the building/facilities/grounds committee had recently met to review letters of interest regarding the construction of an advanced manufacturing building. He stated that the college had received 15 letters of interest. Mr. Stanley stated that the committee had recommended that the college submit a recommendation for a designer, and Dr. Findt, Mr. Stanley, and Mr. Sanford Cain have narrowed the list to five designers. They are: LS3P of Wilmington; HH Architecture of Raleigh; Smith Sinnette Architecture of Raleigh; JKF Architecture of Greenville; and Oakley Collier Architects of Rocky Mount. Mr. Stanley informed the board that the college had contacted individuals at the System Office and the State Construction Office regarding the five firms that have been recommended and both agencies had positive comments regarding all of the firms. After further consideration and discussion, the firms were narrowed to three to be interviewed by the building committee and those individuals will choose the top two firms. The committee will recommend to the full board one firm and an alternate firm.

Mr. Stanley presented information regarding college security additions. He stated that BCC had participated in an active shooter drill in August 2015. The exercise was a success overall with the exception that some individuals did not know when the drill ended. Mr. Stanley stated that it was noted that the alert system needed to be improved to send notifications to all individuals on campus. He stated that the college will begin using the notification platform Regroup to send messages via email, text message, voice message, social media message, and the college's website. With this platform the college can send emergency alerts and general messages but the safety committee has recommended that it be used only for emergency alerts at this time.

Mr. Stanley reported that the college will be installing four call boxes on the campus grounds. These solar powered call boxes will alert the deputies of an emergency or need in that area. Each call box will cost approximately \$5,000 and the installation process will begin in a month.

Mr. Stanley stated that a help button system will be installed in various offices on campus. The system will send a recorded emergency alert to the deputies stating where the emergency is taking place.

Fiscal Affairs Committee Report-Part II:

Mr. Stanley reported on bidding out insurance for the college stating that it has been three years since the college has bid for this service. He informed the board that the college had received three bids for insurance services. Lacy West provided the lowest bid at a savings of \$6,205 to the college. Mr. Petteway asked what the college is

currently paying for insurance coverage and Mr. Stanley stated that the college is paying \$39,761. This premium is paid with county funds.

Mr. Stanley reported on the bid for college vending services. Criteria for bidding vending services included: new equipment that would accept debit or credit cards as payment; 100 cases of soda/water provided free of charge each year to the college; a food service program; a reduction in prices; and a larger selection of food items. Mr. Stanley stated that two companies expressed interest in providing the service to the college. Neither provider was interested in providing a food service to the college. Mr. Stanley stated that Canteen Vending provided the lowest bid.

Mr. Stanley reported on the BCC Foundation audit. He stated that Bryan Scott of Thompson, Price, Scott, Adams, & Co., P.A. reported that there were no material weakness or significant deficiencies noted with regard to internal controls.

Faculty Senate Report:

Lisa DeVane presented the faculty senate report. Ms. DeVane reported that a health fair for students and employees was held on Monday, March 21, and the ADN students provided several booths pertaining to various health issues.

Ms. DeVane stated that there are currently six students enrolled in the emergency medical service curriculum program that is scheduled to begin fall 2016. She stated that 60 individuals had applied for the LPN to ADN program and the top 10 individuals have been chosen. The allied health department is considering a bridging program of paramedic to ADN program due to interest in such a program. Ms. DeVane stated that early orientation for students will be held May 19 and May 20.

Ms. DeVane informed those present that 42 Bladen County 8th grade students had participated in the annual writing contest and the winners' submissions will be featured in *The Ink Quill* publication. Ms. DeVane further stated that on March 31, Dr. Mary Wayne Watson, humanities professor at Nash Community College, will give a program on North Carolina Poet Laureate John Charles McNeil.

The math and science department will host approximately 160 Bladen County 8th grade students on Thursday, March 24, for the annual Math and Science Day. Five activities have been planned for these students.

The STEM fair featuring the work of students in math, science, and engineering will be held on April 19 from 10 a.m. to 1:00 p.m. in the college auditorium.

Ms. DeVane reported that advising for current students for the fall term is being held three weeks prior to registration and this period will end on April 8. The first day of registration for fall classes is April 12.

Ms. DeVane reported that the program to recognize student work of excellence will be held on April 6 beginning at 11:00 a.m. in the college auditorium. A student from each program area offered by the college will receive a certificate of recognition. Phi Theta Kappa, a national honor society, has encouraged the college to accept students any time during the year. She stated that 26 students have accepted membership. These students will also be recognized during the student awards ceremony in April.

Bladen Community College Foundation Report:

Linda Burney reported on activities of the BCC Foundation. She stated that the annual student scholarship luncheon will be held on Thursday, April 7. Ms. Lisa DeVane is the faculty speaker for the event and Mr. Levy Pait, a 2015-2016 BCC Ambassador, is scheduled to speak as well. Mr. Pait is also the BCC Academic Excellence award recipient.

The all campus appeal for the college's foundation will begin on April 1 and conclude on April 30. The appeal is pursuing 100% participation from faculty and staff.

The annual Seafood and Sunset fundraiser has been scheduled for Thursday evening October 13 at 6:00 p.m. and the first committee planning meeting for the event will be held on April 25.

Academic and Student Affairs Committee Report:

Mr. Kornegay reported on the Early College initiative that is being undertaken by the college and the Bladen County Schools. He provided a packet of information regarding the early college program. Mr. Kornegay stated that the program is an initiative by the Bill and Melinda Gates Foundation and many schools in North Carolina provide this program. He stated that BCC has desired to provide this program and that interest has been shown by Bladen County Schools. He stated that Dr. Lisa Chapman, senior vice president and chief academic officer for the North Carolina Community College System, gave a presentation on the benefits of the program during a recent professional development day for Bladen County Schools.

Mr. Kornegay and others from the college visited Sampson Community College to observe how the early college high school works for that school. The Early College initiative focuses on students who show academic promise but are not interested in extracurricular activities.

The initiative is being discussed as a means to help decrease drop-out rates in the public school system.

Mr. Kornegay stated that Dr. Taylor and Ms. Head are reviewing a letter of intent that is to be submitted to begin the process of implementing an early college high school at BCC. The letter is to be submitted by April 15 and the application is due in September 2016. BCC hopes to offer the early college program beginning fall 2017.

Pam Benton asked who would be responsible for funding the early college program. Mr. Kornegay stated that it would be financed with existing funds from the county schools along with funding from the additional state funds that support the program.

Mr. Kornegay stated that board members' Statement of Economic Interest (SEI) forms are due to the State Ethics Commission by April 15. He stated that there is a \$250 fine that can be levied by the State if the forms are not submitted by the due date. Mr. Kornegay encouraged individuals to submit the forms electronically and he also provided hard copies to board members.

Personnel Committee Report:

Dr. Findt informed the board that seven well qualified individuals had recently been interviewed for the director of facilities position. He stated that Francis Rideout has been selected for the position and will begin his duties on Friday, April 1. Mr. Rideout was previously employed with Fayetteville Technical Community College.

President's Report:

Dr. Findt thanked those present for their help in promoting the Connect NC bond.

Dr. Findt told the group that Anthony Thomas, director of students, will return to work on a part-time basis beginning Friday, April 1.

Dr. Findt reported that the financial audit conducted by the North Carolina State Auditor is nearly complete and that the college has been found to be in good standing. State Auditor Beth Wood must review and approve the financial audit.

Missi Hester asked the trustees to contact her if they are interested in attending the NCACCT Law/Legislative Seminar April 20 through April 22 in Raleigh.

Mr. Petteway stated that he has reviewed the minutes from previous meetings and is concerned with the attendance by some board members.

Dr. Findt stated that graduation will be held on May 17.

Old Business:

No old business was brought before the Board.

New Business:

Barry Priest informed those present that BCC graduate Willie Corbett has been selected to receive the North Carolina Community College State Dallas Herring Achievement award. Mr. Corbett will receive a plaque and \$1000 scholarship.

Unfinished Business:

No unfinished business was brought before the board.

At 8:07 p.m. the meeting adjourned with a motion by Mr. Petteway and a second by Mr. Leinwand.

Dennis Troy, Chairman

William Findt, Secretary

MEMORANDUM

TO: Bladen Community College Board of Trustees

FROM: William Findt 

SUBJECT: Revised Travel Policy

DATE: March 17, 2016

The Internal Revenue Service (IRS) has decreased the number of miles an employee may drive to be eligible for reimbursement at the standard IRS mileage rate from 100 miles to 75 miles. Previously an employee could drive 100 miles or less and be reimbursed at the standard IRS mileage rate. Under the new policy, if an employee drives more than 75 miles and uses a personal vehicle when a college vehicle is available, the employee will receive reimbursement at the rate of \$.30 per mile.

Attached you will find the revised travel policy, which will require approval by the Trustees. Pending Trustee approval, the changes to the policy become effective immediately.

If you have questions, please contact Mr. Stanley or me.

Attachment: Revised Travel Policy

TRAVEL

BCC POLICY NUMBER 4.07

SOURCE, REFERENCE: NCCCS Accounting Procedures Manual Section II, E 5, ~~HH~~

REVISION RESPONSIBILITY: VICE PRESIDENT FOR FINANCE

COMMENTS: N/A

POLICY:

If you are in a state vehicle or on college business, you are expected to observe all motor vehicle and civil laws. This includes observing speed limits and using seat belts. Conviction of a moving violation, negligence resulting in damage to state property while operating a state vehicle, or unauthorized use of a state vehicle may result in disciplinary action or dismissal.

If you are required to use your personal car to conduct state business, you will be reimbursed on a per mile basis. When you are required to travel out of town overnight, you may receive reimbursement for meals and lodging. State budget policies explain mileage, meal, overnight, and other reimbursement amounts.

Personal car mileage reimbursement is subject to the following provisions:

1. College employees may use their private cars and be reimbursed at the IRS standard mileage rate under the following circumstances when there is not a college vehicle available or:
 - ~~There is not a college vehicle available.~~
 - The employee drives a personal vehicle and the roundtrip is no more than ~~100~~ 75 miles.
 - Such use is to the college's advantage, due to particular requirements of the employee's duties. Reimbursement is limited to direct mileage between stops on the employee's itinerary.
2. College employees on College business may use their private vehicles for personal convenience and be reimbursed at 30 cents per mile when a college vehicle is available for travel and the employee chooses not to use said vehicle and the roundtrip is greater than 75 miles.
 - ~~A College vehicle is available for travel and the employee chooses not to use said vehicle.~~

FORMS: BUSINESS OFFICE

Approved by the Board of Trustees – 02/26/2013; Revised _____