

Bladen Community College
BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, June 23, 2020

Members Present in Workforce Development Teaching Auditorium (Building 14): Dennis Troy, chair, Ray Britt, Larry Hammond; and Hayes Petteway

Members Present Via Conference Call: Frank Gemma, vice chair; Mary Andrews; Lillian Bryant; Bruce Dickerson; and Ricky Leinwand

Members Absent: Pam Benton; Brian D. Campbell; and Joseph Rozier

Others Present in Workforce Development Teaching Auditorium (Building 14): Amanda Lee; Jeff Kornegay; Jay Stanley; Sondra Guyton; Alan Wooten, General Manager/Editor, *The Bladen Journal* and Missi Hester, recorder.

Others Present Via Conference Call: Barry Priest; Re Gena Gilliam; Joy Grady; Tiina Mundy; and Gary Grady, Board Attorney

At 6:05 p.m., Chairman Dennis Troy called the meeting to order and 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.

Dr. Amanda Lee thanked the group for its participation in the telephonic meeting and she expressed gratitude to the Board for supporting the College.

Mr. Hammond gave a prayer.

Ms. Hester called the roll. A quorum of the members was available.

Approval of Telephonic Board of Trustees Meeting:

Mr. Troy called for a motion to proceed telephonically with the June 23, 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 crisis. Ray Britt made the motion to conduct the meeting telephonically. The motion was seconded by Hayes Petteway and carried unanimously by roll call.

Approval of Minutes:

The minutes of the May 26, 2020, meeting were presented for approval. Dr. Gemma made the motion to approve the minutes with a minor date correction on the last page of the minutes. The

correct date for the upcoming meeting is August 18th not August 16th as stated in the May 2020 minutes. The motion was seconded by Mr. Petteway and carried unanimously by roll call.

Student Government Association Report:

No Student Government Association report was given.

Faculty and Staff Reports:

Re Gena Gilliam presented the report from the faculty senate. Ms. Gilliam reported that the College is participating in the National Council for State Authorization Reciprocity Agreements or NC-SARA. NC-SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education. Ms. Gilliam stated that this agreement covers all states regardless of where the course was provided. The College has participated in NC-SARA since 2017 and has been approved for the 2020-2021 academic year.

Ms. Gilliam stated that *The Ink Quill* is now available. She stated that the College is also implementing RISE and has proposed modifications to the System Office in an effort to ensure higher success rates.

Ms. Gilliam provided an update regarding the student advising center. She stated that starting immediately, students can make face-to-face appointments on Tuesdays and Thursdays, 10:00 a.m. to 2:00 p.m. Ms. Gilliam informed the Board that the advising center has been open for two weeks and has assisted over 30 students.

Mr. Troy thanked Ms. Gilliam for her report.

Staff Council Report:

No report was given for the Staff Council.

Bladen Community College Foundation Report:

Dr. Lee provided a report from the Foundation. She reported that a special fundraising campaign to financially support congratulatory bags for the 2020 graduates was very successful. Dr. Lee stated that a bag was given to each graduate who picked up their diplomas during the drive-thru event. She also thanked the trustees who contributed to the campaign.

Dr. Lee informed the Board that the Sunset and Vine fall fundraiser has been tentatively set for October 22, 2020.

Academic and Student Affairs Committee Report:

Sondra Guyton presented the continuing education accountability and credibility visitation report for the 2019 summer and fall semesters and the 2020 spring semester. The North Carolina

Community College System has a requirement that visitations for continuing education classes by continuing education personnel be documented and reported to the Trustees. The College met the requirements for each semester. Directors are required to visit 50% of off-campus and distance education classes. She told the Board that 65% of these classes were visited during the summer 2019 semester, 63% during the fall 2019 semester, and 72% during the spring 2020 semester. The plan also states that 25% of on-campus continuing education classes will be visited each year. Ms. Guyton reported that 59% of these classes were visited during the summer 2019 semester, 48% during the fall 2019 semester, and 88% during the spring 2020 semester. The College's senior continuing education administrator is required to visit 10% of off-campus classes and distance education classes. Ms. Guyton visited 35% of these classes during the summer 2019 semester, 30% during the fall 2019 semester, and 21% during the spring 2020 semester. Ms. Guyton stated that the accountability and credibility visitation report follows the requirements of the College's continuing education accountability and credibility plan. The plan defines criteria to be audited during class visits. The purpose of the plan is to maintain credibility and accountability of the program through class visits.

Building/Facilities/Grounds Committee Report:

Jay Stanley provided an update on college construction projects. Mr. Stanley stated that the State Construction Office(SCO) conducted the final inspection of the Workforce Development building on June 18th. He reported that all of the previous issues that the SCO had noted had been corrected. During the final inspection, the SCO noted additional items that needed to be addressed. The first item is a conduit in the teaching auditorium that has exposed power and cable lines. The second item noted is the height of the projector and screen being too low. Lastly, the brick mortar on the exterior of the building is different colors. Mr. Stanley stated that these items should be completed over the next 30 days. Once these items have been corrected, an additional inspection will be held and the College should receive the Certificate of Occupancy for the building.

Mr. Stanley provided an update regarding the non-payment of sub-contractors by CSI, contractors of the STEM/Advanced Manufacturing building. He stated that the College has been working with the bonding company for CSI to resolve the issue. The majority of the sub-contractors and suppliers for the project have been paid in full by the bonding company. Mr. Stanley reported that the bonding company is also working with CSI to provide the required close-out documentation for the project.

Mr. Stanley asked if there were any questions and there were none.

Fiscal Affairs Committee Report:

Mr. Stanley reported to the Board that televisions have been installed in all of the buildings across campus in an effort to provide needed information and to also transmit security notifications. He also reported that mobile phones lose signal in some locations across the

campus. To rectify this, antennas will be installed in all buildings to ensure that connections will not be lost. A quote is being sought for this project. Mr. Stanley stated that the College's mass communication system, ReGroup, sends notifications to those individuals who have enrolled to receive notifications from the College.

Mr. Stanley informed the Board that the College is longer leasing from Bladen's Bloomin' and the Small Business Center is being housed on the College campus.

Mr. Stanley stated that the current college budget is in good order. He also stated that there is a hold that is significant for the upcoming fiscal year. The hold is expected to be filled with federal funds. Mr. Stanley said that he hopes for the flexibility that the College has had in the past for the carry-over of state funds. He thanked the County for its support of the College regarding funds provided. Mr. Stanley stated that the funds received by the county were not reduced. The County continues to provide funding for the needed restroom renovations to make the facilities ADA compliant.

Mr. Petteway presented the Foundation Investment Committee Report. He stated that to date, the investments are \$972,773. This is an increase of approximately \$46,000 since the last time the Board met. Mr. Petteway reported that the market is stronger and the funds are appropriately invested.

Personnel Committee Report:

No report was provided by the Personnel Committee.

President's Report:

Dr. Lee began her report by providing an update on nursing scholarships provided by Cape Fear Valley Health System. She stated that for the 2018-19 academic year, 21 students received \$68,250 and for the 2019-20 academic year, 21 students received \$63,403. Students who receive this scholarship are required to work for Cape Fear Valley the total number of years that they received the scholarship.

Dr. Lee informed the Board that North Carolina Community College System President Peter Hans has been selected as the president of the UNC System. An interim president for the NCCCS has not yet been named.

Dr. Lee reported that the State level budget does include legislation in support of enrollment growth for last year. Federal CARES funding will be used to supplement the budget; however, these funds are provided with guidelines regarding the COVID-19 pandemic. These funds are also non-recurring.

The Lumber River Workforce Development Board has again awarded the Workforce Innovation and Opportunity Act contract to the College. Dr. Lee stated that Katrina Harbison and Ann Garrett work together as a very effective team for the community.

Dr. Lee reported that the advising center opened at the beginning of the month. She complimented Lisa DeVane on her work on the advising center.

Dr. Lee provided information regarding COVID-19 preparations and processes moving forward. She stated that she hopes that by mid-July the student services area and cashier will be available for walk-in traffic Monday through Friday from 10:00 am to 2:00 pm. The decision to open will be based upon guidance from the Governor and the local health department. Dr. Lee also stated that the decision to open would depend upon whether or not the College is able to operate safely.

Diplomas and congratulatory bags are being distributed to the 2020 graduates via drive-by events held on June 23 and June 24. A virtual graduation ceremony will be held on Friday, June 26 at 6:00 pm. Information regarding access to the ceremony will be provided to the trustees.

Dr. Lee stated that virtual pinning ceremonies for the Associate Degree Nursing graduates and Practical Degree Nursing graduates is planned for July 21 via Zoom invitation.

Bruce Dickerson stated that he was very impressed with the leadership and staff at the College. He commended the employees of the College.

Old Business:

Mr. Kornegay presented the updated Trustee By-Laws to the Board for review and approval. He stated that the by-laws had not been updated since the last SACSCOC reaffirmation process. Mr. Kornegay told the Board that the updated information is noted in red and changes in blue are updates made after the previous board meeting. The updated document will be part of the SACSCOC reaffirmation process. Discussion followed regarding the by-laws and the North Carolina General Statutes.

Mr. Petteway made the motion to approve the Trustee By-Laws with minors changes. Mr. Britt seconded the motion and it passed via roll call.

New Business:

Mr. Kornegay presented the College Holiday Schedule update. Due to the modified employee working schedule due to COVID-19, the College opted to work on Fridays during the summer 2020 semester. The College plans to observe the Independence Day holiday on Friday, July 4th and add a workday to the Christmas holiday with the Board's approval.

Mr. Britt made the motion to approve the update to the College Holiday Schedule and Mr. Hammond seconded the motion. It passed by roll call.

Mr. Troy provided the Board Meeting Dates for the 2020-2021 year for approval. He made a motion to approve the dates and Mr. Petteway seconded. The motion passed by roll call.

Unfinished Business:

No unfinished business was provided.

Adjournment

Mr. Hammond thanked everyone for their calls, texts, and prayers during his sickness. He stated that he had enjoyed serving as a Trustee and said that this board is one of the best that he has had the pleasure to serve on.

Chairman Troy thanked the trustees for their service to the College. At 7:05 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