



BOARD OF TRUSTEES TELEPHONIC MEETING
Minutes of Tuesday, September 22, 2020

CALL TO ORDER

At 6:03 p.m., Chairman Dennis Troy called the meeting to order and thanked the group for attending. 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 conflict of interest. There were none.

ROLL CALL

Missi Hester called the roll.

BOARD MEMBERS PRESENT

Dennis Troy, chair; and Bruce Dickerson

BOARD MEMBERS PRESENT VIA CONFERENCE CALL/ZOOM

Frank Gemma, vice chair; Mary Andrews; Pam Benton; Lillian Bryant; Brian D. Campbell; Ricky Leinwand; Joseph Rozier; and Whitley Ward

BOARD MEMBERS ABSENT

Ray Britt and Hayes Petteway

OTHERS PRESENT

Amanda Lee; Jeff Kornegay; Jay Stanley; Sondra Guyton; Barry Priest; Joy Grady; Tiina Mundy; Betty Bryan; Denise Owens; Samantha Thompson; Alan Wooten, General Manager/Editor, *The Bladen Journal*; and Missi Hester, recorder.

OTHERS PRESENT VIA CONFERENCE CALL/ZOOM

Crystal Dowd; Re Gena Gilliam; Linda Burney; and Gary Grady, Board Attorney

APPROVAL OF TELEPHONIC BOARD OF TRUSTEES MEETING

Mr. Troy called for a motion to proceed telephonically with the September 22, 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. Brian Campbell made the motion to conduct the meeting telephonically. The motion was seconded by Lillian Bryant and carried unanimously by roll call.

Jeff Kornegay gave a prayer. Jay Stanley led the group in reciting the Pledge of Allegiance.

ANNOUNCEMENT OF NEW EMPLOYEE

Sondra Guyton introduced Betty Bryan to the Board as the coordinator of allied health programs in the continuing education department. Ms. Bryan has been a registered nurse since 1991 and is currently enrolled in the RN to BSN program at the University of North Carolina at Pembroke. Ms. Guyton stated the Ms. Bryan most currently worked at the Bladen County Health Department.

STUDENT GUEST SPEAKER

Dr. Lee introduced student speaker Ms. Denise Owens to the Board. Ms. Owens has recently completed the continuing education Client Service Representative training held October 2019 through December 2019. Ms. Owens instructor, Samantha Thompson, reported that Ms. Owens showed determination and enthusiasm during her time as a student.

Ms. Owens thanked the Board for allowing her to share her experience with them. She stated that she was able to gain employment in this field in-part to her recent training at BCC. Ms. Owens said that the customer service training greatly helped her in this position by giving her ways to deal with different situations that she may face on a daily basis. Ms. Owens was very enthusiastic about her job and stated that she greatly enjoys helping others.

Mr. Troy asked if there were comments or questions. He thanked her for her story and encouraged her to share it with others.

ADOPTION OF AGENDA

Mr. Troy presented the meeting agenda for Tuesday, September 22, 2020 for review and approval. Mary Andrews made the motion to accept the meeting agenda as presented. The motion was seconded by Ms. Bryant and carried unanimously by roll call.

CONSENT AGENDA FOR ACTION ITEMS

The consent agenda was presented by Mr. Troy. The action items for the September 22, 2020 meeting included approval of the minutes for the August 18, 2020 meeting and the 2022 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 September 22, 2020 meeting was approved with a motion by Ms. Bryant and a second by Bruce Dickerson. The motion carried by roll call.

STUDENT GOVERNMENT ASSOCIATION REPORT

Crystal Dowd presented a report for the Student Government Association. Ms. Dowd stated that the SGA hosted the first ever Constitutional Virtual field trip of historic Philadelphia on Thursday, September 17. She reported that 77 individuals from BCC participated in a guided virtual walking tour of the area that included major historical sites. Ms. Dowd also told them that

elections began on Tuesday, September 22 and will continue through Wednesday, September 23 through Moodle. Ms. Dowd will share the results of the elections during the upcoming Board of Trustees meeting in October.

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

FACULTY AND STAFF REPORTS

Re Gena Gilliam presented the reports from the faculty senate and staff council. Ms. Gilliam reported the staff council has recently selected officers and they are as follows: Lacie Jacobs, chair; Travis Locklear, vice-chair; Rachel Byrd, secretary; and Roy Thompson, treasurer.

Ms. Gilliam reported the officers for the faculty senate as follows: Re Gena Gilliam, president; Tim Marshburn, vice-president; Sharon Coe, secretary; and Jay Watson, treasurer.

Ms. Gilliam stated that the faculty continues to do all that they can to assist students to achieve their educational goals during the COVID-19 pandemic.

Mr. Troy thanked Ms. Gilliam for her report. He also stated that Ms. Coe's mother recently passed away and that he wants her to know that the College and the Trustees support her during this time.

BLADEN COMMUNITY COLLEGE FOUNDATION REPORT

Linda Burney provided a report from the Foundation. She reported that the Foundation all-campus appeal began on August 10 and has recently ended with support from seventy-five percent of college employees. Ms. Burney stated that considering the current circumstances she is pleased with this percent of participation and that the financial goal amount has been met.

Ms. Burney provided information regarding the "yellow ribbon campaign" and stated that bows have placed around campus to show support to the faculty, staff, and students. A tree has been erected in the library that has each student's name listed.

Ms. Burney reported that the Foundation office has received fourteen applications for the College Ambassador Program, eight of which qualified to serve. She stated that beginning this year, Career and College promise students are eligible to apply for the program. Interviews to serve as an ambassador were held and four individuals have been selected. Anthony Milano, Robin McDonald, Hannah Wheelless, Nicholas Storms were selected to serve. Miss Wheelless, and Mr. Storms are enrolled in the Career and College Promise Program. All of these individuals will have the opportunity to receive leadership and etiquette training.

Ms. Burney shared that the next Foundation Board of Directors meeting is scheduled to be held on October 8 and the executive committee meeting is scheduled for November 17.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Lisa DeVane presented the data received from North Carolina College System Office (NCCCS) regarding the College's performance measures. Each of the 58 community colleges in North Carolina receive this information from the NCCCS. Ms. DeVane explained the four levels are measured: met or exceeded excellence, above college average but below excellence, above the baseline but below average, and below the baseline. The College received above the baseline but below average in the following areas: Basic Skills Progress, Student Success Rate in College-Level English, Student Success Rate in College-Level Math, First Year Progression, Curriculum Completion, and Licensure Pass Rate Index. Ms. DeVane reported that the College received above the college average, below excellence in College Transfer Performance. The College did not receive any measures below the baselines. Ms. DeVane provided measures that will aid in raising the College's performance measures.

Dr. Gemma asked how the system baseline is determined. Ms. DeVane explained that the average from all 58 community colleges is determined and the baseline is two standard deviations from the college average.

Mr. Kornegay spoke regarding the quality enhancement plan. He began by updating the Board regarding documentation needed for reaffirmation of the College by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). One of the documents are the trustee bylaws that were recently approved by the Board of Trustees. Mr. Kornegay told the attendees that the quality enhancement plan will also be a part of the SACSCOC reaffirmation. Mr. Kornegay stated that he and Ms. DeVane are asking for input from the Board regarding the quality enhancement plan. He then turned the discussion over to Ms. DeVane.

Ms. DeVane started by saying that prior to the on-set of the COVID-19 pandemic, she had visited each department across campus to discuss what faculty and staff saw as challenges for students and how these challenges could be met. In August a survey was completed that included all of the topic ideas she had gathered and she chose the top three topics as discussion items for the planning retreat. The three topics are Guided Pathways, the creation of a "one stop shop" for students, and increasing Career and Technical Education (CTE) awareness. Guided Pathways focuses on getting students to complete their course of study by streamlining the programs. The one stop shop refers to having all the areas needed for advising, registration, and paying for school in one area. CTE programs include welding, electrical, plumbing, and carpentry courses.

Ms. DeVane stated that these topics were discussed by faculty and staff during the planning retreat in August and the one stop shop idea was the first choice of the employees. Ms. DeVane then asked for input from the Board. Brian Campbell stated that he believes that the College has an opportunity to network with the business community to discuss their needs in the post-pandemic environment.

BUILDING/FACILITIES/GROUNDS COMMITTEE REPORT

Jay Stanley provided an update on college construction projects. Mr. Stanley stated that during the previous Board meeting he had reported that the College had received a request from LS3P for an additional \$82,075 for additional construction administration fees for the project. Of this amount, \$41,875 is listed as fees for service until beneficial occupancy is obtained and \$40,200 for part-time services up until July 15, 2020. Mr. Sanford Cain reviewed with the Board change orders that added time to the project during the previous meeting. Mr. Stanley told the Board that the College has reached out to State Construction Monitor Mr. Jerry Rogers and a letter requesting guidance in the matter has been sent to Ryan Scruggs of the SCO. Mr. Stanley reported that both individuals agree that the \$41,875 is due to LS3P for the time period of August 7, 2019 to December 8, 2019. With this guidance, Mr. Stanley offered LS3P \$45,000. On September 22, just prior to the Board meeting, LS3P countered the offer by asking for \$69,047. Mr. Stanley stated that this must be approved by the SCO and the Board of Trustees before it is paid to LS3P. A meeting with the Board attorney will be held to further discuss the issue. Mr. Stanley will bring further information to the Board during an upcoming meeting.

Mr. Stanley provided an update regarding the STEM/Advanced Manufacturing building. He stated that the College has been working with the bonding company for CSI to resolve the issue of non-payment of subcontractors. Mr. Stanley reported that the HVAC contractor has completed the work needed to close the project. The bonding company states that they cannot provide the contractor's affidavit of payments until the statute of limitations for submission of claims passes. Mr. Stanley told the group that that date is December 2020. The deadline for the EDA grant used in-part for this project is December 12, 2020. Mr. Stanley reported that the College is to meet with the bonding company on September 23 and it is his hope that the project can be closed out. He will provide an update during the next Board meeting.

Mr. Stanley asked if there were any questions regarding the construction projects and there were none.

FISCAL AFFAIRS COMMITTEE REPORT

Mr. Stanley presented the College's budget resolution for fiscal year 2020-2021 for review and approval. Mr. Stanley stated that the budget includes the College's state, county, and the institutional funds for the 2020-2021 fiscal year. The fund budgets are based on the allocations to the College from the respective entities. Mr. Stanley reported that due to an increase in budget FTE, the College would receive an increase in the operating budget of \$168,058. Performance based funding in the amount of \$100,336 was carried over. Sections 1 and 2 deal with state funds and total \$10,171,697. 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. 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. Dickerson made the motion to approve of the budget resolution for fiscal year 2020-2021 as presented. Ms. Andrews seconded the motion and it carried unanimously.

Mr. Stanley presented the Foundation Investment Committee Report. He stated it was reported the investments were \$1,028,674 during the previous meeting. Mr. Stanley told the Board that there has been a loss of approximately half of a percent since the last meeting putting the investments at \$1,025,231 to date. Mr. Stanley stated that the investments are doing well and Mr. Dickerson concurred with his comments.

PERSONNEL COMMITTEE REPORT

Tiina Mundy presented the recommendation of Dr. Lee and senior staff that employees of Bladen Community College receive a one-time bonus. If approved by the Board, Full-time faculty and staff employed as of July 1, 2020 and who are still employed would receive \$1000 and part-time staff who were under contract as of July 1, 2020 and are currently under contract would receive \$500.

Ms. Mundy stated that the bonuses would come from unused funds from several sources to include the remaining budget that was not spent due to the COVID-19 pandemic as well as county and institutional funds not spent due to personnel changes. The total expense to the College would be \$113,570 and would be included in the November pay. Ms. Mundy stated that the College employees have not received an increase in the past two years and this is a gesture of appreciation for their hard work and diligence.

Ms. Andrews made the motion to approve the recommendation for faculty and staff bonuses. Ms. Benton seconded and the motion passed unanimously.

Ms. Mundy presented the College biannual personnel report for the period of April 1, 2020 through September 1, 2020. Ms. Mundy told the Board that the College currently has 101 budgeted positions. One new position, agri-business technology instructor was added. There were nine terminations/retirements, all of which were voluntary or due to other opportunities. Ms. Mundy reported the number of unique job postings since April 1, 2020, as four, all of which have been filled. The previous biannual report for the time period of July 1, 2019 through April 1, 2020 showed 109 budgeted positions.

Barry Priest provided a report regarding the McLaughlin Young Student Assistance Program. Mr. Priest stated that the program provides various types of assistance to students and can be accessed from the BCC college website at www.bladencc.edu/student-services/student-outreach-services-sos. Mr. Priest explained that the program is being sponsored by the NCCCS Office with non-recurring

CARES Act funding. The College is currently working to provide these same services to college employees as well.

PRESIDENT'S REPORT

Dr. Amanda Lee began her report by giving an update regarding the campus positive cases of COVID-19 that have been reported. Dr. Lee stated that the information is being shared via a “dashboard” that can be found on the BCC website. To maintain confidentiality, no names are listed. To date, there have been four student positive cases and one employee positive case. She stated that the College continues to practice social distancing, wearing masks, and disinfecting surfaces. Dr. Lee reported that the College would be assisting the North Carolina Department of Health and Human Services as the agency introduces the SlowCOVIDNC Exposure Notification app. More information regarding the app will be shared with employees. Dr. Lee commended faculty and staff for their work to keep students actively engaged.

Dr. Lee provided information regarding the recent data breach of a student’s personal information. She stated that the student was contacted and offered a year of credit monitoring services. Dr. Lee told the attendees that the board attorney has been notified as well as the insurance company that the College uses for its cyber security policy. The North Carolina Attorney General’s Office has been notified. Dr. Lee reported that practices have been implemented to ensure that this does not reoccur. She asked if there were questions and there were no questions.

Dr. Lee reported on the Governor’s Emergency Education Relief Scholarship (GEER) for continuing education students. Students seeking a credential in workforce learning may be eligible for up to \$750. The course in which the student is enrolled must also be at least 96 hours to be eligible. Dr. Lee stated that the College received \$91,000 and has three years to use the funds. She also provided information regarding the Finish Line Grant. The College awarded the Finish Line Grant to 86 students in the amount of \$49,752 and is entering its third and final academic year unless the grant is renewed.

Dr. Lee gave an update regarding fall 2020 enrollment. She stated that the College is about to begin enrollment for the Basic Law Enforcement Training (BLET) program, second eight-week courses, and winter break courses. Dr. Lee told them that the advising center will provide year-round support to students. The College will also be releasing videos on social media to help bolster enrollment in that area.

Dr. Lee told the Board that the College has again been named a Tree Campus USA Campus. BCC has maintained this status for four years.

Dr. Lee reported that the College has received a grant from the Cannon Foundation in the amount of \$100,000. It will be used to provide equipment for the College nursing program.

OLD BUSINESS

No old business was reported.

NEW BUSINESS

Mr. Troy presented the resolution to support the myFutureNC Attainment Goal for review and approval. Dr. Lee read the resolution to those present.

The motion to support the myFutureNC Attainment Goal was made by Ms. Ward and seconded by Mr. Campbell. The motion passed unanimously by roll call.

UNFINISHED BUSINESS

No unfinished business was provided.

ADJOURNMENT

Chairman Troy thanked the trustees for their service to the College. At 8:05 p.m., The meeting adjourned with a motion by Ms. Andrews and a second by Ms. Bryant. Motion carried.

Dennis Troy, Chairman

Amanda Lee, Secretary