



BRUNSWICK COMMUNITY COLLEGE

Brunswick Community College
Board of Trustees Meeting
August 20, 2015
Minutes

Board Attendees: John Jones, Chair Bobby Long, Vice Chair Alan Holden Allen Williams Art Skipper	Dwight Flanagan Gene Steadman, Jr. Jim Bradshaw Jwantana Frink Pat O'Bryant	Absent: Frank Iler Doug Terhune
Others in Attendance: Dr. Susanne Adams, Recording Secretary; Dr. Sharon Thompson; VP Velva Jenkins; VP Donnie Bassinger; VP Sheila Galloway; CIO Ronnie Bryant; Mrs. Bea Palazzi; Mrs. London Schmidt; Dr. Denise Houchen-Claggett; Dr. John Gray; Mrs. Gina Robinson; Mrs. Becky Steadman		

Chair John Jones called the Brunswick Community College Board of Trustees meeting to order in the Building A Boardroom at 5:30 p.m. on Thursday, August 20, 2015. Chair Jones read the requirements regarding conflicts of interest as stated in the N.C. State Government Ethics Act. No conflicts of interest were noted from Board members.

Chair Jones announced the presence of a quorum.

Dr. John Gray provided the invocation.

Chair Jones introduced Attorney Mason Anderson to present the oath of office to newly-appointed Trustee, Dr. Gene Steadman, Jr. Following the oath, Chair Jones welcomed Dr. Steadman to the Board.

Consent Agenda

Chair Jones presented the Consent Agenda for approval or removal of any items prior to approval. Referring to the minutes, Trustee Alan Holden indicated that he was confused about the verbiage in the motion made at the June meeting regarding the President's contract extension. Discussion ensued to clarify the question. Mr. Jim Bradshaw seconded the motion to pass the Consent Agenda. The motion was passed unanimously.

The following items were included in the motion:

- Agenda for August 20, 2015 Meeting
- Minutes of June 26, 2015 Meeting
- Gift Acceptance Policy
- Memorial and Posthumous Honorary Degree for Alan (CJ) Dillaway
- June 2015 Financial Report

The following items were included for information only:

- Personnel Report
- Calendar of Events
- Updated Contact List

Executive Committee:

Chair Jones announced that Trustee Alan Holden has been appointed to serve on the Executive Committee to replace Mrs. Lynda Stanley. Mr. Holden previously served on the Executive Committee from 2011 – 2014.

Building and Grounds:

Committee Chair Bobby Long reported that the Building & Grounds Committee met at the Southport facility on July 28, 2015. The Committee discussed updating the Facilities Master Plan, the SBI Center and the Thomasboro Road property. VP Bassinger gave an update on Performance Contracting, and the Committee toured the Southport facility.

Trustee Long announced that the Southport Project Certificate of Occupancy was obtained on August 12, 2015. Jerry Rogers, State Construction Office, has visited the site, and a small punch list has been generated and completed. A final inspection by State Construction is scheduled for Tuesday, August 25, 2015, and it is expected that the Beneficial Occupancy will be received so that classes can begin. Furniture is scheduled for delivery following approval by State Construction.

Academic and Student Affairs:

The Committee did not meet and had no report for this month. Chair Jones announced that Trustee Gene Steadman, Jr. will serve on the Academic and Student Affairs Committee as Chair.

Finance Committee:

Dr. Allen Williams, Committee Chair, deferred to VP Sheila Galloway. Mrs. Galloway presented two reports, the first for the end of fiscal year 2014-15 and the second for the first month of fiscal year 2015-16. Chair Jones indicated that the Finance Committee discussed having a workshop for the full Board in order to better understand the financial reports.

Trustee Art Skipper asked where the money went that was refunded from Brunswick Electric. Mrs. Galloway reported that the reimbursement went back into a refund of expenditures against electricity in the county account. Mr. Skipper also requested the amount of the refund check. Mrs. Galloway indicated the amount was just over \$194,000. Dr. Adams expressed appreciation to VP Donnie Bassinger and Jack Luciano for discovering that the College had been double-billed by BEMC since the opening of the Student Center.

The 2015-16 July report was presented. The College is operating with a Continuing Budget Resolution since the State budget has not yet been approved. At this time, it is business as usual for the month of July until budget approval.

Continuing Education, Economic and Workforce Development

VP Velva Jenkins reported that the Leland Incubator has three spaces available for rent, which includes two 900 square foot facilities and one 1,100 square foot facility. In discussion with the Finance Committee, a graduated fee scale is being proposed as follows:

\$4 per sq. ft. the first year; \$4.50 per sq. ft. the second year; and \$5 per sq. ft. the third year.

Rent would generate anywhere from \$3,600 to \$5,500 per year. The fees cover the manufacturing space, use of conference and class rooms, access to the copier and fax machines, free guidance counseling and seminars, and limited office personnel assistance. In comparison, rates in the community for a dilapidated rental space is approximately \$1.20 per sq. ft. Rates for a well-maintained facility is \$69 per sq. ft. Utilities are covered by the renter in the incubator. A company may remain a maximum of three years in the incubator. A company graduates when it increases its number of employees to five and/or outgrows the space. Dr. Allen Williams made a motion to accept the incubator graduated fee scale. Mr. Jim Bradshaw seconded the motion. The motion was passed unanimously.

Liaisons:

- **EWD** – NCCC Customized Training Program became a partner of the NCMEP effective July 1, 2015, which makes BCC a partner. The NCMEP will host the MfgCon 2015 Manufacturing Conference in Raleigh October 20-21. BCC will celebrate Manufacturing Day on October 8 with local industries on campus.
- **Board of Education** – Jwantana Frink shared a “Welcome Back to School” video from students to teachers. The video was filmed at OWA.
- **Commissioners** – No report
- **OWA** – In Doug Terhune’s absence, everyone was encouraged to purchase season tickets.
- **Foundation** – Pat O’Bryant reported that the Foundation experienced a lot of growth last year. The scholarship funding endowment was approximately \$106,000 in scholarships, and community scholarship funding about \$40,000. Out of 1,500 applications reviewed, 141 scholarships were awarded averaging \$1,000 each. Tuition averages about \$1,080 per semester.

President Adams explained that local veterans have been working on campus to support the Veterans’ Club and to provide funds to pay for a veteran’s work study position. Almost \$4,000 has been received by the Foundation for this work study position.

The “Building Futures in Partnership with the BCC Foundation” is a program designed to create a stronger business donor database and foster continual support to the Foundation. Julia Steffen and London Schmidt have created a brochure that will be used to approach businesses asking for their ongoing support.

Mr. O’Bryant reported that the campus fund drive raised \$25,000. He encouraged all Board members to participate in supporting the Foundation, which supports education through scholarships. The Donor/Scholar luncheon is scheduled for October 31, and Trustees are invited to attend.

- **Athletics** – Mr. Dwight Flanagan reported that volleyball has dropped in the number of games. The Code of Conduct for student athletes was handed out to Board members. New student athletes attend the College’s Orientation and are encouraged to prepare themselves for academics and athletics. Assistant coaches explain that they are available for students if they have issues they wish to discuss. Chief Walton encourages students to talk with security if they see something that is of concern. Dr. Sybil Burgess does a great job keeping student athletes on course. Mr. Flanagan distributed the volleyball

schedule and reminded Trustees that the annual golf tournament is this weekend. In addition, BCC Athletics needs to sell more bricks to raise dollars for the batting cage.

- **Legislature** – President Adams reported that August 31, 2015, is the next deadline for the General Assembly to approve a budget. If a state budget is approved, the College's budget is scheduled to be picked up on September 18.

Personnel: Included in Consent Agenda

President's Report:

- Dr. Adams expressed appreciation to Trustees Chair John Jones, Bobby Long, Art Skipper and Gene Steadman for attending the College's Opening Day event. Lynda Stanley was the guest speaker and spoke about living the Core Value of Respect. Last year, the College focused on the Core Value of Community and tagged 874 hours of community engagement worth about \$18,000 to our local community.
- President Adams also reported that Lynda Stanley was the recipient of the Dr. W. Michael Reaves Service Award, which is based on the individual's demonstration of the College's Core Values. Dr. Reaves was present to give the award to Mrs. Stanley.
- The President reported that registration is being completed for the 16-week semester, and we still have a 12-week, an 8-week, a 4-week and holiday semesters coming up. Enrollment has not been robust but increased recruitment efforts are planned.
- BCC received honors as one of the best colleges in North Carolina. The College has also been accepted as one of eight North Carolina colleges to participate in the Aspen Institute "Road Map to Excellence" project. This project, which is partially funded through the Belk Endowment, reviews the campus to determine if the College is following best practices to promote student completion and determines areas of institutional strengths and weaknesses.
- Lead faculty have been hired for BCC's accredited Medical Assisting and Associate in Engineering degrees. BCC is actively marketing and promoting these programs for the 8-week semester.
- Dr. Adams gave a "shout out" to the College's facilities staff for the improved teaching spaces and offices. The ribbon cutting for the Nurses' Simulation Lab is in the planning stages. Everyone will be invited to attend.
- Dr. Adams also invited Trustees to tour the renovated Student Services area after the meeting. Facilities staff provided the updates and London Schmidt the design.
- Appreciation was given to VP Donnie Bassinger for his work to complete Southport and to Dr. Sharon Thompson for submitting the SACSCOC Fifth Year Review documents prior to the deadline.
- Dr. Adams expressed appreciation to Marketing Director, London Schmidt, for her marketing efforts this year. New ads and billboards have been created, and a new monthly "On Campus" article is being written with its own section in the *Brunswick Beacon*.
- Congratulations were given to Lori Summerlin, Director of Community Service Programs, who generated the best YES camps this year with the highest enrollment in its history and to Chief Lindsey Walton and BCC campus police for their exemplary field audit by North Carolina Department of Justice, Criminal Standards Division.

- Greg Bland received the L-Civics Grant for \$19,000 for the 4th year in a row. This grant allows BCC to teach American Life and Law.
- Marilyn Graham fulfilled all requirements for her N.C. Environmental Education Certificate by the N.C. Department of Environment and Natural Resources.
- Over sixty students have enrolled for ten classes at the Southport Center. Continuing Education has open enrollment so this number will increase. Nurse Aide has been approved, and the High School Equivalency program will be started in Southport as well.
- Over sixty students have enrolled for ten classes at the SBI Center as well. Just as with Southport, open enrollment occurs throughout the fall semester. Also, the first SBI Center cultural event is scheduled on August 27 beginning at 7:00 p.m. with the Brunswick Big Band. This event is free to the public. The College is attempting to offer a cultural series at the SBI Center similar to what we do at OWA but free to public. At present, there are seven event bookings for fall and three for spring at SBI. Trustees will be updated on additional events.
- The Leland Incubator will open by the end of the month. Ribbon cuttings are being planned for the Brunswick County Business and Industry Incubator, the Sim Lab and the Southport Center.
- UNCW Chancellor Sarterelli visited BCC to discuss his interest in renewing some of the partnerships previously in place between UNCW and Brunswick CC. In addition, Dr. Adams reported that she and VP Bassinger hope to be working with the UNC School of Government and the City of Southport to see what will resonate in the unoccupied space at the Southport Center.
- The Fitness & Aquatics Center has 2,400 members and six to seven camps were held at the pool this summer. A Pickle Ball court has been added, and plans are underway for a sand volleyball court.

Unfinished Business:

Chairman Jones began discussion regarding the roof of the gym at the Southport Center. The Board of Trustees voted at last year's retreat (June 2014) to delay any action on this project until firm figures for adding the roof are received. VP Bassinger indicated that he has contacted an architect to draw up plans and will report to the Trustees as soon as the information is received.

Chairman Jones shared that he had contacted a realtor who indicated he had a church group that may be interested in the SBI Center. He and Dr. Adams met the group and toured the facility. The group was very interested and will probably want to rent the SBI Center for their Sunday services and the College would continue to use the facility for classes. The Chair indicated that closure of a facility could not happen quickly because of specific processes that are required. Discussion continued regarding closing the SBI Center.

Trustee Gene Steadman made a motion to the Board of Trustees that "we move post-haste to close the South Brunswick Islands Center as long as we meet the fiduciary responsibilities inherent to the original bond issue and as long as we meet all of the maintenance requirements and other issues regarding scheduling any classes."

The motion died for lack of a second.

Additional discussion ensued regarding usage of the South Brunswick Islands Center, marketing the center, classes offered, and efforts made to promote and increase the visibility of the center.

Trustee Pat O'Bryant asked if a bigger sign could be installed. Dr. Adams responded that Carolina Shores has a sign ordinance that restricts the sign being larger than the present sign. Feathered flags can be used for events, which helps. However, Dr. Adams reported that we have been cautious in spending dollars when SBI Center enrollment has been at a minimum. One of the significant changes has been tuition for senior citizens. When the facility first opened, tuition for senior citizens was being waived. Since the facility has opened, senior citizens are required to pay tuition for all classes, which may have discouraged some senior citizens from enrolling in classes.

Areas of promotion for the Center have included sending out *Choices*, conducting a community survey, hosting joint meetings with local officials and the College and joining the Little River Chamber of Commerce. It was noted that Continuing Education classes may be offered to out-of-state residents at the same cost as North Carolina residents.

Discussion continued regarding increased efforts in advertising and the inherent costs and signage connecting with Carolina Shores regarding an easement. President Adams requested direction from the Board of Trustees regarding spending dollars on advertising in South Carolina and adding signage. Trustee Art Skipper stated that he thought all means should be exhausted to increase the visibility of the Center.

Direction from the Board included: 1) going to Carolina Shores for a variance, 2) securing a price for a sign, and 3) increasing course offerings. It was noted that the College does not own the property where the present sign is located, and we would have to get an easement for a larger sign. A billboard with the wrap would cost \$7,000 per year. President Adams will follow up on this direction from the Board of Trustees.

New Business:

Chair Jones discussed a motion received by Dr. Gene Steadman that Board members be required to pledge to the College's Foundation. Research indicates that other community colleges do not have a requirement that their Board members give to their Foundations, and colleges shared that their Board members give to the Foundation because they are willing to support their College. Chair Jones also clarified that Trustees do not have the authority to remove a Board member in violation of such a pledge. Trustee Pat O'Bryant explained that the Brunswick CC Board members have already embraced the culture of giving without being required.

Following additional discussion, Dr. Steadman withdrew his motion.

Mrs. Jwantana Frink made motion to adjourn the meeting. Mr. Pat O'Bryant seconded the motion. The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Dr. Susanne H. Adams
Recording Secretary/bp