



# BRUNSWICK COMMUNITY COLLEGE

Brunswick Community College  
Board of Trustees Meeting  
August 18, 2016  
Minutes

<b>Board Attendees:</b> Mr. Alan Holden, Chair Mr. Bobby Long, Vice Chair Dr. Allen Williams Mrs. Jwantana Frink	Mr. Frank Iler Mr. Michael Norton Mr. Pat O'Bryant Mr. Art Skipper Dr. Gene Steadman, Jr. Mr. Doug Terhune	<b>Absent:</b> Mr. Mark Bachara Mr. Dwight Flanagan
<b>Others in Attendance:</b> Dr. Susanne Adams, Recording Secretary; VP Sheila Galloway; VP Velva Jenkins; Mrs. Bea Palazzi; Mrs. Gina Robinson; Dr. Denise Houchen-Clagett; Mr. Ronnie Bryant; Ms. London Schmidt; Ms. Lois Smith; Dr. John Gray; Mr. Greg Bland  <b>Guests:</b> Connie Norton, Abram Norton		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order at 5:30 p.m. in the Board Room on Thursday, August 18, 2016.

Chairman Holden provided the invocation.

Chairman Holden announced the presence of a quorum.

Mrs. Bea Palazzi 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.

Representative Frank Iler administered the Oath of Office to the Mr. Michael Norton, newly appointed Trustee by the Brunswick County Board of Commissioners replacing Mr. John Jones.

Following Mr. Norton's confirmation of the Oath of Office, Representative Iler then administered the Oath of Office to Mr. Alan Holden, Governor reappointee, and Mr. Bobby Long, Board of Education reappointee.

**Dr. Gene Steadman made a motion to approve the Consent Agenda. Mr. Frank Iler seconded the motion. The motion was passed unanimously.**

**Items included in the Consent Agenda for Board approval:**

- August 18, 2016, Agenda
- June 17, 2016, Meeting Minutes
- June and July 2016 Finance Reports
- Policy 1.12 Compliance: Clery Act and Title IX

**Items included For Information Only:**

- Personnel Reports
  - June
  - July and August
- Calendar of Events

**Board Briefing:**

Dr. Adams introduced Dr. Denise Houchen-Clagett. Dr. Denise explained the holistic approach used by Academic Support Services to guide students to success from their first visit on campus through completion. She also shared the structure and job responsibilities of the Academic Support Department of the College and the strong collaboration between counselors, success coaches, and faculty.

**SGA:**

Dr. Houchen-Clagett reported that students have begun sending in applications for election of SGA officers. Campaigning begins in September followed by the election and oaths of office. Board of Trustee members are invited to attend the administering of the oaths of office for the new SGA officers.

**Executive Committee:**

Chairman Holden indicated that the Executive Committee did not meet, therefore, no report.

**Building and Grounds:**

Committee Chair, Bobby Long, reported that the Building and Grounds Committee met on July 21, 2016. Mr. Long updated the Board as follows:

- Performance contracting is close to 75% complete. Remaining items to complete include building weatherization, controls, and minor HVAC work.
- State Construction performed their final inspection of the Southport facility and all was passed. The State Office is completing necessary documentation for manuals and final sign-off.
- An updated cost for building tennis courts indicates a range between \$160,000 - \$200,000. The 2004 Bond literature did not discuss the number of tennis courts to be built.
- The Committee presented options for the Southport roof project initially discussed and voted on during the June 2014 Board Retreat and meeting. The Committee presented three options as follows:
  - Option 1 – replace the entire roof at an approximate cost of \$286,300, which includes design and some interior cleaning;
  - Option 2 – replace one-half of the roof and demo one-half at an approximate cost of \$195,000;
  - Option 3 – demo the entire unoccupied area and add an exterior wall; build new bays or classrooms as needed at an approximate cost of \$45,000.

The Committee recommends Option 1. **Mr. Bobby Long made a motion to accept the Committee's recommendation to replace the entire roof at a cost of approximately \$286,300,**

**which includes design and some interior cleaning.** Chairman Holden indicated that the roof situation is being re-evaluated. However, he expressed that it is hopeful that the Board will support its original position.

Mr. Frank Iler indicated that the dollar amount looks different than was originally discussed. Chairman Holden requested a second to the motion before additional discussion was held.

**Mr. Frank Iler seconded the motion.**

Dr. Allen Williams asked if the \$286,300 includes HVAC and any any other moisture control equipment. President Adams introduced Mr. Jack Luciano, BCC's Executive Facilities Director and Capital Projects Coordinator. Mr. Luciano reported that the area still has to be maintained as a clean and climate-controlled area with a temperature level so that air can be circulated.

Mr. Doug Terhune asked if the roof replacement is a line item expense and, if not, where will the funds come from. VP Galloway indicated that funds have not been budgeted. Questions were asked regarding how the space would be used. VP Jenkins responded that focus groups have met and presented ideas to use the space with building trades, expansion of the arts program, and include the presence of curriculum programs. The present facility, as is, will not accommodate these programs as the current rooms are close to capacity. Mrs. Jwantana Frink asked if FTE's are increasing at the Southport Center. VP Jenkins indicated that basic skills have doubled, and more students are interested in entrepreneurship. The semester started on August 15 with 90 students enrolled of which 11 are generating FTE, and curriculum courses are not yet being offered.

Following additional discussion, Dr. Adams requested that the Board provide direction regarding its decision to the College regarding next steps for the roof. Dr. Allen Williams requested a breakdown of exactly what the full renovation would require.

Direction from the Board is to move forward with getting bids. Mr. Jack Luciano will get revised bids to include additional construction or equipment as needed to replace the entire roof of the unoccupied space.

**The motion was passed with 10 ayes and 1 nay by Mr. Doug Terhune. Mr. Dwight Flanagan and Mr. Mark Bachara were not in attendance.**

Chairman Holden clarified that any approval can be rescinded if bids come in too high.

**Academic and Student Affairs:**

Dr. Gene Steadman indicated that there was no report and that the Committee hopes to meet in September.

**Finance Committee:**

VP Sheila Galloway presented the June and July 2016 Finance Reports which were voted on in the Consent Agenda. VP Galloway indicated that some funds were reverted to the County.

VP Galloway followed up on action taken at the June 2016 Board Retreat regarding the appropriation of \$55,400 for capital projects. At that time, the Board stipulated that any project over the amount of \$25,000 would be presented for Board approval. VP Galloway requested that the Board remove that responsibility from Mr. Donnie Bassinger, no longer employed at Brunswick CC, and transfer to Mr. Jack Luciano. It was the consensus of the Board, as stated by Chairman Holden, to designate that responsibility to Mr. Luciano.

VP Galloway announced that Dr. Adams and she will pick up the budget from Raleigh tomorrow at the System Office. NCCCS will give guidance on each line item.

There is indication that there will be an increase in the State Health Plan costs, but details are not confirmed yet. At the present time, the College has been asked to hold back 1% for reversion next year. VP Galloway indicated that the Finance Committee would need to meet prior to the September Board of Trustees meeting. A date and time will be confirmed when Committee assignments are made.

The Board is requested to approve salary increases. An increase of 1.5% is authorized but not mandated. Salary and bonus information will be brought before the Board for approval when the budget is finalized. A bonus of 1.5% is authorized but not mandated.

**Liaisons:**

- **EWD** – VP Velva Jenkins reported that a paid apprenticeship program will begin focusing on machine technology and is scheduled for implementation in fall 2016. Efforts are being made to expand to Construction, Welding and HVAC during the academic year of 2016-2017. Apprenticeships are Tier 1B designated courses.

VP Jenkins reported that a new relationship has been created with Bradford Products to customize the trades program to align with their workforce needs. Bradford Products manufactures custom-designed luxury stainless steel pools, spas, hot tubs, and water features. Our goal is to be their “logical choice” for trained workforce.

Industry visits conducted in June included Feller, Walex, Bradford Products and Convertis/Paperfoam. Visits to businesses in September will focus in the Shallotte area.

Seventy-five businesses participated in the NCMEP event on June 28<sup>th</sup>. Companies from as far as Charlotte, NC participated. Hosting this event provided an opportunity for BCC and local industries to have access to NCMEP.

The Customized Training Program served ten industries and trained 249 employees during 2015-16. The Small Business Center served 75 clients with 365 seminar participants. In addition, a new program has been approved that will begin on August 22. The NC Massage Therapy Program currently has an enrollment of fifteen students. The program will cap at 20 students. Registration for the program ends August 29, 2016.

Offsite center enrollments to date include 92 Southport; 21 SBIC; 97 Leland; 39 BETC, and 98 online.

- **Commissioners** – Mr. Art Skipper announced that a thank-you breakfast for the County Commissioners will be held September 14, at 8 a.m., in the OWA Event Center.
- **Board of Education** – Mrs. Jwantana Frink reported that Brunswick County Schools had a ribbon cutting today at North Brunswick. A ribbon cutting at Waccamaw is scheduled for next week.
- **OWA** – Mr. Doug Terhune suggested that the Board take the opportunity to celebrate and be entertained by attending events at the Odell Williamson Auditorium. Several Board members have purchased Season Tickets, which include eight shows. Mr. Terhune encouraged all Board members to support OWA by purchasing Season Tickets.
- **Foundation** – Ms. Elina DiCostanzo presented the Foundation newsletter, which provides dates of upcoming events. Ms. DiCostanzo reported that the August 5<sup>th</sup> Ambassador/Mentor Luncheon was well-attended by Foundation Board members. Ms. DiCostanzo expressed appreciation to Dr. Gene Steadman for representing the Board of Trustees at the luncheon. BCC Ambassadors were featured in the *State Port Pilot* following the luncheon. The Foundation awarded 198 scholarships to 83 students averaging \$3,134.50 per scholarship. Scholarships awarded totaled \$206,854.50. Ms. DiCostanzo encouraged Trustees to support the Foundation through Amazon Smile. Amazon.com accounts will automatically donate a portion of a customer's purchase price to his/her favorite charity at no cost to the buyer.
- **Athletics** – BCC has named Morgan Kirby the women's new volleyball coach. Trustees were reminded that the Annual Golf Tournament will take place at Ocean Ridge Panther's Run Golf Course on August 20. Tee time is 9:00 a.m. BCC athletes have attended the required *Code of Conduct* session
- **Legislative** – Representative Frank Iler reported that the legislature adjourned on July 1<sup>st</sup>.

**Personnel:** In consent agenda.

**President's Report:** President Adams announced that VP Donnie Bassinger has accepted a position at Caldwell CC to direct Operations. Mr. Jack Luciano will assume former VP Bassinger's responsibilities as Executive Director of Facilities and Capital Projects and will report to CFO Sheila Galloway for Facilities. Mr. Mike Milligan will assume Mr. Luciano's previous responsibilities as Facilities Director. In addition, Mr. Jerry Thrift has returned on a part time basis to lead Auxiliary Services – the Fitness and Aquatics Center, OWA, Fins Grill, and Campus Police.

President Adams expressed a "thank you" to Chairman Holden for his official welcome from the Board at the College's Opening Day event on Tuesday, August 2<sup>nd</sup>. The program focused on BCC's core value, "Opportunity," which included a panel discussion regarding how opportunities are created for BCC students. Dean Gina Robinson was awarded the 2016-2017 *W. Michael Reaves Service Award* for the outstanding way she models the "core values" of the College. Dr. Reaves presented the award to Dean Robinson.

President Adams expressed appreciation to Chairman Holden and BCC's newest Trustee, Michael Norton, for their time in interviewing architects to repurpose the Early Childhood Education Building into a Nursing/Allied Health facility.

President Adams expressed appreciation to VP Lois Smith for her hard work in establishing a timeline for BCC's decennial SACSCOC Reaffirmation.

President Adams announced that the College has written two grants; 1) a grant to continue the male mentoring program, and 2) a grant to collaborate with Brunswick County Schools to put career coaches in all of the County high schools. The Board of Education has written a letter of support for career coaches including a desire to share funding with the College.

Reserved parking signs for Trustees are in the works. President Adams also announced that CFO Galloway and she will travel to Raleigh on Friday to pick up the College budget. A budget retreat will be held on Friday, September 2, for the leadership team to discuss and recommend expenditures. A Finance Committee meeting will need to be scheduled prior to the September Board meeting to review the draft budget in order to present to the full Board at its September 15<sup>th</sup> meeting.

**New Business:**

Chairman Holden read a thank you note from AD Robbie Allen. Coach Allen thanked the Board for the bonus he recently received and expressed appreciation for the support of the Board and President Adams.

Chairman Holden announced that a track of land adjacent to the College called Eagle Creek has new owners. The new owners would like to work with the College regarding housing and campus access for fitness. Dr. Adams will keep Trustees posted as discussions continue.

**Unfinished Business:**

The Chair opened the meeting for discussion regarding the number of meetings during the year. Dr. Allen Williams suggested meeting alternate months and schedule committee meetings during the other months. Mr. Doug Terhune suggested meetings continue as presently scheduled. No decision was made regarding the meeting schedule and discussion was tabled until the September Board meeting.

**Mr. Patrick O'Bryant made a motion to go into closed session under GS 143.318.11 no. 6 to discuss a personnel issue and GS 143.318.11 no. 5 to discuss a property issue. Mr. Doug Terhune seconded the motions. The motions were passed unanimously, and the Board of Trustees went into closed session.**

No action was taken during closed session. **Mr. Patrick O'Bryant made a motion to come out of closed session. Mr. Frank Iler seconded the motion. The motion was passed unanimously, and the Board returned to Open Session.**

**Mr. Michael Norton made a motion to adjourn the meeting. Dr. Gene Steadman seconded the motion. The motion was passed unanimously. The meeting was adjourned at 9:30 p.m.**

Respectfully submitted,  
Dr. Susanne H. Adams, Recording Secretary