Brunswick Community College
Board of Trustees Meeting
January 19, 2017
Minutes

Board Attendees:	Mr. Bobby Long	**Absent:**
Mr. Alan Holden, Chair	Mr. Michael Norton	
Mr. Pat O'Bryant, Vice Chair (By Phone)	Mr. Art Skipper	
Mr. Mark Bachara	Dr. Gene Steadman, Jr.	
Mr. Dwight Flanagan	Mr. Doug Terhune	
Mrs. Jwantana Frink	Dr. Allen Williams	
Mr. Frank Iler	Terrance Brown, SGA President	
Others in Attendance: Dr. Susanne Adams, Recording Secretary; VP Sheila Galloway; VP Velva Jenkins; Mrs. Bea Palazzi; Mrs. London Schmidt; Dr. Lois Smith; Mr. Jack Luciano; Ms. Lindsey Kriz, *Brunswick Beacon*		

Chairman Holden called the Brunswick Community College Board of Trustees meeting to order at 5:34 pm. Dr. Allen Williams provided the invocation.

Chairman Holden announced the presence of a quorum with Vice Chairman Patrick O'Bryant attending via telephone conference.

The Chair requested approval of the Consent Agenda. **Mr. Bobby Long made a motion to approve the Consent Agenda as presented. Dr. Gene Steadman seconded the motion. The motion was passed unanimously.**

Business Office Renovation Update:
Vice President Sheila Galloway presented information regarding renovations in the Business Office. Renovations are progressing on schedule and upon completion will provide a more secure area. The entrance and back doors to the Business Office will be locked. Windows have been installed on the Early College High School (ECHS) cafeteria side of the Business Office for payment transactions. Limited interference with ECHS traffic has been observed. A security camera has been installed over the area that processes credit card transactions.

SGA Report:
Mr. Terrance Brown, SGA President, reported that the SGA hosted a Martin Luther King Day celebration on January 17th with Ms. Rosa McAllister-McRae presenting the remarkable background and history of Mr. King to a large group of students, faculty and staff. Ms. McAllister-McRae is the Director of Student Services at the Hoke Center of Sandhills Community College in Pinehurst, NC.

The SGA also hosted a QEP lunch for over 490 students on January 12th. Students completed a comprehensive opinion survey regarding College offerings, learning experiences, and instruction. The SGA will celebrate Black History Month during February. There will also be a Blood Drive during the month of February.

Building and Grounds Committee:
Mr. Art Skipper, Committee Chair, reported that a Physical Therapist has provided a rental proposal/request for space in the Fitness and Aquatics Center. The Committee recommends that the Board move forward with the lease proposal utilizing the the current child watch room, which is approximately 300 square feet. **Mr. Art Skipper made a motion to move forward with the lease proposal as stated. Mr. Bobby Long seconded the motion. Following discussion, the motion was passed unanimously.**

Mr. Jack Luciano reported that the Southport roof bid documents should be ready for review by February 1st. Also, change orders for the Southport Center renovations are still under review by the Surety. Mr. Luciano indicated that the original change order request was received by the attorney on September 2, 2016, and the most recent update was today, January 19, 2017.

Mr. Luciano reported that a fund shortage exists for the gym roof/paint project on the Southport Center campus. The City of Southport has estimated that the project cost is $320,000. The City has agreed to fund 50%, or $160,000, for the project. The community would fund the other 50%. To date, community groups only have raised $40,000. The City will discuss funding status at their retreat in February. In 2015, the College deeded this property to the City to renovate.

Space needs for the Allied Health Building have been discussed, and a proposal will be drawn up and presented to stakeholders in February by the architect. MCNC has proposed a new location for a 20 x 20 building behind the generators at Building G. The Buildings and Grounds Committee recommends an easement proposal from MCNC.

Improvements continue in all buildings. Of note is the installation of a new ADA automatic door to be installed by February 1, 2017, on the lower level of Building A as it opens into Student Services.

Performance Contracting is beginning to monitor energy savings for the six month period July to December 2016.

Brunswick County Utilities has requested access on Brunswick CC property to the rear of their pump station on Hwy 17 Bypass. The Committee recommends approval of this request.

Following discussion regarding the South Brunswick Islands Center and review of the Center's Productivity Report and NC General Statutes, the Board, in discussion with the Academic and Students Affairs Committee, recommends that the SBI Center continue its operations.

Academic & Student Affairs Committee:
Chairman Dwight Flanagan reported that the Committee met on December 12th and recommended the new *Board Policy Development and Review Policy* as approved in the Consent Agenda.

Mr. Flanagan discussed a core requirement of the Institutional Effectiveness process and the consistency of the Board's review of the College's Mission Statement.

The Committee recommends the revisions in the *BCC Mission Statement* as presented. **Mr. Dwight Flanagan made a motion to reaffirm the *BCC Mission Statement* as revised. Mr. Doug Terhune seconded the motion. The motion was passed unanimously.**

The Committee recommended affirmation of a new *BCC Vision Statement* as presented. **Mr. Dwight Flanagan made a motion to affirm the new *BCC Vision Statement.* Mr. Frank Iler seconded the motion. The motion was passed unanimously.**

The Committee reviewed the College's core values and requested input from the Board. The Board decided that no changes were needed and that the *BCC Core Values* remain as stated. **Mr. Dwight Flanagan made a motion to reaffirm the existing *BCC Core Values.* Dr. Gene Steadman seconded the motion. The motion was passed unanimously.**

Dr. Lois Smith provided an update from the SACSCOC Annual Meeting in December 2016. Six members of BCC administration attended the meeting. Dr. Smith reported that the Principles of Accreditation are being revised, which means that any alterations for those principles will affect BCC as the College prepares to send its compliance report. As information becomes available in February or March, the accreditation work team will review and determine the extent of changes required. Dr. Smith reported that the College will have a plan in place to adhere to any required changes.

The team also is actively engaged in the QEP topic process and has received campus, community and Board input. In addition, Dr. Smith announced that the official dates for the SACSCOC reaffirmation visit are October 8-11, 2018.

Mr. Dwight Flanagan presented an article in the *Star News* regarding offerings at the Southport Center. The Academic and Student Affairs Committee has not yet scheduled a meeting for February.

Finance:
VP Sheila Galloway presented the financial report for December 2016. **Dr. Allen Williams made a motion to approve the finance report. Mrs. Jwantana Frink seconded the motion. The motion was unanimously passed.**

Liaisons:

- **EWD –** Mr. Mark Bachara reported the following: Heirloom, Inc., has been selected as the Brunswick County Business Incubator's third business occupant. All spaces are filled, and other interested businesses are on a waitlist; the Fall 2016 esthetician class had a 100% pass rate on the State Board's licensure exam; CEWD surpassed their 2015 FTEs for fall; 176 students from both Brunswick and New Hanover Counties have enrolled in a new three-hour Cardiac Emergencies class; the "Entrepreneurial Friendly Community Roundtable" for small businesses and community leaders will be held at the Leland Center on February 28 at 8:30 a.m.; the Sustainability Symposium will be held at the Leland Center on March 27; and Advanced Manufacturing Career Day is planned for April 26 to introduce high school juniors and seniors to advanced manufacturing careers and education requirements. Dean Greg Bland also shared the process to approve the apprenticeship program with Manufacturing Methods.

- **Commissioners –** Mr. Art Skipper had no report.

- **Board of Education –** Dr. Gene Steadman reported that Representative Frank Iler presented the Order of the Long Leaf Pine to Mrs. Shirley Babson, who served on the Board of Education for 24 years. Mr. Ed Lemon is the new Chairman of the Board of Education, Mr. John Thompson is the

Vice Chairman. The Board of Education will meet on February 7th. A date will be discussed for a joint dinner meeting with the Board of Education and the BCC Board of Trustees.

- **OWA** – Mr. Doug Terhune reported that 2016 was a difficult year for OWA; the facility experienced low ticket sales. Mr. Mike Sapp, OWA Director, has discussed organizing an Advisory Council and is hoping to include shows that will attract a younger audience. Other ideas include incentives for season ticket subscriptions and offering a variety of event packages.

- **Foundation** – Mr. Michael Norton announced that the annual mailing to donors generated $11,100. In addition, a $500 gift was received for the second year in response to the monthly *Beacon* articles. Regarding other announcements, Foundation Director, Elina DiCostanzo, spoke with several groups in December and January that donated scholarship funds; Foundation Ambassadors assisted during student registration; and the seventh annual Community Luncheon is scheduled for March 15, 2017, and features keynote speaker Roman Gabriel, III. Tickets are $25 and include lunch.

- **Athletics** – Mr. Dwight Flanagan reported that the Holiday Basketball Tournament made $1,295; local hotel revenue created $14,004 over the 3-day period; and about $4,860 in meals was generated in the county. Seventy-nine BCC student athletes earned an average GPA of 2.943 for fall semester; and baseball season opens February 11th at USC-Lancaster, SC.

- **Legislative** – Mr. Frank Iler reported that with elections over, everyone is getting down to business, filing bills, etc. The first floor session is January 25 and begins with work on the budget. Ms. Susie Hamilton has been selected as Secretary of Cultural Resources by the Governor and will represent the North end of Brunswick and New Hanover Counties. Ms. Hamilton has indicated her desire to initiate progress in all 100 counties.

- **President's Report –** President Adams reported that FTE is down by about 6.5% for spring. Advisors have performed an informal survey to prospective students to determine reasons why some students did not register. Personal reasons, financial aid, and employment were cited most often. Dr. Adams announced that Coach Robbie Allen will be recognized as ABCA Regional Coach of the Year for NJCAA Division II receiving the *Diamond Trophy* in Anaheim, CA. President Adams also shared that the College has completed and followed its **College Accountability and Creditability Internal Audit Plan for Continuing Education Offering for Fall 2016.** BCC was recognized by the Brunswick County Board of Education for participating in the 2016 Extreme Stem Tour. BCC's Holiday Luncheon was a great success featuring the *Opportunity Express* theme from the book *The Polar Express*. BCC Board Chairman, Alan Holden, provided an inspirational message, encouraging the campus community to take an opportunity to help someone during the holiday season. Chairman Holden's message was to inspire everyone not to take others for granted. President Adams expressed thanks to BCC's Marketing Director, London Schmidt, for creating the 2016 Holiday Card which features the Southport Center and for updating the Board of Trustees' photo display. Congratulations to Hannah Funderburke, OWA Technical Specialist, who was featured in *Wilma Magazine.* President Adams reported that she and Chairman Holden met with Brunswick County Manager, Ann Hardy, and the Chairman of the County Commissioners, Frank Williams, to discuss funding priorities and goals of the County for the upcoming year. President Adams announced that the College unexpectedly received $10,000 from Campbell's Labels for Education. The gift was vetted and has been placed in an account to cover approved employee educational

expenses. President Adams reminded Trustees that SEI forms are due by April 15, 2017. Information will be emailed to Trustees regarding filing the forms.

The Board of Trustees and the Board of Education traditionally meet jointly each year. Plans will be made regarding a meeting date and networking dinner prior to one of the BCC Trustee meetings. The March meeting was suggested.

Chairman Holden entertained a motion to go into executive session to discuss a property issue, a personnel issue, and premature disclosure of an award.

Mr. Art Skipper made a motion to go into closed session under Section II, General Statute 143.318.11 no. 5 in order to discuss a property issue; to go into closed session under Section II, General Statute 143.318.11, no. 6 in order to discuss a personnel issue; to go into closed session under Section II, General Statute 143.318.11 no. 2, in order to prevent the premature disclosure of an honorary degree, scholarship, prize or similar award.

Regarding property, discussion was held regarding the South Brunswick Islands property. No action was taken.

Regarding personnel, discussion was held regarding the format for the President's evaluation. No action was taken.

Regarding premature disclosure, discussion was held regarding the award of Trustee Emeritus. No action was taken. It was the concensus of the Board of Trustees to vote on the Trustee Emeritus award in open session.

Mr. Art Skipper made a motion to return to open session. Dr. Gene Steadman seconded the motion and the Board returned to open session.

Mr. Art Skipper made a motion that the Trustee Emeritus award be presented to Mr. John Jones. Mr. Bobby Long seconded the motion. The motion was passed unanimously.

Mr. Art Skipper made a motion as recommended by the Building & Grounds Committee to continue the operation of the SBI Center as is. Mr. Frank Iler seconded the motion. The motion was passed unanimously.

Chairman Holden entertained a motion to adjourn. **Mr. Art Skipper made a motion to adjourn. Dr. Gene Steadman seconded, and the meeting was adjourned at 7:45 p.m.**

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