



# BRUNSWICK COMMUNITY COLLEGE

Brunswick Community College  
Board of Trustees Meeting Minutes  
Friday, June 26, 2015  
2:15 p.m.

<b>Board Attendees</b> John Jones, Chair Bobby Long Alan Holden Allen Williams Art Skipper Doug Terhune	Dwight Flanagan Frank Iler Jim Bradshaw Jwantana Frink Lynda Stanley	<b>Absent:</b> Patrick O'Bryant
<b>Others in Attendance:</b> Dr. Susanne Adams, Recording Secretary; Dr. Sharon Thompson; VP Velve Jenkins; VP Sheila Galloway; VP Donnie Bassinger; Ronnie Bryant; Elina DiCostanzo; Bea Palazzi; London Schmidt; Renee Sloan; Dr. Gene Steadman, Jr.		

Chair John Jones called the Brunswick Community College Board of Trustees meeting to order in the Virginia Williamson Event Center at 2:00 p.m., on Friday, June 26, 2015. Mr. Jones read the requirements regarding conflicts of interest as stated in the N.C. State Government Ethics Act. No conflicts of interest were noted.

Mr. Bobby Long provided the invocation.

The Chair announced the presence of a quorum.

The Consent Agenda was presented for approval. Mr. Bobby Long made a motion to approve the Consent Agenda. Mrs. Lynda Stanley seconded the motion. The motion was passed unanimously.

### **Curriculum and Student Affairs Committee:**

Mrs. Lynda Stanley reported that the Curriculum and Student Affairs Committee has reviewed and recommend approval of the revised 4.14 Student Rights and Responsibilities Policy. Representative Frank Iler seconded the motion. The motion was passed unanimously.

### **Building & Grounds:**

The Building & Grounds Committee has discussed the South Brunswick Islands Center and will make recommendations following additional information regarding financials. Attorney Jim Prevatte and President Adams are reviewing the General Statutes regarding selling the property.

The Early Childhood Education Center also is being reviewed. Advice or recommendations will be forthcoming from the Administration regarding their study. According to other community colleges, it typically takes 90 days to one year to close this type of facility.

### **Finance Committee:**

Chair Allen Williams deferred to VP Sheila Galloway to present information regarding the May 2015 end-of-month report. Dr. Allen Williams made a motion to pass the Finance report for month end May 2015. Mr. Jim Bradshaw seconded the motion. The motion was passed unanimously.

VP Galloway presented the 2015-16 Continuing Budget Resolution which allows the College to continue operating and doing business in the absence of a formal budget. Dr. Allen Williams made a motion to approve the Continuing Budget Resolution. Mr. Doug Terhune seconded the motion. The motion was passed unanimously.

Dr. Williams asked VP Galloway to present requests for the use of Fund Balance. VP Galloway explained that the Finance Committee requests three items for approval from the County Fund Balance. Items are as follows:

1. Vision insurance – The county did not approve funding employee vision insurance in the new budget. The Committee recommends phasing out this benefit to full time and 30-hour employees over the next year and requests approval of \$11,000 to be appropriated for this expense for the upcoming budget year. If approved, employees will be notified that the benefit will continue for a full year which will provide time for them to research providers for vision coverage. Dr. Allen Williams made a motion to appropriate the \$11,000 to cover the cost of vision insurance for one full year. Mrs. Jwantana Frink seconded the motion. The motion was passed unanimously.
2. The President's contractual county salary amount is \$37,424. The Finance Committee recommends Board approval in that amount plus the fringe benefits associated with that amount. Rep. Frank Iler asked how that relates to the \$52,200 amount that was in the county budget. Ms. Galloway explained that the actual amount includes longevity and current fringe benefits, which could fluctuate. The total amount is \$49,207.32. Dr. Allen Williams made a motion to approve the President's contractual salary amount. Representative Frank Iler seconded the motion. The motion was passed unanimously.
3. The Committee recommended approval of \$100,000 additional capital outlay funds above and beyond the \$50,000 that the county has budgeted. These amounts will be in separate accounts and monitored based on how the monies are allocated. The \$100,000 may be allocated for the Leland Incubator, landscaping at Southport Center, carpeting for the nursing office area, and carpeting in the Library. If project cost exceeds \$25,000, VP Bassinger will notify the committee. VP Galloway will create an additional monthly report outlining these expenditures. Dr. Allen Williams made a motion to approve the recommendation. Representative Frank Iler seconded the motion. The motion was passed unanimously.

President Adams requested that Ms. Galloway explain the amount that should be maintained in the College's fund balance (reserve). Ms. Galloway's research recommended a reserve in the amount of 20% of the budget or two months' worth of expenditures. Based on last year's county budget of \$3,781,447, a fund balance in the amount of \$756,289.40 would meet the 20% criteria. BCC's fund balance is about \$2,700 over that amount. Mrs. Lynda Stanley asked what formula

the county uses to reach their fund balance amount. VP Galloway is not aware of the county's formula but will follow up on this question with her counterpart at the County.

### **Liaison Reports:**

- **EDC** – Mr. Jim Bradshaw reported that existing industry visits continue and that a strong relationship has been established with these industries. He noted that workforce development is down across the state. Mr. Bradshaw announced his retirement effective October or November 2015, and expressed that he hoped he would continue to be a part of the BCC Board of Trustees.
- **Commissioners** – Mr. Art Skipper had no report.
- **Board of Education:** Mrs. Jwantana Frink reported that school uniform surveys are in with the majority of parents not in favor of a school uniform policy. In addition, schools are transitioning to gmail accounts, and reports cards can be viewed on line.
- **OWA** – Mr. Doug Terhune distributed the Season Program and encouraged Trustees to purchase Patron season tickets.
- **Foundation** – Ms. Elina DiCostanzo reported that three students received scholarships through memorialized endowments. The Foundation is working on three other similar projects to raise funds for scholarships. The Ambassador Program has been successful. Sara Lague, Drake Harper, and Alvaro Rendon have participated in several events including the Donor Luncheon. The Planned Giving Seminar was successful and is available on video for those who could not attend. Project Finish Line is providing \$150,000 through the Belk Foundation to assist students who meet certain criteria to complete their education at Brunswick CC. The College is partnering with Novant Medical Center to secure grant funds for capital improvements in the Nursing Department. The Foundation is focusing on exposure and has been in the media 31 times during the past year. In addition, the Foundation was featured on WWAY and WECT for fundraising events and to recognize Drake Harper as professional student of the year. Affinity Groups have extended from Women in Philanthropy include Health Care groups to help our Allied Health students. These groups initially provided food and beverages for graduations in the Nursing Programs. The Foundation continues to organize successful friend-raisers with restaurants in the area. Improvements have been made in the scholarship software program which has streamlined reviewing applications and awarding scholarships.
- **Athletics** – Mr. Dwight Flanagan reported that athletes are held to a Code of Conduct that is signed by all participating athletes. The Code of Conduct will be reviewed by Dr. Adams and Attorney Jim Prevatte. GPA's are being reviewed, and we hope they will be better than last year. The golf tournament is up on the web site and is the Athletic Departments biggest fundraiser. The College has received much exposure due to the number of camps held at BCC that bring in family and friends.
- **Legislative** – Representative Frank Iler reported that it appears that budget approval will be held up for a while, and all colleges will be operating under a continuing budget resolution.

### **President's Report:**

- President Adams expressed appreciation to the Trustees for their efforts and support in working on the county budget.

- We are more than half way through summer session with 429 students. It is hoped that the General Assembly approves FTE funding for all summer classes which will help jumpstart our FTE budget for next year.
- Foundation Directors approved the MOU with Board of Trustees in their Consent Agenda. The Gift Acceptance Policy will be in the Board of Trustees Consent Agenda in August.
- Julia Steffen will present at the N.C. CORD Conference in October. The presentation will relate to memorial gift policies.
- Greg Bland recently received a grant for \$2,000 from Bank of America which will support Workforce Development initiatives.
- BCC ECEC just received 29 slots for NC PreK for 2015-16, pending funding.
- NC Board of Nursing felt that an onsite visit was unnecessary for Practical Nursing due to the excellent condition of the department
- NC Board of Cosmetic Arts has again designated BCC's Cosmetology Department as a Grade A Salon.
- The 2015 Detention Officer Class received a 100% pass rate on the exam with 15 students in the group. This was led by Paul DuPree and the in-service law enforcement team.
- ECO Tourism attracts tourists and preserves our community for the future. Marilyn Graham hosted 56 community members this week in the Events Center to discuss local directions for ECO. Tourism attendees included conservationists, historians, leaders of municipalities, realtors, and media. The 56 attendees are acting as the College's Advisory Committee about what the College can do to promote Eco Tourism in the area.
- The NCCCS 2015-17 Conference Budget Priorities were presented to the Trustees. The Senate and House are far apart on these priorities. The handout outlines the community colleges' priorities as a system. Trustees were encouraged to be prepared to speak to these needs. It is hoped that there will be a 2% salary increase for all community college employees, not just faculty. Community colleges would like summer funding for all classes. Community colleges are hoping for \$9 million in equipment funds to prepare the workforce with current skills and need to upgrade machining and welding equipment. It is hoped that tuition will be set by July 1 so that correct billing for fall semester can begin on time. In addition, community colleges are not in favor of IT Consolidation because of the differences in the IT systems at each college makes it difficult to control all IT functions from one centralized location.

Vice Chair Bobby Long made a motion under GS143.318.11.6 to go into a closed session in order to discuss a personnel issue. Dr. Allen Williams seconded the motion and the Board went into closed session.

Upon returning to open session, Rep. Frank Iler made a motion, based on the President's evaluation, that Dr. Susanne Adams's contract be rolled over for one additional year constituting a two-year contract with the option of rolling over an additional year next year. The motion also includes the supplement. This contract term will continue through June 30, 2017, and is continual as long as the same terms and conditions apply. Dr. Allen Williams seconded the motion. The motion was passed unanimously.

Chairman John Jones, recognized Trustee Lynda Stanley to give closing thoughts. Mrs. Stanley expressed gratitude and appreciation to the Board which she feels honored to have served on for

24 years. She expressed that there have been challenges, and decisions have not always been easy. Lynda encouraged Board members to remember that it is “about the students” when they meet around the Board table. “It is about the students the Board serves and making a difference in their lives.”

Chair Jones presented past-Chair Stanley with an arrangement of summer flowers decorated in a pewter container in appreciation for her dedication and years of service on the Brunswick Community College Board of Trustees.

As there was no further business, Chair Jones entertained a motion to adjourn. Mr. Bobby Long made a motion to adjourn the meeting. Representative Frank Iler seconded the motion and the meeting was adjourned at 3:40 p.m.

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