



BRUNSWICK COMMUNITY COLLEGE

Brunswick Community College
Board of Trustees Meeting
November 19, 2015
Minutes

Board Attendees: Alan Holden, Chair Bobby Long, Vice Chair Jim Bradshaw Dwight Flanagan Alan Holden Frank Iler	John Jones Art Skipper Gene Steadman, Jr. Doug Terhune Allen Williams Drew Patrick, SGA President	Absent: Jwantana Frink Pat O'Bryant
Others in Attendance: Dr. Susanne Adams, Recording Secretary; Dr. Sharon Thompson; VP Velve Jenkins; VP Sheila Galloway; Mrs. Bea Palazzi; Mr. George Yu; Dr. Sybil Burgess; Ms. Rebecca Rock, Ms. Elina DiCostanzo, Dr. Denise Houchen-Clagget; Mr. Michael Bailey; Dr. John Gray; Mrs. Gina Robinson		

Chairman Alan Holden called the Brunswick Community College (BCC) Board of Trustees meeting to order in the Building A Boardroom at 5:35 p.m. on Thursday, November 19, 2015.

Mrs. Bea Palazzi read the requirements regarding conflicts of interest as stated in the N.C. State Government Ethics Act. No conflict of interest was noted from any Board member present.

Chairman Holden reported that the State Ethics Commission submitted its evaluation of the 2015 Statement of Economic Interest for Patrick C. O'Bryant and did not find an actual conflict of interest but found the potential for a conflict of interest. The potential conflict does not prohibit Mr. Patrick O'Bryant's service as an At-Large member of the Brunswick CC Board of Trustees.

Chairman Holden announced the presence of a quorum.

Dr. John Gray provided the invocation.

Chairman Holden requested approval of the Consent Agenda. Mr. Bobby Long made a motion to approve the Consent Agenda. Dr. Gene Steadman seconded the motion. The motion was passed unanimously.

Items included in the Consent Agenda:

- November 19, 2015, Agenda
- October 15, 2015, Meeting Minutes

Items included For Information Only:

- Board of Trustee Goals
- Board Committees Goals

- Personnel Report
- Calendar of Events

SGA:

Mr. Drew Patrick, SGA President, reported that Fall Fling resulted in positive feedback from students even though it rained and a few activities had to be canceled. The Veterans Day luncheon had a successful attendance including Trustees, Faculty and Staff. Students have been preparing the float for the Shallotte Christmas parade.

President Adams introduced Dr. Sybil Burgess, Secretary of the Faculty Senate and Ms. Rebecca Rock, President of the Faculty Senate. Dr. Denise Houchen-Clagett introduced Mr. Michael Bailey, BCC's new Director of Male Mentoring. Mr. Bailey has a master's degree in Human Services, a bachelor's degree in Political Science and has been accepted at Liberty University to work on his doctorate. As one of his first initiatives, Mr. Bailey is making efforts to bring Duke University's basketball coach, Mr. Robert Brickey, to speak to the Male Mentoring group. Judges Pauline Hankins and Ola Lewis recently shared insights with the BCC Men's Basketball Team as a part of the Male Mentoring collaborative.

Board Briefing:

Mr. George Yu introduced the Director of Human Resources at Archer Daniel Midland in Southport and the Vice President of Manufacturing Methods in Leland to share how "**BCC Plays a Key Role in Manufacturing Partners.**" Both companies partner with BCC to train their employees in a variety of competencies, including computer software packages, supervisory skills, and environmental-related responses such as HAZWOPER and machining. BCC provides a significant amount of training to these companies that is required in order for employees to maintain compliant with state regulations. In addition, ADM will be partnering with BCC to train new employees as several of their present employees are planning for retirement.

Building and Grounds Committee:

Mr. Bobby Long, Committee Chair, presented the report from the Building and Grounds Committee meeting of November 17, 2015.

- **Performance Contracting**
Mr. Long reported that interest rates have been received from Bank of America, SunTrust, and USBancorp for Performance Contracting. The low bid was from Bank of America at a rate of 2.65% for 15 years. The Local Government Commission (LGC) and Energy Office require the College to submit financial documents from Bank of America and the Internal Grade Audit to Attorney Jim Prevatte for his legal opinion.
- **On Campus**
Mr. Long reported that the College held a lockdown drill last week. The drill resulted in the alert message to reach most of the buildings on campus. However, a firewall failure prevented the alert from reaching some of the buildings. Repair of the firewall has been made, and testing for those buildings will be held in the near future.
- **Southport**
Plans with safety measures in place have been approved by the Southport Fire Marshall to enable the College to hold a silversmithing class on the Southport Campus. Inspection of safety equipment prior to beginning of the class is pending.

- **SBI Center**

Mr. Long reported that an MOU between the Town of Carolina Shores and BCC has been reviewed and signed for the town to discuss the possible use of the South Brunswick Islands Center.

Finance Committee:

Dr. Allen Williams, Committee Chair, turned over the report to VP Sheila Galloway. VP Galloway presented the financial report for October 2015 and reported that the State Budget has been received. **Dr. Allen Williams made a motion to approve the October 2015 budget. Mr. Jim Bradshaw seconded the motion. The motion was passed unanimously.**

- **State Budget**

The State budget allocation of \$11,817,325, carryover funding of \$153,146, and the management flexibility reduction of (\$539,405) was discussed during the Finance Committee meeting held on November 18, 2015. The Finance Committee recommends that the Board of Trustees approve the 2015-2016 State Budget. **Dr. Allen Williams made a motion to accept the State Budget as stated. Mr. John Jones seconded the motion. The motion was passed unanimously.**

- **County Budget and Amended Budget Ordinance**

The Committee recommends that the Board of Trustees adopt the 2015-2016 county budget as stated in the Amended Budget Ordinance. **Dr. Allen Williams made a motion to adopt the 2015-2016 county budget as suggested in the Amended Budget Ordinance. Mr. Jim Bradshaw seconded the motion. The motion was passed unanimously.**

- **Fund Balance Appropriation Request**

VP Sheila Galloway reported that the General Assembly approved a one-time \$750 compensation bonus for all eligible state employees that were employed as of November 1, 2015. President Adams requested an amount of \$23,063.10 of fund balance to be appropriated in order to provide a \$750 bonus to county-paid employees as well. The Committee recommends that the Board of Trustees approve this amount to be appropriated. **Dr. Allen Williams made a motion to appropriate the equitable amount of \$23,063.10 of the fund balance for the stated reason. Mr. Bobby Long seconded the motion. The motion was passed unanimously.**

Academic and Student Affairs:

Dr. Gene Steadman reported that the committee met regarding the policy for the Smoke/Tobacco Free Campus timeline. A “Tobacco Usage Policy” Committee was formed following conversations in 2010 and 2013 when faculty, staff and students were surveyed regarding their support for designated smoking areas and smoke-free campus policies. The Committee was tasked to determine the necessary steps and transmit the communication required to increase public awareness of the current Tobacco Usage Policy. In April 2015, the Faculty Senate submitted a resolution to President Adams in support of a tobacco-free campus. This resolution was subsequently shared with the Board of Trustees.

In June 2015, a grant was submitted by the College to the American Legacy Foundation (recently changed to the Truth Initiative) requesting \$5,000 to support moving forward with developing a tobacco cessation and education campaign, as well as drafting revisions to the Tobacco Usage

Policy. This grant was approved and effective as of December 1, 2015. The Tobacco Usage Committee met recently and drafted revisions to Tobacco Usage Policy 7.1 supporting a Tobacco Free Campus. These revisions have been shared with the Academic and Student Affairs Committee of the Board of Trustees. Pending campus-wide vetting and Board of Trustees approval, a draft procedure will be developed.

The above Academic and Student Affairs Committee report is for information only and requires no action at this time.

The NCCCS office released an RFP to the 58 community colleges to place community college career coaches in high schools. Career coaches will assist students in determining career goals and identifying community college programs that will enable them to achieve their goals. The College and the School System would partner through an MOU and apply for available funds which requires a local dollar for dollar match per position. The two-year grant provides \$17,500, in state funding for 2015-2016 and \$35,000 in 2016-2017 per position. The due date is January 8, 2016.

Liaisons:

- **EWD** – Vice President Velva Jenkins announced that a “Meet and Greet” for the new Brunswick County Economic Development Director, Mr. Michael DiTullo, was held on November 2, 2015. Mr. DiTullo is knowledgeable in the community college’s role in economic development. Visits to Leland manufacturing businesses Feller, Victaulic, Flow Sciences, and Manufacturing Methods were made during the month of November by the Customized Training Program, the Town of Leland Economic Development, NC State Industrial Expansion Solutions and EDPNC representatives.

VP Jenkins reported that the SBI Center is currently serving 111 students with 39 enrolled in occupational classes and 72 enrolled in self-supporting classes. The Southport Center is currently serving 133 students with 13 enrolled in occupational classes and 120 enrolled in self-supporting classes. *Choices* was distributed earlier in the month.

Continuing Education and Workforce Development (CEWD) has partnered with Navassa on a “Cresol Clean-Up” project. The project includes training workers in skills for environmental professions. In addition, CEWD is partnering with the Sundowners Rotary Club in an initiative called “Building Better Futures” which promotes careers in the trades to high school students. An additional marketing initiative, “All Business Dreams Are Ready to be Reviewed,” is in place for the Brunswick Business and Industry Incubator. The ribbon cutting for the Incubator is scheduled for January 19, 2016, at 3:00 p.m.

- **Commissioners** – No report
- **Board of Education** – In the absence of BOE Liaison, Jwantana Frink, President Adams reported that the Operations Committee met and presented staff recommendations for bond projects. Recommendations require less funding than originally approved due to the potential cost reduction of performance contracting for projects related to energy efficiency that now would not be funded through the bond. Information was presented in the Board Briefing report regarding Brunswick County teacher turnover rates which is

the same as the current state turnover rate. Reasons for the 14.84% turnover include retirement, moving and leaving the profession.

- **OWA** – Mr. Doug Terhune reported that the Carpenters “Close to You” show was a big success. Mr. Terhune also announced that the Annie Moses Band will perform following the Trustee/Foundation Holiday Gathering on December 17. Tickets will be provided to those on both boards who wish to attend. A special “same day of show” rate is available to the two boards as well as to the campus community for this show.
- **Foundation** – Ms. Elina DiCostanzo reported that \$203,545 was awarded in scholarships for 2015, which included 188 scholarships averaging \$2,395 per student. The Foundation produced its first annual report which was circulated at the Donor/Scholar luncheon in October. Recognitions at the Donor/Scholar luncheon included Mr. Bill Duke and Ms. Marta McCallum as “Fundraisers of the Year” and Mr. W. J. McLamb as Emeritus Foundation Board member. Recently circulated *Choices Magazine* included a “Gift of Knowledge” ad. Ms. DiCostanzo received a call as a result of the ad and was invited to speak at the Ocean View Methodist Church regarding scholarships. The Nursing/Simulation Lab Open House was a successful and was attended by Trustees, community members and faculty and staff. A private tour of the lab can be scheduled for anyone who could not attend the opening. Finally, Ms. DiCostanzo announced that Julia Steffen submitted her resignation and will be leaving on November 30. The position has been posted and interviews are being scheduled for the position.
- **Athletics** – Mr. Dwight Flanagan shared community service activities of BCC’s athletes. The Women’s Basketball team volunteered for Trunk or Treat with the Town of Leland. The Baseball Team had ten student athletes who volunteered to help with games, the haunted trail and giving out candy at the Brunswick County Sheriff’s Fall Festival. Seven student athletes volunteered with the local Food Bank passing out 100 bags and boxes of food. Finally, 13 student athletes volunteer with Communities in Schools on a weekly basis. Athletes will also participate in decorating a float and participating in the Shallotte Christmas Parade. The third baseball Alumni weekend was held on November 14. Twenty-four former players returned to campus to attend the celebration. Twelve of these athletes have graduated from four-year institutions, nine are still in school, and three are working full time. BCC had two members of its baseball team sign during the “early signing period” with four-year schools. Nolan Clenney signed with N.C. State University and Nick Yarbrough signed with Campbell University.
- **Legislative** – No report.

Personnel: In consent agenda.

President’s Report:

President Adams reported that one of the Board goals included participation in campus events and extended appreciation to Trustees attending the Donor/Scholar luncheon on October 30: Mr. John Jones, Mr. Dwight Flanagan, Mr. Doug Terhune, Dr. Allen Williams and Dr. Gene Steadman; to Trustees attending the Veteran’s Day luncheon on November 10: Mr. Bobby Long, Mr. Art Skipper and Dr. Gene Steadman; and to Trustees attending the *Tribute to the Carpenters* at OWA on November 12: Mr. Dwight Flanagan, Dr. Gene Steadman, Rep. Frank Iler, and Mr. Doug Terhune.

President Adams also expressed appreciation to the Academic and Student Affairs Department and everyone in the new Advising Center for their diligence in registering students for the spring 2016 semester. At present, well over 60% of BCC's currently enrolled students have registered. In addition, "Future Dolphin Day" was recently held and included 45 prospective students and parents.

Horticulture and Turfgrass Management recently hosted over 80 green-industry professionals on campus for a "fall pro event." The event was held in conjunction with Brunswick Cooperative Extension. The College hosted the DOT and community leaders from North and South Carolina at the SBI Center on November 4, in a *Connecting the Carolinas* symposium sponsored by the Brunswick County Chamber of Commerce. Additional meetings are planned. The SBI Center also hosted the *Novant Foundation Glitz, Glamor and Glow* event on November 14 from 1:00 – 4:00 p.m. The event brought in local businesses to promote their products as well as to benefit the Novant Foundation.

Congratulations to Small Business Center Director, Kim Gamlin, who received a Level 3 Credentialing Award by the Community College System. VP Velva Jenkins is organizing a Southport Center Advisory Group meeting for January 2016. Leaders of Southport and Oak Island, including Southport's new Mayor, Mr. Jerry Dove, will be invited to attend the meeting.

President Adams indicated that a resolution will be presented to the Board at the January meeting that is in support of the State Bond referendum. Brunswick CC will receive \$2.8M to use for R&R or new construction. President Adams requested that Trustees take the new *Pocket Facts* for fall semester 2015, which is helpful when answering community questions about the College. The Neebo College Bookstore is now under the management of Follett Publishing, and as such, the College was provided the opportunity to purchase shirts at a reduced price. Trustees were asked to let the President's office know if their shirt size does not fit. In addition, President Adams announced that there are many opportunities for Trustee engagement on campus. An upcoming event includes an e-invitation for December 17 at 6:00 p.m. for appetizers and the *Annie Moses Band* event. The invitation requires an RSVP and is a joint event with the College cabinet, the Foundation Directors and the Board of Trustees.

Unfinished Business:

Chairman Alan Holden requested that Board members review the Board and Committee goals.

New Business:

Chairman Holden announced that committee assignments will be made and will be in effect the first of the year and requested Mr. John Jones to remain a member of the Building and Grounds Committee.

Mr. Art Skipper made a motion to adjourn the meeting. Dr. Allen Williams seconded the motion. The meeting was adjourned at 7:35 pm.

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