



BRUNSWICK
COMMUNITY COLLEGE

Brunswick Community College
Board of Trustees Meeting
November 17, 2016
Minutes

<p>Board Attendees: Mr. Alan Holden, Chair Mr. Pat O’Bryant, Vice Chair Mr. Mark Bachara Mr. Dwight Flanagan Mrs. Jwantana Frink</p>	<p>Mr. Frank Iler Mr. Bobby Long Mr. Michael Norton Mr. Art Skipper Dr. Gene Steadman, Jr. Dr. Allen Williams Manual Monte Reos, VP SGA</p>	<p>Absent: Mr. Doug Terhune</p>
<p>Others in Attendance: Dr. Susanne Adams, Recording Secretary; VP Sheila Galloway; VP Velva Jenkins; Mrs. Bea Palazzi; Mrs. London Schmidt; Mrs. Gina Robinson; Dr. Lois Smith; Dr. Denise Houchen-Clagett; Mr. Jack Luciano; Dr. John Gray; Mrs. Carmen Ellis; Ms. Lori Graham; Ms. Sarah Wilson, <i>Pilot</i>; Ms. Lindsey Kriz, <i>Beacon</i>; Mr. Kawayne Matthews, SGA Parliamentarian</p>		

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, November 17, 2016.

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.

Dr. John Gray provided the invocation.

Chairman Holden announced the presence of a quorum.

Mr. Frank Iler made a motion to approve the Consent agenda. Mr. Pat O’Bryant seconded the motion. The motion was passed unanimously.

Items included in the Consent Agenda for Board approval:

- Agenda for November 17, 2016 Meeting
- Minutes of October 20, 2016

Items included For Information Only:

- Personnel Report
- Calendar of Events
- Foundation Newsletter

Board Briefing:

President Adams introduced Carmen Ellis, Director of Learning Resources. Carmen presented the duties of her position as she has seen it progress over her eight years in the BCC Library. Initially,

her goal was to “figure out” exactly what the job would be. She quickly learned that students, faculty, staff and community individuals are constantly present. Carmen and her staff provide help with technology and give student athletes a place to study and complete class work. CEWD students in the Nursing Assistant Program are provided a Library Orientation and are taught research skills. Library staff guide individuals to the resources needed for developing a small business or doing business research. Early College High School students visit the Library daily, and staff is prepared to assist those students with finding their favorite fiction author or guiding them to vampire books. Staff also works closely with BIP students to teach them how to find books and DVDs.

In addition to assisting the various groups visiting the Library daily, Carmen and her staff plan for Exam Day. The goal is to make the Library a place of comfort for students to visit and to focus on their school work. A schedule is in place to prepare students to problem solve in crisis mode. “Exam Jam” is a combination of preparatory and study sessions that include destressing activities to calm nerves before exams. The Library staff makes popcorn and has pizza available for students. In addition, tutors and advisors are available to assist with any questions on any subject. BCC’s Library staff plays a tremendous role in student retention and completion.

Mrs. Ellis reported that the gate count arm swung over 53,000 times during the recent academic year (July 1, 2015 - June 30, 2016). With that many Library arm swings, Carmen and her Library staff are a part of many success stories that connect with students who graduate from Brunswick Community College. BCC’s library staff is extremely busy helping students succeed and are never considered “lonely” librarians.

SGA:

Manuel Montes Reos, Vice President of the SGA, reported that the Angel Tree is up, and tags displaying the ages and needs of 50 children are hanging on the tree. The SGA hopes that all 50 tags will be taken and these children will receive gifts for Christmas through the generosity of BCC. Gifts will be delivered by SGA and Staff members on November 29th. Mr. Reos announced that Veterans Day was observed by providing a lunch for local and student veterans. Veterans were honored by students, trustees, faculty and staff at the luncheon.

Executive Committee:

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

Building and Grounds:

Mr. Art Skipper reported that the second bid from John Sawyer for re-roofing the unoccupied areas of the Southport Center came in at \$27,796. **Mr. Art Skipper made a motion to award the project to John Thompson with the low bid of \$15,825. Dr. Gene Steadman seconded the motion. The motion was passed unanimously.**

Mr. Skipper reported that the final documents regarding Southport change orders issued have not yet been received from BCC Attorney, Rod Malone. Attorney Malone and the Surety remain in discussion on this matter. Mr. Skipper reported that the City of Southport hopes to begin repairing the roof and painting the exterior of the gym by February 2017.

The Allied Health Building design contract has been signed. MCNC proposed a location for a fiber optic building near Building J (old ECEC.) The Committee recommended not to accept MCNC's location proposal.

John Sawyer Architect is waiting on the bid from the consulting engineering firm for the Leland water/sewer installation. Building K, Applied Plant Sciences facility, is waiting on BEMC for the installation of an additional pole light head.

Business Office renovations will begin on December 12, 2016. These renovations will provide more security and less traffic in the business office area. The Fitness & Aquatics Center HVAC is pending installation in December as well as adding bathroom partitions in Buildings A and C.

Chairman Holden made a point of order that the Buildings and Grounds Committee's recommendation that the Board not approve MCNC's proposal for a location for the fiber optic building died for lack of motion.

Academic and Student Affairs:

The Academic and Student Affairs Committee is scheduled to meet on Monday, December 12, 2016, at 8:00 a.m. in the Board Room. Dr. Lois Smith updated the Board of Trustees regarding ongoing preparations for SACSCOC. Writing teams are working on responses to the standards. Ideas for the College's Quality Enhancement Project (QEP) are being narrowed down and will be discussed in January. The Annual SACSCOC meeting is scheduled for December 4-6, 2016, in Atlanta. BCC staff will attend sessions which are specific to their areas and will convene with other colleges scheduled for reaffirmation. Dr. Smith hopes to narrow down a date for the SACSCOC visit to Brunswick CC. An update will be presented at the January Board meeting.

Finance Committee:

VP Sheila Galloway presented the October 2016 budget report. Discussion ensued regarding the OWA budget. VP Galloway has discussed the drop in ticket sales at OWA with Mr. Mike Sapp, Director. Mr. Sapp indicates that CFCC could pose some competition. He is planning to develop an advisory committee. VP Galloway will follow up with Mr. Sapp in January.

Following the budget report, **Mr. Allen Williams made a motion to approve the October 2016 budget. Mr. Frank Iler seconded the motion. The motion was passed unanimously.**

VP Galloway reported that the Welding Department requested approval for a live project. Students would create items using left-over materials from their welding projects. Their items would be sold, and monies would be deposited into an institutional funds account designated specifically for the live project. All monies derived from these items would be used to replenish goods to make more products. Brunswick CC already has several live projects, which provide opportunities for students to learn as they continue to create more products.

Mr. Pat O'Bryant made a motion to approve the Live Project request made by the Welding Technology Program (certificate and diploma) based on the Live Client Projects Statute 1H SBCCC 300.1. Mr. Bobby Long seconded the motion. Mr. Frank Iler asked if there were

any known controversies regarding live projects. As there were none stated, the motion was passed unanimously.

Liaisons:

- **EWD** – Mr. Mark Bachara reported that the existing Business and Industry Team visited RAMCO in Leland. This metalworking company is expanding and providing the potential for increased business opportunities. The Brunswick County Economic Development Office has not scheduled additional business visits as of now. The College hosted the Southeast NC Prosperity Zone meeting on October 27th at the Leland Center. Five industries attended and toured the machine technology lab. State agencies attending were provided an overview of services available to the manufacturing community. Celebration Candles is the first tenant in the Leland Center Business Incubator. The business was featured in the fall edition of the *North Brunswick Magazine*. Two additional applications are under review for the remaining space. High school seniors and juniors will be invited to attend an Advanced Manufacturing Career Day on April 26, 2017. More information is forthcoming. The College participated in over 36 community events and expos in 2016. Enrollment for offsite centers is up 53% from last month.
- **Commissioners** – Mr. Art Skipper reported that the Stone Chimney building has been purchased and will be used as a senior citizens facility. Mr. Skipper indicated that he has no Commissioners report.
- **Board of Education** – Dr. Gene Steadman reported that two new members were elected to the Board of Education. New members are Mr. Ed Lemon and Ms. Ellen Milliken. The school bond passed with a 66.67% vote. The joint dinner with the Board of Education has been canceled.
- **OWA** – In Mr. Doug Terhune's absence, President Adams reported that the Sea Notes Choral Society will present "It's Almost Christmas" on December 3rd and 4th at 3:00 p.m. Emile Pandolfi is scheduled as OWA's Season Holiday performance with vocalist, Dana Russel. Mr. Pandolfi will also entertain the group with a few holiday piano selections at the Board of Trustees holiday celebration prior to his OWA performance.
- **Foundation** – Mr. Michael Norton reported that the Bella Italia event grossed \$30,300. A big thank you goes out to all volunteers. Upcoming events include the Seventh Annual Community Luncheon on March 15, 2017. Keynote speaker is Roman Gabriel III. Mr. Norton announced that Tyler Wittkofsky is leaving the Foundation effective November 30. Tyler has been offered a position with H2GO as their PIO.
- **Athletics** – Mr. Dwight Flanagan reported that the 2016 Women's Volleyball team finished the season at 8 and 11. The Dolphin baseball team ended their fall season with the Annual Blue Teal Series on October 29-30. Thirty-one former baseball players attended their fourth Alumni Reunion on November 12th celebrating the 10th year anniversary of the College's program. The 2015-2016 team received their rings as winners of the Southeast Region tournament. The 2015-2016 baseball team made their second appearance at the NJCAA

World Series in Enid, Oklahoma, taking 6th place in the nation. Women's and Men's basketball season has started for 2016-2017, both with wins in their first rounds. Game schedules are listed on the athletics website at www.gobbcsports.com.

Terrance Brown, who plays on the men's basketball team, was elected the SGA President for 2016-2017. Terrance is the second student athlete elected as SGA President.

- **Legislative** – Mr. Frank Iler reported that the General Assembly is now out of session and will be back in January to start work with budgets and possibly redistricting.

Personnel: In consent agenda.

President's Report:

President Adams expressed appreciation to Trustees attending various events this month. Approximately 80% of Board members attended meetings and events on and off campus. The Association of Fundraising Professionals of NC, Cape Fear Region, presented the BCC Foundation with the **Outstanding Fundraising Board of Directors of the Year Award**.

Mr. Fernando Trulin, again, has been successful in receiving the IME BECAS grant funding in the amount of \$8,000.

Faculty and staff have monthly informal open discussion forums. The group is encouraged to provide topics for discussion prior to the get-together. Leaders who can provide detailed answers to questions attend the forums and provide input regarding issues/topics that have been suggested.

Thanks go to a number of individuals for organizing the annual Thanksgiving potluck luncheon: Mike Sapp, set up and sound; Leslie Brown, beverages, tablecloths, warmers, etc.; London Schmidt, source of your 'Some Reeses' we are thankful for you.

President Adams announced that Dr. Kelley Evans is leading a pilot program, recently mandated by the General Assembly, in which BCC will participate. The Career and College Ready program identifies students who do not test career and college ready in English and Reading. The College will partner with Brunswick County Schools to launch this program.

President Adams reported that the Leland Campus recently hosted a presentation by MDC and the Belk Endowment to discuss barriers to economic mobility in terms of place in the community. One significant data point indicates that two-thirds of children born in lowest income quintile will either remain in that lowest income bracket (40%), or they will only rise one level to the lower middle income quintile (29%).

Campus security and alert systems are being monitored by Chief Walton and CIO Ronnie Bryant. Drills will continue to determine if and where there may be gaps in communication.

New Business:

The College is complying with the new rules for FLSA. Human Resources and the Business Office are working closely to make sure BCC is in compliance.

Unfinished Business:

The Board provided the following topics for discussion at the January retreat: the South Brunswick Islands Center, Southport vision and plans, briefing on Board responses if there is an active shooter on campus, updates on status of night classes for associates degrees at Southport (possibly a community survey), status of the Southport gym, update on SACSCOC timeline and Board discussion of a QEP, and discussion of Dr. Adams's evaluation.

Mr. Frank Iler made a motion to adjourn the meeting. Dr. Gene Steadman seconded the motion. The meeting adjourned at 7:35 p.m.

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