



# BRUNSWICK COMMUNITY COLLEGE

## Board of Trustees Meeting October 20, 2016 Minutes

<b>Board Attendees:</b> Mr. Alan Holden, Chair Mr. Pat O’Bryant, Vice Chair Mr. Dwight Flanagan Mrs. Jwantana Frink Mr. Frank Iler	Mr. Bobby Long Mr. Michael Norton Mr. Art Skipper Dr. Gene Steadman, Jr. Mr. Doug Terhune Dr. Allen Williams	<b>Absent:</b> Mr. Mark Bachara
<b>Others in Attendance:</b> Dr. Susanne Adams, Recording Secretary; VP Sheila Galloway; VP Velva Jenkins; Mrs. Bea Palazzi; Mrs. London Schmidt; Ms. Elina DiCostanzo; Mrs. Gina Robinson; Dr. Denise Houchen-Clagett; Mr. Ronnie Bryant; Dr. Lois Smith; Mr. Jack Luciano; Dr. John Gray; Ms. Rebecca Rock; Ms. Lori Graham; Mr. Michael Bailey; Mrs. Christen Cox; Mr. Greg Bland; Chief Lindsay Walton; Lt. Cheryl Yount; Ms. Sarah Wilson, <i>Pilot</i> ; Ms. Lindsey Kriz, <i>Beacon</i>		

Chairman Alan Holden’s arrival at the Board meeting was delayed. He requested that Vice Chairman, Pat O’Bryant, call the Brunswick Community College Board of Trustees meeting to order and proceed with business until his arrival. Vice Chair O’Bryant called the meeting to order at 5:30 p.m. in the Board Room on Thursday, October 20, 2016.

Vice Chair O’Bryant 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.

Mr. Frank Iler provided the invocation.

Vice Chair O’Bryant requested a motion for approval of the Consent Agenda. **Mr. Frank Iler 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 for Board approval:**

- Agenda for October 20, 2016 Meeting
- Minutes of September 17, 2016
- Financial Report for September 2016

**Items included For Information Only:**

- Personnel Report
- Calendar of Events
- *Splashes*

Mr. Alan Holden assumed his position as Chairman upon his arrival at 5.45 p.m.

### **Board Briefing:**

Chief Lindsay Walton presented *Campus Safety* processes to Board members. He explained training strategies provided to employees in the event of an emergency or lockdown situation at the College. He shared that Lt. Cheryl Yount prepares all safety reports and the annual security report making sure that the College complies with the *Clery Act*. Chief Walton emphasized that safety education is available to all Brunswick CC employees and students.

Chairman Holden read the State Ethics Commission SEI findings for Trustee Michael Norton and Vice President Sheila Galloway. No conflicts of interest were found.

### **SGA:**

Dr. Denise Houchen-Claggett introduced Michael Bailey and Christen Cox. Both Michael and Christen work closely with the SGA. Christen introduced the newly elected SGA President, Mr. Terrance Brown. Terrance is in the Associate in Arts program at BCC and is from Leland, NC. In Terrance's first report to the Board, he requested Trustees to attend basketball games throughout the year. He shared that BCC celebrated Constitution Day on September 9th. In addition, he stated that the SGA is reviewing new ways to keep students engaged. More details on these efforts as they develop.

### **Executive Committee:**

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

### **Building and Grounds Committee:**

Chairman Holden expressed appreciation to Mr. Bobby Long for his years of service on the Building and Grounds Committee. Mr. Long requested that Mr. Art Skipper assume the role as Chair of the Committee for the remainder of the year.

### **Updates:**

- Performance Contracting is 85% complete. The completion target date is November 30<sup>th</sup>.
- Design fee bid for the Southport Roof (unoccupied area) was too high; other bids will be solicited.
- Brunswick CC was given first right of refusal on two parcels of land across from the Southport Campus. The Building and Grounds Committee recommended that the Board take no action on this offer.
- The Business Office will undergo renovations, and the Maintenance Building will add a security enclosure and an office for staff.
- The **Allied Health Building** design proposal (\$235,200) is being reviewed by SCO.
- The proposed cost of adding water/sewer to two incubator outbuildings at the **Leland Center** is \$20,000. The College is moving forward to make these additions.

**Mr. Pat O'Bryant made a motion for the Southport change order to pay \$58,215 and to add the remaining \$37,800 to the construction balance. Mr. Art Skipper seconded the motion.** During discussion, Mr. Jack Luciano explained that BCC requested some of the change orders; others were requested by State Construction. The Surety's change order request was negotiated

down to \$96,000. BCC recommended a payment of \$58,215 with the remainder added to the construction balance to be negotiated later along with some other items included in the law suit with Consensus. **The motion was passed unanimously.**

**Academic and Student Affairs Committee:**

**Mr. Dwight Flanagan made a motion to terminate the Geomatics Associate in Applied Science Degree (AAS) due to low enrollment. Mr. Frank Iler seconded the motion. The motion was passed unanimously.**

**Mr. Dwight Flanagan made a motion to terminate the Associate in Fine Arts Degree (AFA) due to low enrollment. Mr. Doug Terhune seconded the motion. The motion was passed unanimously.**

**Mr. Dwight Flanagan made a motion to adopt the new Faculty Credentials Policy. Mr. Frank Iler seconded the motion. The motion was passed unanimously.**

**Mr. Dwight Flanagan made a motion to approve Policy 1.8 Emergency Closings Policy as revised. Dr. Gene Steadman seconded the motion. The motion was passed unanimously.**

Dr. Lois Smith provided data regarding SACSCOC and the timeline for College teams and their assignments. Writing teams for various standards have been assigned as well as assignments for the Quality Enhancement Plan (QEP). Trustees will be engaged starting in January 2017 for input relative to the big project for BCC to work on over the next few years (Quality Enhancement Plan) which will focus on students and student learning outcomes.

**Finance Committee:**

VP Sheila Galloway presented the August and September 2016 financial reports. There was some discussion regarding campus meters and billing being broken out separately for some buildings. **Dr. Allen Williams made a motion to approve the budget as presented. Mrs. Jwantana Frink seconded the motion. The motion was passed unanimously.**

VP Galloway presented the audit report from Cherry Bekaert. No significant unusual transactions were noted.

**Liaisons:**

- **EWD** – VP Velva Jenkins reported that annually 10 out of 12 months the College visits local businesses. September visits included OrthoKenetics, Creative Cabinetry, Atlantic Telephone, and Stonemakers, LLC, in Shallotte. October business visits will focus in the Leland area. October 7, 2016, is Manufacturing Day. Industries in the community will be saluted in local newspapers and on the College's web site.

Continuing Education enrolls students on a daily basis. As of today, there are 103 FTEs for fall 2016. Last year at this time, CE/WD had accumulated 118 FTEs. Some registering can now be completed online. Burns and Blast Firefighter classes are now being offered. There are 140 students enrolled at present, and 100 are from New Hanover County.

- **Commissioners** – Mr. Art Skipper reported that some of the Commissioners were concerned that none of their appointees were serving on the Executive Committee. Chairman Holden recently spoke with a majority of the Commissioners who indicated that they are satisfied with Committee assignments.
- **Board of Education** – Dr. Gene Steadman presented a video regarding the local school Bond Referendum that shared the benefits to students should the bond pass. Dr. Steadman also gave the scheduled makeup days due to Hurricane Matthew.
- **OWA** – Mr. Doug Terhune reported that this year's Brunswick County Intercultural Festival had the largest attendance ever. Trustees were encouraged to attend upcoming events at OWA and were reminded to attend the Trustees Holiday Celebration in the Events Center followed by the Emile Pandolfi Show on December 8.
- **Foundation** – Mr. Michael Norton attended his first Foundation Board meeting on October 11. Women in Philanthropy's Annual Meeting raised \$5,200 in Membership Dues. Upcoming events include the Donor Scholar Luncheon on October 28 and Bella Italia on November 12. Board members are encouraged to attend these events.
- **Athletics** – Mr. Dwight Flanagan presented the athletic schedule and encouraged Trustees to attend home games. He emphasized that there is no charge for students, employees, and Trustees. For a full schedule of games, all should visit the athletic web site at <http://www.gobccsports.com/teams/?u=GODOLPHINS&s=org>.
- **Legislative** – Mr. Frank Iler reported that early voting started today. About 2,000 have voted in the county. Polling places are at the South Brunswick Islands Center in the classroom section and on the Main Campus in the Game Room.

**Personnel:** In consent agenda.

**President's Report:** President Adams reported that October has been filled with emergencies most of which were related to Hurricane Matthew. Due to the storm, the College closed at noon on Friday, October 7, and re-opened on Tuesday, October 11, at 10 a.m. Faculty assisted students as much as possible on line. The College expressed thanks to all of those who were instrumental in keeping the campus safe. Currently, Jack Luciano is monitoring the county water situation.

Employees signed contracts on September 28. Flu shots were offered October 3. The Southport Center was featured in the *State Port Pilot*. On October 3<sup>rd</sup>, Commissioners supported the Board of Trustees' request to give county employees the same bonuses full-time and thirty-hour state employees. The President's Marine Band was excellent at OWA.

Lori Graham, Dean of Student Services, has been selected to attend the NC Leadership Program. Dr. Adams also mentioned that some Trustees may have an interest in attending conferences for Trustees on the national level. Information will be sent out for the Association of Community College Trustees' (ACCT) February meeting which will be held in Washington, DC.

Dr. Adams reported that the College is down in FTE compared to last fall. It is helpful that we were able to earn FTEs for summer 2016. All are working hard to maintain flat in comparison to last year. The College is joining with middle schools to host STEM and tours.

Chairman Holden will meet with Jim Garrigus of Eagle Creek for a second meeting regarding the development of a community close to the College.

Trustees were requested to review all events posted on the calendar. Specific dates to add to your calendars are Thursday, December 8, which is the Holiday Celebration at the Event Center followed by tickets to the Emile Pandolfi show in OWA, and Wednesday, December 14, which is the Campus Community Christmas luncheon at 12 p.m. in the LaDane Williamson Student Center.

**New Business:** Trustees were asked if they would like a mid-year retreat January 19, 2017. A major topic of discussion for SACSCOC will be input for the College's QEP. The retreat would begin at 3:00 p.m. followed by the regular Board meeting at 5:30 p.m.

**Dr. Allen Williams made a motion to meet on Thursday, January 19, 2017, at 3:00 p.m. for the Trustees' mid-year retreat. Mrs. Jwantana Frink seconded the motion. The motion was passed unanimously.**

**Mr. Bobby Long made a motion to adjourn the meeting. Mr. Art Skipper seconded the motion. The meeting adjourned at 7:35 p.m.**

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