



BRUNSWICK
COMMUNITY COLLEGE

Brunswick Community College
Board of Trustees Meeting
September 15, 2016
Minutes

<p>Board Attendees: Mr. Alan Holden, Chair Mr. Mark Bachara Mr. Dwight Flanagan Mrs. Jwantana Frink Mr. Frank Iler</p>	<p>Mr. Michael Norton Mr. Art Skipper Dr. Gene Steadman, Jr. Mr. Doug Terhune Dr. Allen Williams</p>	<p>Absent: Mr. Pat O’Bryant, Vice Chair</p>
<p>Others in Attendance: Dr. Susanne Adams, Recording Secretary; VP Sheila Galloway; VP Velva Jenkins; Mrs. Bea Palazzi; Ms. Elina DiCostanzo; Mrs. Gina Robinson; Dr. Denise Houchen-Clagett; Mr. Ronnie Bryant; Ms. Lois Smith; Dr. John Gray; Rebecca Rock; Mr. Greg Bland; Ms. Lori Graham; Sarah Wilson, <i>Pilot</i>; Lindsey Kriz, <i>Beacon</i></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, September 15, 2016.

Chairman Holden provided the invocation.

Chairman Holden 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.

Chairman Holden indicated that the following items contained in the Board Packet required correction.

Consent Agenda: Item X, *Academic & Student Affairs Committee*, should read Mr. Dwight Flanagan.

August 18, 2016, Board of Trustees Minutes: 1) Remove Mr. John Jones from the *Board Attendees* list and add Mr. Michael Norton; 2) Under the *Building and Grounds* section, option 3 reads “demo the entire **occupied** area; it should read **unoccupied** area; 3) Under the *Unfinished Business* section, Mr. Pat O’Bryant made two motions to go into closed session. The second motion should read “**and GS 143.318.11 no. 5 to discuss a property issue.**”

Chairman Holden indicated that these corrections have been made to the documents located at each Trustee’s seat. The Chair requested Board approval as amended.

Dr. Gene Steadman made a motion to approve the Consent Agenda including the amended documents. Dr. Allen Williams seconded the motion. The motion was passed unanimously.

Items included in the Consent Agenda for Board approval:

- Agenda for September 15, 2016 Meeting
- Minutes of August 18, 2016

Items included For Information Only:

- Personnel Report
- Calendar of Events
- Updated 2016-2017 Board of Trustees List

Board Briefing:

Nicole Williams, BCC's Title IX coordinator, presented information regarding Title IX of the Education Amendment Act of 1972. This is a federal law that prohibits discrimination on the basis of sex in educational programs, activities and employment practices.

Students and employees have access to Title IX regulations on the College's web site. Information is required to be posted for all students to read for awareness whether they are regular college students or Early College High School students. Ms. Williams explained that the College has processes in place to assist students in the event of an act or threat of any type of misconduct outlined in Title IX. Brunswick CC provides training on campus in compliance with Title IX rules.

SGA:

Dr. Denise Houchen-Clagett reported that students celebrated Constitution Day. Students also enjoyed Opening Day with food provided by the College. Ten students are campaigning for SGA positions, and voting is scheduled for September 29th. Dr. Houchen-Clagett announced that the new SGA President should be in attendance at the October Board meeting;

Executive Committee:

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

Building and Grounds:

Committee Chair, Bobby Long, reported that the Building and Grounds Committee did not meet but Mr. Long provided updates on several items. The State Construction Office is negotiating the design fee for the renovation of Building J (Early Childhood Education Center), performance contracting is about 80% complete, and architect John Thompson is revising structural details for the Southport roof and will provide bids when details are finalized.

Academic and Student Affairs:

The Academic and Student Affairs Committee will hold its first meeting with new Committee members on Tuesday, October 18, at 8 a.m.

Finance Committee:

VP Sheila Galloway presented the August 31, 2016, finance report indicating that county budget numbers are included in the report but have not been put in the system. The September 2016 finance report would have budgeted an amount in line with the target spending rate. **Dr. Allen Williams made a motion to approve the August 2016 Finance Report as presented. Mr. Frank Iler seconded the motion. The motion was approved unanimously.**

VP Sheila Galloway presented the state budget allocation and carryover funding for a total state budget of \$12,077,730. Mrs. Galloway indicated that line items broken out are used as justifications for increases when requesting current year funds. Mr. Frank Iler asked if there were any allocations allowed for reversions. VP Galloway indicated that allowances are made for management flex as well as a possible 1% reversion. **Dr. Allen Williams recommended approval of the state budget as presented. Mr. Mark Bachara seconded the motion. The motion was passed unanimously.**

Next, VP Galloway presented the county budget. Mrs. Galloway clarified that the decrease in the budget for plant maintenance was due to Brunswick CC custodial employees taking over areas that were previously being contracted out to a cleaning service. **Dr. Allen Williams made a motion to adopt the 2016-2017 County Budget as presented. Mr. Mark Bachara seconded the motion. The motion was passed unanimously.**

VP Galloway presented the Finance Committee's recommendation regarding salary increases. The committee recommends salary increases of 1.5% for all full-time and 30-hour state-funded employees that were employed by the College as of July 1, 2016, and are still employed by the College as of September 2016. Monies budgeted for the College for salary increases will also include increases to some faculty members who were not originally included in the salary study calculations in 2015-16, and \$100 monthly stipends to nine program directors that do not receive a course load reduction. Increases would be made in September retroactive to July. **Dr. Allen Williams made a motion to approve the salary increases. Mr. Art Skipper seconded the motion.** Mr. Frank Iler asked if monies had been allocated for discretionary increases at a higher percentage. It was explained that funds can be merit-based, across-the-board adjustments and/or connected to educational attainment. **Following a brief discussion, the motion was passed unanimously.**

The Finance Committee recommended that employees at Brunswick CC who are paid from County funds receive the same increase as state employees using the same criteria of employment. **Dr. Allen Williams made a recommendation from the Finance Committee to include a 1.5% across-the-board increase for Brunswick CC county-funded full-time employees that were employed by the College as of July 1, 2016, and are still employed by the College as of September 2016. Mr. Art Skipper seconded the motion. The motion was passed unanimously.**

VP Galloway explained that the 2016 Appropriations Act "authorizes but does not mandate how bonuses are awarded for community college employees." The Act provides non-recurring funds to support bonuses for community college employees, and these funds must be used for the purpose of bonuses. **Dr. Allen Williams recommended that the Board of Trustees approve a \$1,000 across-the-board bonus to state-funded full-time employees and a pro-rata bonus of \$750 to**

30-hour employees that were employed by the College as of July 1, 2016, and are still employed as of November 2016. Mr. Mark Bachara seconded the motion. The motion was passed unanimously.

In an effort to be equitable to county-paid employees at Brunswick CC, the Finance Committee recommended that county-funded full-time employees at the College receive a \$1,000 across-the-board bonus and a pro-rata bonus of \$750 to 30-hour employees. VP Galloway reported that the current county budget cannot absorb these funds.

However, county monies left over at the end of the 2015-2016 fiscal year are now held by the county for the exclusive use of Brunswick Community College. **Dr. Allen Williams recommended that the Board of Trustees request funds to provide equitable bonuses, \$1,000 for full-time county-funded Brunswick CC employees and a pro-rata bonus of \$750 to 30-hour employees, to come from the County Reserve account held by the County for the benefit of the College. Mr. Mark Bachara seconded the motion. The motion was passed unanimously.**

Following some discussion, the Board requested that Dr. Adams prepare a letter from Chairman Holden to be sent to Brunswick County Manager, Ann Hardy. The purpose of the letter is to outline the bonus recommendation to present to the Brunswick County Board of Commissioners in time for their October 3, 2016, meeting.

Liaisons:

- **EWD** – Mr. Mark Bachara reported that the Leland incubator is two-thirds occupied and applications are being reviewed to fill the last unit. Business visits for 2016-17 will begin on September 21. Visits scheduled include ATMC, Creative Cabinets, Stonemakers, and Orthokinetics.

The South Brunswick Islands Center has new hours as follows: Monday, 9 a.m. - 5 p.m.; Tuesday/Wednesday/Thursday, 9 a.m. - 9 p.m. and Friday, Closed. Southport Center hours are: Monday, 8:30 a.m. - 5p.m.; Tuesday and Thursday, 8:30 a.m. – 9 p.m.

The Department of Health and Regulator Services (DHRS) has approved the Southport Center for Nurse Aide classes. The Main Campus and Leland have been reapproved as well. The first class in Southport began on Tuesday, September 13, 2016, with 10 students. Fall 2015 final FTE's were 118. CEWD currently has reached 79 FTE's for fall 2016.

- **Commissioners** – Mr. Art Skipper reported that the Commissioners/Trustees/BCC breakfast was well-attended and successful.
- **Board of Education** – Dr. Gene Steadman announced that the next BOE meeting is scheduled for October 4th. Three members of the BOE could be replaced following the November 2016 elections.

Dr. Steadman reported that Brunswick County schools updated their dress code with the BCC Academy removing their requirement for wearing uniforms. The school bond (\$152M) includes \$23,700,000 for the Brunswick County Early College High School (the 2nd largest expenditure in the Bond). The funding would include a new 85,000 square feet building with a 500 person capacity. Expenditures for the current ECHS (Building C) would include replacing cafeteria tile, reworking science lab casework and completing technology updates.

- **OWA** – Mr. Doug Terhune encouraged Trustees to purchase season tickets. Mr. Terhune had spoken with Mike Sapp about providing a four-pack to benefit those ticket holders who travel on a regular basis. The OWA stage floor has been refinished. The BEMC and ATMC annual meetings will be held at OWA in September and October.
- **Foundation** – Ms. Elina DiCostanzo presented information about the upcoming fund raiser, Bella Italia. Trustees were encouraged to participate in the event. Tickets are \$50 each and can be purchased only through the Foundation web site. This dinner/wine tasting evening will be held on November 12th at the SBI Center. Ms. DiCostanzo also provided invitations to all Trustees to attend the Donor-Scholar luncheon on Friday, October 28, at the Dinah E. Gore Fitness and Aquatics Center Gymnasium.
- **Athletics** – The Athletic Golf Tournament netted approximately \$3,500. The Baseball team will play tomorrow at Campbell University's field. There has been some discussion regarding hydration for athletes. Water and Gatorade are available for BCC's athletes.
- **Legislative** – Mr. Frank Iler reported that he has not spent much time in Raleigh recently. Everyone is campaigning, and it will be back to business in January 2017.

Personnel: In consent agenda.

President's Report: President Adams reported that she and Chair Holden met the new System President, Dr. Jimmie Williamson, recently at Cape Fear CC. Three trustees attended the NCACCT meeting recently held in Charlotte. Art Skipper, Michael Norton and Mark Bachara attended sessions for Trustee Orientation and Ethics Training. Fifty-five out of the 58 community colleges were represented. President Adams expressed appreciation to Trustees for attending the Commissioners breakfast.

Dr. Adams reported that she and several BCC administrators met with Mr. Jim Garrigus at the end of August. Working with McKim & Creed, Mr. Garrigus is the new developer of Eagle Creek Goose Marsh, Ocean Isle Palms. At the meeting, Mr. Garrigus discussed engaging the college in establishing walkways and bird-watching pathways to connect multifamily and single family homes in Eagle Creek. Information will be available for the Board to review at the October Board meeting.

Dr. Travis Brown was highlighted in *Star News* as the new Director of Aquaculture. Dr. Brown has expressed tremendous possibilities for Aquaculture at BCC.

Dr. Adams reported that the NAACP event held at the SBI Center was very successful and well-attended. The College also hosted the 9/11 Memorial on Sunday. This event was organized by the NY Fire Fighters Association in honor and memory of the 15th anniversary of 9/11. President Adams encouraged Trustees to walk through the Bellamy Memorial Gardens where Mike Sapp has mounted a piece of the tower presented to the College in honor of the lives lost in the tragic event.

President Adams reported that we are still behind in FTE's for fall semester. Students still are registering for 8-week and holiday classes. This year, however, BCC can use summer FTE's toward the annual budget. The College has seen a dip in enrollment for the first time in a few years. The drop in FTE is being addressed very intentionally. Ms. Lori Graham, Dean of Student Services, has indicated that efforts are continuously being made to reach out to students close to graduation to make sure they are registered. Faculty are promoting second 8-week and holiday classes, and contact is being made by email, letters, and postcards to different populations of students. Financial Aid and Student Services are working together to contact students that have applied for financial aid but have not registered to attend BCC. New programs are also being considered.

Dr. Steadman asked about the possibility of adult learning programs for offsite centers. Curriculum classes are being planned at both the SBI Center and Southport for the spring semester, provided there is enrollment for those classes. Curriculum and marketing are engaging to determine how best to advertise those classes. Removing any barriers for retirees or others that may have issues with getting high school transcripts is also being discussed. Finally, VP Lois Smith is meeting with Ann Harrison to discuss adding more online courses. The College continues to address how to increase enrollment and increase the budget for marketing.

President Adams announced that Robbie Allen has been named the Southeast Region Coach of the Year presented by the American Baseball Coaches Association. He will travel to Anaheim, CA in January to accept this award.

Dr. Adams distributed the President's goals for 2016-17 to Trustees. She indicated that these goals are detailed and represent an entire college effort. They also relate to State Board Code regarding required areas to evaluate the work of a president. In addition, an abbreviated list was presented to Trustees that included eight focused goals Dr. Adams would like to achieve, including looking internally for growth and leadership.

New Business:

Trustee Gene Steadman shared that the *Brunswick Beacon* published an article featuring BCC ambassadors and their mentors as well as another piece on the College's Turfgrass program. Doug Terhune indicated that he took his required Ethics Session online and encouraged others to do so. Chair Holden noted that the Trustee reserved parking signs are up.

Unfinished Business:

Discussion was held regarding the number of months for Board of Trustee meetings. It was suggested that committees meet one month and the full Board meet the following month. After much discussion, the Board decided to continue its current meeting schedule with committee

meetings held as needed. VP Lois Smith shared that she is beginning to work toward getting ready for the SACSCOC decennial review and will be examining many policies to determine which ones need updating and if new policies are needed. VP Smith indicated that Board committees and the full Board will be heavily involved.

Mr. Art Skipper made a motion to adjourn the meeting. Mr. Frank Iler seconded the motion. The meeting adjourned at 7:15 p.m.

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