



# BRUNSWICK COMMUNITY COLLEGE

Brunswick Community College  
Board of Trustees Meeting  
May 17, 2018  
Minutes

<b>Board Attendees:</b> Mr. Alan Holden, Chair Dr. Gene Steadman, Jr., Vice Chair Mr. Mark Bachara Mr. Dwight Flanagan Mrs. Jwantana Frink	Ms. Sheila Grady Mr. Bobby Long Mr. Michael Norton Mr. Art Skipper Mr. Doug Terhune Dr. Allen Williams	<b>Absent:</b> Mr. Frank Iler
<b>Others in Attendance:</b> Dr. Susanne Adams, President; Mrs. Bea Palazzi; VP Sheila Galloway; VP Velva Jenkins; Dr. Lois Smith; Mrs. London Schmidt; Mr. Jack Luciano; Dr. Denise Houchen-Clagett; Ms. Rebecca Rock; Ms. Elina DiCostanzo; Mr. Eric Holloman; Mr. Michael Paul, <i>Pilot</i> ; Ms. Lindsay Kriz, <i>Beacon</i>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order in the Executive Board Room on Thursday, May 17, 2018, at 5:33 p.m.

Mrs. Bea Palazzi read the Ethics Statement, and no conflicts of interest were stated.

Trustee Jwantana Frink provided the invocation.

Chairman Holden announced the presence of a quorum.

**Mrs. Jwantana Frink made a motion to approve the Consent Agenda. Dr. Allen Williams seconded the motion. The motion was passed unanimously.**

Dr. Adams introduced Cindy Sterling. Cindy will be assuming the role as the Board's new Assistant and Ethics Liaison and the Executive Assistant in the President's Office upon Bea Palazzi's retirement August 1.

**Board Briefing:** Mrs. London Schmidt provided detail regarding the College QEP and the creation of the acronym SWIM with its accompanying logo. SWIM stands for (Start Strong; Work Hard; Increase Knowledge; and Master Courses). The focus is for students to obtain confidence in gateway courses, which are English and Mathematics. Response regarding the QEP included faculty, staff, students, and stakeholders (Board of Trustees and Foundation Board of Directors).

**SGA** – No report.

**Executive Committee:** The Executive Committee did not meet in May.

**Academic & Student Affairs:** Mr. Dwight Flanagan reported that the Committee approved five policies, the 2018-19 holiday schedule and term parameter dates for the next academic year. These items were approved in the Consent Agenda. Mr. Flanagan reported curriculum enrollment as follows: summer enrollment – 88 FTEs; 409 unduplicated; fall enrollment – 229 FTEs; 599 unduplicated. College staff is working on the *Focus Report* for the SACSCOC on-site review

committee. The next ASA meeting is scheduled for June 22 during the Annual Board of Trustees Retreat.

**Buildings & Grounds:** Committee Chair, Art Skipper, reported that the committee recommends that the Thomasboro Road property be listed “For Sale By Owner”. Mr. Jack Luciano, Director of Physical Plant, will have a “For Sale By Owner” sign made and posted on the property. Calls regarding the property will be directed to Mr. Luciano. **Mr. Art Skipper made a motion that the Thomasboro Road property be listed for sale by owner for an asking price of \$495,000 with a four percent (4%) broker protection. Mr. Doug Terhune seconded the motion. Discussion ensued. The motion was passed unanimously.**

Chair Holden asked for a point of clarification regarding a comment by Mr. Terhune indicating placing a time limit to review the property if it had not sold by October or November 2018. **Mr. Doug Terhune made a motion that the Board of Trustees discuss the property sale again if no significant interest has been received in five to six months. Dr. Allen Williams seconded the motion. The motion was passed unanimously.** The Board will review in October or November 2018 if the property has not been sold by that time.

Mr. Skipper reported that through Performance Contracting, Brady Trane experienced a shortfall on guaranteed savings to the College in the amount of \$21,048 and has issued a check reimbursement to Brunswick CC. The MCNC Hut is in full operation.

The Buildings and Grounds Committee reviewed and recommends approval of the Allied Health design development phase. **Mr. Art Skipper made a motion to approve the Allied Health design development phase. Mr. Bobby Long seconded the motion. The motion was passed unanimously.** Mr. Skipper also reported that State Construction has approved the schematic design for the Allied Health project. **Mr. Art Skipper made a motion to approve the Allied Health Project schematic design as approved by State Construction. Mr. Bobby Long seconded the motion. The motion was passed unanimously.**

Mr. Art Skipper reported that the BETC appraisal is pending. The cost of the appraisal by The Mike Powell Appraisal Group is approximately \$3,000.

**Finance Committee:** VP Sheila Galloway presented the April 2018 financial report. The Fitness & Aquatics Center membership has increased. New equipment has been ordered using funds from the increase in membership fees. **Dr. Allen Williams made a motion to approve the April 2018 Financial Report. Dr. Gene Steadman seconded the motion. The motion was passed unanimously.**

Following a brief discussion of the Southport Roof Replacement, **Dr. Allen Williams made a motion that the Board of Trustees appropriate \$200,000 of the county fund balance for the Southport Roof replacement to supplement the \$215,000 county approved appropriation. Mr. Art Skipper seconded the motion. The motion was passed unanimously.**

**Liaisons:**

- **EWD** – Trustee Michael Norton reported that the NCCCS approved three Workforce Development Career Pathways (Fire Fighter Academy, Culinary and HVAC) through CCP for qualifying high school juniors and seniors. The NC Department of Commerce approved Construction as a Certified Career Pathway for the Cape Fear Region. The Industry Team visited industries in the Leland area in April. HSM, Industrial Pumps, and Cape Fear Boats are experiencing tremendous growth thus finding qualified employees a challenge. CEWD Spring 2018 FTEs were 106 with 2144 unduplicated enrollment; Spring 2017 FTEs were 96 with 2333 unduplicated enrollment.
- **Board of Education** – Ms. Sheila Grady reported that Brunswick County Schools were closed for the Teachers March in Raleigh. Teachers in North Carolina organized a March for the purpose of being heard regarding pay increases. Ms. Grady reported that the Governor is proposing an eight percent pay increase for North Carolina teachers. The Legislature is proposing a five to six percent increase.
- **OWA** – Doug Terhune no report.
- **Foundation** – Trustee Mark Bachara reported that the Campus Fund Drive surpassed the initial goal of \$26,000 with the final amount reaching \$27,015. The Foundation is participating in BCC's student recruiting process and has visited West Brunswick HS, Brunswick Academy and North Brunswick HS. *Back to the Classroom* is an upcoming event that will feature three local community members and a former senior administrator from Sandhills CC. Topics include *Keeping it Local*; *Castles in the Sand* (sowing and growing in Coastal Carolina soil); *History of Shallotte*; and *The Rise and Fall of Rock and Roll*.
- **Athletics** – Mr. Dwight Flanagan reported that interviews for BCC's softball coach are winding down. Mr. Flanagan also reported that BCC's Baseball Dolphins were down 25-21 going into the district tournament. The team persevered and won the Region X Southeast District Tournament 13-6. These young men will have a BCC send off on May 23 as they travel to Enid, OK, to compete in the NJCAA Division II World Series.
- **Legislative** – Representative Iler was not in attendance. No report.

**Personnel:** In consent agenda.

**President's Report:** President Adams presented the latest version of *Dolphin Tales*, an arts and literature magazine created under the supervision of Kim Bandera, Academic and Tutoring Coordinator in the Library, with BCC students. President Adams also announced that the Biotech Program won in the "Gold" category for its Malbec wine production. Dr. Adams extended appreciation to Trustees who attended the *Dare to be a Dolphin* event. It was announced that Dr. Peter Han has been selected as President of the North Carolina Community College System. Dr. Han is a member of the UNC System Board of Governors and Vice Chair of the State Board of Community Colleges. President Adams also extended appreciation to Trustees who attended the Business Leaders luncheon on May 1 and the ribbon cutting for the CINERGY coworking space for small businesses at the Leland Center. The President reported that BCC administration is reviewing the budget line by line and are focusing on instructional equipment and IT as we complete this budget year.

Appreciation was extended to CIO Ronnie Bryant, IT employees and others who were instrumental in preparing for Employee Appreciation Day on May 9th. Over 150 people enjoyed the "flying

pig” roast and other dishes and dessert with the help of Fins Grill Manager, Leslie Brown. Earlier in the day, BCC graduated athletes in a special ceremony on the baseball field. Athletes will be traveling for tournament play during regular graduation ceremonies.

Dr. Adams and other staff attended the Commissioners Budget Meeting on May 10<sup>th</sup> to express a “thank you” for supporting the Brunswick Guarantee. Coach Walter Shaw submitted recognition to BCC basketball players who have advanced from BCC to four-year colleges to earn their Bachelors Degrees.

Dr. Adams reported that a conference call was held earlier with Dr. Kirschman, BCC’s assigned SACSCOC Vice President, in preparation of her upcoming visit to BCC on June 4-5. The purpose of this visit is to continue preparations for the October SACSCOC visit for the College’s decennial accreditation. President Adams also reported that the State Board of Community Colleges is proposing to pass ruling that presidential search processes have two pieces: 1) must include input from stakeholders (campus community and local community); and 2) require Boards to evaluate more than one candidate.

The State Board ruling would also require 1) certification that the full board has received a copy and discussed evaluation results; 2) certification that the full board has received a copy of and reviewed the president’s contract if the president has a contract; 3) a listing of board members in attendance at the meeting when the president’s evaluation was conducted; 4) local boards must have a note in their meeting minutes that they have reviewed the president’s contract; and 5) certification that appropriate action – as defined by the local board – has been taken if the president’s performance is less than satisfactory. Dr. Adams expressed the importance of making sure the Board follows these actions.

President Adams reminded Trustees that if they have an envelope at their seat, the College has not received their I-9 information. Trustees were requested to complete this information and return to VP Sheila Galloway or Bea Palazzi by Friday, May 25, 2018.

**Unfinished business:** President Adams reminded the Board that the Annual Retreat on Friday, June 22, 2018, will begin with a light breakfast at 8:30 a.m. The meeting will begin at 9:00 a.m. in the BEMC Board Room. Trustees were requested to provide any topics needed for discussion. Initial topics to be discussed include: BCC’s Cafeteria and collaboration with Brunswick County Schools; status of Directives for Vision 2020; approval of a new Strategic Plan; and Bylaws changes. Committee meetings will take place during lunch in designated conference rooms. Dr. Adams requested that the Presidential Search Committee be prepared to meet at the Board Retreat to discuss and prepare for the Presidential Search.

Chair Holden requested the Board to go into Executive Session. **Dr. Gene Steadman made a motion under Section II, GS143.318.11, no. 6, to go into closed session to discuss a Personnel Issue. Mr. Art Skipper seconded the motion, and the Board went into closed session.**

The President’s evaluation for 2017-18 was thoroughly discussed. All performance measures required by the State Board of Community Colleges were reviewed. No action was taken during closed session.

**Dr. Gene Steadman made a motion to come out of closed session. Mr. Dwight Flanagan seconded the motion, and the Board returned to open session.**

In open session, Chairman Holden shared that during the Executive (closed) Session, the results of the evaluation of the President were discussed in detail with Dr. Adams. The evaluation addressed all areas of performance required by the State Board. Chair Holden reported that Dr. Adams met or exceeded all goals and that the evaluation exemplified the Board's satisfaction with the performance and leadership of the President. All members of the Board except Rep. Frank Iler were in attendance when Dr. Adams' evaluation was conducted.

**Mrs. Jwantana Frink made a motion to adjourn the meeting. Dr. Gene Steadman seconded the motion and the meeting adjourned at 7:20 p.m.**

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