



Brunswick Community College  
Board of Trustees Meeting  
October 15, 2020  
Minutes

<p><b>Board Attendees:</b> Mr. Alan Holden, Chair Mrs. Susan Carroll Ms. Sheila Grady Rep. Frank Iler Mr. Ronnie Jenkins</p>	<p>Mr. Michael Norton Dr. Gene Steadman Mr. Doug Terhune Colonel Les Tubb Dr. Allen Williams</p>	<p><b>Absent:</b> Mrs. Myong Jensen Mr. Olaf Thorsen</p>
<p><b>Others in Attendance:</b> Dr. Gene Smith, Recording Secretary; EVP Dr. Lois Smith; VP Sheila Galloway; VP Greg Bland; VP Denise Houchen Clagett; Mr. Jack Luciano; Ms. Elizabeth Wassum; Ms. Cindy Sterling; Mr. Dave Sorenson; Mr. Paul Mills, Faculty Senate President; Mr. Samuel Pickett, Faculty Senate VP; KJ Roberts, SGA President; Marcus Faison, SGA Advisor; Mr. Dave Deaner (Audio); Mr. Michael Paul, State Port Pilot</p>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order in the Virginia Williamson Event Center on Thursday, October 15, 2020 at 5:32PM.

Ms. Cindy Sterling read the Ethics Statement and no conflicts of interest were stated.

Trustee Gene Steadman provided the invocation.

Chairman Alan Holden announced the presence of a quorum.

**Chairman Alan Holden asked for approval of the Consent Agenda. Trustee Frank Iler made a motion to approve the Consent Agenda as presented. Trustee Les Tubb seconded the motion. The motion was passed unanimously.**

**Items included in the Consent Agenda for Board approval:**

- October 15, 2020 Agenda
- September 17, 2020 Minutes
- Copyright Policy
- Distance Education Policy

**Executive Committee:** The Executive Committee did not meet, so there was no report.

Executive Vice President Dr. Lois Smith introduced Mr. Paul Mills, Faculty Senate President and Mr. Samuel Pickett, Faculty Senate Vice President.

**Board Briefing** – Marilyn Graham, MBA, Director of Multicultural Workforce Development and Outreach, presented the board briefing.

- **IME Becas funding supports the mission of Brunswick Community College:**  
The mission of Brunswick Community College is to provide opportunities for individuals to be successful through accessible, high-quality, student-centered programs and services that meet the educational, cultural and workforce needs of a diverse community.
- **IME Becas Total Funding :**  
The total amount received from 2005 through 2020 is \$172,140.00, which is an average annual scholarship total of \$10,758.75.
- **IME Becas - Local Relationship:**  
Longest standing relationship in NC since 2005  
Mexican Consulate liaison  
Financial literacy workshops  
Literacy and cultural engagement  
Educational Advisory

**SGA:** SGA President, KJ Roberts, reported the following:

**Events Scheduled:**

- The SGA is planning for the Fall Fest and potential ideas that we could use while social distancing.
- Potential Pantry Delivery Day (weekly or bi-weekly).

**Meetings:**

- SGA Members and advisors aim to meet every other Wednesday at 12:00pm via Zoom.
- All SGA Members are communicating on a weekly basis via the group text message/email and Zoom meetings.

**Topics Discussed:**

- Ideas for marketing the Food Pantry for students who may be in need
- Request for budget quote for Fall Fest planning and implementation
- Ways that we can improve the campus from a visual standpoint, so when students get back to campus they notice something has changed

**Academic & Student Affairs:** Trustee Sheila Grady stated the ASA Committee met on October 8, 2020 at 8:30am via Zoom.

The Committee took action on two policies that you have already passed during the consent agenda approval. Those items included:

- a. Approval of the Copyright Policy
- b. Approval of the Distance Education Policy

Dr. Lois Smith reported that enrollment for Fall 2020 is up approximately 3.4% over last year at this time.

Greg Bland updated the committee on the Southport Center and an event being planned in cooperation with the Foundation for this coming spring. This will be an event featuring an exhibition by two Seagrove potters.

Dr. Lois Smith also informed the committee of a new faculty-led committee that has formed with a focus on addressing student equity issues and student achievement gaps.

Next Meeting of the ASA Committee is scheduled for Thursday, November 12, 2020 at 8:30 am by Zoom.

**Buildings & Grounds:** Michael Norton reported that the Building and Grounds Committee met Tuesday, October 13, 2020 at 1:00 p.m. in the main campus board room. The Committee discussed updates and recommendations on the following:

- **Thomasboro Road** – A \$152,648 mail-in offer by Goodwin Acres was received. The B & G committee recommends declining the offer (\$371,630 current tax value).
- **Firebird Café (Culinary)** – The B & G committee recommends obtaining additional designer costs for the entire scope of the project. The “Grand Plan” first quote is \$118,850. This would encapsulate all mechanical and electrical engineering and cost estimates for each specific area (e.g.; kitchen, prep, dining room, dry storage).
- **OWA windows** – The project is complete (capital outlay \$30,000 for 35 panes of glass). The plan is to submit for the remainder of the glass replacement next year (approx. 18 pieces).
- **Building F** – Shed roof needs replacement. This has been approved for \$6,064.

**Finance Committee: VP Sheila Galloway presented the September 2020 Financial Report. Trustee Allen Williams made a motion to approve the September 2020 Financial Report. Trustee Doug Terhune seconded the motion. The motion was passed unanimously.**

VP Galloway presented a request to the Board to appropriate \$9,578 from college-held county fund balance for new flooring for room 138 in the McLamb Building. The room is being repurposed as a result of the completion of the Health Sciences Building and the relocation of the program that was occupying the space.

**Trustee Allen Williams stated the Finance Committee recommends that the Board of Trustees appropriate \$9,578 from college-held county fund balance for new flooring for room 138 in the McLamb Buildg. Trustee Frank Iler seconded the motion. The motion was passed unanimously.**

**Liaisons:**

**CE, EWD** – Trustee Ronnie Jenkins reported the following for Continuing Education, Economic and Workforce Development:

**Fall Enrollment Update:** We are now at the midpoint of this semester.

	<b>Fall 2019</b>	<b>Fall 2020</b>
Registrations	2198 Registrations Total	1605 Registrations
FTE Occupational Extension	146 FTE (OE)	104FTE (OE)
FTE Basic Skills	95 FTE (Basic Skills)	<b>9 FTE (Basic Skills)</b>
Total Courses Offered	380 Total Classes Offered	310 Offered
Customized Training Courses	5	4

**Economic Development Update:**

- The Leland Economic Development Committee is scheduled to tour the Leland Center, CINErG (Center for Innovative Networking & Entrepreneur Groups), and our business incubators.
- Next week employees at QRP will be offered soft skills and resume development at no charge due to the companies announced closure later this year.
- Victualic of Leland has scheduled HAZWOPER and Forklift Safety Training for employees.
- Face-to-face conversations with Pacon have resumed. We are coordinating fire extinguisher training for the company.

**Southport Center :**

- 204 registrations
- Pottery, Glass, Painting, and GED continue to look strong. We are ensuring that every student that paid during spring 2020 is receiving the balance of instruction.
- The recording and production course at Southport has continued to grow in popularity. Student Mike Browning released his first CD of original songs that he personally wrote and recorded. He credits BCC and instructor Jamie Hoover with facilitating his entry into this second career. The CD title: NEVER TOO LATE

**Brunswick Interagency Program:**

- Operating Monday – Friday with 47 students.

**G.E.A.R. Program (Gateway To Employment & Academic Readiness):**

- Three additional students have graduated since our last board meeting. The program has a total of 11 graduates this year.

**Small Business Center Summary For 2019-2020:**

- The BCC Business and Industry Incubator is designed to accelerate the development of entrepreneurial occupants through an array of business support and resources. We are scheduled to have a vacancy next month. Our success team is reviewing applicants.

**Recruitment/ Community Engagement:**

- The Pathways To Purpose team is recruiting students at the Brunswick County Courthouse. Our recruitment activities utilized our full color BCC tent and the Mobile Certification & Enrollment Vehicle.
- Pathways To Purpose staff also worked with potential students at a voter registration event.
- Tomorrow, Pathways to Purpose staff will participate in an interview for ATMC Network.

*Decreased FTE are related to smaller class sizes, social distancing on public transportation vehicles, and COVID 19 fears.*

**Board of Education** – No report

**OWA** – Trustee Doug Terhune reported:

- OWA has a new series beginning this Monday, October 19, 2020 called “Stories by the Ghost Light”. Our very own BCC President Dr. Gene Smith will kick off the series along with several community leaders for the 2 weeks prior to Halloween. It will include mainly story books being read, but we will have piano playing, a poetry reading, and lastly a tale given by the Old South Tour from Southport. The reason for doing this, is to let people know that OWA is still here and very much looking forward to the return of live performances.
- Listen Up Brunswick County will be cancelling their November show at our venue due to limited capacity restrictions in Phase 3.
- The BCC PN program hosted a drive-by Pinning Ceremony in front of OWA on Monday, October 12, 2020 at 10am.
- ECHS’s National Honor Society will have a drive-thru induction ceremony in October in front of OWA on Wednesday, October 28<sup>th</sup> at 2pm.
- NC Works is hosting an outside job fair in the OWA parking lot on Tuesday, October 27, 2020 from 9am – 1pm.
- Relay for Life will host a drive-thru around the luminaires on November 6, 2020 in the OWA parking lot.
- The Kingston Trio has once again been rescheduled for Wednesday, March 3, 2021 with hopes are larger capacity numbers.

**Foundation** – Trustee Susan Carroll reported:

- Fin’s Fan Club for Athletic Scholarships campaign is in full swing
  - 33 current members
  - \$10,400 in funds supporting our \$30K goal for Fall 2021 scholarships
  - THANK YOU to all who have joined in support of our BCC student athletes!

- The McLamb Mobile Certification & Enrollment Vehicle has been hitting the road all around Brunswick County – check FB for more!
- Three new scholarships:
  - Al Crawford Memorial Scholarship for HVAC students (\$1,000)
  - Brown’s Outdoor Headquarters Scholarship for curriculum (\$1,000)
  - Military Officers Association of America Scholarship (\$1,000)
- The food pantry renovation project is complete! Foundation Staff and President Smith helped fill the new space last week thanks to your generous donations. General Federation of Women’s Clubs-HB also held a special drive to supply lunch and snack foods for the pantry.
- Happy One Year Work anniversary to Kamin Brennan, Coordinator for Community & Donor Relations!
- The Foundation welcomed our newest staff member on Monday. Kristy Faulkner is the new Coordinator for Database and Financial Operation.

**Legislative** – Representative Iler stated the Legislature has been out of session since the last meeting, so there was no report.

**NCACCT** – Trustee Sheila Grady had no report from the North Carolina Association of Community College Trustees (NCACCT).

**Athletics** – Trustee Les Tubb gave thanks to those who contributed to Fins Fan Club. Everyone is excited that we can now offer Scholarships to the athletes. Raffle tickets are being sold for \$10.00. The drawing is November 7, 2020 and the winner will receive \$1,000. Interviews for the Softball head coach will be held next week.

**President’s Report:** President Smith reported BCC received \$397,670 in federal CARES Act funding to assist students impacted by the COVID 19 pandemic. Thus far, the College has assisted 231 students by awarding \$399,500. The additional funding came from the institutional allotment.

On September 17, 2020 the American Association of Community Colleges announced the winner of the 2020 AACC Excellence Awards for Advancing Diversity. Although BCC did not win, we were one of four finalist out of more than 1,100 institutions nationwide.

On September 22, 2020 BCC recognized Dr. Cynthia Spencer with the NISOD Excellence in Teaching Award. Dr. Spencer received the Outstanding Adjunct Award last year and would have received the medallion at the annual NISOD Excellence in Teaching Conference in Austin, Texas. COVID-19 cancelled the event and we were able to recognize her on campus.

Dr. Smith thanked the Board for attending the Health Sciences Ribbon Cutting Ceremony.

On October 12, 2020 BCC held the pinning ceremony of our Practical Nursing students in a drive through event in front of OWA.

BCC continues to practice measures to provide a safe educational and work environment. Dr. Smith recognized our faculty and staff for the extra measures required to continue to enable our college to continue to provide educational opportunities during this pandemic.

**Unfinished Business:** Chair Holden asked if there was any unfinished business, but there was none.

**New Business:** President Smith notified the Trustees that the Presidential Evaluation would be emailed to them next week for completion. Chair Holden will go over the results in a Closed Session at the November 19, 2020 meeting.

As there was no further business, Trustee Ronnie Jenkins made a motion to adjourn the meeting. Trustee Susan Carroll seconded the motion. The meeting was adjourned at 6:56 PM.

Respectfully submitted,  
Dr. Gene Smith, Recording Secretary