



**BRUNSWICK**  
COMMUNITY COLLEGE

Brunswick Community College  
Board of Trustees Meeting  
November 19, 2020  
Minutes

<p><b>Board Attendees:</b> Mr. Alan Holden, Chair Mrs. Susan Carroll (Zoom) Ms. Sheila Grady Rep. Frank Iler Mrs. Myong Jensen (Zoom)</p>	<p>Mr. Michael Norton Dr. Gene Steadman (Zoom) Mr. Doug Terhune Mr. Olaf Thorsen Colonel Les Tubb Dr. Allen Williams</p>	<p><b>Absent:</b> Mr. Ronnie Jenkins</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; KJ Roberts, SGA President (Zoom); Mr. Dave Deaner (Audio); Mr. Doug Fritchey (Audio) Mr. Michael Paul, State Port Pilot (Zoom)</p>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order in the Virginia Williamson Event Center on Thursday, November 19, 2020 at 5:30PM.

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

Trustee Sheila Grady provided the invocation.

Chairman Alan Holden announced the presence of a quorum, with 11 Trustees in attendance.

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

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

- November 19, 2020 Agenda
- October 15, 2020 Minutes
- New Program in Teacher Preparation – AA and AS

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

**Board Briefing:** Ms. April Scott, Director, Small Business Center, presented the Small Business Center Annual Update to the Board of Trustees.

- Pandemic Relief Funds
  - RECOVER, REBUILD & REBOOT (R3) FUNDS =\$51,724
  - BCC Small Business Center received two additional allocations = \$30,000 (total of \$81,724)
  - As of Nov. 6<sup>th</sup> we have supported 28 Brunswick County businesses with professional services and counseled 18 clients (46 total)
- Additional Support to small business owners
  - Brunswick Business & Industry Incubator
  - CINErG (Center for Innovative Networking & Entrepreneur Groups)
- Current Incubator Tenants
  - Alpha Offroad
  - Celebration Candles
  - Coastal Carolina Welding
- CINErG
  - Convenient & Affordable
  - Pay month to month or get a “Daily Dose”
  - \$40/month or \$10/day
  - M-Th.: 9:00-9:00 Friday & Saturday: 9:00-2:00

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

**Events Scheduled:**

Planning for the Fall Fest and potential ideas that we could use while social distancing.

**Meetings:**

- SGA Members and advisors aim to meet once a week in coordination with the group’s schedule.
- All SGA Members are communicating on a weekly basis via the group text message/email and Zoom meetings.

**Topics Discussed:**

- Reviving the BCC Instagram account to use as a marketing tool for the Brunswick Guarantee, food pantry, and other campus agenda items.
- Adding hammock pods in between A building and B building, as well as umbrellas to the tables outside of B building.
- The logistics of a possible “drive-thru” event for the Fall Fest

**Academic & Student Affairs:** Trustee Sheila Grady stated the ASA Committee met on November 12, 2020 at 8:30 am. via Zoom

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

- a. Approval of the AA Degree in Teacher Preparation and associated CCP Pathway
- b. Approval of the AS Degree in Teacher Preparation and associated CCP Pathway

### **Information Items**

- a. Enrollment Report – Dr. Houchen-Clagett shared an enrollment update for fall 2020 thus far, and our enrollment is down approximately 1.37% from last year at this time.
- b. Greg Bland updated the committee on the CE&EWD enrollment. There are 2000 students enrolled compared to 2200 last fall. The Small Business Center has signed up 10 new clients since the last update. There are two forklift trainings coming up with 53 students enrolled.
- c. Greg Bland explained the mikeroweWORKS Work Ethic Certification. It is a six week, twelve-chapter program focused on teaching job skills such as professionalism, work ethic, and teamwork. It was designed by TV star Mike Rowe from the show “Dirty Jobs”. There have been 18 completers so far in the certification.

The next meeting of the ASA Committee is scheduled for Thursday, January 14, 2021 at 8:30 am by zoom.

**Buildings & Grounds:** Michael Norton reported that the Building and Grounds Committee met Thursday, November 19, 2020 at 12:00 p.m. in the main campus board room. The Committee discussed updates and recommendations on the following:

- **Facilities Master Plan** - Designer LSP3 was chosen as the architectural firm pending successful fee negotiation with the current approved capital outlay funds. If no deal is reached the second choice, Sawyer& Associates, would have an opportunity to negotiate and then, if necessary, the third choice, HH Architecture.
- **Culinary Renovation** - Proceeding with renovations from donor funds. A new privacy wall, painting, and prep area epoxy floor are scheduled to be complete by mid-December. Authorized President Smith to discuss future additional renovations with Brunswick County.
- **Building B Chiller** – Obtaining bids for a new chiller. Current one is operating at 50 percent, requires substantial repairs, \$20,000+, and is near the end of its useful life. Low bid thus far is \$86,500.

**Finance Committee:** VP Sheila Galloway presented the October 2020 Financial Report. Trustee Allen Williams made a motion to approve the October 2020 Financial Report. Trustee Doug Terhune 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 nearing the finish line for this semester. We are more than 75 percent finished.

	<b>Fall 2019</b>	<b>Fall 2020</b>
Registrations	2198 Registrations Total	2000 Registrations
FTE Occupational Extension	146 FTE (OE)	112 FTE (OE)
FTE Basic Skills	95 FTE (Basic Skills)	25 FTE (Basic Skills)
Total Courses Offered	380 Total Classes Offered	360 Offered
Customized Training Courses	5	4

**Economic Development Update:**

- On November 12, 2020 the Leland Economic Development Committee toured the Leland Center, CINErG (Center for Innovative Networking & Entrepreneur Groups), and our business incubators.
- On November 5, 2020 BCC, in conjunction with the NCCCS Bionetwork, visited Cygnus, Pacon, and Tri-Tech.
- Project Touchdown was approved by the NCCCS and announced by the Economic Development Partnership of NC. This expansion at HSM Machine Works will lead to an additional 17 full-time jobs within a three-year period. The average annual salary for the positions will be \$49,118. BCC’s role will include pre-employment training, where candidates experience a short-term realistic job preview, as well as extensive post-employment training in machining and quality inspection. Our training program is a joint effort between representatives from HSM, our leadership team, and the NCCCS. The state is investing approximately \$1,400 per person. Much of our machine technology program at our Leland Center is based around the employment expectations of companies like HSM.
- Economic Development also provided five fork lift training courses for 53 employees at Victaulic.
- Two additional fork lift (fork truck) training sessions are scheduled for employees at Saint James Marina.

**Brunswick Interagency Program:**

- Operating Monday – Friday with 53 students. Public transportation (van capacity) continues to be limited.
- The process for re-accreditation with the Council on Accreditation is now underway. This includes surveys, a thorough self-study, summary of quality improvement projects, and a three day site visit.

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

- 100 Students mostly online with 15 graduates since July 1, 2020. You may notice the program's first large billboard advertisement at the corner of 17 and 211 (Supply). "Earn Your GED in 5 Weeks"

**Workforce Development Update:**

- BCC was the first college in North Carolina to award Mike Rowe Work Ethic Certification through the National Coalition of Certification Centers. BCC's HRD program awarded the credential to 18 students during the month of Nov. Additional information is available if there are questions.
- BCC's NC Fast course provides foundational skills to job seekers who are interested in a career in social services. Our most recent class ended with employment opportunities for two students at Brunswick County DSS. Leadership at DSS expressed satisfaction with the course.
- Tiny Homes Course has seven students registered.
- EMS program under Mr. Kerlin's leadership is serving 704 students. We continue to see this program return to normal enrollment and interest in the County. There are approximately sixty additional course sections (EMS) that are pending this year. Current EMS online courses With twenty or more students enrolled : BLS Shock (57); Pediatric Assessment (55); Crew Resource Management (21); Immunological Emergencies (22); Post Resuscitation (21); Evidenced Based Emergency Rescue (22). We continue to see great recruiting efforts from Mr. Kerlin.

**Board of Education** – Mr. Thorsen requested but did not receive a report from the Brunswick County School District, so had nothing to share with the Trustees.

**OWA** – Trustee Doug Terhune reported:

- The "Stories by the Ghost Light" series was such a hit, we will be doing a Christmas version – "Jingle All the Way" beginning December 1st. Once again, BCC President Dr. Gene Smith will kick off the series by introducing Santa Claus and lighting the OWA tree.

We would love to have members from the BOT get involved with this series. If you would be interested in reading, singing, etc...please let Danielle Graves know at either (910) 755-7421 or gravesd@brunswickcc.edu.

- Speaking of Santa Claus, we will host a Meet & Greet with Santa Claus on Saturday, December 5<sup>th</sup> from 9am – 5pm in the OWA lobby. People are to call the OWA box office to schedule their allotted time slot. No sitting on Santa's lap and he will be wearing a face shield.
- ECHS's National Honor Society had a drive-thru induction ceremony in October in front of OWA on Wednesday, October 28, 2020 at 2pm.
- NC Works hosted an outside job fair in the OWA parking lot on Tues, October 27, 2020 from 9am – 1pm. The final count was 43 applicants.
- Relay for Life hosted a drive-thru around the luminaires on November 6, 2020 in the OWA parking lot. Great attendance and they are looking forward to next year's event.

**Foundation** – Trustee Susan Carroll reported:

- McLamb Building rededication and ribbon cutting took place yesterday, November 18, 2020, with a great turnout! The newly purchased trades lab equipment featured in the guided tours was made possible by a \$200,000 donation from the McLamb last fall. Please view the recorded program via the Brunswick Community College Facebook page.
- BCC Foundation scholarship recipients have been calling donors this week to thank them for their support! Please look out for recorded Student Ambassador speeches in the coming weeks in lieu of our annual Donor & Scholar event.
- Student Ambassadors met with Brunswick County Toastmasters Club on November 10, 2020 for their virtual Zoom meeting. Two students shared speeches and received constructive feedback from club members
- The Foundation requested and received a \$1,000 corporate sponsorship from Belk to purchase Student Ambassador uniforms.
- A recent \$5,500 gift from Dinah Gore in lieu of her annual sponsorship of the Donor & Scholar luncheon will also be used to fund the Student Ambassador program costs that include modest stipends, professional development training, and additional support for the students in the program.
- The Foundation is closely monitoring the current COVID-19 guidelines/outlook and have determined that an alternative plan is needed for our Bella Italia fundraiser. The Foundation and College and our restaurant partners are not comfortable taking on the risk involved in gathering people in groups of 20-30 in February-April 2021, as previously planned. The BCC Foundation Board will meet tomorrow to discuss alternative plans for the annual event that is integral to supporting our Foundation's operating budget.

**Legislative** – Representative Iler stated the Legislature has been out of session since the last meeting, so there was no report. The House will reconvene January 13, 2021.

**NCACCT** – Trustee Sheila Grady reported The 2021 NCACCT Law/Legislative Seminar is currently scheduled for Wednesday, April 21 - Friday, April 23, 2021 at the downtown Raleigh Marriott.

Last week, the ACCT announced that the 2021 Community College National Legislative Summit would be convened online as a virtual event due to the uncertainty of the Covid-19 pandemic and in compliance with District of Columbia protocols. The virtual NLS will be held from February 8 - 10, 2021 and registration is now open.

**Athletics** – Trustee Les Tubb stated the 2020 baseball, softball and basketball season is over. Men and women basketball will start up on January 4, 2021 then baseball and softball will start again on January 10, 2021. The winner of the November 7, 2020 drawing was Michael Beverly from Raleigh who received \$1,000.

**President's Report:** BCC mourns the death of former BOT member John Jones. Mr. Jones served as BCC Board of Trustees for 16 years and was honored with the title of Trustee Emeritus.

Jim McCallum of ATMC conducted the most recent BCC interviews that are currently airing on ATMC's Our Hometown channel. He interviewed Rod Lattie, Onya Gardner, and Dr. Gene Smith to help share the most recent updates regarding BCC.

BCC and Lees-McCrae College located in Banner Elk, NC, signed articulation agreements for Business Administration, Criminal Justice, Accounting and Finance, and a Guaranteed Admission Program Agreement. Dr. Lee King, president of Lees-McRae visited our campus on October 19 for the signing.

On October 21, Dr. Smith participated in a Zoom meeting with other North Carolina Community College Presidents and Superintendents. Topics of discussion included colleges and K-12 school systems collaborate to provide opportunities for students.

Dr. Lois Smith and Dr. Gene Smith met with North Carolina State University to inquire about how BCC could possibly join their Community College Collaboration (C3) that provides guaranteed admission for graduates of our Associate in Arts, Associate in Science, and Associate in Engineering degrees. We have preliminary indication that they will add BCC to the list of colleges participating in this program and will let you know when the partnership becomes official.

Greg Bland and Dr. Gene Smith met with Brunswick Electric Cooperative Membership with hopes of developing a partnership for electrical linemen in the future. I will provide more information as things develop.

BCC hosted a Veteran's Day drive thru lunch on November 5. We provided lunch to all faculty, staff, and student veterans in a drive through in front of the Odell Williamson Auditorium.

Greg Bland, George Yu, Greg Smith (NC Biotechnology Center) and Dr. Gene Smith met with Cygnus Technologies to determine training needs and opportunities for partnerships. Cygnus is a worldwide provider of bioprocess impurity analysis, analytical tools for viral vector and vaccine manufacturing quality control, and benchtop viral clearance studies. We also discussed student opportunities through internships for any student interested in the biomedical sciences.

Dr. Gene Smith thanked Greg Bland for obtaining the NC3 Mike Rowe certification and providing that training and certification to students at the Brunswick Christian Recovery Center.

The AACC Fall Meetings were held on November 10 to include the Commission on Rural and Small Colleges. Dr. Gene Smith serves on this commission and reported that the group discussed possible grant opportunities with the US Department of Agriculture and initiatives to strengthen rural community colleges.

Dr. Gene Smith thanked the Board of Trustees for attending the McLamb Building rededication and Trades Education Center ribbon cutting ceremony. Dr. Smith stated that the ceremony was meaningful to the McLamb family and they were appreciative of the comments and the upgrades in the McLamb building.

During this year of COVID, BCC celebrated Thanksgiving and thanked all employees with a Thanksgiving pies. All BCC employees received a pie instead of attending our typical Thanksgiving Holiday feast.

Teresa McLamb donated the book “Brunswick County in the Great War” to the BCC library. This book documents the sacrifices and triumphs of Brunswick County natives serving in World War II and is an important resource for anyone that loves local history.

Brunswick Community College Athletics Program received the 2019-2020 NJCAA Certificate of Achievement Sportsmanship Award for no ejections during all four athletic seasons.

BCC continues to practice measures to provide a safe educational and work environment at BCC. I want to continue to recognize 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:** Chair Holden asked if there was any new business. President Smith notified the Trustees of a change in the Bylaws under Article V, Section B3. If the College must conduct an official meeting during a pandemic or natural emergency, any action taken by the Board shall be official.

**On a motion by Doug Terhune, seconded by Les Tubb, the Board of Trustees approved to adopt the ByLaws with the change under Article V, Section B3.**

**On a motion by Doug Terhune, seconded by Allen Williams, the Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11.**

**On a motion by Allen Williams seconded by Sheila Grady, the Board of Trustees approved to come out of closed session.**

As there was no further business, Trustee Allen Williams made a motion to adjourn the meeting. Trustee Sheila Grady seconded the motion. The meeting was adjourned at 7:30 PM.

Respectfully submitted,  
Dr. Gene Smith, Recording Secretary