



Brunswick Community College  
Board of Trustees Meeting  
February 18, 2021  
Minutes

<p><b>Board Attendees:</b> Mr. Alan Holden, Chair Mrs. Susan Carroll (Zoom) Ms. Sheila Grady Mr. Ronnie Jenkins Mrs. Myong Jensen</p>	<p>Mr. Michael Norton Dr. Gene Steadman Mr. Doug Terhune Mr. Olaf Thorsen Colonel Les Tubb Dr. Allen Williams</p>	<p><b>Absent:</b> Rep. Frank Iler</p>
<p><b>Others in Attendance:</b> Dr. Gene Smith, Recording Secretary; Executive Vice President Dr. Lois Smith; Vice President Sheila Galloway; Vice President Greg Bland; Vice President Denise Houchen Clagett; Mr. Jack Luciano; Ms. Elizabeth Wassum; Mr. Dave Sorenson; Ms. Cindy Sterling; Erika Cribb, Student Government Association President; Mr. Doug Fritchey (Audio); Mr. Michael Paul, State Port Pilot</p>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order via Zoom on Thursday, February 18, 2021 at 5:30 PM.

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

Trustee Ronnie Jenkins 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 Les Tubb made a motion to approve the Consent Agenda with modifications to the BCS/BCC for CCP MOU and the BCC/BCS Student Transportation MOU. Trustee Olaf Thorsen seconded the motion. The motion was passed unanimously.**

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

- February 18, 2021 Agenda
- November 19, 2020 Minutes
- Holiday List
- Mission, Vision and Values
- 2021-2022 Term Parameter Dates
- BCS/BCC for CCP MOU
- BCC/BCS Student Transportation MOU

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

**Board Briefing:** Mr. Josh Kerlin, Emergency Services Training Director, presented the Emergency Services Training Annual Update to the Board of Trustees.

- **Data Overview**
  - 6303 Registrations 2018-2019
  - 5549 Registrations 2019-2020
  - 2518 Registrations 2020-2021
- **Fire Training/Certificates**
  - 134 courses offered in 2019-2020
  - 94 courses resulted in a workforce credential
  - Firefighter
  - Fire Officer
  - Fire Instructor
  - Airport Firefighter
  - Driver/Operator
  - Fire & Life Safety Educator
  - Technical Rescuer
  - Hazardous Materials
  - Marine Shipboard Firefighting
- **Marine Shipboard Firefighting**
  - BCC is the only college in the state that has these specific resources
  - Partnership with USS North Carolina & Sunny Point
  - Students from across the state as well as National Guard and US Army
- **Emergency Medical Services**
  - 154 courses offered in 2019-2020
  - All were related to a workforce credential by either initial credential or renewal of a credential
  - Emergency Medical Responder
  - Emergency Medical Technician
  - Advanced Emergency Medical Technician
  - Paramedic
  - Critical Care/Flight Paramedic
  - Field Training Officer Evaluation Program
- **Emergency Management**
  - 7 courses offered in 2019-2020
  - All were statewide offerings in partnership with North Carolina Emergency Management
  - Logistics Officer
  - Liaison Officer
  - All-Hazards Incident Management
  - National Incident Management System Training
  - Public Information Officer
  - Planning Officer

- **In-Service Law Enforcement**
  - 95 courses offered in 2019-2020
  - 15 were related to a law enforcement credential
  - Detention Officer
  - RADAR
  - LiDAR
  - Field Sobriety Training
  - SWAT
  - Field Training Officer

**SGA:** SGA President, Erika Cribb, reported the following:

**Events:**

- Planning and meeting for virtual Spring Fling events.

**Events Scheduled:**

- Planning for the Spring Fest and potential ideas that we could use while social distancing.
- New SGA President Sworn in.

**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:**

- Posting items to BCC Instagram account for marketing campus food pantry, events, services, and resources.
- Dolphin Cove and refreshing space for students return to campus.
- BCC's Black History Month events.
- Enhancing outside student spaces between Building A and B (umbrellas/hammock pods).
- Feasibility and logistics for "drive-thru" Spring Fling event.

**Academic & Student Affairs:** Trustee Sheila Grady stated the Academic and Student Affairs (ASA) Committee met on January 14 and on February 11, 2021 at 8:30 am. via Zoom.

**The Committee took action on several items at the meetings and the Board of Trustees passed these items during the consent agenda approval. Those actions included:**

- Approval of the revised MOU with BCS for Transportation Expenses
- Approval of the revised MOU with BCS for Career & College Promise
- Approval of the Term Parameter Dates for 2021-2022
- Approval of the Holidays for Fiscal Year 2022-2023
- Reaffirmation of the existing language in the College Mission, Vision, and Values

## Information Items

### *January Meeting:*

- Greg Bland shared information about the GEAR program and the CE&EWD Visitation Report.
- Dr. Houchen-Clagett shared information about the upcoming Guided Pathways 100 Series of webinars being offered for colleges by the NC Student Success Center.
- Ms. Shay Ball, the Director of Nursing, shared information about our college's newly awarded candidate status for the Accreditation Commission for Education in Nursing (ACEN).

### *February Meeting:*

- Enrollment Report – Dr. Houchen-Clagett shared an enrollment update for Spring 2021 thus far, and our enrollment is down by 39 students from last year at this time, however FTE is up by a difference of 10 FTE. Dr. Houchen-Clagett also updated the committee on the current marketing efforts underway to bring students in for the 2<sup>nd</sup> 8 week classes. So our enrollment for the spring term is still likely to increase.
- Greg Bland updated the committee on the CE&EWD enrollment. There were 131 FTE for occupational extension this time last year compared to 141.5 FTE now. Basic skills FTE is down compared to last year, 28 FTE last year compared to 11.5 this year. There was one customized training last year, but none this year as yet.
- Mr. Ashley Wallace, the Director of the Business Administration and Accounting and Finance programs shared information with the committee about recent changes to these programs and the results the college is seeing in enrollment as a result of those efforts.

The next Meeting of the ASA Committee is scheduled for Thursday, March 11, 2021 at 8:30 am by zoom.

**Buildings & Grounds:** Michael Norton reported that the Building and Grounds Committee had no formal meeting this month. Jack Luciano, Associate Vice President of Facility Services, provided the following information to the committee.

- Facility Master Plan - An initial "vision" Zoom meeting was held on February 15, 2021 with design firm LS3P, President Smith, Trustee Michael Norton and college Vice Presidents. Among the discussion was future traffic flows and possible new building sites.
- Culinary - New electrical circuits were installed in the prep area. New luxury vinyl tile floor is scheduled the week of March 22, 2021 in the cafeteria. A new fire shutter door was installed in the kitchen area. Updated fire suppression system is scheduled for the week of February 22, 2021.
- A new chiller was installed in building B on February 16, 2021.
- Southport - A new light pole was installed at the rear gravel parking lot and the engineering proposal is pending for a possible new dust collection system for the woodturning shop.

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

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As required, Vice President Sheila Galloway provided information that since they last met in November, she has received 2 pension spiking letters and reports for President Smith.

**Liaisons:**

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

	<b>February 2021</b>	<b>February 20<sup>th</sup> 2020</b>
FTE Occupational Extension	140.5	131
FTE Basic Skills	12.5	<b>36</b>
Customized Training Courses	0	1

Total Courses Offered Thus Far This Semester : 257

Growth In Our Electrical Technician Program With 56 Registrations (Leland Center)

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

- 40 graduates since July 1, 2020 .
- The program will continue to advertise on the large billboard at the corner of 211 and Highway 17 through June 30, 2021.
- We are preparing for a new virtual course at the Brunswick County Detention Center.

**Small Business Center**

- 105 attendees since January 1, 2021.

**Scholarships**

- BCC has awarded 135 GEER Scholarships since last semester. (GEER - Governor’s Emergency Education Relief funding )
- GEAR Leadership is preparing the WIOA Title II Grant Application For 2021-2025
- Workforce Leadership Along With The Foundation Submitted The Town of Belville Scholarship Application.

**Southport Center**

- 117 Occupational Extension Registrations
- 44 Self-Supporting Personal Enrichment Registrations
- 52 Courses

**Board of Education** – Mr. Thorsen reported that Brunswick County Schools (BCS) are currently offering 5 days a week of face to face instruction or 100% remote instruction to K-5 students. Grade 6-12 students are either in an alternating A/B schedule which is a mixture of face to face instruction and remote learning or in 100% remote instruction.

The phase 2 Redistricting Study is in full swing. Three public information meetings have been held to date. More details can be found at [www.bcswan.net/Phase2redistricting](http://www.bcswan.net/Phase2redistricting).

Jennie Bryan, the BCS Teacher of the Year and North Carolina Department of Public Instruction (NCDPI) Southeast Regional Teacher of the year, is one of eight regional winners who will compete for 2021 NC Teacher of the Year honors. Ms. Bryan is a social studies teacher at South Brunswick High School (SBHS).

**OWA** – Trustee Doug Terhune reported:

- The Nursing classes began using the main auditorium on January 6, 2021 in order to social distance.
- The Virginia Williamson Event Center has turned into a COVID vaccination distribution center since January 8, 2021.

**Foundation** – Trustee Susan Carroll reported:

- The Foundation's annual appeal letter sent out via mail on December 15, 2020 to 286 recipients with a focus on unrestricted giving in support of Bella Italia. This, combined with the efforts of the Board and Staff, kicked off a very successful non-event fundraiser with net proceeds totaling \$52,641.18. THANK YOU for your support!
- On December 31, 2020, the Suzanne M. Landis and William P. Rabon scholarship endowment was established to be awarded beginning fall 2021.
- In December and again at the spring term opening day campus-wide meeting, we celebrated the awarding of the Dinah E. Gore Distinguished Staff of the Year Excellence Award to Onya Gardner, Dean of Continuing Ed., Economic & Workforce Development (CEWD).
- On January 28, 2021, the Foundation accepted a donation of \$2,500 to the South Brunswick Island Joe Gore Endowed Scholarship which increased the principle of this endowment to over \$50, 000.
- The Foundation recently received notification of a \$1,000 grant from the Corning Foundation to support a future event series featuring arts, culture, and technology lectures/presentations on campus.
- The Foundation's focus now turns to the annual scholarship awarding process which involves confirming donor contacts and scholarship criteria, uploading into our online application program, and advertising the opportunities for students. Scholarship applications are open March 1 through May 31, 2021.

**Legislative** – No report.

**NCACCT** – Trustee Sheila Grady reported the 2021 North Carolina Association of Community College Trustees (NCACCT) Virtual Law/Legislative Seminar is scheduled for Friday, April 23, 2021. She asked Cindy to forward the email to the Trustees and encouraged them to attend.

**Athletics** – Trustee Les Tubb reported that the men and women basketball teams continue to play games, but no spectators are allowed. The baseball team is playing games and for a few games renting a stadium in Myrtle Beach field because our field is too wet. The game schedules are on the BCC website under the Athletics tab.

**President’s Report:**

Dr. Smith provided the Human Resources Personnel Report.

- Dr. Smith reported that the NCCCS hired Thomas Stith as the new System President. Prior to his hire on December 14, 2020 Mr. Stith was the district director of the US Small Business Administration, served as chief executive of several business and consulting firms and was chief of staff to former Governor Pat McCrory from 2013-2017. He was also a three-term city council member of Durham. He holds a bachelor’s degree in management and a Master of Business Administration in marketing from North Carolina Central University, as well as a certificate in nonprofit management from Duke University.
- BCC has officially joined the North Carolina State University’s Community College Collaboration (C3) that provides guaranteed admission to NC State for graduates of our Associate in Arts, Associate in Science, and Associate in Engineering degrees.
- BCC awarded the Dinah E. Gore Distinguished Staff Award to Onya Gardner, Dean of Continuing Education / Workforce Economic Development. The award criteria is leadership, initiative, enthusiasm, expertise, professionalism, productivity, creativity, involvement, and dedication. Onya received a trophy and \$1,500 check supported by Mrs. Gore’s endowment established in 2019.
- BCC awarded the Dr. Susanne Adams Leadership Award to Dr. Molly Curry, Dean of Health Sciences. The award was established and named after Dr. Adams in 2018. The criteria is leadership, initiative, commitment to the mission of the college, commitment to students, commitment to community, exceptional service to college constituents, inspires and encourages others, and collaboration within and among departments.
- Brunswick Community College continues to collaborate with Novant Health, Brunswick County EMS, and Brunswick County Health Services to provide a vaccination site for the county. Both the lot in front of Aquaculture and beside the Odell Williamson Auditorium is in full use. The Virginia Williamson Event Center (where we have met throughout COVID) is used for administration and to allow the frontline workers refuge from the weather.

- Greg Bland and Dave Sorenson are working with the Brunswick County Detention Center, Sheriff Ingram, and his team to offer virtual courses in GED / adult high school and Human Resource Development for detainees. The install should be complete next week with courses beginning soon after.
- The Firebird Café renovations are in full swing with all walls painted, kitchen floor grout cleaned, electrical outlets added in the kitchen and overhead in the instructional area, appliances ordered and delivered, instructional floor complete, dining area floor scheduled for install on March 22, ceiling tiles installed, sound system and virtual instructional equipment on order.
- BCC provided a college-wide Professional Development for Stress Management for Optimal Mental Health During Covid. Dr. Smith noted that the College is aware of the challenges COVID has brought to all of us and this session helped our employees and participating students learn strategies to cope with the added stress.
- BCC has added an Employee Assistance Program or EAP through the Human Resources Department that will provide added benefits to our employees, and their immediate family members (spouse, children) to help meet those life challenges that are not offered in typical benefit plans. It includes such issues as marital difficulties, family problems, stress, financial, legal, alcohol/drug abuse, and crisis events to name a few. Sessions are handled via phone, and in most cases are resolved this way. There is no charge for these initial sessions. If further assistance is needed, they will work with the employee to find a referral that is cost effective and accessible.
- BCC held a Martin Luther King Jr. Celebration that included a panel of faculty and staff that discussed Dr. King's legacy.
- BCC held a hotdog cookout to show appreciation to our students, faculty, and staff. The Foundation plans to provide a similar cookout for the frontline workers providing vaccines at OWA on February 25, 2021.
- BCC held the first meeting of the Facility Master Plan session with LS3P on February 15, 2021. LS3P plans to provide an update at next month's Board of Trustees' meeting.
- Dr. Gene Smith, Dr. Lois Smith, and Dr. Denise Houchin-Clagett had a virtual meeting with UNCW Chancellor Sartorelli and his staff on February 3, 2021. They were very appreciative of the increase from 30 BCC transfers to 35 transfers this past year. Dr. Smith also former BCC SGA President and December graduate Kevin Robert's transfer in the fall semester of 2021. Kevin will receive a \$3,000 merit scholarship when he attends UNCW next year.
- 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 talked briefly about The President of the Year Award, sponsored by Wells Fargo, and established by the State Board of Community Colleges in 2001. This award encourages, identifies, and rewards outstanding leadership and commitment to the community college mission among the presidents of the 58 institutions of the North Carolina Community College System. More information will be sent closer to the due date of October.

As there was no further business, Trustee Olaf Thorsen made a motion to adjourn the meeting. Trustee Gene Steadman seconded the motion. The meeting was adjourned at 6:54 PM.

Respectfully submitted,  
Dr. Gene Smith, Recording Secretary