



BRUNSWICK COMMUNITY COLLEGE

Brunswick Community College
Board of Trustees Meeting
January 20, 2022
Minutes

Board Attendees: Mr. Alan Holden, Chair Mrs. Susan Carroll Mr. Scott Evans (phone) Ms. Sheila Grady Rep. Frank Iler	Mr. Ronnie Jenkins Mrs. Myong Jensen Ms. Ellen Milligan Mr. Doug Terhune Mr. Les Tubb	Absent: Mr. Michael Norton
Others in Attendance: Recording Secretary, Dr. Gene Smith; Sheila Galloway; Greg Bland; Dr. Denise Houchen Clagett; Jack Luciano; Cindy Sterling		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Thursday, January 20, 2022 at 5:37 PM.

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

Trustee Scott Evans provided the invocation.

Chairman Alan Holden announced the presence of a quorum, with 10 of the 11 Trustees in attendance.

Chairman Alan Holden asked for approval of the Consent Agenda. Cindy Sterling, Executive Assistant, shared 2 edits that were needed to make the minutes correct. Trustee Frank Iler made a motion to approve the Consent Agenda. Trustee Ronnie Jenkins seconded the motion. The motion was passed unanimously with noted amendments.

Items included in the Consent Agenda for Board approval:

- January 20, 2022 Agenda
- November 18, 2021 Minutes
- October 2021 Financial Report
- Term Parameter Dates Approval for Academic Year 2022-2023
- Holiday List for year 2023-2024
- Visitation Report for Continuing Ed., Economic & Workforce Development

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

Board Briefing: There was no board briefing.

SGA: Jadon Smith, SGA President & Andrew Jackson, Vice President delivered the following report:

Events Scheduled:

- Cocoa and Doughnuts (2/1 and 2/2)

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:

- Discussing the ideas and programming for this current semester
- Potential Events for Black History Month
- Open Mic Night (every 3rd Wednesday starting in March)
- Food truck Success, is that possible to have every week.
- Early Discussions for Spring Fling and the type of programming.
- Should we leave the cornhole boards out, would students play - (volleyball success) or have more room for video games in the cove.
- Filling the Vacant positions. (swearing in ceremony)

Academic & Student Affairs: Trustee Sheila Grady, ASA liaison, reported that the ASA Committee met on January 13, 2021 at 8:30 am. via Zoom

The Committee took action on two items at the meeting and you have already passed these items during the consent agenda approval. Those actions included:

- Approval of the Term Parameter Dates for 2022-2023
- Approval of the Holidays for Fiscal Year 2023-2024

Information Items

- Greg Bland shared information about CE&EWD enrollment and gave the CE&EWD Visitation Report for Fall 2021.
- Dr. Houchen-Clagett shared information about curriculum enrollment and FTE data. In both cases BCC is doing well and running ahead of the numbers posted for the last couple of years.

Additional Comments

- President Smith informed the committee that the College is working on an EDA Grant in partnership with two other community colleges (James Sprunt and Southeastern) and shared some of the details that will be included in the approximately \$7 million grant application. President Smith also shared there is a faculty work group designing a cohort option for the AA degree classes for the Leland campus. It is hoped that this cohort option will attract students back to BCC that are currently going to Cape Fear Community College (CFCC). This option could also be helpful in attracting more adult learners who may be considering coming back to college.
- The next meeting of the ASA Committee was scheduled for Wednesday, February 9, 2022 at 8:30 am by Zoom.

Buildings & Grounds: Jack Luciano, Associate Vice President of Facility Services, delivered the following report:

Baseball locker room – Current approved capital outlay \$ 85,000. Additional designer cost to build estimate is \$275,000.

Baseball field- 2 of 3 bleachers need replacement.

Wetlands delineation - Ask to approve funding source [per business office] for \$ 4900 to Engineering Consulting Services (ECS Southeast, LLP

College road crosswalk – 2 sidewalk extensions from Fitness & Aquatics parking lot and ATM site to College Road have been complete. NCDOT will be installing a new crosswalk.

Patio deck - building A- The weather has delayed installation.

Welding expansion - McLamb building - Engineered drawings for increased electrical capacity are pending so to have specifications for vendor bidding.

Parking lot - building H - Bids are due for new parking lot asphalt.

Landscaping at Highway 17- Plans to “hardscape” using stone and concrete planters to improve BCC entrance curb appeal.

Finance Committee: VP Sheila Galloway presented the December 2021 Financial Report. Trustee Ronnie Jenkins made a motion to approve the December 2021 Financial Report. Trustee Myong Jensen seconded the motion. The motion was passed unanimously.

VP Sheila Galloway stated that the 2021 Appropriations Act directs that a salary increase of 2.5% be provided to permanent full-time and permanent part-time community college employees effective July 1, 2021. Employees must have been employed on both June 30, 2021, and December 31, 2021. The 2.5% legislative increase will be calculated based upon the annual salary in effect on June 30, 2021.

Myong Jensen, Finance Committee Chair, made a motion stating the committee recommends that the Board of Trustees approve the 2021-2022 2.5% state salary increases as presented. Trustee Sheila Grady seconded the motion. The motion was passed unanimously.

Myong Jensen, Finance Committee Chair, made a motion stating in an effort to be equitable to institutional employees, the Finance Committee recommends that a salary increase of 2.5% be provided to permanent full-time and permanent part-time special/institutional funded community college employees effective July 1, 2021. Employees must have been employed on both June 30, 2021, and December 31, 2021. The 2.5% legislative increase will be calculated based upon the annual salary in effect on June 30, 2021. Trustee Ronnie Jenkins seconded the motion. The motion was passed unanimously.

Myong Jensen, Finance Committee Chair, made a motion stating the Finance Committee recommends that a salary increase of 5% for all permanent full-time and permanent part-time county funded community college employees that were employed on both June 30, 2021 and December 31, 2021 based on the annual salary in effect on June 30, 2021. Trustee Susan Carroll seconded the motion. The motion was passed unanimously.

Myong Jensen, Finance Committee Chair, made a motion stating the Finance Committee recommends that the Board of Trustees appropriate county fund balance for the following items:

- a. Wetlands delineation - \$4,900**
- b. Landscaping around Highway 17 sign - \$12,000**
- c. Bleachers at baseball field - \$35,000**

Trustee Les Tubb seconded the motion. The motion was passed unanimously.

Liaisons:

CE, EWD – Trustee Ronnie Jenkins delivered the following report:

Fall 2021 Summary

	Fall 2021	Fall 2020
FTE Occupational Extension	177	91
FTE Basic Skills	73	40

January 2022 Highlights

BIP:	113 Students
Culinary:	16 Registrations
Emergency Services Training:	317 Registrations
Gateway To Employment & Academic Readiness:	29 Graduates since July 1 28 Enrolled in ESL 55 Enrolled in GED
Health Education :	49 Registrations
Health & Beauty Programs :	31 Registrations
Notary Certification:	37 Registrations
Southport Center:	460 Registrations
Trades Education:	127 Registrations
Vehicle Inspections:	19 Registrations

Industry Visits / Customized Training During January

Blair-HSM, Flow Sciences, Trittech Forensics, Precision Swiss Products, Micro-Solv, ITI-Technologies, Pacon

Compliance / Visitation

The class visitation requirements outlined in the College’s visitation policy were met during fall 2021. During the fall semester (2021), 142 courses met the criteria for visitation with 73 courses exceeding 95 hours of instruction. The policy required 88 class visits. Documentation reflects 114 class visitations prior to the end date of each course.

Board of Education: Trustee Ellen Milligan is the new Board of Education Liaison and will have a report for the February meeting.

OWA – Trustee Doug Terhune, OWA liaison, reported there were 417 attendees at the recent Shenandoah show. MoTone vs Jersey has postponed their show due to COVID precautions.

Foundation – Susan Carroll, Foundation liaison, delivered the following report:

- Recent meetings, campus tours, and presentations include: Southport Rotary Club campus tour (December 1), Military Officers Association of America scholarship presentation (December 9), Bella Cucina Restaurant scholarship check presentation (December 14), Joe and Moe Stanley check presentation for Men’s Basketball donation (January 5), American Legion Post #68 John E. Jacobs of Leland scholarship presentation (January 14)
- We celebrated the 2021 Donor & Scholar Luncheon on October 29th with ~150 guests at the Odell Williamson Auditorium.

Total Curriculum Amount Awarded	\$186,488.59
Total Number of Scholarship Recipients	125
Total Scholarship Awards (both Endowed and Community)	106
Emergency Award Amount	\$10,292.18
Total Number of Emergency Scholarship Recipients	10

- Accepted gifts in the forms of annual contributions, endowed funds, and legacy giving totaling \$1,914,485 since January 1st
- New scholarships established: Bella Cucina Culinary Scholarship, Colby Haithcock Memorial Scholarship for electrical lineman program graduates, Mike Purvis Memorial Scholarship, DAR Brunswick Town Scholarship, Allison Fox Endowed Scholarship
- The Brunswick Community College Foundation’s 6th annual Bella Italia has been postponed. It will be held on Saturday, June 25th, 2022. Please join us as a sponsor in support of this fantastic evening of fine wines and delicious Italian fare. All proceeds from this event will provide vital funding to enable the Foundation to fulfill its mission by establishing new scholarships and creating life changing opportunities for Brunswick Community College students.

Legislative – Representative Frank Iler reported that the budget passed in November. There is possible redistricting.

NCACCT – Trustee Sheila Grady stated that the 2022 NCACCT Law/Legislative Seminar will be held on Wednesday, March 30 – Friday, April 1, 2022 at the Marriott City Center in Raleigh. She encouraged everyone to attend if they could.

Athletics – Trustee Les Tub thanked the board for approving the new bleachers. He then asked President Smith to deliver the athletic report:

- The men’s basketball team is 14-4 overall and 2-2 in Region 10 competition. Josiah Shackelford has been named NJCAA Men’s Basketball national player of the week twice this year. He has accepted a full scholarship at Division One Florida Gulf Coast University, known as “Dunk City” or “Florida Dunk Coast” in years past in the NCAA tournament.
- The women’s basketball team is 7-7 overall and 3-6 in the Region 10 Conference. The baseball team is preparing its 53 game regular season schedule and opening day on January 29 and 30 against the ECU Club team and will host USC Sumter the following weekend. The softball team is preparing for an 18 game schedule as a club team as we currently have 10 players.

President’s Report:

- President Smith provided the December 2021 and January 2022 Human Resources Personnel Report.
- President Smith provided the following update:
- Reita Cockrell, BCC employee for over 37 years and most recently our front desk attendant passed away on November 3, 2021. Her services were held at the Odell Williamson Auditorium on November 14, 2021. Miss Reita was a very dedicated and kind person that loved BCC. She will be missed. I ask for a moment of silence in honor of Reita Cockrell.
- BCC’s enrollment is up 4% from last year with 1,547 curriculum students including 285 Early College High School and 309 Career and College Promise students (251 Fall 2021).
- With direct support from Senator Rabon, Representative Iler and Representative Miller, BCC received \$15,000,000 for capital improvements. We have discussed the proposal to build a Public Safety Training Center to include a building, driving pad, and fire village with these funds as part of our Facility Master Plan.
- As part of the state budget, BCC also will receive \$2,278,736 from the State Capital and Infrastructure Fund for new construction or rehabilitation of existing facilities, repairs and renovation.
- BCC is collaborating with James Sprunt Community College and Southeastern Community College by forming the Community College Workforce Development Alliance of Southeastern North Carolina. This alliance is working together to submit a Build Back Better Good Jobs Challenge EDA grant of approximately \$7 million to provide equipment and student support regarding workforce development in our respective service areas. Vice President Greg Bland is working with the VPs at the other colleges and a grant writer to complete the draft for submission in early February.
- Our new Electrical Lineman program held its first graduation on October 25, 2021. All graduates have received job offers.
- BCC also celebrated the most recent Esthetician and Nail Technology graduates who will soon sit for the NC State Board Examination.

- On October 26, BCC held the Dolphins Day event at Lockwood Folly Park to provide an opportunity to fellowship and engage with other employees. Approximately 70 employees attended the event that included dinner and activities. Everyone was appreciative of the gesture. Thanks to all of the Board Members that were able to attend.
- BCC has started the development of our new Strategic Plan. Cindy Sterling and Dr. Gene Smith have conducted 12 focus groups of employees (140 employees) and the advisory groups of our curriculum and continuing education / workforce development programs. We will continue with focus group conversations with our internal stakeholders including our Board, students, and external stakeholders including business partners, Brunswick County Schools, and County Commissioners.
- Elizabeth Wassum and Dr. Gene Smith provided presentations to the Southport Rotary Club, American Legion Auxiliary of Calabash, Daughters of the American Revolution, and Holden Beach Chapel Men's Fellowship.
- On October 4, Dr. Gene Smith attended the American Association of Community Colleges Fall Meeting for the Small and Rural College Commission. Rural colleges and housing, athletics, grant opportunities, and partnerships with other colleges were topics of discussion.
- BCC hosted a Veteran's Day luncheon in the Virginia Williamson Event Center. Color guard was provided by the North Brunswick High School JROTC and guest speakers from our employee and United States Coast Guard veteran Misty Vining and Navy Veteran and Post Commander of the Leland VFW Post 12196, Jason Gaver.
- The BCC Culinary Program hosted Suzanne Landis and her team of chefs and restaurant managers from Oliver's and Moore Street Oyster Bar in Southport to our new Douglas Terhune Center for Culinary Arts. We discussed partnerships, equipment needs, work-based learning, and teaching opportunities. We also visited Moore Street Oyster Bar for a tour and get a better understanding of their workforce needs.
- BCC hosted Dr. David Satcher, the 16th Surgeon General of the United States (1998-2002), four star admiral and former Director of the Center for Disease Control. Dr. Satcher provided a presentation regarding health disparities and strategies to support health equity to members of the community and our health science students.
- BCC conducted its Holiday Luncheon on December 13 and presented the Dinah Gore Distinguished Staff of the Year Award to Kerry Myrtle Posey and the Dr. Susanne Adams Leadership Award to Jack Luciano. We also provided employees with BCC logo blankets.
- A huge congratulation goes out to BCC's own Marilyn Graham, Director of Multicultural Workforce Development and Outreach, on her appointment to Governor Cooper's Advisory Council on Hispanic/Latino Affairs. Marilyn will help support efforts to promote cooperation and understanding between the Hispanic community, the public, the state, federal, and local governments. The Advisory Council also creates a forum for the discussion of issues concerning the Hispanic/Latino community in North Carolina and champions efforts toward the improvement of race and ethnic relations.
- Dr. Lois Smith and Dr. Kim Jones, Dean of Arts and Sciences, presented at this year's SACSCOC conference where they showcased BCC's successful Quality Enhancement Plan with a focus on our online and face-to-face student tutoring that occurs in The Learning Center.
- Faculty members Samuel Pickett and Paul Mills approached me in 2021 regarding a disc golf course to be built on campus for our employees, students and the community. I asked them to design the course. They worked on the design and coordinated with Jack's team with GPS renderings. We are anticipating opening the course by March 2022 and it will be located in the woods beyond the baseball field. Our maintenance team, college employees and community members with help to build the tee boxes.

- BCC is continuing its Diversity Equity and Inclusion Initiative with a Book challenge that provides a diverse selection of books to read and discuss at an event planned later in the semester. Academic Success Coach / Minority Male Mentor Marcus Faison and English instructor Elizabeth McKinley, BCC's certified equity coaches are leading this initiative.
- BCC celebrated Martin Luther King, Jr. Day with a weeklong service project to collect coats for those in need and hosted Ron Fuller, a Brunswick County resident that marched with Dr. King from Selma Alabama to Montgomery Alabama in the historic Freedom March. Onya Gardner promoted the event on WWA. The event was well attended and 100 coats were collected and will be distributed in the very near future.
- Da'Meshol Grisset, BCC's Work-Based Learning Specialist and BCC Graduate, was recently named to South Brunswick Magazine's Future 10 Young Leaders of Brunswick County.
- BCC's Kerry Cantwell, Department Chair of College Transitions and English Instructor Paul Mills represented our college in the 31st Annual Brunswick County Literacy Council Adult Spelling Bee and won first place. The winning word was floriferous which means flower bearing.
- BIP students Jill Meyer of Ocean Isle Beach and Katie Juda of Southport won the North Carolina Special Olympics State Games bocce gold medal and will be participating in the Special Olympics State Games in Orlando Florida in June 2022. Jill and Katie are one of four bocce ball players competing from North Carolina.
- North Carolina Community College President Thomas Stith is scheduled to visit BCC on February 4 at 9:30. We will provide a tour of our trades and professional technology area in the McLamb building, discuss NC3 credentials as a model for the NCCCS and myFutureNC, visit with the basketball teams to discuss the importance of athletic programs for opportunities of our students, and then visit the Greenlee lab and Incubators in Leland. We will also include lunch. You are invited to attend if you would like.
- BCC celebrated our basketball team's championship season by unveiling the new championship banners in the Dinah E. Gore Fitness and Aquatics Center gymnasium. We also dedicated the gym floor and officially named it "Walter Shaw Court."

Unfinished Business: Chair Holden asked if there was any unfinished business and there was none.

New Business: Chair Holden asked if there was any new business. **Susan Carroll stated she would like to make a motion to present a Resolution to retiring Executive Vice President Lois Smith. Trustee Sheila Grady seconded the motion. The motion was passed unanimously. President Smith will create the Resolution.**

On a motion by Sheila Grady, seconded by Ronnie Jenkins, the Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11 (a)(6) to discuss a confidential personnel matter. Motion carried.

On a motion by Ronnie Jenkins, seconded by Les Tubb, the Board of Trustees came out of closed session. This motion was approved and the Board of Trustees returned to the regular meeting.

Trustee Frank Iler made a motion to accept the amendment to President Smith's contract as discussed during closed session. Trustee Susan Carroll seconded the motion. The motion was passed unanimously.

Myong Jensen, Finance Committee Chair, made a motion stating the Finance Committee recommends that the Board of Trustees appropriate county fund balance for compensation plus longevity and fringes (social security, retirement, and hospitalization pro rata share) for Dr. Gene Smith per the August 30, 2021 Amendment of President's Employment Contract. Trustee Sheila Grady seconded the motion. The motion was passed unanimously.

As there was no further business, Chair Alan Holden made a motion to adjourn the meeting. Trustee Susan Carroll seconded the motion. The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Dr. Gene Smith, Recording Secretary