



Brunswick Community College
Board of Trustees Meeting
June 17, 2022
Minutes

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

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Friday, June 17, 2022 at 2:40 PM in the Virginia Williamson Event Center.

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

Trustee Susan Carroll provided the Invocation.

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

On a motion by Chair Alan Holden, seconded by Sheila Grady, the Board of Trustees unanimously approved the Consent Agenda. Motion carried.

Items included in the Consent Agenda for Board approval:

- June 17, 2022 Agenda
- May 19, 2022 Minutes

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

Academic & Student Affairs: Sheila Grady, ASA Liaison, presented the goals and updates discussed at their committee meeting. The next meeting of the ASA committee will be scheduled in August via Zoom.

Buildings & Grounds: Michael Norton stated that the Building and Grounds Committee met on the following:

- **Southport unfinished area** –Jack will speak with fire marshal regarding code requirements for discussion of renovation in unfinished space, as per floor plan draft.
- **Southport adjacent property-** Communicated letter received from NCDEQ regarding ground contamination from old dry cleaners solvent in an adjacent area to Southport campus property. Investigation concluded no unacceptable risks.
- **Baseball locker rooms-**BCC staff still discussing roof design. President Smith said decision would be made week of June 20, 2022.
- **Electric Vehicle (EV) chargers-** Approved proceeding with five-year commitment letter with BEMC for a grant to have two EV charger installations on BCC property. Discussed charging station license agreement, also reviewed by BCC attorney, for implementation once grant approval is made with BEMC. The estimated date of install is November 2022.
- **Public Safety building-** Will begin discussions of new building, fire training facility and driving pad.
- **Fleet costs-** Provided update on new activity van purchase cost increase from \$32,000 to \$47,000 effective with current and next fiscal year capital outlay funds.

Finance Committee: VP Sheila Galloway presented the May 2022 Financial Report. On a motion by Myong Jensen, seconded by Les Tubb, the Board of Trustees unanimously approved the May 2022 Financial Report. Motion carried.

VP Galloway stated that the 2022-2023 Continuing Budget Resolution authorizes the college to continue operations pending approval of a comprehensive budget by the college's Board of Trustees and the NCCCS. The authorization allows the administration of the college to make all necessary payments of expenses at a level not to exceed the projected state appropriation of \$12,587,529, and the county projected appropriation of \$4,529,554. The resolution is in effect until such time as the college's Trustees and the NCCCS approve a comprehensive 2022-2023 college budget.

On a motion by Myong Jensen, seconded by Les Tubb, the Board of Trustees unanimously approved the 2022-2023 Continuing Budget Resolution as presented. Motion carried.

VP Sheila Galloway presented a new fine structure for the BCC Library. **On a motion by Myong Jensen, seconded by Ronnie Jenkins, the Board of Trustees unanimously approved of a new fine structure for the BCC Library as presented. Motion carried.**

The Finance Committee recommends that the Board of Trustees approve the 2022-2023 Student Fees as presented. **On a motion by Myong Jensen, seconded by Susan Carroll, the Board of Trustees unanimously approved the 2022-2023 Student Fees as presented. Motion carried.**

The 2021-2022 appropriation for a fleet replacement for 2004 white activity van with 151,000 miles was \$35,000. We ordered a 2022 Ford Transit in July 2021, and received notification last week that Ford was no longer producing 2022 Transits. We issued a new purchase order for a 2023 Ford Transit in order to be prioritized for the 2023 models that begin production in mid-August. **On a motion by Myong Jensen, seconded by Sheila Grady, the Board of Trustees unanimously approved to appropriate the \$35,000 for the fleet replacement vehicle that was ordered and not received in 2021-2022 be approved as presented. Motion carried.**

Liaisons:

CE, EWD – No report.

Board of Education: Ellen Milligan, Liaison reported that per Mr. Steve Barger, Brunswick County Board of Education Chairman, the appointment of the new BCC Trustee in July 2022 is the only item to report at this time. Note: He did not specify a name.

OWA – Trustee Doug Terhune, OWA Liaison, encouraged everyone to buy tickets for the upcoming season of shows.

Foundation – Susan Carroll, Foundation Liaison, reminded everyone that the Foundation's 6th Annual Bella Italia is Saturday, June 25. The event will begin at 6pm at 101 Stone Chimney Place in Supply.

Legislative – Representative Iler reported last week at the NC General Assembly was the third week of what is known as the “short session.” There were many meetings on the 2022-2023 budget and several bills were voted on.

NCACCT – Trustee Sheila Grady reported that the 2022 NCACCT Leadership Seminar will be held September 7 to September 9 at Asheville Renaissance. Registration will be open later this summer. The ACCT Leadership Congress will be held October 26-29 at the New York Marriott Marquis.

Athletics – Trustee Les Tubb, stated that he received awesome feedback from the community about the baseball graduation.

President's Report:

- President Smith provided the Human Resources report.
- Cindy Sterling participated in the NCACCT sponsored Executive Assistance Conference in Wilmington to learn more about working with presidents and ways to improve liaison responsibilities with our Board of Trustees.
- President Smith traveled to Raleigh on June 8 for NCCCS Legislative Day to meet with Representative Frank Iler, Representative Charlie Miller, and Senator Bill Rabon to discuss the NCCCS Legislative priorities for the short session.
- President Smith announced a new media outreach called “Dive In” where he will be interviewing various departmental employees and students regarding their activities at BCC.

- BCC was recently awarded a Golden LEAF grant for \$200,000 to purchase equipment for the machining program to include an 8-axis CNC machine. This equipment will be used to upgrade our machining technology program and provide industry training for our local workforce.
- Greg Bland, Tim Randall, Steven Hulon, Elizabeth Wassum, and President Smith visited Precision Swiss Manufacturing at their new location in Northwest. BCC's Golden LEAF grant will support the purchase of similar manufacturing CNC lathes that will be used to train students for the manufacturing workforce.
- President Smith thanked the Board of Trustees for their continued engagement and support of the College.

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

New Business: President Smith shared that on June 6, 2022, Governor Cooper issued Executive Order No. 262 establishing Personal Observance Leave for employees of the Office of the Governor and all Cabinet agencies. The Personal Observance Leave allows eligible employees up to eight hours of fully paid leave on a single day of personal significance each calendar year. The day of personal significance may include but is not limited to days of cultural or religious importance. BCC will be developing a policy to be presented to the Board for approval.

Any other business to come before the Board: On a motion by Myong Jensen, seconded by Frank Iler, the Board of Trustees unanimously approved to go into closed session pursuant to NCGS 143-318.11(a)(6) to discuss a confidential personnel matter. Motion carried.

On a motion by Sheila Grady, seconded by Les Tubb, the Board of Trustees voted to come out of closed session and return to the regular meeting. The motion was unanimously approved.

On a motion by Myong Jensen, seconded by Frank Iler, the Board of Trustees unanimously approved the appropriation of county fund balance for Dr. Smith's employment contract. Motion carried.

On a motion by Les Tubb, seconded by Ronnie Jenkins, the Board unanimously moved to adjourn at 3:40 PM.

Respectfully submitted,

Dr. Gene Smith, Recording Secretary