



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

<p>Board Attendees: Mr. Alan Holden, Chair Mrs. Susan Carroll Mr. Scott Evans Ms. Sheila Grady Dr. Rick Hessman</p>	<p>Mr. Ronnie Jenkins Mrs. Myong Jensen Mr. Michael Norton Mr. Doug Terhune Mr. Les Tubb</p>	<p>Absent: Rep. Frank Iler</p>
<p>Others in Attendance: Recording Secretary, Dr. Gene Smith; Dr. Denise Houchen-Clagett; VP Sheila Galloway; VP Greg Bland; Dr. Kevin Lee; Rick Kline; Julia Stuart; Cindy Sterling</p>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Thursday, November 17, 2022 at 5:32 PM. The meeting started with a tour of the Learning Resources: The library and The Learning Center (TLC).

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 10 of the 11 Trustees in attendance.

On a motion by Myong Jensen, seconded by Ronnie Jenkins, the Board of Trustees unanimously approved the Consent Agenda. Motion carried.

Items included in the Consent Agenda for Board approval:

- November 17, 2022 Agenda
- October 20, 2022 Minutes
- 3.8 Future Ready Codes/Out of State Transcripts Policy
- 3.10 Resource Material Selection
- 4.6 Audit Policy
- 4.17 Career Development Service Policy
- 4.18 Intercollegiate Athletics Policy

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

SGA: Lena Devlin, SGA President, Donald Thompson (Trey) Vice President, Aubree Ryan Secretary and Andrew Jackson Public Information Officer delivered the following report.

Andrew: As the public information officer, I am excited to announce that we have published a newsletter that will be coming out monthly with SGA sponsored events. We have also begun the process of forming a social media presence on platforms such as Instagram, Facebook, and TikTok to promote events that SGA will be hosting and to encourage student activity.

Trey: Events that we have hosted include fall fling and a costume contest. On October 25th we had the annual fall fling. We had over 450 participants and students were able to participate in fair games to collect prizes and even got to enjoy free fair food such as Funnel Cake and Cotton Candy. On the 31st, was the Costume Contest, we had around 25 participants. There were some really cool costumes and plan to have this event again next Halloween.

Today we also had our second club wide meeting. We are very excited to have more club involvement here at BCC and are eager to watch these clubs grow.

Aubrey: Events that we are planning include another coffee house social on the 22nd, a club fair where our clubs promote their endeavors and recruit members, and a Holiday Celebration on the 8th. We are also currently collecting donations for our BCC food pantry which serves our students, faculty, and staff.

Academic & Student Affairs: Sheila Grady, ASA Liaison, reported the Academic & Student Affairs committee met on November 10 at 8:30 am via Zoom

The Committee acted on these items at the meeting, which you already passed during the consent agenda approval. Those actions included:

- Approval of policy removal for 3.8 Future Ready Codes/Out of State Transcripts Policy
- Approval of policy 3.10 Resource Material Selection Policy
- Approval of policy 4.6 Audit Policy
- Approval of policy 4.17 Career Development Service Policy
- Approval of policy 4.18 Intercollegiate Athletics Policy

Information Items

- Dr. Molly Curry, Dean of Health Sciences shared information about each of the programs in her division:
- **Medical Assisting** - The new diploma program started this fall. There are no entry requirements for this program. There will be five degree graduates in May. The accreditation for Medical Assisting will take place in spring 2023.
- **EMS** - Recently hosted their on-site accreditation visit for three days. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) met with faculty, staff, and administrators across the institution with extremely positive results and praise. BCC has already received their official Letter of Review, which is the first step in the accreditation process. The full accreditation site visit will take place in spring 2024. The EMS lab is fully operational and using most of the same equipment as the county EMS departments. A mock trauma day is being planned for EMS and Nursing students to participate with the county agencies. Contact Dr. Lee if you are interested in attending.

- **ADN Nursing Program** - The Accreditation Commission for Education in Nursing (ACEN) site visit went very well in September. The ACEN board will vote in spring for full accreditation. ACEN is very important in the fact that it allows our students to get jobs nationwide, not just in North Carolina. BCC had a 96% pass rate for the NCLEX for nursing students. Only one student did not pass the exam. Eighteen of the twenty-two graduates have jobs. There are two full time faculty openings in nursing. Interviews are in progress for both positions. There are currently 33 first year ADN students, with the hopes of increasing to 50 students for next year.
- **PN Nursing Program** - Practical Nursing had a 100% pass rate. All graduates have jobs.

President Smith announced that BCC is participating with four other colleges in NC Reconnect. This will be an outreach to adult learners ages 25-44 that have attended BCC in the past, but did not earn a certificate or certification. President Smith also noted there will not be a Finance Committee presentation at the upcoming Board of Trustees meeting, and the new CFO, Mr. Bill Allen, is completing his 30-day notice with his current employer before joining BCC.

The next meeting of the ASA Committee will be scheduled for January 2023.

Buildings & Grounds: Michael Norton stated that the Buildings and Grounds Committee met on Monday, November 14 at noon.

- **OWA Sprinklers-** 3rd floor Mechanical rooms- Consultant found meets fire code and no further fire protection is required
- **Building E Re-Roof** – Recommend accepting low bid \$133,245. Capital outlay funds requested were \$124,000. Will reallocate funds planned for College Rd. asphalt repairs. **On a motion by Michael Norton, seconded by Doug Terhune, the Board of Trustees unanimously approved the recommendation of accepting the low bid of \$133,245. Capital outlay funds requested were \$124,000. (Funds reallocated from asphalt repairs) Motion carried.**
- **Baseball Locker Rooms-** \$275,000 budget. Low bid \$476,132. Discussion tabled until next committee meeting.
- **Fire Tower / Driving Pad-** Discussed available property with County manager. BCC plans to obtain wetlands delineation.
- **EV Charging Stations-** Per Brunswick Electric, NCDEQ did not award project funding because BCC receives state funding and is considered a government entity. Project for 2 EV charging stations is now on hold.
- **Southport unfinished space** - Metal Sculpture/ Knife making - Recommend institutional funds for \$ 14,900 designer fee. BCC could not commit physical renovations for use of SCIF funds. **On a motion by Michael Norton, seconded by Les Tubb, the Board of Trustees unanimously approved the recommendation of institutional funds for \$ 14,900 designer fee. (For Southport metal sculpture/ knife making) Motion carried.**

Finance Committee: There was no finance report. President Smith introduced Santresa Culpepper, Interim Chief Financial Officer. Bill Allen, Vice President of Budget and Finance/Chief Financial Officer will begin work on December 5.

Liaisons:

CE, EWD: Ronnie Jenkins, Liaison, delivered the following report:

	Fall 2022	Fall 2021
FTE Occupational Extension	187	168 (Final)
FTE Basic Skills	55	75 (Final)

*5 Weeks Left In This Semester. FTE will continue to increase through December 30th.

Workforce Development

- 253 Occupational Extension Courses Offered
- 15 Enrolled In General Contractor Preparation Course
- 18 Enrolled In HVAC Program
- 52 Enrolled In Notary
- 13 Enrolled In Machine Technology

Emergency Services Training (EMS, Fire, In-Service Law Enforcement)

- 120 Courses Offered
- Enrollment Of 30 Students or More:
- Intergrated Response To Attack / Active Shooter (67 Students)
- Cardiology For Emergency Responders (63 Students)
- Basic Life Support Shock & Trauma (69 Students)
- Fire Prevention Techniques (37 Students)
- Emergency Drill Operations (31 Students)
- Fundamentals Of Immunology (47 Students)
- Protocols For Stuctural Fire (32 Students)
- Mental Health For First Responders (30 Studens)

Southport Center Heritage Arts

- 52 Courses ; 485 Registrations
- 17 Pottery Courses With Over 100 Students Enrolled
- 4 Woodturning Courses With 33 Students Enrolled
- 3 Music Courses With 34 Enrolled
- History Of Brunswick County Has 14 Enrolled
- 8 Glass Courses With 70 Students Enrollented

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

- The GEAR program has assisted 19 graduates since July 1.

Self-Supporting

- 76 Students Enrolled In Basic Motorcycle Rider Program

Community Outreach

- Our director of multicultural programs, Marilyn Graham, presented BCC programs to the Mexican Consulate and representatives from Guatemala. This occurred in Raleigh on October 28th.
- Our GEAR director, DeRee Jackson, presented BCC programs at the NC Works Center Nov 14-17.
- Our Small Business Center Director, April Scott, coordinated the Women Empowerment Summit on November 14-16. A total of 34 women registered for the event.

Customized Training Program

The program has offered the following courses thus far this semester :

- Fundamentals of Leadership – PACON
- CNC Programming- CBD & Blair / HSM
- Project Management- Feller
- CPR- Precision Swiss and PACON
- Accident Responders- Precision Swiss
- Yellow Belt- PACON
- Value Stream Mapping – Blair/HSM
- Emergency Evacuation- Precision Swiss Products
- Crane & Hoist – Victaulic
- Teamwork & Collaboration – PACON
- Crown Lift Training- Microsolv
- Hyster Lift Truck Training – Source One
- Control of Hazardous Energy – Precision Swiss Products

Board of Education: Dr. Rick Hessman, Liaison, reported:

- North Brunswick High School Addition - Contracts have been fully executed by the designer, the construction manager at risk, and the County of Brunswick. The site plan and schematic drawings have been completed and sent to the North Carolina Department of Public Instruction (NCDPI) for review and comment. The schematic design estimate has been generated and will be reviewed November 18th. Design Development drawings are scheduled for completion the first week of January. Occupancy of the new addition is scheduled for August 2024.
- Town Creek Elementary Addition - Contracts have been fully executed by the designer, the construction manager at risk, and the County of Brunswick. A preliminary conceptual design showing the addition between and “connecting” (code issues may not allow a “hard” connection) the elementary and middle schools has been approved by the District. Preliminary discussions regarding the concept have been conducted with NCDPI. A design meeting will be held November 17 to further define and finalize the schematic design allowing for the Design Development phase to begin. Occupancy of the new addition is scheduled for August 2024.

OWA – Trustee Doug Terhune, OWA Liaison, delivered the following report:

- The Petty Fever: Award-Winning Tom Petty Tribute performance on November 8 had a great and enthusiastic crowd with over 400 in attendance.
- Starbright Youth Theatre presents Frozen Jr this weekend – November 18 – 20 with four shows to choose from.
- Next show is What A Wonderful World – Christmas with Louis & Ella on December 9 at 7pm.
This show is sponsored by Carolina Plantations – Doug Terhune.
- Title and Corporate Sponsorships still available.
Odell Williamson Auditorium 2022-23 Performing Arts Subscription Season
 - “What A Wonderful World” Christmas Celebration w/ Louis Armstrong & Ella Fitzgerald December 9, 2022
 - Face 2 Face: Tribute to Billy Joel and Elton John January 20, 2023
 - Superstar – Carpenters Reimagined February 16, 2023
 - Hotel California – The Original Tribute to the Eagles March 7, 2023
 - Rave On! Buddy Holly Experience March 28, 2023
- The Odell Williamson Auditorium is still in need of a new Technical Manager. We do currently have 2 applications awaiting interviews.

Foundation – Susan Carroll, Foundation Liaison, asked President Smith to introduce Rick Kline, Executive Director of the Foundation. Rick delivered the following report:

- Interviews are being conducted for Coordinator for Community and Donor Relations. Four interviews to be completed by November 22.
- Interviews are being conducted for Coordinator for Financial Operations and Donor Database Management. Three interviews to be completed by November 22.
- BCC Foundation Executive Committee met on campus on November 8. The meeting was to meet Rick and finalize Bella Italia date and start planning.
- BCC Foundation Resource Development Committee met via Zoom on November 10. The meeting was to start Bella Italia planning, and the venue selection.
- Eight new Emergency Scholarship Applications received for Spring 2023. The applications are currently being reviewed.
- President Smith introduced Rick to Student Ambassadors on October 24.
- Fundraising / Donor Relations Activities
 - November 1: President Smith & Rick held a stewardship meeting with scholarship donor.
 - November 2: ORCA meeting at BEMC: The Impact of Growth on Brunswick County.
 - November 9: MOAA check presentation at Virginia Williamson Events Center.
 - November 16: Multi-Chamber Business Networking Event at OWA.
- Once new hires are in place, Rick’s intent is to spend more time out in the community meeting with current and potential donors (both individuals and businesses).

Legislative – No report.

NCACCT – Trustee Sheila Grady announced the upcoming seminars:

- **2023 ACCT National Legislative Summit** - Monday, February 5 – Wednesday, February 8 Washington DC, Marriott Marquis
- **2023 NCACCT Law-Legislative Seminar** - Wednesday, March 29 – Friday, March 31 Raleigh, Marriott City Center

Athletics – Les Tubb, Athletics Liaison, shared that the baseball team unloaded trucks for Brunswick Assistance. The basketballs teams season is in full swing. December 16 is the Holiday Classic. The schedules can be found on the website.

President’s Report:

- President Smith provided the Human Resources Update.
- President Smith provided the following updates:
- NCCCS State Board is in selecting the search firm for the next system President.
- BCC hosted an Employee Appreciation Luncheon on October 24 and sponsored by Myong Jensen. The employees were very thankful for the gathering.
- BCC was recently selected by the John M Belk Foundation to join Cohort 3 of NC Reconnect. This initiative will assist BCC in recruiting, retaining, and graduating adult learners that have started college but did not complete.
- BCC hosted a Veteran’s Day Luncheon for all veteran employees and students.
- On November 3, BCC hosted the Brunswick Community College Intercultural Festival on October 3 and 5 in partnership with the Brunswick Arts Council.
- On November 8, Dr. Smith attended the Belk Center’s Dallas Herring Lecture where a guest speaker provided perspective on assisting all students to achieving their goals. In addition, the John M. Belk Foundation announced a \$25,000,000 donation to the Belk Center.
- On Monday, November 21, BCC will host Dr. Bill Carver, Lisa Estep (State Board), Senator Michael Lee (New Hanover), Dr. Kim Gold, Alex Fagg visit BCC to learn more about out BIP Program. This past year, BCC received \$40,000 grant to provide input on best practices for colleges with programs for intellectually or developmentally disabled programs. BCC is projected to \$80,000 this year to continue this project.
- Dr. Smith presented the second edition of BCC’s “Dive In” video.
- The BCC Small Business Seminar hosted over 25 women at the Womenpreneur Empowerment Summit. BCC’s Small Business Center Director, April Scott, and other guest speakers assisted entrepreneurs in starting or improving their businesses.
- A SACSCOC leadership team is scheduled to travel to the 2022 SACSCOC Annual Meeting in Atlanta on December 3-6.
- President Smith informed the Board of the following events:
- December 9 - BOT Holiday Party at 6:00 in the Virginia Williamson Event Center.
- December 12 - BCC Holiday Luncheon in the Virginia Williamson Event Center.
- March 29, 2023 - NCCCS will host Community College Day on March 29 in conjunction with the North Carolina Association of Community College Trustees on March 29-31 in Raleigh.
- President Smith thanked the Board of Trustees for their continued support of the College.

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 and there was none.

Any other business to come before the Board: On a motion by Dr. Rick Hessman, seconded by Les Tubb, 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 Doug Terhune, seconded by Ronnie Jenkins, the Board of Trustees voted to come out of closed session and return to the regular meeting. Motion carried.

On a motion by Doug Terhune, seconded by Sheila Grady, the Board of Trustees unanimously approved 25 hour employees for a pro-rated Performance Bonus. Motion carried.

On a motion by Les Tubb, seconded by Myong Jensen, the Board unanimously moved to adjourn at 7:27 PM.

Respectfully submitted,

Dr. Gene Smith, Recording Secretary