



BRUNSWICK

COMMUNITY COLLEGE

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

Board Attendees: Mr. Alan Holden, Chair Mrs. Susan Carroll Mr. Scott Evans Ms. Sheila Grady Dr. Rick Hessman	Rep. Frank Iler Mr. Ronnie Jenkins Mrs. Myong Jensen 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; Dr. Kevin Lee; Rick Kline; Julia Stuart; Cindy Sterling		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Thursday, October 20, 2022 at 5:35 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 11 of the 11 Trustees in attendance.

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

Items included in the Consent Agenda for Board approval:

- October 20, 2022 Agenda
- September 15, 2022 Minutes
- 2.3.1 Employee Pay Policy
- 2.3.2 Salary Increase for Earned Educational Degree
- 7.1 Loan of AV Equipment Policy
- 7.7 Enterprise Systems Policy

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

SGA: Lena Devlin, SGA President reintroduced herself and provided the following report:

SGA recently hosted a Coffee House Social where students can socialize and show off their talents. This event was held on October 11, 2022 and had 55 participants.

Upcoming events include Fall Fest on the October 25 from 11-2pm and a Fall Costume Contest on October 31.

SGA hosted the first club wide meeting today. We are very excited to have more club involvement here at BCC and are eager to watch the clubs grow.

Academic & Student Affairs: Sheila Grady, ASA Liaison, reported the Academic & Student Affairs committee met on October 13 at 8:30 am via Zoom

The Committee acted on four items at the meeting and passed these items during the consent agenda approval. Those actions included:

- Approval of policy 2.3.1 Employee Pay Policy
 - Approval of policy 2.3.2 Salary Increase for Earned Educational Degree Policy
 - Approval of policy removal for 7.1 Loan of AV Equipment Policy
 - Approval of policy 7.7 Enterprise Systems Policy
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- Dr. Denise Houchin-Clagett. shared information about curriculum enrollment and FTE data. In both cases BCC is doing well and running ahead of the numbers posted from previous years.
 - Greg Bland shared information about CE&EWD enrollment. Public Safety class enrollments have declined slightly, but enrollment for trades and service occupations continues to grow at a steady rate.
 - The next Meeting of the ASA Committee was scheduled for Thursday, November 10, 2022 at 8:30 am by Zoom.
 - President Smith informed the committee that the combined meeting of the Board of Trustees and the Board of Education has been postponed until November. In addition, President Smith communicated that BCC hired a new Director of the Foundation, Mr. Rick Kline, who will start on Monday, Oct. 17, 2022.

Buildings & Grounds: Michael Norton stated that the Buildings and Grounds Committee met on Monday, October 12, at 12:00 p.m. in the main campus boardroom. The committee discussed updates and recommendations on the following:

- E Building - New roof bids are due October 19, 2022
- Baseball Locker Rooms- Bids are due October 26, 2022
- Public Safety Building – NCCCS form 3-1 approval request was submitted on October 10, 2022
- Burn Tower / Driving Pad – requires additional discussions with County in regards to available land parcel
- Multi-purpose Field- discussed main campus proposed location and possibility of sharing with County recreation
- Southport Unfinished Space – New 10' x 16' concrete pad at the east of unfinished building section, pending install week of October 17, 2022. Metal sculpting class will use the pad until design / potential remodel can be completed inside.
- OWA Mechanical Rooms - Fire inspection vendor noted possible deficiency on incomplete fire sprinkler piping from year built 1993. Fire marshal recommended engineer review and make recommendation.
- Hired engineering consultant to complete a code compliance review at the cost of \$3,600.

- NCCCS 3-1 form submittal for SCIF funding for the following projects that need board approval:
 1. Jensen Building Restroom Renovations (vanities, partitions, ADA faucets) - \$29,960
 2. Welding Expansion (electrical work and new walkway opening) - \$115,435
 3. Administration Building Testing Area (renovating information highway room and adjacent spaces for testing) - \$8,800
 4. Southport Center Renovations (feasibility study) - \$14,900

On a motion by Myong Jensen, seconded by Sheila Grady, the Board of Trustees unanimously approved the Jensen Building Restroom Renovations, Welding Expansion, Administration Building Testing Area and the Southport Center Renovations. Motion carried.

- McLamb building welding expansion at a cost of \$115,435.
- Building a, 2nd floor Library- Testing center renovation at a cost of \$8,800.

Finance Committee: VP Sheila Galloway presented the September 2022 Financial Reports. On a motion by Myong Jensen, seconded by Sheila Grady, the Board of Trustees unanimously approved the September 2022 Financial Reports. Motion carried.

Liaisons:

CE, EWD: Ronnie Jenkins, Liaison stated there was nothing to report.

Board of Education: Dr. Rick Hessman, Liaison had no report.

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

- The Beatles performance on October 8 had a great beginning crowd with over 600 in attendance.
- The Forever Motown packed a lively bunch on October 18 with almost 500 in attendance.
- Next show is Petty Fever: Award-winning Tom Petty Tribute on November 8 at 7pm.
- Title and Corporate Sponsorships still available.
- Odell Williamson Auditorium 2022-23 Performing Arts Subscription Season
 - Petty Fever: Tom Petty Tribute November 8, 2022
 - “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
- Brunswick Community College Intercultural Festival is November 3 and 5.
 - Brunswick County Schools will have over 1.400 elementary students in attendance of the Sugar Skull: Dia de Muertos performance on November 3 at 10am. A free community performance at 6pm.
 - The festival portion will then take place on November 5 from 11am – 4pm. Free event and main headliner, Ron Daise, will take the stage at 3pm.

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

Legislative – Representative Iler reported there has been no session since July. He encouraged everyone to vote.

NCACCT – Trustee Sheila Grady announced the new Parliamentary Procedures for Community College Trustees, an ACCT member-exclusive webinar, on November 18, 2022 at 1:00 p.m. She is going to forward the information to Cindy to send out to the Board of Trustees.

Athletics – Les Tubb, Athletics Liaison said baseball and softball seasons are winding down. Basketball season is gearing up. Raffle tickets for the annual fundraiser will be going on sale next week.

President's Report:

- President Smith provided the Human Resources Update.
- President Smith provided the following updates:
- The fall 2022 curriculum enrollment is currently 1,749 students 669 FTE compared with fall 2021 with 1,691 students and 661 FTE
 - 33% of total enrollment is dual enrollment (581 CCP, Early College High School)
 - 80% of all curriculum students are from Brunswick County (1,381)
 - 65.6% of students are enrolled in College Transfers (1,121) and 65.6% or 587 students are enrolled in Professional and Technical programs
 - 60.5% or 690 students are enrolled full-time and 39.5% or 1,059 are enrolled part-time.
- The American Welding Society (AWS) visited BCC to recognize the college's work in welding education and celebrate the \$25,000 grant provided to purchase additional welding machines.
- BCC founded its chapter of the American Association of Women in Community Colleges (AAWCC). Lisa Fields, Department Chair for Business and Service and Director of Criminal Justice and Public Safety Administration is serving as chapter president and Cindy Sterling is serving as the secretary.
- EdNC visited BCC to learn more about our many programs and economic development partnerships. The article regarding BCC's Early Childhood program can be found in one of the most recent newsletters.
- The BCC nursing department recently hosted Accreditation Commission for Education in Nursing (ACEN) for a site visit in effort to become nationally certified. We will receive notification of their decision in 2023.
- The Fall ADN Cohort Pinning was conducted in the Odell Williamson Auditorium. The graduates of the (COVID Cohort) are currently taking the licensure exam. All ten that have taken the exam have passed.
- The BLET program held its graduation ceremonies on October 5 for BCC's 67th BLET class. All graduates had jobs at the graduation.
- The NCCCS hosted its System Conference in Raleigh last week. BCC had 15 faculty and staff attend with five employees provide three presentations.
- BCC hosted over 30 high school students for Manufacturing Day with an industry tours of Precision Swiss Products and Tri-Tech Forensics. The day's activities included partners Blair-HSM, Brunswick County Schools and NC Works.

- BCC recently conducted its Manicurist graduation ceremony.
- BCC has submitted the Golden LEAF Community Based Grant Initiative grant. The grant was written and coordinated by Greg Bland. This was the only grant chosen by the County Commissioners for submission and is requesting \$1,500,000 for equipment for the public safety and fire-training village we are in the process of beginning.
- The OWA Season began last Saturday with the Beatles: The Return and continued this Tuesday, October 18 with Forever Motown – A Tribute to the Music of Motown. The series continues on November 8 with Petty Fever - Tom Petty Tribute.
- BCC will host Employee Appreciation Luncheon on October 24 at 11:30 Douglas Terhune Center. This event is sponsored by Myong and Paul Jensen.
- On November 3, BCC will kick off the Intercultural Festival with Sugar Skull for BCS student only performance and another performance at 6:00 open to the public. We will host the Festival on Saturday from 11-4 with performing artists from seven countries, interactive cultural and art displays, children's activities, a Parade of Nations, an International Village, food trucks, etc. Ron Daise of is the headlining entertainer to sing and perform selections regarding the Gullah Geechee heritage at 3:00p.m.
- BCC's Small Business Center will host Womenpreneur Empowerment Summit on November 14-16 with keynote speakers, panel discussions, and breakout sessions to provide information for individuals thinking about starting a business.
- 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: Trustee Doug Terhune thanked Julia Stuart, Director of Public Relations & Marketing on awesome billboards.

President Smith asked the Board to consider approving a one-time performance-based bonus for employees.

The Board approved a one-time performance-based bonus for 2022 for employees that meet the following criteria:

- Full-time, permanent employees shall receive a \$1,500 performance-based bonus, payable during the month of November 2022. The performance-based bonus for 30-hour employees will be a pro-rata bonus of \$1,125 (75% of full-time bonus).
- To be eligible for the performance-based bonus, an employee must have been employed by the College on June 30, 2022 in a permanent full-time or 30-hour position, and must still have been employed on October 31, 2022.

This bonus was requested and approved based on the Performance Funding that our team earned for the 2021-2022 academic year. It will not be subject to retirement, and will be included in the November 30, 2022 payroll.

On a motion by Les Tubb, seconded by Ronnie Jenkins, the Board unanimously moved to approve a \$1,500 performance-based bonus which will be included in the November 30, 2022 payroll. Motion carried.

In order to be equitable to county employees, we will provide the same performance-based bonuses to county paid employees that we are giving to state paid employees. The bonus will be paid from their respective accounts, and funded using college-held county fund balance appropriation. The total bonus amount from this fund source is \$46,932.00. VP Galloway recommends we appropriate county fund balance of \$46,932.00 for county-funded employee performance-based bonuses. **On a motion by Doug Terhune, seconded by Susan Carroll, the board recommends we appropriate county fund balance of \$46,932.00 for county-funded employee performance-based bonuses. Motion carried.**

Other Business: The January 19, 2023 board meeting will be held at Precision Swiss Products in Leland. It will be a joint meeting with the Commissioners.

On a motion by Frank Iler, seconded by Susan Carroll, the Board unanimously moved to adjourn at 7:14 PM.

Respectfully submitted,

Dr. Gene Smith, Recording Secretary