



Brunswick Community College  
Board of Trustees Meeting  
February 16, 2023  
Minutes

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

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Thursday, February 16, 2023 at 5:34PM.

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

Trustee Myong Jensen provided the Invocation.

Chairman Alan Holden announced the presence of a quorum, with 12 of the 12 Trustees in attendance.

**On a motion by Rep. Frank Iler, seconded by Ronnie Jenkins, the Board of Trustees unanimously approved the Consent Agenda. Motion carried.**

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

- February 16, 2023 Agenda
- January 19, 2023 Minutes
- Elementary Education Residency Licensure Certificate
- Amended Start Date for Academic Year 2023-2024 (Numbered Memo CC22-049)
- 2.1.2 Veterans Preference Policy
- 3.2 Faculty Duties Policy
- 3.3 Academic Freedom Policy
- 5.2 Conflict of Interest Policy
- 5.3 Investment Policy
- 5.8 Vending Machines Policy

**SGA:** Donald Thompson (Trey), Vice President of our SGA Executive Team gave the report on student activity and involvement at BCC the last few months.

Starting off in December 8th, SGA hosted a holiday party for students. During this event there were holiday hits and pop karaoke and a gingerbread house building competition. We are proud to announce this was one of our best attended events and we plan to have karaoke again in the future.

Then returning from winter break, we also assisted in the Martin Luther King Day personal care drive. We collected many items from faculty and students to share with those in need.

On January 31, 2023, the SGA held the our campus wide SGA meeting. The SGA is experiencing more involvement on campus, including active participation in four campus clubs and the formation of two new clubs including Save the Sharks and Psychology Club.

Last but not least SGA hosted a Coffee House Social / Valentine's Day Celebration this past Tuesday in the Dolphin Cove. This was the largest attended coffee house social with over 100 participants. Students enjoyed coffee, music, and socialized at this event.

The SGA is planning many more activities this spring and is excited to share these with the Board of Trustees in the future.

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

**Academic & Student Affairs:** Sheila Grady, ASA Liaison, reported the Academic & Student Affairs committee met on February 9 via Zoom.

- The Committee acted on eight items at the meeting and passed these items during the consent agenda approval.
- Dr. Denise Houchen-Clagett provided an update for curriculum programs:
  - For fall 2022, there were 1,725 unduplicated curriculum students enrolled with an FTE of 691. There were 664 returning students and 288 freshman students. Early College High School and Career and College Promise made up 33.3% of the total fall curriculum student headcount. Financial aid was awarded to 70% of fall curriculum students.
  - For spring 2023, there were 1,589 curriculum students and an FTE of 644 as of January 23. The youngest curriculum student is 14 years old and the oldest is 72 years old. Financial aid was awarded to 97% of curriculum students.
- VP Greg Bland provided an update for CEWD programs:
  - There were 4,294 registrations for CE&EWD for fall 2022 and 2,199 students. The youngest student was 16 years old and the oldest was 82 years old. Occupational Extension FTE was 187 and GEAR/BIP FTE was 80. Both numbers were up compared to fall 2021. There were 222 scholarships awarded for fall 2022. There were 17 customized training courses with an enrollment of 182.
  - For spring 2023 so far, the occupational extension FTE is 159. Customized training has offered 18 courses and the Southport Center has served 472 students. Beauty and wellness programs are leading in FTE. There are 19 EMS courses being offered as well as 20 healthcare courses. The Basic Rider Motorcycle Training has 37 students.

The next Meeting of the ASA Committee will be scheduled for March 2023.

**Buildings & Grounds:** Michael Norton stated that the Buildings and Grounds Committee met Tuesday, February 14, at 12:00 p.m. in the main campus boardroom. The Committee discussed updates and recommendations on the following:

- **Building E Roof** - 80% complete as of February 14, 2023.
- **Public Safety Building** – Michael asked the board to consider approving a \$90,500 fee for Sawyer Sherwood and Associates for Advance Planning Stage design as required by NC State statute and State Construction office. **On a motion by Doug Terhune seconded by Myong Jensen, the Board of Trustees unanimously approved the \$90,500 fee for Sawyer Sherwood and Associates for Advance Planning Stage design as required by NC State statute and State Construction office. Motion carried.**
- **WFDC Restroom Renovations** - Scheduled to start February 20 (prior approved SCIF funds).
- **McLamb Building Welding Expansion** - New electrical in progress. New welding booths on order. Estimated completion is 90 days.
- **ATMC / FOCUS** - Possible relocation of ATM has not yet been decided by SECU.
- **Building L, Fitness and Aquatic Center** - Main hallway paint 70% complete. Estimated completion is February 17, 2023.
- **Fire Tower / Drive Pad** - waiting on county decision for alternate parcel due to wetlands concerns.
- **Southport Gym** – Michael asked the board to consider amending 3-1 for additional \$2,300 in state funds to close out the gym demolition project from year 2017. **On a motion by Doug Terhune, seconded by Susan Carroll, the Board of Trustees unanimously approved amending 3-1 for additional \$2,300 in state funds to close out the gym demolition project from year 2017. Motion carried.**

**Finance Committee:** VP Bill Allen presented the January 2023 Financial Report. **Trustee Myong Jensen made a motion to approve the January 2023 Financial Report. Trustee Ronnie Jenkins seconded the motion. The motion carried.**

VP Allen asked if any of the board members were interested in serving on the Investment Committee, along with members of the Finance Committee, Myong Jensen, Scott Evans and Zach Hewett. As there was no other interest, **Trustee Michael Norton made a motion to approve Investment Committee members, Myong Jensen, Scott Evans and Zach Hewett. Trustee Sheila Grady seconded the motion. The motion carried.**

#### **President's Report:**

President Smith introduced Latoya Young, Director of Human Resources, to provide the Human Resources Update.

President Smith provided the following updates:

- The NCCCS Compliance Office provided the Final Compliance Review Finding conducted for 2022-2023. A minimal material finding letter and coaching letter was shared with the Board of Trustees.
- On February 1, Joe and Moe Stanley delivered a donation of \$56,043 to the Men's Basketball Program. The Stanley brothers solicited members of our community to provide the gift for a second year. In 2022, they delivered a donation of \$40,000.

- The Golden Leaf Foundation announced on Friday, February 3, 2023, an award of \$1 million to Brunswick Community College for use in purchasing training equipment in support of a new public safety training facility and burn village. This equipment will be used to train at least 153 new emergency responders within three years. The award is one of 13 community-based grants selected by the Foundation and part of a larger \$12.8 million in funding in support of the Foundation's Open Grants and Flood Mitigation Programs.
- The State Board of Community Colleges approved the allocation of \$5,200,000 to community colleges for the High-Cost Workforce Start-Up Fund Program to support the start-up of Tier 1A and Tier 1B workforce programs offered at NC community colleges. Forty three applications were submitted and 14 colleges were approved. BCC will be receiving \$424,850 for a dental assisting program in collaboration with East Carolina University School of Dental Medicine Community Service Learning Center. The plans are for the program to begin in fall 2023.
- On February 8, President Smith visited with representatives in the General Assembly to discuss the NCCCS Legislative Agenda of increasing salaries by 3.5% and funding community colleges at a rate of 66% compared to universities in the North Carolina system. He also discussed other needs specifically for Brunswick Community College.
- As of today, Workforce Development has offered 238 courses this semester. FTE generated is 165. Growth will continue for the next 13 weeks. Our fastest growing workforce area is Beauty & Wellness Licensure Programs.
- BCC's Workforce Development training continues to have a strong community presence. BCC is serving students on campus and beyond our traditional classrooms. For example, leadership training is occurring at Shallotte Electric with eight managers enrolled. Leadership training topics includes: communication, emotional intelligence, adapting to change, problem solving, transition from peer to supervisor, efficient meetings/goal setting
- Forklift and Microsoft Office training is occurring at Green For Life (Bolivia). This training served ten employees.
- Steve Hulon, BCC's Director of Customized Training has secured customized training projects at the following locations in Brunswick County:
  - Microsolv Technology Corporation (Leland)
  - Precision Swiss Products (Northwest)
  - Pacon (Leland)
  - Amyris (Leland)
  - Coating & Adhesives (Leland)
  - Victualic (Leland)
- Special funding for 3 year Customized Training Projects have been secured for the following:
  - Blair / HSM
  - Pacon
  - Precision SwissBCC submitted a forth project request today for Flow Science.
- On March 8<sup>th</sup> and 9<sup>th</sup>, BCC's One Stop Team will be providing Career and College Promise information sessions at the Odell Williamson Event Center. The team also intends to visit the high schools with similar information.
- The letter of appreciation from the Board of Trustees was presented to Dr. Jerry Oates on Tuesday of this week. Dr. Smith read the letter to the Board.
- Dr. Smith reminded Board of Trustees members of Community College Day in Raleigh on March 29 and several are planning to attend the NCCCAT Law Seminar on March 29-31.

- Upcoming Events:
  - Student Awards Ceremony April 18
  - BIP Dance April 21
  - BLET Graduation April 27
  - Retirement Celebration May 2
  - ADN LPN MA Pinning Ceremony May 11
  - Graduation May 12 (3:00p.m.)
  - BOT Retreat June 16
- 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:** Chair Holden asked if there was any other business and there was none.

**On a motion by Michael Norton, seconded by Myong Jensen, 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 Myong Jensen, the Board of Trustees voted to come out of closed session and return to the regular meeting. Motion carried.**

**On a motion by Myong Jensen, seconded by Scott Evans, the Board of Trustees unanimously approved the confidential personnel matter discussed during closed session. Motion carried.**

**On a motion by Ronnie Jenkins, seconded by Myong Jensen, the Board unanimously moved to adjourn at 6:20 PM.**

Respectfully submitted,

Dr. Gene Smith, Recording Secretary