



Brunswick Community College
Board of Trustees Meeting
August 17, 2023
Minutes

<p>Board Attendees: Mr. Alan Holden, Chair Mrs. Susan Carroll Mr. Scott Evans Ms. Sheila Grady Dr. Rick Hessman (phone)</p>	<p>Rep. Frank Iler Mr. Ronnie Jenkins Mrs. Myong Jensen Mr. Les Tubb Zack Hewett</p>	<p>Absent: Mr. Michael Norton Mr. Doug Terhune</p>
<p>Others in Attendance: 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; Latoya Young; Michael Paul, Media, Cindy Sterling</p>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Thursday, August 17, 2023 at 5:35 PM.

Ms. Cindy Sterling read the Ethics Statement. Chair Holden asked if anyone had conflicts. There were no conflicts of interest.

Trustee Sheila Grady provided the Invocation.

Chairman Alan Holden administered the oath of office to Mr. Scott Evans, reappointed Trustee by County Commissioners and Mr. Ronnie Jenkins, reappointed Trustee by the Governor’s Office. Representative Frank Iler, reappointed by the Board of Education, was sworn in by J. Calvin Chandler, District Court Judge, 13th Judicial District.

Chairman Alan Holden announced the presence of a quorum, with 10 of the 12 Trustees in attendance.

On a motion by Representative Frank Iler, seconded by Susan Carroll, the Board of Trustees unanimously approved the Consent Agenda. Motion carried.

Items included in the Consent Agenda for Board approval:

- August 17, 2023 Agenda
- June 16, 2023 Minutes
- BCC/BCS CCP MOU 2023-2026
- BCC/BCS ECHS MOU 2023-2026
- BCC/BCS Transportation MOU 2023-2026
- 1.13 Continuing Education Visitation Policy
- 4.11 Student Records and Privacy Policy

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

Academic & Student Affairs: Sheila Grady, ASA Liaison, reported the committee met during the June Retreat and approved 1.13 Continuing Education Visitation Policy and 4.11 Student Records and Privacy Policy, which was just approved under the Consent Agenda. The next ASA Committee meeting is scheduled for September 14 at 8:30 a.m. via Zoom.

Building & Grounds: Jack Luciano stated that the Buildings and Grounds Committee met on Tuesday, August 15 and have the following items to report:

- **BETC-** Supply Baptist Church Special Planning Committee has continued to express interest in purchasing our property.
- **Public Safety Building**– Jack asked for approval of Sawyer, Sherwood design contract for \$1,077,307. **Colonel Les Tubb made a motion for the approval of Sawyer, Sherwood design contract for \$1,077,307. Trustee Sheila Grady seconded the motion. The motion carried.**
- **Southport Center**– Jack asked for a motion, to procure a \$3,500 survey, needed prior to the building permit application, as requested by the city of Southport, for a proposed \$200,000, 1530 square foot metal building to house metal sculpture and knife making. **Trustee Myong Jensen, made a motion for the approval to procure a \$3,500 survey needed prior to the building permit application, as requested by the city of Southport, for a proposed \$200,000, 1530 square foot metal building to house metal sculpture and knife making. Trustee Ronnie Jenkins seconded the motion. The motion carried.**
- **McLamb Building-** The welding expansion project is completed, and pending final county inspection. Machine shop electrical upgrade project has begun, with an estimated completion of September 2023.
- **Jensen WFDC Building** – HVAC electrical expansion completed.
- **Classroom B123** – Room renovations pending for new driving simulator – electrical, flooring, doorway- \$12,031
- **Fire Tower/ Drive Pad** – County Planning Department approved text amendment zoning to allow First Responders Training Center to be constructed on parcel on other side of Highway 17. County Commissioners pending approval at their September meeting.
- **Performance Contract** - Year 6 reconciliation - Brady Trane shortfall of \$20,595, of which \$10,652 is to be reimbursed to BCC. We are responsible for \$9,942.
- **Sports and Aquatics Complex-** Gators swim team has continued interest in a 70 inch electronic scoreboard installed on the rear wall of the pool area, for advertising, and informational displays.

Finance Committee: VP Bill Allen presented the June and July 2023 Financial Reports. **Trustee Myong Jensen made a motion to approve the June Financial Report. Trustee Scott Evans seconded the motion. The motion carried. Trustee Myong Jensen made a motion to approve the July Financial Report. Trustee Ronnie Jenkins seconded the motion. The motion carried.**

Human Resources Report:

Latoya Young, Director of Human Resources, provided the June and July Human Resources report.

President's Report:

President Smith provided the following updates:

Enrollment for Fall semester is 1,846, up from 1,735 from Fall 2022.

- Fall enrollment
 - Enrollment (August 15)
 - 1,846 students
 - 6% increase over last Fall
 - 7% increase in returning students
 - 36% of enrollment is derived from CCP/ECHS – a 3%+ increase over last year
 - 6,010 class seats
 - 9% increase over last Fall
 - 771.84 Estimated CU FTE
 - 11% increase over last Fall
 - Will be slightly reduced by No-Shows
- NC Reconnect
 - Vision Point Marketing provided 124 Leads
 - Inside track connected with 135 Stop-Out students
 - We enrolled 56 of these students (36 CU and 20 CEWD students)
- BCC added the Emergency and Fire Management pathway for an Associate Degree in Public Safety Administration.
- Dr. Smith and Greg Bland attended the Southeastern Economic Development Commission Meeting to discuss state of economy in Southeastern NC.
- Dr. Smith and Dr. Lee visited UNC Pembroke with Superintendent Col. Les Tubb regarding our MOU and possible opportunities in the future. BCC is working to update these agreements and will have a signing as soon as the paperwork is complete.
- BCC's 2023 Associate Degree Nursing Class achieved a 100 percent pass rate on the National Council Licensure Exam for Registered Nurses, better known as the NCLEX-RN.
- At the most recent Electrical Line workers' graduation, students were presented with 16 industry recognized certification and CDL permit they earned as part of their pre-apprentice program. All graduates gained employment with Lee Electric.
- In Southport, BCC installed a concrete pad paid for by a donation by Donna Mandell. This space also has picnic tables and hosted a kid's art camp. The outdoor learning space is called Creative Cove.
- Dr. Smith drove the Mobile Enrollment and Certification Vehicle in the July 4 Parade Southport.
- Teresa Nelson and Dr. Smith met with Heather King, CEO of Novant Health Brunswick County to discuss current partnerships and future opportunities.
- The Consulate General of Mexico presented BCC with \$4,000 through IME Becas to provide scholarships for Mexican students.

- Opening Day was held last week where all employees participated in a State of the College presentation, awards presentation, breakfast, lunch, and divisional professional development.
- BIP conducted its Spelling Bee where all students participated.
- BCC hosted the West Brunswick Booster Club Football Bash at the Beach Luncheon. We had approximately 250 people attend the event.
- Dr. Smith thanked the Board of Trustees for their continued support.

Unfinished Business: Chair Holden asked if there was any unfinished business. Representative Iler stated since Doug wasn't there, he passed out the OWA schedule of shows. President Smith told the Trustees that there was a copy of the Strategic Plan at their seat, and Donor Appreciation Luncheon information, so they could save the date to attend. The Trustees were given a laptop to try the Diligent sign in again.

New Business: Chair Holden said it was the time of year to elect officers. **Trustee Ronnie Jenkins made a motion to keep the Officers as they are now, Chair Holden and Vice Chair Michael Norton. Trustee Les Tubb seconded the motion. The motion carried.**

Any other business to come before the Board: Chair Holden announced there would be a Closed Session. **At 6:42 Trustee Ronnie Jenkins made a motion to go into Closed Session. Trustee Sheila Grady seconded the motion. The motion carried.**

On a motion by Trustee Ronnie Jenkins, seconded by Trustee Myong Jensen the Board came out of Closed Session at 7:01 PM. The motion carried.

On a motion by Trustee Ronnie Jenkins, seconded by Myong Jensen, the Board unanimously moved to adjourn at 7:03 PM.

Respectfully submitted,

Dr. Gene Smith, Recording Secretary