



Brunswick Community College
Board of Trustees Meeting
September 21, 2023
Minutes

<p>Board Attendees: Mr. Alan Holden, Chair Mrs. Susan Carroll Mr. Scott Evans Ms. Sheila Grady Dr. Rick Hessman (phone)</p>	<p>Mr. Ronnie Jenkins Mrs. Myong Jensen Mr. Michael Norton Mr. Doug Terhune Mr. Les Tubb</p>	<p>Absent: Rep. Frank Iler Zack Hewett</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; Brooke Goff, SGA Advisor, SGA Officers; Michael Hayes, Student Ambassador; Don Wahl, Michael's Mentor; Cindy Sterling</p>		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order on Thursday, September 21, 2023 at 5:40 PM.

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

Trustee Doug Terhune provided the Invocation.

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

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

Items included in the Consent Agenda for Board approval:

- September 21, 2023 Agenda
- August 17, 2023 Minutes
- 2024-2025 Academic Calendar Parameter Dates
- Fiscal Year Holidays 2024-2025 and 2025-2026
- Termination of Medical Assisting Program
- 1.10 Self-Supporting Activities Policy
- 2.2.2 Faculty Credentials Policy
- 4.7 Class Size Repetition Policy
- 4.13 Academic Records Retention and Disposition Policy
- 4.19 Religious Observance Policy
- 4.20 Satisfactory Academic Progress Policy
- 7.2 College Identification Policy

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

Board Briefing: Michael Hayes, Student Ambassador, delivered a speech of thanks to the board members.

SGA Report: Brooke Goff, SGA Advisor introduced the newly elected SGA Officers. President Ashton Watkins, Treasurer Evelyn Newsome, Secretary Marissa Gainey, and Public Information Officer Trinity Clark.

Academic & Student Affairs: The ASA Committee met on September 14 at 8:30 am via Zoom

- The Committee was very busy this month, as we acted on ten items at the meeting and you have already passed these items during the consent agenda approval. Those actions included:
 - Approval of the 2024-2025 Academic Calendar Parameter Dates
 - Approval of the 2024-2025 & 2025-2026 Fiscal Year Holidays
 - Approval for the Termination of the Medical Assisting AAS & Diploma Programs
 - Approval of policy update 1.10 Self-Supporting Activities Policy
 - Approval of policy update 2.2.2 Faculty Credentials Policy
 - Approval of policy update 4.7 Class Size Repetition Policy
 - Approval of policy update 4.13 Academic Records Retention and Disposition
 - Approval of policy update 4.19 Religious Observance Policy
 - Approval of policy update 4.20 Satisfactory Academic Progress Policy
 - Approval of policy update 7.2 College Identification Policy

Information Items

- Dr. Denise Houchen Clagett provided an update on Curriculum Enrollment. She reported a record high enrollment that is currently at 1,884 students and an FTE of 763.
- Vice President Greg Bland provided an update on Continuing Education and Workforce Development. He reported 1,770 students for summer 2023 with an FTE of 105. This was a significant increase from last summer's FTE of 79. There was also an increase in students attending CE, EWD courses from outside of Brunswick County. Public Safety had the largest percentage of occupational enrollment with 74%. There were 13 customized training courses offered and 71 scholarships awarded. So far for Fall, there are 2,500 registrations and 318 courses.
- President Smith provided an update to the committee and will be included in the the President's Report.
- The next Meeting of the ASA Committee is scheduled for October 12, 2023 at 8:30 a.m. via Zoom.

Building & Grounds: Jack Luciano stated that the Building and Grounds Committee met on Tuesday, September 19 and have the following items to report:

- **Public Safety Building** – Staff attended the first schematic design meeting in September. Survey and utility markings have begun.
- **Southport** – Survey for proposed steel building estimated completion October 6.
- **McLamb Building** – Machine shop electrical upgrade final inspection scheduled for September 21.
- **Building B, Classroom 123** - New floor, new doorway and modified electrical scheduled completion October 26 for new driving simulator.
- **Fire Tower / Drive Pad** – County Commissioners approved the text amendment for First Responders Training Facility. A survey is in process. The county is working on an MOU regarding the utilization of the parcel. A special use permit will be requested for approval from Board of Adjustments, a public hearing and Technical Resource Committee approvals.
- **A-216 Testing Center** – Submitting final document closeout to State Board -budget \$8,800. Actual \$8,754.

Finance Committee: VP Bill Allen presented the August 2023 Financial Reports. **Trustee Myong Jensen made a motion to approve the August Financial Report. Trustee Sheila Grady seconded the motion. The motion carried.**

Investment Committee: VP Bill Allen asked for a motion to continue to invest the State Capital and Infrastructure Funds (SCIF), designated for the Public Safety Building, with First Citizens Bank for the life of the construction project. **Trustee Myong Jensen made a motion to continue to invest the State Capital and Infrastructure Funds (SCIF), designated for the Public Safety Building, with First Citizens Bank for the life of the construction project. Trustee Scott Evans seconded the motion. The motion carried.**

Human Resources Report:

Latoya Young, Director of Human Resources, provided the September Human Resources report.

President's Report:

President Smith provided the following updates:

- Dr. Smith attended the most recent Economic Development meeting in Leland coordinated by Brunswick Business and Industry Development. He provided an overview of Brunswick Community College and ways the College can support the industry as it considers relocation.
- Dr. Smith and several BCC staff attended the Industrial Reliability and Repair (IRR) ribbon cutting ceremony held in the Innovation Park in Leland.
- The Association of Community College Trustees CEO and President Jee Hang Lee visited BCC and met with the Board of Trustees. Several topics were discussed including advocacy for community colleges at the national level.
- Dr. Smith, Greg Bland, and Bettina Davidson met with the Christian Recovery Center in Shallotte to discuss offering a variety of programs and courses for students housed in their new facility for up to 18 months.
- Dr. Smith, Dr. Kevin Lee, VP of Academic Programs and Greg Bland, VP of Continuing Education and Workforce Development met with Brunswick County Schools to discuss CTE CCP pathways for the upcoming semesters.

- BCC hosted a Construction Listening Session including business owners in construction, HVAC, electrical, plumbing, and road construction to provide input on ways to improve our programs and connection for linkages for jobs and students.
- Members of the NC Reconnect team from the John M. Belk Endowment visited BCC to learn more about our efforts to recruit, enroll, retain, and graduate adult learners age 25-44.
- Dr. Smith thanked the Board of Trustees for their continued support.

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

New Business: Chair Holden asked if there was any new business.

- Trustee Doug Terhune said following the October 19 board meeting, DSB - The Journey Tribute will start at 7:00 in the OWA.
- President Smith shared the plan for the December 15 BOT Holiday Gathering.
- President Smith announced there is Naming Opportunity, from a \$51,000 donation, with details still being worked out. **Trustee Doug Terhune made a motion to move forward with the naming opportunity, once all the details were worked out. Trustee Ronnie Jenkins seconded the motion. The motion carried.**

Any other business to come before the Board: Chair Holden asked if there was any other business. There was none.

On a motion by Trustee Scott Evans, seconded by Susan Carroll, the Board unanimously moved to adjourn at 6:33 PM.

Respectfully submitted,

Dr. Gene Smith, Recording Secretary