

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 5, 2013**

The Board of Trustees met Tuesday, February 5, 2013 at 6:30 p.m. for dinner followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 7:00 p.m. The Finance, Educational Programs, Personnel and Property Standing Committees met prior to the Board meeting.

**BOARD MEMBERS PRESENT**

Russell Smith, Chair  
Cornell McGill, Vice Chair  
Myrtle P. Carowan  
Reverend Dr. Robert B. Cayton  
Cynthia Davis  
J. Shields Harvey  
Delores Lee  
Frank B. Lewis  
Betty Randolph  
James Cotton Rawls  
Mitchell St. Clair, Sr.  
Jack Wallace

**BOARD MEMBERS ABSENT**

The following staff were in attendance: Dr. Barbara Tansey, President; Dr. Crystal Ange, Dean of Student Services; Mr. Chet Jarman, Dean of Continuing Education; Mrs. Judy Jennette, Director of Foundation; Dr. Jay Sullivan, Dean of Research & Institutional Effectiveness, Ms. Adrienne Smith, Director of Accounting; and Mrs. Sandria McFadden, Staff Association President. Also in attendance were Ranees Singleton, Legal Counsel, with the law firm of Hassell, Singleton, Mason & Jones, PA and Jennie Singleton, Recorder.

**PRAYER**

Chairman Smith called the meeting to order and Mrs. Betty Randolph continued with prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

Chairman Smith called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Chairman Smith read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Chairman Smith continued from the agenda.

**Ambassadors**

Chairman Smith called on Mrs. Judy Jennette to introduce the two ambassador speakers for the evening: Ms. Tammy Whitehurst, Medical Office Technology and Mrs. Nancy Hill, Human Services. Both ladies shared reasons for choosing Beaufort County Community College and gave motivating and personal comments on the ambassador program and how it has helped them with their life's goals. Additionally, Mrs. Jennette reported that the Foundation received \$200,000 from the Harriett Mish estate. The Mish endowment will be established with the donation.

**MINUTES**

Chairman Smith called for a motion or corrections to the July 12, 2012 Special Called Meeting (pgs. 4-6). Bo Lewis made the motion to approve the minutes as presented. Reverend Robert Cayton seconded the motion. The motion carried with an all ayes vote.

Chairman Smith called for a motion or corrections to the December 4, 2012 Special Called Meeting (pgs. 7-8). Shields Harvey made the motion to approve the minutes as presented. Bo Lewis seconded the motion. The motion carried with an all ayes vote.

Chairman Smith called for a motion or corrections to the October 2, 2012 Board Meeting (pgs. 9-11). Bo Lewis made the motion to approve the minutes as presented. Cornell McGill seconded the motion. The motion carried with an all ayes vote.

### Old Business

Chairman Smith stated at the October 2, 2012 Board meeting that the Board approved an ad hoc committee to be formed to develop a policy for naming and un-naming buildings. The ad hoc committee met on January 23, 2013 and directed attention to the minutes of that meeting to page 12 of the packet. Chairman Smith stated that after discussion, the ad hoc committee agreed to transfer the current name of Building 3 – the Katie Paul Building to the new Allied Health and Nursing Bldg., Building 12. Building 3 will be un-named and will become Building 3. Chairman Smith stated that the ad hoc committee makes the recommendation to approve transferring the name of Building 3 to Building 12. Jack Wallace made the motion to approve. Betty Randolph seconded the motion. The motion passed with an all ayes vote.

Chairman Smith explained that the ad hoc committee has gathered information from other community colleges on the naming and un-naming of buildings. The committee agreed that the Board of Trustees should develop a policy to name and un-name buildings. A handout of the draft policy was distributed. Chairman Smith stated that committee will meet again to work on the draft policy and invited any other Board members to attend the meeting or share any thoughts and/or ideas. Once the next meeting date is scheduled, Jennie Singleton will notify all members of the Board. Dr. Tansey noted that Buildings 1, 2, 3, and 5 are the only named buildings on this campus.

### Executive Committee – No Report

### Property Committee

Chairman Smith called on Property Committee Chairman J. Shields Harvey for a report from the Property Committee. Mr. Harvey stated that the Property Committee met prior to tonight's Board meeting and all Board members were present. Committee Chairman Harvey stated the Property Committee has five motions to come before the full Board for approval and would like to address all five with one motion: Approval of the Memorandum of Understanding between BCCC and Chick-Fil-A of Greenville (page 15), approval of the ATM Lease Agreement with State Employees Credit Union (pages 16-19), approval of the proposed BCCC Walking Trail (page 20), approval of an Outdoor Science Lab (page 21), and approval of the 3-1 Repair to the Heating System/Ductwork in Building 2 (pages 40-42). Mitch St. Clair stated that certain signage would be needed for the Walking Trail-appropriate signage will be made for the trail, if grant is awarded. Chairman Smith called for questions or comments. Hearing none, he called for a vote. Chairman Smith noted that the motion comes from a standing committee and does not require a second. Chairman Smith called for questions or comments. Hearing none, he called for a vote. The motion passed with an all ayes vote.

### Educational Programs Committee

Chairman Smith called on Educational Programs Committee Chair Betty Randolph for a report from the Educational Programs Committee. Committee Chair Betty Randolph stated

all Board members were present at the Committee meeting and the following four items come as a motion from a standing committee to the full board for approval: approval of BCCC Division of Continuing Education Accountability & Credibility Plan – Internal Audit Plan (pages 31-34), approval of the revised BCCC Admission Policy (pages 35-36), approval of the Policy on Public Records (pages 37-39), and approval of the changes to BCCC's Long Range Goals (pages 40-42). Chairman Smith noted that the motion comes from a standing committee and does not require a second. Chairman Smith called for questions or comments. Hearing none, he called for a vote. The motion passed with an all ayes vote.

#### Finance Committee

Chairman Smith called on Finance Committee Chairman Reverend Robert Cayton for a report from the Finance Committee. Committee Chairman Cayton stated all Board members were present at the Committee meeting and the following two items come as a motion from a standing committee to the full board for approval: Approval of the State Budget Revisions (pages 61-62) and approval of the 2013 Summer Term Tuition (pages 63-65). Chairman Smith noted that the motion comes from a standing committee and does not require a second. Chairman Smith called for questions or comments. Hearing none, he called for a vote. The motion passed with an all ayes vote.

#### Personnel Committee

Chairman Smith called on Personnel Committee Chair Cynthia Davis for a report from the Personnel Committee. Committee Chair Davis stated all Board members were present at the Committee meeting and the following two items come as a motion from a standing committee to the full board for approval: Approval to rename the Deans of BCCC to Vice President and approval of the Volunteer Policy (pages 68-69). Chairman Smith noted that the motion comes from a standing committee and does not require a second. Chairman Smith called for questions or comments. Hearing none, he called for a vote. The motion passed with an all ayes vote.

#### President's Office – Information Items

##### Item 1 – Presidents Written Report (pgs. 70-73)

Dr. Tansey directed attention to her written report found on pages 70-73. The report included meetings and events she has attended from the last Board meeting in October. She stated that she will be happy to answer any questions.

Bi-weekly meetings of IT personnel, Dr. Ange, Dr. Sullivan, and Dr. Tansey are being held to better coordinate our technology needs across the campus.

Job Walks with Senior Staff continue

Clean-up continues across the campus of unused, broken or outdated equipment; faculty and staff are encouraged to purge boxes and files of paper, books, etc.; make better use of our space and storage; and create a better image of the College. We will host our 2<sup>nd</sup> surplus auction since early last fall. A third will soon follow.

##### Item 2 – Update on new positions

Dr. Tansey reported that BCCC has hired a part-time co-op coordinator, Steve Smith, to expand our co-op program in the community and a part-time marketing coordinator, Wes Sumner, to help BCCC develop a marketing plan (based on money and data) and lead the marketing/recruitment team. Mark Nelson has agreed to take the position as VP of

Administrative Services.

Interviews for the VP of Academics will be held next week. Dr. Tansey, Dr. Ange and Dr. Sullivan have assumed and spit up the duties until the position is filled.

Item 3 – Update on Campus Safety Initiatives

Dr. Tansey stated we have directed the Health Safety & Clery Act Committee to develop a lockdown procedure. The committee has developed a draft - we have some issues we are working on. Dr. Tansey has asked that a revised plan be produced in the next couple of weeks.

Items 4 & 5 – NCCCS Preliminary Audit Report Spring Semester 2011-Spring 2012 (pages 74-81) and NCCCS Management Letter: Education Program Audit Conducted in FY 2012-2013 (pages 82-85)

Dr. Tansey stated BCCC received an audit findings report from the North Carolina Community College System Program FTE Auditor (pages 74-81) and the Management Letter Re: Education Program Audit Conducted in FY 2012-2013 for the Period of Review Spring Semester 2011-Spring Semester 2012 (pages 82-85). The report cited a preliminary Curriculum exception with four findings; a Curriculum concern with one finding; and a Literacy/Basic Skills concern with one finding noted for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period of review Spring Semester 2011 through Spring Semester 2012.

Dr. Tansey stated that the errors calculate somewhere in the area of \$90,000-\$95,000 that we have to repay. Dr. Tansey stated she and college personnel held a phone conference last week with the State Auditor's Office to discuss the issues found with Law Enforcement Training. She stated that the root cause of the issue is that the College did not create/approve an appropriate calendar. The error was not intentional or fraudulent. Dr. Tansey was able to get forgiveness of the BLET error which saves us about \$40,000 - \$45,000 that we do not have to pay back. The remainder that we will have to pay back is roughly \$50,000. She noted that all of the errors for which we were charged for occurred on the curriculum side and explained in detail the errors that were found. Continuing Education had errors, but we were not charged for any of them – we are working on improvements.

Dr. Tansey stated that BCCC did not perform an internal audit of our records last year and noted that we will have internal audits next year. Dr. Tansey stated that the College conducted an internal audit of Fall of 2012 a few weeks ago. We will do another internal audit sometime in May or June of Spring 2013. The auditor will return sometime next September or October.

Item 6 – Smoking Policy

Dr. Tansey reported that we cracked down on the No Smoking Policy after the Martin Luther King holiday. Students, faculty and staff were reminded of the Smoke/Tobacco Free Policy and reminded that we will be issuing citations. This also means no smoking in vehicles on campus. Smoking is allowed on the highway right-of-way.

Item 7 – Foundation Minutes June 21, 2012 (Page 86-90)

The Board asked that a follow-up to the President's Endowment be added to the April 2, 2013 Board meeting.

Item 8 – 2012-2013 Professional Development Sessions (Pages 91-93)

A list of sessions that Human Resources tracks can be found on pages 91-93. Dr. Tansey

stated we are working on better tracking of these sessions/required courses.

Dr. Tansey shared an update of the Boards Strategic Goals. A handout is attached to the minutes.

### Special Trustees' Business

Information on Ethics Certification/Re-certification and the Statement of Economic Interest (SEI) was included in the Board packet. Board members were given a spreadsheet with a breakdown of when Board members are required to have their two-year certification. Board members were reminded that the due date for filing the SEI is April 15, 2013. Copies of the long and short forms were available at the meeting.

### New Business

Electronic Signage – Chairman Smith attended the Foundation meeting when a proposal for electronic signage for the College was discussed. He distributed a sample picture of the signage we are interested in for the College. Chairman Smith appointed an ad hoc committee to discuss ideas on possible ways to raise money for the signage. Members of the committee include: Bo Lewis, Cynthia Davis, Mitch St. Clair, and Russell Smith. The Board will make the decision as to how the sign will be used.

Café – Dr. Tansey stated that we have received several complaints regarding the College not having a café and several inquiries about leasing the café. Mr. Harvey will work with Dr. Tansey and Mark Nelson to review bid specs. If the committee comes up with a revision, Dr. Tansey will bring the revised RFP to the April Board meeting.

NCCCS 50<sup>th</sup> Anniversary Gala Event June 5 – As part of the Community College celebration of its 50<sup>th</sup> Anniversary, each college paid \$2,000 for a UNC-TV Series. As part of the cost, each College will be given 10 complimentary seats. The following and their spouses will attend the Gala: Dr. Tansey, Shields Harvey, Bo Lewis, Russell Smith and Reverend Robert Cayton. A reception for retired presidents will also be held on this date and will begin at 4:00 p.m. at a cost of \$150 – this is a separate event. Dr. Tansey will draft a letter to the retired presidents informing them of the cost.

Chairman Smith called for a motion to go into closed session pursuant to N.C.G.S. 143-318(a)(6) to discuss a personnel item and (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Reverend Robert Cayton made the motion with a second from Shields Harvey. The Board voted to go to closed session at 8:24 p.m.

Upon returning to open session at 8:55 p.m., Chairman Smith stated that no action was taken in Closed Session.

### Evaluation of the President (pages 95-96)

Chairman Smith directed attention to the yellow evaluation form found in the front pocket of the Board packet. He noted that this is the same evaluation form that has been used for the past several years. Chairman Smith stated that during the presidential search the Board of Trustees developed specific goals for the new president. Chairman Smith stated that he and College personnel took the goals and developed a draft of a new president evaluation form by the Board of Trustees. He distributed copies for everyone to review. After discussion of the draft form, Cynthia Davis made the recommendation to send the draft evaluation form to the Personnel Committee to review and add long-range goals and make sure the mandated

requirements by the State are included in the form and concede with the letter we send to the State. Shields Harvey seconded the motion. The motion carried with an all ayes vote. Cynthia Davis will schedule a Personnel Committee meeting prior to the next full Board meeting.

Trustee Self Evaluation (pages 97-98)

Chairman Smith asked that he receive 100% participation on the Trustee Self Evaluation. Self-addressed stamped envelopes were provided so the form could be mailed back to the Chairman. Chairman Smith stated that the form is in need of updating but this form would be used and a new form created for next year.

In conclusion, Chairman called for any other items to come before the Board. Dr. Tansey addressed the Food Served on Campus Policy found in the Faculty Staff Policy Manual. "Food that is prepared and cooked by College employees, and purchased with college funds, is not allowed to be served on campus. The exception will be the food prepared and cooked in regular organized classes in the Continuing Education Division." After discussion, Bo Lewis made the motion to remove the policy from the Faculty Staff Policy Manual. Reverend Robert Cayton seconded the motion. The motion passed with an all ayes vote. Hearing none, he called for a motion to adjourn.

Having no other business, Chairman Smith called for a motion to adjourn. Upon motion by Bo Lewis, second by Robert Cayton, and unanimous vote, the Board adjourned at 9:10 p.m.

#### Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, April 2, 2013.

Respectfully Submitted,

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Barbara Tansey  
Secretary

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Russell Smith  
Chairman

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Date