

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2013**

The Board of Trustees met Tuesday, April 2, 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
Reverend Dr. Robert B. Cayton
Cynthia Davis
Delores Lee
Betty Randolph
James Cotton Rawls
Mitchell St. Clair, Sr.
Jack Wallace

BOARD MEMBERS ABSENT

J. Shields Harvey
Frank B. Lewis

The following staff were in attendance: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Chet Jarman, Vice President of Continuing Education; Mrs. Judy Jennette, Director of Foundation; Dr. Jay Sullivan, Vice President of Research & Institutional Effectiveness, Mr. Mark Nelson, Vice President of Administrative Services; Mr. Charles Gullette, Director of Accounting; Mr. Wesley Adams, Director of Campus Operations, Mr. Jay Anders, Faculty Senate President and Mrs. Sandria McFadden, Staff Association President. Also in attendance were Rane 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. Victoria Tyson, Computer Technology and Mr. William Wallace, Electronics Technology. Both 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. Mrs. Jennette reported that twenty-seven nominations were received for the coming year's ambassadors.

Emergency Lockdown Procedure Presentation

Mr. Mark Nelson and Mr. Wesley Adams presented the updated Emergency Lockdown Procedure/Active Shooter Plan for Beaufort County Community College.

MINUTES

Chairman Smith called for a motion or corrections to the February 5, 2013 Board Meeting (pgs. 4-9). Reverend Robert Cayton made the motion to approve the minutes as presented. Betty Randolph seconded the motion. The motion carried with an all ayes vote.

Old Business

Chairman Smith stated that the ad hoc committee for naming and un-naming buildings met on January 23, 2013 and directed attention statement on page 10 of the packet. Chairman Smith stated the ad hoc committee will reconvene and put the final information into the policy for a vote to go before the full board.

Chairman Smith continued with the President Endowment Update and directed attention to pages 10A-14 of the packet. He stated this is for information only and the Board will not be taking any action.

Executive Committee

Chairman Smith explained that it is the responsibility of the Executive Committee to annually appoint a nominating committee to submit to the Board a slate of officers. He noted that the past two years the Executive Committee has served as the Nominating Committee and he would like to do so again this year. Chairman Smith met with the Executive Committee prior to tonight's Board meeting and all were in agreement. A slate of officers will be presented at the June meeting and all Trustees are eligible to be chair and remaining Trustees are eligible to be vice chair.

Property Committee

Chairman Smith called on Property Committee Vice Chairman Mitchell St. Clair, Sr. for a report from the Property Committee. Mr. St. Clair stated that the Property Committee met prior to tonight's Board meeting and directed attention to the agenda found on page 17 of the packet. Mr. St. Clair addressed the first item for approval – approval of the RFP for the Campus Café. Mr. St. Clair stated that the Property Committee approved the revised RFP presented with the understanding that the attorney would make a couple of clarifications regarding 1) no off-campus catering for non-BCCC events and 2) catering on the BCCC campus for catering events. Chairman Smith called for questions or comments. Hearing none, he called for a motion. Cornell McGill made the motion of approval with the recommended changed to be made by legal counsel. Mr. Smith stated that the recommendation comes from a standing committee and does not require a second. The motion passed with an all ayes vote.

Mr. St. Clair addressed the second item on the agenda located on page 17 of the packet – Approval to explore options for the Firing Range. Mr. St. Clair stated that all the Board members were present during the Property Committee and heard the justification for upgrading the Firing Range. Mr. Smith called for questions or comments. Hearing none, he called for a vote. Reverend Cayton made the motion of approval for BCCC administration to explore/pursue options for modifications to the Firing Range. Mr. Smith stated that the recommendation comes from a standing committee and does not require a second. 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 item comes as a motion from a standing committee to the full board for approval: approval of Health and Fitness Science Degree Program. Detailed information on the item is found on pages 31-41 of the packet. 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. Jack Wallace made the motion for approval as presented. 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 three items come as a motion from a standing committee to the full board for approval: Approval of the Electronic Signature Policy (page 49), approval of the 2013-2014 Budget Request (handouts provided during committee), and approval to Write-off Bad Student Accounts which is consistent with the college policy (handouts provided during committee). 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.

Reverend Cayton noted that Mr. Gullette shared a copy of the Independent Auditor's Report from Tom Robinson, Certified Public Accountant and Consultant for the BCCC Foundation. The report stated that an audit of the financial statements of the BCCC Foundation was conducted as of June 30, 2012. See copy of letter in board packet. No action is needed on this item.

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 item comes as a motion from a standing committee to the full board for approval: Approval of the Revised Presidential Evaluation Form (pages 53-54). 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. James "Cotton" Rawls made the motion to approve. The motion passed with an all ayes vote.

A letter of intent to run for office by Officer Ernie Coleman was shared with the committee located on pages 55-56 of the packet. No action is required on this item.

Ms. Davis stated that the committee received an adjunct salary briefing from Dr. Crystal Ange. At this point no action is needed, it was provided for information only.

Ms. Davis stated that Mr. Mark Nelson distributed a Voluntary Shared Leave Policy for BCCC. All members of the Board were present reviewed/discussed the new policy. 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. James "Cotton" Rawls made the motion to approve. The motion passed with an all ayes vote.

President's Office – Information Items

Item 1 – Presidents Written Report (pgs. 58-60)

Dr. Tansey directed attention to her written report found on pages 58-60. The report included meetings and events she has attended from the last Board meeting in April. She stated that she will be happy to answer any questions. A couple of items to note:

Judy Jennette has formed two committee's that are working on fundraising and designing an electronic sign for the College. Chairman Smith had also 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. Dr. Tansey reported that BCCC may be able to obtain a grant that will assist with the funding as well.

Item 2 – NCCCS Final Audit Findings Ltr. Fiscal Yr. 2012-2013 (Pgs. 61-70)

Dr. Tansey directed attention to the official audit letter found on pages 61-70 of the packet. She addressed and discussed in detail each of the four audit findings which resulted in a total FTE reversion of \$53,310.

Item 3 – Approval of the BCCC Summer Work Schedule

Dr. Tansey noted the summer work schedule for the college will begin May 13 and continue through August 2. The college will be closed on Fridays. Reverend Robert Cayton made the motion to approve the summer work schedule as presented. Cynthia Davis seconded the motion. The motion passed with a unanimous vote.

Items 4 – BCCC The Facts...by the Numbers/Revenue Chart

Dr. Tansey directed attention to the chart found on pages 71-73. She stated that she asked Mr. Wes Sumner, Marketing Director to put together information that could be shared when speaking at events or meetings.

Special Trustees' Business

A Trustee Calendar of upcoming events on and off campus is located in the back pocket of the packet.

April 15 – Joint meeting with County Commissioners

May 14 – Faculty/Staff Cookout – Senior Staff and Board members are asked to cook

May 14 – MLT Ceremony

May 16 – Nursing Pinning

May 16 – BCCC Graduation (Chairman Smith encouraged all Trustees to attend)

June 20 - BLET Graduation

Ms. Randolph noted that she appreciates these events being held on different days.

The NCACCT Law Seminar is scheduled in Raleigh April 10-12. Attendees include: Ranee Singleton, Betty Randolph, and Jack Wallace.

Ethics Information - Trustees were reminded that their Statement of Economic Interest is due to the NC Ethics Commission April 15, 2013.

New Business

Trustee Appointments – Chairman Smith stated that he received a phone call from Dr. Don Phipps, Superintendent of Beaufort County Schools stating that they have appointed Mr. Julian Goff to replace Ms. Myrtle Carowan and have reappointed Ms. Betty Randolph.

Approved Presidential Evaluation Form – After tonight's approval, copies were distributed to

all Trustees. Chairman Smith asked that Trustees complete and return to him as soon as possible so he can compile the data. He noted that revising the form put our timeline a little behind and we will need to present the data in closed session at our June meeting and send our letter showing evaluation to the State Office.

Trustee Self Evaluation – Chairman Smith shared the compiled data and reported that he received 11 of 12 forms this year. He noted that most everyone agreed that we need to do a better job with #5 – state and national trustee organizations. Chairman Smith thanked members of the Board for always being willing to help and serve when he asks.

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 Cayton made the motion with a second from Jack Wallace. The Board voted to go to closed session at 8:05 p.m.

Upon returning to open session at 8:50 p.m., Chairman Smith stated that no action was taken in Closed Session.

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 9:00 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, June 4, 2013.

Respectfully Submitted,

Barbara Tansey
Secretary

Russell Smith
Chairman

Date