

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 7, 2012**

The Board of Trustees met Tuesday, August 7, 2012 at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:30 p.m. The Educational Programs, Finance and Property Standing Committee's met prior to the Board meeting.

BOARD MEMBERS PRESENT

Russell Smith, Chair
Myrtle P. Carowan
Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey
Delores Lee
Frank B. Lewis
Cornell McGill
Betty Randolph
Jack Wallace

BOARD MEMBERS ABSENT

Cynthia Davis

The following staff were in attendance: Barbara Tansey, President; Crystal Ange, Dean of Student Services; Wesley Beddard, Dean of Instruction; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; Judy Jennette, Director of Foundation & Public Relations; Almata Woolard, Director of Institutional Effectiveness & Grants, Jay Anders, Faculty Senate President; and Sandria McFadden, Staff Association President. Also in attendance were Ranee Singleton, Legal Counsel, with the law firm of Hassell, Singleton, Mason & Jones, PA and Jennie Singleton recorder and special guest the Honorable Van Martin "Marty" Paramore, Clerk of Superior Court.

PRAYER

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

Continuing Chairman Smith recognized former chairman; Mitchell St. Clair, Sr. On behalf of the Board of Trustees Chairman Smith presented a plaque recognizing and thanking him for his outstanding service and dedication as Chairman from 2009-2012.

Affirmation of Board Members

Continuing from the agenda, Mr. Smith recognized Clerk of Superior Court, Mr. Marty Paramore, to administer the oath of office to two trustees. Sworn in at this time were Mr. Jack Wallace, reappointed by the Beaufort County Board of Commissioners and Mr. Cornell McGill, re-appointed by the Beaufort County Board of Education. Chairman Smith congratulated the trustees on their re-appointment.

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 St. Clair read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Chairman St. Clair continued from the agenda.

At this meeting, the Board of Trustees had not received official notification of the Governors trustee appointment. Mr. Humphreys was present and participated, but his vote has been removed. No changes were affected by removing his vote.

MINUTES

Chairman St. Clair called for a motion or corrections to the June 5, 2012 minutes (pgs. 4-8). Ranee Singleton noted a correction to the law firm change and her last name. Bo Lewis made the motion for approval with the noted changes. Robert Cayton seconded the motion. The motion carried with an all ayes vote.

Chairman Smith explained in an effort for all board members to have a better overall understanding of the College business, board members were asked to attend each committee meeting prior to tonight's board meeting. He then explained that he would like for each committee to present their motions in one vote. Each motion comes from a standing committee therefore, does not require a second. Each motion was thoroughly discussed for all board members during each committee meeting. He noted that all questions and comments would be addressed.

Executive Committee – No Report

Property Committee

Chairman Smith stated that three motions come before the full board for approval from the Property Committee: approve the Ross Vending Contract, approve the Memorandum of Understanding with Beaufort County Schools as modified, and approve the Memorandum of Understanding between BCCC and Inner Banks Youth Soccer Association. He called for a motion. Mr. Buster Humphreys made the motion to approve all three as presented. Chairman Smith called for questions or comments. Hearing none, he called for a vote. All three motions were approved with unanimous consent.

Educational Programs Committee

Chairman Smith stated that the following six items come as a motion from a standing committee to the full board for approval: approval of the addendum to the admissions policy/safety exception (pgs. 18-24), approval of the attendance policy (pg.25), approval of the Institutional Effectiveness Long-Range Plan (CD provided and paper copy upon request), approval for Dr. Tansey and/or Chairman Smith to sign paperwork for the new project for Tyrrell Prison Work Farm once the project comes to fruition (pg. 26), approval of the BCCC Performance Standards (pg. 27), and approval of the Continuing Education Accountability Report Spring 2012 (Pg. 28). He noted that the motions come from a standing committee and do not require a second. Reverend Robert Cayton made the motion for approval and asked that the minutes reflect that there is no change in the Open Door Policy of this Institution in relationship to academics. Chairman Smith called for questions or comments. Hearing none, he called for a vote. All six motions were approved with unanimous consent.

Finance Committee

Chairman Smith stated that the following three items come as a motion from a standing committee to the full board for approval: approval of state budget revisions #16-18 (pgs. 40-43), approval of county budget revision #1 (pg. 44), and approval of the student certificate fee. He noted that the motions come from a standing committee and do not require a second. Reverend Robert Cayton made the motion for approval. Chairman Smith called for questions or comments. Hearing none, he called for a vote. All three motions were approved with unanimous consent.

At this meeting, the Board of Trustees had not received official notification of the Governors trustee appointment. Mr. Humphreys was present and participated, but his vote has been removed. No changes were affected by removing his vote.

Personnel Committee - No Report

President's Office – Information Items

Item 1 – BCCC Foundation Meeting Minutes (Pgs. 45-49)

Dr. Tansey stated that the minutes of the June 21 meeting are located on pages 45-49 of the board packet for review. She noted the minutes are for information and do not require approval.

Item 2 – Approve Appointments/Reappointments of Foundation Board Members (Pg. 50)

Dr. Tansey directed attention to page 50 to the new and reappointed members of the Foundation and noted that approval is required from the Board of Trustees. Mr. Shields Harvey made the motion to approve the appointments/reappointments as presented on page 50. Reverend Robert Cayton seconded the motion. Chairman Smith called for questions or comments. Hearing none he called for a vote. The motion passed with unanimous consent.

Item 3 – Presidents Written Report (pg. 51)

Dr. Tansey directed attention to her written report found on page 51. She stated that she will be happy to answer any questions. Dr. Tansey stated that she has met a lot of people and is enjoying getting out in the community.

Dr. Tansey reported that BCCC has applied for a Minority Male Mentoring Grant in the amount of \$20,500.

A joint breakfast meeting with the county commissioners is scheduled for Wednesday, September 19 at 8:30 a.m. in the multi-purpose room of building 10. Dr. Tansey and Dr. Price will work on a presentation for the budgetary impacts on the college.

Dr. Tansey provided an update on personnel positions. She shared a composite of what has transpired this year and stated that our Human Resources Department has been very busy. Currently we have filled 32 positions, 3 are in process (we have recommendations on these and are doing reference checks), and we have accepted two resignations for retirement that we are updating job descriptions so those positions can be posted as soon as school starts.

Dr. Tansey commended the ECHS students for meeting or exceeding growth standards (96.7 %) for the 2011-2012 school year.

Item 4. - NC State Fire & Rescue Commission Ltr. (Pg. 52)

Dr. Tansey stated that we have been reaccredited by the NC State Fire & Rescue Commission. We received notification from the Department of Insurances on June 22, 2012.

Item 5 – Organizational Charts

Dr. Tansey distributed revised organizational charts. She noted that it has been some time since they were last updated. Senior Staff worked on updating and revising for about three weeks.

Special Trustees' Business

At this meeting, the Board of Trustees had not received official notification of the Governors trustee appointment. Mr. Humphreys was present and participated, but his vote has been removed. No changes were affected by removing his vote.

Mr. Smith reported that he and Dr. Tansey attended the County Commissioners meeting on Monday night. He thanked the commissioners for what they have done for the college and introduced Dr. Tansey as the new college president. Dr. Tansey reported that the new Allied Health & Nursing Building is complete on time and on budget. She then extended a personal invitation to each commissioner to attend the Open House of our new facility.

A calendar of upcoming meetings was provided in the front pocket of the board packet. The 2012 NCACCT Leadership Seminar is scheduled September 5-7 in Asheville NC. Dr. Tansey, Russell Smith and Jack Wallace are registered to attend.

New Business

Chairman Smith asked for feedback on the new format of Board of Trustee committee regular meeting structure. He stated that he realized 5:00 is a little early for everyone but there was a lot of information to go over tonight. He explained that when he became Chairman of the Board, his goal was to provide as much information as possible to all board members. By all board members attending each committee meeting, everyone knows exactly what is going on college-wide. He expressed appreciation to the staff for their role in the committee meetings, providing information and answering questions. Mr. Humphreys stated that he felt the revised structure was excellent. Mr. Smith stated that he does not expect every board meeting (beginning with committees running consecutively) to have to begin at 5:00. He commented that tonight's Educational Programs Committee had a rather large agenda in itself. Mr. Harvey stated by attending past conferences and talking with trustees all over the states he and Mr. Lewis found that business could not be done by only meeting bi-monthly. He commented that he really liked the format this evening and thought it was a good approach for informing the board. Mr. Lewis stated that this format cuts out a lot of duplication between the committee meetings and full board meeting. Dr. Tansey commended the staff for their presentations during committee meetings. Again, Chairman Smith asked that trustees let him or Dr. Tansey know if they have any concerns regarding the format of the board meetings.

Mr. Smith addressed the NC Community College System Accounting Procedures Manual, Section 5 - X. Moving & Relocation Allowances, "the move is accomplished within 90 days of approval. The college's Board of Trustees may approve an extension of an additional 90 days. Mr. Smith noted that Dr. Tansey's 90 days are coming up and the board will need to grant an extension. Dr. Tansey noted that she received three bids on Friday to have her furniture moved. Reverend Robert Cayton made the motion to approve the 90 day extension for Dr. Tansey's moving and relocation allowances. Shields Harvey seconded the motion. The motion passed with unanimous consent.

Chairman Smith announced that the Installation of Dr. Tansey is scheduled for Friday, October 5 at 10:30 a.m. in the auditorium of building 8 on the campus of Beaufort County Community College. NCCCS President Dr. Scott Ralls and Chairman of the Board Hilda Pinnix-Ragland have responded that they will both be in attendance. The attire is business casual and a reception will immediately follow in the multi-purpose of building 10.

Chairman Smith informed members of the board that he and Dr. Tansey attended the State Board meeting July 19. He introduced Dr. Tansey as the new president of Beaufort County Community College. He noted that he quickly found out that she is well known and respected throughout the state of North Carolina.

At this meeting, the Board of Trustees had not received official notification of the Governors trustee appointment. Mr. Humphreys was present and participated, but his vote has been removed. No changes were affected by removing his vote.

Chairman Smith called on Dr. Tansey to discuss the upcoming Fall Board Retreat. Dr. Tansey stated that she has been thinking about and has reviewed information from last five or six board retreats. She pulled out items that had been identified and used them as a basis for starting a foundation for discussion on where the board should start for a retreat. Dr. Tansey stated that her goal for that day is to walk away with three or four items for us to focus on for the next year. She stated that we could come up with more but cautioned that we need to be realistic on what we can actually accomplish. Dr. Tansey stated that she will most likely put together a fact book of information for you to review before the retreat. Dr. Tansey stated that she would like to be the one to facilitate the first retreat as opposed to bringing someone in. All board members were in favor of Dr. Tansey facilitating the retreat. Chairman Smith asked the board if they have any thoughts on the format or items they'd like to add. After discussion, it was decided that the board retreat will be Tuesday, October 16 at 8:00 a.m. with a light breakfast and the retreat will be 8:30 a.m. – 1:00 p.m. Lunch will be served.

Continuing Chairman Smith then addressed the December Christmas Social. He noted that in the past this has been held at the Washington Yacht and County Club. After much discussion of the background, guest list, and cost of past events, it was decided that Dr. Tansey and Chairman Smith would discuss and bring back to the next meeting.

Chairman Smith read a thank you letter from student Cassandra Ebron expressing her gratitude for the scholarship and support she has received at Beaufort County Community College.

In conclusion, Chairman Smith called for any other items to come before the Board. Hearing none he called for a motion to adjourn. Upon motion by Reverend Robert Cayton, second by Cornell McGill, and unanimous vote, the Board adjourned at 7:50 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, October 2, 2012.

Respectfully Submitted,

Barbara Tansey
Secretary

Russell Smith
Chairman

Date

At this meeting, the Board of Trustees had not received official notification of the Governors trustee appointment. Mr. Humphreys was present and participated, but his vote has been removed. No changes were affected by removing his vote.