

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 6, 2013**

The Board of Trustees met Tuesday, August 6, 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 Educational Programs, Finance, Property and Personnel Standing Committee's met prior to the Board meeting.

BOARD MEMBERS PRESENT

Russell Smith, Chair
Cornell McGill, Vice Chair
Reverend Dr. Robert B. Cayton
Cynthia Davis
Julian Goff
J. Shields Harvey
Frank "Bo" Lewis
Betty Randolph
James Cotton Rawls
Mitchell St. Clair, Sr.
Ashley Woolard

BOARD MEMBERS ABSENT

Jack Wallace

The following staff were in attendance: Dr. Barbara Tansey, President; Mr. Rick Anderson, Vice President of Student Services; 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; Mrs. Penny Sermons, Staff Association President, and Mrs. Betty Gray, Public Relations Coordinator. Also in attendance were Ms. Rane Singleton, Legal Counsel, with the law firm of Hassell, Singleton, Mason & Jones, PA; Jennie Singleton, Recorder and special guest the Honorable Van Martin "Marty" Paramore, Clerk of Superior Court. New Trustee: Mr. Ashley Woolard to be sworn in this evening.

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.

Affirmation of Board Members

Continuing from the agenda, Mr. Smith recognized Clerk of Superior Court, Mr. Marty Paramore, to administer the oath of office for a newly appointed trustee. Sworn in at this time was Mr. Ashley Woolard, appointed by the Beaufort County

Board of Commissioners. Chairman Smith congratulated Mr. Woolard on his appointment.

MINUTES

Chairman Smith called for a motion or corrections to the June 4, 2013 minutes (pgs. 4-10). Reverend Robert Cayton, made the motion for approval with a second from Mr. Shields Harvey. The motion carried with an all ayes vote.

Old Business

Chairman Smith stated that a draft proposal of the Facility Naming Policy was distributed at the June 4 meeting for review and recommendations. Chairman Smith called for questions or suggestions. Hearing none, he called for a vote. Reverend Robert Cayton, made the motion for approval with a second from Mrs. Betty Randolph. The motion carried with an all ayes vote.

Executive Committee

No Report.

Property Committee

Chairman Smith called on Property Committee Chairman, Mr. Shields Harvey to present the Property Committee report. Committee Chairman Harvey noted that the Property Committee met on June 4, 2013 and the minutes of that meeting were located on page 13 of the packet and are for information only. Mr. Harvey stated that the Property Committee met prior to tonight's board meeting. All board members were present at the Committee meeting. He addressed the two items that required approval: 1) approval of the Facility Use Policy for Non-Institutional Purposes and 2) approval of the renewal of the Memorandum of Understanding between Beaufort County Community College and the Beaufort County Health Department for a mass prophylaxis clinic in response to an emergency. Mr. Harvey stated that approval comes as a recommendation from the Property Committee Chairman Smith called for questions. Hearing none, he stated that the recommendation comes from a standing committee and does not require a second. There was no discussion. The motion passed with an all ayes vote.

Educational Programs

Chairman Smith called on Educational Programs Committee Chair Betty Randolph for a report from the Educational Programs Committee. Mrs. Randolph noted that the Educational Programs Committee met on June 4, 2013 and the minutes of that meeting were located on pages 33-34 of the packet and are for information only. Mrs. Randolph 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: 1) approval of the BCCC IM FITT Use Policy "Walking Trail" (information found on pages 36-37 of the packet), 2) approval of Local Articulated Agreement between BCCC and Beaufort, Hyde, and Washington County Schools (information found on pages 38-39), and 3) approval of the Consortium Agreement between BCCC and Robeson CC. Mrs. Randolph stated that approval comes as a

recommendation from the Educational Programs Committee. Chairman Smith called for questions. Hearing none, he stated that the recommendation comes from a standing committee and does not require a second. There was no discussion. 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. Reverend Cayton noted that the Finance Committee met on June 4, 2013 and the minutes of that meeting were located on pages 65-67 of the packet and are for information only. 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: 1) approval of the Institutional Funds & Student Fees Budget for FY 2014 located in the back pocket of the packet, 2) Approval of State Budget Adjustments on pages 71-73, and 3) approval for College Administration to begin looking at other banking options. 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 noted that the Personnel Committee met on June 4, 2013 and the minutes of that meeting were located on pages 84-85 of the packet and are for information only. Mrs. Davis stated all board members were present at the Committee meeting. Committee Chair Davis reported that the committee went into closed session for a student appeal request. Mrs. Davis stated that the committee made the decision to not grant the request of appeal by the student to the full board. She noted 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.

Chairman Smith called on Dr. Tansey to provide the Presidents Report

President's Office – Information Items

Item 1 – Legislative Update (handout by Dr. Jay Sullivan)

Dr. Tansey called on Dr. Jay Sullivan to provide an update. Dr. Sullivan Sullivan stated that there were a number of legislative actions in North Carolina that directly impact the North Carolina Community System (NCCCS) and Beaufort County Community College (BCCC). He discussed Performance Based Funding (PBF) and explained that PBF rewards institutions for specific outcomes related to student success. NCCCS requested an additional \$10M for PBF. The House and Senate conference resolution provides \$9M in PBF in 2013-2014. However, *no additional funds are provided* to NCCCS for implementation; the impact could be a

\$9M reduction in formula-based funding. For 2014-2015, \$24M is earmarked for PBF; only \$12M in additional funds is provided, which will require a \$12M reduction in formula funding.

Two-Year Average and Year-Round FTE Community colleges have previously been funded based on a three year rolling average of full-time equivalent (FTE) students. The new Appropriations Act, section 10.4(a), mandates a two-year rolling average for budget allocation. This will have minor impact on the BCCC budget as enrollment over the past several years has remained relatively flat. Section 10.4(b)(v) has been amended to allow community colleges to earn FTE for technical education, health care, developmental education, and STEM-related courses during the summer. However, this is an unfunded amendment; *no additional funds* have been included in the Appropriations Act to support this additional FTE.

Gun Bill HB937 has been ratified by the House and Senate and signed by the Governor on July 29, 2013. This bill will allow holders of concealed carry permits to bring firearms onto campus provided they are in a locked container in a locked vehicle. Concealed carrying on campus grounds, buildings, etc. is still prohibited.

Discretion of Local Boards to Adopt Smoking Policies There were two competing bills in the Senate (SB23 and SB703) that would have impacted the ability of *local* Boards to adopt *local* policies regarding tobacco use on campus. SB703 would have limited the ability of local Boards for community colleges to adopt policies on tobacco use that were more restrictive than state law. In contrast, SB23 would have required that all community colleges adopt a tobacco-free policy. Both bills were referred to committee but did not move forward. Our tobacco-free campus policy remains in effect.

Changes to Program Audit Impact of Program Audits on the operation of community colleges has been a topic of discussion during several president meetings and legislative call-ins. The general consensus among colleges is that the audit process needs to be reviewed and scrutinized for consistency with administrative code. A two-year study of program audits will be conducted by a team composed of college presidents and representatives from NCCCS, State Board of Community Colleges, and local board of trustees. The committee is charged with determining how program audits may be streamlined to minimize administrative burden on the institutions being audited and how funding mechanisms may be changed to reduce reliance on contact hours. In the interim, program audits will continue but with additional oversight from NCCCS and reduction in the number of items being audited.

System-Wide Priorities Throughout this legislative cycle, NCCCS has emphasized that presidents should consistently represent system priorities when communicating with legislators. There have been a few instances where presidents have expended political capital for projects that only affect their local community college. Criticism of these biased efforts has occurred in both the House and Senate. The expectation is that uniformity of talking points and system priorities will be increasingly important in future legislative cycles.

Tobacco settlement funds will not go directly into Golden LEAF.

Item 2 – Provisional Approval of the 2013-14 Strategic Plan

Dr. Tansey called on Dr. Sullivan to discuss the 2013-14 Strategic Plan. Dr. Sullivan distributed the 2013-2016 Strategic Plan and noted that he is only seeking provisional approval at tonight's meeting. The plan will be considered for full approval at the October 2013 board meeting. He explained that historically the Board has approved the 5 year Institutional Effectiveness Plan during the August session. He noted that the College has undergone a substantial number of transformations during the past academic year including personnel changes in key positions and a complete re-organization of our planning process. All of these changes were necessary and have placed the College on a path from which it will emerge stronger and more focused.

As a result, the planning process has fallen behind the normal timeline for presentation of the plan to the board. Recognizing that the board needs adequate time to review the plan before approval, we ask the board to grant *provisional* approval to the plan received during this meeting. This will provide the board adequate time for review of the plan which then can be considered for full approval during the October meeting. Any questions, suggestions, or recommendations regarding the plan can be directed to the Office of Institutional Effectiveness on the BCCC campus.

Reverend Robert Cayton made the motion to grant provisional approval of the 2013-2016 Strategic Plan and to be brought back for approval at the October board meeting. Mrs. Betty Randolph seconded the motion. The motion passed with an all ayes vote.

Item 3 – Presidents Written Report (Pgs. 101-102)

Dr. Tansey directed attention to her written report found on pages 101-102. The report includes meetings and events she has attended from the last board meeting in August. She stated that she will be happy to answer any questions.

Items 4 – NC Employer Support of the Guard & Reserve

Dr. Tansey directed attention to page 103 of the packet and noted that this is an honor for Beaufort County Community College to be nominated by a civilian service member for the 2013 Secretary of Defense Employer Support Freedom Award.

BCCC was one of only 90 North Carolina employers nominated for the 2013 Freedom Award.

Item 5 & 6 – NCCCS – Data Request for Office of the State Auditors and Financial Audit for FY ending June 30, 2013 (Pgs. 104-110)

Dr. Tansey noted that BCCC has had several audits this year and we had the financial auditors on campus last week reviewing our processes. She directed attention to pages 104-15 and discussed the memo. Dr. Tansey stated that we should know something about the audit in December.

Dr. Tansey stated that another audit that will be coming to BCCC is the CIS Audit to evaluate our technology on campus. Dr. Tansey stated that we have big holes in our system and we need to do some realignment. We discovered that we were over 100 patches behind in our system. She noted that this audit will help us to know what we need to do and stated that we are now caught up and should not face that problem again. Dr. Tansey commended our new IT Department.

Dr. Tansey directed attention to letter from the Office of the State Auditor found on pages 106-110. The letter sets forth the understanding of BCCC regarding the financial audit activities currently scheduled by the Office of the State Auditor for the FY ending June 30, 2013.

Item 7 – NC Board of Nursing Letters (Pgs 111-113)

Dr. Tansey reported that the BCCC Associate Degree Nursing program and the Practical Nursing program had their reviews earlier this year and there are absolutely no recommendations and we were recommended for full approval.

Item 8 NCACCT Fall Leadership Seminar

The NCACCT Fall Leadership Seminar is scheduled for September 4-6 in Wilmington NC. Mr. Julian Goff and Mr. Ashley Woolard are scheduled to attend new trustee training and other meetings.

New Business

The Board Retreat is scheduled for Wednesday November 6 at 8:30 a.m. The intent of the retreat is to 1) review the goals that the board set last year and decide which goals the board would like to carry forward, remove, or add additional to the goals, 2) update the facility master plan. Dr. Tansey stated that she would like to work with the Vice Presidents, Deans and Directors of the college and get input from each of their divisions. They will present their findings at the retreat. This will give the college a working document. It was decided to not pay a consultant to guide us through the facility master plan process.

The 50th Eastern Regional Celebration dinner is scheduled for Wednesday, September 18. Attendees will be: Dr. and Mr. Tansey, Mr. & Mrs. Russell Smith, Mr. & Mrs. Mitch St. Clair, Mr. & Mrs. Cornell McGill and Mrs. Betty Randolph.

Active Shooter Training for College Personnel will be held in two sessions: August 20 at noon and August 23 at 11:00 a.m. Both sessions will be held in the auditorium of building 8. This is mandatory training for all faculty and staff on campus. Trustees are invited to attend either session.

Chairman Smith directed attention to page 114 – Committee Assignments for 2013-14. Mr. Smith stated that he consulted with each chair prior to being reappointed. He encouraged trustees to contact him with any questions regarding the appointments. Mr. Smith stated we have still not received word from the Governor's Office on his reappointment/appointment for Mr. Shields Harvey.

Mr. Smith called for a motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential and (a)(3) to consult with the boards attorney, and (a)(6) personnel.

Upon returning to open session at 8:15 p.m., Cynthia Davis stated that the Personnel Committee met prior to the board meeting and all members of the board were presents. Mrs. Davis stated that it is the recommendation of the Personnel Committee that the retiring officer is allowed to purchase his weapon for a minimal fee and that his badge be mounted and presented to him upon his retirement from Beaufort County Community College. Chairman Smith stated that the Board of Trustees are following the policy of the (Beaufort County Board of Commissioners) governing body of this county. The motion comes from a standing committee and does not require a second. Hearing no discussion, the motion passed with an all ayes vote.

Chairman Smith called for a motion to adjourn. Reverend Cayton made the motion to adjourn at 8:20 p.m. Mr. Bo Lewis seconded the motion. The board adjourned at 8:20 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, October 1, 2013.

Respectfully Submitted,

Barbara Tansey
Secretary

Russell Smith
Chairman

Date