

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 4, 2014**

The Beaufort County Community College Board of Trustees met Tuesday, February 4, 2014 at 6:30 p.m. for dinner in the Multi-Purpose Room of Building 10 followed by the Board of Trustees Meeting which was held in the Board Room of Building 10 and began at 7 p.m. The Property, Education Programs, Finance and Personnel Committees met before the Board meeting.

**BOARD MEMBERS PRESENT**

Russell Smith, Chairman  
Cornell McGill, Vice Chairman  
The Rev. Dr. Robert B. Cayton  
Cynthia Davis  
Julian Goff  
Betty Randolph  
Frank "Bo" Lewis  
James "Cotton" Rawls  
Mitchell St. Clair, Sr.  
Dr. Laura L. Staton

**BOARD MEMBERS ABSENT**

Ashley Woolard  
Trina Cobb, SGA President

The following college staff members were present: Dr. Barbara Tansey, President; Mr. Rick Anderson, Vice President of Student Services, Mr. Mark Nelson, Vice President of Administration; Dr. Jay Sullivan, Vice President of Research and Institutional Effectiveness; Mrs. Judy Jennette, Director of the BCCC Foundation; Mrs. Betty Gray, Public Relations Coordinator; Mrs. Jeanne Martin, President of the BCCC Faculty Senate, and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Ms. Ranee Singleton, legal counsel with the law firm of Hassell, Singleton, Mason & Jones, PA.

**PRAYER**

Chairman Smith called the meeting to order and called on Mrs. Randolph to lead the prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

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

**AMBASSADORS**

Chairman Smith called on Mrs. Jennette to recognize three Ambassadors for the 2013-2014 Academic Year for presentations to the Board. They are Jackson Lancaster, Jade Leonard and Jessa Robertson.

### APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the October 1, 2013 meeting of the Board. Upon motion by Rev. Cayton and seconded by Mr. Lewis, the Board unanimously approved the minutes as presented.

Chairman Smith called for a motion approving the minutes of the January 14, 2014 called meeting of the Board. Upon motion by Mrs. Randolph and second by Rev. Cayton, the Board unanimously approved the minutes as presented.

### OLD BUSINESS

Chairman Smith called for a discussion of a possible date for the Board's Spring Retreat (Item 8(a) on the agenda). After consideration of several dates, set March 20, 2014 as the date for the retreat. The retreat will be held beginning at 9 a.m. in the Board Room of Building 10 on the BCCC campus. Among the items on the agenda will be a discussion of financial aid loans, review of the Board Bylaws, and capital campaign.

Chairman Smith next directed the Board's attention to the results of the Board of Trustees Self-Evaluation (Item 8(b) on the agenda). He noted that several members of the Board strongly disagreed with the statement that Board members attend Board meetings on a regular basis. He noted that twelve of twelve evaluations were returned.

### REPORTS AND RECOMMENDATIONS

Chairman Smith called on the chairmen of the Board's standing committees who gave reports and recommendations as follows:

#### Executive Committee

Chairman Smith noted that it is the responsibility of the Executive Committee to annually appoint a nominating committee to submit to the Board a slate of officers for the upcoming year. He called on the Executive Committee to serve as a nominating committee and asked that the committee meet following the end of the Board of Trustees meeting.

#### Property Committee

Chairman Smith called on Mr. St. Clair, Sr., Property Committee Chairman, to present the Property Committee Report. Mr. St. Clair, Sr., noted that the Property Committee met before the Board meeting. All committee members were present for the meeting. He noted that there was discussion of the situation about and requirements for the driving pad for the Basic Law Enforcement Training Program. He also presented the committee's report on Capital Needs Remaining and noted the report on the Digital Sign Campaign. Mr. St. Clair, Sr., noted that there was no business before the Board from the Committee.

#### Educational Programs Committee

Chairman Smith called on Mrs. Randolph, Educational Programs Committee Chairman, for a report from the Educational Programs Committee. Mrs. Randolph reported that the committee met before the Board meeting and that all members were present. She presented a policy to the Board for its approval: Approval to add sub-section J. Applicant to Student Status to the current admissions policy that was approved by the

committee. Mr. St. Clair, Sr., made a motion called for approval of the Admissions policy. Mrs. Randolph stated that since approval comes as a recommendation from a standing committee, it did not require a second. The motion was approved unanimously by the board.

#### Finance Committee

Chairman Smith called on Rev. Dr. Robert Cayton to give the Finance Committee report. Reverend Cayton reported that the committee met before the Board meeting and that all members were present. Reverend Cayton referred to the Board for its approval a recommendation by the committee that the college's banking RFP be awarded to Wells Fargo. Reverend Cayton made the motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. The motion was approved unanimously by the board.

#### Personnel Committee

Chairman Smith called on Mrs. Davis to present the Personnel Committee report. Mrs. Davis stated that there was no business before the board from the committee. She noted the Bereavement Procedure that was established in January is for information only.

#### President's Report

Chairman Smith called on Dr. Tansey to present the President's Report. Dr. Tansey presented a report as follows:

1. Dr. Tansey directed the Board's attention to a written report of her activities from January 6 through February 4, 2014 found on page 66 of the Agenda Packet. She called the Board's attention to the Washington/Beaufort County Chamber of Commerce Banquet and noted that Vice President of Academics Dr. Crystal Ange and Vice President of Continuing Education Mr. Chet Jarman were attending the banquet where Lentz Stowe, Director of Business and Industry Services, and Tricia Woolard, Coordinator of Educational Media and Graphics Services were scheduled to receive awards.
2. Referring to a letter from the Region Q Workforce Development Board, Dr. Tansey noted that Beaufort County Community College had been selected for the Sam Carson Award and will be presented with that award on March 12.
3. Dr. Tansey referred the Board's attention to a letter from the NCCCS, Executive Vice President for Operations Jennifer Haygood - the final report of audit findings for the educational program audit conducted fiscal year 2013-2014. The letter stated that there were no audit exceptions or areas of concern identified for the sample of records pulled for the Institution Class Reports, programs, policies and procedures for the period of review Spring Semester 2012 through Spring Semester 2013.
4. Dr. Tansey noted that she had attended a meeting with a representative from Duke Energy to discuss a donation to the college.
5. Dr. Tansey mentioned that she had discussed the need for a technology audit with the N.C. Community College System and needed help from the Board in getting the team to come to the campus.

7. Dr. Tansey presented a resumé of Steve Taylor, Director of Fire Training and Emergency Medical Systems programs and noted that he was one of four individuals chosen to make a presentation at a conference in Washington, D.C.
8. Dr. Tansey next presented a report on where students at high schools throughout the BCCC service area were taking online classes.

#### NEW BUSINESS

1. Chairman Smith reported on the Evaluation of the President by the Board of Trustees. He noted that evaluation forms and self-addressed stamped envelopes were mailed to Board members on January 16, 2014. He encouraged all Board members to complete the evaluation form by the February 7, 2014 deadline.
2. Chairman Smith directed the Board's attention to the N.C. Association of Community College Trustees meeting to be held April 9 through April 11, 2014. Trustees were asked to notify Jennie Singleton if they were interested in attending.
3. Chairman Smith recognized Rane Singleton who presented new wording of Campus Watch and a Campus Sexual Violence Act Policy. The new Campus Watch language stipulates that anyone who believes they are a victim of domestic violence, sexual assault, stalking or other similar activity should contact Campus Police or the Beaufort County Sheriff's Office. The Campus Sexual Violence Act Policy should be adopted so the college will comply with the new Violence Against Women Act. Upon motion by Mr. St. Clair, Sr., and seconded by Mrs. Davis, the Board unanimously approved both items with recommended changes.

#### ADJOURNMENT

Chairman Smith called for a motion to adjourn. Mr. St. Clair, Sr., made the motion to adjourn the meeting. The motion was seconded by Mrs. Davis and approved unanimously by the board. The Board adjourned at 8:45 p.m.

#### NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, April 1, 2014.

Respectfully Submitted,

*Barbara Tansey*

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Barbara Tansey

*Russell H. Smith*

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Russell Smith

*4-1-14*

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Date