

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 1, 2014**

The Beaufort County Community College Board of Trustees met Tuesday, April 1, 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 7:27 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
Mr. Jack Wallace
Trina Cobb, SGA President

BOARD MEMBERS ABSENT

Ashley Woolard

The following college staff members were present: 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; 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, Mrs. Penny Sermons, President of the Staff Association; 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.

Due to the lateness of the hour, Chairman Smith modified the order of the agenda to allow ambassadors to speak before the personnel committee met.

AMBASSADORS

Chairman Smith called on Mrs. Jennette to recognize three Ambassadors for the 2013-2014 Academic Year for presentations to the Board. They are Genesis Burgos, Kenyetta Burnette, and Ronnie James. All three 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

Chairman Smith recessed the meeting and called on Cynthia Davis to convene the personnel committee meeting at 7:35 p.m.

Chairman Smith reconvened the meeting at 8:15 p.m. Faculty and staff were given the option to remain or depart.

PRAYER

Chairman Smith called the meeting to order and called on Mrs. Randolph to lead the prayer. Mrs. Randolph opened with prayer for our former student and fallen police officer Alexander Thalmann's family.

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.

APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the February 4, 2014 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 March 5, 2014 called meeting of the Board. Upon motion by Rev. Cayton and second by Rev. Cayton, the Board unanimously approved the minutes as presented.

OLD BUSINESS

Chairman Smith stated that at the March 20 Board Retreat the Board of Trustees Bylaws and Constitution were reviewed and updated. He directed attention to the revised bylaws located on pages 10-15 in the board packet and on the screen. He noted that the updates and changes appear in blue. He called for questions, corrections and/or comments. Hearing none, he called for a motion. Mrs. Davis made the motion to approve the revised Board of Trustees Bylaws as presented. Rev. Cayton seconded the motion. The motion passed with an all ayes vote.

Chairman Smith next directed the Board's attention to the revised Board of Trustees Constitution located on pages 16-23 of the packet and on the screen. He noted that the updates and changes appear in blue. Chairman Smith called for questions, corrections and/or comments. Hearing none, he called for a motion. Mrs. Staton made the motion to approve the revised Board of Trustees Constitution as presented. Mrs. Randolph seconded the motion. The motion passed with an all ayes vote.

Dr. Tansey noted that most Boards do not have two separate Bylaws and Constitution. She proposed that at the summer Senior Staff Retreat one of the agenda items be to consolidate the Bylaws and Constitution into one document.

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 directed attention to the minutes of the Executive Committee meeting held on February 4. He 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. He noted that the past three years the Executive Committee has served as the Nominating Committee and they decided to do the same for this year. Chairman Smith reported that the Nominating Committee's recommendation for the slate of officer for the July 1, 2014 – June 30, 2015 fiscal year are: Russell Smith, Chairman; Betty Randolph, Vice Chair, Dr. Barbara Tansey, Secretary and Reverend Robert Cayton, Chaplain. Chairman Smith reminded trustees that all trustees are eligible to be chair and all remaining trustees are eligible to be vice chair. Chairman Smith opened nominations to the floor. Mr. St. Clair, Sr. made the motion that nominations be closed. Mrs. Laura Staton seconded the motion. The motion passed with an all ayes vote. Reverend Cayton made the motion to approve the slate of officers as presented for the fiscal year 2014-2015. Mr. Jack Wallace seconded the motion. The motion passed with an all ayes vote.

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 and all committee members were present for the meeting. He also noted all other board members were present at the committee meeting. Committee Chair St. Clair addressed the one item that required a vote - Food Served on Campus Policy on page 33 and displayed on the screen. Mr. St. Clair made the recommendation under On-Campus/Third Party Catering – Section A to change the word highest to lowest. Mrs. Laura Staton made the motion to approve the Food Served on Campus Policy with the recommended change. Mr. Smith 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.

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 also noted all other board members were present at the committee meeting. Mrs. Randolph addressed the one item that required a vote – approval to pursue the Study Abroad Trip to Belize for the summer 2014. Mr. Cotton Rawls made a motion to approve the Study Abroad Trip to Belize for the summer 2014. Chairman Smith stated 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. Robert Cayton to give the Finance Committee report. Reverend Cayton reported that the committee met before the Board meeting and that all committee and other board members were present. Reverend Cayton stated that the following four items come as a motion from a standing committee to the full board for approval: county budget request 2014-2015, write off of bad student accounts, banking RFP proposal - VantageSouth, and an increase in the student technology fee from \$1 to

\$3 per credit hour. Reverend Cayton 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 one action item – approval of the Personnel Actions Policy. Mr. Cotton Rawls made the motion from the Personnel Committee to approve the Personnel Actions Policy as presented by Ms. Rane Singleton. Chairman Smith stated that it comes as a recommendation from a standing committee and does not require a second. The motion was approved unanimously by the board.

Mr. Smith stated the board reviewed the evaluations of the President in closed session prior to the board meeting and asked for a motion to approve the Presidential Evaluation. Mrs. Betty Randolph made the motion with a second from Rev. Robert Cayton. The evaluation is based on the requirements as outlined in the North Carolina State Board of Community Colleges Code, 1C SBCCC 300.98. Mrs. Jennie Singleton will draft a letter of evaluation (of the college president) and will forward the letter to Dr. Robert Powell, Chair of the State Board of Community Colleges. No action was taken on the evaluation.

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 February 5 through April 1, 2014 found on pages 142-144 of the agenda packet. Dr. Tansey noted the political candidate tours of the BCCC campus. She stated that we are planning an educational candidate forum with Beaufort county Schools in the fall.
2. Dr. Tansey addressed the letter from SACSCOC Substantive Change Committee dated February 17, 2014 in recognition of her recent SACSCOC visit to Jakarta, Indonesia.
3. Dr. Tansey referred the Board's attention to the Foundation Minutes dated August 29, 2013.
4. Dr. Tansey directed attention to the Foundation Audit Report that was discussed in the Finance Committee of the Board of Trustees prior to tonight's full board meeting. Mr. Tom Roberson has completed the Foundation Audit Report and there are no findings noted. The complete Foundation Audit Report is found on Pages 81 through 100 of the agenda packet.
5. Dr. Tansey presented the summer work schedule to the Board. Beginning Monday, May 12 and continuing through Thursday, July 31, the official daytime operating hours of BCCC will be 7:30 a.m. – 5:30 p.m. with 30 minutes for lunch – Monday through Thursday and closed on Fridays. Reverend Robert Cayton made the motion to approve the summer work hours. Mrs. Laura Staton seconded the motion. The motion passed with an all ayes vote.
6. The NCACCT Law Seminar is scheduled April 9-11 in Raleigh, NC. Dr. Tansey, Mrs. Cynthia Davis and Reverend Robert Cayton will attend the conference.

7. Mrs. Jennie Singleton reminded members of the Board of Trustees that the Statement of Economic Interest (SEI) is due April 15.

NEW BUSINESS

1. Dr. Tansey directed attention to the Resolution Urging the General Assembly to Support North Carolina's Economic Recover by Reinvesting Funds in the State's Community Colleges on page 152 of the packet. Mrs. Betty Randolph made the motion to approve the resolution. Reverend Robert Cayton seconded the motion. The motion passed with an all ayes vote.
2. Chairman Smith discussed the possibility of having the BCCC/BLET logo on our BLET program cars. Mr. Mitch St. Clair made the motion and Mr. Bo Lewis seconded the motion. All were in favor. Dr. Tansey stated that she spoke with Mr. Ben Morris earlier about the logos and we need to first have our cop cars on campus done before the cars off campus..

ADJOURNMENT

Chairman Smith called for a motion to adjourn. Mr. Jack Wallace made the motion to adjourn the meeting. The motion was seconded by Mrs. Davis and approved unanimously by the board. The Board adjourned at 8:46 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, June 3, 2014.

Respectfully Submitted,

Russell Smith
Chairman

Barbara Tansey, Ph.D.
President