

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 3, 2014**

The Beaufort County Community College Board of Trustees met Tuesday, June 3, 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 7:18 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
Mitchell St. Clair, Sr.
Dr. Laura L. Staton
Mr. Ashley Woolard

BOARD MEMBERS ABSENT

James "Cotton" Rawls
Mr. Jack Wallace

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. Lentz Stowe, Interim 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. Rane 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.

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. Mitchell St. Clair, reappointed by the Beaufort County Board of Education and Mrs.

Cynthia Davis, re-appointed by the Beaufort County Board of Commissioners. Chairman Smith congratulated the Trustees on their re-appointment.

Swearing in of Chief of Campus Police

Chairman Smith recognized Clerk of Superior Court, Mr. Marty Paramore, to administer the oath of office to Police Chief Chris Harrison. Chairman Smith and the Trustees congratulated Chief Harrison and welcomed him to the BCCC campus.

RECOGNITION OF FACULTY AND STAFF PERSON OF THE YEAR

Faculty Senate President Mrs. Jeanne Martin recognized and delivered commendable remarks to Ms. Lynne Modlin the 2014-15 Faculty Person of the Year. Ms. Modlin expressed her appreciation. Staff Association President Penny Sermons recognized and expressed appreciation to Mr. Lentz Stowe the 2014-15 Staff Person of the Year. Mr. Stowe expressed his sincere appreciation of the award.

RESOLUTION OF APPRECIATION

Chairman Smith and the members of the Board of Trustees issued a Resolution of Appreciation to the BCCC faculty and staff for their hard work to make our inaugural spring festival, Gullfest 2014, a success. Chairman Smith recognized Theresa Edwards, Rebecca Adams, and Morgan Roberson and presented them with a resolution that will be framed and on display at the college. Gullfest 2015 is scheduled for Saturday, April 18.

Chairman Smith thanked all the faculty, staff and special guests for attending the recognition dinner and the special recognition part of the meeting. He stated that they were all welcome to stay for the remainder of the meeting or they could be dismissed. All faculty, staff and special guests left.

APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the March 20, 2014 meeting of the Board. Upon motion by Mr. St. Clair and seconded by Mrs. Staton, the Board unanimously approved the minutes as presented.

Chairman Smith called for a motion approving the minutes of the April 1, 2014 called meeting of the Board. Upon motion by Mrs. Randolph and second by Reverend Cayton, the Board unanimously approved the minutes as presented.

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

OLD BUSINESS

Dr. Tansey stated that she has contacted several people in hope of assistance in helping to get Reverend Cayton reappointed to the Board of Trustees. She has sent letter of recommendation to the Governor's office and so has Chairman Smith. Dr. Tansey stated that she could use any leads or support that anyone may be able to share with her. Tansey noted that Reverend Cayton is and has always been such an

asset to the College and Board of Trustees. Chairman Smith echoed Dr. Tansey's plea for support for Reverend Cayton.

REPORTS AND RECOMMENDATIONS

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

Executive Committee

No Report

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 that the minutes from the previous Property Committee meeting are found on pages 16-17 and all Trustees have had the opportunity to review them prior to tonight's meeting. Committee Chair St. Clair stated that members of the Board of Trustees that are present this evening were also present at the committee meeting. Committee Chair St. Clair addressed the one item that required a vote – Approval of the Memorandum of Understanding (MOU) with Beaufort County Health Department – Mass Prophylaxis Clinic on page 26 and displayed on the screen. Chairman Smith called for a motion of approval. Dr. Laura Staton made the motion to approve the Memorandum of Understanding (MOU) with Beaufort County Health Department – Mass Prophylaxis Clinic as presented. Mr. Smith stated that since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Educational Programs Committee

Chairman Smith called on Mrs. Randolph, Educational Programs Committee Chair, for a report from the Educational Programs Committee. Committee Chair Randolph stated that members of the Board of Trustees that are present this evening were also present at the committee meeting, two members of the committee were absent from the committee meeting. Committee Chair Mrs. Randolph directed attention to the minutes from the previous meeting located on pages 28-29. She addressed the one action item that required a vote – approval of the Student Conduct Policy on page 48 and displayed on the screen. Mr. Ashley Woolard made a motion to approve the Student Conduct Policy as presented. Chairman Smith stated since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Finance Committee

Chairman Smith called on Reverend Robert Cayton to give the Finance Committee report. Reverend Cayton reported that the committee met before the Board meeting and that all committee and members of the Board of Trustees that are present this evening were also present. Reverend Cayton directed attention to the minutes from the previous meeting located on pages 51-54. Reverend Cayton addressed the first item for approval

– Institutional Funds & Student Fees Budget for FY 2015 located on pages 56-85 and located on the screen. Reverend Cayton made the motion for approval as presented. Chairman Smith stated since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Reverend Cayton addressed the second item for approval – Interim Budget Resolution. Reverend Cayton directed attention to page 90 and on the screen. He stated and made the motion of approval of the Interim Budget Resolution is passed annually, In accordance with G.S. 115D-57, which allows the President of Beaufort County Community College to continue to pay salaries and other ordinary expenses of the institution for the interval between the beginning of fiscal year 2014 and the adoption of the budget resolution. Reverend Cayton made the motion for approval as presented. Chairman Smith stated since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Reverend Cayton proceeded to the third item for approval – authorize the Finance Committee to approve the 2014-2015 State Budget on behalf of the full Board of Trustees. Reverend Cayton directed attention to page 90 of the packet and to the screen. Reverend Cayton made the motion for approval as presented. Chairman Smith stated since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Reverend Cayton proceeded to the fourth item for approval – blanket authorization for official travel for the President and Board of Trustees. Reverend Cayton directed attention to page 90 of the packet and to the screen and noted this item is approved annually. Reverend Cayton made the motion of approval as presented. Chairman Smith stated since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

As reported during the Finance Committee meeting this evening by Mr. Nelson, VP of Administrative Services on the State Financial Audit, the college received the final report from the state audit and the auditors reported “no findings.” Mr. Nelson said the report recommended only “minor adjustments.” The total cost of this year’s audit is \$32,870. In his report, Mr. Nelson said the college must notify the state that it plans to use a non-state firm for the 2014-2015 audit and he recommended that the Board of Trustees consider a Request for Proposals to choose a non-state firm for future audits.

Personnel Committee

Chairman Smith called on Mrs. Davis to present the Personnel Committee report. Mrs. Davis stated that the Personnel Committee met before the board meeting and two members were absent. Minutes from the previous meeting are found on page 109 of the packet. Mrs. Davis reported no action was taken during the committee meeting this evening.

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 April 2 – June 2 found on pages 133-135 of the agenda packet.
 - a. Tomorrow we will interview 5 candidates for the VP of Continuing Ed position – outstanding group of applicants.
2. Dr. Tansey addressed the North Carolina New Schools – A public-private catalyst for education innovation article found on page 136 of the packet. Tansey expressed her appreciation of the valuable partnership she and Beaufort County Schools Superintendent Don Phipps are building together.
3. Dr. Tansey directed the Board's attention to the Summer Registration Data on the screen and located on page 140. Dr. Tansey reported that this summer for our STEM (science, technology, engineering and math) classes and our developmental classes we will be receiving FTE reimbursement. She noted this is the first time in about ten or eleven years. All other areas are still self-support. Our headcount is up over last year by 18. However, the only number that really means anything is the FTE number because that is the money number. Dr. Tansey pointed out the extreme reduction in headcount Summer 2012 and explained that it was the summer that BCCC curriculum department created a higher tuition trying to create more money in self-support.
4. Dr. Tansey directed attention to the Gullfest Business Plan 2014. Dr. Tansey stated that she told the Gullfest team that we would give them \$7,000 to market Gullfest this year and we did not know if they would be able to make that money back their first year. They did not. The projected revenue (not clubs – we do not take money away from clubs) was \$3,842.44. The clubs revenue was \$10,009.25. Dr. Tansey stated that she and Mr. Nelson agreed that getting so many folks to this campus and creating such a positive experience to folks that have never been to our campus was worth the expense. Year two, they will have to make the money to market Gullfest. The goal is that Gullfest is self-supporting and they generate money beyond that. Tansey noted that it will probably take a couple of years for them to make a profit. Basic Skills brought in about \$2,800 and BCANS bake sale \$1,288. The goal next year is to break even and possibly make money. Teams have been developed and we have already started working on next year. Afterwards, we did surveys from the vendors and clubs. Gullfest 2015 is scheduled for Saturday, April 18.
5. Dr. Tansey showed a PowerPoint presentation that reflected modifications made to the old dark room in Building 8 that has been converted into a classroom.
6. Dr. Tansey directed attention to the screen and page 142 for the current list of upcoming meetings and events for Board of Trustees. Chairman Smith asked Trustees to please mark the meetings on their calendars. He stressed the importance of Trustees attending meetings and noted that during two committee meetings this evening had one more Trustee been absent; we would not have had a quorum.

New and reappointed Trustee training will be held in Charlotte September 3-6. Cynthia Davis attended reappointment training in April so she will not need to attend in September. Dr. Laura Staton plans to attend in September.

NEW BUSINESS

1. Chairman Smith called on Mrs. Judy Jennette to discuss the nominations for the 2014-15 BCCC Foundation Board of Directors. Mrs. Jennette presented the following slate of names: Dr. Charles Boyette, Helen Sommerkamp Inman, Brownie Futrell, Art Keeney, Zoph Potts, Radell Rasmussen, and Arthur Williams. Mrs. Jennette stated that the Foundation Board met on May 27, 2014 and all agreed that the names listed above were good candidates and voted to approve the slate of candidates. Mr. Ashley Woolard made the motion to accept the slate of officers for the BCCC Foundation as presented. Mr. Bo Lewis seconded the motion. The motion passed with unanimous consent.
2. Chairman Smith discussed the issue of Senior Staff and the President not having a College issued cell phone and using their personal cell phones to conduct business of the College. Chairman Smith stated he has discussed this with Dr. Tansey and is not recommending we go out and buy cell phones but he does feel the Board needs to assist Senior Staff and the President with their current cell phone bill/plan. He asked for feedback from members of the Board of Trustees. After discussion, Reverend Cayton made the motion to have Mr. Mark Nelson, VP of Administrative Services investigate a "plan of action." Mr. St. Clair seconded the motion. Reverend Cayton stated that Mr. Nelson should also investigate the IRS and State income tax regulations. The motion passed with unanimous consent.
3. Dr. Tansey stated that we would like to do more fundraising on campus. She asked that the Board reconsider our no alcohol policy on campus. Dr. Tansey and Mrs. Jennette shared information from other colleges and fundraising events. After much discussion, it was decided that Dr. Tansey would do some research on alcohol policies from other colleges and this will be held for discussion at the Fall Board Retreat. Dr. Tansey asked the phrase "for Foundation events we need prior Board approval" be captured for possible use in a policy.
4. Mrs. Cynthia Davis made the motion to go into closed session at 8:29 p.m. pursuant to N.C.G.S. 143.318.11(a)(6) personnel item to prevent the disclosure of information that is privileged or confidential.

Upon motion by Mr. Lewis and second by Dr. Staton, the Board came out of closed session at 8:50 p.m. Reverend Cayton made the motion to continue with Ms. Singleton's legal counsel (law firm of Hassell, Singleton, Mason & Jones, PA) for the fiscal year beginning July 1, 2014. Mr. Lewis seconded the motion. The motion passed with unanimous consent.

ADJOURNMENT

Chairman Smith called for a motion to adjourn. Mr. Lewis made the motion to adjourn the meeting. Dr. Staton seconded the motion. The Board adjourned at 8:51 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, August 5, 2014.

Respectfully Submitted,

Russell Smith
Chairman

Barbara Tansey, Ph.D.
President