

**BEAUFORT COUNTY COMMUNITY COLLEGE
SPECIAL CALLED BOARD OF TRUSTEES MEETING
JANUARY 12, 2016**

The Beaufort County Community College Board of Trustees held a special called meeting on Tuesday, January 12, 2016 at 9:00 a.m. in the Board Room of Building 10. The purpose of the meeting was to discuss budget, policy revisions, NC Connect Bond and Resolution. The meeting notice was in the local paper, and members of the board had information 48 hours prior to the meeting.

BOARD MEMBERS PRESENT

Dr. Laura Staton, Chair
Betty Randolph, Vice Chair
Jim Chesnutt
Cynthia Davis
James Gaynor
Cornell McGill
James "Cotton" Rawls
Kathleen Simpson
Russell Smith
Mitchell St. Clair, Sr.
Bill Wall – via telephone
Ashley Woolard
Elizabeth Cobb, SGA

BOARD MEMBERS ABSENT

The following staff members were present: Dr. Crystal Ange, Vice President of Academics; 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. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Executive Director of the Foundation; Ms. Pauline Godley, President of the Staff Association; Mrs. Lisa Hill, Dean of Arts & Sciences; Mr. Ben Morris, Dean Business & Industrial Technology; Mrs. Penny Sermons, Director Learning Resource Center; and Mrs. Erica Caracoglia, Dean of Allied Health & Professional Services. Others present included Rane Singleton, PLLC legal counsel and Mrs. Jennie Singleton, Executive Assistant to the President. Absent: Dr. Barbara Tansey, President;

Dr. Laura Staton, Chair of the Board of Trustees called the meeting to order at 9:00 a.m. She noted that Mr. Bill Wall would be joining the meeting via telephone.

PRAYER

Chair Dr. Laura Staton called on Vice Chair, Mrs. Randolph to lead with prayer.

MISSION STATEMENT/ETHICS AWARENESS

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

Dr. Staton stated that President Tansey would not be in attendance at today's meeting and called on Mr. Mark Nelson, VP of Administrative Services to address the first item of business on the agenda – 2016-17 State Budget Reductions. Mr. Nelson shared a printout of the Budget FTE Estimator and noted that we are about where we were in 2007. We estimate to be down about 9% for 2016-17 Budget FTE.

Mr. Nelson directed everyone's attention to the 2016-2017 State Budget Estimates PowerPoint Presentation. Mr. Nelson noted that Dr. Tansey had asked members of Senior Staff to look at a 10% reduction in their areas. Mr. Nelson stated that he would begin the presentation and then the Vice Presidents would in turn present their cost reduction initiatives. Below are charts outlining each of their areas for travel, supplies, and equipment.

President's Office and Public Relations

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$11,900		\$11,900		
Supply	\$101,300		\$101,300		
Equipment	\$17,150	\$14,650	\$2,500	85.4%	Office Furniture
Total	\$130,350	\$14,650	\$115,700	11.2%	

Institutional Effectiveness

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$7,400		\$7,400		
Supply	\$53,150	\$26,800	\$26,350	50.4%	Software, SharePoint Training
Equipment	\$6,000	\$1,700	\$4,300	28.3%	Monitors
Total	\$66,550	\$28,500	\$38,050	42.8%	

Student Services

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$15,500	\$5,500	\$10,000	35.5%	
Supply	\$24,000	\$7,000	\$17,000	29.2%	
Equipment	\$3,250	\$500	\$2,750	15.4%	
Total	\$42,750	\$13,000	\$29,750	30.4%	

Curriculum

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$37,205	\$20,000	\$17,205	53.8%	
Supply	\$213,818	\$40,000	\$173,818	18.7%	
Equipment	\$156,000	\$40,000	\$116,000	25.6%	
Total	\$407,023	\$100,000	\$307,023	24.5%	

Continuing Education

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$38,875		\$38,875		
Supply	\$127,685	\$15,250	\$112,435	11.9%	Truck Driving

Equipment	\$102,000		\$102,000		
Total	\$268,560	\$15,250	\$253,310	5.7%	

Administrative Services

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$32,765	\$2,500	\$30,265	7.63%	
Supply	\$393,978	\$47,950	\$346,028	12.2%	No State Audit, Stock Room
Equipment	\$115,500	\$38,500	\$77,000	33.3%	Bus. Off., Print Shop, IT
Total	\$542,243	\$88,950	\$453,293	16.4%	

*In 2016-17 the stock room in the print shop will no longer stock supplies for employees. Departments will be responsible for ordering all of their supplies.

Budget Reductions Recap

Category	2015-2016 Budget	2016-2017 Reduction	2016-2017 Est. Operating Funds	% Cut	Major Items Cut
Travel	\$32,765	\$2,500	\$30,265	7.63%	
Supply	\$393,978	\$47,950	\$346,028	12.2%	No State Audit, Stock Room
Equipment	\$115,500	\$38,500	\$77,000	33.3%	Bus. Off., Print Shop, IT
Total	\$542,243	\$88,950	\$453,293	16.4%	

In conclusion of the presentation, Dr. Staton called for questions, comments, concerns. Mr. Ashely Woolard asked when personnel would be notified that will be effected by the budget cuts. Mr. Nelson reported that March 1st is the timeframe and employees would be given at least 30 days' notice. He added that the College would try to do more.

Dr. Staton called on Dr. Sullivan to address the Bond Referendum/Resolution. Dr. Sullivan stated that there are two items of business in regard to the Bond Referendum. He shared a handout with key information from NC State on the Connect NC Bond and a draft Bond Resolution. The Connect NC Bonds Act is a \$2 billion bond package that citizens across the state will vote on in the primary election March 15, 2016. Dr. Sullivan reported that Dr. Tansey has formed a local team to begin looking at our bond issue in collaboration with other community college teams. Members of the team will attend a training session next week on things they can and cannot do with regards to campaigning for the bond. He stressed as a state employee there are rules and regulations to follow. Dr. Sullivan stated that if the bond is successful about two-thirds of the bond money will go towards critical improvements for higher education. He stated that BCCC's portion would be about \$6.5 million dollars and it would go a long way in completing the emergency training complex and other opportunities on campus related to American Disabilities Act (ADA). Dr. Sullivan stated that BCCC is looking at other sources of funding to also help us with the Emergency Training Complex.

Dr. Sullivan reported that the North Carolina Community College System (NCCCS) has asked every community college to put money on the table to help support their campaign in support of the bond. He noted that the NCCCS actually asked BCCC for \$6000. However, since we are looking at a new normal and a reduced budget next year, we were not comfortable with that much cash outlay. Therefore, we are asking approval for BCCC to send \$1500 to NCCCS in support of the campaign to support the bond referendum. Dr. Staton stated that the System Office asked for \$1000 per million from each college. Dr. Staton reported that Dr. Tansey and her team thought that \$6000 is a lot of money when we are looking at cutting our budget so much. Dr. Staton stated that she agrees that we do need to support the NCCCS and the \$1500 is a reasonable amount. The BCCC Foundation will also be asked to support the campaign but that will come out of their budget. After discussion, Dr. Staton called for a motion. Mr. Mitchell St. Clair made the motion to give BCCC approval to send \$1500 to the System Office in support of the campaign to support the Bond Referendum. Mr. Cornell McGill seconded and all were in favor.

Continuing Dr. Sullivan directed attention to the draft resolution in support of the Connect NC Bond. Dr. Staton called for questions. Hearing none, she called for a motion. Mr. Jim Chesnutt made the motion to approve the Bond Resolution in support of the Connect NC Bond as presented. Mr. Russell Smith seconded and all were in favor.

Dr. Staton asked Dr. Sullivan to continue with item #7 policy revisions. Dr. Sullivan stated that as we are approaching our reaffirmation period, we are working to strengthen our policies and procedures. He noted, in previous board meetings we have reported that we are in the process of cleaning up our policies and procedures to put us in a good position for reaffirmation. Dr. Sullivan referred to the policy handouts that include the five policies for approval: Right to Privacy, Fund-Raising Activities of the College, Access to the Board

Attorney, Services and Resources, and Facilities Security. Dr. Sullivan addressed each policy. After discussion, Dr. Staton called for one motion to cover all five policies. Mr. Russell Smith made the motion to approve the Right to Privacy, Fund-Raising Activities of the College, Access to the Board Attorney, Services and Resources, and Facilities Security Policies as presented. Mr. Ashely Woolard seconded and all were in favor.

ADJOURNMENT

Chair Dr. Laura Staton called for a motion to adjourn. The Board unanimously approved a motion by Mr. McGill and a second by Mr. St. Clair to adjourn. The Board adjourned at 9:53 a.m.

NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, February 2, 2016.

Respectfully Submitted,

Dr. Laura Staton
Chair

Barbara Tansey, Ph.D.
President

Date