

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 2, 2016**

The Beaufort County Community College Board of Trustees met Tuesday, February 2, 2016, at 5:30 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 6:00 p.m. The Property, Education Programs, Finance, and Personnel Committees met before the Board meeting.

BOARD MEMBERS PRESENT

Dr. Laura Staton, Chair
Betty Randolph, Vice Chair
Jim Chesnutt
James Gaynor
James "Cotton" Rawls
Mitchell St. Clair, Sr.
Russell Smith
Bill Wall
Jean Woolard
Elizabeth Cobb, SGA

BOARD MEMBERS ABSENT

Cynthia Davis
Cornell McGill
Kathleen Simpson
Ashley Woolard

The following staff members were present: Dr. Barbara Tansey, President; 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; Mrs. Lisa Hill, Dean of Arts & Science; Mr. Ben Morris, Dean of Business and Industrial Technology; Mr. Steve Jones, Vice President of the Staff Association; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Rane Singleton, PLLC legal counsel, Honorable Van Martin "Marty" Paramore, Clerk of Court, and Mr. Robert Williams, Schneider Electric.

Dr. Laura Staton, Chair of the Board of Trustees called the meeting to order at 6:00 p.m.

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, Chair Dr. Staton continued with the agenda.

Affirmation of Board Members

Continuing from the agenda, Dr. Staton recognized Mr. Marty Paramore, Clerk of Superior Court to administer the oath of office to one trustee. Sworn in at this time was Mrs. Jean Woolard, newly appointed by the Washington County Commissioners. Dr. Staton and fellow Trustees congratulated the Mrs. Woolard on her appointment.

AMBASSADORS

Dr. Staton called on Foundation Director Ms. Serena Sullivan to introduce the BCCC Foundation Ambassadors present for the meeting. Ms. Sullivan introduced Ms. Christine LeCompte and Mr. Nicholas Griekspoor who delivered presentations to the Board about their experiences at BCCC and appreciation of the scholarship. Dr. Staton thanked them for their inspiring words.

Presentation by Schneider Electric

Mr. Robert Williams gave a presentation on Energy Performance Contracting. After discussion of the pros and cons of the project, Mr. St. Clair, Sr., made the motion to not move forward with the project at this time but to revisit the possibility at another time. Mr. Bill Wall seconded and all were in favor.

APPROVAL OF MINUTES

Dr. Staton called for a motion approving the minutes of the October 6, 2015 meeting of the Board. Upon motion by Mr. Wall and a second by Mr. St. Clair, Sr., the Board unanimously approved the minutes as presented.

OLD BUSINESS

None

REPORTS AND RECOMMENDATIONS

Dr. Laura Staton called on the chairs of the Board's standing committees, who gave reports and recommendations as follows:

Executive Committee

No Report

Technology Ad Hoc Committee

No Report

Property Committee

Dr. Laura Staton called on Mr. St. Clair, Sr., Property Committee Chair, to present the Property Committee Report. Mr. St. Clair, Sr., noted that the Property Committee met before the Board meeting and the minutes from the previous Property Committee meeting are found on Pages 13-15 of the agenda packet and all Trustees had the opportunity to review them prior to tonight's meeting. Mr. St. Clair, Sr., said that the committee did not have any action items to come before the Board and Board members were present during the committee meeting to hear the information presented.

Educational Programs Committee

Dr. Laura Staton called on Mrs. Betty Randolph, Educational Programs Committee Vice Chair for a report from the committee. Mrs. Randolph noted that the minutes from the previous meeting are located on Pages 28-30 of the packet and all board members had the opportunity to review them prior to tonight's meeting. Mrs. Randolph stated that the committee did not have any action items to come before the Board and all Board members were present during the committee meeting to hear the information presented.

Finance Committee

Dr. Laura Staton called on Mr. Bill Wall, Finance Committee Chair, for a report from the Finance Committee. Mr. Wall noted that the Finance Committee met before the Board meeting and the minutes from the previous Finance Committee meeting are found on Pages 46-48 of the agenda packet. The minutes were approved during the committee meeting. Mr. Wall said the committee approved two items for action by the Board and one tabled motion. Mr. Wall presented the items for full board approval – 1) Approval of the \$10 annual fee to students for the College access, parking and security (CAPS) fees found on pages 53 and 62 and 2) Approval of the Board of Trustee Fund Authority Form found on pages 70-71. Dr. Laura Staton stated that she would like one motion for both items. Mr. Smith made the motion to approve both items as presented. Dr. Staton stated since approval comes as a recommendation from a standing committee, it did not require a second. She called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Personnel Committee

Chair Dr. Laura Staton called on Mr. Cotton Rawls, Personnel Committee Chair, for a report from the Personnel Committee. Mr. Rawls stated that the Personnel Committee did not have a quorum for their meeting so the committee did not take any action. Dr. Laura Staton stated that members of Senior Staff presented information on four policies during the Personnel Committee meeting and that everyone present heard the information and reviewed the policies: Flexible Work Schedule Policy on pages 78-79, Confidentiality Policy found on pages 80-81, Campus Security Policy, and College Committees Policy – handout provided. Dr. Staton called for a motion. Mr. Smith made the motion to approve all four policies (Flexible Work Schedule, Confidentiality, Campus Security, and College Committees) as presented. Mr. Smith seconded and all were in favor.

President's Report

Dr. Laura Staton called on Dr. Tansey to present the President's Report. Dr. Tansey presented the report as follows.

1. Dr. Tansey directed the Board's attention to a written report of her activities from October 6 through February 2 and directed attention to Pages 83-85 of the agenda packet. She addressed a couple of events that were listed that she did not attend. There were no questions.
2. Secondary Employment Memo (Pg. 86) – Rick Anderson Assistant Varsity Baseball Coach at Washington High School. Dr. Tansey directed attention to the memo and stated it was for information only.
3. Office of the State Auditor Letter (Pgs. 87-92) - Dr. Tansey directed attention to the Official Notification Letter of the Financial Audit at BCCC for FY ended June 30, 2015. The letter was signed and mailed by Dr. Tansey on January 14, 2016.
4. Trustee Calendar of Events – A list of upcoming events was shared with all.

NEW BUSINESS

1. Dr. Tansey discussed the possibility of a Spring Board Retreat. After discussion, two dates were chosen April 18th and 25th. Dr. Sullivan will email a doodle poll to Board of Trustees to see which date works best for the majority of Board members.
2. Joint meeting with the County Commissioners. Annually the Board of Trustees meet jointly with the Beaufort County Commissioners to present the annual budget. Dr. Tansey reported that the County Commissioners have invited Dr. Staton, Mr. Nelson and herself to attend their Commissioner Retreat. At the Commissioner Retreat, Dr. Tansey will find out if the Commissioners still want to hold the joint meeting in April, as in the past. Dr. Tansey will notify the Board of Trustees of their decision. If the County Commissioners still want to meet, then we will try to hold the Spring Retreat on the same day as the joint meeting.
3. Ms. Serena Sullivan presented an idea from the BCCC 50th Anniversary Committee. The committee would like to know if they can explore ideas of a Beerfest. The Beerfest would not be held on the BCCC campus. After much discussion, it was decided to not grant the committee permission to pursue the Beerfest idea.
4. Ms. Serena Sullivan presented a slate of nominations for the Beaufort County Community College Foundation. Ms. Sullivan stated that there will be six vacancies that will come open in June 2016. Members of the Board of Trustees were provided Bios of each nominee and a voting ballot. Each Trustee could only vote eight times. After the compilation of votes the following names received the top eight votes: David Louis Clegg, David Francisco, Dr. Jeffrey Larson, W. Steven Nobles, Dennis M. Pelletier, Ph.D., Penny G. Sermons, Paul Spruill, and Charles. F. Williams (Chuck). Mr. Smith made the motion to approve the newly appointed and reappointed list of Foundation Board of Directors as listed above. Mrs. Randolph seconded the motion. The motion passed with unanimous consent.

5. Dr. Staton stated that she would like for the Board of Trustees to “pass the bucket” at each meeting. Members of the Board of Trustees would pass the bucket and collect change/money for the BCCC Board of Trustees Scholarship.
6. Ms. Serena Sullivan directed attention to the revised Foundation Bylaws found on pages 93-104. Dr. Staton called for discussion or questions. Hearing none, she called for a motion. Mr. Smith made the motion to approve the revised Foundation Bylaws as presented. Mrs. Randolph seconded the motion. The motion was passed with unanimous consent.
7. Ms. Serena Sullivan reported that the 50th Anniversary is coming up in 2017. The planning committee for the event would like to pursue the idea of a river cruise out of the country. Ms. Sullivan requested permission for the 50th Anniversary Committee to pursue the possibility of the Collette Out of the County Travel. After discussion, Dr. Staton called for a motion. Mr. Bill Walled made the motion allow the 50th Anniversary Committee to pursue the Collette Out of the County Travel. Mr. Smith seconded the motion. The motion passed with unanimous consent.
8. In June 2015 the meeting times for committees were changed from 5:00 p.m. to 4:00 and the Board meeting was changed from 7:00 p.m. to 6:00 p.m. There was discussion to move the times back to their previous schedule. Mr. Cotton Rawls made the motion to change the times back – Committee meetings will begin at 5:00 p.m., dinner at 6:30 p.m., and the Board meeting to begin at 7:00 p.m. Mr. Bill Wall seconded. The motion passed with unanimous consent.

ADJOURNMENT

Dr. Laura Staton called for a motion to adjourn. The board unanimously approved a motion by Mrs. Randolph and a second by Mr. St. Clair, Sr., to adjourn. The Board adjourned at 7:45 p.m.

NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, April 5, 2016

Respectfully Submitted,

Dr. Laura Staton
Chair

Barbara Tansey, Ph.D.
President

Date

