

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 4, 2015**

The Beaufort County Community College Board of Trustees met Tuesday, August 4, 2015, at 5:40 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 6:25 p.m. The Property, Education Programs, Finance, and Personnel Committees met before the Board meeting.

**BOARD MEMBERS PRESENT**

Russell Smith  
Betty Randolph, Vice Chair  
Jim Chesnutt  
Cynthia Davis  
James Gaynor  
Cornell McGill  
James "Cotton" Rawls  
Mitchell St. Clair, Sr.  
Bill Wall

**BOARD MEMBERS ABSENT**

Dr. Laura Staton, Chair  
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; Mr. Brian Miller, President of the Faculty Senate, Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Haywood Broome, Lead Instructor-Construction Equip., Systems Technology; Mr. Justin Rose, Director of Occupational Extension; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Ranee Singleton, PLLC legal counsel.

In the absence of Dr. Laura Staton, Chair of the Board of Trustees, Mrs. Randolph, Vice Chair lead the meeting.

**PRAYER**

Mrs. Randolph called the meeting to order and lead with prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

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

**RECOGNITION OF TRUSTEES**

Mrs. Randolph recognized and presented past Chairman Mr. Russell Smith with a plaque of appreciation for his service as Board Chair from 2012- 2015.

Mrs. Randolph recognized and presented Mr. Bo Lewis with a plaque of sincere appreciation as a trustee for his many years of service to Beaufort County Community College. Mr. Lewis served on the Board of Trustees from 1995 – 2015.

Mr. Julian Goff was also recognized for his service as a member of the Board of Trustees from 2013 2015. Mr. Goff was unable to attend the meeting.

Members of the Board of Trustees and guests gave them a round of applause for their accomplishments and service to Beaufort County Community College.

#### Affirmation of Board Members

Continuing from the agenda, Mrs. Randolph recognized Mrs. Yvette McGill, Assistant to the Clerk of Superior Court to administer the oath of office to two trustees. Sworn in at this time were the following: James Gaynor, newly appointed by the Beaufort County Board of Commissioners and Russell Smith, appointed by the Beaufort County Board of Education. Mrs. Randolph congratulated the trustees on their appointments.

#### APPROVAL OF MINUTES

Mrs. Betty Randolph, Vice Chair called for a motion approving the minutes of the June 2, 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

No Report

#### REPORTS AND RECOMMENDATIONS

Mrs. Betty Randolph, Vice Chair called on the chairs of the Board's standing committees, who gave reports and recommendations as follows:

##### Executive Committee

No Report

##### Property Committee

Mrs. Betty Randolph, Vice Chair 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 15-17 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 approved one item for action by the Board. Mr. St. Clair, Sr., presented the item – Approval of the land purchase of 13.6 acres, Track 5 Deed Book 1135, Pg. 425 NC PIN#: 6605-65-5199 (Linda W. Byrd/Roger W. Woolard). Mrs. Randolph, Vice Chair stated that 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.

### Educational Programs Committee

Mrs. Randolph, Vice Chair resumed the Educational Programs Committee from the point they stopped prior to dinner. She called on Mr. Justin Rose to continue his presentation. Mr. Rose provided an update on the College for Kids Summer Program. Mr. Rose reported that in 2013 there were eleven camps offered in the College for Kids program. He noted that due to a change in staff prior to the summer of 2014, four camps were offered in the College for Kids program.

Mr. Rose stated that this summer BCCC is offering 21 camps. He stated they have partnered with 12 local businesses in order to offer camps that introduce students and families to both local business and the BCCC campus. He explained that this has expanded the program from more recreational topics to S.T.E.M. and occupational topics. BCCC has also introduced an adult Hunter Safety class so that parents can attend with their children. This was implemented after inquiries from both parents and students.

This summer also introduced toddler "Tiny Tots" camps. These camps run 6 weeks with classes being held once a week from 10:00 a.m. to 11:30 a.m. Parents attend with the students with ages ranging from eighteen months to four years of age.

### **Enrollment:**

Since 2013, College for Kids has served 326 students, ranging from eight to seventeen years of age, enroll in the summer programs.

Although enrollment dipped to only twenty five last summer due to a change in staff, the enrollment so far for this summer stands at 194 students. That is 194 out of 350 possible seats within the twenty one classes.

### **Moving Forward:**

With the "Tiny Tots" camps being the first camps offered at BCCC for ages under eight years of age there is still a gap left for children of ages within five years of age to seven years of age. It is the focus of 2016 summer programs to close this gap and offer College for Kids programs for ages ranging from eighteen months to seventeen years.

As a result of both interest and feedback regarding family integrated camps, such as the Toddler Camp and Hunter Safety Class, the 2016 program will introduce a small control group of family based camps. I believe that this will introduce a larger group to the college as well as providing more family based activities.

Mrs. Randolph called on Dr. Jay Sullivan to present the August Summer FTE Report – and the Grant Activity Report. Dr. Sullivan addressed the Summer FTE Trend/Budget Impact – He directed attention to pages 61-62. Dr. Sullivan shared the Full Time Equivalent (FTE) for Fall 2012 to Fall 2015 and noted that the data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE. He noted that budget FTE for Fall 2015 is preliminary at the time.

	2012	2013	2014	2015	2016	
<b>Summer</b>			66.6 <sup>1</sup> (118.10 <sup>4</sup> )	53.41 <sup>2</sup> (105.43 <sup>4</sup> )		<input type="checkbox"/> <b>(13.19)</b>
<b>Fall</b>	799.31	782.77	767.01	539.34		<b>(227.67)</b>
<b>FTE Spring</b>		778.16	764.76	781.23 <sup>3</sup>		

<sup>1</sup> Budget FTE counting towards 2015-2016 budget

<sup>2</sup> Budget FTE counting towards 2016-2017 budget

<sup>3</sup> Current projected value

<sup>4</sup>Total FTE

Dr. Sullivan stated that preliminary data shows a significant decline in FTE for Fall 2015 compared to Fall 2014. He noted, at the time of this report FTE for Fall 2015 is approximately 228 fewer than for Fall 2014. He stated that there are a number of factors that are or may be influencing the apparent decline in FTE:

1. The College terminated participation in federal direct loan programs effective July 1.
2. The College is no longer able to serve students at NERSBA. NERSBA relocated to the service area of Martin Community College.
3. There is an overall downward trend in enrollment in higher education across the state and nation.
4. Changes in Career and College Promise guidelines has reduced the number of high school students who are eligible to participate.
5. A decrease in the unemployment rate means more individuals are working rather than attending higher education.
6. The recently released higher education shopping sheet casts the College in a negative light.
7. High school counselors are preferentially advising students to attend universities instead of community colleges.

Dr. Sullivan stated in an attempt to counteract these negative factors, the College has undertaken a number of different initiatives to recruit students and recover FTE before the start of Fall 2015.

1. A comprehensive calendar of important dates (e.g. registration, bill due dates, etc.) was developed and published online so that all recruiters have access to the same information.

2. Curriculum programs are trying to coordinate a spot on the Chamber of Commerce TV show to market curriculum programs.
3. Information about private educational lenders was gathered and sent to students.
4. A comprehensive marketing brochure, targeted at the parents of traditional age students, is being developed. This brochure will outline Financial Aid opportunities, programs of study, cost of attendance, etc.
5. A recruiting letter thanking recent BCCC graduates for attending was developed and distributed with degrees, diplomas, and certificates. The letter also asked graduates to refer a friend to BCCC.
6. A letter was sent to all 2015 high school graduates congratulating them on graduation and asking them to consider BCCC for their future plans.
7. College personnel have been meeting with vendors to explore the possibility of payment plan options for students.
8. Faculty and staff have been reminded that good customer service is the first step in building a long lasting relationship with potential customers.
9. College staff have undertaken a recruiting campaign to contact individuals who have already expressed some interest in the College. These individuals include (i) persons admitted to the College who have not registered, (ii) persons who have taken placement tests but not registered, and (iii) persons awarded financial aid who have not registered.
10. College staff have explored the possibility of a "Bring a Friend Campaign" for new student orientation. Although no formal campaign has been implemented, new students are responding by bringing friends with them to orientation.

Dr. Sullivan reported that College staff will continue to evaluate the success of the above efforts and provide additional details at the time of the August Board meeting.

Dr. Sullivan shared a handout on the estimate of loss of loan programs on enrollment. He noted, that in all cases, the cohort for the denominator does not include students who graduated in Spring or Summer 2015.

Overall attrition rate: **36%**

$$= \frac{\text{Number of NonReturning Students}}{\text{Number of Students Enrolled in Spring 2015}}$$

Attrition rate of students participating in loan programs in 2015-2015: **52%**

$$= \frac{\text{Number of NonReturning Students who participated in loan program}}{\text{Number of Students Enrolled in Spring 2015 who participated in loan program}}$$

Attrition rate of students not participating in loan programs in 2015-2015: **31%**

$$= \frac{\text{Number of NonReturning Students who did not participate in loan program}}{\text{Number of Students Enrolled in Spring 2015 who did not participate in loan program}}$$

Dr. Sullivan addressed Item 7- Grant Activity Report and directed attention to page 62 of the packet. Dr. Sullivan noted that at this time BCCC is currently without a Grant Writer.

Dr. Ange reported that the SACSCOC Referral Report is still in draft format and has not been reviewed by the SACSCOC Committee and Dr. Tansey.

Dr. Ange reported that at the last Educational Programs Committee meeting she discussed the need to discontinue three curriculum programs due to lack of interest and feedback from employers in our service area: Esthetics Technology Certificate (C55230), Manicuring Instructor Certificate (C55380), and Web Technologies (A25290). She directed attention to the approval letters from NCCCS for the Termination of Curriculum Programs on pages 63-64.

Mrs. Randolph stated the Educational Programs Committee has completed its information items and called on Dr. Sullivan to present the one action item – Approval of the 2015-2016 Strategic Plan. Dr. Sullivan directed attention to the 2015-2016 Strategic Plan on pages 33-44. Mrs. Randolph called for questions or comments. Hearing none, she called for a motion. Mr. Rawls made the motion to approve the 2015-2016 Strategic Plan as presented. Mr. McGill seconded the motion. The motion passed with unanimous consent.

#### Finance Committee

Mrs. Randolph, Vice Chair called on Mr. McGill, Finance Committee Chair, for a report from the Finance Committee. Mr. McGill noted that the Finance Committee met before the Board meeting and the minutes from the previous Finance Committee meeting are found on Pages 65-68 of the agenda packet. Mr. McGill said the committee approved one item for action by the Board. Mr. McGill presented the first item – Approval of the Revised Refund Policy. Mrs. Randolph called for a motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. Mr. Wall made the motion to approve the Revised Refund Policy as presented. She called questions or comments. Hearing none, the motion was approved unanimously by the Board.

#### Personnel Committee

Mrs. Randolph, Vice Chair called on Mrs. Cynthia Davis to give the Personnel Committee report. Mrs. Davis stated that the committee met before the board meeting and minutes of the previous Personnel Committee meeting are located on pages 132-140 of the packet. Mrs. Davis said the committee brings two items to the full board for approval. Item 1 – Approval of the revised Compensatory Leave Policy. Mrs. Randolph called for a motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. Mrs. Davis made the motion to approve the Revised Refund Policy as presented. Mrs. Randolph called questions or comments. Hearing none, the motion was approved unanimously by the Board. Item 2 – Approval of the revised Travel Policy. Mrs. Randolph called for a motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. Mrs. Davis made the motion to approve the Revised Travel Policy as presented. Mrs. Randolph called questions or comments. Hearing none, the motion was approved unanimously by the Board.

## President's Report

Mrs. Randolph, Vice Chair 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 June 3 through August 3 and directed attention to Pages 141-142 of the agenda packet. There were no questions.
2. Trustee Calendar of Events – Jennie Singleton distributed the upcoming Trustee Calendar of Events.
3. Dr. Tansey shared the preliminary findings of the Full Usage Assessment conducted by the NCCCS Subject Matter Experts (SME's) Support Team. The preliminary findings are specific to workflows within the Colleague application and identify date entry forms and process by "mnemonics", or acronyms specific to the application. The findings are grouped by process and include supporting explanations from the SME's, as well as potential benefits provided by each process. The SME's planned assessment review meeting with the BCCC leadership team is scheduled for August 24.

Dr. Tansey stressed that we need documented process throughout the college. Mr. Wall asked how the Board of Trustees can help. After discussion, Mr. Wall made the motion to add an ad hoc Technology Committee of the Board of Trustees. Mr. McGill seconded the motion. The motion passed with unanimous consent. Dr. Staton will assign the members of the ad hoc committee once she returns from vacation.

Mrs. Randolph stated that if there is a committee that any board member would like to be a part of, please send a note to Dr. Laura Staton Chair. Once Dr. Staton returns, she and Mrs. Randolph will work on the 2015-2016 committee appointments.

## NEW BUSINESS

1. Approval of the revised Campus Sexual Violence Act/Violence Against Women Act Policy (SaVE Act/VAWA). Legal Counsel Ranee Singleton reported that the rules came out in the Federal Register for the Clery Act/VAWA, which required us to amend our existing VAWA/Clery Act policy. Community Colleges have to have this policy along with reporting the statistics in order to receive or participate in Title IV and HEA programs. Mr. Wall made the motion to approve the revised policy as presented. Mrs. Davis seconded the motion. The motion passed with unanimous consent.

## ADJOURNMENT

Mrs. Randolph called for a motion to adjourn. The board unanimously approved a motion by Mr. McGill and a second by Mr. Rawls to adjourn. The board adjourned at 7:50 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, October 6, 2015

Respectfully Submitted,

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Betty Randolph  
Vice Chair

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Barbara Tansey, Ph.D.  
President

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Date