

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 6, 2015**

The Beaufort County Community College Board of Trustees met Tuesday, October 6, 2015, 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
Cynthia Davis
James Gaynor
Cornell McGill
Mitchell St. Clair, Sr.
Kathleen Simpson
Bill Wall
Ashley Woolard
Elizabeth Cobb, SGA

BOARD MEMBERS ABSENT

James "Cotton" Rawls
Russell Smith

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; Ms. Pauline Godley, President of the Staff Association; Mr. James Casey, Director of Learning Enhancement Center; Ms. Suzanne Stotesbury, English Instructor; Mrs. Caroline Hardee, Lead Instructor Early Childhood; Mrs. Theresa Edwards, Coordinator Student Activities; and Mrs. Lisa Hill, Dean of Arts & Sciences. Others present included Ranee Singleton, PLLC legal counsel. Absent: Mrs. Jennie Singleton, Executive Assistant to the President.

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 two trustees. Sworn in at this time were the following: Colonel Kathleen Simpson, newly appointed by the Governor and Mrs. Elizabeth Cobb, SGA President and ex-officio member of the Board of Trustees. Dr. Staton congratulated the trustees on their appointments.

AMBASSADORS

Chair Dr. Staton called on Foundation Director Ms. Serena Sullivan to introduce the BCCC Foundation Ambassadors present for the meeting. Ms. Sullivan introduced Ms. Kelsey Riggs and Ms. Priscilla Styons who delivered presentations to the Board about their experiences at BCCC and appreciation of the scholarship. Dr. Staton thanked them for their inspiring words.

Life on the Pamlico

Mr. James Casey and Ms. Suzanne Stotesbury gave a presentation of the latest edition of Life on the Pamlico.

IMPACT OF LOAN PROGRAM TERMINIATION

Dr. Jay Sullivan, VP of Research and Institutional Effectiveness gave a report/presentation of the impact of the termination of the Federal Direct Loan Program. A copy of the presentation is found on pages 18-34 of the Board packet.

APPROVAL OF MINUTES

Dr. Staton, Chair called for a motion approving the minutes of the August 4, 2015 meeting of the Board. Mr. Wall stated a correction is needed to remove the word Chair after Mr. Russell Smith's name. Upon motion by Mr. Wall and a second by Mrs. Cynthia Davis the Board unanimously approved the minutes with the noted correction as presented.

OLD BUSINESS

Committee and Board meeting times – After discussion, it was decided that Committee meetings will remain at 4:00 p.m. and run consecutively until 5:30 p.m. The Board meeting time will remain at 6:00 p.m.

REPORTS AND RECOMMENDATIONS

Chair 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

Chair 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 45-47 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 two items for action by the Board. Mr. St. Clair, Sr., presented the items – 1) Approval of the Agribusiness Proposal for the Land Purchase Usage (Pg. 49) and 2) Approval of the addition to the Interactive Multipurpose Fitness and Interval Training Trail (IMFITT). Chair Dr. Laura Staton 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

Chair Dr. Laura Staton called on Mrs. Cynthia Davis, Educational Programs Committee Chair for a report from the committee. Mrs. Davis noted that the minutes from the previous meeting are located on Pages 60-61 of the packet and all board members had the opportunity to review them prior to tonight's meeting. Mrs. Davis stated that the Educational Programs Committee has one item for action by the Board. Mrs. Davis stated that the Educational Programs Committee makes the recommendation to approve the increase in the Continuing Education Workplace Observation Fee from \$15 to \$21 CRC and noted the information is located on Page 63 of the packet. Dr. Laura Staton 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.

Finance Committee

Chair 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 74-76 of the agenda packet. He asked members of the Finance Committee to approve those minutes. Mr. Jim Chesnutt made the motion to approve the August 4, 2015 Finance Committee minutes as presented. Mr. Mitchell St. Clair, Sr., seconded and all committee members were in favor. Mr. Wall said the committee approved three items for action by the Board and one tabled motion. Mr. Wall presented the items for full board approval – 1) Approval of the draft budget package presented by Mr. Mark Nelson contingent on the State Board's approval of the revised budget package and 2) Approval

of the College Foundation of NC Payment Plan found on pages 79 and 80. Mr. Wall noted that after considerable discussion the Finance Committee tabled the request for approval of specified information to the Board of Trustees Fund Authority Form until the next meeting. 3) Mr. Wall noted that a motion to award a \$500 scholarship from the Board of Trustees Endowment for the Spring 2016 Semester. The BCCC Scholarship Committee is to select the recipient. Dr. Laura Staton 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.

Personnel Committee

In the absence of Personnel Committee Chair Mr. Cotton Rawls, Board Chair Dr. Laura Staton called on Mr. Cornell McGill, Finance Committee Vice Chair, for a report from the Personnel Committee. Mr. McGill stated that the committee met before the board meeting and minutes of the previous Personnel Committee meeting are located on pages 102-103 of the packet. Mr. McGill noted that the committee brings three items to the full board for approval - 1) Approval of the revised Campus Conduct Policy (Pgs. 106-107) and 2) Approval of Conflict of Interest Policy (Pgs. 108-109) and 3) Approval of the Amendment to the Board of Trustees Bylaws (Pg. 108). Dr. Laura Staton 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.

President's Report

Chair 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 August 5 through October 6 and directed attention to Pages 109-110 of the agenda packet. There were no questions.
2. Expanded Senior Staff Meetings – Dr. Tansey reported that the purpose of the Expanded Senior Staff Meetings is to better open the lines of communication across campus. The expanded meeting will give various people across campus to see what goes on in Senior Staff meetings. Vice Presidents will rotate (2) folks from their areas each month and invite them to upcoming Expanded Senior Staff meetings. The president of the Faculty Senate and Staff Association are invited to attend all Expanded Senior Staff meetings. Deans are also invited or they may rotate depending upon their schedules
3. Annual Security Report – Crime Stats PPT. Dr. Tansey directed attention to pages 113-129 of the packet.
4. Trustee Calendar of Events – A list of upcoming events was shared with all. The Trustee Christmas Social is scheduled for Tuesday, December 1 at 7:00 p.m. at the Washington Yacht and Country Club.

NEW BUSINESS

1. Dr. Tansey shared the Memo of Understanding between BCCC & Washington County Board of County Commissioners – Annex Building in Roper NC on (Pgs. 130-133).
2. Dr. Tansey directed attention to the General Assembly of NC Session Law 2015-167 House Bill 390 found on pages 134-135 of the packet - a request for approval by the Board of Trustees to make an appointment to the Board of Trustees from Washington County – NCGS 115D12(a) Section 1 (a) Group Two. Dr. Tansey explained reasons and the importance for requesting the appointment. After discussion, Mr. Bill Wall made the motion to approve the appointment of a trustee from Washington County to the Beaufort County Board of Trustees provided an addendum is made to the MOU between BCCC and Washington County that says the appointment is only good as long as the site is fully operational. This will be for a 4-year term and the new trustee will have voting rights. Mr. Jim Chesnutt seconded the motion. The motion passed with a majority vote. Voting no; Mr. Ashley Woolard.
3. Dr. Tansey explained that a Special Called meeting is needed to discuss the planning decisions for a reduced budget for FY 2016-2017. The Board of Trustees chose Tuesday, January 12 from 9:00 a.m. to 12:00 p.m.
4. Dr. Tansey encouraged Trustees to sign up for the BCCC Text Alert System. To sign up go to www.beaufortccc.edu and sign up for Emergency Text alerts click on the icon.
5. The date for the new Trustee Orientation is scheduled for Wednesday, November 4 from 8:00 a.m. – 3:00 p.m. in the Board Room of Building 10. The orientation is for Mr. James Gaynor and Colonel Kathleen Simpson and any other trustees that would like a refresher. Mr. Gaynor and Colonel Simpson were encouraged to wear walking shoes for the campus tour.
6. Dr. Tansey distributed the BCCC Speakers' Bureau pamphlets with the upcoming speakers and topics. She noted they are all at no charge and to book a speaker contact Mr. Jules Norwood at jules.norwood@beaufortccc.edu.
7. Dr. Tansey discussed the possibility of having a Spring Board Retreat and not planning one for the fall.
8. Dr. Tansey stated that members of Senior Staff will be working at a 3 day retreat to separate BCCC's current Policy and Procedures Manual.

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 8:00 p.m.

NEXT BOARD MEETING

A Special Called meeting is scheduled for Tuesday, January 12 and 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