

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING RETREAT  
November 6, 2013**

The Beaufort County Community College Board of Trustees held its Fall Retreat on Wednesday, Nov. 6, 2013 in the Board Room of Building 10. Members present: Mr. Russell Smith, Chairman, Mr. Cornell McGill, Vice Chair, Reverend Dr. Robert Cayton, Mrs. Cynthia Davis, Mr. Frank "Bo" Lewis, Mrs. Betty Randolph, Mrs. Laura Staton, Mr. Mitchell St. Clair, Sr., and Mr. Jack Wallace. Members absent: Mr. Julian Goff, Mr. Cotton Rawls, and Mr. Ashley Woolard. College staff present: Dr. Barbara Tansey, President, Mrs. Crystal Ange, Vice President of Academics, Mr. Rick Anderson, Vice president of Student Services, Mr. Chet Jarman, Vice President of Continuing Education, Mr. Mark Nelson, Vice President of Administrative Services, Mr. Jay Sullivan, Vice President of Research & Institutional Effectiveness, Mrs. Judy Jennette, Executive Director of the Foundation, Mrs. Betty Gray, Public Relations, and Mrs. Jennie Singleton, Executive Assistant to the President and Ms. Rebecca Adams, Administrative Assistant to IE.

Chairman Russell Smith called the meeting to order at 8:30 a.m. and turned the meeting over to President Dr. Barbara Tansey who explained the purpose of the meeting and outlined the procedures. She told the board that they would be tasked with updating a number of the college's policies and procedures that have not been updated for a number of years. The board would break into two groups – one group assigned to review personnel policies and a second group assigned to review general policies. Members of BCCC's senior staff would be available to facilitate the group meetings. After its members completed these reviews the members would then break again into two groups – one group would review an update of the Facilities Master Plan and a second group would review three strategic goals its members established for the college last year. Dr. Tansey stated that the Board would need to go into closed session at the end of the retreat for a personnel item.

**General Policies Working Group:**

Six members of the Board of Trustees were assigned to review a group of policies labeled General Policies. The trustees assigned to the group included Mitchell St. Clair Sr., Frank "Bo" Lewis, the Rev. Robert B. Cayton, Cornell McGill, Betty Randolph and Dr. Laura Staton. Vice President of Student Services Rick Anderson, Vice President of Research and Institutional Effectiveness Jay Sullivan and Foundation Director Judy Jennette were assigned to the group as resource people. The Rev. Cayton was named as chairman of the group and presided over the discussions.

The General Policies Working Group took action on several policies as follows:

1. Electronic Mail Policy. Dr. Staton noted that the proposed policy is a significant change from the existing policy because it would no longer allow college employees to make personal use of Beaufort County Community College electronic mail. "We've gone from reasonable use to none," she said. "That's a big change." Dr. Staton was told by the resource people in the room that all email is

retained on the college's server, even after it is deleted, and storage of that email has become an issue. "That server has a finite limit," Anderson said. "What we are finding is that the bucket is full." After discussion, the group unanimously approved a motion by Frank "Bo" Lewis, seconded by Mitchell St. Clair Sr. approving the policy change.

2. Email Retention Policy. The group voted unanimously to approve a new email retention policy on a motion by Mitchell St. Clair Sr. and seconded by Frank "Bo" Lewis.
3. Research Review Policies. The group voted unanimously to approve a new Research Review Policy on a motion by Laura Staton, seconded by Betty Randolph.
4. Safety Control Measures Policy. The group reviewed four items that were included for approval – Lockout/Tagout – Energy Isolation Policy, Personal Protective Equipment Policy, Machine Guarding Policy and Chemical Hygiene Policy. The group's members agreed that the four were procedures instead of policy and considered, instead, a Safety Control Measures Policy that was substituted for the four. Upon recommendation by Laura Staton, the word "hearing" was added to the list of protective equipment that would be required. She also notes that those staff members who operate mowers, leaf blowers and similar devices for short periods of time be protected against damage to their hearing. The group unanimously approved the substitute Safety Control Measures Policy upon motion by Frank "Bo" Lewis and a second by Laura Staton.
5. Pandemic Plan Policy. After being presented with a proposed new Pandemic Plan Policy, the group recommended that it be referred to BCCC's Senior Staff for possible inclusion in the college's Emergency Response Policy. Upon motion by Mitchell St. Clair Sr., seconded by Betty Randolph, the group voted unanimously to refer the Pandemic Plan Policy to senior staff for their consideration.
6. Travel Policy. After hearing a discussion of changes in travel procedures in response to budget cuts, the group approved the Travel Policy unanimously upon a motion by Laura Staton and a second by Frank "Bo" Lewis.
7. State Travel Regulations Policy. The group approved the policy unanimously on a motion by Laura Staton and a second by Frank "Bo" Lewis.
8. Parking and Traffic Policy. The group voted unanimously to accept a motion by Mitchell St. Clair Sr. and seconded by Laura Staton to approve the policy. After the vote, Rick Anderson raised the question of whether the board would consider instituting a parking fee for those students who park a car on the college campus. It was noted that local high schools charge a fee for their students; however, members of the group noted that high school students are provided transportation to public high schools while the college does not offer transportation for its students. Group members generally agreed that the board would not likely consider a parking fee until the economy improved.
9. Inclement Weather Policy. The group voted unanimously to approve the policy following a motion by Frank "Bo" Lewis and a second by Mitchell St. Clair Sr.

After approving the individual policies, the group voted unanimously to submit the policies as a report to the Board of Trustees along with suggestions on procedures to be made to the college administration.

### **Personnel Policies**

Six members of the Board of Trustees were assigned to review a group of policies labeled Personnel Policies. The trustees assigned to the group included Cynthia Davis, Jack Wallace, and Russell Smith. Absent were: Julian Goff, Cotton Rawls, and Ashley Woolard. Vice President of Academics Crystal Ange, Vice President Administrative Services Mark Nelson and Vice President of Continuing Education Chet Jarman were assigned to the group as resource people. The Cynthia Davis was named as chairman of the group and presided over the discussions. The personnel policies committee was unable to vote as they did not have a quorum. Dr. Ange presented the following policies: Direct Deposit, Employee Classifications, Employment, Holidays, Insurance, Community Services/Child Involvement Leave, Family Medical Leave, Military Leave, Sick Leave, Voluntary Shared Leave program, Resignations, and Salaries. The committee reviewed and discussed all personnel policies as presented and noted a recommended change to the Direct Deposit and Community Services/Child Involvement Leave policies that would be presented to the full board.

### **The Facilities Master Plan Working Group**

Six members of the Board of Trustees were assigned to the Facilities Master Plan Working Group as follows: Mitch St. Clair Sr. Frank "Bo" Lewis, the Rev. Robert Cayton, Cornell McGill, Betty Randolph and Laura Staton. Vice President of Administration Mark Nelson, Vice President of Academics Crystal Ange, Vice President of Continuing Education Chet Jarman and Director of Campus Operations Wesley Adams were assigned as resource people for the group. Its members met in the Foundation Board Room. Mitchell St. Clair Sr. presided over the group.

Its members reviewed a Facilities Master Plan Update that includes a list of about \$14 million in construction projects proposed in the long-term for the college.

At the top of the list is a driving pad for the Basic Law Enforcement Training Program at an estimated minimum cost of \$850,000. The driving pad could also be used for motorcycle training and emergency vehicle operations training not now available at the college and as a better location for its truck driver training classes.

The group was told that the driving pad is needed because BCCC has been told it is no longer able to use the Warren Field Airport for the driver training portion of the BLET coursework. Without access to driver training, BCCC could lose accreditation of its BLET program, which generates significant enrollment and funding for the college, according to information presented to the board.

Also at the top of the list – noted as Item 1A - is an investigation into the ceiling of the Automotive Systems Technology shop in Building 2. Replacement of the ceiling tiles in the automotive shop may involve asbestos abatement which could cost an estimated \$100,000.

Board member Betty Randolph said the board wanted to prioritize these two projects because “one impacts the potential of a very strong program and the other impacts the potential health of our students.”

BCCC’s ability to move forward with any capital improvement projects is dependent on taxpayer support in the form of county or state appropriations, funding from grants or a bond referendum, board member Robert Cayton said.

The working group also recommended that modernizing the Building 9 Fume ventilation system be move up the priority list ahead of the construction of a 15,000 square-foot gym. The working group unanimously approved the list on a motion by Frank “Bo” Lewis and a second by the Rev. Robert Cayton.

### **Strategic Goals for the Board**

Six members of the Board of Trustees were assigned to the Strategic Goals Working Group members as follows: Russell Smith, Cynthia Davis, Jack Wallace. Absent were Cotton Rawls, Julian Goff, and Ashley Woolard. Mr. Cornell McGill joined the group. Vice President of Research & Institutional Effectiveness Dr. Jay Sullivan, Vice President of Student Services and Mrs. Judy Jennette Executive Director of the Foundation were resource people. Dr. Jay Sullivan presented the strategic goals for the board. Members stated that remarkable progress has been made and would like to continue with all strategic goals.

### **Report Out from All Groups**

Mrs. Davis presented the report from Group 1 - Personnel Policies Group. Mrs. Davis reported that Group 1 did not a quorum and therefore was unable to vote. However, she noted that Dr. Ange and Mr. Nelson presented and discussed the following policies for approval from the full board:

1. Direct Deposit
2. Employee Classifications
3. Employment
4. Holidays
5. Insurance
6. Community Services/Child Involvement Leave
7. Family Medical Leave
8. Military Leave
9. Sick Leave
10. Voluntary Shared Leave program
11. Resignations
12. Salaries

Mrs. Davis noted that Group 1 recommended a change to the Direct Deposit and Community Services/Child Involvement Leave policies. Mr. McGill made the motion to

approve the policies as presented with the recommended change to the Direct Deposit and Community Services/Child Involvement Leave policies as presented. Mr. Bo Lewis seconded and all were in favor.

Reverend Cayton reported that Group 2 had 100% participation and brings the following General Policies before the full board for a vote:

1. Electronic Mail Policy
2. Email Retention Policy
3. Research Review Policy
4. Safety Control Measures Policy. The group reviewed four items that were included for approval – Lockout/Tagout – Energy Isolation Policy, Personal Protective Equipment Policy, Machine Guarding Policy and Chemical Hygiene Policy. The group's members agreed that the four were procedures instead of policy and considered, instead, a Safety Control Measures Policy that was substituted for the four.
5. Pandemic Plan Policy
6. Travel Policy
7. State Travel Regulations Policy
8. Parking and Traffic Policy
9. Inclement Weather Policy

Reverend Cayton made the motion to approve the policies with the recommendations listed above. Mrs. Randolph seconded and all were in favor.

Mr. St. Clair presented information from Group 3 - Facilities Master Plan. Mr. Lewis made the motion to approve the Facilities Master Plan as presented. Mrs. Randolph seconded and all were in favor.

Mr. Smith and Dr. Jay Sullivan presented information from Group 4 – Strategic Goals for the Board of Trustees. Mr. McGill made the motion to approve the Strategic Goals for the Board of Trustees as presented. Mr. Lewis seconded and all were in favor.

Dr. Tansey presented information for a SACSCOC visit to Jakarta. Mr. Lewis made the motion to approve the out of country travel for Dr. Tansey as presented. Mr. St.Clair seconded and all were in favor.

Mr. Jarman presented information on the Best of 58 Community Colleges.

Mrs. Jennie Singleton presented information on paperless board meetings. Mrs. Singleton discussed the cost savings for the College and noted that additional software is not needed. She noted that if Board members still preferred a paper copy, one would be provided. Mr. Wallace made the motion to approve the paperless Board meetings. Reverend Cayton seconded and all were in favor. Mr. Wallace and Reverend Cayton stated that they would still prefer to receive a paper version.

Mrs. Davis made the motion to go into closed session pursuant to NCGS 143-318.11 (a)(6) personnel. Mr. Lewis seconded and all were in favor. The Board went into closed session at 1:05 p.m.

Reverend Cayton made the motion to come out of closed session at 1:16 p.m. Mr. St Clair seconded and all were in favor. Mr. Smith noted there was no action taken.

Mr. Smith stated that there was no further business and adjourned the retreat at 1:17 p.m.