

**EAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 5, 2012**

The Board of Trustees met Tuesday, June 5, 2012 at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:30 p.m. The Finance and Property Standing Committee's met prior to the Board meeting.

BOARD MEMBERS PRESENT

Mitchell St. Clair, Chair
Myrtle P. Carowan
Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey
Henry C. Humphreys, Jr.
Frank B. Lewis
Cornell McGill
Betty Randolph
Russell Smith

BOARD MEMBERS ABSENT

Jack Wallace
Delores Lee

The following staff were in attendance: Barbara Tansey, President; Wesley Beddard, Dean of Instruction; Crystal Ange, Dean of Student Services; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; Jay Anders, Faculty Senate President; Clay Carter, Director of Evening & Off-Campus Programs; Jo Linda Cooper, President Staff Association and Betty Gray, Public Relations/Marketing. Also in attendance were Ranee Singleton, Legal Counsel, with the law firm of Hassell, Singleton, Mason & Jones; and Jennie Singleton recorder.

PRAYER

Chairman St. Clair called the meeting to order and Reverend Robert Cayton continued with prayer.

Chairman St. Clair welcomed Dr. Barbara Tansey as the new president of Beaufort County Community College. Members of the Board of Trustees introduced themselves and Dr. Tansey in turn shared her accomplishments since she began work on June 1.

Chairman St. Clair called on Wesley Beddard, to introduce the new president of the Faculty Senate. Mr. Beddard introduced Mr. Jay Anders, Lead Accounting Instructor. The Board welcomed Mr. Anders to the meeting.

MISSION STATEMENT/ETHICS AWARENESS

Chairman St. Clair called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Chairman St. Clair read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Chairman St. Clair continued from the agenda.

MINUTES

Chairman St. Clair called for a motion or corrections to the April 3, 2012 minutes (pgs. 5-10). Bo Lewis made the motion for approval with a second from Robert Cayton. The motion carried with an all ayes vote.

Executive Committee – No Report

Property Committee

Chairman St. Clair called on Property Committee Chairman, Mr. Shields Harvey to present the Property Committee report. Chairman Harvey noted that the Property Committee met on April 3, 2012 and the minutes of that meeting were located on pages 11-12 of the packet and are for information only. Action from the April 3 Property Committee meeting was voted on at the full board meeting April 3.

Mr. Harvey stated that the Property Committee met prior to tonight's board meeting and directed attention to the agenda found on page 13 of the packet. Mr. Harvey noted that at the last Board meeting the Board of Trustees gave College Administration approval to seek bids to operate the Campus Café. The Property Committee reviewed the two proposals found on pages 14-34 and for a variety of reason feels neither proposal meets the criteria. Therefore, it is the recommendation of the Property Committee to reject the two proposals submitted and have College Administration continue to explore other options and possibly put in vending machines in the campus café for the summer and into the fall while seeking other avenues. Chairman St. Clair noted that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

Mr. Harvey directed attention to the Memo of Understanding with Beaufort County Health Department (page 35). Mr. Harvey explained that the "Mass Prophylaxis Clinic" is a renewal of our previous agreement and comes as a recommendation from the Property Committee. Mr. St. Clair noted that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

Continuing Mr. Harvey stated that College Administration is exploring options for the Building 2 roof and Building 5 wall projects to go out for bid. He then called on Dr. Price to give an update on the new Allied Health & Nursing building. Dr. Price stated that the project is progressing pretty well. The majority of the interior and exterior of the building is complete with a few landscaping issues. Dr. Price stated that he expects to receive the certificate of completion within the next 2 weeks and anticipates having a mild punch list within the next 2 weeks. Classes will not start until August.

Finance Committee

Chairman St. Clair recognized Finance Committee Chairman, Reverend Robert Cayton, to present the Finance Committee report. Chairman Cayton noted that the Finance Committee met on April 3, 2012 and the minutes of that meeting were located on pages 36-37 of the packet and are for information only. Action from the April 3 Finance Committee meeting was voted on at the full board meeting February 7.

Reverend Cayton stated that the Finance Committee met prior to prior to tonight's board meeting and directed attention to the agenda located on page 38 of the packet. He addressed the first item on the agenda – approve interim budget resolution found on page 39. Chairman Cayton explained that the interim budget resolution is passed annually which allows administration to continue the operation of the college -"In accordance with G.S. 115D-57, the President of Beaufort County Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of fiscal year 2013 (July 1, 2011), and the adoption of the budget resolution." Chairman St. Clair stated that the motion comes as a recommendation from a standing committee and does not require a second. There was no discussion. The motion passed with an all ayes vote.

Reverend Cayton proceeded to the second item on the agenda – Request the full board to authorize the Finance Committee to approve the 2012-2013 State Budget. Chairman St. Clair stated that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent

Reverend Cayton proceeded to the third item on the agenda – Approval of blanket authorization for official travel for the President and Board of Trustees. Chairman St. Clair stated that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

Reverend Cayton proceeded to the fourth item on the agenda – Approve institutional funds & student fees budget for fiscal year 2013 located on pages 40-63. He called on Dr. Price for a general update. Dr. Price reported that overall we are projecting this budget to increase by \$209,000. He explained that the majority of the increase is for the Manufacturing Alliance Grant and anticipates around \$138,000. He noted that there is a large amount of equipment and some positions associated with the grant. One of the Finance Committee's recommendations is that College Administration brings back information as the grant is in progress. Dr. Price stated that the only change in documentation from the previous year related to fees comes from the bookstore. In an effort to reduce the costs of books for students, we have entered into an agreement with Follett to allow a book rental program. Follett will handle the entire process and we will get a commission back from the rentals. The other student fees will remain the same as last year. Dr. Price called for questions. Hearing none, Reverend Cayton stated the motion comes as a recommendation from the Finance Committee. Chairman St. Clair stated that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

Reverend proceeded to the fifth item on the agenda – Approve State Budget Revision #15, found on page 64. Chairman St. Clair noted that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

Reverend Cayton proceeded to the sixth item on the agenda – Approve Banking Resolution. Reverend Cayton stated that at the last board meeting First Citizen's was approved as the College's bank. He noted that now approval is needed for signatures for the Chairman of the Board, President and Dr. Price, Dean of Administrative Services. Chairman St. Clair noted that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

Reverend Cayton directed attention the letter from the State of North Carolina Office of the State Auditor dated April 19, 2012, found on pages 65-66. He noted that the letter states that Beaufort County Community College has a clean audit.

In conclusion, Reverend Cayton announced that the Beaufort County Commissioners passed the budget for the next fiscal year. He stated that there was a \$5,000 reduction in the county budget for Beaufort County Community College.

Personnel Committee

Chairman St. Clair recognized Personnel Committee Chairman, Cynthia Davis, to present the Personnel Committee report. Mrs. Davis noted that the Personnel Committee met on

April 3, 2012 and the minutes are on page 71 of the packet. Mrs. Davis stated that no action was required.

Chairman St. Clair called on Dr. Tansey to provide the Presidents Report

President's Office – Information Items

Item 1 – Grant Activity Report (Pgs. 72-73)

Dr. Tansey addressed each item.

Two recent grant submissions:

- Golden LEAF Community Assistance Initiative – Request for \$1.3 million
- Golden LEAF Open Grants Program - Request for \$188,000.

Funded Grants in Progress

- Wells Fargo – Grant award of \$4,200 – Basic Skills Career and College Readiness and CRC Professional Development Program. Award notification received April 25, 2012.
- NCCCS Funding Initiative in Health Science programs – Request for \$11,700 – submitted September 30, 2011. Award notification received October 25, 2011.
- US Dept of Labor Trade Adjustment Assistance Community College and Career Training – Total request \$18.8 million. BCCC awarded approximately \$2.2 million. Notification September 26, 2011

Item 2 – FY 2011-2012 Education Program Audit – Itr. Kennon Briggs (Pgs. 74-76)

Dr. Tansey directed attention to pages 74-76 and stated that the audit focuses on the FTE calculations and to see if the right number of students is in the classrooms. She reported that the College cleared the audit with no exceptions or areas of concern identified.

Item 3 – Institutional Effectiveness – End of Year Summary, 2011-2012 (located in the back of the packet)

Dr. Tansey directed attention to the End of the Year Summary and stated that it was a nice summary to help her see what is going on in the college and helpful for her to see what we are doing, where we are going and what we are working on. She encouraged Trustees to review the document and report back any questions or concerns that they may have.

Item 4. Vending Sales (Pg. 77)

Dr. Tansey shared the vending machine sales through March and noted that our commission continues to grow.

Items 5 - 7– Please notify Jennie Singleton if you are interested in attending

- NCACCT Leadership Seminar - September 5-7 in Asheville NC
- ACCT Annual Leadership Congress, Boston, MA - October 10-13, 2012
- ACCT National Legislative Summit, Washington DC – February 11-14, 2013

Item 8 – Board of Trustee Calendar of Mtgs. – A Trustee meeting schedule for all upcoming in/out of state meetings was provided.

Update from first day:

Dr. Tansey stated that the first three days have been busy; she began work on Friday, June 1 and moved into her office. On Monday, she met with Senior Staff and will meet with this

group each Monday. At Senior Staff she shared her top ten beliefs and expectations to help them get to know her a little better. Monday afternoon she met with Dr. Phipps, Superintendent of Beaufort County Schools and discussed partnerships and exploring more opportunities between the school system and College. Today she began job walks, she will meet with each member of her team every two weeks. Prior to her first day she attended the Foundation Croquet Tournament in Bath.

New Business

Bo Lewis made a motion to continue with Ms. Holbrook's services (law firm of Carter, Archie, Hassell, Singleton, LLP) for the fiscal year beginning July 1, 2011. Reverend Cayton seconded the motion. The Board voted all ayes acceptance of the motion.

Chairman St. Clair stated that he has enjoyed serving as Chairman for the past three years and commended all members of the Board of Trustees for their hard work and dedication. He noted that Vice-Chair Jack Wallace was unable to attend tonight's meeting. Chairman St. Clair stated that when he asked Mr. Wallace to be his vice-chair he said on one condition, that I will not be chairman. Mr. St. Clair asked that the record show that by choice Mr. Wallace's choice did not want to be considered as chairman. Mr. St. Clair stated that he is confident that the Board of trustees has a good chairman and vice-chairman coming up. Chairman St. Clair thanked committee chairs for making his job a lot easier and stated that they were the backbone for him. He extended sincere gratitude to Rane Singleton, Legal Counsel, Jennie Singleton, Executive Assistant to the President, faculty and staff. Mr. Humphreys thanked Chairman St. Clair for an outstanding job as Chairman and the tireless hours dedicated to the College and Board of Trustees.

Chairman St. Clair called for any other items to come before the Board. Hearing none, he called for a motion to adjourn. Upon motion by Robert Cayton, second by Cornell McGill, and unanimous vote, the Board adjourned at 7:09 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, August 7, 2012.

Respectfully Submitted,

Barbara Tansey
Secretary

Mitchell St. Clair
Chairman

Date