

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 3, 2015**

The Beaufort County Community College Board of Trustees met Tuesday, February 3, 2015 at 6:30 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 7:00 p.m. The Property, Education Programs, Finance, and Personnel Committees met before the Board meeting.

**BOARD MEMBERS PRESENT**

Russell Smith, Chairman  
Betty Randolph, Vice Chairman  
Jim Chesnutt  
Julian Goff  
Frank "Bo" Lewis  
Cornell McGill  
Jordan Pooser, SGA  
James "Cotton" Rawls  
Dr. Laura L. Staton  
Mitchell St. Clair, Sr.  
Bill Wall  
Ashley Woolard

**BOARD MEMBERS ABSENT**

Cynthia Davis

The following college staff members were present: Dr. Barbara Tansey, President; Mr. Rick Anderson, Vice President of Student Services, Dr. Crystal Ange, Vice President of Academics; Mrs. Stacey Gerard, Vice President of Continuing Education; Mr. Mark Nelson, Vice President of Administration; Dr. Jay Sullivan, Vice President of Research and Institutional Effectiveness; Ms. Serena Sullivan, Executive Director of the BCCC Foundation; Mrs. Betty Gray, Public Relations Coordinator; Mrs. Gail Ambrose, President of the Staff Association; Mrs. Jeanne Martin, President of the Faculty Senate; Mrs. Marcia Norwood, Foundation Specialist; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Clerk of Superior Court, Mr. Marty Paramore and Ms. Ranee Singleton, PLLC legal counsel.

**PRAYER**

Chairman Smith called on Mrs. Randolph to lead the prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

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

## AFFIRMATION OF BOARD MEMBERS

Continuing from the agenda, Mr. Smith recognized Clerk of Superior Court, Mr. Marty Paramore, to administer the oath of office to Mr. Jordan Pooser, newly appointed SGA President and ex-officio member of the Board of Trustees. Chairman Smith and other members of the Board congratulated the Mr. Pooser on his appointment.

## AMBASSADORS

Chairman Smith called on Mrs. Marcia Norwood to introduce the BCCC Foundation Ambassadors present for the meeting. Mrs. Norwood introduced Mr. Daniel Salazar and Ms. Sarah Clingenpeel who delivered presentations to the board about their experiences at BCCC and appreciation of the scholarship. Chairman Smith thanked them for their inspiring words. Chairman Smith gave comments of appreciation to Marcia Norwood and Betty Gray for all of their work with the Foundation.

## APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the October 7, 2014 meeting of the Board. Upon motion by Mr. Bill Wall and second by Mrs. Betty Randolph, the Board unanimously approved the minutes as presented.

## OLD BUSINESS

## REPORTS AND RECOMMENDATIONS

Chairman Smith called on the chairmen/chairwomen of the Board's standing committees who gave reports and recommendations as follows:

### Executive Committee

No Report

### Property Committee

Chairman Smith called on Mr. St. Clair, Sr., Property Committee Chairman, 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 15-16 of the packet and all Trustees have had the opportunity to review them prior to tonight's meeting. Committee Chair St. Clair, Sr. stated that no action was taken during the committee and that other members of the board were present during the committee meeting and were provided the information that was presented. Chairman Smith called for questions or comments from the Property Committee. Hearing none, he continued with the agenda.

### Educational Programs Committee

Chairman Smith called on Dr. Laura Staton, Educational Programs Committee Chair, for a report from the Educational Programs Committee. Committee Chair Staton noted that members of the Board of Trustees that are present this evening were also present at the committee meeting and minutes from the previous meeting are located on pages 26-28 of the packet. She stated the committee brings one action item to the full Board that requires a vote – Approval of BCCC Accountability and Credibility Plan for Continuing Education. Mr. Goff made the motion to approve the Accountability and Credibility Plan for Continuing Education as presented. Mr. Smith stated that since approval comes as a recommendation from a standing committee, it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

### Finance Committee

Chairman Smith called on Mr. Cornell McGill, Finance Committee Chairman for a report from the Finance Committee. Mr. McGill noted that the minutes from the previous meeting are located on page 48 of the packet. Committee Chair McGill stated that no action was taken during the committee and that other members of the board were present during the committee meeting and received the information that was presented. Chairman Smith called for questions or comments from the Finance Committee. Hearing none, he continued with the agenda.

### Personnel Committee

In the absence of the Personnel Committee Chair Mrs. Cynthia Davis, Chairman Smith called on Vice Chair Mr. Cotton Rawls of the Personnel Committee to present their report. Mr. Rawls stated that the Personnel Committee has one action item to come before the full Board for a vote – Approval of the Affordable Care Act Policy. Mr. Jim Chesnutt made the motion to approve the Affordable Care Act Policy as presented. Mr. Smith stated that since approval comes as a recommendation from a standing committee it did not require a second. He called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

### President's Report

Chairman Smith called on Dr. Tansey to present the President's Report. Dr. Tansey presented a report as follows:

1. Foundation Minutes May 27 and July 30, 2014 - Dr. Tansey directed to the screen and found on pages 73-81 of the packet. Dr. Tansey noted that they left the strategic planning process somewhat in a state of flux. Dr. Tansey said she will not ask our new Executive Director to work on this until she has time to get her feet under her with the new position.
2. Foundation Update and Croquet Tournament Update – Dr. Tansey noted that the regular Foundation meeting was scheduled for January 29, but instead of meeting she asked Mrs. Betty Gray and Mrs. Marcia Norwood to prepare an interim report for the Foundation that was sent out to all members - found on pages (83-84). Dr.

Tansey provided an update on the Croquet Tournament – Marcia Norwood worked really hard during January gathering confirmations from past volunteers and any others that have provided anything major to the tournament. Chief Paul Cyr had agreed to provide catering at no cost. The committee was willing to work together and committed to the tournament. However, we received a phone call last week that the individual that lays out the course and manages the flights does not want to participate. Dr. Tansey noted that this is a critical component in putting on the tournament. After discussing the issue at length with Serena Sullivan, Marcia Norwood and Betty Gray it was decided that Serena will try to pull the committee together - Sue Nicholson, Joan Pearson, and Lee Swain plus the Tankard family to ask them for their guidance – how to plan and how to proceed or do we proceed. There is a gentleman in New Bern that participates every year and plays in numerous croquet tournaments. If the croquet committee wants to move forward with the tournament we will contact him to see if he is interested with helping us out – we will also contact other associations and groups to see if they would like to help. The committee meeting is scheduled for next Tuesday morning. Chairman Smith asked for clarification on the committee meeting. Dr. Tansey stated that it will be up to the committee if they think it will be a success in Bath then we will move forward with it, if not, we will step back and reevaluate. We will see if this is something we want to do on the BCCC campus or possibly a partnership. Mr. Lewis asked how much money the croquet tournament generates. Dr. Tansey reported that net proceeds for the croquet tournament are roughly \$1,700 excluding an annual bank donation to an endowed scholarship. Mr. Wall recommended presenting this to the Foundation members at their next meeting. Dr. Tansey stated that we would go forward with the croquet committee meeting and Ms. Sullivan will report back with their decision.

3. MOU SACSCOC Requirement (handout) – Prior to the meeting Dr. Tansey had emailed the SACSCOC Compliance Standards 3.2.12 – The institution demonstrates that its chief executive officer controls the institutions fund-raising activities and 3.2.13 – For any entity organized separately from the institution and formed primarily for the purpose of supporting the institution or its programs, for their review. State Guidelines were also emailed and discussed. She directed attention to the Illustrative Memorandum of Understanding between a Public Institution or System and an Affiliated Foundation. She stated that her main purpose is to share with the Board that the MOU between the BCCC Foundation and Board of Trustees should have been in place a long time ago. She noted that there is no agreement between the College and the Foundation and that it is required by SACSCOC. She stated that developing a MOU has been on the agenda since March 2014. After discussion, Dr. Tansey asked how the Board of Trustees want to develop a MOU – do you want a committee, our legal counsel, or a couple of board members working on the document. Tansey stated that she has sample MOU's and guidelines from other schools. Jim Chesnutt stated that he can share a copy of an operating agreement between the medical foundation and hospital. It was decided that Rane Singleton would draft a MOU prior to the Board Retreat on February 26 and Jennie Singleton would send it out for review. Rane will have the draft MOU to the Board of Trustees for review by February 19.

4. Dr. Tansey directed the Board's attention to a written report of her activities from October 8 – February 3 found on pages 89-93 of the agenda packet and displayed on the screen. There were no questions.
5. Dr. Tansey directed attention to the Final Audit Report letter from the education program audit conducted fiscal year 2014-15 dated December 10, 2014 from Jennifer Haygood, Executive Vice President/Chief Financial Officer from the North Carolina Community College System (NCCCS) on pages 89-93. Enclosed in the letter are the two findings of the audit and the college response to the findings. Dr. Tansey shared a copy of her response letter dated December 2, 2014. Dr. Tansey noted that of 1600+ rosters in just our curriculum area, that our rate of errors is .0625.
6. Dr. Tansey provided an updated from the North Carolina Association of Community College Presidents (NCACCP) meeting and OMB. A couple of items to note:
  - Scott Ralls reported we will have two new articulation agreements moving forward 1) Nursing 3+1 with all UNC institutions except Chapel Hill and 2) Engineering with all UNC institutions with engineering programs 2+2 (5 of those).
  - There is a new philanthropy group in North Carolina, the Belk Endowment – the focus is how to address poverty through community colleges and they will be holding a series of workshops.
  - The number one issue for community colleges is the salary gap for our faculty. North Carolina is ranked 15<sup>th</sup> of 16 schools in the southern regional educational board. Mississippi is in the middle, so our new mantra at the System Office is we want to be Mississippi (recent update from SREB now NC is 11<sup>th</sup> out of 16). We will support this, however, there are all kinds of things that could happen at the Legislature or OSMB to make the budget balance. Dr. Tansey stressed that we will need all the help we can get in obtaining these salary increases. Currently, there are not any salary bills yet, in the house and senate budgets.
  - There has been discussion by NCCCS of closing the interest gap with high school students and embedding community college counselors into our high schools. A couple of Community Colleges across the state who have done this have seen their enrollment of high schools students doubled.
  - The State IT CIO wants a statewide Department of IT and a position on the governor's cabinet. So far, community colleges are exempt.
  - Dr. Ralls suggests that instead of free community colleges for all that we push for year round Pell Grants. This would have a positive impact on enrollment and completion.
  - Jennifer Haygood reported the economic forecast is still not good. Statewide receipts are still down. She is going to pull back 1% (\$13 million) from our 2% we held back from spending. Jennifer has no idea whether or not we will be approved to carry forward performance funding or Perkins funding or equipment funds. So, we spend or risk losing it. Our first budget projections worksheet will be coming soon.
7. Proposed Bill – Dr. Tansey shared a draft bill for information only.
8. BCCC Clubs Update – Dr. Tansey shared the up-to-date list of organizations and clubs that are active on the BCCC campus. Dr. Tansey noted that she is super proud of the faculty that have stepped up and are chairing these clubs.
9. Trustee Calendar of Events – An up to date list of upcoming meetings was shared. Jennie Singleton asked that members review their contact information and let her

know of any changes. Dr. Tansey, Dr. Laura Staton, and Bill Wall will be attending the Law Seminar in April. Jennie reminded Trustees that they must complete their Statement of Economic Interest (SEI) by April 15.

## NEW BUSINESS

1. Chairman Smith discussed the Board Retreat scheduled for Thursday, February 26, 2015 at 8:30 a.m. Mr. John Farkas will present a revision of the Master Plan and Dr. Tansey asked that the draft MOU between the BCCC Foundation and College be added. Chairman Smith reminded Trustees of the joint meeting with the Beaufort County Commissioners scheduled for Monday, April 13 at 8:30 a.m., and asked that all Trustees be in attendance.
2. Chairman Smith directed attention to the letter from legal counsel Rane Singleton on the screen and on page 94 of the packet. Rane's office has been moved to 155 N. Market Street, Suite 203. Mr. Wall asked how Rane is compensated. Rane stated that BCCC pays her \$3,000 per year and in addition to that she gives us 24 hours a year.
3. Dr. Tansey distributed a copy of a draft Legislative Resolution Urging the General Assembly to support North Carolina Community Colleges. Dr. Tansey stated that she would like to focus on the things we really want/need and not on a list of stuff. Mr. Ashley Woolard stated that he was not in favor. Dr. Laura Staton and Mr. Bill Wall agreed. Mr. Woolard recommended that instead of supporting the resolution as presented, three or four Board members should go legislature and lobby. Dr. Tansey stated she would like to go as well. There was no vote on this item.
4. Chairman Smith asked for a report on college property. Dr. Tansey referred to Mr. Mark Nelson and Mr. Mitch St. Clair, Sr., Mr. Nelson stated that a right of way is needed across the property so the heavy equipment program will not have to move their equipment down the highway  $\frac{1}{4}$  of a mile. The instructor met with Mr. St. Clair, Sr., and discussed the issue. They then met with Mr. Mark Nelson who went to see Mr. Woolard who is part owner of the property beside the college to discuss the possibility of a right-of-way that would run across his property. Mr. Woolard discussed the possibility of BCCC purchasing the property from him and his sister. Mr. Nelson reported his conversation with Mr. St. Clair, Sr., and Dr. Tansey. It was decided they would like to have Mr. Woolard, Mrs. Linda Byrd, Dr. Jay Sullivan and Dr. Boyette come in and discuss the possible purchase of the property. Mr. Woolard and Mrs. Byrd wanted us to talk about giving them a commitment to buy the property (a letter of intent). Mr. St. Clair, Sr., explained that when they met with Mr. Woolard and Mrs. Byrd they did not give us a number for the purchase of the property. Mr. St. Clair, Sr., stressed that the only thing that was asked was that the Board of Trustees give them a letter of intent that we are interested in purchasing the property. Mr. St. Clair, Sr., also stated that Mr. Woolard and Mrs. Byrd also want a letter of intent from the Foundation. Dr. Boyette is going to talk with the Foundation about their letter of intent. He further explained that once we give them the letter of intent, they will all sit back down and they will then give us their number. They said their number may not be

something we want but we can counter. They also said they'd be willing to finance it for the next five years or so and if we wanted to start using the property and pay them later, we could. Mr. St. Clair, Sr., stated that in the interest of the College he feels we should give them a letter of intent and give them the opportunity to give us a dollar amount and that would be brought back to the full Board for discussion and/or a vote. Mr. Jim Chesnutt made the motion to have Raneer write a joint non-binding letter of intent for the 4 parcels of land with the College and Foundation. Mr. St. Clair, Sr., seconded the motion. The motion passed with unanimous consent.

ADJOURNMENT

Chairman Smith called for a motion to adjourn. Mr. Lewis made the motion to adjourn the meeting. Dr. Staton seconded the motion. The Board adjourned at 8:43 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, April 7, 2015.

Respectfully Submitted,

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Russell Smith  
Chairman

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Barbara Tansey, Ph.D.  
President

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Date