

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 2, 2015**

The Beaufort County Community College Board of Trustees met Tuesday, June 2, 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, Chair
Betty Randolph, Vice Chair
Cynthia Davis
Julian Goff
Cornell McGill
SGA President Jordan Pooser
James "Cotton" Rawls
Mitchell St. Clair, Sr.
Dr. Laura Staton
Bill Wall
Ashley Woolard

BOARD MEMBERS ABSENT

Jim Chesnutt
Frank "Bo" Lewis

The following staff members were present: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Rick Anderson, Mrs. Stacey Gerard, Vice President of Continuing Education; Vice President of Student Services; Mr. Mark Nelson, Vice President of Administrative Services; Dr. Jay Sullivan, Vice President of Research and Institutional Effectiveness; Ms. Serena Sullivan, Executive Director of the Foundation, Mr. Jules Norwood, Public Relations Coordinator; Mr. Brian Miller, President of the Faculty Senate, and Mrs. Jennie Singleton, Executive Assistant to the President. Special Recognition Guests: Ms. Margie Cobb and Mr. Bryan Van Gyzen. Others present included Rane Singleton, PLLC legal counsel.

PRAYER

Chairman Smith called the meeting to order and 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.

RECOGNITION OF STAFF AND FACULTY PERSON OF THE YEAR

Dr. Crystal Ange, Vice President of Academics, recognized and delivered commendable remarks to Ms. Margie Cobb, the 2015-2016 Staff Person of the Year. Ms. Cobb expressed her appreciation of the award and, on a sad note to the College, she retired at the end of May 2015.

Faculty Senate President Mr. Brian Miller recognized and expressed appreciation to Mr. Bryan Van Gyzen, the 2015-16 Faculty Person of the Year. Mr. Van Gyzen expressed his appreciation of the award.

Members of the Board of Trustees and guests gave them both a round of applause for their accomplishments.

APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the April 7, 2015 meeting of the Board. Upon motion by Mr. McGill and a second by Mr. Wall, the Board unanimously approved the minutes as presented with the recommended change on the signature page.

OLD BUSINESS

Chairman Smith stated that the Memorandum of Understanding (MOU) between the BCCC Board of Trustee and Foundation is located on pages 12-21 of the packet. He noted that the MOU is finalized and has been signed by all required parties. Chairman Smith noted that Ms. Sullivan, Executive Director of the Foundation will share with her board and new members. He called for questions and/or concerns. Hearing none, he continued with the agenda. Ms. Ranee Singleton extended her appreciation of everyone from both boards who work on the MOU.

REPORTS AND RECOMMENDATIONS

Chairman Smith called on the chairs of the Board's standing committees, who gave reports and recommendations as follows:

Executive Committee

Chairman Smith said the Executive Committee met on April 7, 2015, he shared the minutes of that meeting. The minutes are located on page 22 of the packet. Chairman Smith stated that at the meeting it was voted that the Executive Committee would serve as the Nominating Committee. The Nominating Committee recommends the following slate of officers for the July 1, 2015 – June 30, 2016: Dr. Laura Staton, Chair, Mrs. Betty Randolph, Vice Chair and Dr. Barbara Tansey, Secretary. Chairman Smith stated that all Trustees are eligible to be chair and all remaining Trustees are eligible to be vice chair. He stated at this time nominations are open from the floor. Hearing none, he called for a motion. Mr. Bill Wall made the motion to close nominations from the floor and accept the recommendation from the Nominating Committee. Mr. Mitchell St. Clair, Sr., seconded

the motion. The slate of officers for the FY 2015-2016 were approved by unanimous consent.

Property Committee

Chairman Smith 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 24-27 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 three items for action by the Board. Mr. St. Clair, Sr., presented the first item – Approval of the recommended courses of action for the College Grill 1) Rescind the 5% gross profit rental and replace it with a 5% net profit requirement and 2) Divert the vending sales in building five to the College Grill. Chairman 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.

Mr. St. Clair, Sr., presented the second item – Approval of the revised Facility Usage Policy for Non-Institutional Purposes. Chairman 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.

Mr. St. Clair, Sr., presented the third item – Approval of the Memorandum of Understanding with the Beaufort County Health Department – Mass Prophylaxis Clinic. Chairman 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.

Educational Programs Committee

Chairman Smith called on Dr. Staton, Educational Programs Committee Chair, for a report from the Education Programs Committee. Dr. Staton noted that the Educational Programs Committee met before the Board meeting and the minutes from the previous Educational Programs Committee are found on Pages 70-72 of the agenda packet. Dr. Staton said that the committee approved two items for action by the Board. Dr. Staton presented the first item – Approval of the revised Minimum Class Size and Enrollment Policy for Continuing Education. Chairman 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.

Dr. Staton presented the second item – Approval of the Continuing Education Class Fee List and Update to Appendix B of the Continuing Education Accountability & Creditability Plan. Chairman 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. Dr. Staton concluded the committee's report.

Finance Committee

Chairman Smith 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 87-89 of the agenda packet. Mr. McGill said the committee approved five items for action by the Board. Mr. McGill presented the first item – Approval of the Institutional Funds & Student Fees Budget for FY 2015 - 2016. Mr. McGill made the motion to approve the request as presented. Chairman 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.

Mr. McGill presented the second item – Approval of the Payment Card Industry Data Security Standards Policy (PCI DSS). Mr. McGill made the motion to approve the policy as presented. Chairman 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.

Mr. McGill presented the third item - Approval of the Interim Budget Resolution. Mr. McGill made the motion to approve the Interim Budget Resolution as presented. Chairman 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.

Mr. McGill presented the fourth item - Approval of the Finance Committee to approve the 2015-2016 State Budget on behalf of the full Board of Trustees when the budget is approved by the NC General Assembly and County Commissioners. Chairman 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.

Mr. McGill presented the fifth item – Approval of a blanket authorization for official travel for the President and Trustees. Mr. McGill stated that the recommendation of approval comes from the Finance Committee. Chairman 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.

Mr. McGill concluded the committee report.

Personnel Committee

Chairman Smith 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 145-146 of the packet. Mrs. Davis said the committee had no items to bring before the board.

President's Report

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

1. Information Technology Accomplishments – Dr. Tansey directed attention to the 8 key accomplishments from Information Technology listed on the screen and on page 150 of the packet. She asked for any questions or comments. Hearing none, she thanked Chairman Smith and Mr. McGill for accompanying her to the System Office last year asking for help with our College being so far behind. While there, the System Office told us we were about 15 years behind. A year later, the System Office started talking about an IT Subject Matter Expert (SME) team they are putting together. They will send the team out to schools and evaluate technology, processes, and infra structure. Dr. Tansey stated that her letter requesting their assistance was approved and the SME team is here. The SME team consists of ten people and a project manager. Areas they are helping are: Human Resources, Finance Office, Financial Aid, Admissions, Registrar, Curriculum, Advising and Continuing Education. In a couple of months we will receive a big report, but while they are here they are helping fix things that they can. After the visit, they told us we are about 10 years behind and they cannot catch us up. However, they have made a big difference and we will have to continue working...Dr. Tansey said we will skip over a few things to catch up with other schools because we have not been process oriented as an institution. We have a lot of building of processes to do. Dr. Tansey encouraged trustees to keep in mind once she is gone that the next folks in charge need to have a technology background of some kind. Dr. Tansey stated that we are all thrilled to have the SME team with us. They are so helpful and patient.
2. Dr. Tansey directed the Board's attention to a written report of her activities from April 8, 2015 through June 3, 2015 found on Pages 152-153 of the agenda packet. There were no questions.
3. Trustee Calendar of Events – Jennie Singleton distributed the upcoming Trustee Calendar of Events. Dr. Tansey commended member of the Board of Trustees for their outstanding attendance this spring with all of the College's graduations, pinning ceremonies, and all other functions. She noted we had participation at every event. Chairman Smith echoed his appreciation and stated that it truly does make a difference to the students, faculty and staff.
4. Dr. Tansey shared a calendar of nine potential topics for the newspaper. She has discussed the topics with Russell Smith, Betty Gray and Ashley Vansant. The articles will be kept to a maximum of 300 words. Dr. Tansey asked of

recommendations and feedback on the list of articles. She will then work with Jules Norwood for writing the articles. Dr. Tansey stated she has also identified several BCCC faculty and staff that we can pick from to do interviews about why I work at BCCC or what I like about BCCC. Dr. Staton recommended adding graduates to the list.

NEW BUSINESS

1. Foundation Nominations 2015 (items 1-3). Chairman Smith directed attention to the memo from Ms. Serena Sullivan, Executive Director of the Foundation to Board of Trustees in the Board packet located on page 154. The memo stated that the Nominating Committee of the Foundation met on May 13, 2015 and provided a list of nominees for the (7) terms to expire on June 30th. Also, he noted that Mrs. Radell Rasmussen has respectfully resigned from the Foundation Board – so an 8th nominee is needed to fulfil her unexpired term through June 2017.

The list of nominees selected by the Foundation Nominating Committee are as follows (in alphabetical order):

Mr. Dick Barber	Mr. Walker Lynch
Mrs. Zina Burbage	Mrs. Sue Nicholson
Mrs. Trina Cobb	Mrs. Kate Phelps
Mrs. Paulette Cole	Mr. John Piland Jr. (Jack)
Mr. Luther Davis	Mrs. Laura Scoble
Mr. John Jones	Mr. Bill Wall
Mrs. Mandy Jones	Mr. Bill Zachman

An informational sheet on each nominee was also provided and is located on pages 155-158 of the packet.

Chairman Smith stated that each trustee could only vote (8) times. Board members reviewed the informational/bio sheets again prior to voting. After the compilation of votes the following names received the top 8 votes.

1. Dick Barber 9
2. Zina Burbage 7
3. Trina Cobb 9
4. John Jones 9
5. Jack Piland 7
6. Bill Wall
7. Bill Zachman
8. Laura Scoble (fulfill Radell Rasmussen's unexpired term through June 2017)

Dr. Staton made the motion to approve the newly appointed and reappointed list of Foundation Board of Directors as presented above. Mr. St. Clair, Sr., seconded the motion. The motion passed with unanimous consent. Dr. Tansey stated that notification

letters will be mailed to notify newly appointed, reappointed, and non-reappointed Foundation Board of Directors.

(Note: after the Board of Trustee meeting, Mrs. Serena Sullivan contacted the new and re-appointed Foundation members to congratulate them. Upon contacting Mr. Dick Barber he notified her that he regrets that he will be unable to fulfil his appointment. Therefore, the next top vote was for Mandy Jones. Mandy Jones will assume the full position as Laura Scoble wishes to remain in the position to fulfil Radell Rasmussen's unexpired term.)

4. Trustee Self Evaluation – Trustees were mailed self-evaluation forms and a compilation of results was distributed for review. Of the twelve self-evaluations, eleven were returned. Chairman Smith stated that main area that stands out from the evaluation is about “the Board has an effective process for identifying and recommending new members.” Chairman Smith thanked everyone for their input and comments.
5. Board of Trustee Appointment Discussion – Chairman Smith stated that we have appointments by the Board of Education, Board of County Commissioners, and the Governor's Office. Chairman Smith stated that in the past Dr. Tansey and he have written letters and made phone calls. He added that in the future Board can also submit names. Mr. McGill stated that there is not really a process.
6. Board of Trustee Meeting Time - Mr. Ashley Woolard discussed the possibility of moving the Regular Board of Trustee meeting time. After much discussion, it was recommended that the regular Board of Trustee meeting time (even months) be moved up by 1 hour. Mr. Rawls made the motion to begin committee meetings at 4:00 p.m., dinner at 5:30 p.m., and the regular Board meeting to begin at 6:00 p.m. Mrs. Davis seconded the motion and the Board approved by unanimous vote. The new time will begin with the August 4, 2015 regular meeting. Called and Special meetings will be set as needed.
7. President Evaluation and Employment of Legal Counsel - Mr. Smith called for a motion to go into closed session. Mrs. Davis made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential and (a)(3) to consult with an attorney, and (a)(6) personnel and (a)(5) property acquisition. Mr. St. Clair, Sr., seconded and all were in favor. Chairman Smith asked Dr. Tansey and Ranee Singleton to remain for the first part of closed session. The Board went into closed session at 8:21 p.m. Other Staff were dismissed.

Upon returning to open session at 8:22 p.m., Mrs. Davis made a motion to continue with Ms. Singleton's services (law firm Ranee Singleton, PLLC) for the fiscal year beginning July 1, 2015. Mr. St. Clair, Sr., seconded the motion. The board voted all ayes acceptance of the motion.

Mr. Smith stated the Board of Trustees reviewed the evaluations of the President and asked for a motion to approve the Presidential Evaluation. Mr. St. Clair made the motion with a second from Dr. Staton. The board approved the Presidential Evaluation with an all ayes vote. The evaluation is based on the requirements as outlined in the North Carolina State Board of Community Colleges Code, 1C SBCCC 300.98. Mrs. Jennie Singleton will draft a letter of evaluation (of the college president) and will forward the

letter to Dr. Robert Powell, Chair of the State Board of Community Colleges. No action was taken on the evaluation.

ADJOURNMENT

Chairman Smith 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 9:00 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, August 4, 2015

Respectfully Submitted,

Russell Smith
Chair

Barbara Tansey, Ph.D.
President

Date