

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 5, 2014**

The Beaufort County Community College Board of Trustees met Tuesday, August 5, 2014 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  
The Rev. Dr. Robert B. Cayton  
Cynthia Davis  
Julian Goff  
Cornell McGill  
Jackson Lancaster, SGA  
Frank "Bo" Lewis  
James "Cotton" Rawls  
Mitchell St. Clair, Sr.  
Ashley Woolard

**BOARD MEMBERS ABSENT**

Dr. Laura L. Staton  
Jack Wallace

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; Mrs. Judy Jennette, Director of the BCCC Foundation; Mrs. Betty Gray, Public Relations Coordinator; Mrs. Gail Ambrose, President of the Staff Association; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Ms. Rane Singleton, legal counsel with the law firm of Hassell, Singleton, Mason & Jones, PA.

**PRAYER**

Chairman Smith called the meeting to order and called on Mrs. Randolph to lead the prayer. Chairman Smith stated that a closed session will need to be added to the agenda after the President's Report.

**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.

Continuing from the agenda, Mr. Smith welcomed the new Vice President of Continuing Education, Mrs. Stacey Gerard, Mrs. Gail Ambrose President of the Staff Association and SGA President Mr. Jackson Lancaster. Jackson will be sworn in as a trustee at the October Board meeting.

Chairman Smith stated that in his role as Chairman of the Board of Trustees has been involved in happy times and sad times and tonight is a sad time for the Board. He stated that Reverend Robert Cayton was coming off the Board as he was not reappointed by the Governor. Chairman Smith gave heartfelt words of gratitude and admiration to Reverend Cayton and his years of service to the College and community. He presented Reverend with a plaque of service from 1991 to 2014. Reverend Cayton gave remarks of appreciation to the faculty and staff.

### APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the June 3, 2014 meeting of the Board. Mr. Ashley Woolard noted that he was present at the June 3, 2014 meeting and his name should be added to the attendance roster. Upon motion by Mrs. Betty Randolph and second by Mrs. Davis, the Board unanimously approved the minutes with the noted correction to the minutes presented.

### OLD BUSINESS

Chairman Smith directed attention to the screen for review of the merge of the Board of Trustees Bylaws and Constitution that are also found on pages 14-21 of the Board packet. The merged document was mailed/mailed for review prior to tonight's meeting. Chairman Smith called for questions, corrections, or comments to the merged document. Hearing none, he called for a vote. Mr. Ashley Woolard made the motion to approve the revised Board of Trustees Bylaws as presented. Mr. Cornell McGill seconded the motion. The motion passed with unanimous consent.

Dr. Tansey stated that as previously discussed we would only have a Spring Board Retreat for review of our Facility Master Plan. She asked the opinion of the Board whether they would like to have just a Spring Retreat or a Spring and Fall Retreat. After discussion, members of the Board of Trustees agreed that they should have a Fall Board Retreat and agreed upon the date of Wednesday, September 24. Trustees were in agreement of having part of the retreat jointly with the Foundation Board and the topic being fundraising. Dr. Tansey will get in touch with Mr. Rick Smith Foundation Director at Sandhills Community College to see if he is available to lead a session on fundraising on September 24, if not, then on September 17. Mrs. Randolph stated she would be interested in hearing from Men of Success. Other topics of interest include: a presentation on the Behavioral Intervention Team and a focus group with students from different areas on campus.

Dr. Tansey and Mrs. Jennette directed attention to draft alcohol policy located on the screen and pages 22-23 of the Board packet. Mrs. Jennette stated that she polled other colleges to see what their alcohol policy stated. She said that she received about 14 responses. And half allowed alcohol and half did not. She stated that of the colleges

that do allow alcohol it is up the Board of Trustees to make the decision on a case by case basis. In addressing the revision Mrs. Jennette stated that she took some language from Fayetteville Community College's policy and a lot from Lenoir Community College to come up with what is shown on the screen (permits, law enforcement, etc.).

In summary, the proposed change to the current alcohol policy will be to allow the BCCC Board of Trustees to decide on a case by case basis which campus events will allow the service of alcohol. If adopted, the policy would permit only wine and beer to be served at approved BCCC campus events. Chairman Smith called for questions and/or comments. Mr. Woolard made the recommendation that the Board grant Dr. Tansey authority to approve each request. Mr. St. Clair agreed and stated that Dr. Tansey can consult with her Chair or other members of the Board of Trustees if she has questions. Mrs. Singleton, Legal Counsel stated that she would like to review our insurance policy to make sure providing alcohol is not an excluded event.

Mr. St. Clair made the motion to approve the policy. Mr. Lewis seconded the motion. Ashley asked to amend the motion to go ahead and approve the policy contingent upon legal counsel not finding any issues with the policy.

Reverend made the motion to table this item until the next full board meeting giving the attorney the opportunity to research the insurance and any other questions/concerns that may come to her mind. Mr. Julian Goff seconded the motion. Raneé stated this gives her time to research. Chairman Smith called for a show of hands. The motion failed with a 4 to 5 vote.

Mr. St. Clair restated his original motion to approve the revised alcohol policy giving the president authority to approve each request contingent upon our legal counsel not finding any issues with insurance. Mr. Lewis seconded the motion. The motion passed with an 8 to 1 vote. Reverend Cayton asked that the minutes reflect he voted against the motion.

Chairman Smith thanked members of staff that attended the committee meetings earlier this evening and stated that if they would like to be dismissed they could or they were welcome to stay for the committee reports and recommendations piece of the board meeting.

## REPORTS AND RECOMMENDATIONS

Chairman Smith called on the chairmen 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 only one committee member was absent. He also noted that the minutes from the previous Property Committee meeting are found on pages 24-25 and all Trustees have had the opportunity to review them prior to tonight's meeting. Committee Chair St. Clair stated that members of the Board of Trustees that are present this evening were also present at the committee meeting. Committee Chair St. Clair addressed the one item that required a vote – Approval to build a small outdoor stage in the natural area near the lower level of Building 5 that could be used for concerts and other performances at the college. Chairman Smith called for a motion of approval. Mr. St. Clair made the motion to approve the small stage 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.

### Educational Programs Committee

Chairman Smith called on Mrs. Randolph, Educational Programs Committee Chair, for a report from the Educational Programs Committee. Committee Chair Randolph stated that members of the Board of Trustees that are present this evening were also present at the committee meeting, one member of the committee was absent from the committee meeting. Committee Chair Mrs. Randolph directed attention to the minutes from the previous meeting located on pages 32-33. She stated the committee brings three action items to the full Board that required a vote – approval to replace the Long Range Goals with Strategic Directions found on pages 35-36, provisional approval of the 2014-15 Strategic Plan (to be brought back for full approval at the October Board meeting), and approval of the amendment to the current Admissions Policy-handout provided by Dr. Ange. Chairman Smith called for a motion to approve all three action items as presented. Mr. Rawls made the motion of approval. Chairman Smith stated 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 Reverend Cayton to give the Finance Committee report. Reverend Cayton reported that the committee met before the Board meeting and that only one committee member and one member of the Board of Trustees were absent this evening. Reverend Cayton directed attention to the minutes from the previous meeting located on pages 46-48. Reverend Cayton stated that the Finance Committee brings two items that require full Board approval and one informational item.

Reverend Cayton addressed the State Financial Audit. He noted that the College received the letter from the Office of the State Auditor dated May 28, 2014 and received on June 4 and there were no material findings. He said, however, that the audit team did have some concerns about the level of experience of staff members among other concerns related to financial reporting. He referred the committee to portions of the auditor's letter on Page 61 of the agenda that contained the following: "The financial

statements and related notes prepared by the College contained misstatements that were corrected as a result of our audit. The financial statements could have been misleading to readers.” The recommendation reads as follows: “The College should place greater emphasis on the year-end financial reporting process and strengthen internal controls to ensure the accuracy and completeness of the financial statements. The College should identify training opportunities related to financial reporting. The College should also consider hiring a consultant with financial reporting experience to assist with the preparation of financial statements.” Mr. Nelson said the college had identified training for key staff and had hired a consultant to help with year-end statements. He also noted that board members had been presented copies of the audit. He presented several documents to the board including BCCC’s letter to the Office of the State Auditor, dated May 20, 2014; a letter from the Office of the State Auditor, dated May 28, 2014; a letter from the Office of the State Auditor, dated June 2, 2014 and Concerns Related to Financial Reporting. He called for any questions or concerns. Hearing none he continued with the recommendations of approval from the Finance Committee.

Reverend Cayton made a motion for approval of providing a stipend of \$50 per month for Senior Staff, the President, and the Executive Assistant to the President to defray the cost of their personal cell phone cost for college business. Chairman Smith stated 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.

Continuing with the last action item from the Finance Committee, Reverend Cayton stated the Board originally selected Wells Fargo for banking but changed to VantageSouth based on information from the N.C. Community College System Office. The State has ruled that Wells Fargo is an approved “in state” bank because of the office in Charlotte, the committee voted unanimously to recommend to the Board that the college use Wells Fargo for all its banking operations. Reverend Cayton asked that the minutes reflect the fact that the committee was taking the action following the leadership of the State Treasurer’s Office and the N.C. Community College System Office. Chairman Smith stated 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.

#### Personnel Committee

Chairman Smith called on Mrs. Davis to present the Personnel Committee report. Mrs. Davis stated that the Personnel Committee met before the board meeting and one member was absent. Minutes from the previous meeting are found on page 78 of the packet. Mrs. Davis stated that the committee has one action item that requires full Board approval. Mrs. Davis stated that a recommendation of approval comes from the Personnel Committee to approve the Automated External Defibrillator (AED) policy as presented and located on pages 82-83 of the board packet. Chairman Smith stated 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. Dr. Tansey directed the Board's attention to a written report of her activities from June 4- August 5 found on pages 99-100 of the agenda packet and displayed on the screen.
2. Dr. Tansey directed attention to the letter from Terry McCauley, Auditor from the NC Community College System on page 112. She stated that Mr. McCauley called Jennie Singleton to see if we'd be first up in the queue for the 2014-2015 FY FTE audit. Dr. Tansey stated that we were happy to have our audit early and noted that we have a couple of internal auditors in place. Dr. Tansey noted that to date we have not had anything negative from our in-house Curriculum auditors but we have had a couple of items from Continuing Education. The issue in Continuing Education is due to a system error – the course was sent by NCCCS for use in customized training and was coded incorrectly. We used the course to claim FTE; however it was one we could not claim as FTE. Even though this is a system error we still have to give the money back. We are hoping the auditor will allow us to take this off of our summer report for FTE, either way you look at it...it is money lost. Another error was an EMS course that was duplicated. Each course represented one FTE. This is a total of almost \$20,000.
3. Dr. Tansey noted that Scott Ralls dropped by for an informal discussion and Dr. Tansey told him that maintenance and IT backlog are probably our biggest problem overall and we really need the State to look at a state-wide bond issue as soon as possible. She noted that it is not just our problem every community college in the state has the same situation because counties do not have enough money to cover all the expenditures due to the age of our College. Our buildings and IT need help all the time.
4. Dr. Tansey directed attention to the February 18 Foundation meeting minutes located on the screen and pages 101-106 of the packet. She noted they are for information only and do not require a vote. She called for questions. Hearing none she continued.
5. Dr. Tansey directed attention to the revised Ambassador Guidelines located on the screen and on page 107. The ambassadors have been apprised of the revised guidelines. The two additions are as follows: Forgo any political activities while representing the college and an egregious act committed by an Ambassador, will be subject to review by the Foundation's Executive Board and may result in immediate termination.
6. Dr. Tansey directed attention to Lentz Stowe's annual report on the screen and pages 108-109. The report included a summary of the efforts of the Small Business Center over the past year with comparisons to previous years. Dr. Tansey reported that the numbers are small but are always small in rural areas. But they are down a little bit. Stacey Gerard has looked at the numbers will try to address and try to bump the numbers up a little bit. Dr. Tansey noted that it takes a lot of work to bump small business development centers up and it takes a lot of one on one contact. Overall they are good. Dr. Tansey reported that with new guidelines this coming year there will not be any FTE for Small Business Development Centers.

7. Dr. Tansey directed attention to the letter found on the screen and pages 110-111 from the US Department of Education regarding the Clery Act requirements and changes that have been made. We will have to purchase software to maintain all the data that is required.
8. Dr. Tansey gave an update on Financial Aid. We discovered that we had an IT issue with our Financial Aid system. We have since fixed the issue and are now caught up with those students who have submitted everything. Those that were incomplete we have to do manually. We have placed folks on the phone systems to manage calls and notify students. Dr. Tansey stated that we will do a registration debriefing in late September to see how our system works.
9. Dr. Tansey directed attention to page 113 – Trustee Calendar of Events/Meetings. Dr. Tansey noted that on September 30 at 7:00 p.m. we will have a joint Education Forum with Beaufort County Schools in the auditorium of Washington High School. Beaufort County Community College will host an Open House on October 2 from 6:00 to 9:00 p.m.
10. Dr. Tansey showed a PowerPoint presentation of an update to our campus. We converted as many classrooms as we had money to do. We are hoping for more interactive teaching approaches in the classrooms.

#### NEW BUSINESS

1. Chairman Smith called for a motion to go into closed session. Mrs. Davis made the motion to go into closed session at 8:23 p.m. pursuant to N.C.G.S. 143-318.11 (a)(1)(3)(6) to prevent the disclosure of information that is privileged or confidential and consult with the boards attorney in order to preserve the attorney-client privilege and personnel. Beaufort County Superior Court 13 CVS 414. Mr. Rawls seconded the motion. The Board went into closed session at 8:24 p.m.
2. Reverend Cayton made the motion to come out of closed session at 8:30 p.m. Mr. Rawls seconded the motion. The Board was back in session at 8:30 p.m. Chairman Smith stated that no action was taken during closed session.
3. Chairman Smith directed attention to the 2014-2015 Trustee Committee Appointments. He asked for any comments or concerns. None were stated.

#### ADJOURNMENT

Chairman Smith called for a motion to adjourn. Mr. Lewis made the motion to adjourn the meeting. Reverend Cayton seconded the motion. The Board adjourned at 8:34 p.m.

#### NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, October 7, 2014.

Respectfully Submitted,

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Russell Smith  
Chairman

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Barbara Tansey, Ph.D.  
President

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Date