

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 7, 2014**

The Beaufort County Community College Board of Trustees met Tuesday, October 7, 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, and Finance Committees met before the Board meeting.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

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; Mrs. Jeanne Martin, President of the Faculty Senate; Mrs. Jennie Singleton, Executive Assistant to the President and Mrs. Emily Woolard, Director of Human Resources. Others present included Clerk of Superior Court, Mr. Marty Paramore; Ms. Ranee Singleton, legal counsel with the law firm of Hassell, Singleton, Mason & Jones, PA and Mr. and Mrs. Jack Wallace.

**PRAYER**

Chairman Smith called the meeting to order and noted that because of the lack of time during the committee meetings, we will conduct the business of the Personnel Committee during the Personnel section of the Board Agenda. He also asked to move the Closed Session from the New Business section to immediately follow the report from the Finance Committee.

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.

## RECOGNITION OF MR. JACK WALLACE

Chairman Smith recognized Mr. Jack Wallace and his wife June. Chairman Smith called on longtime friend and trustee Mr. Bo Lewis to deliver the Resolution of Appreciation for Mr. Jack Wallace. Mr. Lewis presented Mr. Wallace with a plaque for the many years of dedication and service to Beaufort County Community College. He then read and presented a Resolution of Appreciation from the Board of Trustees. Mr. Wallace thanked the faculty, staff and Board of Trustees.

## 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 three Trustees. Sworn in at this time were Mr. Jim Chesnutt, newly appointed by the Governor, Mr. Bill Wall, newly appointed by the Beaufort County Board of Commissioners to fulfill the unexpired term of Mr. Jack Wallace, and Mr. Jackson Lancaster, SGA President and ex-officio member of the Board of Trustees. Chairman Smith and other members of the Board congratulated the Trustees on their appointments.

## AMBASSADORS

Chairman Smith called on Foundation Director Judy Jennette to introduce the BCCC Foundation Ambassadors present for the meeting. Mrs. Jennette introduced Mr. Jamaal Cofield and Ms. Catherine Spring who delivered presentations to the board about their experiences at BCCC and appreciation of the scholarship. Chairman Smith thanked them for their inspiring words.

## APPROVAL OF MINUTES

Chairman Smith called for a motion approving the minutes of the August 5, 2014 meeting of the Board. Mr. Ashley Woolard noted under the section "Approval of Minutes" the word "removed" should be changed to "added to" and under the section "Adjournment" that Reverend Cayton seconded the motion and not Dr. Staton. Upon motion by Mr. Mitch St. Clair, Sr., and second by Mr. Bo Lewis, the Board unanimously approved the minutes with the recommended changes.

## OLD BUSINESS

Chairman Smith called on Rane Singleton, legal counsel to provide an update to the alcohol policy. Rane stated that at the last board meeting on August 5 we revised the alcohol policy giving the president authority to approve each request contingent upon our

legal counsel not finding any issues with insurance. Raneé stated we are in good shape with our policy and that we should follow Dick Barber's recommendation that as long as a liquor liability policy was in place that he would not have any issues with us changing the policy about alcohol at campus events— we will need to bring prices on insurance. It was noted that the President can purchase alcohol with discretionary funds – we would write a check to catering – buy, bring, and serve it.

Chairman Smith thanked members of faculty and 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. He asked the staff to stay that have items on the Personnel Committee Agenda to remain.

## 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 the minutes from the previous Property Committee meeting are found on pages 12-13 of the packet and all Trustees have had the opportunity to review them prior to tonight's meeting. Committee Chair St. Clair addressed the one item that required a vote – Approval of the request from the City of Washington requesting temporary easement to install utilities under Highway 264 to Black Road. Chairman Smith called for a motion of approval. Mr. St. Clair made the motion to approve request 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. Laura Staton, Educational Programs Committee Chairman, 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 177-179 of the packet. She stated the committee brings one action item to the full Board that requires a vote – approval of the 2014-15 Strategic Plan. She noted that provisional approval was granted at the August 5, 2014 meeting and was to be brought back for final approval at the October meeting. Dr. Staton noted the addition of the 2014-15 Continuing Education goals were added by the new Vice President and were discussed in the committee meeting. Dr. Staton made the motion to approve the 2014-

15 Strategic Plan 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 reported that the committee met before the Board meeting and that all members were present. Mr. McGill directed attention to the minutes from the previous meeting located on pages 227-229 of the packet. Mr. McGill stated that the Finance Committee brings one action item that requires a vote – Approval of the 2014-15 State Budget found on pages 232-233 of the packet. Mr. McGill made the motion to approve the 2014-15 State Budget as presented to the committee. 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.

At this point, Chairman Smith dismissed faculty and staff and called for a motion to go into Closed Session. He asked that the Director of Human Resources remain for part of the closed session. Mr. Smith also stated that once we return to open session anyone who would like to return to the meeting may do so and those who are listed on the remainder of the agenda to present items will return as well. Mrs. Cynthia Davis made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1)(6) to prevent the disclosure of information that is privileged or confidential and to consult with the boards attorney in order to preserve attorney-client privilege and Personnel. Mr. Bo Lewis seconded the motion and all were in favor. The Board of Trustees went into closed session at 7:33 p.m.

Upon motion by Mr. Cornell McGill and second by Mitchell St. Clair, the Board came out of closed session at 8:28 p.m.

### Personnel Committee

Chairman Smith called on Mrs. Cynthia Davis, Chairman of the Personnel Committee. Mrs. Davis called the Personnel Committee to order at 8:29 p.m. The following Personnel Committee members were present: Mrs. Cynthia Davis, Chairman; Mr. Cotton Rawls, Vice Chairman; Mr. Julian Goff; Mr. Bill Wall; and Mr. Ashley Woolard.

Mrs. Davis directed attention to the Personnel Committee the agenda for the meeting located on page 242 of the packet and can be viewed on the screen. She stated that minutes from the previous meeting are found on pages 240- 241 of the packet.

Mrs. Davis recognized Mr. Mark Nelson to address item 1 on the agenda – Personnel Written Update. Mr. Nelson directed attention to the screen and page 243 of the packet. Mr. Nelson provided a personnel status update. He stated that Human Relations has continued work hard to fill vacancies particularly in the faculty area. He noted, thus far we have had five separations this year and two planned retirements coming up in December. Of the five separations, one was a retirement, three were resignations and

one was grant funding conclusion. He stated that we currently show 15 individuals with enough time to retire from the system. He distributed a handout broken down by departments.

Continuing, Mr. Nelson distributed a handout/graph that showed faculty and staff classification for Fall 2014. He directed attention to the graphs on the screen and discussed personnel breakout by classification. He noted we currently have 160 full-time employees and 225 part-time employees. He directed attention to the graph and pointed out that instruction is our largest segment with 66% of our total manpower followed by professional at 15%, tech/paraprof., at 8%, Clerical at 5%, Maintenance at 4% and Sr. Administration at 2%.

Mr. Nelson directed attention to the screen on pages 247-248 of the packet – Annual Leave Policy sub section Employment Termination Date Policy. He stated that our current policy is vague regarding the last day worked when an employee separates from the college. He explained that we have experienced some confusion after this issue came up recently when a couple of employees effectively departed prior to September 1<sup>st</sup> but extended their separation date beyond September 1<sup>st</sup> to be eligible for the five bonus leave days which we were obligated to pay out monetarily in addition to their other earned leave. Mr. Nelson recommended a revision to the current Annual Leave Policy sub-section Termination of Benefits Policy which will read: During the period of terminal leave, an employee ceases to earn leave increments and ceases to be entitled to take sick leave. The employee will not be charged leave for holidays occurring during the period. Mrs. Davis called for discussion, hearing none she called for a vote. Upon motion by Mr. Julian Goff and second by Mr. Cotton Rawls the committee approved the revision to the Termination of Benefits Policy as presented. The motion passed with unanimous consent from the Personnel Committee.

Continuing, Mr. Nelson addressed the need for a new policy - Separation Date Policy. The new policy will read: The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement. Employees must be physically present at their duty station to return keys, ID badges, and all BCCC property related to employment to include transferring computer records to their supervisor. Exceptions to this policy may be granted in writing by the President. Committee Chairman Davis called for questions and comments. Hearing none, she called for a vote. Mr. Cotton Rawls made the motion to approve the Separation Date Policy as presented. Mr. Ashley Woolard seconded the motion. The motion passed with unanimous consent from the Personnel Committee.

Mrs. Davis called Mr. Rick Anderson to the podium for a report on the Smoking/Tobacco Free Campus Policy. Mr. Anderson discussed adding additional language to our existing policy to include E-Cigarette, Personal Vaporizer, and Electronic Nicotine Delivery Systems (ENDS). He stated that he did a survey of other institutions and of the 58 community colleges he received a responses from about 25 and all but one have added language like this to their existing policy. Mrs. Davis called for questions or discussion. There was a question regarding folks smoking in front of the College. Rane Singleton explained that we discussed this when the policy was approved and the College does not

own the easement, so therefore, there is nothing that can be done. Mr. Cotton Rawls made the motion to approve the additional language to the current Smoking/Tobacco Free Campus Policy as presented. Mr. Bill Wall seconded the motion. The motion passed with unanimous consent from the Personnel Committee.

Committee Chairman Davis called Mrs. Emily Woolard, Director of Human Resources to the podium for a presentation on BCCC's full-time hiring process. Mrs. Woolard presented an outline/overview of the full-time selection process. Information included the following: the confidentiality agreement of the selection committees, an overview of the process that is involved in the screening of applications, sample interview questions, the rubric that is used for the screening of applications, the rubric that is used to score the applicant during the interview, and the recommendation of hiring process. Mrs. Davis stated that the presentation is for information only and no action is needed.

Chairman Smith stated that the Personnel Committee has 3 items that require full Board approval and he would like have all approved with one vote 1) Approval to Revise the Current Annual Leave Policy sub-section Termination of Benefits Policy, 2) Approval to add a new policy Separation Date Policy, and 3) Approval to Revise the current Smoking/Tobacco Free Campus Policy. Mr. Bill Wall made the motion to approve the policy recommendations as stated above as presented. Chairman Smith stated that a second is not required as the motion comes from a standing committee. The three items were approved with unanimous consent.

Having no other business to come before the Board of Trustees Mrs. Davis adjourned the Personnel Committee meeting.

### President's Report

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

1. NCTOWER - Dr. Tansey called on Dr. Jay Sullivan, VP of Research and Institutional Effectiveness to give a presentation on NC Tower. Dr. Sullivan directed to the screen and pages 263-265 of the packet. Dr. Sullivan that NC Tower stands for North Carolina's Tool for Online Workforce and Education Report and is the result of collaboration between the North Carolina Department of Commerce's Labor and Economic Analysis Division (which maintains the Common Follow-up System), the North Carolina Community College System, the University of North Carolina General Administration, and the North Carolina Office of Information Technology Services. Dr. Sullivan explained that NCTOWER provides user friendly access to both employment and educational outcomes for students in the NCCCS and UNC Systems. Educational and employment outcomes can be compared across different schools, programs of study, and year of graduation. The main web page for NCTOWER is [www.nctower.com](http://www.nctower.com). He shared highlights regarding the outcomes of 2011-2012 BCCC graduates in comparison to all community colleges, Martin Community College, Pamlico Community College, and Pitt Community College. He pointed out that the largest percentage (29%) of graduates from BCCC are employed in Health Care & Social Assistance fields. Dr. Sullivan noted that it is

important to understand that when interpreting the data provided we should keep the following in mind:

- The data on NC Tower only includes employment and enrollment in North Carolina.
  - Employees of businesses with main corporate headquarters outside of North Carolina are not included, nor are Federal Employees.
  - Students are counted for each program of study, college, and year in which they graduate. However, they are unduplicated when viewed in aggregate across all colleges.
2. Dr. Sullivan stated that Social Media is becoming increasingly important in terms of marketing. He discussed the pros/cons and issues of social media within the college. Dr. Sullivan asked the Board if they would like Senior Staff to come up with a policy and disclaimer using social media by college employees. Mr. Bill Wall stated he has a copy of a social media policy by a local company he will be glad to revise and share with the Board and Senior Staff. Chairman Smith and Dr. Tansey both agreed they would like to see the sample policy from Mr. Wall. Dr. Sullivan stated that public schools and other community colleges and universities across North Carolina have already developed policy and procedures concerning Social Media.
  3. Dr. Sullivan reported that Open House was a great success. Chairman Smith stated that Open House was great and he has received several positive responses and that all involved did an outstanding job.
  4. Dr. Tansey directed the Board's attention to a written report of her activities from August 6 – October 2 found on pages 266-268 of the agenda packet and displayed on the screen. There were no questions.
  5. Dr. Tansey directed attention to the letter from Elizabeth Self, Executive Director of Audit Services from the North Carolina Community College System (NCCCS) on pages 269-273. The records reviewed were from Spring Semester 2013 – Spring Semester 2014. She stated that a Curriculum preliminary audit concern with two findings was noted and directed the Board's attention to page 271. Finding One: In review of Curriculum records, it was found that two Cooperative Education (COE) classes reviewed (COE113 02 and COE 113 03) that 480 class hours were reported for students enrolled at the ten percent point of the classes when a maximum of 320 class hours may be reported. Finding Two: In a review of Curriculum records, it was found that class hours were over reported for CJC 141 20 Spring Semester when the number of students enrolled at the ten percent point of the class was miscalculated. Dr. Tansey reported that this hurts us on our FTE. She and Mr. Mark Nelson did a calculation and the errors are roughly 4 FTE which calculates to about \$20,000. Dr. Tansey emphasized that these types are easy to make and our folks are well aware of this. Next, Dr. Tansey addressed the management letter from the NCCCS auditor's office (pages 274-276) education program audit for Continuing Education. She addressed the finding - it was found that six Customized Training Program (CTP) classes the class hours were reported for regular budget/FTE rather than Occupational Extension Non-Budget FTE.
  6. Dr. Tansey addressed the Clery Act and explained that it was originally known as the Campus Security Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Dr. Tansey explained the requirements of BCCC

- BCCC has to publish an Annual Security Report (ASR) by October 1 of each year, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed to victims. The law requires schools to make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request.
- The College also has to have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the “nature, date, time, and general location of each crime” and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request.
- Clery also requires that each campus disclose the crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have “significant responsibility for student and campus activities.”

Dr. Tansey then directed attention to the BCCC Crime Statistics Report from 2011-2013 on the screen and found on pages 278-279 of the packet.

7. Dr. Tansey shared safety inspection reports of the Maintenance Shop (Bldg. 6) on pgs. 280-289 and Curtis & Curtis Roofing Contractor at BCCC on pgs. 290-292, by Mr. Eddie Allen, Safety and Health Coordinator at BCCC. Dr. Tansey reported that Mr. Allen is doing an outstanding job.
8. Dr. Tansey shared the NCCCLP acceptance letter for Stacey Gerard on page 293.
9. Mrs. Jennie Singleton directed attention to the North Carolina Community College Trustee Training Certification found on the screen and page 296. The report showed that all members of the Board of Trustees are in compliance. Mr. Bill Wall will attend certification training at the Law Conference in April 2015.
10. Dr. Tansey reported that Mr. Mitch St. Clair had asked that she share her “Moving the Needle for Student Success” presentation at an upcoming Board meeting. Due to time constrictions, Dr. Tansey shared the presentation that she did at the NCACCT round table meeting in Raleigh.
11. The Trustee Christmas Social is scheduled for Tuesday, December 2.
12. A list of upcoming meetings and events is located on page 297 and on the screen.

## NEW BUSINESS

1. Chairman Smith called on Dr. Tansey to discuss the new Visitor Conduct Policy. Dr. Tansey directed attention to the Visitor Conduct Policy on the screen and located on page 298 in the packet and discussed the need for the policy. Chairman Smith stated that the policy is pretty cut and dry and everyone has had time to review the proposed policy. He called for more discussion or a motion of approval. Mr. Bill Wall made the motion to approve the Visitor Conduct Policy as presented. Mrs. Laura Staton seconded the motion. The policy was approved with unanimous consent.



Visitors to the Beaufort County Community College campus, college sites or college sponsored activities are defined as those individuals who do not meet the definition of “student” or “employee”. Visitors, including prospective students, are expected to conduct themselves as responsible adults. Failure to do so may result in being banned from the campus. Appropriate criminal charges for violations of law on campus property may be filed. The Beaufort County Community College campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with normal operations of the College,
2. Destruction, damage, or misuse of College property,
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons,
4. Physical or mental abuse of another person,
5. Abusive/threatening verbal or nonverbal language,
6. Communication of threats via any electronic means,
7. Theft of another’s property,
8. Any other violation of College policies and procedures pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Likewise, College employees are expected to conduct themselves in accordance with Colleges policies and procedures when dealing with visitors to the campus.

In the event that a visitor has a complaint regarding their treatment by any College employee while on campus or in their official college capacity, the visitor may file a written complaint with the President’s office, setting out the specific facts upon which the complaint is based and submitted within two weeks of the said incident. The President shall investigate the allegations contained in the complaint and shall render a decision in writing within 30 business days of receipt of the visitor’s written complaint.

2. Chairman Smith recommended that the Board of Trustees wait to schedule a joint social with Foundation Board. Chairman Smith said he thinks is a good idea to get the two boards together and share ideas of what Mr. Rick Smith spoke about at the Joint Retreat.
3. Chairman Smith stated that Jennie Singleton will set a date for the New Trustee Orientation by BCCC administration and let everyone know the details.

#### 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 9:30 p.m.

#### NEXT BOARD MEETING

The next Board of Trustees meeting will be Tuesday, February 3, 2015.

Respectfully Submitted,

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Russell Smith  
Chairman

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Barbara Tansey, Ph.D.  
President

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Date