BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 5, 2016

The Beaufort County Community College Board of Trustees met Tuesday, April 5, 2016, 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, Personnel and Executive Committees met before the Board meeting.

BOARD MEMBERS PRESENT	**BOARD MEMBERS ABSENT**
Dr. Laura Staton, Chair	James Gaynor
Betty Randolph, Vice Chair	Ashley Woolard
Jim Chesnutt	
Cynthia Davis	
Cornell McGill	
James "Cotton" Rawls	
Kathleen Simpson	
Mitchell St. Clair, Sr.	
Russell Smith	
Bill Wall	
Jean Woolard	
Elizabeth Cobb, SGA	

The following staff members were present: Dr. Barbara Tansey, President; Mr. Rick Anderson, Vice President of Student Services; Dr. Crystal Ange, Vice President of Academics; Mr. Mark Nelson, Vice President of Administration; Dr. Jay Sullivan, Vice President of Research and Institutional Effectiveness; Mrs. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Ben Morris, Dean of Business and Industrial Technology; Ms. Pauline Godley, President of the Staff Association; Mr. Brian Miller, President of the Faculty Senate and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Ranee Singleton, PLLC legal counsel.

Dr. Laura Staton, Chair of the Board of Trustees called the meeting to order at 7:00 p.m.

PRAYER

Dr. Laura Staton, Chair of the Board of Trustees called on Mrs. Randolph, Vice Chair to lead with prayer.

MISSION STATEMENT/ETHICS AWARENESS

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

AMBASSADORS

Dr. Staton called on Ms. Serena Sullivan, Foundation Director to introduce the BCCC Foundation Ambassadors present. Ms. Sullivan introduced Ms. Lisa Reid and Ms. Karen Taft who delivered presentations to the Board about their experiences at BCCC and their appreciation of the Ambassador's Scholarship. Dr. Staton thanked them for their inspiring words.

APPROVAL OF MINUTES

Dr. Staton called for a motion approving the minutes of the January 12, 2016 Special Called meeting and February 2, 2016 meeting of the Board. Upon motion by Mr. Wall and a second by Mr. St. Clair, Sr., the Board unanimously approved the minutes as presented.

OLD BUSINESS

Dr. Staton directed attention to the policies located on pages 17-38 of the packet for approval:

- Academic Freedom
- Academic
- Academic Probation
- Admissions
- BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment
- Bereavement Imminent Death
- Children on Campus
- Credit by Articulation for High School Students
- Credit for Prior Learning
- Employee Classification
- Facility Naming
- Curriculum Faculty Credentialing
- Intellectual Property
- Minimum Class Size and Enrollment
- Operational Calendar Planning
- Pay Dates
- Religious Observances
- Substantive Change
- Writing Style Guidelines

Dr. Staton noted that the policies were emailed to Board members in advance of tonight's meeting for review. She called for questions, comments, or recommendations. Mr. Wall recommended a minor change to the Academic Probation and Facility Naming policies. Mrs. Singleton will make the recommended changes. Mr. Wall asked for clarity within the Bereavement/Imminent Death Policy for “immediate family”. Dr. Sullivan noted that the definition is listed within Bereavement/Imminent Death Procedure and will be cross referenced. Mrs. Davis made the motion to approve the policies as presented with the two recommended changes. Mrs. Simpson seconded. The motion passed with unanimous consent.

REPORTS AND RECOMMENDATIONS

Dr. Laura Staton called on the chairs of the Board's standing committees, who gave reports and recommendations as follows:

Executive Committee

Dr. Staton stated that that it is the responsibility of the Executive Committee to annually appoint a nominating committee to submit to the Board a slate of officers. She noted that in the past several years the Executive Committee has served as the Nominating Committee and the committee met prior to tonight's Board meeting and decided to do the same for this year. Chairman Staton reported that the Nominating Committee's recommendation for the slate of officers for the July 1, 2016 – June 30, 2017 fiscal year are: Laura Staton, Chairman; Betty Randolph, Vice Chair, Dr. Barbara Tansey, Secretary and Betty Randolph, Chaplain. Chairman Staton reminded trustees that all trustees are eligible to be chair and all remaining trustees are eligible to be vice chair. Chairman Staton opened nominations to the floor. Mr. Wall made the motion that nominations be closed. Mr. St. Clair, Sr., seconded the motion. The motion passed with an all ayes vote. Mr. Wall made the motion to approve the slate of officers as presented for the fiscal year 2016-2017. Mr. St. Clair seconded the motion. The motion passed with an all ayes vote.

Information Technology – Ad Hoc Committee

Dr. Staton called on Mr. Russell Smith, Information Technology – Ad Hoc Committee Chair, for a report. Mr. Smith stated that the committee met prior to tonight's Board meeting. Mr. Art Richard gave a briefing on the North Carolina Community Colleges System Office Usage Assessment for Beaufort County Community College and no action was taken. He noted that the presentation is found on pages 110-117 of the Board packet.

Property Committee

Dr. Laura Staton 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 40-42 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 did not have any action items to come before the Board and Board members were present during the committee meeting to hear the information presented. Mr. Chesnutt made the motion to accept the report as presented. Mr. McGill seconded and all were in favor.

Educational Programs Committee

Dr. Laura Staton called on Mrs. Cynthia Davis, Educational Programs Committee Chair for a report from the committee. Mrs. Davis noted that the minutes from the previous meeting are located on Pages 48-51 of the packet and all board members had the opportunity to review them prior to tonight's meeting. Mrs. Davis stated that the committee brings three items for action by the Board and one item was tabled. The committee tabled the approval to pursue the study abroad trip to Costa Rica for Summer 2017. Mrs. Davis presented the items for full Board approval – 1) Approval to begin charging $2 for official Continuing Education transcripts, effective July 1, 2016, 2) Approval to increase the price of the Basic life Saver/HeartSaver Cards to $5.00, and 3) Approval of the changes to the Continuing education Accountability and Creditability Plan. Mr. Russell Smith made the motion to approve all three items as presented. Dr. Staton stated since approval comes as a recommendation from a standing committee, it did not require a second. She called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Finance Committee

Dr. Laura Staton called on Mr. Bill Wall, Finance Committee Chair, for a report from the Finance Committee. Mr. Wall noted that the Finance Committee met before the Board meeting and the minutes from the previous Finance Committee meeting are found on Pages 82-85 of the agenda packet. Mr. Wall noted that the minutes were approved during the committee meeting. Mr. Wall reported that the Finance Committee approved three items for action by the Board. Mr. Wall presented the three items for full board approval – 1) Approval of the Budget Adjustment found on pages 90-91, 2) Approval of the County Budget Request for FY 2016-2017 found on pages 92-95, and 3) Approval to write-off bad student accounts found on pages 96-99. Dr. Laura Staton stated that she would like one motion for all three items. Mr. Chesnutt made the motion to approve all three items as presented. Dr. Staton stated since approval comes as a recommendation from a standing committee, it did not require a second. She called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

Personnel Committee

Dr. Laura Staton called on Mr. Cotton Rawls, Personnel Committee Chair, for a report from the Personnel Committee. Mr. Rawls noted that the Personnel Committee met before the Board meeting and the minutes from the previous Personnel Committee meeting are found on Pages 103-104 of the agenda packet. Mr. Rawls stated that the Personnel Committee did not have any action items to come before the Board for approval.

President's Report

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

1. Dr. Tansey directed the Board's attention to a written report of her activities from February 3 – April 5 and directed attention to Pages 118-120 of the agenda packet.

2. Approval of Summer Work Hours Schedule. Dr. Tansey asked for approval from the Board to begin Summer Operating Hours effective May 16, 2016 through Thursday, July 28 2016. Under the proposal, the daytime operating hours for the College would be 7:30 a.m. to 5:30 p.m. Monday through Thursday with a 30 minute lunch for a summer work week of 38 hours. Dr. Staton called for a motion by the Board to approve the schedule. Upon motion by Mr. Wall and a second by Mr. Smith, the Board unanimously approved the schedule as presented.
3. After Hours External Safety Inspection (Pgs. 122-171) - Dr. Tansey directed attention to the screen for a PowerPoint of the items found in the inspection. The report by Mr. Howell Miller, Coordinator of Health & Safety is located on pages 122-171 of the packet. Dr. Tansey noted that Mr. Miller is doing a wonderful job.
4. Trustee Calendar of Events – A list of upcoming events was shared with all. Trustees were reminded of: Gullfest, April 9, Service Awards Cookout Thursday, May 12, Associate Degree Nurse Pinning Ceremony on May 14, Graduation Friday, May 13, and BLET Graduation, May 21.
5. NCACCT Law/Legislative Seminar – Dr. Tansey, Kathleen Simpson, Jean Woolard and Jennie Singleton will be attending the conference April 20-22 in Raleigh NC>

NEW BUSINESS

4. President Evaluation - Dr. Staton called for a motion to go into closed session. Mr. Smith 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)(6) personnel Mr. S seconded and all were in favor. The Board went into closed session at 7:37 p.m. Other Staff were dismissed.

Upon returning to open session at 8:31 p.m., Dr. Staton stated the Board of Trustees reviewed the evaluations of the President and that the evaluation process went well. She thanked Dr. Tansey on behalf of the Board of Trustees and Senior Staff. Dr. Staton noted 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 Dr. Staton will sign. Once signed, Mrs. Singleton will mail the letter to Dr. Scott Shook, Chair of the State Board of Community Colleges.

ADJOURNMENT

Dr. Laura Staton called for a motion to adjourn. The board unanimously approved a motion by Mr. McGill and a second by Mr. St. Clair, Sr., to adjourn. The Board adjourned at 8:33 p.m.

NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, June 7, 2016

Respectfully Submitted,

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Dr. Laura Staton
Chair

Barbara Tansey, Ph.D.
President

Date