

**BEAUFORT COUNTY COMMUNITY COLLEGE
SPECIAL CALLED BOARD OF TRUSTEES MEETING
July 12, 2012**

The Board of Trustees held a called meeting on Thursday, July 12, 2012 at 12:00 p.m. in the boardroom of Building 10.

BOARD MEMBERS PRESENT

Russell Smith, Chair
Cornell McGill, Vice Chair
Myrtle P. Carowan
Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey
Delores Lee
Frank B. Lewis
Betty Randolph
Mitchell St. Clair
Jack Wallace

BOARD MEMBERS ABSENT

Henry C. Humphreys, Jr.

The following staff were in attendance: Barbara Tansey, President; Phillip Price, Dean of Administrative Services; and Jennie Singleton, Recorder. Absent: Rane Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook. Guest: John Farkas, President of JKF Architecture.

PRAYER

Chairman Smith called the meeting to order and called on Mrs. Betty Randolph for prayer.

MISSION STATEMENT/ETHICS AWARENESS

Chairman Smith called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Chairman St. Clair read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Mr. Smith stated that an addendum tonight's agenda is located in the front of the board packets and the following action item needs to be added under the President's Office Update - Update Local Articulated Agreement Between Beaufort County Community College & Beaufort County Schools

For the record, this special meeting was being held in accordance with the Open Meetings Law. The meeting notice was in the local paper, and members had the information 48 hours prior to the meeting. The purpose of the called meeting is to approve bids for the Building 2 roof and the Building 5 wall projects and change the name of the curriculum standing committee.

Chairman Smith called on Dr. Phillip Price, Dean of Administrative Services to discuss the proposed bid for the building 2 roof project. Dr. Price stated that three bids were received and the low bidder was Greenville Contractors, Inc., in the amount of \$53,682. He noted that we are slightly over budget by approximately \$3,500. Dr. Price directed

attention to the BCCC #2 Annex Roof Replacement (Architect Amendment #1) to perform full-time observations by an architect's representative for the project JKF Project No. 2012-11. Dr. Price stated he would be glad to answer any questions the board may have regarding the proposal and amendment. Bo Lewis made the motion to approve the bid proposal by Greenville Contractors, Inc. as presented with the Architect Amendment # 1- JKF Project No. 2012-11. Jack Wallace seconded the motion. There was no discussion. The motion passed with a unanimous vote.

Chairman Smith called on Dr. Price to discuss the bid proposal for the Building 5 wall repair. Dr. Price stated that three bids were received and the low bidder is Norstate Contracting, Inc., in the amount of \$49,670. Dr. Price stated originally the College had planned for \$73,000. After discussion, Reverend Cayton made the motion to approve the low bid from Norstate Contracting, Inc. as presented. Myrtle Carowan seconded the motion. The motion passed with all ayes.

Chairman Smith called on Dr. Tansey to discuss the Memorandum of Understanding (MOU) from Pamlico Plantation Property Owners Association. Dr. Tansey stated that she received a phone call from the Pamlico Plantation Property Owners Association regarding a MOU with BCCC. It seems that in the past BCCC was put in the MOU without being contacted. Dr. Tansey then turned to Dr. Price for his input. Dr. Price stated in his discussion with Pamlico Plantation they had BCCC in their plan for several years and a new person is in charge of the committee and notified us. Dr. Price stated that the process we have gone through in the past have been for other governmental type agencies and has never been with a homeowner's association. Dr. Price submitted to the homeowner's association the type of form BCCC has used in the past. Once BCCC received the MOU back from the association it was shared with BCCC's legal counsel for guidance. Legal counsel will write the Property Owners Association a letter of opinion explaining why BCCC cannot agree to the MOU. Shields Harvey made the motion with reasons discussed by the Board of Trustees to not consider the MOU with Pamlico Plantation Property Owners Association. Bo Lewis seconded the motion. The motion passed with an all ayes vote.

Chairman Smith directed attention to the 2012-2013 Board of Trustees Committee Appointments. He explained that he shuffled the committees a little and asked members to review and let him know of any questions or concerns. He called on Dr. Tansey to address changing the name of the Curriculum Committee to the Educational Programs Committee. Dr. Tansey explained the Curriculum Committee only refers to the academic programs of the College and stated that we are so much more than just curriculum. She stated that Senior Staff discussed renaming the Curriculum Committee to the Educational Programs Committee which will encompass all the programs we cover as a College. Bo Lewis made the motion to approve the name change of the Curriculum Committee to the Educational Programs Committee. Shields Harvey seconded the motion. The motion passed with an all ayes vote.

Other Business

Chairman Smith stated that he and Dr. Tansey would like to have a Fall Board Retreat. He noted he would not try to set any dates today but asked the Trustees to look over his/her fall schedule and come up with some dates and bring them back to the August Board meeting. He stated they would like to hold a morning and an afternoon session. Mr. Smith asked members for their thoughts and input on what they would like to see take place at the Fall Retreat. Mr. Harvey stated that the Board had some good retreats

in the past but nothing happened after the retreat. An area needed is what are the critical issues facing this College and the community colleges in this state as well as outside North Carolina. Another area is where we are going as a College. Mr. Harvey stated he hoped we will continue the new Trustee Orientation even if we do not have new Trustees. He stated it is a must to have a vehicle to get us up to date with information. Mr. Smith thanked Mr. Harvey and stated that he and Dr. Tansey had also talked about Succession Planning.

Mrs. Davis stated it may be helpful to bring back minutes of past retreats to see what we wanted to do that has not been done and build a timeline. Mr. Wallace discussed recruiting new students. Dr. Tansey stated that we have a new recruiter and we are putting together a new recruitment team. Monthly meetings will be held, cross training will occur, and a monthly recruiting calendar will be implemented.

Chairman Smith called for any other items to come before the Board. Hearing none, he called for a motion to adjourn. Upon motion by Robert Cayton, second by Cornell McGill, and unanimous vote, the Board adjourned at 1:15 p.m.

Next Board Meeting

The next scheduled full Board of Trustees meeting will be held Tuesday, August 7, 2012.

Respectfully Submitted,

Barbara Tansey
Secretary

Russell Smith
Chairman

Date