

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 4, 2013**

The Board of Trustees met Tuesday, June 4, 2013 at 6:30 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 7:00 p.m. The Educational Programs, Finance, Property and Personnel Standing Committee's met prior to the Board meeting.

BOARD MEMBERS PRESENT

Russell Smith, Chair
Cornell McGill, Vice Chair
Reverend Dr. Robert B. Cayton
Cynthia Davis
Julian Goff
J. Shields Harvey
Frank "Bo" Lewis
Betty Randolph
James Cotton Rawls
Mitchell St. Clair, Sr.
Jack Wallace

BOARD MEMBERS ABSENT

Delores Lee

The following staff were in attendance: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Chet Jarman, Vice President of Continuing Education; Mrs. Judy Jennette, Director of Foundation; Dr. Jay Sullivan, Vice President of Research & Institutional Effectiveness, Mr. Mark Nelson, Vice President of Administrative Services; Mr. Charles Gullette, Director of Accounting; Mrs. Jeanne Martin. Also in attendance were Ms. Rane Singleton, Legal Counsel, with the law firm of Hassell, Singleton, Mason & Jones, PA; Jennie Singleton, Recorder and special guest the Honorable Van Martin "Marty" Paramore, Clerk of Superior Court.

PRAYER

Chairman Smith called the meeting to order and Mrs. Betty Randolph continued with 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 Smith read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Chairman Smith continued from the agenda.

Recognition of Trustees

Chairman Smith presented a plaque to Mrs. Myrtle Carowan for her 22 years of dedication as Trustee for Beaufort County Community College. Ms. Delores Lee was not present for the presentation. Chairman Smith commended her 4 years of dedicated service to Beaufort County 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 two trustees. Sworn in at this time were Mrs. Betty Randolph, reappointed by the Beaufort County Board of Education and Mr. Julian Goff, appointed by the Beaufort County Board of Education to fulfill the unexpired term of Mrs. Myrtle Carowan. Chairman Smith congratulated the trustees on their appointments.

MINUTES

Chairman Smith called for a motion or corrections to the April 2, 2013 minutes (pgs. 5-9). Mitchell St. Clair, Sr., made the motion for approval with a second from Jack Wallace. The motion carried with an all ayes vote.

Old Business

Chairman Smith distributed a draft proposal of the Facility Naming Policy. He noted that Mr. Shields Harvey drafted the proposal at the request of the board. Chairman Smith asked trustees to take home the proposal for review and contact either himself or Dr. Tansey with questions or suggestions. The policy will be brought back to the August 6 board meeting for final approval.

Executive Committee

Chairman Smith referred to the minutes from the Executive Committee meeting found on page 10 of the board packet. Chairman Smith stated it is the responsibility of the Executive Committee to annually appoint a nominating committee to submit to the Board a slate of officers. At the April 2, 2013 Executive Committee meeting it was decided that the Executive Committee would serve as the Nominating Committee. Chairman Smith stated that the Nominating Committee moved forward with a slate of officers for July 1, 2013 – June 30, 2014. Chairman Smith stated that it is the recommendation from the Nominating Committee to appoint Russell Smith, Chairman, Cornell McGill, Vice Chair and Dr. Barbara Tansey, Secretary for July 1, 2013 – June 30, 2014. Chairman Smith stated that all Trustees are eligible to be chair and remaining Trustees are eligible to be vice chair. He opened the floor for other nominations. Hearing none, he called for a motion. Reverend Robert Cayton made the motion to approve the slate of officers as recommended by the Nominating Committee. Jack Wallace seconded the motion. The motion passed with an all ayes vote.

Property Committee

Chairman Smith called on Property Committee Chairman, Mr. Shields Harvey to present the Property Committee report. Committee Chairman Harvey noted that the Property Committee met on April 2, 2013 and the minutes of that meeting were located on pages 11-12 of the packet and are for information only. Mr. Harvey stated that the Property Committee met prior to tonight's board meeting. All board members were present at the Committee meeting. He addressed the one item that required a vote – Electronic Signage. Mr. Harvey stated that it comes as a

recommendation from the Property Committee to give the Electronic Signage Ad Hoc Committee authority to proceed with the design and tweak with the recommendations made in the Property Committee meeting. Chairman Smith called for questions. Hearing none, he stated that the recommendation comes from a standing committee and does not require a second. There was no discussion. The motion passed with an all ayes vote.

Educational Programs

Chairman Smith called on Educational Programs Committee Chair Betty Randolph for a report from the Educational Programs Committee. Committee Chair Betty Randolph stated all board members were present at the Committee meeting and all items presented are for information only and do not require a vote.

Finance Committee

Chairman Smith called on Finance Committee Chairman Reverend Robert Cayton for a report from the Finance Committee. Committee Chairman Cayton stated all board members were present at the Committee meeting and the following five items come as a motion from a standing committee to the full board for approval: 1) to grant provisional approval of the Institutional Funds & Student Fees Budget for FY 2014 as presented and bring back for full board approval at the next Finance Committee meeting on August 6, 2013, 2) Approval of Interim Budget Resolution 3) for the Finance Committee to approve the 2013-2014 State Budget on behalf of the full Board of Trustees when the budget is approved by the NC General Assembly and County Commissioners, 4) blanket authorization for official travel for the President and Trustees 5) to award a 1-year contract of the campus café to Ms. Ann M. Hill. Chairman Smith noted that the motion comes from a standing committee and does not require a second. Chairman Smith called for questions or comments. Hearing none, he called for a vote. The motion passed with an all ayes vote.

Personnel Committee

Chairman Smith called on Personnel Committee Chair Cynthia Davis for a report from the Personnel Committee. Committee Chair Davis stated all board members were present at the Committee meeting and that all items presented were for information only and are found in the board packet.

Chairman Smith called on Dr. Tansey to provide the Presidents Report

President's Office – Information Items

Item 1 – Presidents Written Report (Pgs. 70-72)

Dr. Tansey directed attention to her written report found on pages 70-72. The report includes meetings and events she has attended from the last board meeting in June. She stated that she will be happy to answer any questions.

Item 2 – Marketing Plan Update (Pgs. 73-76)

Dr. Tansey stated that marketing was one of the board's goals and the Marketing Committee has been looking at how we do business in our service area. She called on Dr. Jay Sullivan to provide an update. Dr. Sullivan noted that although the College has conducted intermittent surveys of students during new student orientation, there has never been consistent data collection on applicants to the College. Dr. Sullivan addressed: Surveys of applicants – use of social media, analysis of application patterns, Direct(e)mailing to applicants.

Item 3 – Dr. Tansey's/Senior Staff Goals 2013-14 (Pgs 77-80)

Dr. Tansey directed attention to pages of 77-80 of the board packet. She discussed and explained each of the goals/priorities set by Senior Staff and their status. Priority 1 – Enhance the services, facilities and property of the College to better serve its students, personnel, alumni, retirees, donors, and community at large. Priority 2 – Upgrade Technology & Use of Technology to Improve Efficiencies & Effectiveness throughout the College. Priority 3 – Accountability for All Resources – Manpower, Consumables, Energy & Facilities. Priority 4 – Strengthen the Partnership with Beaufort County Schools. Priority 5 – Improve Instructional Capability & Student Accessibility. Dr. Tansey commended Senior Staff on their accomplishments.

Items 4 – Manufacturing Video

Dr. Tansey showed the BCCC Advanced Manufacturing Program video. The video is found on the BCCC website under Advanced Manufacturing.

Item 5 – Institutional Effectiveness EOY Summary 2012-2013 (found in back pocket of packet)

Dr. Sullivan stated that the summary is a different format from what trustees have received in the past. He stated that this format is more useful and easier to digest. He thanked members of Senior Staff for compiling the summaries. He stated the new plan will be presented in August - the goals and objectives of the College are directly tied to budgets. Chairman Smith commended Dr. Sullivan for ease of the format and the wealth of information provided. He encouraged all trustees to read the document.

Item 6 – Final ICR Report (Pgs. 81-83)

Dr. Ange directed attention to pages 81-83. Dr. Ange explained in detail what an ICR (Institutional Class Report) is and the importance of recording accurate data. She explained that the reports are submitted three times a year. We have to have documentation to reconcile what we claim in FTE (Full-time Equivalent) equals the bodies that sit in our classes. She stressed that our instructors have a huge responsibility of keeping this data correct.

Item 7 – Dashboard

Dr. Sullivan explained that a Dashboard gives a snapshot of status. He demonstrated a Dashboard developed for the Board of Trustees to provide Business Intelligence that will: (i) increase trustee knowledge, and (ii) provide

relevant data that will assist and guide the board in setting policy for the College. He distributed a survey for trustees to complete that will show his department the different types of information they would like to see included in a Dashboard. Trustees were asked to mail their surveys to Jennie Singleton.

Item 8 – Fee for GED

Mr. Jarman discussed changes that are coming to the GED and noted that final decisions have not been made. For the first time in 10 years, system changes are taking place in the way students earn a high school equivalency, or GED. Starting 2014, everything from the courses to the fees will change. Some of these changes will begin in 2013. Beginning January 1, 2013, the GED testing fee for paper-based went up from \$7.50 to \$35.00.

Item 9 - Commercial Driver License (CDL) Third Party Tester Audit Rpt.(Pgs. 84-86)

Mr. Jarman directed attention to the Audit Report found on pages 84 – 86. He noted the audit was held back in April 2013 and is glad to report we passed.

Item 10 - SACS 5yr. Progress Report (Pgs. 87-89)

Dr. Ange and Dr. Sullivan presented information on the upcoming SACS 5 Year Progress Report. Dr. Ange stated that the accreditation of BCCC was reaffirmed in 2009 by the Southern Association of Colleges and Schools (SACS). BCCC will be eligible for reaffirmation again in 2019. In the interim, BCCC must submit a 5th year interim report that covers a subset of core requirements, comprehensive standards, and federal requirements (SACS standards) that were addressed in 2009. The 5th year report is a significant component of the accreditation cycle and the College has been making preparations to document compliance with any standards required in the 5th year report. Dr. Ange and Dr. Sullivan discussed specific actions the College has taken and/or will take in preparation of the upcoming 5th year report 1) SACS Leadership Team – meets to discuss preparations for the 5th year report and implement specific action items. 2) Substantive Change Log – a substantive change is significant modification or expansion in the nature and scope of an accredited institution. Substantive changes are triggers that require the College to notify SACS in writing of the change. 3) Campus Committees – the structure and purposes of campus-wide committees were revised in the summer of 2012 to eliminate duplication of work-flow and to align the purposes and charter of committees with specific SACS standards. 4) 5th Year Report – addresses a subset of the full standards previously addressed at reaffirmation in 2009. The top two areas that institutions are cited for during the 5th year review are CS 3.3.1.1 – Program outcomes and CR2.8 – Number of full-time faculty compared to the number of part-time faculty. 5) QEP Impact Report – as part of the 2009 reaffirmation, BCCC developed a Quality Enhancement Plan (QEP) “Write to Learn, Write to Earn.” In addition to the 5th year report on standards, BCCC will have to provide an Impact Report of the QEP.

Item 11 – Senior Staff Retreat

Dr. Tansey shared the agenda from the Senior Staff Retreat held on Tuesday, May 28, 2013. She pointed out that Senior Staff, Ben Morris and Clay Carter toured the old PS Jones Middle School in partnership with Dr. Phipps and Ms. Stacy Gerard. The reason for the tour is to see if together we could generate thoughts and ideas about partnering to do more with Career & Tech Ed with the high schools in conjunction with the College. Dr. Tansey stated that we will continue to strategize and talk more with Dr. Phipps and hopefully have a joint meeting to share information and move forward with our ideas.

Another item to note is the New Trustee Orientation Manual. Each section of the manual was addressed and updates/revisions were discussed. Jennie Singleton will make the corrections to the manual and it will be renamed New/Refresher Trustee Orientation Manual. A date for the orientation session will be set this evening.

Special Trustees' Business

The Board of Trustees selected June 27, 2013 as the date for the New/Refresher Trustee Orientation. The orientation is for all board members. The orientation will begin at 8:30 a.m. with coffee and the actual orientation session will begin at 8:30 a.m. and run until 3:00 p.m. in the Board Room of Building 10. All trustees are encouraged to attend. Trustees will be given a complete tour of all campus buildings.

New Business

Mr. Smith called for a 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 the boards attorney, and (a)(6) personnel. Cynthia Davis made the motion with a second from Shields Harvey. Dr. Tansey asked that Dr. Crystal Ange and Mr. Mark Nelson remain for part of the closed session. The board voted to go into closed session at 8:36 p.m. Other Staff were dismissed.

Upon returning to open session at 9:02 p.m., Shields Harvey made a motion to continue with Ms. Holbrook's services (law firm of Hassell, Singleton, Mason & Jones, PA) for the fiscal year beginning July 1, 2013. Bo Lewis seconded the motion. The board voted all ayes acceptance of the motion.

Mr. Smith stated the board reviewed the evaluations of the President and asked for a motion to approve the Presidential Evaluation. Bo Lewis made the motion with a second from Betty Randolph. The board approved the Presidential Evaluation with an all ayes vote. The Chairman of the board will sign the letter of evaluation (of the college president) and Jennie Singleton will forward the letter to Ms. Hilda Pinnix-Ragland, Chair of the State Board of Community Colleges.

Reverend Cayton made the motion for Rane Singleton, Legal Counsel to draft a letter addressing the issue as discussed in closed session. Cornell McGill seconded the motion. The motion passed with an all ayes vote.

Chairman Smith reminded everyone of the BLET Graduation scheduled on June 20, 2013 at 6:00 p.m. He called for any other items to come before the board. Hearing none, he called for a motion to adjourn. Upon motion by Reverend Robert Cayton, second by Cornell McGill, and unanimous vote, the board adjourned at 9:10 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, August 6, 2013.

Respectfully Submitted,

Barbara Tansey
Secretary

Russell Smith
Chairman

Date