AGENDA
BOARD OF TRUSTEES
TUESDAY, OCTOBER 6, 2015
BOARD ROOM – BUILDING 10

*Committee meetings run consecutively beginning at 4:00 p.m.

Technology Ad Hoc Comm
Dinner at 5:30

Property Committees
Board Meeting 6:00 p.m.

Educational Programs Comm
Finance Committee
Personnel Committee

1. Call to Order
Dr. Laura Staton, Chair

2. Prayer
Mrs. Betty Randolph, Vice Chair

3. Mission Statement (Pg. 4)

4. Conflict of Interest (Rev. 1-16-07) – (Pg. 5)

5. Affirmation of Board Members
Hon Van Martin Marty Paramore
Clerk of Court

Colonel Kathleen Simpson – Appointed by the Governor (Pg. 6)
Elizabeth Cobb – President of SGA

6. Ambassadors
Ms. Serena Sullivan
Kelsey Riggs
Priscilla Styons

7. Life on the Pamlico (Pgs. 7-17)
Mr. James Casey & Ms. Suzanne Stotesbury

8. Impact of Loan Program Termination (Pgs. 18-34)
Dr. Jay Sullivan

9. Approval of August 4, 2015 Minutes (Pgs. 35-42)
Dr. Laura Staton

Motion:
Second:

10. Old Business
Dr. Laura Staton

1. Committee and Board Meeting Times (new commassignments Pg. 43)

Motion:
Second:

2. New Committee Presentation Structure

Reports & Recommendations

A. Executive Committee – No Report

B. Technology Ad Hoc Committee (agenda pg. 44) – No Report
C. **Property Committee (Pgs. 45 - 59)**  
Mr. Mitch St. Clair, Chair

1. Property Committee meeting minutes August 4, 2015 (Pgs.45-47)
2. Property Committee meeting agenda October 6, 2015 (Pg. 48)
3. Approval of Agri Business Proposal for Land Purchase Usage (Pg.. 49)
   
   **Motion:** 
   
   **Second: no second required comes from a standing committee**

4. Approval of the Addition to the Interactive Multipurpose Fitness and Interval Training Trail (IM FITT) (Pgs. 53-54)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**

D. **Educational Programs Comm (Pgs. 60 - 73)**  
Mrs. Cynthia Davis Chair

1. Educational Program Comm meeting minutes August 4, 2015 (Pgs. 60-61) *for info only*
2. Educational Programs Comm agenda for October 6, 2015 (Pg. 62)
3. Approval to increase the Continuing Education Workplace Observation Fee from $15 to $21CRC (Pg. 63)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**

E. **Finance Committee (Pgs. 74 - 101)**  
Mr. Bill Wall, Chair

1. Finance Committee minutes – August 4, 2015 (Pgs. 74-76) *for information only*
2. Finance Committee agenda for October 6, 2015 (Pg. 77)
3. Approval of the College Foundation of NC Payment Plan (Pgs. 78-80, and 83-88)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**

4. Approval of Specified Information to the Board of Trustees Fund Authority Form (Pgs. 89-92)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**

F. **Personnel Committee (Pgs. 102 - 108)**  
Mr. Cotton Rawls, Chair

1. Personnel Committee minutes – August 4, 2015 (Pg.102-103) *for information only*
2. Personnel Agenda for October 6, 2015 (Pg. 104)
3. Approval of Campus Conduct Policy (Pgs. 105-106)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**
4. Approval of Conflict of Interest Policy (Pg. 107)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**

5. Approval of Amendment to Board of Trustee Bylaws (Pg. 108)
   
   **Motion:**
   
   **Second: no second required comes from a standing committee**

G. **President’s Report**
   
   - Dr. Barbara Tansey

   1. Written Report (Pgs. 109-110)
   2. Expanded Senior Staff Meeting (Pgs. 111-112)
   4. Trustee Calendar of Events - Handout

11. **New Business**
   
   - Dr. Barbara Tansey

   1. Memo of Understanding BCCC & Washington County Board of County Commissioners – Annex Building in Roper NC (Pgs. 130-133)
   2. Board of Trustee Approval for Appointment for Washington County – NCGS 115D12(a) Section 1 (a) Group Two (Pgs. 134 - 135)

   **Motion:**
   
   **Second:**

   2. Set Date for Called Meeting in January – Planning Decisions for a Reduced Budget FY 2016-2017 (Dates to Choose from – Jan. 7,8,12,13,15)
   3. Text Alert – Board Members Sign Up – Go to [www.beaufortccc.edu](http://www.beaufortccc.edu) and the Sign Up for Emergency Text Alerts – scroll down to icon

   4. Date for New Trustee BCCC Orientation/Campus Tour (James Gaynor and Kathleen Simpson)
   5. Speakers Bureau Brochure (Pgs. 136-137)
   6. Board Retreat (Spring) – dates and topics
   7. Policy/Procedure Separations – Electronic Pre-Voting

12. **Next full Board Meeting – February 2, 2016**
   
   Adjourn
BEAUFORT COUNTY COMMUNITY COLLEGE

VISION

Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

Reviewed &/or Revised, and Approved:
BCCC Mission Review Committee, 9-10-02, 9-22-04, 9-26-06, 9-30-08, 9-16-10, 1-22-13
BCCC Administrative Council, 9-25-02, 9-30-04, 9-27-06, 10-6-08, 9-29-10, 1-28-13
BCCC Board of Trustees, 10-01-02, 10-05-04, 10-03-06, 10-05-10, 2-4-13

MISSION STATEMENT

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

Reviewed &/or Revised, and Approved:
BCCC Mission Review Committee, 9-19-00, 9-10-02, 9-22-04, 9-26-06, 9-30-08, 9-16-10, 1-22-13
BCCC Administrative Council, 10-25-00, 9-25-02, 9-30-04, 9-27-06, 10-06-08, 9-29-10, 1-28-13
BCCC Board of Trustees, 10-03-00, 10-01-02, 10-05-04, 10-03-06, 10-07-08, 10-05-10, 2-4-13

STRATEGIC DIRECTIONS

Provide courses and support services for personal enrichment and lifelong learning centered around the community's civic, economic, and cultural needs.

Promote community awareness of programs and services through innovative and targeted marketing to increase enrollment, retention, and degree completion for underserved student populations.

Dedicate resources to support and maintain a reliable, robust, secure infrastructure to capitalize on current and emerging technologies and promote excellence in the teaching and learning environment and all facets of the college.

Support new and existing partnerships with employers, organizations, educational institutions, and economic development agencies to promote the College as a cost effective training resource.

Collaborate with business and industry leaders to introduce cutting edge technologies and provide educational programs which meet the demand for employees with multiple certifications, educational achievements, and soft skills.

Prepare students to succeed in a globally competitive work environment, recognizing the increased use of technology and multi-cultural awareness.

Develop and promote curricula, programs, courses, and prior learning assessments that provide flexibility in entry, exit, and modality to meet the dynamic educational needs and interests of our diverse populations.

Recruit and retain high quality faculty and staff who embrace technology and reflect the diversity of the community, and provide faculty and staff with a wide variety of professional development opportunities.

Reviewed &/or Revised, and Approved:
BCCC Senior Staff, 09-22-14
BCCC Board of Trustees, 10-07-14
In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation\(^2\) in the particular matter involved.

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\(^{1}\) N.C.G.S. §138A-15 (e): “At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A].” There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

\(^{2}\) “A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant’s impartiality might reasonably be questioned due to the public servant’s familial, personal, or financial relationship with a participant in the proceeding.” See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.
September 16, 2015

Dr. Barbara Tansey
President, Beaufort Community College
Post Office Box 1069
Washington, North Carolina 27889

Dear Dr. Tansey:

It gives me great pleasure to inform you that Colonel Kathleen L. Simpson, Retired has been appointed to the Beaufort Community College Board of Trustees. Her term begins immediately and will expire on June 30, 2019. I am confident her knowledge and leadership will complement the current board and provide new ideas as you work to address issues facing your institution.

Thank you for your commitment and service to education in North Carolina.

Sincerely,

Pat McCrory
Governor of North Carolina
LIFE on the FMLCO

Preserving North Carolina’s Coastal Heritage Through Oral Histories

WORKING ON THE WATER
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Mary Read: Fearless Female Pirate
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  Karla Romero-Rochin & Tasha Spencer

Calico Jack: 18th Century Womanizer
  Zach Paramore

Stede Bonnet: The Gentleman Pirate
  Kelsey Powell, Elizabeth Boyd, Olivia Van Essendelft, & JaNeisha Rodgers

Charles Vane: Devil's Own Luck
  Jasmin Flores & Kyle Pontieri

Captain John Smith: The Unknown History
  Charles “Cam” Martin
“It was the money!” exclaimed James Lee Cox, nicknamed “Joe”, when asked what influenced him the most to become a commercial fisherman. It doesn’t matter that the fishing business was already a part of his family’s history: his father, uncle, and older brother were professional commercial fishermen when Joe was young. Some time in the year 1967, while still in high school, he made the decision to become a fisherman. “It was a great deal of money being made back then; it was nothing for us to go out to sea and bring home from $1,000-$15,000 a week. A dollar was a dollar in those days, and you could do great things with a dollar.”

While sitting at the docks of Swan Quarter, North Carolina, the 65-year-old native of Belhaven reminisces on his life’s journey as a professional commercial fisherman of 35 years. Joe began as a shrimper with Kearney Hopkin in the Pamlico Sound on a small boat. Then, he moved to a bigger boat with the Tates, a family of commercial fishermen well known up and down the Pacific and Atlantic coasts.

Joe has a smile on his face as he describes the 110-foot boat with its 48 horsepower, V-16 engine that carried four fuel tanks holding 10,000 gallons of fuel each. The auxiliary generator was a V-12 engine. “That generator had enough power to power up 4-5 apartments. The boat slept 16 people and had 11 holes that the average bedroom in a house could fit into each hole. Now that shows you the size of the boat that I was on.”

Working on that massive boat with the Tates, Joe’s fishing career took him from the shallow sound of the Pamlico into deep waters of the Atlantic, sailing from Corpus Christi, Texas, all the way up to Nova Scotia, Canada. As the seasons changed, the catch from the sea changed as well.

In the summer time, they sailed to Texas where “pink” shrimp was peaking. Then Joe, along with captain and crew, coasted up to Florida and South Carolina in the spring catching “green tails”, which are a better quality of white shrimp.

During the winter months, the crew sailed from North Carolina up to Nova Scotia for scalloping, lobstering, and fishing for flounders and monkfish. “A monk tail fish is a big fish, with a big head, big teeth and the only part you could eat was his tail. It was good eating. Even though I didn’t care too much for it (monk
tail), but everybody else said it was good eating," says Joe.

Reminiscing about the great food, the harbors, the new places and the excitement of meeting new people reminded him of the perks of being a commercial fisherman. “But the best perk was the money,” recalls Joe, grinning. Most boats are shared at 40/60, meaning the crew gets 40 percent, the captain receives 10 percent and boat gets 50 percent of whatever money was made during that particular fishing trip. “But the boat that I was on shared 50/50. We knew we would come out on top with 50 percent, making more money than the average guy on the other boats. Most of the time the boat share out in the hundreds of thousands of dollars, so you can imagine what that crew would make," he explained.

Looking back, he recalls his most exciting and most disturbing times on the water. Catching 150 boxes of fish in one swing in four hours of flounder fishing was astonishing and exciting all at the same time, says Joe.

One of the most disturbing times Joe had on the water occurred fishing in only 75 fathoms, which is less than one mile down under the water. On this particular occasion, as the crew pulled the net up and dropped the contents out onto the deck, a dead man’s body came out of the net along with the fish! The crew scattered like mice and were afraid because they had never encountered an unnerving situation as a dead waterlogged body.

Eventually, a few of the crew members mustered up some nerves, and they threw the body back overboard. Later, Joe and crew found out it was a German man that died on a Russian ship and was buried at sea. “Our crew couldn’t eat for about three to four days from the smell of that dead body,” Joe says.

He also recalls a time when they caught a “depth charge”, which is an underwater bomb used to destroy submarines. Their excitement quickly turned into fright when the U.S. Coast Guard confirmed that bomb was still alive and active. The U.S. Coast Guard escorted Joe’s crew and captain off their boat and

![Image of a fishing boat named Ocean Revenge](https://example.com/ocean-revenge.jpg)
put a demolition team onboard Joe’s boat to safeguard the bomb. “They closed down the whole Chesapeake Bay Bridge-Tunnel to take the depth charge to a military facility in Hampton, Virginia,” Joe recalls.

Another particular phenomenon that occurred during Joe’s journeys happened when the crew pulled up a round piece of pipe. The pipe didn’t appear to be unusual, but when it hit the deck, it ignited and glowed to a brilliant red color. It burned a hole through the top deck, through the ice pack hold where they pack the fish, right down through the bottom of the boat, and into the ocean it fell.

The U.S. Coast Guard once again had to come out to rescue and haul their boat. According to Joe, the U.S. Navy and a Coast Guard and their engineering survey team performed an investigation. After analyzing, graphing, and scoping the bottom of the boat, the holes and the burns, they concluded that neither the Navy nor Coastguard had anything that had so much heat that could penetrate through a steel boat. “Nobody knew what it was and couldn’t give an explanation. They never found out what that pipe was, even until this day.”

Although being a commercial fishermen was exciting, satisfying and very lucrative, Joe’s body begged to differ. After suffering four congested heart failures and two total knee replacements, Joe had to give up his life out in the Pamlico in 2002. Glancing up in the air with a satisfying solemn smile on his face, he declares, “35 years---yes, my body took a beating, but it was well worth it.”

No longer dragging nets in the deep, Joe continues to enjoy the Pamlico Sound near his home. “I still sport fish every chance I get,” he says. The Cox’s family profession of fishing still lives on in Joe’s son Elijah and also in Joe’s younger brother Brady, who works out of Beaufort, N.C.

While Brady and Elijah are still hard at work, keeping the family’s profession at sea, Joe keeps busy with his eight children and six grandchildren. He is currently an ordained deacon and works with the food bank at Mt. Gilead Church in Belhaven, transporting and delivering food and other commodities to families in need. The same passion and dedication that Joe had being a commercial fisherman is represented in the work that he does for his community and church. “Since 2002, I became a born-again Christian and a new kind of fisherman. I have become a spiritual fisherman for Christ Jesus and his kingdom. Instead of fishing shrimp, scallops, lobsters, and flounders—I am now a fisherman for souls!”

VIDEO AVAILABLE
youtube.com/lifeonthepamlico
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

For more information about this publication or the course, or to offer comments or suggestions, please contact Suzanne Stotesbury at suzannes@beaufortccc.edu.

For a high-resolution, print-quality copy of this digital publication, please contact James E. Casey at jamec@beaufortccc.edu.

Archives of previous issues are available at www.beaufortccc.edu/lotp.

Life on the Pamlico video is available at www.youtube.com/lifeonthepamlico.
Report on the Impact of the Termination of the Federal Direct Loan Program
Non-Return (NR)

- A non-returning student is
  - one who enrolled in classes in the previous Fall term,
  - not enrolled during the current Fall term,
  and
  - did not graduate between the previous Fall term and the current Fall term.

In other words, a non-returning student is one who should still be enrolled in school but is not.
Four-year trend in FTE and Head Count

FTE and Head Count

<table>
<thead>
<tr>
<th>Year</th>
<th>FTE</th>
<th>Head Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012FA</td>
<td>783.9</td>
<td>1948</td>
</tr>
<tr>
<td>2013FA</td>
<td>802.9</td>
<td>2025</td>
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<tr>
<td>2014FA</td>
<td>790.5</td>
<td>2029</td>
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<tr>
<td>2015FA</td>
<td>588.7</td>
<td>1609</td>
</tr>
</tbody>
</table>
The average number of students per FTE has been on the rise over the past 4 years. The increase in Fall 2015 is a result of more students taking fewer classes on average.
Three year trend in non-returns

- The number of NR increased in Fall 2015 and overall headcount decreased, leading to a 2% jump in the number of NR.
Three year trend in non-returns

- The NR rate for students with loans has always been higher than the NR rate for students without loans.
- The NR rate for students with loans jumped by more than 20 percentage points for the current year.
Four-year trend in average age of curriculum student
Four-year trend in gender profile of curriculum students

- The ratio of females to males has decreased from 2.1 in Fall 2012 to 1.8 in Fall 2015.
Three-year trend in gender profile of NR students

- The ratio of female to male NR has decreased from 1.9 in Fall 2012 to 1.6 in Fall 2015.
- The number of NR male students is increasing faster than increase in the number of NR females.
Trend in gender ratio of NR students

- The F/M ratio is higher for NR students with loans than those without loans.
- Increases in the number of male NR have reduced the overall F/M ratio over the past three years.

Example: Two female non-returning students with loans for every one male non-returning student with loans.
Three-year trend in NR from Beaufort County

- The number of NR w/ loans has increased by comparable amounts over the past three years.
- The number of NR w/o loans decreased for the current year.
- Approximately 60% of NR are from Beau. Co.
Three-year trend in NR from Pitt County

- Approximately 18% of NR are from Pitt Co. This is the second largest group of NR students.
- NR from Pitt Co. are more than NR from Hyde, Tyrrell, and Washington Counties combined.
Non-returns by program

- Only programs with 5 or more NR are shown
- Programs with the following issues are indicated
  - More than 50% NR
  - More than 50% of NR were on loans
## Non-returns by program

<table>
<thead>
<tr>
<th>Program</th>
<th>Enrollment in Fall 2014</th>
<th># Non-returns</th>
<th>% NR</th>
<th># NR on Loans</th>
<th>% of NR on Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>165</td>
<td>89</td>
<td>54%</td>
<td>50</td>
<td>56%</td>
</tr>
<tr>
<td>AGE</td>
<td>129</td>
<td>71</td>
<td>55%</td>
<td>31</td>
<td>44%</td>
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<td>AGE-RN</td>
<td>98</td>
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<td>58%</td>
<td>22</td>
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<td>MOA</td>
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<td>Mech Engin</td>
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<td>15</td>
<td>54%</td>
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<td>BLET</td>
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<td>27</td>
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<td>10</td>
<td>83%</td>
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<td>Accounting</td>
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<td>PN</td>
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<td>14</td>
<td>6</td>
<td>43%</td>
<td>5</td>
<td>83%</td>
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<tr>
<td>MLT</td>
<td>22</td>
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<td>27%</td>
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<td>50%</td>
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<tr>
<td>AGE-MLT</td>
<td>8</td>
<td>6</td>
<td>75%</td>
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<td>67%</td>
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<td>Heavy Equip</td>
<td>8</td>
<td>6</td>
<td>75%</td>
<td>5</td>
<td>83%</td>
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<tr>
<td>RN</td>
<td>76</td>
<td>5</td>
<td>7%</td>
<td>3</td>
<td>60%</td>
</tr>
</tbody>
</table>
FTE generated by different groups

FTE Cohorts

- New student w/ Loan
- New student w/o Loan
- Returning student (prior Fall) w/ Loan
- Returning student (prior Fall) w/o Loan
- Returning student (other)
Estimated impact on FTE from termination of loan program

\[(53) + (57) = (110)\]

- Approximately 53 less FTE earned from new students who would have used the loan program
- Loss of additional 57 FTE from non-returning students who were on the loan program
- Estimated total impact on FTE from termination of the loan program

Approximately 64+% of our FTE decline is attributable to termination of the loan program
Summary

- More students are taking fewer classes
- Significant increase in the percent of NR for Fall 2015
- Average age is on the decline
- The ratio of female to male students is on the decline
- 11 programs of study have significant percentage of NR that were utilizing the loan program

- There are other factors impacting trends in the student body
  - HC/FTE
  - Age
  - Female : Male

Changes in patterns among first-time students need to be considered
The Beaufort County Community College Board of Trustees met Tuesday, August 4, 2015, at 5:40 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 6:25 p.m. The Property, Education Programs, Finance, and Personnel Committees met before the Board meeting.

**BOARD MEMBERS PRESENT**
Russell Smith, Chair  
Betty Randolph, Vice Chair  
Jim Chesnutt  
Cynthia Davis  
Cornell McGill  
James “Cotton” Rawls  
Mitchell St. Clair, Sr.  
Bill Wall

**BOARD MEMBERS ABSENT**
Dr. Laura Staton, Chair  
Ashley Woolard

The following staff members were present Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Rick Anderson, Vice President of Student Services; 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; Mr. Brian Miller, President of the Faculty Senate, Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Haywood Broome, Lead Instructor-Construction Equip., Systems Technology; Mr. Justin Rose, Director of Occupational Extension; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Ranee Singleton, PLLC legal counsel.

In the absence of Dr. Laura Staton, Chair of the Board of Trustees, Mrs. Randolph, Vice Chair lead the meeting.

**PRAYER**

Mrs. Randolph called the meeting to order and lead with prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

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

**RECOGNITION OF TRUSTEES**
Mrs. Randolph recognized and presented past Chairman Mr. Russell Smith with a plaque of appreciation for his service as Board Chair from 2012-2015.

Mrs. Randolph recognized and presented Mr. Bo Lewis with a plaque of sincere appreciation as a trustee for his many years of service to Beaufort County Community College. Mr. Lewis served on the Board of Trustees from 1995–2015.

Mr. Julian Goff was also recognized for his service as a member of the Board of Trustees from 2013-2015. Mr. Goff was unable to attend the meeting.

Members of the Board of Trustees and guests gave them a round of applause for their accomplishments and service to Beaufort County Community College.

**Affirmation of Board Members**

Continuing from the agenda, Mrs. Randolph recognized Mrs. Yvette McGill, Assistant to the Clerk of Superior Court to administer the oath of office to two trustees. Sworn in at this time were the following: James Gaynor, newly appointed by the Beaufort County Board of Commissioners and Russell Smith, appointed by the Beaufort County Board of Education. Mrs. Randolph congratulated the trustees on their appointments.

**APPROVAL OF MINUTES**

Mrs. Betty Randolph, Vice Chair called for a motion approving the minutes of the June 2, 2015 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**

No Report

**REPORTS AND RECOMMENDATIONS**

Mrs. Betty Randolph, Vice Chair called on the chairs of the Board’s standing committees, who gave reports and recommendations as follows:

**Executive Committee**

No Report

**Property Committee**

Mrs. Betty Randolph, Vice Chair 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 15-17 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 approved one item for action by the Board. Mr. St. Clair, Sr., presented the item – Approval of the land purchase of 13.6 acres, Track 5 Deed Book 1135, Pg. 425 NC PIN#: 6605-65-5199 (Linda W. Byrd/Roger W. Woolard). Mrs. Randolph, Vice Chair stated that 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.

Educational Programs Committee

Mrs. Randolph, Vice Chair resumed the Educational Programs Committee from the point they stopped prior to dinner. She called on Mr. Justin Rose to continue his presentation. Mr. Rose provided an update on the College for Kids Summer Program. Mr. Rose reported that in 2013 there were eleven camps offered in the College for Kids program. He noted that due to a change in staff prior to the summer of 2014, four camps were offered in the College for Kids program.

Mr. Rose stated that this summer BCCC is offering 21 camps. He stated they have partnered with 12 local businesses in order to offer camps that introduce students and families to both local business and the BCCC campus. He explained that this has expanded the program from more recreational topics to S.T.E.M. and occupational topics. BCCC has also introduced an adult Hunter Safety class so that parents can attend with their children. This was implemented after inquiries from both parents and students.

This summer also introduced toddler "Tiny Tots" camps. These camps run 6 weeks with classes being held once a week from 10:00 a.m. to 11:30 a.m. Parents attend with the students with ages ranging from eighteen months to four years of age.

Enrollment:

Since 2013, College for Kids has served 326 students, ranging from eight to seventeen years of age, enroll in the summer programs.

Although enrollment dipped to only twenty five last summer due to a change in staff, the enrollment so far for this summer stands at 194 students. That is 194 out of 350 possible seats within the twenty one classes.

Moving Forward:

With the "Tiny Tots" camps being the first camps offered at BCCC for ages under eight years of age there is still a gap left for children of ages within five years of age to seven years of age. It is the focus of 2016 summer programs to close this gap and offer College for Kids programs for ages ranging from eighteen months to seventeen years.

As a result of both interest and feedback regarding family integrated camps, such as the Toddler Camp and Hunter Safety Class, the 2016 program will introduce a small control group of family based camps. I believe that this will introduce a larger group to the college as well as providing more family based activities.
Mrs. Randolph called on Dr. Jay Sullivan to present the August Summer FTE Report – and the Grant Activity Report. Dr. Sullivan addressed the Summer FTE Trend/Budget Impact – He directed attention to pages 61-62. Dr. Sullivan shared the Full Time Equivalent (FTE) for Fall 2012 to Fall 2015 and noted that the data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE. He noted that budget FTE for Fall 2015 is preliminary at the time.

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<thead>
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<tbody>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td>66.6(^1)</td>
<td>53.41(^2)</td>
<td>(13.19)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(118.10(^4))</td>
<td>(105.43(^4))</td>
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<tr>
<td>Fall</td>
<td>799.31</td>
<td>782.77</td>
<td>767.01</td>
<td>539.34</td>
<td>(227.67)</td>
</tr>
<tr>
<td>Spring</td>
<td>778.16</td>
<td>764.76</td>
<td>781.23(^3)</td>
<td></td>
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</tbody>
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\(^1\) Budget FTE counting towards 2015-2016 budget
\(^2\) Budget FTE counting towards 2016-2017 budget
\(^3\) Current projected value
\(^4\) Total FTE

Dr. Sullivan stated that preliminary data shows a significant decline in FTE for Fall 2015 compared to Fall 2014. He noted, at the time of this report FTE for Fall 2015 is approximately 228 fewer than for Fall 2014. He stated that there are a number of factors that are or may be influencing the apparent decline in FTE:

1. The College terminated participation in federal direct loan programs effective July 1.
2. The College is no longer able to serve students at NERSBA. NERSBA relocated to the service area of Martin Community College.
3. There is an overall downward trend in enrollment in higher education across the state and nation.
4. Changes in Career and College Promise guidelines has reduced the number of high school students who are eligible to participate.
5. A decrease in the unemployment rate means more individuals are working rather than attending higher education.
6. The recently released higher education shopping sheet casts the College in a negative light.
7. High school counselors are preferentially advising students to attend universities instead of community colleges.

Dr. Sullivan stated in an attempt to counteract these negative factors, the College has undertaken a number of different initiatives to recruit students and recover FTE before the start of Fall 2015.

1. A comprehensive calendar of important dates (e.g. registration, bill due dates, etc.) was developed and published online so that all recruiters have access to the same information.
2. Curriculum programs are trying to coordinate a spot on the Chamber of Commerce TV show to market curriculum programs.
3. Information about private educational lenders was gathered and sent to students.
4. A comprehensive marketing brochure, targeted at the parents of traditional age students, is being developed. This brochure will outline Financial Aid opportunities, programs of study, cost of attendance, etc.
5. A recruiting letter thanking recent BCCC graduates for attending was developed and distributed with degrees, diplomas, and certificates. The letter also asked graduates to refer a friend to BCCC.
6. A letter was sent to all 2015 high school graduates congratulating them on graduation and asking them to consider BCCC for their future plans.
7. College personnel have been meeting with vendors to explore the possibility of payment plan options for students.
8. Faculty and staff have been reminded that good customer service is the first step in building a long lasting relationship with potential customers.
9. College staff have undertaken a recruiting campaign to contact individuals who have already expressed some interest in the College. These individuals include (i) persons admitted to the College who have not registered, (ii) persons who have taken placement tests but not registered, and (iii) persons awarded financial aid who have not registered.
10. College staff have explored the possibility of a “Bring a Friend Campaign” for new student orientation. Although no formal campaign has been implemented, new students are responding by bringing friends with them to orientation.

Dr. Sullivan reported that College staff will continue to evaluate the success of the above efforts and provide additional details at the time of the August Board meeting.

Dr. Sullivan shared a handout on the estimate of loss of loan programs on enrollment. He noted, that in all cases, the cohort for the denominator does not include students who graduated in Spring or Summer 2015.

Overall attrition rate: 36%

\[ \frac{N - o S - N}{N - o S - E - S - 2} \]

Attrition rate of students participating in loan programs in 2015-2015: 52%

\[ \frac{N - o N - S - w h o p}{N - o S - E - S - 2015 - w h o p} \]

Attrition rate of students not participating in loan programs in 2015-2015: 31%

\[ \frac{N - o N - S - w h o d - n - p}{N - o S - E - S - 2015 - w h o d - n - p} \]

Dr. Sullivan addressed Item 7- Grant Activity Report and directed attention to page 62 of the packet. Dr. Sullivan noted that at this time BCCC is currently without a Grant Writer.
Dr. Ange reported that the SACSCOC Referral Report is still in draft format and has not been reviewed by the SACSCOC Committee and Dr. Tansey.

Dr. Ange reported that at the last Educational Programs Committee meeting she discussed the need to discontinue three curriculum programs due to lack of interest and feedback from employers in our service area: Esthetics Technology Certificate (C55230), Manicuring Instructor Certificate (C55380), and Web Technologies (A25290). She directed attention to the approval letters from NCCCS for the Termination of Curriculum Programs on pages 63-64.

Mrs. Randolph stated the Educational Programs Committee has completed its information items and called on Dr. Sullivan to present the one action item – Approval of the 2015-2016 Strategic Plan. Dr. Sullivan directed attention to the 2015-2016 Strategic Plan on pages 33-44. Mrs. Randolph called for questions or comments. Hearing none, she called for a motion. Mr. Rawls made the motion to approve the 2015-2016 Strategic Plan as presented. Mr. McGill seconded the motion. The motion passed with unanimous consent.

Finance Committee

Mrs. Randolph, Vice Chair called on Mr. McGill, Finance Committee Chair, for a report from the Finance Committee. Mr. McGill noted that the Finance Committee met before the Board meeting and the minutes from the previous Finance Committee meeting are found on Pages 65-68 of the agenda packet. Mr. McGill said the committee approved one item for action by the Board. Mr. McGill presented the first item – Approval of the Revised Refund Policy. Mrs. Randolph called for a motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. Mr. Wall made the motion to approve the Revised Refund Policy as presented. Mrs. Randolph called questions or comments. Hearing none, the motion was approved unanimously by the Board.

Personnel Committee

Mrs. Randolph, Vice Chair called on Mrs. Cynthia Davis to give the Personnel Committee report. Mrs. Davis stated that the committee met before the board meeting and minutes of the previous Personnel Committee meeting are located on pages 132-140 of the packet. Mrs. Davis said the committee brings two items to the full board for approval. Item 1 – Approval of the revised Compensatory Leave Policy. Mrs. Randolph called for a motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. Mrs. Davis made the motion to approve the Revised Refund Policy as presented. Mrs. Randolph called questions or comments. Hearing none, the motion was approved unanimously by the Board. Item 2 – Approval of the revised Travel Policy. Mrs. Randolph called for a motion and stated that since approval comes as a recommendation from a standing committee, it did not require a second. Mrs. Davis made the motion to approve the Revised Travel Policy as presented. Mrs. Randolph called questions or comments. Hearing none, the motion was approved unanimously by the Board.
President’s Report

Mrs. Randolph, Vice Chair 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 June 3 through August 3 and directed attention to Pages 141-142 of the agenda packet. There were no questions.
2. Trustee Calendar of Events – Jennie Singleton distributed the upcoming Trustee Calendar of Events.
3. Dr. Tansey shared the preliminary findings of the Full Usage Assessment conducted by the NCCCS Subject Matter Experts (SME’s) Support Team. The preliminary findings are specific to workflows within the Colleague application and identify date entry forms and process by “mnemonics”, or acronyms specific to the application. The findings are grouped by process and include supporting explanations from the SME’s, as well as potential benefits provided by each process. The SME’s planned assessment review meeting with the BCCC leadership team is scheduled for August 24.

Dr. Tansey stressed that we need documented process throughout the college. Mr. Wall asked how the Board of Trustees can help. After discussion, Mr. Wall made the motion to add an ad hoc Technology Committee of the Board of Trustees. Mr. McGill seconded the motion. The motion passed with unanimous consent. Dr. Staton will assign the members of the ad hoc committee once she returns from vacation.

Mrs. Randolph stated that if there is a committee that any board member would like to be a part of, please send a note to Dr. Laura Staton Chair. Once Dr. Staton returns, she and Mrs. Randolph will work on the 2015-2016 committee appointments.

NEW BUSINESS

1. Approval of the revised Campus Sexual Violence Act/Violence Against Women Act Policy (SaVE Act/VAWA). Legal Counsel Ranee Singleton reported that the rules came out in the Federal Register for the Clery Act/VAWA, which required us to amend our existing VAWA/Clery Act policy. Community Colleges have to have this policy along with reporting the statistics in order to receive or participate in Title IV and HEA programs. Mr. Wall made the motion to approve the revised policy as presented. Mrs. Davis seconded the motion. The motion passed with unanimous consent.

ADJOURNMENT
Mrs. Randolph called for a motion to adjourn. The board unanimously approved a motion by Mr. McGill and a second by Mr. Rawls to adjourn. The board adjourned at 7:50 p.m.
NEXT BOARD MEETING
The next Board of Trustees meeting will be Tuesday, October 6, 2015

Respectfully Submitted,

__________________________________
Betty Randolph
Vice Chair

_________________________________
Barbara Tansey, Ph.D.
President

_________________________________
Date
2015-2016 Committee Assignments

EDUCATIONAL COMMITTEE:
1. Cynthia Davis, Chair
2. Betty Randolph, Vice Chair
3. James Chesnutt
4. Cotton Rawls
5. Kathleen Simpson
6. SGA President

FINANCE COMMITTEE:
1. Bill Wall, Chair
2. Jim Chesnutt, Vice Chair
3. James Gaynor
4. Betty Randolph
5. Mitch St. Clair
6. Russell Smith

PROPERTY COMMITTEE:
1. Mitchell St. Clair, Chair
2. Russell Smith, Vice Chair
3. Cynthia Davis
4. Cornell McGill
5. Bill Wall
6. Ashley Woolard

PERSONNEL COMMITTEE:
1. Cotton Rawls, Chair
2. Cornell McGill, Vice Chair
3. James Gaynor
4. Kathleen Simpson
5. Ashley Woolard

IT COMMITTEE (ad hoc):
1. Russell Smith, Chair
2. Ashley Woolard, Vice Chair
3. James Gaynor
4. Cornell McGill
5. SGA President

EXECUTIVE COMMITTEE:
1. Laura Staton
2. Cynthia Davis
3. Russell Davis
4. Cotton Rawls
5. Mitchell St. Clair
6. Bill Wall
Technology Ad Hoc Committee Members:

Russell Smith, Chair  
Ashley Woolard, Vice Chair  
James Gaynor  
Cornell McGill  
SGA President

AGENDA
TECHNOLOGY AD HOC COMMITTEE MEETING  
Board Room, Bldg. 10  
Tuesday, October 6, 2015

Information

1. Usage Assessment Presentation  
   Mr. Art Richard
The Property Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 4, 2015 at 4:56 p.m. in the Board Room of Building 10 on the BCCC campus. The following Property Committee members were present: Mr. Mitchell St. Clair, Sr., Chair; Mr. Cornell McGill; and Mr. James “Cotton” Rawls. Absent: Dr. Laura Staton. The following Board of Trustees members were also present: Mrs. Betty Randolph, Vice Chair; Mr. Jim Chesnutt; Mrs. Cynthia Davis; Mr. Russell Smith; and Mr. Bill Wall. Absent: Mr. Ashley Woolard. The following college staff members were present: The following college staff members were present: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Rick Anderson, Vice President of Student Services; 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; Mr. Brian Miller, President of the Faculty Senate; Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Haywood Broome, Lead Instructor-Construction Equip., Systems Technology; Mr. Justin Rose, Director of Occupational Extension; Mrs. Jennie Singleton, Executive Assistant to the President and Mrs. Emily Woolard, Director of Human Resources.

Mr. Mitchell St. Clair, Sr., called the meeting to order and welcomed everyone in attendance. Mr. St. Clair, Sr., stated that minutes from the previous meeting are found on pages 15-17 of the packet. He then directed attention to the agenda on page 18.

Mr. St. Clair, Sr., called on Mr. Nelson to present Item 1 – Approval of Land Purchase – 13.600 acres. Mr. Nelson reported that the at last night’s County Commissioners meeting they approved the purchase of 13.6 acres of the property adjacent to BCCC. The purpose of the acquisition is for future development of a Public Safety Training Complex which will include a driving pad for Basic Law Enforcement, Fire, and Emergency Driver Training. Funding for the project is a collaborative effort between the County Commissioners, BCCC Foundation, and the BCCC Board of Trustees. The negotiated purchase price of the property is $204,000. The County will pay $10,000 per acre, the closing cost, survey cost, and the environmental study cost. The BCCC Foundation will fund the other $5,000 per acre. Mr. Nelson stated that once we receive approval from the BCCC Board of Trustees then we will send a letter to the NC Community College System State Board requesting their approval, along with a copy of the certification of environmental site assessment, land survey and conflict of interest document. Mr. St. Clair called for questions or comments. Hearing none, he called for a motion to approve the purchase of 13.6 acres Track 5 Deed Book 1135, Pg. 425 NC PIN#: 6605-65-5199 (Linda W. Byrd/Roger W. Woolard). Mr. Cornell McGill made the motion to approve as presented. Mr. Cotton Rawls seconded the motion. The motion was approved with unanimous consent.

Mr. St. Clair called on Mr. Nelson to present the next item on the agenda:

Written Property Updates:
Building 5 Air Quality
Mr. Nelson reported that BCCC has received good news from EHSI concerning the air quality in the Library. The last tests came back in normal range with the exception of some of the old books still show heavy amounts of Aspergillus. EHSI indicated this was normal in older libraries as the mold likes to eat paper. He stated that we are moving forward with installing atomizers in the three remaining HVAC systems. The HVAC controls have been replaced and are holding the humidity levels below 60%. Mr. Nelson reported that we are looking at what to do if anything with the books but we seem to have avoided the costly decontamination issue. He added, that we plan to conduct additional air quality tests in the fall to ensure everything is still on track.

Building 5 Roof Drains
Mr. Nelson stated that there is some major issues with the roof drains on Building 5 backing up. This causes water to run off the building top and seep through the brick on the outside of the building. Mr. Wesley Adams had a company run cameras down the drain and discovered two blocked drain pipes in the yard on the northeast side of Building 5. They were able to clear the blockage to allow free flowing drains; however, there is still a need to repair the drain lines.

Sign Update
Mr. Nelson reported that Mr. Greg Coltrain, Mr. Art Richard, and Mr. Keith Sullivan assisted with the specifications for the digital portion of the sign. Mr. Nelson reported that he spoke to a sign representative to ensure that we are on track with our recommendations and that we have sent the requirements to purchasing for a bid. The estimated retail price on the two signs is $55,000 to $58,000, which will leave approximately $25,000 to construct the marquee. This will be placed in NC Purchase & Contract for bid.

Paving Repair Update
Mr. Nelson stated that we have received a report from Rivers Associates with recommended areas that need attention and includes detailed specifications for the paving repairs. Nelson reported that a pre-bid meeting was held on July 6, 2015 and two contractors attended. Bids were received on July 9, 2015, with the winning bid at $49,000.

Mr. Nelson stated that he recommends the Committee consider implementing a $10.00 annual Campus Access and Parking (CAP) fee to help offset the cost maintaining our parking areas next Fiscal Year. The local county schools charge $15.00 per year. Other colleges range from zero to $88. He directed attention to Pgs. 20-22 for information on NCCCS fee survey documents for amounts community colleges charge across the State. No action was taken on this item.

Project Tracking Report
Mr. Nelson shared a found on pages 23-26 project tracking report for a complete project list and maintenance issues.
Mr. Nelson discussed the new Maintenance Work Order System – School Dudes Program. He stated that they had planned to implement the system in July 2015, but because of a shortage in personnel in the business office, they will start the program in September 2015. He noted that the small tablets for the maintenance department have been purchased. This will allow better lines of communication and time. An inventory system is also included that will be used for our parts bins. The program has the capability to keep maintenance records on individual air conditioners, buildings, projections for funding on future facility projects, and other maintenance needs.

Mr. St. Clair asked, how long it will be before we will start building the new fire house. Mrs. Gerard stated that the Fire House is pending the bid process. Mr. Nelson stated that he spoke with Jane Alligood this morning regarding this and that in the property committee they need to decide where the Fire House is going to go. Mr. St. Clair stated that they had discussed moving the Fire House closer to the water line which will be cheaper for the City. Mr. Nelson stated that the Fire House should be in the bid system by the end of this week and it will probably take us four to five weeks for the bid process to run – to sit out there for two weeks and for us to get the bids back, review the bids and award the bid. Mr. Nelson stated that in talking with the contractors it will be about a four month build time for them to construct and ship. Mr. Nelson stated that at the same time we will have to be doing the site prep. The timeframe is looking like January 2016.

Having no additional business, Mr. St. Clair, Sr., adjourned the meeting at 5:19 p.m.
AGENDA
PROPERTY COMMITTEE MEETING
Bldg. 10 Board Room
Tuesday, October 6, 2015

Action:

1. Approval of the Agri Business Proposal for Mr. Billy Ray Askew Land Purchase Usage (Pg. 49) SBCCC 700.9 Live Projects (Pgs. 50-52)

   Motion:
   Second:

2. Approval of the Addition to the IM FITT (Pgs. 53 - 54) Dr. Jay Sullivan

   Motion:
   Second:

Information:

1. Property Committee Written Update (Pgs. 55-56) Mr. Mark Nelson
   a. Sign Update (Pg. 55)
   b. Building 1 Elevator (Pg. 55)
   c. Fire Training Facility (Pg. 55)
   d. IMFITT Walking Train (Pg. 56)
   e. Project Tracking Report (Pg. 56)

2. Other Property Items
Use of the “cotton field” by BCCC Agribusiness

The Agribusiness program would like to propose that the recently purchased “cotton field” be used as a land lab until the college is able to construct the driving pad. Having the land lab would enable us to provide some hands-on activities for the students in our program of study that would otherwise only be available off campus. Some of those activities would be but not limited to:

1. Digging pits to examine soil profiles and other learning outcomes related to soil science.
2. Provide plots that could be used for class demonstrations and student projects.
3. Planting of typical commodity crops that could be sold and provide renewable funds for the program.
4. Demonstrate proper spraying techniques and calibration for our Ag. Chemicals class.

In addition to these, using the new land and not just seeding it in grass will certainly aid the college in not having to mow more of an already extensive campus. We will seek the aid of local farmers to provide the equipment needed. The agribusiness instructor will oversee all aspects of operation and ensure that it is properly maintained. Mowing around the perimeter or pathways would need to be done by BCCC grounds maintenance.

Sales of any crops would be used for the maintenance and perpetual use of the area by the agribusiness program. At such time as the college is able to move forward with the driving pad project, the agribusiness program would be allowed to retain any excess funds for the agribusiness program.

Respectfully submitted by;
Billy Askew, BCCC Agribusiness Instructor
9/4/2015
(c) Instruction to captive or co-opted groups may be approved in the form of curriculum programs or courses and occupational extension courses. State Board of Community Colleges (SBCC) approved curricula for Captive or co-opted groups shall include changes in programs of study and SBCC approved occupational extension course modifications. Physical education or work experience may not be a part of a curriculum program in a correctional setting.

(d) Policies governing student enrollment in curriculum programs or courses and occupational extension courses shall be consistent with general college policies.

History Note: Authority G.S. 115D-1; 115D-5;
Emergency Adoption Eff. July 1, 1979 For a Period of 120 days to Expire on October 29, 1979;
Made Permanent By Amendment Eff. October 5, 1979;
Amended Eff. April 1, 2003; January 1, 1996; September 1, 1993; December 1, 1984.

1D SBCCC 700.99 LIVE PROJECTS

(a) Live projects are defined as:

1. educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the college; or

2. educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

(b) In the case of (a)(1) of this Rule, the owner of the equipment must supply or pay for all parts required. In the case of (a)(2) of this Rule, the following regulations apply:

1. Where federal programs are involved, rules do not permit goods to be sold. In such programs, goods produced may be used for the benefit of the college or donated to another non-profit charitable or educational agency or institution.

2. For live projects that involve the purchase of equipment from the state or federal surplus property agency, the repair of this equipment and its sale as surplus under the rules of the State Division of Purchase and Contract, the proceeds of such
sales shall be deposited with the State Board and credited to the equipment budget of the college.

(3) In other programs that fall under the above definition of live projects:

(A) The local board of trustees shall approve rules, consistent with state laws and rules, covering the disposal of goods and services, charges made, etc.

(B) The local board of trustees shall provide that the receipts be deposited to the State Treasurer (unless a "special local" fund account arrangement has been worked out in keeping with rules of the department). Receipts deposited to the State Treasurer under this provision shall be allotted back to the college for expenditures during the same fiscal year.

(C) Where a "special local" fund arrangement is set up as provided in (b)(3)(B) of this Rule, all costs made necessary because goods or services are produced and then sold shall be paid from the "special local" account that receives the income. This includes materials used in producing the goods and services, extra personnel required to serve customers, specialized equipment that would not otherwise be required for instruction alone, and other costs directly related to a live project as distinguished from an instructional program that does not produce income. Detailed records must be maintained on the special local fund account in order that periodic financial statements may be prepared and a complete audit of the account made after the close of the fiscal year.

(D) Where a "special local" fund arrangement is set up as provided in Part (b)(3)(B) of this Rule, the local board of trustees shall adopt regulations which set forth the purposes for which funds from the special local fund [in excess of those required under Part (b)(3)(C) of this Rule] may be used. Such funds shall not be used to supplement regular salaries of permanent employees whose base salaries are paid from state or local appropriations.

(E) Approval as a Special Fund. If a project is expected to continue over an extended period of time or if the cost of providing the goods or services is difficult to trace to a particular patron, the project may be accounted for as
a "special fund". Expenses of these projects may be paid out of receipts. The approval of the Department will be required to set up projects as special funds.

(c) The clientele served in providing clinical experience for students by carrying on live projects shall be limited to students and employees in the system so far as possible. Where, however, outside clients become necessary in order to provide enough experience to carry out educational programs, clients shall be selected from the general public on the basis of standing criteria adopted and published by the college, not inconsistent with State Board rules.

(d) The above rules, except those under Subparagraph (b)(2) of this Rule, do not apply to the disposal of any state owned equipment, which must be declared surplus and sold by the State Board.

History Note: Authority G.S. 115D-5; 115D-14; P.L. 97-300;
Eff. February 1, 1976;
Amended Eff. September 1, 1993; August 17, 1981.

CHAPTER E. STUDENT TUITION AND FEES

SUBCHAPTER 100. DEFINITIONS

1E SBCCC 100.1 Definitions

The following definitions apply to this Chapter:

(a) “Enroll” – To become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

(b) “Local Fees” – A fee charged to a student for a good or service provided by the college other than instruction.

(c) “Register” – To complete the procedure defined by the college to sign up for a course section.

(d) “Registration Fee” – The amount charged to a student to enroll in a continuing education course that earns budget FTE as described in 1G SBCCC 100.99.
Beaufort County Community College  

MEMORANDUM  

TO: BCCC Board of Trustees  
FROM: Jay Sullivan, Vice President of Research  
DATE: September 22, 2015  
SUBJECT: Addition to the IM FITT  

Recommendations:  

Beaufort County Community College Board of Trustees authorize the installation of an additional exercise and assessment station on the College campus. The approximate location of the new station will be near the southeast corner of the Building 11. A map indicating the approximate location is provided on the following page.  

Justification:  

The original plans for the Interactive Multipurpose Fitness and Interval Training Trail (IM FITT) included four exercise/assessment stations; we were not able to accommodate all four stations in the budget of the original project. A recent grant the College received from MDC and the K B Reynolds Charitable Trust has funds earmarked for installation of an additional exercise/assessment station. The recommended location would allow us to have a balance of stations along the IM FITT trail and also make the trail more visible from Highway 264.  

Motion:  

Second:
Figure 1 Proposed location for new assessment station on the IM FITT.
Property Committee Update

October 2015

Sign Update
Wesley Adams estimated the power usage for the digital sign to more than the current feed for the flood lights. The City of Washington has installed a low profile electric meter by the highway that will accommodate the power necessary to operate the digital sign. Jane Alligood is currently working on the bid packet which I expect to have completed by the October meeting. This project was held up due to some complications with the Building 1 elevator project.

Building One Elevator
We placed a bid with State Purchasing & Contracting to have controls repaired for the building one elevator. After the site visit meeting the Department of Labor determined it was not a repair, but an upgrade. The upgrade will require the elevator to be brought up to current code which will cost more money than we estimated and will take approximately 30 days to complete so this project is being tabled until Summer 2016. We plan to have the work completed during the time period between the end of summer classes and the beginning of fall classes. We have a plan to place a point of sale station in the lobby near the front desk to assist customers that can’t navigate the stairs to the Business Office. Wesley Adams is asking the Department of Labor to assist us in developing the scope of work to ensure the next bid request is accurate to their requirements. The delay in this project will allow us to get this item in next year’s budget request.

Fire Training Facility
American Fire Training was the selected vendor to manufacture and install the Fire Training Facility. We met with the American Fire Training representatives on September 15th to discuss site preparation work. The facility will be ready for shipment by late October or early November. It is the college’s responsibility to ensure the site prep work is completed before that time.

We met with JFK Architecture and a civil engineer to discuss the future plans for the Emergency Training Complex which includes the site preparation for the Fire Training Facility. JFK Architecture will conduct a site survey to include existing and proposed utility placement and storm water drainage for the adjacent property. Once JFK Architecture completes the site survey and design for the Fire Training Facility we will bid the site preparation work. I anticipate this project being completed by the end of December 2015.
IMFITT Walking Trail Update
We received a $25,000 KB Reynolds Grant to add another activity station which will be placed somewhere between Building 2 and Building 11. This placement will balance the work stations around the trail and it will be visible to passing motorists which could help promote the use of the facilities. Melvin Lodge has spoken with city about putting an additional light by Building 8.

Agribusiness Proposal
The Facilities and Maintenance Committee reviewed and accepted a recommendation from Billy Askew, Agribusiness Instructor, to use the “cotton field” as a land lab for the Agribusiness students until the college is able to construct a driving pad. There are two issues that require additional consideration. First the digging project would need environmental approvals if we disturb over one acre of land. However we have already been through this process with the Heavy Equipment Program. The second is selling crops for proceeds would need to be set up as a live project similar to Cosmetology services to the public. Funds generated would go toward replenishment of materials used in the process of conducting the classes. The Agribusiness proposal and the SBCCC 700.9 Live Projects extract are included in the attachments for your review. Vote required.

Project Tracking Report
See the attached project tracking report for a complete project list and maintenance issues.
## MAINTENANCE PROJECT STATUS

Updated 9/18/15

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>START DATE</th>
<th>TARGET COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heavy Equipment Digging Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Industrial Technology program is planning a class in the fall that will involve digging and refilling holes with excavator equipment on the adjacent property east of campus. We had started the process to develop a soil erosion control plan with the local DENR office because the area to be disturbed was planned to eventually be greater than one acre. However, we have now decided to install the new Fire Training Center on this property rather than behind Building 8, so the area we had planned to permit will have to be changed. Once we have the preliminary drawings from the architect, we will know what area is available. In the interim, classes can proceed as long as we don’t disturb more than one acre in the process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance Work Order/Inventory System</strong></td>
<td>12/1/20</td>
<td></td>
</tr>
<tr>
<td>We had our first training session on 9/16 that involved the initial setup of buildings, crafts, administrators, access codes, etc. We will try to complete the setup and enter some actual work orders by 9/23. The next phase to be installed will be the Preventive Maintenance module and then the Inventory module.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HVAC Controls - Security Issues</strong></td>
<td>9/11/20</td>
<td></td>
</tr>
<tr>
<td>Controls updates in Building 8 and Building 11 to address network security issues are essentially complete. A few minor equipment issues in Building 11 are still left to be completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rework Building Signs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We plan to rework the information signs for several buildings to reflect changes in programs and services. Pictures of all the campus building signs have been sent to Senior Staff for input on the content of any updates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Youth at Work</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three individuals were interviewed and are scheduled to start part-time work on 9/8…two for Maintenance and one for Continuing Ed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Blinds on Exterior Windows - Building 9</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We have a request for blinds to be installed on the exterior windows for offices on the north side of Building 9 to improve security.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Convert Campus Drawings to Electronic Format</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matthew Lincoln will have his drafting class work on redrawing old mechanical, electrical and floor plan drawings in order to save them in electronic format for archival purposes. He will also work on converting existing AutoCad drawings to .pdf format in order for them to be viewed more easily. A new overall campus map will also be developed from AutoCad drawings from the recent Master Plan update. After this drawing is modified to present only the buildings, roadways, and sidewalks, it will be sent to Keith Sullivan to be annotated and posted on the BCCC website.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>START DATE</td>
<td>TARGET COMPLETION</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>IM FITT Walking Trail</td>
<td>5/12/15</td>
<td>complete</td>
</tr>
<tr>
<td>Performance Contracting</td>
<td></td>
<td>The building summary has been completed and we are now working on the RFP.</td>
</tr>
<tr>
<td>Fire Services Structure</td>
<td>Fall,</td>
<td>JKF Architecture has been contracted to provide preliminary design for the Emergency Services Training Complex. This work will include design of the foundation and utilities service for the new Fire Services Training Structure. The Fire Services Structure has been ordered and is scheduled for delivery in November. American Fire Training Systems met with us on 9/15 to review the structure and installation. JKF will also work on environmental planning and design for the driving pad and other structures in anticipation of future bond funding.</td>
</tr>
<tr>
<td>Food Service Training Facility - B8</td>
<td>Fall,</td>
<td>Ron Pledger of Dibble and Pledger Engineering is working on mechanical and electrical design for installation of the equipment in Building 8. Jane Alligood is working with State P&amp;C to bid the equipment portion of this job.</td>
</tr>
<tr>
<td>Electronic Sign</td>
<td></td>
<td>Jane Alligood is working with State P&amp;C to bid the electronic sign portion of this project. JKF Architecture will bid the sign construction once the electronic specifications are firm. Washington Utilities has set a transformer, meter, and breaker on an adjacent power pole for power to the sign.</td>
</tr>
<tr>
<td>Storage Space for Automotive</td>
<td>Fall,</td>
<td>Met with Dr. Ange and Ben Morris concerning a fenced-in storage area for the Automotive on the east side of the current classroom. Ben will get cost estimates on the containers. DB&amp;H Construction provided a cost estimate of $24,400 for an enclosure similar to B4 Welding shelter and an 8’ wide doorway through the outside wall with a roll-up door. We are working to get detailed specifications for the fence so we can bid the project through State P&amp;C.</td>
</tr>
<tr>
<td>Building 2 HVAC Replacement</td>
<td>January</td>
<td>We have contracted with Dibble and Pledger Engineering for design, bidding and contract administration for replacement of the original HVAC system in Building 2. We will target installation of this equipment over Christmas break as was done with Building 1.</td>
</tr>
<tr>
<td>Elevator Controls Upgrade</td>
<td>Summer</td>
<td>We had a pre-bid meeting with P&amp;C and five elevator contractors on 9/3. Several of the contractors expressed concern that Department of Labor may categorize this project as an &quot;upgrade&quot; rather than a &quot;repair&quot;. An upgrade would necessitate permitting and bringing the entire elevator up to current standards.</td>
</tr>
</tbody>
</table>
I contacted Tom Chambers, the Bureau Chief for DOL Bureau of Elevators, and after reviewing the scope, recommended that this is a modernization and would require a permit. Mr. Chambers agreed to help develop a scope of work for the revised project.

All of the contractors agreed that the Christmas Holiday period was not enough time to complete the work. We are now targeting Summer, 2016.

We are working on a backup plan if the old control system were to fail and the elevator was inoperable. This plan would enable the Business Office to process student payments on the first floor for anyone with mobility issues that would have to use the elevator to get to the second floor.
Educational Programs Committee Meeting Minutes
August 4, 2015

The Educational Programs Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 4, 2015 at 5:20 p.m. in the Board Room of Building 10 on the BCCC campus. The following Educational Programs Committee members were present: Mrs. Betty Randolph, Vice Chair and Mr. Bill Wall. Absent: Dr. Laura Staton and Mr. Ashley Woolard. The SGA President has not been selected. The following Board of Trustees members were also present: Mr. Russell Smith, Mrs. Cynthia Davis, Mr. Cornell McGill, James “Cotton” Rawls, and Mr. Mitchell St. Clair, Sr. Absent: Mr. Jim Chesnutt and Mr. Frank “Bo” Lewis. The following college staff members were present: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Rick Anderson, Vice President of Student Services; 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; Mr. Brian Miller, President of the Faculty Senate, Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Haywood Broome, Lead Instructor-Construction Equip., Systems Technology; Mr. Justin Rose, Director of Occupational Extension; Mrs. Jennie Singleton, Executive Assistant to the President; and Mrs. Emily Woolard, Director of Human Resources.

Mrs. Randolph called the meeting to order at 5:20 p.m. She stated that the Educational Programs Committee did not have a quorum present, therefore the action item on the agenda will be presented during the regular board this evening. She then directed the committee’s attention to the committee’s agenda on page 32. To save time everyone was asked to come to come up and present their information as laid out on the agenda. She noted that minutes from the previous meeting are on pages 27-31.

Mrs. Randolph recognized Mrs. Stacey Gerard to present Informational Item 1 – Continuing Education Spring FTE Comparison. Mrs. Gerard directed attention to pages 45-47 of the packet. Mrs. Gerard stated that Continuing Education experienced an increase of 12 FTE this spring. She directed attention to the enrollment numbers for the spring 2015 reporting term in a graph on page 45. Mrs. Gerard noted that data was also included from the spring 2014 term for comparison purposes.

Mrs. Gerard pointed out that the number of personal enrichment classes offered went up by 8 and the number of students served within the program increased by 85 students. Mrs. Gerard shared a list of several new course offerings for this Fall. Mrs. Gerard stated that the new Fall 2015 catalog is complete and copies will be mailed to the Board of Trustees and the Foundation Board of Directors.

Mrs. Gerard shared the class visitation report for spring 2015 and can be found on page 47 of the packet.

Mrs. Gerard continued to Item 2 – Updates for Hyde, Tyrrell, and Washington Counties. Mrs. Gerard directed attention to pages 48-49 of the packet. She noted that plans are
currently underway to increase educational services offered in these counties. A breakdown of services can be found on pages 48 and 49.

Mrs. Gerard introduced Mr. Justin Rose, Director of Occupational Extension and Mr. Haywood Broome, Lead Instructor of the CDL Program to present item 3 – Update on the BCCC Commercial Truck Driving Program. Mr. Rose reported that since the program began in 2007 there have been 169 students who have completed the program and gained their CDL Class-A driver’s license. This gives BCCC an average pass rate of 80% - 90%.

He reported, of students who complete the program at least 90% who seek employment gain it. Those who do not gain employment often have records of felony charges, incarceration, or traffic violations that cause them to be overlooked or rejected by national carriers.

Mr. Broome reported that BCCC is a preferred training institution for many local and national carriers and has students driving for 20 national motor carriers and transport companies with up to 25 showing interest in our students. Since the program began in 2007, there have been a total of 29 classes for a total of 196.92 FTE.

Mr. Rose reported that with the introduction of the online option of the CDL Truck Driving Program BCCC has expanded from serving only the four counties within its direct service area to potentially twenty plus counties. He noted that residents residing in the Tidewater area of Virginia have showed interest in the program. BCCC has seen registration of students from as north as Elizabeth City and Moyock, east as the Outer Banks, as south as Morehead City, and as west as Raleigh, North Carolina. Mr. Rose stated that no matter where students live, the online option of the program provides accessibility to the classroom portion of the CDL Truck Driving course.

Mrs. Randolph stated that due to the time she is will adjourn the committee meeting. She thanked the presented for their reports thus far and stated that the items that were not addressed during committee will be discussed during the Educational Programs Committee portion of the Board Meeting. She adjourned the meeting at 5:40 p.m.
Educational Programs Committee Members:

Cynthia Davis, Chair  
Betty Randolph, Vice Chair  
James Chesnutt  
Cotton Rawls  
Kathleen Simpson  
SGA President

AGENDA  
EDUCATIONAL PROGRAMS COMMITTEE MEETING  
Bldg. 10 Board Room  
Tuesday, October 6, 2015

Action

1. Approval to increase the Continuing Education (Pg. 63)  
   Workplace Observation Fee from $15 to $21 – Career Readiness Certification  
   Motion:  
   Second:

Information Items

1. FTE Update (Pg. 64)  
   Dr. Sullivan

2. Grants Activity Report (Pg. 65)  
   Dr. Sullivan

3. SACSCOC Response to Referral Update (Pg. 66)  
   Dr. Ange

4. Letter to SACSCOC – BCCC Plan to offer EDU 119  
   Introduction to Early Childhood (Pg. 67)  
   Dr. Ange

5. Health & Fitness Science Termination of Program (Pg. 68)  
   Dr. Ange

6. Graduation Speaker Bio – Virginia Hardy, PhD (Pg. 69)  
   Mr. Anderson

7. Continuing Ed 2015 Summer FTE Comparison (Pgs. 70-73)  
   Mrs. Gerard
MEMORANDUM

TO: Stacey Gerard, Vice President of Continuing Education
FROM: Lou Stout, Director of Workforce Initiatives
DATE: August 11, 2015
SUBJECT: Updates to Career Readiness Certification (CRC) price fee

Concern:
ACT has recently notified us that they will increase prices of assessments effective September 1, 2015. We also need to stay competitive with Pitt CC.

Recommendation:
Respectfully request that we maintain the following prices:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Current ACT Price</th>
<th>Our Price</th>
<th>New ACT Price</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRC: Reading</td>
<td>$6.50</td>
<td>$10.00</td>
<td>$7.25</td>
<td>$2.75</td>
</tr>
<tr>
<td>NCRC: Math</td>
<td>$6.50</td>
<td>$10.00</td>
<td>$7.25</td>
<td>$2.75</td>
</tr>
<tr>
<td>NCRC: Locating</td>
<td>$6.50</td>
<td>$10.00</td>
<td>$7.25</td>
<td>$2.75</td>
</tr>
<tr>
<td>Total</td>
<td>$19.50</td>
<td>$30.00</td>
<td>$21.75</td>
<td>$8.25</td>
</tr>
<tr>
<td>Applied Tech</td>
<td>$6.50</td>
<td>$10.00</td>
<td>$7.25</td>
<td>$2.75</td>
</tr>
<tr>
<td>PSA</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$11.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Business Writing</td>
<td>$11.90</td>
<td>$15.00</td>
<td>$13.25</td>
<td>$1.75</td>
</tr>
<tr>
<td>Workplace Observation</td>
<td>$13.50</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- Keep CRC at $30, which keeps us competitive with Pitt, since they do not plan on rising their price. The Committee of 100 has also agreed to provide us funding for 50 CRCs (at the $30 rate) as part of the Work Ready Community Initiative.
- Keep Applied Tech, Business Writing, and the PSA at $15, which also keeps us competitive with Pitt CC. A note regarding Business Writing: Potash is the only company that uses this assessment as part of their Progression Pay Plan. We have administered 22 since May 2010. If ACT increases prices next year, then we would need to increase the price and notify Potash.
- Increase the Workplace Observation fee from $15 to $21. This will bring us up to what Pitt CC charges and also allow us growing room for future fee increases from ACT.
Beaufort County Community College

MEMORANDUM

TO: BCCC Board of Trustees
FROM: Jay Sullivan, Vice President of Research
DATE: September 22, 2015
SUBJECT: Summer FTE Trend / Budget Impact

College FTE Trends (Curriculum)

Full Time Equivalent (FTE) for Fall 2012 to Fall 2015 is provided in the table below. Data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE unless otherwise noted. Budget FTE for Fall 2015 is preliminary at the time of this memo; a final FTE value for Fall 2015 will not be available until the official ICR report is prepared at the end of the term.

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>53.41</strong></td>
<td><strong>53.41</strong></td>
<td><strong>(13.19)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>66.6</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td><strong>66.6</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td><strong>(13.19)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>(105.43)</strong></td>
<td><strong>(105.43)</strong></td>
<td><strong>(13.19)</strong></td>
</tr>
<tr>
<td>Fall</td>
<td>799.31</td>
<td>782.77</td>
<td>767.01</td>
<td><strong>594.66</strong>&lt;sup&gt;3&lt;/sup&gt;</td>
<td><strong>594.66</strong>&lt;sup&gt;3&lt;/sup&gt;</td>
<td><strong>(172.35)</strong></td>
</tr>
<tr>
<td>Spring</td>
<td>778.16</td>
<td>764.76</td>
<td>757.64</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup> Budget FTE counting towards 2015-2016 budget
<sup>2</sup> Budget FTE counting towards 2016-2017 budget
<sup>3</sup> Current projected value
<sup>4</sup> Total FTE

Table 1 Curriculum FTE

Preliminary data show a significant decline in FTE for Fall 2015 compared to Fall 2014. At the time of this report, FTE for Fall 2015 is approximately 172 fewer than for Fall 2014. A review of the various factors impacting enrollment and FTE was provided at the August 2015 Board meeting. Non-returning students from Fall 2014 who participated in the loan program accounts for approximately 166 in lost FTE. There is an accompanying presentation that will provide additional details about the impact of the termination of the loan program.
Recently Approved Grants:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Period</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC Charitable Trust</td>
<td>8/2015-8/2016</td>
<td>$25,000</td>
<td>Implemented “Beau-fit” to improve health outcomes at BCCC.</td>
</tr>
<tr>
<td>Minority Male Mentoring Program (3MP)</td>
<td>8/2015-8/2016</td>
<td>$20,000</td>
<td>BCCC’s Men of Success program.</td>
</tr>
<tr>
<td>TRIO, Title III, Student Services</td>
<td>9/2015-339,027.00</td>
<td>$1,695,135</td>
<td>Student support services.</td>
</tr>
<tr>
<td>TRIO, Title III, Student Services</td>
<td>9/2015-339,027.00</td>
<td>$1,695,135</td>
<td>Student support services.</td>
</tr>
</tbody>
</table>

Grants Still in Progress:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Period</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Leaf Foundation</td>
<td>8/13/2014 – 12/31/2015</td>
<td>$97,075.00</td>
<td>Agribusiness Implementation and Support Program.</td>
</tr>
<tr>
<td>IM FITT (Kate B. Reynolds Charitable Trust)</td>
<td>11/2013-11/2015</td>
<td>$150,000</td>
<td>1-mile fitness trail and exercise stations on the campus.</td>
</tr>
</tbody>
</table>

Recently Declined Grants:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEM Girls</td>
<td>Joint STEM project with ECU.</td>
</tr>
</tbody>
</table>

Proposals in Progress:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF- ATE (Advanced Technical Education)</td>
<td>Expand mechanical engineering program with ties to Grades 7-12 STEM programs at BCS, and 4 yr institutions</td>
</tr>
<tr>
<td>AED Grant from Vidant Health Care</td>
<td>Request for AED’s for all buildings, will likely receive up to 4 AED’s as part of this</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Beaufort County Community College Board of Trustees
FROM: Crystal P. Ange, Vice President of Academics
DATE: September 23, 2015
SUBJECT: SACSCOC Response to Referral Report

Update: January 13, 2015, BCCC received a letter from SACSCOC indicating the college needed to further explain to standards from the 5th year interim report submitted September 2014.

The two standards were:

1. Comprehensive Standard 3.3.1.1 Institutional Effectiveness: educational programs to include student learning outcomes.
2. Federal Standard 3.5: Student Complaints.

SACSCOC requested the college submit a Referral Report to the Commission on Colleges due September 8, 2015.

The BCCC SACSCOC Leadership Team submitted the completed report September 4, 2015. We will receive a response after the winter 2015 SACSCOC meeting.
September 4, 2015

Dr. Belle S. Wheelan, Ph.D.
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan:

Beaufort County Community College (BCCC) is planning to offer EDU 119, Introduction to Early Childhood, at a new off campus location. The location is Care-O-World Early Learning Center in Washington, NC. This letter is the official notification of our intent to implement this change as required by the Southern Association of Colleges and Schools Commission on Colleges. This change will take place in the October 2015.

This change will enable BCCC to provide students the opportunity to complete course work on-site in a local early childhood center. Once students have successfully finished this course, they receive the North Carolina Early Childhood Credential, which will allow them to work as lead instructors in classrooms of early childhood centers. If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

[Signature]

Barbara Tansey, Ph.D.
President

cc: Dr. Crystal P. Ange, VP of Academics
    Dr. Jay Sullivan, VP of Institutional Effectiveness
Beaufort County Community College

MEMORANDUM

TO: Beaufort County Community College Board of Trustees
FROM: Crystal P. Ange, Vice President of Academics
DATE: September 23, 2015
SUBJECT: Termination of Program

Update: BCCC has submitted information to the NCCCS and SACSCOC regarding termination of the Health and Fitness Science (A45630) program at the College.

In fall 2013, Beaufort County Community College (BCCC) began offering an AAS in Health and Fitness Science (HFS). Since the inception of the program, there has been little interest from students, with only one or two students per semester registering for HFS courses; the low numbers of registered students lead to the cancelling of courses each time they were offered. The students who were affected by the cancelling of courses were interested in transferring to a four-year institution and were advised accordingly.

The rural nature of the BCCC service area leaves little opportunity for employment for students completing the HFS program. Additionally, efforts to create a local articulation agreement with a nearby university have not been successful. BCCC has initiated the termination of this program due to lack of student interest and job opportunities in the area served by the college.

There are no students currently enrolled in the Health and Fitness Science Program at BCCC.
Dr. Virginia Hardy, Vice Chancellor of Student Affairs at East Carolina University has over 20 years of experience in education as either a teacher or administrator, with additional expertise as a counselor. As Vice Chancellor for Student Affairs, Dr. Hardy has focused on enhancing student success, student learning, leadership development and the overall quality of life for all university stakeholders.

Prior to assuming her current role, Dr. Hardy served as Senior Associate Dean for Academic Affairs at the Brody School of Medicine. While in the capacity, she also served as Interim Chief Diversity Officer (CDO). Before joining ECU, Dr. Hardy was a teacher and assistant principal at Wellcome Middle School in Greenville NC.

Recognized for her leadership and civic engagement, Dr. Hardy is a frequent presenter at professional meetings and is involved in her local and statewide community. Her public and municipal duties include serving on the Greenville Utilities Board of Commissioners, Electricities Board of Directors, and as a member of the Pitt Community College Board of Trustees. Additionally, she has been a member of the board of the Red Cross of Pitt County, Wildacres Leadership Initiative, and the Z. Smith Reynolds Advisory Panel.

As an educator and speaker Dr. Hardy emphasizes leadership, embracing diversity and achieving personal and professional development. Her administration reflects her commitment to students. Through her leadership, the Division of Student Affairs has reaffirmed its core mission of student success. At ECU, she has improved the student experience by advocating for the construction of improved student housing and an innovative student center for both university campuses. Dr. Hardy is dedicated to fostering an environment that optimizes student learning and leadership, builds a safe supportive and welcoming campus community. Recognizing that graduates will be entering global communities, she promotes valuing the uniqueness of people, cultures and perspectives.
MEMORANDUM

TO: Beaufort County Community College Board of Trustees
FROM: Stacey Gerard, Vice President of Continuing Education
DATE: September 22, 2015
SUBJECT: Continuing Education 2015 Summer FTE Comparison

Continuing Education experienced an increase of 30 FTE this summer, bringing our division to an increase of 42 FTE for the year. You can view the enrollment numbers for the summer 2015 reporting term below. Data is also included from the summer 2014 term for comparison purposes.

<table>
<thead>
<tr>
<th>Program</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Classes</td>
<td>Number of Students</td>
</tr>
<tr>
<td>College &amp; Career Readiness</td>
<td>36</td>
<td>380</td>
</tr>
<tr>
<td>Personal Enrichment</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Customized Training</td>
<td>8</td>
<td>43</td>
</tr>
<tr>
<td>Occupational Extension</td>
<td>108</td>
<td>1,539</td>
</tr>
<tr>
<td>Occupational Extension—Self Supporting</td>
<td>7</td>
<td>47</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>168</strong></td>
<td><strong>2,081</strong></td>
</tr>
</tbody>
</table>

The number of Non-Duplicated students served was 1.525; an increase over 1,109 served the 2014 summer term.

![FTE Comparison Graph](image-url)
A few important highlights to note:

- The number of students served in College & Career Readiness increased by 149 students.
- The number of Personal Enrichment classes offered increased by 25. The number of students served increased by 283.
- The number of Customized Training classes increased by 3. The number of students served increased by 30.
- The number of Occupational Extension classes increased by 79. The number of students served increased by 455.
- The number of Occupational Extension Self-Supporting classes offered increased by 8. The number of students served increased by 62.

Class Visitations by the Continuing Education Directors continue to be a priority with Directors meeting the requirements of our Accountability & Credibility Plan with the exception of College & Career Readiness and Law Enforcement. These two departments did not meet the requirements due to transition with personnel.

Our Spring 2016 catalog will be released around the 1st or 2nd week in December. We look forward to mailing each of the Board of Trustees and Board of Directors a copy.

scg

Attachments (2)
### Program Summary

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of Classes</th>
<th>Number of Students</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills</td>
<td>39</td>
<td>529</td>
<td>29</td>
</tr>
<tr>
<td>Community Services</td>
<td>28</td>
<td>298</td>
<td>2</td>
</tr>
<tr>
<td>Customized Training</td>
<td>11</td>
<td>73</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Extension</td>
<td>187</td>
<td>1994</td>
<td>72</td>
</tr>
<tr>
<td>Occupational Extension - Self Supporting</td>
<td>15</td>
<td>109</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>280</strong></td>
<td><strong>3003</strong></td>
<td><strong>104</strong></td>
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</tbody>
</table>

Non-Duplicated Students: 1525

### Visitation Report (Campus)

**Requirement:** 25%, over 12 hours

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Number of Classes</th>
<th>Number to Visit</th>
<th>Number Visited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Gurley</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Kitty Hedgepeth</td>
<td>6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Leonard Hudson</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Billy Respass</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Justin Rose</td>
<td>8</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Lou Stout</td>
<td>8</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Tony Taylor</td>
<td>10</td>
<td>3</td>
<td>7</td>
</tr>
</tbody>
</table>

### Visitation Report (Off-Campus)

**Requirement:** 50%, over 12 hours

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<thead>
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<th>Number to Visit</th>
<th>Number Visited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay Carter</td>
<td>8</td>
<td>4</td>
<td>14</td>
</tr>
<tr>
<td>Sue Gurley</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Kitty Hedgepeth</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Billy Respass</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Justin Rose</td>
<td>28</td>
<td>14</td>
<td>23</td>
</tr>
<tr>
<td>Lou Stout</td>
<td>2</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Tony Taylor</td>
<td>19</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Johnny Williams</td>
<td>12</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Lauren Dudley</td>
<td>0</td>
<td>0</td>
<td>5</td>
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</tbody>
</table>

### Visitation Report - Vice President

**Requirement:** 10% off campus, over 12 hours

<table>
<thead>
<tr>
<th>Vice President</th>
<th>Number of Classes</th>
<th>Number to Visit</th>
<th>Number Visited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacey Gerard</td>
<td>78</td>
<td>8</td>
<td>21</td>
</tr>
<tr>
<td>Program</td>
<td>Number of Classes</td>
<td>Number of Students</td>
<td>FTE</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Basic Skills</td>
<td>39</td>
<td>529</td>
<td>29</td>
</tr>
<tr>
<td>Community Services</td>
<td>28</td>
<td>298</td>
<td>2</td>
</tr>
<tr>
<td>Customized Training</td>
<td>11</td>
<td>73</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Extension</td>
<td>187</td>
<td>1994</td>
<td>72</td>
</tr>
<tr>
<td>Occupational Extension - Self Supporting</td>
<td>15</td>
<td>109</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>280</strong></td>
<td><strong>3003</strong></td>
<td><strong>104</strong></td>
</tr>
</tbody>
</table>

Non-Duplicated Students: 1525

**Visitation Report, Campus Classes**

- Classes meeting criteria: 36
- Required to visit for audit purposes: 9
- Classes visited: 24

**Visitation Report, Off-Campus Classes**

- Classes meeting criteria: 78
- Required to visit for audit purposes: 40
- Classes visited: 63

**Visitation Report, Vice President**

- Classes meeting criteria: 78
- Required to visit for audit purposes: 8
- Classes visited: 21
Finance Committee Meeting Minutes
August 4, 2015

The Finance Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 4, 2015 at 4:22 p.m. in the Board Room of Building 10 on the BCCC campus. The following Finance Committee members were present: Mr. Cornell McGill, Chair; Mrs. Cynthia Davis, Vice Chair; Mr. Jim Chesnutt; Mrs. Betty Randolph and Mr. Mitchell St. Clair, Sr. The following Board of Trustees members were also present: Mr. Russell Smith, Mr. James “Cotton” Rawls; Mr. Bill Wall. Absent: Dr. Laura Staton and Mr. Ashley Woolard. The following college staff members were present: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Rick Anderson, Vice President of Student Services; 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; Mr. Brian Miller, President of the Faculty Senate; Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Haywood Broome, Lead Instructor-Construction Equip., Systems Technology; Mr. Justin Rose, Director of Occupational Extension; Mrs. Jennie Singleton, Executive Assistant to the President and Mrs. Emily Woolard, Director of Human Resources.

Mr. McGill called the committee meeting to order at 4:22 p.m. He directed the members’ attention to the Finance Committee Meeting Agenda contained on Page 69 of the agenda located in the packet and on the screen. He noted that minutes from the previous meeting are found on pages 65-68 of the packet. He called on Mr. Nelson to present Item 1 (a) State Budget Update and (b) FY 2015-16 State Senate Budget Update. Mr. Nelson directed the committee’s attention to pages 70, 72-73. Mr. Nelson stated that we completed the year at 98.17% in our overall State budget. He noted that Curriculum did an excellent job this year managing their budgets. Mr. Nelson stated that they were able to clear most of the outstanding purchase orders and his main concern was the Information Highway rooms at a cost of $70,000. He commended Marshall Hall on an excellent job working with the contractor to have them finish the job ahead of schedule.

Mr. Nelson explained that the State requires us to balance the budget at the end of the year so that we have no major line items with a negative balance. He directed attention to the adjustments on the State Budget Update located on pages 72 and 73.

Mr. Nelson reported that the House and the Senate have published their budgets which are very different. The State has approved a continuing resolution that ends on August 14, 2015. He noted that this will put us receiving our budget in late August or September after the NCCCS State Board meeting.

Mr. Nelson addressed three key items about the continuing resolution:

• Tuition is not addressed in the continuing resolution. The State is recommending we move forward with the current tuition (resident: $72/credit hour; non-resident: 
$264/credit hour) and requesting the General Assembly to make any tuition increase effective January 1, 2016.

- Colleges may not give salary increases to employees unless associated with a change in position.
- Employer contribution rates for retirement and health insurance benefits remain the same.

Mr. McGill then called on Mr. Nelson to present Item 1(c) County Budget Update for 2014-2015 and (d) County Budget for FY 2015 and 2015-16. He referred to Pages 70-71 and 77 of the packet. Mr. Nelson reported that we completed the year at 103.39% in our overall County budget. The overages in Contracted Services are due to increased legal fees and Security Service Agreements. The overages on our Capital Budget were due to completion of the shooting range upgrade and welding shelter that rolled over from last fiscal year and was supported from 2013-2014 funding. The overages in Miscellaneous are mainly due to increased advertising in Continuing Education and Human Resources.

Mr. Nelson stated that the County Commissioners approved the FY 2015-2016 County Budget at their June 2015 meeting. He noted that we did not get approved for the faculty and staff supplement we requested which was a flat $1,000 per full time employee. However, everything else in the operational budget was approved. Dr. Tansey noted that an article that came out in the paper made it sound like K-12 and community college employees received a supplement from the county, we did not. Our capital request was cut from $928,000 to $640,000. We will have to cut the paving project for building 12, trim the vehicle request, and adjust several items in the minor equipment list.

Items in the minor list related to energy such as replacing small HVAC systems and the B3 heating system can be included in the Energy Contract, saving approximately $63,000.

Mr. Nelson reported that we are authorized to spend a small portion of our State budget on security which normally runs around $40,000. He plans to fund the electronic door locks with State funds. Mr. Nelson recommends that we hold off on the outdoor sound notification system until next year. These two items will save $75,000 in the County Budget.

Mr. McGill then recognized Mr. Nelson to present Item 1(e) on the agenda – Foundation Financial Audit. Mr. Nelson directed attention to pages 81-100. Mr. Nelson reported that the Independent Auditor’s Report from Tom Robinson, Certified Public Accountant and Consultant did not reflect any findings. However, we did have a lot of trouble this year with format, answering questions, and with getting back with the state auditors. Mr. Nelson stated that he is going to recommend to the committee (at the Foundation meeting) that we rebid the contract for the 2014-2015 Foundation audit. He noted that all audits must be reported to the Board of Trustees.
Mr. McGill recognized Mr. Nelson to present item 2 – Approval of the Revised Refund Policy. Mr. Nelson directed attention to page 101. Mr. Nelson stated that the revision will put BCCC’s refund policy in line with the State Code. Mr. McGill called for question or comments to the revision. Hearing none, he called for a motion. Mrs. Davis made the motion to approve the revised Refund Policy as presented. Mr. St. Clair, Sr., seconded the motion. The motion was approved with unanimous consent.

Mr. McGill then recognized Ms. Serena Sullivan to present the Foundation Update. Ms. Sullivan directed attention to page 102 of the packet. She then directed attention to the approved Foundation meeting minutes for the following dates: May 27, 2014 on pages 103-108, Planning May 27, 2014 on page 109, October 19, 2014 on pages 110-115, February 20, 2015 on pages 116-120 and noted these are for information only and do not require a vote.

Mrs. Sullivan shared a PowerPoint presentation of the Golf Tournament, Croquet Tournament and Garden Tour. Ms. Sullivan shared the financial findings to hold the Croquet Tournament and noted that it cost the Foundation $5,440. She reported that the Foundation Fundraising Committee met in July and decided that the croquet tournament will not be held in Bath next year. She noted that the return on investment was just not there. This information will be presented to the Foundation Board on August 11. They discussed skipping the Croquet Tournament next year and possibly bring the tournament to the college.

The Golf Tournament is scheduled for October 16 at the Washington Yacht & County Club. The funds will go to emergency grants for our students.

Ms. Sullivan stated that she is conducting an endowment audit of every file. She is sending a letter to everyone who has an endowment to ensure criteria is accurate. Last month, 68 scholarships were awarded in the amount of $58,720.

Having no additional business, Mr. McGill adjourned the committee at 4:54 p.m.
Finance Committee Members:

Bill Wall, Chair  
Jim Chesnutt, Vice Chair  
James Gaynor  
Betty Randolph  
Russell Smith  
Mitch St. Clair, Sr.

AGENDA
FINANCE COMMITTEE MEETING
Bldg. 10 Board Room
Tuesday, October 6, 2015

Information

1. Finance Committee Written Update (Pgs. 78-80) Mr. Mark Nelson
   a. FY 2015-2016 Budget Update (Pgs. 78)  
   b. FY 2016-2017 State Budget Projections (Pgs. 78-79)  
   c. County Budget Update for 2014-2015 (Pg. 79)

Approval

2. Approval of the College Foundation of NC Payment Plan (Pgs. 79 - 88) Mr. Mark Nelson
   Motion:  
   Second:

3. Approval of Specified Information to the Board of Trustees Fund Authority Form (Pgs. 89-92) Mrs. Serena Sullivan
   Motion:  
   Second:

4. Foundation Update Ms. Serena Sullivan
   a. Executive Director Report (Pgs. 92a - 92b)  
   b. Foundation Approved Minutes – FYI ONLY
      i. April 14 – Foundation Board Mtg (Pgs. 93-96)  
      ii. July 21 – Foundation Fundraising ( Pgs. 97-98)  
      iii. July 21 – Nominating Comm (Pg. 99)  
      iv. July 21 – Foundation Called Mtg (Pgs.100-101)

5. Other Finance Items
FY 2015-2016 State Budget Update

The State legislature has passed the budget and the Governor has signed it into law. However, the NCCCS has not had the opportunity to analyze and approve college level budgets. The NCCCS finance officer submitted a base budget to the State Board on September 18th to get some funds flowing. We will not have the base budget until sometime in October and we may not know what our final budget is until sometime in November. This gives us a very short window to execute non-payroll funds. The attached budget is an estimate based on the last House and Senate proposals. I will adjust the budget as we get the two updates from the NCCCS finance office.

Here are a few items of importance from what we do know about the budget:

- Tuition will increase $4 per credit hour to $76 for resident students effective Spring 2016 and $4 per credit hour for non-resident students to $268 effective Spring 2016.
- Section 10.5 Year-Round Funding: Amends G.S. 115D-5 to authorize colleges to earn FTE for all curriculum courses year-round, including summer, effective Summer 2015.
- Section 30.18A Compensation Bonus Awarded for FY 2015-16: Individuals (including community college employees) employed in State-funded positions on Nov. 1, 2015, shall be awarded a one-time, lump sum $750 compensation bonus during the month of December 2015. The compensation bonus is NOT compensation for the purposes of the Teachers’ and State Employees’ Retirement System (TSERS).
- The State has allocated $10,000,000 for salary adjustments but we do not currently know what our share is nor do we know any rules or restrictions associated with the funds.
- Section 30.20 Salary-Related Contributions: Effective July 1, 2015, the employer contribution rate is 15.32% for TSERS and is 12.85% for the Optional Retirement Program (ORP). Effective July 1, 2015, the maximum employer contribution rate for the State Health Plan for FY 2015-16 is $4,251 for Medicare eligible employees and $5,471 for non-Medicare eligible employees.

The State’s fiscal situation and a decline in community college enrollment across the State continues to provide uncertainty for the amount of State funding to be received by BCCC. The overall State tuition receipts are down by approximately $6.5 million so far.
this fiscal year. Given the formulas used to generate college level budgets this could negatively affect the $235,000 reversion funds we are required to set aside during the current fiscal year.

**FY 2016-2017 State Budget Projections**

The College’s enrollment in Curriculum courses has dropped approximately 23% due to both economic influences and the withdrawal of the College from the federal student loan program. These combined factors could potentially affect the reduction of available State funds by approximately $800,000 to $1,000,000 in next fiscal year. Dr. Tansey is developing mitigating strategies to address the projected short falls. See the attached BCCC FY 2016-2017 Budget FTE estimation worksheet.

**County Budget Update for 2014-2015**

We are currently at 27.28% in our overall County budget. Contracted Services is at 63.24% due to the fixed cost associated with insurance and service agreements on blanket purchase orders. I added $50,000 to our capital budget due to the paving project rolling over from last fiscal year. The capital budget reflects the manufacturing cost of the Fire Training Facility in Continuing Education. Site planning funds for the Emergency Services Training Complex will come from excess State bond funds on a reimbursement basis which will save us approximately $30,000 from the County budget.

**College Foundation Payment Plan**

Senior staff researched several different payment plan companies and recommends to the Board that College Foundation of North Carolina be considered to service BCCC students. There is no charge for the College to enter into a contract with CFI to offer the Payment Plan. Set up is easy and can be completed within 2-3 weeks. CFI does customize the enrollment form with a black and white high resolution image of the BCCC logo.

Enrollment is completed by the students on the CFNC website at [www.CFNC.org/cfipayplan](http://www.CFNC.org/cfipayplan). Students may also track the status of their plan online at the same link. Students can contact the call center and complete the enrollment process over the phone. However, CFI does not take payments over the phone so the student may either print the enrollment form and mail with a check or money order or they may go online and submit an electronic payment. CFI counselors are available to assist students from 8 am to 8 pm Monday through Thursday and 8 am to 5 pm on Friday.

There is a CFI Payment Plan Online system for the College to track enrollment and active plans. There is a report center and the College can also submit adjustments to the plan online as well. There is non-refundable enrollment fee paid by the student to CFI (retained
by CFI to cover servicing expenses). If the enrollment fee is returned for any reason, CFI will cancel the plan and the student will have to start the enrollment process over.

The fee for a semester plan is $25. BCCC has an option to charge an additional amount above the $25. The $25 is retained by CFI and any additional amount is sent to the College on a monthly basis.

CFI will collect based on a 30, 60, or 90 day collection efforts. Each month CFI will send one delinquency notice and make two telephone attempts to collect the amount due. Once the plan reaches the delinquency then we will cancel the plan and refer the student back to the school for any further arrangements. We can charge a late fee (assessed after the 16th of each month), however the late fee is $20 and retained by CFI.

CFI will supply brochures and bookmarks for the College to be available for students. The bookmark is a great item to include in tuition statements or mailings to students to let them know about the plan.

The School Preference Form is completed each semester/year by the College. We can select which Plan Schedules to offer students. The first payment due are just suggestions and may be altered. For example, if we want to offer a 4-payment plan for the fall semester, we may want the first payment due 08/01 instead of 09/01 so the plan is satisfied in November and not December.

There are some risk associated with the payment plan program. If a student stops paying installments the College would be responsible for any unpaid balance not paid by the student. Senior staff will need to recommend policy and procedure in the event a student defaults on the plan. Things to consider are whither or not the student will remain in class and how to classify grades for a dismissal for non-payment. Another thing to consider is the number of payments allowed per semester. See the attached sample brochure and School Preference Form. **Vote Required.**

**Motion:**

**Second:**
### Action Item: State Budget Update

**Report Dated - September 23, 2015**

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Budget</th>
<th>Adjustments</th>
<th>Adjusted Budget</th>
<th>Year to Date Expenditures</th>
<th>Percentage Spent</th>
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<tr>
<td>100 INSTITUTIONAL SUPPORT</td>
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<td></td>
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<tr>
<td>110 Executive Management</td>
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<td><strong>TOTAL INSTITUTIONAL SUPPORT</strong></td>
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<td>438,741</td>
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<tr>
<td>200 INSTRUCTIONAL - CURRICULUM</td>
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<td></td>
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<tr>
<td>220 Curriculum</td>
<td>4,728,225</td>
<td></td>
<td>4,728,225</td>
<td>671,443.00</td>
<td>14.20%</td>
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<tr>
<td><strong>TOTAL INSTRUCTIONAL - CURRICULUM</strong></td>
<td>4,728,225</td>
<td>-</td>
<td>4,728,225</td>
<td>671,443</td>
<td>14.20%</td>
</tr>
<tr>
<td>300 CONTINUING EDUCATION</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>310 Occupational Education</td>
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<td></td>
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<td>110,787.00</td>
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<tr>
<td>311 Occupational Supervision</td>
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<tr>
<td>321 Adult Basic Education/ESL</td>
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<td>103,212.00</td>
<td>20.88%</td>
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<tr>
<td>323 Compensatory Education</td>
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<td></td>
<td>-</td>
<td>3,703.00</td>
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<tr>
<td>324 GED Testing</td>
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<td>359 Customized Training-Local</td>
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<td></td>
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<tr>
<td>360 FIT Funds</td>
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<td>18,738.00</td>
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<tr>
<td>361 Customized Training</td>
<td>47,500</td>
<td></td>
<td>47,500</td>
<td>1,317.00</td>
<td>2.77%</td>
</tr>
<tr>
<td>363 Small Business Center</td>
<td>102,016</td>
<td></td>
<td>102,016</td>
<td>13,253.00</td>
<td>12.99%</td>
</tr>
<tr>
<td>364 Customized Training - Bus &amp; Ind Support</td>
<td>-</td>
<td></td>
<td>-</td>
<td>4,769.00</td>
<td></td>
</tr>
<tr>
<td>365 Bus. And Ind Support</td>
<td>-</td>
<td></td>
<td>-</td>
<td>10,930.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CONTINUING EDUCATION</strong></td>
<td>1,989,369</td>
<td>-</td>
<td>1,989,369</td>
<td>324,892</td>
<td>16.33%</td>
</tr>
</tbody>
</table>
### Action Item: State Budget Update

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Budgeted</th>
<th>Actual</th>
<th>250,586</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>410</td>
<td>Library/Learning Center</td>
<td>250,586</td>
<td>250,586</td>
<td>34,359.00</td>
<td>13.71%</td>
</tr>
<tr>
<td>421</td>
<td>Curriculum - Admin.</td>
<td>188,508</td>
<td>188,508</td>
<td>38,543.00</td>
<td>20.45%</td>
</tr>
<tr>
<td>422</td>
<td>Continuing Education - Admin.</td>
<td>116,420</td>
<td>116,420</td>
<td>24,978.00</td>
<td>21.46%</td>
</tr>
<tr>
<td>430</td>
<td>Information Systems - Acad.</td>
<td>472,162</td>
<td>472,162</td>
<td>84,779.00</td>
<td>17.96%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL ACADEMIC SUPPORT</strong></td>
<td></td>
<td></td>
<td>1,027,676</td>
<td>17.77%</td>
</tr>
<tr>
<td>510</td>
<td>Student Services</td>
<td>1,048,677</td>
<td>1,048,677</td>
<td>137,976.00</td>
<td>13.16%</td>
</tr>
<tr>
<td>530</td>
<td>Child Care</td>
<td>25,825</td>
<td>25,825</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL STUDENT SUPPORT</strong></td>
<td></td>
<td></td>
<td>1,074,502</td>
<td>12.84%</td>
</tr>
<tr>
<td>920</td>
<td>Equipment - State Funds</td>
<td>404,620</td>
<td>404,620</td>
<td>41,948.00</td>
<td>10.37%</td>
</tr>
<tr>
<td>930</td>
<td>Books - State Funds</td>
<td>31,235</td>
<td>31,235</td>
<td>3,054.00</td>
<td>9.78%</td>
</tr>
<tr>
<td>940</td>
<td>Equipment - State Categorical Funds</td>
<td>118,366</td>
<td>118,366</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td>554,221</td>
<td>8.12%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL STATE BUDGET</strong></td>
<td></td>
<td></td>
<td>11,821,167</td>
<td>15.23%</td>
</tr>
</tbody>
</table>
SECTION A. SCHOOL DETAIL

School Name ____________________________   School Code ____________________________

Business Office Contact for Payment Plan (to set up program and receive payments)

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Last</th>
<th>Suffix(Jr./Sr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td>Fax Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student accounts general contact name for CFI to provide if student/payer needs to contact school.

SECTION B. SCHOOL PAYMENT PLAN PREFERENCE

Part 1: Select PAYMENT PLAN SCHEDULES to offer. Check all you want to make available.

<table>
<thead>
<tr>
<th>Payment Options</th>
<th>First Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-pay plan</td>
<td>5/01</td>
</tr>
<tr>
<td>11-pay plan</td>
<td>6/01</td>
</tr>
<tr>
<td>10-pay plan</td>
<td>7/01</td>
</tr>
<tr>
<td>9-pay plan</td>
<td>8/01</td>
</tr>
<tr>
<td>8-pay plan</td>
<td>9/01</td>
</tr>
<tr>
<td>7-pay plan</td>
<td>10/01</td>
</tr>
<tr>
<td>6-pay plan</td>
<td>11/01</td>
</tr>
<tr>
<td>5-pay plan</td>
<td>12/01</td>
</tr>
<tr>
<td>4-pay plan</td>
<td>1/01</td>
</tr>
</tbody>
</table>

Part 2: Designate STUDENT GROUPS that will use Payment Plan.

Indicate which of your selected Payment Plan Schedules to make available to each Student Group. The costs listed for the Student Group will be displayed during the enrollment process to provide guidance to the user in setting up a payment plan amount. Following approval of a plan, the plan amount can be edited by the payer and/ or the school to ensure that the appropriate amount is collected.

UNDERGRADUATE

<table>
<thead>
<tr>
<th>Tuition &amp; Fees</th>
<th>Cost for Year</th>
<th>Cost for Semester</th>
<th>Cost per Credit Hour</th>
<th>Cost for Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Room & Board

Offer these Payment Plan Schedules to this Student Group:

Full-year (e.g. 10-pay, 9-pay, 8-pay)

Fall Term (e.g. 4-pay, 3-pay)

Spring Term (e.g. 4-pay, 3-pay)

Summer Term 1 (e.g. 3-pay and/or 2-pay)

Summer Term 2 (e.g. 3-pay and/or 2-pay)

Summer Term 3 (e.g. 3-pay and/or 2-pay)

The month of the First Payment Due date for a Payment Plan can be altered to accommodate school preference. Payments are always due on the 1st of the month.
**STUDENT GROUPS** (continued)

### List Specific Program:

<table>
<thead>
<tr>
<th>List Specific Program:</th>
<th>Cost for Year</th>
<th>Cost for Semester</th>
<th>Cost per Credit Hour</th>
<th>Cost for Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition &amp; Fees</td>
<td>Room &amp; Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Offer these Payment Plan Schedules to this Student Group:

- **Full-year** (e.g. 10-pay, 9-pay, 8-pay)  
- **Fall Term** (e.g. 4-pay, 3-pay)  
- **Spring Term** (e.g. 4-pay, 3-pay)  
- **Summer Term 1** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 2** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 3** (e.g. 3-pay and/or 2-pay)

### List Specific Program:

<table>
<thead>
<tr>
<th>List Specific Program:</th>
<th>Cost for Year</th>
<th>Cost for Semester</th>
<th>Cost per Credit Hour</th>
<th>Cost for Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition &amp; Fees</td>
<td>Room &amp; Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Offer these Payment Plan Schedules to this Student Group:

- **Full-year** (e.g. 10-pay, 9-pay, 8-pay)  
- **Fall Term** (e.g. 4-pay, 3-pay)  
- **Spring Term** (e.g. 4-pay, 3-pay)  
- **Summer Term 1** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 2** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 3** (e.g. 3-pay and/or 2-pay)

### List Specific Program:

<table>
<thead>
<tr>
<th>List Specific Program:</th>
<th>Cost for Year</th>
<th>Cost for Semester</th>
<th>Cost per Credit Hour</th>
<th>Cost for Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition &amp; Fees</td>
<td>Room &amp; Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Offer these Payment Plan Schedules to this Student Group:

- **Full-year** (e.g. 10-pay, 9-pay, 8-pay)  
- **Fall Term** (e.g. 4-pay, 3-pay)  
- **Spring Term** (e.g. 4-pay, 3-pay)  
- **Summer Term 1** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 2** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 3** (e.g. 3-pay and/or 2-pay)

### List Specific Program:

<table>
<thead>
<tr>
<th>List Specific Program:</th>
<th>Cost for Year</th>
<th>Cost for Semester</th>
<th>Cost per Credit Hour</th>
<th>Cost for Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition &amp; Fees</td>
<td>Room &amp; Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Offer these Payment Plan Schedules to this Student Group:

- **Full-year** (e.g. 10-pay, 9-pay, 8-pay)  
- **Fall Term** (e.g. 4-pay, 3-pay)  
- **Spring Term** (e.g. 4-pay, 3-pay)  
- **Summer Term 1** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 2** (e.g. 3-pay and/or 2-pay)  
- **Summer Term 3** (e.g. 3-pay and/or 2-pay)

If necessary, please attach a copy of this page to the back of the form to describe additional Student Groups.
Part 3: Provide ENROLLMENT DATE DEADLINES

Does your school want to establish a deadline for regular enrollment? ☐ Yes ☐ No

If Yes, please specify:

- Full-year Payment: _______/_______/_______
- Fall Only: _______/_______/_______
- Spring Only: _______/_______/_______
- Summer: _______/_______/_______

If you specified a deadline for regular enrollment, do you want to allow late enrollment pending your permission? ☐ Yes ☐ No

SECTION C. PROMOTION OF THE PAYMENT PLAN

Do you want CFI to promote the CFI Payment Plan to your new and returning students? ☐ Yes ☐ No

If Yes, please provide a spreadsheet with names and e-mail addresses for CFI to e-mail Payment Plan information to your students. CFI will need to receive the spreadsheet of e-mail addresses at least 3 business days prior to the dissemination date.

When do you want this information be disseminated to your new and returning students?

- For Full-Year and/or Fall Plans: _________
- For Spring Plans: ___________

If your office wants to display printed materials with general information on the Payment Plan, please indicate the quantity desired: ___________

SECTION D. ENROLLMENT NOTIFICATION TO SCHOOL

As new enrollees are approved, CFI will post their enrollment status at CFNC.org.

If you want to be notified when you have new, and cancelled plans, check preferred notification method:

☐ Email ☐ Fax

Notification Cycle (Select one):

☐ Daily (M-F) ☐ Weekly (Friday) ☐ Do Not Notify

SECTION E. ENROLLMENT FEE SHARE REMITTANCE

If your school has elected to receive a share of each participant’s Payment Plan enrollment fee, the school’s share will be remitted by the 10th of the month following the month of receipt.

Please indicate how you would like to receive these funds:

☐ Check ☐ EFT ☐ Not Applicable

Checks will be accompanied by a paper roster with student detail for the fee shares remitted. PDF rosters will be available online in the Report Center for both Check and EFT remittances.

SECTION F. REGULAR PAYMENT REMITTANCE

Payments will be held for 10 days before remittance to the school to ensure funds availability. Holidays may shift remittance to the next business day. Payment details will be posted on the CFNC.org report center for immediate access.

Please indicate how you would like to receive regular payments:

Remittance Cycle (Select one):

☐ Daily (M-F) ☐ Weekly (Friday) ☐ Monthly (10th day of the month)

Remittance Method (Select one):

☐ Check ☐ EFT

Detailed payment reports will be available for you to review and download at CFNC.org. If you receive remittance by check, you also will receive a paper summary.
If your school has elected to receive remittances via EFT, please provide the following information.

**School Electronic Funds Transfer Information**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Bank Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Phone Number</th>
<th>Bank Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION G. COLLECTION OF PAST DUE PAYMENTS**

*How long do you want CFI to attempt to collect past due payments before turning the account over to you (cancelling the plan)?*

- ☐ 30 days
- ☐ 60 days
- ☐ 90 days

*Do you want CFI to assess late fees on delinquent payment plan accounts at 15 days past due?*

The charging of late fees is optional. Any late fee(s) due on an account are deducted from the payment(s) received prior to remitting funds to your school. Late fees collected are the sole property of CFI and are not shared with your school.

- ☐ Yes
- ☐ No

Return completed form to College Funds Installment (CFI) Payment Plan

by mail: PO Box 41980 by fax: 919-835-2359
Raleigh, NC 27629-1980
Who Should Enroll in the CFI Payment Plan?

This plan is made available to help the person paying the college bills, referred to as the “Payer.” The Payer may be the student attending college, a parent, or another relative. The Payer must be at least 18 years of age when completing the enrollment form.

How Much Does It Cost to Enroll?

The nonrefundable enrollment fee varies by school and how you set up your payments (full year, semester, or summer). The particular plans your college or university has elected to make available, the dates for enrollment, and the fees are available online at CFNC.org/cfipayplan or by calling our toll-free number, 866-866-CFNC.

How Do I Enroll?

It’s easy! The Payer completes enrollment online or by calling our toll-free number. If the CFI Payment Plan you want has already started, back payments will be due with your enrollment fee.

Online: CFNC.org/cfipayplan
Phone: Toll-free 866-866-CFNC
How Do Payments Fit in With College Costs and Financial Aid?

Use the CFI Payment Plan to cover tuition or expenses that are not covered by financial aid or other resources. With smaller, interest-free monthly payments, you may be able to pay more out of current income and borrow less. If you have not applied for financial aid to cover college expenses, you may wish to talk with someone in your college’s financial aid office and complete a Free Application for Federal Student Aid (FAFSA) in addition to enrolling in the CFI Payment Plan. There are multiple ways to pay for college.

The CFI Payment Plan is used for the costs owed directly to your college, not for the repayment of education loans or for other personal college expenses.

How Much Will My Payments Be?

It varies based on your personal situation. The total amount of money you are budgeting and number of monthly payments your school offers through the payment plan will determine the payment amount.

<table>
<thead>
<tr>
<th>Plan Amount</th>
<th>Number of Monthly Payments</th>
<th>Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,000</td>
<td>10</td>
<td>$800</td>
</tr>
<tr>
<td>$8,000</td>
<td>8</td>
<td>$1,000</td>
</tr>
<tr>
<td>$4,000</td>
<td>10</td>
<td>$400</td>
</tr>
<tr>
<td>$4,000</td>
<td>8</td>
<td>$500</td>
</tr>
</tbody>
</table>

When and How Are Payments Due?

Payments are due to College Foundation, Inc., on or before the first of each month and are forwarded to your school on your behalf. Check, money order, automatic bank draft, or online payments are welcome. Credit card payments are available also for an additional service fee based on the amount charged. Check online or call us for more information.

Automatic bank draft is a good way to keep your payments regular and on time. Just complete an Authorization and Agreement for Automatic Withdrawal when you enroll. Please note that it may take up to 45 days to begin your payment draft.

If your payment is not received on time, a late fee may be charged. We also will contact you with a reminder and a review of your payment options.

If past due payments are not satisfactorily resolved, your CFI Payment Plan may be canceled. Cancellations will be reported to your college or university for additional collection efforts.

What About Adjustments?

If college costs change due to additional financial aid or a schedule change, you or your school can let us know and we will adjust your plan accordingly. We will keep both you and the college or university informed of any changes. Cancellations by the school or Payer should also be reported to College Foundation, Inc., to ensure we close out your account.

How Do I Receive Account Information?

You will receive monthly statements and can call our toll-free number to check your payment plan account status. If you set up a My CFNC account, you can also check your account status online at CFNC.org.
BEAUFORT COUNTY COMMUNITY COLLEGE FOUNDATION
P. O. Box 1069, Washington, NC 27889
Fund Authority

Name of Donor: RCCC Board of Trustees

Address: PO Box 1069

Phone: 914-6194 Fax:

Is this gift/donation an endowment? Yes [ ] No [ ] Amount $ [ ]

PURPOSE: Scholarship Fund

Donor Intent for Endowed Funds: (Initial all that apply.)
1. [ ] 100% of Gift to be endowed in corpus and invested.
   Earnings (capital appreciation and/or interest) to be used as follows:
   a. [ ] 75% of earnings on investments to be used for purpose stated above, 20% to be added to endowed corpus for growth and 5% to be available for operating cost of the Foundation if needed.
   b. [ ] This endowment is un-restricted and earnings may be used at the discretion of the Foundation Board in keeping with its purpose and goals.
   c. [ ] Other:

Donor Intent for Non-Endowed Funds: (Initial all that apply.)
2. [ ] 100% of gift to be used for purpose stated above.
   If earnings are realized they are to be used as follows:
   a. [ ] Use only for purpose stated above.
   b. [ ] To be determined by the Foundation Board.
   c. [ ] Other:

This fund authorization may not be changed except with the permission of the Donor or Donor representative as follows:

If multiple donors, (in memory or honor of a person for instance) the fund authority lies with the individual initiating the fund.

[ ] Frank B. Lewis [ ] 7.24.68
Signature of Donor or Donor Representative Date

Signature of Executive Director of Foundation Date

For College Use Only
Approved by:

President Date Business Manager Date

Controller Date Account Code:
BCCC TRUSTEE ENDOWMENT

Established in 1996 by the BCCC Board of Trustees to generate an annual scholarship, it is awarded to a full-time student enrolled in a curriculum program. The recipient must demonstrate financial need, leadership ability, and have a GPA of 3.0 or above.
Name of Donor: ________________________________________________________________
Address: ___________________________________________________________________

Phone: ___________________________________________________________________
Fax: ___________________________________________________________________
Email: ___________________________________________________________________
Secondary Contact: ____________________________________________________________
Address: ___________________________________________________________________

Phone: ___________________________________________________________________
Fax: ___________________________________________________________________
Email: ___________________________________________________________________

Is this gift/donation an endowment? Yes____ No______ Amount $____________

PURPOSE: ___________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

CRITERIA for Scholarship Award: Please list any required specifications the recipient must meet in order to receive this award. (ie, GPA, County of Residence, Program of Study, Financial Need, etc.) If there is no specified criteria, please put "not applicable.
Can the scholarship also cover tuition/fees & books? Yes____ No______
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Revised August 5, 2015 page 1
Donor Intent for **Endowed Funds:** (Initial all that apply.)
1. ______ 100% of Gift to be endowed in corpus and invested.
   Earnings (capital appreciation and/or interest) to be used as follows:
   a. ______ 75% of **earnings on investments** to be used for purpose stated above 20% to be added to endowed corpus for growth and 5% to be available for operating costs of the Foundation if needed.
   b. ______ This endowment is unrestricted and earnings may be used at the discretion of the Foundation Board in keeping with its purpose and goals.
   c. Other: ________________

Donor Intent for **Non-Endowed Funds:** (Initial all that apply.)
2. ______ 100% of gift to be used for purpose stated above.
   If earnings are realized they are to be used as follows:
   a. ______ Use only for purpose stated above.
   b. ______ To be determined by the Foundation Board.
   c. Other: ________________

This fund authorization may not be changed except with the permission of the Donor or Donor representative as follows:

If multiple donors, *(in memory or honor of a person for instance)* the fund authority lies with the individual initiating the fund.

__________________________  ____________________
Signature of Donor or Donor Representative(s)  Date

__________________________  ____________________
Signature of Executive Director of Foundation  Date

For College Use Only
Approved by:

__________________________  ____________________
President  Date

__________________________  ____________________
V.P. of Administrative Services  Date

__________________________  ____________________
Director of Accounting  Date  Account Code
Beaufort County Community College Foundation
Executive Director’s Report

August - 5 Foundation Director New Board Member Orientation
August - 6 BCCC 50th Anniversary Planning Committee Meeting
August - 7 Legislative Conference Call
August - 7 Emergency Grant Procedure & Application Review Meeting
August - 11 Foundation Board of Directors Meeting
August - 13 SACSCOC Assessment Training
August - 13 David Clark Scholarship Meeting with Donors & Recipients
August - 13 Legislative Conference Call
August - 14 BCCC Active Shooter, Campus Safety & Sexual Harassment Training
August - 20 Legislative Conference Call
August - 21 Emergency Grant Committee Meeting
August - 24 SME Final Assessment Review
August - 25 BCCC Faculty Staff Kick Off
August - 26 Meeting with Golden Leaf Board Member
August - 27 Tony Taylor Retirement Breakfast
August - 27 Legislative Conference Call
August - 31 Emergency Grant Committee Meeting

September - 1 Senior Staff/Human Resources Breakfast for 2014-2015 New Hires
September - 1 Service Review Committee Meeting
September - 1 Collette Travel/Washington-Beaufort County Chamber of Commerce Reflections of Italy Presentation
September - 2 Annual Retiree Luncheon
September - 3 Accessibility Services Meeting
September - 8 Gullfest Core Team 2016 Meeting
September - 10 Marketing Committee Meeting
September - 10 Legislative Conference Call
September - 17 Legislative Conference Call
September - 17 Bylaws Committee Meeting
September - 17 Meeting with Mr. Ron Bass, Area Manager - Subway
September - 18 Registration Retreat
September - 21 SACSCOC Training
September - 22 Tea with Tansey: Jack and Thelma Gene Piland, Zina Burbage, Theresa Edwards, Dana Sauls, Jordan Cantrell, Yalissa Dominicak, Serena Sullivan, Dr. Barbara Tansey
September - 24 Legislative Conference Call

October - 1 Legislative Conference Call
October - 3 DPAC: Beautiful, The Carole King Musical

**Upcoming Foundation Events for October:**

October - 10 Scuppernong Parade
October - 16 Annual Golf Tournament – WYCC
October 21-23 NCCORD Conference, Shelby NC

Absent: Floyd Brothers, David Francisco, Derek Kelly, Mark Nelson, Kendra Paiz, Russell Smith, Paul Spruill, Barbara Tansey, Jerry Waters, Arthur Williams, and Bill Zachman.

Call to Order and Blessing
Dr. Boyette called the meeting to order, welcomed the board members and then opened the meeting with prayer.

Minutes from the February 20, 2015 meeting
Minutes from the February 20, 2015 meeting were presented. Bill Wall moved the minutes be accepted and John James seconded. The motion passed.

Financial Report
Serena Sullivan reported at this point last year $144,964.25 had flowed through the Foundation and at this point this year $116,373.34 has come through the Foundation.

Cecelia Scott provided the financial reports which were based on statements dated 2/28/15.

Operating Account:
The Foundation’s cash balance is $9,135 in the operating account.

Scholarship Accounts:
The scholarship cash balance total is $(44,221.55).

Endowment Accounts:
Total investments for the year are $1,841,887 and the endowments have a cash balance of $24,370.

Total Foundation Book Value:
As of December 31, 2014 total fair market value of the Foundations investments equal $2,412,390. The difference between our Book Total and the Edward Jones total = an increase in fair market value.

Per information from Tom Robertson, the financial statements will be ready soon.

Greg Coltrain moved and Bill Wall seconded the financial report be accepted. Motion passed.

Rod Cantrell provided information that the investment picture is quiet at this time. He went on to explain that every ten years there is an adjustment period and this is a normal process which may cause a temporary dip in the stock market.
The Foundation currently has $2.4 million with a 70/30 blend of equity/fixed increase. With the lower rates, this is a good time to buy. There is an $81,203 year-to-date net profit with a 3.5% return.

Art Keeney moved and Sue Nicholson seconded to approve this report. Motion passed.

Executive Director’s Report
Recently an informational update had been sent to the friend raising mail list providing information about changes in the DPAC trip policy. A copy was provided to Foundation Board members and Ms. Sullivan briefly explained the new policy and that other venues will be considered for future trips. There were no questions about the new policy.

An electronic sign update was provided showing $14,126.68 left to raise and 12 new donors had supported the campaign. The BCCC Trustees have said they will provide the last $1000.00 needed to finish the fundraising campaign.

Bill Wall recommended using $13,000.00 of Foundation money to complete the campaign. Zoph Potts questioned how long the original estimate of $80,000.00 was good for because prices continue to rise.

If future donations come in for the electronic sign, they will be used to reimburse the Foundation funds used to finish paying off the electronic sign.

Greg Coltrain moved to use Foundation funds to complete the electronic sign campaign and Art Keeney seconded. The floor was opened for discussion and the motion was amended up to $15,000.00 to allow for price increases. Art Keeney agreed to the amended motion and it passed.

Ms. Sullivan reported the Garden Tour will be Saturday, June 20 from 9:00-2:00 in Washington and Chocowinity. This tour will be held on odd number years so it will not conflict with the Historic Washington tours held during even numbered years. Light refreshments, provided by the Foundation, will be served.

Tickets will be sold prior to the day and at select locations the day of the tour.

The event will begin at the rededication of the BCCC Rose Garden on campus.

Dr. Boyette suggested offering guests a choice of either driving themselves or riding in a van. The self-guided guest tickets will be $20/person and the van riders will be $25/person. BCCC vans will be reserved for the day. Rod Cantrell and Bill Wall agreed to drive vans. (Thank you!)

It is expected to raise $1,000-$2,000.00 from the Garden Tour.

The outdoor stage has been completed and a plaque listing those who made the stage possible will be ordered and installed.

Plans are underway for the May 16, 2015 croquet tournament. 1200 brochures have been ordered with approximately 820 to be mailed. Paul Cyr has once again graciously agreed to
provide the delicious lunch. Marshall Hall has stepped up to line the fields and run the tournament. Without Marshall’s expertise the tournament would not be taking place this year as we would not have anyone to lead this event as previous tournament leaders are unavailable. Also, another player, Tony Price will be helping to line the fields and has been instrumental in continuing the event this year. Golf carts have been reserved.

The golf tournament request for proposals are due today. Once received the RFPs will be sent to the fund raising committee for review and a decision on where to hold the golf tournament on October 16, 2015.

Faculty Senate President’s Report
Jeanne Martin reported it has been a good year for the faculty senate. Bryan Miller will be the faculty senate president for the next two years. Ms. Martin and Mr. Miller met with Dr. Tansey to discuss implementing a communication campaign with elected officials to have a 5% pay raise for employees. The faculty members will be given suggestions on how to communicate with elected officials using different methods such as visits, phone calls, emails, mail, etc.

The faculty senate will have a booth at Gullfest to sell chili. Last year 100% of the monies raised were given as a scholarship. Plans are to award another scholarship during the fall 2015 semester.

President’s Report
In the absence of Dr. Tansey, Serena Sullivan provided the President’s Report.
1. The MOU meeting will be Thursday, April 16, 2015 at 6PM in the board room of building #10.
2. Gullfest will be April 18 from 9:00-3:00 on the BCCC campus and April 19 in Bath for the 5K run.
3. The Legacy Luncheon is scheduled for April 28, 2015 and letters will be going out. Rod Cantrell has generously agreed to sponsor the Legacy Luncheon and Greg Coltrain will be the guest speaker. Helen Sommerkamp-Inman and Sue Nicholson volunteered to help with the decorations.

New Business
The fundraising committee met on March 19, 2015 and Mr. Coltrain provided minutes and a brief update from the meeting. Dr. Boyette also welcomed Helen Sommerkamp-Inman as the newest committee member.

The meeting started with Mr. Coltrain thanking the members for their willingness to serve and an explanation of the committee’s goals and responsibilities. After discussion, the decision was made to hold the croquet tournament. Other discussions were held concerning the electronic sign, garden tour, golf tournament and allowing the committee to have authority to make financial commitments up to a $5000 limit.

Ms. Gerard was unable to attend the Board meeting so Ms. Sullivan explained the Division of Continuing Education’s request to consider offering scholarships to students seeking enrollment in courses leading to obtaining an industry-recognized credential. A handout with detailed information was provided to the Board members. Some suggestions included: provide payment on a reimbursement basis and the Foundation Board of Directors’ scholarship might be a funding source.
Mr. Wall and Ms. Bonner suggested the scholarship committee discuss this request and bring recommendation(s) back to the Foundation Board. Mr. Burbage suggested criteria be developed to award scholarship money.

Mr. Anderson expressed appreciation for the opportunity to explain the Federal Direct Student Loan Program participation decision which was recently made by BCCC and he provided an informational handout. He explained that two years ago BCCC received information from the federal level that problems were involved with the FDSL and the debt from it is 2nd only to mortgage debt. There is currently 2-3 trillion dollars in outstanding debt. BCCC cannot deny a loan request made by a student in most cases. The college will be held accountable to pay back the loan if the student does not pay. BCCC and community colleges across the state are re-evaluating the program.

During the last five years, BCCC has loaned $5 million dollars/year. Two years ago, BCCC’s default rate was .6% based on students who left two years ago. Last year the default rate was 6.1%. February, 2015 the default rate was 21.5%.

Mr. Anderson went on to explain that once an institution’s default rate reaches 30%, the federal government could put sanctions in place and institute a monitoring plan. If the default rate reaches 40% Title IV funds (Pell Grant funds) would no longer be available to BCCC students receiving Pell Grant funds. 80% of the BCCC student body receive Pell Grant funds.

The BCCC Trustees decided to exit the FDSL program. Information about this decision has been publicized in different venues to reach the student body. Financial Aid is working with students to help them locate funding sources from other agencies. This change will also lead to more students needing Foundation scholarships and emergency grant funding.

Of neighboring community colleges, Pitt Community College is the only community college utilizing the FDSL.

The next meeting will be August 11, 2015 with a light breakfast at 8:00 and the meeting beginning at 8:30 in the board room of building #10.

Ms. Sommerkamp-Inman passed the “scholarship cup” for the Foundation Board scholarship. $1,300 was received from the cup passing during the previous meeting.

Adjourn
There being no further business the meeting was adjourned.

Respectfully submitted

________________________________________
Dr. Barbara Tansey, Secretary
Marcia Norwood, recording for Dr. Tansey
Present: Greg Coltrain, Brownie Futrell, John Jones, Marcia Norwood, Paul Spruill, Serena Sullivan, Dr. Barbara Tansey, Bill Wall, and Arthur Williams

Absent: Dr. Charles Boyette, Helen Sommerkamp-Inman, and Bill Zachman

Greg Coltrain opened the meeting and welcomed the members.

**Croquet Tournament**

Ms. Sullivan provided a handout showing information about the 2015 croquet tournament.

Income: $6,590.00

Expenses: $5,337.69

Proceeds: $1,252.31

Out of the proceeds $625.00 was given to Historic Bath for use of their property and $627.31 was available for the Tankard Scholarship. It was noted that no other scholarship has a dedicated event to raise money. She went on to say that over 800 invitations were mailed and everyone who had been a co-sponsor in 2014 was contacted and given the opportunity to be a co-sponsor in 2015. Some sponsors declined to participate in this year’s event and TriCounty Telephone was a new sponsor. She added the return on investment was low due to only twelve players participating.

Ms. Sullivan expressed appreciation to Marshall Hall for his willingness to forego playing in the tournament so he could provide his knowledge in running the tournament.

The floor was then opened for discussion. Comments included:

- Croquet is not as popular as other sports in Beaufort County
- Move the tournament to the BCCC campus
- Invite clubs/organizations to participate such as the Boys and Girls Club, Boy Scouts, Girl Scouts and let them play for $1.00 in the morning and have a 2nd competition in the afternoon
- Develop a croquet Continuing Education class and have a tournament at the end of the class
- For those who pay a registration fee to attend the croquet class allow part of the registration fee to pay the croquet tournament entry fee. Or allow those who take the class to have a reduced croquet tournament entry fee
- Simplify the rules to make it more fun for everyone
- Offer a game and rules designed for children
- The croquet tournament has never been a fundraiser for BCCC as the proceeds are split between Bath and the Tankard scholarship
- The Bath State Historic Site needs to be notified the tournament will no longer be held there

Bill Wall recommended not having a croquet tournament in 2016 and then in 2017 have the tournament on the BCCC campus.
BCCC Inaugural Garden Tour
Ms. Sullivan thanked Rod Cantrell, Bill Staton, Jay Sullivan and Bill Wall for their willingness to drive vans the day of the garden tour. Ms. Sullivan thanked Dr. Tansey for opening her yard to be on the garden tour.

Ms. Sullivan provided a handout showing information about the garden tour:
Income: $1,660.00
Expenses: $ 245.28
Proceeds: $1,414.72
The proceeds will go toward a scholarship or emergency grant – not any specific scholarship.

The BCCC garden tour will be held every other year so it will not be in conflict with the Washington garden tour. The Foundation staff will offer their help with the Washington garden tour for next year.

As a result of the garden tour, two people are in discussion with the Foundation Director about setting up two new scholarships.

The floor was then opened for discussion. Comments included:
- Have the croquet tournament and garden tour set up on rotating years
- Consider having homes in Bath and Belhaven on the tour in future years
- Have tours in the morning, a designated lunch from 12:00-1:00, then tours in the afternoon
- Promote the garden tour in Greenville and New Bern
- Lots of positive feedback and excitement about this event in the community and the college should continue with events such as these
- The Foundation should continue to host events with the same type of outcome-lower overhead with a greater return to continue helping our students reach their educational goals

Annual Golf Tournament WY&CC October 16, 2015
Ms. Sullivan stated the golf tournament will be October 16 at the WY&CC. She requested committee members to start working on securing raffle items, hole sponsors (there can be more than one hole sponsor on each hole), and teams. The Foundation Staff will work with the WY&CC chef to develop an improved lunch. Dr. Staton stated Bill Staton already has a team in place.

General discussion was held on the number of golf tournaments in the area and participation in them seems to be declining. Maybe the Foundation should look at other fundraising events such as a fishing tournament. The Foundation could also look at partnering with another organization and helping with their event.

The golf tournament will be held in 2015 and then evaluation will be done for continuing or changing to another event in the future.

Other Business
There being no further business, the meeting was adjourned.
Present: Grace Bonner, Greg Coltrain, John Jones, Marcia Norwood, Jack Piland, Serena Sullivan, and Dr. Barbara Tansey

Absent: Dr. Charles Boyette, Gary Burbage, and Pearson Chrismon

Grace Bonner opened the meeting and welcomed the members.

Ms. Bonner explained that the current Foundation Board of Directors officers are:
President - Dr. Charles Boyette
Vice President - Helen Sommerkamp-Inman
Treasurer – Mark Nelson (by position)
Secretary – Dr. Barbara Tansey (by position)

Ms. Bonner asked for nominations for the position of President and Vice President. John Jones moved Dr. Boyette continue to serve as President and Ms. Sommerkamp-Inman continue to serve as Vice-President. Jack Piland seconded. Motion passed.

Other Business
There being no further business, the meeting was adjourned.
BEAUFORT COUNTY COMMUNITY COLLEGE FOUNDATION
CALLED BOARD MEETING
JULY 21, 2015 MINUTES


Guest: Jay Sullivan


Call to Order

In the absence of Dr. Boyette and Mrs. Sommerkamp-Inman, Mr. Wall called the meeting to order and welcomed the Board members.

Property Acquisition

Mr. Wall explained the college has the opportunity to purchase land adjacent to the east side of campus. The Foundation Board of Directors and the Board of Trustees had approved sending a letter of intent to the owner to purchase the land earlier this year. The land will be used to build a burn house and emergency training center. Currently students have to drive to Edenton for the nearest emergency training center. The college would have the opportunity to recapture fees by offering use of the center to other agencies. Beaufort County has approved the purchase of a burn house.

Mr. Nelson reported the original purchase price was $20,000/acre and through negotiations the purchase price is now $15,000/acre for 11 acres +/- . Beaufort County will be asked to pay $10,000/acre with the college paying $5,000/acre. The property needs to be surveyed and paperwork needs to be filed with the state.

A handout of the property was provided to Board members.

Funding to pay for the property may come from the Mish Funds.

Jack Piland moved that the property be purchased and Arthur Williams seconded the motion. Motion passed. Board members unable to attend had submitted proxy votes so the motion was unanimous.

Mr. Wall thanked the Board for their support of the land purchase.

Federal Direct Student Loans

Dr. Tansey reported information on the FDSL program. BCCC’s current default rate, as of last spring, was 29.5% and once the default rate reaches 30% the government steps in to set up an action plan. BCCC has hired a firm to contact students who either have defaulted or are close to the time to start repaying the loan to encourage them to make payment. It is anticipated BCCC’s default rate will continue to climb for the next two years and the college may be put on an action plan. If a college’s default rate reaches 40% all federal aid (including
Pell Grant funds) is removed from the college. Community colleges are not allowed access to student’s financial background information prior to disbursing loans. As of July 1, 2015 BCCC is no longer providing Federal Direct Student Loans.

BCCC has students starting their second year with no loan funds available to pay tuition. Mish Funds can be used to help second year students’ tuition to allow them to finish their education. The Mish Funds will be offered to eligible students on a case by case basis under specific criteria to be established by the Foundation Board.

Mr. Nelson stated the Mish Funds are in an investment account and are undesignated funds.

Ms. Sullivan provided a handout detailing one student’s story and need of financial aid to stay in school, finish her degree to become a special needs teacher.

Full time tuition/fees are approximately $2600/year.

Mr. Nelson reported $13,000 was disbursed last year for emergency grants and $2,000 is remaining.

Dr. Tansey stated that use of the Mish Funds for second year students is for this fiscal year only to enable the students to finish their degree.

The Foundation Board will need to review how much money is used and decide whether or not to continue on a year by year basis. Bill Wall recommended setting aside $25,000.

Bookstore profits will be moved into the scholarship account. Currently there is $38,000 in the bookstore account. Once the bookstore account reaches $50,000 a scholarship can be awarded.

Bill Wall asked about setting up short term loans to help students stay in school. This would involve heavy paperwork and staff time which is not available at this point.

In an effort to assist students pay tuition, up to $25,000/year from the Mish Fund account will be made available. In order to qualify, students must meet qualifying criteria, be a second year student and the funding would be used for tuition, books and fees only. Students will have responsibility to pay back at least part of the cost. Greg Coltrain moved and Paul Spruill seconded this as a motion. Motion passed.

This will be evaluated in one year and the amount of money made available may be decreased.

Adjourn
There being no further business the meeting was adjourned.

Respectfully submitted

__________________________________________
Dr. Barbara Tansey, Secretary
Marcia Norwood, recording for Dr. Tansey
The Personnel Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 4, 2015 at 4:00 p.m. in the Board Room of Building 10 on the BCCC campus. The following Personnel Committee members were present: Mrs. Cynthia Davis, Chair; Mr. James “Cotton” Rawls, Vice Chair; and Mr. Bill Wall. Absent: Mr. Julian Goff and Mr. Ashley Woolard. The following Board of Trustees members were also present: Mrs. Betty Randolph, Vice Chair, Mr. Jim Chesnutt; Mr. Russell Smith; Mr. Cornell McGill; Mr. Mitchell St. Clair, Sr. Absent: Dr. Laura Staton. The following college staff members were present: Dr. Barbara Tansey, President; Dr. Crystal Ange, Vice President of Academics; Mr. Rick Anderson, Vice President of Student Services; 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; Mr. Brian Miller, President of the Faculty Senate, Ms. Serena Sullivan, Executive Director of the Foundation; Mr. Haywood Broome, Lead Instructor-Construction Equip., Systems Technology; Mr. Justin Rose, Director of Occupational Extension; Mrs. Jennie Singleton, Executive Assistant to the President; and Mrs. Emily Woolard, Director of Human Resources.

Mrs. Davis called the meeting to order at 4:00 p.m. and directed the committee’s attention to the committee’s agenda on page 133 and noted that minutes from the previous meeting are in the agenda packet for review on page 132. Mrs. Davis recognized Mr. Nelson and Mrs. Emily Woolard to present Item 1 on the agenda – Personnel Update.

Mr. Nelson addressed Item 1 Personnel Update – He referred the committee to the personnel update on the screen and pages 134 – 137 of the packet. Mr. Nelson stated that Human Resources has continued to work hard to fill vacancies particularly in the Academics area. He noted that there has been a total 27 separations during FY 2014-2015 which brings our loss rate to 16.36% based on an average of 165 full time employees. Of the 27 separations, six were a retirements (3.63%), 14 were resignations (8.48%), and seven in the other category (4.24%). Two employees in the other category (reduction in force) were re-hired in different positions bringing the actual other category to down to 3.0% and the overall rate to 15.15%. One employee in the resigned category was essentially a retirement due to age but the employee did not have enough time in the State system to retire. Mr. Nelson shared the requirements for retirement in the Teachers’ and State Employees’ Retirement System (TSERS). He reported that we currently show 11 individuals with enough time/age to retire from the system. You may retire with an unreduced service retirement benefit after you:

- reach age 65 and complete 5 years of membership service
- reach age 60 and complete 25 years of creditable service
- complete 30 years of creditable service at any age
Early Retirement (Reduced Benefits)

You may retire early with a reduced retirement benefit after you:

- reach age 50 and complete 20 years of creditable service
- reach age 60 and complete 5 years of membership service

Mr. Nelson reported that the average for BCCC employees is 48.55 years old.

Continuing with the agenda, Mrs. Davis called upon Mrs. Emily Woolard to provide a report on the Exit Interview Process. Mrs. Woolard reported that BCCC implemented an Exit Interview questionnaire late April/May 2015 for any employee that leaves the college voluntarily. She explained that they first gathered information/questions from other colleges and then added questions to fit our college. She noted that the questionnaire is not a requirement. She stated that the document provides us with feedback on what we are doing well and what the areas are that we can improve on. Mrs. Woolard stated that 12 questionnaires have been sent out since implementation and nine have returned. The information is kept confidential so employees will feel comfortable sharing their information. Mrs. Woolard reported that she reviews the returned documents and takes the comments in a generalized format and shares recommendations and suggestions with Senior Staff. She noted if egregious information is reported then it would be shared at a higher level.

Mr. Nelson addressed item 3 on the agenda – Approval of the Revised Compensatory Leave Policy. Mr. Nelson directed attention to page 138 of the packet. He recommended an adjustment to the Compensatory Leave Policy requiring employees to utilize compensatory time before using paid leave. Mrs. Davis called for questions or comments. Hearing none, she called for a motion. Mr. Wall made the motion to approve the revised Compensatory Leave Policy as presented. Mr. Rawls seconded the motion. The motion was approved with unanimous consent.

Mrs. Davis recognized Dr. Sullivan to address item 4 – Approval of the Revised Travel Policy. Dr. Sullivan directed attention to pages 139-140. Dr. Sullivan presented the recommendation that Beaufort County Community College adopt the revised Travel Authorization Policy and College Vehicles Policy as presented. He recommended that BCCC amend the General Policies and Procedures Manual to refer to “Travel” instead of “Travel Policy”. Dr. Sullivan explained that the current Travel Authorization policy requires that all travel have prior approval of the President. This requirement can cause delays in travel authorizations due to the travel schedule of the President. Moreover, each Vice President already assumes responsibility for authorizing travel for employees in their area. The recommended policy will streamline the travel authorization process and reflect current practices. Mrs. Davis called for questions or comments. Hearing none, she called for a motion. Mr. Rawls made the motion to approve the revisions as presented. Mr. Wall seconded the motion. The motion was approved with unanimous consent.

Having no additional items on the agenda and having no additional business, Mrs. Davis adjourned the meeting at 4:22 p.m.
Personnel Committee Members:

James “Cotton” Rawls, Chair
Cornell McGill, Vice Chair
James Gaynor
Kathleen Simpson
Ashley Woolard

AGENDA
PERSONNEL COMMITTEE MEETING
Board Room, Bldg. 10
Tuesday, October 6, 2015

Information

1. Personnel Update (Pg. ?) Mr. Mark Nelson

Action

2. Approval of Campus Conduct Policy (Pgs.106-107) Dr. Jay Sullivan

   Motion:
   Second:

3. Approval of Conflict of Interest Policy (Pgs. 108-109) Dr. Jay Sullivan

   Motion:
   Second:

4. Other Personnel Items
Beaufort County Community College

MEMORANDUM

TO: BCCC Board of Trustees

FROM: Jay Sullivan, Vice President of Research

DATE: September 22, 2015

SUBJECT: Campus Conduct Policy

Recommendation:

Beaufort County Community College adopt the following revised policy regarding the conduct of individuals on campus. The proposed policy statements follows on the next page.

Justification:

The current policy only refers to the conduct of students and needs to be consistent with the Weapons on College Property Policy and Alcohol/Substance Abuse Policy. The proposed policy change will broaden the scope of application to cover all persons on campus and add explicit references to other relevant policies.

Motion:

Second:
23. **Student Campus Conduct Policy**

Students—All persons enrolled in Beaufort County Community College (BCCC) are expected to conduct themselves as responsible adults while on the Beaufort County Community College Campus. Failure to do so may result in discipline, up to and including expulsion, or other legal action. The campus police will make initial investigations of all non-academic breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College.

All incidents involving students will be referred to the Vice President of Student Services for review and disposal. Sanctions will be imposed on the student by the Vice President of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the initial investigation. The 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 alcoholic beverages inconsistent with the Alcohol/Substance Abuse Policy, or weapons.
4. Possession, use or distribution of weapons inconsistent with North Carolina General Statutes and/or the Weapons on College Property Policy.
5. Physical abuse of another person.
6. Abusive language.
7. Theft of another’s property.
9. When there is an articulable, imminent, and significant threat to the student or other individuals.
10. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals having questions may contact the Vice President of Student Services at 252-940-6417 or the Vice President of Administrative Services at 252-940-6213.

**Motion:**

**Second:**
TO: BCCC Board of Trustees
FROM: Jay Sullivan, Vice President of Research
DATE: September 22, 2015
SUBJECT: Conflict of Interest Policy

Recommendations:

1. Beaufort County Community College adopt the following revised Conflict of Interest Policy. The proposed policy statements follows below.
2. Beaufort County Community College Board of Trustees amend their by-laws for consistency with G.S. 138A. The proposed amendment follows on the next page.

Justification:

The proposed changes strengthens the position of the College with respect to avoidance of conflicts of interest.

Conflict of Interest Policy

In compliance with G.S. 115D-26, all local Trustees and employees of Beaufort County Community College will adhere to the conflict of interest provisions stated in G.S. 14-236234 and the state Government Ethics Act state in G.S. 138A. This statute prohibits public officials and firms in which they have a financial interest from conducting business with the College. It is also Board policy that Trustees follow applicable codes of conduct for trustees such as those outlined in the North Carolina Association of Community Colleges Trustee Code of Ethics for Community College Trustees, as well as conventional ethical practices that require higher education boards to remain free from undue influence from political, religious, or other external bias. Furthermore, it is the expectation that Trustees work to protect the College from conflicts of interest, ethical lapses, and undue influences.

SACSCOC Reference: 3.2.3
N.G.G.S References: 138A, 115D-26, 14-234
Revised/Approved by Board of Trustees: XX/XX/2015

Motion:
Second:
Proposed Change to Board of Trustees By-Laws

Article IX: Order of Business and Conduct of Meetings

6. The order of business for meetings shall be the following: rev. 03/20/14
   a. Call to order
   b. Mission Statement
   c. Reading of **the following Ethics Awareness and Conflict of Interest Reminder consistent with G.S. 138A:**
      
      “In accordance with the state government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.”
   d. Reading-Approval of minutes
   e. Old business
   f. Reports & recommendations of committees (consent agenda)
   g. New business
   h. Report by President on various matters of interest

The Chair has the authority to change the above order of business, if necessary.

**Motion:**

**Second:**
President’s Report
Aug 5 - Oct 5, 2015

5-Aug  BCCC Foundation Orientation
        Flanders Solutions Planning Meeting - Economic Development

6-Aug  Legislative Call In

7-Aug  Administrative Services End of Summer Luncheon

10-Aug New Faculty Orientation

11-Aug BCCC Foundation Board Meeting

12-Aug New Student Orientation - Welcome
        Attended Beaufort County Economic Development Board Meeting

14-Aug Faculty Breakfast
        Welcome Back Speech

14-Aug Attended Active Shooter, Campus Safety, and Sexual Harassment Training

17-Aug Attended BCCC Business & Industry Division Luncheon

        Attended NC State Community Colleges Board Meeting - approval of land
        purchase, closure of several curriculum programs, and change in service area to
        include all of Washington County

20-Aug

21-Aug Hosted Thank You Luncheon at Backwater Jack's for my Direct Reports

        Hosted Final SME Assessment Report Out of Technology Recommendations to
        BCCC

24-Aug Hosted Faculty/Staff Kick Off Information Meeting

25-Aug Met with Lawrence Davenport, Arthur Williams, and Serena Sullivan
        Met with Dr. Phipps

27-Aug Attended Retirement Breakfast for Tony Taylor
        Participated in Allgood/Byrd Property Closing

31-Aug Hosted 1st Expanded Senior Staff Meeting
        Met with Dr. Phipps & Michelle Oros - negotiate Early College MOU

1-Sep  Attended HR Breakfast for last year’s new employees
        Lunch with Linda Byrd and Serena Sullivan

2-Sep  Attended BCCC Retirees Luncheon hosted by BCCC Foundation
        Participated in BCCC Foundation By-Laws Committee Meeting
3-Sep  Attended Graduation Pizza Party for Industrial Maintenance Students (Con Ed)
       Attended Committee of 100 Luncheon
       Met with Laura Staton - Board Orientation
8-Sep  Attended Chamber of Commerce Board Meeting
       Attended Oakridge Metals Workforce Development Meeting
9-Sep  Attended NCACCT Leadership Seminar - Wilmington
10-Sep Attended NCACCT Leadership Seminar - Wilmington
11-Sep Attended NCACCT Leadership Seminar - Wilmington
14-Sep Spoke to Rotary about New Programs and Demo'd the BCCC Virtual Tour
15-Sep Attended Campus Required Training on SACSCOC
       Prepared Information Request on Economic Impact for Senator Cook
16-Sep Attended WIOA Open House at NC Works
17-Sep Met with Ron Bass (Subway Rep), Serena Sullivan, and Theresa Edwards
       Legislative Call In
       Participated in BCCC Foundation By-Laws Committee Meeting
18-Sep Made a short visit to the BCCC Registration Retreat
       Met with Cathy Davidson, Albemarle Commission
22-Sep Hosted Tea with Tansey - Zina Burbage, Jordan Cantrell, Dana Sauls, Theresa
       Edwards, Jonathan Kuhn, Trina Cobb, Serena Sullivan
24-Sep Hosted Luncheon Meeting and Campus Tour with new Supt., Principal and Board
       Member of Tyrrell County Schools
25-Sep Off Campus All Day - Doctor Appts.
28-Sep Hosted 2nd Expanded Senior Staff Meeting
29-Sep Attended BCCC's Best Awards Ceremony
30-Sep Attended Biz Expo
       Attended Dessert with Darwin Richards (end of grant)
1-Oct  Attended Committee of 100 Luncheon
2-Oct  Attended Ribbon Cutting - Computer Store
4-Oct  Attended BCCC Foundation Durham Performing Arts Center event
6-Oct  Attended BCCC Board of Trustees Meeting
### 31-Aug-15

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<td>Dean Business &amp; Industrial Technology</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Lisa</td>
<td>Hill</td>
<td>Dean of Arts &amp; Sciences</td>
<td>Y</td>
<td></td>
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<tr>
<td>Steve</td>
<td>Jones</td>
<td>Director of High School Programs</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Penny</td>
<td>Sermons</td>
<td>Director, LRC/Distance Learning</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Bebe</td>
<td>Major</td>
<td>Admin. Assist. Academics</td>
<td>Y</td>
<td></td>
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<tr>
<td>Pauline</td>
<td>Godley</td>
<td>President of the Staff Association</td>
<td>Y</td>
<td></td>
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<tr>
<td>Jolinda</td>
<td>Cooper</td>
<td>Office Manager, Arts &amp; Sciences</td>
<td>N</td>
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<tr>
<td>Brian</td>
<td>Miller</td>
<td>President of Faculty Senate</td>
<td>Y</td>
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<tr>
<td>Emily</td>
<td>Woolard</td>
<td>Director of Human Resources</td>
<td>Y</td>
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<tr>
<td>Melvin</td>
<td>Lodge</td>
<td>Director, Plant &amp; Maintenance Operations</td>
<td>Y</td>
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<tr>
<td>Edie</td>
<td>Findley</td>
<td>Staff Accountant</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Kimberly</td>
<td>Jackson</td>
<td>Director, Counseling</td>
<td>Y</td>
<td></td>
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<tr>
<td>Camille</td>
<td>Richardson</td>
<td>Registrar</td>
<td>N</td>
<td></td>
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<tr>
<td>Lou</td>
<td>Stout</td>
<td>Director, Workforce Initiatives</td>
<td>Y</td>
<td></td>
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<tr>
<td>Abbie</td>
<td>Skiles</td>
<td>Records, Specialist</td>
<td>Y</td>
<td></td>
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<tr>
<td>Todd</td>
<td>Alligood</td>
<td>Director of Law Enforcement Training</td>
<td>Y</td>
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*Did Not Attend

### 28-Sep-15

<table>
<thead>
<tr>
<th>First Name</th>
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<th>Department</th>
<th>Attendance</th>
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<tr>
<td>Julie</td>
<td>Crippen</td>
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<tr>
<td>Keith</td>
<td>Sullivan</td>
<td>Web Master</td>
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<tr>
<td>Marcia</td>
<td>Norwood</td>
<td>Foundation Specialist</td>
<td>Y</td>
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<td>Cecelia</td>
<td>Scott</td>
<td>Director of Accounting</td>
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<tr>
<td>Name</td>
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<tr>
<td>Mike</td>
<td>Davis</td>
<td>Lead Instructor, English, Hum</td>
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<tr>
<td>Laurie</td>
<td>Evans</td>
<td>Coordinator, Eng, HUm</td>
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<tr>
<td>Cynthia</td>
<td>King</td>
<td>Instructor, Business Admin</td>
<td>Y</td>
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<tr>
<td>Velma</td>
<td>Worsley</td>
<td>Lead Instructor, Cosmetology</td>
<td>Y</td>
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<tr>
<td>Matthew</td>
<td>Lincoln</td>
<td>Lead Instructor, Mech Engineering Tech</td>
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<tr>
<td>Tricia</td>
<td>Woolard</td>
<td>Coord, Media/Graphics/Blackboard</td>
<td>Y</td>
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<tr>
<td>Mike</td>
<td>Griffin</td>
<td>Maintenance Coordinator</td>
<td>Y</td>
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<tr>
<td>Lauren</td>
<td>Dudley</td>
<td>Customized Training-Continuing Education</td>
<td>Y</td>
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<tr>
<td>Justin</td>
<td>Rose</td>
<td>Occupational Extension-Continuing Education</td>
<td>N</td>
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<tr>
<td>Shelby</td>
<td>Phillips</td>
<td>Student Services - Counseling</td>
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<tr>
<td>Jo</td>
<td>Woolard</td>
<td>Student Services - Financial Aid</td>
<td>Y</td>
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<tr>
<td>Pauline</td>
<td>Godley</td>
<td>President of the Staff Association</td>
<td>Y</td>
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<tr>
<td>Brian</td>
<td>Miller</td>
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<tr>
<td>Ben</td>
<td>Morris</td>
<td>Dean Business &amp; Industrial Technology</td>
<td>Y</td>
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<td>Jules</td>
<td>Norwood</td>
<td>Public Relations</td>
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<tr>
<td>Donna</td>
<td>Dunn</td>
<td>Lead Instructor Business Administration</td>
<td>Y</td>
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<tr>
<td>Edie</td>
<td>Findley</td>
<td>Staff Accountant</td>
<td></td>
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</tr>
</tbody>
</table>
Clery Act

• Law was enacted in memory of Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in 1986

• Clery Act requires that colleges and universities report crime statistics to employees and students (current and prospective)

• The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so they can make informed decisions
Requirements

• Must publish
  • Annual Security Report regarding safety and security measures and policies
  • Statistics regarding crime occurring on or near the College premises to employees and students (current and prospective)

• Must disclose certain timely warnings and annual information about campus crime and security policies

• The BCCC Police Department must maintain a public log of crimes reported to them
Non-Compliance with the Clery Act

• Non-compliance can have a negative impact on the College’s ability to maintain financial aid.

• Violators can be “fined” up to $35,000 per incidence of violation by the U.S. Department of Education for a substantial misrepresentation:
  • Of the number
  • Location or
  • Nature of the crimes required to be reported.
Annual Security Report

• The College’s annual security report is entitled “Annual Security Report” and is published on or before October 1 each calendar year.

• It is updated and made available to the entire BCCC Community and the general public.
Requirements of the Annual Security Report

• Crime Statistics for the three previous calendar years for the College and other non-campus locations (all surrounding / adjacent property)

• This ensures that students and other members of the College community know about the potential dangers on campus

• Information about where to find detailed descriptions on security-related policies.
Crime Statistics

• On-Campus 2012 – One (1) Drug Violation

• On-Campus 2013 – One (1) Drug Violation

• On-Campus 2014 – Six (6) Reportable Crimes
  • One incident accounted for two (2) reportable crimes – Robbery; Domestic
  • One incident accounted for three (3) reportable crimes – Domestic; Stalking; Liquor Law Violation
  • Burglary - staff member reported a box of papers stolen
2012 – 2015 Comparison

Clery Reportable Offenses

2012
2013
2014
2015 (current as of 09-29-2015)

On Campus
Off Campus
2012 – 2015 Reported Incidents

Police Reports Completed

- 2012: 100
- 2013: 60
- 2014: 20
- 2015 (current as of 09-29-2015): 10

Reported Incidents on Campus
2015 Crime Log

• As of September 29, 2015
  • Liquor Law Violation – 03-29-2015 in the parking lot of Building 3 at 7:44 PM (Arrested by NCSHP)
  • Drug Law Violation – 09-01-2015 in the parking lot P-12 at 10:20 AM

• Both incidents were the results of proactive policing

• These numbers do not include any reports from the surrounding property by the BCSO or crimes that are not required per Clery
<table>
<thead>
<tr>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>General Location</th>
<th>Disposition</th>
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</thead>
<tbody>
<tr>
<td>Larceny</td>
<td>2015-001</td>
<td>1-5 / 3:45 PM</td>
<td>Unknown</td>
<td>12-1242</td>
<td>Closed / Leads Exhausted</td>
</tr>
<tr>
<td>Suspicious Activity</td>
<td>2015-002</td>
<td>1-12 / 9:38 AM</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Closed / Unfounded</td>
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<tr>
<td>Disorderly Conduct</td>
<td>2015-003</td>
<td>01-13 / 9:00 AM</td>
<td>1-13 / 8:55 AM</td>
<td>Bldg 1</td>
<td>Closed / Refer to Student Services</td>
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<td>Larceny</td>
<td>2015-004</td>
<td>1-29 / 2:15 PM</td>
<td>1-29 / 1:00 PM</td>
<td>Bldg 9</td>
<td>Closed / Leads Exhausted</td>
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<tr>
<td>Larceny</td>
<td>2015-006</td>
<td>2-12 / 12:36PM</td>
<td>2-12 / 11:00</td>
<td>Bldg 8</td>
<td>Closed / Leads Exhausted</td>
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<tr>
<td>Larceny</td>
<td>2015-007</td>
<td>2-16 / 10:54 AM</td>
<td>2-9 / 12:00</td>
<td>P2 Lot</td>
<td>Closed / Leads Exhausted</td>
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<tr>
<td>Liquor Law Violation</td>
<td>2015-010</td>
<td>3-9 / 7:44 PM</td>
<td>3-9 / 7:44 PM</td>
<td>P3</td>
<td>Closed / Arrest and Refer to Student Serv</td>
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<td>Disorderly Conduct</td>
<td>2015-014</td>
<td>7-28 / 3:33 PM</td>
<td>7-28 / 3:33 PM</td>
<td>Bldg 10</td>
<td>Closed / Subject Banned</td>
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<tr>
<td>Drug Violation</td>
<td>2015-017</td>
<td>9-1 / 10:20 AM</td>
<td>9-1 / 10:20 AM</td>
<td>P 12</td>
<td>Closed / Arrest and Refer to Student Serv</td>
</tr>
</tbody>
</table>
2015 Crime Log Breakdown

• 2015-001 – Faculty member reported a locked cabinet had items missing. Only two people have a key and neither knew anything about it. Reportedly happened between 12-04-14 and 12-18-2014.

• 2015-002 – Student reported that Gift Card / Debit Card / EBT Card missing from purse. They were located in parking lot where they likely fell out. Turned in and recovered. Unfounded report.
2015 Crime Log Breakdown

• 2015-003 – Student creating a disturbance in class. Was referred to Student Services for disciplinary action.

• 2015-004 – Student reported that two books were taken out of an unattended book bag. Nothing else was disturbed. Cameras in the area did not show anything. Unable to gather any further information. Case closed due to information.

• 2015-006 – Student reported $400 taken from unattended purse. No witnesses and no one in class saw anything. Leads were exhausted.
2015 Crime Log Breakdown

• 2015-007 – Student reported vehicle broken into and all textbooks stolen. Stated that it happened a week prior to reporting. No sign of forced entry and nothing else missing. Camera system does not allow us to see anything further than four days. Unknown if it happened on campus or not.

• 2015-010 – Student was driving drunk on campus. Stopped by BCCC Police and turned over to the NCSHP for arrest. Student was also referred to Student Services for disciplinary action.

• 2015-014 – Visitor was irate with staff on several occasions. Ultimate decision was to ban the subject from campus.
2015 Crime Log Breakdown

• 2015-017 – Student was found in violation of smoking policy and possession of a controlled substance on campus. Subject was ultimately arrested and referred to Student Services for disciplinary action.
Conclusion

• Crime on campus is not increasing

• Reports are down because of proactive officers and guidance on proper format
  • Criminal vs. Civil
  • Elements of the crime
  • No need for double work
Memorandum of Understanding

Use of Washington County Annex Building by Beaufort County Community College


This Memorandum of Understanding (the “MOU”) is hereby made and entered into effective July 1st, 2015 by and between Washington County, a body politic of the State of North Carolina (the “County”) and Beaufort County Community College (the “BCCC”).

Purpose:

The purpose of this MOU is to define the roles and responsibilities of each party as they relate to the use of a County owned property and building (the “Annex”) located at the corner of North Railroad St. and US Hwy 32 North in Roper, North Carolina. The Annex is more particularly described within a deed thereof recorded in Book 463, Page 896 in the Washington County Register of Deeds Office attached hereto and incorporated herein by reference. A preliminary floor plan drawn by the Wooten Company labeled as “A101” is also attached hereto and incorporated herein by reference for illustrative purposes only.

Term & Modification:

This MOU shall be deemed effective as of the date first stated above upon its mutual execution by County and BCCC, and shall remain effective for an initial term of one (1) year. Thereafter, this MOU shall be deemed to automatically renew for successive one (1) year periods unless or until either party provides the other party with not less than ninety (90) days written notice of its intent not to renew this MOU prior to the expiration of the then current term.

No modification of this MOU shall be valid unless reduced to writing and signed between the parties hereto.

County Responsibilities:

1. To provide office and instructional space in the Annex for BCCC’s use in housing its employees and providing instructional services to Washington County citizens and BCCC students;

2. To be solely responsible for providing for the physical maintenance and security of the Annex;

3. To be solely responsible for providing any reasonably required utilities, including without limitation water, electricity, heating and air conditioning, and internet services necessary for the use and enjoyment of the Annex by BCCC for the purposes stated herein;

4. To cooperate in good faith with BCCC in developing and marketing instructional programs offered at or through the Annex for the benefit of Washington County citizens and BCCC students;

WC-BCCC MOU re Annex Building in Roper, NC
5. To coordinate with BCCC in order to minimize the impact of any other uses of the Annex by County or any authorized third parties, including without limitation the ongoing use of the Annex by County as a polling location during elections, the use of the Annex as a community meeting location; and the use of the Annex by other third parties with County permission.

6. To the fullest extent allowed by law, except for incidents directly arising from the negligence or intentional misconduct of any BCCC personnel, to indemnify and hold BCCC harmless from any and all damages, liability, costs, claims and/or causes of action arising exclusively from other non-BCCC related and County sponsored uses of the Annex, or from County personnel, and including without limitation all court costs and reasonable attorneys’ fees incurred by BCCC in connection with defending there against;

**BCCC Responsibilities:**

1. To develop and market instructional programs to be offered at or through the Annex for the benefit of Washington County citizens and BCCC students;

2. To be solely responsible for recruiting, hiring, supervising, and paying all related wages, insurance, and taxes for all BCCC staff required to provide instructional services at the Annex;

3. To be solely responsible for carrying adequate property and liability insurance covering the full scope of BCCC’s property interests at, and use of, the Annex including any liability arising from BCCC’s use thereof on the part of all staff, students, guests, invitees, or the general public.

4. To be solely responsible for providing any and all necessary administrative and instructional furniture, IT/computer equipment, instructional program supplies, office supplies, and for submitting in writing to the County any requests for any necessary or desired modifications or improvements to the Annex which the County shall consider in good faith, and which may be provided as mutually agreed between the parties at such time.

5. To cooperate in good faith with County and other third parties authorized to access and use the Annex, and to not materially interfere with the use of the Annex by County for any other authorized purposes including without limitation, ongoing utilization of the Annex as a polling sight during elections or as a community meeting facility.

6. To notify County promptly of any maintenance or utility needs arising at the Annex, and to cooperate with County to facilitate any repairs or modifications to the Annex.

7. To be and remain in compliance with all applicable federal, state, and local laws, ordinances, licensing requirements, rules and regulations or other orders related to any services or activities of BCCC undertaken pursuant to this MOU or otherwise upon any County owned property.

8. To be solely responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies related to any services or activities of BCCC undertaken pursuant to this MOU or otherwise upon any County owned property.
9. To not engage in any activity that would violate any applicable laws, or increase County's rates of any insurance, and to the fullest extent allowed by law, to indemnify and hold County harmless against any fees, fines, or increased insurance premiums resulting from BCCC activities on County property.

10. To be solely responsible for any and all damage caused to any and all persons or property of any kind, and for any reason, including without limitation intentional damage, or damage caused by negligence or accident that would not have occurred but for the presence of BCCC activities on or originating from County property, provided however BCCC shall not be held liable for any reasonable wear and tear occurring at the Annex as a result of its use thereof under this MOU;

11. To the fullest extent allowed by law, except for incidents directly arising from the negligence or intentional misconduct of any County personnel, to indemnify and hold County harmless from any and all damages, liability, costs, claims and/or causes of action arising from or connected in any way to BCCC activities on or originating from County property, and including without limitation all court costs and reasonable attorneys' fees incurred by County in connection with defending there against;

Funding:

The foregoing illustrates the intent of the parties that the County shall be primarily responsible for funding the capital costs associated with maintaining the Annex and with providing reasonable utility services thereto only, whereas BCCC shall be responsible for funding the costs associated with staffing, programming, and all personal property/equipment/supplies.

This Agreement may be subject to the annual appropriation of funds by the governing board of one or more public entities. Notwithstanding any provision herein to the contrary, in the event that sufficient funds are not appropriated by such a board governing any public entity that is a party to this MOU in order to carry out its respective responsibilities hereunder, then such entity shall be entitled to immediately terminate this MOU, without penalty or liability.

Other Terms:

This MOU is the entire agreement between the parties with respect to the foregoing matter, and there are no other agreements with respect thereto between the parties. This MOU may not be assigned in the absence of the written consent of the other party. Any provision of this MOU determined to be unenforceable shall not invalidate the remaining provision of this MOU which shall continue in full force and effect. No rule of construction applies against any drafter of this MOU. This MOU may be executed in multiple counterparts in which event each executed copy hereof shall be deemed an original document as between the parties. This MOU shall be governed by and construed under the laws of the State of North Carolina.
IN WITNESS WHEREOF, each party to this MOU has caused this instrument to be officially executed in its name by the undersigned and duly authorized chair, officer, or other agent thereof for such purpose, effective as of the day and year specified above.

BEAUFORT COUNTY COMMUNITY COLLEGE

By: [Signature]
    Dr. Barbara Tansey, President
    Beaufort County Community College

WASHINGTON COUNTY

By: [Signature]
    William R. Sexton, Jr., Chair
    Washington County Board of County Commissioners

Attest: [Signature]
    Julie D. Bennett, CMC, NCCCC
    Clerk to the Board

This Instrument has been pre-audited in the manner required by the Local Government Budget & Fiscal Control Act:

[Signature]

Frank Milazi, Washington County Finance Officer
AN ACT TO AUTHORIZE THE EXPANSION OF THE BOARD OF TRUSTEES OF BEAUFORT COUNTY COMMUNITY COLLEGE, TO PROVIDE THAT BEAUFORT COUNTY COMMUNITY COLLEGE SHALL SERVE ALL OF WASHINGTON COUNTY, AND TO DIRECT THE STATE BOARD OF COMMUNITY COLLEGES TO REVIEW SERVICE AREAS THAT INCLUDE MULTIPLE COMMUNITY COLLEGES FOR ONE COUNTY.

The General Assembly of North Carolina enacts:

SECTION 1.(a) G.S. 115D-12(a) reads as rewritten:

"(a) Each community college established or operated pursuant to this Chapter shall be governed by a board of trustees consisting of 13 members, or of additional members if selected according to the special procedure prescribed by the third paragraph of this subsection, who shall be selected by the following agencies. No member of the General Assembly may be appointed to a local board of trustees for a community college.

Group One – four trustees, elected by the board of education of the public school administrative unit located in the administrative area of the institution. If there are two or more public school administrative units, whether city or county units, or both, located within the administrative area, the trustees shall be elected jointly by all of the boards of education of those units, each board having one vote in the election of each trustee, except as provided in G.S. 115D-59. No board of education shall elect a member of the board of education or any person employed by the board of education to serve as a trustee, however, any such person currently serving on a board of trustees shall be permitted to fulfill the unexpired portion of the trustee's current term.

Group Two – four trustees, elected by the board of commissioners of the county in which the main campus of the institution is located. Provided, however, if the administrative area of the institution is composed of two or more counties, the trustees shall be elected jointly by the boards of commissioners of all those counties, each board having one vote in the election of each trustee. Provided, also, if the administrative area of the institution is composed of two or more counties, the board of trustees of the institution may authorize the county commissioners of any county in which the main campus is not located to elect an additional board member. Provided, also, the county commissioners of the county in which the community college has established a satellite campus may elect an additional two members if the board of trustees of the community college agrees. No more than one trustee from Group Two may be a member of a board of county commissioners. Should the boards of education or the boards of commissioners involved be unable to agree on one or more trustees the senior resident superior court judge in the superior court district or set of districts as defined in G.S. 7A-41.1 where the institution is located shall fill the position or positions by appointment.

Group Three – four trustees, appointed by the Governor.

Group Four – the president of the student government or the chairman of the executive board of the student body of each community college established pursuant to this Chapter shall be an ex officio nonvoting member of the board of trustees of each said institution."

SECTION 1.(b) This section applies only to Beaufort County Community College.

SECTION 2. The State Board of Community Colleges shall designate all of Washington County in the service area of Beaufort County Community College.

SECTION 2.5. G.S. 115D-5 is amended by adding a new subsection to read:

"(w) The State Board of Community Colleges shall review, at least every five years, service areas that include counties assigned to more than one community college to determine
the feasibility of continuing to assign those counties to more than one community college. The State Board shall revise service areas as needed to ensure that counties are served effectively. The first review and any revisions shall be completed no later than March 1, 2016, and the State Board shall report its findings and any revisions to the Joint Legislative Education Oversight Committee no later than March 1, 2016. All subsequent reviews and revisions shall also be submitted to the Committee.

SECTION 3. Section 2 of this act becomes effective August 1, 2015, and applies to enrollments for the 2015 fall academic semester and beyond. The remainder of this act is effective when it becomes law.

In the General Assembly read three times and ratified this the 22nd day of July, 2015.

s/ Daniel J. Forest
President of the Senate

s/ Tim Moore
Speaker of the House of Representatives

s/ Pat McCrory
Governor

Approved 1:32 p.m. this 23rd day of July, 2015
For your next event, choose from a broad selection of speakers & topics from BCCC...and they’re all available at no charge!

To book one of these speakers for your event, or to obtain further information, contact Jules Norwood at (252) 940-6387 or by email at Jules.norwood@beaufortccc.edu.
Choose from a broad selection of speakers & topics for your next event from BCCC...and they’re all no charge!

- **God's Brush Arbor: Early American Camp Meeting Culture**
  Keith Lyon

- **'A Great Tumult': Early American Camp Meetings and African Americans**
  Keith Lyon

- **Sin in the Shadows: Misbehavior at Early American Camp Meetings**
  Keith Lyon

- **BCCC’s Active Shooter/Critical Incident Preparation for BCCC**
  BCCC Police Department

- **Selecting/Using a Taser for Personal Safety**
  Todd Alligood

- **The Community College Funding Model**
  Mark Nelson

- **The Various Ways to Leave Your Legacy**
  Serena Sullivan

- **Money and Jobs: BCCC Creates Both!**
  Jay Sullivan

- **TRIO Helps First Generation Students Find Success**
  Dorothy Jordan

- **Campus Crisis Prevention via Behavioral Intervention**
  Rick Anderson

- **Financial Aid Literacy 101: The Pell Grant & More**
  Jo Woolard

- **Why Choose BCCC?**
  Michele Mayo

- **Free College Credits for High School Students**
  Steve Jones

- **BOCO Archery Club**
  Rick Anderson

- **Drone Photography**
  Keith Sullivan

- **Preparing for BCCC’s Placement Test**
  Shelby Phillips

- **Using the Simulation Lab to Teach Critical Nursing Skills**
  Kent Dickerson

- **Specialty Training Designed for Your Community**
  Stacey Gerard

- **Virtual Tour of the BCCC Campus + New Programs**
  Dr. Barbara Tansey & Keith Sullivan

- **BCCC’s Basic Law Enforcement Program (BLET)**
  Larry Barnes

- **The Science of Happiness**
  Judith Luna Meyer

- **Mindfulness to Improve Our Lives, Health, and Relationships**
  Judith Luna Meyer

- **How Gardening Promotes Health and Enriches Our Days**
  Judith Luna Meyer

- **Start Here (BCCC), Go Anywhere**
  Kim Jackson

- **Achieving Your Dream of Becoming a Small Business Owner**
  Cynthia King

- **Surviving Paramedic School and Making EMS a Career**
  Billy Respass

- **Home Fire Safety & Exit Drills**
  Johnny Williams

- **Explore a Variety of Business & Industry Services**
  Lentz Stowe

- **Enrich Your Life with BCCC’s Personal Enrichment Program**
  Clay Carter

- **Gardening Tips & Topics with a Touch of Humor**
  Clay Carter

- **Community Opportunities on BCCC’s IMFITT Trail**
  Julia Crippen

- **BCCC’s Study Abroad Program**
  Suzanne Stotesbury

- **We Are in This Together – Adult Dislocated Worker Program**
  Heather Collins

- **BCCC’s Student Ambassador Program**
  Serena Sullivan & BCCC Ambassadors

- **The Future of Education**
  Dr. Crystal Ange

- **Global, Social and Technology Trends Shaping the Future of Education**
  Dr. Crystal Ange