

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 2, 2016**

The Beaufort County Community College Board of Trustees met Tuesday, August 2, 2016, at 6:30 p.m. for dinner in the Multi-Purpose Room of Building 10 followed by the Board of Trustees' Meeting, which was held in the Board Room of Building 10 and began at 7:00 p.m. The Property, Education Programs, Finance, Personnel and Executive Committees met before the Board meeting.

BOARD MEMBERS PRESENT

Dr. Laura Staton, Chair
Betty Randolph, Vice Chair
Cynthia Davis
James Gaynor
Cornell McGill
Amy Sasnett
Kathleen Simpson
Russell Smith
Mitchell St. Clair, Sr.
Bill Wall

BOARD MEMBERS ABSENT

Jim Chesnutt
Ashley Woolard
Jean Woolard

The following staff members were present: Dr. Barbara Tansey, President; Mr. Rick Anderson, Vice President of Student Services; Dr. Crystal Ange, Vice President of Academics; Mr. Mark Nelson, Vice President of Administration; Dr. Jay Sullivan, Vice President of Research and Institutional Effectiveness; Mrs. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Executive Director of the Foundation; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Ranee Singleton, PLLC legal counsel.

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

PRAYER

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

MISSION STATEMENT/ETHICS AWARENESS

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

RECOGNITION OF MR. COTTON RAWLS

Dr. Staton recognized Mr. Cotton Rawls for his year of service and dedication to the trustees, faculty, staff and students of Beaufort County Community College. She presented him with a plaque of service from 2012-2016.

Affirmation of Board Members

Continuing from the agenda, Dr. Staton recognized Mr. Marty Paramore, Clerk of Superior Court to administer the oath of office to three trustees. Sworn in at this time were the following: Mrs. Amy Sasnett, newly appointed by the Governor, Mr. Bill Wall, reappointed by the Beaufort County Commissioners, and Mr. Cornell McGill, reappointed by the Beaufort County Board of Education. Dr. Staton congratulated the trustees on their appointments.

APPROVAL OF MINUTES

Dr. Staton called for a motion approving the minutes of the June 7, 2016 Board Meeting and noted that they are found on pages 8-13 of the packet. Upon motion by Mr. Wall and a second by Mr. St. Clair, the Board unanimously approved the minutes as presented.

OLD BUSINESS

Dr. Staton directed attention to four policies located on pages 14-25 of the packet and directed attention to handouts of six additional policies for review. She noted that the Facility Use Policy for Non-Institutional Purposes that is included in the board packet has been revised and is included in the handouts. Dr. Staton asked that everyone take time to review the additional policies that were not included in the packet. Dr. Staton called for questions, comments, or recommendations. Hearing none, she called for a motion. Mr. Wall made the motion to approve the policies as presented. Mr. Smith seconded and all were in favor. Mr. Wall recommended that we revisit the Facility Use Policy for Non-Institutional Purposes and look at the rates. Dr. Tansey will work on the policy and bring back to the October board meeting. The following policies were approved:

1. Campus Conduct Policy
2. Foundation Scholarship & Endowment Policy
3. Wellness Policy
4. Facility Use Policy for Non-Institutional Purposes Policy
5. Field Trip Policy
6. College Publications Policy
7. Information Technology Policy
8. Parking and Traffic Policy
9. Travel Policy
10. Work Schedule Policy

REPORTS AND RECOMMENDATIONS

Dr. Staton directed attention to the FY 2016-2017 Committee Appointments located on page 26 of the packet. Dr. Staton stated that she would like the committee assignments to remain as they were last year. She asked that if anyone would like to serve on a certain committee or would like to serve as chair of a committee to contact her. Dr. Staton noted that the only change is to the Personnel and Educational Programs Committees. New Trustee Mrs. Sasnett has been added to each of the two committees. Mrs. Kathleen Simpson is now chair of the Personnel Committee.

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

Executive Committee

No Report

Information Technology – Ad Hoc Committee

No Report

Property Committee

Dr. Laura Staton called on Mr. St. Clair, Sr., Property Committee Chair, to present the Property Committee Report. Mr. St. Clair, Sr., noted that the Property Committee met before the Board meeting and the minutes from the previous Property Committee meeting are found on Pages 27-43 of the agenda packet and all Trustees had the opportunity to review them prior to tonight's meeting. Mr. St. Clair, Sr. noted that Board members were present during the committee meeting to hear all the information presented. Mr. St. Clair, Sr., stated that the Property Committee brings one item for action by the Board - Approval of the Café/Grill Operations Contract located on pages 32-38 of the packet. Mr. Wall made the motion to approve as presented. Chairman Staton 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

Dr. Laura Staton called on Mrs. Cynthia Davis, Educational Programs Committee Chair for a report from the committee. Mrs. Davis noted that the minutes from the previous meeting are located on Pages 44-46 of the packet and all Board members had the opportunity to review them prior to tonight's meeting. Mrs. Davis stated that the committee brings one item for action by the Board. Mrs. Davis - Approval of the proposed changes to the Continuing Education Accountability and Credibility Plan located on pages 48-68 of the packet. Mr. Smith made the motion to approve as presented. Chairman Staton 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.

Finance Committee

Dr. Laura Staton called on Mr. Bill Wall, Finance Committee Chair, for a report from the Finance Committee. Mr. Wall noted that the Finance Committee met before the Board meeting and the minutes from the previous Finance Committee meeting are found on Pages 93-96 of the agenda packet. Mr. Wall noted that the minutes were approved during the committee meeting.

Dr. Staton called for a motion to go into closed session. Mrs. Randolph made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) to prevent the disclosure

of information that is privileged or confidential and (a)(6) personnel. Mr. Smith seconded. The Board went into closed session at 7:24 p.m.

Mrs. Randolph made the motion to come out of closed session. Mr. St. Clair seconded and all were in favor. The Board came out of closed session at 7:31 p.m. Mrs. Davis made the motion to give the county employees a 1.5% bonus out of the county's capital funds allocation. Mr. Wall seconded and all were in favor.

Personnel Committee

Dr. Laura Staton called on Mrs. Kathleen Simpson, Personnel Committee Chair, for a report from the Personnel Committee. Mrs. Simpson noted that the Personnel Committee met before the Board meeting and the minutes from the previous Personnel Committee meeting are found on Page 119 of the agenda packet. Mrs. Simpson stated that the Personnel Committee did not have any action items to come before the Board for approval.

Information Technology Committee

Dr. Laura Staton called on Mr. Russell Smith, Information Technology Ad Hoc Committee Chair, for a report from the Information Technology Ad Hoc Committee. Mr. Smith stated that the meeting was for information only and no action was taken.

President's Report

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

1. Dr. Tansey reported that she just returned from SACSCOC and received good training. Dr. Tansey noted that she hopes to be able to get either Dr. Ange or Dr. Sullivan on one of the SACSCOC review teams. She stated that it looks like SACSCOC is going to try to get Dr. Ange involved in an onsite review in October or in an offsite review in March – May. Dr. Tansey stated that BCCC's SACSCOC reaffirmation onsite visit is in 2019 and that we are already working on preparations. Dr. Tansey reported that in 2017, SACSCOC will vote on a lot of new SACSCOC standards and this will occur around the time BCCC finishes writing. When SACSCOC votes and changes the standards we will only have a month and a half to write to the new standards. SACSCOC will not give us a waiver, we will have to adhere to the new standards.
2. Dr. Tansey directed the Board's attention to a written report of her activities from February 3 – April 5 and directed attention to Pages 128-129 of the agenda packet.
3. Dr. Tansey reported that Dr. Crystal Ange has been named to the Northeast NC Career Pathway Leadership Council Executive Committee. Dr. Tansey stated that the council is working on development of high school pathways

NEW BUSINESS

1. Dr. Staton directed attention to a handout requesting the Board to name the Live Burn Training Facility. She noted that Mr. Bisette had previously made a request to the Foundation Board of Directors. The Foundation Board of Directors asked that he prepare a cost analysis of the value of the donations from the fire department. Dr. Staton stated that Mr. Bisette sent her the handout and she asked that the Board of Trustees review it. After much discussion, it was decided that because the facility has is not complete, the request can be resubmitted once everything for the facility is finalized. Dr. Staton will respond to Mr. Bisette.
2. Dr. Tansey discussed naming the new culinary room in Building 8. She stated that there has been money donated to the Foundation for this purpose. This item will come back to the October board meeting for discussion and vote.
3. Dr. Staton noted that she had one final item of new business - letter of resignation from Dr. Barbara Tansey effective May 31, 2017.

Dr. Staton called for a motion to go into closed session. Mrs. Randolph made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential and (a)(6) personnel. Mr. Wall seconded. The Board went into closed session at 7:56 p.m.

Mr. Wall made the motion to come out of closed session at 8:26 p.m. Mr. St. Clair seconded and all were in favor. Upon returning to open session at 8:26 p.m., Mr. Smith made the motion to accept Dr. Tansey's letter of resignation effective May 31, 2017.

ADJOURNMENT

Dr. Laura Staton called for a motion to adjourn. Mr. Wall made the motion to adjourn. Mr. McGill seconded and all were in favor. The Board adjourned at 8:28 p.m.

NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, October 4, 2016

Respectfully Submitted,

Dr. Laura Staton
Chair

Barbara Tansey, Ph.D.
President

Date