

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 7, 2017**

The Beaufort County Community College Board of Trustees met Tuesday, February 7, 2017, 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, and Personnel Committees met before the Board meeting.

BOARD MEMBERS PRESENT

Dr. Laura Staton, Chair
Betty Randolph, Vice Chair
Jim Chesnutt
Robert Cayton
James Gaynor
Cornell McGill
Amy Sasnett
Kathleen Simpson
Russell Smith
Mitchell St. Clair, Sr.
Bill Wall
Ashley Woolard
Jean Woolard
Gerardo Alvarez-Gallegos, SGA

BOARD MEMBERS ABSENT

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; Mrs. Erica Caracoglia, Dean of Allied Health & Public Services; Mrs. JoLinda Cooper, President of the Staff Association; Mr. Attila Nemezc, Public Relations Coordinator; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Rane Singleton, PLLC legal counsel and Darrell Cayton, District Court Judge.

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

PRAYER

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

MISSION STATEMENT/ETHICS AWARENESS

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

AMBASSADORS

Dr. Staton called on Foundation Director Ms. Serena Sullivan to introduce the BCCC Foundation Ambassadors present for the meeting. Ms. Sullivan introduced Ms. Chelsea Huggins and Ms. Denny Bolafka who delivered presentations to the Board about their experiences at BCCC and expressed their appreciation of the scholarship. Dr. Staton thanked them for their inspiring words.

Affirmation of Board Members

Continuing from the agenda, Dr. Staton recognized Mr. Darrell Cayton, District Court Judge to administer the oath of office for Reverend Robert Cayton. Formally sworn in at this time was Reverend Robert Cayton, Beaufort County Commissioner appointment. Reverend Cayton will fulfill the unexpired term for Mrs. Cynthia Davis through June 30, 2018. As a note, Reverend Cayton was officially sworn in at the Beaufort County Court House by Clerk of Court Marty Paramore on November 18, 2016. Dr. Staton and members of the Board of Trustees welcomed and congratulated Reverend Cayton on his appointment.

APPROVAL OF MINUTES

Dr. Staton called for a motion approving the minutes of the Special Called meeting on September 1, 2016 and noted that they are found on pages 7-13 of the packet. Upon motion by Mr. Wall and a second by Mr. Woolard, the Board unanimously approved the minutes as presented.

Dr. Staton called for a motion to approve the minutes of the October 4, 2016 Board meeting and noted that they are found on pages 14-18 of the packet. Mrs. Randolph made the motion to approve the minutes as presented. Mr. Wall seconded and all were in favor.

OLD BUSINESS

Dr. Staton directed attention to the Electronic Records Retention Policy located on page 16 of the packet. Dr. Staton noted that everyone had time to review the policy prior to tonight's meeting. Dr. Staton called for questions, comments, or recommendations. Hearing none, she called for a motion. Mr. Wall made the motion to approve the policy as presented. Reverend Cayton seconded and all were in favor.

REPORTS AND RECOMMENDATIONS

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., stated that the Property Committee met before the Board meeting and the minutes from the previous Property Committee meeting are found on Pages 17-19 of the agenda packet and all Trustees had the opportunity to review them prior to tonight's meeting. Mr. St. Clair, Sr. stated that the Property Committee does not have any action items to bring before the full Board and noted that Board members were present during the committee meeting to hear all the information presented. No action is needed by the full Board.

Educational Programs Committee

Dr. Laura Staton called on Mrs. Amy Sasnett, Educational Programs Committee Chair for a report from the committee. Mrs. Sasnett noted that the minutes from the previous meeting are located on Pages 28-31 of the packet and all Board members had the opportunity to review them prior to tonight's meeting. Mrs. Sasnett stated that the Educational Programs Committee brings four items for action by the Board and that the majority of Board members were present during the committee meeting. Mrs. Sasnett made the recommendation that the full Board approve all three items for approval – 1) Approval of the Study Aboard Trip to Germany & France for Summer 2018, 2) Approval of the Continuing Education CDL Truck Driving Random Drug Testing Fee Increase to \$45 with Absolute Assurance Drug Testing LLC, and 3) Approval of the Pre-Hospital Trauma Life Support (PHTLS) Certification Card Fee Request of \$18. 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 70-72 of the agenda packet. Mr. Wall noted that the minutes were approved during the committee meeting. Mr. Wall stated that the Finance Committee does not have any action items to bring before the full Board and that all members of the Board were present and heard all information during the committee meeting.

Personnel Committee

Dr. Laura Staton called on Col Kathleen Simpson, Personnel Committee Chair, for a report from the Personnel Committee. Col Simpson noted that the Personnel Committee met before the Board meeting and the minutes from the previous Personnel Committee meeting are found on Page 94 of the agenda packet. Col Simpson stated that the Personnel Committee did not have any action items to come before the Board for approval and members of the Board were present during the committee meeting.

President's Report

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

1. Dr. Tansey directed attention to the NCCCS letter from Tammie Hill, Compliance Examiner located on page 98 of the packet. Dr. Tansey stated that Ms. Hill conducted the compliance review in December and there were findings in Continuing Education and Curriculum. Dr. Tansey addressed some of the findings and stated that she will receive a final report outlining the exact findings with their recommendations. Upon receipt of that letter, Dr. Tansey will write a letter of response to each of the findings. Dr. Tansey stated the official report and her response letter will be shared at the next Board of Trustee meeting in April.
2. Dr. Tansey shared the calendar of events for the 50th Anniversary Celebration for Beaufort County Community College.
3. Dr. Tansey directed attention to the request for secondary employment by Mr. Anderson located on page 100 of the packet.
4. Dr. Tansey called on Mr. Bill Wall to address the BCCC Foundation Board of Directors nominations. Mr. Wall asked the Board to abide by the BCCC Foundation Bylaws but waive MOU Section 1.6 guidelines. Mr. Woolard made the motion to waive the MOU Section 1.6 guidelines. Mr. St. Clair, Sr. seconded and all were in favor.

Continuing Mr. Wall asked Mrs. Singleton to distribute the Foundation Board of Directors Nomination ballot. Mr. Wall stated the trustees could vote for any or all four directors on the ballot. Mr. Wall made the motion to approve the four nominations to the Foundation Board of Directors: Mr. David Clegg, Mr. Greg Coltrain, Mr. Jerry Rhodes, and Mr. Arthur Williams. Mr. St. Clair, Sr. seconded and all were in favor.

Mr. Wall directed attention to the nomination request for director emeritus status and asked members of the Board to vote. Upon motion by Mr. St. Clair, Sr. and second by Mr. Wall, Mr. Brownie Futrell and Mrs. Helen Sommerkamp-Inman were granted director emeritus status on the Foundation Board. All were in favor. Mr. Futrell and Mrs. Inman's current board terms will expire on June 30, 2017. Beginning July 1, 2017, Mr. Futrell and Ms. Inman will have director emeritus status with the Foundation Board of Directors.

5. Dr. Tansey directed attention to the written report located on pages 113-115 of the packet. She asked for any questions or comments. There were none.

NEW BUSINESS

Dr. Staton and Dr. Tansey discussed the annual joint breakfast meeting with the Beaufort County Commissioners. After discussion, it was decided that due to budget constraints BCCC will not provide breakfast this year at the meeting.

Dr. Staton called for a motion to go into closed session. Mrs. Simpson 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 7:59 p.m.

Mr. Woolard made the motion to come out of closed session at 8:55 p.m. Mr. Wall seconded and all were in favor. No action taken during closed session.

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 8:57 p.m.

NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, April 4, 2017.

Respectfully Submitted,

Dr. Laura Staton
Chair

Barbara Tansey, Ph.D.
President

Date