

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 7, 2016**

The Beaufort County Community College Board of Trustees met Tuesday, June 7, 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
Jim Chesnutt
Cynthia Davis
James Gaynor
James "Cotton" Rawls
Kathleen Simpson
Mitchell St. Clair, Sr.
Bill Wall
Jean Woolard
Ashley Woolard

BOARD MEMBERS ABSENT

Cornell McGill
Russell Smith
Elizabeth Cobb, SGA

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; Mr. Ben Morris, Dean of Business and Industrial Technology; Mrs. Lisa Hill, Dean of Arts & Sciences; Mrs. Erica Caracoglia, Dean of Allied Health and Professional Services; Mr. Matthew Lincoln, President of the Faculty Senate; Dr. Mike Davis, Faculty Person of the Year; Mrs. Laurie Thurmon, Staff Person of the Year; and Mrs. Jennie Singleton, Executive Assistant to the President. Others present included Rane 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 STAFF AND FACULTY PERSON OF THE YEAR

Dr. Crystal Ange, Vice President of Academics, recognized and delivered commendable remarks to Dr. Mike Davis, the 2016-2017 Faculty Person of the Year. Dr. Davis expressed his appreciation of the award.

Mr. Rick Anderson, Vice President of Student Services recognized and expressed appreciation to Mrs. Lorie Thurmon, the 2016-2017 Staff Person of the Year. Mrs. Thurmon expressed her appreciation of the award.

Members of the Board of Trustees and guests gave both a round of applause for their accomplishments and dedication.

APPROVAL OF MINUTES

Dr. Staton called for a motion approving the minutes of the April 5, 2016 Board Meeting, April 18, 2016 Joint Meeting with the County Commissioners, and the April 18, 2016 Board Retreat. Mr. Wall made a couple of minor changes. Upon motion by Mr. St. Clair, Sr., and a second by Mrs. Randolph, the Board unanimously approved the minutes with recommended changes from Mr. Wall.

OLD BUSINESS

Dr. Staton directed attention to the policies located on pages 16-55 of the packet for approval:

1. Academic Support Services Policy
2. Ambassador Program Policy
3. Attendance Policy
4. Budget Policy
5. Cash Management Policy
6. College Publications Policy
7. Comprehensive Articulation Agreement Policy
8. Continuing Education Accountability & Integrity Plan Policy
9. Continuing Education Units (CEUs) Policy
10. Delegation of Authority to the College President Policy
11. Emergency Grant Policy
12. Employee and Student Input Policy
13. Employee Conduct and Professionalism Policy
14. Employee Professional Development Policy
15. Emergency Grant Policy
16. Evaluations Policy
17. Federal Work Study Program Policy
18. Fees and Refunds Policy

19. Field Trip Policy
20. Hiring or Termination of the President Policy
21. Holiday Policy
22. Inclement Weather Policy
23. Information Technology Use and Acceptable Internet Use Policy
24. Institutional and Environmental Safety Policy
25. Instruction for Associates Degrees Policy
26. Inventory Policy
27. Learning Management Privacy Policy
28. Leave Without Pay Policy
29. Liability Insurance Policy
30. Live Projects Policy
31. Mass Communication to Students Policy
32. Medical, Disability, and Supplemental Insurance Policy
33. Mission, Vision, and Strategic Directions Policy
34. Program Length Policy
35. Public Information Policy
36. Purchasing Policy
37. Self-Support
38. Solicitation Policy
39. Student Records and Privacy Rights Policy
40. Student Rights and Due Process Policy

Dr. Staton noted that the policies were emailed to Board members in advance of tonight's meeting for review. She called for questions, comments, or recommendations. Mr. Woolard made the motion to approve the policies as presented. Mr. St. Clair, Sr. seconded. The motion passed with unanimous consent.

REPORTS AND RECOMMENDATIONS

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

Executive Committee

Dr. Staton stated that the minutes from the Executive Committee meeting held on April 5, 2016 are located on page 56 of the packet. No action is needed.

Information Technology – Ad Hoc Committee

Dr. Staton stated that the minutes from the Information Technology – Ad Hoc Committee meeting held on April 5, 2016 are located on page 140 of the packet. No action is needed.

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 57-58 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 two action items for action by the Board 1) Approval of the Memorandum of Understanding with the Beaufort County Health Department – Mass Prophylaxis Clinic and 2) Approval of the installation of the Natural Outdoor Learning Environment (NOLE) for the Early Childhood program if grant funding is awarded for the project. Mr. Jim Chesnutt made the motion to approve both items as presented from the Property Committee. 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 69-74 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 two items for action by the Board. Mrs. Davis presented the items for full Board approval – 1) Approval to implement a \$66.00 TEAS (Test of Essential Academic Skills) Fee to begin with the next admissions cycle (August 2016 – January 2017). Mrs. Kathleen Simpson made the motion to approve the \$66 fee for the TEAS (Test of Essential Academic Skills). 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. Mrs. Davis presented the second item for action by the Board 2) Approval of the EDA Grant Letter of Support. Mr. Wall made the motion to approve the EDA Grant Letter of Support 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 78-82 of the agenda packet. Mr. Wall noted that the minutes were approved during the committee meeting. Mr. Wall reported that the Finance Committee approved four items for action by the Board and that members of the Board were present for the information. Mr. Wall presented the four items for full board approval – 1) Approval of the Institutional Funds & Student Fees Budget for Fiscal Year 2016-17 found on pages 104-131. 2) Approval of the Interim Budget Resolution located on pages 104-132 3) Finance Committee Approval for 2016-2017 State Budget on behalf of the full Board of Trustees – page 132, and 4) Approval of blanket authorization for official travel for the President

and Board of Trustees for Fiscal Year 2016-2017 – Pages 132. Mr. St. Clair made the motion to approve all four items as presented from the Finance Committee. Dr. Laura Staton stated that she would like one motion for all three items. Mr. Chesnutt made the motion to approve all three items as presented. Dr. Staton stated 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.

Personnel Committee

Dr. Laura Staton called on Mr. Cotton Rawls, Personnel Committee Chair, for a report from the Personnel Committee. Mr. Rawls noted that the Personnel Committee met before the Board meeting and the minutes from the previous Personnel Committee meeting are found on Page 135 of the agenda packet. Mr. Rawls stated that the Personnel Committee did not have any action items to come before the Board for approval.

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 the Board's attention to a written report of her activities from February 3 – April 5 and directed attention to Pages 141-143 of the agenda packet.
2. Dr. Tansey reported that the Governor did not reappoint Mr. Cotton Rawls to the Board of Trustees. She invited Mr. Rawls to the August 2 Board meeting to be recognized for his years of service to the College.
3. Dr. Tansey discussed options for the Senior Staff Retreat scheduled for June 27.
4. Trustee Calendar of Events – A list of upcoming events was shared with all.
5. Dr. Tansey discussed possible options for the December Christmas Social. After discussion, it was decided to continue with the Christmas Social. Mr. Wall will be the contact for the Washington Yacht and Country Club.

NEW BUSINESS

4. Board of Trustee Self-Evaluation Results – Dr. Staton distributed the results from the Trustee Self-Evaluation. She noted that only 11 of 13 were returned and that only 8 of 13 President Evaluations were returned. Dr. Staton stressed the importance of Board members completing both evaluations. She stated that next year she is requiring all Board members to sign the evaluations or they will be completed in-house during a Board meeting.
5. Employment of Legal Counsel - 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 and all were in favor. The Board went into closed session at 8:00 p.m.

Mr. St. Clair, Sr. made the motion to come out of closed session at 8:05 p.m. Mrs. Randolph seconded and all were in favor. Upon returning to open session at 8:05 p.m., Mr. Wall made the motion to approve the 1 year contract for Rane Singleton, Legal Counsel. Mrs. Randolph seconded and all were in favor.

ADJOURNMENT

Dr. Laura Staton called for a motion to adjourn. The board unanimously approved a motion by Mrs. Simpson and a second by Mr. St. Clair, Sr., to adjourn. The Board adjourned at 8:06 p.m.

NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, August 2, 2016

Respectfully Submitted,

Dr. Laura Staton
Chair

Barbara Tansey, Ph.D.
President

Date