

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 4, 2016**

The Beaufort County Community College Board of Trustees met Tuesday, October 4, 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  
Cornell McGill  
Amy Sasnett  
Kathleen Simpson  
Russell Smith  
Mitchell St. Clair, Sr.  
Bill Wall  
Jean Woolard  
Gerardo Alvarez-Gallegos, SGA

**BOARD MEMBERS ABSENT**

Ashley 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; Mr. Ben Morris, Dean of Business and Industrial Technology; Mrs. Lisa Hill, Dean of Arts & Sciences; Mr. Matthew Lincoln, Faculty Senate President; 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.

## AMBASSADORS

Dr. Staton called on Foundation Director Ms. Serena Sullivan to introduce the BCCC Foundation Ambassadors present for the meeting. Ms. Sullivan introduced Ms. Brandy Holliday, Mr. Zack Holton, and Ms. Winnie Washington 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. Marty Paramore, Clerk of Superior Court to administer the oath of office to the new SGA President. Sworn in at this time was Mr. Gerardo Alvarez Gallegos, SGA President and ex-officio member of the Board of Trustees. Dr. Staton and members of the Board of Trustees welcomed and congratulated Mr. Alvarez on his appointment.

## APPROVAL OF MINUTES

Dr. Staton called for a motion approving the minutes of the August 2, 2016 Board Meeting and noted that they are found on pages 5-9 of the packet. Upon motion by Mr. Chesnutt and a second by Mrs. Simpson, the Board unanimously approved the minutes as presented.

## OLD BUSINESS

Dr. Staton directed attention to two policies located on pages 10-12 of the packet and directed attention to the handout of the Purchasing Policy for review. Dr. Staton asked that everyone take time to review the Purchasing Policy that was 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. McGill seconded and all were in favor. The following policies were approved:

1. Fees and Refunds Policy
2. Withdrawal Policy
3. Purchasing Policy
4. Sexual & Other Unlawful Harassment Policy

Dr. Staton noted that at the last board meeting Mr. Wall recommended that we revisit the Facility Use Policy for Non-Institutional Purposes and look at the rates. After discussion, it was decided that board members were satisfied with the policy as written. No additional action was taken.

## REPORTS AND RECOMMENDATIONS

Dr. Staton provided a report on the president search. She noted that the president search website went live on October 1<sup>st</sup> and applications will be accepted through November 30. The President Search Committee met on September 12 and finalized the President Profile and discussed advertising, search consultants, and created a working timeline. A confidential survey was emailed to all faculty, staff, trustees, foundation members, high school principals and superintendents in the counties we serve, commissioners and

several other agencies BCCC serves. The next search committee meeting will be in December.

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 – The minutes of the August 2, 2016 meeting are located on page 111 and are for information only.

#### 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 21-23 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 has one item for action by the Board - Approval of the new online bookstore contract with Akademos. Mr. Wall made the motion to approve the Akademos Contract 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 30-32 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 four items for action by the Board. Mrs. Davis made the recommendation to approve all four items – 1) Approval of the 2016-2017 Strategic Plan located on pages 34-46 with the recommended addition to Strategic Direction #3, 2) Approval of the Continuing Education National Career Readiness Certification (NCRC) Price Increase from \$30 to \$36, 3) Approval of the Continuing Education Certified Emergency Vehicle Operation (CEVO) Course fee of \$10, and 4) Approval of the naming of the Culinary Room to the Frances Morgan Roberson Culinary Program. 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. It was noted that the NCRC Price Increase and the CEVO Course Fee will be updated and added to the BCCC Accountability and Credibility Plan/Continuing Education. 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 58-61 of the agenda packet. Mr. Wall noted that the minutes were approved during the committee meeting. Mr. Wall stated that the Finance Committee brings one action item to the full board for approval – Approval of the 1.5% state raise and the 1.5% bonus for state employees. 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.

### 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 Pages 79-80 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 called on Mrs. Stacey Gerard to discuss the Culinary Ribbon Cutting Ceremony. Mrs. Gerard reported that the ceremony will be held on October 28 at noon in the new Frances Morgan Roberson Culinary Room in Building 8.
2. Dr. Staton directed attention to the Facility Naming Policy handout and stated that she would like to form an ad hoc committee to revise the policy. After discussion, it was decided that Mrs. Sasnett would chair the committee and other members would be Bill Wall, Jean Woolard and Gerardo Alvarez.
3. Dr. Tansey reported that one of our students passed and would have graduated this spring. Dr. Tansey stated that she would like to recognize him in the graduation program and present his mother with an honorary degree at the May 2017 Graduation. Mr. Wall made the motion to approve the honorary degree. Mr. St. Clair seconded and all were in favor. Dr. Tansey noted that we will monitor future students to make sure we are consistent.

4. Dr. Tansey directed attention to the trustee calendar of events located on page 112 and noted that the Trustee Christmas Social is Tuesday, December 6 from 7:00 – 9:00 p.m. at the Washington Yacht and Country Club.
5. Dr. Tansey directed attention to her written report on pages 113-114. She noted that she has spoken with Brian Alligood, County Manager about offering an orientation to his staff and county commissioners. The orientation will be a scaled down version of our new trustee orientation.

#### NEW BUSINESS

Mrs. Davis informed the Board of Trustees that she will be resigning from the Board of Trustees after tonight's meeting. Mrs. Davis and her husband will be moving. Mrs. Davis has served on the Board of Trustees since 2002.

Dr. Staton called for a motion to go into closed session. Mrs. Davis 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 8:00 p.m.

Mr. Wall made the motion to come out of closed session at 8:28 p.m. Mr. St. Clair seconded and all were in favor. Upon returning to open session, Dr. Staton stated that no action was taken.

#### 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 8:29 p.m.

#### NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, February 7, 2017.

Respectfully Submitted,

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Dr. Laura Staton  
Chair

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Barbara Tansey, Ph.D.  
President

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Date