

**BEAUFORT COUNTY COMMUNITY COLLEGE
SPECIAL CALLED BOARD OF TRUSTEES MEETING
September 1, 2016**

The Board of Trustees had a called meeting on Tuesday, September 1, 2016 at 10:00 a.m. in the Board Room of Building 10.

BOARD MEMBERS PRESENT

Laura Staton, Chair
Betty Randolph, Vice Chair
Cornell McGill
Amy Sasnett
Kathleen Simpson
Russell Smith
Mitchell St. Clair, Sr.
William "Bill" Wall
Ashley Woolard
Jean Woolard

BOARD MEMBERS ABSENT

James "Jim" Chesnutt
Cynthia Davis
James Gaynor

The following staff were in attendance: Jennie Singleton, Executive Assistant to the President and Mr. Attila Nemezc, Public Relations Coordinator.

Special Guest: NCCCS Office President Dr. Jimmy Williamson.

PRAYER

Chair Laura Staton called on Mrs. Betty Randolph for prayer.

MISSION STATEMENT/ETHICS AWARENESS

Dr. Laura Staton called attention to the Mission Statement of the College. Dr. Staton then read the Ethics Awareness and Conflict of Interest Reminder. Hearing no identification of a conflict, Dr. Staton continued from the agenda.

For the record, this special meeting was being held in accordance with the Open Meetings Law. The meeting notice was in the local paper, and members had the information 48 hours prior to the meeting. The purpose of the special called meeting is to hear information from Dr. Williamson regarding the Presidential Search process and to go into closed session for personnel.

Dr. Staton introduced North Carolina Community College System President Dr. Jimmy Williamson and welcomed him to the BCCC campus. Dr. Williamson stated thanked the Board of Trustees for inviting him to campus to discuss the president search process.

Dr. Williamson stated that there have been 21 new community college presidents since 2015 and by the end of this year there will be 23.

Dr. Williamson and shared a handout with the Board of Trustees titled "Process for Selection of New Presidents by Boards of Trustees of Community Colleges in North Carolina." He also provided a copy of the Search Process for College Presidents manual and noted that it is extremely out of date. Dr. Williamson stated that Shante Martin and Brian Jenkins will be updating the manual. Dr. Williamson noted that everything in the manual is still valid, just very dated.

Dr. Williamson explained the different roles of the State Board, System Office, Board of Trustees and Search Committee. Dr. Williamson referred to the Process for Selection of the New President handout. Dr. Williamson stated that the emphasized the importance of confidentiality among the search committee and the Board of Trustees.

Role of the State Board of Community College

- Requires the local Board to conduct a search
- Reviews and assesses 3 -5 finalists submitted by the local board
- Approves president after election by local board

*Candidate names need to get to the State Board 15 days prior to the State Board Meeting.

Role of the System Office

- Is a resource to the Board
- Establishes salary to be paid from state funds
- Conducts supplemental background checks on finalists

Role of the College Board of Trustees

- Reviews college mission plans and expectations
- Prepares/updated President job description
- Establishes minimum qualifications
- Appoints search committee
- Decides whether to hire consultant or conduct in-house
- Decides who to involve in search process/how much community involvement
- Receives search committee recommend finalist, interviews finalist, conducts comprehensive background check on finalists and submits 4 finalist to State Board for review and assessment
- Elects president and forwards to the State Board for Approval

Role of the Search Committee

- Considers role of consultant
- Develop a timeline and calendar of events
- Advertises the position – diverse pool of applicants
- Screens and evaluates applications
- Recommends names of finalist to the Board of Trustees

Dr. Williamson will send Dr. Staton the list of meeting dates at the system office and once received, the president search committee will build their timeline backwards. Dr. Williamson provided Dr. Staton with a list of "interim candidates" just in case the college has to go in that direction.

Dr. Staton stated that at the last board meeting a President Search Committee (PSC) was formed. The PSC members are as follows: Laura Staton, Bill Wall, Mitch St. Clair, Russell Smith, Kathleen Simpson, Cornell McGill, Betty Randolph, and Jim Chesnutt. Dr. Staton stated that the PSC will need to meet before the full board meeting in October to begin working on a timeline.

Dr. Williamson stated that it is the choice of the Board of Trustees whether to hire or not hire a search consultant. If yes, then bring in multiple people to consider. There was much discussion regarding the pros and cons of hiring a search consultant. A breakdown of the cost of hiring a consultant was shared and discussed that was used during the last president search. There was much discussion about the possibility of hiring a consultant to conduct the initial vetting. Dr. Staton will contact Dr. Hunter to see if that is possible.

Dr. Williamson discussed leadership roles of the new president. He encouraged the Board to spend time in developing the presidential profile. Dr. Williamson discussed in detail how important finding the right "fit" is to the college and community. He recommended inviting the candidates to campus to see how they interact with faculty and staff. Dr. Williamson stated that he feels a survey is a great way to gather information. He stated that the State Board and System Office would provide a salary comparison.

Dr. Staton called for a motion to go into closed session. Mrs. Amy Sasnett made the motion to go into closed session pursuant to NCGS 143.318.11 (1)(6) to prevent the disclosure of information that is privileged or confidential and personnel. Mr. Smith seconded and all were in favor. The Board went in to closed session at 11:18 a.m.

Mrs. Randolph made the motion to come out of closed session. Mr. St. Clair seconded and all were in favor. The Board returned to open session at 12:00 p.m.

Mrs. Kathy Simpson made the motion that the Board of Trustees charge the President Search Committee and empower them to solicit as broad of input as they deem necessary. Mr. St. Clair seconded and all were in favor.

In closing, Dr. Williamson stated that this is an important task and the System Office is here to support the Board.

Dr. Staton thanked Dr. Williamson for his assistance. Dr. Staton asked Jennie Singleton to email all Board members the following:

1. The Presidential Profile that was developed by the search committee in 2010-2011 that was used to hire Dr. Tansey.
2. Copy of the 2011 Timeline used by the search committee and Board of Trustees

3. Copy of the “draft” survey that can be sent to trustees, faculty, staff, commissioners, foundation board, etc.

Dr. Staton called for possible dates for the first President Search Committee meeting. It was decided that the date of the first President Search Committee meeting will be held on Monday, September 12, 2016 at 4:00 p.m. in the Board Room of Building 10. At the meeting she would like to 1) revisit the old president profile 2) make a decision on hiring a search consultant 3) decide where to advertise 4) create a working timeline 5) discuss confidentiality and sign confidentiality agreements. Dr. Staton asked that all Board members review the documents once Mrs. Singleton emails them and submit any recommendations to her or Mrs. Singleton by September 9.

Having no other business, she adjourned the meeting at 12:10 p.m.

Laura Staton, Chair

Betty Randolph, Vice Chair

State Board Roles

1. Require the local BOT to conduct the president search
2. Approves the final candidate

Local Board of Trustees Role

1. Review the mission of the college, plans and expectations
2. Establish minimum qualifications – build a profile
3. Begin to put together a search committee
 - a. Smaller committee will screen initial applications
 - b. Encourage the community involvement and support as you begin to develop the profile
 - c. Develop a survey to include: faculty, staff, community leaders, students
 - i. Asking what qualities you think would be important in the selection of the next president. This gives the impression that this is a wide open search and the Board is really trying to find the right person.
 - ii. May get good feedback
4. The Board will then meet with the search committee and determine the number of candidates to interview.
 - a. Set up interviews
 - i. Dr. Williamson encouraged the use of technology due to expense.
 - ii. Skype interviews for the first interview or some form of electronic interview – maybe have the candidate make a DVD
 - iii. Skype is easy and interactive
 - b. Begin to assess whether the candidate is going to “fit”

3 types of people looking to be a college president. 1) Individuals who are just looking for a presidency and they are scanning every opening they can find 2) people who are interested in the NC Community College System because of our reputation, size and mission and 3) people who are specifically interested in certain colleges

System Office

1. Is a resource
2. There to assist
3. Conduct supplemental back ground checks to assist the local Board of Trustees.
4. Vets final candidates before it goes to the personnel committee and sends name to the full board for approval
5. Will assist with putting together salary packages – make sure you are competitive
- 6.

Advisory Committee

Chairman St. Clair called for a 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)(3) to consult with the boards attorney, and (a)(6) personnel. Cynthia Davis made the motion with a second from Bo Lewis. The Board voted to go to closed session at 6:33 p.m.

Returning to open session, Cornell McGill made the motion to hire Dr. Barbara Tansey as President of Beaufort County Community College based on State Board approval. Reverend Robert Cayton seconded the motion. The motion passed with a unanimous vote.

Cynthia Davis stated that the Personnel Committee met at 5:45 p.m. prior to tonight's Special Called Meeting. Mrs. Davis stated that the committee met and reviewed the president's evaluation. Mrs. Davis stated it is the recommendation of the Personnel Committee to accept the President's Evaluation and make no changes to the President's salary plan.

Having no other items to come before the Board called meeting, Chairman St. Clair called for a motion to adjourn. Upon motion by Reverend Cayton, second by Bo Lewis, and unanimous vote, the meeting adjourned at 8:10 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, April 3, 2012.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date