



5337 Hwy, 264 E  
Washington, NC 27889  
252-946-6194

**AGENDA**  
**BOARD OF TRUSTEES**  
**Tuesday, October 5, 2021**  
**Board Room – Building 10**  
**Board Meeting 5:00 p.m.**

**Board of Trustees**

Robert Cayton  
Chair

Kathleen Simpson  
Vice Chair

Teresa Canady

Jim Chrisman

Archie Griffin

Cornell McGill

Laurel Miller

John Rodman

Wali Saleem

Marya Shavender

Mitchell St. Clair, Sr.

Linda West

Katie Council  
SGA President

1. Call to Order **Rev. Dr. Robert Cayton, Chair**
2. Prayer
3. Mission Statement (Pg. **Rev. Dr. Robert Cayton, Chair**
4. Conflict of Interest (Rev. 1-16-07)(Pg. **Rev. Dr. Robert Cayton, Chair**
5. Approval of Agenda **Rev. Dr. Robert Cayton, Chair**  
**Motion:**  
**Second:**
6. Approval of Meeting Minutes **Rev. Dr. Robert Cayton, Chair**  
Regular Meeting - August 3, 2021 (Pgs. 6-11)  
**Motion:**  
**Second:**
7. Ambassadors **Ms. Serena Sullivan**
  - Garrett Lawless
  - Jackson Wilder
8. Global Solutions Sustainability Challenge **Professor Cynthia King**
9. Old Business **Rev. Dr. Robert Cayton, Chair**
  - FY2021-2022 Committee Assignments (Pg. 12)
  - Christmas Social December 7, 2021  
**Motion:**  
**Second:**
- A. **Executive Committee** – No Report **Rev. Dr. Robert Cayton, Chair**
- B. **Property Committee** (Pgs. 13-19) **Mr. Mitch St. Clair, Chair**
  1. Approval of the Boat Building Facility Project Architectural Design Firm  
**Motion:**  
**Second: no second required comes from a standing committee**

**C. Educational Programs Comm. (Pgs. 20-39) Mr. Wali Saleem, Chair**

1. Approval of Study Abroad Trip to Spain 2022 (Pgs. 26-33)

**Motion:**

**Second: no second required comes from a standing committee**

**D. Finance Committee (Pgs. 40-56) Mr. Jim Chrisman, Chair**

1. Approval of the Materials Fee for the Insurance Educational Systems (IES) Insurance Classes of \$130 and \$195 for the 20-hour and 40-hour courses (Pg. 44)

**Motion:**

**Second: no second required comes from a standing committee**

2. Approval to add a local course fee of \$30.00 for students enrolling in the Mental Health First Aid (MHFA) class, covering the access fee for MHFA Connect (Pg. 45)

**Motion:**

**Second: no second required comes from a standing committee**

3. Approval of the Fees Request for ACT Job Profiling for local businesses (Pg. 46)

**Motion:**

**Second: no second required comes from a standing committee**

**E. Personnel Committee – No Report Col. Kathleen Simpson, Chair**

**F. President's Report Dr. David Loope, President**

1. President's Report
2. Naming of the Library the Louise R. Lester Foundation

**Motion:**

**Second:**

3. Final Audit Determination from NC Office of the State Controller – BCCC no deficiencies (Pgs. 61-64)
4. NCCCS OnSite Compliance Review Notification dated September 20, 2021 - Pg. 65)

**10. New Business Rev. Dr. Robert Cayton, Chair**

11. Next full Board Meeting – December 7, 2021

Adjourn

## Core Values

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- **Teaching and learning** as the means for improving individual lives and the communities we serve.
- **Individual human worth** and the expression of the individual human spirit.
- **Community** as the fellowship of local individuals, families, businesses, and other organizations through and for which the college seeks to make a positive impact.
- **Diversity** as a pathway to gaining the multiple perspectives necessary for understanding our world.
- **Access** to higher education by people from all backgrounds as critical to individual success and to the viability of a self-governing, democratic republic.
- **Quality** as the measure of individual and institutional success in student attainment of relevant knowledge, skills, and abilities.
- **Affordability** as an essential requirement for an open door community college and a necessity for ensuring access from all segments of society.
- **Civility** as the medium in which individuals from all backgrounds may engage without fear of retribution in dialogue about issues ranging from the future of the college to the state of the world at-large.

## Vision

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Beaufort County Community College will be an innovative community leader that promotes economic and social mobility through educational opportunities linked to workforce development, public service, and cultural and personal enrichment.

### **Reviewed and/or Revised, and Approved:**

BCCC Mission Review Committee, 9-10-02, 9-22-04, 9-26-06, 9-30-08, 9-16-10, 1-22-13  
BCCC Administrative Council, 9-25-02, 9-30-04, 9-27-06, 10-6-08, 9-29-10, 1-28-13  
BCCC Board of Trustees, 10-01-02, 10-05-04, 10-03-06, 10-05-10, 2-4-13, 4-3-18

## Mission

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Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties

### **Reviewed and/or Revised, and Approved:**

BCCC Mission Review Committee, 9-19-00, 9-10-02, 9-22-04, 9-26-06, 9-30-08, 9-16-10, 1-22-13  
BCCC Administrative Council, 10-25-00, 9-25-02, 9-30-04, 9-27-06, 10-06-08, 9-29-10, 1-28-13  
BCCC Board of Trustees, 10-03-00, 10-01-02, 10-05-04, 10-03-06, 10-07-08, 10-05-10, 2-4-13, 4-3-18

## We Aspire to:

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### **Break the cycle of poverty:**

- Create hope and human dignity through access to post secondary education and greater access to gainful employment.

### **Grow the middle class:**

- Collaborate with business and industry to train and retrain workers for the local and regional economy.
- Collaborate with local economic development agencies to recruit and retain business and industry that will provide sustainable employment and a living wage in the service region.
- Collaborate with universities to strengthen transfer agreements and the overarching on-ramp to the baccalaureate.

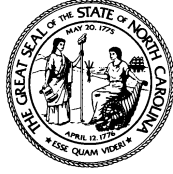
- Collaborate with school systems and other organizations to enhance the social capital of school-age children and parents.

**Promote self-sufficiency and economic independence**

- Reduce dependence on public and private social programs through gainful employment.
- Increase expression of individual human will through entrepreneurship and fiscal self-reliance.

**Improve quality of life for all citizens**

- Provide life-long learning opportunities for residents of Beaufort, Hyde, Tyrrell, and Washington Counties.
- Enhance public schools, transportation, and health care through economic development based on college-led workforce development (i.e., increased tax base).
- Serve as a cultural and wellness resource for the region.



## NORTH CAROLINA STATE ETHICS COMMISSION

### SAMPLE<sup>1</sup>

### **ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER**

(to be read by the Chair or his or her designee at the beginning of each meeting)

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In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation<sup>2</sup> in the particular matter involved.

Rev. 1-16-07

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<sup>1</sup> N.C.G.S. §138A-15 (e): "At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A]." There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

<sup>2</sup> "A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant's impartiality might reasonably be questioned due to the public servant's familial, personal, or financial relationship with a participant in the proceeding." See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 3, 2021**

The Beaufort County Community College Board of Trustees met Tuesday, August 3, 2021, at 6:00 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 6:30 p.m. The Property, Education Programs, Finance, and Personnel Committees met before the Board meeting. A link to the complete Board agenda packet was accessible on the BCCC website.

**BOARD MEMBERS PRESENT**

Kathleen Simpson, Vice Chair  
Teresa Canady  
Jim Chrisman  
Archie Griffin  
Cornell McGill  
Laurel Miller  
John Rodman  
Betty Randolph  
Wali Saleem  
Marya Shavender  
Mitchell St. Clair, Sr.  
Katie Council, SGA President

**BOARD MEMBERS Absent**

Rev. Dr. Robert Cayton, Chair  
Linda West – excused

The following staff members were present: Dr. David Loope, President; Mr. Mark Nelson, Vice President of Administrative Services; Dr. Jay Sullivan, Vice President of Academic Affairs; Dr. LaTonya Nixon, Vice President of Student Services; Dr. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Vice President of Institutional Advancement; Mr. Attila Nemecz, Public Relations and Marketing Coordinator; Ms. Erica Caracoglia, Dean of Institutional Effectiveness & SACSCOC Liaison; Dr. Kent Dickerson, Director of Nursing and Allied Health; Dr. Lisa Hill, Dean of Arts & Sciences; Mr. Ben Morris, Dean of Business and Industrial Technology and Mrs. Jennie Singleton, Executive Assistant to the President and Board of Trustees. Also, in attendance: Ms. Ranee Singleton, Esq., legal counsel.

In the absence of Rev. Dr. Robert Cayton, Chair of the Board of Trustees, Col. Kathy Simpson, Vice Chair of the Board of Trustees, called the meeting to order at 6:00 p.m.

**PRAYER**

Col. Simpson, Vice Chair of the Board of Trustees, called on Mrs. Randolph to lead with prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

Col. Simpson called attention to the Mission Statement of the College. In compliance with the N.C. State Ethics Commission's directive, Col. Simpson read the Ethics Awareness

and Conflict of Interest Reminder. Col. Simpson called for any conflicts of interest. She stated that no conflicts of interest were identified.

### APPROVAL OF THE AGENDA

Col. Simpson directed attention to the agenda and noted and called for corrections and/or additions to the agenda. Hearing none, she called for a motion to approve the agenda. Mr. St. Clair made the motion to approve the agenda as presented. Mrs. Randolph seconded, and all were in favor.

### Executive Committee

Col. Simpson noted that at the June 1, 2021 meeting, the Board voted that the Executive Committee would serve as the Nominating Committee. Col. Simpson stated at the July 22, 2021 meeting, the Nominating Committee selected a slate of officers for July 1, 2021 - June 30, 2022. The Nominating Committee recommends the following slate of officers for July 1, 2021 – June 30, 2022: Rev. Dr. Robert Cayton, Chair; Col. Kathleen Simpson, Vice Chair; Dr. David Loope, Secretary; and Mrs. Betty Randolph, Chaplain. Col. Simpson stated that all Trustees are eligible to be chair and all remaining Trustees are eligible to be vice chair. She stated at this time nominations are open from the floor. Hearing none, she called for a motion for each position. Col. Simpson made the motion to approve Rev. Dr. Robert Cayton as Chair of the Board of Trustees. Mr. Saleem seconded, and all were in favor. Mr. Chrisman made the motion to approve Col. Kathleen (Kathy) Simpson as Vice Chair of the Board of Trustees. Mr. St. Clair seconded, and the motion passed by majority vote. Col. Simpson abstained from voting. Col. Simpson made the motion to approve Dr. David Loope as Secretary of the Board of Trustees. Mrs. Canady seconded, and all were in favor. Col. Simpson made the motion to approved Mrs. Betty Randolph as Chaplain of the Board of Trustees. Mr. St. Clair seconded, and the motion passed by majority vote. Mrs. Randolph abstained from voting. The slate of officers for the FY 2021-2022 were approved as presented.

### AFFIRMATION OF BOARD MEMBER

Col. Simpson recognized Honorable V. Martin “Marty” Paramore, Clerk of Superior Court, to administer the oath of office to Mrs. Teresa Canady, reappointed by the Beaufort County Commission; Mrs. Betty Randolph, reappointed by the Beaufort County Board of Education; Mrs. Marya Shavender, reappointed by the Governor’s Office; and Katie Council, SGA President FY 21-22. Col. Simpson and members of the Board of Trustees welcomed and congratulated everyone on their appointments.

### INTRODUCTION OF MISS KATIE COUNCIL, SGA PRESIDENT

Ms. Anita Purser, Student Activities Coordinator introduced Ms. Katie Council. Ms. Council is the new Student Government Association (SGA) President for FY 21-22. Ms. Council is a Washington High School student attending BCCC through Career & College Promise. Ms. Council hopes to attend Law School.

### RECOGNITION OF STAFF AND FACULTY PERSON OF THE YEAR

Dr. Jay Sullivan, Vice President of Academic Affairs, recognized and expressed appreciation on behalf of the College to Mrs. Suzanne Stotesbury, the 2021 Faculty Member of the Year. Mrs. Stotesbury expressed her gratitude for the award.

Mr. Mark Nelson recognized and expressed appreciation on behalf of the College to Mr. Sammy Deans, the 2021 Staff Person of the Year. Mr. Deans expressed his gratitude for the award.

Members of the Board of Trustees and guests gave the awardees a round of applause for their accomplishments. Both employees received plaques and a \$500 check in recognition of their awards.

### APPROVAL OF MINUTES

Col. Simpson directed attention to the Regular Board Meeting Minutes from June 1, 2021, located on pages 10-16. Rev. Col. Simpson stated that everyone had time to review the minutes prior to the meeting. Col. Simpson called for questions or comments. Hearing none, she called for a motion to approve the minutes. Mrs. Randolph made the motion to approve the June 1, 2021, minutes as presented. Mr. Griffin seconded, and all were in favor.

### OLD BUSINESS – No Report

### REPORTS AND RECOMMENDATIONS

#### Property Committee

Col. Simpson called on Mr. St. Clair, Property Committee Chair, to present the Property Committee Report. There were no action items.

#### Educational Programs Committee

Col. Simpson called on Mrs. Randolph, Educational Programs Committee Chair, to present the Educational Programs Committee Report. Mrs. Randolph stated that the Educational Programs Committee met before the Board meeting and all trustees present heard the report. Mrs. Randolph stated that the Educational Programs Committee brings one item to the full Board for approval – Curriculum Program Application for the Agribusiness Technology A15100 at the Hyde Correctional Institute effective Spring 2022. Col. Simpson stated that since approval comes as a recommendation from a standing committee, it does not require a second. She called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

#### Finance Committee

Col. Simpson called on Mr. Chrisman, Finance Committee Chair, to present the Finance Committee Report. Mr. Chrisman stated that the Finance Committee met before the Board meeting and all trustees present heard the report. Mr. Chrisman stated that the Finance Committee brings one item to the full Board for approval – Beaufort Promise Program Policy 3.3. Col. Simpson stated that since approval comes as a recommendation



from a standing committee, it does not require a second. She called for questions or comments. Hearing none, the motion was approved unanimously by the Board.

### Personnel Committee

Col. Simpson, Personnel Finance Committee Chair, stated that the Personnel Committee met before the Board meeting and all trustees present heard the report. The Personnel Committee did not have any action items to bring before the full Board.

### President's Report

Col. Simpson called on Dr. Loope to present the President's Report. Dr. Loope presented information on the following:

#### Beaufort Promise Update

- FTES enrollment for Fall Semester 2021: 518 FTES up 21% from 2020 and 4% from 2019
- Applications for Fall Semester 2021: 1600 + since June 7
- Use of federal and state funds first; scholarships for textbooks or special circumstances
- Endowments/scholarships very important
- Accumulate principal and interest
- Need to use Foundation starting in Fall 2023 to keep Beaufort Promise alive
- Existing scholarship programs + fundraisers+Pell+State Funding

#### Community College System Update

- 80% of senior staff is new
- Ellucian Banner the new enrollment & budget management system—3 pilots; decision not shared before the July Presidents' meeting

#### Aurora Center

- \$2.4 million in the House budget for the Aurora Center
- In contact with architectural firm from Greenville developing contractor village
- Will offer customized training and credit courses to Nutrien and Nutrien contractor workers
- Enrolled 550 Nutrien employees (duplicated headcount) last year
- Will offer Adult Basic Education and ESL courses
- Meeting with Congressman Murphy, Rep. Kidwell, Commissioner of Commerce, VP for Nutrien regarding site

#### State Budget

- House budget complete soon
- Conference committee budget complete by mid- to late August
- College budget is \$717,000 in red for FY 2022
- If deadlock, will need to use Federal money to balance budget
- Faculty raises becoming critical (41<sup>st</sup> in the nation)

#### COVID-19 Update

- Governor mandates vaccination and masks for cabinet agencies or weekly testing and masks: Exec. Order 224, June 29, 2021
- CDC places transmission rate in Beaufort County as “substantial”; most counties in NC are “high,” including Pitt
- College will now mandate mask wearing in all indoors spaces, including classrooms as of August 9
- Will continue to quarantine and trace contacts
- Vaccines available for all faculty, staff, and students

#### Board Retreat

- September 29: Dinner with spouses, significant others
- September 30: Meeting from 9:00 – 12:00 noon with lunch
- Iris Lounge at the Cypress Landing Marina
- Beaufort Promise Future
- Strategic Plan Update
- Master Plan Discussion
- Board goals and objectives
- Other topics – let Dr. Loope and Rev. Dr. Cayton know

#### New Business

Col. Simpson asked Mrs. Singleton to distribute the trustee self-evaluation results for members to review. After review of the results, it was noted that Trustees were satisfied with the results.

Col. Simpson asked Mrs. Singleton to distribute a handout for trustees to select their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices of standing committees, in which they have an interest in serving on for FY 21-22. Trustees were asked to complete the form and return them to Mrs. Singleton at the end of the meeting. The Board Chair will review the documents and make committee assignments.

Col. Simpson noted that the Board Retreat was discussed under the Presidents Report.

Col. Simpson asked what the Board of Trustees would like to do for the Christmas Social this year. There was no discussion. The Board will discuss at the October meeting and decide.

Col. Simpson called for a motion to go into closed session. Mrs. Randolph made the motion to go into closed session pursuant to NCGS 143.318.11(a)(1) to prevent the disclosure of information that is privileged or confidential and (a)(6) personnel, president evaluation, and Legal Counsel. Mr. McGill seconded the motion. The Board went into closed session at 7:24 p.m.

Mrs. Shavender made the motion to come out of closed session. Mrs. Canady seconded, and all present were in favor. The Board came out of closed session at 7:45 p.m.

Upon returning to open session at 7:45 p.m. Col. Simpson stated there was no other business to come before the Board, she adjourned the meeting at 7:47 p.m.

## NEXT BOARD MEETING

The next regular scheduled Board of Trustees meeting will be Tuesday, October 5, 2021.

Respectfully Submitted,

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Col. Kathleen Simpson  
Vice Chair

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David R. Loope, Ed.D.  
President

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Date

DRAFT

## **COMMITTEE APPOINTMENTS 2021-2022**

### **AGRICULTURAL COMMITTEE**

Archie Griffin, Chair  
Teresa Canady  
Katie Council, SGA President  
Marya Shavender  
Linda West  
Vacant - BOE Appointment  
President Loope  
Marian Keech  
Darren Armstrong  
Rod Gurganus

### **PERSONNEL COMMITTEE**

Kathleen Simpson, Chair  
Laurel Miller  
John Rodman  
Wali Saleem

### **EDUCATION COMMITTEE**

Wali Saleem, Chair  
Katie Council, SGA President  
Laurel Miller  
Kathleen Simpson  
Marya Shavender  
Vacant - BOE Appointment

### **CHAPLAIN**

Vacant

### **PARLIAMENTARIAN**

Ranee' Singleton

### **ETHICS LIAISON**

Jennie Singleton

### **PROPERTY COMMITTEE**

Mitch St. Clair, Chair  
Teresa Canady  
Cornell McGill  
John Rodman  
Linda West

### **FINANCE COMMITTEE**

Jim Chrisman, Chair  
Mitch St. Clair  
Cornell McGill  
Archie Griffin

### **EXECUTIVE COMMITTEE**

Robert Cayton, Chair  
Kathleen Simpson, Vice Chair  
Jim Chrisman  
Archie Griffin  
Wali Saleem  
Mitch St. Clair

## **Property Committee Members:**

**Mitch St. Clair, Sr., Chair**  
**Teresa Canady**  
**Cornell McGill**  
**John Rodman**  
**Linda West**

## **AGENDA PROPERTY COMMITTEE MEETING Bldg. 10 Board Room Tuesday, October 5, 2021**

### **Approval Items:**

1. Approval of the Property Committee Meeting for August 3, 2021 (Pgs. 14-15) **Mr. Mitch St. Clair, Chair**

**Motion:**  
**Second:**

2. Approval of the Boat Building Facility Project Architectural Design Firm **Mr. Mark Nelson**

**Motion:**  
**Second:**

### **Information:**

1. Property Committee Written Update (Pg. 16) **Mr. Mark Nelson**
2. Facilities Project Update (Pgs. 17-19) **Mr. Mark Nelson**

### **Other Property Items**

## **Property Committee Meeting Minutes August 3, 2021**

The Property Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 3, 2021, at 5:00 p.m. in the Board Room of Building 10 on the BCCC campus. The following Property Committee members were present: Mr. Mitchell St. Clair, Sr., Chair; Mrs. Marya Shavender, Vice Chair; Mrs. Teresa Canady; Mr. Jim Chrisman, Mr. Cornell McGill; and Mr. John Rodman.

The following Board of Trustees members were also present: Col. Kathleen Simpson, Vice Chair; Mr. Archie Griffin; Mrs. Betty Randolph; Mr. Wali Saleem; and Ms. Katie Council, SGA President. Absent: Rev. Dr. Robert Cayton, Ms. Laurel Miller, and Ms. Linda West.

The following staff members were present: Dr. David Loope, President; Mr. Mark Nelson, Vice President of Administrative Services; Dr. Jay Sullivan, Vice President of Academic Affairs; Dr. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Vice President of Institutional Advancement; Dr. LaTonya Nixon Vice President of Student Services ; Mr. Attila Nemecz, Public Relations and Marketing Coordinator; Dr. Lisa Hill, Dean of Arts and Sciences; Ms. Erica Caracoglia, Dean of Institutional Effectiveness; Dr. Kent Dickerson, Director of Nursing & Allied Health; Mr. Ben Morris, Dean of Business and Industrial Technology and Public Services; Mrs. Jennie Singleton, Executive Assistant to the President and Board of Trustees. Absent: Staff Association President and Faculty Senate President.

Mr. Mitchell St. Clair, Chair called the Property Committee meeting to order at 5:00 p.m. Mr. St. Clair directed attention to the agenda on page 17 of the packet and called on Mr. Nelson to present the property written report located on page 18 of the packet. Mr. Nelson provided the following report:

### **Boat Building Facility Project**

Mr. Nelson noted with the County budget approved, we have completed the NCCCS Form 3-1 to request State approval to begin the design and construction process. The total estimated cost of the project is \$1,384,608 with \$934,608 from the ConnectNC bond funds and \$450,000 from County appropriations. We have made initial contact with JKF Architecture to begin a concept plan based on the 2021-2026 master Plan dated July 13, 2020.

### **Information Sign Project**

Mr. Nelson informed every one of the new signage as you enter and drive through campus. Mr. Nelson added that Institutional Advancement helped design the new color scheme and Maintenance has completed the information sign retrofits. The existing sign structure was used and we painted them BCCC Blue, and affixed white lettering to brighten their appearance. Maintenance is working on the exterior building lettering and have completed B1, B2, B3, B8, and B9

### **Interior LED Conversion Phase III**

Maintenance is working on the final phase to convert our interior lighting to LED. The remaining buildings scheduled for this year are B9, B10, 10B, and B11. The next project

we are looking at to save energy is installing motion light switches which, will turn off after a designated time on inactivity.

### **Annual Roof Inspection**

Mr. Nelson reported that Mr. Jason Squires, Director of Campus Operations, is working with JKF Architecture to schedule the annual roof inspection. Mr. Nelson shared the list of upcoming roof inspections.

Mr. St. Clair called for a motion to adopt the property report as presented. Mr. Rodman made the motion to accept the property report as presented. Mr. McGill seconded, and all were in favor.

Having no additional business, Mr. St. Clair adjourned the meeting at 5:10 p.m.

**Beaufort County Community College  
MEMORANDUM**

**TO: BCCC Board of Trustees**

**FROM: Mark P. Nelson, Vice President of Administrative Services**

**DATE: September 20, 2021**

**SUBJECT: Property Update**

**Boat Building Facility Project Architectural Design Firm Selection**

The NCCCS approved the NCCCS Form 3-1 to begin the design and construction process. The total estimated cost of the project is \$1,384,608 with, \$934,608 from the ConnectNC bond funds and \$450,000 from County appropriations.

We submitted the Request for Proposal through the State procurement system and the bid opening was held on September 15, 2021. There were two firms that submitted design proposals; JKF Architecture and MHAworks.

We have interviewed JKF Architecture but are in the process of scheduling an interview with MHAworks at this time. We will present our recommendation for the design firm at the Board of Trustee meeting on October 5, 2021. We will have each firm's proposal available at the meeting for your review.

**Facilities Project Update**

See the enclosed project list for other ongoing projects on campus.





## **Beaufort County Community College**

5337 US Hwy 264 East, Washington, NC 27889 • Telephone 252-946-6194

### **FACILITIES PROJECT UPDATE**

September 17, 2021

#### **NCCConnect Bond Funds**

##### **Boat Building**

1. Project has been approved by the NCCCS
2. Designer services advertisement has been posted on IPS website. The ad runs until 9/15.

#### **Other Projects**

##### **HVAC Unit Replacements/Repair**

1. B2 Auto Shop Rooftop Units
  - a) COMPLETE
2. B2 U2 Replacement
  - a) Scheduled for 9/2
3. B2 U6 Replacement
  - a) Unit has been ordered.

##### **HVAC Controls**

1. Complete installation of the Reme Halo air purifiers in the following buildings:
  - a) B2 Auto
  - b) B4
2. B12 Bac Net integration
  - a) In process
3. B1 Bac Net integration

##### **Information Sign Update**

1. East and West entrance sign maps are installed.
2. Informational signs have been painted BCCC blue. Solar lights install still needed.
3. Exterior building lettering only B12 and the east side of B5 remain.

##### **Asphalt Repairs 21-22**

1. Several roads and parking areas need repair.

- a) B10 Parking Entrance - COMPLETE
- b) Con-Ed Parking by Dumpster - \$2550 (concrete)
- c) Con-Ed Parking by Crosswalk - \$4125
- d) Campus Drive Entrance - \$18,900
- e) Admin Parking East - \$4970
- f) Campus Drive South B5 - \$500

Continuing Education Building Carpet Replacement

1. Carpet in this building is original and nearly 30 years old. It is to be replaced in sections with LVT. C-E scheduling in process.
  - a) 803,804,806,807,810,811, 808 offices – TBD
  - b) 822,823 computer labs - TBD
  - c) 813,815,816,827,828 – TBD

Interior LED Conversion Phase III

1. Retrofit buildings with LED to reduce energy consumption. Last year of this project.
  - a) B9
  - b) B10
  - c) 10B
  - d) B11

Roof Repair 2022

1. Annual roof inspection with JKF Architecture to take place 9/3.

Other Projects Needed – No Current Funding

1. Install electrical sub-metering dashboard and programming.
2. Building envelope issues B1, B2, B3, B4, B5, B8. Add vestibules to entrances at B2,B3.
3. Low air flow issues on multiple zones on B9.
4. Automate exterior lighting controls around B5, B10, B11.
5. Improve R829 ventilation system
6. B8A roof replacement
7. Direct entrance from B10 kitchen to MPR room.
8. Add electricity to the red barn to facilitate video surveillance.
9. Renovate block building behind B8 for storage purposes.

10. Replace B9 carpet by dept.
11. Library carpet replacement
12. B3 Office 119 doorway and wall

## **Educational Programs Committee Members:**

**Wali Saleem, Chair**  
**Laurel Miller**  
**Marya Shavender**  
**Kathleen Simpson**  
**Vacant - BOE**  
**Katie Council, SGA President**

## **AGENDA**

### **EDUCATIONAL PROGRAMS COMMITTEE MEETING**

**Bldg. 10 Board Room**  
**Tuesday, October 5, 2021**

### **Action Items**

1. Approval of the Ed Comm Minutes of August 3, 2021 (Pgs. 21-25) Mr. Wali Saleem, Chair  
**Motion:**  
**Second:**
2. Approval of the Study Abroad Trip to Spain 2022 (Pgs. 26-33) Dr. Jay Sullivan  
**Motion:**  
**Second:**

### **Information Items**

1. Upholstery Academy (Pg. 34) Dr. Stacey Gerard
2. 3-Wheel Motorcycle Safety Class (Pg. 35) Dr. Stacey Gerard
3. Curriculum and Continuing Education (CE) FTE Trends (Pgs. 36-38) Dr. Jay Sullivan
4. Student Services Program Updates (Pg. 39) Dr. LaTonya Nixon

## **Educational Programs Committee Meeting Minutes August 3, 2021**

The Educational Programs Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 3, 2021, at 5:10 p.m. in the Board Room of Building 10 on the BCCC campus. The following Educational Programs Committee members were present: Mrs. Betty Randolph Chair; Mr. Wali Saleem, Vice Chair; Mr. Archie Griffin; Mrs. Marya Shavender; Col. Kathleen Simpson; and Ms. Katie Council, SGA President.

The following Board of Trustees members were also present: Mrs. Teresa Canady; Mr. Cornell McGill; Mr. John Rodman Mr. Jim Chrisman and Mr. Mitchell St. Clair. Absent: Rev. Dr. Robert Cayton, Chair; Ms. Laurel Miller, and Ms. Linda West.

The following staff members were present: Dr. David Loope, President; Mr. Mark Nelson, Vice President of Administrative Services; Dr. Jay Sullivan, Vice President of Academic Affairs; Dr. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Vice President of Institutional Advancement; Dr. LaTonya Nixon Vice President of Student Services ; Mr. Attila Nemecz, Public Relations and Marketing Coordinator; Dr. Lisa Hill, Dean of Arts and Sciences; Ms. Erica Caracoglia, Dean of Institutional Effectiveness; Dr. Kent Dickerson, Director of Nursing & Allied Health; Mr. Ben Morris, Dean of Business and Industrial Technology and Public Services; Mrs. Jennie Singleton, Executive Assistant to the President and Board of Trustees. Absent: Staff Association President and Faculty Senate President.

Mrs. Betty Randolph, Educational Programs Chair, called the meeting to order at 5:11 p.m. Mrs. Randolph directed the committee's attention to the agenda on page 19. Mrs. Randolph recognized Dr. Jay Sullivan to present Action Item 1 – approval of the Curriculum Program Application for Agribusiness Technology A15100 at Hyde Correctional Institute effective Spring 2022. Dr. Sullivan directed attention to the application packet located on pages 19-44. Dr. Sullivan explained that in an effort to enhance the workforce development in the agricultural field, allow for personal self-development, and to enhance future employment potential, Beaufort County Community College (BCCC) is seeking to partner with Hyde Correctional Institute (HCI) to offer a viable on-site curriculum program. BCCC will offer an Associate in Applied Science Degree in Agribusiness Technology, as well as applicable certificates and diploma, at HCI. Dr. Sullivan noted that the Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. He noted potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities. Dr. Sullivan explained the proposed program directly relates to the “workforce development” focus of the College's mission. In addition to aligning with the institution's mission, BCCC also hopes to help reduce recidivism by increasing the students' potential for earning a livable wage on release from HCI. Coursework will be offered in a sequence to create early wins for students and the College through attainment of an Agribusiness Technology certificate within one year of implementation of the program. Dr. Sullivan noted it is the expectation of the College that these incremental

successes will motivate students at HCI to continue working towards advanced certificates, a diploma, and an Associate in Applied Science, thereby preparing them for entry into the workforce upon release from HCI. After discussion, Mr. Saleem made the motion to approve the Curriculum Application for Agribusiness Technology A15100 as presented. Mrs. Shavender seconded, and all were in favor.

Mrs. Randolph recognized Mrs. Erica Caracoglia to present Discussion Item 1 for information only – Curriculum & Continuing Education Trends. Mrs. Caracoglia directed attention to pages 45-47 of the packet. Mrs. Caracoglia provided the following report:

### FTE Trends – Curriculum

Full Time Equivalent (FTE) enrollments for fiscal years 2019-2020 and 2020-2021 are provided in the table below. The 2020-2021 data was finalized on 6/8/2021. Data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE unless otherwise noted.

	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Change in FTE</b>
<b>Summer</b>	117	121	<b>4</b>
<b>Fall</b>	590	520	<b>-70</b>
<b>Spring</b>	559	506	<b>-52</b>
<b>Total</b>	1266	1147	<b>-119</b>

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Change in FTE</b>
<b>Summer</b>	121	114 <sup>a</sup>	<b>-7<sup>a</sup></b>
<b>Fall</b>	520		
<b>Spring</b>	506		
<b>Total</b>	1147		

<sup>a</sup>Estimated

## FTE Report – Continuing Education

Full Time Equivalent (FTE) enrollments for fiscal years 2019-2020 and 2020-2021 are provided in the table below. The 2020-2021 data was finalized on 6/8/2021. Data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE unless otherwise noted.

	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Change in FTE</b>
<b>Summer</b>	128	52	<b>-76</b>
<b>Fall</b>	183	112	<b>-71</b>
<b>Spring</b>	156	190	<b>34</b>
<b>Total</b>	467	354	<b>-113</b>

Mrs. Randolph recognized Dr. Stacey Gerard to present Discussion Item 2 for information only – Continuing Education Update. Dr. Gerard stated that Continuing Education reported 190 FTE on the 2021 Spring ICR report. Dr. Gerard discussed the following two documents for review:

1. 2021 Spring ICR Summary Report:
  - a. Reports on the number of class, students (duplicated and unduplicated), and total FTE by program area
  - b. Class Visitation numbers (Documentation for the BCCC Class Visitations Policy 3.2800 and Procedure 3.2801)
  - c. CE to CU credits (Documentation for BCCC Strategic Goal C.6.)
2. Data by CE Staff Report: Reports on FTE comparison for each CE staff member.

A few notes regarding the data when comparing spring 2020 and 2021:

College & Career Readiness	↓ 7 FTE	FTE decline due to the suspension of our prison programs.
EMS	↑ 48 FTE	The Paramedic program finished and reported on the spring ICR. 28 students, 1,000+ hour program.
Healthcare	↑ 8 FTE	Our healthcare program continues to grow. It is up 8 FTE for the spring, and for the year the program earned 46 FTE. Enrollment has increased for three academic years in a row. The Director has started a NAI program in Hyde Co., is in the planning stages to start an NAI program in Tyrrell Co., and has been asked by Vidant to start a Surgical Technician short-term training program. The program is positioned well for continued growth and

		expansion. I recommend that we consider adding a full-time coordinator to support the Director. I am confident that we would experience an excellent return on investment.
Industry Training Prison Programs	Justin Rose ↓ 12 FTE	FTE decline due to the suspension of our prison programs.
Law Enforcement	Perry Harris ↓ 1.5 FTE	FTE decline due to suspension of Correctional Officer Consortium training.

Dr. Gerard discussed the Continuing Education 2021 Spring ICR Summary Report with class visitation data located on page 49.

### Continuing Education 2021 Spring ICR Summary Report

Program	Number of Classes	Number of Students	FTE
College & Career Readiness	22	288	17.037
Personal Enrichment - Self Supporting	26	154	2.482
Customized Training	5	56	1.000
Occupational Extension	242	2,307	167.762
Occupational Extension - Self Supporting	32	160	2.211
<b>Totals</b>	<b>327</b>	<b>2,965</b>	<b>190.492</b>

\*\*\*the state of NC rounds down\*\*\*

**Membership Hours: 97,532**

**Non-Duplicated Students: 1,671**

### Class Visitations Policy 3.2800, Procedure 03.2801

	# Visited
New Instructors employed less than 12 months	14
Course receiving low instructor/course evaluation results	0
Internet/Hybrid Course with 25+ instructional hours	29
Off-campus class	22
Class held at Regional Center	6
Other visits	78
<b>Total Classes Visited:</b>	<b>149</b>



### CE to CU Credits

Continuing Education classes that articulate to CU credit (parallel, phlebotomy & paramedic).  
Student information is reported to the Vice President of Academic Affairs.

Course Name	Number of Students		
Phlebotomy Technician	10		
EMT to Paramedic	28		

Dr. Gerard directed attention to the spreadsheet on pages 51-53, which reports data by each Continuing Education Program Area for 2016-2021.

Mrs. Randolph recognized Dr. LaTonya Nixon to present Discussion Item 3 for information only – Student Services Program Updates. Dr. Nixon reported that TRIO Student Support Services served 165 students during the 2020-2021 academic year. Dr. Nixon shared the Synchronous and Asynchronous Events/Activities that were held in 2021. A complete list is located on pages 53-57 of the packet. Dr. Nixon shared performance objectives for 2020-2025.

Having no further business, Mrs. Randolph adjourned the meeting at 5:27 p.m.

***Beaufort County Community College***

***MEMORANDUM***

**TO:** BCCC Board of Trustees  
**FROM:** Jay Sullivan, Vice President of Academic Affairs  
**DATE:** September 20, 2021  
**SUBJECT: Request for Approval of 2022 Study Abroad**

Senior Staff recommends approval of the study abroad trip to Spain for the summer of 2022. The attached memo from Suzanne Stotesbury, Coordinator for Study Abroad, provides details regarding the proposed itinerary.

Given global uncertainties for travel for 2022 in light of the ongoing pandemic, students who choose to participate in the proposed 2022 trip will be required to purchase trip insurance. BCCC will continue to monitor travel and safety guidelines issued by the World Health Organization, State Department, and Centers for Disease Control and respond appropriately.

**Recommendation:** The BCCC Board of Trustees approves the 2022 Study Abroad trip to Spain as presented.

**Motion:** Approve the proposed 2022 Study Abroad trip to Spain.

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## INTEROFFICE MEMORANDUM

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**TO:** BCCC DEANS, SENIOR STAFF, AND BOARD OF TRUSTEES  
**FROM:** SUZANNE STOTESBURY  
**SUBJECT:** STUDY ABROAD TRIP FOR 2022  
**DATE:** SEPT. 1, 2021

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The Beaufort County Community College Study Abroad Program is currently investigating a tour to Spain for the summer of 2022. I would like to request approval for this tour so that we may start recruitment. Early registration qualifies students for financial savings, and a Fall 2021 approval for this tour will allow students to take advantage of those savings.

Study abroad is a fantastic educational experience for our students. With an ever-increasing global focus in the workforce, students who study abroad are often sought by employers. Offering this opportunity at BCCC allows for our institution to stay competitive with other institutions. The skills obtained through our program include understanding travel, cultural differences, and acceptance of new ideas and concepts, but as any of our previous travelers can tell you, the experience changes them in so many ways that they often have difficulty describing. Also, several students who have participated in past study abroad tours with our program have transferred to state universities, and because they have prior international experience, they are able to apply credit toward Global Awareness Certifications at their respective universities. Students who have participated in the Study Abroad Program at BCCC have gone on to pursue careers that assist their community in areas such as military, law, education, and medicine. These are all disciplines where professionals can benefit from the knowledge and understanding of cultures beyond one's own. By providing the study abroad experience, we are further preparing our students for these future careers.

As the study abroad program has grown, more BCCC instructors have inquired about adding their curriculum as a part of the program. On more recent tours, the program has incorporated engineering and biology courses along with the culture course, and I continue to solicit more participation from other faculty. For the 2022 tour, the program plans to offer HUM 180 - International Cultural Exploration and HUM 160 – Introduction to Film in conjunction with the trip. I teach HUM 180 – International Cultural Exploration each study abroad tour. HUM 180 is a course that focuses on the cultural components of another country via the immersive experience. For the 2022 tour, BCCC English Instructor Justin Littlefield will offer a HUM 160 – Introduction to Film course. By including HUM 160 as an option, students will have an opportunity to experience film from a

unique cultural perspective that differs from their own. Students will be required to register for at least one of these courses to participate in the program. This gives students an opportunity to earn up to six hours of credit toward their degrees while also gaining international perspective.

The itinerary that we are interested in offering in 2022 will provide an impressive experience for our students. Students will have the opportunity to stay in Madrid and Barcelona during this tour, where they will visit many historical and cultural locations. These include state buildings, cathedrals, museums, and parks. Students will have the opportunity to eat traditional Spanish meals, see a flamenco performance, and appreciate the artwork of Gaudi. Additionally, the heart of the Spanish film industry lies in both cities, which will provide multiple opportunities for students in the film class to interact with the historical and modern incarnations of the industry. The itinerary for which I am seeking approval is attached.

The tour, when approved, will be scheduled for July 11-18, 2022. These dates were chosen to allow as many BCCC students as possible to participate without interfering with the students' other courses. The tour is 8 days in length, and it will cost students approximately \$3,641. Explorica, the tour company we are using for the proposed tour and for our tours since 2018, offers discounts to repeat travelers, and there are early sign-up discounts offered in the fall 2021 semester that can help lower this cost for students. We also plan to offset some of the students' costs via fundraising and donations as we have in the past.

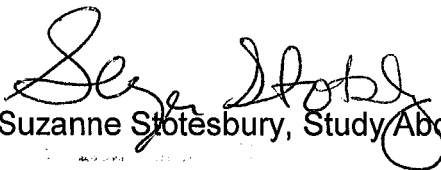
For safety, the study abroad program monitors international warnings and travel advisories. Currently, the Department of State has a level 4 travel advisory (do not travel) for most countries due to the rise of the Delta variant (COVID). However, as we have seen throughout the pandemic, the recommendations change as circumstances evolve. We will not travel unless the State Department and CDC lower this travel warning level. This is a rule followed by our college and our tour provider. Currently, the COVID vaccination rate in Spain is at 70% and rising, and the safety protocols enacted by the country have been effective.

In effort to avoid safety issues, we have several measures in place. Prior to the tour, I routinely review travel warnings to ensure that nothing significant changes in the posted warnings. Explorica also monitors these and updates me. Furthermore, Explorica provides a tour director, a local with knowledge and experience with the cities we traveling to, and this person helps us monitor any uncertain situations why we are on tour. If the safety status of our tour location were to change, Explorica has means to assist us to cancel the trip and refund the students the money they have put toward their accounts at the time of cancelation due to safety concerns identified by the travel company. Finally, we follow all safety protocols as advised by BCCC, the State Department, the CDC, Explorica, and the host country. This includes social distancing, wearing masks,

and sanitizing surfaces. Using these protocols, we were able to navigate our Belize 2020 trip successfully without any safety issues.

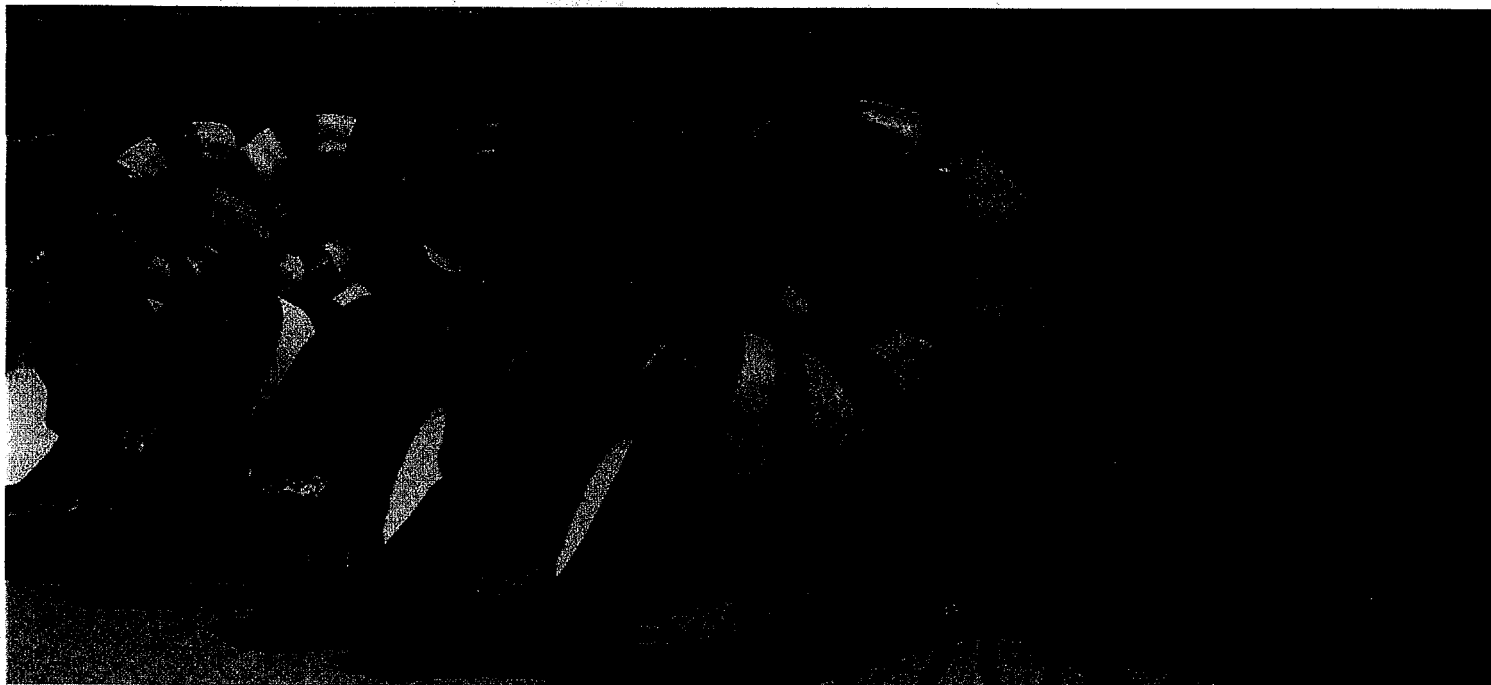
Overall, this tour is a good fit for the courses being proposed, and the benefits of this experience will make BCCC students stand out among other college graduates. The Study Abroad Program is growing as more students and faculty become involved and interested in the program. I appreciate the support our deans, Senior Staff, the Board of Trustees, and the rest of the BCCC family has given the program over the years. This has allowed me to build a program that has long-term benefits for the students and the college. The students, faculty, and I could not do all the amazing things we do without your help.

Thank you for your time and consideration.

 9/1/21  
Suzanne Stotesbury, Study Abroad Coordinator

 9/1/21

Lisa Hill, Dean of Arts and Sciences



## Madrid & Barcelona

[explorica.com/Stotesbury-5504](http://explorica.com/Stotesbury-5504)

July 11 - July 18, 2022

### Day 1 Start tour

### Day 2 Hola Madrid

Meet your tour director and check into hotel  
Madrid city walk: Puerta del Sol, Plaza Mayor, Plaza de España  
Prado visit  
Dinner

### Day 3 Madrid landmarks

Madrid guided sightseeing tour: Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá, Columbus Square, Royal Palace visit  
Flamenco evening  
Dinner  
*Optional Toledo guided excursion:* Toledo Cathedral visit, Church of Santo Tomé visit, St. Mary's Synagogue visit

### Day 4 Madrid

Dinner  
*Optional El Escorial & Segovia guided excursion:* El Escorial visit, Segovia Alcázar visit

### Day 5 Madrid-Barcelona

Travel to Barcelona via Zaragoza  
Basilica of the Virgin of Pilar visit  
Enjoy dinner at a local restaurant tonight

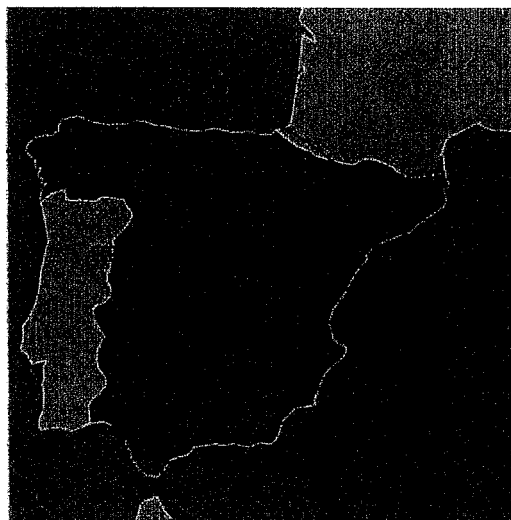
### Day 6 Barcelona landmarks

Barcelona guided sightseeing tour: Gaudí's Sagrada Família, Montjuïc Hill visit, Park Güell visit  
Barcelona city walk: Mercat de la Boqueria visit, Las Ramblas, Columbus Monument  
Tapas dinner  
Las Ramblas treasure hunt

### Day 7 Girona & Figueres

Paella dinner  
*Optional Girona and Figueres guided excursion*

### Day 8 End tour



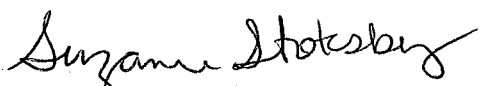
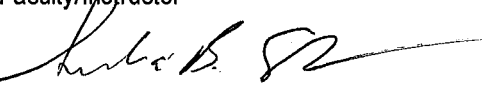

# Beaufort County Community College

## Curriculum Field Trip Request Form

Completed form must be submitted at least **5 working days** prior to the scheduled trip. Email is an acceptable method of submission for all in-county requests.

Date:

Trip Information	
<b>Requester's Name:</b> Suzanne Stotesbury/Study Abroad  <b>Destination Including Address:</b> Spain – Barcelona and Madrid (specifics TBA)	<b>Day Trip – List Date:</b>  <b>Multiple Days – List Dates:</b> July 11 – 18, 2022  <b>Note: For out-of-county field trips, a Request for Travel must accompany the Field Trip Request Form.</b>
<b>Instructional Purpose:</b> Study Abroad	<b>Emergency Telephone at Destination:</b> Ext. 1 (888) 310-7120 (Explorica)
<b>College Vehicle Required:</b> No  Yes (If yes, please contact Business Office-Travel to reserve a vehicle. Drivers must be on the approved driver list kept by the Director of Campus Operations.	
<b>List of Participating Students: (For classes, list course and section # and attach roster).</b>  HUM 180 students (Summer 2022) and others TBA as registration evolves.	

Approvals (Approval for on-campus field trips requires Program Coordinator or Dean approval only).		
 Faculty/Instructor	<input checked="" type="radio"/> Approved <input type="radio"/> Unapproved	SS / 9-1-21 Initials/Date
 Program Lead Instructor	<input checked="" type="radio"/> Approved <input type="radio"/> Unapproved	ABS 9/1/21 Initials/Date
 Dean	<input checked="" type="radio"/> Approved <input type="radio"/> Unapproved	LH 9/1/21 Initials/Date
VP of Academics	<input type="radio"/> Unapproved <input type="radio"/> Approved	Initials/Date

Distribution: Faculty/Instructor→Program Lead Instructor→Dean→VP of Academics

Revised 11/06/14

BUSINESS OFFICE USE ONLY:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 531500 - \_\_\_\_\_ Registration \$ \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 531000 - \_\_\_\_\_ Advance \$ \_\_\_\_\_

TRAVEL AUTHORIZATION & REQUEST FOR ADVANCE  
 BEAUFORT COUNTY COMMUNITY COLLEGE

All travel must have prior approval and must be processed through the supervisory chain at least 7 days prior to departure.  
 A separate travel authorization is required for each employee. Travel authorizations in excess of \$1500, out-of-state travel, or travel by a member of Senior Staff require approval of the President.

\*(When it is anticipated that the daily cost of subsistence will exceed the maximum allowance, the president may approve the excess if there are extraordinary circumstances. They can be explained in detail below under other.)

<b>NAME:</b> Suzanne Stotesbury		<b>EMPLOYEE#</b> [REDACTED]						
<b>DESTINATION:</b> Spain		<b>IN-STATE</b>						
<b>DEPARTURE DATE AND TIME:</b> 11-Jul-22		Business Office use only:						
<b>RETURN DATE AND TIME:</b> 18-Jul-22								
<b>METHOD OF TRAVEL:</b> COLLEGE VEHICLE <input checked="" type="radio"/> PRIVATE VEHICLE <input type="radio"/> OTHER <input type="radio"/>								
	<b>ESTIMATED TRAVEL EXPENSES</b>						<b>TRAVEL COST</b>	
	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Totals
Mileage Amount								
Airplane								
Meals: (in-state/out-of-state)								
Breakfast (\$9.00/\$9.00)								
Lunch (\$11.80/11.80)	11.80	23.20	11.80	11.80	11.80	11.80	11.80	94.00
Dinner (\$20.50/\$23.30)								
Lodging Expenses								
<b>IN-EXCESS</b> <input type="checkbox"/>	If per night lodging is greater than \$78.90 In-state or \$93.20 Out-of-state, "In-Excess" needs to be checked.							
Registration Fees								
<b>Paid by:</b>	<input type="checkbox"/> College <input checked="" type="checkbox"/> Employee							
Parking/Tolls								96.00
Other Expenses								
<b>Total Estimated</b>								190.00
Source Of Funds								
<b>Advance amount</b>	90% (Meals, Lodging) Round to nearest whole number							

PURPOSE OF TRAVEL: (Also attach a completed registration form, available brochure, agenda, announcement, etc.)

BCCC Study Abroad Program / Study Abroad will pay for the parking expenses.

Suzanne Stotesbury  
 EMPLOYEE'S SIGNATURE

9/1/21  
 DATE

Saia Hill  
 SUPERVISOR'S SIGNATURE

9/1/21  
 DATE

\_\_\_\_\_  
 PRESIDENT'S SIGNATURE\* DATE

\*President's signature is only required for  
 travel in excess of \$1500 , out-of-state travel,  
 or travel by a member of Senior Staff.

\_\_\_\_\_  
 VICE PRESIDENT'S SIGNATURE

\_\_\_\_\_  
 DATE

If a travel advance or registration fee is needed, you must have this form approved and delivered to the business office at least 7 work days prior to date of travel or registration deadline. Ninety percent of estimated meals and lodging may be advanced. Please make additional copies if needed for your own records. If there are attached carbon copies, they will be returned to the traveler by the business office.

White Copy - Business Office

Yellow Copy - Traveler

Revised 07/27/21



BUSINESS OFFICE USE ONLY:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 531500 - Registration \$ \_\_\_\_  
 \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 531000 - Advance \$ \_\_\_\_

TRAVEL AUTHORIZATION & REQUEST FOR ADVANCE  
 BEAUFORT COUNTY COMMUNITY COLLEGE

All travel must have prior approval and must be processed through the supervisory chain at least 7 days prior to departure.  
 A separate travel authorization is required for each employee. Travel authorizations in excess of \$1500, out-of-state travel, or travel by a member of Senior Staff require approval of the President.

\*(When it is anticipated that the daily cost of subsistence will exceed the maximum allowance, the president may approve the excess if there are extraordinary circumstances. They can be explained in detail below under other.)

<b>NAME:</b> Justin Littlefield		<b>EMPLOYEE#</b> <del>1500</del>						
<b>DESTINATION:</b> Spain		<b>IN-STATE</b>						
<b>DEPARTURE DATE AND TIME:</b> 11-Jul-22		Business Office use only:						
<b>RETURN DATE AND TIME:</b> 18-Jul-22								
<b>METHOD OF TRAVEL:</b> COLLEGE VEHICLE <input checked="" type="radio"/> PRIVATE VEHICLE <input type="radio"/> OTHER <input type="radio"/>								
	<b>ESTIMATED TRAVEL EXPENSES</b>						<b>TRAVEL COST</b>	
	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Totals
Mileage Amount								
Airplane								
Meals: (in-state/out-of-state)								
Breakfast (\$9.00/\$9.00)								
Lunch (\$11.80/11.80)	11.80	23.20	11.80	11.80	11.80	11.80	11.80	94.00
Dinner (\$20.50/\$23.30)								
Lodging Expenses								
<b>IN-EXCESS</b> <input type="checkbox"/>	If per night lodging is greater than \$78.90 In-state or \$93.20 Out-of-state, "In-Excess" needs to be checked.							
Registration Fees								
<b>Paid by:</b> <input type="checkbox"/> College <input checked="" type="checkbox"/> Employee								
Parking/Tolls								96.00
Other Expenses								
<b>Total Estimated</b>								190.00
Source Of Funds								
<b>Advance amount</b>	<b>90% (Meals, Lodging)</b> Round to nearest whole number							

PURPOSE OF TRAVEL: (Also attach a completed registration form, available brochure, agenda, announcement, etc.)

BCCC Study Abroad Program / Study Abroad will pay for the parking expenses.

*Justin Littlefield*  
 EMPLOYEE'S SIGNATURE

9/1/21  
 DATE

\_\_\_\_\_  
 PRESIDENT'S SIGNATURE\* DATE

*Lisa Hill*  
 SUPERVISOR'S SIGNATURE

9/1/21  
 DATE

\*President's signature is only required for  
 travel in excess of \$1500, out-of-state travel,  
 or travel by a member of Senior Staff.

\_\_\_\_\_  
 VICE PRESIDENT'S SIGNATURE

\_\_\_\_\_  
 DATE

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White Copy - Business Office

Yellow Copy - Traveler

Revised 07/27/21



TO: Beaufort County Community College Board of Trustees

FROM: Stacey Gerard, Vice President of Continuing Education

DATE: August 30, 2021

SUBJECT: Upholstery Academy

The Division of Continuing Education has recently partnered with Diamond N-D Rough Upholstery's Oliver and Betty Stevenson to bring an Upholstery Academy to BCCC. The classes will be held on-site at their location on Main Street in Downtown Washington, NC. The academy will have two to three levels to provide a comprehensive curriculum in furniture upholstery, refinishing, and repair. Students who complete the program will be prepared to seek employment in various industries relating to upholstery, such as marine upholstery, or to partner with our Small Business Center to start their own business.

Our HRD and Workforce Initiatives Coordinator, Ms. Cameron Bowen, is working with Mr. and Mrs. Stevenson to build a spring course schedule. Classes will start in January and will be advertised in our spring course schedule. As the program will consist of two to three classes consisting of 50+ hours and leading to the attainment of a workforce credential, the classes will be eligible for the Beaufort Promise Scholarship.

We are looking forward to our first cohort in the coming months.



TO: Beaufort County Community College Board of Trustees

FROM: Stacey Gerard, Vice President of Continuing Education

DATE: September 3, 2021

SUBJECT: 3-Wheel Motorcycle Safety Class

A new partnership between BCCC, Can-Am Motorcycles, and Big Rock Powersports, and Marine of Eastern NC allows us to offer an improved version of our 3-Wheel Motorcycle Safety Class.

We have four Can-Am Spyder 3-Wheel Motorcycles on loan from Big Rock which we store on our campus. These new-style cycles (two wheels in front and one wheel in back) are used for our classes. Also, we have traditional 3-Wheel cycles available for students to use on our driving pad. **Can-Am Motorcycles subsidizes the registration fee so that students can take this \$200 class for \$99.**

Our classes are currently limited to four riders so that a great amount of individual instruction is provided. Interest is running high, so our Director of Personal Enrichment & Regional Centers, Clay Carter, has plans to increase the class size to eight riders in the near future. We already have 14 registrations for six classes spread over Fall Semester.



**Beaufort County Community College**

**MEMORANDUM**

**TO:** BCCC Board of Trustees

**FROM:** Erica Caracoglia, Dean of Institutional Effectiveness

**DATE:** September 28, 2021

**SUBJECT:** Curriculum and Continuing Education FTE Trends

**FTE Trends – Curriculum**

Full Time Equivalent (FTE) enrollments for fiscal years 2019-2020 and 2020-2021 are provided in the table below. The 2020-2021 data was finalized on 6/8/2021. Data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE unless otherwise noted.

	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Change in FTE</b>
<b>Summer</b>	117	121	<b>4</b>
<b>Fall</b>	590	520	<b>-70</b>
<b>Spring</b>	559	506	<b>-52</b>
<b>Total</b>	1266	1147	<b>-119</b>

	FY 2020-21	FY 2021-22		Change in FTE
<b>Summer</b>	121	114		<b>-7</b>
<b>Fall</b>	520			
<b>Spring</b>	506			
<b>Total</b>	1147			

### FTE Report – Continuing Education

Full Time Equivalent (FTE) enrollments for fiscal years 2019-2020 and 2020-2021 are provided in the table below. The 2020-2021 data was finalized on 6/8/2021. Data in the table are based on the Institution Class Report (ICR), the “official” record used by NCCCS to determine budget FTE unless otherwise noted.

	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Change in FTE</b>
<b>Summer</b>	128	52	<b>-76</b>
<b>Fall</b>	183	112	<b>-71</b>
<b>Spring</b>	156	190	<b>34</b>
<b>Total</b>	467	354	<b>-113</b>

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Change in FTE</b>
<b>Summer</b>	52	95	<b>43</b>
<b>Fall</b>	112		
<b>Spring</b>	190		
<b>Total</b>	354		

**Beaufort County Community College**

**MEMORANDUM**

**TO:** BCCC Board of Trustees  
**FROM:** Dr. LaTonya M. Nixon, Vice President of Student Services  
**DATE:** October 5, 2021  
**SUBJECT: Student Services Program Updates**

**1. Beaufort Promise Update**

The Beaufort Promise financial assistance initiative took effect on July 1, 2021 wherein the college has made a promise to pay for tuition and fees for all students through May 2023. This has been made possible via funding from the American Rescue Plan(ARP). Since the programs' inception we have awarded the following Financial Aid Packages for Fall 2021:

**AWARDED TO STUDENTS ACCOUNTS:**

Federal Pell: \$1,212,271.38- serving 617 students

Federal SEOG: \$9300.00

**PENDING AWARD TO STUDENTS ACCOUNTS:**

Beaufort Promise: \$3,474,179- serving approximately 1454 students

2. **Finish Line Grant** - This program is an initiative from Gov. Copper's office to provide funding to community college students to offset emergency situations. BCCC has been receiving funding since the program's inception. The funding partner is NCWorks. The process is as follows: The student completes an application and the Student Services Division collects the necessary documentation to establish eligibility. Once the application has been approved, the program awards \$1000 per student who demonstrates a need for emergency funding. We have served approximately 75 students. The primary needs for BCCC students are rental and utility assistance, as well as assistance with tuition and supplies. This program will end December 2021.

## **Finance Committee Meeting Minutes August 3, 2021**

The Finance Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 3, 2021, at 5:28 p.m. in the Board Room of Building 10 on the BCCC campus. The following Finance Committee members were present: Mr. Jim Chrisman, Chair; Mr. Cornell McGill, Vice Chair; Mrs. Betty Randolph; Mr. John Rodman; Col. Kathleen Simpson; and Mr. Mitchell St. Clair.

The following Board of Trustees members were also present: Mrs. Teresa Canady; Mr. Archie Griffin; Mr. Wali Saleem; Mrs. Marya Shavender; and Ms. Katie Council, SGA President. Absent: Rev. Dr. Robert Cayton, Chair; Mrs. Laurel Miller, and Mrs. Linda West.

The following staff members were present: Dr. David Loope, President; Mr. Mark Nelson, Vice President of Administrative Services; Dr. Jay Sullivan, Vice President of Academic Affairs; Dr. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Vice President of Institutional Advancement; Dr. LaTonya Nixon Vice President of Student Services ; Mr. Attila Nemecz, Public Relations and Marketing Coordinator; Dr. Lisa Hill, Dean of Arts and Sciences; Ms. Erica Caracoglia, Dean of Institutional Effectiveness; Dr. Kent Dickerson, Director of Nursing & Allied Health; Mr. Ben Morris, Dean of Business and Industrial Technology and Public Services; Mrs. Jennie Singleton, Executive Assistant to the President and Board of Trustees. Absent: Staff Association President and Faculty Senate President.

Mr. Jim Chrisman, Chair, called the Finance Committee meeting to order at 5:28 p.m.

Mr. Chrisman directed attention to the agenda on page 58 and called on Dr. Loope to present Action Item 1 – Beaufort Promise Program Policy 3.3. Dr. Loope directed attention to the new policy located on page 59. After discussion, Mr. McGill made a motion to approve the Beaufort Promise Program Policy 3.3 as presented. Mrs. Randolph seconded, and all were in favor.

Mr. Chrisman called on Mr. Mark Nelson to provide updates on the County and State Budgets. Mr. Chrisman provided the following updates:

### **State Budget Update for 2010-2021**

Mr. Nelson reported that we finished the year at 98.31% in our overall State budget as of June 30, 2021. We returned \$215,217.17 of which \$211,555.54 was categorical funding leaving \$3,661.63 of formula budget unexpended. With a few exceptions most of these funds will carry forward into next year. The bulk of the formula budget is reflected in purpose code 130 with a few pennies spread amongst the remaining formula accounts. There are several reasons why we are slightly below budget for year. We had vacancies in the Career Coach programs earlier this year due to difficulties in selecting the right candidates for the positions. The Career Coach programs are included in the line-item purpose code 510 Student Services with \$146,328.30 remaining in the account. The GEER Scholarship program (purpose code 551) had \$17,793.00 remaining in the account. However, this is a two-year program, and the funds will be carried forward to next year.



### **State Budget Update for 2021-2022**

The projected State budget for FY 2021-2022, based on actual earned FTE, is \$11,014,869. This is a reduction of \$871,187 from last year. However, the NCCCS has asked the NC Legislature to provide 80% stabilization funds to offset the effects of COVID-19 on enrollment last year. This would leave us \$174,237 short compared to last year. The good news is, the Senate included the full amount of stabilization funds in their proposed budget. The House has yet to publish their budget, so there is still uncertainty remaining with the State budget. If the NC Legislature doesn't provide the entire amount of the stabilization funds, we can claim lost revenue on the HEERF accounts and make the State operating budget whole through federal funds. This of course will reduce the amount of funds available for the College's institutional needs, which could include support for the Beaufort Promise program. The current projections to have a State budget is from August to September. However, depending on the Legislative conference process and the Governor's approval, this timeline could be extended.

### **County Budget for 2020-2021**

Mr. Nelson stated that we finished the year at 89.11% in our overall County budget as of June 30, 2021. Mr. Nelson pointed out that current expense finished at 89.31%, and capital at 87.80%. There was \$297,210 remaining in the operational accounts and \$50,754 in the capital accounts. Mr. Nelson noted that we moved \$66,533 in personnel and \$36,000 in advertising expense to the State account, a total of \$102,533, the operating accounts would have finished at 92.9%. Both of these items affected purpose code 130 and account for the bulk of the remaining \$149,669. The main impacts in purpose code 610 were gasoline and electricity consumption. COVID-19 curtailed employee travel resulting in less fuel consumed during the year. Custodial supplies were also influenced by the availability of CARES funds for sanitation supplies due to COVID-19. The LED conversation project continued to result in surplus funds in the electricity account. Mr. Jason Squires, Director of Campus Operations, did a cost comparison from 2018 to June 2021 to show the reduction in electricity cost.

### **County Budget for 2021-2022**

Mr. Nelson reported the Beaufort County Board of Commissioners approved the FY 2021-2022 budget on June 10, 2021. The County funded our full request of \$3,500,143. The operating account was approved for \$2,794,143 and the capital account for \$706,000, including \$450,000 for the Boat Building facility. The complete budget update can be found on pages 60-76 of the packet.

Mr. Chrisman called on Ms. Sullivan to present reports from the Foundation & Institutional Advancement Office.

Ms. Sullivan provided an overview of grants that have been submitted. This item is for information only and does not require action.

Ms. Sullivan provided an update on 2019 Fall Scholarships. This item is for information only and does not require action.

Ms. Sullivan reminded everyone of the following events:

- September 10, 2021 27th Annual Golf Invitational for Scholarships Cypress Landing Golf Course, 1:00pm

- September 16, 2021 Public Services Building Ribbon Cutting & David A. Crosby Memorial Lecture Hall Dedication, 10:00am
- October 9, 2021 Celebrating Hope Dinner & Auction Scholarship Fundraiser, The Pamlico Sound Machine, Washington Civic Center, 5:00pm
- March 16, 2022 Annual Legacy Luncheon, 12:00 noon
- September 24, 2022 Celebrating Hope Dinner & Auction Scholarship Fundraiser, Washington Civic Center, 5:00pm

Ms. Sullivan directed attention to the following sets of Foundation Board Meeting minutes, and noted they are for information only.

- Foundation Board Meeting – April 20, 2021 (Pgs. 78-85)

Mr. Chrisman thanked Mr. Nelson and Ms. Sullivan for their reports. Having no further business, Mr. Chrisman adjourned the meeting at 5:58 p.m.

## **Finance Committee Members:**

**Jim Chrisman, Chair**  
**Archie Griffin**  
**Cornell McGill**  
**Mitch St. Clair, Sr.**

## **AGENDA** **FINANCE COMMITTEE MEETING** **Bldg. 10 Board Room** **Tuesday, October 5, 2021**

### **Action Items**

1. Approval of the Finance Comm Meeting Minutes for  
for August 3, 2021 (Pgs. 40-42) **Jim Chrisman, Chair**  
**Motion:**  
**Second:**
2. Approval of the Materials Fee for the Insurance Educational  
Systems (IES) Insurance Classes of \$130 and \$195 for the  
20-hour and 40-hour courses (Pg. 44) **Dr. Stacey Gerard**  
**Motion:**  
**Second:**
3. Approval to add a local course fee of \$30.00 for students  
enrolling in the Mental Health First Aid (MHFA) class, covering  
the access fee for MHFA Connect (Pg. 46) **Dr. Stacey Gerard**  
**Motion:**  
**Second:**
4. Approval of the Fees Request for ACT Job Profiling for local  
Businesses (Pg. 46) **Dr. Stacey Gerard**  
**Motion:**  
**Second:**

### **Information Items**

1. Finance Committee Update (Pgs. 47-49) **Mr. Mark Nelson**
  - a) State Budget FY2021-2022 (Pgs. 47-48)
  - b) County Budget FY 2021-2022 (Pg. 49)

### **Vice President of Institutional Advancement**

**Ms. Serena Sullivan**

1. Institutional Advancement & Foundation Update (Pg. 50)
2. Grants Update
3. Foundation Meeting Minutes for June 15, 2021 (Pgs. 51-56) – as information only



TO: Beaufort County Community College Board of Trustees

FROM: Stacey Gerard, Vice President of Continuing Education

DATE: August 30, 2021

SUBJECT: Fee for Insurance Educational Systems (IES) Insurance Classes

In response to a number of inquiries from students seeking Insurance Prelicensing courses, Continuing Education is seeking to partner with IES, an education and training provider for many community colleges across the state, such as Pitt, Alamance, and Catawba Valley CC. IES is approved provider of prelicensing online courses with NC Department of Insurance.

IES offers many asynchronous courses, including *Property and Casualty, Property Agent, Casualty Agent, Property and Casualty Adjusters, Personal Lines, N.C. Life & Health, N.C. Life, N.C. Health, and N.C. Medicare Supplement & Long-Term Care*. Successful completion of the prelicensing course enables a student to receive an Examination Admission Ticket to sit for the NC state licensing exam.

The cost breakdown for these classes is below:

	Vendor Cost	FTE Earned (1 Student)	Proposed Course Materials Fee	Profit/Loss (1 Student) **Cover Administrative Costs**
20-hour	\$135	\$84.63	\$130.00	\$79.63
40-hour	\$220	\$169.26	\$195.00	\$144.26

**Recommendation: Charge a course materials fee of \$130 and \$195 for the 20-hour and 40-hour courses, respectively, to offer prelicensing insurance courses and cover costs to the College associated with vendor charges and college administration.**

With the course materials fee, the total registration cost for BCCC students will be \$200 and \$320 for the 20-hour and 40-hour courses, respectively. This pricing is competitive with other colleges, as you can see in the chart below.

	Beaufort	Pitt	Alamance	Catawba
20-hour	\$200	\$200	\$205 (+5)	\$205 (+5)
40-hour	\$320	\$320	\$345 (+25)	\$345 (+25)



TO: Beaufort County Community College Board of Trustees

FROM: Stacey Gerard, Vice President of Continuing Education

DATE: September 17, 2021

SUBJECT: Mental Health First Aid Fee Request

Over the last year, the North Carolina Community Colleges System Office (NCCCS) has sponsored a number of college employees across the state to become certified Mental Health First Aid (MHFA) instructors to address the growing mental health crisis. Through this initiative, the NCCCS has created a course code to waive the registration fee for Elementary/Secondary School Employees, Volunteer Fire and Rescue, Division of Adult Corrections, Paid Law Enforcement, and Paid Fire/EMS.

The National Council for Mental Wellbeing has also worked to make changes and improve its curriculum, moving primarily to an online platform called MHFA Connect. This platform allows MHFA instructors and coordinators to place students into their system to access course content and materials, which replaces the physical book and participant guide previously required. Upon course completion, MHFA bills the point of contact based on the number of students marked present for the class after a 48-hour grace period.

The fee for access to MHFA Connect is currently \$25.39 per student after tax, but is subject to a price increase for the Spring semester and beyond.

**Recommendation: Request to add a local course fee of \$30.00 for students enrolling in the Mental Health First Aid class, covering the access fee for MHFA Connect.**



TO: Beaufort County Community College Board of Trustees

FROM: Stacey Gerard, Vice President of Continuing Education

DATE: September 13, 2021

SUBJECT: Fees for ACT Job Profiling

ACT Job Profiling is a job analysis system that helps businesses identify the skills and skill levels that employees must have to perform their jobs effectively. This system is to be used in conjunction with assessments, such as those that make up the National Career Readiness Certification (Applied Math, Graphic Literacy, and Workplace Documents), to help with job hiring decisions.

In response to an inquiry regarding ACT Job Profiling from a local business, the Division of Continuing Education enrolled our Workforce Initiatives Coordinator, Ms. Cameron Bowen, to become an ACT Authorized Profiler. She completed the seven-week training on August 27<sup>th</sup> and has been in early discussions with Pamlico Yachtworks regarding profiling for a number of entry-level positions with the company.

ACT provided survey results that indicated that profilers across the country charge between \$2,500 and \$5,000 per job profile.

**Recommendation: We would like to request a fee schedule for local businesses that would consist of the tiers below. This tiered fee structure will provide a discounted rate that will make the service accessible to businesses of all sizes within our community. It will also help the college with offsetting the costs of administering the program, which includes, in part, an annual \$1,600 licensing fee to ACT's data management program (SkillPro 9).**

<b>Tier 1</b>	<b>50+ Employees</b>	<b>\$2,000 per profile</b>
<b>Tier 2</b>	<b>10-49 Employees</b>	<b>\$1,000 per profile</b>
<b>Tier 3</b>	<b>0-10 Employees</b>	<b>\$500 per profile</b>

**Beaufort County Community College  
MEMORANDUM**

**TO: BCCC Board of Trustees**

**FROM: Mark P. Nelson, Vice President of Administrative Services**

**DATE: September 20, 2021**

**SUBJECT: State Budget Update for 2021-2022**

The projected State budget for FY 2021-2022, based on actual earned FTE, is \$11,168,207. This is a reduction of \$717,849 from last year. However, the NCCCS has asked the NC Legislature to provide 80% stabilization funds to offset the effects of COVID-19 on enrollment last year. This would leave us \$143,570 short compared to last year. The good news is, the House and Senate included the full amount of stabilization funds in their proposed budget. The Legislature is projecting to complete their conference budget within the next weeks. However, they do not plan to publish the budget until the Governor has an opportunity to review it and make his recommendations for changes. This still leaves uncertainty with the State budget with respect to both when we will get the budget and how much it will be.

If the NC Legislature doesn't provide the entire amount of the stabilization funds, we can claim lost revenue on the HEERF accounts and make the State operating budget whole through federal funds.

The current projection to have a State budget is from October to November. However, depending on the Governor's approval, this timeline could be extended.

This worksheet is based on a number of assumptions. It is provided for planning and illustration purposes only.

This projection DOES NOT include any additional funds provided to support any Legislative salary increase or increased employer contribution rates for retirement and health insurance. It also only reflects proposed changes to funding included in the budget package.

<i>Insert College Number Here -----&gt;</i>		804	Beaufort County CC
	2020-21 Budget Package	2021-22 Projected BASELINE	
		Status Quo with NO Budget Stabilization Funds	
<b>A. BUDGET FTE*</b>			
Curriculum	1,274	1,207	Reflects 2021-22 BFTE
Workforce Con Ed	382	332	Reflects 2021-22 BFTE
Basic Skills	112	63	Reflects 2021-22 BFTE
	<b>1,768</b>	<b>1,602</b>	
<b>B. FORMULA ALLOCATION - Current Operating</b>			
Curriculum Instruction	5,175,702	4,923,276	Reflects 2021-22 BFTE
Continuing Education/Occ. Extension Instruction	1,212,821	1,132,126	Reflects 2021-22 BFTE
Basic Skills Instruction - State	282,675	162,061	Reflects 2021-22 BFTE
Institutional Support	4,392,321	4,112,113	Reflects 2021-22 BFTE
Performance-Based Allocation	126,121	128,651	Reflects 2021-22 performance data
<b>Projected Formula Allocation</b>	<b>11,189,640</b>	<b>10,458,227</b>	
<b>C. OTHER CATEGORICALS:</b>			
Career & Technical Education	67,217	92,657	Reflects 2021-22 projection
Child Care Grants	24,623	24,530	Reflects 2021-22 BFTE
Small Business Center	110,899	113,792	Reflects 2021-22 projection
Customized Training Business & Industry Support	47,500	47,500	Reflects 2021-22 projection
Equipment	416,363	402,326	Reflects 2021-22 Actual FTE
Instructional Resources	29,814	29,175	Reflects 2021-22 Actual FTE
Program Specific Categoricals	-	-	Same as 2020-21 recurring funds
<b>Categorical Allocations</b>	<b>696,416</b>	<b>709,980</b>	
<b>Total Projected Allocations:</b>	<b>11,886,056</b>	<b>11,168,207</b>	
	Change from FY 2020-21	(717,849)	
	% Change from FY 2020-21	-6.0%	

\* 2021-22 BFTE includes the following in the calculation:

- > College Actual Summer 2020 submissions
- > College Actual Fall 2020 submissions
- > College Actual Spring 2021 submissions



**Beaufort County Community College  
MEMORANDUM**

**TO: BCCC Board of Trustees**

**FROM: Mark P. Nelson, Vice President of Administrative Services**

**DATE: September 20, 2021**

**SUBJECT: County Budget for 2021-2022**

The Beaufort County Board of Commissioners approved the FY 2021-2022 budget on June 10, 2010. The County funded our full request of \$3,500,143. The operating account was approved for \$2,794,143 and the capital account for \$706,000, including \$450,000 for the Boat Building facility.

We are waiting for the State to pass their budget so we can ascertain the appropriate health and retirement benefit cost for personnel. This may affect the amount currently projected for supplies and services so we will hold and publish the budget once we get the State budget. Since the County fully funded our request I do not see any issues at this time.



## Institutional Advancement & Beaufort County Community College Foundation

### **Updates**

Online Auction

Scholarships Update

27<sup>th</sup> Annual Nutrien – BCCCF Golf Invitational Outcome

### **Foundation Events**

November 1, 2021 Glenn and Kathy Simpson Simulation Lab Dedication  
10:00am, Building 12

December 8 and 10, 2021 Poinsettia Delivery

January 31, 2022 Charles O. Boyette Conference Center Dedication  
10:30am, Building 10

March 16, 2022 Annual Legacy Luncheon, Boyette Conference Center  
12:00 noon, Building 10

May 6, 2022 28<sup>th</sup> Annual Golf Invitational for Scholarships

September 24, 2022 Celebrating Hope Dinner & Auction Scholarship Fundraiser  
Washington Civic Center, 5:00pm

### **Information Item**

Foundation Board Minutes June 15, 2021 (information)

### **Grants Update**

**BEAUFORT COUNTY COMMUNITY COLLEGE FOUNDATION  
BOARD MEETING  
JUNE 15, 2021**

**Present in College Board Room:** Zina Burbage, Rev. Dr. Robert Cayton, Rod Cantrell, David Clegg, Greg Coltrain Betty Gray, Helen Sommerkamp, Dr. Jeff Larson, Dr. Dave Loope, Cindy Marks, John Rebholz, Mike Runyon, Penny Sermons, Paul Spruill, Dr. Laura Staton, Chuck Williams, Serena Sullivan and Sheri Powell

**Present in Microsoft Teams:** Kate Phelps, Trina Cobb and Paula Hopper

**Guests:** Dr. Stacey Gerard, Dr. Jay Sullivan, Kelli Jones, and Dr. LaTonya Nixon

**Absent:** Edie Barbour, David Francisco, Mandy Jones, Mark Nelson, Arthur Williams, and Dr. Amie Fulcher

**Call to Order**

Dr. Laura Staton called the meeting to order and thanked the board members, new board members, senior staff and guests for their attendance. She welcomed Dr. Chad Smith as the new faculty senate president and Paula Hopper as the staff association president. Rev. Dr. Cayton opened the meeting with prayer.

**Minutes from April 20, 2021 Board Meeting**

The minutes from the April 20 board meeting were emailed/mailed to the board for review prior to today's meeting. Dr. Staton asked for any recommended changes to the minutes. No changes were recommended. John Rebholz moved to approve the minutes and Chuck Williams seconded the motion. All were in favor. Motion passed.

**Foundation Board of Directors Scholarship**

Dr. Staton introduced Ms. Helen Sommerkamp to report on the Foundation Board of Directors Scholarship. Ms. Sommerkamp advised total donations for this scholarship are \$12,981 and numerous awards have helped continuing education students.

**Financial Reports and Presentation**

Ms. Serena Sullivan presented the current financials in Ms. Edie Barbour's absence.

Foundation YTD Comparisons	
July 1, 2019- June 21, 2020	\$387,846.46
*Difference is in estate and event donations*	
July 1, 2020 - June 21, 2021	\$263,608.96

The difference is the prior year had a large estate donation and the Foundation did not have either of the fundraising events in 2020 that are typically held. The Foundation did have an online auction last year netting \$7,000.

a. Investment updates from Mr. Rod Cantrell

Mr. Cantrell reported in January 1, 2021 we had just over \$3.3 million in the overall Foundation investments. The investments now exceed over \$3.6 million. We have gained \$300,000 over the last few months with an annual 9% return or annualized 2021 rate of 18%. He noted we are going through a rebalancing shift right now. Mr. Cantrell is forecasting bond returns for the coming decade to be only about 1% annually. Domestic equities gains are expected to be only around 4% to 5% in the coming decade. Global equities are expected to gain around 7 to 9%. The Foundation is shifting from a somewhat bond heavy allocation to a somewhat stock heavy allocation. He noted the focus is on the long run.

b. The Foundation 2021-2022 Proposed Operating Budget was presented by Ms. Serena Sullivan. The 2021-2022 operating budget was emailed out for review. Ms. Sullivan pointed out a few items about the expenditures. The financial audit was the most expensive item at \$7,000, and \$2,000 was spent on the annual budget publication for the Legacy Luncheon. The proposed budget for 2022 is showing fundraising expenditures to be about \$8,000. These are advancements to the caterer and other expenses; the income from the banquet covers the event expenses. We are anticipating about \$50,000 for our event revenues. Ms. Sullivan explained that we are very frugal with the budget. No feedback or recommended changes were proposed. Dr. Jeff Larson moved to approve the budget. Mr. Chuck Williams seconded the motion. All voted in favor. None were opposed. Motion carried.

### **Foundation Nominating Committee**

Mr. Chuck Williams presented the nominations for Chair and Vice Chair for the Foundation board. Dr. Laura Staton was nominated for Chair and Penny Sermons for Vice Chair. David Clegg moved to accept the nominations. John Rebholz seconded the motion. All were in favor. Motion carried.

### **President's Report – Dr. Dave Loope**

**County Budget update:** Dr. Loope met with the county commissioners on May 20 with Mark Nelson, Vice President of Administrative Services. The College did not receive any questions about the boat building program facility. The College is asking for \$450,000 to build the boat building facility on campus. The College asked for a total increase of \$563,000, which included \$450,000 for the boat building facility, \$65,000 in personal raises for county employees and \$31,400 for supplies.

**State Budget update:** Representative Kidwell approached the College to discuss opening a center in Aurora in the Industrial Park. The College already serves hundreds

of Nutrien employees in continuing education ranging from leadership courses to pneumatics and diesel engines and mechanics, etc. This center would permit the College to work very closely with contractors and with Nutrien. The College has been looking for a way to have a presence in Aurora for some time. The College wants to have a location that is a center or hub for a renewal for the town of Aurora and for that entire part of the county. The College would be offering GED classes, credit courses, and a significant amount of professional development for the different contractors. The College wants to compliment the workforce skill sets and help employees keep their jobs. The College views this as part of our mission in terms of workforce and economic development in the county and the region.

The College does not have an expectation that it will have a state budget by July 1, 2021. The College does not know any specifics of the budget at this time so we will be working as status quo. Dr. Loope noted the need for faculty and staff raises. Faculty salaries rank 41 in North Carolina. Faculty have not had a raise in three years.

There is great news coming out of the Governor's office. The Longleaf Commitment is a scholarship program that is available to all high school graduates from spring of 2021 only. Spring 2021 high school graduates are eligible for this two-year grant. Students must be a North Carolina resident and must be enrolled in curriculum programs. The students must fill out the FAFSA with an expected family contribution between from zero to \$15,000. The Longleaf Scholarship will provide \$700 and up to \$2800 per student per year for two years.

### **Federal Funds**

The College has received numerous different numerations of federal funds for pandemic support called HEERF (Higher Education Emergency Relief Fund)- two of them HEERF I and HEERF II under the Trump administration. HEERF III or the American Rescue Plan (ARP) was awarded from the Biden Administration. We received \$1.2 million in institutional aid from HEERF II in December, 2020. The College is holding those funds due to the college enrollment decline in order to balance its budget.

Dr. Loope shared information about the Beaufort Promise Program scholarship. This program will award tuition and fees for students for two years with a few exceptions, whether it's continuing education or on the credit side. The only exceptions to an award are if a student has been suspended because of their grades and is no longer enrolled or because of conduct issues. There are a couple of students who have been banned from campus. Those are the only situations where the College will not cover the tuition and fees through May, 2023.

Dr. Loope noted the College is able to offer the Beaufort Promise Program scholarship by using a combination of Pell, Longleaf and HEERF funds. The College's estimate based on our Fall of 2019 enrollment was that the College will spend about \$600,000 a year on tuition and fees.

The Beaufort Promise Program is off to a good start and the goal is to raise the endowment corpus over the next two years in hopes of continuing the program after May 2023. If students need help with textbooks, the Foundation can use scholarships to assist.

Dr. Loope shared the College can use the institutional federal money that is allocated for colleges to repay for lost revenue of \$865,000 and the College can charge itself for the indirect cost for purchased items at a rate of 31%. The College hopes to update and renovate the nursing simulator lab for \$400,000 which is a top priority. If the College has to use the federal institutional money for the debt, then the College will still have money left over to update the nursing labs, purchase new welding equipment and purchase items for continuing education. The College will have to show how it is mitigating the virus by purchasing protective gear and cleaning supplies as well additional distance learning technology.

The marketing of the Beaufort Promise Program has been out front on social media which gets a lot of airplay on Facebook and other media sites. A full-page ad ran in the *Washington Daily News* stating “College is free until 2023.” The Beaufort Promise is open to all students in North Carolina.

As of June 14, the College is operating under normal conditions. The staff returned with a few exceptions for those who have a compromised immune system. The College will operate under normal conditions for the fall semester and there will be undoubtedly some quarantine cases again.

Dr. Loope will be sending out a letter to donors explaining why they should continue to give if the college is able to pay for tuition and fees. First of all, the College is only temporarily capable of doing this for about two years. After two years, the College will have to move back to business as usual with respect to our use of scholarships. The College does not participate in federal student loan program. The College does offer Pell grants and SEOG but no loans and students will continue to need assistance with child care and textbooks and other miscellaneous costs. This Foundation plays an important ongoing role in the life of the College.

**Enrollments:** The College is slightly down in FTEs from last summer. We had 122 FTEs last summer and this year the College was at 115 FTEs. The College is slightly up right now on fall enrollments after announcing the Beaufort Promise.

Dr. Loope shared the changes in state college board. There are nine new appointments: five from the Governor, two from the Senate, and two from the House. One appointment is from our region 6. Dr. Loope shared this could change the political composition of the board.

Dr. Staton asked Dr. Loope what is the needed to keep Beaufort Promise active after 2023. Dr. Loope shared in order to keep Beaufort Promise operational, the Foundation will need major donors and about \$1 million in the endowment. We want to create an endowment to help pay for students from the four counties we serve. After Spring 2023, this scholarship will be for first time students in certain programs and will cover tuition and fees.

### **Executive Director’s Report**

Ms. Serena Sullivan updated the board with the events and meetings for the year.  
Board Meetings:

2021 August 17 and November 16  
2022 January 18, April 19, June 21, August 23 and November 15

Events:

September 10, 2021 The 27<sup>th</sup> Annual Golf Tournament at Cypress Landing  
September 16, 2021 Dedication of the Public Safety Building and David Crosby Memorial Lecture Hall  
October 9, 2021 Celebrating Hope Dinner and Auction  
March 16, 2022 Annual Legacy Luncheon  
September 24, 2022 Celebrating Hope Dinner and Auction

Ms. Sullivan reported a golf tournament change this year at Cypress Landing with a maximum of 25 teams and the need to possibly rent golf carts for more teams. She reported the team reservations are almost at the maximum at this time. Hole sponsors are unlimited and only \$150.00. She encouraged the board members to ask their favorite restaurants, doctors, dentists, veterinarians, etc. to sponsor a hole for the tournament.

Ms. Sullivan reported for the Public Services building dedication that the family of David Crosby will be attending and speaking at the dedication. All are invited to this building and room dedication on September 16 at 10:00am.

The largest fundraiser of the year, the Celebrating Hope Dinner and Auction, is rapidly approaching on October 10. Historically, we have about 200 to 300 guests. She reminded the board we need auction items and that the items do not have to be new items but not yard sale items. She provided brochures and posters to the board to hand out and use for marketing. She gave examples of current auction items on hand: tickets to zoos, ski resorts, baseball tickets, etc. Ms. Sullivan noted the intent of some items is to bundle them to provide an experience for the bidder. We have already booked the Washington Civic Center for the next year on September 24, 2022.

The Legacy Luncheon is scheduled for March 16, 2022. Mr. Rod Cantrell sponsors this event every year and we are grateful for his continued support. The luncheon is an opportunity for every scholarship recipient to have fellowship and meet their respective donor. The students share their stories during the luncheon, and it is an excellent platform for showcasing why donations are so important. The Legacy Luncheon Annual Report was published and sent to all donors in lieu of the Legacy Luncheon. The luncheon was canceled in 2020 due to the COVID-19 pandemic. This year Attila Nemecz had a great idea to include letters, thank you notes and an impact statement in the publication.

Ms. Sullivan reminded the board that the Foundation does not have student ambassadors at this time. She asked everyone to help by asking for donations early. Dr. Staton and Serena thanked the board for those that have already been reaching out to businesses.

Ms. Sullivan shared the amended Bylaws and amended MOU both were approved by the Board of Trustees on June 2, 2021.

**Grants Update:** Kelli Jones provided the board with the following updates.  
Submitted grants:

For the Barber Program on campus:

Costco, Ford Foundation, Morningstar and Walmart - 4 locations

For the Boat Building and manufacture Program:

Walmart – Williamston donated \$4,500 for general support

Police Department

USDPS - US Department of Public Safety, the Governor's Crime Commission for the third consecutive year in a row. The College asked for \$24,000 for various police equipment and that includes a records management update. The College has received this grant the past two years and the status is unknown for the current application.

Welding

The College applied for Duke Energy workforce grant in the amount of \$127,000. This grant will be used for new welding equipment for the welding program in addition to some new student support initiatives for equipment that is needed.

Awarded:

Title III and IV eligibility from the US Department of Education. The College received eligibility for the Strengthening Institution Program or SIP grant application. The College is currently compiling its application on the SIP grant. The Title III and IV eligibility gives the College tax exemptions on certain items, which is important when the college works on such a tight budget.

The SIP Grant application is an extensive Federal Grant. The grant is over \$2 million over a five-year period for the creation a centralized advising center. While this will not involve any construction or capital projects it will restructure and add staff positions to the current advising processes to increase student retention and decrease the outward migration of our students.

Final Thoughts

Ms. Betty Gray congratulated Stacey Gerard for receiving her Ed.D. Dr. Staton thanked everyone for their efforts on behalf of the college and the Foundation.

The Board adjourned at 9:47 am.

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Dr. David Loope, Secretary

Recording by:  
Sheri Powell



## **Personnel Committee Members:**

**Col. Kathleen Simpson, Chair**  
**Laurel Miller**  
**John Rodman**  
**Wali Saleem**

### **AGENDA** **PERSONNEL COMMITTEE MEETING** **Board Room, Bldg. 10** **Tuesday, October 5, 2021**

#### **Action**

1. Approval of the Personnel Committee Meeting Minutes for August 3, 2021 (Pg. 58)      Col. Kathleen Simpson  
    **Motion:**  
    **Second:**

#### **Information**

1. Personnel Update (Pg. 59)      Mr. Mark Nelson
  - a. Personnel Update Worksheet (Pg. 60)
2. Other Personnel Items

## **Personnel Committee Meeting Minutes August 3, 2021**

The Personnel Committee of the Beaufort County Community College Board of Trustees met Tuesday, August 3, 2021, at 5:58 p.m. in the Board Room of Building 10 on the BCCC campus. The following Personnel Committee members were present: Col. Kathleen Simpson, Chair; Mr. Cornell McGill, Vice Chair; and Mr. Wali Saleem. Absent: Mrs. Laurel Miller and Mrs. Linda West.

The following Board of Trustees members were also present: Mrs. Teresa Canady; Mr. Jim Chrisman; Mr. Archie Griffin; Mr. John Rodman; Mr. Mitchell St. Clair; Mrs. Betty Randolph; Mrs. Marya Shavender; and Ms. Katie Council, SGA President. Absent: Rev. Dr. Robert Cayton, Chair;

The following staff members were present: Dr. David Loope, President; Mr. Mark Nelson, Vice President of Administrative Services; Dr. Jay Sullivan, Vice President of Academic Affairs; Dr. Stacey Gerard, Vice President of Continuing Education; Ms. Serena Sullivan, Vice President of Institutional Advancement; Dr. LaTonya Nixon Vice President of Student Services ; Mr. Attila Nemecz, Public Relations and Marketing Coordinator; Dr. Lisa Hill, Dean of Arts and Sciences; Ms. Erica Caracoglia, Dean of Institutional Effectiveness; Dr. Kent Dickerson, Director of Nursing & Allied Health; Mr. Ben Morris, Dean of Business and Industrial Technology and Public Services; Mrs. Jennie Singleton, Executive Assistant to the President and Board of Trustees. Absent: Staff Association President and Faculty Senate President.

Col. Simpson stated that the Personnel Committee had a quorum and directed the committee's attention to the agenda on page 86.

Col. Simpson called on Mr. Nelson to present the Personnel Update. Mr. Nelson stated that in fiscal year 2021-2022, the College had two retirements and three resignations. Mr. Nelson reported there are currently eight employees eligible for full retirement.

Mr. Nelson report that the State Senate has proposed a 1.5% Cost of Living Adjustment (COLA) for the next two years FY 2021-2022. Mr. Nelson noted that the County approved a 2% COLA in their budget.

Mr. Nelson directed attention to the personnel update worksheet located on page 88. Mr. Nelson reviewed the current posted vacancies at the College.

Having no further business, Col. Simpson adjourned the Personnel Committee at 6:03 p.m.

**Beaufort County Community College  
MEMORANDUM**

**TO: BCCC Board of Trustees**

**FROM: Mark P. Nelson, Vice President of Administrative Services**

**DATE: September 20, 2021**

**SUBJECT: Personnel Update**

**Personnel Status Update**

In fiscal year 2021-2022, we have had three retirements and three resignations. There are currently eight employees eligible for full retirement.

**Job Openings**

We have several job openings, so if you know of any qualified candidates please share this information with them.

## Personnel Update - September 2021

Full-time Employee Separations Since 7/1/19					
	Retired	Resigned	Other	Dept Totals	Notes:
Academics	1	3		4	
Continuing Education				0	
Administrative Services	1			1	
Student Services	1			1	
Institutional Advancement				0	
President's Office				0	
<b>Totals by Separation Type</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>	

*"Other" may indicate termination, non-renewal, death, RIF, etc.*

**Retirement Eligibility:** 8 employees are or will be eligible for full retirement during the 2021-2022 year. Those who have already made formal notification to BCCC of retirement are not counted in this number, but are listed in the chart above.

Current Posted Vacancies					Status
Instructor - Practical Nursing (11 Months)					Reposted
Instructor - Associate Degree Nursing (9 Months)					Reposted
Instructor - Information Technology					Reposted
Instructor - Welding					Reposted
Instructor - English					Posted
Instructor - Art					Posted - Internal
Assistant Director of Financial Aid					Reposted
Multiple Curriculum and Continuing Education Part-time Instructors					Various

*Note: All information above current as of 9/16/21*



September 14, 2021

The Honorable Roy Cooper  
North Carolina Office of the Governor  
20301 Mail Service Center  
Raleigh, NC 27699-0301

UPS Tracking #:  
1ZA87964NY94562064

Re: **Final Audit Determination**  
Locator School OPE ID: 00290500  
Audit Control Number: 04-2020-10907

Dear Governor Cooper:

The U.S. Department of Education (Department) has reviewed a single audit report of the State of North Carolina. This audit report, prepared by the North Carolina Office of the State Controller, in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, covers the period July 1, 2019 through June 30, 2020. This letter advises the State of North Carolina of the Department's final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs).

The Department has reviewed the corrective action plan and/or management's response provided with the audit report. Enclosed is the Department's final audit determination. Also enclosed is the State of North Carolina's response to this audit. Any supporting documentation submitted with the institution's written response is not included with this final audit determination, however, it will be retained and available for inspection by the State of North Carolina upon request. Copies of the final audit determination, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this final audit determination is issued.

Although the enclosure to this letter may not address each of the auditor's findings, the State of North Carolina must take the necessary actions to correct all of the deficiencies noted in the audit report. Sections 200.511(b) and 200.512(c) of Uniform Guidance require the State of North Carolina to prepare and submit as part of the reporting package a *Summary Schedule of Prior Audit Findings* that reports the status of prior audit findings. In preparing that Schedule, the State of North Carolina must comment on all actions taken to correct each finding noted in this audit report, including any action required in the enclosure to this letter.

The following institutions have no deficiencies, or it has been determined that the findings cited in the audit have been satisfactorily resolved based on information provided by these institutions:

Alamance Community College  
Asheville Buncombe Technical Community College  
Beaufort County Community College  
Bladen Community College  
Blue Ridge Community College  
Brunswick Community College  
Caldwell Community College & Technical Institute  
Cape Fear Community College  
Carteret Community College  
Catawba Valley Community College  
Central Carolina Community College  
Central Piedmont Community College - Central  
Cleveland Community College  
Coastal Carolina Community College  
College of the Albemarle  
Craven Community College  
Davidson County Community College  
Durham Technical Community College  
East Carolina University  
Edgecombe Community College  
Fayetteville Technical Community College  
Forsyth Technical Community College  
Gaston College  
Guilford Technical Community College  
Halifax Community College  
Haywood Community College  
Isothermal Community College  
James Sprunt Community College  
Johnston Community College  
Lenoir Community College  
Martin Community College  
Mayland Community College  
Mitchell Community College  
Montgomery Community College  
Nash Community College  
North Carolina Central University  
North Carolina State University  
Pamlico Community College  
Piedmont Community College  
Pitt Community College  
Randolph Community College

Richmond Community College  
Rockingham Community College  
Robeson Community College  
Rowan-Cabarrus Community College  
Sampson Community College  
Sandhills Community College  
South Piedmont Community College  
Southeastern Community College  
Southwestern Community College  
Stanly Community College  
Surry Community College  
Tri-County Community College  
University of North Carolina - Chapel Hill  
University of North Carolina - Charlotte  
University of North Carolina Asheville  
University of North Carolina at Pembroke  
University of North Carolina at Wilmington (The)  
University of North Carolina - Greensboro  
University of North Carolina School of the Arts  
Vance - Granville Community College  
Wake Technical Community College  
Wayne Community College  
Western Carolina University  
Western Piedmont Community College  
Wilkes Community College  
Wilson Community College  
Winston-Salem State University

Findings 2020-015, 2020-016, 2020-018, 2020-021, 2020-025 and 2020-027 have been satisfactorily addressed as described in each institution's Corrective Action Plan (CAP). Therefore, no further action is required for these findings<sup>1</sup>.

**Required action(s) for the remaining institutions outlined in the enclosures must be completed as specified under the final audit determination.**

The institution is advised that repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668, Subpart G.

Program records relating to the period covered by this audit must be retained until the later of: resolution of any loans, claims, or expenditures questioned in the audit, 34 C.F.R. §

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<sup>1</sup> Findings 001, 007, 008-010, 014, 024, 030 and 033-040 are Non-Title IV findings.

668.24(e)(3)(i), or the end of the retention period applicable to the record under 34 C.F.R. §§ 668.24(e)(1) and (e)(2).

The State of North Carolina's continued cooperation throughout the audit resolution process is appreciated.

If you have questions or concerns, please contact Chandra Brown by email at [Chandra.Brown@ed.gov](mailto:Chandra.Brown@ed.gov).

Sincerely,



Vinita Simpson Miller  
Branch Chief  
Atlanta School Participation & Financial Analysis Division

VSM/cb

Enclosure(s):  
Final Audit Determination  
Response to Audit

cc:

Ms. DeGain, Sabrina, Financial Aid Administrator, Alamance Community College  
[sabrina.degain@alamancecc.edu](mailto:sabrina.degain@alamancecc.edu)

Dr. Gatewood, Algie, President/Chancellor, Alamance Community College  
[algie.gatewood@alamancecc.edu](mailto:algie.gatewood@alamancecc.edu)

Dr. Everts, Sheri, President/Chancellor, Appalachian State University  
[evertssn@appstate.edu](mailto:evertssn@appstate.edu)

Mr. Armstrong, Wesley, Financial Aid Administrator, Appalachian State University  
[armstrongwr@appstate.edu](mailto:armstrongwr@appstate.edu)

Dr. Gossett, John, President/Chancellor, Asheville Buncombe Technical Community College  
[johndgossett@abtech.edu](mailto:johndgossett@abtech.edu)

Ms. Anderson, Cynthia, Financial Aid Administrator, Asheville Buncombe Technical Community College  
[cynthiaiaanderson@abtech.edu](mailto:cynthiaiaanderson@abtech.edu)

Mrs. Johnson, Crystal, Financial Aid Administrator, Beaufort County Community College  
[crystal.johnson@beaufortccc.edu](mailto:crystal.johnson@beaufortccc.edu)

Dr. Loope, David, President/Chancellor, Beaufort County Community College  
[Dave.Loope@BeaufortCCC.edu](mailto:Dave.Loope@BeaufortCCC.edu)





## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

**Thomas A. Stith, III**  
**President**

September 20, 2021

Dr. David Loope, President  
Beaufort County Community College  
5337 US Hwy 264 East  
Washington, NC 27889

Dear Dr. Loope:

As discussed with you, we will be on campus Monday, October 4, 2021, at 10:00 am to begin the bi-annual compliance review of Beaufort County Community College by the North Carolina Community College System Compliance Services staff pursuant to North Carolina General Statute 115D-5(m). The review will be conducted onsite which will require the requested documentation for review be placed in an appropriate location on campus which provides a) a single secure workspace with the capability for social distancing where records review and meetings with staff can take place; b) a phone with long distance access; c) reliable internet access; and d) access to a copier.

In order to conduct the review, certain information, such as course records and related documentation is required. Attached is the Compliance Review List of needed information from four (4) areas of the college: Administration/General, Curriculum, Continuing Education, and College and Career Readiness as well as the sample of class records to be pulled for review.

Compliance examiners conduct reviews using paper copy documentation (not electronic) unless otherwise indicated. It is requested that class records be organized in the manner in which they are listed by semester on the Curriculum, Continuing Education, and College and Career Readiness worksheets provided for pulling the compliance review class samples to increase efficiency. Upon receipt of this letter, the Compliance Review for FY 2021-22 has begun; therefore, when collecting the requested information/ documentation, no changes shall be made to any documentation or calculation of full-time equivalent (FTE) hours pertaining to the class records identified in the sample. Please note that during the review additional information may be requested. The onsite compliance review will last approximately three (3) weeks.

Thank you in advance for your cooperation as well as that of college staff. If you or your staff have questions, please contact me by email at [tolara@nccommunitycolleges.edu](mailto:tolara@nccommunitycolleges.edu).

Sincerely,  
*Amanda Tolar*  
Compliance Examiner

Att.

c: Bryan Jenkins, Senior Vice President of External and State Board Affairs  
Tammie Hill, Director of Compliance Services