

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 2, 2011**

The Board of Trustees met Tuesday, August 2, 2011, at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:30 p.m. The Finance, Property, and Personnel Standing Committees met prior to the Board meeting.

BOARD MEMBERS PRESENT

Mitchell St. Clair, Chair
Jack Wallace, Vice Chair
Myrtle P. Carowan
Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey
Henry C. Humphreys, Jr.
Delores Lee
Frank B. Lewis
Cornell McGill
Betty Randolph
Russell Smith

BOARD MEMBERS ABSENT

The following staff were in attendance: David McLawhorn, President; Crystal Ange, Dean of Student Services; Wesley Beddard, Dean of Instruction; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; JoLinda Cooper, Staff Association President; Judy Jennette, Director of Public Relations; Kim Mullis, Faculty Senate President; and Dorie Richter, Director of Institutional Effectiveness and Planning. Also in attendance were Rane Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook, Jennie Singleton recorder, and special guest the Honorable Van Martin "Marty" Paramore, Clerk of Superior Court and Millie House, Nursing Instructor.

Mr. St. Clair stated that the Board of Trustees would need to add closed session to agenda immediately following #5 on the agenda, Affirmation of Board Members.

PRAYER

Chairman St. Clair called the meeting to order and Reverend Robert Cayton continued with prayer.

MISSION STATEMENT/ETHICS AWARENESS

Chairman St. Clair called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Chairman St. Clair read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Mr. St. Clair continued from the agenda.

Chairman St. Clair welcomed Ms. Millie House, Beaufort County Community College nursing instructor. He noted that Ms. House is undertaking a graduate practicum in

administration and supervision for her program of study at ECU and is looking for opportunities to shadow us as part of her practicum.

Affirmation of Board Members

Continuing from the agenda, Mr. St. Clair recognized Clerk of Superior Court, Mr. Marty Paramore, to administer the oath of office to three trustees. Sworn in at this time were the following: Frank "Bo" Lewis, reappointed by the Governor, Bev Perdue; Russell Smith, reappointed by the Beaufort County Board of Commissioners and Myrtle Carowan, re-appointed by the Beaufort County Board of Education. Chairman St. Clair congratulated the trustees on their re-appointment.

Chairman St. Clair called for a motion to go to closed session. Cynthia Davis made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential, (a)(3) to consult with Boards Attorney, and (a)(6) personnel item. Jack Wallace seconded the motion. The board went into closed session at 6:42 p.m. Upon returning to open session at 6:54 p.m, Chairman St. Clair reported no action was needed.

MINUTES

Mr. St. Clair called for a motion to approve the June 7, 2011 minutes (pgs. 7-12). Shields Harvey made the motion for approval with a second from Betty Randolph. The motion carried with an all ayes vote.

Old Business - None

Executive Committee – No Report at this time.

Property Committee

Chairman St. Clair called on Property Committee Chairman, Mr. Shields Harvey to present the Property Committee report. Chairman Harvey noted that the Property Committee met prior to tonight's meeting and directed attention to the agenda on page 13 of the board packet. Committee Chair Harvey stated that much of the meeting was an update on the new Allied Health & Nursing Building. He referred to notes from college staff found on page 14-16 of the packet. Mr. Harvey stated that college staff have created a link on the BCCC website home page that will allow the public and college community to track the progress of the construction of the new building.

Mr. Harvey then addressed the letter found on page 17 of the board packet – disposal of house and walk in freezer. Mr. Harvey stated that the letter requesting disposal of the house and freezer located on college property next to the truck driving track had been sent to the state board of community colleges. At the moment, no action is needed on this item.

Curriculum Committee - No Report

Finance Committee

Chairman St. Clair recognized Finance Chairman, Reverend Robert Cayton. Reverend Cayton reported that the Finance Committee met prior to the Board meeting and directed attention to agenda on page 18 in the board packet. Finance Committee Chairman Cayton addressed the first item on the agenda – Approve request for county budget

revision #1. He stated that the budget entry was prepared to adjust budget accounts to coincide with actual expenses during the year. Chairman St. Clair noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote. Mr. Cayton directed attention to item 2 – approve state budget revisions #18-20 (FY Ending 2011) and #1 (FY Ending 2012) found on pages 20-23. Chairman St. Clair noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote. Continuing to item 3 – update on state and county budget, Reverend Cayton directed attention to the state budget comparison found on page 24. The handout reflects a comparison of the 2010-2011 and the 2011-2012 state budgets received by BCCC. He added, that the state budget will be approximately \$700,000 less this fiscal year than last fiscal year. No action was needed on this item. Moving to the final item on the agenda – update on the financial statement audit, EAGLE and financial statement progress. Reverend Cayton stated that the General Assembly has granted community colleges the authority to seek proposals for financial statement audits from private CPA firms or contract with the Office of the State Auditor. He referenced the letter from the Office of the State Auditor found on pages 25 and 25 of the packet. Reverend Cayton stated that the finance committee requested college staff to provide more information about the costs of audits and to determine which CPA firms may be interested in our audit. A copy of the letter to the state controller's office related to BCCC's completion of the EAGLE program was provided on page 27. No action was needed at this time.

Personnel Committee

Personnel Committee Chair Cynthia Davis stated that the Personnel Committee met prior to tonight's board meeting and directed attention to the agenda on page 28. She addressed the first item on the agenda – revision to personnel policies. Ms. Davis called on Dr. Price, Dean of Administrative Services to provide information on the revised personnel policies. Dr. Price stated that the General Assembly made a change eliminating a waiver for college faculty and staff to take community college courses free of charge. By making this change, our current Tuition Exemption Policy needed to be revised. The current Tuition Exemption Policy will be replaced by the Tuition Reimbursement Policy. The Recommended Policy based on Section 8.12.(b), G.S. 115D-5 reads:

33. Tuition Reimbursement (Faculty Staff Manual)

Regular full-time employees may request tuition reimbursement for one course per semester at BCCC upon the completion of the course with a grade of "C" or better. The course must be directly related to the employee's current position in order to qualify for tuition reimbursement. Requests for course tuition reimbursements should be submitted prior to enrolling in the course. Requests are submitted by completing a Tuition Reimbursement form. This form may be obtained from the Human Resources office. The completed form will be reviewed by the Supervisor, Dean and College President for approval. An employee is permitted to take one course per semester during working hours only when it is determined by his/her supervisor to be job related. Also, a change was made by the Office of State Personnel related to annual leave accrual rates. Dr. Price noted that college staff were requesting our policy be changed to ensure we stayed in compliance with the Office of State Personnel. The revised policy is listed below:

B. Annual Leave (Faculty Staff Manual)

Full-time regular staff, division chairpersons, and full-time temporary staff who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month

earns annual leave. Faculty are not eligible to earn annual leave. The rate is based on the length of aggregate service and the hours scheduled to work each week. Annual leave for employees working 40 hours per week shall be computed at the following rates:

Years of Total State Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 5 years	9 hrs. 20 mins.	112	14
5 but less than 10 years	11 hrs. 20 mins	136	17
10 but less than 15 years	13 hrs. 20 mins.	160	20
15 but less than 20 years	15 hrs. 20 mins.	184	23
20 years or more	17 hrs. 20 mins.	208	26

Ms. Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

President Search Update

Chairman St. Clair stated that the President Search Committee met with Dr. Donny Hunter on July 12 to officially kick-off the search process. He reported that the next scheduled meeting is August 23 at 8:00 a.m., and invited all board members to attend.

President's Office – Information Items

Item 1. Update on Student Loans (Pgs. 32-35)

Dr. McLawhorn called on Dr. Crystal Ange, Dean of Student Services to provide an update. Dr. Ange discussed the process for receiving student loans. Dr. Ange reported that student loans for Summer 2011 totaled \$149,042 and \$800,000 for Fall 2011. Dr. Price shared information on Session Law 2011-148 House Bill 15 – found on page 32. He then discussed S.L.2011-391- Budget Flexibility Limitation and Participation in the Direct Loan Program found on pages 33-34. On July 6, Dr. McLawhorn signed a document to certify that BCCC has not utilized our option to opt-out of the William D. Ford Direct Loan Program.

Item 2. Legislative Changes to Tuition & Registration Fee Waiver Statues (Pgs. 36-40)

Dr. McLawhorn shared a memorandum from Jennifer Haygood, Vice President for Business and Finance and Chief Financial Officer.

Item 3. Approval of 2011-2016 Institutional Effectiveness Plan (A disc was provided – notebook available upon request)

After discussion, board members agreed that the college proceed with the Institutional Effectiveness Plan as presented but asked that the plan come back to the October board meeting for final approval.

Item 4. BCCC Foundation minutes January 25, 2011 (Pgs. 41-45)

Dr. McLawhorn directed attention to pages 41-45 in the notebook and stated that the minutes are for information only.

Item 5. Approve Appointments/Reappointments of Foundation Board Members (Pg. 46)

Dr. McLawhorn directed attention to the chart on page 36. Chairman St. Clair called for a motion to approve the Appointments/Reappointments for Foundation Board Members.

Reverend Robert Cayton made the motion for approval with a second from Cornell McGill. The Board voted all ayes acceptance of the appointments.

Item 6. Ltr. from NCCCS Dr. Ralls/Kennon Briggs Audit Findings – Spring 2009/Spring 2010 (Pgs. 47-49)

Dr. McLawhorn referred to the letter dated June 29, 2011 from the NCCCS Executive Vice President, Kennon Briggs (pages 47-49) and pointed out that we are free of audit exceptions this year. Also, an audit was conducted on the maintenance of records and the reporting membership hours as well as certain college procedures for Spring Semester 2009 through Spring Semester 2010. Based on the site review, no audit exceptions or areas of concern were identified.

Item 7. Ltr. from NCCCS Dr. Ralls/Elizabeth Self (Pgs. 50-51)

Dr. McLawhorn directed attention to the management letter from the program audit conducted in 2010-2011 for period of review Spring Semester 2009 - Spring Semester 2010. He pointed out that there was only one area noted that merits attention but does not warrant inclusion in the college audit report. In conducting the Curriculum Skills Lab Review, it was noted that contact hours were reported for students participating in the Academic Skills Center when the students had not been required by their instructor to attend the Center for remedial or developmental work, and there was no documentation of instructor referral. McLawhorn stated that this issue has been addressed.

Item 8. Ltr. NC Office of the State Controller (Pg. 52)

Dr. McLawhorn directed attention to the letter to Mr. David McCoy, State Controller dated July 20, 2011. The letter is stating that in accordance with the requirement of NC General Statute §143D-7, we certify, to the best of our knowledge and belief, that Beaufort County Community College has performed an annual review of its system of internal control as of July 20, 2011.

Item 9. Vending Sales (Pg. 53) – Dr. McLawhorn shared the vending machine sales through May and noted that sales continue to grow

Item 10. Capital Improvement Data as of June 30, 2011 (Pgs. 54-55)

The NCCCS 3-5 Data for Local Capital Funds was corrected to \$16,455,481.00.

Item 11. Performance-Based Budgeting /Accountability (Summer Term, 2011- Pg. 56)

Dr. McLawhorn discussed the measures/data and noted that BCCC was 1/10 of a percent away from achieving the maximum score.

Item 12. Continuing Education Spring Semester 2011 Report (Pg. 57)

Dr. McLawhorn shared the visitation report found on page 57.

Item 13. Continuing Education& Curriculum FTE End of Term Reports (Pgs.58-59)

Dr. McLawhorn shared information from the Curriculum and Continuing Education FTE duplicated and unduplicated reports.

Item 14. NCACCT Fall Leadership Seminar Sept. 7-9

The Seminar will be held in Wilmington. Ms. Carowan, Mr. Lewis, and Mr. Smith are registered to attend re-appointment training.

Item 15. Grant Activity Report (Pgs. 60-61)

Dr. McLawhorn referenced the report and stated it was for information only.

New Business

Dr. McLawhorn provided an update on the Community College Merger and noted that he has asked Rane Singleton to follow up with Bob Joyce.

Chairman St. Clair informed the Board that he and Dr. McLawhorn attended the Beaufort County Commissioners meeting on August 1 and discussed a resolution opposing the merger of BCCC with another community college. He noted that the merger passed with a six to one vote. Chairman St. Clair directed attention to the resolution on page 63 of the board packet. He asked that trustees take a few minutes to read and review the resolution. After discussion, Buster Humphreys made the motion to approve the resolution to reject merging BCCC with another community college as presented. Shields Harvey seconded the motion. The motion passed with a majority vote. Voting against was Reverend Robert Cayton. Reverend Cayton stated that his reason for voting against the resolution is because he represents District 6 on the state commission and that state level trustees are opposed to closing/merging "any" community college.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, October 4, 2011.

In conclusion, Chairman St. Clair called for any other items to come before the Board. Hearing none he called for a motion to adjourn. Upon motion by Robert Cayton, second by Buster Humphreys, and unanimous vote, the Board adjourned at 8:00 p.m.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date