

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 4, 2009**

The Board of Trustees met Tuesday, August 4, 2009, 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 Standing Committee 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; Laura Bliley, Faculty Senate President; Clay Carter, Director of Evening and Off Campus Programs and Dorie Richter, Director of Institutional Effectiveness and Planning. Also in attendance were Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook, Jennie Singleton recorder, and special guest Mrs. Evette McGill, Assistant to Clerk of Superior Court.

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.

Affirmation of Board Members

Continuing from the agenda, Mr. St. Clair recognized Assistant to Clerk of Superior Court, Mrs. Evette McGill, to administer the oath of office to three trustees. Sworn in at this time were the following: J. Shields Harvey, reappointed by the Governor, Bev Perdue; Delores Lee, appointed by the Beaufort County Board of Commissioners and Betty Randolph, appointed by the Beaufort County Board of Education. Mr. St. Clair welcomed the new trustees and asked current members of the Board and staff to

introduce themselves. Continuing Chairman St. Clair recognized former chairman, Cynthia Davis. On behalf of the Board of Trustees, Chairman St. Clair presented a plaque recognizing and thanking Ms. Davis for her outstanding service and dedication as Chairman from 2007-2009.

MINUTES

Mr. St. Clair called for a motion to approve the June 2, 2009 minutes (pgs. 3-12). Bo Lewis made the motion for approval with a second from Robert Cayton. The motion carried with an all ayes vote.

Old Business

At this time, Chairman St. Clair asked Dr. McLawhorn to report on the New Trustee Orientation. Dr. McLawhorn explained that the recommendations from the New Trustee Orientation Committee were reviewed and incorporated into the new process. Orientation manuals were distributed with tabs which made the process easy to follow. Senior Staff did a great job presenting a brief overview of their respective areas. Dr. McLawhorn asked for feedback from others that participated in the in the orientation session. New Trustee Orientation Committee Chair, Shields Harvey stated that he felt every point the committee made was addressed in the manual and therefore does not feel it is necessary to go to the personnel committee. Cynthia Davis and Bo Lewis also commented on the format of the manual and the depth of information provided. Betty Randolph expressed her appreciation of the orientation session and the benefit of having a manual to take home for reference. Cynthia Davis made a motion to adopt the New Trustee Orientation Manual and to not refer the process back to the Personnel Committee. With a second from Bo Lewis the motion carried with an all ayes vote.

Executive Committee – No Report

Property Committee

Property Committee Chairman Shields Harvey noted the agendas and minutes of the June 2 and July 22 meetings on (pages 9-13a) and stated they are for information.

Committee Chair Harvey stated that a Property Committee meeting was held on July 22 and Mr. John Farkas gave an overview of a one and two story nursing and allied health building. The one-story design estimated cost is \$6,357,120 and the two-story design is estimated at \$6,688,687. Dr. McLawhorn stated that he would like Laura Bliley and the nursing staff to look at the drawings. Mr. Harvey stated that is purely preliminary at this time. Mr. Harvey called on Dr. McLawhorn to give an update on the loan for the new building. Dr. McLawhorn explained that the General Assembly passed special legislation (House Bill 502) which allows the college to transfer property to the county to use as collateral for a USDA loan. See House Bill 502 on pg. 15. Dr. McLawhorn then discussed the EDA grant request for \$2.5 million towards construction of \$6.7 million Allied Health and Nursing Building. McLawhorn noted that the responses received from local hospitals for the need of this facility was phenomenal. A meeting is scheduled tomorrow with Kevin Richards of the Mid-East Commission to finalize the packet.

Committee Chair Harvey then called on Dean of Administrative Services Phillip Price to discuss the Wilkinson gift to the Foundation. Mr. Price informed the Board that the Foundation recently received \$330,000 from the Wilkinson Foundation. Mr. Price noted that Board Chair Mr. St. Clair is currently serving on a committee to gain insight on how

the money should be used. Price explained that currently an endowment is set up with the earnings going towards 50% for scholarships, 20% being reinvested, 15% for faculty/professional development, and 15% for ongoing Foundation expenses. The Foundation members that are associated with the Wilkinson Foundation expressed an interest in BCCC doing something to recognize the gift. One idea is recognizing the gift by naming a building after the donor. A proposal of transferring the name of the Katie Paul building to the new Allied Health and Nursing Building once complete and then naming Building 3 after Mr. Wilkinson. Mr. Price stated that the proposal is still in the working stages and once a final proposal is developed it will go back to the committee for approval.

Continuing to item 9 Mr. Harvey informed the Board that Property Committee took a tour of the new Public Safety Annex Building and feels it will be an asset to the campus. Mr. Harvey encouraged other members to tour the building and stated that Mr. Price will be happy to take anyone on a tour.

Committee Chair Harvey directed attention to the Memo of Understanding with Beaufort County Health Department (page 16). Mr. Harvey explained that this "Mass Prophylaxis Clinic" is a renewal of our previous agreement and comes as a motion from the Property Committee. Chairman St. Clair noted that the recommendation comes from a standing committee as a motion and does not require a second. The motion passed with unanimous consent.

Curriculum Committee - No Report

Finance Committee

Chairman St. Clair recognized Finance Chairman, Robert Cayton. The Finance Committee met prior to the Board meeting to approve state and county budget revisions. Finance Committee Chairman Reverend Robert Cayton called on the Dean of Administrative Services Phillip Price to address budget revisions #36-48 found on (pages 18-31). 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 3 (page 32) approval of county budget revision #1 and noted that it comes as recommendation from the Finance Committee. Mr. Price explained that revision is a budget entry 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. The last voting item from the Finance Committee was the blanket approval for trustees' and president's travel annually. 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 5 - update on the state budget - Finance Chair Cayton explained to new members that the North Carolina General Assembly normally does not have the state budget approved by July 1. Cayton further explained that the BCCC Board of Trustees then passes a resolution that when the state budget is approved the Finance Committee is empowered to meet and approve the budget so the College can continue to operate. The Finance Committee will then recommend approval at the next scheduled full Board meeting. Cayton then stated that the county budget was approved and the money is now being spent. For an update on the state budget Finance Chair Cayton called on Dean of Administrative Services Phillip Price. Mr. Price reported that today the

Community College System put out some additional information on what was included in the budget that the House and Senate are working on together. Price commented that overall it appears that the Community College System as a whole when comparing this year's budget versus last year's budget as having a decrease of about 6.8%. Price noted that we are being cut even more than were last year. Some of the budget cuts included - no salary increases for staff; they were looking at cutting prison programs, now they are looking at a study on prison programs – which could be eliminated in the future; no money related to enrollment growth reserve; tuition rate increase for students at \$8/credit hour for in-state residents which figures to a 20% increase; restructure Continuing Education fees - in some cases the cost has tripled; senior citizens will continue to be allowed to take classes free; community service funds have been eliminated; Baccalaureate Education Program eliminated; Compensatory Education eliminated; significant reduction in library books funding; minor reduction in child care grants; a big item is no longer funding for high school students taking Dual Enrollment and Huskins Programs other than Math, Science and Technology classes. Mr. Price stated that the College is now operating under the Governor's Executive Order Number 20 detailing budget management restrictions to be implemented by all state agencies. Mr. Price stated he would be glad to answer any questions. Hearing none Reverend Cayton stated that the Finance Committee discussed the possibility of how to deal with faculty/staff luncheons, Christmas parties, etc., and the decision was to review the possibilities before October and bring a recommendation before the full Board at the October meeting.

Personnel Committee

Personnel Committee Chair Cynthia Davis directed attention to the June 2 agenda and minutes found on pages (34-35) for information only. The changes to the Faculty Staff manual were approved at the June meeting. Ms. Davis asked if there were any questions or comments. Hearing none Chairman St. Clair called on Dr. McLawhorn for his update.

President's Office – Information Items

Item 1. Approval of 2009-2014 Long-Range Plan (disc provided - notebook available upon request)

Reverend Robert Cayton made a motion with a second from Jack Wallace to accept the 2009-2014 Long-Range Plan. The motion carried with an all ayes vote. The plan will be posted on the BCCC website.

Item 2. Approve Appointments/Reappointments of Foundation Board Members

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. Russell Smith made the motion for approval with a second from Betty Randolph. The Board voted all ayes acceptance of the appointments.

Item 3. NCCCS preliminary audit report of findings (Pg.36a,b,c,d) –

Dr. McLawhorn referred to the letter dated July 20, 2009 from the NCCCS Executive Director John Pettitt (pages 36a,b,c,d) and pointed out that we are free of audit exceptions this year. However, the auditors noted one area of concern for the sample of records pulled from Institution Class Reports (ICR), programs, policies, and procedures reviewed. Dr. McLawhorn noted that the College has 30 days to respond in writing. A copy of our response will be shared at the next Board meeting.

Item 4. Notification letter from Judy Jennette (Pg. 36e)

Dr. McLawhorn directed attention to page 36e in the notebook. Judy Jennette will seek the position of mayor in the upcoming election, and in keeping with policy, was giving written notice to the Board. Chairman St. Clair asked if there were any comments or feedback. Mr. McGill stated that if it is part of our policy that Ms. Jennette submits notification then by submitting the letter she followed the policy and did what the Board asked of her; therefore he has no problem. Both Mr. Harvey and Mr. Lewis feel that it should be up to the President since she reports directly to him. Hearing no other comments, Chairman St. Clair asked that the minutes reflect the discussion.

Item 5. Huskins/Dual Enrollment Classes (Pg. 37)

Dr. McLawhorn shared information on the Huskins/Dual Enrollment classes for high school students and pointed out that funding was eliminated – except for math and science general education courses. Students could continue to enroll in vocational and technical courses. McLawhorn commented that some colleges are electing to “self-supporting” but does not advocate that we do that here. If we did “self-supporting” the right way, we would have to charge \$220 cr./hr. which would be \$660 per course. McLawhorn stated that this has been a big disappointment. Dean of Instruction Wesley Beddard stated that we have been broadcasting 1st period for the past few years’ for psychology, history, English, art and music but with the elimination of funding we are not doing this anymore. In the spring, we will try to move some math and science classes to 1st period and broadcast to classrooms. Beddard noted that this has really impacted home schools and private schools.

Item 6. SACS reaffirmed accreditation (Pgs. 38-39)

McLawhorn reported “good news” we were reaccredited by the Southern Association of Colleges and Schools. We still have some information to provide.

Item 7. Grant Activity Report (Pgs. 40-41)

Dr. McLawhorn commented on EDA grant for construction of the new Allied Health and Nursing Building.

Item 9. Cont. Ed End of Semester Report – Spring 2007 (Pg. 43)

Spring semester FTE was up 5%.

Item 10. Agreement between Beaufort County School System and BCCC (Pgs. 44-48)

A copy of the food service agreement was shared. The Agreement is for three years, beginning on August 19, 2009 and ending August 18, 2012. We are expecting 111 high school students on Tuesday and 7 high school teachers.

Item 11. NCCCS Curriculum Programs Final Fall 2008 (Pg. 49)

Enrollment increased 11.33%. We are already ahead of this rate for this fall.

New Business

None reported.

Dr. McLawhorn extended an invitation to anyone who would like to take a tour of the new Public Safety Annex Building.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, October 6, 2009.

Mr. St. Clair thanked everyone for their kindness, cards and calls during the passing of his wife.

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 7:55 p.m.

Respectfully Submitted,

For Trustees Only:

Please mark the appropriate box

David McLawhorn
Secretary

Accept minutes as presented.

Change minutes as indicated.

Mitchell St. Clair
Chairman

Trustee Signature

Date

Note: Return envelope enclosed

Date