

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 7, 2012**

The Board of Trustees met Tuesday, February 7, 2012 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 and Property 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
Morgan Roberson, SGA President

BOARD MEMBERS ABSENT

The following staff were in attendance: David McLawhorn, President; Wesley Beddard, Dean of Instruction; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; JoLinda Cooper, Staff Association President; Kim Mullis, Faculty Senate President; and Dorie Richter, Director of Institutional Effectiveness and Planning. Also in attendance were Jennie Singleton, Recorder; Christy Harris, CTE Director of Beaufort County Schools; and Darwin Richards, BCCC Project Coordinator. Absent: Rane Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

PRAYER

Chairman St. Clair called the meeting to order and welcomed special guests, Christy Harris and Darwin Richards. 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 stated that an addendum to tonight's agenda is located in the front of the board packets and the following action item needs to be added under the President's Office Update - Update Local Articulated Agreement Between Beaufort County Community College & Beaufort County Schools

Ambassadors

Chairman St. Clair called on Dean of Instruction, Wesley Beddard to introduce the two ambassador speakers for the evening, Michelle Leggett and Ryan Perry. Both are students in the Nursing Program and each shared reasons for choosing Beaufort County Community College and gave motivating and personal comments on the ambassador program and how it has helped them with their life's goals.

WORKFORCE DEVELOPMENT UPDATE

Chairman St. Clair called on Buster Humphreys to introduce the first guest speaker. Mr. Humphreys introduced Ms. Christy Harris, Career & Technical Education (CTE) Director of Beaufort County Schools. Ms. Harris explained that CTE is no longer what it once was...shop classes; it is a comprehensive program in the high schools that offers all of the vocational and support services training that go along with the program. Ms. Harris reported that there are six program areas: Agriculture, Health Occupations, Marketing, Family Consumer Science, Trades and Industries, and Business Courses. She noted that there are 40 courses in the high schools for those program areas.

Additionally, Beaufort County Schools students who are enrolled in CTE classes can now earn nationally recognized credentials in:

- NCCER credentials are awarded to students who pass all modules in Carpentry, Masonry, and Electrical Trades classes.
- Students in Foods II are provided the opportunity to take the ServSafe credentialing exam.
- Students in Nursing Fundamentals are provided the opportunity to take the CNA (Certified Nursing Assistant) exam.
- Juniors and Seniors participating in the Internship program as well as the Southside Welding II students are provided the opportunity to earn their Career Readiness Certification by taking the WorkKeys exam.
- Students in Microsoft Word, PowerPoint, & Publisher and Microsoft Excel & Access are provided the opportunity to earn their Microsoft Office User Specialist Certification.

Ms. Harris happily reported that 935 credentials were given to students not including CNA's, as they were tested after the reporting window had already closed. Additionally, Beaufort County ranked 5th in the state.

Ms. Harris stated they have expanded their partnerships with businesses and work closely with the community college system and make it clear to students that Beaufort County Community College is a viable option.

Ms. Harris discussed the CTE Speaker Series and explained they are trying to show students what is "out there" in Beaufort County. There were 39 speakers that came in to middle and high schools in Beaufort County and taught a variety of life skills (hand shaking, interview protocol, etc.). This year there are 60+ speaking events scheduled and Ms. Harris encouraged everyone interested in going to a middle or high school to speak on his or her expertise to please contact her. Ms. Harris will be compiling data and share the results with the College.

NC ADVANCED MANUFACTURING ALLIANCE UPDATE

Chairman St. Clair called on Dean of Instruction, Wesley Beddard to introduce the next speaker. Mr. Beddard introduced Mr. Darwin Richards, Projector Director at Beaufort County Community College. Mr. Richards gave an informative update on NC Advanced Manufacturing Alliance.

MINUTES

Chairman St. Clair called for a motion to approve the October 4, 2011 minutes (pgs. 4-12). Bo Lewis made the motion for approval with a second from Jack Wallace. 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 board meeting and directed attention to the agenda on page 13 of the board packet. Mr. Harvey addressed the first item on the agenda – design contract for the building 2 roof. Mr. Harvey informed the board that proposals were received from JKF Architecture, REI Engineers, and Stafford Consulting Engineers for design and project management services for reroofing sections of building 2. Mr. Harvey directed attention to the bids on page 14 of the packet. Mr. Harvey stated that it is the recommendation of the Property Committee to accept the low bid from JKF Architecture in the amount of \$5000 for design and project management services for reroofing sections of building 2. In addition, the property committee requests that administration seek bids to have someone monitor the application of the roof. Chairman St. Clair stated that the recommendation comes from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Mr. Harvey proceeded to item 2 on the agenda – discussion of building 5. Mr. Harvey stated that the board is aware of the issue with the cracking of the walls/foundation of building 5. He noted that there have been several people come out and look at the building and the Chairman met with a consultant. He explained that we do have a problem, but it is mainly soil erosion and the problem can be corrected. The cost of the project is roughly around \$60,000 and will be included in our next budget.

Mr. Harvey then gave an update on the new Allied Health and Nursing Building. He stated that construction is currently running a week behind schedule. Mr. Harvey informed the Board that Centurion has recently changed superintendents so we will have to wait and see.

Continuing to item 4 – update on sale of house and freezer. Mr. Harvey stated that the college sold the freezer for \$700 and we have not had a lot of interest on the house, so it will go back out for bid.

Curriculum Committee - No Report

Finance Committee

Chairman St. Clair recognized Finance Committee Chairman, Reverend Robert Cayton to present the Finance Committee report. Chairman Cayton noted that the Finance Committee met prior to tonight's board meeting and directed attention to the agenda found on page 41.

Reverend Cayton addressed item 1 on the agenda – Student Loans. Reverend Cayton stated that the finance committee is requesting that college continue to monitor the default rate and make decisions on an as needed basis.

Reverend Cayton proceeded to the second item on the agenda - Request approval for state budget revisions #9-11. Chairman Cayton called on Dr. Price to address the revisions. Chairman St. Clair called for questions or discussion of the revisions as presented. Hearing none, Chairman St. Clair stated that the recommendation comes from a standing committee and did not require a second. The motion passed with an all ayes vote.

Reverend Cayton proceeded to the third item on the agenda – Banking RFPs. Rev. Cayton explained the RFP process the college has undertaken to receive proposals related to banking services. The finance committee asked Dr. Price to provide a recommendation from college administration during the next finance committee meeting. Finance committee members will be notified they will be able to review the proposals between meetings and provide suggestions to college staff.

Reverend Cayton proceeded to the fourth item on the agenda – Discuss Financial Statement Audit. Reverend Cayton stated that the financial statement audit for the college had been completed and we have received a verbal indication that there would not be any audit findings.

Reverend Cayton addressed the last item on the agenda – Budget Update. In reference to the county budget, he explained that the county budget request would likely need to be increased due to the new Allied Health and Nursing building and the repairs to Building 5.

Personnel Committee

Chairman St. Clair stated that the personnel committee would need to meet prior to the April 3 Board Meeting to discuss Dr. McLawhorn's annual presidential evaluation.

President Search Update

Chairman St. Clair stated that the Board is down to 6 candidates and have submitted 3 names to the State Board of Community Colleges for their approval.

President's Office – Information Items

Item 1. Annual Internal Equipment Audit Summary Report 2009-2010(Pgs. 45)

Dr. McLawhorn directed attention to page 45 and stated that he is very happy to report that with over \$3.6 million in equipment; BCCC's percent of lost or stolen is 0.00%. He commended the college personnel involved.

Item 2. Mid Year Progress Report 2011-2012 (Pgs. 46-61)

Dr. McLawhorn stated that the complete report is found on pages 46-61 of the board packet. He asked if there were any questions. Hearing none, he continued with the agenda.

Item 3. Cont. Ed. Fall Semester 2011 Visitation Report (Pg. 62) – Dr. McLawhorn directed attention to page 48 and asked for questions. Hearing none he continued with the agenda.

Item 4. Continuing Education FTE and Enrollment (Pg. 63) - Dr. McLawhorn directed attention to page 63 in the notebook and asked for any questions. Hearing none, he continued with the agenda.

Item 5. Curriculum FTE and Enrollment – (Pg. 64) - Dr. McLawhorn stated that enrollment for this spring and last fall is our highest enrollment ever. He explained that our record enrollment has occurred in a year where the rest of the community college system's enrollment is down.

Items 6 & 7 Curriculum FTE Spring Semester and Curriculum Headcount Spring Semester – (Pgs. 65-66) - Dr. McLawhorn directed attention to pages 65-66 and asked for questions. Hearing none he continued with the agenda.

Item 8. Grant Activity Report – Pg. 67 - Dr. McLawhorn directed attention to page 67. Dr. McLawhorn updated the board on the Golden Leaf Assistance Grant. McLawhorn informed the board that BCCC will have a project involved for \$1.4 million to purchase equipment for our new Allied Health and Nursing Building. This would reduce the amount of money the county commissioners will have to borrow. The next public meeting is scheduled for February 23.

Item 9. Vending Update (Pg. 68) - Dr. McLawhorn reported that vending sales continue to move upward.

Item 10. NCACCT 2012 – 2014 Calendar of Events (Pgs. 69-70) – Dr. McLawhorn directed attention to pages 69-70. Board members were asked to contact Jennie Singleton if additional information is needed.

Item 11. NCACCT Law Seminar (Pgs. 71-75) – Board of Trustees members who are interested in attending, should let Jennie Singleton know as soon as possible.

Item 12. BCCC Calendar of Events (Pg. 76) – A list of BCCC's upcoming events can be found on page 76 of the packet.

Item 14. State of the College (Pgs. 77-87) - Dr. McLawhorn stated that the State of the College begins on page 77 of the board packet. He noted that he is using the same format as in the past, but this year is a look back at the 10 years he has served as president. He then directed attention to the summary found on page 86. After addressing the summary he asked if there were any questions or comments. Hearing none he continued with the agenda.

Item 15. Update Local Articulated Agreement Between Beaufort County Community College & Beaufort County Schools - Dr. McLawhorn distributed a copy of the agreement. After review, Robert Cayton made the motion to approve the articulated agreement with Beaufort County Schools as presented. Betty Randolph seconded the motion. The motion passed with an all ayes vote.

Property Committee Chairman Shields Harvey addressed an item left off under his update - Plaque for the new Allied Health and Nursing Building. He directed attention to the rough draft located on page 40. He asked board members to review and get any changes to Jennie Singleton. In addition, Mr. Harvey explained that members of the Board of Education met with Dr. McLawhorn and Dr. Price and expressed concern with not making any money in the College Café. This is all preliminary and they will be looking at other options. More information will be provided as it becomes available.

New Business

A. Evaluation of the President - Chairman St. Clair stated that trustees were mailed presidential evaluation forms and asked to return them to him in the sealed envelope as soon as possible.

B. Trustee Self Evaluations - Chairman St. Clair stated that trustees were provided self-evaluation forms for his/her completion. He asked that they be returned to him as soon as possible.

Chairman St. Clair asked for any new business to come before the board. Hearing none, he called for a motion to go into closed session pursuant to N.C.G.S. 143-318(a)(6) to discuss a personnel item and (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Cynthia Davis made the motion with a second from Bo Lewis. The Board voted to go to closed session at 7:24 p.m. Chairman St. Clair dismissed all staff. In the absence of Rane Singleton, Legal Counsel, the board will not go into closed session under section (a)(3).

Upon returning to open session at 7:57 p.m., Chairman St. Clair stated that no action was taken in closed session. He stated that a Special Called Board meeting will be held on March 6 at 6:00 p.m.

In conclusion, Chairman St. Clair stated that the Executive Committee of the board would serve as the Nominating Committee for the purpose of nominating officers for the upcoming fiscal year, beginning July 1, 2012. 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 Bo Lewis, second by Robert Cayton, and unanimous vote, the Board adjourned at 8:02 p.m.

Next Board Meeting

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

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date