

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 4, 2011**

The Board of Trustees met Tuesday, October 4, 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.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Cynthia Davis  
Cornell McGill

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 Ranee Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook; Jennie Singleton, Recorder; and Almeta Woolard, Grant Writer.

Chairman St. Clair welcomed Morgan Roberson as the new SGA President. Morgan will be serving as President of SGA for the 2011-2012 school year. He also, welcomed members of Administrative Council and guest Almeta Woolard.

**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.

**Ambassadors**

Chairman St. Clair called on Dean of Instruction, Wesley Beddard to introduce the two ambassador speakers for the evening, Vickie Wilkinson and Catrena Ross. Both 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.

## MINUTES

Chairman St. Clair called for a motion to approve the August 2, 2011 minutes (pgs. 4-9). Robert Cayton made the motion for approval with a second from Betty Randolph. The motion carried with an all ayes vote.

### Old Business – Approval of the 2011-2016 Institutional Effectiveness Plan.

The 2011-2016 Institutional Effectiveness Plan was distributed (CD and/or hard copy) at the Board of Trustee Meeting on August 2, 2011. Trustees were asked to review the plan and bring back any questions or comments to the next meeting. In the meantime, Trustees decided the college would proceed with the 2011-2016 Institutional Effectiveness Plan as presented. Chairman St. Clair called for discussion of the plan and or a motion for approval. Betty Randolph made the motion to approve the 2011-2016 Institutional Effectiveness Plan as presented. Jack Wallace seconded the motion. The motion carried with an all ayes vote.

### 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 on August 2, 2011 and the minutes of that meeting were located on page 10 of the packet as information only. He noted that action from the meeting was voted on at the full board meeting on August 2, 2011.

Property Committee Chairman Mr. Harvey stated that a Property Committee meeting was held on September 20 and directed attention to the agenda on page 11 and minutes on pages 12-12a of the board packet. Mr. Harvey discussed the RFP Process on the building 2 roof. Mr. Harvey informed members of the board that the project was below the \$500,000 threshold that requires that the college bid the project through the state construction office. Mr. Harvey stated that it comes as a recommendation from the Property Committee to have college staff pursue in house three proposals for the roofing project of building 2. 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.

#### 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 on August 2, 2011 and the minutes of that meeting were located on page 14 of the packet as information only. He noted that action from the meeting was voted on at the full board meeting on August 2, 2011.

Reverend Cayton reported that the Finance Committee met on September 20, 2011 and directed attention to agenda and minutes found on pages 15-16 of the board packet. Reverend Cayton moved to item 1 on the agenda - approve state budget. Reverend Cayton directed attention to pages 17-19 of the packet and explained that the Board of

Trustees approves what the NC General Assembly has allocated the college and we do not have any options. 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.

Reverend Cayton proceeded to the second item on the agenda - request approval for state budget revisions #2-7. Chairman Cayton directed attention to pages 20-25 of the packet and 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.

Rev. Cayton proceeded to the third item on the agenda – fee to proctor exams for non-BCCC students. Rev. Cayton explained with online courses being taught by all institutions, there are needs for proctors and BCCC has served many students from other institutions, at no charge. To help defer the cost of proctoring non-BCCC students, it is the recommendation of the Finance Committee to set a fee of \$20 per student per semester beginning immediately after the October 4<sup>th</sup> board meeting. 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.

Reverend Cayton directed attention to page 26 of the board packet – approval of budget revision #8. He noted that recommendation of approval does not come from the finance committee but will require full board approval, as it came in after the September 20 finance meeting. Reverend Cayton called on Dr. Price to provide information on revision #8. Dr. Price explained that the revision (Prison Education carry forward funds) is funding the college received several years ago to start a new training program at Tyrrell Prison. The problem with starting the program is that they do not actually have the space for us to offer the program. Dr. Price noted that we will continue to carry forward the funding until they have the space or a facility is built to provide the program. Reverend Cayton made the motion to approve carrying forward the Prison Education funds so when space becomes available we will be ready to start the program. Shields Harvey seconded the motion. There was no further discussion. The motion passed with an all ayes vote.

### Personnel Committee

The Personnel Committee met on August 2, 2011 and the minutes of that meeting are located on page 27 of the packet as information only. Action from the meeting was voted on at the full board meeting on August 2, 2011.

### President Search Update

Chairman St. Clair stated that forty-seven applications were received and the committee narrowed them down to twenty-five. Currently the twenty-five have been cut down to twelve. Chairman St. Clair stated that the next step is for the search committee to narrow the candidates from twelve to around six. Chairman St. Clair stated that “hopefully the new president will be selected early spring.” He noted that the new president will start June 1, 2012. Chairman St. Clair asked members of the Search Committee if they had any comments. Hearing none, he opened the question up to everyone attending the board meeting. None being heard, he continued to the next item on the agenda.

### President’s Office – Information Items

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

Dr. McLawhorn called on Dr. Phillip Price, Dean of Administrative Services to provide an update. Dr. Price provided handouts and proceeded with discussion of the background of student loans. Dr. Price stated that our current default rate is 4.0%. He directed attention to page 3 of the handout – BCCC Loan Amounts per Academic Year and noted that BCCC is currently at \$2,258,940. This amount has drastically increased from where we were a number of years back. He pointed out that the average loan per student is about \$8,600. He then directed attention to the loan amounts for community colleges in our area (found on page 3). For Craven, Edgecombe and Pitt Community Colleges, their loan amounts are quite a bit lower than ours. Dr. Price addressed a few concerns we are facing:

1. The overall increase in the total student loan amounts from when we were allowed to perform credit checks.
2. The default rate from one of our neighboring community colleges.
3. The average loan amount for our students compared to average loan amounts for students at our neighboring community colleges.

The available options are:

1. Opt out of the federal student loan program beginning with academic year 2012-2013.
2. Continue participation in the federal student loan program and closely monitor trends and default rates.
3. Continue participation in the federal student loan program but implement additional steps students are required to complete prior to being awarded a loan program. Items to consider include setting a minimum score on a financial literacy program and setting policy as to what items (and an allowable amount) can be included in a student's need. *Additional information on this option is still needed.*

Dr. Price explained that the information he provided is a working document towards some type of recommendation to bring back to the full board in February – whether it goes to the finance committee or an ad hoc committee.

#### Item 2. Grant Activity Report (Pg. 28)

Dr. McLawhorn called on Almeta Woolard, Grant Writer to deliver good news. Mrs. Woolard informed the Board of Trustees of a \$2.2 million grant that BCCC was awarded in September - US Department of Labor Trade Adjustment Assistance Community College and Career Training Consortium with Robeson Community College. BCCC was invited and joined a consortium with 9 other community colleges to create the N.C. Advanced Manufacturing Alliance. Members of the alliance include: Robeson CC, Lead Institution, Beaufort CC, Craven CC, Fayetteville Technical CC, Nash CC, Edgecombe CC, Davidson County CC, Surry CC, Haywood CC and Asheville-Buncombe Technical CC. The \$2.2 million jobs grant will pay for technology upgrades and new equipment for industry –related programs at BCCC. The alliance has targeted to help those workers who have been affected by jobs lost in recent years as North Carolina based industries have moved their operations to other countries. Community colleges in the alliance plan to assess, train, and certify the skills of some 2,300 students whose jobs have been lost. The grant includes the following: \$771,319 to improve technology at BCCC, including improvements in the campus wireless network; \$564,192 to create intelligent classrooms; \$370,000 for a robotic welder and other equipment for the electrical, electronics, and welding programs, and \$65,708 for an emergent technology laboratory. Dr. McLawhorn thanked Almeta Woolard and Clay Carter for their hard work in helping to obtain the \$2.2 million grant for BCCC. He noted that there were 200 applications nationwide and only 32 winners.

Item 3. Vending Sales (Pgs. 29-30) – Dr. McLawhorn shared the vending machine sales through August and noted that sales continue to grow.

Item 4. Continuing Education Summer Semester 2011 Report (Pg. 31) - Dr. McLawhorn directed attention to page 31 in the notebook and asked for any questions. Hearing none, he continued with the agenda.

Item 5. Calendar of Board of Trustees Meetings – (Front of Packet)

Dr. McLawhorn reminded Trustees of the Christmas Social on Tuesday, December 6, 2011 from 7:00 p.m. – 9:00 p.m. at the Washington Yacht & Country Club. The Faculty Staff Christmas Luncheon is scheduled for Tuesday, December 20 at noon in the multi-purpose room of building 10.

Item 7. Purchasing Contract – Handout from Dr. Price

Dr. McLawhorn called on Dr. Price to provide an update. Dr. Price stated that at a past board meeting there was discussion of obtaining credit cards for the college. After the board meeting, the process began and a purchasing audit was performed. Once the audit was complete the information was submitted. It took about a year for the State Office to come down and complete the report provided. BCCC then submitted a request for the purchasing cards. Currently Bank of America is in the process of reviewing credit worthiness. We anticipate receiving the cards in the very near future.

Item 8. Update on Funding of New Allied Health & Nursing Building

Dr. McLawhorn stated that the new building is coming along nicely. Going back to April of 2009, the county commissioners passed a resolution dealing with the funding of this building. At that time we were looking at a \$9 million building. The county commissioners approved to move forward with the application to USDA for \$4.5 million. The resolution passed by the county commissioners is contingent on the college (BCCC) acquiring the remaining \$4.5 million necessary to build the \$9 million building. However, now the \$9 million building is \$7 million. Currently the college is participating in the discussions on how to best spend the \$2 million that is available from the Golden Leaf Foundation through their Community Assistance Initiative. Golden Leaf has announced meetings in our county – the next meeting is October 11 and we will be there to ask for \$2.0 million. BCCC is working with the county commissioners to minimize the amount of funds they will have to borrow for the building.

Item 9. Update on Merger Recommendation

Dr. McLawhorn stated that the merger recommendation is not “dead” it still has to work its way through the legislative committee structure that is in place. The governor and speaker pro tem have come out publically opposed to the merger recommendation. More information will be provided as it becomes available.

New Business - Career and College Promise Operating Procedures

Dr. McLawhorn called on Wesley Beddard, Dean of Instruction to provide information on a new program. Mr. Beddard provided a handout found on pages 32-39 of the board packet. Mr. Beddard explained that effective January 1, 2012; all current programs that allow high school students to enroll simultaneously at community colleges will be replaced by the Career and College Promise Program (CCPP). The CCPP is available to high school juniors and seniors from public, private, and home schools. Mr. Beddard explained that students cannot enroll in “just” any course; they must be enrolled in a

program leading to a certificate of some type - college transfer, welding, automotive, early childhood, etc. Students must also apply and be accepted into the programs. Mr. Beddard discussed the details of eligibility for enrollment (see below). Mr. Beddard stressed that this is currently in draft format and is in need of a lot of work. A meeting is scheduled in Raleigh this Thursday and Friday, to discuss Career and College Promise. Mr. Beddard stated that BCCC's plan this spring is to be very conservative. We will go ahead and get the programs in place for students that are already enrolled in programs such as welding and cosmetology.

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. A College Transfer Pathway leading to a college transfer certificate;
2. A Career and Technical Education Pathway leading to a certificate, diploma or degree;
3. A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115C of the General Statutes. (Early College High Schools @ BCCC)

### **College Transfer Certificate Pathway**

1. The Career and College Promise College Transfer Pathway leads to a college transfer certificate requiring the completion of at least thirty semester hours of transfer courses, including English and mathematics.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses; and
  - c. Demonstrate college readiness on an assessment or placement test (See Attachment 1). A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Certificate Pathway).
3. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 GPA in college coursework after completing two courses.
4. A student must enroll in one College Transfer program of study and may not substitute courses in one program for courses in another.
5. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
6. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Certificate while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core.
7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Certificate program of study and a Career Technical Education program of study.

8. Currently enrolled high school juniors or seniors (Fall Semester 2011) who have successfully completed a college transfer STEM course with a grade of “C” or better may be admitted into a Career and College Promise College Transfer Certificate Pathway in Spring Semester 2012 without meeting the entry GPA or testing requirements (i.e. PLAN). Students will be required to meet course prerequisite requirements.

### **Career Technical Education Pathway**

1. The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
  - c. Meet the prerequisites for the career pathway.
3. High school counselors should consider students’ PLAN scores in making pathway recommendations.
4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 in college coursework after completing two courses.
6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator.
7. Currently enrolled high school juniors or seniors (Fall Semester 2011) who have successfully completed a community college technical education course with a grade of “C” or better may be admitted into a Career and College Promise Career Technical Education Certificate Pathway in Spring Semester 2012 without meeting the entry GPA or testing requirements (i.e. PLAN). Students will be required to meet course prerequisite requirements.

### **Cooperative Innovative High School Programs**

1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.
2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50.
3. The State Board of Education and the State Board of Community Colleges may waive the requirement that a Cooperative Innovative High School Program is located on the community college campus.

### **Student Application Procedures**

1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student's transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.
2. Students must complete a college application to be admitted into a Career and College Promise pathway.

**College Program of Study Approval Procedures**

1. A college must submit a program of study for each Career and College Promise program it plans to offer, using templates and program codes provided by the North Carolina Community College System Office.
2. Programs of study may not include elective options for students.
3. Programs of study must be approved before students can be enrolled.
4. By submitting and requesting approval for a Career and College Promise program of study, a college is verifying its capacity to teach all courses in the program of study.

**Program Accountability Plan**

1. Colleges will assign student codes provided by the North Carolina Community College System Office.
2. The North Carolina Community College System Office and the Department of Public Instruction will report annually to the two governing boards on the following outcomes:
  - a. The impact of dual enrollment on high school completion
  - b. The academic achievement and performance of dually enrolled high school students.
  - c. The number of students who successfully complete college certificates while dually enrolled.
  - d. The persistence, completion rates, and academic achievement of students who continue into college programs after high school graduation.

Attachment 1

**College Readiness\* Benchmarks on Approved Assessment Tests**

Test	PLAN**	PSAT**	Asset (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	Accuplacer (NCCCS Cut Score)
<b>English</b>	15	49	41 Writing	70 Writing	86 Sentence Skills
<b>Reading</b>	17	50	41 Reading	81 Reading	80 Reading
<b>Mathematics</b>	19	50	41 Numerical Skills and 41 Int. Algebra	47 Pre-Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra

\*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading and mathematics on an approved assessment test.

\*\*PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.



Mr. Beddard reported that BCCC is working with college transfer students and with the public school system; however, there is a very limited number of courses that we can offer them. We will offer some late start the courses (Psychology, Math and English) starting after the Martin Luther King Holiday because the Beaufort County Public Schools are still in their fall semester. Mr. Beddard stated plans are currently being made for the fall semester and this is a great opportunity for high school students. Mr. Beddard stated that he has met with Christy Harris, Beaufort County Schools Technical Coordinator to help develop plans to make their programs fit with our CCPP offerings.

Next Board Meeting

The next scheduled full Board of Trustees meeting will be held Tuesday, February 7, 2012. The Trustee Christmas Social is scheduled for Tuesday, December 6 at Washington Yacht and Country Club.

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 Bo Lewis, second by Robert Cayton, and unanimous vote, the Board adjourned at 7:44 p.m.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Mitchell St. Clair  
Chairman

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Date