

**EAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 3, 2012**

The Board of Trustees met Tuesday, April 3, 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 Curriculum 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

Morgan Roberson, SGA Representative

The following staff were in attendance: David McLawhorn, President; Wesley Beddard, Dean of Instruction; Crystal Ange, Dean of Student Services; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; Kimberly Mullis, Faculty Senate President; and Jo Linda Cooper, President Staff Association. Also in attendance were Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook and Jennie Singleton recorder.

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, Chairman St. Clair continued from the agenda.

MINUTES

Chairman St. Clair called for a motion or corrections to the February 7, 2012 minutes (pgs. 3-8). Bo Lewis made the motion for approval with a second from Betty Randolph. The motion carried with an all ayes vote. Chairman St. Clair called for a motion or corrections to the special called meeting minutes for March 6, 2012 (pgs. 9-10). Cynthia Davis made the motion for approval with a second from Russell Smith. The motion carried with an all ayes vote.

Old Business

Update on President Selection – Chairman St. Clair asked that all members of the Presidential Search Committee return their notebooks and CD's to Jennie Singleton to shred. Chairman St. Clair shared a memo sent out by Dr. Tansey's current president regarding her upcoming departure from Fayetteville Technical Community College. Continuing Chairman St. Clair expressed his gratitude to Mrs. Helen Sommerkamp for

sitting in for Dr. Boyette on the search committee. He then thanked members of the search committee for their time and dedication during the search process. Chairman St. Clair then thanked members of the full Board of Trustees for their commitment and unity during the search process. He then thanked Mrs. Kimberly Mullis, President of the Faculty Senate for her support and input during the search process. Lastly, he thanked Jennie Singleton for her work and dedication during the search process.

Chairman St. Clair called on Raneé Singleton, Legal Counsel for an update on Dr. Tansey's contract. Ms. Singleton stated that the final contract has been sent to Dr. Tansey along with the administrative guidelines for travel reimbursement.

In conclusion, Chairman St. Clair stated that the Search Committee received several fine candidates from within and outside, which made the job for the Board of Trustees a lot harder. However, he feels that the Board of Trustees made the right decision. He then asked if there were any comments, questions or discussion on the search. Hearing none, he continued with the agenda.

Executive Committee

Chairman St. Clair reported on the 2012-2013 Nominating (Standing) Committees' recommendations. The list of nominees for July 1, 2012 – June 30, 2013 are as follows: Russell Smith, Chair; Cornell McGill, Vice Chair and for the period of June 1, 2012 – June 30, 2013, Dr. Barbara Tansey, Secretary. Chairman St. Clair stated that all Trustees are eligible to be chair and all remaining Trustees are eligible to be vice chair. St. Clair called for nominations from the floor. Hearing none, Buster Humphreys moved by acclamation that the Nominating Committee recommendations be accepted as presented. 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.

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 February 7, 2012 and the minutes of that meeting were located on page 11 of the packet and are for information only. Action from the February 7 Property Committee meeting was voted on at the full board meeting February 7.

Mr. Harvey stated that the Property Committee met prior to prior to tonight's board meeting and directed attention to the agenda found on page 12 of the packet. Property Chairman Harvey stated that the committee reviewed and recommends approval of the following capital improvements: Approval of the 3-1 Building 2 Roof Replacement, 3-1 Building 5 Wall Repair, and Building 5 wall contract for JKF Architecture. Chairman St. Clair noted that the recommendations come from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent. Details of each item can be found on pages 13-37 of the board packet.

Additionally, Mr. Harvey noted that the Beaufort County School System will no longer operate the Campus Café and the committee feels the College should move ahead; therefore, the committee recommends the Board of Trustees give College Administration approval to seek bids to operate the Campus Café. In the meantime, if we (BCCC) are able to work out something with the Board of Education we will bring that recommendation to the full board. Chairman St. Clair noted that the recommendation comes from a standing committee as a motion and does not require a second. There was no discussion. The motion passed with unanimous consent.

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 February 7, 2012 and the minutes of that meeting were located on page 44 of the packet and are for information only. Action from the February 7 Finance Committee meeting was voted on at the full board meeting February 7.

Reverend Cayton directed attention to the agenda located on page 65 of the packet. He addressed the first item on the agenda – approval of budget revisions #12-14 located on pages 46-48 in the board packet. Reverend Cayton called for questions or comments. Hearing none, Reverend Cayton stated the recommendation comes from a standing committee and does not require a second. There was no discussion. The motion was approved with an all ayes vote.

Continuing to the second item on the agenda – Approval of County Budget Request 2013, Reverend Cayton directed attention to pages 49-52 of the packet. He explained that the County Commissioners have already approved the new Allied Health & Nursing Building, which says they have approved the cost for maintenance and upkeep of the new building. When we look at the bottom line, we need to remind the County Commissioners that the request is only a 3% increase because the new building is already reflected in the increase of maintenance. He called for questions or discussion. Hearing none, Chairman St. Clair stated that the recommendation comes from a standing committee and does not require a second. The motion passed with an all ayes vote.

Reverend Cayton proceeded to the third item on the agenda – Write Off of Bad Student Accounts. Rev. Cayton explained that by writing off the bad debts does not mean that the college will not try to collect the debts. He called for questions or discussion. Hearing none, Chairman St. Clair stated that the recommendation comes from a standing committee and does not require a second. The motion passed with an all ayes vote

Reverend Cayton proceeded to the fourth item on the agenda – Approve Banking Recommendation. Reverend Cayton stated that Mr. Shields Harvey chose to not participate in the discussion or vote of this agenda item. Reverend Cayton stated that the Finance Committee authorized administration to conduct an RFP process related to banking. The College received four responses to the RFP. After review, it is the recommendation of the Finance Committee that First Citizens be awarded banking services for BCCC beginning July 1, 2012. He called for questions or discussion. Hearing none, Chairman St. Clair stated that the recommendation comes from a standing committee and does not require a second. The motion passed with a majority vote. Mr. J. Shields Harvey abstained from the vote.

Reverend Cayton proceeded to items 5 and 6 – BCCC Audit Report and BCCC Foundation Audit Report. Reverend Cayton asked that the minutes reflect the Board of Trustees has been notified that the audit is finished and there were no audit exceptions. He reported that the BCCC Foundation has also had its audit of financial statements and the audit is clean with no exceptions. A copy of the letter from the Office of the State Auditor can be found on page 57 of the board packet and a complete copy of the BCCC Financial Statements & Independent Auditor's Report June 30, 2011 is located in the back pocket of the packet. Also, a complete copy of the BCCC Foundation Financial Statements & Independent Auditor's Report June 30, 2011, is located in the front pocket of the packet.

Personnel Committee

Chairman St. Clair recognized Personnel Committee Chairman, Cynthia Davis, to present the Personnel Committee report. Mrs. Davis noted that the Personnel Committee met on

March 6, 2012 and the minutes of that meeting were located on page 55 of the packet and are for information only. Mrs. Davis directed attention to the agenda found on page 56 of the board packet item 1 – President Life Insurance Policy. Ms. Davis stated the Personnel Committee recommends that ownership of the Life Insurance Policy be transferred to Dr. McLawhorn upon his retirement and to prorate the annual premium for 2012 based on the number of months Dr. McLawhorn worked. Chairman St. Clair called for questions or discussion. Hearing none, Chairman St. Clair stated that the recommendation comes from a standing committee and does not require a second. The motion passed with a majority vote.

President's Office – Information Items

Item 1 – Ltr. Office of the State Auditor (Pg. 57)

Dr. McLawhorn reaffirmed Reverend Cayton's update from the Finance Committee stating that there were no audit exceptions for the year ended June 30, 2011.

Item 2 – NCCCS Proposed Amendment to Admission to Colleges – Safety Exception (pgs. 58-60)

Dr. McLawhorn directed attention to the memorandum from NCCCS and noted that the State Board of Community Colleges seeks to establish a policy that allows community colleges to deny admission to applicants who pose a safety risk to themselves or others the time the applicant seeks admission. There was no discussion.

Item 3 – Grant Activity Report April 2012 (Pgs. 61-62)

The grant activity report was presented as information only.

Item 5 - BCCC Foundation Minutes September 29, 2011 (Pgs. 64-67)

Dr. McLawhorn noted that the Foundation minutes are presented as an item of information.

Item 6 - Draft BCCC Summer Work Schedule (Pg. 68)

Dr. McLawhorn noted the summer work schedule for the college will begin May 14 and continue through August 2. The college will be closed on Fridays. Reverend Robert Cayton made the motion to approve the summer work schedule as presented. Jack Wallace seconded the motion. The motion passed with a unanimous vote.

Item 7 – Fall 2011 BLET Graduation

The Fall 2011 BLET Graduation is scheduled for April 5 at 6:00 p.m. in the Multi-Purpose Room, Bldg. 10.

Item 8 - Joint Trustee Breakfast Meeting with the County Commissioners

The joint meeting between the Board of Trustees and County Commissioners is scheduled for April 18 @ 9:00 a.m. in Building 10. We will present the local budget to the commissioners and tour the new Allied Health & Nursing Building.

Item 9 - NCACCT Law Conference April 11-13

Dr. McLawhorn, Reverend Cayton, Cornell McGill and Buster Humphreys have registered to attend.

Item 10 – Meet and Greet for Dr. Tansey

The faculty and staff plan a meet and greet cookout for Dr. Barbara Tansey on Tuesday, May 1 from 11:30 p.m. – 1:30p.m. All trustees are invited to attend.

Item 11 - Service Awards Luncheon

The fifteenth annual service awards program and luncheon is scheduled for May 10, 2012 from 12:00 noon - 1:30 p.m. in the Multipurpose Room of Building 10. Chairman St. Clair noted that 3 trustees will be recognized: Cynthia Davis and Mitch St. Clair – 10 years, and Russell Smith – 5 years. He encouraged everyone to attend the luncheon.

Item 12 – Spring 2012 BLET Graduation

The Spring 2012 BLET Graduation is scheduled for May 10 at 6:00 p.m. in the Multi-Purpose Room of Bldg. 10.

Item 13 – Nursing Pinning Ceremony

The ADN Pinning Ceremony is scheduled for 1:00 p.m., Friday May 11, 2012 at Harvest Church.

Item 14 - Graduation

Graduation is scheduled for Friday May 11, 2012 at 7:00 p.m. in the auditorium of Washington High School. Mr. Kennon Briggs, executive vice president and chief of staff for the N.C. Community College System will be the guest speaker. Chairman St. Clair stated that he would like to have all trustees attend graduation.

Item 15-16 – Trustee Calendar of Events

Upcoming meeting information for BCCC Board of Trustees is located on pages 69-71 of the board packet.

New Business

Chairman St. Clair reminded everyone of the Retirement Reception to honor Dr. McLawhorn on Thursday, May 31, 2012 from 4:00 – 7:00 p.m. in the Multi-Purpose Room of Bldg. 10. Chairman St. Clair asked that the record show that he will not be attending; he will be attending his son's graduation in Florida. Also, Russell Smith noted that he will be unable to attend; he will be in Wilmington at a family wedding. 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 Cornell McGill, and unanimous vote, the Board adjourned at 6:58 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, June 5, 2012.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date
