

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 6, 2010**

The Board of Trustees met Tuesday, April 6, 2010 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; Wesley Beddard, Dean of Instruction; Crystal Ange, Dean of Student Services; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; Judy Jennette, Director of Public Relations and Foundation; Clay Carter, Director of Evening and Off Campus Programs; Laura Bliley, Faculty Senate President; and Sherry Stotesberry, 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, Mr. St. Clair continued from the agenda.

INTRODUCTION OF AMBASSADORS

Judy Jennette, Executive Director of Foundation announced that thirteen candidates will be interviewed to fill the five open slots for the ambassador program. Ms. Jennette distributed a brochure, inviting everyone to attend the seventh annual cut-throat croquet tournament on May 15, in Bath. The tournament is a fundraising event to provide the Dot and John Tankard Memorial Scholarship and to enhance the Historic Bath Site. She then introduced the ambassador speaker for the evening, Jeanne Rutledge. Ms. Rutledge is a student in the nursing program and will graduate in May 2010. Ms. Rutledge shared comments on why she chose to pursue a degree in nursing. In closing, Ms. Rutledge thanked the Board of Trustees

and Beaufort County Community College for providing her the opportunity to serve as an ambassador.

MINUTES

Chairman St. Clair called for a motion or corrections to the February 2, 2010 minutes (pgs. 3-10). 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 called meeting minutes of February 12, 2010 (pgs. 11-13). Betty Randolph made the motion for approval with a second from Myrtle Carowan. The motion carried with an all ayes vote.

Old Business

Smoking Policy

Chairman St. Clair directed attention to pages 14-23 of the board packet and called attention to page 15. Mr. St. Clair asked trustees to take a minute and review the results from the BCCC Staff Association Smoking Ad Hoc Committee. Mr. St. Clair then called on Phillip Price to discuss the information he gathered from other colleges about enforcing smoking/tobacco-free campus policies (found on pages 16-22). Dr. McLawhorn noted that 28 of the 58 Community Colleges are now tobacco-free. Dr. McLawhorn shared a draft smoking/tobacco free campus policy, found on page 23 of the board packet. Dr. McLawhorn stated that when he reads the draft policy he sees a loophole for people smoking in their private vehicles and if a person wants to smoke in their private vehicle in the parking lot that is something he does not want to try and enforce. McLawhorn noted this would keep people that want to smoke off the busy highway. After review and discussion of the draft policy, Buster Humphreys made a motion to approve the smoking/tobacco free campus policy as presented on page 23 of the board packet and implement the adopted policy August 1, 2010. Bo Lewis seconded the motion. The motion passed with a majority vote. Reverend Robert Cayton abstained from voting. Cayton asked that the minutes reflect that he was not abstaining because he does support the motion, but as a Flue-Cured Tobacco Producer it would be hypocritical of him to vote for the motion knowing he accepts money from the sale of tobacco. Dr. McLawhorn will appoint a campus committee that will assist with communicating information, getting the signage out and develop a plan for implementation.

Board Retreat 2010

Cynthia Davis stated that the Board Retreat went well and asked Jennie Singleton to compile the information presented and share with trustees. Board Retreat Evaluation Surveys were mailed prior to the meeting. Ms. Davis asked trustees to complete the surveys and return them to Betty Randolph. Once all surveys are completed, Jennie Singleton will compile the results and share at the next board meeting.

Revised Presidential Evaluation by Direct Reports

At the previous board meeting, Chairman St. Clair appointed an Ad Hoc Committee to review the current evaluation instrument used by senior staff to evaluate the President. Cynthia Davis directed attention to the revised presidential evaluation form found on pages 25-27 of the board packet. After review and discussion, Cynthia Davis made the motion to adopt the revised Presidential Evaluation by Direct Reports as presented. Shields Harvey seconded the motion. The motion passed with an all ayes vote.

Executive Committee – Chairman St. Clair stated that the Executive Committee does not have a 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 March 24, 2010 and the minutes of that meeting were located on page 30 of the packet. Mr. Harvey stated that the committee reviewed the 2010-2011 Capital Projects List and called on Mr. Price to give an update on any of the projects listed on page 31 of the packet. Mr. Price addressed the two roofing projects (building 8 and 2). Mr. Price stated that BCCC will begin advertising for an architect or engineer fairly quickly so we can proceed with these projects. Property Chairman Harvey stated approval of the 2010-2011 Capital Projects list comes as a motion from a standing committee and does not require a second. Chairman St. Clair called for questions/discussion. There was no discussion. The motion was approved with an all ayes vote.

Property Chairman Harvey called on Mr. Price to give an update on the letter received from Washington Montessori School found on page 32 of the packet. Mr. Price noted since receiving the letter notifying us of their decision to move their 3-6 level students and staff back to their campus he received an email asking to retract the letter. Dr. McLawhorn stated that the Montessori Board will meet in mid April and let us know their final decision. We are currently in the 3rd year of a 5 year lease with the school. Dr. McLawhorn informed the trustees that when he received the letter from the Montessori School he invited the public school system to come out and visit the facility. In visiting the facility, the public school system pointed out some areas that would need updating for a pre-k classroom. Immediately after receiving the email asking us to retract the original letter Dr. McLawhorn contacted the superintendent of Beaufort County Schools. McLawhorn noted that the superintendent was very agreeable to work with BCCC with whatever decision was made.

Curriculum Committee

Chairman St. Clair called on Curriculum Committee Chairman, Cornell McGill to present the Curriculum Committee report. Committee Chair McGill stated that the Curriculum Committee met on March 30 and directed attention to the agenda and minutes found on pages 33-34 located in the board packet. Mr. McGill called on Wesley Beddard, Dean of Instruction to present curriculum updates. Mr. Beddard gave informative updates on the following areas: Beaufort College Academy, Early College High School, Allied Health 1+1 possibilities with Pitt CC, Developmental Education, Distance Learning, Faculty, SACS, Academic Excellence and Regionally Increasing Baccalaureate Nurses (RIBN) Program. Mr. McGill thanked Mr. Beddard for his presentation and noted that the updates are for information only and do not require a vote.

Finance Committee

Chairman St. Clair called on Finance Committee Chairman, Reverend Robert Cayton to present the Finance Committee report. Chairman Cayton stated that the Finance Committee met on March 24, 2010 and stated the agenda and minutes are located on pages 41-42 of the board packet. Finance Chair Cayton directed attention to the 2011 County Budget Request found on pages 43-45 in the board packet. Reverend Cayton called for questions or discussion. Hearing none, he stated it was the recommendation from the Finance Committee to approve the 2011 County Budget Request as presented. No second was required. Chairman St. Clair called for a vote. The motion was approved with an all ayes vote.

Continuing Committee Chair Cayton addressed the state budget revisions #27-29 and stated that approval comes as a recommendation from a standing committee and does not require a second. There was no discussion. The motion was approved with an all ayes vote.

Personnel Committee

Personnel Committee Chairman Cynthia Davis stated that the committee met prior to the board meeting. Ms. Davis called on Mr. Phillip Price to provide an update to the Furlough Policy. Mr. Price discussed the furlough leave policy for faculty and the request by faculty of the college to consider providing more options for the use of this leave. Mr. Price indicated administration's desire that the Governor not use furloughs as a means to balance the budget in future years. Mr. Price discussed the modification as presented. The revised policy is located on page 50 of the board packet. Chairman St. Clair called for questions. Hearing none, he stated the approval of the Furlough Policy presented comes as a recommendation from a standing committee and does not require a second. There was no discussion. The motion passed with an all ayes vote.

Committee Chair Davis directed attention to pages 51-52 of the board packet, letters of intent to run for re-election from Ms. Cindy Winstead and Ms. Tracey Johnson. Ms. Davis stated this comes as a recommendation from the Personnel Committee. Chairman St. Clair called for questions/discussion. Hearing none he called for a vote. The motion passed with an all ayes vote.

Mr. Shields Harvey made the recommendation to move Closed Session to the end of the agenda so staff could be dismissed at a reasonable time. Everyone was in agreement.

President's Office – Information Items

Item 1 – Vending Sales (Pgs. 53)

Dr. McLawhorn stated we continue to get great news from our vending sales. As of the end of February we have received over \$24,000.

Item 2 – Undocumented Immigrants - Admissions Policy (pgs. 54-55)

Dr. McLawhorn shared the main points on the admissions policy- next step is to move to the General Assembly

- Must be a graduate of a US high school
- Must pay out-of-state tuition, totaling \$7,700 per academic year, meaning no cost to NC taxpayers.
- May not displace a North Carolina or US citizen

Item 3 – Prison Education Report (Pgs. 56-57)

Dr. McLawhorn reported that we currently have 8 employees at the prison. The General Assembly directed the North Carolina Community College System and the North Carolina Department of Correction to conduct a Continuation Review of our joint prisoner education partnership. The complete Executive Summary is found on page 57 of the board packet.

Item 4 – Mid Year Progress Report 2009-2010 (located in back pocket of packet)

Dr. McLawhorn directed attention to the 2009-2010 Mid-Year Progress Report in the back of the Board packets and stated that he would be glad to answer any questions. Hearing none he moved to Item 5.–

Item 5 – BCCC Foundation Minutes September 30, 2009 (Pgs. 58-63)

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

Item 6 – Draft BCCC Summer Work Schedule (Pg. 64)

Dr. McLawhorn noted the summer work schedule for the college will begin May 17 and continue through August 5. The college will be closed on Fridays.

Item 7 – Joint Trustee Breakfast Meeting with the County Commissioners

The joint meeting between the Board of Trustees and County Commissioners is scheduled for April 12 @ 9:00 a.m. in Building 10.

Item 9 – Service Awards Luncheon

The fourteenth annual service awards program and luncheon is scheduled for May 13, 2010 from 12:00 noon - 1:30 p.m. in the Multipurpose Room of Building 10.

Item 10 - Graduation

Graduation is scheduled for Friday May 14, 2010 at 8:00 p.m. in the auditorium of Washington High School. Russell Smith, Trustee will be the guest speaker. Dr. McLawhorn encouraged all trustees to attend the special evening.

Item 11 – Joint Trustee Meeting with Beaufort County Board of Education

The joint meeting between the Board of Trustees and the Beaufort County Board of Education is scheduled to meet on Tuesday, June 1, 2010. More information will follow at a later date.

Item 12 - NCACCT Calendar

A copy of the NCACCT local Board of Trustee calendar was shared for information only.

Personnel Committee - continued

Chairman St. Clair called on Personnel Committee Chairman Cynthia Davis to continue with the previous personnel report. Ms. Davis made the Motion to go into Closed Session pursuant to N.C.G.S. 143-318(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. Russell Smith seconded the motion. The Board voted to go to closed session at 7:55 p.m. Chairman St. Clair dismissed all staff and asked that Mr. Price remain for closed session.

Upon returning to open session at 8:40 p.m., Chairman St. Clair stated that no action was taken during closed session. Hearing no other requests for business, Chairman St. Clair called for a motion to adjourn. Jack Wallace made the motion to adjourn with a second from Bo Lewis. The meeting adjourned at 8:41 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, June 1, 2010.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date