

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 3, 2010**

The Board of Trustees met Tuesday, August 3, 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 Curriculum and Finance 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
Cornell McGill
Betty Randolph
Russell Smith

BOARD MEMBERS ABSENT

Frank B. Lewis

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; Clay Carter, Director of Evening and Off Campus Programs and Jo Linda Cooper, Staff Association President. Also in attendance were Ranees S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook and special guest the Honorable Van martin "Marty" Paramore, 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 Clerk of Superior Court, Marty Paramore, to administer the oath of office to three trustees. Sworn in at this time were the following: Reverend Dr. Robert Cayton, reappointed by the Governor, Bev Perdue; Cynthia Davis, reappointed by the Beaufort County Board of Commissioners and Mitchell St. Clair, reappointed by the Beaufort County Board of Education.

Continuing with the agenda Mr. St. Clair welcomed Dr. Scott Ralls, President of the North Carolina Community College System. Mr. St. Clair stated that Dr. Ralls was in attendance to discuss the search process for the next president of Beaufort County Community College. Dr. Ralls began by thanking the Board of Trustees for inviting him to

speak and thanked the staff members present for their hard work and dedication to the college. A transcript of Dr. Ralls presentation can be found in appendix I of the August 3, 2010 minutes.

Chairman St. Clair issued a 5-minute recess at 7:41 p.m. The board came back in session at 7:50 p.m. Chairman St. Clair welcomed Jo Linda Cooper, new President of the Staff Association and stated that Laura Bliley will serve another term as President of the Faculty Senate.

MINUTES

Mr. St. Clair called for a motion to approve the June 1, 2010 minutes (pgs. 7-13). Shields Harvey made the motion for approval with a second from Jack Wallace. The motion carried with an all ayes vote.

Mr. St. Clair called for a motion to approve the minutes from Special Called meeting on July 1, 2010 (pgs. 14-15). Robert Cayton made the motion for approval with a second from Shields Harvey. The motion carried with an all ayes vote.

Old Business— No Report

Executive Committee

At this time, Chairman St. Clair stated that he will be contacting members of the Executive Committee to follow-up on Dr. Ralls presentation.

Property Committee

Property Committee Chairman Shields Harvey noted that the Property Committee met prior to the board meeting and directed attention to the agenda on page 19 of the board packet. Mr. Harvey then directed attention to the proposed roofing contract from REI Engineers found on pages 20-23 of the board packet. Mr. Harvey stated the Property Committee recommends approval of the contract from REI Engineers with one change on page 21 of the board packet made to item II - Construction Administration (D). The property committee recommends "that day" be struck from the sentence and that college administration would take the recommended change back to REI Engineers for them to make the change to the contract. Chairman St. Clair called for questions. Hearing none, he 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.

Property Committee Chairman Harvey directed attention to a letter from Fairway Outdoor Advertising found on page 26 of the board packet. Mr. Harvey explained that Fairway is requesting a 50% reduction in rent. Mr. Harvey stated that the property committee recommends that college administration contact Fairway Outdoor Advertising and negotiate a contract that gives BCCC the opportunity to use space on their billboard at a favorable rate. Chairman St. Clair called for questions. Hearing none, he 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.

Property Chairman Harvey continued to item 4 on the Property agenda. Mr. Harvey stated that Beaver Dam Church of Christ has made a request to the Board of Trustees. Mr. Harvey explained that the church is and has been using some of the college's land as a parking area. They would like to pave the area that they are using for parking. Mr. Harvey stated that it is the recommendation of the property committee to deny the

request but ask college administration and the attorney work with the church towards an agreement that will allow them use, but also as part of their use will give us a right should they decide to dispose of that property for any reason. We would have first right of refusal. Chairman St. Clair called for questions. Ranee S. Holbrook, Legal Counsel Attorney stated that she has discussed this with Mr. Price, Dean of Administrative Services and thinks it is a good idea. Mr. Harvey stated that by working with legal counsel we will be sure that we do not have any liability. Ms. Holbrook will contact the Department of Environment & Natural Resources to find out what can and cannot be done. Mr. St. Clair called for questions. Mr. Humphreys voiced concern about not allowing the church to pave the land that the College has allowed them to use. Reverend Cayton recommended the motion be tabled until Ms. Holbrook and college administration report back with their findings. Buster Humphreys seconded the motion. The motion passed with an all ayes vote. Mr. Harvey removed his motion from the table.

Mr. Harvey reported that bids on the new Allied Health and Nursing Building are expected to be 15-25 percent below our estimates. At this point, we have raised \$2.7 million and are hoping to get \$300,000 from the state to be used for equipment. This will increase the amount the College has raised to \$3.0 million. If the bids come in at 25% under, we will have more than enough money. If bids come in at 15% under, we will be borderline. Mr. Harvey stated that he feels the Board of Trustees need to meet with the County Commissioners to see if we can proceed to go out for bid.

Curriculum Committee

Curriculum Committee Chairman, Cornell McGill stated that the Curriculum Committee met at 5:30 p.m. prior to the board meeting. Mr. McGill directed attention to the student policy for religious observances on page 28 of the packet. He stated that approval of the policy as presented with removal of "minimum of" in the first sentence comes as a recommendation from the Curriculum Committee. Dr. McLawhorn noted that Mr. Beddard and Mrs. Ange would work out the guidelines with students. Chairman St. Clair stated the motion comes from a standing committee and does not require a second. The motion passed with an all ayes vote.

Mr. McGill called on Dean of Instruction, Wesley Beddard to provide an update on a new curriculum program. Mr. Beddard stated a new curriculum program at the state is Healthcare Business Informatics. He explained that this curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information. Mr. Beddard stated that permission by the Board is needed to initiate the planning process. The College would do a feasibility study to see if there is a need in our community for this and to see if there are jobs in our service area. Mr. Beddard stated that there are only four courses that BCCC would have to add to implement the program: HBI 110, HBI 113, HBI 250 and HBI 289. Mr. McGill stated that it comes as a recommendation from the Curriculum Committee to grant permission for the College to start the study. He called for questions. Hearing none, the motion was approved with an all ayes vote. Mr. McGill asked Mr. Beddard to provide information on College Tech Prep Grant. Mr. Beddard stated that College Tech Prep Grant is a collaborative agreement between public school and community colleges. Mr. Beddard stated that Donna Dunn is the coordinator at the college and does a wonderful job. Beaufort County Community College has two grants, one with Beaufort County Schools and the other with Washington, Tyrrell and Hyde County Schools.

Finance Committee

Finance Committee Chairman, Reverend Robert Cayton stated the committee met prior to the board meeting at 5:45 p.m. He called attention to the County Budget Revision #1 found on page 30 of the packet and stated that approval comes as a recommendation from the Finance Committee. Mr. St. Clair noted that no second was needed and called for questions. There was no discussion. The motion passed with an all ayes vote.

Reverend Cayton called attention to the State Budget Revisions #32-34 found on (pages 31-33). Committee Chair Cayton noted that approval of budget revisions #30-31 comes as a recommendation from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Reverend Cayton noted if there is a decision made about the redirection of equipment funding the Finance Committee will work with the County Commissioners and the Property Committee. He announced that the final notification of funds received from the State will be on Thursday and Dr. McLawhorn and Phillip Price will go to Raleigh to get the information. When we receive that information a decision will be made whether or not we can go forward with funding for the new Allied Health and Nursing Building.

Personnel Committee - No Report

President's Office – Information Items

Item 1. Approval of 2010-2015 Institutional Effectiveness Plan - Dr. McLawhorn directed attention to the front of the packet where a disk of the plan is included. He stated that Dorie Richter is available for any questions. Paper copies were also available.

Item 2. Ltr. From NCCCS Dr. R. Scott Ralls-Kennon Briggs Audit Findings/ Spring 2008 - Spring 2009) & Ltr. from Veronica Ross (Pgs. 34-37) - Dr. McLawhorn directed attention to the letter from Kennon Briggs and noted that there were no audit exceptions or areas of concern. He then directed attention to the letter from Veronica Ross and noted that based on the site review, no audit exceptions or areas of concern were identified.

Item 3. Vending Sales (Pg 38) - Dr. McLawhorn shared the vending machine sales through June and noted that our commission continues to grow.

Item 4. Performance Based Budgeting/Accountability (Summer Term 2010) - (Pgs. 39-40) - Dr. McLawhorn stated that we did well this year in every area except one, EMT 1. He noted that we are working on this area and we hope to improve.

Item 5. Continuing Education Spring Semester 2010 Report (Pg. 41) - Dr. McLawhorn shared the visitation report.

Item 6. Continuing Education FTE End of Term Reports (Pg. 42-43) - Dr. McLawhorn shared duplicated and unduplicated enrollment.

Item 8. Grant Activity Report (Pgs. 46-47) - Dr. McLawhorn stated that the report speaks for itself, but he would be happy to answer any questions from the Board.

New Business - None

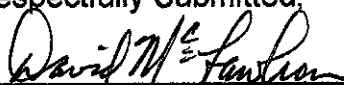
In conclusion, Chairman St. Clair called for any other items to come before the Board. Dr. McLawhorn stated that he appreciated the comments made by Dr. Ralls, but as far as his leadership, it is nothing without the Trustees, faculty and staff. He added that Dr. Ralls recognizes that there is a special team here and he thanks everyone from the bottom of his heart.

Mr. St. Clair stated that the Board has a task ahead of them in finding a new president and he will be contacting each of the members. Chairman St. Clair stated that the plans are to have a meeting with the Executive Committee to talk about who will serve on the search committee. He asked that Trustees interested in being on the search committee to contact him and he will bring your interest to the Executive Board. At a later date bring in the full Board to get involved in the process. He stated that we will go into this search with an open mind and he wants everyone involved that wants to be involved but if they feel like it is too much for them, the feel free to say so. Chairman St. Clair called for any questions or comments. Hearing none he called for a motion to adjourn. Cornell McGill made the motion of adjournment with a second from Robert Cayton.

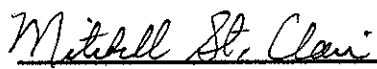
Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, October 5, 2010.

Respectfully Submitted,



David McLawhorn
Secretary



Mitchell St. Clair
Chairman

10-5-10
Date