

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 7, 2011**

The Board of Trustees met Tuesday, June 7, 2011 at 7:00 p.m. following a joint dinner/program with the Beaufort County Schools Board of Education which began in the multipurpose room of Building 10 at 6:00 p.m. The Personnel Standing Committee met prior to the 6:00 p.m. dinner.

BOARD MEMBERS PRESENT

Jack Wallace, Vice Chair
Myrtle P. Carowan
Cynthia Davis
J. Shields Harvey
Buster Humphreys, Jr.
Delores Lee
Frank B. Lewis
Cornell McGill
Betty Randolph
Russell Smith

BOARD MEMBERS ABSENT

Reverend Dr. Robert B. Cayton
Mitchell St. Clair, Chair

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 & Off Campus Instruction; Jo Linda Cooper, Staff Association President; Kim Mullis, Faculty Senate President and Judy Jennette, Director of Public Relations and Foundation. Also in attendance were Ranee Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton and Jennie Singleton recorder.

PRAYER

In the absence of Chairman Mitchell St. Clair, Vice Chairman Jack Wallace called the meeting to order at 7:00 p.m. and Betty Randolph continued with prayer.

MISSION STATEMENT/ETHICS AWARENESS

Vice Chairman Jack Wallace called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Mr. Wallace read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Mr. Wallace continued from the agenda. Vice Chairman Mr. Wallace then asked Ms. Davis to assist with leading tonight's meeting. Ms. Davis welcomed Kim Mullis, Faculty Senate President and JoLinda Cooper, Staff Association President.

Ms. Davis stated that an addendum to tonight's agenda is located in the front of the board packets with the following documents attached:

Property Committee – Property Committee Minutes for June 6, 2011 (Pages 15a, b)

Finance Committee – Finance Committee Minutes for June 6, 2011 (Pages 34a, b)

President's Office Update – Institutional Effectiveness Plan & Year End Summary 2010-2011

TRUSTEE RE-APPOINTMENT NOTIFICATION

Vice Chairman Wallace announced the re-appointment notification of two trustees: Myrtle Carowan, reappointed by the Beaufort County Board of Education for a four-year term ending 6/30/2015; Russell Smith, reappointed by the Beaufort County Board of Commissioners for a four-year term ending 6/30/2015. The Office of the Governor will send out their notice of appointment/reappointment after June 30. Reappointed trustees will be sworn in at the August 2, 2011 board meeting.

MINUTES

Ms. Davis called for a motion to approve the April 5, 2011 minutes (pgs. 6-13). Mr. Shields Harvey called attention to page 11 and noted a change in wording from the State Office to the General Assembly. Bo Lewis made the motion for approval with the correction to page 11. Cornell McGill seconded the motion. The motion carried with an all ayes vote.

Old Business

None

Executive Committee – No Report

Property Committee

Ms. Davis called on Property Committee Chairman Mr. Shields Harvey to present the Property Committee report. Chairman Harvey noted that the Property Committee met on March 30, 2011 and the minutes of that meeting were located on page 14 of the packet and are for information only. Action from the March 30 Property Committee meeting was voted on at the full board meeting on April 5, 2011.

Mr. Harvey stated that the Property Committee met on June 6, 2011 and stated the agenda could be found on page 15 of the packet. Mr. Harvey directed attention to the Memo of Understanding with Beaufort County Health Department (page 16). Mr. Harvey explained that the "Mass Prophylaxis Clinic" is a renewal of our previous agreement and comes as a recommendation from the Property Committee. Ms. Davis 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.

Mr. Harvey preceded to item two on the Property Committee agenda – request State Board approval for the disposal of a house and walk-in freezer. Mr. Harvey stated that the house and freezer are located on property the College purchased in July 2006, and noted that the house has begun to deteriorate. He explained that the first step in the process is for our local board to take action requesting State Board approval to dispose of the property. Ms. Davis stated that the request comes as a motion from a standing committee as a motion and does not require a second. Mr. Lewis inquired as to what would happen to the house. Dr. Price stated that the college would attempt to sell both items but at the time we have not worked out the method of sale. He explained that there are several acceptable methods of sale such as: a sealed bid process, an auction, or an upset bid. Hearing no more discussion, Ms. Davis called for a vote. The motion passed with unanimous consent.

Curriculum Committee - No Report

Finance Committee

In the absence of Finance Chairman Reverend Robert Cayton, Ms. Davis called on Finance Committee Vice Chairman, Mr. Buster Humphreys to present the report. Vice Chairman Humphreys noted that the Finance Committee met on March 30, 2011 and the minutes of that meeting were located on page 33 of the packet and are for information only. Action from the March 30 Finance Committee meeting was voted on at the full board meeting on April 5, 2011

Finance Committee Vice Chair Humphreys stated that the Finance Committee met on June 6, 2011 and stated the agenda could be found on page 34 of the packet. Mr. Humphreys stated that the Finance Committee has several items they recommend for approval and he moved to item one – Approve Interim Budget Resolution. Ms. Davis 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.

Mr. Humphreys proceeded to the second item on the agenda – Request the full board to authorize the Finance Committee to approve the 2011-2012 State Budget. Ms. Davis 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.

Mr. Humphreys proceeded to the third item on the agenda – Approval of blanket authorization for official travel for the President and Board of Trustees. Ms. Davis 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.

Mr. Humphreys proceeded to the fourth item on the agenda – Approve institutional funds & student fees budget for fiscal year 2012 located on pages 36-58. Ms. Davis 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.

Mr. Humphreys proceeded to the fifth item on the agenda – Approve State Budget Revisions #16-17, found on pages 59 and 60. Ms. Davis 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.

Continuing Mr. Humphreys called on Dr. Price to provide information on the BCCC Audit Report FY 2011. Dr. Price explained that the General Assembly's budget included a provision that all community colleges must be audited every two years and that colleges have the flexibility to either hire the state auditors office or a private CPA firm to conduct the audit. Dr. Price stated that currently we do not know if this will become law or if it will be vetoed by the governor. He noted that we may see some changes in how we are audited.

Mr. Humphreys continued to the last item on the agenda – Update on student loans. Mr. Humphreys noted that previously (in 2008) the Board of Trustees opted out of student loans but now the General Assembly passed a law that we must offer student loans. He

called on Dr. Price to provide the report. Dr. Price stated that last year the General Assembly approved that all community colleges would begin participation in federal student loans beginning July 1, 2011. The current General Assembly approved house bill 7 to allow colleges to opt out of student loans. He noted that at the last Board of Trustee meeting, the board voted to opt out of student loans. The Governor subsequently vetoed house bill 7 and therefore the original law requiring us to begin participation in federal student loans on July 1, 2011 is in effect. Dr. Price explained that the college decided to begin offering loans during the summer of 2011 to ensure that we would be in compliance with the new state law. Dr. Price reported that other community colleges are asking their representatives to issue local bills to allow their colleges, if they so choose, to opt out of student loans. Dr. Price stated that Dr. McLawhorn has sent a request to Representative Cook on behalf of BCCC and Chairman St. Clair has spoken with the Speaker of the House requesting the same. Dr. Price stated that the bottom line is that BCCC will be providing student loans for the summer and most likely will provide loans for the fall. He note that the Finance Committee discussed this issue in depth and made the motion that BCCC will comply with the student loan provision, as required by state law, and begin offering loans in the summer of 2011. Further, college staff members are to provide updates on loan activities at each Board meeting and January 2012 was suggested as a possible opt out date if proposed legislation is approved. Ms. Davis 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.

Personnel Committee

Personnel Committee Chair, Cynthia Davis stated that the Personnel Committee met prior to tonight's meeting and directed attention to the agenda on page 67. She stated that closed session will be moved after the President Update so staff could be dismissed. She proceeded to item one on the agenda – Revised Faculty Senate Bylaws. Ms. Davis called on Mr. Wesley Beddard, Dean of Instruction to address the revisions. Mr. Beddard directed attention to pages 68-71. Mr. Beddard stated that the revised bylaws have been approved by Administrative Council and noted that there are not a lot of substantive changes. Mr. Beddard stated that the changes must be approved by the Board of Trustees so the revision can be added to the Faculty Staff Manual. Ms. Davis 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.

Ms. Davis proceeded to item two – Add a Writing Across the Curriculum Advisory Committee to the BCCC committee structure. Ms. Davis called on Mr. Beddard to provide information and directed attention to page 72. Mr. Beddard explained that as part of BCCC's reaccumulation of accreditation through SACS, we have a Quality Enhancement Plan (QEP). BCCC's QEP is to enhance writing across our campus. He stated that BCCC had set up a Writing Center that opened this fall and is going very well. The primary purpose of our QEP is to integrate writing instruction into identified courses and by formalizing this committee we are integrating our QEP into our campus structure. Ms. Davis 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.

Ms. Davis reminded everyone that closed session for the evaluation of the president will be moved after the president update so staff may be dismissed.

President's Office – Information Items

Item 1. Grant Activity Report (Pgs. 73-74) – Dr. McLawhorn directed attention to a recent submission – US Dept. of Labor Trade Adjustment Assistance Community College and Career Training – focusing on emerging technologies impacting teaching and learning in advanced manufacturing and industrial technology programs. BCCC has requested approximately \$1.85 million.

Item 2. Vending Sales (Pg. 107) - Dr. McLawhorn shared the vending machine sales through March and noted that our commission continues to grow.

Item 3. NCACCT Leadership Seminar – The conference is scheduled September 7-9 in Wilmington NC and Trustee re-appointment training will be offered. Information will be distributed as it becomes available. Trustees are asked to call Jennie Singleton to register.

Item 4. Continuing Education – Internal Audit Plan Updated May 19, 2011 - Dr. McLawhorn directed attention to pages 76-78. He stated that an internal audit plan is in place for continuing education and it has been updated which will require full board approval. He asked if there were any questions concerning the internal audit plan. Hearing none, Ms. Davis called for a vote. Betty Randolph made the motion to approve the Continuing Education Internal Audit Plan updated May 19, 2011 as presented. Myrtle Carowan seconded the motion. The motion passed with an all ayes vote.

Item 5. NCACCT/Board of Trustees Meetings - The calendar for upcoming events and meetings is located in the front pocket of the board packet. Dr. McLawhorn asked members of the board to let Jennie Singleton know if they plan to attend the NCACCT Leadership Seminar in September.

Dr. McLawhorn directed attention to the Institutional Effectiveness Plan & Year End Summary 2010-2011. He called for any questions or comments. Hearing none, he turned the meeting over to Ms. Davis.

New Business

Ms. Davis called for a motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential and (a)(3) to consult with the boards attorney, and (a)(6) personnel. Bo Lewis made the motion with a second from Russell Smith. The Board voted to go to closed session at 7:39 p.m. Staff was dismissed. Rane Singleton, Legal Counsel asked that Phillip Price remain for a brief portion of closed session.

Upon returning to open session at 8:40 p.m., Bo Lewis made a motion to continue with Ms. Holbrook's services (law firm of Carter, Archie, Hassell, Singleton, LLP) for the fiscal year beginning July 1, 2011. Russell Smith seconded the motion. The Board voted all ayes acceptance of the motion.

Ms. Davis stated the Board reviewed the evaluations of the President and asked for a motion to approve the Presidential Evaluation with no changes to the president's salary.

Jack Wallace made the motion with a second from Myrtle Carowan. The Board approved the Presidential Evaluation with an all ayes vote. The Chairman of the Board will sign the letter of evaluation (of the college president) and Jennie Singleton will forward the letter to Ms. Hilda Pinnix-Ragland, Chair of the State Board of Community Colleges.

In conclusion, Ms. Davis called for any other items to come before the board. Hearing none she called for a motion to adjourn. Cornell McGill made the motion of adjournment with a second from Jack Wallace.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, August 2, 2011.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date