

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
June 1, 2010**

The Board of Trustees met Tuesday, June 1, 2010 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 and Property Standing Committees met prior to the 6:00 p.m. dinner.

**BOARD MEMBERS PRESENT**

Mitchell St. Clair, Chair  
Jack Wallace, Vice Chair  
Myrtle P. Carowan  
Reverend Dr. Robert B. Cayton  
Cynthia Davis  
J. Shields Harvey  
Delores Lee  
Frank B. Lewis  
Cornell McGill  
Betty Randolph

**BOARD MEMBERS ABSENT**

Henry C. Humphreys, Jr.  
Russell Smith

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; Laura Bliley, Faculty Senate President; Judy Jennette, Director of Public Relations and Foundation and Dorie Richter, Director of Institutional Effectiveness and Planning. Also in attendance were Ranee 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 at 7:00 p.m. 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.

**TRUSTEE RE-APPOINTMENT NOTIFICATION**

Chairman St. Clair announced the re-appointment notification of three trustees: Reverend Dr. Robert Cayton, reappointed by the Office of the Governor for a four-year term ending 6/30/2014; Cynthia Davis, reappointed by the Beaufort County Board of Commissioners for a four-year term ending 6/30/2014 and Mitchell St. Clair, reappointed by the Beaufort County Board of Education for a four-year term ending 6/30/2014. Reappointed trustees will be sworn in at the August 2, 2010 board meeting.

## MINUTES

Mr. St. Clair called for a motion to approve the April 6, 2010 minutes (pgs. 6-11). Bo Lewis made the motion for approval with a second from Jack Wallace. The motion carried with an all ayes vote.

### Old Business

Chairman St. Clair reported on the 2010-2011 Nominating Committee's recommendations. The list of nominees for 2010-2011 are as follows: Mitch St. Clair, Chair; Jack Wallace, Vice Chair and David McLawhorn, 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. Myrtle Carowan moved that the Nominating Committee recommendations be accepted. Bo Lewis seconded the motion. There was no discussion. The Board voted acceptance with general consent.

Board Retreat Survey Results - Chairman St. Clair called attention to the survey results found on pages 12-14 of the board packet. Mr. St. Clair noted that 7 of 12 surveys were returned.

Notes from Board Retreat - Chairman St. Clair referred to the notes found on pages 15-17 of the board packet.

Update from tobacco-free subcommittee - Dr. McLawhorn stated that he appointed the Dean of Student Services, Mrs. Crystal Ange to head the tobacco-free implementation committee. Mrs. Ange is not able to be in attendance tonight but has prepared a detailed document outlining the process. Dr. McLawhorn shared the process and progress from the Implementation Planning Committee. The committee consists of two students, six members from staff and faculty and a SGA Representative. The committee has met on three occasions. This policy goes into effect August 1, 2010. McLawhorn noted that Mrs. Ange has done an outstanding job and has everything well organized. A timeline of events was shared with the members of the board.

- Policy passage has been in the news
- Information about the policy has been posted to our website
- Letter sent to all faculty and staff regarding policy
- Policy discussed in faculty/staff meetings
- Policy discussed at SGA
- Signs have been ordered for campus
- Information on policy is in the 2010-2011 handbook
- Information will be placed in orientation packet

### **Upcoming events**

- Notify community groups that use our facility - ongoing
- Begin removing ashtrays - last week in July
- Begin putting up signage around campus - last week in July
- Post copies of policy and cessation resources in lounges - last week in July
- Email students policy - last week in July
- Put information in campus connection - first week of fall semester

Dr. McLawhorn stated that he would like to bring the boards attention to a comment he made on page 7 of the April 6, 2010 minutes, "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 stated that he still feels this way and said it is an outlet to keep people off the right of way. Bo Lewis and Betty Randolph agreed with McLawhorn’s comment. Cornell McGill stated that policing the parking lot would take additional resources that the College does not have. Chairman St. Clair also noted that he does not have a problem with people smoking in their private vehicle. McLawhorn also pointed out that Campus Police is going to issue tickets for littering, if butts are thrown on the ground.

#### Executive Committee – (Pgs. 18-19)

Chairman St. Clair referred to the minutes of the April 6, 2010 Executive Committee meeting shown on page 18 of the board packet. Mr. St. Clair stated that he would like to keep the current Committee chairs for the upcoming 2010-2011 fiscal year. Mr. St. Clair also stated that he will be in contact with each committee chair to discuss maintaining the same committee members for the upcoming 2010-2011 year. He noted that he was very well pleased with the committee members and chairs and personally thanked everyone for their dedication.

#### Property Committee

Property Committee Chairman, Shields Harvey, stated that the Property Committee met prior to the Board meeting at 5:15 p.m. Chairman Harvey stated that there will be a property committee meeting in July to talk about an update on the new Allied Health and Nursing Building and an update on the Facility Master Plan. Mr. Harvey stated that all trustees will be invited and are encouraged to attend that meeting. John Farkas is looking at three different dates that he is available. Once a date is confirmed, trustees will be notified.

Mr. Harvey stated that the only action taken by the Property Committee was the approval for the Memo of Understanding with Beaufort County Health Department (page 21). Mr. Harvey explained that the “Mass Prophylaxis Clinic” is a renewal of our previous agreement and comes as a recommendation from the Property Committee. 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.

Mr. Harvey explained that we are currently in the process of taking bids from engineering firms for the roofing project on buildings 8 and 2. As information becomes available a recommendation will be made to the full board. Chairman St. Clair called for questions, hearing none; he thanked Mr. Harvey for his report. Mr. St. Clair also encouraged all trustees to attend the Property Committee meeting in July.

#### Curriculum Committee - No Report

#### Finance Committee

Finance Committee Chairman, Reverend Robert Cayton called attention to the agenda and minutes of the May 24 meeting on (pages 22-24) and stated that they are provided for information.

Committee Chair Cayton proceeded to the third item on the agenda – approve institutional funds and student fees budget FY 2011. Rev. Cayton asked Mr. Price to provide information on this item. Mr. Price reviewed the details of the budget - no increases in student fees are being proposed and no new fees are being proposed. This proposed budget does show a substantial increase in funding from the prior year. This increase relates to an increase in the number of students and also an increase in financial aid for students. Committee Chair Cayton noted that approval of institutional funds and student fees budget FY 2011 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.

Finance Chair Cayton called on the Dean of Administrative Services, Phillip Price to address item 4 - budget revisions #30-31 found on (pages 47-48). Mr. Price reviewed each budget revision and the reason it was made. 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.

Finance Chair Cayton called on the Dean of Administrative Services, Phillip Price to provide information on item 5 - request to write off delinquent accounts/bad debts. Mr. Price provided a handout showing the accounts to be written off and discussed how a majority of the accounts receivable were created. Mr. Price discussed the collection procedures used by the college. Mr. Price addressed a question asked by the Finance Committee - if these students would be eligible to return to school without paying the amount owed. Mr. Price explained that the students would still be flagged as having an outstanding balance and would not be allowed to register. However, we would be removing these debts from our active collection efforts and would be removing them from the college general ledger. Reverend Cayton called for questions. Hearing none, he stated that approval to write off the delinquent accounts/bad debts comes as a recommendation from the Finance Committee and does not require a second. There was no discussion. The motion passed with an all ayes vote.

Finance Chair Cayton proceeded to the Item 6 – approve interim budget resolution and allow the Finance Committee to approve the 2010-2011 State budget, found on page 49. Chairman Cayton explained that the interim budget is put in place each year because the State General Assembly normally does not have the state budget approved by July 1. This resolution allows administration to continue the operation of the college -“In accordance with G.S. 115D-57, the President of Beaufort County Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of fiscal year 2011 (July 1, 2010), and the adoption of the budget resolution.” Finance Chair Cayton explained that this request allows the Finance Committee to approve the FY2010-2011 State Budget without having a called meeting of the Board prior to its regularly scheduled meeting. Finance Chair Robert Cayton stated that the motion to approve the interim budget resolution and to allow the Finance Committee to approve the 2010-2011 State Budget 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.

The last voting item from the Finance Committee was granting blanket authorization for trustees' and the president for official travel - fiscal year 2010-2011. Reverend Cayton

noted that the motion comes from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Finance Committee Chairman Cayton stated that the Board of Trustees has been apprised of the State Audit. He noted that Mr. Price is available to answer any questions regarding the audit. Cayton informed the members of the Board that the College received a clean bill of health and our College is in great shape. Chairman St. Clair stated that he received official notification of the State Audit and would like to commend the president, finance staff and Board of Trustees on a job well done.

Reverend Cayton asked Mr. Price to give an update on the County and state budgets. Mr. Price reported on recent news from our county budget requests. There was discussion in one of the county commissioners' workshops that they look at decreasing the College's budget by \$100,000 and request that the College look at ways to comply with the request. There was also discussion at the meeting about the roofing project and whether or not there is some savings the county can get from the budget. In discussion with the county manager, Dr. McLawhorn and Mr. Price discussed the desire to have the roof replaced on the building as economically as possible. That recommendation went back to the commissioners and they agreed to continue funding our budget as it was, but if during this process any savings is realized, that money would go back to the county. The second item - we continue to look at utility savings items. Mr. Price stated that his understanding is that at the end of the fiscal year we work with the County Manager and County Finance Officer - any savings in utilities, we give those back to the county as well. Mr. Price stated that it appears that our budget is fully funded based on what we projected but there are some projects we take a look at as the year goes on. Any savings the College has with the roofing and utilities will go back to the county. There was discussion and concern regarding the savings being returned to the County. Mr. Price stated that the College will make every effort to save as much money as possible. Dr. McLawhorn stated that this is a small issue and we are so happy with the budget the County Commissioners have given us.

Reverend Cayton asked Mr. Price to provide an update on the status of the State budget process for next fiscal year. Mr. Price stated that the Senate has approved their version of the budget. Included in this version were the following items – a tuition increase of \$5 (this year's increase plus last year's increase equals a 31% increase) per credit hour for in-state curriculum tuition, salaries for employees continue to be frozen with limited exceptions (we are given some flexibility on faculty and no flexibility on staff - staff increase is only in the case of promotion or job responsibility), and an increase in the employer retirement contribution rate - going up 2%. Mr. Price and Dr. McLawhorn also discussed the current status of the budget related to prison education programs. Community colleges across the state are pushing to have these budgets restored. Mr. Price informed the board that there is a proposal to require all community colleges to participate in federal student loan programs. Mr. Price explained some of the challenges related to this item.

#### Personnel Committee

Personnel Committee Chair, Cynthia Davis stated that the agenda and minutes from the April 6, 2010 meeting are located on pages 50-51 for information only. Action was taken at April's board meeting.

#### President's Office – Information Items

Item 1. BCCC Foundation Minutes of January 28, 2010 meeting (Pgs. 52-56) – Dr. McLawhorn stated that a copy of the minutes could be found on pages 52-56 of the board packet.

Item 2. Approve Appointments/Reappointments of Foundation Board Members (Pg. 57)  
Dr. McLawhorn directed attention to the Foundation Board of Directors appointment /reappointment list found on page 57. Bo Lewis made a motion to accept the appointment/reappointment list as presented. Jack Wallace seconded the motion. The motion passed with an all ayes vote.

Item 3. Vending Sales (Pg. 58) – Dr. McLawhorn shared the vending machine sales through April and noted that our commission continues to grow.

Item 4. Grant Activity Report (Pgs. 59-60) – Dr. McLawhorn stated that the report speaks for itself, but he would be happy to answer any questions from the Board.

Item 3. Editorial (Pg. 61) - Dr. McLawhorn shared an editorial from the Washington Daily News on BCCC. McLawhorn stated that he, Reverend Cayton and Mitchell St. Clair traveled to Raleigh and met with various members of the General Assembly to discuss the budget needs of the College.

Item 6. Letter - Office of the State Auditor (Pg. 62) - Dr. McLawhorn called attention on the letter found on page 62 of the board packet. McLawhorn stated that the audit for the year ended June 30, 2009 is complete and the results disclosed no deficiencies in internal control over financial reporting.

Item 7. Financial Statement Audit Report June 30, 2009 (front pocket of packet) Each board member was given a Financial Statement Audit Report for the year ended June 30, 2009. Dr. McLawhorn complemented Mr. Price and his staff and stated that 70% of community colleges have audit exceptions. BCCC is one of the 30% that was free of audit exceptions.

Item 8. Ltr. NC State Approving Agency annual visit (Pg. 63) - Dr. McLawhorn informed the board that the NC State Approving Agency will perform their annual visit to our campus on Tuesday, June 15, 2010 at 2:00 p.m.

Item 9. BCCC End of the Year Summary Report 2009 (back pocket of packet) – Dr. McLawhorn directed attention to the report located in the back of the board packet.

Item 10. NCACCT/Board of Trustees Meetings (Pg. 64) - The calendar for upcoming events and meetings is located on page 64 for the packet. Dr. McLawhorn asked members of the board to let Jennie Singleton know if they plan to attend the NCACCT Leadership Seminar in September.

### New Business

Chairman St. Clair asked Mr. Price to provide an update on obtaining a Board of Trustee credit card. Mr. St. Clair stated that the purpose of the card will be to secure travel and board events for trustees. Mr. St. Clair explained that currently Dr. McLawhorn's personal credit card is used to secure trustee travel. Mr. Price reported that his department has requested two credit cards. One card will be issued in Mrs. Singleton's name for board

use and will involve reconciliations. The other card will be kept in purchasing for special purchases that require a credit card. Mr. Price stated that we are required to have a purchasing audit prior to issuing us a credit card. Once we received approval we will receive the two credit cards.

Bo Lewis made a motion to continue with Ms. Holbrook's services (law firm of Carter, Archie, Hassell, Holbrook, LLP) for the fiscal year beginning July 1, 2010. Robert Cayton seconded the motion. The Board voted all ayes acceptance of the motion.

Chairman St. Clair 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. Cynthia Davis made the motion with a second from Robert Cayton. The Board voted to go to closed session at 8. Staff was dismissed.

Returning to open session, Chairman St. Clair stated that no action was taken in closed session. Bo Lewis made a motion to vote on the Vice President position at a Special Called Meeting to be held the same day as the Property Committee meeting in July. Once a date is selected, trustees will be notified and the meeting advertised. Betty Randolph seconded the motion. The motion passed with an all ayes vote.

In conclusion, Chairman St. Clair called for any other items to come before the Board. Hearing none he called for a motion to adjourn. Robert Cayton made the motion of adjournment with a second from Betty Randolph.

#### Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, August 3, 2010.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Mitchell St. Clair  
Chairman

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Date