

**BEAUFORT COUNTY COMMUNITY COLLEGE
CALLED BOARD OF TRUSTEES MEETING
November 22, 2010**

The Board of Trustees had a called meeting on Monday, November 22, 2010 at 8:00 a.m. in the boardroom of Building 10.

BOARD MEMBERS PRESENT

Mitchell St. Clair, Chair
Cornell McGill
Myrtle P. Carowan
Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey
Henry C. Humphreys, Jr.
Delores Lee
Frank B. Lewis
Betty Randolph
Russell Smith

BOARD MEMBERS ABSENT

Jack Wallace, Vice Chair
SGA Representative

The following staff were in attendance: David McLawhorr, President; Phillip Price, Dean of Administrative Services and Jennie Singleton recorder.

PRAYER

Chairman Mitch St. Clair called on Reverend Robert Cayton for prayer.

MISSION STATEMENT/ETHICS AWARENESS

Mr. Mitch St. Clair called attention to the Mission Statement of the college. Mr. St. Clair then read the Ethics Awareness and Conflict of Interest Reminder. Hearing no identification of a conflict, Mr. St. Clair continued from the agenda.

For the record, this special meeting was being held in accordance with the Open Meetings Law. The meeting notice was in the local paper, and members had the information 48 hours prior to the meeting. The purpose of the called meeting was to award a roofing contract for buildings 8 and 2.

Chairman St. Clair called on Property Committee Chairman Shields Harvey to address the roofing contract for buildings 8 and 2. Mr. Harvey stated that Mr. Price would provide the breakdown and called on him for an update. Mr. Harvey noted when he looked over the lowest bid it is 18% below one bid and 38% below the other bid. Mr. Price stated that staff members of Beaufort County Community College have been working with REI Engineers on the two roofing projects. While looking at the roofing projects the committee designed what kind of roofing material would be used for the projects, conducted a pre-bid, and met with the contractors. Three roofing contractors were offered the opportunity to bid on the project. All three contractors returned bids. Mr. Price stated that there was some discussion with different

application methods for the roof - cold verses hot. Mr. Price addressed the breakdown form the three contractors:

Bids Received:

	Base Bid	Alt #1	Alt #2
Curtis Construction Company	\$270,393	\$22,843	\$23,740
Owens Roofing, Inc.	\$219,747	\$23,516	\$30,378
T.R. Driscoll, Inc.	\$345,680	\$27,648	\$69,423

Engineer’s Original Proposed Budget:

	Base Bid	Alternate #1	Alternate #2	
Roof Sector	A & B Bldg 8	C Bldg 8	F Bldg 2	Total
General Construction Estimate	281,777.00	24,553.00	19,576.00	325,906.00
Contingency	14,089.00	1,228.00	979.00	16,296.00
Construction Document Fee	21,250.00	-	-	21,250.00
Construction Administration Fee	11,500.00	-	-	11,500.00
Total Project Estimate	328,616.00	25,781.00	20,555.00	374,952.00

Updated Engineer’s Proposed Budget:

	Base Bid	Alternate #1	Alternate #2	
Roof Sector	A & B Bldg 8	C Bldg 8	F Bldg 2	Total
General Construction Estimate	219,747.00	23,516.00	30,378.00	273,641.00
Contingency	10,987.35	1,175.80	1,518.90	13,682.05
Construction Document Fee	21,250.00	-	-	21,250.00
Construction Administration Fee	11,500.00	-	-	11,500.00
Total Project Estimate	263,484.35	24,691.80	31,896.90	320,073.05

Mr. Price noted that BCCC has \$312,000 to complete this project. He noted the project with the most concern for contingency is Alt. #2 - a metal roof on building #2. There appears to be a lot of unknowns on this project. Mr. Price stated that he feels comfortable that we will be able to keep this within the \$312,000. He commented that additional county projects can be postponed until such time as it is determined if any contingency will be needed for this project. He asked for any questions or comments. Mr. Humphreys asked if there is a life guarantee on the projects. Mr. Price noted that there is a 20 year warranty on the roof and a 2-year contractor warranty quoted by the engineer. In 2-years the engineer will come back and do a full inspection. Mr. Price stated that BCCC staff has spoken with REI Engineers to make sure that if any different maintenance issues are needed on this roof, they are thoroughly communicated with our maintenance department. This will ensure that we stay in compliance with our side of the warranty. Mr. Humphreys asked if BCCC has a roof inspector. Mr. Price replied that BCCC hires this service out. Mr. St. Clair called for other questions or comments. Hearing none, he called for a motion. Bo Lewis made the motion to enter into a contract with Owens Roofing, Inc. for the base bid of \$219,747, Alt. #1 for \$23,516, and Alt. #2 for \$30,378. Buster Humphreys seconded the motion. The motion passed with an all ayes vote.

Chairman St. Clair noted that Dr. McLawhorn had one item to report as information only. Dr. McLawhorn reported that on November 3, BCCC sent out an email to faculty and staff regarding our smoking policy and the right of way the State of North Carolina maintains along our boundary with Highway 264. He stated, in our attempt to provide for the safety of our students the information sent out stated that the college owned the property to the edge of the road. McLawhorn noted the information was sent out in good faith based on the sources with whom we consulted. Since sending the email we have found out that BCCC only owns the property to the right of way along Highway 264 - the college property lines do not run parallel along Highway 264 but to the top of the ditch bank adjacent to the highway. Dr. McLawhorn stressed that Highway 264 is a very busy road and we caution our students to not smoke in this area for their own safety.

Chairman St. Clair provided the board with an update on Mr. Jack Wallace. Buster Humphreys made the motion to approve a resolution in support of Jack Wallace during his illness to remain a vital member of the board during his recovery period. Bo Lewis seconded the motion. The motion carried with an all ayes vote.

Dr. McLawhorn then shared information from Scott Ralls with revising the funding formula. McLawhorn expressed his concerns for small colleges. He pointed out that BCCC would be taking a disproportionate cut compared to larger colleges. Dr. McLawhorn remarked that he has come up with an alternative to the "alternative" and had planned to present this at the Finance Committee meeting of the President's Association, but was told the meeting was a closed meeting. Dr. McLawhorn stated that he will keep the Trustees updated.

Chairman St. Clair wished everyone a Happy Thanksgiving and invited trustees to stay for the President's Search Committee meeting immediately following. Having no other business he called for a motion to adjourn. Upon motion by Shields Harvey, second by Cornell McGill, and unanimous vote, the meeting adjourned at 8:30 a.m.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date