

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 1, 2011**

The Board of Trustees met Tuesday, February 1, 2011, 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.

**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**

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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; Laura Bliley, Faculty Senate President; Clay Carter, Director of Evening & Off Campus Instruction; Jo Linda Cooper, Staff Association President; Judy Jennette, Director of Public Relations and Foundation; Dorie Richter, Director of Institutional Effectiveness and Planning, and Jennie Singleton, Executive Administrative Assistant. Absent: Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook. Ms. Holbrook will be available via telephone if needed.

**CALL to ORDER**

Chairman St. Clair called the meeting to order at 6:30 p.m. He then welcomed Mr. Jack Wallace back after an illness.

**PRAYER**

Chairman St. Clair called on Reverend Robert Cayton for 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. Reverend Robert Cayton stated that it would be a conflict of interest for him to take part in the discussion and vote on item F. 4 on the agenda – University Health Systems. Hearing no other conflict stated, Mr. St. Clair continued from the agenda.

**Ambassadors**

Mrs. Jennette introduced the two ambassador speakers for the evening, David Sowers and Katherine Thomas. Both ambassadors are students in the college transfer program.

## MINUTES

Mr. St. Clair called for a motion to approve the October 5, 2010 minutes (pgs. 4-9). Reverend Robert Cayton made the motion for approval with a second from Betty Randolph. The motion carried with an all ayes vote.

Mr. St. Clair called for a motion to approve the called meeting minutes from November 22, 2010 (pgs. 10-12). Reverend Robert Cayton made the motion for approval with a second from Shields Harvey. The motion carried with an all ayes vote.

Mr. St. Clair called for a motion to approve the minutes from the special called meeting with the County Commissioners from the December 6, 2010 meeting (pgs. 13-16). Reverend Robert Cayton made the motion for approval with a second from Russell Smith. The motion carried with an all ayes vote.

## Old Business– No Report

### Executive Committee

At this time, Chairman St. Clair reported that the Executive Committee of the board met on November 22, 2010 and discussed the possibility of hiring a consultant to perform the President Search for Beaufort County Community College. He noted that Shields Harvey made the motion to hire Hunter & Associates as the consultant to lead the search for a new president. Bo Lewis seconded the motion. The motion passed. Robert Cayton abstained from voting due to a conflict of interest with the NCACCT. Chairman St. Clair then addressed the January 10 meeting. He noted that this was the first meeting with Dr. Hunter. Dr. Hunter discussed the calendar of events that would take place during the presidential search. A copy is found on page 17 of the packet. Dr. Hunter asked board members to complete a survey that would assist in creating a presidential profile. Once he receives the surveys he will draft a profile. Chairman St. Clair encouraged board members to complete the surveys and return them to Jennie Singleton.

### Property Committee

Chairman St. Clair called on Property Committee Chairman, Mr. Shields Harvey to present the Property Committee report. Mr. Harvey noted that the Property Committee met prior to tonight's meeting at 5:30 p.m. He directed attention to the agenda on page 18 of the board packet.

Property Committee Chairman Harvey addressed the memo of understanding with Beaver Dam Church found on pages 19-20. He reported that the memo of understanding had been sent to the church for their review and they were in agreement with the contents. He stated that approval of the memo of understanding with Beaver Dam Church as presented comes as a recommendation from the Property Committee. Chairman St. Clair stated that the recommendation comes from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Mr. Harvey directed attention to the NCCCS Tentative approval for capital equipment found on pages 21-26 of the board packet. He noted that the college needed to seek

approval from the community college system for the next capital project since the current top priority is in process. The 3-1 provided in the board packet is for renovations to buildings 1, 3, and the lower level of 5. He stated that approval for submitting the request comes as a recommendation from the Property Committee. Chairman St. Clair stated that the recommendation comes from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Chairman St. Clair asked Dr. McLawhorn to inform the board of a concern he received from a neighbor related to a pond adjacent to BCCC property. Dr. McLawhorn reported that a neighbor had complained that the pond had numerous snakes and needed to be drained. Chairman St. Clair recommended that college staff discuss this issue with DENR prior to any action being taken.

Continuing Mr. Harvey provided an update on the Allied Health and Nursing Building. He noted that the pre-bid for the building will take place on February 11 and the bid opening will take place on March 1.

#### Curriculum Committee - No Report

#### 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 to tonight's meeting at 5:15 p.m. He directed attention to the agenda on page 27 of the board packet

Reverend Cayton called attention to the State Budget Revisions #8-12 found on (pages 28-32). Chairman St. Clair asked if there were any questions. Hearing none, he stated that approval of budget revisions #8-12 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 gave a banking update. He noted that there is a state law that requires a state institution to bank with an institution that has a major office in the State of North Carolina. He remarked that BCCC banked with Wachovia which is now Wells Fargo. Dr. Price, Dean of Administrative Services contacted the State Treasurer's office and found that BCCC is in compliance with the General Statute. Reverend Cayton stated that the committee asked Dr. Price to receive proposals from various banks headquartered in North Carolina, Eastern North Carolina and Beaufort County and bring back to the Finance Committee for review. He stated that no action is required at this time.

Continuing Reverend Cayton called on Dr. Price to provide information on FTE funding. Dr. Price stated that recently the North Carolina Community College System submitted a list of potential cuts to the governor. One of the items on the list was how community colleges are funded. The president's association has been studying the current formula allocation process and has approved a revised alternative formula process. The new process involves the use of a tiered funding approach. Dr. Price explained how the revised formula will affect our college. Dr. Price stated that we still have some major concerns. Dr. Price reported while the community college system will be taking a 3% cut, BCCC will be taking a 5% cut. Dr. McLawhorn stated that last week BCCC hosted the Winter Presidents Association. Prior to that meeting, he sent out an alternative to the system office proposal. McLawhorn reported that with the first proposal there were 40

losers and 18 winners out of the 58 community colleges. This means that 40 community colleges have more than a 3% cut. He stated that the alternative formula funding model can be revised and made fairer to more colleges. Reverend Cayton stated that the Finance Committee recommends the Chairman of the Board of Trustees appoint an Ad Hoc Committee for the purpose, of studying the revised alternative formula model and the committee will be empowered to write a letter stating the college's position and send the letter to the legislative committees for the presidents association and trustees association. Chairman St. Clair asked if there were any questions. Hearing none, he stated that the recommendation comes from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Personnel Committee - Chairman St. Clair stated that the committee did not meet but will need to meet prior to April's Board meeting for the president's evaluation.

#### President's Office – Information Items

Item 1. Annual Internal Equipment Audit Summary Report 2009-2010 (Pg. 33) - Dr. McLawhorn directed attention to page 33 of the board packet and reported that the college had no losses for the audit period. There was no discussion.

Item 2. Health & Safety Exception to the Admissions to College Policy (Pgs. 33a-b)  
Dr. McLawhorn called on Mrs. Crystal Ange, Dean of Student Services to address the policy. Mrs. Ange explained that currently community colleges have an open door policy and any student that applies we accept. Our state attorney was receiving so many concerns and complaints from various campuses across the state that the enclosed legislation was put together (pages 33a & b). Mrs. Ange noted the 4<sup>th</sup> bullet found on page 33a "in summary, the State Board of Community Colleges seeks to establish a policy that allows community colleges to deny admission to applicant who pose a health or safety risk to themselves or others at the time the applicant seeks admission." Mrs. Ange pointed out that the period for public comment ran from September 15, 2010 through November 15, 2010 and the State Board of Community Colleges voted to adopt the rule during its regularly scheduled meeting on January 21, 2011. Now the rule must be submitted to the Rules Review Commission for consideration and additional public input. The earliest date the rule could go into effect is April 1, 2011. She asked for questions. Mr. McGill asked what mechanism will be used to evaluate applicants. Mrs. Ange stated that each individual college will have to set their criteria and noted that is something BCCC will have to revisit with their admissions policy.

Item 3. Chamber of Commerce Request - Dr. McLawhorn stated that he received a request from the Chamber for a Business after Hours event on the BCCC campus, February 17. As a door prize, the Chamber gives away bottles of wine. However, BCCC has a policy that prohibits alcohol on campus. McLawhorn noted that there will not be consumption of wine, but bottles of wine will be given away and taken off campus. The Chamber has asked for an exception. Mr. Shields Harvey made the recommendation that the Chamber give away a certificate in the place of the bottle of wine. The recipient would take the certificate to the Chamber in exchange for his/her bottle of wine. Jack Wallace seconded the motion. Mr. St. Clair called for discussion. Hearing none, the motion passed with an all ayes vote.

Item 4. UHS Resolution in support of University Health Systems - Dr. McLawhorn stated that after prior discussion, he feels it would be more appropriate if the College write a letter of support for University Health System instead of endorsing a resolution. Buster

Humphreys made a motion that the chairman of the Board of Trustees write a letter of support for University Health System acknowledging everything they have done for BCCC through the years. Betty Randolph seconded the motion. Reverend Cayton abstained from discussion and the vote. Mr. St. Clair called for discussion. Hearing none, the motion passed with a majority vote. Chairman St. Clair stated that he will draft a letter and email to trustees for review.

Item 5. Level-One Instructional Service Agreement (Pg. 34) - Dr. McLawhorn directed attention to page 34 of the board packet. He stated that Nash Community College would like to provide two courses in the service area assigned to BCCC - Electric Lineman Technology and Overhead Line Construction. Shields Harvey made the motion to approve the Level-One Instructional Service Agreement with Nash Community College for the above named courses. Cornell McGill seconded the motion. Chairman St. Clair called for discussion. Hearing none, the motion passed with an all ayes vote.

Dr. McLawhorn stated that the Board of Trustees may delegate authority to the President to enter into Level-One Instructional Service Agreements and negate the need for full board approval. Cornell McGill made the motion that the Board of Trustees delegate authority to the College President to enter into Level-One Instructional Service Agreements. Jack Wallace seconded the motion. Chairman St. Clair called for discussion. Hearing none, the motion passed with an all ayes vote

Item 6. NCCCS Annual Reporting Plan (Pgs. 35-38) - Dr. McLawhorn pointed out that only one community college has not had a late report since the establishment of the ARP in January of 1999. That college is Beaufort County Community College and he thanked Dorie Richter for doing an outstanding job.

Item 7. Proposal and Contract for Building 2 & 8 Roof Replacement (Pgs. 39-40) - Dr. McLawhorn asked if there were any questions. Hearing none, he continued with the agenda.

Item 8. Midyear Progress Report, 2010-2011 - Dr. McLawhorn stated that the complete report is found in the back of the board packet. He asked if there were any questions. Hearing none, he continued with the agenda.

Item 9. EDA Award No 04-01-01537 (Pgs. 41-46) - Dr. McLawhorn directed attention to pages 41-46 and noted that BCCC's legal counsel, Ranee Holbrook prepared for us to satisfy EDA requirements.

Item 11. Cont. Ed. Curriculum Fall Semester 2010 Rpt. (Pg. 48) - Dr. McLawhorn directed attention to page 48 and asked for questions. Hearing none he continued with the agenda. He noted that the auditor will be on campus Thursday.

Item 12. Cont. Ed. FTE and Enrollment (Pg. 49) - Dr. McLawhorn directed attention to page 49 and asked for questions. Hearing none he continued with the agenda.

Items 13, 14,15. Curriculum FTE and Enrollment, Curriculum FTE Spring Semester, Curriculum Headcount Spring Semester (Pgs 50-52) - Dr. McLawhorn stated that the curriculum reports were located on pages 50-52 for trustees review. There was no discussion.

Item 16. JobsNow "12 in 6" (Pgs. 53-57) - Dr. McLawhorn stated that BCCC received \$200,000 in grant funds for training activities that can be completed in less than 6 months. He noted that BCCC focused primarily on Truck Driving, Welding and Medical Billing/Coding. Dr. McLawhorn directed attention to page 54 and pointed out that BCCC's completion rate was among the highest of community colleges. He stated that it was a job well done by the folks in Continuing Education.

Item 17. Vending Update (Pg. 58) - Dr. McLawhorn reported that vending sales continue to move upward.

Item 18. Grant Activity Report (Pgs. 59-60) - Dr. McLawhorn stated that the report is located on pages 59-60. There was no discussion.

Item 20. NCACCP Winter Conference - Dr. McLawhorn noted that this is the first time BCCC has hosted the Presidents Conference. He stated that the conference went off without a hitch. He thanked everyone involved.

Item 21. State of the College (Pgs. 62-73) - Dr. McLawhorn stated that the State of the College begins on page 62 of the board packet and asked if there were any questions or comments. He stressed that the main focus for this upcoming year is the budget. Chairman St. Clair called for questions. Hearing none he continued with the agenda.

#### New Business

A. Ethics Training - Prior to tonight's meeting, Jennie Singleton mailed trustees a timeline to obtain his/her 2-year refresher course training. Trustees were asked to forward Jennie a copy of his/her recertification form so BCCC's records could be updated. Ms. Singleton noted that the SEI short and amended forms are not available this year - all trustees must fill out the long form. Also, new this year is on-line training. Trustees are able to take advantage of on-line training at home.

B. Evaluation of the President - Chairman St. Clair stated that trustees were mailed presidential evaluation forms and asked to return them to him in the sealed envelope as soon as possible.

C. Trustee Self Evaluations - Chairman St. Clair stated that trustees were provided self evaluation forms for his/her completion. He asked that they be returned to him as soon as possible.

Chairman St. Clair asked for any new business to come before the board. Hearing none, he called for a motion to go into closed session pursuant to N.C.G.S. 143-318(a)(6) to discuss a personnel item and (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Cynthia Davis made the motion with a second from Russell Smith. The Board voted to go to closed session at 7:39 p.m. Chairman St. Clair dismissed all staff.

Upon returning to open session at 8:37 p.m., Chairman St. Clair stated that no action was taken in closed session.

In conclusion, Chairman St. Clair stated that the Executive Committee of the board would need to meet to appoint a Nominating Committee for the purpose of nominating officers

for the upcoming fiscal year, beginning July 1, 2011. After discussion of meeting dates, members of the Executive Committee elected to meet immediately following tonight's board meeting. 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 Shields Harvey. The meeting adjourned at 8:43 p.m.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, April 5, 2011.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Mitchell St. Clair  
Chairman

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Date