

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 5, 2010**

The Board of Trustees met Tuesday, October 5, 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.

**BOARD MEMBERS PRESENT**

Mitchell St. Clair, Chair  
Reverend Dr. Robert B. Cayton  
J. Shields Harvey  
Henry C. Humphreys, Jr.  
Delores Lee  
Bo Lewis  
Cornell McGill  
Betty Randolph  
Russell Smith

**BOARD MEMBERS ABSENT**

Jack Wallace, Vice Chair  
Myrtle P. Carowan  
Cynthia Davis

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 and Jo Linda Cooper, Staff Association President. Also in attendance were Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook and Tom Anglim, Assistant District Attorney.

**CALL to ORDER**

Chairman St. Clair called the meeting to order at 6:30 p.m. He then asked for a moment of silence in remembrance of Ms. Rachel Futrell and her family.

**PRAYER**

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

**MISSION STATEMENT/ETHICS AWARENESS**

Chairman St. Clair noted that the Mission Review Committee of the college in which he serves, met on September 16, 2010. The committee made a recommendation as shown on page 2 of the packet for up-dating the existing long-range goals of the college. He noted that the BCCC Vision and Mission Statement did not change. 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.

**Ambassadors**

Dr. McLawhorn introduced the two ambassador speakers for the evening, Sherry Blackburn and Kendal Hayden. Both ambassadors are students in the nursing programs. Each gave comments on why they chose to pursue a degree in nursing.

## MINUTES

Mr. St. Clair called for a motion to approve the August 3, 2010 minutes (pgs. 3-12). Reverend 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 reported that the Executive Committee of the board met and discussed the presidential search and Dr. McLawhorn's upcoming retirement. Chairman St. Clair informed the board that Dr. McLawhorn was asked by Reverend Cayton if he would extend his employment a little longer. St. Clair noted that this would be beneficial to us since we are building a new Allied Health and Nursing Building next year. Chairman St. Clair stated that he discussed the possibility of extending Dr. McLawhorn's retirement with Dr. Scott Ralls. Dr. Ralls remarked that he would highly recommend extending his employment and noted that next year the budget is going to be very tight. Ralls commented that BCCC would need Dr. McLawhorn's expertise in ensuring that the budget is correct. Mr. St. Clair stated that Dr. McLawhorn has agreed to extend his employment until December 31, 2011. Chairman St. Clair stated that the motion comes as a recommendation from the Executive Committee and does not require a second. He called for questions. Hearing none, he called for a vote. The motion to extend Dr. McLawhorn's employment until December 31, 2011 was approved with an all ayes vote.

Minutes of the Executive Committee meetings for September 7 and 21 were shared. He noted that the minutes are for information and encouraged board members to read them. Chairman St. Clair stated that all board members will be invited to the next Executive Committee meeting on October 19 at 8:00 a.m. At this meeting, the Presidential Search Committee will be finalized. Chairman St. Clair encouraged those with concerns or the desire to be a part of the search committee to see him after tonight's meeting.

Chairman St. Clair pointed out from the September 21 minutes that Dr. Donny Hunter attended the meeting and shared information that is involved in a presidential search. Dr. Hunter stated that typically it would cost in between \$20,000 - \$50,000 to bring a consultant in to help with the search. At the October 19 meeting members of the committee will discuss this option and bring a recommendation back to the full board. Chairman St. Clair encouraged board members to attend the meeting.

#### Property Committee

Chairman St. Clair called on Property Committee Chairman, Mr. Shields Harvey to present the Property Committee report. Chairman Harvey noted that the Property Committee met on August 3, 2010 and the minutes of that meeting were located on page 13 of the packet.

Property Committee Chairman Mr. Harvey stated that a joint meeting of the Property and Finance Committee was held on September 14 and directed attention to the agenda on page 14 and minutes on pages 15-16 of the board packet. Mr. Harvey stated that the Property Committee recommends that the Board of Trustees begin discussion with the county commissioners relative to the bidding of the new Allied Health and Nursing

building. Mr. Harvey stated that administration and the architect felt that bids would come in between 5% and 25% below what normal bids were. Mr. Harvey stated if we do not go ahead and begin the process we may miss this window of opportunity before the economic climate takes a turn upward and construction bids come in a lot higher. 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.

Property Committee Chairman Harvey addressed the Beaver Dam Church request. He called on Mr. Price to provide an update. Mr. Price stated that he and Mr. Adams met with one of the church members to determine how much property the church was requesting to use and pave for parking. They also met with legal counsel Raneé Holbrook. Ms. Holbrook had researched issues related to the request with the Department of Environment and Natural Resources. Mr. Price noted that the property committee felt that a simple agreement needed to be signed between the church and the college if the church were allowed to use the property. The agreement needed to stipulate items such as – the church is responsible for all permitting costs, the church is responsible for all construction cost, the church is responsible for on-going maintenance, the church will be liable for injuries on the property, the property will remain the property of the college, and the college will be given first right to purchase the churches property if the church ever decides to sell the property. Mr. Price stated that he and Wesley Adams have met with the church and they are in agreement with the items. Mr. Price noted that he has sent the appropriate items to the college attorney to get the agreement in place. Ms. Holbrook noted that after actually walking the property out it is not as big of an impact as we previously thought. Chairman Harvey discussed the legal expense of going through this process and suggested to the board that if the college has to go through this again, he strongly suggests that in addition to the request of first right of refusal, we get the church to agree to pick up our attorney fees.

Mr. Harvey proceeded to the final item on the property agenda - update on the Billboard located on the college's property. He reported that the college has sent the company a letter to see if an agreement can be reached. To date, we have not heard back from the company.

#### 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 on August 3, 2010 and stated and minutes are located on page 18 of the board packet.

Continuing Finance Committee Chairman, Reverend Robert Cayton noted that a joint meeting of the Finance and Property Committee was held on September 14 and directed attention to the agenda on page 14 and minutes on pages 15-16 of the board packet. Chairman Cayton reminded the board that at the last board meeting the board gave the finance committee authority to approve the state budget fiscal year 2010-2011 once it was handed down. Chairman Cayton stated that approval of the state budget fiscal year 2010-2011 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 #1-7 found on (pages 19-25). He asked if there were any questions. Hearing none, he stated that approval of budget revisions #1-7 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 proceeded to item D. #4 on the agenda - approval to allocate the COPS(certificates of participation) equipment funding and state equipment funding to total \$300,000 to be used for equipment needed in the new Allied Health and Nursing Building. Reverend Cayton explained that as part of the state budget process that BCCC is scheduled to receive \$274,915 in COPS funding to be used for the purchase of equipment in allied health and certain technical programs. Additional state equipment money could be allocated for this project to bring the total to \$300,000. Reverend Cayton stated this will accomplish several purposes - it will earmark what the money will be spent on and it brings college's total to what the county commissioners have asked the college to raise (\$3 million) before the project starts. Therefore the college is able to go before the county commissioners and let them know we are ready to proceed with the project. 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.

Personnel Committee - meeting cancelled - information added under president's update

#### President's Office – Information Items

Dr. McLawhorn gave an update on Mr. Jack Wallace's progress.

Dr. McLawhorn noted that the personnel committee did not have a quorum to meet prior to the board meeting. He addressed the personnel agenda found on page 26 of the packet.

Item 2. Revision to the personnel files policy and chain of command policy - Dr. McLawhorn directed attention to page 26a of the packet. Dr. McLawhorn informed the board that the personnel files policy has been modified to be in compliance with the Legislative Expansion of Personnel Records Subject to Inspection Laws approved by the General Assembly during their summer session of 2010. Changes to the policy appear in blue. Next he addressed the revision to the chain of command policy found on page 26c of the packet. He noted this policy has been modified to delegate the authority to the president or his/her designee to enter into/sign contracts with outside agencies on behalf of the college to carry out its mission. Both changes will be made to the Faculty Staff Policy Manual found on the BCCC web-page under appendix 1. Cornell McGill made the motion to approve the revisions to the personnel files policy and the chain of command policy as presented. Bo Lewis seconded the motion. The motion passed with an all ayes vote.

Item 3. Approval to add one staff person appointed by the Staff Association president to the following committees: Evaluation System, Health & Safety, Information Technology, Marketing/PR, Mission Review Committees and to modify the purpose of the IRB (Institutional Review Board). There was no discussion. Upon motion by Cornell McGill and second by Betty Randolph, the motion carried with an all ayes vote.

Item 4. Update on Smoking Policy - Dr. McLawhorn reported that overall implementation of the policy is going well. To date, we have had 27 warning tickets and 1 second offense ticket.

Item 5. NCCCS Final Approval for Capital Improvement ( Pgs. 27-29) - Dr. McLawhorn directed attention to pages 27-29. He noted that this information was received after the property had met and the board packets had been mailed out. He noted that form is part of the standard state process for buildings. Russell Smith made the motion to approve the NCCCS Final Approval for Capital Improvement - Project Name: Building 12 - Allied Health and Nursing Building. Bo Lewis seconded the motion. The motion carried with an all ayes vote.

Item 6. NCCCS ltr. Minority Male Mentoring Program funding (Pg. 30) Dr. McLawhorn stated that BCCC applied for and received a \$25,000 grant for the 2010-2011 academic year. The intent of this grant is to improve the retention and graduation rates of minority male students. He called on Mrs. Crystal Ange, Dean of Student Services for an update. Mrs. Ange stated that the hope is to build leadership capacity amongst our minority males. Currently 6 young men have been identified and are being trained in leadership processes. The goal is to see minority males leave BCCC and go to a four year university.

Item 7. NCCCS ltr. Funding for College Tech Prep program (Pg. 31) - Dr. McLawhorn reported that Wesley Beddard and Donna Dunn have been busy working on these programs with the public schools. The State Board of Community Colleges approved funding for the enhancement of BCCC's College Tech Prep program. BCCC's award is \$26,000, one third of the Beaufort County Schools consortium allotment.

Item 8. NCCCS ltr. Funding for College Tech Prep program (Pg. 32) - Dr. McLawhorn noted that State Board of Community Colleges approved funding for the enhancement of BCCC's College Tech Prep program the amount of \$26,666, one third of the Hyde, Tyrell, and Washington County Schools consortium allotment

Item 9. Curriculum FTE & Enrollment (Pg. 33) - Dr. McLawhorn pointed out that fall enrollment is at 1900 and last fall was at 1919. He asked the board to keep in mind that over the last 4-5 years enrollment has gone up 30% and noted we are starting to level out.

Items 10-11. Cont. Ed. Curriculum FTE End of Term Reports/Cont. Ed. Summer Semester 2010 Rpt. (Pgs. 34-35) - Dr. McLawhorn directed attention to pages 34-35 and asked for questions. Hearing none he continued with the agenda.

Item 12. Ltr. NC Department of Environment and Natural resources (Pg. 36) - Dr. McLawhorn and Chairman St. Clair sent a letter granting approval to Beaufort County to disturb college property, according to the drawings prepared by JKF Architecture, for the purposes of extending water, storm water, and sewer to a new Allied Health and Nursing Building.

Item 13. Grant Activity Report (Pgs 37-38) - Dr. McLawhorn stated that the report is located on pages 37-38. There was no discussion.

Item 14. Trustee Christmas Social - As a reminder, the Trustee Christmas Social is at the Washington Yacht and County Club, December 7 at 7:00 p.m.

Item 15. NCACCT Calendar - The calendar for upcoming events and meetings is located on page 39 of the packet.

Item 16. NCACCP Winter Meeting - Dr. McLawhorn informed the board that BCCC will host the Winter Presidents meeting January 26-28, 2011. He noted this is the first time BCCC has hosted this event.

Chairman St. Clair called for a motion to go into closed session pursuant to N.C.G.S. 143-318(a)(1) to prevent the disclosure of information that is privileged or confidential, (a)(3) to consult with Boards Attorney, and (a)(6) personnel item. Cornell McGill made the motion with a second from Bo Lewis. The Board voted to go to closed session at 7:09 p.m. Chairman St. Clair dismissed all staff.

Upon returning to open session at 7:49 p.m., Shields Harvey made a motion to approve the pre-qualified list of contractors to submit bids on the new Allied Health and Nursing Building. Buster Humphrey's seconded the motion. The motion passed with an all ayes vote.

In conclusion, Chairman St. Clair reminded members of the board to attend the Executive Committee meeting scheduled for Tuesday, October 19 and 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. The meeting adjourned at 7:55 p.m.

#### Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, December 7, 2010. This meeting is the Christmas Social.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Mitchell St. Clair  
Chairman

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Date

