

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 6, 2009**

The Board of Trustees met Tuesday, October 6, 2009, 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. The Finance Standing Committee met prior to the Board meeting.

BOARD MEMBERS PRESENT

Mitchell St. Clair, Chair
Jack Wallace, Vice Chair
Myrtle P. Carowan
Henry C. Humphreys, Jr.
Delores Lee
Frank B. Lewis
Cornell McGill
Betty Randolph
Russell Smith

BOARD MEMBERS ABSENT

Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey

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; Clay Carter, Director of Evening and Off Campus Programs and Dorie Richter, Director of Institutional Effectiveness and Planning. Also in attendance were Rane 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 and Betty Randolph 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.

Chairman St. Clair asked for a moment of silence to remember Mr. Art Keehnle, MLT Director.

AMBASSADORS

Judy Jennette introduced the two ambassador speakers for the evening, Jackie Coley and Kenneth Worsley. Both gave motivating and personal comments on the ambassador program and how it has helped them with their life's goals.

MINUTES

Mr. St. Clair called for a motion to approve the August 4, 2009 minutes (pgs. 4-9). Bo Lewis made the motion for approval with a second from Jack Wallace. The motion carried with an all ayes vote.

Old Business - No Report

Executive Committee – No Report

Property Committee

In the absence of Property Committee Chairman, Shields Harvey and Vice Chair, Cynthia Davis, Mr. St. Clair called on Betty Randolph. Ms. Randolph stated that the Property Committee met on September 29, 2009 and called attention to the agenda on page 10 and the committee minutes on pages 10 a-b.

Property item 3 – Approval of one-story or two-story Allied Health and Nursing Building.

Ms. Randolph stated that it is the recommendation of the Property Committee to approve a one-story Allied Health and Nursing Building with the Architect understanding that we shall be able to expand the building in the future to meet our needs. Chairman St. Clair called for any questions/discussion. Hearing none, he noted that the motion came from a standing committee and did not require a second. The motion was approved with unanimous consent.

Property Item 4 - Approval to transfer property to the County

Ms. Randolph explained that Reverend Cayton was unable to vote on this item due to a conflict of interest and therefore the property committee did not have a quorum for this item. This item comes before the full board for approval. Ms. Randolph explained that USDA has indicated since Beaufort County is taking a loan to construct the new Allied Health/Nursing building then Beaufort County must own the property. Chairman St. Clair called for question or discussion. Phillip Price noted that this starts the process and the first step for the board is to request approval from the State Board of Community Colleges. Once approval comes back from the State Board, the transfer will require an agreement between Beaufort County and Beaufort County Community College to transfer the property. The College will seek assistance from our legal counsel and the county's legal counsel to prepare the agreement. Jack Wallace made a motion to approve the transfer of property that the new Allied Health and Nursing building is to be constructed on to Beaufort County. Cornell McGill seconded the motion. The motion passed with an all ayes vote.

As noted in the committee minutes - Rev. Cayton notified the committee of a conflict of interest with items 3 and 4 on the agenda. Rev. Cayton indicated that because of his elected position as a Beaufort County commissioner he would be unable to vote on either item.

Curriculum Committee - No Report

Finance Committee

In the absence of the Finance Committee Chairman, Mr. St. Clair recognized Mr. Bo Lewis to present the Finance Committee report. Mr. Lewis noted that the minutes from the August 4 and September 9 committee meetings are on pages 53-54 and 56 of the board packet.

Mr. Lewis stated that the committee approved the Institutional Budget for FY 2009-2010 and asked Dean of Administrative Services, Phillip Price to provide additional information. Mr. Price directed attention to page 57 and provided information from the comparison worksheet from last fiscal year to the current fiscal year. Mr. Price stated that the total budget variance from

the beginning of this year to last year is \$660,000. Ms. Myrtle Carowan made the motion to approve the Institutional Budget for FY 2009-2010. Mr. St. Clair noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Mr. Lewis continued to item D-6 - approval of state budget revisions #2-18 and called on Mr. Price to provide information. Mr. Price reviewed the budget revisions and explained that the revisions are needed to move state funding into the various lines as approved on the state budget. Mr. St. Clair noted that this comes as a recommendation from the committee and does not require a second. There was no discussion. The motion passed with an all ayes vote. Next item, approval of Trustee Christmas Social; Mr. Lewis stated that the president is working on a reduced rate this year. Mr. St. Clair stated that this comes as a recommendation from the committee and does not require a second. The motion passed with an all ayes vote.

Mr. Lewis stated that the Finance Committee met on September 29 and directed attention to the agenda and minutes on pages 93 a-c in the board packet. Mr. Lewis called on Mr. Price to share information from that meeting. Mr. Lewis encouraged trustees to read the resolution opposing Executive Order 21 and noted that there was a lot of discussion in the committee meeting. Mr. Price provided information on the resolution opposing Executive Order 21 found on page 93d of the board packet. Mr. St. Clair stated that this comes as a recommendation from the committee and does not require a second. There was no discussion. The motion passed with an all ayes vote. Next item, approve budget revisions #19-20 (approval recommended from Finance Committee); Chairman St. Clair noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote. Mr. Price addressed item D-13 (approval to allow college staff the flexibility on the markup of lower priced supply items in the bookstore.) Price explained that the current markup procedures created an issue with small items. Chairman St. Clair noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Personnel Committee - No Report

President's Office – Information Items

Item 1 - Early College High School Update

The Café is off to a great start and the Early College High School is running smoothly. Dr. McLawhorn called on Mr. Price to give an update on the Café. Mr. Price commented that approximately 415 people eat at the café each day. Thus far, cash sales are about \$7000 which does not include the reimbursement needed for free and reduced lunch. It appears that the café is doing pretty well. McLawhorn noted that the prices are great for faculty and staff.

Item 2. BCCC Foundation Update (Pgs. 95 a-e)

Dr. McLawhorn called on Executive Director of the Foundation, Judy Jennette. Ms. Jennette provided copies of the minutes from the April 30 meeting and gave an updates on the following: Endowments, Investments and Wilkinson gift report. Ms. Jennette stated that the Foundation is currently looking for a replacement for former member Vic Rogers. Ms. Jennette provided a pie chart of the suggested allocation and investments of the Foundation.

Item 3 - H1N1 Update (Pgs. 96-98)

Staff participated in a web briefing sponsored by the State Emergency Response Team on state-level preparation and general information about the H1N1 virus. An information memo went out to all faculty, staff and students on September 17.

Item 4. Immigration Policy (Pgs. 99-100)

The State Board of Community colleges approved an admissions policy that would allow undocumented immigrants to attend NC community colleges if they meet the following:

- Must be a graduate of a U.S. high school
- Must pay out-of-state tuition, totaling \$7,700 per academic year
- May not displace a NC or U.S. resident from a class or program

The policy must now go through the administrative rules process as outlined in NC Administrative Code, Title 23.

Item 5. Dual Enrollment Update

In a meeting last week with the interim superintendent, school board chair, and vice chair the issue with dual enrollment was discussed. We have asked the school representatives to go back to the board of education and ask them to consider adopting a resolution supporting the reinstatement of dual enrollment. Once complete, the resolution will be sent to Representative Arthur Williams.

Item 6. Grant Activity Report (Pgs 101-102)

Refer to pages 101-102 for detailed breakdown of the grant activity. Dr. McLawhorn pointed out the U.S. Department of Commerce is partnering with Beaufort County to submit an EDA grant request for \$2.5 million towards construction of \$6.7 million Allied Health and Nursing Building. A representative from Atlanta came down and visited our campus. Kevin Richards is optimistic of BCCC receiving the grant.

Item 7. JobsNOW Grant Update

BCCC received a grant for \$200,000. Currently we have a daytime BLET program that is doing well. Other added programs are: Construction Trade, Welding and Truck Driving.

Item 8. Letter responding to program audit findings (Pgs103-107)

Dr. McLawhorn directed attention to page 103 and noted the letter is in response to the audit findings of the college.

Item 9. Curriculum Headcount Totals. (Pgs. 108 - 110)

Fall Headcount is up 10% from last year and FTE is up 18%. Classrooms are full and enrollment is at 1919.

Item 11. Trustee Christmas Social

As a reminder, the Trustee Christmas Social is at the Washington Yacht and County Club, December 1 at 7:00 p.m. Buster Humphreys noted that the Christmas Social should be discussed again next year.

Item 12. Trustee Evaluation Form

The Trustee evaluation form is in the board packet. Trustees are asked to complete and turn back in as soon as possible.

Item 14. Executive Order No. 24 (Pgs. 114-116)

Dr. McLawhorn directed attention to pages 114-116. Dr. McLawhorn discussed Executive Order NO. 24 - (Regarding gifts to State employees). BCCC is going to have a professional development information workshop to educate employees on EO #24.

New Business

Phillip Price gave an update on Grow Your Own (Succession Planning). Mr. Price gave some background information:

- BCCC Board of Trustees recommended the development of a college succession plan.
- Several Trustees and Dr. McLawhorn attended a session related to succession planning at a national trustee conference.
- The presentation was made to entire BCCC Board of Trustees.
- College staff members have researched several succession/leadership programs offered by other community colleges.
- Developed an outline and determined which office staff would be responsible for developing and continuing the program.
 1. College staff recommends that the Human Resources Office (HR) be responsible.
 2. Define demand and determine talent – HR has started developing a roster of positions. Anticipate roster being completed for all positions on campus the spring of 2010.
 3. Identify individuals nearing eligibility for retirement or in positions associated with high turnover. Minor progress – HR has developed a listing of the number of employees in each department nearing eligibility for retirement.
 4. Identify the gap in demand and talent. Minor progress – Internal discussions have led to the idea of developing a professional development series geared towards items needed by directors around campus.
 5. Identify funding for the program – no progress at this time.
 6. Develop a process to select individuals for the leadership program – no progress at this time.
 7. Set up program to find instructors – no progress at this time.
 8. Select first cohort - no progress at this time.
 9. Run first program - no progress at this time.
 10. Evaluate and improve the program no progress at this time.

Chairman St. Clair stated that he would like to plan a Board Retreat in 2010. He asked trustees to be thinking of topics they would like addressed and bring their ideas back to the February meeting. Mr. St. Clair stated that a lot of the community colleges are smoke-free and he would like to see Beaufort County Community College move in that direction. More information will be forthcoming on this topic.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, February 2, 2010.

In conclusion, Chairman St. Clair called for any other items to come before the Board. Hearing none he called for a motion to adjourn. Upon motion by Cornell McGill, second by Betty Randolph, and unanimous vote, the Board adjourned at 7:45 p.m.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date