

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
June 2, 2009**

The Board of Trustees met Tuesday, June 2, 2009 at 7:30 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**

Cynthia Davis, Chair  
Myrtle P. Carowan  
Reverend Dr. Robert B. Cayton  
J. Shields Harvey  
Henry C. Humphreys, Jr.  
Frank B. Lewis  
Cornell McGill  
Russell Smith  
Patricia Spencer

**BOARD MEMBERS ABSENT**

Brad Potter  
Mitchell St. Clair, Vice Chair  
Jack Wallace

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; Carolyn Hughes, Staff Association President and; Judy Jennette, Director of Public Relations and Foundation. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

**PRAYER**

Chairman Davis called the meeting to order and Reverend Robert Cayton continued with prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

Chairman Davis called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Chairman Davis read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Ms. Davis continued from the agenda.

**TRUSTEE CERTIFICATON**

Chairman Davis congratulated Mr. Buster Humphreys, Mr. Cornell McGill and Mr. Jack Wallace and presented them with a certificate from the North Carolina Association of Community College Trustees "NCACCT" for completion of course requirements in Reappointed Trustee Training.

**TRUSTEE APPOINTMENT**

Chairman Davis thanked and presented Ms. Patricia Spencer with a plaque in appreciation for serving on the Board of Trustees from June 2005 to June 2009. Ms. Spencer expressed her appreciation of having the opportunity to serve on the Board. Ms.

Davis stated that Ms. Deloris Lee has been appointed by the Beaufort County Commissioners to fill Ms. Spencer's position. Chairman Davis also thanked Mr. Brad Potter for serving on the Board of Trustees from June 2005 to June 2009. Mr. Potter was not in attendance. His plaque will be delivered. The Beaufort County Board of Education will fill Mr. Potter's position. Both newly appointed positions will begin July 1, 2009.

## MINUTES

Ms. Davis called for a motion to approve the April 7, 2009 minutes (pgs. 7-12). Russell Smith made the motion for approval with a second from Bo Lewis. The motion carried with an all ayes vote.

### Old Business

At this time, Chairman Davis reported on the 2009-2010 Nominating Committee's recommendations. The list of nominees for 2009-2010 is as follows: Mitch St. Clair, Chair; Jack Wallace, Vice Chair and David McLawhorn, Secretary. Chairman Davis stated that all Trustees are eligible to be chair and all remaining Trustees are eligible to be vice chair. Davis called for nominations from the floor. Myrtle Carowan moved that the Nominating Committee recommendations be accepted. Patricia Spencer seconded the motion. There was no discussion. The Board voted acceptance with general consent.

Outline for New Trustee Orientation - Chairman Davis stated that after review of the new trustee orientation documents by the Executive Committee it was decided to refer the recommendation to the Personnel Committee for further discussion and implementation. Ms. Davis thanked the New Trustee Orientation Committee for an outstanding job in preparation of the documents and asked Trustees to review and forward any recommendations or changes to the Personnel Committee. The Personnel Committee will report back to the full Board.

### Executive Committee – (Pgs. 13-15)

Chairman Davis referred to the minutes of the May 5, 2009 Executive Committee Meeting shown on pages 13-15. Ms. Davis stated that the minutes were for information and would be glad to answer any questions.

### Property Committee

In the absence of Property Committee Chairman, Mitch St. Clair, Chairman Davis called on Vice Chair, Mr. Shields Harvey for an update. Mr. Harvey called attention to the agendas and minutes of the April 7 and May 18 meetings on (pages 16-19a). Mr. Harvey asked if there were questions or comments. Hearing none he moved to the next item on the agenda. Mr. Harvey stated that the Property Committee met prior to the Board meeting and will need full board approval on two items. The Property Committee made the recommendation to approve the Food Service Agreement between Beaufort County School and Beaufort County Community College as adopted. Chairman Davis 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. Harvey stated that it is the recommendation of the Property Committee to accept the vending contracts for Pepsi, Coke and Ross Vending. Chairman Davis 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.

### Curriculum Committee - No Report

### Finance Committee

Finance Committee Chairman, Reverend Robert Cayton called attention to the agenda and minutes of the May 26 meeting on (pages 26-26a) and stated that they are provided for information. Finance Chair Cayton called on the Dean of Administrative Services, Phillip Price to address item 3 - budget revisions #32-35 found on (pages 27-30). Mr. Price reviewed each budget revision and the reason it was made. Committee Chair Cayton noted that the approval of budget revisions #32-35 come 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 Committee Chairman Cayton directed attention to item 4 - approval of institutional funds and student fees budget fiscal year 2010 (pages 31-54) and called on Mr. Price to address. Mr. Price stated that the overall increase in the 2010 budget is \$895,795, and that it is somewhat misleading. Most of the projected increase (\$739,795) is in financial aid associated with the increase in students and the number of students that qualify. The other \$155,000 increase is in the bookstore sales. Mr. Price explained that no increases in student fees are being proposed in this budget. Mr. Price noted a request by the Finance Committee to create a long-term reserve account for the College. The fund would be created with vending commission funds. It is proposed that once the fund reaches \$50,000 that interest earnings be used for scholarships for students or professional development activities for college personnel. Finance Chair Cayton stated that approval of the institutional funds and student fees budget for fiscal year 2010 with the proposed fee structure and long-term reserve account come as a recommendation from the Finance Committee and did not require a second. Cayton called for questions, hearing none, the motion passed with an all ayes vote. Item 5 – approve interim budget resolution found on page 55. 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. Chairman Cayton stated that this recommendation came from a standing committee and does not require a second. Ms. Davis called for a vote. The Board voted all ayes acceptance to the motion for approval of the interim budget resolution. Item 6 – approval to allow the Finance Committee to approve the 2009-2010 State Budget. Finance Chair Cayton explained that this request allows the Finance Committee to approve the FY2009-2010 State Budget without having a called meeting of the Board prior to its regularly scheduled meeting. Cayton stated this request came from a standing committee, no second was required. The motion passed with unanimous consent.

### Personnel Committee

Personnel Committee Chair Patricia Spencer stated that the Personnel Committee met at 5:15 p.m. prior to the board meeting. Ms. Spencer directed attention to the agenda on page 56 and the recommended changes to the Faculty Staff Policy Manual, Health & Safety Committee, and the chairmanship of the Institutional Review Board on pages 57-67 and 71. Ms. Spencer called on Dean of Administrative Services Phillip Price to review the proposed changes. Mr. Price reviewed the proposed changes to the following

policies: evaluations, furlough, furlough leave, voluntary shared leave program, publications guidelines, steps to make changes to the Faculty and Staff Policy Manual and the committee structure of the health and safety committee and institutional review board. Mr. Price noted one change on page 60 to leave in “the right to legal counsel in the dismissal policy” and to add the following statement “each party’s presentation shall be subject to time limits and policies as established at the discretion of the Personnel Committee Chair.” Legal Counsel Ranee Singleton explained the right to due process and shared information she received from Mr. Bob Joyce related to eliminating attorneys from being present during personnel hearings. After discussion, Personnel Committee Chairman Patricia Spencer stated that the recommendation to accept the changes as presented by Mr. Price and Ms. Singleton to the Faculty Staff Policy Manual and committee structure came from a standing committee, no second was required. The motion passed with unanimous consent.

### President’s Office – Information Items

Item 1. Annual Internal Equipment Audit (Pgs. 68) – Mr. Price stated that this is the first year BCCC has been above the Community College Systems average in the number of lost items. The first two items - Campus Police performed an investigation and now the investigation has been turned over to the SBI. Items two and three have just been misplaced when equipment was moved from one building to another.

Item 2. Grant Activity Report (Pgs. 69-70) – refer to pages for detailed breakdown of grant activity.

NCCCS JobsNOW: BCCC is receiving \$200,000 in stimulus money (cannot be used for equipment) for training activities that can be completed in less than 6 months. BCCC has identified four areas: Truck Driving, Welding, Bio Tech, and working with Beaufort/Hyde Community Developers (housing, carpentry, plumbing, and weatherization program).

Item 4. Long Range Plan End of Year Summary 2008-2013(Pgs. 72-93) – Dr. McLawhorn asked Trustees to refer to pages in the Board packets and stated that he would be glad to answer any questions or provide any additional comments or information as requested.

Item 5. Faculty and Staff Person of the Year – Emily Albera and Sandy McFadden were recognized at the 13<sup>th</sup> Annual Service Awards Luncheon.

Item 6. Funding Application for Allied Health Building (Pg. 94) - The county commissioners voted unanimously authorizing the County Manager to work in conjunction with BCCC in making an application to the USDA for a \$4.5 million loan.

Item 7. BCCC Foundation Independent Auditor’s Report (Pgs. 95-112) - Mr. Price stated that each year the Foundation is required to have an independent audit. BCCC hired an auditor to perform the audit. Mr. Price stated that he would be glad to answer any questions or provide any additional comments or information as requested.

Item 8. 2009-2010 Budget Tracking Sheet & Communication Points (Pgs. 113-119a,b)  
Dr. McLawhorn directed attention to the budget tracking sheets and pointed out some of the cuts the General Assembly proposes to make.

- Replace appropriations with increased tuition and fee receipts

- Tuition increase: \$8/credit hour
- Restructure Con Ed Fees (1-20 hours: \$65; 21-50 hours: \$120; 51-100+ hours: \$175)
- Eliminate Senior Citizen Tuition Waivers
- Eliminate Prison Tuition Waivers
- Other Reductions
  - House proposes a “staffing” flexibility reduction, which would allow colleges the option to furlough up to 9 days in FY 2009-2010 and 2011-2012.
  - Consolidate colleges
  - Stop providing college transfer courses to Huskins and Dual Enrollment Students
- Communication Points on the House Education Subcommittee’s Budget Recommendation – Scott Ralls (see pages 119 – 119a for complete list)
  - 11 percent reduction in General Fund Appropriations this year and 14 percent next year. This would be devastating to our colleges and our ability to meet the workforce training and educational needs of our state.

Item 10. Trustee Calendar of Events – The 2009 Leadership Seminar at Sea Trail has been cancelled.

#### New Business

Chairman Davis stated that she feels the Board has moved forward on the trustee strategic /critical issues list.

Chairman Davis announced the nomination of Dr. McLawhorn for the 2009 NCCC President of the Year Award and asked for any objections to the nomination. Hearing none, Chairman Davis stated that she will proceed with preparing the requested documentation and forward a draft to Trustees and Mr. Price for their input and review.

Robert Cayton 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, 2009. Bo Lewis seconded the motion. The Board voted all ayes acceptance of the motion.

Shields Harvey made a motion to endorse Draft Bill/Allied Health Building Session 2009 – an act to authorize Beaufort County Community College to enter into a collaborative agreement with Beaufort County. Myrtle Carowan seconded the motion. The motion passed with majority consent. Robert Cayton abstained from voting and asked that the minutes reflect why – Mr. Cayton voted approval of the draft bill as a County Commissioner, so therefore; voting would be a conflict of interest.

Chairman Davis asked if there was any more new business to address. Dr. McLawhorn stated that he would like to address the nursing assistant program. McLawhorn stated that Trustees may have heard that BCCC is closing out the nursing assistant program and emphasized that this is not occurring. McLawhorn explained that BCCC had three full time employees that will not be back this coming year. The nursing assistant program will start over and BCCC is going to run the program on a part-time basis. Again, McLawhorn stressed that BCCC is not giving up the nursing assistants program but we are making some changes.

Chairman Davis 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. Robert Cayton made the motion with a second from Patricia Spencer. The Board voted to go to closed session.

Returning to open session, Robert Cayton made the motion that the closed session minutes for 2007-2009 under the Chairmanship of Ms. Davis be kept closed for a period of 30 years. At the end of 30 years the Board at that time may choose to make a different decision for the closed session minutes. Shields Harvey seconded the motion. The motion passed with an all ayes vote.

Chairman Davis thanked the Board for the privilege of serving as Chairman for the last two years. She conveyed her sincere appreciation for the support and help provided by the Board and College staff.

In conclusion, Chairman Davis called for any other items to come before the Board. Hearing none she called for a motion to adjourn. Robert Cayton made the motion of adjournment with a second from Buster Humphreys.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, August 4, 2009.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Cynthia L. Davis  
Chairman

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Date