

**BEAUFORT COUNTY COMMUNITY COLLEGE  
SPECIAL CALLED BOARD OF TRUSTEES MEETING  
February 12, 2010**

The Board of Trustees had a special called meeting on Friday, February 12, 2010 at 12:00 noon in the Board Room of Building 10.

**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  
Frank B. Lewis  
Cornell McGill  
Betty Randolph  
Russell A. Smith

**BOARD MEMBERS ABSENT**

SGA Representative

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Crystal Ange, Dean of Student Services and Jennie Singleton, recorder. Also in attendance was Ranees S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

**PRAYER**

Chairman Mitchell St. Clair called the meeting to order and Dr. Reverend Robert Cayton continued with prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

Mr. Mitchell 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 go into closed session under N.C.G.S. 143-318.11 (a) (1) (3) student appeal, update from the Ad Hoc Committee, and to discuss the upcoming Board Retreat.

Chairman St. Clair called for a motion to go into closed session. Russell Smith made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a) (1) (3) to discuss a student appeal request. Cornell McGill seconded the motion. The motion to go into closed session received unanimous consent.

Upon returning from closed session, Chairman St. Clair continued with the agenda.

### Update from Ad Hoc Committee - Smoking Policy

Chairman St. Clair called attention to the memorandum from Phillip Price dated February 12. Mr. Price had contacted community colleges that have Early College High Schools on their campus to determine their smoking policies. Chairman St. Clair stated that Ms. Delores Lee had spoken with students regarding the smoking policy and asked her to share what was discussed. Ms. Lee stated that she had spoken with the SGA Vice President and noted a few concerns that he has received from students:

- Building 9 has a confusing sign
  - The smoking area is beside the no smoking sign
- Smokers were agreeable with a covered area to smoke
- Some students are not sure exactly how far 50 ft. is from the buildings
- Students not in favor of leaving the campus to smoke
- Would like designated areas to smoke
- Consensus is that students would like a covered designated smoking area

Dr. McLawhorn stated that we are in the process of getting input from the staff association. A survey has been submitted and he will report the outcome at the next meeting. He also asked Mr. Price to bring back the pros and cons from the campuses that have gone tobacco free.

Chairman St. Clair opened the topic for discussion among trustees in a round table format.

- Smoking in cars
  - drawback is if students do not have a car
  - cigarette butts being thrown in the parking lot
  - how would this be enforced
- Monitor what is going on in Kinston to see how tobacco free is working for them
- How much time is the maintenance department spending picking up cigarette butts
  - Spend all day picking them up
  - Trash cans with ash trays have been purchased but cigarette butts are still thrown on the ground
- It is illegal to smoke in government buildings and cars
- Not an easy habit to break
- Go ahead and enforce no smoking and set an effective date
- Concern with people standing by the road to smoke
- If we go tobacco free - need enough time to offer Cessation Programs

Cornell McGill asked if there is a Wellness Program at BCCC. Mr. Price stated that we do not have the resources to have a very good Wellness Program. Price noted that the State Health Plan next cycle is changing their rules related to smoking. There are two separate health plans available, if you smoke or are overweight then you will automatically be placed on the lower plan.

### Board Retreat Discussion

Chairman St. Clair called on Cynthia Davis to give an update on the upcoming Board Retreat. After discussion, it was decided to hold the Retreat on March 24 from 9:00 - 3:00 on the BCCC campus. Mrs. Davis called on Mr. Shields Harvey to discuss possible topics of recommendation.

1. Develop a long-range vision for our College (where would we like to see BCCC in 5 years and beyond)

- a. Discuss some possible approaches to moving our College in that direction
2. Outline what we want in our next President
  - a. Define the process
3. Review Presidential Performance Evaluation Process
4. Explore additional ways that our BCCC Foundation can be a better marketing tool for our College
5. Compile a list of key issues and concerns facing and impacting community colleges, at the state and national levels
  - a. Keep the list and keep it updated
6. Encourage more Trustees to attend NCACCT and ACCT meetings, seminars, and conferences

Ms. Davis asked if there were any other suggestions or topics for the Retreat. Mr. St. Clair stated that he would like Rane Singleton to attend the Retreat and he would let her know the topic of discussion. Mr. Lewis stated that he would like to hear from different departments on campus. After discussion of having a facilitator, it was decided that Ms. Betty Randolph will assist Ms. Davis with heading up the retreat. Mrs. Davis and Ms. Randolph will get together and compile a list of topics for trustees to vote on. The list of potential topics will be emailed and mailed to trustees to prioritize.

Chairman St. Clair called for a motion to adjourn. Upon motion by Russell Smith, second by Bo Lewis, and unanimous vote, the meeting adjourned at 1:55 p.m.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Mitchell St. Clair  
Chairman

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Date