

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 2, 2010**

The Board of Trustees met Tuesday, February 2, 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
Reverend Dr. Robert B. Cayton
Cynthia Davis
J. Shields Harvey
Henry C. Humphreys, Jr.
Delores Lee
Frank B. Lewis
Cornell McGill
Betty Randolph
Russell Smith
Chris Jones, SGA Vice President

BOARD MEMBERS ABSENT

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; Judy Jennette, Director of Public Relations and Foundation; Clay Carter, Director of Evening and Off Campus Programs; Dorie Richter, Director of Institutional Effectiveness and Planning; Laura Bliley, Faculty Senate President and Sherry Stotesberry, President Staff Association. Also in attendance were Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook and Jennie Singleton recorder.

Before calling the meeting to order, Chairman St. Clair welcomed SGA Vice President Chris Jones to the meeting.

PRAYER

Chairman St. Clair called the meeting to order and Reverend Robert Cayton 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.

INTRODUCTION OF AMBASSADORS

Judy Jennette introduced the two ambassador speakers for the evening, Amanda Rose and Deborah Riley. Amanda is a college transfer student and will graduate in May 2010. Deborah

is enrolled in our nursing program. Both shared reasons for choosing Beaufort County Community College and gave motivating and personal comments on the ambassador program and how it has helped them with their life's goals.

MINUTES

Chairman St. Clair called for a motion or corrections to the October 6, 2009 minutes (pgs. 3-8). Bo Lewis made the motion for approval with a second from Jack Wallace. The motion carried with an all ayes vote. Chairman St. Clair called for a motion or corrections to the called meeting minutes of December 17, 2009 (pgs. 9-10). Robert Cayton made the motion for approval with a second from Betty Randolph. The motion carried with an all ayes vote.

Old Business

Smoking Policy

Chairman St. Clair called on President David McLawhorn to give an update on the smoking policy. President McLawhorn called attention to pages 11-12 of the board packet – *A Resolution in Support of Tobacco-Free Colleges*. President McLawhorn stated that the NC State Board of Community Colleges asked the President's Association to endorse the resolution. The President's Association decided to not endorse the resolution primarily because they felt it would be an infringement upon local autonomy. Currently each board makes their own decisions to their smoking policy. McLawhorn explained that the current smoking policy on BCCC campus is in designated areas and 50 feet from the entrance to our buildings. The policy also gives the president the authority to designate areas for smoking. McLawhorn noted that of the 58 community colleges in North Carolina, 23-24 are tobacco free. Dr. McLawhorn asked Mr. Phillip Price, Dean of Administrative Services to discuss some of the options that we have already explored. Mr. Price stated that some of the other colleges use a standard gazebo as a designated smoking area. The cost of three gazebos would cost about \$7,000. Another option is a picnic area that could also be used by SGA. After discussion, Buster Humphreys made the motion that the Chairman appoint an ad hoc Committee and report back to the full board. Bo Lewis seconded the motion. The motion passed with an all ayes vote. Chairman St. Clair asked for trustees to see him after the meeting if they desired to serve on the ad hoc committee.

Board Retreat 2010

Chairman St. Clair stated that he has discussed the upcoming retreat with Cynthia Davis and she will be heading up the retreat. Ms. Davis asked members of the board for feedback on topics they would like addressed at the annual retreat. Chairman St. Clair opened the floor for suggestions and comments. At this time information on the upcoming 2010 Law Conference was distributed. Trustees were asked to review the information and let Jennie Singleton know if he/she would like to attend.

Executive Committee – No Report

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 December 17, 2010 and the minutes of that meeting were located on page 14 of the packet. Mr. Harvey stated that the committee reviewed a preliminary design of the new Allied Health and Nursing Building. The floor plan has been modified to include potential expansion

options. Mr. Harvey stated after extensive review, the Property Committee recommends the board to move forward with the schematic design as presented for the new Allied Health and Nursing Building. Chairman St. Clair called for any questions/discussion. Hearing none, he stated that the motion comes from a standing committee and did not require a second. The motion was approved with unanimous consent.

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 prior to tonight's meeting and directed attention to the agenda on page 15. He called on Mr. Price to discuss the state budget revisions #21-27 (pgs. 16-21). Mr. Price briefly reviewed the need for each revision. Finance Chair Cayton stated that approval comes as a recommendation from a standing committee and does not require a second. There was no discussion. The motion was approved with an all ayes vote.

Finance Chair Cayton called on Mr. Price to give an update on the status of the 2009 Audit and budget update. Mr. Price referred to the engagement letter from the Office of the State Auditor on pages 26-29 of the board packet. The auditors began their field work the week prior to Christmas and completed their field work Monday, February 1. Mr. Price noted that the auditors will have a few minor presentation corrections related to our financial statements, but have not reported any significant issues. Mr. Price stated that we are beginning our process for the county budget request for next year. We have spoken with the county to try and get some input as to how the county budget is going to look next year and how we need to organize the budget. Price noted that we anticipate a lean request that is similar to this past year. The state budget is running smoothly on expenses verses our budget. We anticipate some spending restrictions as it gets closer to year end. Mr. Price asked for questions or comments. Hearing none, Chairman St. Clair continued with the agenda.

Personnel Committee – No Report

President's Office – Information Items

Item 1 – Performance Based Budgeting/Accounting for 2008-2009 (Pgs. 22-24)

For each performance-based funding measure successfully met or showing significant improvement, the college may retain and carry forward into the next fiscal year ¼ of 1% of its final fiscal year General Fund appropriations. To be identified as exceptional performance, the college must meet the standard for all eight measures and (1) achieve a passing rate for all reported licensure/certification exams, for which the colleges have authority over who sits for the exam, or achieve a 70%, and (2) achieve a percent of college transfer students with a 2.0 GPA or higher after two semesters at a four-year institution that equals or exceeds the performance of native students who began at the four-year institution. A college that receives recognition for exceptional institutional performance will be eligible to receive extra money which is distributed equally to the colleges. BCCC met 6 of 8 standards.

Item 2 – Annual Internal Equipment Audit Summary Report 2008-2009 (pg.25)

The report determined for fiscal year 2008-2009 there were no losses.

Item 3 – Office of the State Auditor Letter (Pgs. 26-29)

The purpose of the engagement letter is to provide notification of the upcoming financial audit of Beaufort Community College for fiscal year ended June 30, 2009.

Item 4 – Annual Survey of Fees 2008-09 (Pg. 30)

The breakdown of fees for 2008-09 were shared

- I. Computer Use and Technology Fee
 - a. Curriculum (\$1 per credit hour/\$16 maximum)
 - b. Continuing Ed (\$5 per computer course)
- II. Specific Fees
 - a. Malpractice Insurance (\$13 per course for yr. – Nursing, MLT, Human Services)
- III. Student Activity Fees (\$1 per credit hour/\$16 max per semester)
- IV. Parking Fee

Item 5 – Update Christmas Social (23% savings over last year)

Item 6 – Grant Activity Report February 2010 (Pgs. 31-32)

Dr. McLawhorn addressed the Jonathan Havens Charitable Trust. This request is to purchase paramedic training equipment and establish an ongoing paramedic training program throughout the BCCC service area.

Item 7 – Executive Order No. 34 (Pgs. 33-36)

Dr. McLawhorn shared a memorandum to all Gubernatorial Appointees to Boards and Commissions Board Contacts from the Office of the Governor. Pursuant to Executive Order No. 34 issued December 9, 2009, Governor Perdue has established ethics and attendance standards for all members of boards and commissions who were appointed by the Office of the Governor.

Item 8 – Beaufort County Commissioners Resolution (Pgs. 37-38)

A copy of the Beaufort County Commissioners Resolution in Opposition of Admitting Undocumented Immigrants to North Carolina Community Colleges was shared as information.

Item 9 - BCCC Foundation Financial Statement/Audit Report (Pgs. 38a-38r)

A copy of the BCCC Foundation financial statements and independent auditor's report for year ended Jun 30, 2009 was shared with trustees.

Item 10 – SACS Letter (Pg. 39)

Good news, the Commission on Colleges reviewed the college's First Monitoring Report following reaffirmation of accreditation and no additional report was requested.

Item 11 – Curriculum FTE and Enrollment (Pg. 40 - 42)

Dr. McLawhorn gave an update on FTE and enrollment. For 2009-10 fall enrollment was up 10% (1919) from last fall and spring enrollment was up 7% (1844) from last spring.

Item 15 – Continuing Ed End of Term Reports (Pg. 44-45)

Dr. McLawhorn pointed out that FTE in Continuing Education is dropping. He noted that this issue is being addressed and changes made in order to be as cost effective as possible. One

example is the change in the way we are teaching the Nursing Assistant Program where we have gone from a full-time coordinator and full-time instructors to all part-time. One factor is the increase in fees for occupation extension.

Item 16 – Vending Update (Pg. 45)

Dr. McLawhorn called on Mr. Price to discuss the chart on page 45. Mr. Price noted that in August of 09, BCCC changed vendors. As of the end of December we have received over \$16,000 and with the previous contract we received \$15,000 for a whole year. This has been a dramatic increase.

Item 17 – 2009-2010 “Triage” Budget Request (Pg. 46)

Dr. McLawhorn shared information from the State Board – their emphasis

- 1) Covering Enrollment Growth \$75 million
- 2) Providing Equipment Continuation \$3.5 million
- 3) Kick-starting Forward Funding \$14 million
- 4) Encouraging Student Success in Summer \$12 million

There is no money in the budget for prison programs and selected dual enrollment courses. Last spring we had 192 students enrolled in dual enrollment, this spring 42.

Item 18 – Legislative Review of Prison Education (Pgs. 47-48)

The General Assembly has asked us to justify why we want to continue prison education. If the program is not funded then jobs will be lost.

Item 19 – BCCC Calendar of Events

Dr. McLawhorn reminded trustees of the Law Conference April 8-9 in Raleigh. Three trustees have to attend training (Mr. Shields Harvey – reappointment, Mrs. Betty Randolph and Ms. Delores Lee – new trustee orientation.)

Item 21 – State of the College (Pgs.51-62)

Dr. McLawhorn began by stating that last year his state of the college began from when he became president in 2001 to 2008. This year he will pick up from last July. He stated that he endeavored to do more benchmarks, charts and data than last year. McLawhorn noted that each area is tied to the goals of the college and president.

Enrollment and Student Success

- Record enrollment
- Top programs with largest enrollment were college transfer programs (AA and AS)
 - Early Childhood
 - ECH and ECH Asst.
 - Medical Office Technology
- Continuing Education enrollment in 2009 decreased
 - Due in great part to a substantial increase in registration fees (mandated by NCCCS)
- Student success is important at BCCC
 - Multiple measurements reviewed by various state and national entities
 - In May 2009, BCCC saw an increase in the number of graduates presented with degrees, diplomas or certificates
 - ⇒ 2008 - total 277
 - ⇒ 2009 - total 324

- The percentages of students who graduate or return to BCCC were above the NCCCS average
 - ⇒ BCCC 16%
 - ⇒ NCCCS 13%
 - Performance-Based Budgeting Measures - page 54
 - BCCC met 6 of 8 measures
 - ⇒ Have a plan in place to improve the EMT Basic pass rate

Finances and Funding

- Tough year with the budget - 5% reversion
 - Cut 4% out of state budget
 - Shared information on state budget chart on page 55

Beginning State Budget - Fiscal Years 2006 to 2010

Year	Current	Capital	Total
2006	9,052,689	377,468	9,430,157
2007	9,373,310	556,124	9,929,434
2008	9,458,592	547,623	10,006,215
2009	10,367,025	493,241	10,860,266
2010	10,983,498	537,655	11,521,153

- Shared information on county budget chart on page 56

County Budgets - Fiscal Year 2006 to Fiscal Year 2010

Year	Current	Capital	Total	Variance	% Change
2006	1,437,544	329,400	1,766,944	182,374	11.50%
2007	1,540,211	526,000	2,066,211	299,267	16.90%
2008	1,780,958	305,500	2,086,458	20,247	1.00%
2009	1,876,550	435,000	2,311,550	225,092	10.80%
2010	1,945,038	160,000	2,105,038	(206,512)	-8.90%

- Since January 2009, BCCC has been awarded over \$2.7 million in federal, state, and private foundation grants
 - Most recent - \$2.5 million U.S. Department of Commerce EDA partnership grant with Beaufort County government towards construction of the new Allied Health and Nursing Building.
 - \$200,000 grant from NCCCS to fund JobsNOW training
 - Awaiting word in February on a \$259,397 grant proposal submitted to Golden LEAF Foundation to establish a simulation lab for the nursing programs.
 - \$330,000 endowment was received from the Wilkinson Foundation
 - ⇒ 50% of earnings for scholarships
 - ⇒ 20% used to continue to grow the endowment
 - ⇒ 15% used for faculty/staff person of the year awards and foundation needs
 - ⇒ 15% used for professional development activities for faculty members

Staffing

- Longevity record and high retention rate of employees continues to be strong
- Average BCCC faculty salary was ranked 38th among the System colleges in 2009, up from 48th in 2001
- 11% full-time employees eligible for unreduced retirement benefits

Facilities and Technology

- 4000 sq. ft. Public Safety Annex building was completed in July 2009
 - House the Department of Corrections regional training program
- Facilities Inventory and Utilization Study is done each year
- Long range planning for facilities has documented the need for an Allied Health and Nursing building
- Business case analysis which tied the need for constructing a new Allied Health and Nursing building to an increase in enrollment was presented to the Beaufort County Commissioners

Business Relations

- BCCC remains the primary provider of workforce education
- Meet monthly with leaders in area business and industry - Workforce Partnership
- BCCC is a big part of economic development in Beaufort County
- In 2009, the Small Business Center offered over 40 classes and workshops providing information and assistance to over 500 individuals
- Customized Training Program - provides employees industry-specific skills training in local enterprises
 - Instrumental along with HRD in implementing a partnership with Beaufort County Schools to offer Career Readiness Certification in three high schools
 - ⇒ Currently working with Washington County public schools

Community and State Relationships

- Continues to explore partnership opportunities with Beaufort County Schools
- Three Early College High Schools
 - Beaufort County Early College High School - well established and in its second year
 - ⇒ On campus of BCCC
 - ⇒ Current enrollment at 99
 - ⇒ Recruiting for fall - goal of 60 additional students
 - ⇒ Top off at 200 students
 - Hyde Early College High School
 - ⇒ Students come to campus on Fridays
 - Tyrrell Early College High School
 - ⇒ Students enrolled in online classes
- Wachovia Partnership East
 - Stay on BCCC campus and get a 4 year degree in Elementary Education

Leadership /Governance

- What is best for students continues to be the paramount management emphasis utilized by individual leaders and in the representative committee structure of the College
- Developed a more structured efficient New Trustee Orientation as recommended by the New Trustee Orientation Committee
 - Feedback from Trustees was favorable

Summary

- The challenge will be to turn out well prepared graduates while dealing with increasing enrollment and decreasing funds.

New Business

A. Evaluation of President - Senior Staff was dismissed.

Chairman St. Clair called for a motion to go into closed session for the President's evaluation. Shields Harvey made the motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(6) to discuss a personnel item. With a second from Russell Smith and unanimous vote, the Board went into closed session at 8:00 p.m.

Upon returning to open session at 8:35 p.m., Chairman St. Clair appointed Cynthia Davis, Shields Harvey and Cornell McGill to review and update the current evaluation instrument used by senior staff to evaluate the President.

All evaluation information is available on the BCCC webpage under Institutional Effectiveness.

In conclusion, Chairman St. Clair called for any other items to come before the board. Hearing none, he called for a motion to adjourn. Jack Wallace made the motion to adjourn with a second from Robert Cayton.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, April 6, 2010.

Respectfully Submitted,

David McLawhorn
Secretary

Mitchell St. Clair
Chairman

Date