

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 1, 2005**

The Board of Trustees met Tuesday, February 1, 2005, in the Board Room of Building 10. A lengthy utility power outage affected scheduled committee meetings, attendance, and the normal 7:30 p.m. start time. A quorum was present.

**BOARD MEMBERS PRESENT**

Reverend Dr. Robert B. Cayton, Chair  
Cynthia Davis  
J. Shields Harvey  
Henry C. Humphreys, Jr.  
Frank B. Lewis  
Cornell McGill  
Roy O'Neal  
Mitchell St. Clair  
Jack Wallace, Vice Chair

**BOARD MEMBERS ABSENT**

Helen Bonner (due to power outage)  
Myrtle P. Carowan (due to power outage)  
Floyd Lupton

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; and Judy Jennette, Director of Public Relations and Foundation. Also in attendance were Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton, and Bill Sprenkle, a general public attendee.

**PRAYER**

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Chairman Cayton reminded everyone of both the mission statement and the conflict of interest statement.

**AMBASSADOR**

No ambassadors were present. (due to power outage)

**MINUTES**

Chairman Cayton called for discussion or corrections to the October 5, 2004 minutes. Hearing none, he called for a motion to approve the minutes. Bo Lewis made a motion, seconded by Roy O'Neal, to approve the minutes. The Board voted unanimous consent.

**OLD BUSINESS**

Chairman Cayton opened the floor for old business. Hearing none, he continued with committee reports.

## REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

### Property Committee

Due to the power outage, the 6:30 p.m. Property Committee meeting was not held at that time. Chairman Cayton entertained a motion to proceed with items 1 through 7 on the Property Committee agenda by “committee of the whole,” and to table item 8. He stated that when in committee of the whole, all board members could ask questions, but only the property committee members could vote. Bo Lewis made the requested motion to go to the committee of the whole and Cornell McGill seconded the motion. The motion passed unanimously. Chairman Cayton then called on Shields Harvey, Property Chair, to proceed with the 7 items on the property agenda. Mr. Harvey addressed items 1 and 2. He indicated that WIMCO had been awarded the bid for Bldg. 11, Public Service Building. He asked members, at their leisure, to review the attachments in the notebook (pgs. 12-30). Any questions on that material could be discussed at the upcoming Property Committee meeting scheduled for February 22, along with item 8. Chairman Harvey then proceeded to item 3, purchase of land (pgs. 31-38). Board members discussed some aspects of the purchase—had the timber been cruised; what was meant by all mineral and timber rights. Rane Holbrook gave a brief recap of the sale. Ms. Holbrook stated that the sale was complete, the deeds, as well as the original HUD reports, were in her legal files. Ms. Holbrook stated that there were two stages to the transaction: one, a deed of gift of timber rights to the College Foundation; two, a gift of 31.603 acres to Garber United Methodist Church by seller, which the College then purchased (31.603 acres) plus all timber and mineral rights from the church for \$40,000 (payment in cash). Item 4 was lease of land of 8 acres on Hwy 264E. Property Chair Harvey called for a motion to advertise the lease of the 8 acres of farm land in the local newspaper and to give approval to Dean Phillip Price to accept the highest lease price. Cornell McGill made the motion and Bo Lewis seconded the motion. The motion received unanimous consent from the Property Committee members. Next, Mr. Harvey directed everyone’s attention to item 5, lease of ATM machine. Phillip Price stated that the lease was for three, 2-year terms. One board member questioned if anyone else had ever asked to do this, and Mr. Price stated not to his knowledge. With no further discussion, Chairman Harvey called for a motion to recommend to the full Board that the College renew the State Employees Credit Union lease of land for the ATM machine located on the campus. Mitchell St. Clair made the motion, seconded by Cornell McGill, with unanimous consent from the Property Committee. Chairman Harvey then asked Phillip Price to elaborate on item 6, bidding of insurance policies. Mr. Price indicated that the College had been with the same company for approximately 7 years, and the existing company provided top-notch service. About two years ago, SIA Group had asked to bid, but the request was too late at that time in the fiscal year. Board members discussed several aspects about bidding, not bidding, how often, what other colleges do, is it required, etc. Chairman Harvey called for a motion to table this item until the next board meeting, and also to have Mr. Price get more information, namely, what other schools are doing. Mitchell St. Clair made the motion and Jack Wallace seconded the motion. The Property Committee

gave full consent to the motion. The 7<sup>th</sup> item to be addressed at this meeting by the Property Committee was a request by the Chamber of Commerce to be able to serve beer and wine at its March 15, 2005, Chamber banquet. Mr. Harvey called for the motion. Buster Humphreys made the motion and Cornell McGill seconded the motion. The Property Committee voted in favor of the motion. In summation, Mr. Harvey noted that item 8 had been tabled until the February 22, 2005 meeting. Chairman Cayton then made a motion to come out of the committee of the whole and requested a second to his motion which was made by Shields Harvey, with unanimous consent.

Chairman Cayton then addressed the Property Committee items which required full Board actions. First was item 4, lease of land. Chairman Cayton called for a motion to take the recommendation by the Property Committee. Shields Harvey made the motion with a second by Bo Lewis. The Board gave unanimous consent to the motion. Chairman Cayton called for a motion to renew the State Employees Credit Union lease, item 5, as recommended by the Property Committee. Shields Harvey made the motion and Bo Lewis seconded the motion. The Board voted unanimous consent to the motion. Chairman Cayton then called for a motion on item 7, the Chamber of Commerce request. Shields Harvey made the motion to allow the Chamber to serve beer and wine at its March 15<sup>th</sup> Banquet. Cornell McGill seconded the motion. The motion received a majority vote; Chairman Cayton cast a negative vote. Chairman Cayton stated that as item 8 on the Property agenda was tabled, this concluded the Property Committee report. Returning to the agenda, he then addressed Item C under "Reports and Recommendations." The Curriculum Committee had nothing to report.

Chairman Cayton then turned to the Finance Committee section in the notebook (pgs. 48-64), and called for a motion to go to the committee of the whole for the finance items. He reminded all present that all members may ask questions during this meeting, but only finance committee members can vote. Jack Wallace made the motion to go to the committee of the whole, with a second by Shields Harvey. The Board voted unanimous approval. Chairman Cayton recognized Buster Humphreys, Finance Committee Chairman, who began with Item 1, page 50, fee schedule. Finance Chair Humphreys called on Phillip Price for additional details. Mr. Price explained that the list and items listed were to comply with the State auditor requests. Some of the membership, as well as Mr. Price, questioned the auditors' definition of items that were "hidden fees," for example, a cosmetology kit or guitar book. Consensus was, however, to certainly satisfy the audit request. Chairman Humphreys called for a motion to approve the fee schedule as listed on page 50. Shields Harvey made the motion and Bo Lewis seconded the motion. The Finance Committee voted unanimous consent to the motion. Chair Humphreys noted that the second finance agenda item (bid of insurance), had already been covered. Chairman Humphreys then called on Phillip Price to comment on the budget revisions. One revision was discussed as to timing of how the Board knows how the dollars are spent. Mr. Price and Dr. McLawhorn responded to the question. After this discussion, Chairman Humphreys called for a motion to approve all of the budget revisions. Shields Harvey made the motion, with a second by Cornell McGill. The Finance Committee voted in favor of the motion. Chair Humphreys then called on Phillip Price to comment on item 4, county budget and projections for next year. Mr. Price detailed some of the associated costs with adding a new building

(Bldg.11)—insurance, utility, maintenance, custodial upkeep. Mr. Humphreys stated that the Finance Committee would meet before the April Board meeting, probably near the end of March. The last Finance Committee item was approval of a premium increase in the term life insurance policy for the president. Shields Harvey made a motion to approve the increase with a second by Jack Wallace.

At this time, Chairman Cayton entertained a motion to come out of the committee of the whole. Shields Harvey made the motion with a second by Jack Wallace. Chairman Cayton then addressed the Finance Committee items which required full Board actions. Bo Lewis made a motion to accept the recommendation by the Finance Committee on the fee schedule. Cornell McGill seconded the motion. The Board gave unanimous consent to the motion. There was no action required on item 2, bid of insurance. A motion to approve the budget revisions was made by Shields Harvey with a second by Cornell McGill. The Board gave unanimous consent to the motion. Item 4 required no action. Chairman Cayton called for a motion to approve payment for the increase in the life insurance premium of approximately \$400. Cynthia Davis made the motion with a second by Mitch St. Clair. The Board voted unanimous consent to the motion. This concluded the Finance Committee's report.

Chairman Cayton then directed everyone's attention to the Personnel Committee section in the book (pgs. 65-68). In the absence of the Personnel Committee Chairman, Chairman Cayton called on Rane Holbrook, legal counsel, for an update. Ms. Holbrook noted the two meeting dates, stating that the Personnel Committee had received an appeal from a dismissed employee. At the first meeting, (1/4/05), the dismissed employee asked for a continuance. The Personnel Committee heard the appeal on 1/12/05 and made a ruling on 1/18/05. The dismissed employee gave notice of appeal to the Board of Trustees on 2/1/05. Ms. Holbrook gave a hand out (attached) which gave a synopsis of the appeal process. She stated that she was getting copies of the transcript to all Board members and a copy to the appellant (at the College's expense). She would have the transcripts available by the February 22<sup>nd</sup> property committee meeting. In summation, Chairman Cayton stated that Board members would get a copy of the appeal letter from the dismissed employee, a copy of the hearing transcript, and a copy of the letter in hand (pg. 67, the Personnel Committee ruling which had already been mailed). With that information, then the members will decide whether to approve the request for the appeal hearing before the full Board.

#### President's Office – Information Items

Chairman Cayton then called on Dr. McLawhorn for the President's report. Dr. McLawhorn began by commenting on the NCACCP Finance Committee survey of self-supporting classes. He is a member of this committee, and he gave a recap on the results of the study and issues behind self-supporting. Bottom line for the College is the need from the legislature to fund the summer term. Dr. McLawhorn stated that Spring, 2005 headcount and FTE (pgs. 75 and 76) are down at this time. He highlighted a couple of grants (contingency reserve allotment HB1414 and WorkKeys) on the February grant activity report. He recapped the audit materials, (Pgs. 80-88). At this time, Dr. McLawhorn recognized Wesley Beddard who gave an overview of the upcoming Great Teachers'

Retreat. Mr. Beddard also presented a PowerPoint presentation from a study completed by CCBenefits, Inc. for the State of North Carolina on the socioeconomic benefits generated by Beaufort County Community College. Dr. McLawhorn pointed out a couple of upcoming dates to keep in mind—February 24, 2005 (visit to Skills Center by Congressman Walter B. Jones) and March 6-7, 2005 (NCACCT Law Seminar). In concluding the President's agenda items, #15, (pgs. 100-101), Chairman Cayton reminded board members of the evaluation form in the front of each notebook, plus a return envelope addressed to Reverend Cayton, for their convenience in returning the completed form.

### NEW BUSINESS

Chairman Cayton then opened the floor for new business. He commented that he was working with Dr. McLawhorn and Economic Development staff to improve communications and the working relationships between the two entities. Buster Humphreys stated that he continues to work with University Health Systems and the College and its nursing program to get financial support from UHS. Mr. Humphreys challenged the College staff to provide a positive plan with which he could approach Mr. McRae of UHS.

As there was no other business to come before the Board, the meeting was adjourned at 9:25 p.m.

### NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, April 5, 2005.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date