

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 3, 2004**

The Board of Trustees met Tuesday, February 3, 2004, at 7:30 p.m. in the Board Room of Building 10.

BOARD MEMBERS PRESENT

Reverend Dr. Robert B. Cayton, Chair
Jack Wallace, Vice Chair
Helen Bonner
Myrtle Carowan
Joyce M. Cutler
Cynthia Davis
J. Shields Harvey
Frank B. Lewis
Floyd Lupton
Roy O'Neal

BOARD MEMBERS ABSENT

Cornell McGill
Mitchell St. Clair

The following staff were in attendance: David McLawhorn, President; Rhonda Sawyer, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Chet Jarman, Dean of Continuing Education; Judy Jennette, Director of Public Relations and Foundation; Clay Carter, Director of Evening and Off-campus Programs, Sandy Sauve', Dean of Student Services, and guest staff member, Phillip Price, Controller. Also in attendance were Ranee Singleton, with the law firm of Carter, Archie, Hassell & Singleton, and John Farkas of JKF Architecture.

PRAYER

Chairman Cayton called the meeting to order, and in the absence of Chaplain Mitchell St. Clair, began the meeting with a prayer. He then reminded all present of the College's Mission Statement and the need to be diligent regarding the conflict of interest statement.

INTRODUCTION OF AMBASSADORS

Judy Jennette introduced two ambassadors: Cheryl Whitley and Candace Sherrod. Ms. Sherrod spoke to the Board on how she chose BCCC to seek a career in social work in mental health. Ms. Whitley plans to own her own business and is interested in medical office administration. Both Ambassadors praised the College for its excellent programs, faculty, and staff and expressed appreciation to the Board for allowing them to serve as ambassadors.

MINUTES

Chairman Cayton referred members to the response from the North Carolina Board of Ethics on page one which stated that no conflict of interest was found. He then called for approval of the October 7, 2003 minutes as presented. Upon a motion by Bo Lewis, seconded by Joyce Cutler, the Board of Trustees meeting minutes of October 7, 2003 were approved. The Board gave unanimous consent to the motion.

OLD BUSINESS

Chairman Cayton called for old business and none was reported.

REPORTS AND RECOMMENDATIONS

Executive Committee – The Executive Committee had nothing to report.

Property Committee

Shields Harvey began the Property Committee update by introducing John Farkas of JKF Architecture, Inc. Mr. Farkas is working on the design development phase of Building #11, the Public Service Building. This facility will house both the Cosmetology department and the Early Childhood Development program. During the 3-D computer image walk-through presentation of the building, Mr. Farkas fielded questions from the trustees. In his presentation, Mr. Farkas covered such items as the aesthetics of the building, roof, ventilation, fire safety issues, water and sewer, to name a few. Next, he talked about renovations to Buildings 2 and 3, necessitated by programs relocating to Bldg. 11 (when completed), and also in order to be ADA compliant. In conclusion, Mr. Farkas indicated that Building 7 had been accepted for occupancy and the final inspection was completed today.

Mr. Harvey asked Rhonda Sawyer to recap the status of the lease of land. Ms. Sawyer reported that an advertisement to bid should run in the local paper this weekend. In the past, Keith Douglas has been the only bidder, and rent charged has been \$400.00 (\$50.00 per acre for the 8 acres). Mr. Harvey, Chairman for the Property Committee, made a motion, seconded by Bo Lewis, to award the lease to the highest bidder.

Curriculum Committee – The Curriculum Committee had nothing to report.

Finance Committee

Chairman Cayton recognized Rhonda Sawyer for the Finance Committee report. Ms. Sawyer began by introducing Phillip Price, Controller, who began work with the College on November 3, 2003. Ms. Sawyer then reviewed individually the budget revisions, #18, 19, 20, and 21. Upon a motion by Shields Harvey, seconded by Joyce Cutler, the Board approved the budget revisions as submitted. Board members gave unanimous consent to the motion.

Personnel Committee

Mrs. Myrtle Carowan, Chairman of the Personnel Committee, reported on the December 12, 2003 meeting. The committee has gathered evaluation forms from other colleges and is in the process of reviewing the various formats. The January 27, 2004 meeting was cancelled due to snow and ice. She requested that committee members remain at the end of the Board meeting to determine a new meeting date.

President's Office – Information Items

Following the agenda, trustees were reminded of the upcoming NCACCT 2004 Law Seminar. Next, Dr. McLawhorn directed everyone's attention to page 11, Curriculum Headcount. Spring semester headcount is down slightly, approximately 4%. It is uncertain how or if this will affect FTE. The College plans to implement a mini-semester halfway through the current semester. Then, Dr. McLawhorn reviewed the February, 2004 Grant Activity Report. Next, Dr. McLawhorn recapped the highlights of the January 9, 2004 Trustee Retreat. Unexpected snow necessitated an abbreviated meeting. Guest speaker, Helen Newsome presented timely remarks on the role of a trustee. Dr. McLawhorn reviewed the returned

evaluation questionnaires that were returned by trustees attending the retreat. There were no audit exceptions to report from the NCCCS audit findings of the Spring Semester 2003-2003. One item that Dr. McLawhorn conveyed to the Board which was discussed at the recent Presidents Meeting was “formula restoration” (page 23). Even though the College has experienced enrollment growth, the funding per student has declined. Dr. McLawhorn and Chairman Cayton urged everyone to discuss with legislators with whom they have contact the need to restore the formula. Dr. McLawhorn shared positive feedback from a meeting between he, Wesley Beddard, Dr. Dallas Freeman, and Dr. Jeffrey Moss, the Beaufort County School Superintendent. The meeting provided an opportunity for the superintendent to see what the College does with Huskins classes in the high schools and also how both the College and the county schools may continue to work together. In commenting about the Foundation Board Meeting of January 29, 2004, Dr. McLawhorn directed everyone’s attention to an NCCCS Press Release on page 32 of their handout. The legislature ratified a bill which matches one dollar of State funds for every two dollars raised by community college foundations up to a \$25,000 maximum. Dr. McLawhorn was pleased to report that the Foundation has met that requirement. The Foundation is pursuing recruiting scholarships with use of this money.

NEW BUSINESS

Chairman Cayton called for new business. As no one had any new business items, Chairman Cayton said there was a personnel item that needed to be addressed in executive session. Shields Harvey made a motion to go to executive session, seconded by Bo Lewis.

After the executive session had ended, and the public meeting resumed, Chairman Cayton stated that there was no action taken on the item discussed in executive session and so shall the minutes state.

As there was no further business, Chairman Cayton called for a motion to adjourn. Shields Harvey made a motion to adjourn, seconded by Bo Lewis.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, April 6, 2004.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date