

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
FEBRUARY 5, 2008**

The Board of Trustees met Tuesday, February 5, 2008, 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 Property Committee met at 5:45 p.m. (prior to dinner).

BOARD MEMBERS PRESENT

Cynthia Davis, Chair
Mitchell St. Clair, Vice Chair
Myrtle P. Carowan
J. Shields Harvey
Frank B. Lewis
Cornell McGill
Russell Smith
Brad Potter
Jack Wallace

BOARD MEMBERS ABSENT

Reverend Dr. Robert B. Cayton
Henry C. Humphreys, Jr.
Patricia Spencer

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Wesley Beddard; Dean of Instruction; Chet Jarman, Dean of Continuing Education; Sandra Sauve', Dean of Student Services; Judy Jennette, Director of Public Relations and Foundation; Clay Carter, Director of Evening and Off-Campus Programs; Ben Morris, Faculty Senate President. 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 Mitchell St. Clair continued with prayer. Chairman Davis reminded everyone of 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 and requested that if anyone knew of a known conflict or appearance of a conflict of interest with respect to any matters coming before the Board tonight to make known such conflict at that time. Hearing none, Ms. Davis continued from the agenda.

AMBASSADORS

Judy Jennette introduced Ambassador Martha Wiggins. Ms. Wiggins stated that she lived in Washington, was majoring in the Medical Office Administration program, and would graduate in May. During her remarks, Ms. Wiggins shared some of her reasons for choosing to further her education at Beaufort County Community College. Some of those reasons included location, small class sizes, wonderful instructors, and that she just enjoyed the school. In closing, she engaged in a question and answer dialog with some of the Board members which was enjoyed by everyone.

MINUTES

Chairman Davis continued from the agenda addressing items 5, 6, and 7 (Approval of Minutes). Ms. Davis called for a motion to approve the October 2, 2007 minutes (pgs. 3-8). Jack Wallace

made the motion to approve with a second from Bo Lewis. The motion carried. Ms. Davis called for a motion to approve the called meeting minutes of November 14, 2007. Bo Lewis made a motion to approve with a second from Jack Wallace. The motion passed with all ayes. Chairman Davis called for a motion to approve the called meeting minutes of January 3, 2008. Bo Lewis made a motion to approve with a second from Jack Wallace. The motion approved with an all ayes vote.

OLD BUSINESS

In keeping with a motion at the October 2, 2007 Board meeting, Chairman Davis stated that the State Ethics Commission Evaluation of Statement of Economic Interest letters were included, pages 12-31.

REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

Property Committee

Chairman Davis began with Property Committee, item 1 and called for a motion to go to closed session pursuant to North Carolina General Statutes 143-318.11 (a)(3), to preserve attorney-client privilege and 143-318.11(a)(1), to prevent disclosure of privileged or confidential information. Mitchell St. Clair made the motion with a second from Jack Wallace. The motion carried with an all ayes vote. Upon return to open session, Chairman Davis stated that there was no action taken. Continuing from the agenda, Chairman Davis called attention to item 3 on the property agenda (Charge \$500 per month rent for use of café facilities). This item was discussed and recommended from the Property Committee after its October 4, 2007 meeting. Ms. Davis called for discussion and/or questions. After discussion from several of the Board members, Chairman Davis stated that the recommendation to charge \$500 per month rent.....came from a standing committee and did not require a second. She called for a vote to the recommendation. The motion passed with all ayes. Chairman Davis recognized Property Chair, Shields Harvey. Mr. Harvey noted that the January 3, 2008 Property Committee meeting minutes were in the packets on pages 33-34. He then moved to item 5 on the Property section of the agenda. Mr. Harvey stated that John Farkas had been selected as the architect/engineer for the Master Facility Plan. (The Board had given the Property Committee the responsibility for making the selection at the October 2 Board meeting.) Item 6 from Property was a recommendation to install fencing with a gate beside the truck driver training track. Chairman Davis stated that the motion came from a standing committee and required no second. She called for a vote. The motion passed with all ayes. The Property Committee met at 5:45 p.m. (prior to the Board meeting) and discussed a proposed lease of office space by the North Carolina Community College System (NCCCS). As the Property Committee lacked a quorum, the item was brought to the full board for discussion. The Property agenda and proposed draft lease had been mailed to all Board members in the January 30, 2008 packets. Phillip Price, Dean of Administrative Services, gave details of the draft lease and noted that the period covered date should reflect the year 2008. He stated that the sample lease was the type used by NCCCS at all of the other colleges with this type arrangement. The lease provides office space, telephone, utilities, and computer for a regional economic workforce NCCCS employee to work from the College campus. Shields Harvey made the motion to accept the lease with a second from Jack Wallace. The motion received unanimous consent.

Curriculum Committee

Chairman Davis noted that there was No Report from Curriculum, but that the January 3, 2008 Curriculum Committee Meeting Minutes were provided for information.

Finance Committee

In the absence of the Finance Chairman and Vice Chairman, Board Chair Davis addressed three motions from the Finance Committee: Discontinue Participation in the Federal Student Loan Program Effective Fall Semester 2008; Adopt Business Continuity Plan distributed at the October 2nd Board meeting; and Approve Requests for Budget Revisions #19-26. Each motion required no second and each motion passed with an all ayes vote. Concluding the Finance report, Chairman Davis noted that the Finance Committee Meeting Minutes of January 3, 2008 were provided for information.

Personnel Committee

No Report.

President's Office – Information Items

Before addressing the agenda items, Dr. McLawhorn stated that he had a last-minute item to bring before the Board that was discovered from a request by the FTE (Program) Auditor. The Board approved the revised Faculty and Staff Policy Manual at the October 2, 2007 Board meeting. In an oversight (that came to light from an email request from the auditor), the Longevity Pay item was left out of the Manual. Dr. McLawhorn distributed a copy of the Longevity Pay for Institute Personnel plan. Dr. McLawhorn noted that it should be changed editorially to read "College" instead of "Institute." Mr. Harvey questioned if this plan is in effect now? Phillip Price responded that it is the plan we are using now. Dr. McLawhorn asked if the Board would reaffirm this plan so that it could be included in the Faculty and Staff policy Manual that the Board affirmed in October. Chairman Davis called for any further questions or discussion. Bo Lewis made a motion to affirm the Longevity Pay for College Personnel Plan and Myrtle Carowan seconded the motion. The Board voted all ayes acceptance.

Dr. McLawhorn began with the bar graphs on pgs. 38 and 39. He noted that the Spring semester Head Count is up 4%, while FTE is down 2%. He indicated that these numbers may change slightly, but at this point it is "too close to call now." Continuing from the agenda, he called attention to the February Grant Activity Report (pgs. 40-41). He indicated that he would be glad to answer any questions or discuss any of the information in the report if anyone had a question or would like further information. Continuing from the agenda, he directed trustees to pages 42-43, the final letter received from NCCCS re. the Methods of Administration (MOA) visit. The letter from NCCCS (pgs. 44-50), approval to amend building #3 door project, was provided for information. Items 6, 7, and 8, under President's Office, were shared as informational items from the Office of the State Auditor. At this time, Dr. McLawhorn asked Phillip Price to give an update on the fiscal year ending audit. Mr. Price stated that the audit had been in process since October, but he felt was about to be completed. He indicated that he was waiting for the final report to indicate what required further action, if anything, or the letter indicating no findings or audit exceptions. Mr. Price explained the minor issues that had been noted during the audit as of the time of the meeting. Further, Mr. Price provided details of the College's plans to rectify these issues, including dealing with staff turnover issues and professional development. Items 10, 11, and 12 were agreements presented for information.

Dr. McLawhorn called attention to the Beaufort County Board of Commissioners' Early College High School Resolution (pgs. 60-61). At this time, Dr. McLawhorn distributed copies of the budget that Dr. Jeffrey Moss, Beaufort County Schools Superintendent, had sent to him, and Dr. McLawhorn also distributed a projected ECHS budget for BCCC from 2008-2012. Phillip Price gave an overview of the various items in the budget and the methodology used to project the numbers. Continuing from the President's Agenda, Dr. McLawhorn referred to the Equipment Audit for 2006-2007 (pg. 62) and commended Sherry Stotesberry for the good job she does in monitoring the equipment. He also commended Chet Jarman, Dean of Continuing Education for the numbers on the ConEd End-of-Semester Fall 2007 Report (pg. 63). Dr. McLawhorn directed attention to a handout provided from the North Carolina Association Community College Presidents (NCACCP); Dr. McLawhorn stated that this handbook is "the presidents' ethics book." Item 19. Dr. McLawhorn noted the NCACCT Law Seminar on April 2-4, 2008, and he asked any trustees who wanted or plans to attend, to please let Ms. Tice know of their intentions. A copy of the BCCC Foundation, Inc. Financial Statement/Audit Report was provided as a handout to each trustee. In conclusion, Dr. McLawhorn directed attention to the Planning and Institutional Effectiveness Mid-Year Progress Report for 2007-2008 (pgs. 66-78) in the Board packets and stated that he would be glad to answer any questions or provide any additional comments or information as requested.

NEW BUSINESS

Continuing from the agenda, Chairman Davis called attention to the first item of new business, evaluation of the president. Chairman Davis reminded trustees to complete and return the evaluation of the President to her in the self-addressed (to her), stamped envelope included in the packet. She indicated that trustees could use the one from the actual board packet or the separate one provided in the packet as well. Trustee Shields Harvey asked to be recognized. Mr. Harvey referred to a motion made in the April 3, 2007 Board of Trustee minutes to ask the President to use the trustee evaluation form to evaluate himself. Mr. Harvey stated that this motion passed with one nay vote. Mr. Harvey continued from the June 5, 2007 minutes stating that Rev. Cayton and Ms. Davis would develop an approach to self-evaluation that is in line with other colleges' approach. Mr. Harvey stated that the Board agreed to accomplish this; he continued that it was time for another evaluation and he strongly felt that the President should use that form to evaluate himself and share that evaluation before the trustees evaluate the president. Mr. Harvey stated that until a better method or approach is developed that the President be required to use the trustee evaluation form to evaluate himself and to share his evaluation with all trustees prior to the trustees performing their evaluations. Chairman Davis asked if he, Mr. Harvey, was making a motion, to which he replied that he was. The Chairman asked if there was a second to the motion. Bo Lewis seconded the motion. Chairman Davis called for a vote to the motion; the motion received 2 ayes; Chairman Davis called for a show of hands to the motion; the Chair asked the recorder for the count; the recorder stated 4; the barrister stated that the recorder had missed 2 votes that were to the recorder's back; the Chair called for another show of hands and the recorder and barrister were in agreement on the count of 6 in favor of the motion (Shields Harvey, Bo Lewis, Mitchell St. Clair, Russell Smith, Cornell McGill, Brad Potter). Chairman Davis called for a show of hands that opposed the motion. Two trustees voted against the motion (Myrtle Carowan, Jack Wallace). Dr. McLawhorn stated that he had forgotten about the self-evaluation and he apologized to the Board for not having already shared it with the Board. He advised that he had completed one during the discussion and would be glad to share it at this time. Cornell McGill asked Dr. McLawhorn if he could share that evaluation with the Board at that time. Dr. McLawhorn gave the evaluation to Ms. Tice. The recorder left the room to make copies of the self-evaluation presented by Dr. McLawhorn; upon returning to the room, the recorder distributed copies of the self-evaluation to the trustees.

Chairman Davis commented that the ECHS Leadership Team continues to meet and had met last Monday. Dr. Moss and Dr. McLawhorn, in conjunction with other team members, continue to build a working relationship to support the Beaufort County Early College High School. Chairman Davis then directed attention to the first item for discussion under Strategic/Critical Issues, the notes from the November 14, 2007 Trustee Retreat (pgs. 81-82) in the notebook. Ms. Davis asked if anyone had any other input. Hearing none, she moved to the second item, Succession Plan. Chairman Davis stated that when she attended the ACCT Leadership Congress in September, one of the workshops she attended was lead by Guilford TechCC's President, Don Cameron. Ms. Davis thought it might be beneficial if Dr. Cameron might lead a workshop for the trustees here on campus. Dr. McLawhorn added that he also attended that same workshop and the presentation is geared to professional development. Ms Davis acknowledged the information was broader than just presidential succession but it could be beneficial in succession planning for other staff and given the turnover issue mentioned earlier during the audit discussion, thought it timely. She also suggested that after the workshop, we get some succession plans from other colleges and we'd have a broad base to work from in developing one. She asked if this was an acceptable plan of action. There was discussion about a date for a workshop; March 26th seemed to be the choice. Dr. McLawhorn will do some further checking with Dr. Cameron's schedule. Ms Davis continued to read each item of major focus identified at the retreat and asked for other thoughts or suggestions on any of the items. No other input was given.

Next, Chairman Davis referred to the handout, Report of Campus Safety Task force to Attorney General Roy Cooper. Copies had been mailed to both Ms. Davis and Dr. McLawhorn. Mr. St.Clair suggested appointing a task force of campus personnel, faculty, staff, and students to review the report and make recommendations. Phillip Price stated that the College had a Health & Safety Committee in place which consisted of that makeup (including campus police). Cornell McGill suggested if the committee was already in place to use that one.

In conclusion, Chairman Davis called for any other items to come before the Board. Hearing none she called for a motion to adjourn. Jack Wallace made the motion of adjournment with a second from Cornell McGill.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, April 1, 2008.

Respectfully Submitted,

David McLawhorn
Secretary

Cynthia L. Davis
Chairman

Date