

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 6, 2007**

The Board of Trustees met Tuesday, February 6, 2007, at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:55 p.m. The Property Committee met at 5:30 p.m. (prior to dinner).

**BOARD MEMBERS PRESENT**

Reverend Dr. Robert B. Cayton, Chair  
Jack Wallace, Vice Chair  
Myrtle P. Carowan  
Cynthia Davis  
J. Shields Harvey  
Frank B. Lewis  
Cornell McGill  
Roy O'Neal  
Brad Potter  
Mitchell St. Clair  
Patricia Spencer

**BOARD MEMBERS ABSENT**

Henry C. Humphreys, Jr.

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, Dorie Richter, Director of Planning/Institutional Effectiveness, Judith Meyer, Faculty Senate President, and Betsey Lee Hodges, Staff Association President. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton.

**PRAYER**

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Chairman Cayton encouraged everyone to read both the Vision and Mission Statements of the College. In complying with the Governor's directive, Chairman Cayton reminded all trustees to be diligent in abiding by the conflict of interest statement and to make known a potential conflict or to recuse oneself if appropriate.

**AMBASSADORS**

Judy Jennette stated that Ambassador Crystal Coward was sick and would speak at a later Board meeting. Ms. Jennette then introduced Brooke Woolard. Ms. Woolard's mom, Patricia Woolard, is the College's web designer and graphic arts coordinator. Ms. Woolard stated that she was a college transfer student. She shared some interesting comments on why she chose to continue her studies at Beaufort County Community College, and she closed her remarks by thanking the Board for giving her the opportunity as an ambassador.

## MINUTES

Before addressing the minutes, Chairman Cayton called attention to the reappointment by Governor Easley of Trustee Robert B. Cayton (pg 3) and the subsequent affirmation by the Honorable Marty Paramore (pg 4). Chairman Cayton then called for discussion or corrections to the October 3, 2006 minutes. Bo Lewis made a motion to approve the minutes with a second by Jack Wallace. The Board voted approval with unanimous consent.

## OLD BUSINESS

None reported.

## REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

### Property Committee

Shields Harvey, Property Chairman, directed attention to the Property Update in the notebook on page 10. He stated that there were two housekeeping items which required attention. First, he commented on the lease of billboard sign on the property the College acquired. He stated that the College assumed the lease as a condition of buying the property and no action was required from the Board. The second item he addressed was the recommended usage of the remaining bond funds. After two scheduled re-roofing projects had been completed (total cost was less than original estimate), \$23,332 in Series 2000 State higher education bond money remains. Referring to page 17 in the notebook, Chairman Harvey stated that it is the recommendation of the Property Committee to take the \$23,332 remaining and use for the Bldg. 3 exterior doors panic bar systems and replacement of older door hardware also in Bldg. 3. As the motion comes from a standing committee, a second is not required. Hearing no discussion, Chairman Cayton called for a vote. The Board voted unanimous consent to the recommendation. Next, Chairman Harvey addressed property item 4 on the agenda. Chairman Harvey prefaced his remarks on the Chamber request by stating that the Board, in the past, has approved on a case-by-case basis serving of alcohol at a function. As the recommendation to approve allowing the Chamber of Commerce to serve beer and wine at its March 15<sup>th</sup> banquet came from a standing committee, no second was required. The motion received a majority vote with one dissenting vote from Chairman Cayton. The motion carried.

### Curriculum Committee

No Report.

### Finance Committee

#### **Approve Requests for Budget Revisions #17-24.**

In the absence of Finance Chairman, Buster Humphreys, Phillip Price made a quick run-through of each of the revisions (commenting as appropriate). Chairman Cayton called for any questions/discussion. Hearing none, he called for a motion. Jack Wallace made a motion to approve the budget revisions and Shields Harvey seconded the motion. The motion was approved with unanimous consent.

## Personnel Committee

### **Personnel item: Approve Educational Leave Contract for Kent Dickerson.**

Myrtle Carowan, Personnel Committee Chairman, explained the request for approval and asked for comments. Hearing none, Ms. Carowan made a motion to approve the educational leave contract for Kent Dickerson. Jack Wallace seconded the motion; the Board voted unanimous consent.

## President's Office – Information Items

None required a vote. Recap as follows:

Dr. McLawhorn began with the bar graphs on pgs. 28 and 29. He noted that the Spring semester Head Count is up a little and the FTE is down slightly. Continuing from the agenda, he called attention to the February Grant Activity Report (pg 29). He pointed out that the College had received a GoldenLEAF grant for the commercial truck driver training; he commented that the Allied Health Enhancement grant is being used to help expand the nursing program; and he stated that the College and Beaufort County Schools were working together on a USDA Rural Utilities Service Distance Learning Grant which would help expand the Beaufort College Academy. Continuing from the agenda, he directed trustees to pages 36-38, the report of audit findings for the review period Spring Semester 2005 through Spring Semester 2006. Dr. McLawhorn was pleased to report that the program audit yielded no audit exceptions, and he commended all employees for this achievement. Then he addressed the recommendations (pgs. 39-41) from the November 13-14 Administration Civil Rights visit. Dr. McLawhorn stated that the College was chosen for a site visit based on a computer selection—some of our numbers stood out. He commented that the visit went well, and we were addressing the two items as follows: Item 1 per Dr. McLawhorn is already in the College catalog; we just need to point out where it falls in the catalog so they can see the compliance statement. Item 2, the issue of exposed pipes has already been taken care of. Hearing no questions, Dr. McLawhorn continued with the Fall Semester Continuing Education Report (pg. 42). He stated that FTE reported is 179. Dr. McLawhorn then pointed out three calendar items in the notebook: the updated Board of Trustees list (pg. 43); the March 11-12, 2007 Annual Law Seminar by NCACCT; and the 2007-2008 NCACCT Calendar. At this time, Dr. McLawhorn gave a brief overview of his recent trip to Atlanta for SACS orientation. He commented that our reaffirmation of accreditation has two major aspects: compliance certification (making sure that instructors have proper credentials, adequate library resources, etc.) and QEP (Quality Enhancement Plan). The crux of the QEP is student outcomes and how to improve student outcomes. Dr. McLawhorn remarked that more details would be forthcoming as the process continued, and he indicated that he would be asking for trustees' input. Next, he directed attention to the Annual Internal Equipment Audit on page 48. He commented on the two computers not located and stated that Phillip Price had dealt with the item. Dr. McLawhorn commended Sherry Stotesberry on the job she performs in the equipment coordinator position. In conclusion, Dr. McLawhorn commented on one item in the Mid-Year Progress Report (pages 49-60), and that item was converting employee benefits to the NC FLEX benefit plan. All State agencies, universities, and 8 or 9 other community colleges are using the plan.

## NEW BUSINESS

Continuing from the agenda, Chairman Cayton called for a motion to go to closed session. Shields Harvey made a motion pursuant to G.S. 143-318.11(a)(5), concerning acquisition of real

property. Bo Lewis seconded the motion. Upon returning to open session, Chairman Cayton stated for the record that no action was taken.

Chairman Cayton reminded trustees to complete and return the evaluation of the President to him in the envelope included (if they had not done so already), and/or to complete and give to him before leaving the meeting (If they so chose).

Chairman Cayton commented on the Statement of Economic Interest (SEI) form that was mailed from the State Ethics Commission in January. He reminded everyone that the completed forms were required to be returned by March 15, 2007. He stated that he attended the ethics session at Martin Community College and would not be attending the session at Beaufort County Community College this Friday, February 9, 2007. A general discussion ensued.

Continuing from the agenda, Chairman Cayton stated that the facilities policy was brought up at the last Board meeting and continued for further discussion (pricing, how it relates to the Civic Center, etc.) at this Board meeting. Chairman Cayton asked for questions or discussion. Hearing none, Chairman Cayton referred the facilities policy to the Property Committee with a request to study the policy we have and to come back with information and/or recommendation at the next regular Board meeting. Trustee Davis asked about supporting data, who uses the facility, etc. Chairman Cayton asked Dr. McLawhorn to provide the information needed by the Committee, including any legal advice from the barrister, so that the Committee could bring the item to the next Board meeting.

Chairman Cayton called for discussion on a separate facility use issue, the December 4<sup>th</sup>, Tuesday, Foundation/Trustee Christmas social (see SGA (Student Government Association) letter, page 77 in notebook). Tuesdays are the structured times for student activities, which include the student Christmas social. To accommodate students, it has been suggested to inquire if the Board would consider moving its trustee social to Wednesday night, December 5 (2007). Bo Lewis stated that he thought the trustees should work with the students and he made a motion to move the Christmas social to Wednesday night. Shields Harvey seconded the motion. The motion received unanimous consent.

Chairman Cayton then recognized Dr. McLawhorn for an update on the Strategic/Critical Issue of Workforce Development. Dr. McLawhorn stated that Jeff Tubaugh is on board as the Coordinator for Customized Industry Training. He commented that Jeff is making good progress. He noted that the College is working with Tommy Thompson on starting another welding class; work continues with both JobLink and the Employment Security Commission. Dr. McLawhorn stated that Jeff has developed an action list that details progress of training at 20 local industries and is working on a matrix of job needs for those industries.

Chairman Cayton then focused on the second strategic/critical issue—the political responsibility of the Board. Chairman Cayton called attention to two hand-out items: the NCCCS 2007-09 Expansion Budget Request card and the NCCCS State Board of Community Colleges 2007-2009 Consensus Budget Request (yellow spiral bound book, November 2006). Chairman Cayton stated that one of the primary purposes of the trustees is to see that the College is fully funded. Chairman Cayton recognized Dr. McLawhorn for some comments on the funding. Dr. McLawhorn, referring to the yellow book, the 2007-2009 Consensus Budget Request, stated that this book refers to State dollars, and is based on the FTE formula. Dr. McLawhorn commented that this method is a fair as one can get. However, he pointed out that what has happened is that some folks have gotten extra dollars outside the State budget, primarily, for

capital improvements. This past year the General Assembly gave 15 million dollars for capital improvements to the system office and they developed a process that awarded points for various factors; the colleges that had the most points got part of the fifteen million. To sum up, Dr. McLawhorn stated that of the 19 colleges that got money this year, 8 of the same colleges got money the year before. For the past two years, out of 58 community colleges, 29 shared over 35 million dollars and the other 29 (which we are a part of) shared zero. Chairman Cayton reiterated that the primary purpose of the Board is to try to see that the community college is fully funded. In order to accomplish this, Chairman Cayton encouraged all trustees to court the folks (the General Assembly and the Beaufort County Board of Commissioners) to convey the urgency to fund Beaufort County Community College.

Dr. McLawhorn continued to highlight some of the key pages in the Consensus Budget:

- a. Page 18, the chart on faculty/staff/support staff. Dr. McLawhorn commented that the College has 58 faculty, 39 professional staff, and 38 support staff. He stated that it is significant to note that this year is the first time that support staff have been included in the plan. He also pointed out that the College improved its ranking last year, but it still ranks 49<sup>th</sup> out of 58 on faculty pay.
- b. Page 20, Allied Health programs. Dr. McLawhorn reported that the System has asked for \$33 million. He pointed out the high costs associated with the nursing program. By comparison, 15 students in Business generate the same FTE as 15 students in nursing. The community colleges are asking for weighted funding for nursing in the allied health program. Dr. McLawhorn pointed out the push for national accreditation in nursing, but he also stated that to become accredited in nursing, community colleges need the dollars to achieve the requirement.
- c. Page 31, Occupational Continuing Education. Dr. McLawhorn stated that NCCCS continues to seek parity for occupational continuing education FTE. Currently, FTE is about \$2500 for continuing education and appx. \$4000 for curriculum FTE. Dr. McLawhorn used the existing truck driver training as an example of how this disparity in funding is unfair. This program in being run through the occupational continuing education program and FTE earned is much lower, but associated costs are much higher.
- d. Page 38-39, the Visiting Artists II Program (VAPII). Dr. McLawhorn reminded trustees of a similar program here on campus about fifteen years ago. He suggested that trustees read the narrative in the book on these two pages to get more details of the intent of the program. He did state that the College would qualify for funds. The Budget request included \$1.6 million for this program.
- e. Page 44, Male Minority Mentoring. Dr. McLawhorn pointed out that this is a student support service, to help improve the graduation rate of black males by aligning them in a mentoring program.
- f. Page 45, Testing of High School Students. This focus is on the testing of high school students; the reason for this—49% of high school students that enroll in a community college require remediation in one or more developmental courses. This lack of preparedness by students entering the community college costs the System \$27.6 million per year in remediation costs.
- g. Page 71, Capital Requirements. In conclusion, Dr. McLawhorn commented on the data in the capital requirements section. He stated that this information is being used to get ready for the next bond issue. He pointed out the line item for Beaufort County Community College of \$6 million to build a new nursing building.

Chairman Cayton thanked Dr. McLawhorn for the update, and then he entertained a recommendation for the Board to make a motion to ask the General Assembly for \$6 million to build a nursing building. Jack Wallace made the motion with a second from Mitchell St. Clair. The Board voted unanimous consent to the motion.

The last item (not shown on the agenda) Chairman Cayton addressed was to recognize Sandra Sauve', Dean of Student Services, who passed out packets of information (included typed transcript, tape recording, papers into evidence) to review and respond via an enclosed memo whether to hear a student's appeal. Ms. Sauve' asked that the memo and packet of information be returned within two weeks.

The Chairman entertained a motion to adjourn. Jack Wallace made the motion for adjournment with a second from Bo Lewis.

#### NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, April 3, 2007.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date