

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 7, 2006**

The Board of Trustees met Tuesday, February 7, 2006, with a tour of Bldg. 11, Public Services Bldg., at 7:00 p.m. The Board of Trustees Meeting was held in the Board Room of Building 10 after the tour (7:30 p.m.).

**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, Judy Jennette, Director of Public Relations and Foundation, Dorie Richter, Director of Planning/Institutional Effectiveness, and Judith Meyer, Faculty Senate President. Also in attendance were Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton and guests, John Farkas and Ted Clayton.

**PRAYER**

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Chairman Cayton encouraged everyone to be familiar with both the Vision and Mission Statements of the College as they define, "Why we are here." He also reminded all trustees to continue to be diligent in abiding by the conflict of interest statement. At this time, he shared updated information from the N.C. Board of Ethics re. Statement of Economic Interest (SEI) filings. Basically the change states: All official filings must be on approved forms and notarized as required by Executive Order Number One. Chairman Cayton recognized trustee Cornell McGill and extended congratulations on his recent promotion, and he continued by thanking trustee Mitchell St. Clair for his help on the truck driving project.

**AMBASSADORS**

Judy Jennette stated that Ambassador Carrie Peed apologized that she was unable to attend. Ms. Jennette introduced JoLinda Cooper. Ms. Jennette remarked that Ms. Cooper had been nominated by three instructors for an ambassadorship. Ms. Cooper stated that she was majoring in Office Systems Technology. She thanked the Board, the staff, and faculty for being supportive.

## MINUTES

Before addressing the minutes, Chairman Cayton called attention to the reappointment by Governor Easley of Trustee J. Shields Harvey and welcomed Mr. Harvey to the Board for another term. Chairman Cayton then called for discussion or corrections to the October 4, 2005 minutes. Bo Lewis made the motion for approval with a second by Roy O'Neal. The Board voted approval with unanimous consent.

## OLD BUSINESS

At this time Dr. McLawhorn introduced and welcomed Ted Clayton, recipient of the NCCCS 2005 Excellence in Teaching Award. The Board applauded Mr. Clayton's achievement for himself, as well as the College and his family.

Chairman Cayton shared a thank you note from the family of Floyd Lupton with fellow board members.

In concluding "Old Business," Chairman Cayton recognized John K. Farkas of JKF Architecture who made a presentation on the Campus Master Plan. Mr. Farkas gave each board member a copy of the 2006-2016 campus Master & Facilities Plan. Through use of a PowerPoint presentation, he highlighted the nine phases of the projected plan with explanations and details of how the phases were given priority, what data influenced the decisions, projected costs. One important point made by Mr. Farkas was that many of the recommendations were made contingent upon securing a piece of land contiguous to the College boundary that it does not currently own. In the question/answer discussion following Mr. Farkas' presentation some items mentioned included changes in outside appearance of renovated buildings, windows, entryways, lighting, infrastructure, rights of way, septic tank fills, existing land areas that could be used, asphalt vs cement driving pad, a center entrance, etc. Chairman Cayton called for a motion to approve the Campus Master & Facilities Plan. Jack Wallace made a motion, seconded by Myrtle Carawan. The Board gave unanimous consent to the motion. Chairman Cayton asked for permission to work with the County Manager to ask for funds from the General Assembly for Phase V and the relocation of driveways. Bo Lewis made a motion with a second from Shields Harvey in response to Chairman Cayton's request. The Board voted unanimous consent to the motion.

Cornell McGill made a motion to break agenda and go to the items that required Board vote. Bo Lewis seconded this motion.

## REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

Property Committee

### **Property item 4 – Lease of Land.**

Shields Harvey, Property Chairman, made a motion to approve the lease of 8 acres of farmland by advertisement and allow the Dean of Administrative Services, Phillip Price, to accept the highest lease price. Cornell McGill made a second to the motion with the Board voting unanimous consent.

**Property item 5 – Easement to City of Washington.**

Property Chairman Harvey stated that this easement was necessary to install electrical lines to Bldg. 11. Mr. Harvey made a motion to approve the easement to the City of Washington for Bldg. 11. Cornell McGill seconded the motion with the Board voting unanimous consent.

**Property item 6 – Chamber of Commerce Banquet, March 9, 2006.**

Bo Lewis made a motion to allow the Chamber of Commerce to serve beer and wine at its March 9<sup>th</sup> banquet, and Shields Harvey seconded the motion. The motion received a majority vote with one dissenting vote from Chairman Cayton. The motion carried.

**Property item 7 – EDC Request for Ethanol Announcement, December 15, 2005.**

Jack Wallace made a motion to allow the Economic Development Commission to serve beer and wine at its December 15, 2005 ethanol plant announcement. Ms. Myrtle Carowan seconded the motion. The motion received a majority vote with one dissenting vote from Chairman Cayton. The motion carried.

Curriculum Committee

No motions.

Finance Committee

**Finance item 1 – Fee Schedule.**

Cornell McGill made a motion to approve the fee schedule shown on page 56 with a second from Shields Harvey. The Board voted unanimous consent to the motion.

**Finance item 2 – Budget Revisions #16-25.**

Jack Wallace made a motion to approve the budget revisions with a second from Myrtle Carawan. The Board voted unanimous consent to the motion.

Personnel Committee

**Personnel item 1 – Approve Educational Leave Contract for Lucinda Winstead.**

Myrtle Carowan, Personnel Committee Chairman, explained the request for approval and made a motion to approve the educational leave contract for Lucinda Winstead. Cornell McGill seconded the motion, and the Board voted unanimous consent to the motion.

President's Office – Information Items

None required vote.

NEW BUSINESS

Chairman Cayton reminded trustees to complete and return the evaluation of the President to him in envelope included.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, April 4, 2006.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date