

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MARCH 28, 2006**

The April Board of Trustees meeting was rescheduled a week early to facilitate agenda items for the State Board Community College Calendar. Property, Personnel, and Finance Committees met at 6:00 p.m., followed by dinner at 6:30 p.m. The Board of Trustees Meeting began in the Board Room of Building 10 (following dinner) at 7:30 p.m.

BOARD MEMBERS PRESENT

Reverend Dr. Robert B. Cayton, Chair
Jack Wallace, Vice Chair
Myrtle P. Carowan
Cynthia Davis
Henry C. Humphreys, Jr.
Frank B. Lewis
Cornell McGill
Roy O'Neal
Brad Potter
Mitchell St. Clair
Patricia Spencer
Carrie Peed, SGA Representative

BOARD MEMBERS ABSENT

J. Shields Harvey

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, Clay Carter, Director of Evening and Off-Campus Programs, and Judith Meyer, Faculty Senate President. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

PRAYER

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Prior to addressing agenda items, Chairman Cayton stated that Charles Toler's son had been killed in a tragic accident earlier that week. Mr. Toler was a former trustee chairman, and Chairman Cayton asked that the secretary send letters of condolences to both Mr. and Mrs. Toler. Continuing, Chairman Cayton reminded everyone of the mission of the College, stressed the need to adhere to the conflict of interest directive, and paused for any public comment re. the conflict of interest statement. Hearing no comment, Chairman Cayton continued with the introduction of ambassadors.

AMBASSADORS

Judy Jennette stated that ambassador, Carol Sheppard, was unable to attend due to a death in her family. She then recognized Carrie Peed, SGA representative and ex officio board member. Ms. Jennette stated that Ms. Peed was articulate, energetic, and had been selected as a recipient of the North Carolina Community College System Academic Excellence Award. All award recipients will be honored at a luncheon in Raleigh next month. Ms. Peed stated that she was a sixth semester student and her field of interest was in computers. She hoped to work as a network administrator and/or computer technician. Ms. Peed also thanked the College and the Board of Trustees for its support of the ambassador program.

MINUTES

Before addressing the minutes, Chairman Cayton called attention to the change in format of the agenda. He stated that he and Dr. McLawhorn had agreed to show on the agenda which items required a motion as they felt that would be helpful. However, he noted that, as chairman, he had chosen not to have motions written beforehand, because he felt to do so would take away the free debate and decision making of the body. Chairman Cayton called for a motion to approve the February 7, 2006 minutes which had been mailed to all board members prior to the meeting. Bo Lewis made a motion to approve the minutes as presented with a second from Jack Wallace. The Board voted approval with unanimous consent.

OLD BUSINESS

None reported.

REPORTS AND RECOMMENDATIONS

Executive Committee

The Executive Committee met prior to the Board meeting. The Executive Committee recommends the appointment of Myrtle Carowan as Chairperson of the Nominating Committee, and serving with Ms. Myrtle, the following members: Jack Wallace, Mitchell St. Clair, and Henry C. Humphreys, Jr. As the recommendation comes from a standing committee as a motion, Chairman Cayton proceeded to the vote. The motion did not require a second. The motion received unanimous consent. Chairperson, Ms. Carowan, requested members of the Nominating Committee to remain after the Board meeting for a brief meeting.

Property Committee

In the absence of the Property Committee Chairman, Chairman Cayton recognized Mitchell St. Clair, Vice Chair of the Property Committee. Chairman St. Clair directed members' attention to the Property Committee agenda on page 7 in the notebook.

Item 1 – Discussion of Possible Purchase of Property Adjacent to the College

Chairman St. Clair stated that the property being considered and the outlined proposal could be found on page 8A of the notebook. Chairman St. Clair stated that it is the recommendation of the Property Committee to get an appraisal on the property. Chairman Cayton stated that this recommendation comes as a motion to the floor of the Board. He then called for any discussion before the vote. Dr. McLawhorn stated that the property had been listed by a real estate firm in the market at a much higher price. Chairman St. Clair acknowledged Roy O'Neal for further comments on the appraisal recommendation. There was a discussion on the tax value of the property and whether the price included or excluded the mobile homes. Dr. McLawhorn outlined the intended use for the truck driving school. He stated that the buildings could be used for classes and storage. He also stated that Dr. Boyette had discussed with the owners the sale at tax value. Other comments during the discussion included a question as to who determined the worth of \$145,412. Chairman Cayton recapped the tax valuation process that was completed appx. five years ago by a company hired by the Beaufort County commissioners. Other questions raised were re. the sign and how long the lease had been in effect, if there was any other viable site, etc.. Chairman Cayton stated that there was a motion from a standing committee on the floor and that item had to be addressed before the floor could entertain another motion. A second was not required as the motion came from a standing committee. The motion received no ayes and all nays, therefore the motion re. the

appraisal died. The second motion on the floor made by Jack Wallace with a second from Bo Lewis was to begin the process at the figure quoted of \$145,412; this process involves two groups of people—notifying the State Board of community Colleges and the funding agency, the Beaufort County Board of Commissioners. Chairman Cayton called for discussion. A question was asked as to whether either of those agencies would require an appraisal and the consensus was that they would not. It was noted, however, that the State Board requires an environmental impact study. Chairman Cayton called for a vote to the motion to begin the process.....and the motion passed with unanimous consent.

Property item 2 – Review County Capital Budget Request for FY 2007.

Chairman St. Clair referred to page 15 in the notebook. As this information was presented for review, no approval was required.

Property item 3 – Request to Change Bond Project from Renovations of Bldg. 5 (lower level) to Re-Roofing Bldgs. 1 and 3.

The Property Committee recommended to accept the change requested in item 3. As the motion came from a standing committee, no second was required. The motion passed with unanimous consent.

Property item 4 – Draft for Head Start Lease.

Chairman St. Clair asked Ranee Holbrook to elaborate on the committee's recommended changes to the lease. Ms. Holbrook referred everyone to item 15, page 22, and to item 3, page 21, of the lease. Item 15 is related to the up-fit costs in item 3. Basically, if the lessee cancels, they still have an obligation for outstanding up-fit costs; if the lessor cancels, that outstanding cost is basically forgiven. Ms. Holbrook will draft the amended text to revise the lease. The motion from the Property Committee to approve the draft of the lease with the amendment received unanimous consent.

Curriculum Committee

No report.

Finance Committee

Finance item 1 – County Budget Request.

Finance Chairman Humphreys directed members to the first agenda item on page 25. Chairman Cayton called for a motion to go into executive session to discuss personnel. Bo Lewis made a motion with a second from Cornell McGill. The Board voted unanimous consent to the motion.

Returning to open session, Chairman Cayton stated that there was no recommendation that the Board had to act upon.

Finance Chairman Humphreys, upon recommendation from the Personnel Committee, recommended from the Finance Committee to approve the 2006-2007 local funds which includes a 4 ½% increase for the president. As the motion comes from a standing committee, no second is required. The motion carried.

Finance item 2 – State Budget Revisions #26-29.

Finance Chairman Humphreys recommend approval from the Finance Committee of the State Budget Revisions. No second was required. The motion carried.

Personnel Committee

Personnel item – Evaluation of President.

Chairman Cayton called for a motion to go into executive session which was made by Mitchell St. Clair and seconded by Cornell McGill. The motion received unanimous consent.

Returning to open session, Chairman Cayton stated that the minutes should reflect that in executive session, according to State law, the Board reviewed the evaluations of the President and according to the instruments used by both the trustees and the senior staff. Chairman Cayton stated that the Board of Trustees is pleased with the outstanding job that President McLawhorn is doing and he also stated that the Board is 100% behind the president and will continue to work with him to solve the problems of the community college and to define critical issues in the role of the college.

President's Office – Information Items

Chairman Cayton continued with the information items from the President's office. There were no questions or comments from items 1-8. Items 9, 10, 11, and 12 are important dates to mark on one's calendar. Item 9, is the College's service awards luncheon, Thursday, May 11, 2006. All trustees are invited and encouraged to attend. Faculty, staff, and trustees are recognized for years of service. Item 10, graduation, is scheduled for Friday, May 12, 2006, at Washington High School at 8:00 p.m. Guest speaker will be Ted Clayton, Lead Instructor, Welding Technology. Item 11, joint dinner meeting with Beaufort County Schools Board of Education, June 6, 2006. Item 12, breakfast meeting Wednesday, April 12, 2006, Bldg. 4. The invitation has been issued to the commissioners; they have not responded as yet. Chairman Cayton encouraged everyone to attend. He stressed the importance of contact and interaction with the county commissioners. He reminded the Board that every building that tax dollars have built here on campus is still in service. There were no comments on items 13 and 14. Reviewing item 15, Chairman Cayton noted the state and national meetings (ACCT/NCACCT) and encouraged trustees to participate. Focusing on the October 11-14 national meeting in Orlando, FL, Chairman Cayton asked any trustees who planned to participate to let Ms. Tice know so that arrangements/paperwork could be processed.

NEW BUSINESS

Item 1, Evaluation of President, has already been completed in closed session.

Item 2. Strategic Issues

The Executive Committee recommended that we appoint an ad hoc committee to bring together strategic issues that the Board can review and come to some desired action that will necessitate the working together of the Board and President and College staff to fulfill. Elaborating, Chairman Cayton stated that the Board has 5 working meetings per year, plus one social meeting. This schedule allows five meetings for five important issues to be discussed. He commented that in choosing issues, subjects should include items that are sensitive to what is happening in Beaufort County. Chairman Cayton gave three examples of the type of issues he envisioned:

1. The truck driving course, for example, is a must when you consider 100 trucks a day going down Hwy. 33 (ethanol).
2. The increase in nursing staff is a must when you look at the demand.

3. The school academy with us and the public schools is a good thing when you look at the improvement in education.

Chairman Cayton recognized Roy O'Neal who wished to speak. Mr. O'Neal mentioned construction of the chicken farm that is being built in Belhaven. He asked that we find out some of the services that they may need. Bo Lewis stated that he was on the North East Partnership Advisory Board, had attended several of its meetings, and he would check into Mr. O'Neal's request. It was noted that the College has been involved and supportive of the project (Rose Acre Farms) from the start. Chairman Cayton suggested that we reinforce the contact. Chairman Cayton stated that with the Board's approval and these general guidelines, he would like to appoint an ad hoc committee whose life exists for one year. Committee members would be Shields Harvey, Chairman, Bo Lewis, and Cornell McGill. Their challenge is to come up with a priority list of 5 issues to look at and report to the Executive Committee so scheduling can be taken care of and planning for 2006-2007. Chairman Cayton asked for discussion of this motion from a standing committee. Trustee Humphreys asked if the ad hoc committee members were going to recommend what the five issues will be. Chairman Cayton suggested that each and every Board member that has an item should submit that item to the committee; the committee will come up with a priority list and will submit this list to the Executive Committee; the Executive Committee will in turn forward the priority list of recommendations to the full Board. This type format will give everyone an opportunity to participate. As the motion came from a standing committee, it did not require a second. The motion passed with unanimous consent.

Chairman Cayton then addressed a carry-over item from the last meeting. Chairman Cayton recommended that the Board not send a letter re. the Halifax issue unless someone objected to this position. He then asked for any other items to come before the Board. Trustee Mitchell St. Clair was recognized. Mr. St. Clair commented that he would like to meet earlier in the evening. He stated that he had talked with a few members to get their input and was requesting opinions from all the members. After some discussion and comments, a decision was reached to have the June meeting, which is a special joint dinner meeting with the Board of Education, begin with dinner at 6:00 p.m., followed by the joint meeting, and then the regular Board of Trustees meeting (with a target time of 7:30 p.m.). Regular Board meetings will begin at 6:00 p.m. (refreshments and/or meal), followed by the regular Board meeting at 6:30 p.m. All agreed to try this change in time of meeting (one hour earlier), and to revisit the change, if needed. As there was no further business, the meeting was adjourned.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, June 6, 2006.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date