

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 1, 2008**

The Board of Trustees met Tuesday, April 1, 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 6:50 p.m.

BOARD MEMBERS PRESENT

Cynthia Davis, Chair
Mitchell St. Clair, Vice Chair
Myrtle P. Carowan
Reverend Dr. Robert B. Cayton
J. Shields Harvey
Henry C. Humphreys, Jr.
Cornell McGill
Brad Potter
Russell Smith
Patricia Spencer
Jack Wallace

BOARD MEMBERS ABSENT

Frank B. Lewis

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; Dorie Richter, Director of Institutional and Effectiveness Planning; Judy Jennette, Director of Public Relations and Foundation; Clay Carter, Director of Evening and Off-Campus Programs; Dixon Boyles, Chair, Arts and Science. 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 Rev. Robert Cayton continued with prayer. Chairman Davis read 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. Hearing no conflict, Ms. Davis continued by circulating two thank-you notes among the board members. Ms. Davis continued from the agenda.

MINUTES

Ms. Davis called for a motion to approve the February 5, 2008 minutes (pgs. 3-7) with corrections. Jack Wallace made the motion with a second from Cornell McGill. The motion was approved with an all ayes vote.

OLD BUSINESS

None reported.

REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

Property Committee

Property Chairman Mitchell St.Clair directed attention to page 8A, the minutes from the March 26, 2008 Property Committee meeting. He recognized Phillip Price to give an update on the campus café. Mr. Price recapped the sequence of events since the decision at the February 5th Board meeting to charge \$500 per month rent for use of the café facilities. (see minutes page 8A and pgs. 9-12 in packet). Ms. Roberson gave voice to her concerns at the March 26th Property Committee Meeting. The Property Committee recommended that any items in the contract that could not be performed by the renter and any items in the contract that the College was not performing be brought to the attention of the Property Committee in writing. Ms. Roberson agreed to this recommendation and stated that she would schedule a meeting through College administration. Ms. Roberson has contacted Phillip and stated that she will abide by everything in the contract with one exception. She will not disclose that one exception to Mr. Price and has requested a meeting on the 9th or 10th of April. The Property Committee's recommendation is that the renter shall abide by the contract in place. Mr. Price added that she has recently sent him the most recent six-month P & L statement. A lengthy discussion by the board followed, including discussions on the price increase, quality of the food, the competition, gross sales, vending, catering, utilities, the café renovation, compliance with the existing contract, a new contract. In conclusion, Chairman St.Clair stated that Mr. Price was abiding by the contract in place as authorized by the Board and the Property Committee's recommendation is to abide by the contract in place. Trustee McGill made a motion to hold Ms. Roberson to the existing contract and to allow Mr. Price to handle the negotiation of said contract with advice from barrister if needed. Russell Smith seconded the motion. The Board voted all ayes acceptance of the motion.

Item 3. Update on Facility Master Plan. The agreement with John Farkas has been signed. Major needs that have come out of this Master Plan/Long-Range Planning process include a new Allied Health building and ways to increase our Industrial Technology program. A meeting was held with John Farkas and he is outlining what needs to be included in an Allied Health building to basically consolidate all of our allied health programs—associate degree nursing, practical nursing, nursing assistant, medical lab, etc. Mr. Farkas is putting together some cost estimates and will include numbers to renovate the existing nursing building (#3). The next need would be an addition to Industrial Technology for the automotive program. Currently we have maxed out the number of students we can have in that program per the accreditation. Mr. Price anticipates, based on the current time line, to bring the Facility Master Plan to the June Board meeting.

Item 4. Request from Beaufort County Health Department. The request is to continue an existing arrangement that has been in place to use Building 10 as a dispensing site in case of a public health emergency. The Property Committee recommends continuing to allow Beaufort County Health Department to use Building 10 as an emergency dispensing site. No second was required and there was no discussion. The Board voted all ayes acceptance of the recommendation.

Curriculum Committee – No report.

Finance Committee

Finance Chairman Cayton called attention to the Finance Committee minutes (pg. 14A) that were handed out.

Item 2. County Budget Requests FY2008-2009 Local Funds. Chairman Cayton asked Mr. Price to review any changes. Mr. Price recapped changes from the earlier projections at the January called Board meeting to the numbers now which include updated current information. Some of the areas of change include a decrease in current expenses, a review of utilities to include a decrease, and an increase in one item (the public safety annex) to include an increase for construction prices which continue to rise per John Farkas. The net effect of the total changes is an increase of approximately fifty-thousand dollars. Mr. Price also noted that the County Manager is envisioning a meeting with the county commissioners in a budget workshop. The Finance Committee recommends that Dr. McLawhorn and Mr. Price schedule a meeting with County Manager Spruill to review the numbers that have changed in this budget which may negate the need to meet with the commissioners in a budget hearing conference. There were no further questions. Finance Committee Chair Cayton stated that it was the recommendation from the Finance Committee to approve the County Budget Request presented. No second was required. Chairman Davis called for a vote. The motion was approved with an all ayes vote.

Item 3. State Budget Revisions #27-30. Mr. Price briefly reviewed the need for each revision. The recommendation from the Finance Committee to approve the revisions was approved with an all ayes vote.

Item 4. 2008-2012 Early College High School Budget. Finance Chairman Cayton asked if there were any questions to the budget before the members. Hearing none, he stated that it was the recommendation from the Finance Committee to approve the ECHS budget. Chairman Davis stated that no second was required and called for a vote. The Board approved the ECHS budget as presented with an all ayes vote.

Item 5. Update of Financial Statement Audit. Each board member was given a Financial Statement Audit Report for the year ended June 30, 2007. The College did not have any audit exceptions or findings. To date seven colleges have received audit reports and we are one of two that have received no findings of the seven. Mr. Price pointed out that the management letter did note some minor issues with financial reporting, and Mr. Price stated that he has been sending staff for additional training to insure future statements that are as free from error as is possible. Mr. Price offered to review any numbers/questions re. the financial statement. Board Chair Davis asked a question for clarification: She noted wording that the College does not have a credit risks policy and asked if that was standard wording or did the College need to address that statement. Mr. Price responded that if the College had investments, then it would need a policy. He noted that the Foundation Board does have a policy, but as this is applied to the College, this is standard language.

Personnel Committee

Personnel Committee Chair Patricia Spencer referred to page 39A which had been distributed, the minutes from the March 26, 2008 meeting. Ms. Spencer noted that she had been unable to attend that meeting and thanked Ms. Carowan, Vice Chair, for conducting that meeting. Ms. Spencer asked for a motion to accept the minutes. Jack Wallace made the motion with a second from Robert Cayton.

Item 2. Evaluation of President.

Chairman Davis called for a motion to go to Closed Session pursuant to N.C.G.S. 143-318.11(a)(6), personnel item. Mitchell St.Clair made the motion with a second from Myrtle

Carowan. (About fifteen minutes into the closed session, Vice Chair St.Clair came to the lobby and stated that the closed session could be lengthy and attendees other than Dr. McLawhorn were excused if they wished to leave.)

Returning to open session and continuing from the Personnel Committee agenda, Chairman Davis recognized Personnel Chair Spencer to state the recommendations from the Personnel Committee. Ms. Spencer read the recommendations from the agenda: a. 100% participation from the President's Senior Staff in the evaluation process. Require Evaluation of Supervisor instrument; b. Senior Staff evaluations due to Board at February meeting; c. President will give "State of the College" evaluation at February Board meeting as his self-evaluation; and d. Recommendation to Finance Committee re. Rotary dues. Chairman Davis stated that these items came as a recommendation from the Personnel Committee. She asked if there was any discussion. Finance Chair Cayton stated that he would like to make a clarification. He stated that the salary was included in the budget and Dr. McLawhorn had requested including the Rotary dues. Chair Cayton commented that this request was not unheard of among community college presidents. Chairman Davis asked if there were any other comments. Trustee Shields Harvey commented that it was still not specific. Mitchell St. Clair commented that it was \$640. Chairman Davis asked Mr. Harvey if that was what he was asking about. Trustee Harvey responded that if we require a State of the College report without giving some benchmarks is kind of useless. Mr. St.Clair stated that what they had talked about in the closed session was to have the Personnel Committee get back together and have those benchmarks in place and the president would speak on those benchmarks rather than a self-evaluation; those benchmarks would have been set by us as a board. Chairman Davis commented that these benchmarks would be encased in the long-range plan. Cornell McGill asked if an addendum to the motion was needed. There was a discussion about amending the existing motion, voting the existing motion down from the committee and presenting an amended motion from the full board. Chairman Davis stated that the only issue with the motion was item c. (see above) and Ms. Davis stated that we have a 4-part motion here and it would be easier to address the amended motion rather than throwing out the entire motion. Ms. Davis continued that the amendment to item c. was the specifics of the College evaluation; she recapped the amendment of that item that it should basically be more measurable in terms of goals, more detailed in terms of focus issues and how that interfaces with the long-range plan, where we are in terms of critical benchmarks, the Chair and Vice-Chair to meet with the President to discuss and she added item d. to include the amount. She stated that the motion was from the Personnel Committee and Buster Humphreys seconded the motion. She called for a vote of the full board and the motion passed with an all ayes vote.

President's Office – Information Items

Item 1. Update on SACS. Dr. McLawhorn referred to the 3-part SACS packet that had been given to each board member. He commented that he regretted that his staff was not there. He acknowledged the many hours that had been expended to complete the document (BCCC's Reaffirmation of Accreditation), pg. 40, which is also on the internet at the web address shown. Dr. McLawhorn gave the names of some of the key people involved, including the liaison, leadership team, etc. Continuing Dr. McLawhorn referred to the handout, Principles of Accreditation. This is the document that the College uses to judge if it is in compliance or not. Dr. McLawhorn began with page 4. He began by stating that SACS is serious business; the College does not exist without it and the College has to be in compliance. The Compliance Certification was just submitted on March 14, 2008; it is sent to the Off-Site Peer Review Team. That team reviews what we have on the internet; the team is made up of peers from other community colleges throughout the Southeast. This team will meet in Atlanta in May. The On-

Site Peer Review Team will be here in November; its main focus will be on clean-up, any items that the Off-Site Team found that need to be addressed. The On-Site Team forwards its response to the Commission on Colleges. The Commission on Colleges meets in June; it is the final review for everything. Dr. McLawhorn continued by directing the board's attention to page 6, The Principle of Integrity. Dr. McLawhorn noted the relationship between the Commission and candidate institutions is one of openness and honesty. He read from the 3rd paragraph (pg. 6), "withholding information, providing inaccurate information to the public.....failing to conduct a candid self-assessment.....with the Principles of Accreditation." (paraphrasing, you have to be above board, they read our minutes, they ask very pointed questions). Continuing on page 7, Core Requirements, Dr. McLawhorn stated that he wanted to touch on 3 of those requirements; the first one he addressed was 2.2. This requirement states that the institution must have a governing board of at least five members and that the board is an active policy-making board which has responsibility for financial resources. Dr. McLawhorn then referred to pg. 10, Comprehensive Standards, 3.2.4, which states that the board is free from undue influence (i.e., county commissioners), for example the response requested from the board on an existing resolution. Continuing, 3.2.6, Dr. McLawhorn read, "There is a clear and appropriate distinction in writing and practice between the policy making functions....." (board of trustees) "and the responsibility of the administration and faculty to administer and implement policy." The last handout Dr. McLawhorn referred to was a few pages from the handbook which provides additional background. He pointed out the detailed page on requirement 2.2 and read the narrative under "Rationale and Notes". On the next page from the manual (numbered as Comprehensive Standards #27), Dr. McLawhorn directed attention to 3.2.4—The governing board is free from undue influence from political, religious.....influence. In summarizing this standard, Dr. McLawhorn emphasized the last sentence under the "Rationale and Notes": The board protects and preserves the institution's independence from outside pressures," i.e., county commissioners telling you to do certain resolutions. Continuing on the next page, Dr. McLawhorn called attention to 3.2.6 which again deals with the distinction in writing and practice between policy-making functions and implementing policy (board/administration distinction).

The third handout was the Reaffirmation of Accreditation. Dr. McLawhorn pointed out the signature page and referred to the Compliance Reports Table and pointed out some of the requirements that are applicable to the College and noted that the College is in compliance. Dr. McLawhorn directed attention to Article III of the Trustees By-laws and commented on the trustee committee process through the College's Administrative Council.

Item 2. Grant Activity Report (pg. 41). Dr. McLawhorn reported that Almeta Woolard is working on another Title III Grant which will be a technology grant. We have a need now for a simulation lab for the Nursing Program, and Dr. McLawhorn thinks there may be potential for Golden Leaf or Pitt Memorial Hospital Foundation assistance.

Item 3. Request for Resolution (pg. 43). Referring to 3.2.4, Dr. McLawhorn stated that this Board should not be influenced by an outside board. He asked the chairman if the Board wanted to vote on this resolution; Chairman Davis asked if there were comments or discussion. Reading from the resolution, Chairman Davis read:the Beaufort County Board of Commissioners voted to request the Beaufort County Community Board of Trustees to take a position on the education of illegal aliens by sending a resolution to the State Administrations”After several comments and discussion among the board members, the Board agreed on advice of legal counsel, Rane Holbrook, that the county commissioners should not direct the College Board of Trustees to issue resolutions to anybody; it was duly noted that this request was a violation of the Principles of Accreditation for the Southern Association of Colleges and Schools. The board took no action.

Continuing from the agenda, Dr. McLawhorn noted the summer work schedule, pg 44, and upcoming dates for the service awards luncheon and graduation. Mr. St.Clair commented on the graduation and asked that as many board members as were able to attend, to do so, and to have the Board members be seated as a recognized group a few minutes prior to the processional. Dr. McLawhorn stated that the June dinner meeting with the BCS Board of Education is Tuesday, June 3rd. Dr. McLawhorn is considering having the ECHS principal, Dr. Todd Blumenreich, make the presentation. Chairman Davis noted that input from a recent meeting indicated that the early college had 20 applications thus far, with a goal of 60. Mr. St.Clair shared an important point of information for all board members re. the early college high school should they be asked (as he had been). Students have to stay one year; if they come, don't like it and want to go back to the high school in that same year, they have to stay one year (scheduling would not allow the back and forth between the two institutions within that first year).

NEW BUSINESS

Chairman Davis stated that she had the letter addressed to Ms. Hilda Pinnix-Ragland at the State Board of Community Colleges to sign re. the evaluation of the president. Signing the letter is required by State law, but does not require a vote from the Board.

In keeping with a request from Dr. Donny Hunter, Executive Director, North Carolina Association of Community College Trustees (pg. 52), Chairman Davis presented Certificates of Completion to trustees Robert B. Cayton and Myrtle P. Carowan. Vice-Chairman St. Clair presented a Certificate of Completion to Chairman Davis.

Chairman Davis expressed her appreciation to the Board for serving as Chair this past fiscal year. Continuing, she commented that she had already asked trustees Cornell McGill, Robert Cayton, and Myrtle Carowan to act as the Nominating Committee to recommend a slate of officers (to the full board) for the new fiscal year which begins July 1, 2008.

Item 4. Issues and Strategy (pgs 53-54). Chairman Davis directed attention to the letter dated February 22, 2008 in the packet addressed to her from four trustees. Ms. Davis included the letter in the packet to address the issues. Ms. Davis stated that she wanted to make sure that everyone communicated, that the board was all on the same page, and she as Chairman wanted the Board to be a team effort. Ms. Davis called for any comments or discussion. Hearing none, she continued to page 55, Background and Recommendation. This information was received by the Chairman from former chair, Robert Cayton and was included in the packet for information. Trustee Cayton withdrew the recommendation as the Personnel Committee had already acted upon the issue. In moving forward with the strategic/critical issues, Chairman Davis referred to page 57 in the packet. This page included the list of areas that the trustees agreed upon at the November trustee retreat to focus on in collaboration with the President and the College. Chairman Davis assigned each major focus issue to a committee or committees to discuss in the context of policy, in the context of the long-range plan, talk about where we should go on the issue, how we can move forward, identify benchmarks. Dr. McLawhorn asked for clarification on the benchmarks. Ms. Davis referred to the benchmarks in the long-range plan; to share where we are on the plan—the benchmarks in the plan. The committees will meet, make reports to the Chair, and ultimately to the Board. Ms. Davis indicated that this item will be on every agenda. Hearing no further discussion, Robert Cayton made the motion to adjourn at 9:30 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, June 3, 2008.

Respectfully Submitted,

David McLawhorn
Secretary

Cynthia L. Davis
Chairman

Date