

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
APRIL 3, 2007**

The Board of Trustees met Tuesday, April 3, 2007, at 6:00 p.m. for dinner in the Campus Café of Building 5 (due to the Beaufort County OLF meeting being held in Bldg. 10). Chairman Cayton called the meeting to order at 6:30 p.m.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Henry C. Humphreys, Jr.  
SGA Representative

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, Evening and Off-Campus Programs; Judith Meyer, Faculty Senate President, and Betsey Lee Hodges, Staff Association President. Also in attendance was Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

**PRAYER**

Chairman Cayton called on Chaplain Mitchell St. Clair for prayer. Continuing, Chairman Cayton called attention to the Mission Statement, encouraging everyone to read, be familiar with, and to share with others. He also called attention to the Conflict of Interest reminder as required by State law. Chairman Cayton asked at that time if anyone had a conflict of interest to make such conflict known. Hearing none, he continued from the agenda and recognized Judy Jennette to introduce the ambassadors.

**AMBASSADORS**

As Director of the Foundation, Ms. Jennette made the trustees aware of two upcoming events—the May 12<sup>th</sup> croquet tournament being held in Bath during its tourism week. Ms. Jennette stated that this is a small fundraiser to raise money for a scholarship in memory of John Tankard. The second event is the May 18<sup>th</sup> golf tournament held at Washington Yacht and Country Club. Ms. Jennette stated that this event is normally held in the fall but was changed because the WY&CC will be changing out its greens. Also, the College's 40<sup>th</sup> anniversary is this year and a celebration will be held on Friday, December 7<sup>th</sup>. At this time Ms. Jennette introduced the two ambassadors to speak: Crystal Coward and Susan Outlaw. Ms. Coward, a student from Pinetown studying network administration in the information technology field gave some interesting comments on her reasons for returning to college (I can be taught) and why she chose BCCC (one-on-one attention). Ms.

Outlaw, a student who lives in Roper, returned to college following a serious injury. Ms. Outlaw is pursuing a career in social work. To meet her objectives, she is completing an internship at Options. In spite of a full-time job, two part-time jobs, and dyslexia, Ms. Outlaw has maintained a 4.0 for two years. In conclusion, Ms. Outlaw thanked the Board for its generosity and investment in the ambassador program.

## MINUTES

Chairman Cayton called for discussion or corrections to the February 6, 2007 minutes. Jack Wallace made a motion to approve the minutes with a second from Bo Lewis. The Board voted unanimous approval.

## OLD BUSINESS

At this time, Chairman Cayton called for old business. Hearing none he continued with committee reports.

## REPORTS AND RECOMMENDATIONS

Executive Committee – Nothing to report.

### Property Committee

The Property Committee met on March 28, 2007. Property Chair, Shields Harvey began with an update from that meeting. He directed attention to the minutes from that meeting (on pages 9-10 in the notebook). He invited members to review at their leisure. Continuing, he stated that there was much discussion relative to the facilities use policy. He indicated that the outcome of all the discussion was basically three recommendations: 1. Cease allowing alcohol to be served on campus. While there may be some benefit from having certain groups on campus, the consensus was that the exposure to risk was too great; 2. Increase rental rate on the multipurpose room in Bldg. 10 to \$60.00 per hour for the entire room and \$30.00 per hour for half the room; 3. Charge for wireless internet access at a rate of \$20.00 per day, with \$10.00 per additional consecutive day.

Chairman Cayton thanked Mr. Harvey for the recommendation from the Property Committee. Chairman Cayton stated that the alcohol issue is a departure from what the Board has done but it is back to what our policy is and for that reason, starting with the Vice Chair and to each successive trustee, Chairman Cayton gave each trustee an opportunity to express any opinion, comments one wished to share. Several trustees made comments of support. Trustee St. Clair noted that both the College's legal counsel and insurance agent were represented at the Property Committee meeting when the facilities use policy was discussed. Trustee Wallace asked if the smoking policy was campus-wide. Dr. McLawhorn stated that the smoking policy included no smoking inside the buildings or within 50 feet of all campus buildings; exceptions include certain designated areas. Hearing no other comments, Chairman Cayton stated that the recommendation came from a standing committee and required no second; he called for the vote to approve the facilities use policy as presented in the notebook. The trustees voted unanimous consent to the recommendation.

Continuing with Property Committee items, Mr. Harvey directed attention to the Memo of Understanding (pages 16-17 in the notebook) between Metropolitan Housing and Community Development (MHCD) and Beaufort County Community College (BCCC) regarding BCCC's truck driving school and its use of property owned by MHCD. Mr. Harvey noted that this Memo of

Understanding is an informational item. The last agenda item under Property that Mr. Harvey presented was the proposed lease between Washington Montessori and the College (pages 18-21) for lease of part of the early childhood building. Chairman Cayton stated that the motion to approve the proposed lease and to continue to negotiate with Montessori came from a standing committee and required no second. The Board voted unanimous consent to the recommendation. Chairman Cayton stated that the following item was not on the agenda, but was part of an item that should be considered and that was if the Board of Trustees would like to give Dr. McLawhorn permission to arrange for the Foundation/Trustee Christmas party at the Washington Yacht and Country Club for December, 2007. Ms. Myrtle Carowan made the motion with a second from Bo Lewis. The motion carried.

Curriculum Committee – No report.

### Finance Committee

Chairman Cayton stated that in the absence of Finance Chair Humphreys, the Vice Chair, Jack Wallace, had briefed Mr. Price on the Finance Committee recommendations. Chairman Cayton recognized Dean of Administrative Services, Phillip Price, for the Finance report. The Finance Committee met on March 28, 2007. Mr. Price referred to the minutes from that meeting (page 22 in the notebook). Next, he discussed the FY 2007-2008 County Budget Request (pages 23-42 in the notebook). Mr. Price reported that the College is requesting an overall 1% increase (\$20,247) from the previous year. This increase represents a large increase in current expense with a decrease in capital expense--the largest increase being an increase in electricity. The recommendation for increase in the President's salary is that the President receive a 5% county salary increase and that his final total salary be no less than 80% of the maximum amount for Pay Grade 1 of the chart established by the NCCCS for college presidents. Jack Wallace made a motion to approve the FY 2008 County Budget with increases noted; Cornell McGill seconded the motion.

Chairman Cayton stated that before he called for the vote he would like to point out that there is a slight deviation, what it does is embodies what we have done over the years. The President's salary is composed of State (which we have no control over) and the county portion (which we do have control over). In the past historically we have tried to stay/keep the president's salary at Beaufort County Community College in the middle between the big schools and the small schools. By doing that we have historically stayed in the neighborhood of 5%. The question was raised a couple of years ago if there was a way that we could do it that would not be an open-ended situation; that it would not just be an add-on without any supervision, but also alleviate the pressure of employees of the College having to bring it up. We have talked to other schools, other presidents, other boards, and the way they do it is embodied in the contract. Now, our president does not have a contract per se. It is pretty much like the community college system when it started, that is, you asked someone if they wanted to be president, you pay them so much, they go to work for the college. That is basically what we did with out president. That day is rapidly passing away in the North Carolina Community College System. Now what we do have is that we keep within 80% of a category I community college and that is of both the State portion and the county portion. And if you look at what we did last year, that is right in there with this 5%. It is not a 7% raise; it is 5% of the county portion. The State is giving a 2% which we have no control over. That is not a 7% overall raise because one is dealing with different sizes of money. What this will do is give our financial people knowledge of how to prepare the budget. But, at each time he brings that budget within 80% of a category I college, and it will be in place for the College Finance Committee to review. Because of that, the trustees will always be in control, but it will be an on-going process that will keep any employee of the College from having to bring it up; it will keep the trustees in control of the situation, the president accountable to the full Board, and it will also prepare the Board of Trustees for down-

the road when that inevitable day comes when the Board will have to choose another president. It is a step forward, a step in line with what other community colleges do; it is a step that keeps trustees accountable, and the president accountable. That becomes policy if you vote on this motion tonight. Any other thoughts or questions. Trustee McGill commented that the State 2% is a proposal at this time, not a fact. Chairman Cayton proceeded to the vote. All ayes carried the vote.

Acting Finance Chair, Phillip Price, addressed the last Finance agenda item which was three budget revisions (#25-#27). As the recommendation came from a standing committee, no second was required. After Chairman Cayton called for a vote, the recommendation received approval from the full Board.

### Personnel Committee

The Personnel Committee met March 28, 2007. Chairman Cayton recognized Madam Chairperson, Myrtle Carowan. Ms. Carowan stated that the minutes of that meeting are on page 46 in the notebook for review. Chairman Cayton called for a motion to go to closed session pursuant to N.C. G. S. 143-318.11(a)(6) personnel item, evaluation of the president. Shields Harvey made the motion with a second from Patricia Spencer. The Board voted to go to closed session. Chairman Cayton asked the barrister to remain for the closed session to take the minutes.

Returning to open session, Chairman Cayton asked if anything needed to be brought up to be voted on. Trustee Shields Harvey made a motion to ask/require the President in the evaluation process to use the trustee evaluation form to evaluate himself with appropriate comments where necessary, and that he share this self-evaluation with the trustees prior to the evaluation being made of him by them. Bo Lewis seconded the motion. Chairman Cayton called for any discussion. The Chair hearing no discussion proceeded to the vote. One nay vote from Trustee Jack Wallace was stated. The motion carried with a majority of aye votes.

Chairman Cayton then addressed an item of business not shown on the agenda which was a request from the full Board to direct the Chairman of the Board to sign the letter of evaluation (of the college president) addressed to Ms. Hilda Pinnix-Ragland, Chair of the State Board of Community Colleges. Cynthia Davis made the motion with a second from Bo Lewis. The motion passed with unanimous consent. In concluding the Personnel agenda, Chairman Cayton thanked Ms. Carowan for her and the Personnel Committee's hard work. Chairman Cayton then recognized Dr. McLawhorn for the report from his office.

### President's Office – Information Items

Before beginning with the agenda items, Dr. McLawhorn recognized Wesley Beddard, Dean of Instruction, and stated that Mr. Beddard had recently been selected as President-elect for the upcoming year at the North Carolina Community College Instructors Administrators conference.

Item 1 – Dr. McLawhorn stated that the College had a Methods of Administration (MOA) visit which revolves around civil rights. The College had two items to review, which we did. The response letter was written to conclude that everything was acceptable as addressed.

Item 2 – (Pg. 49) Draft of bill sent to Representative Williams. This bill has not been introduced as yet; Rep Williams is still working on it. The College is asking for \$6.2 million to build an Allied Health building. Reverend Cayton commented that he had contacted President Lancaster for support of this request as well.

Item 3. (Pg. 50) This is a letter of endorsement sent to Representative Bill Owens at the request of Town Manager Rhett White (Tyrrell County). Mr. White is trying to create a campus center. They do not qualify under current guidelines for FTE production. He would like a presence there. Dr. McLawhorn stated that we cannot do it for them; they have to do it. (We cannot take Beaufort County dollars to Tyrrell County). Mr. White is trying to purchase a vacant building in Columbia to retrofit so that we can provide classes in Tyrrell County. Questions that trustees asked Dr. McLawhorn included: Do we have classes there now? Will the College have to pay any maintenance? Are the public schools being used?

At the close of this discussion, Chairman Cayton requested for the benefit of the College a motion to support the President's action, as well as the Chairman's action. Bo Lewis made the motion with a second from Jack Wallace. The Board voted support of the motion.

Item 4 – (Pg. 51) Dr. McLawhorn commented on a new grant that he is working on with Almeta Woolard to help provide scholarship dollars for students in the truck driving program.

Item 5 – Dr. McLawhorn commented on the summer hour work schedule shown on Page 53 in the notebook.

The next item in the notebook (Pg. 54) is the Foundation Board minutes. Dr. McLawhorn noted that they are presented as an item of information.

Pg. 59, the NCACCT Calendar is also presented as an item of information.

At this time, Trustee St. Clair, commenting on the June joint dinner meeting with the Board of Education, asked about a dress code for summer meetings. Consensus from several trustees was that there had never been a dress code, and to date, one did not exist.

Dr. McLawhorn reminded trustees of the joint breakfast meeting with the Beaufort County Commissioners on April 12<sup>th</sup>, Thursday.

## NEW BUSINESS

Chairman Cayton began new business by stating, with the Board's approval, he would follow last year's format and appoint the Executive Committee as the Nominating Committee. Hearing no objection, he stated that the Nominating Committee is composed of the Executive Committee.

Chairman Cayton then referred to item 2 under "New Business." He appointed the following trustees to an ad hoc committee to recommend date and details for a trustee retreat: Cynthia Davis, Chair, Mitchell St. Clair, Roy O'Neal, and Bo Lewis. He asked the committee to make its recommendations at the June Board meeting.

In concluding the strategic issues items on the agenda, Chairman Cayton asked trustees to share their feelings about Senate Bill 449, Term Limit for Community College Trustees (Pg. 60 in the notebook). After a general discussion, Bo Lewis made a motion to go on record through a written letter, signed by all the trustees, stating reasons why the BCCC Board of Trustees opposed S.B. 449. Jack Wallace seconded the motion. The motion carried with a unanimous vote from the trustees. Chairman Cayton made a last call for business before adjourning. Trustee St. Clair asked about graduation. Dr. McLawhorn invited everyone to graduation, May 11<sup>th</sup> at 8:00 p.m. to hear guest speaker, Victor Rodgers (Job-Link). Chairman Cayton again reminded everyone of the joint

dinner meeting with the Beaufort County Schools Board of Education on June 5, 2007, and of the commissioner/trustee breakfast on Thursday, April 12<sup>th</sup>.

Hearing no other requests for business, Chairman Cayton adjourned the meeting.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, June 5, 2007.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date