

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
APRIL 6, 2004**

The Board of Trustees met Tuesday, April 6, 2004, at 7:30 p.m. in the Board Room of Building 10.

BOARD MEMBERS PRESENT

Reverend Dr. Robert B. Cayton, Chair
Jack Wallace, Vice Chair
Helen Bonner
Myrtle P. Carowan
Joyce M. Cutler
Cynthia Davis
J. Shields Harvey
Frank B. Lewis
Floyd Lupton
Cornell McGill
Mitchell St. Clair

BOARD MEMBERS ABSENT

Roy O'Neal

The following staff were in attendance: David McLawhorn, President; Rhonda Sawyer, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Judy Jennette, Director of Public Relations and Foundation; Clay Carter, Director of Evening and Off-campus Programs, Sandra Sauve', Dean of Student Services, Dorie Richter, Director of Planning/Institutional Effectiveness, Phillip Price, Controller, and Debra Baker, Faculty Senate President. Also in attendance was Rane Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton.

DINNER AND PRAYER

Chairman Cayton began by thanking Dr. McLawhorn and the College for the delicious dinner. He then called the meeting to order and asked Mitchell St. Clair, Chaplain, to begin the meeting with prayer. Next, he reminded all present of the College's Mission Statement and also the need to excuse oneself, if needed, to avoid any conflict of interest.

MINUTES

Chairman Cayton reminded everyone of the draft of the February 3, 2004, minutes that had been mailed to each trustee prior to this meeting and called for discussion or a motion for approval. Upon a motion by Bo Lewis, seconded by Joyce Cutler, the Board of Trustees meeting minutes of February 3, 2004 were approved. The Board gave unanimous consent to the motion.

OLD BUSINESS

Chairman Cayton called for old business and none was reported.

REPORTS AND RECOMMENDATIONS

Executive Committee – Chairman Cayton introduced the need for a Nominating Committee by reminding everyone of State law regarding eligibility. Every member of this Board is eligible every year. He then

appointed the following members as the Nominating Committee for the year 2004-2005: Myrtle P. Carowan, Chairperson, Mitchell St. Clair, and Cynthia Davis.

Property Committee

Shields Harvey addressed five items from the March 23, 2004 Property Committee Meeting with Committee recommendations:

1. **Detention Pond:** After discussions between Rhonda Sawyer, Dean of Administrative Services, Rane Singleton, Legal Counsel, and John K. Farkas, Architect, consensus was to use landscaping as a barrier around the detention pond and warning signs, instead of the chain link fence as recommended by the Health and Safety Committee. The Property Committee, with Board agreement, suggests that this recommendation be taken back to the Health and Safety Committee with the final decision coming back to the Board at the appropriate time.
2. **Water/Sewer Easement for Building 11:** The Property Committee approved John Farkas' recommendation for water/sewer connectivity (closest to loop road this side) as presented at the Property Committee meeting. Property Committee Chairman, Shields Harvey, made a motion to approve the water/sewer connectivity by John Farkas on his design and to proceed with the necessary easements from the City of Washington. Bo Lewis seconded the motion, and the Board voted unanimous consent.
3. **Shelter at Firing Range:** The Property Committee supported rejecting bids (received at the bid opening) for a shelter at the firing range as the lowest bid (\$40,250) was unreasonable. Additional quotes are being obtained; one has been received and two are pending. A motion was approved to allow Administration to accept the low bid. Shields Harvey made this motion with a second from Jack Wallace. Chairman Cayton called for the vote, and the Board gave unanimous consent to the motion.
4. **Building 11 Bid Process:** The Property Committee recommends that once State Construction gives approval, the College can proceed with the bid process for construction of Building 11 and renovations for Bldgs. 2 and 3. Cornell McGill made a motion accepting the Property Committee's recommendation and Myrtle Carowan seconded the motion. The Board voted unanimous consent to the motion.
5. **Acreage Behind College:** Dr. McLawhorn gave a summation of recent events regarding this item. He had received a telephone call from Zack Taylor offering to sell fifty-three (53) acres of timber/swamp land behind the college, of which about 80% joins the College. Dr. McLawhorn had discussed the proposal with Mr. Blanton and also Dr. Boyette. Dr. Champion, John Farkas, one of Mr. Farkas' engineers, and Dr. McLawhorn had actually walked the property line. The Property Committee felt the proposal wasn't worth the asking price and recommended that the College continue to gather information. Chairman Cayton indicated that he had talked with Dr. Boyette and Dr. Boyette suggested that he (Boyette) pursue a separate land appraisal at no cost to the College. In conclusion, Chairman Cayton, indicated that no action was needed from the Board and this was an information item only.

Curriculum Committee – The Curriculum Committee had nothing to report.

Finance Committee

Chairman Cayton recognized Cornell McGill, Chairman of the Finance Committee. Mr. McGill directed everyone's attention to pages 8-12, 2004-2005 Proposed Budget-Local Funds. Rhonda Sawyer addressed some items that had increases with explanations: salaries for custodial staff, utilities and insurance. Chairman McGill recommended that the budget be submitted to the County Manager as presented. A motion was made by Jack Wallace and seconded by Joyce Cutler to accept the 2004-2005 Proposed Budget-Local Funds as presented. The Board gave unanimous consent to the motion. A motion was also made to approve the Budget Revision as submitted on page 13 by Bo Lewis and Jack Wallace seconded that motion. Again, the Board voted acceptance of the motion.

Personnel Committee

Chairman Cayton indicated that he had been asked if he would take input from trustees for the new Presidential Evaluation Form. He asked acceptance from the Chairman of the Personnel Committee, Myrtle Carowan, who responded affirmatively. Chairman Cayton then instructed Board members to submit any input to the new instrument in a written form to the Board of Trustees Chairman. After receipt of any suggestions or comments, Chairman Cayton will forward this information to the Personnel Committee. The Personnel Committee agenda items were tabled at this time.

President's Office – Information Items

Dr. McLawhorn informed trustees that the College is asking the State Board to grant two waivers for Cooperative Program Agreements between the College and Beaufort County Schools. He will be attending a meeting in Charlotte, NC at Central Piedmont Community College on Wednesday, April 14th to discuss Huskins classes.

Dr. McLawhorn commended Sherry Stotesberry, Equipment Coordinator, for the job she does to maintain a favorable equipment audit (pgs. 20-21).

In commenting on the April Grant Activity Report, Dr. McLawhorn noted the GoldenLEAF Grant shown under "Proposals under Construction" and stated that this grant is predicated on Flanders Filters expansion. He also informed the group of his meeting this morning with Dr. Jeffrey Moss, Superintendent of Beaufort County Schools. He and Dr. Moss are looking at ways to expand welding opportunities and how the two entities can work hand-in-hand with industries.

Next, Dr. McLawhorn directed everyone's attention to the existing Firearms Qualification Range (FQR) Policy. It has been brought to his attention that there is no state law in the United States to require firearms registration. Therefore, the following sentence should be deleted from said policy: "Students bringing personal firearms on campus for firearms instruction must show proof of firearms registration." Responding to a question from Legal Counsel, Ranee Singleton, Dr. McLawhorn noted that an operational/procedures manual is being finalized and he would check to see that this manual addressed the issue of a log for students enrolled in the program to log in and log out by serial number any personal firearm brought on campus for firearms instruction. Bo Lewis made a motion to omit the afore stated sentence from the Firearms (FQR) Policy. Mrs. Helen Bonner seconded this motion and the Board voted agreement to remove the sentence.

Dr. McLawhorn shared a draft of an administrative schedule that he planned to implement for the summer. He then invited all trustees to attend the Employee Appreciation Luncheon to be held on Wednesday, May 12 at noon in Bldg. 10 multi-use room. He also invited everyone to attend the May 14th (Friday) graduation exercise at Washington High School at 8:00 p.m. and to help support our graduation speaker, Reverend Cayton. The June 1, 2004 trustee meeting will be a joint dinner meeting with the Beaufort County Schools Board of Education. The intent of this joint dinner meeting is to share

information with all parties regarding courses. After dinner, the BCCC Board of Trustees will conduct its normal trustee meeting. More details will be mailed to all attendees prior to the June 1 meeting.

At this time, Dr. McLawhorn shared an NCCCS system-wide presentation of financial and legislative information through the use of a PowerPoint presentation. He also shared a timely editorial from the Washington Daily News which reinforced data from the PowerPoint presentation and a response from Wesley Beddard, Dean of Instruction, to the System Office and how budget reductions affect us at the College (pgs. 26B and 26C).

Dr. McLawhorn directed trustees attention to the updated 2004-2005 NCACCT calendar on page 33. He also reminded those present of an upcoming Job Fair on April 21, Wednesday, in the multi-use room from 3:30 pm – 6:30 pm in Bldg. 10. Thus far, seventeen (17) employers have committed to attend.

NEW BUSINESS

Chairman Cayton addressed the new business item on the agenda—the President’s evaluation by trustees. He noted that one of the reasons this is done is for SACS and it is also required by State Board guidelines. Each trustee was asked to complete the Evaluation of the President form on page 35 in their manual and return to Chairman Cayton in the self-addressed envelope provided. Chairman Cayton advised the group that Jack Wallace had been reappointed to a full term by the Beaufort County Board of Commissioners. Chairman Cayton recapped two items that were addressed in the Finance Committee Meeting minutes of March 23, 2004 (page 7) as they were not stated separately during the budget report. One was the last paragraph which included a car allowance for the President. This item is part of the proposed budget that was approved earlier in the meeting. The other item was in the third paragraph which states that the Finance Committee requests approval to look into the possibility of a life insurance policy for the President. Myrtle Carowan made a motion, seconded by Helen Bonner, to give the Finance Committee approval for the inquiry process for a policy and report to the Board.

As there was no further business, Chairman Cayton recognized Judy Jennette who asked that all trustees gather for a group picture.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, June 1, 2004.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date