

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JUNE 1, 2004**

The Board of Trustees met Tuesday, June 1, 2004, at 8:15 p.m. in the Board Room of Building 10. A joint dinner meeting with the Board of Education and College trustees prior to the trustees meeting required a later start time.

**BOARD MEMBERS PRESENT**

Reverend Dr. Robert B. Cayton, Chair  
Helen Bonner  
Myrtle P. Carowan  
Joyce M. Cutler  
Cynthia Davis  
J. Shields Harvey  
Cornell McGill  
Roy O'Neal  
Mitchell St. Clair

**BOARD MEMBERS ABSENT**

Jack Wallace, Vice Chair  
Frank B. Lewis  
Floyd Lupton

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; Sandra Sauve', Dean of Student Services, Chet Jarman, Dean of Continuing Education, Dorie Richter, Director of Planning/Institutional Effectiveness, Rhunell Boyd, Staff Association President, and Debra Baker, Faculty Senate President. Also in attendance was Ranee 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 April 6, 2004, minutes that had been mailed to each trustee prior to this meeting and called for a vote of approval. The Board unanimously approved the minutes of April 6, 2004. Following the agenda, Chairman Cayton then called attention to two trustees who have been reappointed—Cornell McGill and Jack Wallace. These trustees will take the oath of office after July 1, 2004.

## OLD BUSINESS

The first item of old business was a report from the Nominating Committee. Chairman Cayton reminded everyone present of the guidelines for officers: all twelve members are eligible to hold office, term of office is for one year, and a trustee cannot hold two offices simultaneously. Recommendations from the Nominating Committee were as follows: Chairman, Robert B. Cayton, Vice-Chairman, Jack Wallace, and Secretary, David McLawhorn. Reverend Cayton called for nominations from the floor. Hearing none, Chairman Cayton called for a motion to accept the slate of officers presented by the Nominating Committee. Joyce Cutler made the motion and Helen Bonner seconded the motion. The Board voted unanimous consent to the motion.

Myrtle Carowan, Chairman of the Personnel Committee, presented the second item of old business. Ms. Carowan stated that the Personnel Committee had met, reviewed the information received, and the Committee voted to accept the evaluation form shown on page 10 in the notebooks before each trustee. This proposed evaluation form would replace the old form now being used to evaluate the president. Chairman Cayton called for a motion to accept the proposed evaluation form. Myrtle Carowan made the motion with a second from Mitch St. Clair. Chairman Cayton called for discussion. Several trustees, as well as the legal counsel and the chairman, participated in a discussion of the form. Chairman Cayton called for a vote. The motion did not receive unanimous consent but was passed by a majority. In conjunction with the discussion, Cornell McGill made a motion to recommend to the Personnel Committee as of July 1 to further study the issue. Shields Harvey seconded this motion. This motion received unanimous consent by the Board.

At this time Chairman Cayton entertained a motion for a closed session to evaluate the President. Shields Harvey made the motion with a second from Mitch St. Clair. Chairman Cayton called for a motion to return to open session which was made by Shields Harvey, seconded by Cornell McGill, and Chairman Cayton reported the action taken by the Board. Joyce Cutler made a motion to sign the letter of evaluation to send to the President of NCCCS and Myrtle Carowan seconded the motion. The Board voted unanimous consent to both motions for closed and open sessions and for the motion to sign the letter of evaluation to be sent to the President of NCCCS.

## REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

### Property Committee

Shields Harvey gave an update from the Property Committee Meeting held prior to the Board of Trustees Meeting.

1. **Shelter at Firing Range:** As an information item only, Mr. Harvey reported that the low bid received for the shelter had been accepted.

2. **Acreage Behind College – Land Acquisition:** The Property Committee recommendation is to request permission from the State Board of Community Colleges to proceed with the land acquisition. Draft of a proposed letter is shown on page 12 in the trustees' notebooks with required certifications shown on page 13. Shields Harvey made a motion to request permission as previously stated and Helen Bonner seconded the motion. The Board gave unanimous consent to the motion.
3. **Facility Usage Policy:** The Property Committee, in support of the president's request, recommends changing the "General Regulations" page in the Facility Usage Policy adopted by the Board at its October 7, 2003 meeting. The proposed change is shown on page 23 in the trustees' notebooks. Item 2 still gives the Board the right to set policy and item 3 gives the president the right to implement the fee schedule. Property Committee Chairman Harvey requested that the fee schedule rate be shared with the Board. Chairman Cayton requested a motion to adopt the language change to the Facility Usage Policy. Shields Harvey made the motion and Myrtle Carowan seconded the motion. The Board voted unanimous consent to the motion.

#### Curriculum Committee – No Report.

#### Finance Committee

Chairman Cayton recognized Cornell McGill, Chairman of the Finance Committee. Mr. McGill directed everyone's attention to pages 24-32. These pages included the interim budget resolution, the estimated 2004-2005 institution budget, and a request for budget revision. Mr. McGill, along with input from Rhonda Sawyer, reviewed each item. Chairman Cayton called for motions. Cornell McGill made a motion, seconded by Shields Harvey, to approve the interim budget resolution. Cornell McGill made a motion, seconded by Joyce Cutler to approve the estimated Institution Budget for 2004-2005. Mitch St. Clair made a motion, seconded by Shields Harvey, to approve the request for budget revision. The Board voted unanimous consent on all three motions.

#### President's Office – Information Items

Dr. McLawhorn shared several items of information: the June Grant Activity Report, a weapons login roster, and several thank you letters. He elaborated on a bill currently in the North Carolina General Assembly, H.B. #1404, and requested support from everyone in influencing the passage of this bill.

Dr. McLawhorn announced the Faculty Person of the Year and the Staff Person of the Year—Bryan Oesterreich and Clay Carter, respectively.

He then concluded by calling attention to page 53, the table of Employment of Associate Degree Nursing (ADN) Graduates by Facility. Of the 28 graduates in 2004 employed, eight (of the 28) were male nurses, a record to date.

### NEW BUSINESS

Chairman Cayton addressed the first item of new business on the agenda, employment of legal counsel. Chairman Cayton pointed out that this item is voted on every year by the Board of Trustees. Myrtle Carowan made a motion to employ Ranee Singleton for the new year. Joyce Cutler seconded the motion, and the Board voted unanimous consent.

Chairman Cayton directed everyone's attention to page 54, a Resolution of Support for Beaufort County Schools Bond Referendum. Several trustees spoke in favor of the resolution. Chairman Cayton called for a motion to adopt the resolution supporting the bond referendum. Cynthia Davis made the motion and Shields Harvey seconded the motion. The Board voted unanimous support for the resolution.

Again, Chairman Cayton entertained a motion to go into closed session to discuss a student's grievance. Shields Harvey made the motion with a second from Helen Bonner. Chairman Cayton called for a motion to return to open session which was made by Shields Harvey with a second by Mitch St. Clair. Chairman Cayton reported no action was taken by the Board. The Board voted unanimous consent to both motions for closed and open sessions.

As there was no further business, Chairman Cayton called for a motion to adjourn. Shields Harvey made the motion with a second from Joyce Cutler.

### NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, August 3, 2004.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date