

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JUNE 5, 2007**

The Board of Trustees met Tuesday, June 5, 2007, at 6:00 p.m. for a joint dinner/program with the Beaufort County Schools' Board of Education in the multipurpose room of Building 10. The BCCC Board of Trustees Meeting began in the Board Room of Building 10 at 7:45 p.m.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

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; and Dorie Richter, Director of Planning/Institutional Effectiveness; Also in attendance was Rane 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 and Vision Statements, encouraging everyone to read both 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 with any items on the agenda to please make such conflict known. Hearing none, he continued from the agenda.

**MINUTES**

Chairman Cayton stated that the minutes had been mailed earlier and asked for any questions or comments on the April 3, 2007 minutes. Bo Lewis made a motion to approve the minutes with a second from Jack Wallace. The Board voted unanimous approval.

**OLD BUSINESS**

At this time, Chairman Cayton reported on the May 10, 2007 Nominating Committee meeting (pg. 9 in notebook). The list of nominees is as follows: Cynthia Davis, Chair; Mitchell St. Clair, Vice Chair; David McLawhorn, Secretary; and Robert Cayton, Chaplain. Chairman Cayton stated that under the laws of the State of North Carolina all twelve trustees are eligible to be chair; the eleven remaining trustees are eligible to be vice chair. Chairman Cayton stated that there are no term requirements and no age requirements. He then called for nominations from the floor. Jack Wallace moved that

the Nominating Committee recommendations by accepted. Bo Lewis seconded the motion. The Board voted acceptance with all ayes. Chairman Cayton stated that new officers begin their duties July 1, 2007.

Continuing from the agenda with old business, Chairman Cayton recognized ad hoc committee chairman Cynthia Davis for an update on the trustee retreat. Ms. Davis distributed a handout and recapped the meeting held by the ad hoc committee. Ms. Davis stated that the ad hoc committee met and discussed the format and content of the retreat. Date of the retreat is Thursday, October 18, 2007. Time of the retreat is 10:00 a.m. to 3:00 p.m. Location for the retreat is the PCS Phosphate Nautical Room. Retiring State employee, Fred Williams, has been approached to facilitate the retreat. Ms. Davis reviewed the pre-retreat questions and sample agenda from the handout. She asked for input on agenda items from the members of the Board. After a discussion on possible agenda items, the Board settled on the following four topics: 1. Revisit mission statement and role of Board of Trustees; 2. Working as a team; 3. Setting priorities for the Board; and 4. Follow-up. Chairman Cayton asked if there were other items to suggest to the chairman. By consensus, Chairman Cayton asked the Board if Ms. Davis could continue; the Board agreed that Ms. Davis should continue.

## REPORTS AND RECOMMENDATIONS

Executive Committee – Chairman Cayton referred to the written report on page 9 of the executive committee as the nominating committee.

### Property Committee

Shields Harvey, Property Committee Chair, asked that in the interest of time, Board members review item 1 (the Montessori lease agreement) at their convenience. He noted that items 2 and 3 are tied together. He stated that if anyone had questions or comments after having read the June 4<sup>th</sup> minutes (pg. 14A), he (or any member of the Property Committee) would be happy to address any questions.

Curriculum Committee – No report.

### Finance Committee

Chairman Cayton recognized Finance Chair Buster Humphreys. Mr. Humphreys asked Phillip Price, Dean of Administrative Services, to present the update. Item 1. (Budget Proposal - pgs. 15-37) Mr. Price stated that the budget proposal included the student fees set for the next year. He noted that there was no increase in student fees. Mr. Price directed attention to page 21, stating that these funds have to be used for the purpose of benefiting students. That purpose requires Board approval. Mr. Price was unable to find a written policy whereby the Board specifically approved that item in the past, but it was the Finance Committee recommendation that these funds be used for students under the direction of the Dean of Student Services. Chairman Cayton called for a vote, noting that the recommendation came from a standing committee and did not require a second. The item passed with all ayes. Item 2. (Budget Revisions) Mr. Price stated that the three budget revisions all relate to federal Perkins dollars. The recommendation comes from a standing committee and requires no second. The item passed with an all ayes vote. Item 3. The interim budget resolution (pg. 41) was presented from the Finance Committee and did not require a second. The Board voted unanimous consent to accept the budget resolution. Item 4. Mr. Price explained that this request allows the Finance Committee to approve the FY2007-2008 budget without having a called meeting of the Board prior to its regularly scheduled meeting. As the recommendation

came from a standing committee, no second was required. The motion passed with unanimous consent.

### Personnel Committee

Chairman Cayton recognized Personnel Committee Chairperson, Myrtle Carowan. Ms. Carowan explained the request for approval (pg. 42) and asked for comments. Hearing none, Ms. Carowan made a motion to approve the educational leave contract for Kent Dickerson. As the motion came from a standing committee, no second was required. The Board voted full consent.

### President's Office – Information Items

Dr. McLawhorn clarified that the draft is item 2 under personnel, which is a draft of the Faculty/Staff manual. Phillip Price had distributed a copy to each board member prior to the beginning of the meeting. Dr. McLawhorn noted that the old faculty/staff manual has been updated to contain all the policies in a more user-friendly style. He asked the board to please review the manual as it will be an item on a future board agenda for affirmation by the full board.

Item 1 – Med Lab Tech Program (pg. 43) Dr. McLawhorn commended Art Keehnle for his hard work on this program and congratulated the effort as the program has been accredited until April 30, 2014.

Item 4 – (Pg. 47) Dr. McLawhorn called attention to this item, an IS audit. He stated that an exit interview is scheduled for Monday, June 11. He indicated that the audit revealed one minor item that would be corrected.

Item 6 - (Pg. 50) This is the monthly Grant Activity Report. Dr. McLawhorn stated that the report speaks for itself, but he would be happy to answer any questions from the Board.

Item 7.- (Pgs. 52-66) Dr. McLawhorn called attention to item 7, the planning grant for the Early College High School. (This item was discussed at the Board of Education/Board of Trustees dinner/program prior to the current meeting in progress.) Dr. McLawhorn encouraged everyone to take the time to read the information as an early college high school is a big deal for next year. He continued, that means a high school on our campus. A recap of some of the discussion follows: Jack Wallace – What classification of students will we have (got to have upper student). Sounds like good program, but you got to have upper students. Upper students want to stay where they are; they have art, music, athletics, etc.

Cornell McGill – Thinks it will appeal to student in that program who doesn't have concern for athletics

Myrtle Carowan – Is this open to charter school students and private school students?

Robert Cayton – Charter school is part of the public school.

Buster Humphreys – We need to know more about it. Think we are headed for trouble. Need to understand more about it. Who picks the kids? Have we already agreed to do this?

Mitchell St. Clair – When are we planning to do this?

Dr. McLawhorn – Plan to implement next fall, Fall of 2008-2009.

Robert Cayton comment – Concern from Association over age disparity of 14-15 year-old young ladies and 25-35 year-old males (who may have “excess baggage”). Trust me your association constantly talks about it. Chairman Cayton suggested the Board may want to take a field trip to visit a college that is doing this, where it is working.

Wesley Beddard offered three locations as possibilities: Craven, Edgecombe, or Sampson. He suggested that Sampson might be the best model for here.

Chairman Cayton commented that funding may be a problem for the public school, especially funding for transportation.

Item 8 – (Pg. 67) Dr. McLawhorn pointed out from the chart that 30 ADN graduates is the largest class ever to graduate. Ms. Davis asked the meaning of the “generic” term shown. Dr. McLawhorn qualified that definition as a student who comes into the program and stays all the way through until graduation.

Item 9 – (Pg. 68) House Bill Request for funds for an Allied Health Building.

Items 10-11 – Long Range Plan. Dr. McLawhorn said he would be glad to go over it or answer any questions. Dr. McLawhorn stated that the Planning Council, under Ms. Richter’s direction, would meet tomorrow for a four-hour session.

Item 12 – Dr. McLawhorn stated that Spanish Instructor, Lori McNeil, was the Faculty Person of the Year and David Crosby (instrumental in starting the truck driving program and in working with the Department of Corrections) was the Staff Person of the Year. Information on both of these selections will be submitted to Raleigh for competition at the State level.

Item 14 – Let Ms. Tice know of your plans to attend the ACCT Annual Leadership Congress in San Diego, CA as soon as possible.

Item 16 – Dr. McLawhorn stated that College Ambassador, Marti Curtis, has been invited to speak at NCACCT’s convention luncheon; NCACCT is North Carolina’s trustee association. Also, speaking at that luncheon is Lieutenant Governor Beverly Perdue.

### NEW BUSINESS

Chairman Cayton recommended to hire Rane S. Holbrook as Legal Counsel. Bo Lewis seconded the motion. The Board voted unanimous consent.

Chairman Cayton distributed copies of the closed session minutes for June 6, 2006, February 6, 2007, and April 3, 2007. He asked Board members to read and return to him. He noted that these minutes will be kept in a separate book from the regular minutes and will be located in the President’s office. He called for a motion to approve the closed minutes. Shields Harvey made the motion with a second from Bo Lewis. The Board voted all ayes to accept the motion.

Continuing with new business, Chairman Cayton stated that he would like a motion to endorse what he, Reverend Cayton, as Chairman had already done. Chairman Cayton submitted a letter of recommendation nominating Dr. McLawhorn for President of the Year. In his letter, Chairman Cayton pointed out Dr. McLawhorn’s leadership in the areas of the working relationship with the public school system, his strong role with industry, and his relationship with the Board. Chairman Cayton requested letters from four other individuals: Dr. Moss (BCS), Paul Spruill (County Manager), Tommy Thompson (Economic Development), and Ted Clayton (Welding Instructor). He stated that as Chairman, he had the right to make the nomination, but he would like the Board’s endorsement of his actions. Cynthia Davis made the motion with a second from Jack Wallace. The Board voted all ayes to accept the motion.

Chairman Cayton continued with the last new business item on the agenda, self-evaluation of the president. After the last Board meeting when the subject was mentioned, Chairman Cayton inquired as to how other presidents are self-evaluated. Some of the other presidents do self-evaluation by

looking at the long-range plan and submitting a narrative each year as to where the college is according to plan. As the chairmanship changes hands June 30, 2007, Chairman Cayton requested (with the Board's permission) that he and Ms. Davis meet to form a tangible approach to self-evaluation that is in line with other colleges' approach; (colleges that are comparable in size and have excellent records as ours), in lieu of just a form to be passed out. Chairman Cayton asked by consensus is that agreeable with the Board? Ms. Myrtle Carowan made the motion of agreement with a second from Jack Wallace. The motion passed with all ayes vote.

In closing, Chairman Cayton recognized Roy O'Neal and thanked him for his service to the Board. Mr. O'Neal stated that it had been a pleasure serving. Continuing, Chairman Cayton thanked the Board for the privilege of serving as Chairman for the last four years. He conveyed his genuine appreciation for the Board's support. He also thanked the members for the privilege of being Vice Chairman for two years. Ms. Myrtle Carowan thanked the recording secretary, Judy Tice, for her hard work. Buster Humphreys asked to be recognized. Mr. Humphreys requested the record to read that Robert B. Cayton has been an outstanding chairman (so recorded).

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

#### NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, August 7, 2007.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date