

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JUNE 6, 2006**

The Board of Trustees met at 6:00 p.m. for a joint dinner meeting with the Beaufort County Schools' Board of Education. The BCCC Board of Trustees Meeting began in the Board Room of Building 10 at 7:40 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Patricia Spencer

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, Sandra Sauve', Dean of Student Services, Judy Jennette, Director of Public Relations and Foundation, Dorie Richter, Director of Planning/Institutional Effectiveness, Clay Carter, Director of Evening and Off-Campus Programs, and Judith Meyer, Faculty Senate President. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook. Belinda Patterson, a doctoral student from East Carolina University, was a guest.

PRAYER

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Chairman Cayton recognized Ms. Patterson and thanked her for coming to the meeting. Continuing from the agenda, Chairman Cayton reminded board members of the mission statement and the conflict of interest statement. He encouraged members to speak up at any time if anyone noticed any appearance of a conflict of interest.

AMBASSADORS

None present at June meeting.

MINUTES

Chairman Cayton called for a motion to approve the March 28, 2006 minutes which had been mailed to all board members prior to the meeting. Bo Lewis made a motion to approve the minutes as presented with a second from Buster Humphreys. Hearing no discussion, the Board voted approval with unanimous consent.

OLD BUSINESS

Chairman Cayton recognized Myrtle Carowan, Chairperson of the Nominating Committee. Ms. Carowan stated that the Nominating Committee met on March 28, 2006 for the purpose of nominating officers for the upcoming fiscal year, beginning July 1, 2006. Nominations are as follows: Chairman, Robert B. Cayton; Vice Chairman, Cynthia Davis; Secretary, David McLawhorn. Chairman Cayton called for nominations from the floor. He stated that any member is eligible for any officer position. Hearing none, Buster Humphreys made a motion that the nominations be closed. Jack Wallace seconded that motion. Chairman Cayton then called for a motion to accept the nominations as presented. Jack Wallace made a motion to accept the nominations with a second from Mitchell St. Clair. A vote of all ayes carried the motion.

REPORTS AND RECOMMENDATIONS

Executive Committee

No report.

Property Committee

Chairman Cayton recognized Property Committee Chairman, Shields Harvey. Mr. Harvey noted the applicable pages in the notebook (9-11) and stated that there was no report and no action required.

Curriculum Committee

No report.

Finance Committee

Chairman Cayton recognized Finance Committee Chairman, Buster Humphreys. Mr. Humphreys made a motion to adopt all 4 items requiring a vote with one motion. Jack Wallace seconded the motion (see agenda for the 4 items). Chairman Cayton called for any discussion or questions on any of the items; hearing none he proceeded to the vote. The motion received unanimous consent.

Personnel Committee

No report.

President's Office – Information Items

Chairman Cayton recognized President McLawhorn and asked if he had any comments on the "23" items shown. Dr. McLawhorn stated that he would run through the items very quickly.

Item 1. State Board approval purchase of the land next door (appx. 1.9 acres). Dr. McLawhorn stated plans are progressing to close in July. He commented that negotiations continue on the other piece of land (the one next to the brick store).

Items 2-3. Head Start Lease – Dr. McLawhorn commented on the email shown on page 38. He expressed some concern with Mr. Speight's reply, as it did not seem as positive as indicated earlier. Dr. McLawhorn noted the concern from the folks in Belhaven about moving.

Item 4. State Board approval for Bldgs. 1 and 3 Roof Replacements.

Item 5. OSA letter. Dr. McLawhorn commented that there was no bad news/no bad press!

Items 6-7. State Board approval for the second parcel of land.

Items 8-9. Dr. McLawhorn stated that the letter on page 52 from Rev. Cayton was mailed to the Honorable Arthur Williams, with copies to the Honorable Jim Black, Speaker of the House, and Honorable Marc Basnight, President Pro Tem of the Senate. The intent of the letter is to convey the

need to renovate the Wallace Eakes Bldg., (lower level, Bldg. 5). Representative Williams introduced a bill in the House (H.B. 2108), which has passed the House. Dr. McLawhorn and Washington mayor, Mayor Jennette, will travel to Raleigh tomorrow to meet with President Pro Tem Basnight. The bill (H.B.2108) is a joint request for Pitt Community College and Beaufort County Community College. Representative Williams suggested the joint request to seek funds increased the likelihood of success.

Item 10. Dr. McLawhorn commented on several items on the Grant Activity Report (pg. 56). He stated that the Kate B. Reynolds request to support expansion of the nursing program had been approved and he had received word of this approval today. We are still awaiting word on the BCH/Duke Endowment request. Recently, Dr. McLawhorn, Buster Humphreys, Buddy Shavender, David Crosby, Haywood Broome, and Almeta Woolard traveled to Rocky Mount, NC to meet with GoldenLEAF personnel re. funding for the commercial truck driver training program. The group had received positive feedback since that meeting. Dr. McLawhorn noted that the two pieces of equipment requested from GoldenLEAF on the economic catalyst grant had been received and were in operation. Ted Clayton has a welding show scheduled the end of June to bring in employers to demonstrate the equipment.

Item 11. Referring to pg. 58, Dr. McLawhorn apprised the Board of a sad situation. He noted that the College had 26 nursing students approaching graduation. Just two weeks prior to graduation, one student, Shereda Bailey, became gravely ill and died unexpectedly at age 21. One of the nursing instructors is an ordained minister and worked closely with the family during this difficult time. Dr. McLawhorn stated that he gave the mother an honorary degree for her daughter and he asked for forgiveness (if he needed it).

Item 12. (Referred to out of sequence). Dr. McLawhorn stated that he had a visitor from Raleigh from the Division of Emergency Medical Management. BeaufortCCC has been selected as one of six community colleges far enough inland to help with special medical needs during a hurricane. The focus is on facilities to place nursing home residents with special medical needs. As details are forthcoming, he will share this information with the Board.

Items 13-14. Directing attention to pg. 59, Dr. McLawhorn noted that this is the End of Year Summary for the 2005-2006 Long Range Plan. The new Long Range Plan will be presented at the August Board meeting. He invited anyone and/or all to the Planning Council meeting scheduled for Thursday, June 8. Dr. McLawhorn commented on "Respond to Funding Challenges" (pg. 60), under 2006-07 Strategic Objectives/short-range goals. Dr. McLawhorn stated that the summer term has been cut from ten (10) weeks to six (6) weeks; 12-month faculty will become 10 1/2 -month faculty, but with the same pay over the 10 1/2 months. In the future, new positions will be 10 1/2 months rather than 12 months. The reason for the change is that the College does not get funds on the FTE earned in the summer. Approximately a third of summer classes are self-supporting. Savings will be realized in the future. Another response to the funding challenge is the development of the College Academy (which was just discussed at the earlier meeting with the Board of Education). And lastly, another response to the funding issue is the Wachovia Partnership with East Carolina University (ECU), which Dr. McLawhorn stated should increase enrollment.

Item 15. College Foundation Minutes for information.

Item 16. Wesley Beddard commented on the Education Ball that he and Ted Clayton (previous Faculty winner) attended in Raleigh. Mr. Beddard then recognized the Faculty Person of the Year, Judith Meyer. Ms. Meyer teaches psychology on the information highway and is also the Faculty Senate President. Dr. McLawhorn acknowledged the Staff Person of the Year, Tricia Woolard.

Item 17. (Pg. 89A) Dr. McLawhorn directed attention to the email from Martin Lancaster's Administrative Assistant, Richard Sullins. In brief, with Rev. Cayton's endorsement, Dr. McLawhorn had given permission to Dr. Sullins to share his evaluation with the Personnel Committee of the State Board. Dr. Sullins noted that President Lancaster wanted the committee to see it because it is so well done and demonstrates that the new system actually works. Dr. McLawhorn commended

Cynthia Davis and Myrtle Carowan, plus those committee members who helped to create the evaluation instrument currently being used.

Item 18. Performance Standards (pg. 89E) Dr. McLawhorn stated this is the College's "report card." This system of accountability was begun in 2000 and of the six years in existence, the College has achieved 11 of the 12 performance measures the last 4 years in a row. Trustee Humphreys asked a question re. item 4. Dorie Richter explained that the 100% performance rating for employment status of graduates was based on percentage of returned surveys which was 83%; so 100% of the 83% returned surveys by graduates were employed.

Item 19. Commendation letter from Benjie Forrest of NCSU.

Item 20. Southside High School wants to continue using our drafting instructor, Jackie Lawrence, to teach classes at Southside.

Items 21 & 23. For Information – BCCC Academic Calendar for FY 2006-2007 and the NCACCT Calendar.

Item 22. ACCT Annual Leadership Conf., Orlando, FL. Chairman Cayton advised all trustees that this was a good opportunity for trustees to attend and see what other different systems were in place. He noted that out West, some systems were taxing systems and trustees had to run for office. He gave examples (smoking policies, police protection) of how information obtained by what other colleges were doing effected policies created when needed in North Carolina. In response to a trustee question, it was stated that, to date, two trustees, Cynthia Davis and Mitchell St. Clair, had committed to attend. Dr. McLawhorn encouraged anyone who wished to attend the event in Orlando in October, to contact Ms. Tice by the end of the week.

NEW BUSINESS

Addressing items of New Business, Chairman Cayton stated that last night the Beaufort County Board of Commissioners reappointed Cynthia Davis to a second, four-year term as trustee.

Chairman Cayton reported that he, Dr. McLawhorn, and Rep. Arthur Williams had met with officials from the Department of Transportation (DOT) to discuss placement of a center driveway. DOT will continue to study the request and will advise the best way to proceed.

Chairman Cayton noted that the ad hoc committee for strategic issues had submitted a plan that will be presented to the Executive Committee, and, in turn, to the full Board.

From the agenda, Item A, Chairman Cayton stated that the Board needed to hire a barrister, and the sentiment was unanimous to retain Ranees' S. Holbrook as legal counsel. Chairman Cayton noted that all hiring under State law has to be public, and he called for a motion to hire Ms. Holbrook. Bo Lewis made the motion with a second from Myrtle Carowan. The motion received unanimous consent.

Chairman Cayton directed attention to page 94, the Foundation Board of Directors appointment/reappointment list. Bo Lewis made a motion to accept the reappointments made at the 5-24-06 Foundation Board Meeting so indicated. Cynthia Davis seconded the motion. There was no discussion and the motion passed with unanimous consent.

At this time, Chairman Cayton distributed to all trustees, plus Ranees Holbrook and Dr. McLawhorn, copies of each of the Executive Session (closed) Minutes during his chairmanship to date for review. He stated that for consistency within the County, he was handling these minutes as executive session minutes are handled by the Clerk to the Board of County Commissioners. Copies of the eight (8) Executive Session Minutes included the following dates: February 3, 2004, June 1, 2004, August 3, 2004, February 22, 2005, April 5, 2005, August 2, 2005, October 5, 2005 (which was corrected to October 4, 2005—typo), and March 28, 2006. Chairman Cayton asked members to

read the minutes. He stated that if anyone had a question, then the Board must go to closed session to discuss. He also stated that the closed session minutes would be kept in a separate notebook from the regular minutes, and they would be open to the public. Trustee Humphreys raised a question. Chairman Cayton called for a motion to go into executive session. Mitchell St. Clair made the motion with a second from Shields Harvey. Upon return to open session, Chairman Cayton stated that members may keep the copies or return. He then called for a motion to approve the closed session minutes. Bo Lewis made the motion for approval and Jack Wallace seconded that motion. The motion passed with a vote of all ayes. Chairman Cayton instructed the recorder to put the minutes in a separate notebook to be placed beside the other regular Board minutes.

Chairman Cayton then addressed a question that had been raised for the Board. Kermit Alligood, who owns adjoining property to the College, had met previously with Hal Swindell and Dr. McLawhorn to discuss the unauthorized use by four-wheelers on the adjoining properties. He was concerned about the danger and liability issues. What liability does the College have was posed to barrister, Rane Holbrook. Ms. Holbrook stated that in North Carolina law, the landowner does not have a liability if they are trespassing; the duty is to warn them. She recommended posting "No Trespassing Violators Will be Prosecuted" signs around the perimeter. Dr. McLawhorn asked: What happens if they take them down? Trustee Jack Wallace suggested that the College take pictures at the time the signs are posted to prove that they were, in fact, posted. Dr. McLawhorn indicated that he had some pictures that he would send to Ms. Holbrook detailing the area. Chairman Cayton called for a motion to follow the suggested policy of posting signs as aforementioned and taking pictures to prove the signs were posted. Mitchell St. Clair made the motion with a second from Myrtle Carowan. The motion received unanimous consent.

In conclusion, in response to a question from trustee Humphreys on how we will proceed on strategic issues if committee makeup changes, Chairman Cayton responded that if that happens before the end of June, the sitting executive committee will decide; and if it happens after July 1, the new executive committee will decide. Mr. Harvey said that the ad hoc committee will review the process and submit the suggestions to the Executive Committee.

As there was no further business, Chairman Cayton entertained a motion by Buster Humphreys to adjourn with a second from Jack Wallace. The meeting was adjourned.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, August 1, 2006 at 6:30 p.m. (dinner at 6:00 p.m.).

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date

