

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JUNE 7, 2005**

The Board of Trustees met Tuesday, June 7, 2005, at 8:00 p.m. in the Board Room of Building 10. A joint dinner meeting between trustees and administration from the College and the governing board and administration for Beaufort County Schools required a later start time.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Sandra Sauve', Dean of Student Services, 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 Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton.

PRAYER

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Chairman Cayton reminded everyone of both the mission of the College and the conflict of interest statement. Chairman Cayton made two announcements. He requested trustees who had not previously signed the resolution honoring Mr. Floyd Lupton to please do so. He then addressed two incidents at which he had made a decision as chairman, in conjunction with the president, to fly or not to fly the flag at half-staff.

MINUTES

Chairman Cayton called for discussion or corrections to the April 5, 2005 minutes. Bo Lewis made the motion for approval with a second by Jack Wallace. The Board voted unanimous consent. Chairman Cayton stated (pgs. 7-8) that two appointments had been made to the Board. Ms. Helen Bonner did not seek reappointment at the end of her term, and Mr. Brad Potter of Aurora has been appointed by the Beaufort County Board of Education to fill Ms.

Bonner's position. The Beaufort County Commissioners have appointed Ms. Patricia Spencer to fill Mr. Lupton's position. Ms. Bonner was recognized by the Chairman, and Ms. Bonner expressed her deep appreciation for having had the opportunity to serve.

OLD BUSINESS

At this time, Chairman Cayton opened the floor for nominations for the positions of chair, vice-chair, and secretary. Hearing none, he closed the floor for nominations. He then called for a motion to accept the nominations from the Nominating Committee (pg. 9) as follows: Chairman, Robert B. Cayton; Vice-Chairman, Jack Wallace; Secretary, David McLawhorn. Shields Harvey made the motion to accept the Nominating Committee recommendations with a second from Bo Lewis. The Board gave unanimous consent to the motion.

REPORTS AND RECOMMENDATIONS

Executive Committee – Chairman Cayton stated that the Executive Committee as the Nominating Committee (above) had made their report.

Property Committee

The Property Committee met at 5:15 p.m. prior to the Board meeting. Property Committee Chairman Harvey gave an update on the Bldg 11 construction project. He stated that construction is behind 10-12 days due to the weather, but this time can be made up. Chairman Harvey recapped the insurance bid results. In summation, four companies had expressed an interest, but only one, our current provider, Morris Insurance Agency, Inc., submitted a bid. Morris Insurance Agency, Inc.'s quote for 2006 was \$17.00 less than the existing contract for 2005. A suggestion from the Property Committee meeting was to have the Dean of Administrative Services, Phillip Price, review all vehicles and look at the need for collision insurance on older vehicles. Chairman Cayton called for a vote on the Property Committee motion to accept the bid from Morris Insurance Agency, Inc. and to have Dean Price review the need for collision insurance on older vehicles. As the motion was made by a standing committee, no second was required. The Board voted unanimous consent to the Property Committee motion.

Property Chair Harvey then reviewed JKF Architecture's proposal for a campus Master Plan and a Facilities Maintenance Plan. Mr. Harvey stated that these two plans are designed to "protect our assets" by looking long-range at facility needs and planned maintenance for our buildings. Cost for the Master Plan is \$8,500; cost for the Facilities Maintenance Plan is \$6,500. Mr. Farkas will give a 20% discount if both plans are selected. Chairman Cayton called for a vote on the Property Committee motion to accept the JKF Architecture proposal for the Master Plan and the Facilities Maintenance Plan. As the motion was made by a standing committee, no second was required. The Board voted unanimous consent to the Property Committee motion.

The last item presented from the Property Committee in response to a request was approval to serve beer and wine at an upcoming fundraiser for House Speaker Jim Black. Chairman

Cayton called for a vote on the Property Committee motion to serve beer and wine at an upcoming fundraiser for House Speaker Jim Black. As the motion was made by a standing committee, no second was required. The Board voted majority approval with one negative vote noted from Chairman Cayton.

Curriculum Committee – No report.

Finance Committee

The Finance Committee met at 5:45 p.m. prior to the Board meeting. Chairman Cayton then recognized Finance Committee Chairman, Buster Humphreys. Chairman Humphreys requested a vote as a block on all finance items requiring a vote: 2a (Whistle Blower Policy); 2b. (Revise Educational Leave with Pay Policy); 2c (Interim Budget Resolution); 2d (Allow Finance Committee to Approve FY 2005-06 Budget); 2f (Approve Budget Revisions #33-39); and 2g (Approve Adjustment to Salary Plan for Full-Time and Part-Time Faculty). Lawyer Holbrook suggested deleting the last paragraph on the first page (pg. 34 in the notebook) of the Whistle Blower Policy. Chairman Cayton called for a vote to approve the motion from the Finance Committee on items 2a with the deletion noted, 2b, 2c, 2d, 2f, and 2g as aforementioned. As the motion was made by a standing committee, no second was required. The Board voted unanimous consent to the Finance Committee motion.

President's Office – Information Items

Chairman Cayton then called on Dr. McLawhorn for the President's report. Dr. McLawhorn began his comments (pg. 46) on the EEOC ruling. He then asked for Board sentiment on the proposed letter to Mr. Harry Payne, ESC Chairman. After discussion from legal counsel and several Board members, Board recommendation was to have Rane Holbrook to draft a letter to begin dialog with Mr. Payne. Dr. McLawhorn continued with comments on the positive letter received on the equipment inventory and the equipment audit report (pgs. 48-50). He pointed out two specific grants on the June, 2005 Grant Activity Report (pg. 51). The College has conditional approval on the GoldenLEAF Economic Catalyst Grant (GoldenLEAF wants more documentation.) and the National Science Foundation (NSF) Grant (ECU did not meet the deadline and we will apply for a different type grant.). Dr. McLawhorn stated that the College has entered a consortium agreement with the North Carolina Department of Corrections to provide in-service training for Hyde, Tyrrell, and Bertie Correctional Institutions. Dr. McLawhorn has written a letter of support for Beaufort Regional Medical Authority (pg. 54) to upgrade its surgical facilities. Dr. McLawhorn noted the industry support letters addressed to Ms. Valeria Lee at GoldenLEAF (pgs. 55-60). Dr. McLawhorn shared his goals for Fiscal Year 2005-2006 (pg. 61) as a part of the long-range planning process. The Planning Council will meet tomorrow, Wednesday, June 7, and Dr. McLawhorn explained the significance of the time line (pg. 62) and the Board's involvement in the planning process. Dorie Richter distributed results for 2004-2005 Performance-Based Budgeting/Accountability from NCCCS. Dr. McLawhorn proudly stated that this is the third consecutive year that the College has met eleven of the twelve standards. The College achieved a "Superior" rating by meeting the standard on five of the six performance funding that are used to determine eligibility for performance funding. In conclusion, Dr. McLawhorn

apprised the Board of a situation at Southside High School and our welding agreement with Beaufort County Schools. After a discussion, the Board asked Dr. McLawhorn and counsel to review the existing agreement in use.

NEW BUSINESS

Chairman Cayton addressed the first item of new business, employment of legal counsel. Bo Lewis made a motion to continue employment of Rane S. Holbrook with the firm of Carter, Archie, Hassell & Singleton as the College's legal counsel. Shields Harvey seconded the motion and the Board voted unanimous consent.

Chairman Cayton referred to the list (pg. 75) of Foundation Board member appointments and reappointments. He stated that Peggy Griffin fills the position held by Margaret Hackney and Judy Mayo fills the position held by Sam Robinson. Shields Harvey made a motion to accept the appointments/reappointments as presented and Bo Lewis seconded the motion. The Board gave unanimous consent to the motion.

Chairman Cayton reminded trustees of the questionnaire for a trustee retreat and asked that each trustee respond and return in the envelope provided to Chairman Cayton's attention.

As there was no other business to come before the Board, the meeting was adjourned.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, August 2, 2005.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date