

**BEAUFORT COUNTY COMMUNITY COLLEGE  
CALLED BOARD OF TRUSTEES MEETING  
JUNE 25, 2007**

The Board of Trustees had a called meeting on Monday, June 25, 2007, at 12:00 noon in the Board Room of Building 10.

**BOARD MEMBERS PRESENT**

Reverend Dr. Robert B. Cayton, Chair  
Cynthia Davis, Vice Chair  
Myrtle P. Carowan  
J. Shields Harvey  
Frank B. Lewis  
Patricia Spencer  
Mitchell St. Clair  
Jack Wallace

**BOARD MEMBERS ABSENT**

SGA Representative  
Henry C. Humphreys, Jr.  
Cornell McGill  
Roy O'Neal  
Brad Potter

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; and Judy Tice, Recording Secretary. Also in attendance was Ranees 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 Statement and Vision Statement. He reminded board members to be aware of the responsibilities that we have and to be able to share that with those we represent. He then called attention to the Conflict of Interest Statement. Chairman Cayton asked at that time if anyone had any conflict of interest to please make such conflict known. Hearing none, he continued from the agenda.

He stated that this special meeting is being held in accordance with the Open Meetings law. The meeting notice was in the local paper on Sunday, and members had the information 48 hours prior to the meeting. The purpose of the called meeting was to hear a recommendation from the Property Committee re. awarding the campus café renovation project to low bidder, American Builders, Inc. Chairman Cayton recognized Shields Harvey, Property Committee Chairman. Mr. Harvey stated that Vice Chairman, Mitchell St. Clair had been handling the issue and would provide the update. Mr. St. Clair stated that he and Mr. Harvey had met and discussed the item. Mr. St. Clair had called all of the Property Committee members. During the discussions, one of the factors used to help in the discussion was to "take Special Affairs Catering out of the equation" and see what would be good for the College. One issue raised by the Health Department was the security of the coolers (now the coolers are in the hallway). The concern was that anybody who comes into the area could sabotage or damage the food. Mr. St. Clair stated that Dr. McLawhorn had brought up the idea of the Early College. The Health Department representative stated that if we did the Early College, we would definitely need to do the renovation because the serving line would not be adequate. Another important deciding factor was cost: Do we do it now for \$89,000 or wait six months or a year from now, and have no idea what it will cost then? It is certain that the renovation cost would not go down in price.

Chairman Cayton asked if anyone had any questions. Shields Harvey stated that he would like to add one thing to the comments. He commented that if Special Affairs Catering did not stay, the facilities as they are now are adequate to handle serving the faculty, students, and staff; they are not adequate if we take on an Early College. He questioned if Special Affairs Catering did not stay, would we spend this money?

The need for a decision hinges on the expiration of the low bid offer which is effective until July 1, 2007. Trustee Lewis asked what kind of contract do we have with Special Affairs Catering. Rane Holbrook responded by reading the second paragraph on the agenda attachment entitled "Background" which is a paragraph from the most recent contract. Shields Harvey made a comment that if someone else were being brought in, the sanitation grade was very close to a "B" and trustees and the College should make the effort to improve that rating. He indicated that he surmised from conversations with the Health Department representative that at this point the grade was generous. A general discussion about the contract followed. Trustee Wallace asked where the renovation money (\$89,000) was coming from. Phillip Price responded that the dollars were from county dollars. Mr. Price stated that \$50,000 had been budgeted and the balance would come from a couple of projects that would be postponed. Mr. Wallace then asked if the café would close during the summer while the renovations were being made, to which Dr. McLawhorn answered that it would not close.

Chairman Cayton noted that the motion was coming from a standing committee, but as this was a special meeting of the full board, he wanted everybody to have an opportunity to speak. Trustee Lewis commented that one of the reasons he would be in favor of the motion would be because of the rating. Ms. Myrtle Carowan made a motion to approve the Property Committee's recommendation of awarding the campus café renovation project to American Builders for \$88,954.26. Jack Wallace seconded the motion. Chairman Cayton called for any more discussion before the vote. Rane Holbrook asked to make a clarification to the contract (Mr. Price had provided her with a current copy during the meeting.). Ms. Holbrook stated that there is the 30-day right to cancel but it is a "for cause" provision; meaning the College can cancel if Special Affairs' performance is unsatisfactory; Special Affairs can cancel within 30 days if it becomes unprofitable for them. Ms. Holbrook stated that it is important to note the term "for cause," not just a simple walk-away. Chairman Cayton called for any other comments. Another discussion with comments on the contract was held (length of contract, renegotiation, reporting, monies from rent vs. vending, catering, etc.). Hearing no other discussion, Chairman Cayton called for the vote. The motion passed with all ayes.

Chairman Cayton asked for any other items. Ms. Davis stated that the trustee retreat facilitator had offered additional dates for the retreat. After some discussion, October 30, 2007 was the new date selected for the trustee retreat, contingent upon an okay from PCS Phosphate.

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

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date