

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
AUGUST 1, 2006**

The Board of Trustees met at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:45 p.m.

**BOARD MEMBERS PRESENT**

Reverend Dr. Robert B. Cayton, Chair  
Patricia Spencer  
Myrtle P. Carowan  
Cynthia Davis  
J. Shields Harvey  
Henry C. Humphreys, Jr.  
Cornell McGill  
Brad Potter  
Mitchell St. Clair

**BOARD MEMBERS ABSENT**

Jack Wallace  
Frank B. Lewis  
Roy O'Neal

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, Dorie Richter, Director of Planning/Institutional Effectiveness, Clay Carter, Director of Evening and Off-Campus Programs, Judith Meyer, Faculty Senate President, and Betsey Lee Hodges, Staff Association President. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook and invited guest, the Honorable Thomas S. Payne, III, Clerk of Superior Court.

**PRAYER**

Chairman Cayton called the meeting to order and acknowledged Mitchell St. Clair, Chaplain, who continued with prayer. Chairman Cayton reminded board members of the importance of the mission statement and the directive by executive order from Governor Easley's office that the conflict of interest statement be given attention at the start of the meeting and also be shared in writing.

**AMBASSADORS**

None present at August meeting.

**AFFIRMATION OF BOARD MEMBERS**

Chairman Cayton recognized Thomas S. Payne, III, Clerk of Superior Court, who administered the Oath of Office to the following reappointed trustees: Cynthia Davis, reappointed by the Beaufort County Board of Commissioners, and Mitchell St. Clair, reappointed by the Beaufort County Board of Education. Both Ms. Davis and Mr. St. Clair were reappointed to additional four-year terms to expire June 30, 2010, respectively. Chairman Cayton noted that the Governor has not made his appointment to date. Referring to page 5 in the notebook, Chairman Cayton stated that the North Carolina Board of Ethics in its evaluation of Statement of Economic Interest filed by J. Shields Harvey, trustee, did not find an actual conflict of interest. The Board further stated that it did find the potential for conflict of interest. In accordance with section 6 (c) of the Order, this finding is recorded.

**MINUTES**

Chairman Cayton called for a motion to approve the June 6, 2006 minutes which had been mailed to all board members. Shields Harvey made a motion to approve the minutes as presented with a second from Myrtle Carowan. Hearing no discussion, the Board voted approval with unanimous consent.

## OLD BUSINESS

Chairman Cayton called attention to several items of old business: He thanked everyone for speaking with the county commissioners and encouraging them to fund the College's budget and stressed the importance to stay in touch with the county commissioners so they will continue to fund us; Chairman Cayton commended the work of Wesley Beddard and the Washington High School principal, as well as Dr. Moss and Dr. McLawhorn for the work and coordination on the College Academy; He stated that he would like to continue to urge everyone to continue working on good relationships with members of the School Board and the importance of working together; In conclusion, Chairman Cayton stated that the ad hoc critical issues committee had met and had submitted a report which will be shared with the executive committee. The executive committee will review and will bring that report to the next board meeting. Hearing no other calls for old business, Chairman Cayton continued from the agenda with committee reports.

## REPORTS AND RECOMMENDATIONS

### Executive Committee

No report.

### Property Committee

Chairman Cayton recognized Property Committee Chairman, Shields Harvey. Mr. Harvey stated that the Property Committee met at 5:30 p.m., prior to the Board meeting. Chairman Harvey called attention to the July 24 update in the notebook on page 11. Then he directed everyone's attention to page 16A, which was a copy of the 5:30 meeting agenda. The first item on that agenda, awarding the roofing contract, was detailed on page 16B. The Property Committee recommends awarding the roofing contract to East Coast Roofing. Chairman Cayton stated that as this recommendation comes as a motion from a standing committee, the motion does not require a second. Chairman Cayton asked for discussion on the Property Committee recommendation to award the roofing contract to East Coast Roofing. Hearing no discussion, he called for a vote. The motion passed with all ayes. Chairman Harvey continued with an update on the purchase of the Latham property. The first piece of property had been purchased on or about July 14<sup>th</sup>; purchase of the second piece of property is still in negotiations (an offer has been made and we are waiting for them to come back to us). Negotiations on the Head Start lease continue. The last item discussed on the agenda was the café/grill/vending contract. Chairman Harvey stated that the Property Committee recommended two modifications to the contract: (1.) On page 13, the last paragraph reads as follows: The College will renovate the café area to meet requirements established by the Beaufort County Health Department in order for catering operations to continue in the café area. The Property Committee requests "to meet requirements established by....." to add requirements **at the present level of operation**. (If the caterer expands beyond its present level of operation, the renovation will be at the caterer's expense.) (2) On page 15, under "Financial Arrangements," the Property Committee recommends in the reporting requirements that monthly sales statements be submitted **by the 20<sup>th</sup> of each month** for the entire vending operation..... Chairman Cayton then asked for discussion on the recommendation by the Property Committee to amend the case/grill/vending contract. Hearing no discussion, Chairman Cayton called for a vote. The motion to approve the contract with the two amendments passed with unanimous consent.

### Curriculum Committee

No report.

### Finance Committee

Chairman Cayton recognized Finance Committee Chairman, Buster Humphreys. Mr. Humphreys stated that one item (as shown on the agenda) required approval. Phillip Price stated that the budget revisions were needed to balance the budget at year end. Chairman Cayton called for any discussion. The motion to approve the budget revisions from Buster Humphreys as chair of the Finance Committee was approved by unanimous consent.

### Personnel Committee

No report.

### President's Office – Information Items

A copy of the 2006-2011 Long Range Plan was distributed at the meeting. President McLawhorn stated that as the Board members had not had an opportunity to review the plan, approval of the plan would be deferred until the October Board meeting. He stated that if anyone had questions, please give him a call. He noted that the executive summary are the first seven pages in the manual and are a capsule of the Plan. At this time he asked Dorie Richter to review the 2006 Critical Success Factors through a PowerPoint presentation. Ms. Richter gave some in-depth details on each of the performance measures which were well received.

Item 1. Grant Activity Report for August (pg. 26). Dr. McLawhorn stated that the College has been approved (unofficially) for three Tech Prep Grants. He stated that the College is working with Mid-East Commission for their input on an agricultural biotechnology grant we will submit late August. Continuing with our plans for the nursing expansion, 3 nursing instructors have been hired for the fall. Dr. McLawhorn commented on the successful welding show held at the College to showcase equipment purchased with the help of GoldenLeaf.

Item 2. Foundation Board minutes for May 24, 2006 were presented for information.

Item 3. Chet Jarman distributed the Continuing Education Division Annual Report. He also distributed the policy for fees of self-supporting programs. This policy needs Board approval for the auditor. It was noted that there was no change in the policy from the time of last year's approval. Chairman Cayton called for a motion to approve the Policy for Fees of Self-Supporting Programs which was made by Shields Harvey with a second from Mitchell St. Clair. The motion received unanimous approval.

Continuing, Chairman Cayton pointed out the updated list of trustees on page 35 and the committee appointments on page 36, as well as the NCACCT calendar on page 37.

Dr. McLawhorn noted that on page 38 was a letter from Helen Dowdy acknowledging Reverend Cayton's election to the NCACCT Executive Board, effective July 1, 2006. Chairman Cayton stated that he appreciated the opportunity to represent the College, and he also noted that on occasion a meeting is required at a time other than a regular workshop and that expense is passed back to the home community college. He wanted the trustee board to be aware that the College/Dr. McLawhorn would fund that travel. [Subsequent conversation between Chairman Cayton and the Executive Director of NCACCT prompted an amendment to the minutes: When NCACCT Executive Board meetings are held in conjunction with NCACCT statewide meetings, the Community College pays the Chairman's expenses. When NCACCT Executive Board meetings are held **not** in conjunction

with statewide meetings, then the NCACCT association will pay the Board member's travel expenses.]

NEW BUSINESS

At this time, Chairman Cayton recognized Buster Humphreys for a presentation on a strategic issue. Mr. Humphreys distributed a handout entitled, "Beaufort County Workforce, a Proposal." He also presented a PowerPoint presentation of that proposal. In a nutshell, the issue is educating and training our citizens and the coordination of all of our resources. Mr. Humphreys concluded by stating that this project is a work in progress.

As there was no further business, Chairman Cayton adjourned the meeting.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, October 3, 2006 at 6:30 p.m. (dinner at 6:00 p.m.).

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date