

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
AUGUST 2, 2005**

The Board of Trustees met Tuesday, August 2, 2005, at 7:30 p.m. in the Board Room of Building 10.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Henry C. Humphreys, Jr.
Frank B. Lewis

Guests:

Earl and Helen Bonner
Floyd Lupton Family Members, Steve and Bea Dillon
Thomas S. Payne, III
Roscoe Spencer
Bonita Harriett, doctoral student from East Carolina University

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 Ranees 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 need to abide by the conflict of interest statement. Chairman Cayton thanked everyone for working together for the good of the Board and the College, and he personally thanked everyone for their support in his chairmanship.

GUESTS

Chairman Cayton recognized former trustee, Ms. Helen Bonner, and thanked her on behalf of her fellow trustees, and the administration, faculty, and staff of the College for her service. Ms. Bonner was honored with a plaque for her years of service. Chairman Cayton then recognized the Floyd Lupton family members present, daughter Bea Dillon (and spouse), to accept a framed resolution honoring Mr. Lupton. Ms. Dillon was also given a framed resolution for her brother and her sister on behalf of the College. Chairman Cayton remembered Mr. Lupton as a friend to the College, its students, and the areas he served. Chairman Cayton thanked the family for sharing their dad with so many people. Chairman Cayton then recognized two recently appointed trustees, Brad Potter and Patricia Spencer, and the Honorable Thomas S. Payne, III, Clerk of Superior Court, who

administered the oath of office to each trustee. In conclusion, Chairman Cayton acknowledged Ms. Bonita Harriett, a doctoral student at East Carolina University.

MINUTES

Chairman Cayton called for discussion or corrections to the June 7, 2005 minutes. Jack Wallace made the motion for approval with a second by Shields Harvey. The Board voted approval with unanimous consent.

At this time, Chairman Cayton called for a motion to go into closed session pursuant to G.S. 143-318.11(6) to discuss a personnel issue. Shields Harvey made the motion to go into closed session with a second from Jack Wallace. Upon returning to open session, Chairman Cayton stated that there was no action taken.

OLD BUSINESS

Chairman Cayton directed attention to a draft of a letter on page 7 to Mr. Harry Payne, Chairman of the Employment Security Commission. Two changes were recommended: Paragraph 3, sentence 6 which begins, "I was personally present.....,delete "and thought that the hearing examiner had completely overstepped her role." The second change was to delete the next to the last paragraph which begins, " I am of the opinion that both.....". College attorney, Ranee Holbrook, and the Board endorsed Dr. McLawhorn's sending Mr. Payne the letter with a copy to Ms. Holbrook.

Page 7A is a copy of an agreement dated 7/28/05 between Beaufort County Community College and Beaufort County Schools. Subsequent to the last Board meeting, Ms. Holbrook was in the process of reviewing the College's existing agreement. As the agreement needed to be in place prior to the beginning of the August fall semester, Dr. McLawhorn explained that time precluded renegotiating this agreement and the College continued with the existing agreement.

The last item of old business was a reminder to trustees to complete and return the Trustee Retreat memo/questionnaire if they had not done so already.

REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

Property Committee

Property Committee Chairman Shields Harvey gave an update on property items. He reviewed pages 8-14 of the notebook. Bldg 11 is approximately 48% complete per the architect. November 22nd is still the target completion date. Chairman Harvey stated that the July 22nd Campus Master Plan meeting was an excellent meeting. Each building was identified as to use and whether or not it was meeting our needs. The meeting process reviewed where buildings may allow additions or if and where new construction was needed. This information will be assimilated by the architect, John Farkas, and become a part of the Master Plan.

Curriculum Committee – No report.

Finance Committee

In the absence of Finance Committee Chairman, Buster Humphreys, Phillip Price, Dean of Administrative Services, reviewed Budget Revisions 40-67. Mr. Price stated that most of the revisions were a result of year-end cleanup. Shields Harvey made a motion to approve the

submitted budget revisions and Myrtle Carowan seconded the motion. The Board voted unanimous consent to the motion.

Personnel Committee

The Personnel Committee met at 7:00 p.m. prior to the Board meeting. Myrtle Carowan, Chairman of that committee gave an update on the Secondary Employment Policy reviewed by the committee (page 43). Attorney Rane Holbrook suggested a change to the sentence under the heading "Consequences of not Reporting" which begins with "Failure to provide accurate information....." Ms. Holbrook asked that we add the words after "information,"....and/or required approvals(regarding secondary, etc.). Dr. McLawhorn explained the reason for the new policy. He stated that he had received a memo the first of June from David Sullivan, General Counsel for the North Carolina Community College System (NCCCS) advising of a change to the Administrative Code re. Secondary Employment (23 NCAC 2C.0210 (a) (28). At that time, our existing Secondary Employment Policy did not conform to the revised code. As the motion to approve the Secondary Employment Policy was made by a standing committee, no second was required. The Board voted unanimous consent to the Personnel Committee motion.

President's Office – Information Items

Dr. McLawhorn asked Dorie Richter to give an overview of the planning process as it related to the 2005-2010 Long Range Plan that had been distributed. Chairman Cayton called for a motion to approve the Long-Range Plan which was made by Cornell McGill with a second from Jack Wallace. The Board voted unanimous consent to the motion. Dr. McLawhorn pointed out two specific grants on the August, 2005 Grant Activity Report (pg. 52). The College received the award of the GoldenLEAF Economic Catalyst Grant on June 17th. Purchase of equipment is in process. The Department of Labor Community Based Job Training Grant is being explored as a possible source for our nursing expansion program. The College has again been approached by the American Red Cross, Beaufort County Chapter, through Kay Johnson, Executive Director, for use of the Public Safety Building (Bldg. 10) as a secondary shelter site during a disaster. Dr. McLawhorn stated that the review by the State Board of Nursing went well, and the College received no Recommendations. Wesley Beddard gave an update on the June 30th Practical Nursing planning meeting at Martin Community College. Effective July 1, tuition increased to \$39.50 per credit hour (3%). Dr. McLawhorn gave an overview of a request by Audrey Daniels with the Head Start Program for classroom space for a nine-month, preschool program for four year olds. Dr. McLawhorn stated that we would not be a day care facility. He stated that the College would be the landlord; the user of the classroom would pay rent, and monies collected would go back into the County budget as the County owns the property. Dr. McLawhorn stated that the classroom would be located in the building under construction (Bldg. 11), but would require some construction modifications. Chairman Cayton called for a motion to empower the Property Committee with the College to move forward to make the necessary change orders in construction to pursue the Head Start Pre-School classroom. The motion was made by Myrtle Carowan with a second from Jack Wallace and full consent from the Board. Next, Dr. McLawhorn directed everyone's attention to page 59A in the notebook. Judy Jennette will seek the position of mayor in the upcoming election, and in keeping with policy, was giving written notice to the Board. Continuing, Dr. McLawhorn asked Dorie Richter to elaborate on the Personal Assessment of the College Environment (PACE) handout. The PACE climate assessment replaces the SWOT analysis. PACE was developed by NCSU and the College will use the results from this data in our planning process.

NEW BUSINESS

Chairman Cayton called for new business items. Hearing none, he called for a motion to adjourn, which was made by Mitchell St. Clair with a second from Shields Harvey.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, October 4, 2005.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date