

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
AUGUST 3, 2004**

The Board of Trustees met Tuesday, August 3, 2004, at 7:35 p.m. in the Board Room of Building 10. Prior to the Board meeting, Chairman Cayton presented Joyce M. Cutler a plaque of appreciation for her eight years of service as a trustee.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Henry C. Humphreys, Jr.

The following staff were in attendance: David McLawhorn, President; Rhonda Sawyer, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Judy Jennette, Director of Public Relations and Foundation; Sandra Sauve', Dean of Student Services, Dorie Richter, Director of Planning/Institutional Effectiveness, and Clay Carter, Director of Evening and Off-Campus Programs. Also in attendance were Ranee Singleton, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton, guest, Tom Payne, Clerk of Superior Court, and Bill Sprenkle, a general public attendee.

PRAYER

Chairman Cayton called the meeting to order and asked Mitchell St. Clair, Chaplain, to begin with prayer. Next, he reminded all present of the College's Mission Statement and also the need to excuse oneself, if needed, to avoid any conflict of interest.

AMBASSADOR

Judy Jennette introduced the guest ambassador, Ella Gaynor, from Pantego, NC. Ms. Gaynor inspired everyone as she told how after 32 years she became a dislocated worker and of her struggle to become a productive member of the workforce again. In summary, she decided, "I can be what I want to be if I work hard at it!" and she is applying this philosophy in her studies and attendance at the College. She thanked the trustees and administration for all of the help given to her.

OATH

At this time, Chairman Cayton referred to the Governor's reappointment letter of Henry C. (Buster) Humphreys, Jr. on page 3 and the letter of no finding of conflict of interest in that appointment on page 4. Chairman Cayton called on Tom Payne to administer the oath of office for reappointed trustees Cornell McGill and Jack Wallace. Chairman Cayton then presented Mr. Wallace with a service award pin, recognizing his contribution for five years of service as a trustee to the College.

MINUTES

Chairman Cayton reminded everyone of the draft of the June 1, 2004, minutes that had been mailed to each trustee prior to this meeting and called for a motion to approve the minutes. Bo Lewis made a motion, seconded by Cornell McGill, to approve the minutes, which the Board unanimously endorsed.

OLD BUSINESS

There was nothing further to report on the prior student appeal. Chairman Cayton asked that anyone who had not returned the confidential packet of information received on the student appeal, please do so at their earliest convenience.

REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

Property Committee

Dr. McLawhorn directed everyone's attention to page 9, a letter from President Martin Lancaster, NCCCS, and the approval by the State Board of Community Colleges to acquire approximately 53 acres. Dr. McLawhorn commented that negotiations are still continuing.

Curriculum Committee – No Report.

Finance Committee

Rhonda Sawyer reviewed the budget revisions necessary to balance the budget. Chairman Cayton called for a motion of approval. Cornell McGill made a motion, seconded by Bo Lewis, with unanimous consent by the Board to approve the motion. Dr. McLawhorn advised the Board that he, Ms. Sawyer, and Phillip Price, Controller, would be traveling to Raleigh on Thursday to receive the budget and policy issues included in the 2004 Appropriations Act. Ms. Sawyer noted that reports have to be submitted to Raleigh before the trustees meet again, and, in conjunction with the Finance Committee, requested that the Finance Committee be allowed to approve the FY 2004-2005 budget. Bo Lewis made a motion, seconded by Shields Harvey, to allow the Finance Committee to approve the budget. The Board voted unanimous consent to

this motion. Dr. McLawhorn pointed out that each trustee had a copy of the audit report year ended 6-30-03 beside their notebook.

Personnel Committee – No Report.

President's Office – Information Items

The first item for consideration from the President's office was the 2004-2009 Long-Range Plan. Dr. McLawhorn noted that a synopsis of the plan was included in the notebook on pages 20-26. Dr. McLawhorn commented that the College is on track with the Plan. Chairman Cayton entertained a motion to approve the 2004-2009 Long-Range Plan. Cynthia Davis made the motion with a second by Myrtle Carowan. The Board accepted the Plan by unanimous consent.

Dr. McLawhorn pointed out several items of interest at each trustees place at the table—an article in Our State magazine on the City of Washington by one of the College's English instructors, Bryan Oesterreich, the 2004-2005 SGA Calendar, the August edition of Campus Connections, and a booklet, Responding to a new imperative, a mid-term progress report on the 2000 Higher Education Bond Program. Dr. McLawhorn highlighted items of interest on the August Grant Activity Report. He reviewed performance standards set by the General Assembly and how the College rated on page 30. BCCC met eleven of twelve standards and ranked in the top 25 out of 58 community colleges. Dr. McLawhorn advised trustees that the Foundation Nominating Committee had met and he was submitting two nominees, Jerry Waters and Victor Rodgers, to fill unexpired terms of Carol and David Nash. Chairman Cayton called for a motion. Jack Wallace made a motion to accept the nominees, seconded by Shields Harvey. The Board voted unanimous consent to the motion. Dr. McLawhorn directed trustees to page 33 which lists the current Foundation Board members and their terms of expiration. Dr. McLawhorn called on Judy Jennette to give highlights of a planned Foundation Fundraiser scheduled for October 7, 2004. At this time, Dr. McLawhorn reviewed two items from Metropolitan Housing & CDC (pgs. 40-41). He had received a call from Metropolitan's grants person asking the College to work with AG Dunston Manor. Metropolitan intends to submit an application to the State of North Carolina to build a 50-bed assisted living facility in Washington, NC. As a part of the application process, Metropolitan was asking the College to submit a letter indicating a willingness to work with the proposed AG Dunston Adult Care Home for nursing training programs, potentially using the facility as a clinical training site. After discussion by the trustees and suggested wording for the letter from the College, Chairman Cayton called for a motion to approve the concept which was made by Cynthia Davis with a second by Jack Wallace. The Board gave unanimous consent to the motion. It was noted that the potential for other requests of this nature might be received, and the same letter would be used for such requests. Ranee Singleton submitted a draft of suggested wording for the letter from the College.

Chairman Cayton continued the meeting by directing everyone's attention to the current list of Board of Trustee members (pg. 42) and the 2004-2005 committee appointments on page 43.

A discussion on the ACCT annual conference in New Orleans ended with the suggestion that trustees who planned to attend contact the President's office by August 10, Tuesday, to allow ample time for coordination of the event.

NEW BUSINESS

Chairman Cayton then called for any items of new business. Shields Harvey made a motion to go into closed session to consider confidential information pursuant to N.C.G.S. 147-64.6(c)(18). Bo Lewis seconded the motion for the closed session with consent by the Board.

Upon return to open session, Chairman Cayton reported that no action was taken during the closed session

As there was no other business to come before the Board, Chairman Cayton called for a motion to adjourn. Jack Wallace made the motion with a second from Helen Bonner.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, October 5, 2004.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date