

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
AUGUST 5, 2003**

The Board of Trustees met Tuesday, August 5, 2003 at 7:30 p.m. in the Board Room of Building 10. (Prior to the Board of Trustees' Meeting, an Executive Committee Meeting was held at 7:00 p.m.)

BOARD MEMBERS PRESENT

Reverend Dr. Robert B. Cayton, Chair
Jack Wallace, Vice Chair
Helen Bonner
Myrtle Carowan
Joyce M. Cutler
Cynthia Davis
J. Shields Harvey
Henry C. Humphreys, Jr.
Frank B. Lewis
Floyd Lupton
Cornell McGill
Mitchell St. Clair

BOARD MEMBERS ABSENT

Roy O'Neal

The following BCCC staff were in attendance: David McLawhorn, Rhonda Sawyer, 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 & Foundation; Clay Carter, Coordinator of Evening and Off-Campus Programs, and Debra Baker, Faculty Senate President. Also attending were Ranee Singleton, legal counsel, and Tom Payne, Clerk of Court.

Chairman Cayton called the meeting to order and opened with prayer. He continued by inviting everyone to read the Vision and Mission Statements at will. Chairman Cayton briefly reminded trustees of their duty to avoid conflicts of interest and appearances of conflict.

Judy Jennette, Foundation Director, was recognized. Ms Jennette stated that one of her responsibilities was coordinating the selection of College Ambassadors. Six new ambassadors for this year have been chosen: one male, five female. Ms. Jennette then introduced two of those ambassadors—Tabitha Fullford and Connelly Williford. Each spoke in turn on the merits of being an ambassador and thanked the Board for its support.

Continuing from the agenda, Chairman Cayton asked for approval of the June 3, 2003 Board of Trustees' minutes. Mr. Harvey, Trustee, moved to amend the June 3 minutes to reflect that the Board, after coming out of executive session, approved a motion that the Personnel Committee was to be charged with the responsibility of developing an alternative method of evaluating the President, in which annual goals would be set and measured, and to develop a method under which the Board could evaluate its own performance. This motion was absent from the proposed minutes of the June 3, 2003 meeting as presented. Mr. Harvey's motion to amend the June 3, 2003 minutes was seconded by Bo Lewis, and unanimous consent to the motion was given by the Board. A second motion was called for by Chairman Cayton for approval of the June 3, 2003 minutes with

amendment previously stated. Floyd Lupton made the motion for approval of minutes as amended and Bo Lewis seconded this motion. This motion was also passed unanimously by the full Board.

No old business was reported.

Chairman Cayton asked the members to refer to Page 11 in their notebook. The Executive Committee met prior to the Board meeting to discuss sending that letter (on page 11) to Honorable Frank Balance from the Board of Trustees in support of an eastern bridge over the Pamlico River. Upon recommendation by the Executive Committee, Jack Wallace made a motion, seconded by Bo Lewis to send the letter. Unanimous consent was given by the Board to send the letter.

Shields Harvey directed members' attention to the Property Committee update on the inside jacket of their notebook (which has subsequently been included in the packet as Exhibit A.)

Reporting for the Finance Committee, Dr. McLawhorn addressed three items. First, he asked Rhonda Sawyer to review the Budget Revisions (Form 104). Ms. Sawyer detailed each revision and its purpose, e.g., moving funds by code, CIS equipment (software), and line items to balance the budget at year-end. A motion to accept the Budget Revisions as submitted was made by Bo Lewis and seconded by Buster Humphreys. The motion carried with unanimous consent by the Board. Dr. McLawhorn then directed everyone's attention to pages 26A and 26B in their notebook. He and Ms. Sawyer had traveled to Raleigh on July 22nd to get the State budget. In review, he commented that it was disappointing in that the College had experienced significant growth in enrollment but the College received less funds than last year. Trustee Humphreys questioned lobbying efforts on behalf of the community college system.

In closing, Dr. McLawhorn requested that the Board allow the Finance Committee to approve the FY 2003-2004 Budget. Chairman Cayton called for a motion. Helen Bonner made a motion and Cornell McGill seconded the motion. Unanimous consent was given by the Board.

Continuing from the agenda, Chairman Cayton showed the 2003-2008 Long-Range Plan that had been mailed earlier to each Board member for review. He called for a motion to approve the Long-Range Plan. A lengthy discussion followed. Shields Harvey offered some suggestions from his perspective as a Board member. He felt the Board would want to know: How results compared against last year's plan. Shouldn't that information be shared with the Board? On what assumptions were last year's Plan based and how did those assumptions materialize? With a diverse Board membership, he felt it was an ideal time for the Board to have input into those assumptions. He believes that the College is missing a great opportunity to make change, have input, and improve dialog between the Board in this area relative to where the College is headed in the future. He commended the process, but felt that it may be wise for the Board to get into the entire loop. He further suggested that in discussions on the Long-Range Plans, the Board be presented with an Executive Summary. Several Board members participated in the discussion. Buster Humphreys seconded Mr. Harvey's comments. To help clarify some of the comments,

Dr. McLawhorn elaborated on the method by which the Plan is evaluated at mid-year and updated at year-end to define goals and achievements. Consensus of the Board was a need from the President's office for a report to meet this need without having Board members attend the Planning Council, but would detail how assumptions are made and how they are measured. This method will be presented and addressed at the next Board meeting. Chairman Cayton called for a motion to that effect, and Shields Harvey made the motion, seconded by Bo Lewis. The Board gave unanimous consent. In returning to the original issue, Chairman Cayton called for motion to approve the 2003-2008 Long-Range Plan as submitted, and Buster Humphreys made the motion, seconded by Helen Bonner. The full Board unanimously approved this motion.

Dr. McLawhorn then addressed information items on the agenda. He highlighted the Digital Parity/RIAA award which has allowed the purchase of a mobile computer lab. This van has 20 laptops in the van, an instructor, and it enables high-speed access to the internet in rural, remote areas. Currently, classes are being conducted in the Wilkinson building in Belhaven. David Crosby and Penny Sermons are contacts for scheduling and/or information.

Another exciting possibility for HEATT/Golden Leaf funds is an agreement under discussion with Department of Transportation (DOT). This agreement would provide on-the-job training and employment for participants.

Southern Association of Colleges (SACS) has postponed its review until 2007 (from 2006).

Chet Jarman reviewed the Continuing Education Accountability and Credibility Plan. This is a report required annually of all 58 community colleges by the State auditors.

Dr. McLawhorn gave a brief update on changes to the Huskins bill. The General Assembly is concerned about classes for high school students, and doesn't want the community college system supplanting what the high school are doing. Dr. McLawhorn is developing plans to invite system office staff to visit BCCC's campus and review how we are handling Huskins classes.

Dr. McLawhorn thanked Judy Jennette and everyone involved in the Open House for Building 10, the Public Safety Building. He especially thanked the Board members for their participation and support that day.

Then, Dr. McLawhorn asked members to flip to the NCACCT calendar on page 42. He pointed out the new trustee seminar on October 30-31 at RTP, and he emphasized the possibility of attendance by members at the June 23-26, 2004 Regional meeting in Baltimore.

A Resolution honoring Mr. William Henry Morgan had been passed among Board members for signature and will be framed and presented to Mrs. Gayle Morgan at a later time. A motion was made to that effect by Mr. Harvey and seconded by Mr. Wallace. The Board gave its unanimous consent.

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Reverend Cayton referred members to page 44 of the notebook for a list of committee appointments for 2003-2004 made in a meeting earlier today. Reverend Cayton had been removed as Chaplain and Mitchell St. Clair had been drafted. Mr. St. Clair graciously accepted the position.

Chairman Cayton appointed a nominating committee of Cornell McGill, Myrtle Carowan, and Buster Humphreys to choose a Vice Chair for the Board of Trustees in the event of a vacancy in the upcoming months. Board member Buster Humphreys noted that normally the nominating committee chooses its own chair.

The last item addressed on the agenda was the December 2, 2003 Christmas social. Board member Humphreys questioned the viability of a cocktail social in these very distressing economic times within the county. He expressed concerns about requesting funding from county commissioners on the one hand and the possibility of appearance of inappropriate spending on the other. He commented that the practice of Christmas socials had been stopped by many in industry. In summation, he personally felt it was "the right thing to do." Chairman Cayton asked for a motion to ponder this decision until the October Board meeting. Joyce Cutler seconded this motion. Unanimous consent for the motion was given by the full Board. Chairman Cayton appointed an ad hoc committee to report on member sentiment at the October meeting. Joyce Cutler and Helen Bonner comprise the committee.

Tom Payne administered oaths for reappointed trustees Bo Lewis and Myrtle Carowan. Roy O'Neal was unavailable for administering his oath.

David McLawhorn recognized guests Debra Baker, Faculty Senate President and Judy Tice, Administrative Assistant to the President.

As all business had been completed, Chairman Cayton adjourned the meeting.

The next Board of Trustees' meeting will be held Tuesday, October 7, 2003.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton, Chairman

Date