

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
AUGUST 7, 2007**

The Board of Trustees met Tuesday, August 7, 2007, at 6:45 p.m. in the Board Room of Building 10. Three standing committees (Curriculum, Property, and Finance) met prior to the Board meeting.

**BOARD MEMBERS PRESENT**

Cynthia Davis, Chair  
Mitchell St. Clair, Vice Chair  
Myrtle P. Carowan  
Reverend Dr. Robert B. Cayton  
J. Shields Harvey  
Frank B. Lewis  
Cornell McGill  
Brad Potter  
Russell A. Smith  
Patricia Spencer  
Jack Wallace

**BOARD MEMBERS ABSENT**

SGA Representative  
Henry C. Humphreys, Jr.

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; Clay Carter, Director of Evening and Off-Campus Programs; and Dorie Richter, Director of Planning/Institutional Effectiveness; Also in attendance was Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook. Special guests included the Honorable Van Martin Paramore, Clerk of Superior Court; his wife, Donna; and Denice Smith, wife of new trustee appointee, Russell Smith.

**PRAYER**

Chairman Davis called on Chaplain Robert Cayton for prayer. Continuing, Chairman Davis encouraged board members to review the Mission Statement and to make known any potential conflict of interest. Continuing from the agenda, Ms. Davis recognized Clerk of Superior Court, Marty Paramore, to administer the oath of office to three trustees. Sworn in at this time were the following: Russell A. Smith, appointed by the Beaufort County Board of Commissioners; Myrtle P. Carowan, reappointed by the Beaufort County Board of Education; and Frank B. Lewis, reappointed by the Governor, Michael F. Easley.

Chairman Davis read a thank you note from Ms. Myrtle Carowan for the flowers she received from the Board. (The motion and second that followed were in jest.)

Continuing Chairman Davis recognized former chairman, Robert B. Cayton. On behalf of the Board of Trustees, Chairman Davis presented a plaque recognizing and thanking Reverend Cayton for his outstanding service as Chairman from 2003-2007.

## MINUTES

Chairman Davis addressed the first set of minutes to be approved—the June 5, 2007 minutes. Bo Lewis made a motion to approve the minutes with a second from Jack Wallace. Hearing no discussion, Chairman Davis called for a vote. The Board voted unanimous approval of the minutes.

Chairman Davis called for any comments or discussion on the second set of minutes—the June 25, 2007 Called Meeting minutes. Jack Wallace made a motion to approve this set of minutes with a second from Ms. Myrtle Carowan. The Board voted unanimous approval of those minutes.

## OLD BUSINESS

Continuing from the agenda with old business, Chairman Davis directed attention to page 13 in the notebook, a draft of the trustee retreat agenda. Ms. Davis indicated that this agenda included the items suggested by the Board at the June 5<sup>th</sup> meeting. Hearing no further changes/additions to the agenda, Ms. Davis indicated that she would send the agenda, along with some self-evaluation items, to Mr. Fred Williams, facilitator, for his information. Date of the Trustee Retreat is October 30, 2007 from 10:00 a.m. to 3:00 p.m. at the PCS Phosphate Nautical Room.

## REPORTS AND RECOMMENDATIONS

Executive Committee – The Executive Committee had nothing to report.

Curriculum Committee – The Curriculum Committee met at 5:30. Curriculum Committee Chairman, Jack Wallace, asked Dean of Instruction, Wesley Beddard, to elaborate on the new Agricultural Biotechnology Curriculum Program being considered (see notebook pgs. 15-17). Mr. Beddard stated that the College currently has a 1 + 1 agreement in biotechnology with Pitt Community College and believes that the ag biotech program is a good fit within our service area. Mr. Beddard stated that the College had hired an excellent teacher for this program who is on board and will be teaching biology and anatomy classes. Mr. Wallace stated that the Curriculum Committee recommends approval for the College to continue with the planning process for the Agricultural Biotechnology Program and to submit an application to the State Board to offer this A.A.S. degree program if the data proves favorable to do so. As this motion came from a standing committee, no second was required. Chairman Davis called for a vote. The recommendation received approval with all ayes.

## Property Committee

Mitchell St. Clair, Property Committee Chair, stated that the Property Committee met before the meeting. He directed attention to page 19A, the Bldg. 3 Door Project. Bids for this project were sought from three companies. At the bid opening on August 2, 2007 only one bid was received. The Property Committee recommended that the project be rebid (due to only one bid being received). Mr. St. Clair stated that the Property Committee recommends that if more than one bid is received from the rebid—the College accepts the lower bid; if the existing bid is the only bid—then the College should accept that one.

Chairman St. Clair directed attention to page 24A in the notebook that elaborated on the status of the truck driver training driving pad.

Dr. McLawhorn elaborated on item 3 of the property committee agenda (Nursing Bldg/Early College High School Facility Needs). Dr. McLawhorn referred to page 19, paragraph 3 of the property

update. He noted that the Master Plan calls for the Allied Health Bldg. to be the next building constructed. Dr. McLawhorn indicated that Phillip Price, Dean of Administrative Services and John Farkas, architect, had met with the city utility personnel to get a rough estimate of what water and sewer to the campus for that structure would cost. He stated that he and Phillip had met with the county manager for potential funding; there was talk of putting the nursing building and renovation needs on the county commissioners' capital projects list. Dr. McLawhorn stated that people recognize the need for nursing. One area of support for the nursing building is a change which allows clinicals to be done in a simulated environment—which means clinicals could be done in a lab environment. Dr. McLawhorn asked Reverend Cayton if he had anything he wanted to add. Reverend Cayton indicated that he too had spoken with Mr. Spruill and there was positive support. Trustee Cayton stated that the State is continuing its plan to take back payment for all Medicaid; financially Beaufort County is in great shape; without the cost of Medicaid, the County should have enough funds available to build the new jail (which has to come); with a \$14 million "rainy day fund," the outlook is positive. There is the possibility of a bond referendum and allocating funds over a two to three year period. Dr. McLawhorn commented that what is moving this issue is the Early College High School. Dr. McLawhorn commented that he and Dr. Moss, Wesley Beddard, and others were going to Raleigh on August 29<sup>th</sup> for a meeting. Hopefully, they will find a "coach" pretty soon to help start making those plans. Target date is Fall of 2008, and hopefully will have 60 high school students on campus. We have to start making plans now for the additional folks on campus. Combining the early college high school with the nursing need is the impetus for the Allied Health Building now. Reverend Cayton made a statement that he thought at some point (whether it was before the coach comes or after the coach comes) that this Board of Trustees should meet and explore some of the tough questions that the Board should answer among themselves, for example the questions that may come re. community college law vs. secondary education law; libel suits, how people will move over the campus. (These are just examples.) The Board needs to be well informed and be able to answer questions when they go to the people of Beaufort County. Chairman Davis agreed with Reverend Cayton's comments and stated that she would like to see the Board take a field trip to some sites that have done this to see the good sides—the down sides. Trustee Harvey agreed that the Board should look at the pros and cons as a unit or as a committee, before the Board gave its approval. Dr. McLawhorn volunteered to coordinate a trip to Nash Community College and Edgecombe Community College for the trustees to visit their sites and ask questions. Legal Counsel Rane Holbrook suggested that she sit down and look at the new exemptions in the act and with the Board's permission, contact the legal contacts at these other two colleges to see what types of legal issues these colleges are having, if any, with the early high school on their campuses. Dr. McLawhorn agreed to set up site visits and get back with the Chairman and the Board.

### Finance Committee

The Finance Committee met prior to the Board meeting. Finance Committee Chairman Cayton stated that the committee reviewed four items. The first item was the budget revisions. Chairman Cayton asked Dean of Administrative Services, Phillip Price if he would elaborate. Mr. Price commented that these are end of fiscal year allocations. Chairman Cayton stated that approval of these budget revisions came from the Finance Committee as a recommendation. Chairman Davis called for discussion; hearing none, the Board proceeded to vote. The motion passed with all ayes. Item 2 (finance agenda) was approval of county budget revision #1. This motion for approval from the standing committee was passed with all ayes. The last voting item from the finance committee was the blanket approval for trustees' travel and president's travel annually. This recommendation also received unanimous approval from the Board.

## Personnel Committee

There was no report from the Personnel Committee. A copy of the final draft of the Faculty and Staff Policy Manual was given to all trustees for their review prior to the October, 2007 Board meeting. At this meeting, the Board will be asked to affirm continued use of this policy manual.

## President's Office – Information Items

Item 1 – Approval of 2007-2012 Long-Range Plan. Each Board member had been mailed a CD copy of the Plan prior to the Board meeting, and each Board member was given a hard copy of the Plan at this meeting. Chairman Davis called for a motion to approve. Jack Wallace made a motion to approve with a second from Mitchell St. Clair. The Board voted unanimous approval of the motion.

Items 2 & 3 – (Pg. 33) Dr. McLawhorn called attention to this item and asked if there were any questions. He directed attention to the Critical Success Factors on page 61. He called attention to the College's rating of "Superior" again this year. The only item the College failed to meet was item 5 (performance of students who transfer to the university system). Part of this problem is that many of the students do not take their math with BCCC and then when they transfer into the university system, they do not place very well. Next year, there will be a different format. These 12 items will be condensed into 8 items. Dr. McLawhorn referred trustees to page 64 which gives more information on the change recommendations and the 8 standards chosen.

Item 4 - (Pg. 67) This is a letter that Dr. McLawhorn received from the President (Dr. Ralph Soney) of Roanoke-Chowan Community College. Dr. McLawhorn commented that when he got the letter, he was disappointed and upset. He stated that normally when someone wants to offer a course in another service area, that president would pick up the telephone and call the president in the service areas affected and together work out the terms. Dr. McLawhorn stated that when he talked with this president, he (Dr. Soney) indicated that his folks, along with Bunny Saunders, got the ball rolling before he found out about the plan. In addition to the letter, Dr. McLawhorn received a Level 1 Service Area Agreement, which in effect says that Roanoke can come into the College's (BCCC) service area, teach these courses, and get all the FTE. After some conversation, what Dr. Soney and Dr. McLawhorn agreed to was a Level 2 Service Agreement. This agreement lets him get FTE for his service area and the College gets FTE for its service area. The course that Roanoke plans to offer is a non-traditional course. Dr. McLawhorn elaborated that the rules state that for this type of course (example, on-line: if a student signs up here at Beaufort, regardless of whether they come from Pitt, Chowan, etc. we get the FTE.) Dr. McLawhorn indicated that there was not much FTE involved. He did indicate that there was other issues brewing in Washington County and he had an upcoming meeting to meet with folks in Washington County. After several comments from several of the Board members (no objection to giving the president the authority to sign/negotiate; where was the State Board on this issue; does this agreement have to be signed from semester to semester for the same course, what would happen if the College did not sign; not signing is a "spirit thing"), Chairman Davis called for the motion stated on the agenda; Bo Lewis made a motion to leave it up to the President to handle with a second from Cornell McGill. During the discussion that followed this motion, Shields Harvey made a motion to amend the motion on the floor to include wording that the President could enter into Levels 1, 2, and 3 agreements (as shown on the agenda), but he would also keep the Board apprised of any such agreements entered into. Jack Wallace seconded Mr. Harvey's amended motion. The Board voted unanimous approval of the amended motion.

Item 1 under the President's Information Items: Dr. McLawhorn reviewed some of the recently submitted grants and noted some of the grants in progress.

The next item from the agenda requiring a Board vote was the approval of new appointments/reappointments to the Foundation Board. Chairman Davis directed attention to the chart on page 78. Jack Wallace made a motion of acceptance with a second from Shields Harvey. The Board voted all ayes acceptance of the appointments.

Chairman Davis noted the other items for information on the agenda: the list of Board of Trustee members, the 2007-2008 committee appointments, a 2007-2008 NCACCT calendar of events. Dr. McLawhorn directed attention to the letter on page 83 for the Board's information (which such notification is in keeping with the College Faculty/Staff policy and conforms to the NC Administrative Code).

### NEW BUSINESS

Chairman Davis revisited the practice of a strategic issue discussion as an item of new business. The previously appointed ad hoc committee (Shields Harvey, Buster Humphreys, Bo Lewis, and Cornell McGill) will review the list and suggest future items for discussion. It was noted by the Board Chair that the Early College High School was a critical issue and should be considered.

In conclusion, Chairman Davis recognized Trustee Russell Smith and welcomed him to the Board. Mr. Smith said he appreciated the opportunity to serve and he was very excited about being a fellow Board member. Mitchell St. Clair thanked Ms. Myrtle Carowan and proceeded to read her well-penned thank you. Chairman Davis adjourned the meeting.

### NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, October 2, 2007.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Cynthia L. Davis  
Chairman

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Date