

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 2, 2007**

The Board of Trustees met Tuesday, October 2, 2007, at 6:50 p.m. in the Board Room of Building 10. Two standing committees (Property and Personnel) met prior to the Board meeting.

BOARD MEMBERS PRESENT

Cynthia Davis, Chair
Mitchell St. Clair, Vice Chair
Henry C. Humphreys, Jr.
Reverend Dr. Robert B. Cayton
J. Shields Harvey
Frank B. Lewis
Cornell McGill
W. Brad Potter
Russell A. Smith
Patricia Spencer
Jack Wallace
SGA President, William Murphy

BOARD MEMBERS ABSENT

Myrtle P. Carowan

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; Sandra Sauvé', Dean of Student Services; Judy Jennette, Director of Public Relations and Foundation; and Ben Morris, President of Faculty Senate. Also in attendance was Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook. At this time, Ms. Davis recognized the SGA President, William "Bill" Murphy, and welcomed him to the meeting. Each board member, in turn, introduced himself/herself to Mr. Murphy.

PRAYER

Chairman Davis called on Chaplain Robert Cayton for prayer. Continuing, Chairman Davis encouraged board members to review the Mission Statement. Ms. Davis read the Ethics Awareness & Conflict of Interest Reminder and asked if any board member had a conflict of interest to make such conflict known at that time. Chairman Davis commented on the conflict of interest evaluation letters received. In the past, the letters received on Governor appointees had been included as a record in the board minutes. Ms. Davis questioned whether all of these letters should be included (as all members are evaluated now), and Ranee Holbrook stated that she would check to see the requirements, if any. Following a general discussion of this item (whether to include the conflict of interest evaluation letters), Shields Harvey made a motion to include the letters as a record in the board minutes; Robert Cayton seconded the motion and the board voted unanimous approval to the motion.

AMBASSADORS

Chairman Davis recognized Judy Jennette who introduced the two ambassador speakers for the evening, Tina Satchel and Terry Smith. Both ambassadors gave uplifting and personal comments on the ambassador program and how it has helped them with their life's goals.

MINUTES

Continuing from the agenda, Chairman Davis called attention to the August 7, 2007 minutes and asked if there was any discussion or questions. Bo Lewis made a motion to approve the minutes with a second from Mitchell St. Clair. The Board voted unanimous approval of the minutes.

OLD BUSINESS

Ms. Davis circulated two thank you notes from scholarship recipients Justin Smith and Quanita Y. Hollis.

REPORTS AND RECOMMENDATIONS

Executive Committee – No report.

Property Committee

Mitchell St. Clair, Property Committee Chair, stated that the Property Committee met at 5:30 p.m. prior to the board meeting. He directed attention to the agenda on page 8, item one, the Bldg. 3 Door Project. Phillip Price noted that at the last Board meeting only one bid had been received. The project was rebid. This time three bids were received (see page 10 in the notebook). C. H. Edwards was the low bidder. Property Chair Mitchell St. Clair stated that it was the recommendation of the Property Committee to accept C. H. Edwards' base bid of \$39,575, plus Alternate #1 of \$3,950, for the Bldg. 3 door project. Buster Humphreys seconded the motion. The Board voted all ayes to accept the motion.

Property Chairman St. Clair directed attention to Property item two, Facilities and Equipment Grant Application, page 11 in the notebook. Mr. St. Clair stated that the Property Committee felt that there was not enough time to discuss this item and the item was tabled until another meeting by the Property Committee on Thursday, October 4. Dr. McLawhorn stated that he would like to give an explanation of why we had this recommendation. He directed attention to pages 11-12 for an explanation of the Facilities and Grant Application. The General Assembly allocated fifteen million dollars for the whole community college system for capital projects. There is a formula used to determine who will receive these funds. No school can receive more than one million dollars. Dr. McLawhorn stated that the way the points are set up and the way they are awarded, it is very unlikely that BCCC would get any of the three requests that we have before you. The first request is for an Allied Health building and the projected cost for this item is around four million dollars. With the facility grant, we would need to ask the county commissioners to say between now and October 15th that they would be willing to put up three million dollars towards that effort. Item #2 is the renovation of the lower level of Bldg. 5. This project is probably a 1.2 million dollar project. We could probably squeeze this out of the money that we normally ask for each year from the county commissioners. Getting the match on this would not be that hard of a problem. Dr. McLawhorn commented that he and Phillip had been looking at that situation, and in their opinion this renovation did not give that much additional space. Dr. McLawhorn stated that the push behind this whole idea (and he referred to the minutes of the August 7th meeting, page 5) was placing the Early College High School (ECHS) on campus. Dr. McLawhorn stated that there were two concerns that caused him to back away from going to the county commissioners for the additional monies: The first concern was asking for money to build a building to have the ECHS at this time; Dr. McLawhorn was afraid that this would "knock a hole" in the ECHS at this time and he did not want to risk that chance. The second concern was that on the horizon in 2009 is the year for the next State bond initiative. At the last bond initiative, the College received seven million dollars and was able to build two buildings on this campus with State dollars (no County dollars). Dr. McLawhorn expressed a concern with building a building out of County dollars and then getting State dollars. He was concerned about asking the county commissioners for Early College facility funding at this time. Continuing, Dr. McLawhorn stated that this was how he arrived at the recommendation for item three, to build a public safety annex. He is proposing a metal building, adjacent to the maintenance metal

storage building, to include enough classrooms to handle the Department of Corrections classes and some in-service training classes for law enforcement--doing this would free up space in Bldg. 10 for Early College High School. Down the road, that building could be used for storage should the ECHS be relocated. Cornell McGill questioned what were the chances of getting the \$300,000 to build the metal building. Dr. McLawhorn responded that the chances were greater than getting the million dollars (mentioned earlier). Mr. McGill commented, in his opinion, it would be a whole lot quicker to pursue the \$300,000, rather than ask the county commissioners for three million dollars to build a four-million dollar building with the proposed one million match from the State. Instead, Mr. McGill suggested to go after the \$300,000, build a metal building, and go from there. Trustee Cayton continued the discussion. He commented that he also did not feel the College would get the million dollars and he stated his reasoning. He questioned what is the issue we are facing—he stated that the College needs to double and triple its nursing program. He stated that by and large the Board has given a tentative green light to the “embedded” high school (or whatever the correct term was). He stated that he supported the “embedded” high school. He continued that if we want to go forward with the embedded/ECHS, we have a space problem. Reverend Cayton stated that he had received a telephone call, after the article in the paper, from law enforcement people concerned about canceling law enforcement classes. Beaufort County has to build a jail. Rev. Cayton agreed with Mr. McGill’s position that the College would probably not get the million dollars from the State, nor the million dollars from the County. He summed up his remarks by stating that we are faced with two choices: we are going to do the embedded high school or we are going to begin the process right now of increasing the nursing program. He continued with a third possibility and that is to do something to insure that we do the ECHS, to not cancel any law enforcement classes that generate FTE, and begin to lay plans for whatever we need to do to double the nursing program. He suggested to let the Property Committee meet, debate, and make a decision. Trustee Cayton cautioned that the board had to be careful that it did not delegate over and over again to committees the responsibility of making the decisions. He qualified this thought by stating that there were times that decisions had to be made by committees but ultimate responsibility was the full board and it needed to be unified in its efforts to gather support from the voters. The second point that Rev. Cayton made was that if the board delegates authority to the committees, and the committees make a mistake (specifically, a legal one), the committee is not the entity that is sued but rather all twelve (the full board). Buster Humphreys stated that he would ask for a plan to build an Allied Health Building. He commented that he would not want to go through this same discussion next year. He would like to see the plans for the Allied Health Building—how are we going to get that building? A general discussion on the cost per square foot for a metal building ensued. Jack Wallace stated that he would like to see the nursing program expanded, as well as the law enforcement program, and the Early College Academy increase; he stated that he thought the College could be more helpful by increasing the numbers of juniors and seniors here on campus rather than having a high school here on campus. Chairman Davis asked what the Board wanted to do. Mr. St. Clair stated that there was a motion from a standing committee (the Property Committee) to table a decision on the Facilities and Equipment Grant Application (item 2 on the Property Agenda) until the Property Committee met on Thursday, October 4th to discuss its recommendation. Chairman Davis asked if the Board wanted to empower the Property Committee to make a decision. Mr. McGill commented that he agreed with Rev. Cayton’s statement about the board and committees making the decision;-committees do not make the decisions—committees make recommendations to the full Board; the full Board makes the final decisions. He continued that as a trustee he does not delegate his authority as a board member to a standing committee. Chairman Davis noted that the application had to be submitted before the full Board would meet again. Mr. McGill stated that, in that case, he would support the recommendation by the Property Committee. Buster Humphreys asked if Mr. McGill was making that statement as a motion. Mr. St. Clair stated that a motion to table the decision until Thursday’s meeting was on the floor and the board granted the Property Committee authority to make a decision on the Facilities and Equipment Grant Application at the Thursday meeting. Buster Humphreys seconded the motion. Mr. Humphreys and Mr. St. Clair encouraged any and all Board members who could attend, to please come to the Thursday Property Committee meeting. Chairman

Davis called for a vote. The motion carried with all ayes vote. Dr. McLawhorn asked to make a comment about doubling and tripling the nursing program. He stated that we needed input from the admissions coordinator on that. He continued that we need to look at the population base; he suggested that the College may need to make a future presentation to the Board.

Property Chair St. Clair continued with item 3 on the Property agenda. Phillip Price stated that this was the first year that the General Assembly had given money for this item. Data has to be submitted to NCCCS on enrollment projections, surveys from faculty and staff, space needs on campus, where we see the College's growth, "listening forums" to get feedback from the community, etc. This information will be distilled into one document due to the community college system January 1st. Once they receive this information from us, they will, in turn, approve funding for us to hire an architect to do a facility master plan or update our current plan based on that data. The objective of NCCCS is to have the community colleges submitting similar facility plans based on the same types of data. Architects would be hired based on qualifications. Mr. McGill asked if the intent was to update our master facility plan. The recommendation from the Property Committee is for them to hire the architect to prepare the facility master plan or update the current one, depending on the data results. No second required. The motion carried with an all ayes vote.

Item 4, Property Agenda, Truck Driver Training Pad. Mr. St Clair stated that no bids were received and Mr. Price was putting the project out for rebid.

Item 5, Campus Café', will be discussed at Thursday's Property Committee meeting (October 4).

Curriculum Committee – No report.

Finance Committee

The Finance Committee met on September 6, 2007 (see minutes pg. 15 in the notebook). Finance Committee Chairman Cayton stated that the committee approved the Institutional Budget for FY 2007-2008. This comes as a motion from a standing committee. No second is required. The motion carried with all ayes vote. The next item was the budget revisions. Chairman Cayton asked Dean of Administrative Services Phillip Price to elaborate if anyone had questions. Note: Budget Revisions #1-16 were reviewed at the Finance Committee meeting. Numbers 17 and 18 had been added since the committee meeting. Chairman Davis called for approval of budget revisions #1-18. The motion received an all ayes vote.

Personnel Committee

Personnel Committee Chairman Patricia Spencer stated that the Personnel Committee met prior to the Board meeting. She called attention to the Personnel Committee agenda on page 50 in the notebook. A copy of the completed Faculty and Staff Policy Manual (dated October 2, 2007) was given to all trustees. Ms. Spencer stated that Mr. Price had given an overview of the changes that had been included since the first draft had been provided to the trustees. Ms. Spencer asked if the members had any questions. The Personnel Committee made the motion as a standing committee to approve the Faculty and Staff Policy manual distributed. Chairman Davis noted the motion came from a standing committee and required no second. She called for a vote. The motion received unanimous consent. Ms. Spencer then called attention to item 2 on the Personnel Committee agenda, approve allocation of performance funding. Mr. Price elaborated that this past year the College had met eleven out of the twelve standards. The funding can be used for the three items shown in the notebook on page 50A. The recommendation by the Personnel Committee is also shown in that same memo on page 50A. Chairman Davis stated the motion to approve the performance funding came from a standing committee and required no second. The board voted unanimous consent to the recommendation. The

last item from the Personnel Committee was distribution of the Business Continuity Plan. In summary, Phillip Price stated that a committee on campus had worked on the plan contents, and it was basically a guide for operations during hurricanes and other acts which required more than two days of shutdown for the College. The committee looked at the various risks to the College. As the Business Continuity Plan was distributed at this Board meeting, discussion of the plan and the request for a vote was delayed until the next Board meeting (February 2008). The suggestion was made that this item should probably go to the Finance Committee as it has financial implications.

President's Office – Information Items

Item 1 – Grant Activity Report for October. Dr. McLawhorn stated that the report was pretty self-explanatory and he had nothing to add to the grants shown. Wesley Beddard commented that he had heard (unofficially) that the bionetwork grant had been funded for approximately half of the amount requested.

Items 2 & 3 – (Pgs. 53-54) Dr. McLawhorn stated that FTE for fall is about 20% above last year and curriculum headcount is up about 5%. He noted that data shows that students are taking more hours and there are more full-time students taking on-line courses.

Items 4, 5, and 6 - Dr. McLawhorn asked Chet Jarman, Dean of Continuing Education to comment on his areas reports. Mr. Jarman distributed a Career Readiness Certification fee structure. There are three tests involved and the charge for the tests is passed on to the student. In keeping with Board policy, all fees are approved by the Board of Trustees. Chairman Davis called for any questions or further discussion of the fee schedule. Buster Humphreys made the motion to approve the fee structure with a second from Bo Lewis. The motion passed with unanimous consent.

Item 8 under the President's Information Items: Dr. McLawhorn commented on the recent ACCT Congress in San Diego. Trustees attending this meeting were Cynthia Davis, Cornell McGill, and Mitchell St. Clair. Each trustee in attendance shared comments from the various workshops each attended. Some of the topics included succession planning, communications via emails—state laws, to name a few. Ranee Holbrook stated that the community college attorneys were forming a community college attorney association. The organizational meeting is near the end of October. Ms. Holbrook requested permission from the Board to join that organization. Rev. Cayton made a motion to so allow, with a second from Mitchell St. Clair. The Board voted unanimous consent to the motion. Trustees were reminded of upcoming State trustee meetings for certification of new and reappointed trustees (see calendar, page 58 in notebook).

Dr. McLawhorn shared three dates for trustees to include on their December calendars: December 4 (the trustee/foundation Christmas social at the Washington Yacht & Country Club); December 7 (date of the College 40th Anniversary Celebration); and December 18 (date for the faculty/staff Christmas luncheon). He invited all trustees to attend all of the functions mentioned.

NEW BUSINESS

Chairman Davis brought up a New Business item. Three trustees have conflicts with the established Board Retreat date in October and will be unable to attend (Cornell McGill, Shields Harvey, and Bo Lewis). After some discussion from the trustees, it was agreed that another date should be pursued. November 14, 2007 was chosen by the board members. Ms. Davis will contact the facilitator to see if this date is available for his schedule. Legal Counsel, Ranee Holbrook, indicated that she would be available on the November 14 date.

STRATEGIC ISSUES

Shields Harvey distributed a handout of the 13 items that the ad hoc committee had developed. Mr. Harvey asked the trustees to provide feedback on the issues which they believed to be the most pressing for discussion. He asked that the sheets be returned to Ms. Tice, who will forward them on to Mr. Harvey.

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.

At this time, a general discussion took place on the Early College High School (ECHS). Some of the comments follow. Bo Lewis stated that when the subject first came up he had some questions. He stated after the ECHS visits he was not impressed by the Rocky Mount early college high school, but he was impressed with Tarboro's. He felt the concept was a chance for some students. Mr. St. Clair stated that after his San Diego trip, he realized that there were numerous colleges and a lot of them had early colleges. He felt very positive. Rane Holbrook commented that she had talked with several fellow attorneys, and there had not been a lot of legal issues. Cornell McGill related an example he had heard about from his San Diego trip, and he suggested that we give it a shot. Cynthia Davis stated that it targeted a different client—it is another choice—it is not right for everybody. Jack Wallace stated that he was opposed to it. He stated that as a trustee he supported the president and staff; but as a former principal, one needs the upper students—they carry a good high school. He stated that he was impressed with the people in Tarboro. Buster Humphreys made a motion that we continue with the Early College High School. Mitchell St Clair seconded the motion. Chairman Davis called for a vote. The motion received a majority vote. Jack Wallace cast a nay vote.

In conclusion, Chairman Davis asked the trustees present if they would like to do a walk-through of the campus café to see its most recent renovations. Rev Cayton made a motion to adjourn prior to the visit to the café.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, February 5, 2008.

Respectfully Submitted,

David McLawhorn
Secretary

Cynthia L. Davis
Chairman

Date