

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 3, 2006**

The Board of Trustees met at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:35 p.m.

BOARD MEMBERS PRESENT

Reverend Dr. Robert B. Cayton, Chair
Myrtle P. Carowan
Henry C. Humphreys, Jr.
Frank B. Lewis
Cornell McGill
Roy O'Neal
Brad Potter
Mitchell St. Clair
Patricia Spencer
Jack Wallace

BOARD MEMBERS ABSENT

Cynthia Davis
J. Shields Harvey

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Chet Jarman, Dean of Continuing Education, Judy Jennette, Director of Public Relations and Foundation, Dorie Richter, Director of Planning/Institutional Effectiveness, Clay Carter, Director of Evening and Off-Campus Programs, and Betsey Lee Hodges, Staff Association President. Also in attendance was Ranees S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

PRAYER

Chairman Cayton called the meeting to order and acknowledged Mitchell St. Clair, Chaplain, who continued with prayer. Chairman Cayton called attention to the vision statement and instructed board members to read, ponder, and share the mission statement as appropriate with others. Next, he pointed out the Governor's Executive Order Number One, which states that it is the duty of every Board member to avoid conflicts of interest and appearances of conflict. Chairman Cayton stated if at any time any trustee has any conflict of interest to please make it known.

AMBASSADORS

Judy Jennette introduced Hope Albritton, one of the five ambassadors selected this past spring. Ms. Albritton thanked the Board for its financial support and expressed her sincere appreciation for having been given the opportunity as an ambassador. Ms. Albritton stated that the track record of the nursing program here on campus and her desire to help people led her to choose nursing and that being an older student helped her to be more focused. Ms. Jennette then recognized Kyle Burbage (son of Gary Burbage, Admissions Recruitment). Mr. Burbage thanked the Board for inviting him to the meeting and also for the funding provided. He then recognized his principal, Mr. Jack Wallace. Mr. Burbage stated that he is a graduate of Northside High School and plans to further his education at NCSU with a degree in crop science, focusing on a vocation in turf management.

MINUTES

At this time, Chairman Cayton shared a card from Suzanne Elks Moore who thanked the Board for her selection to receive a trustee scholarship. Dr. McLawhorn recognized Betsey Lee Hodges, Staff Association President, and thanked her for her attendance.

Chairman Cayton called for discussion of or a motion to approve the June 6, 2006 minutes which had been mailed to all board members. Bo Lewis made a motion to approve the minutes as presented with a second from Cornell McGill. The Board voted approval with unanimous consent.

OLD BUSINESS

Chairman Cayton called attention to the single item of old business on the agenda: the 2006-2011 Long-Range Plan. He called for any questions, discussion, comments. Hearing none, he called for a motion of approval. Myrtle Carowan made a motion to approve the 2006-2011 Long-Range Plan as submitted. Bo Lewis seconded the motion, and an all ayes vote carried the motion. Hearing no other calls for old business, Chairman Cayton continued from the agenda with committee reports.

REPORTS AND RECOMMENDATIONS

Executive Committee

Minutes from the Executive Committee Meeting of August 31, 2006 were presented for information. Chairman Cayton directed attention to pages 8 and 9 in the notebook. David Sullivan, legal counsel for the North Carolina Community College System had submitted numbered memo CC06-176 to community college presidents, along with a form, to obtain permission from the respective boards of trustee and/or college attorney before Mr. Sullivan could offer any legal advice or guidance to college trustees or personnel. Upon Chairman Cayton's recommendation to support the Board's legal barrister, Rane Holbrook, and to select the opinion that specifies that all inquiries for legal assistance from trustees and/or employees should be referred to the College's attorney, Rane Holbrook. Jack Wallace made a motion to that effect. Mitchell St. Clair seconded the motion to not elect for legal representation by David J. Sullivan, NCCCS General Counsel. The motion passed with unanimous consent from the Board. Continuing with Executive Committee items, Chairman Cayton commented on the new State Ethics law, namely the State Government Ethics Act. One of the provisions of the new law is to designate an Ethics Liaison trustee (one from each College) who must maintain active communication with the Ethics Commission on its agency's ethical issues. Chairman Cayton recommended J. Shields Harvey as the Ethics Liaison person for the remainder of Chairman Cayton's chairmanship (which expires June 30, 2007). Buster Humphreys made a motion for Mr. Harvey to serve in this capacity and Bo Lewis seconded that motion. The motion received unanimous consent. Chairman Cayton will discuss this position with Mr. Harvey. Chairman Cayton stated that, in keeping with the new ethics law, all community college trustees will have to file annually Statements of Economic Interest (SEI) and all trustees will be subject to mandatory ethics training.

Property Committee

Chairman Cayton recognized Property Committee Vice Chair, Mitchell St. Clair. Mr. St. Clair stated that the Property Committee met at 5:30 p.m., prior to the Board meeting. Vice Chair St. Clair referred to item one on the Property Committee agenda and gave a progress report on the roofing projects: the roof on Bldg. 3 should be finished today; Bldg. 1 roof should be started tomorrow. Next, Mr. St. Clair directed attention to page 23A in the notebook. The Property Committee recommends submitting a proposal for \$1,000,000 to the NCCCS for renovations to the lower level of Bldg. 5. Chairman Cayton called for discussion. Hearing none, he stated that the motion comes from a standing committee and does not require a second. The motion passed with an all ayes vote. Dr. McLawhorn addressed the third agenda item (under Property), a request from the East Carolina

Wild Fowl Guild to serve beer and wine at an upcoming fundraising event in February, 2007. Dr. McLawhorn stated that he had informed Mr. David Gossett the conditions for serving only beer and wine: Board approval, of course; and East Carolina Wild Fowl Guild must contract with Special Affairs Catering for the beer and wine. Bo Lewis made a motion to allow the East Carolina Wild Fowl Guild request with the College stipulations. Jack Wallace seconded the motion. The motion passed with a majority vote. Chairman Cayton was the one negative vote. Trustee St. Clair posed a question relative to the facility policy rather than the specific case as to how we “pick and choose” to allow/not allow beer and/or wine to be served. Buster Humphreys stated that he was opposed to alcohol on campus and he asked the question whether the Board wanted to rent the facilities. Trustee Jack Wallace stated that he felt like getting people on campus was a good public relations move. Dr. McLawhorn stated that he planned to present the current facility policy to the Board for discussion at the February meeting. The Civic Center has raised their facility usage rates, and Dr. McLawhorn plans to review our rate schedule. Legal Counsel Rane Holbrook suggested that she review the policy from an indemnification/liability standpoint. Chairman Cayton pointed out that the College never spends State funds for alcohol. Trustee Cornell McGill suggested that the facility policy be reviewed by the Property Committee and a recommendation be submitted to the full Board at the February 1, 2007 meeting.

Curriculum Committee

No report.

Finance Committee

Chairman Cayton recognized Finance Committee Chairman, Buster Humphreys. Mr. Humphreys stated that the Finance Committee recommended approval of the FY 2006-2007 Institution Budget (pgs. 31A-42) in the notebook. Chairman Cayton called for a vote to approve (as the motion did not require a second as it came from a standing committee) and the Board voted its approval by unanimous consent. Buster Humphreys made a motion to approve the budget revisions (#1-16) and Jack Wallace seconded the motion. The motion carried with an all ayes vote.

Personnel Committee

Chairman Cayton recognized Personnel Committee Chairperson, Myrtle P. Carowan. Ms. Carowan directed everyone’s attention to pgs. 63 and 64. Dr. McLawhorn addressed the existing and proposed changes to the Secondary Employment Policy. The two proposed changes are as follows: one, to denote “full-time” employees, and the second change was to eliminate the “yearly” requirement if all other criteria had been met. Trustee McGill questioned the elimination of “yearly.” He suggested the issue is one of the primary duty, and when/if evaluations were completed, the lack of recourse from an administrator position if the employee was not performing in his/her primary job with the College. Mr. McGill questioned agreeing to work a secondary job if the employee is not performing the primary job. It puts the employee in a “self reporting” position. Dr. McLawhorn noted that the policy specifies that secondary employment is not allowed if it impairs the employee’s ability to carry out their job with the college and that approval can be withdrawn at any time. Chairperson Myrtle Carowan made a motion to approve the Secondary Employment Policy with the two proposed changes. Chairman Cayton called for a vote as no second was required. The motion passed with unanimous consent.

The second item from the Personnel Committee was a request of approval to transfer funds to award a 2% bonus to College support staff. Phillip Price stated that the General Assembly had passed a 2% bonus for faculty and professional staff. The College cannot give a bonus to support staff from State funds. To treat all employees equitably, College administration had requested the transfer of funds approval. Trustee O’Neal questioned whether it was an item that was looked at

every year. Mr. Price stated that the General Assembly did it this year, it may not every year. Cornell McGill questioned the definition of support staff (was it a State or County thing). Mr. Price responded with a definition. As the motion for approval came from the Chair of a standing committee, the motion did not require a second. The motion passed with unanimous consent.

President's Office – Information Items

Item 1. Grant Activity Report for October (pg. 65). Dr. McLawhorn stated that we will probably hear from GoldenLEAF in November, and he has an upcoming meeting on Friday with GoldenLEAF on the truck driver training grant. We have passed the first round, and the process continues. The State has five million dollars for Allied Health programs. The College has submitted a request for funding to support the MLT program. The College received three Tech Prep Grants this year (one each for Beaufort, Hyde, and Washington County Schools). Dr. McLawhorn stated that Mid-East is submitting a grant for startup money to get into the agri-biotechnology field. The College would be the primary beneficiary if Mid-East is successful. Beaufort County Schools and BCCC have collaborated on a grant which would expand the College Academy. If successful, BCCC would get another NCIH classroom in which to implement the College Academy for seniors.

Item 3. Dr. McLawhorn commented on the letter of support from Superintendent Nelson Smith of Tyrrell County Public Schools (pg. 70). Chairman Cayton stated that the Board would respond to Mr. Smith's letter.

Item 4. Dr. McLawhorn distributed a brochure from Wachovia Partnership East and referred to the site agreement (pg. 71). He stated that we are one of 5 hubs; we are the hub for the Northeast.

Items 5-6. Dr. McLawhorn stated that the FTE numbers are better than the graph shows. He commented the timeframe for capturing data is later for BLET as their session ends in late January. BLET had 17 additional FTE, so overall FTE exceeds last year's FTE.

Item 8. As a follow up to the PACE survey, an ad hoc committee was appointed to look at Core Values (recommendations on pg. 75A); these Core values have been incorporated into the vision/mission statements. The Mission Review Committee (of which Chairman Cayton is a member) met on September 26, 2006, and made a recommendation as shown on page 75D for updating the existing vision/mission statement. Chairman Cayton called for discussion of the mission statement or a motion to approve. Bo Lewis made a motion to approve with a second from Mitchell St. Clair. The motion received unanimous consent.

In closing his remarks, Dr. McLawhorn invited everyone to two upcoming Christmas functions—the trustee/foundation social on December 5 and the faculty/staff Christmas luncheon on December 15.

NEW BUSINESS

Chairman Cayton directed attention to a draft from NCACCT (pg. 77) of a suggested change by the State trustee association to the State Board of Community Colleges for selecting a new President. Under the existing setup, the community college submits three names to the State Board. The State Board conducts background checks and sends that information back to the college. The proposed change differs in that the college selects three names and the Board Chair or a representative physically goes to the State Board and presents the case for approval "on the spot." The Chair and/or representative then goes back to the college for the naming. The intended purpose for this change is to speed up the process, as the trustee association feels this is a "time sensitive" issue. Chairman Cayton encouraged the trustees to support the State Trustee Association (NCACCT). Mitchell St. Clair made a motion to approve the proposal from NCACCT to SBCC re. approval of presidents and Buster Humphreys seconded the motion. The motion received unanimous consent.

At this time, Chairman Cayton recognized Buster Humphreys for an update on the Workforce Partnership. Mr. Humphreys reviewed the purpose/mission of the partnership. He stated that the partnership meets once a month and this month the meeting was held with the CEO for Impressions. Dr. McLawhorn commented that this is a good plan and this type of partnership is not found in other counties. Chairman Cayton thanked Mr. Humphreys for the update, and in closing, Chairman Cayton stated that the February strategic issue subject will be political activeness.

As there was no further business, Chairman Cayton adjourned the meeting.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, February 1, 2007 at 6:30 p.m. (dinner at 6:00 p.m.).

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date