

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 4, 2005**

The Board of Trustees met Tuesday, October 4, 2005, at 7:30 p.m. in the Board Room of Building 10.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

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 Sauve', Dean of Student Services, Clay Carter, Director, Evening and Off-Campus Programs, Dorie Richter, Director of Planning/Institutional Effectiveness, and Judith Meyer, Faculty Senate President. Also in attendance was Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton.

PRAYER

Chairman Cayton called the meeting to order and Mitchell St. Clair, Chaplain, continued with prayer. Chairman Cayton encouraged everyone to read the Mission Statement and reminded all trustees to continue to be diligent in abiding by the conflict of interest statement.

AMBASSADORS

Sandra Sauve' welcomed two ambassadors from the ADN program: Marti Curtis and Chanel Myers. Ms. Myers, a former Meredith student, missed the "family atmosphere" that she enjoys here at the College. She stated that she has been an NA for eleven years and is doing excellent in her fourth semester. Ms. Curtis grew up in Northern Ireland. She shared some of her Irish history and how she ended up in Eastern North Carolina. Both ambassadors thanked the Board of Trustees and the College for the ambassador program and for what the program had meant to each of them personally.

MINUTES

Chairman Cayton called for discussion or corrections to the August 2, 2005 minutes. Bo Lewis made the motion for approval with a second by Jack Wallace. The Board voted approval with unanimous consent.

OLD BUSINESS

None reported.

REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

Property Committee

Referring to page 7 in the notebook, Property Committee Chairman Shields Harvey gave an update on property items. He asked if there were questions, and Trustee O'Neal asked for more information on the bid for back-flow preventers. Chairman Harvey responded that it was needed to comply with a City ordinance on what goes into the City sewer system.

Continuing with property items, at this time Chairman Cayton called for a motion to go into closed session pursuant to G.S. 143-318.11(a)(5) to discuss the purchase of real property. Shields Harvey made the motion to go into closed session with a second from Cornell McGill. The Board voted unanimous agreement to go into closed session. Upon returning to open session, Chairman Cayton stated the tentative consensus of the closed session discussion by the Board. The proposal outlined on page 12 (letter dated September 19, 2005 to Kermit Alligood) was rejected. The recommendation by the Property Committee stated on page 13 (letter dated September 20, 2005 to Kermit Alligood) was the position of the Board. As the motion was from a standing committee, no second was needed. The Board voted unanimous consent to the recommendation on page 13.

Dr. McLawhorn elaborated on the change order to Bldg. 11. He directed everyone's attention to page 56, a letter from Reginald Speight of Martin County Community Action, Inc. Dr. McLawhorn stated that having Head Start on campus would provide a means for our early childhood students to complete part of their required course of study by observing and interacting with the Head Start students on campus. Architect John Farkas has developed plans to accommodate the change and has submitted the plans to WIMCO. WIMCO provided a quote of \$39,000. Martin County Community Action has indicated they will pay one-half of the cost and would like to get a 5-year lease on the space at fair market value. Bldg. 11 is scheduled for completion 11-22-05; negotiations are in process with WIMCO to extend the finish date, incorporating the change order. The Board voted unanimous consent to the change order recommended by the Property Committee.

Shields Harvey and Dr. McLawhorn gave a recap of the campus café/vending item (page 18A in the notebook). There were 3 areas noted on page 18A where the vendor (Wanda and Willie Roberson/Campus Café/Vending) was non-compliant with the existing contract between the College and the Vendor. The existing contract is up for renewal August, 2006. Dr. McLawhorn stated that this Vendor does a great job (good food, service, catering, etc.). He would like to reach a solution whereby the College does not lose the café, but where an increase in vending monies to the College might be achieved. Several Board members offered comments. In summation, Trustee Humphreys stated that the Board should act in its oversight capacity of the President as administrator/negotiator. No motions were entertained.

The Beaufort County Health Department has asked to use the campus as an emergency dispensing site (letter pages 15-16). Dr. McLawhorn stated that he had discussed the issue with Dr. Charles Boyette. From a physician's standpoint, Dr. Boyette did not see a problem with the request. Dr. McLawhorn also stated that he had discussed the request with the Beaufort County Chapter of the American Red Cross, as they have an agreement with the College as a shelter site as well. The

Red Cross did not see a conflict. The Board voted unanimous consent to the recommendation from the Property Committee. No second was required.

Phillip Price summarized the last Property item. The City of Washington has committed in writing (pages 17-18) to address the continuing power outages in the College's utility service. The City plans to replace underground facilities during the Christmas break.

Curriculum Committee

Chairman Cornell McGill directed everyone's attention to pages 18B and 18C in the notebook. The Curriculum Committee met prior to the Board meeting to review the request by the College to offer welding at the Tyrrell Work Farm facility. Upon recommendation by the Curriculum Committee the Board voted unanimous consent to approve offering welding at the Tyrrell Work Farm facility.

Finance Committee

Finance Committee Chairman, Buster Humphreys, stated there were three items being recommended for approval by the Finance Committee: the FY 2005-2006 Institution Budget (pgs. 19-33); the FY 2005-2006 Budget Resolution (pgs. 34-37); and Budget Revisions 1-15 (pgs. 38-52). There were no questions or discussion. The Board voted unanimous consent on all three recommendations by the Finance Committee. As the motions came from a standing committee, no seconds were required.

Personnel Committee

Cynthia Davis, Vice Chairman stated that the minutes on page 53 were submitted for information. The secondary employment policy had been approved at the August meeting; Dr. McLawhorn added that the policy is being implemented.

President's Office – Information Items

Dr. McLawhorn directed everyone's attention to the October, 2005 Grant Activity Report (pg. 54). He stated that Almeta Woolard is working on a grant package to facilitate expansion of our nursing program. The proposal would obtain financial help from University Health Systems to pay for educational expenses of nursing instructors returning to graduate school, and financial support from Beaufort County Hospital, the Duke Foundation, and Kate B. Reynolds for start-up funds. University Health Systems works with Pitt County High Schools through a "Health Sciences Academy." Dr. McLawhorn and Mr. Humphreys feel that development of a Beaufort County Schools "Health Sciences Academy" would increase the probability in obtaining a grant.

Continuing with the president's items, Dr. McLawhorn reminded everyone of the Foundation Golf Tournament on Friday, October 7th. He directed everyone's attention to pages 57-62, the Foundation Board minutes for the 5-25-05 meeting, and he also commented that the Foundation was trying to address the serious problem with the cost of gas for students. Dr. McLawhorn highlighted a couple of calendar dates—October 11-14, 2006, the ACCT Annual Convention, and December 6, 2005, the Trustee/Foundation Christmas social. In reviewing the curriculum graphs (pages 64-65), Dr. McLawhorn stated that the number of students for 2005 fall semester was about 200 less than fall 2004. Part of this decline can be attributed to a decrease in the number of Huskins students. Next, Dr. McLawhorn stated that the College had followed the State mandate for salary increases (see memo page 66). Data from the Community Satisfaction Survey showed the College maintains a good reputation within the community. PACE results have been received and are being

reviewed in-depth. October 18, 2005 has been chosen for the second Campus Master Plan Meeting (invitation memo page 67).

NEW BUSINESS

Chairman Cayton asked attendees to the NCACCT Leadership Seminar if they would like to comment. Patricia Spencer stated that she found the sessions quite interesting and welcomed the “do’s and don’ts” for trustees. Brad Potter also stated that he felt the information was informative. He shared one professor from Chapel Hill’s information about the number of white-collar jobs being performed overseas. Trustee Humphreys inquired about the trustee retreat. Chairman Cayton responded that six of twelve responses had been received. More information would be announced after the first of the year (2006). Wesley Beddard informed the trustees of Ted Clayton’s (Lead Instructor, Welding) selection as one of five finalists for the State Excellence in Teaching Award. Mr. Clayton will be interviewed by a committee of the State Board on October 12. Chairman Cayton called for a motion to adjourn, which was made by Bo Lewis with a second from Roy O’Neal.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, February 7, 2006.

Respectfully Submitted,

David McLawhorn
Secretary

Robert B. Cayton
Chairman

Date