

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
OCTOBER 5, 2004**

The Board of Trustees met Tuesday, October 5, 2004, at 7:30 p.m. in the Board Room of Building 10.

**BOARD MEMBERS PRESENT**

Reverend Dr. Robert B. Cayton, Chair  
Helen Bonner  
Myrtle P. Carowan  
Cynthia Davis  
J. Shields Harvey  
Frank B. Lewis  
Floyd Lupton  
Roy O'Neal  
Mitchell St. Clair  
Jack Wallace, Vice Chair

**BOARD MEMBERS ABSENT**

Henry C. Humphreys, Jr.  
Cornell McGill

The following staff were in attendance: David McLawhorn, President; Rhonda Sawyer, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; 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 Debra Baker, Faculty Senate President. Also in attendance were Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Singleton, and guest, Representative Arthur J. Williams.

**PRAYER**

Chairman Cayton called the meeting to order and asked Mitchell St. Clair, Chaplain, to begin with prayer. Next, Dorie Richter gave an update from the Mission Review Committee and reviewed a recommended change to the College goals. The Committee recommended adding a technology goal to the list of College goals. The recommended wording for the additional goal is as follows: To integrate leading-edge technology into all instructional and support areas. Chairman Cayton asked for a motion to accept the addition of the technology goal. Bo Lewis made the motion and Chairman Cayton seconded the motion. The Board voted unanimous consent to the motion. Chairman Cayton then reminded all members of the need to excuse oneself, if needed, to avoid any conflict of interest.

**AMBASSADOR**

Judy Jennette introduced guest ambassador, Maria Teresa Baluis. Ms. Baluis is a native of the Philippines and has been in the United States for three years. Ms. Baluis

is pursuing an associate degree in nursing. Ambassador Edwin Godley, who was also scheduled to speak, had a last-minute conflict. Vice Chairman Wallace praised the ambassador program and what it meant to him personally and to the College. He also thanked everyone for the visits and flowers during his recent recovery from surgery.

## OATH

As an item of information, Chairman Cayton referred everyone to pages 3-4, the official affirmation of the Governor's reappointment of Henry C. (Buster) Humphreys, Jr.

## MINUTES

Chairman Cayton called for questions or corrections to the August 3, 2004 minutes. Hearing none, he called for a motion to approve the minutes. Bo Lewis made a motion, seconded by Jack Wallace, to approve the minutes; the Board voted unanimous consent.

## OLD BUSINESS

Chairman Cayton asked for items of old business. Hearing none, he continued with committee reports.

## REPORTS AND RECOMMENDATIONS

Executive Committee – No Report.

### Property Committee

Shields Harvey gave an update on property committee items: John Farkas has prepared drawings for the detention pond barrier and has included this item as an alternate in the Bldg. 11 bid package. Additional information is being gathered to evaluate the Zach Taylor land proposal. The bid opening for Bldg. 11 is set for October 28, 2004. (See page 9 for more detailed information.)

Curriculum Committee – No Report.

### Finance Committee

Rhonda Sawyer reviewed all items from the Finance Committee Meeting of August 18, 2004. Several motions were in order. Chairman Cayton called for a motion to approve the Institution Budget (pgs. 11-19), to approve Budget Revisions 1-14 relative to the Institution Budget (pgs. 20-33), and to approve the Budget Resolution for FY 2004-2005 (pgs. 34-37). Shields Harvey made a motion to approve the three aforementioned items with a second to the motion by Floyd Lupton. The Board gave unanimous approval to both motions. Ms. Sawyer stated that the Finance Committee approved providing a term life insurance policy for the president, but the update from the Personnel

Committee meeting would be presented before a motion was required. Ms. Sawyer clarified the third item of the minutes. There was a technicality in using the word “allowance” as using this term affected the retirement benefit of the increase. Jack Wallace made a motion, seconded by Shields Harvey, to approve the Finance Committee Meeting Minutes of August 18, 2004 (pg. 10). In closing, Ms. Sawyer reviewed the additional Budget Revisions 15-21 and their justifications (pgs. 48-52B) Chairman Cayton called for a motion to approve these additional budget revisions. Bo Lewis made that motion with a second from Jack Wallace. The Board voted unanimous consent to this motion.

Personnel Committee – The Personnel Committee met at 7:00 p.m. prior to the Board of Trustees Meeting to discuss two items. Chairman Cayton gave an update from the Personnel Committee on those two items. First was the recommendation of a term life insurance policy for the president with a death benefit to the College. The amount of the death benefit of the policy is \$200,000 to the president’s family and \$50,000 to the College. The premium for the policy will be paid by the College from local (county) funds until such time as the president reaches the age of 75 or he is no longer president of Beaufort County Community College. If the president should choose to retire, he will have the option to assume payments of the premium and the entire death benefit will go to his family. After some discussion as to manner of payment (quarterly or annually) which would be most economical to the College, Chairman Cayton called for a motion. Bo Lewis made a motion that the Board approve the Finance and Property Committees’ recommendations to provide a term life insurance policy for the president with a death benefit of \$250,000 (\$200,000 to the president’s family and \$50,000 to the College) with premium payments made in the most economical method for the College. Jack Wallace seconded Mr. Lewis’ motion. The Board voted unanimous approval to the motion. Chairman Cayton presented the second item discussed by the Personnel Committee. As new Governor appointee, Buster Humphreys, had served less than a year on a prior appointment prior to his resignation, the Personnel Committee recommended a motion to excuse Mr. Humphreys from trustee orientation for the stated “justifiable reason.” Shields Harvey made a motion to excuse Mr. Humphreys with a second by Bo Lewis. The Board voted unanimous consent to the motion.

#### President’s Office – Information Items

Dr. McLawhorn highlighted items of interest on the October Grant Activity Report. He then reviewed a recommendation from the Administrative Council to increase the Student Activity Fee to align with credit hours charged for tuition (16). The recommendation is to increase the maximum Student Activity Fee from \$14.00 to \$16.00 per semester, for an annual total of \$32.00. The maximum allowed by the State Board is \$38.00. (See page 55 for a detailed explanation.) Chairman Cayton called for a motion to increase the Student Activity Fee as stated. Bo Lewis made the motion with a second by Shields Harvey. The Board approved the motion unanimously. At this time, Representative Arthur J. Williams joined the group. Chairman Cayton and Dr. McLawhorn presented a plaque to Representative Williams from NCACCP with deep appreciation for his commitment and support for economic and work-force development.

Continuing with the President's update, Dr. McLawhorn reviewed the Policy for Fees of Self-Supporting Programs (pg. 57) and asked for Board approval for the policy. This is a repetitive request that requires annual approval. Cynthia Davis made a motion to accept the policy and Mitchell St. Clair seconded Ms. Davis' motion. The Board voted unanimous consent to the motion. Dr. McLawhorn then recognized Judy Jennette who gave a brief update on the October 7, 2004 Foundation "Friendraiser." Ms. Jennette indicated that 90 participants had responded to attend. She indicated that the Foundation had already received some donations. Ms. Jennette also stated that PCS plans to announce two new scholarships whereby two \$1,100 scholarships would be given annually. At this time, Dr. McLawhorn directed everyone's attention to pgs. 58-60 to a request by Leslie Bevacqua Coman, NCCBI, to support a resolution for approval of Amendment One on the November 2, 2004 Statewide ballot. Chairman Cayton called for any discussion regarding the item. After a question and answer period, Chairman Cayton called for a motion to approve a Resolution Supporting Approval of Amendment One on the November 2, 2004 Statewide Ballot. Bo Lewis made the motion with a second by Shields Harvey.

In reviewing the NCACCT Calendar, Dr. McLawhorn reminded all trustees of two upcoming invitations: the trustee/foundation Christmas social (December 7, 2004) and the faculty/staff Christmas luncheon (December 16, 2004). He also indicated that Chairman Cayton and he planned to attend the ACCT Annual Convention in Washington, DC, February 14-16, 2005. Dr. McLawhorn extended an invitation to all trustees who wished to attend. More details will be forthcoming as literature regarding the convention is received. Dr. McLawhorn then directed attention to two information items—curriculum FTE and Headcount Totals (pgs. 62-63). In conclusion, Dr. McLawhorn referred those present to the brochure entitled "WorkKeys" on the inside jacket of each notebook. WorkKeys is a national system for teaching and assessing workplace skills that connects knowing with doing and learning with earning. It enables education and business to work together to strengthen achievement of workplace skills. The College is considering purchase of WorkKeys with funds furnished to the Committee of 100 by the GoldenLeaf Foundation.

### NEW BUSINESS

Chairman Cayton then called for any items of new business. Hearing none from the floor, in response to previous trustee discussions, Chairman Cayton gave a synopsis of his recent attendance at the NCACCT Leadership Seminar (August 26-27). Chairman Cayton commented on several topics: conflicts of interest, terrorism, and nursing. Dr. McLawhorn also shared some of his concerns about a report funded by the Duke Endowment from the CEO of the Institute of Medicine.

As there was no other business to come before the Board, the meeting was adjourned.

### NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, February 1, 2005.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Robert B. Cayton  
Chairman

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Date