

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
OCTOBER 7, 2003**

The Board of Trustees met Tuesday, October 7, 2003, 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  
Helen Bonner  
Myrtle Carowan  
Joyce M. Cutler  
Cynthia Davis  
J. Shields Harvey  
Frank B. Lewis  
Cornell McGill  
Roy O'Neal  
Mitchell St. Clair

**BOARD MEMBERS ABSENT**

Floyd Lupton

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 and Institutional Effectiveness, Clay Carter, Director of Evening and Off-campus Programs, Sandy Sauve', Dean of Student Services, Penny Sermons, Director of Learning Resources Center; Almeta Woolard, Coordinator of Research and Special Projects; and Chris Craddock, Distance Learning Technician. Also in attendance were Ranee Singleton, with the law firm of Carter, Archie, Hassell & Singleton, and John Farkas of JKF Architecture.

**PRAYER**

Dr. McLawhorn requested a moment of silent prayer for Rita Toler, Controller, who passed away on October 7, 2003. Chaplain St. Clair then opened the meeting with a prayer.

**DEMONSTRATION OF MOBILE COMPUTER LAB**

Penny Sermons, Director, Learning Resources Center, and Chris Craddock, Distance Learning Technician, gave a presentation about the Mobile Computer Lab (MCL). The MCL is a van equipped with a bank of laptop computers, a server with wireless Ethernet connection, and a satellite dish. The MLC was funded with a grant from the Rural Internet Access Authority. Not only, according to Mrs. Sermons, is the lab versatile, flexible, and helpful as it reaches out to our service-area community closing the "digital divide," but also the development and design are a collaborative effort of many divisions on campus.

Each Board member was given an opportunity to access the Internet from a laptop set up on the table in front of them and, following a brief question and answer period, inspected the (van) mobile lab parked in front of Building 10.

## INTRODUCTION OF AMBASSADORS

Stan Sparks and Trip Bliley, Ambassadors, spoke to the Board and praised the College for its excellent programs, faculty, and staff. They also told the Board how much they appreciated being selected to serve as an ambassador and how BCCC has been a positive influence in their lives.

## MINUTES

Upon a motion by Bo Lewis, seconded by Mitchell St. Clair, the Board of Trustees meeting minutes of August 5, 2003 were approved.

## AFFIRMATION OF BOARD MEMBERS

New Board Member, Roy O'Neal, and reappointed Board Member, Reverend Robert Cayton, were recognized. Both individuals were sworn in as Board Members on September 29, 2003 by Tom Payne, Clerk of Court. Bo Lewis and Myrtle Carowan were also recognized as recently reappointed Board Members.

## OLD BUSINESS

### Christmas Social

Upon a motion by Joyce Cutler, seconded by Jack Wallace, the Board approved to hold the annual Christmas social on December 2, 2003 on the campus of Beaufort County Community College in Building 10. Catering will be done by Wanda Roberson; costs for the social will come from the vending machine income and from the President.

### Nominating Committee

This committee was dissolved.

## REPORTS AND RECOMMENDATIONS

### Executive Committee

No report.

### Property Committee

Upon a motion by Shields Harvey, seconded by Bo Lewis, the Board approved the Schematic Design for Building 11 and proceeding with the design development phase. Upon a motion by Shields Harvey, seconded by Cornell McGill, the Board approved the Facility Usage Policy and Use Agreement. Upon motion by Shields Harvey, seconded by Cornell McGill, the Board approved the Unattended Children on Campus Policy. Upon a motion by Shields Harvey, seconded by Cornell McGill, the Board approved an addition to the Trustee Policy on Vending Machines, Bookstore, and Other Convenience Concessions.

Approval of the City of Washington Sewer Easement was tabled until the next Board meeting for more discussion.

## Curriculum Committee

No Report

## Finance Committee

The Finance Committee Meeting Minutes of August 20, 2003 were reviewed. Upon a motion by Jack Wallace, seconded by Myrtle Carowan, the Board approved the minutes. Upon a motion by Cynthia Davis, seconded by Myrtle Carowan, the Board approved the Institution Budget (Form 2-1), the Budget Resolution for 2003-2004, and the Request for Budget Revisions 1-13. Upon a motion by Bo Lewis, seconded by Jack Wallace, the Board approved State Budget Revisions 14-17 and County Revision #1 (distributed by Rhonda Sawyer at the meeting).

## Personnel Committee

No report.

## President's Office – Information Items

1. Trustees were informed of the Grant Activity Report for October.
2. Dr. McLawhorn reported on Fall enrollment for Curriculum and Continuing Education.
3. The Creswell Prison utilization was discussed.
4. Dr. McLawhorn presented and briefly discussed the Long-Range Plan Executive Summary, the End-of-Year Report, and the End-of-Year Summary. All reports are part of the College's 2003-2008 Institutional Effectiveness Plan - Long-Range Planning and Assessment.
5. A letter from Judy Jennette regarding Ms. Jennette's intent to run for a city council slot in the upcoming election was noted on page 62 of the Board notebook .
6. BCCC Foundation minutes of September 4, 2003 were presented to the Board for their information.
7. Dr. McLawhorn shared a letter sent to Mr. Tony A. Wesner, Executive VP for Rose Acre Farms, providing detailed information of the services, facilities, and equipment that the College has to offer.
8. Dr. McLawhorn shared a letter from Mr. Fred G. Williams thanking Dr. Mac and the faculty and staff for inviting him to the "start up" ceremony for the Construction Equipment Program. Mr. Williams complimented the College for the attractiveness of the campus, the hard work of the personnel, and the warm and friendly attitude of all.
9. Dr. McLawhorn shared a letter sent to Mr. Henry C. "Buster" Humphreys, Jr. thanking him for his participation and leadership on the Board.
10. A copy of the Raleigh News and Observer newspaper featuring the Mobile Computer Lab was included on pages 78-81.
11. Dr. McLawhorn shared a letter sent to Mr. Kenneth Ragland, Hospital Administrator, for Pungo District Hospital, asking for assistance with the cost of part-time instructors to maintain the clinical ratio of 1:7 in the ADN program.
12. Dr. McLawhorn shared a letter sent to Mr. Bill Bedsole, Hospital Administrator, for Beaufort County Hospital, asking for assistance with the cost of part-time instructors to maintain the clinical ratio of 1:7 in the ADN program.
13. An updated list of Board of Trustees members was included on page 82.
14. A revised list of Board of Trustees committee appointments was included on page 83.
15. The NCACCT Calendar of Events for 2003-2004 was included on page 84.

16. Dr. McLawhorn presented the request for extension courses (HRD) to be offered to captive/co-opted groups to the Board for approval. Upon a motion by Bo Lewis, seconded by Shields Harvey, the Board approved the request.
17. A copy of the NC Department of Correction Memorandum of Understanding was included on page 90.

## NEW BUSINESS

### Policy Change

The policy of sending flowers to the family of Board members upon the death of a Board member was discussed. Upon a motion by Joyce Cutler, seconded by Jack Wallace, the Board approved sending flowers not only to the family of Board members upon the death of a Board member but also to Board members that are in the hospital.

### Presentation to the Bill Morgan family

Dr. McLawhorn displayed a plaque in memory of the late Bill Morgan, Director, Small Business Center. The plaque, a signed, framed Resolution from the Board of Trustees, will be presented to the Bill Morgan family on Monday, October 13, 2003 in Building 8.

## NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, February 3, 2004.

Respectfully Submitted,

---

David McLawhorn  
Secretary

---

Robert B. Cayton  
Chairman

---

Date