

BEAUFORT COUNTY COMMUNITY COLLEGE  
Board of Trustees' Meeting  
June 3, 2003

The Board of Trustees met Tuesday, June 3, 2003, at 7:30 p.m. in the Board Room of Building 10.

MEMBERS PRESENT

Cornell McGill, Chair  
Robert Cayton, Vice Chair  
Helen Bonner  
Joyce Cutler  
Shields Harvey  
Henry Humphreys  
Frank B. Lewis  
Floyd Lupton  
Mitchell St. Clair  
Jack Wallace

MEMBERS ABSENT

Myrtle Carowan  
Cynthia Davis  
SGA President

The following staff were in attendance: David McLawhorn, Rhonda Sawyer, Dean of Administrative Services, Wesley Beddard, Dean of Instruction; Doreen Richter, Director of Institutional Effectiveness and Planning; Judy Jennette, Director of Public Relations & Foundation; and Debra Baker, Faculty Senate President. Also attending was Rane Singleton from the legal counsel's office.

PRAYER

Chairman McGill called on Reverend Cayton to open the meeting with prayer.

MINUTES

Upon a motion by Mr. Lewis, seconded by Mr. Humphreys, the minutes of April 1, 2003, were approved.

OLD BUSINESS

Evaluation of President

The Board voted to go into closed session to discuss the Evaluation of the President. The Board voted to come out of executive session with no action taken. During the August 5, 2003 meeting, Mr. Harvey, Trustee, moved to amend the June 3 minutes to reflect that the Board, after coming out of executive session, approved a motion whereby the Personnel Committee was charged with the responsibility for developing an alternative method of evaluating the President in which annual goals would be set and measured, and to develop a method under which the Board could evaluate its own performance. This motion was absent from the proposed minutes of the June 3, 2003 meeting as presented.

REPORTS & RECOMMENDATIONS

Executive Committee - No Report

Property Committee

The Property Committee met at 7:00 p.m. prior to the Board meeting. The Property Committee recommends approval of the April 10, 2002 minutes, which are included in these Board minutes.

## 1. Construction Projects.

### a. **Building 10 Completion.**

Wednesday, May 21st was the final inspection with owner, architect, general contractor, and State construction represented. The college is now in possession of the building and insurance is in place. Furniture is in place throughout the building. The Open House is still set for July 21, 2003, 1:00 p.m. – 5:30 p.m. The Washington/Beaufort County Chamber of Commerce has requested a “Business After-Hours” Reception for Tuesday, June 17<sup>th</sup> at 5:00 p.m. in this new building.

b. **Building 10 Parking Lot Expansion.** Award for project was given to B. E. Singleton & Sons on May 27, 2003. Their landscaping subcontractor is Dudley Landscaping. The landscaping and paving processes have begun.

c. **Building 7** – A mandatory pre-bid meeting was held Thursday, May 22<sup>nd</sup>, and the bid process closed today at 3:00 p.m. with 8 bids received. Apparent low bidder was American Builders, Inc. at \$268,500.

### **Motion Needed: Award of Construction Contract for Building #7.**

Upon recommendation by the Property Committee, a motion was made by Bo Lewis and seconded by Buster Humphreys to award the construction contract for Building #7 to American Builders, Inc. in the amount of \$268,500, contingent upon receipt of MBE forms and Corporate Seal. The motion also stated that upon receipt of the requested information, John Farkas, architect, should proceed with awarding the contract and the construction per bid specifications. The motion was passed unanimously by the full Board.

d. **Building 11 – Public Services Building.** A pre-planning review meeting was held on Friday, May 30 at 10:30 a.m. in Building 10 Board Room. John Farkas made a preliminary design presentation for key members of the departments involved, key administrative officers, and Property Committee Chairman.

### **Motion Needed: Appointment of JKF Architecture as architect for Building #11.**

The Property Committee recommends to the Board of Trustees that we approve JKF Architecture to continue with the design and construction of Building #11 based on their preliminary design with certain modifications as discussed in the pre-programming design review meeting of Friday, May 30<sup>th</sup>.

To eliminate back-to-back presentations to both the Property Committee and the Board of Trustees by the architect on Building 11, this motion was tabled for Board of Trustees approval at the subsequent Board meeting.

**Motion by Buster Humphreys and seconded by Robert Cayton to appoint JKF Architecture as architect for Building 11 was passed unanimously by the full Board.**

2. **Campus Café.**

Bob's Pizza suspended operation on April 30<sup>th</sup> for the summer. Later, this vendor notified Rhonda Sawyer that they would not be returning as they felt the café' did not meet their profit objectives. We will be again advertising for potential vendors as well as follow up with those vendors who previously expressed an interest. Fall semester begins August 19, 2003. As time is critical, we request that Rhonda Sawyer, Dean of Administrative Services and Shields Harvey, Chairman of Property Committee, be allowed to select the vendor and award the contract prior to start of Fall semester.

**Motion Needed: Awarding of Campus Café' Food Service Contract.**

Upon recommendation by the Property Committee a motion was made by Helen Bonner and seconded by Robert Cayton to allow the Dean of Administrative Services and the Property Committee Chairman to select the vendor for the campus café' and to award the contract. This motion was passed unanimously by the full Board.

3. **Facilities Rental Policy.**

- Update of status of developing policy.
- Temporary approval needed to allow beer and wine to be donated and served at the Washington/Beaufort County Chamber of Commerce "Business After Hours" affair on Tuesday, June 17, 2003 at 5:00 p.m.

**Motion Needed: Approval to serve beer and wine at Chamber's "Business After-Hours" Affair.**

After a majority vote by the Property Committee, a motion was made by Bo Lewis, seconded by Joyce Cutler, contingent upon clarification by Ranee Singleton, Legal Counsel, to allow donated beer and wine to be served at the Washington/Beaufort County Chamber of Commerce "Business After Hours" meeting on Tuesday, June 17, 2003 at 5:00 p.m. The motion was passed by the full Board with one dissenting vote from Rev. Dr. Robert Cayton.

Curriculum Committee

The curriculum committee met at 6:45 p.m. prior to the Board meeting to discuss the following items:

1. Proposed Addition to current policy on page 18 of the 2002-2003 Catalog

**Students registering for more than 21 credit hours (more than 16 credit hours for summer term) must have a GPA of 2.5 or higher and the permission of their advisor and the Dean of Instruction.**

Upon a motion by Reverend Cayton, seconded by Mr. Lewis, the Board unanimously approved the recommendation of the Curriculum Committee for the above items.

Finance Committee

Report on Revisions

Upon a motion by Mr. Humphreys, seconded by Mr. Lewis, the Board accepted request number 19 dated 2-15-03 (state), request number 19A dated 3-31-03 (state), request 20 dated 4-29-03 (state), request 20A dated 5-23-03 (state), request number 21 dated 5-23-03 (state & plant) and request number 22 dated 5-23-03 (see attachments).

Interim Budget Resolution

Upon a motion by Mr. Humphreys, seconded by Mr. Lewis, the Board unanimously approved the following interim budget resolution:

In accordance with G.S. 115D-57, The President of Beaufort County Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the fiscal year 1, July 2003, and the adoption of the budget resolution.

Personnel Committee

No Report.

President's Office

1. Trustees received a copy of the FTE Audit Report for Spring 2001 through Spring Semester 2002 stating that there were no concerns identified for the classes and programs reviewed.
2. Upon a motion by Reverend Cayton seconded by Mrs. Cutler the following In-Plant training requests were unanimously approved:

Mattamuskeet Seafood – Instructor – Maria Delores Cerino Garcia

Commercial Food Processing & Sanitation Training (see attachments)

June 9, 2003 – July 11, 2003

July 14, 2003 – August 14, 2003

August 15, 2003 – September 17, 2003

September 18, 2003 – October 21, 2003

October 22, 2003 – November 24, 2003

3. Dr. McLawhorn gave a report on the NCCC System Academic Awards Luncheon on April 24, 2003

4. Traffic regulations

Upon a motion by Mrs. Cutler, seconded by Mrs. Bonner, the trustees unanimously approved the new fine fee schedule as \$5.00 for each offense except for handicapped parking and moving violations which are \$15.00 per offense.

5. Reaffirmation of Faculty & Staff Manual

The Board unanimously reaffirmed the Faculty & Staff Manual.

6. Trustees were informed of the Grant Activity Report for June (see attachment).
7. Trustees received a copy of the NC Community College – 40<sup>th</sup> Anniversary Facts.
8. A copy of a letter from Benjie Forrest and Pettigrew Regional Library was shared with the Board.
9. Dr. McLawhorn mentioned the legislative barbeque held in Raleigh on April 20, 2003.
10. Remarks from the NCACCT Meeting at RTP on May 8 were shared with the Board.
11. “Business After Hours” will be held on campus, Building 10, on Tuesday June 17 from 5:00 p.m. to 7:00 p.m.
12. Open House for Building 10 will be Monday, July 21 beginning at 1:00 p.m.
13. The ACCT Annual Convention will be held in Denver, Colorado – September 17-21.

## NEW BUSINESS

### Nominating Committee's Report

The nominating committee presented the slate of officers for 2003-2004 as follows:

Robert Cayton, Chair  
Jack Wallace, Vice Chair  
David McLawhorn, Secretary

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Election of 2003-2004 Trustee Officers

Upon a motion by Mrs. Cutler, seconded by Mrs. Bonner, the Board approved the following officers for 2003-2004:

Robert Cayton, Chair,  
Jack Wallace, Vice Chair  
David McLawhorn, Secretary

Employment of Legal Counsel

Upon a motion by Mr. Lewis, seconded by Mr. Wallace, the Board appointed Rane Singleton as BCCC's legal counsel for 2003-2004.

Nominations for Foundation Board Members Appointments and Reappointments

Upon a motion by Mr. Lewis, seconded by Mr. St. Clair, the Trustees unanimously approved the following recommendation for reappointments to the Foundation Board.

Appointments --2003-2006

Sue Nicholson  
Bill Wall

Reappointments -- 2003-2006

Luther Davis, Jr.  
Margaret Hackney  
John Jones  
Carol Nash  
David Nash  
William Zachman

Nominee for Vice-President

Helen Sommerkamp

Upon a motion by Mr. Lewis, seconded by Mr. Harvey, the Board unanimously voted to send a Resolution from the Board of Trustees to Mr. Bill Morgan's widow.

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**NEXT BOARD MEETING**

The next Board of Trustees' meeting will be held Tuesday, August 5, 2003.

Respectfully Submitted

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David McLawhorn  
Secretary

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Cornell McGill, Chairman

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Date