

**BEAUFORT COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
JUNE 3, 2008**

The Board of Trustees met Tuesday, June 3, 2008, at 7:30 p.m. following a joint dinner/program with the Beaufort County Schools Board of Education which began in the multipurpose room of Building 10 at 6:00 p.m. Standing committees (Finance, Personnel, and Curriculum) of the Board of Trustees met prior to the 6:00 p.m. dinner.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Brad Potter  
SGA Representative

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Dorie Richter, Director of Institutional and Effectiveness Planning; Dixon Boyles, Chair, Arts and Science; Emily Albera, Faculty Senate President; Carolyn Hughes, Staff Association President. Also in attendance were Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook and John Farkas of JKF Architecture.

**PRAYER**

Chairman Davis called the meeting to order and Rev. Robert Cayton continued with prayer. Chairman Davis called attention to the Mission Statement of the College. In complying with the NC State Ethics Commission's directive, Chairman Davis read the Ethics Awareness & Conflict of Interest Reminder. Hearing no conflict stated, Ms. Davis continued from the agenda. Ms. Davis directed attention to page 2A and congratulated Jack Wallace on his trustee reappointment by the Beaufort County Board of Commissioners.

**MINUTES**

Ms. Davis called for a motion to approve the April 1, 2008 minutes (pgs. 3-9). Bo Lewis made the motion for approval with a second from Robert Cayton. The motion was approved with an all ayes vote.

**OLD BUSINESS**

Chairman Davis recognized Robert Cayton for a report from the Nominating Committee (pg. 10). Rev. Cayton stated that point of fact, the committee met, no one was designated as chair. The committee submitted recommendations as follows: Chairman, Cynthia Davis; Vice-Chairman, Mitchell St.Clair; Secretary, David McLawhorn. Ms. Davis called for nominations

from the floor. Hearing none, she proceeded to vote on the Nominating Committee recommendations. Jack Wallace made a motion to accept the slate of officers presented with a second from Myrtle Carowan. The motion received all ayes approval. Continuing, Ms. Davis asked Rev. Cayton if he would still continue to serve in the position as chaplain—to which Rev. Cayton agreed to serve.

## REPORTS AND RECOMMENDATIONS

### Executive Committee – (Pg. 11).

Chairman Davis referred to the list of items discussed at the May 6, 2008 Executive Committee Meeting shown on page 11. Ms. Davis reviewed each item in the list and made comments or called for input as appropriate. She stated that the Executive Committee has agreed to meet every other month in the months that the Board of Trustees does not regularly meet (July, September, November, January, March). The next Executive Committee Meeting is scheduled for July 8. (*Later changed to July 15*)

### Property Committee

Property Chairman Mitchell St.Clair stated that the Property Committee met on May 19<sup>th</sup> and noted that the minutes from that meeting were on pages 13-14 in the notebook. He directed attention to item 3 under “Property Committee” on the Board agenda. Mr. St.Clair recognized John Farkas from JKF Architecture for a presentation on the Master Facilities Plan. Board members who were not at the aforementioned Property Committee meeting were given copies of the final Master Facilities Plan (2009-2014, dated May 16, 2008). Mr. Farkas related how the Master Facilities Plan marries in the Long-Range Plan. The Facilities Plan outlines what is needed to support the educational plan. He stated that the Master Facilities Plan is a 5-year plan. He noted that the plan includes seven (7) priorities; he elaborated on the top three (3): Priority #1 – new Allied Health Bldg.; Priority #2- Renovation of Bldg. 3; and Priority #3 (a 2-part priority) – A, Bldg. #4 additions and renovations to upgrade the automotive program; and B – Bldg. 2 renovations to upgrade the electronics laboratory. Mr. Farkas reviewed the Cost Estimate Summary in the Facilities Plan which breaks down the costs by priority number. After Mr. Farkas responded to questions from the group, Mr. St.Clair stated the recommendation from the Property Committee was to submit the Plan as presented to Raleigh to comply with the System Office deadline. Chairman Davis noted that the motion came from a standing committee and did not require a second. The Board voted all ayes to the motion. Mr. St.Clair stated that the Property Committee recommended to use John Farkas, JKF Architecture, on the public safety annex as our needs dictate (item 4, Property Committee). Chairman Davis stated that the motion came as a motion from a standing committee and did not require a second. The motion passed with an all ayes vote. Item 5 – Mr. St.Clair stated that he had met with Ms. Roberson of Special Affairs re. the request for a change in the contract, and he indicated that the item was resolved. Ms. Roberson was in agreement with the contract and would continue to pay the \$500 rent. Chairman Davis indicated that the motion to continue operating under the current contract came from a standing committee and did not require a second. The Board voted all ayes acceptance of the motion.

### Curriculum Committee

Curriculum Committee Chair, Jack Wallace, asked Wesley Beddard to elaborate on the Human Services Technology Curriculum item. Mr. Beddard directed attention to page 16 in the notebook. He stated that the curriculum is not limited to social services and the HST/Social

Services Concentration program is not meeting the current student needs. Employment as a social worker requires a bachelor's degree and students in the HST/Social Services program who want to become social workers are referred to the college transfer program. Mr. Beddard also pointed out that changing to the HST program earns funding at a higher rate per FTE than the current program. Mr. Wallace stated that the Curriculum Committee did not have a quorum at its earlier meeting, and the item would require a motion. Russell Smith made a motion to discontinue the Human Services Technology/Social Services Concentration Program and replace with the Human Services Technology Degree Program. Mitchell St.Clair seconded the motion. The Board voted all ayes acceptance of the motion.

### Finance Committee

Finance Chairman Cayton called attention to the Finance Committee agenda (pg. 17) in the packet.

Item 1. Budget Proposal Institutional Funds and Student Fees FY 2009. Chairman Cayton asked Mr. Price to review any changes. Mr. Price noted three changes: (1) nursing entrance exam; (2) sale of a new nursing study guide through the bookstore, rather than by individual instructors; and (3) marginal increase on text books in the bookstore. Finance Chairman Cayton noted that approval of the budget proposal came as a recommendation from the Finance Committee. Chairman Davis noted that no second was required and called for a vote on the motion. The Board voted all ayes acceptance of the motion. Next item, approve budget revision #31 (approval recommended from Finance Committee); Chairman Davis stated that no second was required; called for questions—hearing none; called for vote. The motion to approve received an all ayes vote. Finance Chair Cayton continued with the Interim Budget Resolution, which is put in place each year should the General Assembly not approve the budget until after the start of the new fiscal year, July 1. This resolution allows administration to continue operation of the college. Chairman Davis stated that the recommendation came from a standing committee and did not require a second. Ms. Davis called for a vote. The Board voted all ayes acceptance to the motion for resolution. Chairman Cayton directed attention to the last item from the committee which was to allow the Finance Committee to approve the FY2008-09 Budget, as General Assembly approval of the budget normally comes in between the time of an actual scheduled board meeting and negates the need for a called board meeting and allows administration of the institution to continue in a timely manner. Chairman Davis noted the motion comes from a standing committee and requires no second. Hearing no discussion she called for a vote of approval to allow the Finance Committee to approve the budget. The motion passed with all ayes acceptance.

### Personnel Committee

Personnel Committee Chair Patricia Spencer stated that the Personnel Committee met on April 28, 2008 as is indicted on page 43 in the packet. The committee met to discuss the request for a hearing of non-renewal of a contract employee. The committee decided to hear the case of that employee, and on page 44 are the results of that meeting. The committee found in each contention the evidence that was submitted was unsubstantiated. As a result, the Personnel Committee favored the College as far as the evidence presented. The employee was advised of her appeal rights to the full Board. The Personnel Committee met today, June 3<sup>rd</sup> prior to the Board meeting to discuss the items shown on the agenda, page 46, in the packet. The committee met to review the non-renewal contract and to review whether some of the appeals process should be eliminated. A draft recommendation from Legal Counsel, Rane Holbrook, was provided to the Personnel Committee members (and to the full board). The Personnel

Committee recommended adopting the wording in the handout (from Ms. Holbrook) to be used in the Faculty and Staff Policy Manual and in practice for non-renewal of contract. Personnel Chair Spencer stated to use the Holbrook non-renewal handout was a recommendation from the standing committee. Jack Wallace made a motion to accept the policy draft and Russell Smith seconded the motion. Chairman Davis called for a vote. The Board voted all ayes acceptance of the recommendation. Personnel Chair Spencer directed attention to page 56 in the packet, an educational leave contract for Jarahnee Freeman. The Personnel Committee recommends that the Board grant educational leave to Ms. Freeman as indicated by the contract. Chairman Davis stated that the motion comes from a standing committee and requires no second. The Board voted all ayes to grant the educational leave per the contract submitted. At this time, Chairman Davis called for a motion to go to closed session pursuant to N.C.G.S. 143-318.11 (a)(6), Personnel Item. Russell Smith made the motion to go to closed session with a second from Mitchell St.Clair. Upon return to open session, Shields Harvey made a motion with a second from Jack Wallace that the full Board would not hear Dr. Douglas' appeal. The Board voted all ayes to the motion. At this time, Chairman Davis called for a motion to go to a second closed session pursuant to N.C.G.S. 143-318.11 (a)(6), Personnel Item. Robert Cayton made the motion to go to closed session with a second from Mitchell St.Clair. Upon return to open session, Chairman Davis stated that no action was needed.

#### President's Office – Information Items

Item 1. SACS Ltr (Pg. 47). Dr. McLawhorn commented that the letter was a notification letter re. the early college high school and a request for additional information.

Item 3. Grant Activity Report. Dr. McLawhorn stated that he had an upcoming meeting with Golden LEAF to request funds for a simulation lab for the Nursing Program.

Items 5 and 6. Dr. McLawhorn referred to the NCCCS numbered memo CC08-114 (pg. 50) and commented that the Attorney General stated that the college should not admit undocumented or illegal immigrants. He noted the two exceptions to this policy on page 2 of the same memo. Pages 52A-52G includes data requested by the County Manager which was provided at a commissioners meeting. Dr. McLawhorn pointed out various items of interest re. the non-curriculum data for undocumented enrollments on those pages. The curriculum data is provided on page 52E. Dr. McLawhorn stated that there were 6 students undocumented in curriculum and 6 in non-curriculum classes.

Item 7. ADN Graduates (pg. 53) Dr. McLawhorn pointed out that anticipated graduates this year increased by 9 over last year (39 versus 30 total); he also noted that PCMH, Martin General, and Beaufort County Hospital were the leaders in the hiring of graduates.

Item 9. (Pg. 55). Dr. McLawhorn pointed out BCCC's scoring information for ADN and LPN first-time test takers. He emphasized the importance of the score and stated that performance ratings below 70% require a reply to the State Board of Nursing.

Item 12. Long-Range Plan End of Year Summary (pgs. 57-76). Dr. McLawhorn highlighted some of his unit goals, especially as they relate to the SACS reaffirmation process in progress. The SACS visit is November 11-13, 2008.

Item 16. Dr. McLawhorn pointed out that David Crosby was the Staff Person of the Year last year and did quite well in the overall state competition. He was selected as one of the five finalist candidates. One of the "perks" for the persons selected as Faculty Person of the Year

and Staff Person of the Year is a parking space anywhere on campus of their choosing. They are the only 2 people on campus who have a reserved space (during their tenure in that position). Ted Clayton has a permanent parking space as he was selected the Instructor of the Year for the State.

NEW BUSINESS

Ranee Holbrook left the room while the Board discussed the employment of legal counsel. Robert Cayton made a motion to continue with Ms. Holbrook's services (law firm of Carter, Archie, Hassell, Holbrook, LLP) for the fiscal year beginning July 1, 2008. Shields Harvey seconded the motion. The Board voted all ayes acceptance of the motion.

In conclusion, Chairman Davis referred to page 82, the trustee strategic/critical issues. She noted that there had been earlier discussions and to keep those in mind.

On behalf of the Board, Mitchell St.Clair acknowledged Judy Tice's retirement and thanked her for her service to the Board. He then made a motion to adjourn at 8:50 p.m.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, August 5, 2008.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Cynthia L. Davis  
Chairman

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Date