

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 5, 2008**

The Board of Trustees met Tuesday, August 5, 2008, at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting which began in the Board Room of Building 10 at 6:30 p.m. The Personnel Standing Committee met prior to the Board meeting.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Reverend Dr. Robert B. Cayton

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Clay Carter, Director of Evening and Off-Campus Programs; Judy Jennette, Director of Public Relations and Foundation; Dorie Richter, Director of Institutional Effectiveness and Planning and Emily Albera, Faculty Senate President. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

PRAYER

Chairman Davis called the meeting to order and Mitchell St. Clair 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 recognized Clerk of Superior Court, Marty Paramore, to administer the oath of office to three trustees. Sworn in at this time were the following: Jack Wallace, reappointed by the Beaufort County Board of Commissioners; Cornel McGill, reappointed by the Beaufort County Board of Education; Henry C. Humphreys, Jr., reappointed by the Governor, Michael F. Easley.

Chairman Davis addressed the ACCT Trustee Surveys that were mailed out in the board packet and asked that they be turned in for mailing.

MINUTES

Ms. Davis called for a motion to approve the June 3, 2008 minutes (pgs. 5-9). Bo Lewis made the motion for approval with a second from Russell Smith. The motion was approved with an all ayes vote.

OLD BUSINESS

None reported.

REPORTS AND RECOMMENDATIONS

Executive Committee – (Pgs. 10-12).

Chairman Davis referred to the minutes of the July 15, 2008 Executive Committee Meeting shown on pages 10-12. The Board Retreat is scheduled for September 30 from 8:30 a.m. to 12:00 p.m., lunch will follow. Dr. Donny Hunter with NCACCT is going to facilitate the retreat and lead the board on beginning discussion of a presidential profile. Patricia Spencer and Cornell McGill will be unable to attend due to conflicts in their schedules. Ms. Davis explained that the Executive Committee is moving ahead with the New Trustee Orientation Committee. Members of the Committee include: Shields Harvey, Chair; Patricia Spencer, Russell Smith, and Bo Lewis. The next Executive Committee Meeting is scheduled for September 2 at 8:00 a.m. in the Board Room of Bldg. 10.

Property Committee

Property Chairman Mitchell St.Clair stated that the Property Committee met on July 29th and noted that the minutes from that meeting were on pages 13a-13e in the board packet.

Item 3. JFK Architecture Contract for Public Safety. The Property Committee recommends approval of JFK Architecture Contract for the Public Safety Annex Building in the amount of \$26,880.00. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.

Item 4. Advertise for New Allied Health Building. We now have access to funding to begin the design process for the new Allied Health Building. This requires us to submit a tentative approval Form 3-1 to the Community College System to receive that money. Form 3-1 also requires the County Commissioners to sign off that once the project is complete they will provide support for the ongoing operation of the project. Due to the size of the project the Property Committee will go through the process of hiring an architect. The Property Committee will interview architects and send out for competitive bids. The Property Committee recommends approval of Form 3-1 for the new Allied Health Building and to begin the advertising process for an architect for the project. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.

Item 5. Building #8 Information Item. Property Chairman Mitchell St. Clair, asked Phillip Price to update the board on Building 8 Shop Renovations. Mr. Price directed the board's attention to page 33 of the board packet. He stated that a potential donor came by and we are still waiting to see if it will materialize.

Item 6. Updates on Property Items.

Building 3 Doors. The contract was approved around this time last year. The project has been completed and the new doors installed in Building 3. The project has been signed off on by everyone involved.

Energy Savings Initiative. Phillip Price informed the Board that we have recently started working on some energy savings for the College. We had the State Energy Office perform an energy audit in two of our buildings and have received some recommendations from them. We are starting to work on ways to save money for the county. We may come back next year with an actual plan.

Curriculum Committee - No Report.

Finance Committee

In the absence of Finance Chairman Robert Cayton, Phillip Price gave a report from the Finance Committee. Mr. Price referred to page 40A, the minutes from the July 29, 2008 meeting. The Finance Committee made the following recommendations:

- a) Approval of state budget revisions #32 to #45 for fiscal year 2007-2008. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.
- b) Approval of county budget revision # 1. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.
- c) Approval for the President and Trustees blanket authorization for official travel for fiscal year 2008-2009. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.

Personnel Committee

Personnel Committee Chair Patricia Spencer stated that the Personnel Committee met several times in June 2008 as is indicated on pages 57 - 62 in the packet. The Personnel Committee met prior to the Board meeting. Ms. Spencer called attention to the agenda on page 62. Phillip Price discussed the revisions to the Faculty & Staff Policy Manual on pages 63 - 78. Mr. Price moved to item 7 and stated the SACS off-site review team recommended we add faculty member positions to the curriculum, evaluation systems, and professional development committees. The committee structures are listed on pages 79 – 80 in the board packet. Mr. Price then moved on to item 8 and explained that BCCC currently participates in the state retirement plan and the 401(k) plan offered by the State. North Carolina added a 457 Deferred Compensation Plan for state employees several years ago. We will continue to allow our employees who have been participating in this plan to continue. This is just an addition of another 457 Plan and will not carry a cost to the College.

The Personnel Committee made the following recommendations:

- a) Approval of the revisions to the Faculty & Staff Policy Manual. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.
- b) Approval of the proposed changes to the Campus Committee Structures. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.
- c) Approval of the addition of Great-Western Retirement Services 457 Plan. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted all ayes acceptance of the recommendation.

Patricia Spencer made a motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(6), Personnel Item with a second from Russell Smith. Upon returning to open session, Buster Humphreys made a motion with a second from Mitch St. Clair that the full Board would not hear Mr. Davis' appeal. The Board voted all ayes to the motion.

President's Office – Information Items

Item 1. Long-Range Plan 2008-2013 (Disc provided and notebook). Buster Humphreys made a motion with a second from Jack Wallace to accept the 2008-2013 Long-Range Plan. The Board voted all ayes acceptance of the recommendation.

Item 2. Memorandum of Understanding (MOU). Dr. McLawhorn called attention to page 95, the Memorandum of Understanding for the Early College High School. He explained that it is an agreement between Beaufort County Community College and Beaufort County Schools for the operation of the Early College High School. The MOU covers: Governance, Provision of Courses, Instructors for Courses, Location of Courses, Tuition, Conduct, Indemnification, Renewal & Termination of Agreement, Transportation, and Food Service. Dr. McLawhorn asked if there were any questions. Jack Wallace asked how food service would be handled. Dr. McLawhorn called on Phillip Price to address the question. Mr. Price explained that Beaufort County Schools will provide and bring over (bus over) free and reduced lunches to students that qualify. The other students will have the option of purchasing lunch from Beaufort County Schools, purchasing from the College or bringing their lunch from home. Mr. Price stated that he met with Beaufort County Schools Director of Child Nutrition, Mr. John Hastings and Ms. Cole about getting together in the next 6 months to review and look at any other options that may be available. Mr. St. Clair asked if students would be able to leave campus for lunch. Mr. Price explained that students will not be allowed to leave campus. Students will go to lunch in 2 groups of 30. The first group will go at 11:20 a.m. and the second at 12:45 p.m. Dr. McLawhorn noted that the Health Department had the concern that the food would not be hot/cold and the distance that the food is transported from John Small School. Dr. McLawhorn stated that the best option is to cook the food here at the College. This is not an option this year, but we will look at it down the road. Bo Lewis made a motion to accept the Memorandum of Understanding as presented and Mr. Cornell McGill seconded the motion. The Board voted all ayes acceptance.

Item 3. NCCC Final Audit Report Spring Semester 2006-2007 (Pg. 55). Dr. McLawhorn referred to the letter from Fred Williams on page 98 and pointed out that there were no audit exceptions this year. However, the auditors noted some concerns that we will work on and correct. Some of the areas of concern were: Huskins Dual Enrollment – the way students were coded, Co op – where we made an educational decision that was in the best interest of the student but violated a rule, Course Prerequisites – we have to check prerequisites manually.

Item 4. Grant Activity Report (Pgs. 102-103) Dr. McLawhorn pointed out we have applied for another Title III grant. If funded, the grant will begin October 1 in the amount of \$1.9 million. In July, we sent in a Golden Leaf Grant requesting \$219,647 for a nursing simulation lab.

Item 7. Performance-Based Funding (Pgs. 106-108) Dr. McLawhorn explained that BCCC had received funds several years in a row. This year BCCC did not receive these funds. There were only 7 schools that met all 8 performance measures. These 7 schools will share \$4.5 million in performance funding. Performance funding can be used for bonuses, start-up programs and equipment. We are working feverously to meet these measures next year.

NEW BUSINESS

Chairman Davis thanked everyone for their hard work and willingness to serve on the committees. The committee appointments will remain as they were last year.

In conclusion, Chairman Davis referred to page 112, the trustee strategic/critical issues. She noted that most of the issues have been or are being addressed and encouraged trustees to let her know of any issues or concerns. The Executive Committee deals with each of these items. Mitch St. Clair explained that the officers on the Executive Committee consist of Chairs from each committee. The Executive Committee meets the month that there is not a Board meeting.

Dr. McLawhorn discussed the next NCACCT meeting scheduled for reappointed trustees September 10-12. Information on the meeting was given to members. Jack Wallace, Cornel McGill, and Buster Humphreys will not be able to attend.

Bo Lewis made the motion to adjourn with a second from Mitch St. Clair.

NEXT BOARD MEETING

The next Board of Trustees meeting will be held Tuesday, October 7, 2008.

Respectfully Submitted,

David McLawhorn
Secretary

Cynthia L. Davis
Chairman

Date