

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 3, 2009**

The Board of Trustees met Tuesday, February 3, 2009 at 6:00 p.m. for dinner, followed by the Board of Trustees Meeting that began in the Board Room of Building 10 at 6:30 p.m. The Finance and Property Standing Committees met prior to the Board meeting.

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
Brad Potter
Russell Smith
Jack Wallace
Celina Worsley, SGA President

BOARD MEMBERS ABSENT

Patricia Spencer

The following staff were in attendance: David McLawhorn, President; Phillip Price, Dean of Administrative Services; Wesley Beddard, Dean of Instruction; Chet Jarman, Dean of Continuing Education; 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; Emily Albera, Faculty Senate President; Carolyn Hughes, Staff Association President; Dixon Boyles, SACS Liaison. 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 Reverend Robert Cayton continued with prayer.

MISSION STATEMENT/ETHICS AWARENESS

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.

AMBASSADORS

Judy Jennette introduced the two ambassador speakers for the evening, Steve Gravely and Carolyn Cooper. Mr. Gravely is a student in the Criminal Justice Program and Ms. Cooper is a student in the Office Systems Technology Program. Mr. Gravely came back to Beaufort County Community College to finish his degree in Criminal Justice. Mr.

Gravely stated that during his time at Beaufort County Community College he has realized how important this school is to our community. Mr. Gravely thanked the Board for their time and dedication they give to the college. Ms. Jennette then recognized Ms. Cooper. Ms. Cooper stated that she feels it is a special blessing to be selected as an ambassador to represent Beaufort County Community College. Ms. Cooper stated that in 2007 she was laid off from her job and instead of giving up and being depressed she decided to do something with her life. She then enrolled at Beaufort County Community College in the Office Systems Technology Program. Ms. Cooper aspires to have her own office. In conclusion, Ms. Cooper thanked the Board for their time.

SACS Update

Ms. Davis called attention to the SACS information that was distributed on January 15 and introduced Mr. Dixon Boyles, SACS Liaison. Mr. Boyles explained that we are on the final part of the journey for the 2009 reaffirmation process of the Southern Association of Colleges and Schools. The process consists of three parts: 1) Off-Site Committee that reported back to us 2) On-Site Committee that was here in November 3) Responding to recommendations they made – a report is due to SACS on April 13. A copy of the Report of the Reaffirmation Committee was given to each Board member. “The findings of this visiting committee represent a preliminary assessment of the institution at this time; final action on the report rests with the Commission on Colleges.” A copy of the entire report can be obtained from the institution.

EARLY COLLEGE HIGH SCHOOL

Ms. Davis called on Dr. Todd Blumenreich, Principal of Early College High School and Ms. Lisa Bunting, Liaison to give an update on the Early College High School (ECHS). Ms. Bunting stated that she currently serves Hyde and Beaufort County and hopefully we will finalize the agreement and add Tyrrell County next year. Hyde County operates on a hybrid model which means they come to our campus one day a week. Students are transported here on a yellow school bus and all the students are enrolled in one course. Currently there are fourteen students in the Hyde County program. The recruitment process for Hyde County has ended, applications were due in January. Hyde County has thirty-one rising ninth graders – three students are served at an alternative setting which leaves twenty-eight eligible students. Of the twenty-eight eligible students fourteen have applied for Early College High School. Currently applications are being reviewed and interviews are scheduled for February. Part of the process involves an interview with students and parents. Beaufort County Early College High School operates on a totally different model and students are housed on this campus. Ms. Bunting stated that the recruitment process is ongoing and shared a calendar of events with Trustees. During the recruitment process Dr. Blumenreich and Ms. Bunting are visiting every middle school in this county. This includes Montessori School and the Home School Association. Contact has also been made with PCA and Terra Ceia, but an invitation or response has not been received at this time. Alumni are accompanying Dr. Blumenreich and Ms. Bunting on each school recruiting trip. This gives students the opportunity to hear from and ask questions to a student from his or her home school. Every eighth grader will leave with an application in his or her hand. Each middle school has been asked to allow them to come back and talk with their PTO's and during their registration process. A community open house is scheduled on the ECHS campus on February 10 from 5:30 p.m. – 8:00 p.m. Ms. Bunting asked the Board to let her know of any organization, committee, or group that they would like her to come speak with regarding

the Early College High School. Ms. Bunting stated that they are working very hard to provide social opportunities for the students. In conclusion, Ms. Bunting asked if there were any questions, hearing none, she turned the update over to Dr. Blumenreich. Each Board member was provided an updated demographic statistics worksheet. Dr. Blumenreich directed the Boards attention to the last column and pointed out that currently there are 47 students enrolled in ECHS. Dr. Blumenreich reminded the Board that the magic number for next year is 100 students. This will allow the right number of teachers to be hired. Dr. Blumenreich encouraged Trustees and staff to stop by and visit the classrooms and students. Attention was then directed to the semester schedule and noted that students are now in their second semester and are technically tenth graders. Blumenreich stated that the students are extremely successful. A timeline for ECHS student recruitment was distributed. Applications are due March 13 and hopefully student interviews will be complete by April 30. Mr. Humphreys asked if a matrix for measurement is being put in place to track success. Dr. Blumenreich stated that these students will be tracked very closely to see how well they do in community college classes. Dr. Blumenreich stated that there are approximately six hundred eighth grade students in Beaufort County and he is anticipating accepting sixty-five applicants. Ms. Davis thanked Dr. Blumenreich and Ms. Bunting for their update and encouraged everyone to go into the classrooms and observe what the students are doing.

MINUTES

Ms. Davis called for a motion to approve the October 7, 2008 minutes (pgs. 3-7). Reverend Cayton made the motion for approval with a second from Bo Lewis. The motion was approved with an all ayes vote.

Ms. Davis called for a motion to approve the December 18, 2008 minutes (pgs. 8-9). Reverend Cayton stated that he had been asked a question about parliamentary procedures. Reverend Cayton directed attention to the minutes on page 9, where they state, "Mr. Humphreys made the motion to vote down the previous motion..." Reverend Cayton stated that he was in the meeting and what Mr. Humphreys meant to say was "to rescind" the previous motion instead of "vote down" the previous motion. Reverend Cayton made the motion to accept the minutes with the understanding that the phrase "to vote down" means to rescind. Jack Wallace seconded the motion. The motion carried with an all ayes vote.

Ms. Davis called for a motion to approve the January 15, 2009 minutes (pg. 10). Reverend Cayton made the motion for approval with a second from Russell Smith. The motion carried with an all ayes vote.

OLD BUSINESS

Possible dates for the make-up Board Retreat were discussed. It was decided that the first choice will be March 11 from 9:00 p.m. – 3:00 p.m. Breakfast will be served 8:30 a.m. to 9:00 a.m. Ms. Davis noted that the retreat packet has already been distributed and members are asked to bring the packets back on March 11. Jennie Singleton will send out reminder cards. Ms. Davis will contact Dr. Donny Hunter and let him know the date selected.

Executive Committee – (Pgs. 11-13).

Chairman Davis referred to the minutes of the January 6, 2009 Executive Committee Meeting shown on pages 11-13. Ms. Davis pointed out that it is the duty of the Executive Committee to annually appoint a nominating committee to submit to the Board a slate of officers. The nominating committee will include the following Board members: Patricia Spencer, Myrtle Carowan, Robert Cayton and Cynthia Davis. The next scheduled meeting is Tuesday, March 3 at 8:00 a.m. in the Board Room of Building 10.

Property Committee

Property Committee Chairman Mitch St. Clair stated that the committee met prior to tonight's meeting and directed attention to the agenda on page 14. At this time, Mr. St. Clair stated that the Board needed to go into closed session. Reverend Cayton made the motion to go into closed session pursuant to NCGS 143-318-11 (a)(1) to prevent the disclosure of information that is privileged or confidential and (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and (a)(6) personnel item. With a second from Mr. Cornell McGill and all ayes vote the Board went into closed session. Upon return to open session, Chairman Davis stated that no action was taken in closed session. Mr. St. Clair then moved to item 7 on the agenda – request to modify the Facility Use for Non-Institutional Purposes Policy and pointed out the changes. The Property Committee made the recommendation to approve the modifications as presented to the Facility Use Policy for Non-Instructional Purposes. Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The Board voted with all ayes acceptance to modify the policy as presented. Item 8 was removed from the agenda. Mr. St. Clair added that the Republican Party will be using our facility in March.

Curriculum Committee – No report

Finance Committee

Finance Committee Chairman Reverend Robert Cayton stated that the committee met prior to tonight's meeting and directed attention to the agenda on page 25. Finance Chairman Cayton called on Dean of Administrative Services, Phillip Price to address budget revisions #21-28 (approval recommended from Finance Committee). Chairman Davis noted that the motion came from a standing committee and did not require a second. There was no discussion. The motion passed with an all ayes vote.

Personnel Committee - No Report

President's Office – Information Items

Item 1. Letter to Representative Arthur Williams (Pg. 38a) – Dr. McLawhorn shared a letter he sent to Arthur Williams as requested by the Board to ask for assistance with reducing the speed limit in front of the college.

Item 2. Grant Activity Report (Pgs. 39-41) – refer to pages for detailed breakdown of activity

- Collaborative/Partnership Grants
 - National Science Foundation in partnership with East Carolina University – BCCC will receive \$15,000 for tablet PC's.
 - US Department of Labor with Mid-East Commission and Beaufort County Schools – to implement a 36-month YouthBuild program operating as a re-entry component for high school drop-outs of the BCS Pathways Program. BCCC will provide training in WorkKeys/Keytrain.

Item 3. Curriculum Headcount Spring Semester (Pgs. 41-42) – Curriculum headcount up 14% - all time high.

Item 4. Mid-Year Progress Report (Pgs. 44-57) – Dr. McLawhorn directed attention to the 2008-2009 Mid-Year Progress Report in the Board packets and stated that we are on track and he would be glad to answer any questions. Hearing none he moved to Item 7 – State of the College.

Item 7. State of the College (Pgs. 58-67j) -

Dr. McLawhorn began by stating that he looked at several objectives and wanted to put together something that was beneficial, educational, and give everyone a feel for the state of the college. Dr. McLawhorn stated that he tied together several documents and noted that Board members were mailed two of the documents. Attention was directed to document one - the Presidential Search Profile on page 58 that was put together by Trustees in 2001. In 2001, Trustees outlined 7 areas of opportunities and challenges:

1. Leadership/Governance – the new president of BCCC must be one with experience and commitment to this governance model and must be able to lead by working collaboratively with various constituents to develop a vision that guides BCCC as well as moves the College toward greater mission success.
2. Business Relationships – The new president must be experienced in and committed to working with the community to enhance these educational services.
3. Community and State Relationships - The new president must be able to foster and further develop these working relationships.
4. Staffing – The challenge for the new president is to lead the College to plan for such turnover, especially to include efforts to attract and retain high quality replacements while continuing the unique traditions of the College.
5. Enrollment and Retention – The new president must be committed to marketing the quality and value of BCCC and be active in efforts to improve student retention and development. Through broad based community involvement that includes interaction with students, faculty, and staff, the new president will anticipate the needs of the community and utilize them in keeping BCCC services fresh, innovative and relevant.
6. Facilities and Technology – The new president must be knowledgeable about changing technology and its planning to meet current and projected needs.
7. Finances and Funding – The new president must have prior success in prudent financial management, as well as, the ability to convince local and state officials of the capital and operating needs of the College.

Moving on to the second document on pages 64-67 are responses to the 7 areas outlined in 2001. McLawhorn stated that this was his vision at that time and made reference to the following:

- Leadership/Governance – I remain firmly committed to maintaining the tradition of cooperation and working collaboratively with our constituents to achieve our mission.
- Business Relations – One new initiative that I feel our College could offer to facilitate economic development is space on our campus to train workers for new and expanding industries. McLawhorn stated that he was hoping to find space here to help Tommy Thompson with the Economic Development Commission (EDC). McLawhorn worked with Tommy Thompson and the EDC was able to write a grant to get the funds to develop and build the Basic Skills Center. BCCC committed to use the facility for training and was the cornerstone for the EDC to obtain their grant.
- Community and State Relationships – Our reputation for offering programs that are free of “audit exceptions” must be maintained.
- Staffing – In replacing faculty and staff, we should first look at those who are already working for the College and promote from within when both prudent and possible. Must be diligent in our recruiting and selection process and emphasize the assets that are found in our College and community. McLawhorn stated that we have developed a first class Human Resource Department.
- Enrollment and Retention – To grow the College, an area of focus is high school. A goal was to build the relationship with high schools and this would help dual enrollment at the College. A more aggressive approach towards dual enrollment and Huskins Bill classes must be taken. Trustees were urged to go on the College’s web-site and read our student success stories.
- Facilities and Technology – Will continue to support both the Technology and Long Range Planning Committees. These committees provide the framework for the efficient sharing of funds and other resources of the College.
- Finances and Funding – We need to safeguard the reputation we have earned of being a good steward of not only county, but also federal and state funds. Even though the state is currently going through difficult economic times, we cannot let up in putting the message before our legislators that our faculty and staff are long overdue for a substantial increase in salaries. We had this problem in 2001 and it is still a problem today.

Dr. McLawhorn then moved to document three on pages 67a – 67j and stated that this is the document that lists achievements outlined in the first two documents. The 2009 State of the College Update shows what the College has achieved under McLawhorn's tenure. McLawhorn stated that everything is not in this document, but feels that the information provided will give Trustees a feel of his vision for the College in 2001 and what it is today. McLawhorn noted that this document ties to the long-range plan and benchmarks. Attention was directed to page 67j (long-range plan process).

- Leadership/Governance – A good example of governance process and how effective it is on campus is our recent SACS visit. The team that looked at our Quality Enhancement Plan (QEP) remarked on how effective it was in the College. McLawhorn read the teams quote: “On the basis of interviews with students, faculty, and administrators, it is evident that there is significant commitment to the program in terms of both ‘buy in’ and resources.” “It is notable that the faculty, administration, and students appear to be wholeheartedly committed to embracing and contributing to the success of the QEP.” In March 2007, BCCC began a truck training program that has produced over 40 licensed CDL drivers. Over 45 students have received instruction in CDL permit preparation classes.
- Business Relations – Have worked closely over the years with county leaders in our service area promoting economic development, more recently in the establishment of the Beaufort County Workforce partnership. In an effort to improve coordination between providers, enablers, and partners, the Workforce Partnership works one-on-one with Beaufort County industries to discuss the industry's needs and offer assistance for training demands. In March 2007, BCCC began a truck training program that has produced over 40 licensed CDL drivers. Over 45 students have received instruction in CDL permit preparation classes.
- Community and State Relationships – An important and innovative expansion of service is the central role that BCCC has assumed as a member of the Wachovia Partnership East. The Director of Evening and Off-Campus Programs meets with key leaders in municipalities and townships through bi-monthly visits to determine educational training needs and to offer instruction in outlying communities. We are currently working with Washington County on its \$2 million Community Assistance Initiative grant from Golden LEAF Foundation to establish facilities for community college classes in that county.
- Staffing – Striving to meet the systems average in salaries for faculty and staff has been a major concern. The average faculty salary at BCCC was ranked 37th among the System colleges for 2007-2008, up from 48th in 2001, and is less than \$600 from the median salary. Annual performance reviews for each faculty and staff member includes requirements for professional development activities according to the level of job responsibility. McLawhorn has supported the submission of a faculty member for Excellence in Teaching award and a staff person for the

NCCCS State Award. In 2005, BCCC had a faculty member chosen as instructor of the year. Ted Cayton was the first Trades instructor chosen for this award which recognizes one instructor out of over 5400 instructors statewide. Succession Planning - 10% of BCCC's full-time faculty are eligible for retirement benefits.

- Enrollment and Retention – Since 2003 the percentage of the adult population in the BCCC service area enrolled at the College has remained higher than the NC Community College System. Enrollment in online classes at BCCC has increased significantly every semester with over 430% growth since Fall 2002. Support from private foundations has allowed BCCC to add a nursing faculty, resulting in an increase in the ADN program to a cohort of 60 new students and the PN cohort to 30 new students each Fall. In 2008, BCCC graduated 39 ADN's (up from 20 in 2001) and 21 PN's (up from 7 in 2001). Two other initiatives have resulted and will continue to result in an increase in dual enrollment of service area high school students. The Beaufort College Academy launched in 2006 and was open to high school juniors and seniors, provides students planning to pursue four year degrees the opportunity to complete (tuition free) the 44 SHC General Education Core in the Associate in Arts program required by the UNC System. Dual enrollment and Huskins Bill enrollment has increased from 100 students for Fall 2005 to 253 students for Fall 2008. The Beaufort County Early College High School was established this past Fall on the campus of BCCC and was an important collaborative effort between the President's office and Beaufort County Schools. Spring 2009 enrollment is the highest ever.
- Facilities and Technology – BCCC was selected as one of the five initial North Carolina Information Highway (NCIH) instructional delivery sites in 1995. BCCC has since doubled the number of service area high schools with courses delivered over the NCIH. From Spring Semester 1999 to Spring Semester 2009, student enrollment in on-line classes has increased over five-fold and the number of classes provided has grown from four to forty-three. The President's office has assisted the county schools in pursuing the creation of an Early College High School located on the College campus. The president developed a plan that created enough space for the addition of the ECHS and 200 additional students on our campus. The only additional space to be added to make this possible is the 4000 sq. ft. Public Safety Annex to be completed July 2009. Long range planning for facilities has documented the need for an Allied Health building.
- Finances and Funding – Eliminated controller positions and created accountant positions. For the year ended June 30, 2007, 70% of the community colleges in the state who were audited received at least one audit finding by the state auditor. BCCC did not receive any audit findings. A separate Human Resources office was created to allow better segregation of duties in the business office. Since July 2001, BCCC has been awarded over \$6 million in federal, state, and private foundation

grants. Have worked together with county commissioners to add two parcels of land to the college campus to accommodate a driving pad for a new commercial truck driving program. During McLawhorn's tenure the College budget has seen a steady increase in support and no loss of revenue from the county commissioners. The College has met all reversion requirements to date without eliminating classes. McLawhorn pointed out that Scott Rawls and his office are pushing forward and we need to get this message to the General Assembly, that if they are going to cut us, let it be categorical cuts and not per student funds. Right now, Per Student Funding (PSF) is at \$5,300 for community colleges, between \$7000 and \$8,000 for public schools, and \$11,000 for universities. Dr. McLawhorn is forwarding Trustees email updates that he receives from the system office to keep them updated as news occurs.

In conclusion, Dr. McLawhorn asked the Trustees to read, review, and compare the three documents presented and decide for themselves how successful the Trustees were in 2001, in selecting their president. McLawhorn encouraged Trustees to ask themselves, if the College is better off today than in 2001, and is the College moving forward or standing still. McLawhorn stated that he hopes those questions were answered in his 2009 State of the College. Dr. McLawhorn asked for any questions or comments. Mr. Smith stated that he appreciates the emails that had been shared with Trustees. With the current budget concerns, Mr. Smith asked if BCCC classes are in good shape. Dr. McLawhorn responded that the very last thing we will do is cut classes.

Several Trustees thanked Dr. McLawhorn for his presentation. In return, Dr. McLawhorn thanked his staff for their hard work and dedication.

Item 8 – Ethics Training (Pg. 68)

Dr. McLawhorn has assigned Jennie Singleton the task of Ethics Training and asked for an update. Jennie updated the Board - Trustees attended a basic Ethics Training class in 2007. Every two years a refresher course must be taken. A refresher course is offered Friday, February 20 at the ECU School of Medicine. Ethics Training will also be available at the upcoming Law Seminar on April 16 at 8:00 a.m. The Law Seminar will be held at the Sheraton Research Triangle Park. BCCC is in the process of trying to become a video host site. Please let Jennie know if you would like to attend either session and she will get you registered.

Item 10 – Parliamentary Motions Guide (Pg. 70-71)

Jennie will laminate guide for Trustees.

Item 11 – Appointments/Reappointments for Foundation Board Members (Pg. 71a)

Chairman Davis called for a motion to approve the Appointments/Reappointments for Foundation Board Members. Bo Lewis made the motion for approval with a second from Buster Humphreys. The motion was approved with an all ayes vote.

New Business

Reverend Cayton addressed a question he received regarding the discussion of items not listed on the agenda. Reverend Cayton stated that it is his understanding that under

Open Meetings Law, you cannot discuss anything that is not on the agenda. Reverend Cayton asked Trustees to bare this in mind.

Chairman Davis referred to page 72, the trustee strategic/critical issues. There were no questions or comments.

In conclusion, Chairman Davis called for any other items to come before the board. Hearing none she called for a motion to adjourn. Mitch St. Clair made the motion of adjournment with a second from Robert Cayton.

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, April 7, 2009.

Respectfully Submitted,

David McLawhorn
Secretary

Cynthia L. Davis
Chairman

Date