

**BEAUFORT COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 7, 2009**

The Board of Trustees met Tuesday, April 7, 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
Russell Smith
Patricia Spencer
Jack Wallace
Celina Worsley, SGA President

BOARD MEMBERS ABSENT

Brad Potter

The following staff were in attendance: David McLawhorn, President; Crystal Ange, Dean of Student Services; Wesley Beddard, Dean of Instruction; Chet Jarman, Dean of Continuing Education; Phillip Price, Dean of Administrative Services; Emily Albera, Faculty Senate President; Clay Carter, Director of Evening and Off-Campus Programs; Dixon Boyles, SACS Liaison; Carolyn Hughes, Staff Association President; Judy Jennette, Director of Public Relations and Foundation and Dorie Richter, Director of Institutional Effectiveness and Planning. Also in attendance was Rane S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook; Dr. Todd Blumenreich, Principal Beaufort County Early College High School and Lisa Bunting, Early College High School Liaison.

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.

Academic Excellence Awards Recognitions

Judy Jennette explained that each year the state asks community colleges to select two students to receive Academic Excellence Awards. The awards are based on a grade point average of 3.5 or better and a student's involvement on campus and in the community. Instructors within their academic divisions nominated the students. Ms.

Jennette announced the Academic Excellence Awards winners - Ms. Margo Fox and Mr. William Reagan. Ms. Jennette introduced Mr. William Reagan and noted that Ms. Margo Fox was sick and would be unable to attend tonight's meeting. Mr. Reagan gave inspiring remarks on his accomplishments at BCCC and is currently pursuing an Associate in Science degree. Reagan hopes to work in a laboratory as a researcher after completing his studies at BCCC. Ms. Jennette presented a plaque to Mr. Reagan and noted that he has a grade point average of 3.927 and that he currently serves as a BCCC tutor and lab assistant and as president of the BCCC Science Club.

SACS Update

Dixon Boyles reported that BCCC's response to the SACS on-site visit held in November is due on Monday, April 13. Boyles pointed out one item that is a challenge to document is demonstrating the extent to which graduates achieve general education competencies. Boyles stated that BCCC has identified five college level general education competencies: communication skills, technology skills, computation skills, interpersonal skills and critical thinking skills. To document, we went through and identified learning outcomes for every course that we have and we took those outcomes and matched those to the individual competency areas. Dr. Jay Sullivan lead math instructor at BCCC developed an algorithm to extract data for each graduate's level of proficiency. Boyles distributed a bar graph that shows the 2007-2008 graduates' level of proficiency in general education competencies and noted that this is only part of our documentation. The results on the graph give hard data to use in planning improvements in curriculum at the institutional level and in individual courses. Boyles explained that now data can be broken down to the course level which is an important tool in planning on how to improve instruction.

EARLY COLLEGE HIGH SCHOOL

Ms. Davis called on Dr. Todd Blumenreich, Principal of Beaufort County Early College High School (BCECHS) and Ms. Lisa Bunting, Liaison ECHS for an update.

Hyde County Update: Ms. Bunting stated that Hyde County follows a similar program as Beaufort County. Hyde County has interviewed fifteen students this year out of thirty-one rising eighth graders. Fourteen of the fifteen students will be receiving an acceptance letter for next school year. Hyde County ECHS students currently come to the BCCC campus one day a week, next year students will come to BCCC two days a week. One day the freshmen will come and the other day the sophomores will come.

Columbia iSchool Update: Ms. Bunting then reported on Columbia iSchool – these students receive the majority of their classes through the information highway. Bunting noted that we are not their only partner and they will be seeking courses from other institutions. Columbia has thirty-two rising eighth graders and eighteen families attended the orientation. Columbia's applications are due tomorrow. Bunting stated that we are exploring options of contracting with individuals on their campus to deliver instruction on their site.

BCECHS Update: Ms. Bunting stated she is happy to report that one hundred nineteen applications have been received for BCECHS next year. Those applications will be scored using a rubric designed for demographic information. Of the applications received, one hundred-five students will be receiving an interview. Bunting stated that BCECHS is looking to accept between sixty-five and seventy students. In looking at the academic history of these students, both Bunting and Blumenreich feel they have a strong candidate pool to choose from at this time. Ms. Bunting turned the update over to Dr. Blumenreich. Dr. Blumenreich distributed a handout of the demographic distribution of the candidate pool that has applied for next school year and pointed out that we have

a much larger percentage of males applying to the program. Blumenreich then directed attention to the percent of poverty and commented that approximately forty percent of the interviewed candidate pool identifies themselves at or below the poverty level. Blumenreich stated that they are in the middle of the application process and interviews are scheduled for the last two weeks of April. On site visits will be made to all of the schools with the exception of the Montessori and Home School children, their interviews will be held in the Board Room of BCCC. Blumenreich anticipates the close of the interview process to be by the first week in June.

MINUTES

Ms. Davis called for a motion to approve the February 3, 2009 minutes (pgs. 3-12). Russell Smith made the motion for approval with a second from Bo Lewis. The motion carried with an all ayes vote.

OLD BUSINESS - None

Executive Committee – (Pgs. 13-14)

Chairman Davis referred to the minutes of the March 3, 2009 Executive Committee Meeting shown on pages 13-14. Ms. Davis noted that the nominating committee has moved forward with the slate of officers and they will be voted on at the June Board of Trustee meeting (Mitch St. Clair, Chair; Jack Wallace, Vice Chair; Dr. McLawhorn, Secretary). The next scheduled meeting is Tuesday, May 5 at 8:00 a.m. in the Board Room of Building 10.

Property Committee

Property Committee Chairman Mitch St. Clair called attention to the agendas and minutes of the February 3 and March 10 meetings on (pages 15-18). Mr. St. Clair asked if there were questions or comments. Hearing none he moved to the next item on the agenda. Mr. St. Clair called for a motion to go to closed session pursuant to N.C. G. S. 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential, (a)(3) to consult with the Boards attorney, and (a)(5) to establish, or to instruct the public body's staff on negotiating agents. Reverend Cayton made the motion with a second from Bo Lewis. The Board voted all ayes to go into closed session. Upon returning to open session, Chairman Davis stated that no action was taken in closed session. Mr. St. Clair moved to item 6 on the agenda - recommendation to select JKF Architecture to design the new Allied Health Building. 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. Mr. St. Clair then moved to item 7 and stated that Ms. Wanda Roberson of Special Affairs Catering has asked to address the board. Ms. Roberson distributed letters to trustees and stated that she has a concern that she would like to discuss at tonight's meeting. Ms. Roberson told the board that she and her husband Willie have been in charge of food service at BCCC for six years and feels that they have done a good job. Roberson expressed concern with hearing that the College is thinking about changing the food service management to the public school system. Roberson directed attention to the letter she distributed and said that the letter addresses some questions and concerns and asked that the board keep Special Affairs Catering in consideration for the food service contract. Chairman Davis called for questions, hearing none; Ms. Roberson thanked the board for their time. Mr. St. Clair

called for a motion to go into closed session pursuant to N.C. G. S. 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential, (a)(3) to consult with the Boards attorney, and (a)(5) to establish, or to instruct the public body's staff on negotiating agents. Cornell McGill made the motion with a second from Jack Wallace. The Board voted all ayes to go into closed session. Upon returning to open session, Chairman Davis stated that no action was taken in closed session. Mr. St. Clair stated that the Property Committee met prior to tonight's meeting and directed attention to the agenda on pages 19-51. St. Clair stated that the Property Committee made the recommendation to accept the proposal from JKF Architecture for advanced planning of the Allied Health Building. 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. Continuing to item 10 – Mr. St. Clair stated that the Property Committee made the recommendation that the Board move forward with having Phillip Price go into negotiation with Beaufort County Schools for cafeteria service. Chairman Davis noted that the motion came from a standing committee and did not require a second. Mr. St. Clair stated that the final vote will be in June and this motion is to begin discussion only. The motion passed with an all ayes vote.

Curriculum Committee

The Curriculum Committee met on March 30 (see agenda and minutes pgs. 52 and 53). Curriculum Chair Jack Wallace called on Crystal Ange, Dean of Student Services to give a brief overview of the Student Incident and Grade Appeals Procedures. Ms. Ange stated that as part of our SACS visit in November 2008, Beaufort County Community College was sited that we revisit our appeals process. In looking at our process it was decided to split the process into two parts. Ms. Ange directed attention to pages 53a – 53j (copies of the procedures were provided in the board packets prior to tonight's meeting). Ms. Ange gave a brief account of each section and noted that we basically took our process and put it in a more concise manner. Mr. Wallace stated that Curriculum Committee made the recommendation to approve the Student Appeals Process. 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.

Finance Committee

Finance Committee Chairman Reverend Robert Cayton called attention to items 1-4 and stated that they are provided for information. Cayton asked if there were any questions, hearing none Cayton moved to item 5 – approval of budget revisions #29- 31. Finance Chairman Robert Cayton called on the Dean of Administrative Services, Phillip Price to address budget revisions #29-31 found on (pages 59-61). 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. Finance Committee Chairman Cayton directed attention to item 6 (pages 62-72) approval of county budget request for 2010. Cayton called for questions regarding the 2010 county budget request and stated that he would like to commend the folks that prepared the budget on an outstanding job. There was no discussion. Chairman Davis stated that the motion came from a standing committee and did not require a second. The motion passed with an all ayes vote. The last agenda item under Finance that Mr. Cayton presented was the approval of the Identity Theft Prevention Program (pages 73-80). Finance Chair Cayton called on the Dean of Administrative Services, Phillip Price to address the Identity Theft Prevention Program. Mr. Price explained that the Federal Trade Commission (FTC) recently passed legislation requiring any financial institution and creditor that hold any type of consumer

account for which a potential risk of identity theft exists to create and implement a written program and policy. Mr. Price noted that "Red Flag" items have been put into place and training will begin next month for staff. Mr. Cayton stated that approval of the Identity Theft Prevention Program comes as a recommendation from the Finance Committee. Chairman Davis stated that the motion came from a standing committee and did not require a second. The motion passed with an all ayes vote.

Personnel Committee

Personnel Committee Chairman, Patricia Spencer stated that the Personnel Committee met March 30, 2009 and stated that the minutes of that meeting are on page 82 in the board packet for review. Committee Chair Spencer called for a motion to go to closed session pursuant to N.C.G.S. 143-318.11(a)(6) personnel item, evaluation of the president. Robert Cayton made the motion with a second from Russell Smith. The Board voted all ayes to go to closed session.

Upon returning to open session, Chairman Davis stated the Board reviewed the evaluations of the President and asked for a motion to approve the Presidential evaluation. Bo Lewis made the motion with a second from Robert Cayton. The Board approved the Presidential Evaluation with an all ayes vote.

New Trustee Orientation Committee

Chairman of the New Trustee Orientation Committee, Shields Harvey stated that the committee met in an attempt for new trustees coming on board to have:

1. Background Information
2. Expose them quickly to the campus
3. Give them mentor(s) 1 or 2 people

Mr. Harvey referred to pages 83-86 and stated that the information provided is a recommendation from the New Trustee Orientation Committee to be a formal program and a work-in-progress that trustees continue to refine. Chairman Davis asked trustees to take the information provided home for review and bring back to the next board meeting in June for further discussion. Ms. Davis thanked Mr. Harvey and the committee members for the work involved in putting the information together.

President's Office – Information Items

Item 1. Grant Activity Report (Pgs. 87-88) – refer to pages for detailed breakdown of grant activity.

Dr. McLawhorn added that as part of the County Commissioners approval of the \$4.5 million USDA application - the College must pursue additional funding sources. Some of the funding sources will be through the Economic Development Administration (EDA)/ Department of Commerce and Golden Leaf Foundation.

Almeta Woolard is looking into Federal Grants for simulation labs. McLawhorn noted there is an outside chance that we can qualify for stimulus money.

Item 3. Local Articulated Agreement (Pg. 91) – Agreement with Beaufort, Hyde and Washington Counties – articulated credit is credit that is granted in specific courses by BCCC to students who have satisfactorily completed equivalent high school courses.

Item 4. BCCC Summer Schedule (Pg. 92 – Beginning May 18, BCCC will begin operating on a 4 day work schedule 7:30 a.m. – 5:30 p.m. The College will be closed on Friday's until August 7.

Item 5. Joint Meeting with County Commissioners - On Monday, April 20 the BCCC Board of Trustees and County Commissions will have a joint breakfast meeting at 8:00 a.m. We will present the preliminary proposed request for local funds for fiscal year 2009-2010. The request is an 8.9% decrease from last year.

Item 7. Statement of Economic Interest - Dr. McLawhorn reminded Trustees that their SEI forms are due April 15, 2009.

Action Item

Chairman Davis asked for a motion that the Board of Trustees authorize administration to work in conjunction with the Beaufort County Commissioners and the County Manager in developing an application for a \$4.5 million loan through USDA. The Board of Trustees also authorizes Administration to explore other funding sources i.e. EDA - (\$1.5 million), Golden Leaf Community Assistance Initiative (\$2.0 million) and any other grants including stimulus funding. Russell Smith made the motion with a second from Jack Wallace. The motion passed with an all ayes vote.

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

Next Board Meeting

The next Board of Trustees meeting will be held Tuesday, June 2, 2009.

Respectfully Submitted,

David McLawhorn
Secretary

Cynthia L. Davis
Chairman

Date