

**BEAUFORT COUNTY COMMUNITY COLLEGE  
CALLED BOARD OF TRUSTEES MEETING  
December 17, 2009**

The Board of Trustees had a called meeting on Thursday, December 17, 2009 at 11:30 a.m. in room 1032 of Building 10. (The Property Committee met prior to the Board meeting)

**BOARD MEMBERS PRESENT**

Mitchell St. Clair, Chair  
Myrtle P. Carowan  
Reverend Dr. Robert B. Cayton  
J. Shields Harvey  
Henry C. Humphreys, Jr.  
Frank B. Lewis  
Cornell McGill  
Betty Randolph  
Russell A. Smith

**BOARD MEMBERS ABSENT**

Cynthia Davis  
Delores Lee  
Jack Wallace, Vice Chair  
SGA Representative

The following staff were in attendance: Phillip Price, Dean of Administrative Services; Judy Jennette, Director of Public Relations and Foundation; Penny Sermons LRC Dir/Distance Education; Betty Gray, Public Relations and Jennie Singleton recorder. Also in attendance was Ranee S. Holbrook, Legal Counsel, with the law firm of Carter, Archie, Hassell & Holbrook.

**PRAYER**

Chairman Mitch St. Clair called on Reverend Robert Cayton for prayer.

**MISSION STATEMENT/ETHICS AWARENESS**

Mr. Mitch St. Clair called attention to the Mission Statement of the college. Mr. St. Clair then read the Ethics Awareness and Conflict of Interest Reminder. Hearing no identification of a conflict, Mr. St. Clair continued from the agenda.

For the record, this special meeting was being held in accordance with the Open Meetings Law. The meeting notice was in the local paper, and members had the information 48 hours prior to the meeting. The purpose of the called meeting was to approve a resolution that would allow Chairman Mitch St. Clair to sign the deed and all other grant documents relating to the new Allied Health Building.

**APPROVAL OF RESOLUTION**

Chairman St. Clair called on Ranee Holbrook, Legal Counsel to discuss the resolution. Mrs. Holbrook stated that the resolution would allow Chairman Mitch St. Clair to sign all grant documents and the deed on behalf of Beaufort County Community College for the new Allied Health Building. Mrs. Holbrook then read the resolution. Chairman St. Clair called for

discussion or questions. Hearing none he called for a motion. Bo Lewis made the motion to accept the resolution as presented by Legal Counsel, Ranee Holbrook. Buster Humphreys seconded the motion. The motion passed with an all ayes vote. The resolution was then signed by Trustees.

Chairman St. Clair called on Dr. McLawhorn to share information on the Library Server Security Breach. Dr. McLawhorn stated that the System Office experienced a compromise of its Sirsi library server. The library server provides a data entry system for cataloging and tracking library materials for 46 community college libraries. This breach occurred on August 23, 2009. McLawhorn distributed the memorandum from the System Office and noted there is no evidence that any data was accessed. McLawhorn stated that in December 2005, the CCLINC Steering Committee recommended that all colleges be required to remove all Social Security Numbers from the server to comply with the NC Identity Theft and Protection Act. The recommendation was approved and Beaufort Community College removed all Social Security Numbers from the server. However, the action did not address Driver's Licenses. There are 9,000 patrons at 19 colleges that stored Driver's Licenses in the database and Beaufort County Community College is one of them. The System Office will be sending out letters notifying all 9000 patrons of the security breach on December 23. McLawhorn stated that Judy Jennette, Director of Public Relations attended a briefing by the System Office and will be issuing a press release. Further information will be distributed as it becomes available.

Having no other items to come before the Board called meeting, Chairman St. Clair called for a motion to adjourn. Upon motion by Betty Randolph, second by Bo Lewis, and unanimous vote, the meeting adjourned at 11:50 a.m.

Respectfully Submitted,

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David McLawhorn  
Secretary

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Mitchell St. Clair  
Chairman