The Cape Fear Community College Board of Trustees met in regular session on Thursday, January 18, 1996, at 4:00 p.m. in the College Board Room. Mr. Fred J. Jackson, Chairman, presided.

Members present: Mr. Jackson, Mr. Charles Agnoff, Dr. Mary Sutton Bell, Mrs. Sherry W. Bryan, Mr. Carl A. Byrd, Mr. Oscar A. Graham, Mr. James W. Lea, Mr. Robert Rippy, Mr. Jon Rosborough, Mr. Edwin Schwinn (SGA President), and Dr. James E. Vann. Mr. Stephen Davenport and Mr. William C. Taylor were not present.

Others present: Dr. Eric B. McKeithan, President; Mr. Carl Brown, Director of Institutional Services; Mrs. Ada Davis, Director of College Information; Miss Charlotte Dexter, Director of Personnel; Mrs. Kathy Garris, Administrative Assistant to the President; Mr. Dan Hickman, Vice President for Instruction; Ms. Sherri Mayberry, Dean of Student Development; Mrs. Camellia Rice, Chief Fiscal Officer; Ms. Gerry Shaver, Director of Institutional Development, Mr. Joel Spencer, Instructor; Mr. Robert Philpott, Dean of Vocational/Technical Education; Dr. Raymond Stone, Fund Raiser/Consultant; Mr. Dan Martin, Attorney; Sonja Batson, SGA Vice-President; several new employees (see President's Report for list of names); recent retirees Oscar Nelson and Henry Price; Ryan Koresko, WECT TV -6 camera man; and Tricia Vance, Star News reporter.

The meeting opened with The Pledge of Allegiance.

The minutes of the November 16, 1995, meeting were approved with a MOTION by Dr. Bell and second by Mr. Rippy. Motion approved unanimously.

CHAIRMAN'S REPORT:

Recognition of Retirees - In appreciation of their years of service to Cape Fear Community College, the Board presented retirement plaques to the following:


PRESIDENT'S REPORT:

CFCC Submarine Overall Performance Award - CFCC's entry in the 4th International Submarine Race, the Cape Fear, won the first place Overall Performance Award at the Naval Surface Warfare Center in Carderock, Maryland. Mr. Spencer, the Cape Fear's team leader, gave credit to several divisions and individuals in the College. Mr. Spencer stated that it was a "joint effort of fantastic, intelligent and brilliant people pulling together" that involved students, faculty and staff throughout the College. The sub will be on a "circuit" of public schools in the area over the next six months and will then be on display at the College.

New Employees: Dr. McKeithan introduced the following new employees:

Linda Hunicutt, Early Childhood Associate Lead Instructor, effective November 29, 1995.

William Klotz - Basic Law Enforcement Director/Instructor, effective October 9, 1995.

Judith Porter, Computer Engineering Technology Lead Instructor, effective November 29, 1995. (Mrs. Porter was not present-she was teaching a class)


Audit Reports: Information on the recently completed FTE and financial audits was given to the Board. The financial audit had no exceptions and no concerns and received commendations from the auditor. The FTE audit noted two exceptions that will require budget adjustments of $88,000 and $8,000. An audit of purchase orders and procedures was also performed recently by the Office of Purchasing and Contract. There were no exceptions and no concerns as a result of this audit.

NCCCS President Visit: Dr. Lloyd "Vie" Hackley, President of the North Carolina Community College System, will visit CFCC for a regional community college presidents meeting on February 20, 1996. A reception for Dr. Hackley will be held in Room S-400 from 9:00 to 10:00 a.m. Trustees were invited to attend. Public officials and civic leaders as well as faculty, staff, and students will also be invited to stop by and welcome Dr. Hackley.
SACS Visit: The SACS visiting team will be on campus March 18-21. A dinner is planned for the team on March 18 at the Surf Club, Wrightsville Beach. The visiting team may hold an interview session with Trustees after the dinner.

Advisory Dinner: CFCC's annual appreciation banquet for advisory committees is planned for Thursday, February 29, 1996, at 6:00 p.m. at the Coast Line Convention Center. A "tour" of the new River Walk will be given before the banquet for those interested. Local legislators will also be invited to attend.

NCCCS Expansion Budget: The North Carolina Community College System will present an expansion budget of $107.4 million to the General Assembly for the 1996-97 fiscal year. CFCC should be near the top of any list of funding priorities for capital improvement of North Carolina community colleges.

Sailing Classes: Dr. McKeithan discussed the development of sailing classes at CFCC next year. These classes would take advantage of the riverfront as well as offer something that the community would enjoy.

COMMITTEE REPORTS:

Facilities and Equipment Committee - Mr. Lea reported that the Committee recommended the approval of color schemes for offices/labs/shops/classrooms in Phase I construction. Color boards, developed by the architect, were distributed to Trustees for review and comments. The recommended color schemes were approved unanimously.

The Committee recommended that the Board charge the Planning Committee to begin an in-depth look at acquiring property for the College and to develop a plan for future purchase of property. Dr. McKeithan, using an aerial photo, reviewed the possibilities of downtown development. He stated that continued growth in this area will mean maximum saturation of the downtown area in the near future and the Board may want to consider satellite campuses in other areas of the county. Enrollment at CFCC is projected to increase to 6,000 students by the year 2002. Parking will be a major concern. The recommendation was approved unanimously.

Finance Committee - Mrs. Bryan reviewed the Interest Earned on Cash Accounts report, the State and County budget summaries, and the Budget Revisions Report. The Committee recommended the approval of budget revisions as presented. The recommendation was approved unanimously.
The New Hanover County budget proposal for 1996-97 was recommended for approval. The Committee had already deleted two items from the initial budget—a reduction from $25,000 to $5,000 for new signs, and $34,000 in salary and fringes that have been paid from State funds over the past two years. Mr. Jackson stated that the proposed budget represents a significant increase, but is necessary for growth and for upkeep of existing facilities. The recommended budget proposal was approved unanimously.

Curriculum Committee - Dr. Vann presented information about the following proposed curriculum programs, which the Committee recommended for approval:

- Pharmacy Technology (one year)
- Medical Transcription (one year)
- Truck Driver Training (one quarter)
- Interior Design (two years)

In addition, the Committee recommended termination of the Health Information Technology program, effective at the end of the Spring Quarter 1996. Currently, only one first year student is enrolled in CFCC's HIT program.

Both recommendations were approved unanimously.

Administrative and Personnel Committee - Mr. Rosborough presented a change in the Mission Statement to clarify the use of the word "geographical." The Committee recommended the following change for approval:

From: "Providing financial, academic, geographical, and technological programs and support services to help students succeed;"

To: "Providing financial, academic, and technological programs and support services that are accessible and help students succeed;"

Institutional Strategic Goals for 1996-97 were presented from the Committee for approval. (See Attachment)

The Committee's recommendations were approved unanimously.

Mr. Rosborough stated that the Committee will be looking at ways in which the Board can recognize employees for exceptional work.
FACULTY REPORT: No report.

STUDENT GOVERNMENT ASSOCIATION REPORT:

Mr. Schwinn reported that the SGA recently assisted students in developing three new clubs on campus: 1) the Spanish Club, 2) the Philosophy Club, and 3) the Young Republicans Club.

The SGA is planning an evening function for students in February that may include professional comedians along with a big pizza party.

FOUNDATION REPORT:

Ms. Shaver gave a summary of activities and a list of donors for the four-month period of September through December 1995. Donations of $49,558.42 in cash and gifts in-kind were received during that period.

Several things are being developed to recognize donors, including a donor board to be displayed in the lobby area of the Galehouse Building. A brochure is being designed that will explain the levels of giving and what an endowed scholarship is. The size of the Board of Directors needs to be increased and Trustees were asked to make recommendations for new members.

Dr. Stone stated that the College is worthy of gifts and that we want to give people of the community an opportunity to contribute. He asked Trustees to help him open doors and to pave the way with business and industry leaders.

NEXT MEETING: March 21, 1996, 4:00 p.m.

Meeting adjourned at 5:40 p.m.

Eric B. McKeithan, Secretary
CFCC STRATEGIC GOALS FOR 1996-97

1. Foster institutional excellence in instruction and instructional support services throughout the institution.

2. Improve program quality and document quality through more refined assessments of learning outcomes.

3. Promote diversity at all levels within the institution.

4. Increase access to all college programs, with particular emphases in occupational extension programs designed for business and industry and in community-based adult basic education.

5. Strengthen institutional development efforts including marketing, institutional effectiveness, and fundraising.

6. Enhance student life through expansion and/or refinement of student development activities and services.

7. Develop an effective enrollment management system including improved enrollment, advisement processes, and goal achievement.

8. Forge stronger linkages with business and industry, governmental agencies, and other employers in order to stimulate economic development and to enhance job opportunities for graduates.

9. Maintain or increase professional development opportunities for faculty and staff, specifically in the use of campus-wide information technologies.

10. Maintain aggressive schedule for construction of new facilities.

Approved by the CFCC Board of Trustees on January 18, 1996