The Cape Fear Community College Board of Trustees met in regular session on Thursday, January 26, 2006, at 4:00 pm in the Board Room of the General Administration Building. Mr. Eddie Crowell, Chair, presided.

Trustees present were: Mr. Crowell; Mr. Carl A. Byrd, Sr.; Ms. Jennifer C. Casey; Mr. Ted Davis, Jr.; Mr. Ken McGee; Dr. Mac Murray, Jr.; Mr. Bill Rose; Mrs. Barbara Schwartz; Mr. Robert H. Williams; Ms. Linda Wilson; and Mr. Chazz Clevinger. Trustees not present were: Mr. W. Allen Cobb, Jr. and Mrs. Lethia S. Hankins.

Employees present were: Dr. Eric B. McKeithan, President; Mr. Carl Brown, Vice President of Institutional Services; Ms. June Caulder, Executive Administrative Assistant to the President and Executive Vice President; Ms. Carol Cullum, Vice President of Student Development; Mr. David Hardin, Public Information Officer; Mr. Dan Hickman, Executive Vice President; Ms. Brenda Holland, Vice President of Faculty Association; Mrs. Kim Lawing, Vice President of Institutional Effectiveness; Mrs. Margaret Robison, Executive Director of CFCC Foundation, Inc.; Mrs. Camellia Rice, Vice President of Business Services; Mr. Clarence Smith, Dean Continuing Education; Mr. John Upton, Personnel Director; Mr. Rick Zigler, Vice President of Instruction; and others noted below.

Others present were: Mr. Dan Martin and Mr. Jamie Norment, Attorneys – Ward & Smith; and Ms. Lindsay Goldsworthy, Public Information Intern.

The meeting was opened with The Pledge of Allegiance to the U. S. Flag

MINUTES

A MOTION was made by Ms. Casey and seconded by Mr. Byrd to approve the Minutes of the November 16, 2005 Board meeting. Motion passed unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Employees – President McKeithan introduced the following new employees who were in attendance:

- Beth Strickland, Purchasing Technician, 12/05/05
- Lesa McCabe, Dental Assisting Instructor, 12/12/05
- Glen Davis, Architectural Tech Instructor (TFT), 1/02/06
- Scot Painter, Basic Skills Instructor (TFT), 1/02/06
- Michelle Pontious, Secretary – Counseling Unit, 1/09/06
- Weatherly Landry, Admissions Intake Specialist, 1/16/06
- Melissa Singler, Basic Skills Director, 1/23/06
CHAIR’S REPORT

Community College National Legislative Summit
The Association of Community College Trustees and the American Association of Community Colleges are sponsoring the National Legislative Summit on February 5-8, 2006 in Washington, DC. Board member, Carl Byrd, Sr., will attend this conference. A North Carolina breakfast with legislators has been planned on February 7.

Mr. Byrd was offered a position on the National Board, but had to decline because of family obligations.

Dinner Meeting with Pender County Officials
Board members and representatives from CFCC are planning a dinner meeting on February 21 at 6:00 pm at the Burgaw Center with Pender County Commissioners and the Pender County Manager to renew the partnership between the parties to enable CFCC to provide job training and education in the Pender county area.
Please let June know if you will attend or not.

CFCC Basketball
Just a reminder that a few home games remain.

$2.5 Million funds from County
Chair Crowell thanked President McKeithan, Ms. Casey, and especially Mr. Ted Davis, Jr., for working to secure $2.5 million in funds from New Hanover County for the proposed building on Nutt Street.

PRESIDENT’S REPORT

CFCC’s Nominee for 2005 Excellence in Teaching Award
Mr. Gary Simpson, Drafting and Design Instructor in the Engineering Department, was presented a certificate and pin in recognition of being nominated for the 2005 Excellence in Teaching Award. Mr. Simpson has been an instructor at CFCC since 1991 and has also received training in Robotic technology.
Mr. Simpson stated that all instructors at CFCC deserve this award and thanked President McKeithan.

Linda Smiley
President McKeithan reported good news concerning Ms. Linda Smiley, Director of Financial Aid/Veterans, who had emergency surgery recently. It looks like Ms. Smiley will leave the hospital this weekend.

NC Board of Nursing
The summary NCLEX-RN, first-time tested rate as of December 31, 2005, reported that Cape Fear Community College had a first-time passing rate of 100 percent. In comparison, Coastal Carolina CC had a 91 percent, James Sprunt CC had a 90 percent, Southeastern CC had a 92 percent, and UNCW had a 94 percent.
Program Audit Report

An audit was conducted at CFCC by the System Office Program Audit staff on the maintenance of records and the reporting of student membership hours for Spring 2004 through Spring 2005. There were no audit exceptions or areas of concern identified for the classes and programs reviewed. The System Office commended CFCC for the excellent manner in which record keeping procedures prescribed by the State Board of Community Colleges were followed.

North Carolina Association of Community College Presidents (NCACCP) Winter Meeting

The winter meeting of NCACCP is scheduled for January 25-27 at South Piedmont Community College on the Monroe campus. President McKeithan will attend on the 27th.

COMMITTEE REPORTS

Facilities and Equipment Committee

Review of Plans for North Campus Entrance- Mr. Jack Claywell, LS3P Boney Architects, and Mr. Michael Cole presented two designs for the entrance and face of the North Campus. The designs contained brick signs with pickets on each side of the main drive entrance with one sign having “Cape Fear Community College” and the other having “North Campus.” The difference in the two designs was whether CFCC wants large deciduous trees or evergreens behind the panels with flowering trees, shrubs, ground cover, and annuals layered around the signs. General consensus was to go with the large deciduous trees.

Mr. Claywell reviewed the design of the entrance signs. The panels will be approximately 9-feet tall, made of the same materials as the campus buildings – limestone and brick – with white lettering and pickets, no logo at the main entrance. A second sign at the intersection of North College Road and Blue Clay Road with the logo included was suggested. Since CFCC does not own the property at that intersection, we will seek permission from the NC Department of Transportation to erect the sign so it can be seen from North College Road.

These designs were a starting place and Mr. Claywell and Mr. Cole will proceed with the project and return with more detailed designs.

Update on Classrooms and Parking Project – Mr. Claywell presented a schematic drawing of the proposed 4-story building for the Nutt Street property to house Cosmetology, Esthetics, Nail Technology and to provide additional space for Culinary Technology and Hotel and Restaurant Management. A MOTION was made by Mr. Williams and seconded by Mr. Byrd to recommend that the Board of Trustees approve the concept represented in the drawings of the proposed building on the Nutt Street lot in order for LS3P Boney Architects to move forward in submitting schematics and subsequent drawings for approval by the Office of State Construction, with the understanding that the architects will return to the Board for final approval of exterior building materials and appearance. Motion passed unanimously.
Finance Committee

Request to Charge Off Bad Debts – There are eighty-one students who owe the College less than $25 each, which total $1,101.64. The College has exhausted all means to collect these debts. A MOTION from the Finance Committee recommended that the Board of Trustees approve this request to charge off bad debts in the amount of $1,101.64 as presented. Motion passed unanimously.

State Budget Revision Report – Mrs. Rice, Vice President of Business Services, reviewed the report with Trustees. The increase to the budget was $107,008. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the State Budget Revision Report as presented. Motion passed unanimously.

State and County Budget Summaries – Both budgets are on target and in good shape at this point in the fiscal year.

Interest Income Report – The interest earned for December 2005 was $11,855.44. Interest rates are slowly rising.

Administrative and Personnel Committee

Proposed Changes to Faculty and Staff Handbook – Sick Leave -
Two changes are proposed to the Faculty and Staff Handbook concerning sick leave for faculty as follows:

Current statement: Faculty must schedule a minimum of five office hours per week. At least one office hour will be scheduled on any day without classes so that faculty are accessible to students.

Proposed change: Faculty must schedule a minimum of five office hours per week. Office hours will be scheduled so that faculty are accessible to students.

Addition to sick leave as follows:

Eight (8) hours of sick leave must be deducted for each full-time day missed by any full-time regular employee. Part-time regular employees must deduct the number of hours they were scheduled to work on the day(s) missed.

Faculty is charged sick leave using the following formula:

\[
\frac{\text{hours absent} \times 8}{\text{scheduled work hours}} = \text{hours charged (rounded to the nearest whole hour)}
\]

Examples:
1 hour absent \( \times 8 \) hours = 2 hours charged
Department Chairs will be responsible to ensure the proper sick leave hours are reported in accordance with this policy.
A MOTION from the Administrative and Personnel Committee recommended that the Board of Trustees approve the Sick Leave change as listed above. Motion passed unanimously.

Proposed Changes to Catalog –

1. Admission Policy for Students Under the Age of 16 – This policy was removed from the State Statutes and has now been reinstated as follows:

ADMISSION POLICY FOR STUDENTS UNDER THE AGE OF 16

According to NC General Statute 115D-1.1 adopted during the 2001 session of the North Carolina General Assembly and re-instated in the 2005 session, intellectually gifted and sufficiently mature students under the age of 16 years may be admitted to Cape Fear Community College provided they also meet specific admissions criteria of CFCC.

Cape Fear Community College is organized to provide education and training primarily for adult students. The college cannot provide the level of supervision for students under the age of 16 normally provided in other schools designed specifically for such young students. Moreover, the content and physical abilities required of participants in certain courses are designed for mature and/or physically capable adults. Therefore, it is the policy of Cape Fear Community College that the admission of any student under the age of 16 in classes other than those formally known as Huskins bill programs shall require that parents/legal guardians of such underage students must sign a Consent and Agreement/statement of Indemnity form available from the CFCC Admissions office. Contact the Admissions office to obtain an admissions packet for Under 16 Academically Gifted students.

A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees approval of the reinstated Statute for Admission of Students Under the Age of 16 as presented. Motion passed unanimously.

2. Grievance Policy Procedure – A Policy addition as follows was proposed:
“If the student wishes to appear before the Judicial Board, the request must be included in the written appeal.” A MOTION from the Administrative and Personnel Committee
recommended to the Board of Trustees approval of the addition to the Grievance Policy procedure as presented. Motion passed unanimously.

3. CLEP – Several College Level Examination Program (CLEP) minimum scores were changed and subjects added to the list. A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees approval of the changes to CLEP as presented. Motion passed unanimously.

4. Placement Test Advising Guide – Changes to this Guide include the addition of “The state requires a prerequisite of MAT 050 with scores in this range (At CFCC this requirement is met by referring the student to the Learning Lab for review and retest)” and MAT 141, 155, 171, or MAT 175. A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees approval of the addition and changes to the Placement Test Advising Guide as presented. Motion passed unanimously.

Trustee By-Laws, Article VII, Section 1. Succession to Presidency – A proposed change in the by-laws to reflect the organization of CFCC was suggested as follows:

**ARTICLE VII**

Cape Fear Community College

**Section 1. Succession to the Presidency**

Unless the Board shall decide otherwise, the Executive Vice President of the College, in the event of the President’s serious disability, death, resignation, dismissal, or prolonged absence for any reason, shall serve as acting president until the Board has selected a temporary or permanent president. The appointment of the acting President is subject to approval of the State Board.

A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees approval of the proposed change in the by-laws as presented. Motion passed unanimously.

Mission Statement – The Mission Statement was reviewed and no changes were recommended. A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees reaffirmation of the Mission Statement with no changes. Motion passed unanimously.

OTHER REPORTS

SGA Report – Mr. Chazz Clevinger, SGA President, distributed several handouts including the SGA Newsletter, an update, and Calendar of SGA events and reviewed them with Board members. Several projects are planned in the near future – a woodlot project for the homeless in January, a Valentines Day Flower Sale in February, and speaking to the Lyceum program at NHHS.

Trustees thanked Mr. Clevinger for his report and commended him on his enthusiasm and work with the SGA.
Faculty Report - Mrs. Brenda Holland, Vice President of the Faculty Association was recognized. No report was made.

Foundation Report – Mrs. Margaret Robison reported on the total funds for the Foundation which was $2,414,030.81 as of December 31, 2005. Mrs. Robison thanked Ms. Casey, Ms. Wilson, and Mr. Crowell for their stewardship for the Foundation.

The donor appreciation date has been changed to July this year. Mrs. Robison reminded Trustees that the Foundation has 8 reserved seats at “Our Place” each Wednesday for lunch this semester and they are open to be used for potential donors.

Mrs. Robison reported that CFCC made $7,000 from the Halloween Bash in October.

ANNOUNCEMENTS

Mr. Byrd reported that the New Hanover Human Relations Banquet is scheduled for February 25, 2006. Dr. Ed Paul is the keynote speaker.

Mr. Crowell reminded Trustees that the “Gift of Education” event for the Foundation is planned in May. Corporate sponsors for tables was suggested.

Dr. McKeithan announced that he plans to visit a large area employer about locating a possible expansion in Wilmington. Also, if anyone knows of a facility for rent that could house 800 – 1,000 people in New Hanover County, a separate employer is thinking of expanding here. The facility would be needed for 6-9 months.


Meeting adjourned at 5:10 pm.

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Eric B. McKeithan, President

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June M. Caulder, Recording Secretary