The Cape Fear Community College Board of Trustees met in regular session on Thursday, January 27, 2005, 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.; Mrs. Jennifer Casey; Mr. Allen Cobb, Jr.; Mr. Ted Davis, Jr.; Mr. Ken McGee; Dr. Mac Murray, Jr.; Mr. Bill Rose; Mrs. Barbara Schwartz; Mr. Robert Williams; Mrs. Connie Yow; and Ms. Adria Mascareno. Trustee absent was: Mrs. Lethia Hankins.

Employees present were: Dr. Eric McKeithan, President; Ms. June Caulder, Administrative Assistant to the President; Mrs. Carol Cullum, Vice President of Student Development; Mrs. Margaret Robison, Executive Director of CFCC Foundation, Inc.; Mrs. Camellia Rice, Vice President of Business Services; Mr. David Seeger, Interim Vice President of Instruction; Ms. Gerry Shaver, Vice President of Institutional Development; Mr. John Upton, Personnel Director; Mr. John Ward, Faculty Association President; and several new employees (see below).

Others present were: Mr. Joseph O’Neal, CFCC student/intern; Mr. Ryal Tayloe, attorney Ward & Smith; and Mr. Sam Scott, reporter, Star News.

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

MINUTES

A MOTION was made by Mr. Byrd and seconded by Mr. McGee to approve the Minutes of the November 17, 2004, Board meeting. Motion passed unanimously.

RECOGNITIONS AND INTRODUCTIONS

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

- Ivan Ditscheiner, Assistant Webmaster, effective 11/15/04
- Pamela Aubry, Secretary, Counseling, effective 12/06/04
- Pamela Shaffer, Secretary, BIG Center, effective 12/06/04
- Betsy Bilger, ESL Coordinator, effective 1/10/05
- Dom Friant, Computer Technician, effective 1/18/05
- Al Warren, Computer Technician, effective 1/18/05
- Robert Suddith, Biology Instructor, effective 1/24/05
President McKeithan introduced Mr. Joseph O’Neal, CFCC student/intern to the Board members.

CHAIR’S REPORT

Real Estate – The Board of Trustees will go into Executive Session pursuant to N.C. General Statute 143.318.11(a)(3) and (5) to discuss real estate matters after other board matters are handled.

Community College National Legislative Summit 2005 – The American Association of Community College Trustees (ACCT) will hold the National Legislative Summit in Washington, DC, on February 14-16, 2005. Trustee, Carl Byrd, Sr., will attend. In conjunction with this summit, the North Carolina Association of Community College Trustees will be sponsoring a North Carolina breakfast on February 15. Meetings with Senator Elizabeth Dole and Senator Richard Burr have been scheduled. First Lady, Laura Bush, will speak at the summit.

2005 NCACCT Annual Law Seminar – The North Carolina Association of Community College Trustees will sponsor the Annual Law Seminar on March 6-7, 2005. If you are interested in attending, please contact June Caulder.

PRESIDENT’S REPORT

Soccer Field – CFCC is working on a design for installing an unlighted soccer field at the North Campus. The field will be located in the grassy area in the rear of the existing building.

Economic Impact of Cape Fear Community College – President McKeithan briefly reviewed a Fact Sheet and Executive Summary from CC Benefits, Inc. explaining the role CFCC plays in the local economy. Business sales in the CFCC Service area are $505 million greater, and labor income is $210 million greater due to the past and present operations of CFCC.

The report states that state and local government support for CFCC in fiscal 2003 will be fully recovered in 11.1 years, in the form of higher tax receipts and avoided costs. Also, students enjoy an 18.4 percent rate of return on their CFCC educational investment, and recover all costs (including wages foregone while attending CFCC) in 8 years.

Resolution of Commendation – Vice President of Instruction, Brigadier General Dan Hickman has returned to North Carolina from active duty where he served as Commander of the 30th Heavy Separate Brigade (Armored), leading a unit of over five thousand soldiers during deployment in Iraq. He will return to CFCC on Friday, February 4. A reception at the Schwartz Center is planned on that day at 3:00 pm to express our appreciation for his service to our country and for his personal and professional contributions to CFCC and our community. If you plan to attend the reception, please RSVP to June Caulder at ext. 7555 by February 1 at 12 noon so we can give the caterer a head count.
A MOTION was made by Mr. Byrd and seconded by Mrs. Casey to pass a Resolution of Commendation from the Board of Trustees to Vice President Hickman. Motion passed unanimously. Mr. Williams asked if there was something else the Board of Trustees could do to show their appreciation to Mr. Hickman and it was suggested to make contributions to the CFCC Foundation, Inc.

Spring ’05 Enrollment – Enrollment at CFCC is running about 4.2 percent ahead of the same point in Spring ’04. FTE is running 2 percent ahead of last year.

CFCC Diversity Committee – The CFCC Diversity Committee sponsored a special lecture on diversity on January 26 featuring speaker, Harvard Jennings, a well-known local talk show host who covered a broad spectrum of topics including race and ethnicity. There was standing room only at the lecture.

Real Estate Classes – NC Real Estate Commission reported that 100 percent of CFCC’s test-takers for real estate sales passed the North Carolina exam. Statewide 71 percent of people taking the exam passed.

CFCC Men’s Basketball – CFCC’s men’s basketball team is beginning to attract national attention by getting votes for the Top 20 nationally-ranked teams in the NJCAA. Coaches from 10 senior colleges attended the tournament in December at the Schwartz Center.

Last night the Sea Devils defeated Lenoir Community College 105-89 at the Schwartz Center. The next home game is scheduled for February 8.

CFCC Women’s Volleyball – President McKeithan emphasized again the women’s volleyball team going to the nationals. He said if you hadn’t seen this team play, you did not know what you had missed.

Touring New Construction at North Campus – On February 1, following the 9:00 am construction meeting at the North Campus, CFCC will be embedding a time capsule in one of the interior walls of the Applied Technologies building. The time capsule was the brainchild of Joel Spencer, Department Chair of Engineering Technology. The sealed capsule contains historical and up-to-date items/information about CFCC.

Immediately following the ceremony, Trustees will have a guided tour of the building. If you plan to attend, call June Caulder so we will know how many hard hats and safety glasses to have on-site.

No Butts About It! Campaign – CFCC has launched a new campaign to educate smokers about not trashing the campus with discarded cigarette butts and to not congregate around major entrances and exits to smoke, forcing non-smokers to wade through a haze of exhaled cigarette smoke. CFCC staff and SGA volunteers will be positioning themselves at these selected locations to remind smokers of the boundaries of
non-smoking areas outside the buildings and to properly discard their cigarette butts in new receptacles.

**COMMITTEE REPORTS**

**Finance Committee**

*State Budget Revision Report* – Mrs. Jennifer Casey, Chair, reviewed the State Budget Revision Report with the Board members. The total increase to the budget was $245,755. CFCC reverted .75 percent of the formula budget ($179,012) as mandated by the North Carolina Community College system to help with the cost of cleanup from the storms that battered both eastern and western North Carolina earlier in the year. A MOTION from the Finance Committee to the Board of Trustees recommended approval of the State Budget Revision Report as presented. Motion passed unanimously.

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

*Interest Income Report* – Interest earned during the month of December was $8,640.85. The State Treasurer account was paying 2.73 percent.

**Planning Committee**

In January of 2004, the Planning Committee reviewed enrollment projections and focused on enrollment for both the Wilmington and North campuses of CFCC. The projections in 2004 revealed that if CFCC enrollment increases over the next ten years are only half of what they have been for the previous ten years, the institution will need an estimated $170 million to construct facilities to serve the 6,000 additional curriculum students.

Since the Planning Committee reviewed these projections last year, the cost of steel, concrete, and other building materials has increased as much as 40-60 percent. While CFCC has approximately $9 million remaining from the 2000 state higher education bonds, the property exchange between CFCC and the City of Wilmington has revealed that this amount is not adequate to develop even one major building on the property being acquired from the City.

It is apparent that CFCC will either need additional funds to provide education and job training for local citizens or will face the task of turning away hundreds or thousands of prospective students each year.

Given the College’s need to make optimal use of the property being acquired from the City and the strong financial advantages that accrue to local students, the local economy, and the strong payback to local and state governments for investments in CFCC, the Planning Committee of the CFCC Board of Trustees reviewed projected enrollment and facility needs for the next ten years and presented this list for the Board’s
consideration prior to making any recommendations to the New Hanover County Commission for a bond referendum. A MOTION from the Planning Committee to the Board of Trustees recommended that the Board seek approval of the New Hanover County Commission for a $175,400,000 bond referendum. A SUBSTITUTE MOTION was made by Mr. McGee and seconded by Mr. Cobb, to postpone and defer voting on the bond referendum pending further discussion with the New Hanover County Commission and County staff. Motion passed unanimously.

Administrative and Personnel Committee

Travel Reimbursement – The State Board of Community Colleges has authorized community college Boards of Trustees to increase the mileage reimbursement rate for use of a private vehicle, when no vehicle is otherwise available, to 40.5 cents per mile effective January 1, 2005. A MOTION from the Committee to the Board of Trustees recommended that travel reimbursement rates be adjusted to the rate recommended by the State Board of Community Colleges automatically in the future without requiring each adjustment to be voted on by the Board of Trustees. Motion passed unanimously.

Transcript Fees – In the past, CFCC has allowed students to receive one transcript free of charge, but with our new system, Datatel, there is no way to determine if a student has requested one or several transcripts. A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended that a $2.00 fee be charged for each transcript. Motion passed unanimously.

Positions – After President McKeithan’s evaluation review by the Board of Trustees last June, Board Chair, Eddie Crowell, and Carl Byrd, chair of the Board’s Administrative and Personnel Committee, discussed the results of the evaluation with the President. During that review, the discussion touched on the increased quantity and complexity of responsibilities of the President over the last decade. President McKeithn indicated that he felt CFCC was now large enough to justify establishing a position of Executive Vice President to provide more oversight for on-campus day-to-day administrative matters, thereby enabling President McKeithan to have more time to cultivate donors, meet with legislators, and other key community groups and leaders, and attend to the various ceremonial and public contact functions associated with the position. A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended the establishment of the Executive Vice President position. Motion passed unanimously.

College Activities Committee

The College Activities Committee met on December 9. Ms. Gerry Shaver, Vice President of Institutional Development, presented a PowerPoint overview of SACS and Cape Fear Community College’s accreditation process. Ms. Shaver discussed the timeline and the progress to date.
The Committee also toured programs housed in the Allied Health Building including allied health programs, LRC, Learning Lab, and the CFCC Bookstore.

The next meeting of this Committee will be February 24 with Vice President Camellia Rice discussing the budget for CFCC. After Mrs. Rice’s presentation, members will tour the Science and McLeod Building and the waterfront area.

OTHER REPORTS

SGA – no report

Faculty Association - Faculty appreciates the support of the Board of Trustees and President McKeithan.

Foundation – Mrs. Robison, Executive Director of CFCC Foundation, Inc., reviewed attachments showing a balance of $2,178,211 in the Foundation Funds as of December 31, 2004. She thanked the trustees for their contributions and mentioned scholarships from the Cameron Foundation, New Hanover Health Network, and PPD.

REAL ESTATE

The Board of Trustees went into Executive Session pursuant to N. C. G. S. Section 143.318.11(a) (3) and (5) to discuss real estate matters.

The Board returned to open session. No action was taken.

ANNOUNCEMENTS

President McKeithan announced that he and four other members of the CFCC leadership team would be in Atlanta on Monday for the orientation session for 2007 reaffirmation with SACS.

Date of the Next Meeting – Thursday, March 25, 2005.

_________________________________________
Eric B. McKeithan, President/Secretary

_________________________________________
June M. Caulder, Recording Secretary