MINUTES CAPE FEAR COMMUNITY
COLLEGE BOARD OF TRUSTEES
MEETING MARCH 23, 1995

The Cape Fear Community College Board of Trustees met in regular session on Thursday, March 23, 1995, at 4:00 p.m. at the Scottish Rite Temple on South 17th Street, Wilmington, N.C. Mr. Oscar A. Graham, Vice-Chairman, presided.

Members present were: Mr. Graham, Mr. Charles Agnoff, Mr. Carl A. Byrd, Sr., Mr. Stephen Davenport, Jr., Mrs. Mary Elizabeth Hood, Mr. Jon Rosborough, Dr. James E. Vann, and SGA President Mr. Loris "Mac" McCants. Members not present were: Dr. Mary Sutton Bell, Mr. Fred J. Jackson, Mr. James W. Lea, III, Mrs. Barbara Schwartz, and Mr. William C. Taylor.

Others present were: Dr. Eric B. McKeithan, President; Mr. Dan Hickman, Interim Vice President for Instruction; Mrs. Camellia Rice, Chief Fiscal Officer; Mr. Carl Brown, Director of Institutional Services; Miss Charlotte Dexter, Director of Personnel; Mrs. Kathy Garris, Administrative Assistant to the President; Mr. Robert Puckett, Faculty Association President; Mr. Ken Wooten, College Attorney; Mr. Philip Sharpe and Mr. Rick Collins from Sharpe Architecture; Mr. Robert Anderson from Hayes-Howell Architecture; and Mr. Merton Vance from the Wilmington Star News.

The meeting opened with The Pledge of Allegiance to the U. S. Flag. Mr. Graham thanked Dr. Vann for allowing the Board to use the Scottish Rite Temple for the Board meeting. Mr. Graham introduced Mr. Vance from the Star News and welcomed him to the meeting.

The minutes of the January 19, 1995, meeting were approved as written.

CHAIRMAN'S REPORT:

NCACCT Leadership Conference - Mr. Graham called on Mr. Davenport and Mr. Byrd to give reports on their observations of the Conference. Mr. Davenport discussed regionalism, the proposal to change community colleges from quarters to semesters, legislative issues, the public perception of community colleges, and proposed changes in appointments to community college boards of trustees. Mr. Byrd reported on the role of trustees, selling the news of community colleges (success stories), industrial recruitment in the State, wireless cable, and Community College System President Vic Hackley's dinner speech in which he stressed the importance of trustees being advocates of the community college system.

Mr. Graham asked trustees to contact Board Chairman Fred Jackson if they have any suggestions for proposed changes in community college trustee appointments.
ACCT Regional Conference - The Association of Community College Trustees will hold its Southern Regional Conference on June 15-17 in Charleston, South Carolina. Mr. Graham asked trustees to contact Mrs. Garris if they plan to attend.

NCACCT Annual Meeting - The North Carolina Association of Community College Trustees will hold its annual meeting on May 4 and 5, 1995, in Greensboro, N.C. Mr. Graham asked trustees to contact Mrs. Garris if they plan to attend.

PRESIDENT'S REPORT:

Building Design Up-Date - Dr. McKeithan called on the architects to give a report on the schematic design plans and master plans for phases 1 and 2. A change in the location of the Workforce Training Center (WTC) was proposed in order to avoid a landscaping ordinance which would require that the entire block of land around the proposed WTC be landscaped—no parking would be available on that block. In order to more fully utilize the existing space, it was recommended that the WTC be relocated and attached to the existing building on the 7.5 acre site. The existing building would be renovated to match the new WTC building. A MOTION was made by Dr. Vann and seconded by Mr. Byrd to approve the change in the location of the WTC building. Motion approved unanimously.

Dr. McKeithan stated that the master plan has many bonuses—more facilities and upfitting of existing facilities, it addresses the critical shortage of space in the Library to bring it into compliance with SACS accreditation, and it will allow more physical education classes because of the addition of the Student Activity Center.

Trustees had several questions about the plans, including one about security on campus. Mr. Rosborough suggested that the College seek advice about providing a safe and secure environment to avoid potential lawsuits if a student or employee were harmed on campus. Dr. McKeithan stated that this aspect of planning will be reviewed. Overall, trustees were very complimentary of progress on the plans.

Bond Funds - Dr. McKeithan asked approval to send a letter to the State Board of Community Colleges urging the State Board to support Senate Bill 363 which would distribute remaining bond funds based on a ranking of the highest priority needs within the community college system. A MOTION was made by Mr. Agnoff and seconded by Mr. Byrd to approve the letter as written. Motion passed unanimously. Mr. Graham requested all trustees to contact legislators urging their support of Senate Bill 363.

AdvisoQ” Committee Members - Dr. McKeithan presented a list of newly appointed and re-appointed members of various advisory committees for information.
A.D.N. & L.P.N. Scores - All 1993-94 nursing graduates passed the State Board of Nursing exam. Mr. Rosborough asked President McKeithan to pass along to faculty and staff the Board's accolades for this outstanding achievement.

COMMITTEE REPORTS:

FACILITIES & EQUIPMENT COMMITTEE: Mr. Davenport reported that the Riverwalk plan has changed slightly to offer better traffic flow, eliminate the fence between the CFCC building and the Walk, increase CFCC's access to the water, and incorporate the Walk into the campus. The City of Wilmington will donate additional funds that the new plan may require and private donations of $15,000 have been secured. The Riverwalk is scheduled for completion no later than December 1995. Mr. Davenport recommended approval of the new plan; Mrs. Hood seconded and the Board approved unanimously.

Watkins Property - Mr. Scott Harry, owner of the property, has decided to retain ownership of the small parking lot that had been a part of the purchase agreement. This will reduce the purchase price to $468,500.00. Details are being finalized for closing of this purchase in the near future. The Phase I environmental assessment on the property showed no contamination.

Front Street Traffic Flow - The Wilmington City Council approved an ordinance which enables the 400 block of North Front Street to be changed to one-way northbound traffic. The City did not grant a waiver on impact fees for CFCC's building projects.

Burn Pit - CFCC's portion of the burn pit costs for 1994-95 is $283,000. The College's former insurance carrier (Great American) may reimburse the College $100,000 to $150,000. Another $100,000 has been received from a special Legislative appropriation. The College will pay the balance from its 1994-95 county budget. Preliminary information shows the College's share for the 1995-96 fiscal year to be $268,000. An additional $67,000 will be due over the next five years ($13,400 per year).

Fire Alarm/Elevator Return Renovation - Elevators in CFCC buildings were upgraded to meet N. C. Building Code requirements. The elevators are to work in conjunction with the fire alarm systems so that, in case of a fire, the elevators will go straight to the ground floor. The cost was $46,918 and was funded from CFCC county budget reserves.

FINANCE COMMITTEE: Mr. Davenport presented the Pender County Budget for 1995-96 for approval. This budget reflects a 3% increase in general operating funds, plus additional funds for improvements to the Hampstead Campus. The total budget request was for
$100,386. A MOTION was made by Mr. Byrd and seconded by Mrs. Hood to approve the budget. Motion passed unanimously.

**Budget Revisions** were approved with a MOTION by Mr. Byrd and second by Dr. Vann. Motion passed with one abstention.

**State and local budget summaries** were included with the meeting packet, for information.

**Audits** - Dr. McKeithan reported that FTE and financial audits for the 1993-94 fiscal year showed no concerns or exceptions. Commendations were expressed to Mrs. Rice and the business office, as well as Mr. Hickman, the Continuing Education Department, faculty, and instructional support staff for these excellent audits.

**Pender County Matching Funds** - Mr. Davenport reported that Dr. McKeithan has discovered $500,000 in Federal overmatch funds that can be used to match Pender County's unmatched portion of the State bond funds---$309,788 of $690,000. Pender County has promised to provide upkeep of any new facilities financed from the extra funds. Mr. Davenport recommended that the Board of Trustees approve using $309,788 of the $500,000 Federal overmatch for this purpose. Motion seconded by Mr. Byrd and approved unanimously.

The **State Budget Reserve Report** was included in the meeting packets for information.

**ADMINISTRATIVE & PERSONNEL COMMITTEE:** Mr. Rosborough recommended approval of the **Mission Statement** (see attached) as it was presented to the Board in the January 1995 meeting. A MOTION was made by Mr. Davenport and seconded by Mr. Byrd to approve. Motion passed unanimously.

Dr. McKeithan reported the following new employees and resignation:

**New Employees**


*Bruce James* - Director of Radiologic Technology Program, effective January 2, 1995.

**Resignation**

*Jean Wells* - Continuing Education Secretary, effective March 10, 1995.
FACULTY REPORT:

Mr. Puckett reported that many faculty members are involved in the SACS self-study process. He also reported that he is working with the Wilmington Transit Authority to conduct a survey of their riders to determine the need for extended evening bus service to CFCC students.

SGA REPORT:

Mr. McCants reported the following student activities:

1. A College Day was held on February 18 at CFCC to give students a chance to talk with four year university representatives.
2. A blood drive was held in February and another is planned for May.
3. A survey of bookstore services was conducted among students.
4. A Winter Bash was held on March 16.
5. A Career Day will be held March 29.
6. The SGA is planning a Spring Fling for some time in May.
7. SGA elections for president and secretary will be held soon.
8. Mr. McCants will be attending the N4CSGA convention in Raleigh the last weekend in April. New DCC President Dr. Vic Hackley will meet with the SGA representatives at that time.
9. CFCC's Alpha Chi Sigma Chapter of the Phi Theta Kappa honor society hosted a regional convention in Wilmington in March. CFCC's two-year-old honor society received 13 awards, including the 5-star award which signifies the highest level of achievement for the society. An international convention will be held in Chicago, Illinois, in April, and several members of the honor society will be attending.

Dr. McKeithan added that Mr. McCants is a candidate for International President of Phi Theta Kappa at the convention in Chicago, which signifies the work of the Chapter as well as an honor for Mr. McCants.

Mr. Graham thanked Mr. McCants for his report and expressed commendations to him for his work on the SGA and the honor society.

COMMUNITY INFORMATION:

Mr. Rosborough expressed pride in being associated with CFCC and suggested to Dr. McKeithan that something should be done to recognize all the positive things that have been accomplished at CFCC over the past year. Dr. McKeithan stated that the College Council will work on this and come up with something appropriate.
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**Graduation** - May 26, 1995, at 7:00 p.m. at the Coast Line Convention Center.

**Advisory Banquet** - Dr. Vann reminded the trustees of the Advisory Banquet following the Board Meeting. Five CFCC graduates will speak and 226 people are expected to attend.

**Truck Driver Training Program** - Dr. McKeithan announced that classes will begin the first of May 1995.

**NEXT MEETING** - Thursday, May 18, 1995, 4:00 p.m.

Meeting adjourned at 6:15 p.m.

Respectfully submitted,

[Signature]

Eric B. McKeithan, Secretary

Kathy Garris, Recording Secretary

Attachment