MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MARCH 24, 2005, 4:00 PM

The Cape Fear Community College Board of Trustees met in regular session on Thursday, March 24, 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 C. Casey; Mr. W. Allen Cobb, Jr.; Mr. Ted Davis, Jr.; Mrs. Lethia S. Hankins; Mr. Ken McGee; Mr. Bill Rose; Mr. Robert H. Williams; and Mrs. Connie S. Yow. Trustees absent were: Dr. Mac Murray, Jr.; Mrs. Barbara S. Schwartz; and Ms. Adria Mascarenos.

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 Interim Executive Vice President; Mr. David Hardin, Public Information Officer; Mr. Dan Hickman, Interim Executive Vice President/Vice President of Instruction; Mrs. Carol Cullum, Vice President of Student Development; Mr. Bob Martenis, Consultant/Past Board Chair; Mrs. Margaret Robison, Executive Director CFCC Foundation, Inc.; Ms. Carolyn Oakley, LRC Director; Mrs. Camellia Rice, Vice President of Business Services; Mr. David Seeger, Provost North Campus; Ms. Gerry Shaver, Vice President of Institutional Development; Mr. John Upton, Personnel Director; Mr. John Ward, Faculty Association President; Mr. Steve Wardenfelt, Parking Lot Attendant; and several new employees (see below).

Others present were: Mr. Ryal Tayloe, attorney Ward & Smith; Ms. Marcee Cuevas, reporter, Channel 3 News; Mr. John DeSantis, reporter, Star News; Ms. Anna Kooiman, reporter, Channel 3 News; Mr. Michael Pelzer, cameraman, Channel 3 News; Mr. James Davis, citizen; Ms. Pat DeLair, citizen; Ms. Rosemary Towney, citizen, and Ms. Helen Williams, citizen.

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

MINUTES

A MOTION was made by Mrs. Casey and seconded by Mrs. Yow to approve the Minutes of the January 27 and February 1, 2005, Board meetings. Motion passed unanimously.

REMEMBRANCE – RICHARD HOBBS

In March of 2005, Richard Hobbs, retired parking attendant of the 2nd Street lot, passed away from ALS known as Lou Gehrig’s disease. Mr. Hobbs was an employee of CFCC from March 1999 – March 2004.

Mr. Steve Wardenfelt spoke of his lifetime friendship with Richard and the joy it was to know him.
RECOGNITIONS AND INTRODUCTIONS

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

Catherine Ballard  Lead Instructor, Pharmacy Technology, effective 3/14/05
Cindy Douglas    Custodian Supervisor, effective 3/7/05
Dorian Pittman    Custodian, effective 3/7/05
Callie Potter     Admissions Secretary, effective 2/28/05

CHAIR’S REPORT

Bond Resolution – In January 2005, the Planning Committee of the Board of Trustees reviewed enrollment projections and facility needs from 2004 and reported to the Board of Trustees that it was apparent that CFCC would need additional funds to provide education and job training for local citizens or would have to turn away hundreds or thousands of prospective students each year.

Given the College’s need to make optimal use of the property 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 Board of Trustees sought approval from the New Hanover County Commissioners for a bond referendum. The Commissioners approved a $27 million bond referendum to be held on May 10.

Funds from this upcoming bond referendum will be used, along with $9 million bond funds we have in reserve, for a building to house classrooms and offices, and a parking deck at the location of the old Wilmington Police Department.

A Resolution from the CFCC Board of Trustees in support of this referendum was read. A MOTION was made by Mr. Williams and seconded by Mrs. Hankins to approve the Resolution as read. Motion passed unanimously.

Reception Honoring Dan Hickman – A “Welcome Home” reception honoring CFCC’s Vice President of Instruction/Brigadier General Dan Hickman was held on February 4 at the Schwartz Center. Dan served as the commanding general of North Carolina’s 30th Heavy Separate Brigade that just returned from a year of duty in Iraq where he commanded approximately 5,000 American troops and an additional brigade of 5,000 Iraqi troops.

CFCC Basketball Game – On February 8, 2005, prior to the CFCC Sea Devils/Brunswick Community College game at the Schwartz Center, trustees and guests met for dinner at a nearby restaurant. Trustees then proceeded to the game and were treated at half-time to a hospitality room in the Workforce Training Center. Unfortunately, the Sea Devils did not win the game.

Property Exchange with the City of Wilmington – CFCC and the City of Wilmington closed on the property exchange for the Wilmington Police Department property on February 1, 2005.
Wilmington Multi-Modal Transportation Center – City Council met on February 15 and voted 5 to 2 for the Multi-Modal Transportation Center to be located at the 3rd and 4th Streets site.

Phi Theta Kappa International Honor Society – Mr. Kenneth Hufham, faculty advisor for PTK, invited Trustees and their guests to the Spring Induction Ceremony on March 19 at 4:00 pm at the McKeithan Center on the North Campus.


PRESIDENT’S REPORT

Phi Theta Kappa 2005 Regional Awards – Alpha Chi Sigma (CFCC’s chapter of PTK) won several awards at the recent ceremony in Charleston, SC as follows:

Chapter Awards
- Five Star Chapter Development Program – Level Five
- Carolinas Region Service Project Award: Linking The Gap To The Cure
- Carolinas Super Stars Award
- Service Hallmark Award, Honorable Mention
- Fellowship Hallmark Award, Honorable Mention
- Best Use of Honors Topic Award
- Bruce R. Rallis Regional Award, Honorable Mention
- Yearbook Award

Individual Awards
- Carolinas Hall of Honor – Karen Blocker, Sarah Gaither
- Distinguished Chapter Officer, Honorable Mention – Sarah Gaither
- Distinguished Chapter President – Carrol Spool
- Distinguished Chapter Advisor – Kenneth Hufham
- Distinguished College Administrator – Carol Cullum
- Horizon Award – Kenneth Hufham

Safety Training Center – On March 14, 2005, the New Hanover County Commissioners approved contributing $3.5 million towards the cost of the Safety Training Center at CFCC’s North Campus. Wilmington City Council will meet on April 5 to make a decision if the City will participate and the amount. President McKeithan thanked Trustee Ted Davis, Jr. for his help with this project.

COMMITTEE REPORTS

Facilities and Equipment Committee

The Facilities and Equipment Committee of the Board of Trustees met on March 22, 2005 to discuss an environmental report on 501 North 3rd Street. Because there was not a quorum of Committee members present, the meeting was deferred.
Finance Committee

Pender County Budget Proposal – The Board reviewed the proposed budget for Pender County of $102,816 which decreased this year because as of December 31, 2005, CFCC will no longer be at the Hampstead Campus. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the budget as presented. Motion passed unanimously.

New Hanover County Budget Proposal – The Board reviewed the proposed budget of $5,674,525 for New Hanover County which reflected a sizable increase because the Applied Technologies Building at the North Campus will open for students in the fall of this year. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the budget as presented. Motion passed unanimously.

Financial Statement Audit Report – CFCC received the Financial Statement Audit Report for the year ended June 30, 2004, from the Office of the State Auditor which reported that CFCC had no instances of noncompliance and no material weaknesses in internal controls. The Board commended Camellia Rice and her staff in Business Services and expressed their appreciation for the clean audit.

State Budget Revision Report – The total increase to the State Budget was $67,464. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the report as presented. Motion passed unanimously.

State and County Budget Summaries – Both budgets are in good shape and on target for this point in the fiscal year. The large percentage reported as spent in the County Budget line item for institutional support represents payments of once-a-year premiums for insurance. The low percentage reported as spent in the County Budget line item for buildings and grounds represents on-going projects that have not been completed and paid for at this time. These line items will self-correct in the future.

Interest Income Report – The interest rates are very slowly improving and on target with the market. The interest earned in February 2005 was $8,404.38.

Curriculum Committee

Catalog Changes – Catalog changes concerning Developmental Studies, Course Repeat Policy, Academic Forgiveness, Satisfactory Progress Standards, and Academic Warning, Probation, and Suspension were proposed. A MOTION from the Curriculum Committee to the Board of Trustees recommended approval of the changes as presented. Motion passed unanimously.

Program Audit Report Spring 2003-2004 – Interim Executive Vice President/VP of Instruction, Dan Hickman, reviewed the final program audit report (FTE audit) from NCCCS. There were no audit exceptions or areas of concern identified for the classes and programs reviewed. Mr. Hickman reported accolades were in order for Vice President of Student Development, Carol Cullum; Provost North Campus, David Seeger; Dean of Continuing Education, Clarence Smith; and Assistant VP of Instructional Operations, Rick Zigler. This was a tremendous accomplishment. The Board commended CFCC on the audit report.
Review and Amend Self-Supporting Policy – Mr. Hickman reviewed the existing Self-Supporting Policy with the Board which is required every three years by State auditors and proposed an amendment which would include curriculum classes. A MOTION from the Curriculum Committee to the Board of Trustees recommended approval of the amended Policy as presented. Motion passed unanimously.

Report on Self-Supporting Funds – Cape Fear Community College offers self-supporting classes to serve community educational needs that do not fit into state supported budget categories. Excess revenues from self-supporting classes are deposited in the self-supporting institutional account. As of March 2005, the account balance was approximately $380,000. A yearly report to the Board listed activities funded by this money since July 2004.

Administrative and Personnel Committee

Catalog Changes – Many changes were necessary because of CFCC converting to the Datatel system. The Admission Policy for Students Under the Age of 16 was deleted because the State has discontinued this practice. A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees approval of the changes as presented. Motion passed unanimously.

Instructional Operations Division License Agreement – Changes to this agreement included the area of responsibility moving from Institutional Services to Instructional Operations, security requirements, and the amount of liability insurance requirement. A MOTION from the Administrative and Personnel Committee recommended to the Board of Trustees approval of the changes as presented. Motion passed unanimously.

College Activities Committee

Chair of the College Activities Committee, Ken McGee, reviewed the Minutes from the February 24 Committee meeting with the Board. Mr. McGee reported that Camellia Rice, Vice President of Business Services, had presented a PowerPoint overview of CFCC’s budget to the Committee and afterwards the Committee toured programs in the Science, Galehouse, and McLeod Buildings.

OTHER REPORTS

Student Government Association – No report

Faculty Association Report – No report

Foundation Report – CFCC Executive Director of CFCC Foundation, Margaret Robison, reported the total funds in the Foundation as of February was $2,103,282.22. Progress Energy donated $15,000 for scholarships to engineering students.

The Foundation Appreciation Banquet will be held on April 22, 2005, from 6:00 – 8:00 pm at the North Campus. This banquet is for donors of $250 and up.

The Foundation is planning a fund raiser on May 16 with Lieutenant Governor, Beverly Perdue, as guest speaker. Interested parties can purchase a table or several
participants can join together to purchase a table. For more information, contact the Foundation Office.

MCO Transport, Inc. donated a 2000 cab and tanker trailer truck valued at $46,925.00 to be used in Truck Driver Training.

NEXT MEETING – MAY 26, 2005 at 4:00 pm.

REAL ESTATE MATTERS

A MOTION was made by Mr. McGee and seconded by Mr. Williams to go into executive session pursuant to N.C.G.S. 143-318.11(a)(3)(5) to discuss real estate matters.

The Board returned to open session and reported no action taken in executive session. A MOTION was made by Mrs. Hankins and seconded by Mr. Williams that the Board of Trustees discontinue consideration of acquiring properties west of Third Street at this time due to concerns about environmental contamination of these properties and lack of funding for any projects other than a building and parking facility at the Wilmington Police Department site. Motion passed unanimously.

Meeting adjourned at 6:35 pm.

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Eric B. McKeithan, President/Secretary

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June M. Caulder, Recording Secretary