The Cape Fear Community College Board of Trustees met in regular session on Thursday, March 25, 2004, at 4:00 pm in the Board Room of the General Administration Building. Mr. Robert W. Martenis, Chair, presided.

Trustees present were: Mr. Martenis; Mr. Carl A. Byrd, Sr.; Mr. C. Edward Crowell; Mr. Ted Davis, Jr.; Mrs. Lethia S. Hankins; Dr. Mac Murray, Jr.; Mr. William N. Rose; Mrs. Barbara S. Schwartz; Mr. Robert H. Williams; and Mr. Isaac Sandlin. Trustees absent were: Mrs. Jennifer C. Casey; Mr. W. Allen Cobb, Jr.; and Mrs. Connie S. Yow.

Employees present were: Dr. Eric B. McKeithan, President; Mr. Carl Brown, Vice President of Institutional Services; Ms. June Caulder, Administrative Assistant to the President; Mrs. Carol Cullum, Vice President of Student Development; Mr. David Hardin, Public Information Officer; Mr. Ken Hufham, PTK Advisor/Math Instructor; Ms. Carolyn Oakley, Director of LRC; Mrs. Camellia Rice, Vice President of Business Services; Mr. David Seeger, Interim Vice President of Instruction; Mr. Clarence Smith, Dean, Continuing Education; Mr. John Upton, Personnel Director; Mr. Rick Zigler, Assistant Vice President of Instructional Operations; and several new employees (see below).

Others present were: The Honorable Spence Broadhurst, Mayor of the City of Wilmington, and Ms. Carol Spool, CFCC student and President of PTK.

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

Mayor Broadhurst addressed the Board briefly stating his desire for the two organizations to work together. He recognized Cape Fear Community College’s role in the recruitment of Verizon Industries and thanked the College for stepping up quickly to the challenge. Mayor Broadhurst stated that he believes Cape Fear Community College is “part of the heart and soul of downtown” and wants dialogue, open communication, and to work with the College. Mrs. Hankins, Trustee/City Council member, stated that she agreed with Mayor Broadhurst in his statement that the Council wanted to work with the College.

MINUTES

A MOTION was made by Mrs. Schwartz and seconded by Mr. Byrd to approve the Minutes of the January 22, 2004, Board meeting. Motion passed unanimously.
RECOGNITIONS AND INTRODUCTIONS

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

- Phil Farinholt, Registrar, effective 2/02/04
- Ulene Phipps, Secretary, Student Development, effective 2/02/04
- Vicky Valand, ABE/GED Assessment Retention Specialist, effective 2/09/04

CHAIR’S REPORT

NCACCT Annual Convention – The North Carolina Association of Community College Trustees Annual Convention will be held on June 10-11, 2004 at the Sheraton Imperial Hotel and Convention Center. Dr. Jeff Hockaday will do a presentation at the meeting on presidential salaries and contracts. Information will be mailed concerning this meeting.

Spring Graduation – The Graduation ceremony will be held on May 7, 2004, at 7:00 pm in the Schwartz Center. Please let June Caulder know if you plan to attend. Trustees will meet in the Workforce Training Center at 6:45 pm on May 7 to line up for graduation. A reminder with all the information will be mailed.

Celebration of the Inclusion Coalition Board – Mrs. Pat Melvin, Assistant New Hanover County Manager, invited Board members to the Kick-Off Celebration of the Inclusion Coalition Board on Wednesday, April 7, at 12 noon in the Wilmington City Council Chambers.

PRESIDENT’S REPORT

Phi Theta Kappa – Alpha Chi Sigma Chapter of Phi Theta Kappa Honor Society received a special commendation during the Carolinas Regional Convention. CFCC’s chapter fulfilled all requirements to the distinction of being named a “5 Star Chapter.” This achievement will be cited in the 2003-2004 Five Star Chapter Development Guide, on the Phi Theta Kappa Society website and in the Phi Theta Kappa Chapter Progress Report mailed to all college presidents in the summer.

Jason Mott, Vice President of Scholarship for the Alpha Chi Sigma chapter of Phi Theta Kappa, has been selected to receive the Nota Bene Reynolds Scholarship of $500. Nota Bene is an international writing contest in which Phi Theta Kappa members can submit essays, short stories, and poems. Jason’s submission, Penny and Onto the Path were chosen from more than
President McKeithan recognized Mr. Ken Hufham, PTK advisor, and praised the work he has done with the organization. Mr. Hufham stated that at the Phi Theta Kappa Carolinas Region Convention held in Charlotte, CFCC’s chapter won eight awards. Mr. Hufham introduced Ms. Carol Spool, PTK President, who presented President McKeithan with the 2004 Distinguished College President award for the Carolinas Region, which is for North and South Carolina. President McKeithan expressed his appreciation for the award and the hard work of the PTK members.

North Carolina Citizens for Business and Industry (NCCBI) – President, Phil Kirk, of the NCCBI visited Cape Fear Community College on February 23. He is the immediate past chairman of the State Board of Education, a former member of the State Board of Community Colleges, former North Carolina Secretary of Administration under the administration of Governor Jim Martin, and prior to that was the youngest person ever elected to serve in the North Carolina Senate.

NCCBI is North Carolina’s equivalent of a statewide Chamber of Commerce and the group spearheaded passage of the 2000 Higher Education Bonds. Mr. Kirk has been a consistent and high profile advocate of increased funding for community colleges for many years.

Licensure Test Result for 2003 Nursing Graduates – Seventy-two graduates of CFCC’s Associate Degree Nursing (registered nursing) program took their licensure exam and 70 (97%) passed on the first writing. One hundred percent of CFCC’s 18 graduates of the one-year Licensed Practical Nursing program passed their exam on the first writing. These are impressive results for CFCC graduates and nursing faculty and a tremendous benefit for quality health care in the region.

President McKeithan announced that in June 2004 when Mrs. Susan Vinson-Greene retires, Ms. Regina McBarron will be Department Chair of the Allied Health Department.

Safety Committee – The Safety Committee of CFCC sponsored training in American Red Cross Adult Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillation (AED), and Workplace Standard First Aid in February 2004. The goal of this training was to ensure that at least one person from each department and workplace area of the College is certified in these disciplines.

Rudy Davenport Piano Concert – On Wednesday night, March 24, at 7:30 pm in the McKeithan Center auditorium, concert pianist, Rudy Davenport, performed on our Steinway piano. Mr. Davenport is a highly sought-after musician and presented his “Remembering the Earth” concert. On Thursday, March 25, at 12 noon there was an “open rehearsal” featuring
Rudy Davenport along with the Wilmington Chamber Music Society at the McKeithan Center auditorium.

During the month of April, several more musical guests are lined up at our North Campus. Concerts will feature the “11 Degree Trombone Quartet” on April 23 at 7:00 pm; on April 27 at 12 noon Daniel Rice, trombone with Karen Rice on the piano; and on May 1 at 7:00 pm Daniel Rice, trombone with Karen Rice on the piano. Mr. Rice is a CFCC music instructor.

Engineering Technology Open House – The Engineering Technology Department is planning an Open House to showcase its programs on April 16, 2004, from 9:00 am – 4:00 pm. For more information call Joel Spencer at 362-7376.

COMMITTEE REPORTS

Facilities and Equipment Committee

Equipment Audit Report – The Equipment Audit Report was reviewed. CFCC had 0.05 percent equipment lost for the fiscal year 2002-2003. The system average for losses was determined to be 0.13 by acquisition cost. A MOTION from the Facilities and Equipment Committee recommended to the Board of Trustees approval of the report as presented. Motion passed unanimously.

Presentation Report – County/City Representatives met with the Facilities and Equipment Committee on March 23 to identify the needs of the proposed Safety Center – (1) two-story building, (2) driving pad, (3) seven-story drill tower, (4) residential burn building, (5) drafting area, (6) administrative offices/classrooms, (7) storage/bay areas, and (8) specialized props.

Recommendation – Design Proposals – President McKeithan gave some background on the Safety Center, stating that CFCC had been considering a Safety Center for over twenty-five years. With the 1997 Bond referendum, the emphasis increased and in 1997 Boney Architects Inc. developed a master plan for the North Campus which included a regional safety center. The Board of Trustees set $3,000,000 aside for the center, and in January 2004 design funds became available.

On March 23, three firms were interviewed and after discussion of the various strengths of the firms, the Facilities and Equipment Committee chose Stewart Cooper Newell Architects as their recommendation to the Board. A MOTION from the Facilities and Equipment Committee recommended to the Board of Trustees that Stewart Cooper Newell Architects design the Safety Center. Motion passed unanimously.
Finance Committee

Pender County Budget Proposal – The Board reviewed the proposed budget which was for the same amount ($120,000) as last year for Pender County. 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 for New Hanover County which reflects a 15.1 percent increase ($623,000 increase) from last year’s budget. After discussion, A MOTION from the Finance Committee recommended to the Board of Trustees approval of the budget as presented. Motion passed unanimously.

State Budget Revision Report – The total decrease to the State Budget is $16,156 which represents a reversion of funds due to FTE adjustments. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the report as presented. Motion passed unanimously.

Resolution – A MOTION from the Finance Committee recommended to the Board of Trustees to send a resolution petitioning the 2004 North Carolina General Assembly to provide adequate funding to provide required instructional support services needed by multi-campus community colleges and the citizens they serve across the state. Motion passed unanimously.

State Budget Summary – The State budget is in good shape at this point in the fiscal year with approximately 65 percent of the budget expended.

County Budget Summary – The County budget is in good shape at this point in the fiscal year with approximately 72 percent of the budget expended. The amount expended under the Buildings and Grounds line represents payment for the burn pit.

Interest Income – The interest rates for the BB&T accounts are .50 percent for both. The State Treasurer’s interest rate is 3.074 percent which is good. The interest earned for the month of February is $9,131.11.

Curriculum Committee

Program Audit Report – President McKeithan reviewed the final audit report from the program audit conducted at Cape Fear Community College, pointing out that one concern was noted regarding a prison class where the college offered a carpentry class without requiring students to meet the prerequisites. To correct this concern, a statement has been put in the College catalog stating that at the discretion of the Vice President of Instruction and the academic
Deans, pre and corequisites may be waived. This was a good audit and will result in no money being returned to the State.

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 February 2004, the account balance is $360,452. Mr. Seeger, Interim Vice President of Instruction, in a yearly report to the Board, reviewed a list of activities funded by this money since July 2003.

Prerequisites/Corequisites Statement – A statement has been included in the College catalog that the Vice President of Instruction and the academic Deans may waive pre and corequisites. A MOTION from the Curriculum Committee to the Board recommended approval of this addition to the catalog as presented. Motion passed unanimously.

Administrative and Personnel Committee

Salary Increase – The Administrative and Personnel Committee met on February 17 to discuss salary increases. As a result of that meeting, A MOTION from the Committee recommended approval to the Board of the released funds from NCCCS for additional salary increases for all full-time personnel who were employed prior to July 1, 2003 and who were still employed on January 1, 2004 in the amounts of 2.0%, 1.5%, and 1.0% based on 2002-03 performance evaluations of Exceptional, Above Expectations, and Meets Expectations, respectively, and for part-time personnel employed prior to July 1, 2003 and still employed on January 1, 2004 to receive increases of 1.0 %, all retroactive to January 1, 2004. The Board of Trustees was polled on February 27, 2004 at 12 noon regarding the proposed salary increase and the motion passed unanimously.

OTHER REPORTS

Mrs. Schwartz commented on the NCACCT Legislative Law Conference which she attended in February. She stated that Mr. Byrd as NCACCT President did a superb job in running the meetings, and CFCC should be proud to have him as our Trustee.

Student Government Association – Mr. Sandlin invited everyone to attend the Spring Fling scheduled for April 7 from 10:00 am to 3:00 pm. He highlighted some accomplishments of the Association – (1) delivered over ½ ton of dry goods to Goodwill, (2) contributed $500 to Muscular Dystrophy, and (3) the SGA Senate now had eight senators.

Faculty Association – The next Faculty Association Meeting is scheduled for April 5,
2004 at 3:30 pm. The room will be announced. Nominees for all Faculty Association executive officers will be presented at the meeting.

The Faculty Association is presently in the selection process for recipients of the Faculty Association Scholarships.

Foundation Report – Mr. Martenis reported that the Foundation raised $405,178 to date in its annual fund drive which represents over $55,000 more than its goal of $350,000 and still expects more donations to come in.

NEXT MEETING: May 27, 2004 at 4:00 pm in the Board Room.

Meeting adjourned at 5:25 pm.

________________________________________
Eric B. McKeithan, Secretary

________________________________________
June M. Caulder, Recording Secretary