The Cape Fear Community College Board of Trustees met in regular session on Thursday, March 27, 2003, at 4:00 pm in the EMS Room at the North Campus. Mr. Robert W. Martenis, Chair, presided.

Trustees present were: Mr. Martenis; Mr. Carl A. Byrd, Sr.; Mrs. Jennifer C. Casey; Mr. C. Edward Crowell; Mr. Ted Davis, Jr.; Mrs. Lethia S. Hankins; Mr. Robert S. Rippy; Mr. Barbara S. Schwartz; Mr. Robert H. Williams; Mr. Connie S. Yow; and Ms. Michelle Sands. Trustees absent were: Mr. David E. Buffaloe, and Mr. W. Allen Cobb, Jr.

Employees present were: Dr. Eric B. McKeithan, President; Mrs. Pam Barnhardt, Executive Director, CFCC Foundation, Inc; Mr. Tim Braden, Associate Executive Director of the CFCC Foundation, Inc.; 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. Dan Hickman, Vice President for Instruction; Ms. Carolyn Oakley, LRC Director; Mrs. Camellia Rice, Vice President of Business Services; Mr. David Seeger, Provost of North Campus; Mr. Clarence Smith, Dean Continuing Education; Mr. Rick Zigler, Assistant Vice President of Instructional Operations; Ms. Larolyn Zylicz, Faculty Association President; and new employees and retiree (see below).

Others present were: Mr. Dan Martin, Attorney Ward & Smith; Mr. Andy Aretakis, Boney Architects, Inc.; and Ms. Sherri Jones, reporter – Star News.

MINUTES

A MOTION was made by Mrs. Yow and seconded by Mrs. Casey to approve the Minutes of the January 30, 2003, Board meeting. Motion passed unanimously.

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

Cassandra Woodhouse Business, Industry and Government Training Director, effective 2/03/03

Monica Cegelski Institutional Researcher, effective 3/17/03

Retiree – President McKeithan presented a plaque to Ms. Sherri Mayberry in appreciation of her valuable and dedicated service to CFCC. Ms. Mayberry stated that it was she that should thank CFCC for the time she spent her and expressed her love for the work that she did while serving as Vice President of Student Development.

CHAIR’S REPORT

North Carolina Citizens for Business & Industry – Mr. Rippy and Mr. Martenis attended the 2003 Legislative Conference held in Raleigh on February 4, 2003. This was an important opportunity to hear first hand about where things stand in the General Assembly. Following the briefings, they attended a Legislative Reception to honor legislators and members of the Council of State, Governor’s Cabinet, Supreme Court, and Court of Appeals for their public services.

Association of Community College Trustees National Legislative Summit – Mr. Byrd attended this conference held in Washington, DC on February 8-11, 2003. In conjunction with the Legislative Summit, the NC Association of College Trustees sponsored a breakfast honoring the North Carolina Congressional Delegation on February 11, 2003. Mr. Byrd reported that the trustees met with Senator Edwards and Dole and Representative McIntyre or their representative and expressed the need for workforce development.

North Carolina Association of Community College Trustees Annual Law Seminar - This seminar was held in Research Triangle Park on March 16-17, 2003. Mr. Byrd and President McKeithan attended. The topics selected this year concerned important legal issues such as basic NC Community College law and issues related to foreign students.

CFCC Flag – A contest to design a CFCC flag is being arranged. Details will follow shortly. A $250.00 prize will be awarded to the winning design. NC Center for Applied Textile Technology will make the flag/s which will be flown at the Downtown and North Campus.

Graduation – CFCC’s graduation will be held on May 9, 2003, at 7:00 pm in the Schwartz Center. Trustees will meet to line up in the Workforce Training Center at 6:45 pm. Detailed information will be sent shortly.

PRESIDENT’S REPORT
Phil Theta Kappa Regional Awards – Congratulations to Cape Fear Community College’s chapter of Phi Theta Kappa International Honor Society. At the regional convention held in Charleston, South Carolina, on March 15-16, 2003, CFCC’s chapter won nine regional awards based on the 2002-03 fiscal year and brought home over $600.00 in scholarship money. The chapter also maintained Five-Star status.

North Carolina Community College System Academic Excellence Awards – The NCCCS Academic Excellence Awards Luncheon will be held April 24 in Raleigh. This is a unique opportunity for the Community College System to showcase its students and their academic achievements, as well as to highlight the work that the colleges do on a daily basis. Cape Fear Community College’s award recipients are Heidi Bergmann and Carrol Spool. President McKeithan, Mrs. Cullum, Vice President of Student Development, and Ms. Boykin, Director of Counseling, will join recipients and their guests at the luncheon.

Student Recognition Ceremony – This ceremony is planned for April 22, 2003, at 7:00 pm in the Schwartz Center. Students are recognized for service to their curriculum as well as for their grades.

Miller Tools for Success Awards – The Miller Company created this award to give people entering a profession the tools they will need to succeed in their chosen field. The tool kits have a retail value of approximately $3,000 - $5,000. The award is given to students who demonstrate excellence in the classroom, proficiency in their specialty, good citizenship, and a desire to succeed in their chosen field. This is the fifth year CFCC has participated in this excellent program. The winners of this award for 2003 are Guy Dozier, a student in the Heating and Air Conditioning program, and Nathan Cerwonka, a student in the Boat Building program. Upon completion of their programs, the recipients will receive complete tool kits for their specialty. Congratulations.

Allied Health Stats – Pass rates are as follows:
Dental Hygiene 100% on National Board
92% on State Board
Dental Assisting 100% on Infection Control part of National Board (they take this in sections)
Occ. Therapy Assistant 91% on National Board
LPN 100% on State Board
ADN 95% on State Board
PBT 82% on National Board
Radiography 100% on National Board


COMMITTEE REPORTS
Facilities and Equipment Committee

North Campus Update – Contractors are still working on the punch list items including clean up around the site. As of February 27, 2003, the North Campus building and site were 99 percent complete.

Elevator Project – The elevator project’s completion is scheduled for October 2003 and is approximately 25 percent complete. The drainage issue has been solved.

Truck Driver Training Facility on North Campus – The present lease for the Truck Driver Training facility ends in a little over two years. President McKeithan stated that new facilities on the North Campus need to be ready for this program when the lease is up. President McKeithan suggested that CFCC rewrite the schedule of improvements with NCCCS to speed up the process by possibly coupling the grading for the Engineering Building with extending the driveway to the parking area for the proposed Safety Center and if money is available construct the entire circular driveway, parking lot, and rear campus entrance onto Sidbury Road. This would give the Truck Driver Training program a training area to use at the North Campus.

The Committee authorized the President to arrange for extending the driveway to the parking area for the proposed Safety Center and construct the entire circular driveway, parking lot, and rear campus entrance, if money is available.

Right-of-way for Progress Energy at North Campus – Progress Energy would like to relocate a power line. A MOTION from the Facilities and Equipment Committee to the Board of Trustees recommended President McKeithan be authorized to negotiate the 15-foot easement with Progress Energy. Motion passed unanimously.

Riverfront Property – Several months ago Boney Architects, Inc. presented proposals for the renovation/replacement of the Emmart/Burnett Buildings on the waterfront. After hearing the proposals and considering the cost, the Facilities and Equipment Committee decided to put the plan on hold due to new regulations concerning flood plains and city regulations. A MOTION from the Facilities and Equipment Committee to the Board of Trustees recommended that the riverfront project be suspended indefinitely. Motion passed unanimously.

Estimate for Circular Drive and Truck Driving Range – A detailed budget for Truck Driver Training and access/loop road facilities at the North Campus was reviewed. The budget included the loop and access road, truck driver training facility, restrooms and office buildings, water and sewer mains, and storm water pond estimates. A MOTION from the Facilities and Equipment Committee to the Board of Trustees recommended approval up to $1.9 million for the circular drive and Truck Driving range project, and an additional design fee from the State. Motion passed unanimously.

Other Issues – A MOTION from the Facilities and Equipment Committee to the Board of Trustees recommended approval of paying 25 percent of the cost of the Request for Proposals study with the cost
to the College not to exceed $20,000. Motion passed unanimously. Mr. Rippy indicated that Mayor Peterson wanted to know if CFCC wanted a third site (that of the Dean Hardwoods/Almont properties) to be included in the RFP study. Noting the Board’s action to recommend an upper limit for CFCC’s financial contribution to the study as “25 percent of the cost for the study, CFCC’s share not to exceed $20,000,” and further given that the subject properties are currently served by an active rail line, the Board of Trustees supported the inclusion of these properties in the study.

Finance Committee

Pender County Budget Proposal – The Board of Trustees reviewed the proposed budget ($120,000) for 2003-04 which is the same amount as last year. A MOTION from the Finance Committee to the Board of Trustees recommended approval of the Pender County budget proposal as presented. Motion passed unanimously.

New Hanover County Budget Proposal – The budget proposal ($4,259,118) for New Hanover County for 2003-04 will give CFCC the ability to maintain what we have been doing. A MOTION from the Finance Committee to the Board of Trustees recommended approval of the New Hanover County budget proposal as presented. Motion passed unanimously.

State and County Budget Summaries – The State and County budgets are in good shape at this point in the fiscal year with approximately 65 and 57 percents, respectively, of the budgets expended.

Interest Income – The interest rates for the BB&T accounts are each .75 percent which is standard for the market at this time. The State Treasurer interest rate is 3.5 percent which is great. The interest earned for the month of February 2003 is $7,742.92.

Financial Audit Report – The Office of the State Auditor reported that CFCC had no instances of noncompliance and no material weaknesses in internal controls. The Board of Trustees commended Mrs. Camellia Rice and her staff in Business Services and expressed their appreciation for the clean audit.

Curriculum Committee

New Curricula – Four new curricula are proposed for fall of 2003-04 as follows: Business Administration/E-Commerce, Information Systems/Network Administration and Support, Surgical Technology, and Clinical Trials Research Associate. Two of the proposed programs will require feasibility studies – Surgical Technology and Clinical Trials Research Associate. A MOTION from the Curriculum Committee to the Board of Trustees recommended approval of Business Administration/E-Commerce and Information Systems/Network Administration and Support as programs for 2003-04. Motion passed unanimously.

FTE Audit Report – The FTE Audit Report was reviewed and found to be satisfactory. Despite the record growth of the student population, CFCC continues to work to ensure accuracy and accountability.
Curriculum attendance records were 99.996 percent correct.

Fees for EMT Classes – The fees for EMT classes to offset program costs for items not covered by tuition and registration were reviewed. A MOTION from the Curriculum Committee to the Board of Trustees recommended approval of the fee structure beginning with 2002-03 as presented. Motion passed unanimously.

Accountability Plan Revision – The Accountability Plan was revised to state “The Dean of Continuing Education will report twice a year the status of the plan to the President.” Previously the Dean of Continuing Education reported only once a year to the President. A MOTION from the Curriculum Committee to the Board of Trustees recommended approval of the Accountability Plan revision as presented. Motion passed unanimously.

Self-Supporting Policy – CFCC’s Self-Supporting Policy was streamlined for clarity. A MOTION from the Curriculum Committee to the Board of Trustees recommended approval of the Self-Supporting Policy as presented. Motion passed unanimously.

OTHER REPORTS

SGA Report – Ms. Michelle Sands, SGA President, and Mr. Isaac Sandlin, SGA Vice President, attended the N4C SGA Conference held in Raleigh on March 7-9, 2003. The Conference was very informative.

Faculty Association Report – Mrs. Larolyn Zylicz, President of the Faculty Association, thanked the Board of Trustees for their continued support and approval of the bonus scheduled for March 31, 2002. The Faculty Association meeting will be held on April 3, 2003, at 4:00 pm in Room L-228 of the Health Sciences Building.

Foundation Report – Mrs. Pam Barnhardt, Executive Director of CFCC Foundation, Inc., briefly reviewed the Summary Report on Foundation Fund Accounts. Total funds in this account are $1,389,351.81. The Foundation received $19,290.00 Gifts-in-kind from January 23 – March 26, 2003.

ANNOUNCEMENTS

Mr. Martenis reminded Trustees of the Dedication and Ribbon-Cutting ceremony to follow today’s meeting.

NEXT MEETING: Thursday, May 22, 2003, to be held in the General Administration Board Room at the downtown campus.

Meeting adjourned at 4:45 pm.