The Cape Fear Community College Board of Trustees met in regular session on Thursday, May 26, 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; Dr. Mac Murray, Jr.; Mr. William Rose; Mr. Robert H. Williams; and Mrs. Connie S. Yow. Trustee absent was: Mrs. Barbara Schwartz.

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; Mrs. Carol Cullum, Vice President of Student Development; Ms. Carrie Davis, Associate Executive Director of CFCC Foundation; Mrs. 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; and several new employees (see below).

Others present were: Mr. Dan Martin, Attorney Ward & Smith, and Mr. Sam Scott, Star News reporter.

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

MINUTES

A MOTION was made by Mr. McGee and seconded by Mrs. Hankins to approve the Minutes of the March 24, 2005 Board meeting. Motion passed unanimously.

RECOGNITIONS AND INTRODUCTIONS

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

Shannon Bullock Bookstore Sales Associate, effective 5/16/05
Lisa Roell Accounts Payable Technician, effective 5/16/05
Retirements – President McKeithan presented a plaque to Carla Jacobs, Learning Lab Coordinator, who retired effective 5/6/05 and thanked her for her service to CFCC.

CHAIR’S REPORT

Bond Referendum

Thousands of CFCC students experience frustration in finding classes needed for timely completion of their studies. Several hundred other prospective students have been turned away entirely due to closed classes and filled programs, and nearly all employment sectors of the local economy look to CFCC to enroll and train more local citizens.

Nevertheless, New Hanover County voters voted not to support additional bond funds for CFCC at this time. This leaves us to review plans for the future using the remaining funds of $11.4 million from the 2000 State bond funds. These remaining funds are sufficient to take care of one of the two immediate areas of concern – parking and a new location for Cosmetology.

Student Recognition Ceremony

The Student Recognition Ceremony was conceived several years ago to not only honor the outstanding students according to their grade point average, but to also recognize those students who excel in other ways – i.e. enthusiasm, involvement in clubs, sports. The ceremony recognizes students from all areas of the college, including those enrolled in Adult High School, GED, and English as a Second Language.

Over 350 friends, family, and honorees attended this ceremony on April 26 at the Schwartz Center.

North Carolina Association of Community College Trustees (NCACCT)

The Annual Convention of NCACCT will be held at the Sheraton Imperial Hotel at Research Triangle Park on June 23-24, 2005. Please contact June Caulder by June 6, if you plan to attend.

Mr. Carl Byrd, Sr., Trustee at CFCC and President of NCACCT, is running unopposed for his second term as President and is expected to be elected at this meeting. Mr. Byrd announced that Mr. Milton Bullock, one of the original “Platters,” will be the entertainment at the dinner session of this meeting and invited trustees to attend.

Unsolicited Proposals to Purchase CFCC Property
As the Board of Trustees knows, we have received a number of unsolicited proposals to purchase CFCC properties. Most have been verbal offers both specific and general, but recently one written offer was received which Mr. Crowell made Board members aware of with a request that if trustees had any interest in these offers being placed on the agenda of the Board of Trustees, or the Facilities and Equipment Committee for any further consideration, to please let him know. No trustees expressed interest in having unsolicited proposals placed on the agenda. However, many of you were dumbfounded by these proposals and stated that all of our parcels of property are a part of the whole operation. Therefore, retaining all of our currently owned property is imperative in order to protect the taxpayers previous $110 to $125 million investment in our downtown campus.

Consequently, we should not give any consideration to future offers, which will jeopardize the current operation on our downtown campus.

Evaluation of Statement of Economic Interest

Chairman Crowell read a letter from the North Carolina Board of Ethics to Governor Mike Easley stating that Dr. Wendell M. Murray, Jr. had no actual conflict of interest or the potential for conflict of interest by serving on the Board of Trustees at CFCC. The NC Board of Ethics requested that the findings be recorded in the Minutes of the Board meeting.

Connie Yow

Mr. Crowell presented a plaque of appreciation to Mrs. Connie Yow whose Board term ends on June 30, 2005. Since being appointed by Governor Hunt in October 1999, Mrs. Yow has been a valuable member of CFCC’s Board of Trustees. Mrs. Yow served on the Finance, Facilities and Equipment Committee, and as Chair of the Curriculum Committee.

Mrs. Yow stated CFCC was a wonderful institution and it was a great honor to have served on the Board of Trustees.

PRESIDENT’S REPORT

CFCC Child Development Center

The Child Development Center earned accreditation from the National Association for the Education of Young Children – the nation’s leading organization of early childhood professionals (one of three in Wilmington).

Phi Theta Kappa and Cape Fear Association of Nursing Students

CFCC’s Phi Theta Kappa and Cape Fear Association of Nursing Students had booths at
the Azalea Festival. The nursing students gave free blood pressure checks and passed out first-aid kits. PTK sold bottled water and Relay for Life bracelets raising $500 for the American Cancer Society.

CFCC PTK’s team contributed a total of $1,669 to Relay for Life, more than doubling last year’s contribution.

PTK’s Project Graduation is a book and food drive to fight illiteracy and hunger in our community. This year 1,331 items were collected which also doubled from last year.

Second Annual Athletic Banquet

CFCC hosted the Second Annual Sea Devil Athletic Banquet on April 14 at the McKeithan Center. The men’s basketball, men’s golf, men’s soccer, and women’s volleyball teams were honored at the event.

Spring Fling

CFCC’s Annual Spring Fling was held on Wednesday, April 27, at both the downtown and north campuses from 11 am – 3 pm. It included music, food, and games.

Electronic and Instrumentation Programs

CFCC’s Electronics and Instrumentation students participated in the 2005 ISA Quiz Bowl. CFCC students won four of the five sessions. The student competition consisted of five rounds of rapid answer questions on electronics, instrumentation, computer concepts, and process control systems.

Architectural Technology Program

Another great competition – NC Sustainable Design – with 24 regional winners from five four-year colleges and five two-year colleges represented in the state finals at North Carolina State University. CFCC won first place for the second year in a row and brought home a total of $7,000.

Film and Video Production Program

Several CFCC students from the Film and Video Production program entered the 5th Annual “One Take Film Festival.” One of the requirements involved camera only edits which
must be completed within 24 hours. First place overall, best cinematography, and fan favorite went to a current CFCC student.

Job Fair

Career and Testing Services offered the 2005 Job Fair on Tuesday, April 26, from 9 am – 12 noon. Over 60 employers were represented.

Biology Instructor – Joy Smoots

CFCC Instructor, Joy Smoots, was honored as a most distinguished graduate degree recipient on April 15 at Eastern Illinois University’s 50th year of graduate studies anniversary. Over 40,000 degrees have been awarded since the program began and a selection committee chose the 50 graduates who have made the greatest contributions in their fields to be honored.

Mar Tech

CFCC is supporting the North Carolina Underwater Archeology Unit in their work on what many believe to be the wreck of the “Queen Anne’s Revenge,” a vessel made famous as it was the pirate Blackbeard’s flagship. The wreck is just off the coast near Morehead City and we are providing the support platform…our 55’ catamaran hull Mar Tech.

Criminal Justice Program

CFCC’s Criminal Justice Program received certification from the North Carolina Department of Justice Criminal Justice Standards Commission on May 20, 2005. The North Carolina Criminal Justice Education and Training Standards Commission sets education, training, and certification requirements for all law enforcement, probation/parole, and correction officers in North Carolina. CFCC is the only certified college in southeastern North Carolina and only one of 11 in the State.

Enrollment

Fall 2005 enrollment is running 12% ahead of last year’s pace.

Rick Zigler

President McKeithan announced that Rick Zigler’s dad passed away earlier today.
COMMITTEE REPORTS

Facilities and Equipment Committee

Equipment Audit Report – President McKeithan reviewed the Summary Report from the Equipment Audit Report for fiscal year 2003-2004 and discussed the security ratings with the Board of Trustees. The equipment on inventory totaled $9,262,937 with $1,628 of that total not located. Percentage lost was .02 percent.

Safety Training Center – A preliminary schedule and budget from Stewart Cooper Newell Architects was presented to the Board with a total time estimate of 2 ½ years for completion and an estimated budget of $8,960,000 based on 4th quarter construction cost. The City and County have committed to this project and the architect is working on getting approval of State Construction.

Applied Technologies Building – The Applied Technologies Building at the North Campus is scheduled to be turned over to CFCC on June 15 with programs moving to the building shortly thereafter.

Finance Committee

Request to charge off Bad Debts – President McKeithan presented a breakdown of accounts receivable balances totaling $21,142.83 that need to be written off as bad debts. The College has exhausted all means to collect these debts. A MOTION from the Finance Committee to the Board of Trustees recommended that bad debts in the amount of $21,142.83 be written off. Motion passed unanimously.

State and County Budget Summaries – The Board of Trustees reviewed the State and County budget summaries. The budgets are on target for this point in the fiscal year. Mrs. Casey thanked Mrs. Rice, Vice President of Business Services, and her staff for their work.

Interest Income Report – Interest earned during April 2005 amounted to $8,259.80. The annual percentage rates for BB&T were 2.03 percent and the State Treasurer’s account rate was 2.75 percent.

Administrative and Personnel Committee

Compliance with Comprehensive Standard 3.2.12 of the Principles of Accreditation – The
Administrative and Personnel Committee recommended to the Board of Trustees that an addition be made to the President’s job description to include “exercise ultimate control of the institution’s fund-raising activities” to comply with the Principles of Accreditation 3.2.12.

Educational Leave Request – An educational leave request was submitted by Mrs. Kay Warren, Huskins and Cooperative Education Instructor/Coordinator, to enable her to complete a Master’s degree program required by her position. She has requested educational leave from June 11 – 25, 2005. The College will incur no costs for this leave. The Administrative and Personnel Committee recommended to the Board of Trustees approval of the requested educational leave for Mrs. Kay Warren from June 11 -25, 2005.

Executive Vice President Recommendation – The Administrative and Personnel Committee recommended to the Board of Trustees that Dan Hickman be appointed Executive Vice President.

Proposed Revision Student Fee Refund Policy - The Administrative and Personnel Committee recommended to the Board of Trustees that the student fees refund policy be amended to state that student fees be refunded the same as tuition.

Proposed Shared Leave Policy and Faculty and Staff Handbook Changes – The Administrative and Personnel Committee recommended to the Board of Trustees that the proposed Shared Leave Policy as required by new State Statutes and the changes to the Faculty and Staff Handbook be approved as presented.

A MOTION from the Administrative and Personnel Committee recommended approval of (1) the addition to the President’s job description of the phrase, “exercise ultimate control of the institution’s fund-raising activities,” (2) the educational leave request of Mrs. Kay Warren, (3) the proposed Shared Leave Policy, and (4) the proposed Faculty and Staff Handbook changes as presented, to the Board of Trustees. Motion passed unanimously.

Evaluation Policy and Goals – The Administrative and Personnel Committee reviewed the Evaluation Policy and College Goals for 2001-2005 and no changes were recommended. The Evaluation packets were distributed and are to be returned in the stamped envelope in the packet to June Caulder by June 15. Attorneys at Ward and Smith will compile the results and will meet with the Administrative and Personnel Committee before July 28 to discuss the results. The Board Chair and Chair of the Administrative and Personnel Committee will meet with President McKeithan before the Board meeting in July to discuss the results.

College Activities Committee
Chair of the College Activities Committee, Ken McGee, reviewed the Minutes from the April 5, 2005 meeting with the Board. Mr. McGee reported that the Committee would decide a date for the next meeting after President McKeithan met with Pender County Manager, Mr. John Bauer, on June 8 because the Committee wanted to meet with Pender County officials to see how CFCC could better serve that area.

**Nominating Committee**

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary at the next Board of Trustees’ meeting on July 28. Mr. Crowell appointed Dr. Murray as chair of the Nominating Committee with Committee members – Mrs. Lethia Hankins and Mr. Robert Williams.

**OTHER REPORTS**

**Faculty Association Report**

Mr. John Ward, Faculty Association President, referred to the previously mentioned Criminal Justice Program award stating that all areas of the College were looked at in obtaining that prestigious award.

Mr. Ward also referred to the award that Biology Instructor, Joy Smoots, received as an example of the quality faculty CFCC has.

From May 8 – 27, Mr. Ward accompanied 27 Criminal Justice students (16 from CFCC) on an orientation trip to London and Paris to meet with British and French Police departments.

**Foundation Report**

Ms. Carrie Davis, Associate Executive Director of CFCC Foundation, reported that Mrs. Robison was having Lasik eye surgery and could not attend the meeting. Ms. Davis thanked everyone for attending the Appreciation Banquet held in April and reported that over 200 participants attended the banquet. At the fund-raising luncheon held on May 16, with Lieutenant Governor Beverly Perdue as guest speaker, the Foundation raised $160,000. Ms. Davis thanked everyone for their help in making these functions a success.

**ANNOUNCEMENTS**

Mr. Crowell announced that Trustee and Wilmington City Council member, Mrs. Lethia Hankins, received the YWCA’s 2005 Dorothy Height Racial Justice Award in Arlington,
Virginia. This national award once was given to former President Bill Clinton.

Mrs. Hankins was nominated by the YWCA of the Lower Cape Fear, where she serves on the Board of Directors, for her efforts to achieve their mission of “peace, justice, freedom and dignity for all people.” The YWCA’s mission is to eliminate racism and empower women. It represents approximately two million women, girls, and their families in the United States and 25 million women worldwide.

Mr. Crowell congratulated Mrs. Hankins on receiving this national award. The Board and staff gave Mrs. Hankins a standing ovation.

Summer Graduation is scheduled for July 29, 2005 at 4 and 7 pm.

DATE OF NEXT MEETING – JULY 28, 2005

Meeting adjourned at 5:05 pm.

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Eric B. McKeithan, President/Secretary

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June M. Caulder, Recording Secretary