The Cape Fear Community College Board of Trustees met in regular session on Thursday, July 22, 2004, at 4:00 pm in the Board Room of the General Administration Building. Mr. Robert W. Martenis, Chair, and Mr. C. Edward Crowell, Elected Chair, presided.

Trustees present were: Mr. Martenis; 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 J. McGee; Dr. Mac Murray, Jr.; Mr. Bill Rose; Mrs. Barbara S. Schwartz; Mrs. Connie S. Yow; and Ms. Adria Mascareno. Trustee absent was: Robert H. Williams.

Employees present were: Dr. Eric B. McKeithan, President; Ms. June M. Caulder, Administrative Assistant to the President; Mrs. Carol Cullum, Vice President of Student Development; Mrs. Patsy Lackey, Administrative Assistant to the Vice President of Institutional Development; Ms. Carolyn Oakley, LRC Director; Mr. Conrad Pope, Printing Technician; Mrs. Camellia Rice, Vice President of Business Services; Mr. David Seeger, Interim Vice President of Instruction; Ms. Gerry Shaver, Vice President of Institutional Development; Mr. Clarence Smith, Dean Continuing Education; Mr. John Upton, Personnel Director; Mr. John Ward, Faculty Association President; Mr. Rick Zigler, Assistant Vice President of Instructional Operations; Dr. Larolyn Zylicz, Out-going Faculty Association President; and new employees (see below).

Others present were: Mrs. Vicky Martenis, wife of out-going Board Chair, Robert Martenis; Mr. Dan Martin, Attorney Ward & Smith; Mr. Bob Johnson, Consultant, and Ms. Leona Bellamy, Assistant to Mr. Johnson.

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

**OATH OF OFFICE**

Mr. C. Edward Crowell, reappointed by New Hanover County Board of Education, Mrs. Barbara S. Schwartz, reappointed by Governor Mike Easley, Mr. Kenneth J. McGee, appointed by the New Hanover County Board of Commissioners, and Ms. Adria Mascareno, Interim Student Government Association President, were administered the oath of office. Terms are for four years ending in 2008.

**STATEMENT BY CHAIR ROBERT MARTENIS**

Mr. Martenis expressed his appreciation to the Board of Trustees; his wife, Vicky; citizens of New Hanover County for supporting the bond issues; the New Hanover County Commissioners; President McKeithan; and the faculty and staff of CFCC. He stated that the eight years he served as a member of the Board, including two years as
Chair, was a fantastic experience and he will continue to work to ensure a better tomorrow for students at CFCC.

**ELECTION OF OFFICERS 2004-2005**

Mr. Cobb reported that the Nominating Committee recommended the following officers for 2004-2005: C. Edward Crowell, Chair; Jennifer C. Casey, Vice Chair; Eric B. McKeithan, Secretary; and June Caulder, Recording Secretary. A MOTION from the Nominating Committee recommended approval of the officers as presented. Motion passed unanimously.

**MINUTES**

A MOTION was made by Mrs. Casey and seconded by Mrs. Hankins to approve the Minutes of May 27, 2004, Board meeting. Motion passed unanimously.

**RECOGNITIONS AND INTRODUCTIONS**

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

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Erica Burnham</td>
<td>ABE/GED/AHS Program Coordinator</td>
<td>7/05</td>
</tr>
<tr>
<td>Stella McDonald</td>
<td>Secretary, Student Development</td>
<td>7/12</td>
</tr>
<tr>
<td>Margaret Robison</td>
<td>Executive Director, CFCC Foundation Inc.</td>
<td>7/21</td>
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**CHAIR’S REPORT**

Recognition and Appreciation to Robert Martenis – Mr. Crowell presented a plaque of appreciation and a picture of the McKeithan Center to Mr. Martenis for his service to Cape Fear Community College. Several other gifts were presented to Mr. Martenis by Board members.

President McKeithan stated that he wanted to express his appreciation to Mr. Martenis for all the time that Mr. Martenis invested in the College. Mr. Martenis was appointed by the New Hanover County Board of Commissioners in June 1996 and reappointed by the Commission in 2000. Mr. Martenis served as Chairman of the Board of Trustees from 2002-2004 and previously served as chairman of the Facilities and Equipment Committee and Finance Committee. Mr. Martenis led the successful campaigns for the local bond referendum in 1997 and the state bond referendum in 2000, resulting in nearly $75,000,000 for development of CFCC.

Mr. Martenis stated that it was a great privilege to serve as Board Chair.

Welcome New Members – On June 22, 2004, Mr. Kenneth J. McGee was appointed to the CFCC Board of Trustees by the New Hanover County Board of
Commissioners for a 4-year term which will expire July 1, 2008. Mr. McGee is owner of McGee Cadd Reprographics and Drafting Supply Co. and 2003 President of Cape Fear Rotary.

Ms. Adria Mascareno, Interim Student Government President, was welcomed as a new member of the Board. Ms. Mascareno is a science major at CFCC.

Reappointed Members – Congratulations to Trustees Barbara S. Schwartz, reappointed by Governor Easley, and C. Edward Crowell, reappointed by the New Hanover County Board of Education.

NC Association of Community College Trustees (NCACCT) Leadership Seminar - The NCACCT Leadership Seminar is planned for August 26-27. There will be sessions for (1) new trustees, (2) reappointed trustees, (3) board chairs/vice-chairs, and (4) Presidents.

CFCC plans to have a hospitality room to honor Mr. Byrd’s election as President of the NCACCT on August 26 at this conference. The College bus is reserved and plans are to drive any/all trustees that want to ride to this seminar as a group. The bus will leave the downtown campus on August 26 at 7:00 am. Trustees can park their cars in the usual parking area in the courtyard of the General Administration Building. Please put the date on your calendar and let June Caulder know by August 6 if you plan to attend.

Board Meeting – The Board of Trustees meeting in November will be held on the third Wednesday, November 17, so that Board members and guests can attend “Our Place” for dinner immediately following the Board meeting.

ACCT Annual Leadership Congress – The annual convention of the ACCT will be held in New Orleans, Louisiana on October 6-9. Trustees interested in attending need to contact June Caulder by August 25th to meet the September 1, 2004, housing deadline.

PRESIDENT’S REPORT

Basic Skills Presentation – Consultant Bob Johnson and his assistant, Ms. Leona Bellamy, presented a PowerPoint program on Basic Skills Retention. Mr. Johnson explained the student challenges and objectives to create mutual support and encouragement, positive classroom role models, positive peer pressure which in turn would produce increased rates of retention and completion as well as productive members of the community.

Faculty Association – Outgoing President, Larolyn Zylicz, thanked the Board for their support of the Faculty Association during her presidency. She stated that she had worked with many dedicated associates during this time and enjoyed being the President of the Faculty Association.
Mr. John Ward was welcomed as the new President of the Faculty Association. Mr. Ward is a Criminal Justice Instructor.

Cosmetology – CFCC Cosmetology department entered “The Carolina Trade Show Hair Symposium Student Competition” and placed second and fifth out of the five categories. In the barbering competition, CFCC took fifth place out of 22 entries. There were 52 competitors from all over the eastern United States. CFCC Cosmetology was awarded the trophy for “School of the Year” in participation.

ROV Competition - CFCC took second in accomplishing the mission (second only to MIT). There were seven tasks in the mission. We took third overall out of 36 teams. We won special awards – Competitors Choice award (chosen by the other competitors as the best entry out of the 36) and Engineering Design Award for the fluid extraction device CFCC designed and built to accomplish a special task. The device worked flawlessly.

Graduation – Because of CFCC’s growth, we will have two graduation ceremonies this summer. The Adult High School/GED ceremony will be held at 4:00 pm and the Curriculum ceremony will be held at 7:00 pm. Both ceremonies are scheduled to be held in the Schwartz Center on August 6. Receptions will follow each ceremony.

New Hanover County Budget – The New Hanover County Board of Commissioners adopted the FY 2004-2005 budget which included an allocation of $4,738,256 for Cape Fear Community College.

State Board of Community Colleges – The State Board of Community Colleges will hold their fall retreat in Wilmington on September 15-17, 2004, giving CFCC an opportunity to showcase CFCC for State Board members during their meeting. A dinner cruise is planned on September 16.

Information Systems Audit – State Auditors conducted an audit of CFCC Information Systems and recommended the following: (1) Management at CFCC needs to work with NCCCS to develop and adopt a set of formal standards to ensure that all critical general security issues are addressed in their policies and procedures and have a mechanism in place to periodically review standards for any new critical areas that should be addressed and include policies and procedures regarding these areas in Cape Fear’s security policies and (2) CFCC should include all the aforementioned critical components in their plan and should test the plan at least on a yearly basis.

CFCC responded as follows: (1) CFCC concurs with the finding and will be working with NCCCS to develop and adopt a set of formal standards to ensure that all critical general security issues are addressed in their policies and procedures, and (2) CFCC concurs and is currently developing procedures to correct noted discrepancies.

NCACCP Meeting – President McKeithan is currently attending the President’s meeting being held at Sea Trails resort. The Presidents did not receive a spreadsheet
showing individual budgets although the budget has been passed by the legislature. CFCC Board of Trustees will have a called Board meeting in August to approve salary increases.

**COMMITTEE REPORTS**

**Finance Committee**

*Student Accident Insurance* – Student Accident Insurance is provided to students at no cost to them. This insurance covers injury for students attending college, participating or attending college-sponsored events, and traveling between college and college-sponsored events. Maximum benefit is $15,000 per accident and the maximum benefit for athletics is $25,000. The cost ($1.25 per student per semester) to the College for this insurance comes from bookstore revenues. A MOTION from the Finance Committee to the Board of Trustees recommended approval of this insurance. Motion passed unanimously.

*State Budget Revision Report* – The total decrease to the State Budget was $10,671. A MOTION from the Finance committee recommended to the Board of Trustees approval of the State Budget Revision Report as of June 30, 2004, as presented. Motion passed unanimously.

*Financial Statement Review Report* – The Office of the State Auditor reported that CFCC had no instances of noncompliance and no material weaknesses in internal control considered reportable under professional standards for audits. The Board commended Business Services and expressed their appreciation to Mrs. Rice and her staff.

*State Budget Summary* – CFCC used 98.61 percent of the budget. Of the $151,513.78 for Instruction – Non-Curriculum, $142,000 carries over to the next year and the equipment amount of $216,989.11 carries over to next year. President McKeithan pointed out that of a $26 million budget for CFCC, that only $35.46 was returned to the State unused. The Board commended Ms. Rice and her staff for the work with the budget.

*County Budget Summary* – CFCC used 99.95 percent of this budget. All money left will carry forward to the next fiscal year for on-going projects.

*Interest Income Report* – The State Treasurer account is earning 2.8805 percent which is good at this point. Interest earned for the month of June was $6,871.21.

**Administrative and Personnel Committee**

*President’s Evaluation Results* – Mr. Byrd, Chair of the Administrative and Personnel Committee, reported that the results of the evaluations were extremely
favorable. This evaluation was reviewed with President McKeithan on June 28, 2004. A letter will be mailed to Dr. Lancaster, President of NCCCS.

OTHER REPORTS

SGA Report

Mr. Crowell welcomed new trustee, Adria Mascareno. Ms. Mascareno is a general science major and plans to continue her studies and receive a Bachelor of Science degree in Nursing. Activities are being planned for fall.

Faculty Association Report

Mr. Crowell welcomed new Faculty Association President, John Ward, who is a Criminal Justice instructor. Mr. Ward stated that he looked forward to the upcoming year and the association is working on increasing the number of scholarships it gives.

Foundation Report

Mrs. Robison reported that the difference between the May 31, 2004 total and the June 30, 2004 total for the Foundation reflected paid out scholarships. The total in the Foundation account as of June 30th is $1,729,671.62.

The gifts-in-kind from May 25 – July 16, 2004 totaled $2,980.

ANNOUNCEMENTS

Graduation will be held on August 6 at 4:00 pm and 7:00 pm.

Mr. Crowell congratulated Mr. Ted Davis, Jr. on receiving the most votes for the New Hanover County Board of Commissioners during the primary.

Upcoming events of interest have been inserted into Trustees’ Board packets.

Mr. Crowell plans to appoint a committee at the next Board meeting to coordinate participation and involvement of Board members in CFCC activities.

Meeting adjourned at 5:20 pm.

Eric B. McKeithan, Secretary
June M. Caulder, Recording Secretary