CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
JULY 25, 2001, 4:00 PM

The Cape Fear Community College Board of Trustees met in regular session on Wednesday, July 25, at 4:00 pm in the Board Room. Mr. Robert S. Rippy, Chair, presided.

Trustees present were: Mr. Rippy; Mr. Carl A. Byrd, Sr.; Mr. C. Edward Crowell; Mr. R. Theodore Davis, Jr.; Mrs Nancy S. Marks; Mr. Robert W. Martenis; Mr. William F. Morris, III; Mrs. Barbara S. Schwartz; Mrs. Jennifer C. Casey; Mrs. Connie S. Yow; and Ms. Candace Van Horn.

Employees present were: Dr. Eric B. McKeithan, President; Mr. Carl Brown, Vice President of Institutional Services, Ms. Vivian Boykin, Director of Counseling; Ms. June Caulder, Secretary to the President; Mrs. Carol Cullum, Registrar; Mrs. Kathy Garris, Administrative Assistant to the President; Mr. Dan Hickman, Vice President for Instruction; Mrs. Pat Hickmon, Executive Director of CFCC Foundation; Ms. Debbra Michaels, Reference Librarian; Mrs. Camellia Rice, Vice President of Business Services; Ms. Gerry Shaver, Vice President of Institutional Development; Mr. John Upton, Personnel Director; and several new employees and retirees (see below).

Others present were: Ms. Sherry Jones, Reporter for Wilmington Star News, and Mr. Dan Martin, Attorney from Ward and Smith, PA.

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

OATH OF OFFICE

Having been reappointed by the New Hanover County Commission to the CFCC Board of Trustees, Mr. Davis was administered the oath of office. Having been reappointed by the Governor, Mrs. Yow was administered the oath of office. Both reappointments are for four-year terms, which expire June 30, 2005.

MINUTES:

A MOTION was made by Mrs. Marks and seconded by Mr. Martenis to approve the Minutes of the May 24, 2001 Board meeting. Motion passed unanimously.

RECOGNITION AND INTRODUCTIONS:

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Terrika Davis</td>
<td>Secretary ADN</td>
<td>7/2/01</td>
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<tr>
<td>Michael Johnson</td>
<td>Horticulture Instructor</td>
<td>7/2/01</td>
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<tr>
<td>Karen Doniere</td>
<td>Secretary, Burgaw Campus</td>
<td>7/9/01</td>
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<tr>
<td>William Keach</td>
<td>LRC Circulation Clerk</td>
<td>7/13/01</td>
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<tr>
<td>Deborah Gintoli</td>
<td>Secretary to Public Health &amp; Safety</td>
<td>7/13/01</td>
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Retirees – President McKeithan presented plaques to the following retirees who were in attendance:

Shirley King
Dale Buck
Philip Jorgensen
Alvin Williams
Darleen Buck

CHAIR’S REPORT:

Reappointment of Trustees
- Ted Davis, Jr. – reappointed by the County Commissioners, new term expires June 30, 2005.
- Connie Yow – reappointed by the Governor, new term expires June 30, 2005.


September and November Board Meeting – The Board meeting in September will be on the 3rd Thursday, September 20, 2001.

The Board meeting in November will be held on Wednesday, November 14 from 4:00 – 6:00 pm in the Board Room of the General Administration Building. After the meeting the Board and guests will have dinner at “Our Place.”

PRESIDENT’S REPORT:

In addition to the new employees introduced earlier in the meeting, President McKeithan announced the following employee changes and resignations:

New Employees:
Ella Johnson
Mary Murray
Cosmetology Instructor, effective 5/21/01
ADN Instructor, effective 7/3/01

Changes:
Four temporary full-time employees have been hired regular full-time
Gail Talman
James Parker
Eldon Brown
Rick Zigler
Cosmetology Lead Instructor, effective 5/14/01
CET Instructor, effective 5/14/01
EET Instructor, effective 5/14/01
Business Department Chair, effective 7/01/01
Employees leaving the College:
Otto Greene, Jr. Maintenance Technician I, effective 5/08/01
Martha Bost Secretary - Continuing Education, effective 5/10/01
Will Taylor Art Instructor, effective 5/11/01
Denise Johnson Spanish Instructor, effective 5/11/01
Dennis Reid Shipping/Receiving Clerk, effective 5/13/01
Steven Carr Biology Instructor, effective 5/11/01
Karen Eckert English Instructor, effective 5/11/01
Cheryl Keeton Math Instructor, effective 5/11/01
Jessica Shepard Enrollment Management Officer, effective 6/30/01
LaSandria Folks HRD Job Coach, effective 6/30/01
Mary Lalley Lead Instructor Child Development Center, effective 7/31/01

2001-02 State Budget – The budget situation in the General Assembly has reached a critical stage. The latest revenue projections are worse than those previously reported. The Conference Committee selected the version of the House and Senate bills that would give the greatest cuts to the education budget. President McKeithan will learn more about the status of the budget at the President’s meeting in Boone.

Medical Sonography – On July 19th, Tonda Verdejo from New Hanover Regional Medical Center and President McKeithan met with the Program Committee of the State Board concerning the Medical Sonography Program. CFCC received approval of the Medical Sonography Program on July 20, 2001.

Graduation – Graduation will be held on August 10th at 7:00 pm in the Schwartz Center.

NCACCP Annual Conference, July 25-27, 2001 – President McKeithan will attend the North Carolina Association of Community College Presidents Annual Conference in Boone, NC.

COMMITTEE REPORTS:

Facilities and Equipment Committee

Plans for Front Street Project – The Facilities and Equipment Committee met several times the past two months to discuss plans for the Front Street Project. On June 13, 2001, the Committee met with Mr. Ed Fare and Mr. Jim Flechtner from the City of Wilmington to discuss the City’s proposals, pursuant to approval by City Council. The City discovered an old clay sewer main under the street where the current parking spaces are located that needs to be replaced by a steel sewer main. CFCC and the City are discussing who will pay for this replacement. The target date for this project is winter or the summer of 2002.

Plans for Elevators for McLeod Building – The plan is to add two elevators rotated at a 45-degree angle to the McLeod Building and a glassed-in conference room on each floor of the building. The budget for this project is $1,123,000. After the new elevators are installed, the old elevator could be reworked at an estimated cost of $80,000. The target date for this project is September 2002.
FINANCE COMMITTEE

Cash Management Plan - The State Controller is charged with developing and implementing a uniform statewide plan to carry out the cash management policy for all State agencies. This plan is the same as last year in the way that money is handled. A MOTION from the Finance Committee to the Board recommends the Cash Management Plan be approved. Motion passed unanimously.

Student Insurance - Student Accident Insurance is offered to students for $1.25 per semester per student. 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 $12,000 per accident. The cost to the College for this insurance comes from bookstore revenues. A MOTION from the Finance Committee to the Board recommends the Student Accident Insurance Plan be approved. Motion passed unanimously.

State Budget Revision Report as of June 30, 2001 - The total increase to the State Budget was $388,267. A MOTION from the Finance Committee to the Board recommends the State Budget Revision Report as of June 30, 2001 be approved. Motion passed unanimously.

State Budget Summary - CFCC used 96% of the budget. Although it may appear that some money was not spent out of equipment, this money will carry across the fiscal year.

County Budget Summary - CFCC used 85% of this budget. All money left will carry forward to the next fiscal year for on-going projects.

Interest Income - The interest rates at this time appear low, but are in line with the economy and last year's rates at year-end. Interest earned for the month of June was $11,836.70.

2000-01 State Budget Balance as of June 30, 2001 - Ms. Rice received information stating that the Summer Term Funding, Performance Funding, and New Industry Funds will carry forward to the next fiscal year. Other items to be carried forward are being considered by the General Assembly.

NOMINATING COMMITTEE

Nominations - Mrs. Marks presented the following slate of Board officers for the 2001-2002 fiscal year: Robert Rippy, Chair; Robert Martenis, Vice-Chair; Eric McKeithan, Secretary, and June Caulder, Recording secretary. No nominations were made from the floor. A MOTION to approve the above named officers was made by Mrs. Schwartz and seconded by Mrs. Yow. Motion passed unanimously.

OTHER REPORTS

SGA - The revised Constitution and By-laws will be submitted to the Board in September for approval.
On September 12th, the SGA will have the “Grand Opening” and student welcome in the new courtyard behind the General Administration Building. There will be a band and food. Everyone is invited to join in the fun.

The SGA is sponsoring Steve Grimstead from the Coalition for Crime Prevention as a speaker on September 18th. Several areas of safety and information on how not to be a victim of crime will be addressed. This program will be open to students, faculty, and staff.

Foundation Report – The Summary Report on Foundation Fund Accounts shows a total of all fund balances of $1,458,098.51. The Gifts in Kind received $2,000 from the sale of a boat in June. The goal for the Fund Drive for 2000-2001 was $325,000. The actual amount raised was $339,133.08 not counting the special gift from CP & L for Dan Cameron of $100,000.

A craft show is planned for November 3 and 4 in the Schwartz Center. Booths are available.

ANNOUNCEMENTS

President McKeithan announced that plans to make the 34’ sailboat given to CFCC available for lease at a fair market price to the public and a discount rate to college members are being made. The attorney should have a lease available within the next week. The rental of the sailboat would be covered by existing insurance policies and would be a good way to raise revenue for the College.

NEXT MEETING: Thursday, September 20, 2001, at 4:00 pm in the Conference Room of the Allied Health/LRC Addition.

Meeting adjourned at 5:15 pm.

[Signatures]

Eric B. McKeithan, President

June M. Caulder, Recording Secretary