The Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 16, 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. Bill Rose; Mrs. Barbara Schwartz; Mr. Robert H. Williams; Ms. Linda Wilson; and Mr. Chazz Clevinger.

Employees present were: Dr. Eric B. McKeithan, President; Mr. Carl Brown, Vice President of Institutional Services; Ms. June Caulder, Executive Administrative Assistant; Mr. Jason Chaffin, QEP Team Leader; Mr. David Hardin, Public Information Officer; Mr. Dan Hickman, Executive Vice President; Mrs. Kim Lawing, Vice President of Institutional Effectiveness; Ms. Catherine Lee, Director of LRC; Mr. Bob Philpott, Dean Vocational/Technical Education; Mrs. Camellia Rice, Vice President of Business Services; Mr. Jason Rogers, Department Chair – Marine Technology; Mr. John Ward, Faculty Association President; Mr. Rick Zigler, Vice President of Instruction; and others noted below.

Others present were: Mr. Dan Martin and Mr. Jamie Norment, Attorneys – Ward & Smith; and Ms. Veronica Gonzalez, Reporter – Star News.

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

OATH OF OFFICE

Mr. Chazz Clevinger, SGA President, was administered the oath of office.

MINUTES

A MOTION was made by Mr. Byrd and seconded by Mrs. Hankins to approve the Minutes of the September 15, 2005 Board meeting. Motion passed unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Employees – President McKeithan introduced the following new employees who
Terrence Gorman Shipping & Receiving/Mail Clerk (TFT), effective 10/01/05

Catherine Lee             LRC Director, effective 10/17/05
Retirements

Carolyn Oakley - President McKeithan presented a plaque to Mrs. Oakley, LRC Director, expressing CFCC’s appreciation for her years of service. Mrs. Oakley came to CFCC in 1995 when the library was on the 7th floor of CFCC and since that time, the LRC has grown to a two-campus entity. President McKeithan thanked Mrs. Oakley for a job well done.

Mrs. Oakley expressed her thanks for all the support she received through the years from administration.

Ann Tancrelle – President McKeithan presented a plaque to Ms. Tancrelle, Purchasing Technician, and expressed appreciation for her 29 years of service in the Business Office to CFCC. Ms. Tancrelle will continue working part-time for CFCC. President McKeithan thanked Ms. Tancrelle for a job well done.

Ms. Tancrelle stated she had enjoyed her time at CFCC and would continue to work part-time.

CHAIR’S REPORT

Welcome New Member

Chazz Clevinger, President of CFCC SGA, was welcomed as a new Board member.

NCACCT Meeting

Mr. Carl Byrd and Mrs. Lethia Hankins attended the Leadership Seminar held at the Research Triangle Park Sheraton Imperial Hotel on September 22 and 23. The seminar focused on orientation for new Board members and reorientation for reappointed Board members. Mrs. Hankins reported it was a very informative meeting. Mr. Byrd stated that some SGA Presidents also attended the meeting.

Community College National Legislative Summit 2006

The Association of Community College Trustees and the American Association of Community Colleges are sponsoring the Community College National Legislative Summit to be held in Washington, DC on February 5-8, 2006. Mr. Byrd will attend this meeting as NCACCT President and Southeast Regional Nominating Committee Chair. The delegation will meet with
Senators Burr and Dole.

Mrs. Casey referred to a recent article in the newspaper concerning training of trustees and asked if the training was sufficient. Mr. Byrd assured her that the training was sufficient and all community colleges should not be penalized for one community college that had problems.

Sea Devils Basketball Schedule

A schedule of the basketball games was included in their Board packets. Mr. Crowell encouraged trustees to attend games and reminded everyone of the Carolina Classic coming up over the Thanksgiving Holidays.

Holiday Party

Trustees and their guest are invited to join faculty and staff at Salty’s, 1125 Military Cutoff Road, on Saturday, December 17, from 1-4:00 pm for CFCC’s Holiday party.

WAVE

Mr. Crowell read a letter from WAVE Transit. WAVE Transit will offer local CFCC college students access to all routes at one-half the adult fare ($.50) beginning on January 2, 2006, if they have a valid identification card. Weekly and monthly passes will also be offered at one-half fare (weekly passes for CFCC students will be $10.00).

Mr. Crowell thanked Trustees - Allen Cobb and Jennifer Casey - and President McKeithan for meeting and working with WAVE Transit.

PRESIDENT’S REPORT

Accountability Plan

Mr. Clarence Smith, Dean of Continuing Education, reported on class visits as required by the Accountability Plan as follows: Spring Semester 2005 – 423 traditional and on-line classes (less community service and self-supporting classes) contracted for 13 hours or more were held with 241 classes (62%) visited by Continuing Education staff. All classes visited met the accountability guidelines.

2005 Fall Curriculum Enrollment

As of October 18, fall curriculum enrollment was 7,453, an all-time record. Full-time equivalency (FTE’s) is how we earn state funding, and fall numbers suggest that CFCC is on course for a 5-5.7% annual increase in FTE if spring enrollment is typical of past years.

100% in Nursing Licensure Exams
All 2005 graduates of CFCC’s Associate Degree Nursing program passed their licensure exams, officially making them Registered Nurses. Nearly half of the registered nurses prepared by the four programs in southeastern North Carolina during any given year are graduates of CFCC’s program.

President of the American Chemical Society Visits CFCC

Dr. Bill Carroll, VP of Occidental Corporation and 2005 president of the 160,000 member, National American Chemical Society, visited students in a CFCC Chem 151 class before speaking at an invitation-only dinner at UNCW on October 5.

Huskins and Dual Enrollment of High School Students at CFCC, Fall 2005

Five hundred twenty-four high school students enrolled in these programs in the Fall of 2005, a 21 percent increase over the 434 that were enrolled in the Fall of 2004.

Constitution Day Forum

CFCC held a Constitution Day Forum on September 13 in the Auditorium of the McLeod Building. Topics included: (1) The Constitution before and after 9/11; (2) Constitution at work on campus; and (3) The developing Iraqi Constitutions.

This is one of many faculty-organized activities.

Cape Fear Literacy Council – “Spelling Bee for Literacy”

Cape Fear Literacy Council “Spelling Bee for Literacy” was held on September 22. Cape Fear Community College’s “Sea Devil….Bee Devil” team included Lynn Ezzell, Jacque Jebo, and Gary Gulliksen. More than twenty teams participated. Our team went through several rounds successfully and only faltered with the word, “thaumaturge.” This event raises money for the Literacy Council which works on improving literacy of area citizens.

Machining Instructors Obtain National Certification

Two CFCC Instructors, Ben Bowie and Randy Johnson, earned Mastercam national certification as “Mastercam Certified Level I Programmers.” Two benefits from these certifications are (1) now our students can be certified, which in turn will make them more employable, and (2) a national educational trade magazine has contacted the instructors for interviews on how CFCC is training our students on Mastercam and the benefits of teaching Mastercam.

Mastercam is a computer aided manufacturing software program. Currently, it is the number one selling PC based education software on the market and is quickly becoming the number one PC based manufacturing software in both education and industry – worldwide.
CFCC currently teaches our students 2 semesters of Mastercam. At this time, these two instructors are the only Certified Mastercam Instructors in the North Carolina Community College System.

Final Cut Film Festival
The “final cut film festival” was held at Thalian Hall the weekend of October 21-23. The rules were similar to the one take film fest but this year editing was allowed. Participants were given a packet on Friday night that lists all the rules including location, object, on-call actors, dialogue, etc. On Saturday night – 24 hours later – the participants turn in a 3-6 minute completed film.

Our own staff member, Tim Vandenberg of the TV studio and Keith Minor of the North Campus LRC, won so many awards that we can’t list them all -- spectacular representation … 3rd place overall and best actor (Keith), and most artistic. Former CFCC Film/Video Students won crowd favorite and overall first place. Current student, Charles Stewart, and his crew won best special effects and action series and current students, Richard and Eric Everington, won honorable mention and best stunt.

“Surface” – TV Program
For those who might watch the television program, “Surface,” CFCC’s pier is used for scenes and our part-time drama instructor, Mr. Jack Landry, will appear in a role in an upcoming episode.

PTK Annual Fall Festival of Hope
PTK’s Annual Fall Festival of Hope was held on October 21 in the Schwartz Center. Faculty and staff brought their families and friends our for a fun, free, and safe evening with candy, games, and prizes for elementary school-age children.

Chamber of Commerce
At the recent meeting of the Chamber, CFCC’s nuclear maintenance program was praised. GE had tried to set up this program for years in order to position themselves as leaders in the world for nuclear maintenance. CFCC put the program to work in 9 months. There are only eighty nuclear maintenance technicians in the world. CFCC will graduate twenty students a year in this program.

Doris Eakes
Ms. Doris Eakes, who CFCC’s School of Nursing is named after, has written and had published 2 books: Whispered Messages of the Heart and Voices of the Heart. CFCC will purchase 25 copies of each book to give scholarship recipients.

QEP Update (ATTACHMENT 3a)
Mr. Jason Chaffin, QEP Team Chair, updated the Board on the Quality Enhancement Plan. He also reminded members to visit the website – http://cfcc.edu/SACS/QEP.

Mrs. Hankins stated she was pleased that CFCC had chosen critical thinking for their QEP topic and that she hoped that we would emphasize oral critical thinking as well as written.

**COMMITTEE REPORTS**

**Facilities and Equipment Committee**

- **Naval Architect Report** - Naval Architects were interviewed by telephone on October 14. The Committee voted to recommend Elliott Bay Design Group as the designer of the research vessel pending a favorable outcome from a face-to-face meeting with representatives from that company. On October 20, Mr. Doug Wolff from the Elliott Bay Design Group visited Trustees, Administrators, Staff and Faculty of CFCC. After the meeting, members of CFCC felt that Elliott Bay Design Group had a proven track record and an appreciation of how important this research/training vessel would be to the success of CFCC’s marine technology program.

  A MOTION from the Facilities and Equipment Committee to the Board of Trustees recommended that Elliott Bay Design Group be approved as the designer of the new research/training vessel. Motion passed unanimously.

- **Memo of Understanding** - The Committee reviewed the Memo of Understanding with NCDOT and the City for a pedestrian/bicycle access and asked President McKeithan to give a copy to CFCC’s attorney for review and for President McKeithan to forward a response to Mr. Simmons.

**Finance Committee**

- **Budget Resolution** – The Budget Resolution is a compilation of all budget sources – federal, state, county, institutional, and available bond funds for CFCC. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the Budget Resolution as presented. Motion passed unanimously.

- **State Budget Revision Report** – The increase to the budget was $194,460, an allocation for new industry for Verizon training for 2005-06. A MOTION from the Finance Committee recommended to the Board of Trustees approval of the State Budget Revision Report as presented. Motion passed unanimously.

- **State and County Budget Summaries** – Both budgets are on target and in good shape at this point in the fiscal year.
Interest Income Report – The interest earned for October 2005 was $10,425.99. Interest rates are slowly rising.

Administrative and Personnel Committee

Proposed Changes to Faculty and Staff Handbook – as follows:

(1) 5.19.5 Textbooks

Current statement: “CFCC furnishes textbooks for regular full-time employees who are enrolled in courses at the College, subject to availability of funding. Upon successful completion of the course, the employee may retain the textbook. Textbooks must be requested through the President’s Office.”

Recommended Revision: “CFCC furnishes textbooks for regular full-time employees who are enrolled in courses at the College, subject to availability of funding. Textbooks must be requested through the President’s Office. To increase the availability of used textbooks for CFCC students, employees are encouraged to return textbooks to the President’s Office upon completion of the course.”

(2) 5.10.1 Professional Growth and Development Policy Statement

Current statement: “The College also provides facilities such as the Library/Learning Resource Center (LRC) and the Center for Academic Enhancement (CAE), which offers assistance in research, computer skills and self-paced study.”

Recommended Revision: “The College also provides facilities such as the Learning Resource Center (LRC), the Technology Training Center (TTC) and the Learning Lab which offer faculty and staff training in computer and other skills.”

(3) 2.2 Standing Committees

Insert the following statement: “Faculty and staff involvement in academic matters and in the governance of Cape Fear Community College occurs as a result of their participation in standing committees. Accordingly, participation by faculty and staff named as members of standing committees is required.”

(4) 5.3.8 Employee Evaluations

Current statement: “All employees are to be evaluated. Part-time, temporary, or less than 9-month
employees shall be evaluated within their terms of employment. Full-time personnel shall be evaluated at least annually. Self-evaluation, peer review, supervisor review, and dean or director review are methods that may be used for evaluation.”

Recommended Revision: “All employees are to be evaluated. Part-time, temporary, or less than 9-month employees shall be evaluated at the end of their initial term of employment, and, if employment is continued, annually thereafter. Full-time personnel shall also be evaluated at least annually. Self-evaluation, peer review, supervisor review, and dean or director review are methods that may be used for evaluation.”

(5) 9.5 Petty Cash Policy

Petty cash purchases are for emergencies under $30.00 and are to be used with discretion. Any exceptions to this must have prior approval from the Director of Purchasing or the Vice President of Business Services.

A receipt for purchases made from petty cash must be presented to the Director of Purchasing before reimbursement is made. The receipt should include the budget code and signatures of the requester and his or her supervisor.

The Committee recommended to the Board of Trustees approval of the Textbooks, Professional Growth and Development Policy Statement, Standing Committees, Employee Evaluations, and Petty Cash Policy changes as presented. Motion passed unanimously.

President’s Job Description – Two additions to the President’s job description were proposed in order to make CFCC’s compliance for the upcoming accreditation reaffirmation process by the Commission on Colleges of the Southern Association of Colleges and Schools easier to document. The additions are as follows:

(1) Exercises ultimate control of all institutional fund-raising activities; and
(2) Exercises ultimate administrative responsibility for and fiscal control over the institution’s intercollegiate athletics program.

A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the two above mentioned additions to the President’s job description as presented. Motion passed unanimously.

College Goals for 2006-2010 – The following College Goals for 2006-2010 were proposed:
1. Deliver quality programs and effective instruction that result in students achieving identified learning outcomes with an emphasis on critical thinking as outlined in CFCC’s Quality Enhancement Plan.

2. Provide facilities that support the growth of the college and that are well maintained, safe and secure for students, faculty, staff and visitors.

3. Incorporate the appropriate use of technology for students, faculty and staff and provide training in accessing and applying the technology.

4. Enhance the teaching and learning process through the provision of adequate, up-to-date equipment and learning resources that are accessible to users and in formats consistent with prevailing technologies suitable to the college’s needs and goals.

5. Provide increased access to educational opportunities through distance learning.

6. Strengthen partnerships with business and industry, public schools, universities and others that are mutually beneficial and that maximize resources in meeting the educational needs of the service area.

7. Provide a comprehensive program of student development services that assist students in achieving their goals including appropriate placement in courses and curricula, financial assistance, counseling and advisement, career guidance, and student activities and athletics.

8. Cultivate an excellent, highly qualified faculty and staff through recruitment, retention, recognition and professional development.

9. Promote diversity at all levels of the college and maintain a diverse faculty, staff and student body that reflect the college service area.

10. Effectively manage the college’s fiscal resources and seek external funding through grants and donations to support the mission of the college.

11. Strengthen and refine the college’s continuous improvement process to ensure institutional effectiveness and public accountability.

12. Foster and maintain a positive public image of the college and effectively promote college services and programs to the community.

13. Enhance internal communication among faculty, staff and students.
A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the College Goals 2006-2010 as presented. Motion passed unanimously.

Proposed Student and Public Complaint Policy and Procedures - The Commission on Colleges requires member institutions to “….have in place student grievance and public complaint policies and procedures that are reasonable, fairly administered, and well-publicized.” CFCC has a well developed and well-publicized complaint policy and procedure for students.

The following is proposed as the Public Complaint Policy:

Cape Fear Community College provides complaint procedures for students under established grievance procedures described in the College Catalog and Student Handbook. Members of the public may also register complaints by forwarding signed, written statements to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President’s designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the Public Complaint Policy as presented. Motion passed unanimously.

Interlocal Agreement - The Interlocal Agreement between the City of Wilmington, County of New Hanover, and Cape Fear Community College to establish a centralized facility within New Hanover County dedicated to the training of public and private emergency response personnel was presented. A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the agreement as presented. Motion passed unanimously.

Conflict of Interest - A correction was distributed for Trustees to include in their Orientation Manual on the “Conflict of Interest” clause. The information is now found in General Statute 14-234 (the G.S. number changed).

Proposed Rental Fee Schedule for CFCC Facilities - The proposed Rental Fee Schedule for CFCC Facilities was reviewed. A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the Rental Fee Schedule as presented. Motion passed unanimously.
Catalog Changes - Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with the legislation, Cape Fear Community College recommends establishing the following policy to ensure compliance:

Directory Information - Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email addresses.

A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of directory information including college assigned email addresses. Motion passed unanimously.

President’s Salary Increase - A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended that the President’s salary be adjusted to the maximum allowed by the State Board of Community Colleges and his compensation stay the same retroactive to July 2005. Motion passed unanimously.

OTHER REPORTS

SGA Report – Chazz Clevinger told the Board members that he eventually wanted to pursue a law degree and felt like he knew some of the members because of his father – Mr. Doug Clevinger.

On September 20, the SGA sponsored a “Pride Party” in Tabitha’s Courtyard to promote student interest and participation in athletics. A “meet and greet” session in the near future is planned for the North Campus to introduce newly elected officers and several Holiday projects are planned.

Faculty Report – Faculty President, John Ward, stated that because of the leadership of CFCC, faculty is proud to be associated with Administration and Board of CFCC.

Foundation Report – President McKeithan reviewed the Foundation Report in Mrs. Robison’s absence. The total funds was $2,390,662.83.

ANNOUNCEMENTS

Safety Training Center – Mr. Crowell stated that with the signing of the Interlocal Agreement establishing the Safety Training Center, New Hanover County, CFCC Board of Trustees, and the City Council accomplished cooperation between local governments. Mrs.
Hankins stated how pleased she was to see the 3 entities work together for the good of the people.

Mr. Crowell thanked President McKeithan for being the driving force and congratulated him for his relentless vision in this project.

Sea Devils plays UNC Chapel Hill JV – Mr. Crowell reminded everyone of the basketball game in Chapel Hill on November 19 and the upcoming Cape Fear Classic during the Thanksgiving holidays.

Our Place – Trustees and guests will go to Our Place for dinner immediately following this meeting.

NEXT MEETING: Thursday, January 26, 2006

Meeting adjourned at 5:20 pm.

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Eric B. McKeithan, President/Secretary

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June M. Caulder, Recording Secretary