The Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 19, 2003 at 4:00 pm in the Board Room of the General Administration Building. 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; Dr. Mac Murray, Jr.; Mr. Bill Rose; Mrs. Barbara S. Schwartz; Mr. Robert H. Williams; Mrs. Connie S. Yow; and Mr. Isaac Sandlin. Trustee not present was Mr. W. Allen Cobb, Jr.

Employees present were: Dr. Eric B. McKeithan, President; Mrs. Pam Barnhardt, Executive Director of CFCC Foundation, Inc.; Mr. Carl D. Brown, Vice President of Institutional Services; Ms. June Caulder, Administrative Assistant to the President; Mrs. Marilyn Freeman, English Department Chair; Mr. David Hardin, Public Information Officer; Mrs. Valerie Melvin, Math Instructor/Secretary Faculty Association; Mrs. Camellia Rice, Vice President of Business Services; Mr. David Seeger, Provost, North Campus; Ms. Gerry Shaver, Vice President of Institutional Development; Mr. Clarence Smith, Dean Continuing Education; Mr. David Thomas, Lead Instructor – Electrical/Electronics Technology; Mr. John Upton, Personnel Director; Mr. Rick Zigler, Assistant Vice President for Instructional Operations; Ms. Larolyn Zylicz, Faculty Association President; and several new employees (see below).

Others present were: Mr. Dan Martin, Attorney, Ward & Smith and Ms. Carol Spool, Faculty Association scholarship recipient.

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

OATH OF OFFICE

Mr. Isaac Sandlin, SGA President, was administered the oath of office.

MINUTES

A MOTION was made by Mrs. Casey and seconded by Mrs. Schwartz to approve the Minutes of the October 2, 2003, Board meeting. Motion passed unanimously.

RECOGNITIONS AND INTRODUCTIONS

President McKeithan introduced Ms. Larolyn Zylicz who introduced Mrs. Valerie Melvin, Secretary for the Faculty Association. Ms. Zylicz noted that Ms. Jen Mullen, Vice President of the Faculty Association, and Mr. Joe Justice, Treasurer of the Faculty Association, were unable to attend the meeting. Ms. Zylicz introduced Phi Theta Kappa President, Ms. Carol Spool, as the recipient of the Faculty Association scholarship of $1,000. Ms. Spool has also been nominated from CFCC for the 2004 All-USA Academic Team along with Mr. Justin Frase, Mr. Jason Mott, and Mr. Keith Shepard.
New Employees – President McKeithan introduced the following new employees who were in attendance:

Karen Birck  Secretary, Student Development, effective 11/10/03
Bret Hering  Communications Technician, effective 11/10/03
Regenia Wilson  Scheduling Technician, effective 11/10/03

Retirement – President McKeithan presented plaques of appreciation to Mrs. Marilyn Freeman, English Department Chair, and Mr. David Thomas, Lead Instructor – Electrical/Electronics Technology who will retire in January 2004 and thanked them for their dedication to CFCC.

CHAIR’S REPORT

The North Carolina Association of Community College Trustees – The North Carolina Association of Community College Trustees sponsored the Annual Leadership Seminar at the Sheraton Imperial Hotel at Research Triangle Park on October 30-31, 2003. Sessions included Orientation for New Trustees, Reappointed Trustees, Board Chairs/Vice Chairs, and Presidents’ meetings. Several Trustees – Mr. Carl Byrd, Sr.; Ms. Jennifer Casey; Dr. Mac Murray, Jr.; Mr. Bill Rose; Mr. Robert Williams – and President McKeithan attended the seminar.

Trustees reported that the conference was well presented, had interesting speakers, and gave good insight into the duties to be performed and situations to be avoided.

President McKeithan stated that he was very proud that Mr. Byrd was State President of the North Carolina Association of Community College Trustees and it pointed out his leadership qualities and was certainly a “feather in CFCC’s cap.”

CFCC Foundation contributions – Mr. Martenis reported that 50 percent of the trustees had contributed to the Annual Foundation Fund Drive and reminded trustees to make their donations. The Board would like 100 percent participation.

PRESIDENT’S REPORT

CFCC Holiday Party – CFCC’s Holiday Party will be held on Saturday, December 13, from 1-5 pm at the Bluewater Grill located on the right-hand side just over the bridge at Wrightsville Beach. Everyone is invited to attend and bring a guest.

Burn Pit – New Hanover County has reported that CFCC’s expenditure requirements on the Burn Pit is to be $499,739 of which CFCC has already paid $392,565.27, leaving a balance due of $107,173.33.

Record of Open Meeting/Pre-Bid Conference – The Minutes from the open meeting/pre-bid conference for the Engineering Building at the North Campus held in the Board Room of the General Administration Building at 3:00 pm on October 10, 2003, are available as an attachment to the Board Minutes found in the President’s Office.

Bids on Engineering Technology Building – North Campus – Bids for the second building at the North Campus were opened and the apparent low single prime bidder was
Lee F. Cowper, Inc. of Wrightsville Beach with a base bid of $12,120,000 and nine add-alternates totaling $226,300.

Asbestos Litigation – CFCC has been named as a defendant in asbestos litigation in California. The plaintiff was employed by CFCC for less than three months in the summer of 1972. Ward & Smith has referred us to a San Francisco attorney, Fred Kerr, who is representing other Ward & Smith clients in the same suit.

PowerPoint Presentation – “North Carolina Community College System and Cape Fear Community College State Budget Perspective” – President McKeithan made a brief presentation which included showing how the growth of unemployment in North Carolina correlates to the enrollment increase of the North Carolina Community College System the past several years. Although the legislators funded enrollment growth, they also cut budgets and raised tuitions. The governor’s required reversions have also cut budgets for community colleges.

CFCC had a 16 percent FTE increase last year but in curriculum received less per FTE student than in 1999-2000. The impact on CFCC is that the State appropriated 24.7 million to CFCC this year for the budget, but if we had been funded with the budget based on 2001-02 FTE amounts, CFCC’s budget would have been 27.3 million this year. Legislators cannot continue to take away from the community college system and expect it to grow. It is a path to disaster.

President’s Annual Report 2002-2003 – This report is a compilation of achievements during the year. New facilities on the North Campus opened for business and public service classes in the Fall of 2002 and over 25,000 citizens enrolled in a wide variety of classes at CFCC.

COMMITTEE REPORTS

Facilities and Equipment Committee

Design for loop access/truck driver training facility – North Campus – The Facilities and Equipment Committee interviewed three design firms and discussed the various strengths of the firms before deciding on a recommendation to the Board. A MOTION from the Facilities and Equipment Committee to the Board of Trustees recommended that Andrew & Kuske design the access loop/truck driver training facility at the North Campus. Motion passed unanimously.

Elevator Project – Mr. Brown reported that the elevator project target date is December 31, but it may be two or three weeks later before it is completed. The buildings are scheduled to be pressure washed during the Thanksgiving holidays and the sidewalks completed during the Christmas holidays. CFCC’s Maintenance Department will change out the blue panels in the Galehouse Building for smoked glass panels before Thanksgiving.

Finance Committee

State Budget Summary – The State budget is in good shape at this point in the fiscal year with approximately 32 percent of the budget expended.
**County Budget Summary** – The County budget is in good shape at this point in the fiscal year with approximately 36 percent of the budget expended.

**Interest Income Report** – The interest rates for the BB&T accounts are each .50 percent which is standard for the market at this time. The State Treasurer account interest rate is 3.43 percent which is great. The interest earned for the month of October is $41,259.29.

**State Budget Revision Report** – The total increase to the State Budget is $279,955. A MOTION from the Finance Committee recommended to the Board of Trustees to approve the State Budget Revision Report as presented. Motion passed unanimously.

**Curriculum Committee**

**Accountability Policy** – The Accountability Plan modifications for clarification as suggested by the auditors were reviewed. A MOTION from the Curriculum Committee recommended approval of the plan as presented to the full Board. Motion passed unanimously.

**Self Supporting Policy** – The Self Supporting Policy additions/deletions, modifications suggested by auditors to clarify the policy and meet state requirements, were reviewed. The Policy did not change. A MOTION from the Curriculum Committee recommended approval of the policy as presented to the full Board. Motion passed unanimously.

**New Programs**

Retention Pond Management – CFCC is planning to offer a certificate program in Retention Pond Management which will consist of five existing courses within the Landscape Gardening Program. A MOTION from the Curriculum Committee recommended approval of the Retention Pond Management certificate program as presented to the full Board. Motion passed unanimously.

Community Spanish Interpreter – CFCC is applying to offer an associate degree program in Community Spanish Interpreter. This two-year program prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum will provide educational training for working professionals who want to acquire Spanish language skills. A MOTION from the Curriculum Committee recommended approval of the Community Spanish Interpreter program as presented to the full Board. Motion passed unanimously.

**Administrative and Personnel Committee**

**Student Complaint Policy Amendment** – The Administrative and Personnel Committee reviewed the suggested amendments to the Student Complaint Policy. A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the policy as presented. Motion passed unanimously.
Proposed Mission Statement – The Administrative and Personnel Committee reviewed the additions/deletions by the Institutional Effectiveness Committee and College Council to the proposed Mission Statement. A MOTION from the Administrative and Personnel Committee to the Board of Trustees recommended approval of the Proposed Mission Statement as presented. Motion passed unanimously.

OTHER REPORTS

Student Government Association – Mr. Sandlin, SGA President, stated great strides had been taken in organizing the Student Government Association in the past few months. He emphasized that there is a need to enact reforms and the Student Government Association is working with Mrs. Cullum, Vice President of Student Services; Mrs. Daniels, Dean of Arts and Sciences; and Mr. Philpott, Dean of Vocational/Technical Programs on these reforms.

Faculty Association – Ms. Zylicz reported that Mr. Isaac Sandlin joined the Association at their last meeting. She stated that the faculty is dedicated to helping the Student Government Association as well as promoting and supporting diversity.

Ms. Zylicz pointed out that the Faculty Association has an endowed scholarship with the Foundation in the amount of $27,500. Mrs. Barnhardt, Executive Director of CFCC Foundation, Inc., stated this amount had increased since the last report and was now $31,000.

Ms. Zylicz expressed appreciation to the Board of Trustees for their support of the faculty.


The Foundation annual fund drive has a goal of $350,000 of which $308,000 has been raised.

ANNOUNCEMENTS

Carl D. Byrd, Sr. - Congratulated Mrs. Lethia S. Hankins on being elected to City Council.

Roy Cooper, North Carolina State Attorney General, will be the guest speaker at the Human Relations Banquet to be held on February 28 at the Warwick Center at UNCW.

Eddie Crowell - Congratulated Mrs. Hankins on her election and also stated how glad CFCC Board of Trustees was to have not only a City Council representative on the Board, but also the Chair of the County Commissioners.

Jennifer Casey - Attended a basketball game and wanted to emphasize how much fun it was and urged other trustees to attend.
Barbara Schwartz - Reminded trustees that CFCC Basketball team would play UNC Chapel Hill JV team in the Dean Dome on Saturday, November 22.

Connie Yow - Attended a meeting of North Carolina Writer’s Network at the Hilton and picked up several examples of works done by CFCC students.

Eric McKeithan - On Monday, November 24, CFCC’s cheerleading squad will be presented at the Basketball game. CFCC has so many great activities such as chorus and jazz band performances, dramatic productions, published students and faculty who contribute to the community.

NEXT MEETING: January 22, 2004

Meeting adjourned at 5:45 pm.

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Eric B. McKeithan, President

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June M. Caulder, Recording Secretary