MINUTES
CFCC COLLEGE COUNCIL MEETING
JULY 26, 1994

The first meeting of the newly formed Cape Fear Community College College Council was held on Tuesday, July 26, 1994, at 2:30 p.m. in the Board Room.

Present were: Eric McKeithan, Carl Brown, Mac McCants, Robert Puckett, Kathy Garris, Ada Davis, Dan Hickman, Charlotte Dexter, Sherri Mayberry, and Camellia Rice.

1. College Council Operation - Dr. McKeithan welcomed everyone to the first meeting and then described the operation of the Council.

* Minutes will be brief; will be distributed to all Council members.

* All department heads should have regular meetings with their employees to keep communications flowing throughout the College. Ideas and suggestions from others can be brought before the Council for discussion.

* Proposals that will be brought before the Council should be distributed to the members before the meeting---as far in advance as possible.

* Meetings will be held every second and fourth Tuesday and may be adjusted according to the Student Government President and Faculty President’s schedules from quarter to quarter.

2. Reading File - Any correspondence of Council members, including minutes of departmental meetings, that may affect other individuals or departments. Will be distributed among the Council.

* Will be kept on file in President’s Office.

* Submit items to President’s Office by noon on Mondays for distribution.

3. Commencement - August 18, 1994, at 7:00 p.m. in Kenan Auditorium. Rehearsal will be held at 10:00 a.m. (followed by lunch) on the 18th at Kenan.

A suggestion was made to have one curriculum graduation each year and one graduation each year for Adult High School and GED graduates.

4. Annual Evaluations - Should be done on all employees by mid-April of each year.
5. **Job Descriptions** - Charlotte asked that Council members make sure their employees’ job descriptions are up-to-date.

6. **Application Acceptance and Storage** - Charlotte reminded everyone that the Personnel Office does not accept applications or resumes except for advertised positions. The Personnel Office is working on a new procedure to keep track of part-time instructional applications.

7. **Faculty and Staff Handbook** - Near completion. Preliminary copies will be distributed to the Library and other major divisions for employees to see until the final version is copied and distributed. Dr. McKeithan asked Council members to begin collecting policies and procedures that are not presently in the Handbook but need to be there. Submit to the Personnel Office.

   Discussion on "dress code" - professional appearance is desired. A "casual day" was suggested. Will be discussed later.

8. **1994-95 Equipment Priorities** - CFCC has approximately $600,000 in equipment funds for 1994-95. Dr. McKeithan distributed forms for the Council members to list their department’s first, second and third priorities for equipment needs for each year over the next five years. Forms should be returned prior to the next College Council meeting.

9. **College Vending Funds** - How the funds can be used:

   * MUST BE APPROVED BY THE PRESIDENT IN ADVANCE

   * No "individual memberships" from any college funds

   * For Advisory Committee meetings, school-wide functions (receptions, etc.), Board of Trustees functions, Faculty Council breakfasts, annual advisory appreciation dinner, flowers for sick employees and for death of employee or immediate family member. Camellia Rice was authorized to approve these expenditures provided costs are known in advance, are reasonable, and are in line with prior expenditure levels.

10. **Grant Preparation** - Any grant proposals that require commitments from the College must be submitted to the President’s Office before work begins on the grant. The Business Office needs to know of any grants that are obtained. Dan has assigned Dr. Willie McGough as the contact person for receipt of grants. Dr. McGough will route to the proper person and keep track of them. It was suggested that a brief sketch of new grant proposals be submitted to the Council for quick review.
11. Fiber Optics Status - The 1994 North Carolina General Assembly adopted the following special provisions into State law:

"No one shall obligate the State to pay any nonrecurring or recurring costs related to the North Carolina Information Highway except to the extent that funds are appropriated by the General Assembly specifically for that purpose. No one shall obligate the State to pay any recurring costs related to the North Carolina Information Highway beyond the end of the fiscal period for which funds are appropriated for that purpose. In no event shall anyone obligate the State to pay recurring operating expenses related to the North Carolina Information Highway for any non-State entity."

In keeping with those special provisions adopted into law by the 1994 General Assembly, Cape Fear Community College hereby establishes the following position on the North Carolina Information Highway:

"No one shall obligate Cape Fear Community College to pay any nonrecurring or recurring costs related to the North Carolina Information Highway except to the extent that funds are appropriated by the General Assembly specifically for that purpose. No one shall obligate Cape Fear Community College to pay any recurring costs related to the North Carolina Information Highway beyond the end of the fiscal period for which funds are appropriated for that purpose. Persons not employed by CFCC are not authorized to speak for the College, obligate the College financially or otherwise, attend any meetings, or engage in any activity related to the North Carolina Information Highway on behalf of CFCC."

Responsibility for InterNet - Library
Responsibility for Interactive Video - Hickman

Two labs are being constructed for fiber optics---one in CFCC's Burgaw Campus and one in the Pender Correctional Center in Burgaw (which will be under the control of the Pender Correctional Center). Details are being worked out on offering courses over the fiber optics network at that Center.

12. Subsistence Allowance - New rates for breakfast, lunch, dinner and hotel reimbursement are: In-State - $6 (Breakfast), $8 (Lunch), $14 (Dinner), and $44 (Hotel); Out-of-State - $6 (Breakfast), $8 (Lunch), $17 (Dinner), and $53 (Hotel). Excess will be approved for hotels in which meetings/conventions/seminars are held. State car should be used as much as possible/practical.
13. **Institutional Effectiveness** - Dan and Marilyn Freeman are working on this. DCC deadline for report is September 2, 1994.

SACS visit will take place in Spring 1996. Focus will be on documenting institutional effectiveness.

We must have a process in place for continuous, systematic, and broad-based planning at CFCC—will make the task of updating the institutional effectiveness report much easier. Each department should review CFCC's Mission Statement, the State Board of Community Colleges' Mission Statement, and CFCC's Strategic Plan with our goals and objectives. Suggestions for changes should be submitted to the President.

**Announcements**

1. General College Meeting with the President, August 3, 1994, 2:30 p.m. in Auditorium.


**Additional Comments**

1. Let Carl Brown know if you see any areas that are not getting cleaned properly.

2. ADN graduates achieved 100% passing rate.

3. Raises and 1% bonuses will be in July paychecks.

4. Jo Thornton made top 10 for the Excellence in Teaching Award.

**NEXT MEETING:** Tuesday, August 9, 1994, 2:30 p.m.

Meeting adjourned at 5:00 p.m.  

Eric McKeithan, President