

Cape Fear Center for Inquiry
Minutes from Executive Committee Meeting
03/18/08

Attended by: Lori Barrett, Harden Barker, Rick Lawson, Jane Radack, Lisa Griffin, Bob Marcino, Beth Carter, John Rack, Anne Patterson, Karen Vaurier, Eddie West, Lisa Hassell, Eddie West, Lisa Hassell, Joanne Brinkley

Absent: Sarah McCorcle, Ke'pe Harrison, Michelle Frazier

Visitors: René Lemons-Matney, Rene Devos, Chris Sawyer, Teresa Gilbert, Emily Barth

The meeting was called to order at 7:02 pm by Rick Lawson.

Anne Patterson moved to approve the minutes from the 2/19/08 meeting. Rob Tripp seconded. Motion carried.

Rene Lemons Matney spoke to the board about a complaint brought to the Executive Officers by a faculty member about a challenging faculty meeting. She stated that the Resolution Process would have been better followed if those persons had been sent back to the faculty to discuss the issue rather than having the Executive Officers intervene.

Partnership update: Karen Varieur gave the update. There will be a Silent Auction and a Farewell for Dr. Griffin on April 27th from 2-4pm.

Strategic Planning Committee: no report.

Personnel Report: There was a question about how the faculty member whose GIT team has disbanded would be coached throughout the remainder of the year.

Finance Report: No discussion.

Search/Screening Committee Report: There appeared to be potentially 40 applications although only 2 were in hand. The Screening Committee will be taking over the process as soon as there is a large enough applicant pool.

Administrative Adhoc Committee Report: The discussion focused on the full-time recommendation for the Business Coordinator Position due to the Work Activity Study. There was concern that there would not be enough money available to support a full time position.

The Finance Committee was charged with performing a financial salary study. The salary of the hired Director will directly impact the amount available to the rest of the Admin Support Team.

Joanne Brinkley moved to approve the Business Operations Coordinator and Human Resource Coordinator as part time positions, 12 months up to 29 hours. Lisa Hassell seconded. Motion carried.

Rick Lawson motioned to approve the Administrative Adhoc's recommended additions to the job descriptions. Lisa Hassell seconded. Motion carried.

Jane Radack will update job descriptions by March 30, 2008 so the Search Committee can develop ads for these positions as well.

Dispute Resolution Committee Report: Community Board Members will make up this Committee. Bob Marcino and Anne Patterson emphasized the importance of documenting these concerns, and that the committee members need the authority to make a final decision about resolutions. The discussion involved the need to define what role the Human Resource Coordinator and the Director will play in the Resolution Process.

Eddie West moved to approve Resolution Process in concept with revisions to come. Lisa Hassell Seconded. Motion carried.

The Dispute Resolution Committee also addressed the need for the Board to review and better understand the Open Meeting Laws.

As a first step, Harden Barker will publish the Closed Session/Open Meeting law for the Board of Directors.

Rob Tripp motioned that the Board establish and charge an Adhoc Committee on Board Policy and Procedures. The charge is to establish sound Policy and Procedures for the Board of Directors which are consistent with the Social Curriculum and Federal Laws and accepted meeting decorum. Rick Lawson seconded. Motion carried.

Policy and Procedures Committee Report: The Board voted to approve the Fund-Raising Policy recommended by the committee.

Building Committee Report: The Board voted to approve the recommendation that the Board proceed with building on the property on Clue Clay Rd.

The Board charged the Building Committee with researching the next step in the building process.

After School Program: Lisa Hassell moved to approve After-School Program with amendments and charge the hiring committee with hiring the After-School Program Coordinator. Rob Tripp seconded. Motion carried. These positions will be advertised via UNCW as well.

The After-School Program developed and revised by Board request by Teresa Gilbert and Christine Sawyer was approved by the Board with the following amendments:

- The After-School Program will be subject to a January '09 and a June '09 review by the CFCI Board of Directors with the understanding that the Program can be stopped if it is found to be a financial drain.
- The Fee Policy of the After-School Program will have the words “pre-payment” worked back into the language.

The Board also approved an announcement for currently and future enrolled students.

Jan Tremons-Jenkins was voted by the faculty to fill Sarah McCorcle's non-voting faculty seat.

Hiring Committee: No report.

Rick Lawson stated that when the board as a whole charges someone with a directive, that person is expected to follow through with the task.

Sarah McCorcle had asked for clarification about TEC roles when contract renewals take place: voting faculty members will not vote on contract renewals.

Bob Marcino, Rob Tripp will act as the Nominating Committee for Officers; they will make an effort to think of succession planning.

There was discussion about which seats would be open for applicants. According to the bylaws, “all directors’ terms are concluded at the beginning of the June meeting in the third year of their term unless re-elected. If a director’s term expires before a replacement has been elected, the board has the right to extend that director’s term through a motion.” Accordingly, John Rack, Lisa Hassell, Joanne Brinkley, and Rob Tripp’s seats will be open for applicants. Michelle Frazier’s seat will also be open due to her resignation.

Jane Radack will advertise in Currents Magazine for Community members.

Bob Marcino motioned to adjourn the meeting. Eddie West seconded. Motion carried. Meeting adjourned at 9:05 pm.

Respectfully submitted by:
Jane H. Radack
CFCI Board Secretary