

**Cape Fear Center for Inquiry**  
**Minutes from Continuing Meeting**  
**05/20/08**

**Attended by:** Ke'pe Harrison, Anne Patterson, Beth Carter, Jan Tremon-jenkins, Harden Barker, Heather Kelejian, Jane Radack, John Rack, Joanne Brinkley, Sarah McCorcle, Karen Varieur, Lori Barrett, Lisa Hassell, Rob Tripp

**Absent:** Eddie West, Bob Marcino, Lisa Griffin, Rick Lawson

**Visitors:** Lark Capra, Betty Day, Megan Hessenius, Michelle Hair, Todd Godbey, Rob Disiker, Brook

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Meeting called to order at 7:04 pm.

Jane Radack, Ke'pe Harrison approve 4-15-08 minutes.

Rob Disiker and Todd Godbey introduced themselves to the board as candidates for open parent seats. Michelle Hair also asked for consideration for the open faculty seat.

Betty Day spoke on behalf of Robin Knoerl. Lark Capra also spoke on behalf of Robin Knoerl.

**Building Committee Report:**

The sewer moratorium has been lifted. Rob Kirby cannot do a new quote until we get more soil samples to assess the foundation we will need.

**Finance Committee Report:**

See report.

The discussion included exploring how the estimate was obtained for the soil sampling. Lisa Hassell clarified that the last soil sample taken before CFCI purchased the land was insufficient to ascertain what type of foundation would be needed.

The budget reflects the administrative salary caps approved earlier by the board.

Our loan payment is still figured into the budget since we are unsure whether we will pay off our loan or re-negotiate the loan. This budget is a projected budget until we get our 20 day head count in the fall.

Otho Tucker will be the financial consultant to get all the loan information in place and will receive his payment from the 3% of the loan amount which has already been figured into the loan process.

Jane Radack motioned to approve the budget with the amended telephone line item. Rob Tripp seconded. Motion carried unanimously.

The Board unanimously approved up to \$10000 for a more extensive soil test.

The Board unanimously approved up to \$3000 to purchase risers for the chorus.

Lori Barrett discussed our employee 401K plan via AFLEC. We are now eligible to sign up with the State Retirement plan. There is no requirement to match employee's contribution. John Rack motioned to approve signing up with the State Retirement Plan. Rob Tripp seconded. Motion carried unanimously.

The board discussed ADR recommendations about board composition. The attorney has recommended that only voting members be considered board members for legal reasons. The discussion included discussing the time line for working toward ADR's recommendations.

There were many concerns about replacing 5 board members while in the middle of hiring the Administrative Support Team. Harden Barker will research if we can delay the election of new board members. Heather Kelejian will contact the lawyer to find out if there are any other options. The board agreed to postpone voting on new board members until the special called meeting which must be in May.

**Partnership Update:** Karen Varieur is leaving the area so there are vacancies on the Partnership board. Elections will be on June 3, 2008. The Partnership has had a record breaking year in fundraising as well as spending.

**Policies and Procedures:** No report

**Personnel:** Tami Mix came to the committee with proposals for developing more of a music program. She will be encouraged to pursue her ideas with the faculty and then present them to the Finance Committee.

**TEC:** There are 2 remaining faculty who have met the requirements of the self-evaluation process. Heather Kelejian made a motion to extend a contract to Joanne Devolio and Rose Sutzko. Lisa Hassell seconded. Motion carried with 7 yeas and 2 abstentions.

**Screening and Hiring:** The committee has highly qualified candidates for EC and CC positions and hopes to have live interviews next week. The Business Coordinator and Human Resource Coordinator positions will go through a similar process. The board had Brian Corrigan from Maine, a candidate for director, for an interview.

The board discussed the mechanism by which we will hire the remaining positions for the Administrative Support Team.

Lisa Hassell motioned that the process will consist of 30 minutes of an informal meeting with the candidates for interested faculty and 30 minutes formal interview with the Hiring Committee and other board members. Anne Patterson seconded. Motion carried unanimously.

**Life Long Learning:** The Committee is working on facilitating faculty attendance at a summer session for CFCI Social Curriculum.

**Admin. Adhoc for Board Officers:** Rob Tripp does not yet have a working slate but is in the process of discussing positions with current board members.

The idea of a New Administrative Support Team was raised. The discussion included the idea of the Executive Committee of the Board and a couple of faculty members as part of this team. Since candidates for director have asked for patience and help from the whole staff, there was an agreement to wait until CFCI hires a director and see what specific support s/he may ask.

**Beginning Teacher Support Plan (BTSP):**

Michelle Hair updated the board about the BTSP. Jane Radack motioned to add the language “The Director will act as the formal evaluator of the Beginning Teachers (BT).” to the Director’s job description. Heather Kelejian seconded. Motion carried unanimously.

The board discussed whether to postpone the special called meeting scheduled for May 21<sup>st</sup> to May 27<sup>th</sup>. The board agreed that both the Director’s report and the director candidate should be discussed tonight.

At 9:00, Heather Kelejian motioned to extend the meeting to 9:30. Anne Patterson seconded. Motion carried unanimously.

**Director’s Report:** Dr. Griffin will keep the board updated on the action plan and time line required by DPI’s finding CFCI at fault in regards to the EC complaint. DPI will be facilitating IEP meetings. The Guidance Counselor contract is still in process.

Jane Radack motioned to go into executive session to discuss personnel matters. Heather Kelejian seconded. Executive session began at 9:14 pm.

Discussion included information about personnel.

Heather Kelejian motioned to come out of executive session. Lisa Hassell seconded. Motion carried unanimously. Executive session ended at 9:36 pm.

Rob Tripp motioned to extend the meeting for 20 minutes. Lisa Hassell seconded. Motion carried unanimously.

Heather Kelejian motioned to accept the CAM action plan proposed by Dr. Griffin. Motion carried with 7 yeas and 2 abstentions.

Heather Kelejian motioned to go into executive session to discuss the doctoral candidate. Joanne Brinkley seconded. Motion carried unanimously.

Sarah McCorcle motioned to come out of executive session. Jane Radack seconded. Motion carried unanimously. Executive session ended at 9:59 pm.

Lisa Hassell motioned to extend a Director contract to Brian Corrigan at \$65,000 plus the county supplement and benefits. Motion carried unanimously.

A special called meeting will be scheduled for Tuesday, May 27<sup>th</sup>.

Jane Radack motioned to adjourn the meeting. Meeting adjourned at 10:01 pm.