Dr. Skinner called the meeting to order at 2:10 p.m. A new meeting format had been suggested that would keep division updates to 1-2 minutes. This will allow more time for group discussion.

**Administration**

The most pressing news to come out of the System Office and Raleigh is the budget and revenue reductions. Thus far, a 3% reversion has been requested with another 1 percent expected. In total dollars, this would mean $800,000 for us.

The System Office will have a moratorium on travel in January and will not sponsor any travel after that time. Locally, travel, operations and equipment purchases will be reduced.

A budget strategy involving trustees, students, business and hospital leaders will move forward. CPCC has proposed that the fall semester be moved to July 1 to hold developmental courses prior to other classes. This could improve revenues.
Finance/Facilities/Operations

The college has received the final carry forward budget numbers for the year and can proceed with the equipment purchases we can afford and still maintain a reserve for funding challenges.

Building Projects - recap

- The final change order on the East Campus is all that remains before the project can be considered “complete.”
- Lincoln Campus Building – It is anticipated that spring classes will be held in the facility. College employees are working furiously to set up furniture and equipment.
- DBC Health Education Institute – on or ahead of schedule.
- East Campus Library and Bookstore – schematic design and construction documents have been submitted to the State Construction Office.

Human Resources

Plans are underway to improve and enhance the Intranet to include more HR forms and hiring packets. This is an effort to reduce costs and improve efficiency.

Student Services

At least 30 additional volunteers are need for graduation. Those interested in helping were asked to contact Dr. Husain or Rhonda Wood.

Faculty Senate

The following are issues being considered by the Faculty Senate:

- Bylaws are being reviewed
- Work has begun on the selection of a candidate for the Teaching Excellence Awards
- The Institutional Philosophy is being reviewed. Concerned was expressed that the Senate did not have any input into the development of it.

The remainder of the reports are on file with these minutes.

Open Discussion

Suggestions to Cut Costs or Generate Revenue

- Turn off computers at the end of the work day.
- No groundbreaking for the Robinson Classroom Building.
• The Board will not hold its annual dinner. A retreat will be held at the Lincoln Campus.
• Ways are being explored that would cut back on travel to other campuses.
• Better utilization of the Distance Ed classroom
• The rental schedule for campus facilities is being looked at.
• All qualified staff to teach a curriculum or continuing ed class as part of their regular working hours.
• The Criminal Justice Academy is recycling used ammo. Thus far, $2300 has been received.
• Courier service is being used to send information to area high schools for the Huskins Program.
• Turning off lights in unoccupied classrooms and offices.
• Reduce the number of copies students can make in the computer labs.
• Reviewing the use of college cars and giving priority to larger groups and those driving longer distances.

Cost cutting measures will continue to be examined to ensure better use of state funds and protecting the environment.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Evelyn Standley
Recording Secretary