

**MINUTES  
CAPE FEAR COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JANUARY 19, 2017  
5:00 PM**

Following proper public notifications on January 17, 2017, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 10, 2017, at 5:00 pm in the Board Room of the Union Station Building. Mr. William R. Turner, Jr., Chair, presided.

Trustees present were: Mr. William R. Turner, Jr., Chair; Mr. John R. Babb; Mr. Louis A. Burney, Jr.; Ms. Ann M. David; Mr. Jason C. Harris; Mr. Jimmy Hopkins; Dr. Chuck Kays; Mr. John F. Melia; Mr. David Ray; Mr. F. Matson White and Mr. Kyle Bullock, SGA President. Trustees not present were: Mr. A.D. "Zander" Guy; Ms. Mary Lyons Rouse and Mr. Woody White.

Employees present were: Dr. Amanda K. Lee, President; Mr. Wellington De Souza, Executive Director of Auxiliary Services; Mr. Pat Hogan, Executive Director of Institutional Effectiveness; Ms. Sonya Johnson, Director of Marketing/Communications Specialist; David Kanoy, Director Capital Project Management; Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Mr. Jim Morton, Executive Vice President; Ms. Rachel Nadeau, Executive Director Community Relations; Ms. Melissa Singler, Vice President of Academic Affairs and Workforce Development; Mr. John Upton, HR Consultant; Mr. David Hardin, Director of Creative Services; Mr. Shane Fernando, Director Humanities & Fine Arts Center; Ms. Debi Causey, External Events Coordinator; Mr. Dan Wilcox, Police Chief; Ms. Martha Harlan, Chair, CFCC Foundation; and other employees (see below).

Others present were: Mr. Will Oden, Attorney Ward & Smith

The meeting was opened with The Pledge of Allegiance to the US Flag.

**CONFLICT OF INTEREST**

Mr. Turner read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

**MINUTES**

A MOTION was made by Mr. Babb and seconded by Mr. Melia to approve the November 16, 2016, minutes as presented. Motion passed unanimously.

**INTRODUCTION OF NEW EMPLOYEES**

New Hires

Mr. Upton introduced the following new employees.

Carlton Jones	Custodian II	11/28/2016
Leonard Peters	Custodian I	11/28/2016
Keith Elmore	Pharmacy Technology Instructor-Clinical Coordinator	01/01/2017
Christy Redfearn-Shelton		
	Program Director Veterinarian Medical Technology	01/01/2017

Retirements:

Dr. Lee presented plaques to Conrad Pope, Printing Services Manager and Jean Rusmisell, Secretary Vocational Technology and thanked them for their service to the college.

Dr. Lee recognized Tracy Holbrook, program director Chemical Technology, and thanked him for securing a grant for \$402,048 from the National Science Foundation. This is the biggest grant that the college has received to date.

**CHAIR'S REPORT**

Ethics Training

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements please make arrangements to do so. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/eduschedule.htm>. Online Ethics Training is now available. Please contact Michelle Lee at 910-362-7555 for details.

SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and even offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2017. The Commission's website is: <https://www.ethicscommission.nc.gov/sei/blankForm.aspx>

NCACCT Law Seminar Schedule

The NCACCT has scheduled two Legislative/Law Seminars. If you need new Trustee training or reappointment training please plan to attend. The dates of the seminar are:

March 29-31 – Marriott Crabtree Valley, Raleigh, NC

August 23-25 – Hilton Wilmington Riverside, Wilmington, NC

## PRESIDENT'S REPORT

Dr. Lee presented a commemorative CFCC coin to each trustee and thanked them for their service to the college.

- Thank you to the Board members who were able to attend the Holiday Luncheon with our employees. Also, thank you to the members who attended the Chamber BizMix held at the Wilson Center.
- SACSCOC: We have received our preliminary report and are now preparing our responses to the seven recommendations. The response report is due in March.
- Strategic Planning: CFCC employees are meeting regularly to discuss customer service, communication, employee development/retention/recognition, funding and efficiency planning, and health and wellness. These are the categories that were selected at the annual planning retreat last summer. Mr. Hogan will be working with Trustee Ann David to begin the strategic planning process with the Board of Trustees as well as with our stakeholders.
- Continuing Education: Met with the following businesses/community agencies to discuss opportunities to further develop our partnerships – Cape Fear Public Utility Authority, City of Wilmington, Hometown Hires, SEAHEC (Southeastern Area Health Education Center).
- Continuing Education: Increasing our Occupational Extension classes to include the following new classes: E-notary; Healthcare Basics 1 & 2; Computer Programming; NC Insurance Pre-licensing (Property and Casualty); NC Insurance Pre-licensing (Life and Health); Professional and Ethical Responsibilities (for Substance Abuse Counselor); Professional Development for Addiction Counselors; Client, Family and Community Education for Addiction Counselors; Blood Borne Pathogens, Infectious Disease, Nicotine Dependence (for Substance Abuse Counselors); Principles of Healthcare Access (preps students to earn the Healthcare Access Associate CHAA or Healthcare Access Manager CHAM through the National Association of Healthcare Access Management NAHAM)
- Coastal Horizons and CFCC are working together to help address our students who struggle with drug addiction. This initial partnership will use the funds identified in the budget regarding drug awareness.
- Wilmington Early College High School: The school is celebrating its ten year anniversary. There will be activities throughout the semester celebrating this milestone.
- AE&T Building: Hardhat tours are being scheduled for elected officials and the media. This information will be sent the trustees in hopes that you are available to attend.
- Financial Aid: The North Carolina State Education Assistance Authority (NCSEAA) conducted a Program Desk Review and reported no findings or observations.
- Compliance Audit: CFCC's 2016-17 Bi-Annual Compliance Review conducted by the NCCCS has concluded as of November 29, 2016. The compliance review consisted of an evaluation of course records and documentation from Administration, Curriculum, Continuing Education, and College and Career Readiness program areas. Based on the discussions held with the NCCCS Compliance Review Services (Elizabeth Self, Director of Accountability & Training and Tammie Hill, Compliance Examiner), no material findings or areas of concern were identified during the onsite review. Compliance Review Services are coaching colleges on areas of risk that merit attention but do not warrant inclusion in the college's actual compliance report as a means of providing guidance and ongoing support. Therefore, a "clean" compliance review report should be anticipated. A definitive date on the arrival of the actual report is not known but should be expected soon.

- Enrollment Initiatives: For Fall 2017 we are investigating evening block scheduling, surveying interest in weekend colleges, and offering early bird classes. We are also considering classes during the winter break. We are increasing our recruiting at the high schools and are upgrading the recruiting materials and methods of presentation.
- North campus: Port City Java is now open at the North campus in the McKeithan Center. The North campus Veterans Center should open soon. Recycling bins have been placed at both Port City Java locations for patrons to use.

Recent Activities (11/17- 01/19):

Town Hall Meetings

Several holiday gatherings in the community

Student production of Millicent Scowlworthy and Wilson Center performances

Career Readiness Program Career Expo

CTE High School work group and consultant RTI

Celebrated on both campuses the end of the campus fund drive

Meetings with Foundation Board Chair and members, Foundation staff, and donors

Dedication and reception of the Sanders Burney Child Development Center

Attended the annual SACSCOC conference in Atlanta, GA

WBJ Power Breakfast

Chamber Biz/Mix at the Wilson Center

Regular meetings of College Council and community Boards

NHCS Legislative Luncheon

25<sup>th</sup> Annual Economic Forecast

Regional Real Estate Forecast (Surf City)

Important Upcoming Activities:

Men's and Women's Basketball games

Media and Elected Officials Tour of AE&T – To be announced

May 12<sup>th</sup> Commencement

May 31<sup>st</sup> Gift of Education

## **Committee Reports**

### Joint Facilities & Equipment and Finance Committee

Mr. Morton reviewed the following proposed New Hanover County Budget with the board. Mr. Morton reported that after further review, it does not appear to be in the best financial interest of the college to invest a large sum of money into renovations of the G Building. In addition, the cost of demolishing the building is more than the college can afford because of the infrastructure housed in the building. Administration will work to move employees from the G Building into other areas of the college. Mr. Turner stated that the Board of Trustees is not charged with assigning spaces and that this decision will be left to the president.

A MOTION from the Finance Committee recommends approval of the New Hanover County Budget as presented for a total of \$10,862,177. Motion passed unanimously.

**New Hanover County Proposed Budget**

<u>Budget Line Item</u>	<u>Description</u>	<u>Budget FY 2016-17</u>	<u>Proposed Budget FY 2017-18</u>
Current Expense:			
Executive Management:			
21.110.97.511100.41000	Salaries- President	\$ 66,564	\$ 70,476
21.110.97.511200.41000	Salaries- Senior Administrator	41,556	64,524
21.110.97.518100.41000	Social Security	4,949	6,383
21.110.97.518200.41000	Retirement	16,795	22,595
21.110.97.518300.41000	Hospitalization Insurance	3,111	4,766
21.110.97.518700.41000	Longevity	1,498	1,586
21.110.97.531110.41000	In-State Transportation	-	-
21.110.97.531140.41000	In-State Lodging	-	-
21.110.97.531190.41000	Travel Other Expense	-	-
21.110.97.531210.41000	Out-of-State Ground Transportation	-	-
21.110.97.531430.41000	Registration	-	-
21.110.97.539500.41000	Other Current Expense	-	-
21.110.97.541000.41000	Rental Properties	-	-
	Sub-Total Executive Management	<u>134,473</u>	<u>170,330</u>
General Administration:			
21.130.97.511300.41000	Salaries- Full- Time Professional	-	-
21.130.97.512000.41000	Salaries- Full-Time Support	67,668	68,700
21.130.97.512010.41000	Salaries- Part-Time Support	-	-
21.130.97.515000.41000	Salaries- Full-Time Tech/Paraprof	-	-
21.130.97.515010.41000	Salaries- Part-time Tech/Paraprof	-	-
21.130.97.516030.41000	Salaries- Students	-	-
21.130.97.518100.41000	Social Security	5,242	5,322
21.130.97.518200.41000	Retirement	10,497	11,505
21.130.97.518300.41000	Hospitalization Insurance	10,942	10,942
21.130.97.518700.41000	Longevity	836	849
21.130.97.519000.41000	Legal Services	135,000	65,000
21.130.97.519200.41000	Other Contracted Services	4,000	650
21.130.97.526000.41000	Office Supplies	-	-
21.130.97.531110.41000	In-State Transportation	-	-
21.130.97.531140.41000	In-State Lodging	-	-
21.130.97.535100.41000	Repairs Equipment	-	-
21.130.97.535430.41000	Maintenance Agreement - Equipment	-	230
21.130.97.535700.41000	Advertising	-	-
21.130.97.539500.41000	Other Current Expense	-	-
21.130.97.543010.41000	Lease or Rental of Motor Vehicles	-	30,657
21.130.97.543000.41000	Rental/Lease Other Equipment	-	-
21.130.97.544000.41000	Software Applications	-	-
21.130.97.545000.41000	Property Insurance	429,731	327,811
21.130.97.545100.41000	Motor Vehicle Insurance	37,726	34,983
21.130.97.545200.41000	Liability Insurance	48,795	88,794
21.130.97.545300.41000	Other Insurance	236,990	95,039
21.130.97.581310.41000	CWSP Matching	-	-

	Sub-Total General Administration	<u>987,427</u>	<u>740,482</u>
Plant Operation:			
21.610.97.511300.41000	Salaries- Full-Time Professional	59,928	60,828
21.610.97.512000.41000	Salaries - Full-Time Support	-	28,608
21.610.97.514000.41000	Salaries- Full-Time Custodial	1,445,076	1,444,476
21.610.97.514010.41000	Salaries- Part-Time Custodial	286,212	286,212
21.610.97.515000.41000	Salaries- Full-Time Technical/Para	43,992	44,664
21.610.97.515010.41000	Salaries-Part-Time Technical/Para	-	-
21.610.97.516030.41000	Salaries - Student Salaries	-	-
21.610.97.518100.41000	Social Security	140,718	142,993
21.610.97.518200.41000	Retirement	237,942	261,784
21.610.97.518300.41000	Hospitalization Insurance	293,610	306,376
21.610.97.518500.41000	Unemployment Insurance	4,800	8,000
21.610.97.518700.41000	Longevity	3,904	3,964
21.610.97.519080.41000	Janitorial Service Agreements	22,000	18,000
21.610.97.519090.41000	Waste Removal/Recycling Agreement	75,000	75,000
21.610.97.519100.41000	Security Service Agreements	822,258	699,108
21.610.97.519110.41000	Pest Control Service Agreements	11,027	12,000
21.610.97.519120.41000	Lawn and Grounds Service Agreement	294,772	248,500
21.610.97.519200.41000	Other Contractual Services	114,118	145,000
21.610.97.521000.41000	Custodial Supplies	188,793	185,000
21.610.97.521400.41000	Clothing & Uniforms	40,000	40,000
21.610.97.525000.41000	Gasoline	61,952	45,000
21.610.97.525100.41000	Diesel Fuel	-	-
21.610.97.525200.41000	Oil, Lubricants & Fluids	1,800	-
21.610.97.525300.41000	Tires & Tubes	2,500	2,500
21.610.97.526000.41000	Office Supplies	-	60
21.610.97.527000.41000	Other Supplies	200	2,200
21.610.97.531110.41000	In-State Ground Transportation	7,000	9,300
21.610.97.531140.41000	In-State Lodging	-	2,500
21.610.97.531150.41000	In-State Meals	-	640
21.610.97.531190.41000	In-State Other	-	-
21.610.97.531430.41000	Registration Fees	-	-
21.610.97.532200.41000	Telephone	122,904	124,149
21.610.97.532300.41000	Telecommunications	-	-
21.610.97.532500.41000	Cellular Phone Services	51,200	55,399
21.610.97.533100.41000	Heat	321,935	378,778
21.610.97.533200.41000	Water	250,000	290,798
21.610.97.533300.41000	Electricity	2,016,069	2,350,933
21.610.97.535200.41000	Repairs to Facilities	-	235
21.610.97.535410.41000	Maintenance Agreements	-	-
21.610.97.539400.41000	Magazines, Newspapers	-	-
21.610.97.539500.41000	Other Expense	2,000	550
21.610.97.539610.41000	Employee Moving Expense	-	-
21.610.97.541000.41000	Rental of Property- Buildings	41,268	36,000
21.610.97.541100.41000	Rental of Land	1,000	500
21.610.97.541200.41000	Rental of Other Facilities	-	-
21.610.97.543000.41000	Rental/Lease- Other Equipment	25,000	6,400
21.610.97.544000.41000	Other Comp. Software	-	-
21.610.97.555200.41000	Non-Capitalized Equip-High Risk	-	-
	Sub-Total Plant Operation	<u>6,988,979</u>	<u>7,316,455</u>
Plant Maintenance:			
21.620.97.511300.41000	Salaries- Full-Time Professional	73,020	37,056

21.620.97.512000.41000	Salaries- Full-time Support	28,344	28,776
21.620.97.512010.41000	Salaries- Part-Time Support	-	-
21.620.97.514000.41000	Salaries- Full-Time Maintenance	909,084	798,940
21.620.97.514010.41000	Salaries- Part-Time Maintenance	114,828	114,828
21.620.97.514050.41000	Salaries- Full-Time Supvr Maintenance	62,100	69,372
21.620.97.516030.41000	Salaries- Students	-	-
21.620.97.518100.41000	Social Security	91,486	80,949
21.620.97.518200.41000	Retirement	165,597	156,017
21.620.97.518300.41000	Hospitalization Insurance	162,306	120,362
21.620.97.518500.41000	Unemployment Compensation	5,279	-
21.620.97.518700.41000	Longevity	8,231	9,034
21.620.97.519200.41000	Other Contractual Services	80,000	170,275
21.620.97.522000.41000	Maintenance Supplies	300,000	240,000
21.620.97.524000.41000	Repair Supplies	-	20,000
21.620.97.525400.41000	Motor Vehicle Replacement Parts	2,000	1,500
21.620.97.526000.41000	Office Supplies	5,000	6,500
21.620.97.527000.41000	Other Supplies	-	5,200
21.620.97.531110.41000	In-State Ground Transportation	250	250
21.620.97.531140.41000	In-State Lodging	1,500	1,500
21.620.97.531150.41000	In-State Meals	800	800
21.620.97.531500.41000	Registration Fees	2,000	2,000
21.620.97.535100.41000	Equipment Repairs	25,000	12,000
21.620.97.535200.41000	Facilities Repairs	175,270	147,000
21.620.97.535300.41000	Motor Vehicle Repair	25,000	23,000
21.620.97.535410.41000	Maintenance Agreement Buildings	450,000	510,600
21.620.97.535430.41000	Maintenance Agreement Equipment	60,000	60,000
21.620.97.535450.41000	Maintenance Agreement - Other Software	-	2,800
21.620.97.539100.41000	Replacement Equipment	2,100	13,000
21.620.97.539500.41000	Other Current Expense	2,500	1,250
21.620.97.544000.41000	Other Computer Software	-	900
21.620.97.546100.41000	Membership and Dues	1,060	1,000
21.620.97.555200.41000	Non-Capitalized Equip-High Risk	1,000	-
	Sub-Total Plant Maintenance	<u>2,753,755</u>	<u>2,634,909</u>
	Total Current Expense	<u>10,864,634</u>	<u>10,862,177</u>
Capital Outlay:			
Buildings and Grounds:			
27.910.97.527000.41000	Buildings - Other Supplies	-	-
27.910.97.552000.41000	Data Processing Equipment	-	-
27.910.97.555300.41000	Communication Wiring and Cable	-	-
27.910.97.557000.41000	Land	-	-
27.910.97.558000.41000	Buildings	-	-
27.910.97.558010.41000	Buildings- Alterations, Additions	723,373	761,422
27.910.97.558020.41000	General Contract	-	-
27.910.97.558030.41000	Professional Fees- Buildings	-	-
27.910.97.558070.41000	Other Contracts	-	-
27.910.97.558080.41000	Other Professional Fees	-	-
27.910.97.558090.41000	Work by Owner	-	-
27.910.97.559010.41000	Professional Fees- Land Improvements	-	-
27.910.97.559050.41000	Land Improvements	-	10,000
	Sub-Total Buildings and Grounds	<u>723,373</u>	<u>771,422</u>

Equipment:

27.920.97.551000.41000	Office Equipment	-	-
27.920.97.551200.41000	Maintenance Equipment	-	-
27.920.97.552071.41000	Non-Instructional PCs & Printers	-	-
27.920.97.552072.41000	Servers	-	-
27.920.97.552077.41000	IT Security Equipment	-	-
27.920.97.553000.41000	Educational Equipment	-	-
27.920.97.554000.41000	Motor Vehicles	50,000	46,000
27.920.97.555100.41000	Non-Capitalized Equipment	-	-
27.920.97.555115.41000	Non-Capitalized Equipment \$1K	-	-
27.920.97.555142.41000	Minor PC and Printer Equipment	-	-
27.920.97.555200.41000	Non-Capitalized Equip-High Risk	-	-
27.920.97.555215.41000	Non-Capitalized Equip-High Risk	-	-
	Sub-Total Equipment	<u>50,000</u>	<u>46,000</u>
	Total Capital Outlay	<u>773,373</u>	<u>817,422</u>
	Grand Total	<u>\$ 11,638,007</u>	<u>\$ 11,679,599</u>

New Hanover County Capital Outlay Request

Mr. Morton presented the 2017-2018 New Hanover County Capital Projects Request to the board.

A MOTION from the Facilities & Equipment Committee Recommends approval to the Board of Trustees of the New Hanover County Requests totaling \$771,422. Motion passed unanimously.

<b>New Hanover County - Capital Projects request - 2017-2018</b>									
ID	Req Yr.	Prior ity	Task identifier	Campu s	Builde g (Letter )	Locati on	Item	Est. Cost	Comment
6.03	17	High	Facility Mod	Wilm	L	3rd Floor	LRC new floor covering throughout (26,540 SF)	\$332,422	Deferred from previous years to 17/18
6.24	17	High	Loss of Asset	North	NB	153	Design and construct replacement of N Building exhaust fans and lab hood exhaust fans	\$120,000	Deferred from previous years to 17/18
5.16	17	Med	Facility Mod	North	NA	Library	Reconfigure Library/Bookstore; add space	\$100,000	Accommodate extra programs in A&ET/HEATT
6.29	17	High	Capital	Multipl e	Multipl e	Exterio r	Sign package/wayfinding and building ID	\$54,000	See separate sign spreadsheet.
1.09	17	Med	Instruction al	Wilm	W	19	Upgrade Lab casework furniture and demo tank-Marine Inst. Lab	\$50,000	



2.0 2	17	Med	Capital	Wilm	Nutt	Elevat or	Add air conditioning to shaft to prevent maintenance issues	\$40,000	Elevator has frequent failures due to moisture in the shaft.
4.0 3	17	High	Safety	Wilm	Hanov er	Interio r	Replace obsolete, blinking fixtures with new	\$20,000	Fixtures have failed, exit pathways poorly lit.
6.0 8	17	Med	Safety	North	ND	Interio r	Lobby partition for reduced shooter/walk in risk WECHS	\$20,000	Enclose entrance to WECHS area
6.1 6	17	Med	Safety	Wilm	S, L	Exterio r	Door replacements - ground floor to parking and A Lot. L Building Front St. double door.	\$15,000	Doors are worn and hard to secure
6.1 2	17	High	Instruction al	North	NB	147	Sand & epoxy paint floors Machining Technology	\$10,000	Deferred from previous years to 17/18
6.1 3	17	High	Safety	North	NB to NA	Exterio r	Install warning pedestrian signage and TABLETOP crosswalk	\$10,000	Safety issue at current crosswalk
Total request								\$771,422	

Pender County Proposed Budget 2017-2018

Mr. Morton presented the 2017-2018 proposed Pender County Budget to the board.

A MOTION from the Facilities & Equipment Committee recommends approval of the 2017-2018 budget proposal totaling \$224,013. Motion passed unanimously.

**Pender County Proposed Budget**

<u>Budget Line Item</u>	<u>Description</u>	<u>Budget FY 2016-17</u>	<u>Proposed Budget FY 2017-18</u>
<b>BURGAU CENTER</b>			
<u>Current Expense:</u>			
General Institution:			
21.130.97.519000.41101	Legal Services	\$ -	\$ -
21.130.97.545000.41101	Property Insurance	<u>7,678</u>	<u>3,622</u>
	Sub-Total General Institution	<u>7,678</u>	<u>3,622</u>
Plant Operation:			
21.610.97.514000.41101	Salaries- Full-time Custodial	48,696	48,072
21.610.97.514010.41101	Salaries- Part-Time Custodial	-	-
21.610.97.518100.41101	Social Security	3,726	3,678
21.610.97.518200.41101	Retirement	7,462	7,952
21.610.97.518300.41101	Hospitalization Insurance	10,942	10,942

21.610.97.518500.41101	Unemployment Compensation	-	-
21.610.97.518700.41101	Longevity	-	-
21.610.97.519080.41101	Janitorial Services	-	-
21.610.97.519090.41101	Waste Removal	960	960
21.610.97.519100.41101	Security Service Agreements	28,000	27,618
21.610.97.519110.41101	Pest Control Service Agreements	500	420
21.610.97.519120.41101	Lawn and Grounds Service Agreement	4,000	10,100
21.610.97.519200.41101	Other Contracted Services	2,000	2,000
21.610.97.521000.41101	Household Supplies	9,000	7,050
21.610.97.521400.41101	Uniforms	1,000	1,000
21.610.97.527000.41101	Other Supplies	-	-
21.610.97.532200.41101	Telephone	19,200	20,189
21.610.97.532300.41101	Telecommunication Data Charge	-	-
21.610.97.533200.41101	Water	2,880	2,910
21.610.97.533300.41101	Electricity	<u>36,000</u>	<u>38,704</u>
	Sub-Total Plant Operation	<u>174,366</u>	<u>181,595</u>

Plant Maintenance:

21.620.97.514000.41101	Salaries- Full-Time Maintenance	13,092	13,092
21.620.97.514010.41101	Salaries- Part-Time Maintenance	-	-
21.620.97.518100.41101	Social Security	1,002	1,002
21.620.97.518200.41101	Retirement	2,006	2,166
21.620.97.518300.41101	Hospitalization Insurance	2,735	2,735
21.620.97.519200.41101	Other Contracted Services	3,500	5,000
21.620.97.522000.41101	Maintenance Supplies	7,300	7,000
21.620.97.524000.41101	Maintenance Repair Supplies	-	225
21.620.97.535200.41101	Facilities Repairs	4,000	4,000
21.620.97.535410.41101	Maintenance Agreement Buildings	3,000	3,576
21.620.97.539500.41101	Other Current Expense	-	-
21.620.97.546100.41101	Membership & Dues	<u>300</u>	<u>-</u>
	Sub-Total Plant Maintenance	<u>36,935</u>	<u>38,796</u>
	Total Current Expense	<u>218,979</u>	<u>224,013</u>

Capital Outlay:

27.910.97.555300.41101	Communication Wiring/Cable	-	-
27.910.97.557000.41101	Land	-	-
27.910.97.558000.41101	Buildings	-	-
27.910.97.558010.41101	Buildings, Alterations, Additions	108,755	245,695
27.910.97.558020.41101	General Contract:HVAC	-	-
27.910.97.558030.41101	Professional Fees - Buildings	-	-
27.910.97.558080.41101	Other Fees	-	-
27.910.97.558090.41101	Work by Owner: Modify Work Fixtures	-	-
27.910.97.559010.41101	Professional Fees - Land Improvements	-	-
27.910.97.559050.41101	Land Improvements	-	-
27.920.97.551200.41101	County Equipment	-	-
27.920.97.552030.41101	Voice Communications Equipment	-	-
27.920.97.555100.41101	Non-Capitalized Equipment	<u>-</u>	<u>-</u>

Sub-Total Capital Outlay	<u>108,755</u>	<u>245,695</u>
Total Burgaw Center	<u>327,734</u>	<u>469,708</u>

**BURKE SURF CITY CAMPUS**

Current Expense:

General Institution:

21.130.97.519000.41103	Legal Services	\$ -	\$ 2,500
21.130.97.545000.41103	Property Insurance	<u>4,006</u>	<u>5,113</u>
	Sub-Total General Institution	<u>4,006</u>	<u>7,613</u>

Plant Operation:

21.610.97.514000.41103	Salaries- Full-time Custodial	24,348	24,348
21.610.97.514010.41103	Salaries- Part-Time Custodial	15,064	15,064
21.610.97.518100.41103	Social Security	3,016	3,016
21.610.97.518200.41103	Retirement	3,731	4,028
21.610.97.518300.41103	Hospitalization Insurance	5,471	5,471
21.610.97.518500.41103	Unemployment Compensation	-	-
21.610.97.518700.41103	Longevity	-	-
21.610.97.519080.41103	Janitorial Services	-	-
21.610.97.519090.41103	Waste Removal	1,400	2,600
21.610.97.519100.41103	Security Service Agreements	-	-
21.610.97.519110.41103	Pest Control Service Agreements	420	600
21.610.97.519120.41103	Lawn and Grounds Service Agreement	6,000	6,000
21.610.97.519200.41103	Other Contracted Services	750	1,500
21.610.97.521000.41103	Household Supplies	4,941	4,150
21.610.97.521400.41103	Uniforms	650	250
21.610.97.532200.41103	Telephone	7,700	5,124
21.610.97.532300.41103	Plant Operation Telecommunication Data	-	-
21.610.97.533200.41103	Water	2,000	1,056
21.610.97.533300.41103	Electricity	54,874	59,319
21.610.97.539500.41103	Other Current Expense	<u>-</u>	<u>-</u>
	Sub-Total Plant Operation	<u>130,365</u>	<u>132,526</u>

Plant Maintenance:

21.620.97.514000.41103	Salaries- Full-Time Maintenance	13,092	13,092
21.620.97.514010.41103	Salaries- Part-Time Maintenance	-	-
21.620.97.518100.41103	Social Security	1,002	1,002
21.620.97.518200.41103	Retirement	2,006	2,166
21.620.97.518300.41103	Hospitalization Insurance	2,736	2,736
21.620.97.519200.41103	Other Contracted Services	2,500	5,000
21.620.97.522000.41103	Maintenance Supplies	2,000	2,000
21.620.97.535200.41103	Facilities Repairs	2,000	2,000
21.620.97.535410.41103	Maintenance Agreement Buildings	2,500	7,008
21.620.97.539500.41103	Other Current Expense	<u>-</u>	<u>-</u>
	Sub-Total Plant Maintenance	<u>27,836</u>	<u>35,004</u>

	Total Current Expense	<u>162,207</u>	<u>175,143</u>
<u>Capital Outlay:</u>			
27.910.97.555100.41103	Plant Operation Non-Capitalized	-	-
27.910.97.558010.41103	Buildings, Alterations, Additions	5,000	10,000
27.910.97.558020.41103	General Contract:HVAC	-	-
27.910.97.558030.41103	Professional Fees - Buildings	-	-
27.910.97.558080.41103	Other Fees	-	-
27.910.97.558090.41103	Work by Owner	-	-
27.910.97.559010.41103	Buildings & Grounds - Prof Fees-Land	-	-
27.910.97.559050.41103	Land Improvements	227,245	-
27.920.97.552030.41103	Voice Communications Equipment	<u>-</u>	<u>-</u>
	Sub-Total Capital Outlay	<u>232,245</u>	<u>10,000</u>
	Total Burke Surf City Campus	<u>394,452</u>	<u>185,143</u>
	<b>Total Pender County Budget</b>	<b><u>\$ 722,186</u></b>	<b><u>\$ 654,851</u></b>

Pender County Capital Outlay Request

Mr. Morton presented the 2017-2018 Pender County Capital Projects Request to the board.

A MOTION from the Facilities & Equipment Committee Recommends approval to the Board of Trustees of the Pender County Requests totaling \$255,695. Motion passed unanimously.

Pender FY 2017-2018 Capital Outlay Request										
ID	Req Yr.	Priorty	Task identifier	Campus	Building (Letter)	Location	Item	Est. Cost	Act Cost	Comment
2.04	16/17	Med	Capital	Burgaw	B	Multiple	Install interior blinds on exterior windows	\$1,920.00		
3.01	17/18	Med	Misc Request	Burgaw	B	Exterior	Upgrade underpinning on modular classroom	\$15,000.00		Current underpinning is failing
3.02	17/18	High	Capital	Burgaw	B	Interior	Renovate bathrooms/repl. carpet/selected vct	\$80,000.00		
3.03	17/18	Low	Misc Request	Burgaw	B	Lobby	Install 1 water bottle filler	\$1,470.00		
3.04	16/17	High	Safety	Burgaw	B	Interior	Blinds and window tinting/frosting package	\$5,850.00		
3.05	17/18	Low	Instructional	Burgaw	B	Modular	Install sound insulation interior walls-trailer	\$2,455.00		
3.06	16/17	High	Safety	Burgaw	B	Interior	Paging and intercom system for PECHS	\$5,000.00		
3.07	17/18	Low	Instructional	Burgaw	B	Interior	Add 2 fume hoods with exhausts rm 200/201	\$70,000.00		
3.08	17/18	Low	Instructional	Burgaw	B	Interior	Add lab sink classroom 201	\$4,000.00		
3.09	16/17	High	Safety	Burgaw	B	Interior	Add welding lab building ventilation system	\$50,000.00		
1.03	16/17	High	Safety	Surf City	S	Surf City	IP security cameras (2)	\$10,000.00		
2.05	16/17	Low	Loss of Asset	Burgaw	B	Exterior	Minor repairs to shingle roof to keep in service	\$10,000.00		Roof repairs needed to extend life (Installed 2006)
								\$255,695.00		

State Budget Revision

Mr. Morton reviewed the report with the board. A MOTION from the Finance Committee recommends approval of the net increase to the budget of \$15,405.

A MOTION from the Finance Committee recommends approval of the State Budget Revision as presented. Motion passed unanimously.

State Budget Summary

The State Budget Summary reported 47.35 percent of the budget had been expended as of December 2016.

County Budget Summary

The County Budget Summary reported 37.43 percent of the budget had been expended as of December 2016.

Institutional Funds Report

An Institutional Funds Report was reviewed with the Trustees.

Humanities and Fine Arts Quarterly Report

Mr. Morton reviewed the Wilson Center Quarterly Report with the committee. A total of \$300,000 has been collected in sales tax from the center. Of this amount, \$98,300 has come back to New Hanover County. As of December 30, 2016, the center has a profit of over \$18k.

Revenues	December			December		
	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
Sales-Concessions	\$ 14,041	\$ 18,181	\$ 4,139	\$ 55,162	\$ 58,547	\$ 3,796
Sales-Tickets	\$ 308,721	\$ 344,092	\$ 35,371	\$ 1,212,832	\$ 1,290,927	\$ 78,095
Sales Tax Revenue	\$ 22,593	\$ 28,513	\$ 5,920	\$ 88,760	\$ 01,884	\$ 13,124
Refunds / Discounts	\$ (1,400)	\$ (3,773)	\$ (2,373)	\$ (5,500)	\$ (23,212)	\$ (17,712)
Parking Revenue	\$ 10,500	\$ 4,044	\$ (6,456)	\$ 41,250	\$ 15,811	\$ (26,402)
State Funding	\$ 9,702	\$ 8,620	\$ (1,082)	\$ 58,209	\$ 50,643	\$ (7,566)
Merchant Percentage	\$ 750	\$ 805	\$ 55	\$ 4,500	\$ 11,029	\$ 1,819
Commission & Promoter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Membership Sales	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Sponsorship Revenue (Grants)	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 5,000

Other Income	\$ -	\$ -	\$ -	\$ -	\$ 2,158	\$ 2,158
Fees	\$ 23,100	\$ 54,762	\$ 31,662	\$ 90,750	\$ 206,776	\$ 124,022
HFAC Facility Fee	\$ 19,600	\$ 27,162	\$ 7,562	\$ 77,000	\$ 82,310	\$ 5,310
Gifts	\$ 2,800	\$ -	\$ (2,800)	\$ 11,000	\$ -	\$ (11,000)
Rental Income	\$ 12,600	\$ 13,831	\$ 1,231	\$ 49,500	\$ 46,406	\$ (3,094)
<b>Total</b>	<b>\$ 423,007</b>	<b>\$ 496,237</b>	<b>\$ 73,230</b>	<b>\$ 1,683,463</b>	<b>\$ 1,915,277</b>	<b>\$ 169,548</b>

### State Expenses

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Professional Staff	\$ 6,203	\$ 6,113	\$ (90)	\$ 37,216	\$ 37,779	\$ 563
Social Security	\$ 475	\$ 405	\$ (70)	\$ 2,847	\$ 2,528	\$ (319)
Retirement	\$ 943	\$ 985	\$ 42	\$ 5,661	\$ 6,090	\$ 429
Medical Insurance	\$ 456	\$ 479	\$ 24	\$ 2,736	\$ 2,798	\$ 62
In-State Ground Transportation	\$ -	\$ -	\$ -	\$ -	\$ 218	\$ 218
In-State Lodging	\$ -	\$ -	\$ -	\$ -	\$ 495	\$ 495
In-State Meals	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38
Out-State Ground Transportation	\$ 250	\$ -	\$ (250)	\$ 1,500	\$ -	\$ (1,500)
Out-State Air Transportation	\$ 250	\$ 637	\$ 387	\$ 1,500	\$ 637	\$ (863)
Out-State Lodging	\$ 500	\$ -	\$ (500)	\$ 3,000	\$ -	\$ (3,000)
Out-State Meals	\$ 83	\$ -	\$ (83)	\$ 500	\$ -	\$ (500)
Registration	\$ 125	\$ -	\$ (125)	\$ 750	\$ 60	\$ (690)
Capital Equipment	\$ 417	\$ -	\$ (417)	\$ 2,500	\$ -	\$ (2,500)
<b>Total</b>	<b>\$ 9,702</b>	<b>\$ 8,620</b>	<b>\$ (1,082)</b>	<b>\$ 58,209</b>	<b>\$ 50,643</b>	<b>\$ (7,566)</b>

**Institutional Exp.**

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Prof. Staff	\$ 20,786	\$ 19,267	\$ (1,519)	\$ 124,715	\$ 05,715	\$ (19,000)
PT Prof. Staff	\$ 5,000	\$ 3,375	\$ (1,625)	\$ 30,000	\$ 34,453	\$ 4,453
PT Support	\$ 6,000	\$ 3,847	\$ (2,153)	\$ 36,000	\$ 19,945	\$ (16,055)
PT Tech/ParaProf	\$ 12,600	\$ 15,057	\$ 2,457	\$ 49,500	\$ 46,716	\$ (2,784)
Stud. Sal. Non-Ins	\$ 700	\$ 3,973	\$ 3,273	\$ 2,750	\$ 11,670	\$ 8,920
Social Security	\$ 3,449	\$ 3,150	\$ (299)	\$ 18,587	\$ 15,958	\$ (2,629)
Retirement	\$ 3,159	\$ 2,776	\$ (383)	\$ 18,957	\$ 16,711	\$ (2,245)
Medical Insurance	\$ 2,736	\$ 2,397	\$ (338)	\$ 16,413	\$ 13,526	\$ (2,887)
Security/Parking Service	\$ 920	\$ 1,420	\$ 500	\$ 5,520	\$ 6,429	\$ 909
Other Contracted Services	\$ 233,433	\$ 278,829	\$ 45,396	\$ 917,057	\$ 1,192,699	\$ 275,641
Office Supplies	\$ 767	\$ 665	\$ (101)	\$ 4,600	\$ 11,699	\$ 7,099
Other Supplies	\$ 12,267	\$ 1,329	\$ (10,938)	\$ 73,600	\$ 20,842	\$ 52,758
Purchases for Resale	\$ 3,067	\$ 4,110	\$ 1,043	\$ 18,400	\$ 16,041	\$ (2,359)
In-State Ground Transportation	\$ 153	\$ -	\$ (153)	\$ 920	\$ 367	\$ (553)
In-State Lodging	\$ 115	\$ -	\$ (115)	\$ 690	\$ 337	\$ (353)
In-State Meals	\$ 77	\$ -	\$ (77)	\$ 460	\$ 78	\$ (382)
Out-of-State Ground Transportation	\$ -	\$ -	\$ -	\$ -	\$ 61	\$ 61
Out-of-State Air Transportation	\$ -	\$ -	\$ -	\$ -	\$ 683	\$ 683
Out-of-State Lodging	\$ -	\$ -	\$ -	\$ -	\$ 918	\$ 918
Out-of-State Meals	\$ -	\$ -	\$ -	\$ -	\$ 121	\$ 121
Registration	\$ 115	\$ 250	\$ 135	\$ 690	\$ 435	\$ (255)



Advertising	\$ 6,900	\$ 25,053	\$ 18,153	\$ 41,400	\$ 53,967	\$ 12,567
Marketing Expenses	\$ 4,600	\$ -	\$ (4,600)	\$ 27,600	\$ 23,279	\$ (4,321)
Other Current Expenses	\$ 1,533	\$ 503	\$ (1,030)	\$ 9,200	\$ 1,103	\$ (8,096)
Electronic Processing Fee	\$ 8,333	\$ 17,696	\$ 9,363	\$ 50,000	\$ 64,224	\$ 14,224
Cash Overage/Shortage	\$ 38	\$ -	\$ (38)	\$ 230	\$ -	\$ (230)
Entertainment and Social	\$ 19	\$ -	\$ (19)	\$ 115	\$ 4,530	\$ 4,415
Performance Contract Expense	\$ 1,917	\$ 11,252	\$ 9,335	\$ 11,500	\$ 51,180	\$ 39,680
Rental/Lease Other Equipment	\$ 2,300	\$ -	\$ (2,300)	\$ 13,800	\$ 20,334	\$ 6,534
Other Comp. Softw. Applications	\$ 1,250	\$ -	\$ (1,250)	\$ 7,500	\$ 53	\$ (7,447)
Memberships & Dues	\$ 167	\$ 1,075	\$ 908	\$ 1,000	\$ 1,175	\$ 175
Other Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 500	\$ 1,074	\$ 574	\$ 3,000	\$ 1,955	\$ (1,045)
Sales Tax Expense	\$ 22,593	\$ 28,513	\$ 5,920	\$ 88,760	\$ 105,295	\$ 16,536
Non-Capitalized Equipment	\$ 167	\$ 1,184	\$ 1,018	\$ 1,000	\$ 3,892	\$ 2,892
Non-Capital.Equip.\$1k	\$ 83	\$ -	\$ (83)	\$ 500	\$ -	\$ (500)
<b>Total</b>	<b>\$ 355,744</b>	<b>\$ 426,796</b>	<b>\$ 71,052</b>	<b>\$ ,574,464</b>	<b>\$ 1,846,393</b>	<b>\$ 271,930</b>

<b>Profit &amp; (Loss) Totals</b>	<b>\$ 57,562</b>	<b>\$ 60,822</b>	<b>\$ 3,260</b>	<b>\$ 50,790</b>	<b>\$ 18,241</b>	<b>\$ (32,549)</b>
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Utilities Supported by County	\$ 10,000	\$ 167	\$ (9,833)	\$ 60,000	\$ 78,835	\$ 18,835
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Student Support Fees	\$ 6,300	\$ 8,025	\$ 1,725	\$ 24,750	\$ 23,018	\$ (1,732)
Student Support Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Cape Fear Community College Foundation Quarterly Report

Mr. Morton reviewed the Foundation Quarterly Report with the board.

**Current Year to Date Ending: 12/30/16**

<b>Cash Balances</b>	<b>12/30/2015</b>	<b>12/30/2016</b>
Unrestricted Funds	\$379,776.99	\$115,549.41
Restricted Funds	\$840,291.31	\$1,253,593.65
Scholarship Reserve (Restricted)	\$250,000.00	\$250,000.00
Schwartz Center Renovation Campaign	\$473,100.00	\$483,975.37
<b>Total Cash Balance:</b>	<b>\$1,943,168.30</b>	<b>\$2,103,118.43</b>

<b>Cash Received YTD</b>	<b>12/30/2015</b>	<b>12/30/2016</b>
<b>Total Received YTD</b>	<b>\$1,037,635.01</b>	<b>\$681,578.05</b>
HFAC Pass Through for Programs	\$209,736.53	\$65,000.00
Cash Gifts & Pledge Payments YTD	\$827,898.48	\$616,578.05
Total Number of Donors YTD	881	667
Total Number of Gifts YTD	1800	1327

<b>Endowment (Restricted)</b>	<b>12/30/2016</b>
Beginning Balance, July 1, 2016	\$7,324,898.59
Interest Income	\$39,478.38
Fees Fiscal YTD	-\$16,407.20
Deposits Fiscal YTD	\$103,338.43
Withdrawals	-\$183,992.50
<b>Net Realized and Unrealized Gains/Loss</b>	<b>\$141,696.04</b>
<b>Ending Balance Endowed:</b>	<b>\$7,409,011.74</b>

<b>Pledges</b>	<b>12/30/2015</b>	<b>12/30/2016</b>	<b>Due 2016</b>	<b>Due 2017</b>	<b>Due 2018</b>	<b>Due 2019</b>	<b>Due 2020</b>
Beginning Pledges Outstanding July 1	\$351,969.57	\$567,884.33					
New Pledges Received YTD	\$37,346.71	\$38,169.35					
<b>Ending Pledge Balance:</b>	<b>\$449,742.22</b>	<b>\$457,016.12</b>	<b>\$68,630.39</b>	<b>\$170,503.16</b>	<b>\$124,549.23</b>	<b>\$77,333.34</b>	<b>\$16,000.00</b>

<b>Major Annual Events</b>	<b>Expenses 12/30/16</b>	<b>Net 12/30/16</b>
No Events July-September 2016		
Cultivation Dinner Oct 12, 2016*	\$1,580.98	\$560.00

*\*Net proceeds are from donations to the Culinary Program and the Woodturners Auction which fund their annual dental scholarship.*

*\*Expenses paid from unrestricted funds*

<b>Grant Report</b>	<b>12/30/16</b>
<b>Funds Awarded</b>	\$475,382.67
Funds Received	\$101,878.67

## **Schwartz Center**

Mr. Morton reviewed the following Schwartz Center Reports with the board. Mr. Hopkins stated that Dr. Gabe Rich will co-chair the Schwartz Center renovation campaign. A date will be set for a donor cultivation night and will be announced soon.

### Project Status

1. Project update:
  - a. Schematic Design/Design Development drawings underway – to be submitted to State Construction Office.
  - b. Geotechnical investigation for foundation of addition completed- need for auger-cast pilings is indicated.
2. Change Orders
  - a. General Contractor
    - i. N/A
  - b. Designer
    - i. Architect is preparing a Design Amendment to cover the increased scope and budget to \$3.85M in the final design.
3. Preliminary Preconstruction Schedule:
  - a. Design Development Package- to be completed by mid-January 2016 and submitted to State Construction Office.
  - b. The State Construction Office Design Development Review can take 30 days.
  - c. Designer to address comments and produce CD package by mid-March 2016.
  - d. The State Construction Office CD Review can take 60 days.
  - e. Project ready to bid May 2017.
  - f. Start construction late July 2017.
  - g. Complete construction mid-2018.
  - h. Determinations are being made for the Construction Phase in regard to full closure or partial usage of the Center.

Design Amendments

	Design Fee	Amended Contract Value	Description	Status	SCO Approval
<b>Original Contract</b>	\$209,090.00	\$142,209.00	Base Design Contract approved as of June 14, 2016	Executed	6/27/2016

Expenditures

<b>Schwartz Center Renovations</b>				
<b>January 12, 2017</b>				
T A B	Account Name	NCCCS 3-1 - 11/18/2015 NCCCS # 2102  SCO # 16-14200-01	Total Project  Cost as Per  Contract	Comments
1	Land/Site Grading & Improvement	-	-	
2	General Contract	2,000,000.00	\$3,165,524.00	
3	Architect Contract	209,090.00	353,000.00	
4	Other Contracts	25,000.00	165,716.00	
5	Other Fees	8,000.00		
6	Work Performed by Owner			
7	Equipment	663,000.00	25,000.00	
8	Contingency	100,000.00	\$150,000.00	
		3,005,090.00	3,859,240.00	<b>(\$854,150.00)</b>

**Advanced & Emerging Technologies**

Mr. Morton reviewed the following reports.

Project Status

1. Project update:
  - a. Building exterior complete at HEATT, parking lot stone is ready for asphalt
  - b. HEATT building has permanent power, water, gas, and Air conditioning is operational.
  - c. Cabinets installed at HEATT, underway at A&ET.
  - d. All that is left at HEATT is hanging doors, ceiling tiles, vinyl flooring and inspections
  - e. Metal paneling continues at A&ET and VET
  - f. Ceiling grid nearing completion at A&ET
  - g. Ceiling and wall M/E/P/S trim out continue at A&ET
  - h. Subdrainage and base underway for parking at A&ET
  
2. Change Orders
  - a. General Contractor
    - i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-8 has been processed, including the change for the DOT upgrades to the Sidbury Road turn lane, which ended up being \$146,199, less than the approved maximum of \$175,000.
  - b. Designer
    - i. The design team has proposed an additional cost of \$13,948 for design work for the upfit of part of the flex space for the construction management Lab.
  
3. Schedule:
  - a. Metal wall panel installation continues- A&ET and VET building
  - b. Conditioned air start up at A&ET and VET Buildings
  - c. Trim outs for mechanical, electrical, sprinkler and plumbing continue
  - d. Sidbury Road widening and power line parking lot work continues
  - e. HEATT flooring, ceiling tile, doors and final inspections.
  - f. **Current completion date – April 28, 2017.**

Change Orders

	Design Fee	Amended Contract Value	Description	Status
<b>Original Contract</b>	\$2,079,762.00	\$2,079,762.00	Base Design Contract	Executed
<b>Amendment #1</b>	\$83,225.00	\$2,162,987.00	Re-design of Lasers and Photonics to classroom/office space per to bid.	Executed

<b>Amendment #2</b>	\$10,000.00	\$2,172,987.00	<b>1.</b> Selection of vet tech, laser and general science equipment. <b>2.</b> Added design for site data, CCTV, electronic access control. <b>3.</b> Added Instructional camera system design of Lasers and Photonics to classroom/office space.	Executed
<b>Amendment #3</b>	\$162,743.00	\$2,335,730.00	Value engineering effort to remove \$3.4 million from General Contractor bid.	Executed
<b>Amendment #4</b>	\$15,654.00	\$2,351,384.00	Design work related to cost reductions Phase 2,3	Executed
<b>Amendment #5</b>	\$13,948.00	<b>\$2,365,332.00</b>	Additional Design Services for AETC Construction Management Flex Lab 114 Upfit	Pending

Expenditures

TAB	Account Name	NCCCS 3-2 22-Aug-12	Total Project Cost as Per Contract	Comments
1	Land/Site Grading & Improvement	-	-	
2	General Contract	33,000,000.00	\$33,430,000.00	
2A	GC Downtown Renovations	-	(\$3,934,504.00)	
3	Architect Contract	2,193,731.00	2,385,332.00	
4	Other Contracts	-	856,690.96	
5	Other Fees	800,000.00	372,440.58	
6	Work Performed by Owner	705,453.00	-	
7	Equipment	4,000,000.00	3,130,615.51	
8	Contingency	990,000.00	\$1,280,870.42	
		41,689,184.00	37,521,445.47	<b>\$4,167,738.53</b>

**\*Note, the funds for Downtown Renovations on line 2A above are not shown on all tabs. Since those funds are removed from this project for use elsewhere, they are not part of the Projected Expenditures for this project.**

**\*Note, Line 8 was changed to reflect Expenditures, not a fund balance, to make it more consistent with all other lines. Please look at Tab 8/Contingency for balance of contingency fund remaining**

Mr. Morton reviewed the following New Hanover County and Pender County Capital Outlay reports.

New Hanover County Capital Outlay Projects 2015-2016 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
[Completed, closed out projects are hidden]								
5	New Roof Flashing & Caps for "W" Bldg.	\$19,050.00		\$1,395.00	\$20,445.00	\$33,145.00	\$12,700.00	Hold /Move Construction \$ for " W" Bldg. Renovation Project
7	Replace or Retrofit Exterior Lighting at Wilmington Campus			\$0.00	\$0.00	\$112,205.00	\$112,205.00	In-House Scope, no set end date
9	Industrial Cleaning and Painting of Welding Shop	\$6,906.00		\$0.00	\$6,906.00	\$20,000.00	\$13,094.00	Design
10	Landscape Gardening 24'x 24' Storage Building			\$0.00	\$0.00	\$60,000.00	\$60,000.00	Setting up design, bid anticipated January 2017
11	ROPES & Carpentry Classrooms	\$6,085.00	\$48,378.58	\$65,230.12	\$119,693.70	\$174,886.04	\$55,192.34	Student Project Started Live Construction end date Fall 2017
Category Totals		\$ 101,935.00	\$ 612,494.05	\$ 118,247.62	\$ 826,882.67	\$ 1,080,074.01	\$253,191.34	

**New Hanover County Capital Outlay Projects 2016-2017 Status Summary Report**

		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	Update Campus Security Camera Software					\$200,000.00	\$200,000.00	Proceeding (Aux Svc & Campus Police) Spring 2017
2	Campus Signs & Building Letter Identifiers		\$4,658.03	\$46.11	\$4,704.14	\$35,880.00	\$31,175.86	Letters complete, wayfinding signs in design
3	Purchase (2) Vehicles					\$50,000.00	\$50,000.00	Proceeding Purchasing Department
4	Schwartz Center Roof Replacement					\$472,493.00	\$472,493.00	To be combined with renovation
5	Carpentry Lab (NZ) HVAC		\$12,490.00		\$12,490.00	\$15,000.00	\$2,510.00	Construction To Complete January 2017
<b>Category Totals</b>		<b>\$0.00</b>	<b>\$17,148.03</b>	<b>\$46.11</b>	<b>\$17,194.14</b>	<b>\$773,373.00</b>	<b>\$756,178.86</b>	



**Pender County Capital Outlay Projects 2015-2016 Status Summary Report**

		Encumbrances - Subtotals			Completed Projects are Hidden			
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	Burgaw Center: design & install new HVAC air-handling & condenser units	\$ 6,000.00	\$ 60,000.00		\$ 66,000.00	\$ 66,000.00	\$ -	Complete
2	Burgaw Center: Main Bldg. enclosure & new entry to protect in lock down conditions	\$ 5,700.00	\$ 33,832.70	\$ 6.40	\$ 39,539.10	\$ 35,000.00	\$ (4,539.10)	Complete
5	Burgaw Center: Change all light fixtures from T-12 TO T-8			\$ 7,615.35	\$ 7,615.35	\$ 7,800.00	\$ 184.65	Maintenance Staff completing, Spring 2017 Completion
		\$ 11,700.00	\$ 121,293.17	\$ 7,621.75	\$ 140,614.92	\$ 141,000.00	\$ 385.08	

**Pender County Capital Outlay Projects 2016-2017 Status Summary Report**

		Encumbrances - Subtotals			Completed Projects are Hidden			
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	CONTINUE Burgaw Center - replacement of new HVAC air handling & condenser units		\$81,196.00		\$81,196.00	\$96,140.00	\$14,944.00	Complete
2	Burgaw Center Floor & Wall Separation Assessment				\$0.00	\$44,275.00	\$44,275.00	Work being completed by Maintenance-Jan/February 2017

3	AWB Surf City Center - Expand Paved Parking	\$22,755.79			\$22,755.79	\$227,245.00	\$204,489.21	Permit in hand, bid date will be February 2017
4	AWB Surf City Center - Install Security Cameras				\$0.00	\$5,000.00	\$5,000.00	Aux. Service /Campus Police, Completion Spring 2017
<b>Category Totals</b>		<b>\$22,755.79</b>	<b>\$81,196.00</b>	<b>\$0.00</b>	<b>\$103,951.79</b>	<b>\$372,660.00</b>	<b>\$268,708.21</b>	

Rental Rates – Wilson Center

Mr. Morton briefly reviewed the rental rates and personnel fee schedule for the Wilson Center with the board.

A MOTION from the Facilities & Equipment Committee recommends approval to the Board of Trustees of the Wilson Center Rental Rates and Personnel Fee Schedule as presented. Motion passed unanimously.

**Rental Rate and Personnel Fee Schedule**

Base rent covers a portion of the cost of using and maintaining the equipment, facility, and applies during your physical presence in the building. The rental charges begin with the loading in of costumes, props and/or equipment and ends with load-out. If you request to load in outside of your contracted hours or exceed the 8-Minimum and Maximum, your rental is subject to the hourly overage fee of \$200/hour over your 8-Hour Minimum and Maximum. Before you load-in your equipment, the staff will need to adjust sound, staging, curtains, and lighting in preparation for your event. Renters are not charged base rent during this advance preparation, however the above specified staff charges may apply. Since the Wilson Center has a busy production schedule, all renter property must be removed by the renter at the conclusion of the agreement.

Renters are financially responsible for all services provided on their behalf. Estimates can be provided based upon the information provided by the renter. A final bill will be prepared reflecting the actual goods and services provided. Additional services or spaces used that are not part of the original agreement shall be billed accordingly on the final invoice.

Labor rates apply whenever the stagehands or house staff perform services necessary for the event. Crew size, call times, and duties are assigned and determined by the Technical Director. Only approved personnel are permitted to operate the Wilson Center equipment.

Base Rental Rate Includes:

Use of the designated rental spaces, restrooms, dressing rooms, backstage, lobby, backstage areas during the contracted rental period for approved activities, available stage lighting and house PA in that space, platforms, chairs, music stands, tables, available volunteers, House Manager, general custodian, Front of House Supervisor, Technical Director, and one technician.

**Additional Fees Will Apply For:**

Labor, spotlights, wireless mics & stage supplies (gels, tape, etc.), storage of equipment outside contracted rental period and security, nonstandard Ticket Central and other services as determined by Wilson Center Management. Equipment inventory and pricing is subject to change. Renters are responsible for paying the rental fees of equipment that the Center cannot provide.

**Important Requirements:**

A deposit and signed contract/agreement are required to hold rental dates. Non-Profits must provide valid proof of current 501(c)3 tax exempt status. Commercial Renter cannot have non-profit signatory, unless they are presenting under their own non-profit status. Final costs will be deducted in the settlement report out of the ticket sales. All estimated costs are due prior to the event for Free events or events where the renter has the Center print tickets for them to sell. Please Note: Failure to pay will result in event cancellation.

When your event is completed, a final bill will be prepared reflecting your actual expenses. Final payment is due within 30 days of receipt of this bill. In the case of overpayment or ticket sales in excess of deducted expenses, a check will be issued by CFCC. Check the Rental Rates & Personnel Fee Schedule for a listing of specific charges for labor, services, and equipment use.

*Cape Fear Community College / Wilson Center  
Rental Rates & Personnel Fee Schedule 2017-2018*

**Monday-Thursday Base Rental Rate (8-Hour Minimum)**

County/Gov./StateAgency	Non-Profit	Commercial	<i>ALL Rentals Over 8 Hours</i> \$200 per additional hour <small>(Including days which require Crew Breaks, as determined by Technical Director in Show Advance)</small>
No Base Rental Rate	Resident** \$1,450 Non-Resident \$1,800	Resident ** \$2,000 Non-Resident \$3,000	

**Friday-Sunday Base Rental Rate (8-Hour Minimum)**

County/Gov./StateAgency	Non-Profit	Commercial	<i>ALL Rentals Over 8 Hours</i> \$200 per additional hour <small>(Including days which require Crew Breaks, as determined by Technical Director in Show Advance)</small>
No Base Rental Rate	Resident** \$1,650 Non-Resident \$2,000	Resident ** \$2,200 Non-Resident \$3,200	

\*\* Resident Rate is for client who rent the facility three or more times in a fiscal year. This status is activated upon the third rental in that fiscal year.

*NOTE: Non-profits require letters verifying status. Rate not available to unqualified renters; non-profit must be primary renter on an event. County/Gov./State Agency responsible for all fees above the base rental, including but not limited to hours over 8, labor and personnel fees and any other fee designated by Venue*

All renters of Venue are required to provide commercial or even general liability insurance with limits not less than \$2,000,000 per occurrence; CFCC MUST be named as an additional insured.

Personnel	Venue Staff	Cost
Manager	One (1) included; \$28 per hour per additional as required by Venue	
Ushers (must be arranged one month prior to event)	Included	
Campus Security	One (1) included; \$40 per hour per additional as required by Venue	
Custodial (Basic Pre/Post show services)	Included; Additional fees as assessed by Venue	
Reception and VIP Services Attendants	\$28 per hour, per attendant, as required by Venue	
Ticket Central Associates	One (1) included; \$28 per hour per additional as required by Ticket Central Manager	
Technical Supervisor	One (1) included: \$28 per hour per additional Tech Staff as required by Technical Director	

Performance Hall Services	
Item	Fee
Sound	Basic Package Included (includes 2 mics)
Wireless Lavalier & Headset Mics	\$50 deposit per unit; deposit refunded at settlement
Lighting	Basic Package Included
Orchestra Pit Lift	Included
Rigging Positions	Included
Acoustical House Draperies	Included
Artist Merchandise Sales (3 weeks advance required)	20% (with or without Venue selling)
Hall Lobby Table Set Up	Venue determines location, 1 month advance notice required; allowed only in Orchestra or Grand Tier lobby

Concessions & Opera Box Services	
Item	Fee
Opera Box Service (Full Services included in Lift)	\$100 Ticket Lift, \$75 for A la Carte packages Full Service Opera Box, A la Carte menu requires 2 weeks advance (includes complimentary beverages, snack setup, 1 attendant per box)
Attendant Service Only Concessions	No set up, One (1) attendant per box to take orders and retrieve from Concessions Determined by Venue, No commission to renter; renter determines if food/drink permitted in theater
Food	Catering for Artists allowed with copy of catering contract; Venue does not set up or advance Artist Hospitality for rental events
Alcohol	No outside alcohol allowed in the Venue. One drink per person per sale; must be present at time of purchase. All IDs will be checked at the time of purchase. Venue is permitted to serve beer & wine only.

**Event Services**  
**VIP and/or Meet & Greet Reception**

\$500 flat set-up fee  
\$75/hr per bartender (4 hour minimum)  
Beverages A la Carte pricing or \$17/pp  
20% service for arrangement of rental goods (if applicable)

### **Pre-performance Reception: County/Gov./State**

\$100 flat set-up fee  
\$75/hr per bartender (4 hour minimum)  
Beverages A la Carte pricing or \$17/pp  
20% service for arrangement of rental goods (if applicable)

### **Pre-performance Reception: Non-Pofit**

\$100 flat set-up fee  
\$75/hr per bartender (4 hour minimum)  
Beverages A la Carte pricing or \$17/pp  
20% service for arrangement of rental goods (if applicable)

### **Pre-performance Reception: Commercial**

\$250 flat set-up fee  
\$75/hr per bartender (4 hour minimum)  
Beverages A la Carte pricing or \$17/pp  
20% service for arrangement of rental goods (if applicable)

## **Rental Periods, Venue Access & Scheduling**

In addition to the year round production of Cape Fear Stage in-house events, a robust Dance Residency Program, and Resident Renter Events, CFCC's Wilson Center is the home and student learning lab for CFCC Students and other CFCC activities scheduled throughout the year. The backstage spaces may be shared with other events. Frequently, there are many events happening simultaneously in a building, so advance notice of your event needs will help insure successful management and execution of your event.

#### **Availability to Renter During Contract Period:**

1. Renter will have access to the venue during the scheduled times in the approved Reservations Form and supplemental Technical Addendum and for on-site planning meetings scheduled with the Wilson Center Staff. Requests to change that time need to be made in advance with the Center Services Coordinator.
2. Performance Space access is via the security doors located on Brunswick and Second Street, the Northwest Corner of the Building. The Wilson Center doors to other entrances will be locked at 6:00 pm daily. Performers and participants in the event will not be permitted through the Front of House entrance. Doors typically open 1 hour before Curtain. Any merchants, vendors, or Front of House set up for the Lobby during Renter's stay must be set up 2 hours before curtain.
3. Events held in the Center should not disrupt any College classes or activities, nor Ticket Central's normal operating hours. During the hours of 10:00 am to 6:00 pm Monday-Friday / 10:00 to 2:00 pm Saturdays, no loud noise or music can be played outside of the building or in the Lobby of the building without clearance from the Wilson Center Staff.
4. Delivery and pickup of event related items, equipment, set, props, and/or costumes should be scheduled during the rental period with break down and load-out occurring after the performance. Any property left after a period of 48 hours will be considered abandoned and will become property of the College to be disposed of, at renter's expense, or utilized at the College's discretion.

5. The shop, scene dock, and storage closets are for sole use of the Wilson Center. The Wilson Center cannot provide tools, construction materials, scenery, props, costumes, or storage.

**Availability to Others During Contract Period:**

For intervals in the contracted period during which the venue is not contracted by the Renter, the venue may be scheduled for another use; the cost to restore the venue to base condition will be the responsibility of the producer of the added event.

1. The schedule for advance payment of all estimated expenses will be detailed in the rental agreement. Failure to pay deposits or remit valid insurance will result in event cancellation at the renter's expense.
2. Wilson Center management and the Executive Director for Community Relations reserve the right to deny any request.
3. The facilities are not rented when the campus is closed for College designated holidays.
4. Holds for venue dates will not be accepted from an organization which has outstanding past-due invoices.
5. Until the Wilson Center has received the renter's signed rental agreement and deposit, a second party can challenge the renter's hold on dates in the venue. The renter will be notified in writing and will then have 2 business days from receipt of the notification to return the signed rental agreement and deposit.

**Scheduling Policies**

1. The schedule for advance payment of all estimated expenses will be detailed in the rental agreement. Failure to pay deposits or remit valid insurance will result in event cancellation at the renter's expense.
2. Wilson Center management and the Executive Director for Community Relations reserve the right to deny any request.
3. The facilities are not rented when the campus is closed for College designated holidays.
4. Holds for venue dates will not be accepted from an organization which has outstanding past-due invoices.
5. Until the Wilson Center has received the renter's signed rental agreement and deposit, a second party can challenge the renter's hold on dates in the venue. The renter will be notified in writing and will then have 2 business days from receipt of the notification to return the signed rental agreement and deposit.

**Facilities**

**Equipment and Service Personnel Rates - Front of House**

**PLEASE NOTE**

Rental and equipment rates have been approved by the Board of Trustees of Cape Fear Community College.

Total rental fees consist of the base rental fee plus the personnel services, equipment fees and other fees applicable per event.

CFCC does not charge active military, approved government agencies, public schools in New Hanover & Pender Counties, or all other approved organizations. *Personnel, equipment and service fees will apply.*

**RENTAL FEES**

- Daily Base Rental
- Overages

**CUSTODIAL & MAINTENANCE**

- \$250 Set-Up/Breakdown Fee for Lobby Furniture (flat fee)
- \$250 Clean up Fee (flat fee)
- \$1,000 Extensive Clean up Fee (use of tape, glitter, or confetti)

**EQUIPMENT**

(Center Services Coordinator will arrange, Technical Director will note if additional are required)

- 4 Black mesh armless chairs - (Included Free of Charge)
- Wardrobe Room - \$75 per day(Includes washer & dryer, steamers, iron & ironing Board, and clothing racks)

- Water Coolers - \$25 percooler, per day
- Table Cloths - \$10 per cloth, per day

SERVICE PERSONNEL

- Additional Front of House Staff, \$28/hr, 4 hour minimum
- Merchandise Staff, \$28/hr, 4 hour minimum, 20% commission with or without staff
- Custodial Staff, \$40/hr
- Electrician/Maintenance, \$40/hr
- Security, \$40/hr

TERMS AND CONDITIONS:

- Prices are subject to change.
- Some quantities are limited to inventory on a first-come, first-served basis; please check with Center Services Coordinator for Availability.
- All equipment is to be set up by CFCC Staff and remains the property of CFCC

Agreed and accepted:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Renter

By: \_\_\_\_\_ Date: \_\_\_\_\_

## Planning and Staffing Your Event

### Planning Your Event

- Intermission of 15 to 20 minutes is strongly advised for any program that is 90 minutes in length or longer, unless the work was created by the original artist with no intermission.
- Printed Program Inserts and Programs must be provided by the Renter. These programs must be delivered to the Wilson Center at least 5 hours prior to the performance.
- Seating begins thirty (30) minutes prior to show, subject to approval by technical staff of the Wilson Center. The lobby will open one (1) hour prior to performance, unless advanced prior to ticket set-up with the Venue.
- Technical requests for theatrical services must be received by the deadline assigned by the Technical Director of the Venue. Last-minute requests will not be guaranteed.
- Renters are asked to respect the hours of access to the theater based on their contract. Early arrivals and late departures will be billed at the overage rates described in the rental rate sheet. **Early and late charges will not be prorated for partial hours.**
- Once Renter has signed in, the rental period is considered to have started. The rental period ends once the Renter has completely vacated the Venue per Wilson Center Staff.

A working document is a necessary tool for insuring your production's success. Write down the program order of your production. Note who will be on-stage and their activities, crew and equipment needs. Have your Technical Representative assess your sound and lighting needs and advance them in a timely manner to the Technical Director. Bring this information to your first Production Meeting. From these notes and your rider, our Technical Director will be able to determine your specific needs and estimate production costs.

The Wilson Center is a 1559 seat venue; while we encourage all community groups and members to attend and investigate the use of our facility for your event, it is not an easy task to fill a house of this size. Months of planning,

marketing plan development, research, and historical data all contribute to the success of a show. We ask that you provide hard data on ticket sales for previous shows and a clear plan for marketing and achieving the ticket sales goals for a facility of this size. Events that do not reasonably surpass an audience of 750 or more may be charged additional facility fees, as those are typically recovered in the ticket sales.

Our staff has a strong working knowledge and relationship with other venues which might be better suited to your event; we want you to succeed and will gladly refer you to another venue should you find that ours is not the best fit to your needs.

### Staffing Your Event

The Wilson Center teams includes:

- Center Services Coordinator (your event go to)
- House Management
- Volunteer Corps
- Ticket Central Manager
- Technical Director
- Production Manager
- Crew/Production Services Staff as assigned by the Venue.

Additionally CFCC’s Campus Police, Security, Custodial, and Maintenance Staff assist in maintaining, securing, and beautifying our facility. We ask that all renters respect the instructions and requests of these staff as they are approved to act on behalf of the Wilson Center Staff at any time during your rental period.

Proper planning allows us to schedule the correct amount of staff needed for your event. Additional crew and production staff are assigned by the Venue and are non-negotiable if the Venue requires them for the production. The Renter MUST provide to the Technical Director and Center Services Coordinator a complete, written schedule for each day of the rental in order to ensure proper staffing and scheduling.

The renter is permitted to call the show and station themselves next to the technical staff, however our technical staff are the only persons allowed to set up, operate, and breakdown technical equipment. Technical Director may grant permission to coordinate the renter’s staff and/or volunteers in the event of proper planning with the renter.

Renter must provide a Technical Representative for all technical advances and meetings.

### Ticketing Your Event

All events must be handled through the Wilson Center Ticket Central Office. Users may not print, distribute or sell their own tickets for an event without going through the Ticket Central process and approval. A fee schedule for ticketing will be filled out and shared during your second rental appointment, following intake.

An example of the rate schedule:

Service	Rate
Ticketing Services - Admission-charged event	\$500 per event or performance
Ticketing Services - Free-admission event	\$2,000 per event or performance
Credit card fees	3.5% of gross credit card charges for event
Additional Items	Fee
Phone bank set-up & staffing(for larger event On-Sales)	\$250 per day
Refunds	\$5.50 per refund



Changes to set-up(discounts/coupons, promotions, price codes, etc.)	\$30 per change
Cancellation / Postponement(Depending on # of Tickets Sold)	Up to \$5,000 Vendini fee + 7% of all credit card sales
Returned-check fee	\$25 per check
Complimentary Tickets	First 50 free; above 50: \$2 per ticket
Rush set-up (less than 10 days from on-sale date)	\$150 per event or performance
Print tickets to be sold by another outlet	\$4 per ticket
Subscription package (link performance & create package)	No additional charge
VIP / Fan Club Package coordination	\$250 per event

A MOTION was made by Mr. Babb and seconded by Mr. Melia to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(2) to discuss a naming opportunity, North Carolina General Statute Section 143-318.11(a)(5) to discuss Real Estate and North Carolina General Statute Section 143-318.11(a)(3) to discuss attorney client privilege, Spring versus CFCC. Motion carried unanimously.

The Board returned to open session.

A MOTION was made by Mr. Melia and seconded by Ms. David to approve the naming of the Schwartz Center Lobby for the Coterra Family Properties. Motion passed unanimously.

### **Administrative & Personnel Committee**

Mr. M. White reviewed the current naming policy with the board. The administration will work on several changes that were discussed in the committee meeting and bring the policy back to the Trustees at the next regular meeting.

### **Naming Policy**

#### **Policy on Naming College Facilities**

Original Version Adopted January 21, 2010

This Draft Version Revised April 2014

#### **I. Purpose**

**A. Authorization.** Cape Fear Community College (the “College”) is authorized by Section 115D-20(5) of the North Carolina General Statutes "to receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent" with the College's goals and state law. Furthermore, the College has established the Cape Fear Community College Foundation (“Foundation”) to raise funds for the College and to generally support the College through financial and other contributions. The Board of Trustees, in its sole discretion, may recognize a financial donation or other significant contribution to the College or the Foundation by naming a building, addition to a building, space in a building,

outdoor space (such as a garden, court, plaza, or maker), street, and other tangible and relatively permanent feature (collectively, the "Facilities") located on College property after the donor or in accordance with the donor's desires.

**B. Fair and Full Consideration.** This policy should ensure that appropriate consideration is given to naming possibilities. The history of the College and issues of consistency and fairness will be taken into account during such consideration. Naming decisions and the honor associated with them must be fitting and of value for all parties involved.

## II. Responsibilities

**A. The Board of Trustees** is responsible for naming College Facilities. The Board of Trustees may delegate approval authority to the President as allowed by this policy. Absent such delegation of authority, the Board of Trustees shall review naming recommendations and accept or reject such recommendations in its sole discretion. The Board of Trustees hereby delegates to the President the authority to approve without review by the Board of Trustees any naming opportunity that involves a total donation of \$25,000 or less.

**B. The President** is responsible for recommending Facility naming contribution amounts and specific naming opportunities to the Board of Trustees. The President may delegate the review and administration of naming opportunities to the designee of the Foundation.

**C. The Facilities Committee** of the Board of Trustees is responsible for reviewing the President's naming recommendations prior to submission to the Board of Trustees. Such review may include any factors the Facilities Committee believes prudent. The Facilities Committee may, in its sole discretion, approve the President's recommendations and forward such recommendation to the Board of Trustees.

**D. The Foundation** is responsible for identifying and cultivating naming opportunities and administering the naming process.

## III. Naming Categories

**A. Naming in Recognition of Distinguished Service.** This naming category recognizes individuals who have attained achievements of extraordinary and lasting distinction for the benefit of the College. Generally, this category will honor individuals who have had direct, substantial, and active association with the College. A financial donation to the College is not required for this naming category. Employees may be honored in this category provided such honor is bestowed at the end of the individual's service to the College.

**B. A gift of monetary value appropriate to the Facility.** This category recognizes donors who have made substantial financial contributions to the College or the Foundation. The term "donors" includes individuals,

corporations and other organizations. Naming opportunities in this category may reflect the names of individuals, families, organizations, foundations, corporations, or memorials as requested by donors.

#### **IV. Naming Standards**

**A. Benefit to the College.** Naming recognitions must enhance the reputation and prestige of the College. Individuals, memorials, corporations or organizations proposed for Facility naming should have a positive image and demonstrated integrity that is consistent with the College's mission.

**B. Final Approval.** Prospective donors or honorees must be advised that a naming opportunity is not guaranteed and is not final until approved by the Board of Trustees. Such donor and honorees must be provided a copy of this policy prior or as soon as practicable, after a naming opportunity is discussed.

**C. Pledge and Payment Shortfalls.** A naming opportunity may not be finalized and placed on a Facility until at least 50% of a pledge is fulfilled. Thereafter, if the donor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be rejected or, if the naming has already occurred, the naming may be revoked by the Board of Trustees after a pro rata period of time that reflects the number of pledge payments made, given the estimated useful life of the building or the term of years covered by the Facility naming agreement, as applicable. The Board of Trustees may revoke a bestowed naming if a planned gift upon which the naming was based is not realized at the value expected by the College.

**D. Name Changes.** If a donor or honoree requests a change to the name of a facility or program (e.g., due to divorce or corporate merger), the Board of Trustees will consider the request, but the request may be denied in the discretion of the Board of Trustees. If approved, all replacement signage and other related costs shall be at the donor's or honoree's expense.

**E. Facility Repurposing.** The duration of a donor's or honoree's name on any Facility ordinarily continues for as long as the Facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility or program, the Board of Trustees may deem that the naming period has concluded. The appropriate College representative will make all reasonable efforts to inform in advance the original donors or honorees or their surviving family members when the naming period is deemed to have concluded, but actual notice and consent from such donors or honorees is not required. The College may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

**F. Naming Procedures.** The President may establish regulations and procedures reasonably required to implement this policy. Such regulations and procedures must include the following provisions.

**G. Recognition Formula.** The amount of money required for naming Facilities generally will be based on a per square foot formula as determined by the President in his/her discretion. The formula is based on the calculation of the net usable square footage of a particular facility divided into the cost of construction or renovation to determine the net per square foot cost times the net usable square feet of a specific area or room. After the number is established, 10% of the total will be used as the minimum monetary gift amount. This formula may be modified depending on the facts and circumstances involved. In addition, high visibility interior and exterior spaces (such as lobbies, libraries, auditoriums, laboratories, athletic venues, walkways and plazas) should be weighted for desirability and therefore may have a higher donation requirement than the figure determined by the standard formula. The degree of weighting will depend on the attractiveness of the opportunity. Any deviation from the standard formula must be reported to the Facilities Committee as part of its review of the naming opportunity if less than stated amount.

**H. Prior Commitments.** Naming commitments made by the College or Foundation prior to May 1, 2014 shall be honored.

**I. Background Checks.** The Foundation's Executive Director shall evaluate and vet donors who may be offered a naming opportunity. The Executive Director shall use his or her best efforts to ensure that the naming opportunity meets the standards set forth in this Policy.

**J. Personal Background Check.** Criminal, financial, or other background investigation should be performed on any person, corporation, organization, or other memorial who is not already well established with the College or may reasonably raise questions about the College's naming recognition at the digression of the President or Board of Trustees. A background check will be completed on any person giving \$500,000 or more. If criminal or credit history background check is determined to be necessary, the College must secure the written authorization from the donor, the donor's executor, or other representative before such background checks are undertaken.

**K. Revocation of a Naming.** If the donor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interests of the College, the naming may be revoked. If a person, corporation, organization, or other memorial for which a Facility is named is involved in a public instance of criminal misconduct or other moral turpitude that significantly damages or otherwise diminishes the reputation or standing of the College, the Board of Trustees may in its sole discretion remove the name from the Facility. The reasons for such removal must be documented. The College shall not be

obligated to return any donation accepted for a naming opportunity that is revoked according to this section.

**L. Review of Documents.** The Facilities Committee shall receive a report from the Foundation's Executive Director with details about any proposed naming agreement, including without limitation a biography or other background material, not limited to criminal or financial background, that explains how the naming opportunity benefits the College and enhances its reputation, and any other documentation or material it may request.

**M. Facilities Committee Role.** Naming opportunities must be approved by the Facilities Committee prior to consideration by the Board of Trustees.

**N. Closed Session Review.** Naming opportunities shall be discussed in closed session of the Facilities Committee and the Board of Trustees to ensure that the honor is not prematurely announced. Final approval of the naming opportunity shall occur in open session, but a rejection or decision to not proceed with a naming opportunity is not required to be considered by the Board of Trustees in open session.

**O. Announcement.** Naming opportunities must not be announced to the public prior to approval by the Board of Trustees. If a naming opportunity is not approved or does not otherwise occur, the documents related to the naming opportunity are public records, but College staff should not publicize or discuss the naming opportunity outside of their official duties.

**P. Review and Updating.** This Policy shall be reviewed periodically by the College and Foundation with all recommended changes requiring approval by the President and Board of Trustees.

### Computer Acceptable Use Policy

Mr. M. White reviewed the following changes to the Computer Acceptable Use Policy.

#### **Purpose**

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing

resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina. The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.
3. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
4. All computer software is protected by federal copyright law. In addition, most software is being proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.
5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, with the express permission of the author or creator.
6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.
8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.
9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.
10. Any student identified as initiating or participating in the verbal, social, or physical bullying; whether in person, through social media or through electronic devices will be subject to disciplinary action as determined by the Office of the Vice President of Student Services and Enrollment Management.

### **Enforcement**

Failure to follow the Acceptable Use policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well

as other College disciplinary sanctions including but not limited to conduct warning, probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Code of Conduct, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

### Sexual Harassment Policy

Mr. M. White reviewed the following changes to the Sexual Harassment Policy.

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. ~~Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.~~

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to ~~one of the Student Services and Enrollment Management counselors.~~ If this is not feasible, the student may take the complaint to the Vice President for Student Services and Enrollment Management.

### **SEXUAL HARRASSMENT (Revised)**

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. "Sexual Harassment" means: (a) unwelcome sexual advances; (b) unwelcome requests for sexual favors; or (c) other behavior of a sexual or gender-based nature where: (i) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a college sponsored educational program or activity; (ii) submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, or activity or program participation decision affecting that individual; or (iii) such conduct is sufficiently severe and pervasive from both a subjective perspective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) that it unreasonably interferes with an individual's academic or work performance or creates an intimidating,

hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to the **Dean of Student Affairs or the CFCC Campus Police Department**. If this is not feasible, the student may take the complaint to the Vice President for Student Services & Enrollment Management.

A MOTION from the Administrative & Personnel Committee recommends approval of the policies as presented. Sexual Harassment Policy as presented.

### Expressive Activity Policy

Mr. White reviewed the following changes to the Expressive Activity Policy.

A MOTION from the Administrative & Personnel Committee recommends approval of the Computer Use Policy, Sexual Harassment Policy and Expressive Activity Policies as presented. Motion passed unanimously.

## **EXPRESSIVE ACTIVITY POLICY (REVISED/NEW)**

### **EXPRESSIVE ACTIVITY POLICY**

#### **1. Policy Statement.**

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the College community. The College is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity which endangers the safety or well-being of any member of the College community. Further, it does not include any activity which interferes with the education of other students or the mission of the institution.

The College has the right, under appropriate circumstances, to regulate the time, place, and manner of exercising these and other constitutionally-protected rights.

Providing forums for expressive activity is important because members of the College community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of the College. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly.

#### **2. No Endorsement.**



Although expressive activity is allowed, it is not endorsed by the Board of Trustees or the College unless specifically approved as a College-sanctioned activity. No individual or group may claim approval or endorsement by the College except with prior written approval by the President or designee.

### **3. Forums for Expressive Activity.**

To facilitate the free exchange of ideas, the College has established space on the College's premises that may be used by any person, including external groups and other campus guests, for expressive activities. Such activities are inclusive of literature distribution. This use may be without permission or approval from the College so long as the area has not been previously reserved or scheduled for a particular function; no sound amplification is used; and the participants do not violate other College policies. Although it is not necessary for a person using one of the designated outdoor spaces to obtain prior permission from the College, CFCC encourages such persons to contact the Office of Community Relations for scheduling purposes to minimize possible conflicts.

**3.1. Outdoor Locations.** The College has set aside outdoor areas for forums, rallies, demonstrations, and other similar activities. These areas may also be reserved through the College's space reservation system (Community Relations Office). Organizations or individuals who reserve these areas have priority. The outdoor areas currently designated for expressive activity are:

**3.1.1. Downtown Campus:** The grassy area in front of the Burnett (W) Building on Water Street.

**3.1.2. North Campus:** The covered brick patio between the Eric B. McKeithan Center and the soccer field.

**3.2. Additional Spaces for Expressive Activity.** Members of the College community and external guests may also utilize other spaces on College premises for expressive activities on a first-come-first-serve basis such as: courtyards, walkways, grassy areas, and all other areas of the College's premises (including without limitation hallways, lobbies, offices, classrooms, libraries, cafeterias, and auditoriums). Participants must not violate College policies or use sound amplification for expressive activities. Similar to the guidelines outlined in Section 3.1, CFCC encourages the College community and external guests to contact the Office of Community Relations for scheduling purposes to minimize opportunities for disruption to the College's educational and administrative functions.

**3.2.1** External groups and individuals also have access to those public forums that may exist on the city sidewalks, city parks, and other public non-College properties that are near or adjacent to the College campuses.

### **4. Policy Expectations.**

At CFCC, anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations on college premises. To ensure the safety of all members of the College Community, and the functional integrity of the institution's educational mission, the following points are emphasized as policy expectations:

- 4.1 All such activities must be peaceful, avoiding acts or credible threats of violence and preserving the normal operation of the College.
- 4.2 No event shall infringe upon the rights or privileges of anyone who disagrees with the content of expression conveyed.
- 4.3 No one will be permitted to harm others, damage or deface property, block access to College buildings, or disrupt classes.
- 4.4 The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event.
- 4.5 Members of the College community who engage in expressive activity shall continue to be fully responsible for their educational or occupational obligations.

If an expressive activity does not satisfy these policy expectations, disrupts College operations or creates a safety hazard, College officials will require the activity to be relocated or rescheduled. Students, employees, and or community visitors who do not abide by the established policy expectations may be subject to discipline by the College and/or law enforcement.

## **5. Space Reservation Procedures.**

The President or designee shall implement space reservation procedures that comply with this Policy.

**5.1 Considerations for Evaluating Space Requests.** CFCC administration and the Office of Community Relations will consider the anticipated size, required accommodations, noise levels, traffic, time, relationship to nearby areas, security needs, and the evaluation of other relevant scenarios to determine (a) whether a suitable location exists and (b) whether health and safety concerns require special precautions or arrangements.

## **6. Definitions.**

For the purposes of this Policy, (1) "expressive activity" means public speech protected by the First Amendment to the U.S. Constitution, which includes, by way of example and not limitation, attempts to address all or portions of the College community with the intention of expressing social, political, religious, artistic, or other views; to disseminate written materials; or to request, accept, collect donations or contributions for a non-profit purpose and (2) "College premises" means property owned, leased, managed, or otherwise controlled

by the College including without limitation green space, courtyards, walkways, buildings, and vehicles.

### **On-Campus Groups and Individuals (Current Version/2016-17 Catalog & Student Handbook, p. 18-19)**

~~On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with College procedures and CFCC Club and Organizations procedures.~~

#### Off-Campus Groups and Individuals

##### General Provisions

~~Individual and/or groups will be granted access to designated areas when notice has been provided consistent with the CFCC Space Request Form.~~

~~Access for the requested event will not be granted if the event conflicts with a previously scheduled event or if the designated area is temporarily inaccessible or unsafe due to construction, act of God, or similar cause.~~

~~Access is granted on a first come, first served, space available basis.~~

~~Gross, multiple, or continued violation of this solicitation procedure will result in the soliciting party's loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.~~

##### Notice Requirement

~~The requesting individual, organization, agency or group must complete the CFCC Space Request Form and obtain the approval of the Vice President for Student Services and Enrollment Management at least ten (10) business days in advance of the event.~~

~~Approved individual/groups must check in with the Vice President for Student Services and Enrollment Management and/or designee upon arriving on the campus on the day of the event.~~

##### Information Requirement

~~When completing the Space Request Form, all individuals or groups must provide the names of the persons who intend to speak on campus, the anticipated size of the group that will visit campus, and the name, address and phone number of a responsible contact person who will be present on campus during the event.~~

~~Disclosure of this information is required in order to allow proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.~~

~~Designated Areas The following areas are designated for expressive activities by off-campus groups and individuals:~~

~~Wilmington Campus: The grassy area in front of the Burnett (W) Building on Water Street.~~

~~North Campus: The covered brick patio between the Eric B. McKeithan Center and the soccer field.~~

#### Scheduling Limitations

~~At the beginning of the academic year, the Vice President for Student Services and Enrollment Management shall establish a schedule of one day per week for expressive activities by off-campus groups and individuals. These areas will be made available to any off-campus group or individual for up to four hours per day between 11:00 a.m. and 3:00 p.m. In order to promote opportunities for diverse speakers, an individual and/or group may not reserve or submit an application more than twice per academic year.~~

#### Noise Restrictions

~~Sound amplification is not permitted. Noise levels that cause, or are likely to cause, a disruption to the learning environment or the normal administration or operation of the College are prohibited~~

#### Non-Exempt Hiring Time Frame

Mr. M. White reviewed the following change in the Non-Exempt Hiring Time Frame.

A MOTION from the Administrative & Personnel Committee recommends approval of the Non-Exempt Hiring Time Frame as presented. Motion passed unanimously.

### **5.6.2 Applicant File**

*Regular Full-time Non-exempt positions* – Regular full-time non-exempt positions must be posted internally for three business days prior to a general external advertisement or posting publicly on the college website. Internal job postings will be placed on the college's internal job posting site. Employees without access to computer resources to access the Colleges' internal job site can come to Human Resources and obtain a listing of all current internal postings. Internal candidates include regular full-time, regular part-time, and temporary part-time employees currently on the CFCC payroll at the time the job posting is approved. Eligibility requirements for employees who are in temporary part-time positions are 1) employed at CFCC for at least six months, 2) working a schedule of at least 20 hours per week, and 3) in good job performance standing in the areas of customer service, productivity, quality of work and attendance and punctuality. The search committee for internal postings will consist of the department head and/or designee, supervisor (if different from the department head), and a representative from Human Resources Postings without one or more qualified and recommended internal candidate(s) will be advertised after the three-day internal posting period has closed according to the selection process. **Regular full-time non-exempt positions that are not filled by an internal search will be advertised and posted externally in the two-county service area for a period of 5 days.** Exception: The President may make changes in a regular full-time employee's job status through reorganization or reassignment without a search. For an application to be official, a Cape Fear Community College employment application must

be fully completed and submitted through the College's Human Resources Department online application tracking system and by the date listed in the posting. At the end of the posting period, College personnel who have been designated to serve on the search committee for the position will proceed with the selection process as described under Selection Process.

*Regular Full-time Exempt positions* – All regular full-time exempt positions are advertised in the two-county service area, in other state locations, and as needed outside the state. The opening will be listed with the North Carolina Employment Security Commission, the North Carolina Community College System, appropriate colleges and universities in the state, and with other organizations and agencies as needed for a period of 15 days. Exception: The President may make changes in a regular full-time employee's job status through reorganization or reassignment without a search. For an application to be official, a Cape Fear Community College employment application must be fully completed and submitted through the College's Human Resources Department online application tracking system and by the date listed in the posting. At the end of the posting period, College personnel who have been designated to serve on the search committee for the position will proceed with the selection process as described under Selection Process.

Part-time employment will also be submitted using the online application tracking system and will require the same approval process.

#### President's Evaluation Instrument

Mr. Turner asked that Mr. M. White form a committee to review and recommend a tool for evaluation of the president by the next regular board meeting.

### **Curriculum Committee**

#### Enrollment

Mr. Melia stated that enrollment is down. Administration is working to add additional sessions to try to catch students that may still be interested in attending CFCC that may have missed the traditional deadline.

#### ISA Agreement

Mr. Melia presented the Instructional Service Agreement with James Sprunt Community College to the board.

A MOTION from the Curriculum Committee recommends approval of the Instructional Service Agreement with James Sprunt Community college for CFCC to teach the Ground Aviation School at the Wallace Airport. Motion passed unanimously.

#### CTE High School

Mr. Melia presented the following information on the CTE High School.

A MOTION from the Curriculum Committee recommends continued support of the partnership with New Hanover County and Pender County Schools to develop a CTE High School.

### **Southeast Area Technical High School (SEA-TECH)**

Executive Summary: January 2017

#### **Project Summary:**

Cape Fear Community College (CFCC), in partnership with New Hanover County Schools (NHCS) and Pender County Schools (PCS) are working to establish a Career and Technical Education high school opening in the fall of 2017. This program will provide high school students with an opportunity to earn both a high school diploma and career credentials from CFCC.

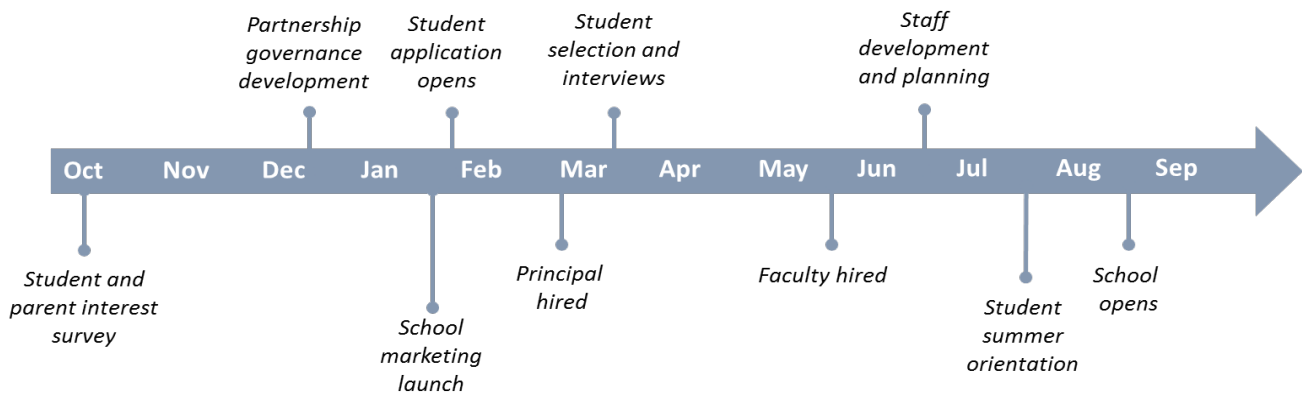
#### **Vision and Differentiators:**

The mission of SEA-TECH is to empower students with the skills and knowledge needed for effective participation in a global economy as world-class workers, productive citizens and contributors to society. SEA-TECH will be a CTE-focused school that will graduate students with the necessary skills to meet the current job demands and support economic growth throughout the Cape Fear region.

SEA-TECH will offer a rigorous student experience that will be unique in the Cape Fear region:

- Students have the opportunity to participate in this program while also having the option to participate in athletics and extracurricular activities through their home schools
- This school is designed for multiple student entry points
- Summer programming may be offered to accelerate student progress
- Programs will align to career pathways that are in-demand in the Cape Fear area
- Transportation options will be provided at no cost to students by NHCS and PCS
- Textbooks, fees, and required supplies will be provided for students in approved technical pathways at no cost to them
- Business internships will be encouraged and may replace senior project requirement

**Governance:** The relationships between the three entities will be defined through a collaboratively developed Memorandum of Understanding defining partner roles and responsibilities. Each of the partners will appoint representatives to a governing body established to oversee the progress of the school through the combined efforts of all participating partners.



**2016-2017 Timeline:**

**Commitments Summary:**

An initial planning grant of \$1,000,000 was awarded to NHCS by the NC General Assembly in support of startup costs associated with the project. In years one and two, the school will be housed at CFCC’s North campus. In subsequent years, the school will be relocated off the college campus. Under current consideration is to renovate a current NHCS property.

For the initial two years, CFCC will provide classroom space (4-6 classrooms) and associated facilities, including custodial costs.

NHCS will provide:

1. \$1,000,000 planning grant and associated activities; participation in planning and student recruitment
2. School annual operation costs and staff salary and benefits (estimated at ~\$700,000) – funded through student ADM for year 1
3. School annual operation costs and staff salary and benefits (estimated at ~\$1.1M) – funded through student ADM for year 2
4. School annual operation costs and staff salary and benefits (estimated at ~\$1.3M– funded through student ADM for year 3

Vet Med Tech – Timeline

Mr. Melia reviewed the Vet Med Tech Timeline with the board.

Date:	Task:
Dec 2, 2016	The student application process was posted online for students. The interest in the program is still very high, and numerous inquiries were responded to by Dr. Redfearn or Dave Conklin.
Dec 13, 2016	A meeting with the consultant and CFCC staff from project management, purchasing and VMT program was held. A room-by-room inspection of the VMT building to determine potential equipment needed was conducted.

	The equipment is divided into three categories: equipment to be purchased prior to the end of the current budget year must be identified and the procurement process commenced by March 15, 2017; equipment that will be needed during the first year of VMT program operations must be identified by June 30, 2017; lastly, equipment needs that can be deferred to the second year of VMT program operations in the 2018/19 budget cycle. The consultant has developed a spreadsheet of equipment that will be purchased through the building contractor and installed as part of the building and equipment that will be purchased separately by CFCC procurement and installed after the building is turned over to CFCC. During the meeting the issue of outreach to vendors and potential donors to the program was discussed and efforts will be explored to help reduce the overall equipment cost. It was made clear that any donations to the program would be needed to be handled through the CFCC Foundation.
Jan 3, 2017	Dr. Redfearn was hired as full-time Program Director effective January 3, 2017.
Jan 12(17), 2017	The first mandatory VMT Information sessions for prospective students have been scheduled for January 12, 2017 @ 10AM, January 17, 2017 @ 2PM & 6PM in the BB&T Auditorium.
Jan 20 – March 15, 2017	Application period opens for the VMT program competitive admission process. 24 students will be selected for the class and 6 alternates will also be chosen should anyone of the 24 dropout of the program.
Jan 25, 2017	Dr. Redfearn and CFCC staff will meet with the Midmark equipment representative to discuss possible equipment donations to the program. No specific equipment or any item has been identified or discussed at this point, the meeting is an introductory meeting at this time.
January, 2017	The names for the IACUC Committee (animal use committee) will be forwarded to Dr. Lee for approval during the month of January. This committee is an accreditation and USDA requirement.
January, 2017	The development of the draft for VMT program policies, procedures and protocols will be completed by the end of January. These items are to be included in the accreditation packet that will be completed this spring
February, 2017	Dr. Redfearn is scheduled to visit CCCC to gather insight into a successful VMT program during late January
February 1, 2017	The VMT Advisory Committee will hold their first meeting @ 8AM at the Animal Emergency & Trauma Hospital of Wilmington, 50 Greenville Ave, Wilmington, NC.
Feb 7, 2017	Additional VMT Information sessions for prospective students is scheduled at 2PM.
February 15, 2017	Advertise Registered Vet Tech (RVT) position
Mar 2, 2017	Additional VMT Information session for prospective students is scheduled at 10AM.
May 15, 2017	The Registered Vet Tech (RVT) position must be filled by this date. Accreditation requires both the Veterinarian (Dr. Redfearn) and the RVT be hired at least 90 days prior to the beginning of the first class in August, 2017.



May 15, 2017	Target date for submission of the Accreditation application for the VMT program to CVTEA. CFCC staff have already had contact with CVTEA personnel to ensure meeting accreditation standards.
Future	Dr. Redfearn continues to reach out to the local veterinarian community.
	Dr. Redfearn met with Jason Ransome, North Campus bookstore, to learn about textbooks and the process we follow in ordering books. She is also still working with the library on developing the necessary resource material for the program.
	Dr. Redfearn has had discussions about the VMT program with representatives from Idexx labs, Merck Animal Health, Henry Schein Distributing, Elanco and Nutramax Laboratories. Future meetings will be set up with representatives from these companies as specific needs and ideas are formulated. Representatives from Purina and Royal Canin (animal food companies) have already made preliminary offers of food donations and storage shelving for the program. We will arrange for meetings with the CFCC Foundation to discuss these offers as we get closer to the start of the program.

**SGA Report -**

Mr. Bullock reported that planning has started for Earth Fest to be held on April 21, 2017, from 10am-2pm.

**Foundation Report**

Ms. Harlan reported that the Foundation was audited by Rives and Associates. In their opinion, the financial statements present fairly, in all material respects, the financial position of CFCC Foundation as of June 30, 2016 and 2015. The changes in the Foundation’s net assets and its cash flows for the years ended 2015 and 2016 in accordance with accounting principles generally accepted in the United States of America. For June 30, 2016 Endowment Fund net assets did increase \$608,812 over June 30, 2015.

The firm did recommend that the Foundation purchase an accounting software that has the ability to record all transactions in one system. As recommended, the Foundation has purchased Raiser's Edge. Currently, staff is being trained, and data has been migrated over to the new system.

Ms. Harlan stated that the Foundation Board is looking for a couple of new members. Linda Wilson was approved by the Foundation Board today, and she will chair the GOE event on May 31.

**Faculty Association Report – no report**

Meeting adjourned at 6:25pm.

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Amanda K. Lee, President/Secretary

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Michelle S. Lee, Recording Secretary