

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
FEBRUARY 23, 2017
5:00 PM

Following proper public notifications on February 8, 2017, and after a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, February 23, 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. A.D. "Zander" Guy; Mr. Jason C. Harris; Mr. Jimmy Hopkins; Dr. Chuck Kays; Mr. David Ray; Mr. F. Matson White; Mr. Woody White and Mr. Kyle Bullock, SGA President. Trustees not present were: Mr. John F. Melia and Ms. Mary Lyons Rouse.

Employees present were: Dr. Amanda K. Lee, President; 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 for Academic Affairs and Workforce Development; Dr. Daryl Minus, Vice President for Student Services and Enrollment Management; Mr. John Upton, HR Consultant; Mr. Shane Fernando, Director Humanities & Fine Arts Center; Ms. Debi Causey, External Events Coordinator; Erica Reynolds, Pender Early College Liaison; Ms. Val Melvin, Faculty Association Vice President; Mr. James Parker, Director of Facilities; Mr. Dan Wilcox, Police Chief; Ms. Martha Harlan, Chair, CFCC Foundation; and other employees (see below).

Others present were: Mr. Joe Austin, 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 Ms. David to approve the January 19, 2016, minutes as presented. Motion passed unanimously.

OATH OF OFFICE

Mr. Woody White was administered the oath of office by Ms. Lee.

CHAIR'S REPORT

CHAIR'S REPORT CFCC BOARD OF TRUSTEES FEBRUARY 23, 2017 5:00 PM

New Trustee

Please welcome Mr. Woody White as the latest member of the CFCC Board of Trustees.

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>

Community College National Legislative Summit

Ms. Ann David, Mr. John Melia, Mr. Jimmy Hopkins, President Lee and Mr. Turner attended the Community College National Legislative Summit in Washington, DC on February 13-16, 2017.

Ms. David reported on the Legislative Summit. Ms. David thanked Ms. Singler and Ms. Margaret Robertson, Associate Vice President for Continuing Education NCCCS, for their help in educating the trustees prior to the trip. Ms. David stated that information was given to each trustee regarding the trip. Focus was on year-round Pell grants and extending these programs for less than 15 weeks duration. The other topic was investment in workforce training. This information made the meeting with Congressman Rouzer much more productive. Congressman Rouzer was also invited to the GOE Luncheon. Mr. Hopkins stated that congressman Rouzer was very gracious and is very supportive of our area. Senator Burr was also very committed to CFCC and it was a very productive visit.

NCACCT

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:

April 29-31 – Crabtree Marriott, Raleigh, NC

August 23-25 – Hilton Riverside, Wilmington, NC
AET Hard Hat Tour

The Media/Elected Officials Hard Hat Tours of the AET project are scheduled for February 24, 2017. Media will tour the facilities at 10:30am and Elected Officials at 2:30pm. Please respond to Michelle Lee if you are able to attend.

Graduation

Spring Graduation will be held on Friday, May 12, 2017. There will be three ceremonies this year. The times will be 10:00am, 1:00pm and 4:00pm.

PRESIDENT'S REPORT

- The Department of Education has completed the on-site portion of their financial aid audit. We will receive a written report in 75 days. Based upon the exit interview, the team was very complimentary of our staff and our school. There were three findings and the team stressed that this was impressive for a school our size. One finding was a slight miscalculation as to the percentage of time a student attended class during the semester before he/she withdrew. Another finding was that we should be using the date a student initiates a withdrawal instead of the date the student last attended class as the official withdrawal date (this will actually be a much simpler process for us). Finally we need to be able to differentiate between students who fail all of their classes during a semester from the student who simply stopped attending and did not withdraw. For this last finding we have been asked to review these students' records for the last two years. If we find students who should have withdrawn, we will have to reimburse the financial aid back to the Department of Education for those accounts.
- The NJCAA (National Junior College Athletic Association) conducted an audit of our men's basketball team records. The findings were clean with no recommendations.
- The College is working with our local fire departments to investigate establishing a rubble field at the Public Safety Training Center. The demolition from the Water Street deck would be used for this project.
- The NCDHHSR has granted approval for the Burgaw and Surf City CE CNA programs. We received an excellent review and the program was fully approved.
- The graduates of our ADN program (nursing) have earned 100% passing rate for the NCLEX-RN (certification test) for 2016. CFCC has a three year average of 100% passing rate which surpasses all other programs in the state, including those at the Universities.
- We mentioned the charging stations at the North campus last meeting. Further information though is that these stations were received from a grant by Duke. There were 500 applications throughout the state and 200 awarded. Eight grants were awarded locally, and we received two. The others were awarded to Brunswick EMC, City of Southport, and UNC-W.
- Our Career and College Promise program (high school dual enrollment) has increased by 45% this semester compared to last spring semester. There are 507 local high school

students enrolled in 1,023 classes. This is due in part to the new rule that allows college courses to be weighted equally to AP courses when calculating GPA. Last semester 88% of the high school students enrolled received a C or above in their college courses.

Current Activities

- Attended ongoing meetings regarding the CTE High School (SEA-TECH), various Board meetings, community fund raisers and committee meetings.
- Traveled to Rocky Mount, Nash CC, to attend the President's meeting.
- Hosted several Department Chairs and faculty for lunch at Our Place.
- Attended a mentoring event for Women2Watch
- Spoke at the Adult Scholars Education day with Christy Redfearn, Jay Rogers, and Dana McKoy
- Graduation ceremony for BLET
- Guest lecturer at the NCCC Leadership Program
- Attended ACCT Legislative Conference in Washington DC with Bill Turner, Ann David, John Melia, and Jimmy Hopkins. Also completed legislative advocacy training while there.
- Numerous basketball games

Committee Reports

Facilities & Equipment and Committee

Mr. Morton showed several photos of the HEAT Building at the North Campus.

AET Project Status

1. Project update
 - a. HEATT building is in punch list and final inspections
 - b. Cabinets underway at A&ET
 - c. Metal paneling continues at A&ET, VET is complete
 - d. Ceiling grid nearing completion at A&ET
 - e. Ceiling and wall M/E/P/S trim out continue at A&ET
 - f. Curb and sidewalks underway for parking and driveway loop at A&ET
2. Change Orders
 - a. General Contractor
 - i. There are known upcoming change orders for various architectural supplemental instructions. Change order G-9 is under review now
 - 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. HEATT punch list and final inspections.
- b. A&ET metal wall panel installation continues
- c. A&ET trim outs for mechanical, electrical, sprinkler and plumbing continue
- d. A&ET finishes and painting continue
- e. Sidbury Road widening and power line parking lot work continues
- f. **Current completion date – early May, 2017.**

AET Change Orders

Change Order G-1	\$
	-
Change Order G-2	\$
	(1,428,700.00)
Change Order G-3	\$
	246,374.50
Change Order G-4	\$
	(356,207.00)
Change Order G-5	\$
	521,300.00
Change Order G-6	\$
	38,967.63
Change Order G-7	\$
	56,914.81
Change Order G-8	\$
	196,273.68
Total CO's to Date	\$
	(725,076.38)

Schwartz Center – Project Status

Mr. Morton reviewed the reports with the board. Mr. Hopkins inquired about the amount of cash on hand for the project. Mr. Morton stated that there is \$424,000 available of cash on hand. A fundraising event will be announced within the next week.

- 1. Project update:
 - a. Schematic Design/Design Development drawings submitted to State Construction Office 1/31/17
 - b. NC 3-1 state budget statement is being revised to reflect final scope and funding
- 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- submitted 1/31/17.
 - 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

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 underway, work scheduled for

								summer 2017.
10	Landscape Gardening 24'x 24' Storage Building			\$0.00	\$0.00	\$60,000.00	\$60,000.00	Setting up design, bid anticipated February 2017
11	ROPES & Carpentry Classrooms	\$6,085.00	\$67,928.58	\$83,578.91	\$157,592.49	\$174,886.04	\$17,293.55	Student Project Started Live Construction end date Fall 2017
Category Totals		\$ 96,141.00	\$ 632,044.05	\$ 136,596.41	\$ 864,781.46	\$ 1,080,074.01	\$ 215,292.55	

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	\$195.59	\$4,853.62	\$35,880.00	\$31,026.38	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	Complete
Category Totals		\$0.00	\$17,148.03	\$195.59	\$17,343.62	\$773,373.00	\$756,029.38	

Mr. Morton stated that the carpentry class roof is now completed. Mr. Babb asked if the two vehicles have been purchased. Mr. Morton stated that they should be purchased soon. Mr. Babb asked if these could be expedited.

Pender County Capital Outlay Projects 2015-2016 Status Summary Report

		Encumbrances - Subtotals			<i>Completed Projects are Hidden</i>			
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						
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		\$76,196.00	\$2,097.64	\$78,293.64	\$96,140.00	\$17,846.36	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		\$8,010.00	\$30,765.79	\$227,245.00	\$196,479.21	Permit in hand, bids due 2/1/17
4	AWB Surf City Center - Install Security Cameras				\$0.00	\$5,000.00	\$5,000.00	Aux. Service/Campus Police, Completion Spring 2017
Category Totals		\$22,755.79	\$76,196.00	\$10,107.64	\$109,059.43	\$372,660.00	\$263,600.57	

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of East Coast Contracting to expand the parking at the Surf City Campus for a total of \$238,700. Motion passed unanimously.

NC Connect Bond Projects

Mr. Morton briefly reviewed the following projects.

G-Building

Relocate all employees out of this building due to worsening conditions. Continue to operate the building for long term storage and continue to support existing phone and IT infrastructure. This level of use would only require a minimal level of maintenance and repairs to be budgeted annually.

Ms. Singler presented the following information on employee moves:

Continuing Education is moving from the G Building to the 5th floor of Union Station

The Foundation will move from the 5th to the 2nd floor of Union Station

IEP will relocate from the 5th to the 2nd floor of US

Curriculum Management will move from the G Building to the A Building

There was some relocation of student services offices to accommodate the foundation move.

The moves have started this week. This move will take 4-6 weeks in total. Mr. Guy asked how much space the foundation will have versus now. They will have slightly less space but it will still accommodate the foundation nicely. Mr. Hopkins asked if the space is as welcoming. Ms. Singler stated that she believes all of the spaces will work well for all of the departments being moved. Mr. W. White asked if these are new budget priorities or were these on the initial county request list. Mr. W. White asked were any county projects taken off of the list. Mr. Morton stated that some of these items were on the county list. Mr. Morton stated that the college is trying to stabilize the requests to the county for funding.

A Building - \$3,000,000

Selected renovations and HVAC/Electrical upgrades. This is our original building and still in surprisingly good structural shape. Paint, carpet, ceiling replacements, improving the data center, fixing some of the office areas that have turned into mazes over time, exterior-caulking and upkeep issues, signage and branding and bathroom ADA renovations. Elevator cab freshen-up. Carefully plan and scope to get as much of this as we can for **\$3,000,000**. Phase by floor so the impact on operations is minimized.

S Building - \$1,000,000

Selected renovations oriented towards livability, paint, ceiling upgrades and flooring (polish terrazzo) especially public spaces and office suites which have been neglected. Fix moisture issues between roof stairs and elevator tower/connector to A-building. Bathrooms have already been upgraded. Update signage and branding along with refinish wood doors. Very selective improvements and repairs to lab space. Repurpose by updating the photography/humanities areas. Carefully plan and scope to maximize all we can for **\$1,000,000**. Phase by floor so that impact on operations is minimized.

N Building - \$250,000

Selected upgrades to lobbies, stairwells and public spaces to tie in with the A and S building improvements since all three buildings are connected together. **\$250,000**

Contingency - \$250,000

Remaining **\$250,000** contingency for all of these building scopes.

F Building – Project Status

1. Project update:
After the request for qualifications and objective scoring process, Clark Hipp / Hipp Architecture was identified as the most qualified responder. Contract has been executed and project is in design phase.
2. Schedule:
 - Design work is underway
 - The intention would be to complete design mid-February
 - Bid for construction March 2017
 - Construction to start Summer 2017 pending programs moving into HEATT/A&ET
3. Construction Change Orders
None at this time.
4. Designer Change Orders:
None at this time

W&K Buildings – Project Plan

1. Project update
Becker Morgan is under contract and is completing design development. Survey of site is complete, base plans to be reviewed 2/3/17.

2. Schedule:
Our plan is to complete design and bids for construction to start Summer 2017.
3. Pending construction change orders
None at this time.
4. Designer change orders
None at this time.

Finance Committee

Mr. Burney stated that he learned yesterday through WECT that the college had undergone a Financial Aid audit. In the future if there are financial audits the Finance Committee would like to be informed. Mr. M. White stated that the entire board should be informed. Dr. Lee stated that this will be done in the future. Mr. Babb asked if there will be any financial impact on the college. Dr. Minus stated that the college will not know this until the final report comes to the college within the next couple of months. Mr. Hopkins stated that he does not think an email regarding the audit after the fact was appropriate.

State Budget Revision

Mr. Burney reviewed the report with the Board of Trustees. The net increase to the budget was \$624,598.

A MOTION was made by Mr. Babb and seconded by Mr. Burney to approve the State Budget Revision as presented. Motion passed unanimously.

Mr. M. White asked if we need to implement a hiring freeze. Dr. Lee stated that we currently have many position vacancies that the college will not fill. Mr. M. White asked that administration take a hard look at this. Dr. Lee stated that we are taking a good look at all positions prior to posting jobs. Mr. M. White asked if there are new positions for departments if they would be filled. Dr. Lee stated that they would not be filled unless they were critical. Mr. Hopkins stated that he would like to see the custodial vacancies filled. Mr. Upton has taken care of these vacancies. Mr. Babb asked if the trustees could have a list of vacancies.

State Budget Summary

The State Budget Summary reported 54.62 percent of the budget had been expended as of February 2017.

County Budget Summary

The County Budget Summary reported 44.17 percent of the budget had been expended as of February 2017.

Institutional Funds Update

Mr. Morton reviewed the January, 2017 report with the board. No items were of concern at this time.

Administrative & Personnel Committee

Naming Policy

The committee reviewed the Naming Policy and will bring recommendations back to the Administrative & Personnel Committee for approval in March.

Travel Policy

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the Travel Policy as presented. Motion passed unanimously.

10.14.3 Transportation Allowance

It is the intent of the College that employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the College. With regard to passenger vehicle travel, whether in- or out-of-state, CFCC travel policies shall:

- Maximize utilization of College owned or leased vehicles,
- Make use of State term contracts for short-term rentals,
- Reimburse for use of personal vehicles on a limited basis, and
- Promote efficient travel, such as ride-sharing.

A. Reimbursement for Employee Travel Between Campuses

When an employee must travel from one campus to another in the course of their required job duties and use of a college owned vehicle is not a reasonable option, employees may drive his/her personal vehicle. If this occurs CFCC will reimburse mileage at the business standard mileage rate set by the Internal Revenue Service. Employees must request this reimbursement by completing a monthly travel log. A separate travel log must be submitted for each month. Monthly travel logs must be submitted by the end of the following month for reimbursement.

B. Reimbursement for Employee Travel Off Campus

1) Personal Vehicle Use When College Vehicle Is Available:

- a) CFCC will reimburse all mileage at the medical or moving purposes rate set by the Internal Revenue Service if it is determined that a College owned or leased vehicle was available and the employee chose to drive a personal vehicle.

2) Personal Vehicle Use When College Vehicle Is Not Available:

- a) The reimbursement rate shall not exceed the maximum business standard mileage rate established by the Internal Revenue Service (IRS) for round trips of 100 or fewer miles per day of travel.

- b) For round trips exceeding 100 miles per day of travel, CFCC shall reimburse the employee at the business standard mileage rate set by the Internal Revenue Service for 100 miles per day. Additional miles over 100 miles per day of travel shall be reimbursed at the medical or moving purposes rate set by the Internal Revenue Service.

CFCC may establish lower rates than these maximums as a result of limited budget availability for travel. It is the responsibility of the employee to verify whether a College vehicle is or is not available, and document that on both the Travel Request Form and the Travel Reimbursement Request Form. College employees on official College business may use their private vehicles for personal convenience but will be reimbursed according to the rates listed above.

Reimbursement of costs incurred will be made for the use of a private vehicle for direct mileage between the employees' duty station (*the headquarters or job location assigned by the College at which the employee spends most of their time*) or home, whichever is less, and the travel destination, and between the place of lodging (if required) and the travel destination. Actual costs of road, bridge and ferry tolls and valet service (if required by the lodging establishment) may be reimbursed with a valid receipt. Reimbursements may not be made for daily commuting between an employee's home and her/his duty station; except, temporary or part-time faculty "may" be paid mileage expenses when authorized by the Vice President for Academic Affairs and Workforce Development and approved by the President or her/his designee. Nothing in this policy shall be interpreted to mean that CFCC intends to reimburse normal commuting expenses to and/or from the duty station.

A MOTION was made by Mr. Guy and seconded by Ms. David to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(3) to discuss attorney client privilege, Spring versus CFCC. Motion carried unanimously.

Presidential Evaluation Instrument

The trustees will bring changes to the Presidential Evaluation Instrument to the next Administrative & Personnel Committee for approval.

SGA Report – No report.

Faculty Association Report

We held our first Faculty Association Meeting of the new year on January 19th at the Downtown campus, room U-370, from 12:00pm – 1:30 pm. Full minutes can be found at <http://cfcc.edu/fa/>.

Highlights of the 1/19 Faculty Association meeting include:

- Lynn Criswell volunteered to replace Dr. Robert Sutton as the Vice President for Arts and Sciences.
- Upon request, Chief Wilcox spoke at the meeting and informed the faculty of the upcoming changes to our parking situation at the downtown campus.

The Faculty Association started *ad hoc* calendar committee that consisted of three faculty members in 2012-2013. That committee has grown in size and representation over the past three years. The Faculty Association initiated a request for an Academic Calendar Standing Committee which was approved in December 2016. This issue has been tirelessly worked on by the Faculty Association over the last four years and we are both excited and encouraged by the creation of this standing committee.

Since I (Larry Tingen) was appointed Faculty Association President I have had meetings with Melissa Singler, Dr. Lee, Dr. Minus, Jim Morton, John Upton, and Nina Taylor. All our meetings have been productive and extremely informative for me and the Faculty Association as a whole.

Foundation Report

Ms. Harland stated that the GOE planning is going well. Ms. Linda Wilson is doing a great job of organizing the event. Donor appreciation was attended by over 150 guests. Interviews are being scheduled for the Executive Director of the CFCC Foundation position.

Date of next Meeting – March 23, 2017.

Meeting adjourned at 6:50pm.

Amanda K. Lee, President/Secretary

Michelle S. Lee, Recording Secretary

/ml