

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

Following proper public notifications on March 13, 2017, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, March 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. John F. Melia; Mr. David Ray; Ms. Mary Lyons Rouse; Mr. F. Matson White; Mr. Woody White and Mr. Kyle Bullock, SGA President.

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 of Academic Affairs and Workforce Development; Dr. Daryl Minus, Vice President of Student Services and Enrollment Management; Ms. Sheila Mallard, Senior Human Resources Generalist; Ms. Debi Causey, External Events Coordinator; Ms. Terrika White, Executive Secretary to Dean of Voc/Tech; Mr. Jay Rogers, Department Chair Marine Technology; 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 Ms. David to approve the February 23, 2017, minutes as presented. Motion passed unanimously.

## **INTRODUCTION OF NEW EMPLOYEES**

### **New Hires**

Ms. Sheila Mallard introduced the following new employees:

Daniel Ling	Community Relations Assistant	02/20/2017
Joseph Styron, Jr.	Counselor	02/20/2017
Stacy Walent	Counselor	02/20/2017
Delores Josey	Campus Police Telecommunications Operator	03/13/2017

### **Retirements:**

Dr. Lee presented a plaque and thanked Mr. Peter Simpson for his invaluable service to the college.

### **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>

There is a map of buildings for each trustees.

#### **President's Evaluation**

The annual evaluation process has started. It is very important that we have 100 percent participation in this process. If you have question or concerns, please contact me or Michelle Lee.

### **President's Report**

#### **President's Report March 2017**

- Thank you to our Board members who were able to attend the Power Breakfast with our very own Woody White serving as one of the panelists, and also the annual meeting of the Wilmington Chamber of Commerce.

- Update on CFCC involvement with the Wells Fargo Golf Tournament: The North Campus will be alternative parking in case of rain. The planned parking in Hampstead may not be viable if we have wet weather. In that case, arrangements have been made for the tournament to use our truck driving pad, lot NA-3, and lot NA-4.
- We are also collaborating with Wilmington Downtown, Inc. for a special project during the Wells Fargo Golf Tournament. They are developing activities such as a putting green for downtown near the shuttle station. We are still working out the details on this project.
- Update on CFCC involvement with the Azalea Festival: This year's concerts will again be held in Student lot 2 downtown. The lot will be closed April 1-9 to accommodate the set up and the tear down of the stage. Students will be allowed to park in the Wilmington Convention Center deck during that time. Students will receive more detailed information.
- Facility Moves: With the exception of Defensive Driving and Curriculum Management, all employees have been moved.
- Our men's and women's basketball seasons ended at our regional tournament. The lady Sea Devils lost in the semi-finals by two to Guilford Tech Community College. They finished first in the regular season with an overall record of 26-5 and a conference record of 16-2. Lori Drake our Women's coach was honored with Coach of the Year for Region 10. The men also lost in the semi-finals to Spartanburg Methodist. They finished fourth in Region 10 with an overall record of 24-8.
- The State Board of Community Colleges has drafted revisions to the community college code. The suggestions are available for review by legislators. A summary of the suggestions are below:
  - G.S.115D-13 Terms of office of trustees has revised section (b) that terms change from four years to six years and added "(c) No person may be appointed to more than two consecutive terms of six years on the board of trustees."
  - G.S.115D-18 Organization of boards, meetings revised that instead of the board meeting once every three months, local board should meet once every two months.
  - G.S.115D-19 Removal of trustees has added processes by which the state board can intervene in a local board "when a board of trustees willfully or through gross negligence fails or refuses to comply with these laws, regulations, and sound fiscal and management practices."
- Our substantive change committee from SACSCOC has been formed and the agenda has been finalized. The team will be in Wilmington April 10<sup>th</sup>-13<sup>th</sup> to evaluate the Burgaw Center and the Center at Surf City. We are asking for approval to offer complete programs at both locations. This is a significantly smaller team than our reaffirmation team. Pat Hogan will be the liaison throughout their visit.
- We were proud to host New Hanover County School's Best Foot Forward program at the Wilson Center. The theater was sold out and all feedback was positive. They want to return next year and due to the popularity of the venue, there is already discussion about trying schedule the performance for two nights.

### Activities

Participating in weekly legislative update conference calls with the System Office and other presidents. Attended the Eastern Region President's meeting. Hosted an elected officials and a media tour of our facilities under construction at the North campus. The tours were well-received and resulted in positive press coverage.

Hosted guests for lunches at Our Place. Since our last meeting, I have had the pleasure to have department chairs, faculty, and also community members join me.

Spoke at the Wilmington Women's Sorosis club (also called the General Federation of Women's Club).

Attended Wilmington Downtown, Inc. annual economic luncheon with CFCC leadership staff.

Served on a president's panel at the CE Leadership Institute in Raleigh.

Held commencement exercises at Pender and New Hanover prisons.

April 1<sup>st</sup> 9:30-4:30 is the annual CFCC Boat Show.

Mr. Turner stated that he was disappointed that the State Board did not contact local trustees when making decisions regarding the community colleges.

## **Committee Reports**

### Facilities & Equipment Committee

Mr. Morton reviewed the following information.

### Advanced & Emerging Technologies

Mr. Morton reviewed the following reports with the committee.

### Project Status

1. Project update:
  - a. HEATT building is in punch list and final inspections.
  - b. NHC certificate of occupancy has been issued for the HEATT Building and SCO final is scheduled.
  - c. Cabinets, Lobby tile, paving, finish grading underway at A&ET.
  - d. Terrazzo at main stairway completed
  - e. Metal paneling complete
  - f. HVAC and building envelope testing and commissioning underway
  - g. Clearing, grading and drainage for Sidbury Road turn lane underway
  
2. Change Orders
  - a. General Contractor
    - i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-9 has been executed and G-10 is under review now.

b. Designer

- i. The design team has been approved for an additional cost of \$13,948 for design work for the up fit of part of the flex space for the construction management Lab.

3. Schedule:

- a. HEATT SCO inspections.
- b. Completion of remaining laboratory casework and cabinets
- c. Furniture installation 2<sup>nd</sup> week of April
- d. A&ET Finishes and painting continue
- e. Sidbury Road widening and power line parking lot work continues
- f. **Current completion date – May, 2017.**

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
Change Order G-9	\$
	84,094.25
<b>Total CO's to Date</b>	<b>\$</b>
	<b>(640,982.13)</b>

A MOTION from the Facilities & Equipment Committee recommends approval from the Board of Trustees of an up fit to the AET flex space to accommodate the move of construction management, not to exceed 190K. Motion passed unanimously.

Expenditures



## Advanced and Emerging Technologies Center

**March 16, 2017**

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	2,385,368.00	
4	Other Contracts	-	831,299.42	
5	Other Fees	800,000.00	380,640.58	
6	Work Performed by Owner	705,453.00	-	
7	Equipment	4,000,000.00	3,130,615.51	
8	Contingency	990,000.00	\$1,326,964.67	
		41,689,184.00	37,550,384.18	<b>\$4,138,799.82</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**

## Schwartz Center

### Project Status

1. Project update:
  - a. Schematic Design/Design Development drawings approved by State Construction Office 3/3/17.
  - b. Construction Documents underway by design team.
  - c. 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. CFCC and architect are negotiating a Design Amendment to cover the final scope and budget for the final design.
  
3. Preliminary Preconstruction Schedule:
  - a. SCO design development package was reviewed and approved on March 3, 2017 with no major comments.
  - b. Architect needs 6 weeks to finish construction documents – complete 4/15/2017
  - c. SCO construction document review – up to 60 days – Complete 6/15/2017
  - d. Project ready to bid July 2017.
  - e. Start construction late august 2017.
  - f. Complete construction mid-2018.
  - g. Determinations are being made for the Construction Phase in regard to full closure or partial usage of the Center.

New Hanover County Capital Projects

## 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	\$20,445.00	\$0.00	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	In design, bid anticipated March 2017
11	ROPES & Carpentry Classrooms	\$6,085.00	\$67,928.58	\$83,584.05	\$157,597.63	\$174,886.04	\$17,288.41	Student Project Started Live Construction end date Fall 2017

## 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			\$133,223.62	\$133,223.62	\$200,000.00	\$66,776.38	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			\$54,728.02	\$54,728.02	\$56,500.00	\$1,771.98	Proceeding Purchasing Department
4	Schwartz Center Roof Replacement				\$0.00	\$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



Pender County Capital Outlay

**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	\$ 55,126.96		\$ 61,126.96	\$ 61,126.96	\$ -	Complete
2	Burgaw Center: Main Bldg. enclosure & new entry to protect in lock down conditions	\$ 5,700.00	\$ 34,166.64	\$ 6.40	\$ 39,873.04	\$ 39,873.04	\$ -	Complete
5	Burgaw Center: Change all light fixtures from T-12 TO T-8			\$ 7,615.35	\$ 7,615.35	\$ 7,615.35	\$ -	Maintenance Staff completing, Spring 2017 Completion

**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		\$81,538.74	\$2,097.64	\$83,636.38	\$83,636.38	\$0.00	Complete
2	Burgaw Center Floor & Wall Separation Assessment				\$0.00	\$12,615.00	\$12,615.00	Work being completed by Maintenance- Jan/Feb 2017
3	AWB Surf City Center - Expand Paved Parking	\$22,755.79	\$283,700.00	\$9,400.00	\$315,855.79	\$282,361.80	(\$33,493.99)	Construction - NTP to be issued end of March 2017 Estimate Completion September 2017 * <b>\$33,493.99 to be covered out of previous year funds on hand</b>
4	AWB Surf City Center - Install Security Cameras				\$0.00	\$5,000.00	\$5,000.00	Aux. Service/Campus Police, Completion Spring 2017

NC Connect Bonds

		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	CFCC "F" Building Workforce Training Center Renovation	\$18,700.00			\$18,700.00	\$200,000.00	\$181,300.00	Construction Documents underway
2	CFCC " K Building Collision Repair & Refinishing Technology Renovation	\$62,500.00			\$62,500.00	\$718,000.00	\$655,500.00	Design development underway
3	CFCC "W" Building Emmart & Burnett Renovation	\$178,500.00		\$1,125.00	\$179,625.00	\$2,000,000.00	\$1,820,375.00	Design development underway
Category Totals		\$259,700.00	\$0.00	\$1,125.00	\$260,825.00	\$2,918,000.00	\$2,657,175.00	

Miscellaneous

Employee moves are being planned for spaces at the North Campus.

Work is ongoing to try to paint and clean areas more frequently and the Hanover deck will be power washed.

Mr. Turner stated that all trustees were given a map of building diagrams for downtown and the North Campus.

Mr. Melia stated that he would like to see an end date of use for the G building.

Mr. Turner stated that the foundation seems very happy in their new space on the 2<sup>nd</sup> floor of Union Station.

Naming Opportunity

Mr. Turner reviewed a request to name three small Marine Tech boats.

A MOTION from the Facilities & Equipment Committee recommends approval to the Board of Trustees approval of the naming of the Marine Tech boats as presented. Motion passed unanimously.

**Finance Committee**

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 \$2,842. Motion passed unanimously.

### State Budget Summary

The State Budget Summary reported 62.25 percent of the budget had been expended as of February 2017.

Mr. Morton stated that preliminary projections for the State Budget are starting to come in. Previously, summer classes were self-supporting, the college will now gain FTE for classes run during summer session. Mr. M. White stated that he would like to see summer FTE kept separate for comparison purposes.

### County Budget Summary

The County Budget Summary reported 51.05 percent of the budget had been expended as of February 2017.

### Institutional Funds Report

An Institutional Funds Report was reviewed with the Trustees.

## **Administrative & Personnel Committee**

### President's Evaluation Policy

Mr. M. White reviewed the President's Evaluation Policy.

A MOTION from the Administrative & Personnel Committee recommends approval from the Board of Trustees the President's Evaluation Policy as presented. Motion passed unanimously.

### President's Evaluation Instrument

Mr. M. White reviewed the President's Evaluation Instrument.

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the President's Evaluation Instrument. Motion passed unanimously.

Discussion was held regarding direct reports completing signed evaluations of the president to be shared confidentially with the board. Concerns were voiced that this information would not be held in confidence. No decision was made on this process.

### Tuition Fee Courses Policy Update

Mr. M White reviewed the policy with the Trustees.

A MOTION was made by the Administrative & Personnel Committee to recommend approval of the Board of Trustees approval of the Tuition Free Courses Policy as presented. Motion carried unanimously.

Proposed revised policy:

5.10.3 Tuition – Free Courses As funds are available, full-time Cape Fear Community College faculty or staff members employed for a term of nine or more months may request to take one course per semester to upgrade or improve his/her abilities as it relates to his/her job duties and responsibilities upon approval by his/her supervisor to be paid for by the College. This course can be either a curriculum course or an occupational extension course and is limited to only one per semester. **The employee is responsible for all other course related fees except College access, parking and security.** Cape Fear Community College will pay for tuition only (curriculum course) or registration fee only (occupational extension course) for only approved job related classes.

### PCard Policy Update

Mr. M. White reviewed the policy with the Trustees.

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

### Authorized Use

*The P-Card is designed for repetitive small or large commodity type purchases.*

1. The North Carolina Administrative Code **01 NCAC 05B .1523** governs the P-Card Rules. At such time, the per-transaction limit shall be \$2,500 including current NC sales tax and applicable freight.
2. The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax exempt. **(CFCC is not Tax-Exempt).**
3. The cardholder strives to obtain the best value for the College by using “preferred suppliers” as identified by CFCC Purchasing.
4. The cardholder will comply with all State Purchase and Contract guidelines set forth in the CFCC Purchasing Procedures Manual.
5. The cardholder will seek and use HUB vendors in accordance with the CFCC HUB Plan which is available for review.
6. Prior to use, the cardholder will check budget and will not “over spend” budget availability. The monthly spending limit on your P-card **is not** a reflection of your actual budget.
7. Equipment repairs must be reported to the Inventory Control Officer prior to having repair work contracted or completed.
8. Institutional memberships may be paid using the P-card. Memberships are for CFCC and must be transferable if the employee leaves the College. Individual memberships **may not** be paid using the P-Card.

9. Meals associated with meetings and/or visitors
10. Payment of seminar and conference registration, hotel, airline tickets, shuttle and taxi services, parking fees, expenses for the cardholder only. Meals or fuel (employee travel related) are **NOT** allowed to be charged to the card. A CFCC Travel Request must have been completed and approved prior to these charges being made. The approved Travel Request must be attached with the transaction in WORKS.  
See note below.

**\*\*\*Important Note \*\*\***

**Documentation that Registration fee will be paid with P-Card must be included with travel request. Travel should be approved prior to registration fee being paid with P-Card. Purchasing will not be responsible for verifying. It is the responsibility of the cardholder to ensure this happens.**

### Naming Policy

Mr. M. White reviewed the current naming policy with the board.

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the following changes to the Naming Policy. Motion passed unanimously.

### **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~~ **\$10,000** 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 Executive Director of the Foundation or designee.

**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. **All naming opportunities shall be approved by following the guidelines outlined in II.A. above.**

## **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. Insurance Policies.** The Foundation will accept the surrender cash value of a life insurance policy towards a naming opportunity.

**D E. 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 F. 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 **and in writing** 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 G. 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 H. 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.

Gifts given for a facilities naming opportunity will be used to support capital improvements to the facility or, if the facility is not in need of capital improvements, the gift may support other college needs as designated by the Board of Trustees. A donor's gift can only be used for one naming opportunity.

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

**I J. Background Checks. Nominating Process.** The Foundation's Executive Director shall and the President is charged with determining whether a proposed person is appropriate for recognition prior to submitting a recommendation to the College Board of Trustees for final approval. A profile of the donor and of the honoree, the profile of the distinguished member of the College community, and information about how the gift will be paid must be provided. A written statement of intent from the donor must be made prior to the full Board of Trustees being asked to approve the naming. 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 K. Personal Background Check.** Criminal, financial, or other background investigation should may 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 L. 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 M. 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 N. Facilities Committee Role.** Naming opportunities must be approved by the Facilities Committee prior to consideration by the Board of Trustees.

**N O. 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 P. 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 Q. 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.

ND: 4820-2465-9994, v. 1

#### Direct Report to the President

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)(6) to discuss personnel. Motion carried unanimously.

The Board returned to open session.

A MOTION was made by Mr. Babb and seconded by Mr. Melia to approve Mr. Marty Richards as Executive Director of the CFCC Foundation. Motion passed unanimously.

Ms. Harlan stated that they are very excited to have Mr. Richards on board.

#### **Curriculum Committee**

##### Vet Med Tech Presentation

Mr. Melia stated that Dr. Redfern spoke to the Curriculum Committee regarding the Vet Med Tech program. Dr. Redfern is very excited to get started. The second full-time person has been hired. There will be 24 students in the program which is five semesters long. She has excellent contacts in the industry and the cats and dogs used will come from high-kill shelters.

Mr. Burney asked if a physician's assistant program is going to be developed. Dr. Lee stated that this has not been pursued at this time.

### **SGA Report –**

Mr. Bullock stated that the Earth Fest will be held on April 24 from 10am-2pm in the courtyard behind Union Station. Free food will be provided.

### **Foundation Report**

Ms. Harland reported on the following:

#### Gift of Education

The Annual Gift of Education Luncheon will be held on May 31. Last month the foundation had 50 tables filled, they now have 88. If you are hosting a table, you should have received an electronic save the date that you can easily email to your guests. The caterer for the event will be Middle of the Island and the keynote speaker will be Michele Holbrook of Corning. Please contact Wendy Littlefield if you are interested in hosting a table.

#### Schwartz Center Renovation

Co-Chairs, Jimmy Hopkins and Gabe Rich will have their first meeting on March 27, 2017.

#### Executive Director

Thank you for the opportunity to be involved in this search process. We are excited about the candidate that the committee has selected and are looking forward to getting this position filled.

#### Foundation Council

The executive team of the Foundation Board of Directors met last week. Everyone was pleased with the new space and the meeting was positive and productive. We will be bringing forth five nominations for new members to the Foundation Board at our next meeting in April. I have also agreed to serve for another year as the Foundation Chair with Mark Tyler serving as the Vice-Chair. If elected, these changes will be effective in July.

#### Merit Scholarships

Merit Scholarship Applications are being accepted from local high school graduates attending CFCC. If you know a local senior please encourage them to apply for this scholarship. Applications are available online.

#### New Gifts in February-

Waffle House sponsored the Sea Devils and gave away free waffles to basketball game attendees when the Sea Devils scored 100 points in a game.

Richard Desjardins generously supported the Cecil Crawford scholarship endowment.

Elaine and Jim Hynes have endowed a scholarship in honor of Hynes/Benny Hill scholarship.

We received many gifts including a significant gift from the Fabrications and Manufacturing Association in memory of Dave Barber of Wilmington Grill.

### **Faculty Association Report –**

Ms. Melvin reported on the following:

The Faculty Association held their second meeting on February 15, 2017 at the North Campus in room NA 331 at 4pm. Full minutes can be found at <http://cfcc.edu/fa/>.

Larry Tingen and Val Melvin met with CFCC's Chief Auditor Nina Taylor about FTE funding and Web Attendance. The results of that conversation prompted a discussion about the importance of accurate record keeping. Mrs. Taylor will attend our next FA meeting (Tuesday, March 28 at 1pm in U170) to address questions and concerns from faculty.

If you watch WECT in the morning you may have seen our Math Instructor Larry Tingen talking about the probability of a perfect NCAA March Madness brackets. Thanks to Sonya Johnson for setting that up and Molly Oak from WECT for the idea and interview.

### Announcements

Mr. Melia stated that Media is doing a much better job getting the word out about the college.

Jim, two new ads on television, digital media continues as well as some print ads booth at Wilmington expo, and many others. Also doing marketing material for GOE. Looking at putting advertising for the school on tractor trailers. Paragon award for season stage magazine. One of 92 colleges chosen.

Mr. W. White asked that the college work with the county for commercials.

**Date of next Meeting – April 27, 2017.**

Meeting adjourned at 6:17pm.

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Amanda K. Lee, President/Secretary

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Michelle S. Lee, Recording Secretary

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