

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
APRIL 27, 2017
5:00 PM

Following proper public notifications on April 21, 2017, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, April 27, 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; Dr. Chuck Kays; Mr. John F. Melia; Mr. David Ray; Ms. Mary Lyons Rouse; Mr. F. Matson White and Mr. Kyle Bullock, SGA President. Trustees not present: Mr. Jason C. Harris; Mr. Jimmy Hopkins and Mr. Woody White.

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. Sharon Smith, Executive Director Human Resources; Ms. Debi Causey, External Events Coordinator; Ms. Carol Brown, Director, Academic Advising Center; Mr. Travis Corpening, Coordinator, 3M Program; Ms. Jackie Foster, Dean, Enrollment Management; Mr. Dan Wilcox, Police Chief; Mr. Shane Fernando, Director, Wilson Center; Ms. Erica Reynolds, Pender Early College Liaison; Ms. Carolyn Greenough, Math Instructor and other employees (see below).

Others present were: Mr. Alex Dale, 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 Ms. David and seconded by Mr. Melia to approve the March 23, 2017, minutes as presented. Motion passed unanimously.

INTRODUCTION OF NEW EMPLOYEES

Mr. Morton introduced Ms. Sharon Smith, Executive Director of Human Resources to the Board of Trustees.

New Hires

Ms. Sharon Smith introduced the following new employees:

Wendolyn Kitchen	Secretary, Marine Technology	03/27/2017
Raymond Frank Charfauros	Veterans Affairs Coordinator	04/11/2017

Recognitions

Dr. Lee recognized Mr. Devon Woodrum and Ms. Jenniefer Lieblt to the Board of Trustees. Ms. Woodrum was awarded a \$5,000 Taco Bell Scholarship for art design and Jennifer Libelt was awarded the NCCCS Academic Achievement Award.

Dr. Lee also recognized Mr. Travis Corpening for his work on the Nixon Male Minority Program.

Chair's Report

Mr. Turner reviewed the following items:

NCACCT Leadership Seminar

The next scheduled NCACCT Leadership Seminar will be offered from August 23-25, 2017 in Wilmington, at the Hilton Wilmington Riverside. Please visit www.ncacct.org/index.html for additional information. If you need Trustee Orientation or Refresher Orientation please consider this seminar.

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.

Mr. Turner stated that he visited the Fire School held at the North Campus this past weekend and stated that the program is impressive.

President's Report

Dr. Lee reviewed the following items:

Thank you to our Board members who have been able to attend some of the end of the semester activities. This is a busy time for our school and we are proud to have the opportunity to share with you our student's successes.

Wells Fargo Golf Tournament: We are still planning to be an alternative parking location at the North campus if needed due to inclement weather. The City demolished the three buildings near PPD that we had leased (Buildings E, V, and C). This area will be used for a shuttle station during the tournament.

Azalea Festival: From the College's perspective, the logistics for the concerts and the concerts overall went well. We are still waiting to hear final numbers for ticket sales.

Facility Moves: Since last month, we have moved Defensive Driving from the G-Building to the 5th floor of Union Station. Curriculum management has not been moved yet as we decided to restructure this department. We are re-establishing an Instructional Operations division. This division will include curriculum management, high school liaisons, and online learning. The division will be located on the 2nd floor of the McLeod Building. All moves should be completed by mid-May at which point the G-Building will be allocated for storage for maintenance, custodial services, student clubs, college committees, and college event supplies.

SACSCOC: The Substantive Change onsite evaluation was held this past month. The team spent two days touring our Centers, interviewing employees and students, and delving into processes. At my exit visit with the Chair and our SACSCOC liaison they were most complimentary of our school. They were delighted with our students who were positive about their experiences and opportunities at CFCC. They also shared that of all the college liaisons, Pat Hogan was a master.

We will receive one recommendation regarding 3.3.1.1 - which covers Institutional Effectiveness. This is the same recommendation that we received at our reaffirmation visit. We were expecting this recommendation as we are still addressing the concerns from the last visit and still do not have a year's worth of evidence to show. Pat is leading the college, including our Centers, through a plan where we will have all of our program and departmental assessments on schedule with appropriate evidence to share in our follow up reports.

The committee's recommendation is to approve our request for substantive change. We will get a preliminary report where we will have five months to prepare our response. The final decision will be made by the Board in December.

Department of Education Audit: We still have not received our written report. We are however, moving forward with addressing all concerns and recommendations that were discussed during the on-site visit.

Grants: We have submitted a Federal Title III grant application which, if awarded, would provide CFCC with \$1,901,950 over five years to address retention and student success. This week, Tracy Holbrook, the project manager for the NSF (National Science Foundation) grant will be hosting the Chem-techathon and on Saturday awarding this year's winners. We have submitted a new grant application to expand the Chem-techathon to include local middle school students.

Legislative Update: We have not had any updates regarding the budget at this point. However, there are numerous proposed bills that we are watching. For example:

HB702 - Seniors CC Tuition Waiver. Waives tuition for NC residents over age 65 for up to 6 hours of credit per academic semester.

□ *NOTES:*

- *In order to make the waiver consistent with the previous waiver that was repealed in 2013, we are requesting that the bill include one non-credit course per academic semester.*
- *Waiver cost in 2013 was \$970,000.*
- *This bill differs from SB 438 which allows senior citizens to audit up to 6 hours of credit instruction. SB 438 is in S-Rules.*

HB 132 – High Achieving Tuition Scholarships. Would give scholarship to attend community college to high school graduate with a 3.5 or higher GPA (public, non-public, or home school) who is a US citizen & qualifies for in-State tuition. Student must maintain 3.0; complete at least 30 hours by end of academic year. Appropriates \$2 million for scholarship.

□ *NOTE: Bill will be referred to Appropriations*

HB 568 – Use of Institutional Trust Funds. Prohibits community colleges & UNC institutions from using institutional funds for political purposes, including advertising costs for bond referenda.

SB 211 – Charter Schools/Higher Ed. Allows community colleges and UNC institutions to operate charter schools.

SB 380 – Encourage High Schoolers to Attend CC. *As title indicates.*

SB 438 – Allow Senior Citizens to Audit UNC/CC Courses. Directs SBCC to adopt policy to allow individuals who are 65 and older to audit up to 6 hours of curriculum courses per semester. Attendance by audit is not counted for budget FTE purposes.

□ *NOTE: In order to be consistent with the prior tuition waiver, we are proposing that senior citizens also be allowed to audit one non-credit course per semester.*

SB 510 – Surplus Equipment Auctions. Directs State Surplus Property to issue RFP to conduct auctions for State surplus property and equipment. For non-DOT equipment, auctions will be held on community college campus closest to the majority of the items for auction.

SB 516 – State Employees/Paid Parental Leave. Among other agencies, requires SBCC to develop policies to allow community college employees to share leave with another employee for the purpose of paid parental leave.

SB 529 – EMS-Recommendations. Requires SBCC & UNC-BOG to develop mandatory biennial training for students regarding safety protocols for a terrorist attack.

SB 652 – Increase Access to Higher Ed. Provides in-State tuition for any student who has attended an NC school for at least 3 consecutive years immediately prior to high school graduation.

School Calendar Bills.

HB 375 – School Calendar Flexibility/CC. Allows local school boards to align with CC calendars so long as opening date is no earlier than August 15th.

□ *STATUS:* Senate Rules

HB 389 – School Calendar Flexibility Pilot Program. Requires State Board of Education to establish 3-year school calendar pilot program. Pilot schools could open no earlier than Monday closest to August 10th. Counties that may participate include: Anson County, Bladen

County, Cabarrus County, Caldwell County, Cherokee County, Cleveland County, Davidson County, Duplin County, Graham County, Greene County, Guilford County, Martin County, McDowell County, Mitchell County, Northampton County, Robeson County, Rowan County, Warren County, Washington County, and Wilson County.

☐ *STATUS*: Senate Rules.

Board of Trustee Appointing Authority -- HB 12, HB 14, HB 490. All bills are in Senate Rules.

Marketing Update:

☐ **TV Ads**

- Working on two new ads for the fall campaign – Our film/video and drama students were involved in the production and acting for the first ad, which is in the final stages of editing.

☐ **Digital Billboards**

- Digital billboards advertising summer/fall registration will go up end of April.

☐ **Static Billboards**

- Burgaw 1220 US 117 North; Holly Ridge
- Currently scouting for a new location for a Surf City billboard - ongoing
- Currently scouting for a static board near Castle Hayne (North Campus) to begin in May and ongoing

☐ **Bus Wraps**

- Four City of Wilmington buses – bus wraps and ad cards inside
- Ads will run on buses in May and June

☐ **Radio**

- Radio ad to support Summer/Fall registration to begin week of 4/24
- Exploring talk radio options with new station Big Talker with Chad Adams
- WHQR Underwriting is ongoing
 - Currently running to promote the Small Business Center and Continuing Education
 - ☐ 5 announcements each week during “drive time” – 10 per week on classical channel

☐ **Prospect Marketing**

- Launched prospect marketing campaign at CFCC Expo night. Messaging will begin going out to attendee’s week of 4/24.

☐ **Digital Marketing**

- Ongoing digital campaign (digital ads, retargeting, search engine marketing and optimization).
- Social media boosts ongoing, and ads for general college, specific Con Ed classes and low enrollment program ads; and currently working on growing all social media channels and digital marketing efforts.

☐ **Print**

- **Wilmington Business Journal**
 - Print ads and digital ads currently running to promote Continuing Education.

- Special ad in Golf Tournament Issue for Workforce Training/Continuing Education
 - **Encore**
 - Promotes Daniels Gallery exhibitions – on-going
 - **Pender Post and Voice**
 - Ads currently running to promote both Curriculum and Continuing Education Courses in Pender County
 - **Postcards**
 - Direct mail campaign promoting summer and fall registration mailing in May.
- **Upcoming Events/Event Marketing**
 - Community Relations is also supporting the Foundation on the **Gift of Education** luncheon on May 31. The Creative Services team is creating the invitation and sponsorship cards for that event.
 - Commencement Ceremonies – May 12 – marketing materials being created and communications with students and employees underway
 - Blueberry Festival booth– June 16, 17 – Burgaw
 - EXPO follow up with student, faculty, and staff survey
- **Other marketing initiatives**
 - Exploring wrapping of college owned transfer trucks for promotional purposes
 - Ordering giveaway items events
- **Community Relations News**
 - **Cape Fear Community College received four awards from the Higher Ed Marketing Report:**
 - Con Ed Schedule (Reach Magazine):Gold Award
 - Television Advertising- Single Spot: Bronze Award (<https://www.youtube.com/watch?v=ITAhKPcm41Y>)
 - Outdoor Campaign "Wow Moments happen here": Merit Award
 - Schwartz Center Campaign: Merit Award

Dates to remember:

May 17th 5:00-6:30pm is our meet and greet with the new Executive Director of the Foundation on the 2nd floor of Union Station. Marty Richards’ first day is May 1st.

May 31st 11:30am-1:00pm Gift of Education at the Schwartz Center.

Early August we will hold a ribbon cutting and open house for our new buildings at the North campus.

My activities this past month:

- Attended the NCACCT Law Seminar and President’s meeting in Raleigh with Bill Turner
- Attended the installation of Dr. Jimmie Williamson as NCCC System Office president in Hamlet, NC

- Speaking Engagements: 100 Black Men, PV Men’s Coffee Club, Kiwanis Scholarship Recipient Lunch, Wilmington Women’s Club, NHC Employee Recognition Banquet
- Jimmy Hopkins, Gabe Rich, and I met regarding the Schwartz Center campaign
- SACSCOC Substantive Change accreditation visit
- Foundation Council, Board of Directors and Gift of Education meetings
- Hosted various guests at Our Place for lunch
- Student Events: Celebration of Service Learning, Annual CFCC Boat Show, Story Force Annual Dinner, Student Recognition Ceremony, CFCC Expo, Sea Devil Athletic Award Banquet, Chem-techathon, Orchestra and Chorus concert, CFCC Athletic Signing Day, Music Recital
- CTE High School meetings discussing student selection and the Memorandum of Understanding
- ILM Business Park Focus Group member
- Azalea Festival activities
- Pender County Communities in Schools annual breakfast
- Met with the Honorable David Rouzer through the UNC-W Entrepreneur event

Facilities & Equipment Committee

Mr. Morton reviewed the following items. The HEATT building has received beneficial occupancy.

Advanced & Emerging Technologies

Project Status

1. Project update:
 - a. HEATT building has SCO beneficial occupancy inspection set for April 19.
 - b. HEATT furniture is installed
 - c. Finish painting and ceiling tile, paving, underway at A&ET.
 - d. HVAC and building envelope testing and commissioning underway
 - e. Clearing, grading and drainage for Sidbury Road turn lane underway
 - f. A&ET furniture is delivered.
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 4th week of April at A&ET
- d. Fixed seating installation in lecture hall – late April at A&ET
- e. A&ET Finishes and painting continue
- f. Sidbury Road widening and power line parking lot work continues

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	2,385,368.00	
4	Other Contracts	-	831,299.42	
5	Other Fees	800,000.00	393,109.96	
6	Work Performed by Owner	705,453.00	-	
7	Equipment	4,000,000.00	3,130,615.51	
8	Contingency	990,000.00	\$1,355,964.67	
		41,689,184.00	37,591,853.56	\$4,097,330.44

***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.**

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 and will be submitted to State Construction in April.
 - 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.

NCCCS 3-1

A MOTION from the Facilities & Equipment Committee recommends approval of the NCCCS-3-1 for the Schwartz Center in the amount of \$4,289,445. Motion carried unanimously.

Schwartz Center Lockers

Mr. Morton gave each trustee information on the Schwartz Center locker campaign. There are a total of 50 lockers available for naming.

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	\$97,170.00	\$76,725.00	Hold /Move Construction \$ for "W" Bldg. Renovation Project
7	Replace or Retrofit Exterior Lighting at Wilmington Campus			\$3,067.09	\$3,067.09	\$112,205.00	\$109,137.91	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	In design, bid anticipated June 2017
10	Landscape Gardening 24'x 24' Storage Building	\$5,500.00		\$0.00	\$5,500.00	\$60,000.00	\$54,500.00	In design, bid anticipated April 2017
11	Carpentry Classroom Building	\$6,085.00	\$67,928.58	\$85,126.90	\$159,140.48	\$174,886.04	\$15,745.56	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			\$141,842.09	\$141,842.09	\$200,000.00	\$58,157.91	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

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
5	Burgaw Center: Change all light fixtures from T-12 TO T-8			\$7,544.18	\$ 7,544.18	\$ 7,544.18	\$ -	Maintenance Staff completing, Spring 2017 Completion

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
3	AWB Surf City Center - Expand Paved Parking	\$22,755.79	\$283,700.00	\$9,400.00	\$315,855.79	\$295,095.87	(\$20,759.92)	Construction Estimate Completion September 2017 * \$20,759.92 to be covered out of fund balance
4	AWB Surf City Center - Install Security Cameras			\$ 6,691.02	\$6,691.02	\$5,000.00	(\$1,691.02)	Aux. Service/Campus Police, Completion Spring 2017 * \$1,691.02 to be covered out of fund balance.

Connect NC Bond Projects - Status Summary Report

Connect NC Bond Projects - Status Summary Report								
		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	

Finance Committee

Mr. Burney reviewed the following reports.

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision of an increase of \$10,658 as presented. Motion passed unanimously.

State Budget Revision

<u>Budget Description</u>	<u>Amount</u>
Customized training allocation for Fenner Drives	\$ 2,134
Customized training allocation for Alcami	2,298
Customized training allocation for GE Nuclear	<u>6,226</u>
Net Increase to the State Budget for the Month Ended	<u>\$ 10,658</u>

March 31, 2017

State Budget Summary

The State Budget Summary reported 70.84 percent of the budget had been expended as of March 2017.

County Budget Summary

The County Budget Summary reported 58.05 percent of the budget had been expended as of March 2017.

Institutional Funds Report

An Institutional Funds Report was reviewed with the Trustees.

Foundation Quarterly Report

Mr. Morton reviewed the Foundation Quarterly Report.

Current Year to Date Ending: 3/31/17

Cash Balances	3/31/2016	3/31/2017
Unrestricted Funds	\$166,852.16	\$89,513.12
Restricted Funds	\$1,317,074.21	\$1,236,340.94
Scholarship Reserve (Restricted)	\$250,000.00	\$250,000.00
Schwartz Center Renovation Campaign	\$474,600.00	\$433,975.37
Total Cash Balance:	\$2,208,526.37	\$2,009,829.43

Cash Received YTD	3/31/2016	3/31/2017
Total Received YTD	\$1,529,839.95	\$810,597.95
HFAC Pass Through for Programs	\$565,377.51	\$65,000.00
Cash Gifts & Pledge Payments YTD	\$964,462.44	\$745,597.95
Total Number of Donors YTD	1004	757
Total Number of Gifts YTD	2532	1908

Endowment (Restricted)

	3/31/2017
Beginning Balance, July 1, 2016	\$7,324,898.59
Interest Income	\$53,780.74
Fees Fiscal YTD	-\$24,849.46
Deposits Fiscal YTD	\$201,092.43
Withdrawals	-\$197,093.46
Net Realized and Unrealized Gains/Loss	\$471,139.05
Ending Balance Endowed:	\$7,828,967.89

Pledges	3/31/2016	3/31/2017	Due 2016	Due 2017	Due 2018	Due 2019	Due 2020
Beginning Pledges Outstanding July 1	\$351,969.57	\$567,884.33					
New Pledges Received YTD	\$75,915.42	\$30,220.23					
Ending Pledge Balance:	\$356,830.48	\$414,305.71	\$57,591.76	\$144,090.83	\$119,289.78	\$77,333.34	\$16,000.00

Annual Events

Cultivation Dinner Oct 12, 2016*	\$1,580.98	\$560.00
Donor Appreciation February 22, 2017*	\$3,228.00	\$2,422.00
Gift of Education Sponsorships May 31, 2017	\$1,504.87	\$10,000.00

**Expenses paid from unrestricted funds*

Grant Report	3/31/17
Funds Awarded	\$499,632.67
Funds Received	\$249,339.71

Humanities & Fine Arts – Quarterly Report

Mr. Morton reviewed the HFA Quarterly Report. The rental of equipment is for artist requests. Buying the sound equipment has saved the center approximately \$100,000 this past year. Mr. Fernando stated that the staff are working to bring more acts to the center. Mr. Melia stated that the center is showing a profit in less than two years and that the center and its employees are doing a great job. Mr. Babb stated that the community needs to know that the center is contributing in a positive way financially to the state and county. Mr. M. White stated that the trustees need to let employees know that they appreciate them.

Administrative & Personnel Committee

Department of Education Preliminary Program Review Report

Dr. Lee stated that she has addressed some personnel issues that she has become aware of and if you have questions or concerns please contact her at your convenience.

Dr. Lee also presented the findings of the Department of Education Audit Preliminary Report.

There were 4 findings:

Finding #1 - Failure to Perform R2T4 for Unofficial Withdrawals

There was no way to differentiate between an earned failing grade from a "walk away" failing grade. Students who dropped out without withdrawing need to reimburse the financial aid that they were given. We have been asked to identify these students from 2015-2016 and 2016-2017 and calculate the aid that needs to be returned. In the future, we will be using a new grade (XF) for students who fail a class when they do not continue attending. This is the only finding with a financial obligation.

Finding #2 - Inaccurate Enrollment Reporting

Our documentation of a student's withdrawal date was not always consistent. We submit an official withdrawal date but in some cases another date (last date of attendance) was also considered the withdrawal date. We will be revising our processes in the future to ensure all of the dates are consistent.

Finding #3 - Entrance/Exit Counseling Not Documented

All students who take out loans must receive counseling. In one of the student files audited the counseling appeared to have not been completed. This finding is not completely accurate as the student did receive entrance counseling but for a different type of loan and then the loan was never disbursed. However, we need to improve our documentation so that there is not any confusion in the future.

Finding #4 - Ineligible Students - Not Registered with the Selective Service

There were two students who received financial aid and the auditors could not find documentation that they had registered for selective service. We will revise our processes to ensure that the documentation is clear and easy to find.

Dr. Lee explained the details of the report. This is the first Department of Education Audit that the college has ever been through.

There are changes that need to be made to the Academic Information, Withdrawal and Return of Federal Funds Policy. We respectfully ask the Board of Trustees for permission to make the necessary changes to this policy now to bring the College into compliance and bring the finalized copy to the Board of Trustees at the next regularly scheduled meeting.

A MOTION was made by Mr. Babb and seconded by Mr. Melia to allow the College administration permission to update the Academic Information, Withdrawal and Return of Federal Funds Policy to allow the college to comply with standards now as long as the final policy is brought to the Board of Trustees at the next regular meeting. Motion carried unanimously.

Mr. M. White stated that there are a couple of items that need to be addressed. Ms. David stated that she would like for the college to see if pay is uniform across the college. Dr. Lee stated that Mr. John Upton is currently reviewing pay inequities. Ms. David would like for HR to consider closing at 12 pm on Fridays in the summer. Ms. Rouse asked does the college have summer hours. Dr. Lee stated that the college has alternative hours all year. Dr. Lee stated that she will look into the matter. Ms. David asked why we maintain a full staff between Christmas and New Year's. Mr. Turner stated that the trustees would like to find ways to reward the staff. Ms. David also stated that employees should get their birthday off. Mr. M. White stated that the faculty and staff make the college successful and he would like to see the college take a look at these items and give perks where we can.

Ms. Rouse stated that she is disappointed that invocation is no longer included in commencement. Dr. Lee stated that the invocation cannot be done by anyone but a student. Dr. Lee stated that many complaints were coming from the college faculty. Mr. Dale stated that this is an area of great misunderstanding, new case law was laid out and there are ways to do this. Mr. Dale can work with Dr. Lee on some options.

A MOTION was made by Mr. Babb and seconded by Mr. Ray 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.

The Board returned to open session. No action was taken.

SGA Report –

Mr. Bullock stated that he is graduating and thanked everyone for their support and the opportunities that the school has given him. Introduced Samuel Brohaugh, a dual-enrolled student that will become the next president.

Faculty Association Report

Ms. Melvin presented the following report.

Anthony Floyd who is a CFCC cheerleader and mascot is graduating and moving on to Disney.

The last three faculty association officers have been from the math department.

The Faculty Association held our last meeting on Tuesday, March 28, 2017 at the Downtown Campus in room U170 at 1pm. Full minutes can be found at <http://cfcc.edu/fa/>.

Dr. Jennifer McBride updated us on the revised QEP initiative and the new goals and objectives.

CFCC's Chief Auditor Nina Taylor, VP Melissa Singler, and Online Learning Coordinator Dr. Chantae Calhoun spoke about FTE funding, the importance of accurate WebAttendance, and answers questions from the faculty members that attended. The conversation was informative for those who attended and we thank them for their willingness to come to our meeting.

Thomas Massey gave us an update on the North Carolina Community College Faculty Association and encouraged us to attend their next meeting in 2017 Fall.

Elections for FA President, Secretary, and Treasurer will be held at our next meeting on Thursday, May 11th at 10am. All officers and faculty are encouraged to attend, then head to the faculty planning retreat starting at 11am the same day.

Foundation Report

Executive Director

Marty Richards will begin his job as the CFCC Foundation Executive Director on May 1, 2017. There is a Meet and Greet scheduled on May 17, 2017, at 5:00pm on the 2nd floor lobby of Union Station. Please help us introduce him to the community

Gift of Education

As of Monday the 24th, 87 tables committed. Invitations were mailed on Monday. Please let the Foundation know who is coming to your table (names and addresses)

Merit Scholars

High-standards criteria scholarship available to Pender or New Hanover seniors attending CFCC. The Foundation received 14 applicants which is twice as many as we received last year. Once selected, the recipients will be invited to a reception and awards will be publicized.

New Board Members/Officers

The following individuals will be joining the Foundation Board: Betty Lanier, Robert "Bob" Loweth, Rose Zimmer and Justin LaQuire. Ms. Martha Harlan will serve as Chair and Mr. Mark Tyler will serve as Vice-Chair.

Finance/Grants

Based upon feedback from the Finance Committee of the Trustees, we will be asking the Executive Director to share more detailed information with you regarding finances and grants.

Announcements

Date of next Meeting – May 25, 2017

Meeting Adjourned at 6:50 pm.

Amanda K. Lee, President/Secretary

Michelle S. Lee, Recording Secretary

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