

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 25, 2017
5:00 PM

Following proper public notifications on May 15, 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. Jason C. Harris; Dr. Chuck Kays; Mr. John F. Melia; Ms. Mary Lyons Rouse; Mr. F. Matson White and Mr. Woody White. Trustees not present: Mr. A.D. “Zander” Guy; Mr. Jimmy Hopkins and Mr. David Ray.

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; Mr. Dan Wilcox, Police Chief; Ms. Erica Reynolds, Pender Early College Liaison; Ms. Lynn Criswell, English Instructor; Mr. Larry Tingen, Faculty Association President; Ms. Val Melvin, Faculty Association Vice President and other employees (see below).

Others present were: Mr. Alex Dale, Attorney Ward & Smith
 Mr. Zach Driver, Reporter, WECT

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. Melia and seconded by Ms. David to approve the April 23, 2017, minutes as presented. Motion passed unanimously.

INTRODUCTION OF NEW EMPLOYEES

Dr. Lee introduced Mr. Marty Richards, Executive Director of the CFCC Foundation.

Ms. Smith introduced the Mr. Brian Jenó, Boat Captain/Marine Technology Instructor.

CHAIR'S REPORT

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the June 22, 2017, meeting.

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary. Mr. William Turner will chair the committee with members Mr. Louis Burney, Dr. Chuck Kays and Mr. Hopkins.

Graduation

Summer Graduation is set for Friday, August 4, 2017. It has not been determined yet if there will be one or two ceremonies. More details will follow.

Ribbon Cutting

The Ribbon Cutting for the AET Project will be held on Thursday, June 29, 2017 at 10am.

NCACCT

Mr. Turner reported that there have been some issues with the North Carolina Association of Community College Trustees. Some colleges have chosen not to join the organization. New legislation will require the North Carolina Community College System to complete all trustee training. The college currently pays \$5,300 per year to join the organization.

GOE

The Annual Gift of Education Luncheon will be held on March 31, 2017. Mr. Turner would like all trustees attending to make sure they personally thank attendees.

Ad Hoc Committee

Mr. Turner reported that he has been appointed to the NCCCS Ad Hoc Committee.

PRESIDENT'S REPORT

Dr. Lee reviewed the following:

Thank you to the Board members who were able to attend our Commencement ceremonies, pinnings, and the Meet and Greet with our new Foundation Executive Director. It has been an exciting end to our academic year and we appreciate your support of our students more than ever during this busy time.

Facility Moves: Since last month, we have relocated Financial Aid to the same area as Admissions. We moved Community Relations to Union Station where Financial Aid was before. Finally, Instructional Operations (which includes curriculum management, curriculum scheduling, online learning, and our high school liaisons) has been moved to the McLeod building (S) to where Community Relations was. There is only one person left in the G building and he will be moving to the North campus shortly.

General Facilities Work: The Burgaw classrooms are being updated with new furniture and also three downtown classrooms (W, K, F buildings) are being refurnished. In the Health Sciences/LRC building (L) we are painting, cleaning, repairing and changing the lighting to LED in all of the restrooms. The exterior of the X-Building has been painted.

Department of Education Program Review Report: We are preparing our response to this report which is due by June 20th. Of the four findings, we are considering challenging two (Finding 3: Entrance/Exit Counseling Not Documented and Finding 4: Ineligible Students – Not Registered with Selective Service). We have identified the “walk away F’s” from 2015-2016 and 2016-2017 academic years and are compiling this data to submit. Thank you for allowing the college to move forward with the revision to our policies in order to better identify these students in the future (we will be assigning a grade of XF for “walk away F’s”).

Dates to Remember:

May 31st, 11:30-1:00 – Gift of Education at the Schwartz Center. Parking will be in the Hanover deck.

August commencement is on Friday the 4th. Times have not been finalized yet.

My Activities this past month:

Attended various student events such as the Director’s showcase, the student art show, drama student’s showcase, voice concert, Surgical Technology pinning, Medical Sonography pinning, ADN pinning, OTA pinning, and commencement.

Town Hall meetings

Gift of Education planning meetings

SEA-Tech inaugural luncheon to welcome the newly selected students

YWCA Women of Achievement Gala

Celebrated this year's Student Ambassadors by taking them to lunch

Meet and Greet for Marty Richardson

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. Morton reviewed the following reports.

Advanced & Emerging Technologies

Project Status

1. Project update:
 - a. We have unrestricted occupancy of the HEATT building and the diesel program will start moving after commencement.
 - b. A&ET finishes complete – Painting, flooring and Ceilings
 - c. Punch list underway at A&ET.
 - d. HVAC and building envelope testing and commissioning underway
 - e. Fixed seating installed at lecture hall
 - f. Sidbury Road turn lane has been paved with binder course up to bridge.
 - g. Landscape plantings and seeding installed
 - h. All temporary structures and storage have been removed.
 - i. A&ET furniture is delivered
 - j. Vet building is within 2 weeks of punch list starting.
2. Change Orders
 - a. General Contractor
 - i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-10 has been executed and G-11 is being prepared by the GC now.
 - b. Designer
 - i. Design change requests are pending for the greenhouse and for the final contract time length of the project.
3. Schedule:
 - a. A&ET punch list 2nd floor this week, first floor next week
 - b. Furniture installation started at A&ET
 - c. **Current completion date – June, 2017.**

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. Construction Documents underway by design team and will be submitted to State Construction in May.
 - 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. 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 5/15/2017
 - c. SCO construction document review – up to 60 days – Complete 7/15/2017
 - d. Project ready to bid August 2017.
 - e. Start construction September 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 Funded 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	\$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 Date Set 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 May 2017
11	Carpentry Classroom Building	\$6,085.00	\$67,928.58	\$86,949.18	\$160,962.76	\$174,886.04	\$13,923.28	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			\$145,499.98	\$145,499.98	\$200,000.00	\$54,500.02	Proceeding (Aux Svc & Campus Police) June 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

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
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, Summer 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
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 May 2017 *\$1,691.02 to be covered out of fund balance.

NC Connect Bonds

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	

Mr. Morton stated that a considerable amount of time has been spent investigating the placement of Our Place. After investigation, it seems the logical place for them is in the W Building. The kitchen on the 5th floor will serve Continuing Education. Ms. David stated that she is excited for the space to be renovated for the students.

Project Status – F Building

“F” BUILDING – Workforce Training Building

4. Project update:
 - Construction documents are 95% complete
 - In house estimating ongoing
 - Informal contract and bid package being prepared
 - Auto customizing room, shop ceiling repainting and shop LED relighting will be alternates.

5. Schedule:
 - Design work is underway - design development drawings are complete
 - Advertise bids for construction by June 2017
 - Construction to start Summer 2017 pending programs moving into HEATT/A&ET.

6. Construction Change Orders:

None at this time.

7. Designer Change Orders:

None at this time.

Project Status – W & K Buildings

“W” BUILDING – Emmart & Burnett Buildings
&
“K” BUILDING – Collision Repair & Refinishing Technology -Auto Body
(Combined Design Contract)

8. Project update:

- Combined schematic design and design development package for K building will go to state construction for review on or around May 15, 2017.
- W building will be a little behind K bldg as we are working on schematic design of dining and classroom spaces and to stay within the budget.
- Design has been reviewed with end users from auto body, boatbuilding, marine tech, culinary and hospitality and comments incorporated wherever feasible.

9. Schedule:

Our plan is to complete design and bids for construction to start Summer 2017.

10. Pending Construction Change Orders:

None at this time.

11. Designer Change Orders:

None at this time.

FINANCE COMMITTEE

Mr. Burney reviewed the following report regarding uncollectible debt.

A MOTION from the Finance Committee recommends approval of the write-off of uncollectible debt in the amount of \$129,428.48. Motion passed unanimously.

State Budget Revision

Mr. Burney reviewed the following State Budget Revision.

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision in the amount of \$4,871. Motion passed unanimously.

State Budget Summary

The State Budget Summary reported 78.96 percent of the budget had been expended as of March 2017.

County Budget Summary

The County Budget Summary reported 63.10 percent of the budget had been expended as of March 2017.

Institutional Funds Report

An Institutional Funds Report was reviewed with the Trustees.

Curriculum Committee

Ms. David stated that the college had previously spoken about having recruiters in the high schools. A Career Coaches program is now being funded by NC Legislators. The program is allotting \$1 million per year in funding to place counselors in high schools. CFCC is not currently participating in the program but will be completing an application. There is also a remediation program which allows community colleges to work with high schools to improve English and math skills for college preparation. This should directly affect FTE for the college. Mr. Burney asked how long the program has been in place. Ms. David stated that it has been available for 2 years. Ms. Lisa Estep, State Board Member, will keep the college informed on the process.

ADMINISTRATIVE & PERSONNEL COMMITTEE

Dr. Lee presented the following policy changes that were approved by the Board of Trustees at the April 23, 2017 meeting for review.

Policy Revisions

Withdrawal, Academic Information (XF Grade), Financial Aid Qualitative and Quantitative Standards, Return of Federal Funds

1. Withdrawal Policy

Students who officially withdraw from a class within the first 60 percent of the **term** will receive a grade of "W." Students who do not officially withdraw from a class by the 60 percent point and continue to attend and/or participate by completing assignments will receive at the conclusion of the term a final grade from the class instructor(s) that is based on the attendance and grading policies for the class.

Students who wish to withdraw after 60 percent of the **term** must obtain permission in writing from their instructor and department chair. Permission will be granted for extenuating circumstances only. Documentation is required. No withdrawals may be requested during the last week of the semester.

Students who unofficially withdraw from a course will be issued a final grade of XF. A grade of XF will be assigned as a student's course grade when all four of the following conditions are met:

- 1. Attended a course at least once in the first 10 percent of the course.**
- 2. Stopped attending at least one academic-related activity on or before the 60 percent date of the term.**

3. **Did not officially withdraw or return to the course beyond the 60 percent date of the term.**

4. **Failed a course due to attendance versus academic performance.**

No tuition or fee adjustments will be made. The XF grade will calculate the same as an F (failure) grade, affecting GPA in the same manner as an F. Students who receive an XF grade may be required to repay a percentage of their Federal Aid back to the Department of Education or to the Veteran's Administration.

Notes:

- Please refer to the Academic Calendar for the withdrawal deadlines for each term.
- Financial Aid students who stop attending class and receive a grade of "W" or "XF" may be required to repay a percentage of their Federal Aid back to the Department of Education. Go to <http://cfcc.edu/finaid/> for more information about financial rules and policies.

2. Academic Information (XF Grade)

Add the XF grade under the *Grading System* section on page 17 of the Catalog/Student Handbook.

3. Financial Aid Qualitative and Quantitative Standards (Catalog/Student handbook page 28)

Add XF to the listing and remove WP, WF, and NC.

Grades of "W", "~~WP~~", "~~WF~~", "~~NC~~", "NS", "I", "R", "U", "F", and "XF" do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum timeframe. Audited courses are not eligible for financial aid funding and are not included in the determination of a student's enrollment status for financial aid purposes.

4. Return of Federal Funds Policy (Replace this entire section in Catalog/Student Handbook on page 29)

Financial aid is awarded to students under the assumption that they will attend school for the entire period for which financial assistance is awarded. Per the U. S. Department of Education, students who do not earn at least one passing grade per semester are considered to have unofficially withdrawn from school.

A Return of Title IV Aid re-calculation is required for students who do not earn credit in at least one course in a term (grade of D or above), or who receive one or more of the following grades in all their courses: "W", "~~WP~~", "~~WF~~", "~~NC~~", "NS", "I", "R", "U", "F", and "XF". An account balance will be created if the re-calculation results in the return of financial aid to the Department of Education's Title IV programs. The funds will be returned to the appropriate federal programs in the following order:

Unsubsidized Direct Loan
Subsidized Direct Loan
Federal PLUS Loans
Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (FSEOG)

Unpaid balances due to CFCC that result from amounts returned will be charged back to the student. This policy is separate from the institutional refund policy.

A MOTION was made by Mr. Melia and seconded by Ms. Rouse to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(6) to discuss personnel and North Carolina General Statute Section 143-318.11(a)(3) to discuss attorney client privilege, Spring versus CFCC. Motion carried unanimously.

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

Mr. Turner, Ms. Rouse and Mr. M. White will meet with Dr. Lee regarding her evaluation immediately following the meeting this evening.

OTHER REPORTS

SGA Report

Faculty Association Report

The Faculty Association was very busy in May. We met with CFCC's HR Director Sharon Smith on Wednesday, May 10, at 1pm; and then with Dr. Lee, Jim Morton, Melissa Singler, and Dr. Minus at 3:00 pm on the same day. The following day we held our last Faculty Association meeting for the 2017 Spring term on Thursday, May 11, 2017 at the CFCC Downtown Campus in room N202 at 9:30 am. Full minutes will be posted at <http://cfcc.edu/fa/>.

We introduced ourselves to Mrs. Smith and hit the ground running. Here's a short rundown of what we covered:

- We are glad to report the Adverse Weather Policy that cost some faculty their personal day has been fixed by Dr. Lee and Mrs. Smith.
- All faculty members are encouraged that John Upton has completed a Wage Compression study for CFCC faculty members and we look forward to seeing that data
- We brought up Faculty Titling and will get all the data collected by our previous and current FA officers
- We discussed the Employee Evaluations for the 2016-2017 Academic Year and have a lot of feedback on ways to make it better
 - We are encouraged that Mrs. Smith will be normalizing the scores and is already working on a new process and tool for future evaluation (which we will help with in any way possible)

We want to say thank you to Sharon Smith for her time and we are encouraged by the conversation and ideas we discussed going forward.

Our meeting with Dr. Lee, Jim Morton, Melissa Singler, and Dr. Minus covered the following topics:

- We thanked Dr. Lee for fixing the adverse weather policy
- We had a long discussion about the 2016-2017 Employee Evaluations and suggestions about ways to make the process better in the future:
 - We emphasized the fact that with no significant raises for the past 7 years, employee evaluations are strongly tied to faculty morale, and thus the instrument needs to be improved and scores normalized across departments and divisions
 - Feedback from supervisors should come to faculty throughout the year rather than once a year at the end of the Spring semester
- We understand that falling enrollment and FTE are causing our base budget to drop, but current faculty salaries need to be revisited using the work by John Upton or another salary study that was requested by the Board
- We are still working on a supervisor evaluation and will continue to pursue it
- We gave some suggestions on “free perks” for CFCC Faculty and Staff along the lines of those suggested at the previous Board of Trustees meeting

Our Faculty Association meeting was well attended and the high points were:

- Dr. Minus and Angela Murphy discussed the new XF grade and how it will impact faculty
- Installed Larry Tingen as FA President, Susan Booth as FA Secretary, and Terri Address as FA Treasurer
- Discussed the 2016-2017 Employee Evaluations
- Informed the faculty about John Upton’s work on the wage compression study
- Reviewed the faculty response to our request for any transfer elective classes that were being underutilized or not taught anymore

Following this we attended the Faculty Planning Retreat in Union Station. The progress made this year based on the suggestions from last year was impressive and we hope it will continue. Thank you to Pat Hogan and everyone that worked on the retreat.

We changed our procedure for the 2017 Spring Graduation. Instead of having the FA President attend all the ceremonies, we had three different officers attend the graduation that corresponded to their department. Larry Tingen attended the 10AM ceremony, Terri Address attended the 1PM ceremony, and Susan Booth attended the 4PM ceremony. The FA Officers express gratitude for allowing our presence on stage at the graduation ceremony.

This summer, FA President Larry Tingen will be working with Melissa Singler on many of the topics discussed above (and many more), with Dr. Jason Chaffin on assessing student artifacts for evidence of quantitative and scientific reasoning, with Dr. Jennifer McBride on new student orientation, and will continue meeting with CFCC’s administration on a monthly basis.

Finally we want to thank CFCC’s Administration and Board of Trustees for their work over the past year.

Points to Bring Up:

- Marilyn Goodman Anderson Award Committee
- Creation of an “Adjunct Faculty of the Year” award

Foundation Report

Mr. Richards presented the following report and stated that much work is being done in the foundation at this time.

Thank you to the Board of Trustees who were able to attend the reception last week to meet our new Executive Director. Marty is quickly getting settled in and already connecting with our Foundation Directors and donors.

We are excited about the Gift of Education. There are 92 tables committed and names of attendees continue to come in to the Foundation. If you are hosting a table, please get us your list of attendees as soon as possible. Michelle Holbrook of Corning will be our keynote speaker and we have three students prepared to share their stories with us.

Our next Foundation meeting will be in July where we will recognize our new members, new officers, and establish our fundraising goals for the upcoming year.

Announcements

Date of next Meeting – June 23, 2017

Meeting Adjourned at 7: 45pm.

Amanda K. Lee, President/Secretary

Michelle S. Lee, Recording Secretary

/ml

