

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 6, 2017
6:00 PM

Following proper public notifications on July 3, 2017, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, July 6, 2017, at 6:00 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. F. Matson White and Mr. Samuel Brohaugh. Trustees not present: Ms. Mary Lyons Rouse and Mr. Woody White.

Employees present were: Dr. Amanda K. Lee, President; Mr. Pat Hogan, Executive Director of Institutional Effectiveness; 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; Mr. Marty Richards, Executive Director CFCC Foundation, Mr. Kenneth Hufham, SGA Advisor 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. Burney to approve the May 25, 2017, minutes as presented. Motion passed unanimously.

INTRODUCTION OF NEW EMPLOYEES

There were no employee introductions.

OATH OF OFFICE

Mr. Zander Guy was reappointed to the CFCC Board of Trustees by the Pender County Commissioners for a four-year term ending on June 30, 2021.

Ms. Ann David was reappointed to the CFCC Board of Trustees by the New Hanover County Board of Education for a four-year term ending on June 30, 2021.

Mr. Samuel Brohaugh was elected SGA Officer for the year 2017-18.

Ms. Lee administered the Oath of Office to Mr. Guy, Ms. David and Mr. Brohaugh.

CHAIR'S REPORT

Graduation

Summer Graduation is set for Friday, August 4, 2017. There will be two ceremonies, 10 am and 1 pm. More details will follow.

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.

PRESIDENT'S REPORT

Thank you for attending the Wilson Center Sign Lighting ceremony, the AE&T Ribbon Cutting, the 4th of July Fireworks on the Dock, and the annual Gift of Education luncheon.

Department of Education: You received our response to the Department of Education's program review on June 21st. This report was well-prepared by Dr. Daryl Minus and his staff and was sent to the DoE by encrypted email on Monday, June 19th. The DoE will review our response and provide a final report. We do not have a timeline on when we may receive the final report and will have to wait for the final decision regarding the total amount we have to pay back including whether or not there will be any fines or penalties. Until then, we will continue following our revised processes. Our final calculations, based upon the directions from the DoE, for what we need to return came to \$78,501.39.

SACSCOC: Informally SACSCOC has shared with us that we are accredited and also will need to complete a follow up report in April of 2018 regarding the Institutional Effectiveness standards and Faculty Credentialing standard. This is what we were anticipating and are already working on the information to include in the report. We should have official notification in the next two weeks.

State Budget: The finalized state budget reflects a 4.6% increase over the base budget for the upcoming year and a 6.4% increase for 2018-2019 for the North Carolina Community College system. Unfortunately, we did not have much success with our budget priorities and feel that this is due in part to the lack of a unified message between the NCCC System and the NCCC Trustees Association. However, the good news is that there is money in the budget for salary increases and the \$10 million that had been inadvertently left out of last year's budget has been restored.

Tuition Rates: As directed by the System Office, 2017-2018 CU tuition and CE registration fee rates will remain the same as last year.

Residents: The CU per credit hour charge shall remain \$76.00; up to a maximum per semester of \$1,216, based upon 16 credit hours of instruction.

Non-residents: The CU per credit hour charge shall remain \$268; up to a maximum per semester of \$4,288, based upon 16 credits hours of instruction.

CE registration fees for a course length 0-24 hours is \$70, 25-50 hours is \$125, and 50+ hours is \$180.

Strategic Planning: We held our annual strategic planning retreat last Friday. It was well attended and a positive experience. We are assessing the SWOT analysis completed at the retreat to direct our activities for the upcoming year. Last year's efforts were extremely productive and resulted in changes and improvements throughout the college. The Board of Trustees Strategic Planning committee has been scheduled to meet on August 2nd at 4:00.

Sea-Tech High School: The school is scheduled to open in August with 55 New Hanover county students and 2-3 Pender county students. The school will be using designated classrooms in the McKeithan Center (NA) at the North Campus. For the upcoming school year we will have a facilities use agreement with New Hanover County schools in place. The facilities use agreement is the same document used when any external group uses any of our facilities or spaces. Until the high school becomes a Cooperative Innovative High School through an application process at the state, no other agreement is needed.

Coastal Horizons: We are in communication with the staff at Coastal Horizons, particularly Kenny House who is the Vice President of Clinical Services to generate ideas for the utilization of the drug awareness funds. Daryl Minus and his staff are reviewing the suggestions from Coastal Horizons and are already confident that these would be beneficial to our students. The proposal at this point is to co-locate a therapist at two campus sites (downtown & near Burgaw) for 4 hours per day, 1 day per week as well as provide some targeted fee based prevention programs (i.e.; staff training on drug trends, signs and symptoms of drug use; anger management classes; Outdoor Adventure Leadership for Recovery sessions – to help launch/build a “Collegiate Recovery Program”).

Sea Devils Athletics: Men's Basketball has signed Kwe Parker for the upcoming season. Parker attended Tennessee last year for his freshman season but is taking his talents to the Port City. He is from Fayetteville where he was high school teammates with Dennis Smith Jr. of the Mavericks and Harry Giles from the Kings. He is known as the "dunk master."

Facility Moves: Moves have been scheduled for the programs relocating to the AE&T buildings and the HEATT building. All moves will be completed by August, before classes begin.

General Facilities Work: The restrooms in the Health Sciences/LRC building are still in the process of being painted, cleaned, and repaired, including changing the lights to LED.

UNC-W: Beginning in July we will host a full-time UNC-W counselor to advise students transferring to UNC-W. They will be downtown in the advising center.

CFCC After-Hours: Beginning in the fall we are offering 24 students the opportunity to earn an Associate of Arts by attending classes on Tuesday and Thursday evenings for two years. The classes will be hybrid (a combination of face-to-face and online instruction).

Cape Fear Community College – Accountability and Integrity Plan – 2017:

1. Governing priority – Demonstrate accountability and credibility of operational functions.
 - Develop written processes for core reporting that are regularly reviewed
 - Complete and record visitation/instructor evaluations (25% on campus and 50% off campus)
2. Governing priority – Demonstrate operational accountability for data reported for state budget.
 - Ensure no material findings are identified in review of records
 - Communicate any concerns to all levels of CE staff
 - Establish processes for class packet documentation and provide regular constructive feedback to support staff
3. Governing priority – Demonstrate accountability to performance aligned with state and federal agencies.
 - Improve, meet or exceed NCCCS Performance Measures or licensure and certification pass rates

- Develop further written processes for course standards aligned with best practices
- 4. Academic interest priority – Faculty qualifications will support program relevancy and student success.
 - Ensure faculty hold appropriate credentials for licensure programs
 - Ensure faculty hold appropriate qualifications for credential programs
- 5. Academic interest priority – Instructional programs will demonstrate relevancy, rigor, viability and student success.
 - Align program outcomes to student workforce success
 - Demonstrate pathway development and support
- 6. Academic interest priority - Student will meet specific course criteria to attain relevant license, credential or demonstrate course completion requirements.
 - Demonstrate skills learned in the course outline
 - Meet requirements or demonstrate eligibility to test and/or receive industry credentials or licensures
- 7. Market forces priority – Demonstrate proactive and reactive response to business and industry training needs.
 - Maintain and expand relationships with business and industry partners to support workforce development needs and effectively serve employer needs
 - Develop training programs in response to specific business or industry needs
- 8. Market forces priority - Demonstrate development of a quality NC workforce prepared to succeed in employment
 - Collaborate with business and industry partners to define employability requirements
 - Develop training programs impacting employability
- 9. Market forces priority – Demonstrate development or enhancement of relationships with workforce and economic development entities to leverage resources and strengths.
 - Collaborate with workforce partners to identify strategic solutions for workforce needs

Title VI Program Compliance Plan

Policy Statement

Note: this Policy Statement will be signed by the college President upon approval by the college's governing Board of Trustees at their June 2017 meeting.

Cape Fear Community College, (CFCC), has adopted this Title VI Program Compliance Plan to ensure that CFCC is in compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. This policy prohibits discrimination on the basis of race, color, sex, age, national origin, disability, income status, or limited English proficiency (LEP). Further, no person shall be excluded from participating in or denied the benefits, services, programs, or activities of, or be subjected to discrimination under any CFCC program or activity receiving Federal financial assistance.

CFCC's President is ultimately responsible for and committed to the effective implementation of the Title VI Program to achieve compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related non-discrimination authorities as identified in the signed Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Assurance in all federal programs and activities, including 49 CFR Part 21 and 49 CFR Part 303.

Responsibility for the day-to-day administration of the program will be that of the Title VI Program Coordinator who also serves as CFCC's Chair of Vocational Technology. The Title VI Program Coordinator has the authority and responsibility to effectively carry out his/her duties. The Title VI Program Coordinator will ensure CFCC's compliance with Title VI Program requirements. CFCC is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants.

This policy statement will be communicated to the CFCC community and incorporated by reference in all contracts, agreements, programs, and services administered by CFCC in accordance with applicable laws and/or regulations.

Amanda Lee, Ph.D.
President

Date

Crime Report:

March 17, 2017

Larceny from Building 17-0716
NY Building, North Campus

Reporting party (Wells) called stating equipment missing from the garage area, NY building. The item stolen was a Stihl Pole Saw. There was no forced entry into the storage area.

The property was recovered during a later investigation.

May 10, 2017

Larceny from Building 17-0908
NC Building, North Campus

Reporting party (Burton) called stating there were power tools missing from his office, NC 105C room. Items stolen were two (2) Dewalt drills, Dewalt circular saw, and Dewalt 20 volt battery. There was no forced entry to the office area.

The property was not recovered.

May 12, 2017

Larceny from Building 17-0915
NC Building, North Campus

Reporting party (Miller) called stating there were cameras and equipment missing from their office, NC 113. Items stolen were two (2) JVC video cameras and a Sony Tri-pod. There was no forced entry to the office area.

One of the video cameras was recovered from a pawnshop. During this investigation it was noted that the person who pawned the recovered video camera was an employee of the college who had access to multiple locations. This started a review of previous larceny cases where this same employee had access. This resulted in property reported stolen on **March 17, 2017** being recovered at a pawnshop.

An arrest was made in this investigation and charges were filed for reports 17-0716 and 17-0915, as well as trespass notice issued. The larceny report, 17-0908, we were not able to recover any items or charge, however the same individual had access to this location as well.

May 30, 2017

Drug Violations 17-0946

L Building, Downtown Campus

Reporting party (Hooten) called stating a male subject was in the bathroom by the library and had been in there a long time. Responding officer (Mincher) had prior knowledge of several individuals (non-students) frequenting the library and area for suspicious activity.

On arrival, officers took the individual into custody based on the observation of the illegal drugs being packaged/used. An arrest was made on multiple charges of drug violations and a trespass notice was issued from the college.

June 12, 2017

Suspicious Call

Police/Security Line

A phone call came into security during the overnight hours from a male subject stating a CFCC student was close to a person who was involved with the shooting at Columbine. Security documented the call and advised the male to call back and speak with police. Officer Menendez attempt to make contact back with the person but was unsuccessful with the number that was documented. There was no further investigation at this time.

During the same day, a call came into the police department from the same individual. Officer Canady spoke with the individual and gathered information for the investigation. The investigation consisted of making contact with and interviewing the female CFCC student and her relatives. The original call stated the female student was close to a person involved in Columbine but that was incorrect. She was close to a male subject who had just committed a murder of three (3) people in Pennsylvania. The caller was afraid the female CFCC student would commit a school shooting or other incident.

Through the investigation, it was discovered the original caller had obtained social media communications between the female CFCC student and the suspect from the murders. The original caller seems to have the mindset of and involvement in sovereign citizens based on his comments and personal social media sites. Prior to CFCCPD involvement, Pennsylvania authorities made contact with the female CFCC student and had an ongoing investigation about any knowledge she made have with the murders. Pennsylvania and CFCCPD interviewed her and the family.

Our investigation revealed the CFCC female was not involved with the male who committed the murders other than through social media and selling her artwork. Based on the investigation, there is no concern that the female CFCC student or any family members are involved in any criminal activity that is a threat to CFCC or the community.

All CFCCPD investigation notes were shared with Wilmington PD and the FBI.

June 15, 2017

Domestic, Trespassing, Stalking 17-0983

Union Station, Downtown Campus

Reporting party called advising her ex-boyfriend came to Union Station and she was in fear of him. Officer (Mincher) spoke with the victim and gained information about the ex-boyfriend. Officer eventually located and made contact with the ex-boyfriend (non-student) and advised him that he could not be in this area using the Wi-Fi but could go to the library.

On an additional day the reporting party advised her ex-boyfriend was back on campus in the Union building. After several hours of attempting to locate the ex-boyfriend, he was located and served with a trespass notice because of his behavior. He was advised not to return to any CFCC campuses. Later in the same evening, he returned to the downtown campus in the area the reporting party works. He left the area but after officers conducted further investigation, we assisted the victim in pursuing charges.

The next day the suspect came to our office and was arrested for trespassing, stalking, assault and domestic violence.

Marketing Update

- TV
 - New TV spot (3 versions) being produced featuring varying programs and settings – theme – “*At Cape Fear I Can*”
 - Summer spot ran as YouTube pre-roll in addition to traditional TV; New spot will also run as YouTube pre-roll in addition to broadcast and cable TV advertising, as YouTube is extremely popular with target demographics
- Radio Ads
 - Radio series currently running, featuring different academic programs
 - Radio series running as Pandora ads as well – targeted to our demographic
 - New radio ads will be produced after July 1 as part of new marketing budget. Ads will be evergreen with rotating tags and call to action for upcoming sessions
- Billboards
 - Digital rotators running throughout Wilmington
 - Static billboards in Pender County
- City Buses
 - New bus wraps being installed now. Marketing materials also inside of buses targeting specific audiences. Wraps successful for Wilson Center visibility, and we have now expanded to the College
- Tractor Trailer wraps
 - Two trucks have been wrapped. (one featured at ribbon cutting event on June 29th)
- Digital
 - Specific digital campaigns for academic programs running now
 - Digital campaign for “CFCC After Hours” new evening program, beginning this week
 - Digital campaigns for larger groups ongoing:
 - College Transfer
 - Enroll now – financial aid available
 - Apply now for summer classes
 - Apply now for fall classes
 - College Inbound
 - Working with College Inbound to direct digital campaigns above to an interest form we can track
 - College Inbound is also being integrated to help track our First Time in College Students, as well as our CFCC After Hours program
- Social Media
 - Boosting under-enrolled classes for Con Ed and Curriculum

- Boosting fall registration
- Advertising social media assets to increase following on each platform
- Web
 - Information gathering form added to cfcc.edu to coordinate with College Inbound and capture prospects. Once prospects complete the form, they can be tracked throughout the College's website
- Special Marketing & Communications projects
 - Assisting with Sea Devil Summer (First Time in College Orientation); CFCC After Hours Marketing Campaign, August 10th Open House in Burgaw, and Cape Fear Welcome Week, as well as a variety of other College activities and events

Dates of Interest:

New Student Orientation – all day on July 24th
 Vet Tech Open House for Veterinarians – 2:00-5:00 on July 29th
 Strategic Planning Committee meeting – 4:00-5:30 on August 2nd
 Dental Assisting Pinning – 5:00 on August 3rd
 Commencement Ceremonies – 10:00 and 1:00 on August 4th
 Summer Hours end – August 11th
 Faculty (9 month) return – August 14th
 Annual In-service – 7:30-10:00 on August 16th
 CU Classes Begin – August 18th
 NCACCT Leadership Seminar – August 23rd-25th at the Hilton in Wilmington

My Activities:

Annual Strategic Planning retreat
 President's meeting in Raleigh for System Office strategic planning
 North Carolina Presenter's Consortium meeting held at the Wilson Center (provided remarks)
 New Hanover County Commissioner's meeting (expressed our gratefulness for budget and support)
 Sea-tech High School executive meeting
 Interviews for Director of IT
 Wilmington Business Journal Power Breakfast
 Gift of Education wrap up meeting and thank you lunch (provided comments)
 Wilson Center Advisory Committee meeting
 College Council meetings
 CU BLET graduation
 CE First Responders graduation
 Wilmington Early College graduation (provided comments and recognition of students)
 Pender Early College graduation
 Various Board and Community meetings

Sea-Tech High School

Ms. David reported that the first class will begin in August 2017. Applying for Cooperative and Innovative High School for the next school year. The classes will be held in the McKeithan building. Open house is planned for August.

Marketing

Mr. Turner stated that Bladen Community College is placing information in restaurants. They are placing college information on placemats.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. Morton reviewed the following reports. The college has enough money in the equipment budget to complete the rooftop greenhouse. The cost is approximately \$230,000. There is currently a contingency of \$250,000 and the college would like to use this money for the project.

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval to use the project contingency up to \$250,000 for the project. Motion passed unanimously.

Advanced & Emerging Technologies

Project Status

1. Project update:
 - a. We have unrestricted occupancy of the HEATT Building and the Diesel Program. Move in is ongoing.
 - b. A&ET finishes complete – Painting, Flooring and Ceilings
 - c. Punch list corrections underway at A&ET and Vet
 - d. HVAC and building envelope testing and commissioning – testing complete.
 - e. A&ET furniture is delivered and being installed.
 - f. Vet Building punch list has been walked by Architect and work is underway.
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. Vet punch list ongoing
 - b. Furniture installation ongoing.
 - c. Current completion date – June, 2017.
 - d. **Ribbon cutting – June 29, 2017.**

Schwartz Center

Project Status

1. Project update:
 - a. Construction Documents are in State construction review, expected back July 23.
 - b. NC 3-1 state budget statement has been revised and submitted for State Board approval on 5/31/17.
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 Construction document review – up to 60 days – Complete 7/23/2017
 - b. Project ready to bid August 2017.
 - c. Start construction September 2017.
 - d. Complete construction mid-2018.

The foundation has submitted for grants and is working on a plan to raise the additional funds for the project.

New Hanover County Capital Outlay

Mr. Morton stated that work is being completed on the L building restrooms as well. There is a wind tunnel effect in the front of Union Station affecting the doors on the front of the building. A photo was shown to add glass walls between the doors to stop the wind. The cost is approximately \$26,000.

The bid for project number nine has come in at \$60,000 and additional investigation will be done to see if the bid can be lower.

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	Bid Date is June 26, 2017, Work scheduled for August.
10	Landscape Gardening 24'x 24' Storage Building	\$5,500.00		\$0.00	\$5,500.00	\$60,000.00	\$54,500.00	In design and storm water regulatory, bid anticipated Fall 2017
11	Carpentry Classroom Building	\$6,085.00	\$67,928.58	\$88,094.58	\$162,108.16	\$174,886.04	\$12,777.88	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 June 2017
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			<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, Summer 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

NC Connect Bonds

Bids for the F building are in at \$164,000. The college has \$155,000 in funds to complete the project. The difference in funds will come from the bond fund balance.

A MOTION was made by Mr. Turner and seconded by Mr. Guy to award the bid for construction of the F Building to Keystone R&C, Inc. for a total of \$164,000. Motion passed unanimously.

		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	CFCC "F" Building Workforce Training Center Renovation	\$18,933.46			\$18,933.46	\$200,000.00	\$181,066.54	Construction Pre-Bid
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	\$178,50 0.00		\$1,125.0 0	\$179,62 5.00	\$2,000,00 0.00	\$1,820,37 5.00	Design development underway
Category Totals		\$259,93 3.46	\$0.00	\$1,125.0 0	\$261,05 8.46	\$2,918,00 0.00	\$2,656,94 1.54	

Project Status – F Building

4. Project update:
 - Construction documents are complete
 - Bid date is 6/15/17
 - Auto customizing room, toilet partition replacement, shop ceiling repainting and shop LED relighting will be alternates.
5. Schedule:
 - Bid Opening set for June 15, 2017
 - Award projected July 15, 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

8. Project update:
 - W building concept being revised to incorporate the new dining room layout
 - K Building will be a little behind the W Building as we are working on design of exterior upgrades 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 late Summer 2017.
10. Pending Construction Change Orders:
None at this time.
11. Designer Change Orders:
None at this time.

NCCCS 3-1

A MOTION from the Facilities & Equipment Committee recommends approval to the Board of Trustees of the NCCCS 3-1 for the remainder of the 2008 bond money to be spent on the W Building. Motion passed unanimously.

FINANCE COMMITTEE

Student Accident Insurance

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the Student Accident Insurance as presented for 2017-18 for a total cost of \$92,976.50. The premium will cover Curriculum and Continuing Education students. Motion carried unanimously.

State Budget Revision

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision for a decrease of \$1,305. Motion passed unanimously.

State Budget Summary

The State Budget Summary reported 86.84 percent of the budget had been expended as of May 2017.

County Budget Summary

The County Budget Summary reported 68.98 percent of the budget had been expended as of May 2017.

Institutional Funds Report

An Institutional Funds Report was reviewed with the Trustees.

Mr. Hopkins would like to know what percentage of employees utilizing the CFCC daycare center.

Mr. Babb asked if there is a way to decrease the loss and utilize the space better. This will be discussed at the next Finance Committee meeting.

Career Coach Program

Ms. David passed out the application and process for the Career Coach Program. Dr. Minus stated that the college is working on the application process.

ADMINISTRATIVE & PERSONNEL COMM

Shared Leave Policy Update

Mr. Morton reviewed the following policies.

A MOTION was made by Mr. Melia and seconded by Mr. Babb to approve the Shared Leave Policy as presented. Motion passed unanimously.

Shared Leave – Policy Update

State Board of Community Colleges Code
Title 1 – COMMUNITY COLLEGES
CHAPTER C. PERSONNEL
SUBCHAPTER 200. PERSONNEL POLICIES

1C SBCCC 200.94 Local College Personnel Policies

(a) Each local board of trustees shall adopt, publish, and implement personnel policies, consistent with all applicable statutes, rules, and regulations, addressing the following issues:

(29) Shared leave consistent with subsection (c) of this section.

(c) Shared Leave Policy

(1) Purpose: The purpose of the Voluntary Shared Leave Program is to allow an employee to donate leave, as allowed in this rule, to an employee who has been approved to receive leave through the Voluntary Shared Leave Program because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

(2) In cases of a prolonged medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee, from the sick leave or vacation account of an immediate family member as defined in section of this (c)(8) of this Subchapter or from the sick leave account of a non-family member as provided in (c)(11)(B) of this Rule. For purposes of this Rule, prolonged medical condition means medical condition that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the college may waive the requirement that the employee be absent from duty for a period of 20 consecutive workdays to participate in the program.

(3) An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

(4) Participation in the voluntary shared leave program shall be limited to 1,040 hours, (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, management may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

(5) An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

(6) The employee shall exhaust all available leave before using donated leave.

(7) Non-qualifying conditions: This leave does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated as determined by the college president or the college president's designee. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this Rule and must be applied consistently and equitably.

(8) For purposes of this Section, immediate family means:

(A) Spouse: A husband or wife;

(B) Parent:

(i) a biological or adoptive parent; or

(ii) an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child; or

(iii) a step-parent; or

(iv) in-law relationships;

- (C) Child: A son or daughter who is:
 - (i) a biological child; or
 - (ii) an adopted child; or
 - (iii) a foster child (a child for whom the employee performs the duties of a parent as if it were the employee's child); or
 - (iv) step-child (a child of the employee's spouse from a former marriage); or
 - (v) a legal ward (a minor child placed by the court under the care of a guardian); or
 - (vi) a child of an employee standing in loco parentis; or
 - (vii) in-law relationships;
- (D) Sister or brother - biological, adoptive (including step-, half- or in-law relationships);
- (E) Grandparents, great grandparents, grandchildren, great grandchildren (including step relationships); and
- (F) Other dependents living in the employee's household.

(9) Administration

- (A) All colleges shall develop policies and procedures to implement the voluntary shared leave program.
- (B) Colleges shall not establish a leave "bank" for use by unnamed employees. Leave shall be donated on a one-to-one personal basis.

(10) Qualifying to Participate in Voluntary Shared Leave Program. To participate in the Voluntary Shared Leave Program, an employee shall meet the following conditions:

- (A) A donor or recipient shall have a half-time or more permanent, probationary, or time-limited appointment (The limitation and leave balance for permanent part-time employees shall be prorated);
- (B) A recipient shall apply or be nominated by a fellow employee to participate in the program;
- (C) A recipient shall produce medical evidence to support the need for leave beyond the available accumulated leave; and
- (D) The parent college shall review the merits of the request and approve or disapprove according to these Rules.

(11) Donor Guidelines

(A) An employee of a community college may donate vacation leave, bonus leave or sick leave to an immediate family member in any State agency, public school or community college. An employee of a community college may donate vacation or bonus leave to a coworker's immediate family member who is an employee in a state agency or public school provided the employee and coworker are at the same college. An employee may donate vacation, bonus or sick leave to another employee at a community college in accordance with the provisions of (c)(11)(B) of this Rule.

(B) An employee of a community college may donate up to five days of sick leave to a non-immediate family member employee of a community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 20 days per year as defined by local college policy. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.

(C) The minimum amount of sick leave or vacation leave to be donated is four hours. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.

(D) The maximum amount of vacation leave allowed to be donated by one individual is the amount of the individual's annual accrual rate. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.

(E) An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. The donation of leave is confidential, and only those individuals authorized under G.S. 115D-29 to access employee personnel file information may view donation information consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave. The employee donating leave shall not receive remuneration for the leave donated.

(12) Leave Accounting Procedures. The following conditions shall control the accounting and usage procedures for leave donations in the Voluntary Shared Leave program:

(A) The community college may establish a specific time period during which leave can be donated.

(B) All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.

(C) At the expiration of the medical condition, as determined by the community college, any unused leave in the recipient's donated leave account shall be treated as follows:

(i) The recipient's vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for part-time employees).

(ii) Any additional unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a pro rata basis and credited to the leave account from which it was donated.

(D) If a recipient separates due to resignation, death, or retirement from state government, participation in the program ends. Donated leave shall be returned to active donor(s) on a pro rata basis.

History Note: Authority G.S. 115D-5; 115D-20; 115D-25.3;
Eff. September 1, 1993;

Amended Eff. May 1, 2017; May 1, 2008; May 1, 2005; January 1, 1996.

Contract Update - 90 Day Probationary Period

A MOTION was made by Mr. Guy and seconded by Ms. David to approve the Contract Update – 90 day probation period. Motion passed unanimously.

5.4 Contracts

5.4.1 New Hire offer and Acceptance Letter

At the time of hire, an offer is provided and the acceptance acknowledgement is returned to Human Resources by the new hire. As soon as the annual budget is approved after the beginning

of the fiscal year (July 1- June 30), each newly hired employee will be given a contract which specifies the salary and terms and conditions of employment for any period remaining in the fiscal year in which the employee is hired. **The first 90-days of employment for staff and the first semester of employment for faculty will constitute a probationary period where employment will be appraised and a recommendation made by an employee's supervisor as to either continued employment, an extension of the probationary period or separation. Recommendations for separation arising out of the new hire probationary period must be reviewed and approved by the President.**

5.4.2 Annual Contract Renewal – Ongoing Employment

As soon as the annual budget is approved after the beginning of the fiscal year (July 1- June 30), each employee will be given a contract which specifies the salary, terms and conditions of employment for any period during the fiscal year in which the employee is hired. Each employee will sign the contract and return it to Human Resources.

5.4.3 Continued Employment

Continuation of employment is contingent upon job performance **including outcomes and results**, professional improvement, work relationships, program trends, and availability of funds. Persons whose contracts and/or work agreements are not to be renewed will be notified in accordance with the non-reappointment procedure section of the College's Dismissal, Non-Reappointment, and Grievance Procedure. All positions are contingent upon yearly budget allocations, subject to review, and prior annual contract renewal does not guarantee continued employment and contract renewal in the future.

Academic freedom is essential to an institution of higher learning and should not be cause for dismissal or non-renewal of contract. Within the environment of academic freedom, faculty members are expected to carry out their duties in a professional, ethical and collegial manner that enhances the purpose of the institution.

5.6.7 Employee Changes

Any change in an employee's status must be reported promptly to Human Resources. Senior level administrators are responsible for reporting changes.

The President reserves the right to make changes in an employee's job status through reorganization or reassignment. All other promotions or transfers of employees will be considered by the President upon request by the employee or appropriate supervisory personnel. The first 90-days for staff members in a new position and the first semester for faculty in a new position will be considered a probationary period where employment will be appraised and a recommendation made by an employee's supervisor as to either continued employment, an extension of the probationary period or separation. Recommendations for separation must be reviewed by the President.

Employees have the responsibility of notifying Human Resources or the Business Office, as appropriate, any time personal information changes which would affect their retirement, insurance, beneficiaries or dependents, or other important matters. Changes, including address and telephone, should be reported as soon as they occur to avoid any problems in mailing official communications and correcting any crediting and coverage for insurance, retirement, and similar purposes. Phone numbers are particularly important in case of an emergency.

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)(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.

OTHER REPORTS

SGA Report – No Report.

Faculty Association Report - No Report.

Foundation Report

Mr. Richards gave the following report:

Gift of Education held on May 31, 2017 was attended by 497 people. Over 40% in attendance were first time attendees and thus first-time donors to our organization. To date, \$250,142.63 was raised at the event. An additional \$9000 was also collected at the event for other college related initiatives. Expenses were well under budget at just under \$13,000. Net to foundation is \$239,232.25.

The Foundation will welcome five new board members at a new board member orientation scheduled for July 13th. New board members are: Betty Lanier, Robert Loweth, Justin LuQuire, Linda Wilson, and Rose Zimmer.

The Foundation is holding its annual board planning session on July 20th from 8am to 1pm at North Campus in the BB&T auditorium. Among the topics to be discussed as growth areas for the foundation are: Annual Fund, Alumni Association, Marketing, Planned Giving and Special Events. The theme for this planning session is: Cape Fear Community College Foundation: Yesterday, Today and Tomorrow.

We are developing a plan for the Schwartz Center campaign. As a part of the campaign plan, a leadership team for the campaign is also being developed. Even though the formal campaign structure is not yet in place, support is being pursued. A grant request to the Cannon Charitable Interests of Concord, North Carolina has been submitted in the amount of \$150,000 to support this campaign. This is our first grant request to the Cannon Foundation, which is one of the largest private foundations in NC with assets over 300 million. An additional request to support this campaign for \$250,000 has also gone out to local business.

Foundation staff are currently planning a retreat so that formalized plans for the coming year can be developed.

ELECTION OF OFFICERS FOR 2017-18

Ms. William Turner, member of the Nominating Committee, reported that the Nominating Committee (Mr. Turner, Mr. Hopkins, Mr. Burney and Dr. Kays) recommended the following officers for 2017-18: Mr. Mat White, Chair; Ms. Ann David, Vice-Chair; Dr. Amanda Lee, Secretary; and Mrs. Michelle Lee, Recording Secretary.

A MOTION from the Nominating Committee to the Board of Trustees recommended approval of the officers as presented. Motion passed unanimously.

Mr. White stated that he will do his best to do a good job for the college and he thanked Mr. Turner for his service to the board and the college. New committee assignments for trustees will be coming out within the next few weeks.

Announcements

Date of next Meeting – August 17, 2017

Meeting Adjourned at 8:40pm.

Amanda K. Lee, President/Secretary

Michelle S. Lee, Recording Secretary

/ml

