

**MINUTES  
CAPE FEAR COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AUGUST 17 2017  
5:00 PM**

Following proper public notifications on July 31, 2017, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, August 17, 2017, at 5:00 pm in the Board Room of the Union Station Building. Mr. F. Maston White, Chair, presided.

Trustees present were: Mr. F. Maston White, Chair; Mr. John R. Babb; Mr. Louis A. Burney, Jr.; Ms. Ann M. David; Mr. A.D. “Zander” Guy; Mr. Jimmy Hopkins; Mr. John F. Melia; Ms. Mary Lyons Rouse Mr. William R. Turner, Jr. Mr. Woody White and Mr. Justin Stermer, SGA PIO. Trustees not present: Mr. Jason C. Harris and Dr. Chuck Kays.

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. Larry Tingen, Faculty Association President; Ms. Sonya Johnson, Director of Marketing and Communications; Ms. Debi Causey, External Events Coordinator; Ms. Val Melvin, Math Instructor; Ms. Lynn Criswell, English 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. White 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. Turner and seconded by Mr. Babb to approve the July 6, 2017, minutes as presented. Motion passed unanimously.

**INTRODUCTION OF NEW EMPLOYEES**

New Hires

Erin Russell	Marketing and Communications Specialist	06/19/2017
Mark Mason	Academic Advising Center Advisor	06/19/2017
Michael Ingerman	Bookstore Web Technician	06/19/2017
Ronald Parker	Custodial Coordinator	07/10/2017
John Downing	Director, Customized Training & Workforce Development	08/01/2017
William “Billy” Koch	Curriculum Technician	08/01/2017
Wendy Littlefield	Director of Annual Giving	08/07/2017
Hans Chapman	Program Director, Associate in Engineering	08/10/2017
Kumar Lakhavani	Director, Information Technology Services	08/14/2017
Isah Imperial-Munger	Child Development Center Lead Teacher	08/14/2017

Jennifer Trout	Coordinator, Community Enrichment	08/14/2017
Lisa Recchuiti	Psychology Instructor	08/14/2017
Christopher Jackson	Instructor, Heating, Air & Refrigeration	08/14/2017
Jonathan Armke	Instructor, Information Technology	08/14/2017

## **OATH OF OFFICE**

Mr. Jonathan Barfield was appointed to the CFCC Board of Trustees by the Governor for a four-year term ending on June 30, 2021. He was administered his Oath of Office by Ms. Michelle Lee.

## **CHAIR'S REPORT**

Mr. White reviewed the following report.

### Recognition of Trustees

We would like to thank Mr. David Ray for his invaluable service on the Cape Fear Community College Board of Trustees.

### Board of Trustees Meeting Dates

September 21, 2017

October 26, 2017

November 15, 2017 – Dinner at Our Place immediately after meeting

### NCACCT Leadership Seminar

The next scheduled NCACCT Leadership Seminar will be offered from August 23-25, 2017 in Wilmington. Several Trustees will attend this meeting.

## **PRESIDENT'S REPORT**

Dr. Lee reviewed the following report.

Thank you for those of you who were able to join us for our August commencement ceremonies. It is significant to our students, employees, and guests when they see you and recognize your support of the college.

Thank you for those Board members who were able to attend the Strategic Planning meeting. Everyone should have received the power point that we used for the discussion as well as the handouts through email.

Our collaborative training program with New Hanover County, was one of the six NHC programs to receive national recognition.

The Dean of Admissions and the Coordinator of Admissions from Wake Tech visited with us on July 31st. We asked them to assess our processes and make recommendations for improvements in our Admissions area based upon their best practices. This will be a yearlong process. Everyone felt that this first meeting was beneficial and thorough. Suggestions and best practices will be shared at the Curriculum meeting.

We held our new student orientation the 24<sup>th</sup> of July. We tried a new approach this year as a part of our QEP: First Year Experience where we had everyone come on one day and made it an interactive process. The feedback has been very positive with one comment from one of our May graduates (she is working with us through the summer) that this orientation was better than the one she just completed at UNC-Chapel Hill.

We are working to secure alternative parking arrangements for our clinical students assigned to New Hanover Regional Medical Center beginning in the fall semester. While they are constructing their new parking deck,

there is limited parking available. The hospital is willing to be as helpful as they can be and we are investigating all options.

The Foundation's annual planning retreat was held Thursday, July 20th. Thank you, Ann, for attending and representing the Board of Trustees. We had all but about three of the Foundation members there and the meeting was from 8:00-12:00 with option to stay for lunch and a tour of the new buildings on the North campus. Several commented that this was the best retreat we have had. The Foundation staff will take the ideas and information presented and fold these into their plan for the upcoming year.

I participated in a discussion on WHQR's Coastline show about freedom of speech and civil discourse this past Wednesday. Also included in the discussion was BJ Rudell, Associate Director at the Center for Political Leadership, Innovation, and Service at Duke University.

We received a follow up email from WECT regarding the Department of Education program review response. The email was verifying that the reporter's summary of our report was accurate. The story has since been run and you received an electronic copy.

We received our beneficial occupancy for the A&ET building and are moving in! There are some punch list items still remaining that we are working with Monteith to complete.

Dr. Minus has completed the application for the Career Coach grant if it is re-released. If it is not, we are ready when the request is posted for the next round.

We hosted about twenty recent NC State graduates who will be working as advisors in high schools throughout North Carolina this upcoming academic year in the College Advising Corps. We wanted them to be familiar with CFCC. Two of the graduates have been assigned to Pender county high schools!

The President's meeting was at Surry Community College in Dobson, NC. We discussed the budget (final budget released 08/18), legislative priorities (CE and CU parity), code changes (listed below), and System Office initiatives (ERP software replacement). Our next President's meeting will be held during the Trustee's meeting at the Hilton in Wilmington. We will be hosting the President's meeting next July.

Due to the length of some of these code changes, they were emailed to you.

CC17-027 - Temporary Adoption of 1B SBCCC 500.1 – “School Absence for National Guard Service”

CC17-028 - Amendment of 1E SBCCC 800.2 - General Provisions (BLET Waiver Clarification)

CC-029 - Temporary Adoption of Senior Citizen Audit Rules

CC17-030 - Ratification of Title 4, Chapter 22 of the North Carolina Administrative Code – “Apprenticeship and Training Division”

We held our summer Town Hall meetings on July 31st. Summer can be a challenging time to hold meetings but we were pleased with the turnout. This is an opportunity for CFCC employees to meet with me and discuss whatever is on their mind. I also provide a brief overview of projects, budget status and other current events. The conversation was good and always worthwhile.

CFCC is partnering with UNC-W, the City of Wilmington, and Cape Fear Realtors to host a public forum series called the Public Square. The first forum will be October 17th with the former CEO of Shell Oil and the son of Jacques Cousteau speaking about drilling. The goal of the forum is to model civil discourse to our students and guests.

The initiative between CFCC and Coastal Horizons is being finalized. The project will operate during the 2017-2018 academic year and is budgeted for \$18,000. There will be a Coastal Horizons therapist available at the Wilmington (downtown) campus and also at the Burgaw Center for four hours per week at both locations – eight hours total. Students will be eligible to receive a free, initial drop-in session with the therapist. The focus will

be on substance abuse and discussions about other challenges (anxiety and depression for example) may serve as “lead-ins” for abuse issues. There will also be prevention and awareness programming throughout the year.

### **SACSCOC:**

We received our official letter from SACSCOC confirming our accreditation and asking for a follow up report regarding our Institutional Effectiveness and Faculty Credentialing, as we anticipated. The report is due in April 2018 and we have already completed the majority of the work necessary.

### **Compliance/Audits:**

Rives and Associates completed the onsite portion of the Foundation's annual audit.

Representatives from the Department of Veterans Affairs completed an audit of our veteran student files. This is a routine annual audit. Although it may be a while before we actually receive the official results, we were informed at the exit conference that CFCC had a great audit (no findings or issues raised that warrant action/attention).

The last week of July we began the preliminary portion of our audit with the state auditor's office. This is a biannual financial audit.

The Department of Education Gainful Employment Regulations require that all institutions must use the Gainful Employment Disclosure Template developed by the Department of Education to disclose the required information about Gainful Employment Programs. At CFCC these programs are either certificate or diploma programs that are also Title IV (federal financial aid) eligible educational programs (for a complete list visit <http://cfcc.edu/gainfulemployment/>). The due date for this has been moved from July 1 and a new date has not been released yet. However, we are in complete compliance with this regulation and have a new process in place where students must sign an acknowledgement form as they enroll for the first time in one of these programs.

The NC Department of Justice, Criminal Standards Division, conducted a staff audit of our BLET, Speed Measuring Instrument training, and General Instructor Training and found that "...CFCC and its current staff are doing an excellent job and are committed to complying with all requirements as set forth in the N.C. Administrative Code." This is a regular audit.

### **Personnel:**

We were recently informed by the System office that we have one of the highest faculty retention rates in the state at 92% (Fall 2014 to Fall 2015).

We have had two openings that have been challenging to fill: Director of IT and CE Director of Workforce Training. I am pleased to let you know that we have now filled both and are enthusiastic about the experience and talents both are bringing to our college.

John Downing has been hired to be our CE Director of Workforce Training. He is currently at Forsyth Technical Community College and began on August 1st.

Kumar Lakhavani has been hired to be our Director of IT. He is coming to us from Piedmont Community College and also worked at Alamance Community College. He will begin on August 14th.

### **Security:**

July 13, 2017

Suspicious Activity 17-1048

L Building, Downtown Campus

Reporting party (Sanders) called stating that a young black male was walking through the building shaking/checking the doors inside the L Building. Officer Graham located the subject in the library and inquired

to his behavior. The subject denied the allegations however, was advised he was seen by custodial staff and the camera system. Officer Graham advised the subject about his behavior and the consequences if problems continued. There was a prior incident with the same individual in the Union station shaking/checking the doors.

The subject was allowed to go back to the library. He is enrolled in the adult high school program. A copy of this report was sent to student services.

July 17, 2017

Larceny from Building 17-1055

ND Building, North Campus

Reporting party (Atwood) called stating there were several larcenies and damage to property that occurred in the cosmetology department. It was advised, the suspect was seen going into “caddies” belonging to other students. Those students (owners) later reported items missing. Officer Menendez interviewed the victims, witnesses and reporting party. Once all information was gathered, Officer Menendez interviewed the suspect about the incidents, which she at first denied but then confessed to breaking into the “caddies” and stealing the items. The suspect was charged with several counts of larceny, property damage and trespassed from all CFCC property. A report was sent to student services.

Some of the property was recovered and returned to the owners.

July 28, 2017

EMS Call 17-1086

Hanover Deck, Downtown Campus

Dispatcher Bordeaux, while monitoring Wilmington Police channel, heard that WPD officer was being dispatched to the corner of Hanover and 3<sup>rd</sup> street in reference to a drug overdose. Bordeaux immediately notified Officer Canady and Lieutenant Fields of the situation. Both officers responded together emergency traffic and located the female subject by the Hanover deck on the Hanover Street side. Lieutenant Fields immediately began evaluating and administering needed medical attention. Officer Canady, Security Officer Beastron and Pagan were beside Lt. Fields assisting in relaying medical information to dispatch and bringing EMS to the correct location. The subject was transported to New Hanover Regional Medical Center by EMS. The reporting party (Hall) was still on scene and Officer Canady obtained further information about the incident.

July 31, 2017

Suspicious Activity 17-1089

S Building, Adult High School, Downtown Campus

Reporting party (Troy) advised Security Officer Copeland of a student in the Adult High School that possibly had a gun on him last week. Security Officer Copeland advised Officer Menendez of the situation. Officer Menendez spoke with the reporting party who stated the subject in question was seen several times last semester with a gun on campus and thought that he might be in possession of one at this time. Officer Menendez conducted a quick background on the subject in question and called Lieutenant Fields advising about the situation; both formed a plan of action to handle the situation. Officer Menendez spoke with the evening coordinator of AHS about the incident and had her bring the student to her office. Officer Menendez conducted a voluntary interview with the subject who allowed Officer Menendez to search him and his belongings for any weapon. No weapons were located. Officer Menendez reiterated to the subject the consequences for bringing a firearm on campus.

Subject was sent back to class.

### **Marketing Update:**

□ TV

- *At Cape Fear I Can* TV spot in heavy rotation on TV – network and cable.
- *At Cape Fear I Can* also being used as pre-roll on YouTube.
- *At Cape Fear I Can* being promoted on social media.

- Radio
  - *In a World* radio series currently running on local radio stations.
  - *In a World* radio series running as Pandora ads as well – targeted to our demographic.
  - New radio ads to be produced to run throughout fall – general awareness campaign – beginning to promote spring.
- Billboard
  - Digital rotators running throughout Wilmington
  - Static billboards in Pender County
- Bus
  - Bus wraps are currently running on 2 buses, 13 placards
- Tractor Trailer wraps
  - Two trucks have been wrapped.
  - Also working on wrapping the plumbing equipment trailer, as it is often around town when students are out working on jobs
- Digital
  - Specific digital campaigns for low-enrollment programs (Business Analytics, Emergency Management)
  - 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 CI to direct digital campaigns above to an interest form we can track
    - College Inbound was successfully used to help with our First Time in College event and will be used to contact those students throughout the term.
- Social Media
  - Boosting under-enrolled classes for Con Ed and Curriculum
  - Boosting fall registration
  - Advertising social media assets to increase following on each platform.
  - Created Snap Chat filters for CFCC
- Web
  - Information gathering form has been 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 projects/Upcoming Events
  - August 10<sup>th</sup> Open House in Burgaw
  - Cape Fear Carnival
  - Looking at additional ways we can reach high school students

Mr. M. White stated that marketing efforts are going well.

## **COMMITTEE REPORTS**

### **FACILITIES & EQUIPMENT COMMITTEE**

Mr. Morton reviewed the following reports.

#### Advanced & Emerging Technologies

#### Project Status

1. Project update:
  - a. Beneficial Occupancy granted by SCO on 7/13/17
  - b. Construction management lab still under construction.
  - c. Punch list corrections underway at A&ET and Vet
  - d. A&ET furniture is delivered and installed.
  - e. CFCC phones and PC's are installed and equipment has been moved in.
2. Change Orders
  - a. General Contractor
    - i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-11 has been executed and G-12 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. Move in ongoing in preparation for classes on the 18<sup>th</sup> of August.
  - b. Final inspections and project close out will be completed this fall.

### Schwartz Center

#### Project Status

1. Project update:
  - a. Construction Documents for State Construction review and comments were received July 21. The comments did not introduce any significant changes or costs.
  - b. LS3P is preparing responses to the comments to be issued 8/11/17.
  - c. We will request a bid date at that point.
2. Change Orders
  - a. General Contractor
    - i. N/A
  - b. Designer
    - i. The Request Letter for LS3P Design Amendment #1 for \$114,198, as previously approved by the Board, has been approved by SCO and is being signed by all parties now.

3. Preliminary Preconstruction Schedule:

- a. Complete SCO CD comment responses 8/11/17
- b. Bid date anticipated to be late October.
- c. Start construction November 2017.
- d. Complete construction prior to fall term 2018.

New Hanover County Capital Outlay

Mr. Turner thanked commissioners White and Barfield for their support for seven new vehicles for CFCC.

**New Hanover County Capital Outlay Projects 2015-2016 Status Summary Report**

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	Bids over budget, Project being repriced as Non Hazmat
10	Landscape Gardening 24'x 24' Storage Building	\$5,500.00		\$12,700.00	\$18,200.00	\$60,000.00	\$41,800.00	In design and storm water regulatory, bid anticipated Fall 2017
11	Carpentry Classroom Building	\$6,085.00	\$67,928.58	\$89,304.58	\$163,318.16	\$174,886.04	\$11,567.88	Student Project Started Live Construction end date Fall 2017

**New Hanover County Capital Outlay Projects 2016-2017 Status Summary Report**

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			\$171,051.98	\$171,051.98	\$200,000.00	\$28,948.02	Proceeding (Aux Svc & Campus Police) December 2017
2	Campus Signs & Building Letter Identifiers		\$4,658.03	\$290.59	\$4,948.62	\$37,651.98	\$32,703.36	Letters complete, wayfinding signs in design
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, 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	\$286,654.27	\$9,400.00	\$318,810.06	\$295,095.87	(\$23,714.19)	Construction Estimate Completion September 2017 * \$20,759.92 to be covered out of fund balance

## Pender County Capital Outlay Projects 2017-2018 Status Summary Report

		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	Burgaw Center - Welding Lab Building Ventilation System					\$50,000.00		CPM
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201					\$70,000.00		CPM
3	Burgaw Center - Renovate Bathrooms & Replace Carpet & Selected VCT					\$80,000.00		CPM
4	Burgaw Center- assorted small project by CFCC Maintenance					\$55,695.00		CFCC Maintenance Projects

NC Connect Bonds

		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	CFCC "F" Building Workforce Training Center Renovation	\$18,933.46	\$164,900.00		\$183,833.46	\$200,000.00	\$16,166.54	Construction started 8/7/17
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
<b>Category Totals</b>		<b>\$259,933.46</b>	<b>\$164,900.00</b>	<b>\$1,125.00</b>	<b>\$425,958.46</b>	<b>\$2,918,000.00</b>	<b>\$2,492,041.54</b>	

Project Status – F Building

4. Project update:

- Project has been awarded Keystone R&C, Inc. as lowest responsive bidder at \$164,900.00 for Base Bid.

5. Schedule:

- Keystone awarded Construction Contract for base bid only. No alternates accepted.
- Pre-Construction Meeting held 7/26/17. We anticipate Construction Start on August 7, 2017.

6. Construction Change Orders:

- We anticipate a credit for concrete floor cutting, since the Automotive Program decided not to move a lift into the former Diesel program space.

7. Designer Change Orders:

None at this time.

Project Status – W & K Buildings

8. Project update:

- Both the W Building and K Building 60% drawings have been sent to SCO as of 7/24/17 for Design Development Review.
- Design has been reviewed with end users from auto body, boatbuilding, marine tech, culinary and hospitality and comments incorporated wherever feasible, including the new dining room layout

9. Schedule:

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

10. Pending Construction Change Orders:

None at this time.

11. Designer Change Orders: None at this time.

Miscellaneous

Wilson Center Sign

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the installation of a sign on the north side of the Wilson Center for a cost of \$10,500.00. Motion passed unanimously.

Easement

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the Water Street Easement to install a sidewalk with the cost being covered by the City of Wilmington. Motion passed unanimously.

Mr. Morton reported that the college has been approached by the Aloft Hotel to use the B parking lot for construction staging. In return the company will repave the parking lot. The trustees agreed.

In an effort to maintain the campus the parking decks and several buildings will be power washed and parking lots resealed and striped.

## FINANCE COMMITTEE

Mr. Morton reviewed the following reports. The State Budget will be received tomorrow.

### State Budget Summary

	State Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year
Institutional Support	\$ -	\$ 742,324.08	\$ 742,324.08	\$ (742,324.08)
Instruction – Curriculum	-	2,134,965.54	2,134,965.54	(2,134,965.54)
Instruction - Non-Curriculum	-	284,919.29	284,919.29	(284,919.29)
Academic Support	-	470,106.71	470,106.71	(470,106.71)
Student Support	-	258,564.87	258,564.87	(258,564.87)
Total: CURRENT EXPENSE	-	3,890,880.49	3,890,880.49	(3,890,880.49)
Equipment	-	38,058.70	38,058.70	(38,058.70)
Books	-	(192.15)	(192.15)	192.15
Total: CAPITAL OUTLAY	-	37,866.55	37,866.55	(37,866.55)
GRAND TOTAL - ALL EXPENSES	<u>\$ -</u>	<u>\$ 3,928,747.04</u>	<u>\$ 3,928,747.04</u>	<u>\$ (3,928,747.04)</u>

### County Budget Summary

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year
Institutional Support	0.00	53,787.82	53,787.82	-53,787.82
Plant Operation	0.00	574,831.33	574,831.33	-574,831.33
Plant Maintenance	0.00	114,853.05	114,853.05	-114,853.05
Total: CURRENT EXPENSE	0.00	743,472.20	743,472.20	-743,472.20
Buildings & Grounds	0.00	40,875.52	40,875.52	-40,875.52
Equipment	0.00	1,823.31	1,823.31	-1,823.31
Total: CAPITAL OUTLAY	0.00	42,698.83	42,698.83	-42,698.83
GRAND TOTAL	<u>0.00</u>	<u>786,171.03</u>	<u>786,171.03</u>	<u>-786,171.03</u>

Humanities & Fine Arts Quarterly Report

**Revenues**

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
Sales-Concessions	3,009	13,917	10,908	100,295	162,839	62,544
Sales-Tickets	66,154	206,722	140,568	2,205,149	2,942,344	737,195
Sales Tax Revenue	4,841	17,634	12,792	161,381	238,966	77,585
Refunds / Discounts	(300)	(595)	(295)	(10,000)	(53,596)	(43,596)
Parking Revenue	2,250	4,288	2,038	75,000	48,114	(26,886)
State Funding	9,702	8,009	(1,693)	116,418	100,911	(15,508)
Merchant Percentage	750	505	(245)	9,000	15,143	6,143
Membership Sales	0	0	0	0	2,000	2,000
Sponsorship Revenue (Grants)	0	26,850	26,850	0	171,563	171,563
Other Income	0	134	134	0	2,292	2,292
Fees	4,950	27,910	22,960	165,000	354,658	189,658
HFAC Facility Fee	4,200	16,343	12,143	140,000	200,276	60,276
Gifts	600	0	(600)	20,000	0	(20,000)
Rental Income	2,700	7,000	4,300	90,000	68,946	(21,054)
<b>Total</b>	<b>98,856</b>	<b>328,717</b>	<b>229,860</b>	<b>3,072,243</b>	<b>4,254,455</b>	<b>1,182,212</b>

**State Expenses**

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Professional Staff	6,203	6,113	(90)	74,432	74,457	25
Social Security	475	405	(70)	5,694	4,967	(727)
Retirement	943	1,011	68	11,321	12,156	835
Medical Insurance	456	479	24	5,471	5,674	203
In-State Travel	125	0	(125)	1,500	861	(639)
Out-of-State Travel	1,083	0	(1,083)	13,000	2,795	(10,205)
Capital Equipment	417	0	(417)	5,000	0	(5,000)
<b>Total</b>	<b>9,702</b>	<b>8,009</b>	<b>(1,693)</b>	<b>116,418</b>	<b>100,911</b>	<b>(15,508)</b>

**Institutional Exp.**

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Prof. Staff	20,786	20,318	(468)	249,431	220,315	(29,116)
PT Prof. Staff	5,000	4,821	(179)	60,000	67,467	7,467
PT Support	6,000	2,139	(3,861)	72,000	42,068	(29,932)
PT Tech/ParaProf	2,700	9,318	6,618	90,000	148,475	58,475
Stud. Sal. Non-Ins	150	2,144	1,994	5,000	27,185	22,185
Social Security	2,650	2,763	114	36,447	35,649	(798)
Retirement	3,159	3,361	201	37,913	34,203	(3,710)
Medical Insurance	2,736	2,397	(338)	32,826	27,444	(5,382)
Security/Parking Service	920	1,271	351	11,040	18,154	7,114
Other Contracted Services	50,021	225,467	175,446	1,667,377	2,508,871	841,494
Office Supplies	767	1,844	1,078	9,200	18,016	8,816
Other Supplies	12,267	3,662	(8,605)	147,200	58,823	(88,377)

Purchases for ReSale	3,067	7,263	4,196	36,800	53,846	17,046
In-State Travel	460	1,377	917	5,520	3,757	(1,763)
Out-of-State Travel	0	869	869	0	5,212	5,212
Advertising	6,900	25,110	18,210	82,800	136,931	54,131
Marketing Expenses	4,600	(2,215)	(6,815)	55,200	61,862	6,662
Other Current Expenses	1,533	246	(1,287)	18,400	1,400	(17,000)
Electronic Processing Fee	8,333	10,592	2,259	100,000	184,957	84,957
Cash Overage/Shortage	38	0	(38)	460	228	(232)
Entertainment and Social	19	0	(19)	230	9,127	8,897
Performance Contract Expense	1,917	14,572	12,655	23,000	129,333	106,333
Rental/Lease Other Equipment	2,300	0	(2,300)	27,600	52,643	25,043
Other Comp. Softw. Applications	1,250	0	(1,250)	15,000	2,243	(12,757)
Memberships & Dues	167	0	(167)	2,000	3,050	1,050
Maintenance	500	269	(231)	6,000	3,050	(2,950)
Sales Tax Expense	4,841	17,634	12,792	161,381	242,378	80,997
Non-Capitalized Equipment	167	5,162	4,995	2,000	9,054	7,054
Non-Capital.Equip.\$1k	83	0	(83)	1,000	0	(1,000)
<b>Total</b>	<b>143,331</b>	<b>360,383</b>	<b>217,052</b>	<b>2,955,825</b>	<b>4,105,739</b>	<b>1,149,914</b>
<b>Profit &amp; (Loss) Totals</b>	<b>(54,176)</b>	<b>(39,675)</b>	<b>14,501</b>	<b>0</b>	<b>47,805</b>	<b>47,805</b>
Utilities Supported by County	10,000	15,973	5,973	100,000	130,250	30,250
Student Support Fees	1,350	4,758	3,408	40,950	52,318	11,368
Student Support Expenses	0	0	0	0	0	0
Sales Tax Revenue - State	3,285	11,966	8,681	109,509	162,157	52,648
Sales Tax Revenue – County	1,556	5,668	4,112	51,872	76,811	24,939
Total Tax Revenue	4,841	17,634	12,792	161,381	238,968	77,587

Mr. M. White commented that this is a good report with the Wilson Center staff doing a good job controlling costs and a big plus with the state and county tax base.

Mr. Turner stated that he was approached by a trustee from another college that commented that the Wilson Center was phenomenal.

Mr. W. White asked why the actual expenses were over the budget. Mr. W. White is very concerned about the close margin. Mr. M. White agreed that this is something that needs to be watched closely and the Wilson Center Advisory Committee will discuss this. Mr. W. White does not want taxpayer dollars to be at risk. Mr. Burney stated that the upkeep of the building is important as well and that the naming opportunities will be used for the building. Mr. Hopkins stated that he feels that the center will now be in a position to request better entertainers. Mr. Hopkins stated that he toured the center with investors and that the facility was what sealed the deal.

## Foundation Quarterly Report

<b>Cash Balances</b>	<b>6/30/2016</b>	<b>6/30/2017</b>
Unrestricted Funds	\$274,417.88	\$135,708.43
Restricted Funds	\$1,348,076.84	\$1,382,337.81
Scholarship Reserve (Restricted)	\$250,000.00	\$250,000.00
Schwartz Center Renovation Campaign	\$463,100.00	\$313,408.97
<b>Total Cash Balance:</b>	<b>\$2,335,594.72</b>	<b>\$2,081,455.21</b>

<b>Cash Received YTD</b>	<b>6/30/2016</b>	<b>6/30/2017</b>
<b>Total Received YTD</b>	<b>\$1,793,481.74</b>	<b>\$1,282,506.18</b>
HFAC Pass Through for Programs	\$575,602.31	\$130,000.00
Cash Gifts & Pledge Payments YTD	\$1,217,879.43	\$1,152,506.18
Total Number of Donors YTD	1186	1059
Total Number of Gifts YTD	3154	2735

<b>Endowment (Restricted)</b>	<b>6/30/2017</b>
Beginning Balance, July 1, 2016	\$7,324,898.59
Interest Income	\$112,205.11
Fees Fiscal YTD	-\$33,943.75
Deposits Fiscal YTD	\$527,920.10
Withdrawals	-\$422,313.27
<b>Net Realized and Unrealized Gains/Loss</b>	<b>\$643,866.04</b>
<b>Ending Balance Endowed:</b>	<b>\$8,152,632.82</b>

<b>Pledges</b>	<b>6/30/2016</b>	<b>6/30/2017</b>	<b>Due 2016</b>	<b>Due 2017</b>	<b>Due 2018</b>	<b>Due 2019</b>	<b>Due 2020</b>	<b>Due 2021</b>
Beginning Pledges Outstanding July 1	\$351,969.57	\$567,884.33						
New Pledges Received YTD	\$76,433.45	\$128,459.58						
<b>Ending Pledge Balance:</b>	<b>\$352,976.51</b>	<b>\$439,977.36</b>	<b>\$46,242.06</b>	<b>\$152,373.88</b>	<b>\$133,271.16</b>	<b>\$82,252.31</b>	<b>\$20,918.97</b>	<b>\$4,918.98</b>

<b>Annual Events</b>	<b>Expenses 6/30/2016</b>	<b>Net Rev 6/30/17</b>
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*	\$11,033.73	\$244,084.90

\*does not include gifts made for another purpose

<b>Grant Report</b>	<b>6/30/2017</b>
<b>Funds Awarded</b>	<b>\$530,160.67</b>
Funds Received	\$278,189.71

Mr. Morton reviewed a PowerPoint presentation on the childcare center to answer questions regarding number of employees utilizing the center and expenses. After renovations tuition was increased.

## **CURRICULUM COMMITTEE**

### **New Programs**

Ms. Singler reviewed the following programs.

#### **Cape Fear Community College Curriculum Program Application Summary Associate in Applied Science in Health and Fitness Science (A45630)**

##### **SUMMARY**

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

##### **Highlights:**

- The college's service area has substantial built-in demand for fitness professionals because of its unique role as a retirement and tourism destination;
- Local retirement facilities and planned communities increasingly emphasize physical activities and fitness programs;
- At the state level, the North Carolina Department of Commerce projects a growth rate of 10.1% for employment opportunities for fitness trainers and aerobics instructors from 2012 to 2022;
- In the southeast region of the state, which includes CFCC's service area, the projected growth rate for fitness trainer and aerobics instructor jobs is projected at 11.9% from 2012 to 2022;
- The college intends to develop a Career and Technical Education (CTE) dual-enrollment pathway for Health and Fitness Science to coincide with the traditional certificate that will be offered through this program;
- The college plans to collaborate with UNCW to develop a local articulation agreement for Health and Fitness Science students to transfer credits toward programs in the Health and Applied Human Sciences area.

Program of Study: Associate of Applied Science in Health and Fitness Science

##### **GENERAL EDUCATION HOURS (18/19 SHC)**

COM-120 Interpersonal Communication (3 SHC)

ENG 111 Writing & Inquiry (3 SHC)

ENG 112 Writing/Research in the Disciplines (3 SHC)



Humanities/Fine Arts Gen Ed Course (3 SHC)  
MAT 143, 152, or 171 (3/4 SHC)  
PSY 150 or SOC 210 (3 SHC)

**MAJOR CORE HOURS (41 SHC)**

BIO 155 Nutrition (3 SHC)  
BIO 168 Anatomy & Physiology I (4 SHC)  
BIO 169 Anatomy & Physiology II (4 SHC)  
HEA 112 CPR & First Aid (2 SHC)  
PSF 110 Exercise Science (4 SHC)  
PSF 111 Fitness & Exercise Testing I (4 SHC)  
PSF 116 Prevent/Care of Exercise Rel Injuries (3 SHC)  
PSF 118 Fitness Facility Management (4 SHC)  
PSF 120 Group Exercise Instruction (3 SHC)  
PSF 210 Personal Training (3 SHC)  
PSF 212 Exercise Programming (3 SHC)  
PSF 218 Lifestyle Changes/Wellness (4 SHC)

**OTHER MAJOR HOURS (6 SHC)**

HEA-110 Personal Health/Wellness (3 SHC)  
CIS-110 Introduction to Computers (3 SHC)

**TOTAL PROGRAM HOURS: 65/66 SHC**

Cape Fear Community College Curriculum Program Application Summary  
**Associate in Applied Science in Human Services Technology / Substance Abuse Concentration**

SUMMARY

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Highlights:

- Offering a Substance Abuse program will respond to a critical need in the college's service area for more professionals who can provide support services to individuals and communities struggling with substance abuse issues;
- The Substance Abuse program will emphasize work-based learning experiences in partnership with local providers of support services for substance abuse patients;
- The Substance Abuse program will represent an effort to address the epidemic of opioid addiction that has ravaged the state and the college's service area in recent years;

- Across the state, openings for substance abuse and behavioral disorder counselors are expected to increase almost 32% by 2022;
- This program will complement several of the college's existing programs in the health sciences and public services areas; students in programs such as nursing, emergency medical science, and criminal justice may bolster their employability through earning an additional credential in substance abuse.
- The college has received declarations of support for this program from important community partners, including Dr. Joseph Pino, Executive Director of South East Area Health Education Center and Vice-President of Medical Education for New Hanover Regional Medical Center; Robert Childs, Executive Director of the North Carolina Harm Reduction Coalition; and Dr. Charles Hardy, Founding Dean and Professor of the College of Health & Human Sciences at the University of North Carolina, Wilmington.

Program of Study: Associate of Applied Science in Human Services Technology / Substance Abuse  
Concentration

GENERAL EDUCATION HOURS (17 SHC)

BIO 163 Basic Anatomy & Physiology (5 SHC)  
 COM 120 Intro Interpersonal Com (3 SHC)  
 ENG 111 Writing & Inquiry (3 SHC)  
 Humanities/Fine Arts Elective (3 SHC)  
 Social/Behavioral Science Elective (3 SHC)

MAJOR CORE HOURS (25 SHC)

HSE 110 Introduction to Human Services (3 SHC)  
 HSE 112 Group Process I (2 SHC)  
 HSE 123 Interviewing Techniques (3 SHC)  
 HSE 125 Counseling (3 SHC)  
 HSE 210 Human Services Issues (2 SHC)  
 HSE 225 Crisis Intervention (3 SHC)  
 PSY 150 General Psychology (3 SHC)  
 PSY 241 Developmental Psychology (3 SHC) *or*  
 PSY 281 Abnormal Psychology (3 SHC)  
 SOC 210 Introduction to Sociology (3 SHC)

CONCENTRATION HOURS (17 SHC)

SAB 110 Substance Abuse Overview (3 SHC)  
 SAB 120 Intake and Assessment (3 SHC)  
 SAB 125 SA Case Management (3 SHC)  
 SAB 135 Addictive Process (3 SHC)  
 SAB 240 SAB Issues in Client Services (3 SHC)  
 WBL 111 Work-Based Learning I (1 SHC)  
 WBL 115: Work-Based Learning Seminar I (1 SHC)

OTHER MAJOR HOURS (8 SHC)

CIS 110 Introduction to Computers (3 SHC)  
 CJC 213 Substance Abuse (3 SHC)  
 MED 120 Survey of Med Terminology (2 SHC)

**TOTAL PROGRAM HOURS: 67 SHC**

Cape Fear Community College Curriculum Program Application Summary  
**Associate in Applied Science in Medical Assisting (A45400)**  
SUMMARY

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Highlights:

- The Medical Assisting program will help address the growing need for qualified medical assistants among healthcare providers in southeastern North Carolina;
- The Medical Assisting program will partner with local health care providers and clinical sites to ensure that students are developing highly marketable skills and knowledge;
- This program will also serve as a complement to CFCC's existing health sciences programs, which include Associate Degree Nursing, Practical Nursing, Nurse Aide, and Phlebotomy. The Medical Assisting program will also complement CFCC's Healthcare Business Informatics and Medical Office Administration programs;
- The Medical Assisting program will consist of a hybrid of practitioner and management coursework, providing a unique option for students wishing to pursue a career in the health care industry;
- In the southeastern region of North Carolina, medical assisting is projected to have an employment growth rate of 35.8% from 2012 to 2022, with an average of 95 new openings per year;
- This program offers a unique opportunity to students who may be currently working as certified nurse aides, phlebotomists, and practical nurses to develop administrative and management skills to complement their clinical and laboratory training;
- The Medical Assisting program will also strengthen CFCC's relationships with the major healthcare providers in the area as the college places a new cohort of students into local sites for clinical experiences.

Program of Study: Associate of Applied Science in Medical Assisting

GENERAL EDUCATION HOURS (15 SHC)

COM 110, 120, or 231 (3 SHC)  
ENG 111 Writing & Inquiry (3 SHC)  
HUM 115, PHI 230, or PHI 240 (3 SHC)  
MAT 110 Math Measurement and Literacy (3 SHC)  
PSY 150 General Psychology (3 SHC)

MAJOR CORE HOURS (34 SHC)

BIO 163 Basic Anatomy & Physiology (5 SHC)  
MED 110 Orientation to Medical Assisting (1 SHC)  
MED 130 Administrative Office Procedures I (2 SHC)  
MED 131 Administrative Office Procedures II (2 SHC)  
MED 140 Exam Room Procedures (5 SHC)  
MED 150 Lab Procedures I (5 SHC)  
MED 121 Medical Terminology I (3 SHC)  
MED 122 Medical Terminology II (3 SHC)  
MED 260 Medical Clinical Practicum (5 SHC)  
OST 149 Med Legal Issues (3 SHC)

**OTHER MAJOR HOURS (17 SHC)**

MED 138 Infection Hazard Control (2 SHC)  
MED 180 Drug Therapy (3 SHC)  
MED 262 Clinical Perspectives (1 SHC)  
MED 264 Medical Assisting Overview (2 SHC)  
MED 180 CPR Certification (1 SHC)  
MED 272 Symptomatology (3 SHC)  
MED 270 Fundamentals of HIM (2 SHC)  
HIT 110 Medical Coding, Billing and Insurance (3 SHC)

**TOTAL PROGRAM HOURS: 66 SHC**

A MOTION from the Curriculum Committee recommends approval from the Board of Trustees of the Associate in Applied Science in Health and Fitness Science, Associate in Applied Science in Human Services Technology / Substance Abuse Concentration and Associate in Applied Science in Medical Assisting as presented. Motion passed unanimously.

**Sea Tech High School**

A MOTION from the Curriculum Committee recommends approval from the Board of Trustees the Sea Tech High School application. Motion passed unanimously.

**Enrollment**

Ms. David stated that Dr. Minus spoke about retention and will give a timeline on the Wake Tech visits and more information regarding admissions at the next curriculum committee meeting. All Trustees are welcome to attend the next Curriculum Committee meeting. Ms. Nina Taylor will giving a presentation on FTE.

**Planning Committee**

The Planning Committee met on August 2, 2017. The meeting was attended by community leaders and CFCC officials. The meeting went extremely well. This meeting will be held annually. The mission and vision statements for the college will be updated.

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

**OTHER REPORTS**

### SGA Report –

Mr. Stermer reviewed the following report.

The SGA Executive board is currently working with faculty and students to help establish, organize and support clubs for the 2017-2018 academic year. Please refer to the SGA website for more information: <https://cfcc.edu/sga>

- General Assembly meeting on Monday August 28<sup>th</sup> at 3:30pm in U170
- September 20<sup>th</sup> at Wilson Center – Hypothesis Richard Barker
- Attending N4CSGA Eastern Division meeting at Fayetteville Technical Community College on September 23<sup>rd</sup>
- Fall Festival October 18<sup>th</sup> (downtown), 19<sup>th</sup> (north campus), and 25<sup>th</sup> (Topsail campus)
- Attending N4CSGA State Conference in Durham NC October 20<sup>th</sup>-22<sup>nd</sup>

### Faculty Association Report –

Mr. Tingen presented the following report.

The Faculty Association is holding a meet-and-greet session at In-Service on Wednesday, August 16 from 1:30pm-3:00pm in U-528. We hope new and seasoned faculty will attend and find out how they can become more involved at CFCC.

This summer has been packed with events! FA officers attended the faculty planning retreat for 12 month employees on June 23<sup>rd</sup>. Thank you to Pat Hogan and his office for setting this up. The Faculty Association also attended the 2017 Summer Graduation and it was quite an event. Thank you to Rachel Nadeau and her office, the Wilson Center staff and volunteers, and everyone involved for putting on such a great ceremony. Everyone that attended will certainly remember the student that graduated from the Information Technology Program that had so many extra certificates and diplomas that all those in attendance broke into a round of applause!

The FA President was also invited to be a member of the CFCC Planning Committee. Thank you to Ms. Ann David and our administration for the invitation and ensuring the CFCC Planning Committee has faculty representation. Seeing the vision our administration and board has for CFCC's short and long-term future is inspiring. Thanks to the administration for a great presentation and their openness to ideas from all members.

The FA officers met with Dr. Lee, Jim Morton, and Melissa Singer last week to discuss the upcoming academic year and schedule our monthly meetings. Over the summer we have worked together regarding FA goals moving forward. They include:

- Working with the staff on creation of a Staff Association and helping in any way we can.
- We are going to resend our 2013 survey which provided the FA with the issues and ideas that were important to faculty.
- Creating an Ad Hoc Committee to formulate a Final Exam Week model that works for CFCC.

- Creating an Ad Hoc committee to work with the Online Learning department to address concerns faculty may have moving forward.
- Creating an Ad Hoc committee to address Employee Morale and work to improve it.
- Creating an Ad Hoc committee to revive/restart our salary campaign.

Faculty are certainly happy the state of North Carolina has budgeted a raise for all state employees. We want to bring it to the Board's attention that faculty have not had a decent percentage raise over the past seven years. We understand FTE and enrollment are down which impacts our budget, but employee salary has been the top concern of faculty. We do not have the exact numbers, but many of our faculty are currently paid less than they would be if rehired today.

We will have dates for future FA meetings in our next report. We have had a board member attend before and would love to have others attend and speak if they are so inclined.

### Foundation Report

Foundation staff and Board of Directors held a half-day planning retreat on North Campus, July 20, 2017. The theme of this retreat was Yesterday, Today and Tomorrow. The retreat focused on the state of the foundation 5 years ago, today and 5 years into the future.

Topics discussed at the retreat included 5 areas of potential growth: Annual Fund, Alumni, Marketing, Planned Giving, and Special Event Fundraising. Ideas were shared for each of these areas to help the foundation grow its support for Cape Fear Community College.

Foundation Staff held a retreat on August 3, 2017 to organize the outcomes of the board retreat into a yearly plan of action placed onto a yearly calendar as well as the development of long range plans for the foundation as they relate to the five broad areas discussed at the board retreat.

Foundation is hosting a donor cultivation event this coming Monday, August 21<sup>st</sup> from 5-7 pm in the lobby of the Wilson Center. This event highlights the current work of Wilmington artist Elizabeth Darrow, who will also speak to her artwork housed backstage at the Wilson Center. Ms. Darrow's artwork, backstage at the Wilson Center, was donated to the College by a family from Fayetteville, NC. This event is also a partnership with local art gallery, Art in Bloom.

The Foundation will also be hosting a meet and greet on Monday, September 18<sup>th</sup> from 5-7pm in the amphitheater located behind Union Station. This event will give our top 100 business, endowment and individual donors an opportunity to meet the new executive director and receive information updates on the College and the Foundation.

Wendy Littlefield was offered and accepted the position of Director of Annual Giving on August 8, 2017. Wendy has been an asset to the foundation over the last 2.5 years serving as a Special Projects Assistance and as Interim Office Manager.

The Foundation is currently working to fill the vacant position left by Lauren Wolf's departure on July 15. This open position is the Accounting and Database Coordinator position.

The Schwartz Center Renovation Campaign held its first official cabinet position this past Monday hearing about grant funding opportunities and discussing and developing strategies around individual and business donors who will be asked to support this effort.

The annual campus fund drive seeking foundation support from all of the college's employees was launched yesterday at the College's in service day and has a goal this year of \$70,000. The campaign runs through September 30, 2017.

A MOTION was made by Mr. Turner and seconded by Mr. Barfield to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(6) to discuss Personnel, 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.

Announcements

**Date of next Meeting – August 17, 2017**

Meeting Adjourned at 7:35pm.

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Amanda K. Lee, President/Secretary

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Michelle S. Lee, Recording Secretary

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