

**AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 21, 2017
5:00 PM**

Following proper public notifications on September 11, 2017, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, September 17, 2017, at 5:00 pm in the Board Room of the Union Station Building. Mr. F. Mat White, Chair, presided.

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

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. Sheila Mallard, Principal HR Generalist; Mr. Dan Wilcox, Police Chief; Ms. Erica Reynolds, Pender Early College Liaison; Ms. Valarie Melvin, Math Instructor; Mr. Marty Richards, Executive Director CFCC Foundation. Ms. Nina Taylor, Director of Compliance; 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. M. 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.

Mr. M. White stated that if you have a cell phone please turn it on silent.

MINUTES

A MOTION was made by Ms. David and seconded by Mr. Babb to approve the August 17, 2017, minutes as presented. Motion passed unanimously.

Recognitions and Introductions

Ms. Sheila Mallard, Principal HR Generalist, introduced the following new employees:

New Hires:

Lisa Mills	Human Resources Recruitment Specialist	09/05/2017
William Thompson	Program Director, Electrical Systems Technology	09/05/2017
James Clark	Library Technician	09/05/2017
Angela Ballentine	Dean of Health Sciences	09/11/2017

Retirements:

Dr. Lee recognized Ms. Kathy Reeves and thanked her for her hard work and dedication to the college.

In addition, Dr. Lee recognized the following individuals:

Mr. Henry Tootoo for his 25 years of service to the college.

Ms. Erica Talbert for receiving the Staff President's Award.

Ms. Rhonda Franklin for receiving the Faculty President's Award.

Chair's Report

Mr. White reviewed the following:

Our Place Dinner

The CFCC Board of Trustees will meet on Wednesday, November 15, 2017, at 4:00 PM in the Board Room of the Union Station Building. Immediately following the meeting, Board members and invited guests will attend a dinner at Our Place. Dinner is scheduled to begin at 6:00 PM.

Ethics Training

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements please make arrangements to do so. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/>. Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7555 if you have any questions regarding this training.

President's Report

Dr. Lee reviewed the following:

Upcoming Dates

These are for informational purposes:

Public Square Forum: “To Drill or Not to Drill” on October 18, 6:00 at the Wilson Center. This is a collaborative effort between CFCC, UNC-W, Cape Fear Realtors and NC Realtors.

Foundation Event with top donors on October 23 at 5:00, details to be provided later

Thank you to everyone who has attended a function recently in support of CFCC. Mat, Ann, Bill, Zander, John Melia, Jonathan Barfield, and John Babb all attended the NCACCT conference at the Hilton. Bill and John Melia attended the kickoff luncheon for the Veteran's Center. Jimmy attended the Elizabeth Darrow reception at the Wilson Center which was a Foundation cultivation event. Mat and Bill attended the Wilson Center annual volunteer celebration event. Jimmy Hopkins attended meetings regarding the Schwartz Center renovation project. Bill, Ann, John Melia, and John Babb attended and provided remarks at the September New Hanover Board of Education meeting.

Lisa Estep has been selected to serve as liaison between the NC Community College Board and the NCCC President's Association. Bill continues his commitment and participation on the special ad-hoc state committee assessing the System Office’s role in the governance of the local colleges.

Student Services

Coastal Horizons - The Coastal Horizons 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.

Career Coach Grant Application – The grant application for the career coach has been submitted. In summary, CFCC is proposing three coaches to cover the high schools in our service area. This is a matching grant. If approved, we will be committing \$150,000. The grant period is 2019-2020 but we are hoping since they are asking for the application to be submitted that there still may be an opportunity for something for 2018-2019.

Athletics - Per our athletic director, Ryan Mantlo, our student-athletes are excelling both in the classroom and on the field of play. Over the course of the past two weeks our teams have started perfect winning 9 games and losing 0. Our men's golf team recently finished medalist runner-up, and the future of Sea Devil athletics has never been brighter. With the Schwartz Center beginning renovations soon, the women's volleyball team will play all their home matches at Brunswick CC. Both men's and women's soccer teams are currently playing their home games at Legion Stadium. Our men's and women's basketball teams will call Brogden Hall at New Hanover HS home for the 2017-18 season. For all the latest and greatest news including up-to-date schedules for Sea Devil Athletics, visit <http://www.goseadevils.com/landing/index>.

Personnel

Annual Performance Evaluations - The revised evaluation process is on the agenda for approval at the College Council meeting on September 13th. Once approved, training sessions for evaluators will be conducted. Significant revisions include moving to a calendar year review instead of an

academic year review period; utilizing a scale criteria instead of the categories of satisfactory and unsatisfactory; and revisions to the forms.

Holiday Closing - The following announcement was shared with employees: the college will be closing from **Friday, December 22, 2017 through Monday, January 1, 2018** in observance of the Holidays and New Year. We would also like to announce that CFCC is designating an additional day (Wednesday 12/27/17) as an employer paid holiday so that Full-Time Staff employees (who are eligible for Leave and paid holidays) will only have two days during this period (12/28 & 12/29) in which they will have to utilize their Leave.

In-service Honorees - At our annual In-service the 2017 President's award recipients were recognized for this year. Nominations are submitted annually to our Social Committee and one staff member and one faculty member are selected. Award recipients received a commemorative plaque and a \$250 check. We had a record number of nominations this year. The criteria include dedication, involvement, professionalism, and leadership. This year's staff award went to Erica Talbert, Associate Dean of Continuing Education. This year's faculty award went to Rhonda Franklin, English Instructor.

The Marilyn Goodman Anderson Excellence in Teaching award recipient was also announced. This is a prestigious award recognizing significant, positive impact on students' lives, mastery of subject, outstanding teaching philosophy, and consistently high student perceptions of teaching. Nominees must have taught at least three years at CFCC. The recipient receives a medallion and a check for \$2000. This year's award went to Jacqui Degan, Marine Technology instructor.

Among the recognitions at In-service, Henry Tootoo, Maintenance Services Coordinator, was recognized for 25 years of service at CFCC.

Dean of Health Sciences - Dr. Angela Ballentine has joined the CFCC family in the new position of Dean of Health Sciences. Monday, September 11th was her first day. She has been with the NCCC System since 1996 at Vance-Granville Community College. While there she served as Dean of Health Sciences and most recently was their Vice President of Academic Affairs.

Wilson Center

Wilson Center staff have become aware of 3rd party ticket sellers and scalpers trying to take advantage of our guests. Efforts to educate our ticket buyers and counter measures to prevent such activities are being taken. Be sure to always use the official website if you are purchasing your tickets online.

Academic

Occupational Therapy Assistant Program - The Accreditation Council for Occupational Therapy Education (ACOTE®) has mandated that the entry-level degree for the occupational therapy assistant will move to the baccalaureate level by July 1, 2027. Only entry-level baccalaureate occupational therapy assistant degree programs will be eligible to receive or maintain ACOTE accreditation status as of July 1, 2027. Further, ACOTE and the AOTA Accreditation Department will develop and implement a plan for this transition so the concerns and needs of all affected

stakeholders are addressed to facilitate the smoothest transition possible. This notice was received by email to us. There are six OTA programs within the NC community college system.

Adult High School Graduates - The System Office released the number of GED and adult high school (AHS) graduates from each college from January -December 2016. CFCC ranked third behind CPCC and Wake Tech overall. We were ranked first for our number of AHS graduates with 119.

Senior Citizen Class Audits - Local senior citizens are enthusiastic about being able to audit CU and CE classes. Information is being prepared to explain the guidelines to include that tuition is waived, they are responsible for fees, a paying student cannot be displaced, and credit or certifications cannot be earned. Enrollment by a senior citizens who is auditing does not contribute to the college earning budget FTE.

Marketing Activity

- TV
 - At Cape Fear I Can* TV spot in rotation on TV – network and cable.
 - At Cape Fear I Can* also being used as pre-roll on YouTube and shared on social media.
- Radio
 - Radio series currently running on local radio stations.
 - New radio ads to be produced to run throughout fall and – general awareness campaign – beginning to promote spring in October.
- Billboard
 - Two static billboards in Pender County
- Bus
 - Bus wraps are currently running on 2 buses, and promotional placards are inside the 13 other buses
- Digital
 - Specific digital campaigns for new programs (Business Analytics, Emergency Management) are currently running
 - Digital campaigns for larger groups ongoing :
 - College Transfer
 - Enroll now – financial aid available
 - Apply now for 12-weeks session, fall 2nd mini, and spring semester (coming soon)
 - College Inbound
 - Working with College Inbound to direct digital campaigns to new interest form
 - High School Athletics –Snap Chat filters have been created for area high schools and we are using these for game day promotions (geo-fencing filters)
- Direct Mail/Print
 - The fall issue of REACH, the Continuing Ed schedule was inserted in the Star News on August 13
 - New marketing materials were created for use by Continuing Education Customized Training
 - Working on one-pager for all academic programs that would be used in print and digital formats

- Social Media
 - Boosting under-enrolled classes for Con Ed and Curriculum
 - Urging registration for 12 week session and second mini
 - Advertising social media assets to increase following on each platform.
- Web
 - Web assets have been created to promote new programs and advertise the 12-week and 2nd mini sessions
 - 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/recent events
 - Marketing supported the August 10th Open House in Burgaw with giveaway items and promotional ads in Pender Post
 - Cape Fear Carnival events were recently held at both the Wilmington and North Campuses to encourage current students to utilize college services such as free tutoring etc.
 - Working with Sea Devil Athletics to re-brand marketing materials and also share athlete news and success stories with local media and on social media



Foundation Marketing Update – August 2017

- Campus Fund Drive
 - The entire Community Relations team has been working with the Foundation to promote their annual campus fund drive campaign, *Sustaining the Future*. The visual theme for the campaign was designed by Justin Floyd, Digital Web Development Specialist. From that initial design, door tags, posters, a t-shirt design and digital images were created to help promote the campaign. David Hardin, Director of Creative Services, volunteered to co-chair the Campus Fund Drive alongside Terrika White, Executive Secretary, Vocational and Technical Education. The duo starred in a *Back to the Future*-themed spoof video with direction by Tim Vandenberg, TV/Video Production Specialist, and assistance by John Palmer, TV/Video Production Technician, and Sara Mitchell, Printing Services Technician, who made the key piece for the show – the DeLorean. The campaign is a true team effort, and has been very well-received by CFCC employees.

- Social Media
 - The week of 9/11, Marketing will begin sharing the stories of scholarship recipients via social media on “Foundation Fridays” #foundationfridays. The idea is to highlight both scholarship recipients and donors in weekly Facebook posts. The Marketing team will also promote the scholarship application by linking to the web for these posts.
- Upcoming Events
 - Marketing and Events will be working with the Foundation on an upcoming meet-and-greet event to be held on October 23rd. Details and format for event are currently being finalized.
 - The Community Relations team is working with the Foundation to develop ideas for the next Gift of Education luncheon. Initial meetings are already underway.
- Collateral materials
 - The marketing team is working with the foundation to develop and update collateral materials and web assets for the foundation.

Police Activity

August 21, 2017 @ 1655 hours

Possession of Weapon on Campus
Behind Union Station

The reporting party (Charfusco) called in stating there was a suspicious person behind Union Station (Veteran Affairs Office side). Officer Menendez responded, located the suspect, and noticed the suspect had two 15” metal spikes tied in the front of his belt. The officer began investigating the incident and removing the spikes from the suspects belt. During this, the officer observed a 15” survival knife in a sheath stuck down the inside right front pocket of the suspects pants.

The suspect was arrested for possessing weapons on campus and carrying a concealed weapon. The suspect and evidence were processed at CFCCPD then the arrestee taken to New Hanover County Detention Facility.

August 22, 2017 @ 1037 hours

EMS Call/Overdose
L Building, 1st Floor Bathroom

The reporting party (Munn) called to report an unconscious male, laying on the floor of the men’s bathroom, first floor of the L building. Officers responded (Wilcox, Buszko, Fields, Graham) to the location to observe the subject unconscious, laying in vomit, and barely breathing. Officer (Wilcox) made entry into the stall to unlock the door and officers (Buszko and Fields) began examining the subject for signs of evidence consistent with drug use. Based on the officers’ training it was immediately determined the subject had overdosed from heroin and began preparation for administering Naloxone (Narcan). Officer (Fields) administered one dose of Naloxone and officers continued verbal/physical stimulation to assist in the subject regaining consciousness.

After a few seconds, the subject slowly became alert and acknowledged the officers presence. EMS arrived on the scene and took the subject to the hospital for medical treatment. The administering of Naloxone was a successful reversal of an opioid overdose saving the subjects life.

Overview number of some calls since 08/01/17

Accidents 11	Larceny 1	Trespassing 3
EMS 8	Suspicious Activity 2	Injury to Real Property 1

President Activity

Speaking engagements at the Downtown Rotary Club, the Coastal Carolina Women’s Club, and the Waterfront Task Force.

Attended various meetings and luncheons to include the Wilmington Chamber Board, Wilmington Symphony, Foundation Council, Wilson Center Advisory Committee, New Hanover Board of Education, Epicurean Event for the Methodist Home for Children, SEA-TECH Executive Committee, Medical Society’s Sesquicentennial Celebration, NCACCT Conference, CFCC Carnival at the Wilmington Campus and at the North campus, CFCC Veterans Fall Kick-Off, reception for Elizabeth Darrow at the Wilson Center, Port City Heroes Banquet, Power Breakfast, and the First Responder’s Appreciation event.

Attended the budget meeting in Raleigh, the August President’s meeting, and the Eastern President’s Meeting

Participated in VIP Receptions at the Wilson Center

Committee Reports

Facilities & Equipment Committee

Mr. Morton reviewed the following reports with the trustees.

Advanced & Emerging Technologies

Project Status

1. Project update:
 - a. Beneficial Occupancy granted by SCO on 7/13/17
 - b. Construction management lab complete
 - c. Final punch list corrections wrapping up at A&ET and Vet

2. Change Orders
 - a. General Contractor
 - i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-12 has been executed and G-13, 14, 15 are 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. Final inspections and project close out will be completed this fall.

Expenditures

TAB	Account Name	NCCCS 3-2 22-Aug-12	Total Project Cost as Per Contract	Comments
1	Land/Site Grading & Improvement	-	-	
2	General Contract	33,000,000.00	\$33,430,000.00	
2A	GC Downtown Renovations	-	(\$3,934,504.00)	
3	Architect Contract	2,193,731.00	2,401,368.00	
4	Other Contracts	-	675,308.47	
5	Other Fees	800,000.00	393,109.96	
6	Work Performed by Owner	705,453.00	-	
7	Equipment	4,000,000.00	3,130,615.51	
8	Contingency	990,000.00	\$1,458,722.71	
		41,689,184.00	37,554,620.65	\$4,134,563.35

Schwartz Center

Project Status

- 1. Project update:
 - a. Drawings have been approved by SCO.
 - b. The project will be advertised on 9/11 and the bid date will be 10/12/17.
- 2. Change Orders
 - a. General Contractor
 - i. N/A
 - b. Designer
 - No pending design contract amendments at this time.

3. Preliminary Preconstruction Schedule:
 - a. Bid date October 12, 2017
 - b. Start construction November 2017.
 - c. Complete construction prior to fall term 2018.

Opening of bids will be October 12 at 3:00pm in the Union Station second floor conference room. A reminder will be sent to the Trustees.

Mr. Morton reviewed the project budget. The Facilities & Equipment Committee would like to complete the project and not reimburse the student fees used in order to do additional work to the center. The amount of student fees used for the project is \$582,977.

A MOTION was made by Mr. Guy and seconded by Mr. Babb to approve the use of the student fees on the project without reimbursement. Motion passed unanimously.

Mr. Morton stated that the college is working on a joint venture with the City of Wilmington to address deficiencies in landscaping on Red Cross Street.

New Hanover County Capital Outlay

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	Awaiting City of Wilmington Response for Joint Project
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		\$12,820.00	\$18,320.00	\$60,000.00	\$41,680.00	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 Spring 2018

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			\$171,079.66	\$171,079.66	\$200,000.00	\$28,920.34	Proceeding (Aux Svc & Campus Police) December 2017
2	Campus Signs & Building Letter Identifiers		\$11,313.70	\$195.59	\$11,509.29	\$37,651.98	\$26,142.69	Letter Identifiers 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			Completed Projects are Hidden			
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
5	Burgaw Center: Change all light fixtures from T-12 TO T-8			\$ 7,544.18	\$ 7,544.18	\$ 7,544.18	\$ -	Maintenance Staff completing, Fall break 2017 Completion

Pender County Capital Outlay Projects 2017-2018 Status Summary Report								
		Encumbrances - Subtotals			Completed Projects are Hidden			
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	Burgaw Center - Welding Lab Building Ventilation System					\$50,000.00		In Design
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201					\$70,000.00		In Design
3	Burgaw Center - Renovate Bathrooms & Replace Carpet & Selected VCT					\$80,000.00		Scope development and budgeting.
4	Burgaw Center- assorted small project by CFCC Maintenance					\$55,695.00		CFCC Maintenance Projects

State Bond Funds

3-1

A MOTION from the Facilities & Equipment Committee recommends approval from the Board of Trustees approval of the 3-1 for the A, S, and N Buildings for a total of \$4,250,000.

Mr. W. White would like to know if these needs are part of the capital projects. This will be discussed at the facilities committee in October.

After additional discussion and with unanimous consent, the motion was objected and will go back to the committee for further review.

Finance Committee

State Budget

Mr. Morton, presented the State Budget for the 2017-2018 to the board.

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the 2017-2018 State Budget as presented for a total of \$110,562,947. Motion carried unanimously.

State Budget Revision

Mr. Burney reviewed the State Budget Revision. The net increase to the budget was \$32,314. Mr. Morton stated that the college is working very hard to increase customized training and is increasing the cost of these trainings to updated rates.

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision for a total increase of \$32,314. Motion passed unanimously.

State Budget Summary

The State Budget Summary reported 15.30 percent of the budget had been expended as of August 2017.

County Budget Summary

The County Budget Summary reported 12.37 percent of the budget had been expended as of August 2017.

Institutional Funds Update

Mr. Morton reviewed the August 2017 report. No items were of concern at this time.

Miscellaneous

Mr. Morton stated that Mr. W. White asked what the plan was for the college if the Wilson Center lost money. A reserve fund will be set up with facility fees on tickets over \$50. The board then can start looking at what they would like to fund reserves. This would generate approximately \$75k over one year. This would be split between operation and maintenance. An ongoing reserve will be established. Mr. Turner asked for a modified report on a monthly basis on profit and loss of the center. Mr. Morton stated that July was -60k august +8,100.

A MOTION from the Finance Committee recommends approval by the Board of Trustees to adjust the facility fee associated with ticket sales to support a reserve fund for maintenance and operations of the Wilson Center. Motion passed unanimously.

Curriculum Committee

FTE

Ms. David introduced Ms. Nina Taylor, Program Compliance Director. Ms. Taylor spoke briefly on FTE.

Administrative & Personnel Committee

Board Travel Policy

A MOTION from the Administrative & Personnel Committee recommends approval from the Board of Trustees to continue the current travel policy as presented. Motion passed unanimously.

Mr. M. White stated that out-of-state travel will not be approved. The annual ACC Washington Legislative Conference will be the only exception. As we ask the college to try to save money, the trustees need to do the same.

BOARD TRAVEL PROCEDURES

The College authorizes travel within the regulations mandated by the North Carolina Community College System. These regulations apply to all College employees and members of the Board of Trustees. Travel requests are approved contingent upon the availability of funds.

Policy - The Chairman of the Board will designate trustees to represent the College at in-state and out-of-state meetings and seminars. In addition, the Chairman and the President will approve all travel for Trustees after review of funds available for such travel.

Travel Process

Trustee travel arrangements are made through the President's Office, in accordance with State travel regulations, well in advance of the travel. A Travel Request Form must be completed and processed through the College Business Office before the travel takes place. The following procedures apply to Trustees only:

1. After approval from the Chair, notify the President's Office that you plan to attend a meeting/seminar. Hotel registration, transportation, and other arrangements can be made through that office.
2. Please observe the following allowances:
 - a. Transportation - includes air, mileage at approved state rate), automobile rental and taxi. (Must be the most economical mode by the usually-traveled route.)
 - b. Lodging - actual amount for single occupancy.
 - c. Meals - Meals will be paid at the approved rate determined by the state for in-state as well as out-of-state travel. STATE FUNDS CANNOT BE USED FOR ALCOHOLIC BEVERAGES.
3. A Travel Advance can be obtained for travel expenses exceeding \$100, calculated at a maximum of 90% of the total estimate. Please inform the President's Office if you will need an advance. Most travel arrangement costs will be paid by the college credit card.
4. Receipts are required for all expenses to be reimbursed, with the exception of meals reimbursed at the State rate.
5. **Upon return from meeting/seminar, submit receipts within two weeks to the President's Office for completion of a Travel Reimbursement Form. The form will be signed by the traveler and the President before being submitted to the Business Office for reimbursement.**

Revised 1/28/16

Faculty/Staff Salary Increases

Mr. Morton reviewed the proposed Faculty/Salary Increases that will be retroactive to July 1, 2017.

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of a salary increase of \$1008 per year for all full-time employees effective July 1, 2017 and still employed on September 1, 2017 and to include the same salary increase for all non-state employees covered by the state allocation. Motion carried unanimously.

CFCC received the 2017-2018 State Budget which reflects an allocation of \$51,387,431. In the budget the General Assembly included funding for an annual salary increase of \$1008 for all full-time employees.

SGA Report

Mr. Brohaugh gave the following report.

SGA board: All positions have been filled. There are 4 executive officers, 3 sub officers and 8 senators.

Clubs/Organizations: As of now 20 clubs/organizations have completed their annual renewal forms and they are 3 new club applications.

All 2017-2018 Student Committee Assignments have been finalized.

N4CSGA Eastern Division meeting September 23rd at Fayetteville Technical Community College.

Next General Assembly meeting is Monday September 25th at 3:30PM in U-170. After the meeting Pat Hogan will host a forum to ask our students the question, "How are we Doing".

Last night the Live Production Technologies Club along with the SGA hosted Richard Barker, Hypothesis at the Wilson Center.

SGA has agreed to do a service project for the library. More 1000 VHS tapes have been removed from their collection and our students will disassemble them so they don't end up in the landfill.

N4CSGA Fall Conference is in Winston-Salem NC October 20th-22nd. Ten officers/senators are scheduled to attend.

SGA is continuing its efforts to improve communication between clubs/organizations. The goal is to work together on school and community service projects to increase our ability to tackle larger projects.

The SGA has purchased a microwave for the NA building at the north campus. This was in response to a request from students who bring their meals to school.

Faculty Association Report

Mr. Tingen gave the following report.

The Faculty Association held a meet-and-greet session at In-Service on Wednesday, August 16 from 1:30pm-3:00pm in U-528. Thanks to the faculty that attended.

FA officers met with CFCC HR Direction Sharon Smith on Monday, 9/11 and we had a very productive meeting. We emphasized that wage compression is an important issue for faculty,

especially those that are currently paid less than they would be if rehired with their current years of experience. We also brought forward comments and questions on the new faculty evaluation tool which Sharon is going to review. Thanks to Sharon and her team for the work they are doing on this important issue.

Our first official Faculty Association meeting of this semester is Monday, September 18th. We are holding a morning meeting at the Downtown campus in U-528 from 9am to 10am and an afternoon meeting at the North Campus in NA-234 from 2pm to 3pm. Holding two meetings is new for the FA and we hope it makes our meetings more accessible for faculty. We have an audacious agenda and we are looking forward to seeing everyone there.

Below is the schedule for all Faculty Association meetings in the 2017 Fall semester.

Monday September 18
NORTH 9 am - 10 am NA 234
WILMINGTON 2 pm - 3 pm U 528

Monday October 23
NORTH 2 pm - 3 pm NA 234
WILMINGTON 9 pm - 10 pm U 528

Monday November 13
NORTH 9 am - 10 am NA 234
WILMINGTON 2 pm - 3 pm U 528

Monday December 11
NORTH 2 pm - 3 pm NA 234
WILMINGTON 9 am - 10 am U 528

Foundation Report

Mr. Richards gave the following report.

Following the board retreat in July and a foundation staff retreat in August, plans and goals for the upcoming year have been finalized. We will be adding new initiatives this year to include an online campaign, improved communication, and increased marketing efforts. A priority for this year is to identify and engage CFCC alumni.

The Schwartz Center Campaign Cabinet met again in September. The campaign cabinet is comprised of the following members: Jimmy Hopkins, Co-Chairman; Dr. Gabe Rich, Co-Chairman; Tonye Gray, Colonial Marketing; Margaret Stargell, Coastal Horizons; Andy Mitwol, Twin River Capital; Janet Montrose, Pawn USA; Sherri Pickard, Coldwell-Banker; Ryan Mantlo, Director of Athletics and Student Activities, CFCC; Chris Libert, Assistant Director, Athletics and Student Activities, CFCC; Dr. Amanda Lee, President of CFCC; Martha Harlan, CFCC Foundation Board Chair. At this time the focus of the fundraising for Schwartz is on grants.

Miscellaneous

Mr. Babb asked that we recognize the media group for the commercials that they have produced.

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

A MOTION was made by Ms. Rouse and seconded by Mr. Burney to establish and Ad Hoc Committee of three Trustees to address personnel issues and to fulfill the roles established for this type of three-person committee under applicable employment agreements for the College. Motion passed unanimously.

Mr. M. White stated that as Chair of the Board of Trustees, it is my role to appoint members to committees. I appoint Vice-Chairman Ann David, Trustee Bill Tuner and Trustee Louis Burney to this Ad Hoc Committee, which will be led by Vice-Chair Ann David. Is there any discussion or objection from the board? Hearing none, these appointments are confirmed.

Miscellaneous

Date of Next Meeting – October 26, 2017

Meeting adjourned at 6:57pm.

Amanda K. Lee, President

Michelle S. Lee, Recording Secretary