

**AGENDA**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**JANUARY 25, 2018**  
**5:00 PM**

Following proper public notifications on January 15, 2018, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 25, 2018, 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; Mr. Jason C. Harris; Mr. Jimmy Hopkins; Dr. Chuck Kays; Ms. Patricia Kusek; Mr. John F. Melia; Ms. Mary Lyons Rouse and Mr. William R. Turner, Jr. and Mr. Samuel Brohaugh.

Employees present were: Ms. Joann Ceres, Vice President of Student Services; Mr. James Morton, Interim President; David Kanoy, Director Capital Project Management; Ms. Rachel Nadeau, Executive Director Community Relations; Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Ms. Melissa Singler, Interim Executive Vice President; Ms. Sharon Smith, Executive Director Human Resources; Mr. Kumar Lakhavani, Director Information Technology Services; Ms. Sonya Johnson, Director of Marketing and Communications; Mr. Marty Richards, Executive Director CFCC Foundation; Dr. Jason Chaffin, Interim Vice President for Instruction; Ms. Christina Greene, Vice President of Business Services; Ms. Valarie Melvin, Math Instructor; Mr. Robert Sutton, Department Chair, Humanities; Ms. Debi Causey, External Events Coordinator; Ms. Ms. Lynn Criswell, English Instructor and other employees (see below).

Others present were: Mr. Alex Dale, Attorney Ward & Smith  
Ms. Lisa Estep, NCCCS State Board Member  
Ms. Ann Whitford, NCCCS State Board Member

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.

**OATH OF OFFICE**

Ms. Pat Kusak, appointed by the New Hanover County Commissioners, was administered the oath of office by Ms. Michelle Lee.

Mr. White thanked Mr. Woody White for his previous service to the Board of Trustees.

## **MINUTES**

A MOTION was made by Ms. David and seconded by Mr. Guy to approve the November 15, 2017, minutes as presented. Motion passed unanimously.

## **INTRODUCTIONS AND RECOGNITIONS**

Ms. Sharon Smith introduced the following new employees in attendance.

### New Employees

Scott Marhold	Carpentry/Construction Management	12/18/2017
Russell Spears	Economics Instructor	01/02/2018
Patricia Lobosco	Psychology Instructor	01/02/2018
Darcie Law	Database Technician	10/30/2017
Michelle Reavis	ADN Instructor	01/24/2018
Joann Ceres	Vice President of Student Services	01/16/2018
Bennie Hill	Music Instructor	01/02/2018

## **STATE BOARD AD HOC COMMITTEE PRESENTATION**

Ms. Lisa Estep and Ms. Ann Whitford, NCCCS State Board Members, spoke with the Trustees regarding Senate Bill 420.

## **TRUSTEE TRAINING**

Mr. Alex Dale, Attorney Ward and Smith, presented a PowerPoint Presentation on Trustee training.

## **CHAIR'S REPORT**

Mr. White reviewed the following report.

### 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/eduschedule.htm>. Online Ethics Training is now available. Please contact Michelle Lee at 910-362-7555 for details.

### SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and even offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2017. The Commission's website is: <https://www.ethicscommission.nc.gov/sei/blankForm.aspx>

## **PRESIDENT'S REPORT**

Mr. Morton reviewed the following report.

### CFCC 60<sup>th</sup> Anniversary

On April 3, 2018, Cape Fear Community College will celebrate 60 years of service to our community and we are making plans to celebrate this milestone.

### Career Coaches

The NCCCS has announced that Cape Fear Community College has been awarded funding for 3 Career Coaches. The college has been awarded \$116,175 for each of the 2018-2019 and 2019-2020 fiscal years.

### NCACCP Meeting

President Morton will attend the NCACCP Winter meeting held in Raleigh on January 31-February 2, 2018.

### Financial Audit

NC State auditors are on site in the month of January to conduct the CFCC biannual financial audit.

### Registered Apprenticeship Program

New Hanover County, Wilmington Chamber of Commerce and CFCC have formed a joint partnership to initiate a Registered Apprenticeship Program. This joint initiative will engage the Chamber's membership to help determine industry and business training needs. The County will support the program through strategic policy and initiatives. CFCC will provide management and instruction for the apprenticeships offered by local industry and business.

### Accreditation Reaffirmation

Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) reaffirmed our accredited status as a SACSCOC member institution. Second, the Commission officially approved the college to offer 50 percent or more academic programs at the Burgaw Center and the Alston W. Burke Center at Surf City.

### New Hanover County Owned Teaching Facilities

Our new initiative to teach classes in some publicly owned facilities is underway. Through collaborative efforts with NHC and NHC Libraries we have plans to begin teaching classes in the NE Wilmington Library in April. Our pilot program will be "CFCC presents Teaching Tuesdays at the NE Library" with classes to be scheduled from 2:00-5:00 pm on Tuesdays.

### Powerline Technician Pre-Apprenticeship Program

Through partnership efforts with Duke Energy, Mastec and Four County EMC CFCC is on schedule to begin the new Powerline program. Industry has been very supportive by offering use of new bucket truck, trenching equipment and pad mounted transformers. We have already received a \$47,000 grant from the NCCC System Office and have been strongly encouraged to apply for a \$200,000 grant from Duke Energy and Piedmont Natural Gas. Plans are to house this program in our new flex space located on the CFCC North Campus.

Electrical Apprenticeship Programs

CFCC has been working with the New Hanover and Cape Fear Chapters of the NC Association of Electrical Contractors. This effort has doubled the number of students in the Electrical Apprenticeship Classes.

Detention Officer Training

Collaborating with the NHC Sherriff Department the college is addressing a need by offering a new pre-employment Detention Training Program to help speed up the departments hiring process and lower overtime expenses.

Dog Grooming

In response to personal and business demands we are starting a Pet Grooming Program that will appeal to individual or career groomers.

New Vice President of Student Services Joanne Ceres

Joanne Ceres joined CFCC Tuesday, January 16, 2018. She hit the ground running and is already working to streamline our enrollment and financial aid processes by incorporating technology and implementing updated software. She has already made a positive impact on our procedures.

**PowerPoint Presentation**

Mr. Morton presented a PowerPoint Presentation on the accomplishments of the last 60 days. Mr. Morton stated that he is very proud of the collaboration between faculty, staff and departments to move the college forward.

**COMMITTEE REPORTS**

Mr. Morton reviewed the following reports.

**Joint Facilities & Equipment Committee and Finance Committee**

**New Hanover County Proposed Budget**

<u>Budget Line Item</u>	<u>Description</u>	<u>Budget FY 2017-18</u>	<u>Proposed Budget FY 2018-19</u>
Current Expense:			
Executive Management:			
21.110.97.511100.41000	Salaries- President	70,476	75,480
21.110.97.511200.41000	Salaries- Senior Administrator	64,524	82,692
21.110.97.518100.41000	Social Security	6,383	8,119
21.110.97.518200.41000	Retirement	22,595	28,126
21.110.97.518300.41000	Hospitalization Insurance	4,766	4,596
21.110.97.518700.41000	Longevity	1,586	356
21.110.97.531110.41000	In-State Transportation	-	-
21.110.97.531140.41000	In-State Lodging	-	-
21.110.97.531190.41000	Travel Other Expense	-	-
21.110.97.531210.41000	Out-of-State Ground Transportation	-	-
21.110.97.531500.41000	Registration	-	-

21.110.97.539500.41000	Other Current Expense	-	-
21.110.97.541000.41000	Rental Properties	-	-
	Sub-Total Executive Management	<u>170,330</u>	<u>199,369</u>
General Administration:			
21.130.97.511300.41000	Salaries- Full- Time Professional	-	-
21.130.97.512000.41000	Salaries- Full-Time Support	68,700	69,732
21.130.97.512010.41000	Salaries- Part-Time Support	-	-
21.130.97.515000.41000	Salaries- Full-Time Tech/Paraprof	-	-
21.130.97.515010.41000	Salaries- Part-time Tech/Paraprof	-	-
21.130.97.516030.41000	Salaries- Students	-	-
21.130.97.518100.41000	Social Security	5,322	5,373
21.130.97.518200.41000	Retirement	11,505	12,457
21.130.97.518300.41000	Hospitalization Insurance	10,942	12,592
21.130.97.518700.41000	Longevity	849	481
21.130.97.519000.41000	Legal Services	65,000	65,000
21.130.97.519200.41000	Other Contracted Services	650	100
21.130.97.526000.41000	Office Supplies	-	-
21.130.97.531110.41000	In-State Transportation	-	-
21.130.97.531140.41000	In-State Lodging	-	-
21.130.97.535100.41000	Repairs Equipment	-	-
21.130.97.535430.41000	Maintenance Agreement - Equipment	230	-
21.130.97.535700.41000	Advertising	-	-
21.130.97.539500.41000	Other Current Expense	-	-
21.130.97.543010.41000	Lease or Rental of Motor Vehicles	30,657	48,000
21.130.97.543000.41000	Rental/Lease Other Equipment	-	2,400
21.130.97.544000.41000	Software Applications	-	-
21.130.97.545000.41000	Property Insurance	327,811	335,000
21.130.97.545100.41000	Motor Vehicle Insurance	34,983	42,255
21.130.97.545200.41000	Liability Insurance	88,794	90,894
21.130.97.545300.41000	Other Insurance	95,039	120,000
21.130.97.581310.41000	CWSP Matching	-	-
	Sub-Total General Administration	<u>740,482</u>	<u>804,284</u>
Plant Operation:			
21.610.97.511300.41000	Salaries- Full-Time Professional	60,828	61,872
21.610.97.512000.41000	Salaries - Full-Time Support	-	-
21.610.97.514000.41000	Salaries- Full-Time Custodial/Police	1,336,092	1,376,724
21.610.97.514010.41000	Salaries- Part-Time Custodial	286,212	286,212
21.610.97.515000.41000	Salaries- Full-Time Technical/Para	44,664	45,696
21.610.97.515010.41000	Salaries-Part-Time Technical/Para	-	-
21.610.97.516030.41000	Salaries - Student Salaries	-	-
21.610.97.518100.41000	Social Security	132,511	136,029
21.610.97.518200.41000	Retirement	239,124	247,661
21.610.97.518300.41000	Hospitalization Insurance	284,492	305,175
21.610.97.518500.41000	Unemployment Insurance	8,000	10,000
21.610.97.518700.41000	Longevity	3,964	7,199
21.610.97.519080.41000	Janitorial Service Agreements	18,000	-
21.610.97.519090.41000	Waste Removal/Recycling Agreement	75,000	75,000
21.610.97.519100.41000	Security Service Agreements	891,126	800,000

21.610.97.519110.41000	Pest Control Service Agreements	12,000	12,000
21.610.97.519120.41000	Lawn and Grounds Service Agreement	248,500	255,000
21.610.97.519200.41000	Other Contractual Services	145,000	135,000
21.610.97.521000.41000	Custodial Supplies	185,000	195,000
21.610.97.521400.41000	Clothing & Uniforms	40,000	30,000
21.610.97.525000.41000	Gasoline	45,000	35,000
21.610.97.525100.41000	Diesel Fuel	-	1,500
21.610.97.525200.41000	Oil, Lubricants & Fluids	-	500
21.610.97.525300.41000	Tires & Tubes	2,500	2,500
21.610.97.526000.41000	Office Supplies	60	60
21.610.97.527000.41000	Other Supplies	2,200	2,200
21.610.97.531110.41000	In-State Ground Transportation	9,300	4,500
21.610.97.531140.41000	In-State Lodging	2,500	2,500
21.610.97.531150.41000	In-State Meals	640	200
21.610.97.531190.41000	In-State Other	-	-
21.610.97.531240.41000	Out-of-State Lodging	-	200
21.610.97.531250.41000	Out-of-State Meals	-	100
21.610.97.531500.41000	Registration Fees	-	2,500
21.610.97.532200.41000	Telephone	124,149	110,000
21.610.97.532300.41000	Telecommunications	-	-
21.610.97.532500.41000	Cellular Phone Services	55,399	68,255
21.610.97.533100.41000	Natural Gas	378,778	511,285
21.610.97.533200.41000	Water	290,798	270,000
21.610.97.533300.41000	Electricity	2,350,933	2,160,386
21.610.97.535200.41000	Repairs to Facilities	235	4,200
21.610.97.535410.41000	Maintenance Agreements	-	18,000
21.610.97.535450.41000	Maintenance Agreements - Other	-	-
21.610.97.539400.41000	Software	-	-
21.610.97.539500.41000	Magazines, Newspapers	-	-
21.610.97.539610.41000	Other Expense	550	1,500
21.610.97.541000.41000	Employee Moving Expense	-	-
21.610.97.541100.41000	Rental of Property- Buildings	36,000	38,400
21.610.97.541200.41000	Rental of Land	500	500
21.610.97.543000.41000	Rental of Other Facilities	-	-
21.610.97.544000.41000	Rental/Lease- Other Equipment	6,400	6,400
21.610.97.555200.41000	Other Comp. Software	-	-
21.610.97.555200.41000	Non-Capitalized Equip-High Risk	-	-
	Sub-Total Plant Operation	<u>7,316,455</u>	<u>7,219,254</u>
Plant Maintenance:			
21.620.97.511300.41000	Salaries- Full-Time Professional	37,056	-
21.620.97.512000.41000	Salaries- Full-time Support	28,776	29,820
21.620.97.512010.41000	Salaries- Part-Time Support	-	-
21.620.97.514000.41000	Salaries- Full-Time Maintenance	798,940	822,908
21.620.97.514010.41000	Salaries- Part-Time Maintenance	114,828	-
21.620.97.514050.41000	Salaries- Full-Time Supvr Maintenance	69,372	70,404
21.620.97.516030.41000	Salaries- Students	-	-
21.620.97.518100.41000	Social Security	80,949	83,377
21.620.97.518200.41000	Retirement	156,017	161,587
21.620.97.518300.41000	Hospitalization Insurance	120,362	129,112

21.620.97.518500.41000	Unemployment Compensation	-	-
21.620.97.518700.41000	Longevity	9,034	12,378
21.620.97.519200.41000	Other Contractual Services	170,275	210,000
21.620.97.522000.41000	Maintenance Supplies	240,000	240,000
21.620.97.524000.41000	Repair Supplies	20,000	20,000
21.620.97.525400.41000	Motor Vehicle Replacement Parts	1,500	2,100
21.620.97.526000.41000	Office Supplies	6,500	4,000
21.620.97.527000.41000	Other Supplies	5,200	15,000
21.620.97.531110.41000	In-State Ground Transportation	250	250
21.620.97.531130.41000	In-State Other Transportation	-	50
21.620.97.531140.41000	In-State Lodging	1,500	1,100
21.620.97.531150.41000	In-State Meals	800	500
21.620.97.531500.41000	Registration Fees	2,000	600
21.620.97.535100.41000	Equipment Repairs	12,000	12,000
21.620.97.535200.41000	Facilities Repairs	147,000	200,000
21.620.97.535300.41000	Motor Vehicle Repair	23,000	23,000
21.620.97.535410.41000	Maintenance Agreement Buildings	510,600	510,000
21.620.97.535430.41000	Maintenance Agreement Equipment	60,000	60,000
	Maintenance Agreement - Other		
21.620.97.535450.41000	Software	2,800	-
21.620.97.539100.41000	Replacement Equipment	13,000	13,000
21.620.97.539500.41000	Other Current Expense	1,250	7,000
21.620.97.544000.41000	Other Computer Software	900	500
21.620.97.546100.41000	Membership and Dues	1,000	1,000
21.620.97.555200.41000	Non-Capitalized Equip-High Risk	-	-
	Sub-Total Plant Maintenance	<u>2,634,909</u>	<u>2,629,686</u>
	Total Current Expense	<u>10,862,177</u>	<u>10,852,593</u>
Capital Outlay:			
Buildings and Grounds:			
27.910.97.527000.41000	Buildings - Other Supplies	-	-
27.910.97.552000.41000	Data Processing Equipment	-	-
27.910.97.555300.41000	Communication Wiring and Cable	-	-
27.910.97.557000.41000	Land	-	-
27.910.97.558000.41000	Buildings	-	-
27.910.97.558010.41000	Buildings- Alterations, Additions	-	235,800
27.910.97.558020.41000	General Contract	-	-
27.910.97.558030.41000	Professional Fees- Buildings	-	-
27.910.97.558070.41000	Other Contracts	-	-
27.910.97.558080.41000	Other Professional Fees	-	-
27.910.97.558090.41000	Work by Owner	-	-
27.910.97.559010.41000	Professional Fees- Land Improvements	-	-
27.910.97.559050.41000	Land Improvements	-	-
	Sub-Total Buildings and Grounds	<u>-</u>	<u>235,800</u>
Equipment:			
27.920.97.551000.41000	Office Equipment	-	-
27.920.97.551200.41000	Maintenance Equipment	-	-
27.920.97.552071.41000	Non-Instructional PCs & Printers	-	-

27.920.97.552072.41000	Servers	-	-
27.920.97.552077.41000	IT Security Equipment	-	-
27.920.97.553000.41000	Educational Equipment	-	-
27.920.97.554000.41000	Motor Vehicles	-	-
27.920.97.555100.41000	Non-Capitalized Equipment	-	-
27.920.97.555115.41000	Non-Capitalized Equipment \$1K	-	-
27.920.97.555142.41000	Minor PC and Printer Equipment	-	-
27.920.97.555200.41000	Non-Capitalized Equip-High Risk	-	-
27.920.97.555215.41000	Non-Capitalized Equip-High Risk	-	-
	Sub-Total Equipment	-	-
	Total Capital Outlay	-	235,800
	Grand Total	10,862,177	11,088,393

Mr. Morton reviewed the budget highlights with the committee. Total increase of the budget was \$226,000. Mr. Burney stated that planning should help the commissioners with expenses in the future.

A MOTION from the Finance Committee recommends approval to the Board of Trustees of the 2018-2019 New Hanover County Budget for a total of \$10,852,593. Motion carried unanimously.

A MOTION from the Finance Committee recommends approval to the Board of Trustees for New Hanover County Capital Outlay for 2018-2019 of \$235,800. Motion carried unanimously.

**Pender County Proposed Budget**

<u>Budget Line Item</u>	<u>Description</u>	<u>Budget FY 2017-18</u>	<u>Proposed Budget FY 2018-19</u>
<b>BURGAW CENTER</b>			
<u>Current Expense:</u>			
General Institution:			
21.130.97.519000.41101	Legal Services	\$ -	-
21.130.97.545000.41101	Property Insurance	3,622	11,064
	Sub-Total General Institution	3,622	11,064
Plant Operation:			
21.610.97.514000.41101	Salaries- Full-time Custodial	48,072	50,952
21.610.97.514010.41101	Salaries- Part-Time Custodial	-	-
21.610.97.518100.41101	Social Security	3,678	3,899
21.610.97.518200.41101	Retirement	7,952	9,039
21.610.97.518300.41101	Hospitalization Insurance	10,942	12,592
21.610.97.518500.41101	Unemployment Compensation	-	-
21.610.97.518700.41101	Longevity	-	-



21.610.97.519080.41101	Janitorial Services	-	-
21.610.97.519090.41101	Waste Removal	960	1,860
21.610.97.519100.41101	Security Service Agreements	27,618	59,072
21.610.97.519110.41101	Pest Control Service Agreements	420	560
21.610.97.519120.41101	Lawn and Grounds Service Agreement	10,100	10,100
21.610.97.519200.41101	Other Contracted Services	2,000	2,500
21.610.97.521000.41101	Custodial Supplies	7,050	5,200
21.610.97.521400.41101	Uniforms	1,000	500
21.610.97.527000.41101	Other Supplies	-	500
21.610.97.532200.41101	Telephone	20,189	13,009
21.610.97.532300.41101	Telecommunication Data Charge	-	-
21.610.97.533200.41101	Water	2,910	4,538
21.610.97.533300.41101	Electricity	<u>38,704</u>	<u>31,000</u>
	Sub-Total Plant Operation	<u>181,595</u>	<u>205,321</u>

Plant Maintenance:

21.620.97.514000.41101	Salaries- Full-Time Maintenance	13,092	13,092
21.620.97.514010.41101	Salaries- Part-Time Maintenance	-	-
21.620.97.518100.41101	Social Security	1,002	1,002
21.620.97.518200.41101	Retirement	2,166	2,323
21.620.97.518300.41101	Hospitalization Insurance	2,735	3,148
21.620.97.519200.41101	Other Contracted Services	5,000	5,000
21.620.97.522000.41101	Maintenance Supplies	7,000	9,500
21.620.97.524000.41101	Maintenance Repair Supplies	225	-
21.620.97.527000.41101	Other Supplies	-	-
21.620.97.535200.41101	Facilities Repairs	4,000	3,600
21.620.97.535410.41101	Maintenance Agreement Buildings	3,576	4,700
21.620.97.539500.41101	Other Current Expense	-	-
21.620.97.546100.41101	Membership & Dues	-	-
	Sub-Total Plant Maintenance	<u>38,796</u>	<u>42,365</u>
	Total Current Expense	<u>224,013</u>	<u>258,750</u>

Capital Outlay:

27.910.97.555300.41101	Communication Wiring/Cable	-	-
27.910.97.557000.41101	Land	-	-
27.910.97.558000.41101	Buildings	-	45,000
27.910.97.558010.41101	Buildings, Alterations, Additions	245,695	46,000
27.910.97.558020.41101	General Contract:HVAC	-	-
27.910.97.558030.41101	Professional Fees - Buildings	-	-
27.910.97.558010.41101	Building Alteration/Addition	-	-
27.910.97.558070.41101	Other Contracts	-	-
27.910.97.558080.41101	Other Fees	-	-
27.910.97.558090.41101	Work by Owner: Modify Work Fixtures	-	-
	Professional Fees - Land	-	-
27.910.97.559010.41101	Improvements	-	-
27.910.97.559050.41101	Land Improvements	-	-
27.920.97.551200.41101	County Equipment	-	-

27.920.97.552030.41101	Voice Communications Equipment	-	-
27.920.97.555100.41101	Non-Capitalized Equipment	-	-
	Sub-Total Capital Outlay	<u>245,695</u>	<u>91,000</u>
	Total Burgaw Center	<u>469,708</u>	<u>349,750</u>

**BURKE SURF CITY CAMPUS**

Current Expense:

General Institution:

21.130.97.519000.41103	Legal Services	\$ 2,500	-
21.130.97.545000.41103	Property Insurance	<u>5,113</u>	<u>8,786</u>
	Sub-Total General Institution	<u>7,613</u>	<u>8,786</u>

Plant Operation:

21.610.97.514000.41103	Salaries- Full-time Custodial	24,348	24,348
21.610.97.514010.41103	Salaries- Part-Time Custodial	15,064	15,064
21.610.97.518100.41103	Social Security	3,016	3,016
21.610.97.518200.41103	Retirement	4,028	4,320
21.610.97.518300.41103	Hospitalization Insurance	5,471	6,296
21.610.97.518500.41103	Unemployment Compensation	-	-
21.610.97.518700.41103	Longevity	-	-
21.610.97.519080.41103	Janitorial Services	-	-
21.610.97.519090.41103	Waste Removal	2,600	2,160
21.610.97.519100.41103	Security Service Agreements	-	-
21.610.97.519110.41103	Pest Control Service Agreements	600	600
21.610.97.519120.41103	Lawn and Grounds Service Agreement	6,000	8,100
21.610.97.519200.41103	Other Contracted Services	1,500	1,000
21.610.97.521000.41103	Custodial Supplies	4,150	2,200
21.610.97.521400.41103	Uniforms	250	100
21.610.97.532200.41103	Telephone	5,124	5,119
	Plant Operation Telecommunication		
21.610.97.532300.41103	Data	-	-
21.610.97.533200.41103	Water	1,056	2,669
21.610.97.533300.41103	Electricity	59,319	50,000
21.610.97.539500.41103	Other Current Expense	<u>-</u>	<u>-</u>
	Sub-Total Plant Operation	<u>132,526</u>	<u>124,992</u>

Plant Maintenance:

21.620.97.514000.41103	Salaries- Full-Time Maintenance	13,092	13,092
21.620.97.514010.41103	Salaries- Part-Time Maintenance	-	-
21.620.97.518100.41103	Social Security	1,002	1,002
21.620.97.518200.41103	Retirement	2,166	2,323
21.620.97.518300.41103	Hospitalization Insurance	2,736	3,148
21.620.97.519200.41103	Other Contracted Services	5,000	3,000
21.620.97.522000.41103	Maintenance Supplies	2,000	2,000
21.620.97.535200.41103	Facilities Repairs	2,000	2,000

21.620.97.535410.41103	Maintenance Agreement Buildings	7,008	7,008
21.620.97.539500.41103	Other Current Expense	<u>-</u>	<u>-</u>
	Sub-Total Plant Maintenance	<u>35,004</u>	<u>33,573</u>
	Total Current Expense	<u>175,143</u>	<u>167,351</u>
 <u>Capital Outlay:</u>			
27.910.97.555100.41103	Plant Operation Non-Capitalized	-	-
27.910.97.558010.41103	Buildings, Alterations, Additions	10,000	-
27.910.97.558020.41103	General Contract :HVAC	-	-
27.910.97.558030.41103	Professional Fees - Buildings	-	-
27.910.97.558070.41103	Other Contracts	-	-
27.910.97.558080.41103	Other Fees	-	-
27.910.97.558090.41103	Work by Owner	-	-
27.910.97.559010.41103	Buildings & Grounds - Prof Fees-Land	-	-
27.910.97.559050.41103	Land Improvements	-	-
27.920.97.552030.41103	Voice Communications Equipment	<u>-</u>	<u>-</u>
	Sub-Total Capital Outlay	<u>10,000</u>	<u>-</u>
	Total Burke Surf City Campus	<u>185,143</u>	<u>167,351</u>
	<b>Total Pender County Budget</b>	<b><u>\$ 654,851</u></b>	<b><u>517,101</u></b>

A MOTION from the Finance Committee recommends approval of the Board of Trustees of the 2018-2019 Pender County Budget for a total of \$426,101. Motion carried unanimously.

A MOTION from the Finance Committee recommends approval of Pender County Capital Outlay request of \$91,000. Motion carried unanimously.

**State Budget Revision**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision for an increase of \$47,915. Motion carried unanimously.

**State Budget Summary**

The State Budget Summary reported 47.73 percent of the budget had been expended as of December 2017.

**County Budget Summary**

The County Budget Summary reported 42.68 percent of the budget had been expended as of December 2015.

**Institutional Funds Update**

Mr. Morton reviewed the December, 2017 report with the Committee. No items were of concern at this time.

## Humanities & Fine Arts – Quarterly Report

### Revenues

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
Sales-Concessions	14,400	26,827	12,427	76,800	119,155	42,355
Sales-Tickets	238,950	348,083	109,133	1,274,400	1,937,892	663,492
Sales Tax Revenue	17,735	29,076	11,341	94,584	157,976	63,392
Refunds / Discounts	-4,500	-9,473	-4,973	-24,000	-53,669	-29,669
Parking Revenue	4,050	11,477	7,427	21,600	46,769	25,169
State Funding	10,452	8,167	-2,284	62,709	50,482	-12,227
Merchant Percentage	1,350	0	-1,350	7,200	7,278	78
Membership Sales	0	0	0	15,000	28,000	13,000
Sponsorship Revenue / Grants	1,250	0	-1,250	7,500	6,700	-800
Advertising Sales	2,083	0	-2,083	12,500	0	-12,500
Other Income	208	841	633	1,250	3,184	1,934
Additional Staff & Equipment Fees	30,150	17,424	-12,726	160,800	85,904	-74,896
HFAC Facility Fee	16,282	25,620	9,338	86,838	103,635	16,796
Rental Income	5,850	18,800	12,950	31,200	47,970	16,770
<b>Total</b>	<b>338,260</b>	<b>476,843</b>	<b>138,583</b>	<b>1,828,381</b>	<b>2,541,276</b>	<b>712,895</b>

### State Expenses

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Professional Staff	6,203	6,197	-6	37,216	37,182	-34
Social Security	475	410	-65	2,848	2,467	-381
Retirement	909	1,062	152	5,455	6,369	914
Medical Insurance	490	499	9	2,940	2,896	-44
Office Supplies	0	0	0	0	0	0
In State Travel	0	0	0	0	0	0
Out of State Travel	1,542	0	-1,542	9,250	1,568	-7,682
Capital Equipment	833	0	-833	5,000	0	-5,000
<b>Total</b>	<b>10,452</b>	<b>8,167</b>	<b>-2,284</b>	<b>62,709</b>	<b>50,482</b>	<b>-12,227</b>

### Institutional Exp.

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Prof. Staff	21,750	20,822	-928	130,500	125,854	-4,646
PT Prof. Staff	6,250	5,761	-489	37,500	34,319	-3,181
PT Support	4,583	4,093	-491	27,500	18,685	-8,815
PT Tech/ParaProf	12,600	20,099	7,499	67,200	75,833	8,633
Stud. Sal. Non-Ins	4,050	2,540	-1,510	21,600	12,799	-8,801

Social Security	3,766	3,802	36	21,749	19,304	-2,445
Retirement	3,768	3,567	-201	22,607	21,685	-921
Medical Insurance	2,917	2,493	-423	17,500	14,480	-3,020
Security/Parking Service	1,583	3,277	1,693	9,500	8,683	-817
Other Contracted Services	189,000	268,965	79,965	1,008,000	1,490,677	482,677
Office Supplies	1,000	1,801	801	6,000	8,498	2,498
Other Supplies	4,000	4,921	921	24,000	19,581	-4,419
Purchases for ReSale	3,333	7,886	4,552	20,000	39,966	19,966
In State Travel	125	0	-125	750	420	-330
Out of State Travel	433	1,241	807	2,600	7,694	5,094
Advertising Performances	10,833	25,511	14,677	65,000	75,998	10,998
Wilson Center Marketing Expenses	5,417	850	-4,567	32,500	51,091	18,591
Other Current Expenses	125	-478	-603	750	9,267	8,517
Electronic Processing Fee	14,400	15,590	1,190	76,800	103,259	26,459
Cash Overage/Shortage	45	62	17	240	151	-89
Entertainment and Social	1,000	0	-1,000	6,000	243	-5,757
Performance Contract Expense	9,450	1,370	-8,080	50,400	51,171	771
Rental/Lease Other Equipment	4,050	1,821	-2,229	21,600	4,095	-17,505
Other Comp. Softw. Applications	417	355	-61	2,500	455	-2,045
Memberships & Dues	292	325	33	1,750	325	-1,425
Maintenance	250	806	556	1,500	2,393	893
Sales Tax Expense	17,735	0	-17,735	94,584	128,900	34,316
Non-Capitalized Equipment	417	0	-417	2,500	2,371	-129
Non-Capital.Equip.\$1k	83	0	-83	500	0	-500
<b>Total</b>	<b>323,672</b>	<b>397,478</b>	<b>73,806</b>	<b>1,773,629</b>	<b>2,328,197</b>	<b>554,567</b>

<b>Profit &amp; (Loss) Totals</b>	<b>4,136</b>	<b>71,198</b>	<b>67,061</b>	<b>-7,957</b>	<b>162,597</b>	<b>170,554</b>
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Utilities Supported by County	12,500	7,095	-5,405	75,000	74,674	-326
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Student Support Fees	4,950	8,227	3,277	26,400	35,058	8,658
Student Support Expenses	0	0	0	0	0	0

Sales Tax Revenue - State	12,034	19,730	7,696	64,182	107,198	43,016
Sales Tax Revenue - County	5,700	9,346	3,645	30,402	50,778	20,376
Total Tax Revenue	17,735	29,076	11,341	94,584	157,976	63,392

## Foundation Quarterly Report

<b>Cash Balances</b>	<b>6/30/2017</b>	<b>12/31/2017</b>
Unrestricted Funds	\$135,708	\$127,118
Restricted Funds	\$1,231,539	\$1,235,287
Scholarship Reserve (Restricted)	\$250,000	\$250,000
Schwartz Center Renovation Campaign	\$313,409	\$238,250
<b>Total Cash Balance:</b>	<b>\$1,930,656</b>	<b>\$1,850,655</b>

<b>Cash Received YTD</b>	<b>6/30/2017</b>	<b>12/31/2017</b>
<b>Total Received YTD</b>	<b>\$1,282,506.00</b>	<b>\$1,094,342.80</b>
HFAC Pass Through for Programs	\$130,000.00	\$0.00
Cash Gifts & Pledge Payments YTD	\$1,152,506.00	\$1,094,342.80
Total Number of Donors YTD	1059	766

<b>Endowment (Restricted)</b>	<b>12/31/2017</b>
Beginning Balance, July 1, 2017	\$8,152,633
Interest Income	\$225,123
Fees Fiscal YTD	-\$9,773
Deposits Fiscal YTD	\$928,737
Withdrawals	\$0
<b>Net Realized and Unrealized Gains/Loss</b>	<b>\$440,206</b>
<b>Ending Balance Endowed:</b>	<b>\$9,736,926</b>

## Schwartz Center

### PROJECT STATUS

Mr. Morton stated that work is being done to raise money for the shortfall in funds needed to complete the project. The college is looking for ways to cut costs since some of the fundraising is being paid in pledges. Mr. Morton proposes that since the contractor will only hold the price until Feb or March of 2018 that the college borrow bookstore funds of \$200,000 and pay this back through fundraising efforts.

A MOTION from the Facilities & Equipment Committee recommend approval of the Board of Trustees to borrow \$200,000 from bookstore fees to complete critical construction with the caveat that the money would be paid back to the bookstore from the foundation fundraising efforts. Motion carried unanimously.

1. Project update:
  - a. Insurance coverage requirements have changed and Monteith is working to comply but not approved by SCO yet.

- b. When the contract is approved by SCO all parties can sign and plan SCO Pre-Construction Meeting.
- c. At the Preconstruction Meeting the Notice to Proceed can be issued to Monteith and the project construction schedule started.
- d. Start of construction will most likely be January depending on approval timeframes.
- e. Monteith will hold pricing of \$56 to 78K for pavers until February.
- f. Monteith will hold pricing for bleachers until it is determined whether they will be added to the contract or purchased directly by CFCC.

2. Change Orders

- a. General Contractor
  - i. N/A
- b. Designer

No pending design contract amendments at this time.

3. Preliminary Preconstruction Schedule:

- a. Start construction January 2018.
- b. Complete construction fall term 2018.

Informational Items

Mr. Morton stated that the college has been approached regarding any objections to a convenience store being built close to the North Campus. All agreed that this is a positive to have additional services close to the campus.

Mr. Morton presented information regarding an easement for the access to the dock from Water Street. The city is asking for an encroachment into our driveway. The college has reached out to the city to see if an agreement can be reached. More information will follow.

Advanced & Emerging Technologies

4. Project update:
- a. Closeout procedures continue.

5. Change Orders

- a. General Contractor

i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-17 has been executed and G-18 and G-19 are under review now and are the last change orders

b. Designer

i. Design Letter Agreement has been executed for the Greenhouse and Design Amendment #6 (final design amendment) has been executed.

6. Schedule:

a. Final inspections and project close out will be completed this winter.

**New Hanover County Capital Projects**

New Hanover County Capital Outlay Projects 2015-2016 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
[Completed, closed out projects are hidden]								
5	New Roof Flashing & Caps for "W" Bldg.	\$19,050.00		\$1,395.00	\$20,445.00	\$97,170.00	\$76,725.00	Hold /Move Construction \$ for " W" Bldg. Renovation Project
7	Replace or Retrofit Exterior Lighting at Wilmington Campus			\$3,067.09	\$3,067.09	\$112,205.00	\$109,137.91	Awaiting City of Wilmington Response for Joint Project
10	Landscape Gardening 24'x 24' Storage Building	\$5,500.00		\$17,255.00	\$22,755.00	\$60,000.00	\$37,245.00	Bids will be advertised by 1/31/18
11	Carpentry Classroom Building	\$6,085.00	\$67,928.58	\$91,644.58	\$165,658.16	\$174,886.04	\$9,227.88	Student work restarting now, 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
2	Campus Signs & Building Letter Identifiers		\$11,475.66	\$25,683.65	\$37,159.31	\$37,651.98	\$492.67	Letter Identifiers Complete, Wayfinding Signs done by 2/21/18
4	Schwartz Center Roof Replacement				\$0.00	\$472,493.00	\$472,493.00	To be combined with renovation

**Pender County Capital Outlay Projects**

**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	\$1,200.00			\$1,200.00	\$50,000.00	\$48,800.00	In Design
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201	\$1,000.00			\$1,000.00	\$70,000.00	\$69,000.00	In Design
3	Burgaw Center - Renovate Bathrooms & Replace Carpet & Selected VCT	\$3,600.00			\$3,600.00	\$80,000.00	\$76,400.00	Bids due 2/7/18
4	Burgaw Center- assorted small projects by CFCC Maintenance, IT & Campus Police				\$13,520.17	\$55,695.00	\$42,174.83	50% of Projects Completed

## NC Connect Bond

### Summary

Connect NC Bond Projects - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
2	CFCC " K Building Collision Repair & Refinishing Technology Renovation	\$62,500.00		\$1,035.00	\$63,535.00	\$718,000.00	\$654,465.00	90% Drawings turned in for SCO review
3	CFCC "W" Building Emmart & Burnett Renovation	\$178,500.00		\$1,125.00	\$179,625.00	\$2,000,000.00	\$1,820,375.00	90% Drawings turned in for SCO review
5	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$15,527.97		\$3,840.00	\$19,367.97	\$2,990,685.00	\$2,971,317.03	Architect Selection Phase, approval needed
<b>Category Totals</b>		<b>\$256,527.97</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$262,527.97</b>	<b>\$5,708,685.00</b>	<b>\$5,446,157.03</b>	

**“A” BUILDING – Galehouse**

**“S” BUILDING – McLeod**

**“N” BUILDING Natural Sciences**

### Bid for Architect

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of Becker Morgan as architect for the A,S and N Building Renovations. Motion carried unanimously.

### PROJECT STATUS

1. Project update:

- a. NCCCS 3-1 form was approved by CFCC BOT on 10/26/17. Request for New Construction Project as indicated on 3-1 was approved by the State Board of Community Colleges in its meeting November 17, 2017.
- b. Architectural firm requests for qualifications have gone out. Pre-submittal Meeting was held on November 14, 2017 with responses due on November 28, 2017.

- c. Architectural firm responses have been reviewed by Staff. Recommendations will be made to the Board of Trustees for approval.
2. Schedule: Generally, architect selections, design, bidding and contract matters will allow construction to begin late 2018.
3. Pending Construction Change Orders:
  - i. None at this time.
4. Designer Change Orders:
  - i. None at this time.

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

**PROJECT STATUS**

7. Project update:
  - SCO approved 60% submittals for both buildings in late August.
  - Architect has completed 90% construction documents and submitted for SCO Review.
8. Schedule:

90% drawings will undergo SCO review, approx. 6 weeks. Probable bid date May 2018

Construction starting at end of Spring term 2018.
9. Pending Construction Change Orders:

None at this time.
10. Designer Change Orders:

We are expecting a proposal for the changes the Board approved to relocate the dining room. Our request to amend the construction project as indicated on Amended 3-1 form, was approved by the State Board of Community Colleges in its meeting on October 20, 2017.

**Potential Naming Opportunity**

A MOTION was made by Mr. Guy and seconded by Mr. Melia to go into closed session pursuant to North Carolina General Statute Section 143-318-11(a)(2) to discuss a naming opportunity. Motion carried unanimously.

The board returned to open session.

A MOTION was made by Mr. Guy and seconded by Ms. Rouse to approve the naming of the Schwartz Center Academic Support Center for Bill and Debbie Rudisill. Motion carried unanimously.

### Miscellaneous

Mr. Morton informed the committee that the college will be using \$25,000 in funds from cell tower proceeds to install a data line at the North Campus. The board agreed with the use of the funds.

### Administrative and Personnel Committee

Mr. Morton reviewed the following policies.

#### Vehicle Safety Policy

##### Purpose

This policy has been developed to define standards of conduct and establish mandatory training for faculty, staff, students and volunteers who operate motor vehicles while conducting College business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

##### Scope

This policy applies to individuals who operate a motor vehicle, College-owned, leased or personally owned, to conduct College business.

##### Definitions

For the purpose of this policy, "motor vehicle operator" refers to any approved, faculty, staff, student or volunteer, 21 years of age or older, who operates a motor vehicle while conducting College business. Individuals who are under 21 year of age may not operate a motor vehicle to conduct College business until insurance is notified.

##### Policy

**Motor Vehicle Report (MVR) History.** MVRs will be checked annually for all motor vehicle operators who may be required to drive for college purposes. The MVR will be reviewed to ascertain whether the motor vehicle operator holds a valid license and whether his or her driving record is within the parameters set by the College.

\*\*See attached Driver Qualification Criteria for further information.

Drivers will be disqualified from driving vehicles for College purposes for any of the following reasons:

1. A revocation or suspension of driver's license in any state.
2. A major violation such as reckless driving, negligent driving, vehicular homicide, leaving the scene of an accident or driving under the influence of alcohol or other controlled substance.
3. Two or more moving violations and/or damage to vehicles in the previous three years.
4. Any other violation at the discretion of the College.

**Driver's License.** All College motor vehicle operators must be in possession of a valid driver's license from their state of residence. They must also sign the Vehicle Use Acknowledgment Form that allows the Business Office to obtain state driving records. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid North Carolina commercial driver's license.

**Vehicle Operator Responsibility.** Motor vehicle operators must report all traffic citations received while on College business to Business Office and their supervisor. They must also report the onset of any physical or mental condition that may impair their ability to drive.

**Safety Rules.** We value the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, Cape Fear Community College is instituting a Vehicle Safety Policy.

1. Inspect vehicles prior to use to ensure that they are in safe operating condition.
  - a. If a vehicle does not pass inspection, notify the Motor Pool Coordinator.
  - b. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle. Travel after 12:00 a.m. is strongly discouraged. If distance prohibits return to the College by 12:00 a.m., the traveling group is required to seek overnight accommodations. The College requires mandatory rest stops every two hours to prevent fatigue or exhaustion.
3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated.
4. Seat belts must be worn whenever a vehicle is in motion.
5. Cell phone usage, including texting, is prohibited while driving for College purposes.
6. Use of radar detectors is forbidden in all vehicles owned or used by the College.
7. Hitchhikers and passengers other than College employees are not permitted.

8. College vehicles shall be used for work related duties only.
9. Cargo should be secured and all doors should be locked, both when the vehicle is en route and when it is parked.
10. Respect the rights of other drivers and pedestrians.
11. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for College purposes.
12. All traffic violations, whether on College or personal time, must be reported to the Manager within 24 hours or by the next business day.
13. Cape Fear Community College will review motor vehicle reports annually.
14. If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the supervisor and the Motor Pool Coordinator for the employee's file.
15. Employees are responsible for maintaining a valid driver's license. Limited Privileged License is not considered a valid driver's license.
16. In an extreme situation when there is an out-of-state trip and there is only one College employee accompanying a group (i.e., golf team) a potential alternate driver (student) may be authorized by the Executive Vice President to drive a College vehicle. The student must be at least twenty one years of age. Student will follow the same procedure as an employee of the College, prior to approval.
17. Smoking is not permitted in a Cape Fear Community College vehicle.
18. All trash and debris must be picked up and removed upon return of vehicle.
19. Vehicle should be returned with the same amount of fuel at check out.

**Safety Rules Enforcement.** Employees will be subject to disciplinary action up to and including termination for violating any of the above rules according to the Employee Handbook section 5.11.1.

**Department Head Responsibility.** Department heads are responsible for ensuring that College-owned or leased/rented vehicles are operated by **authorized** College motor vehicle operators only.

Department heads must also:

1. Immediately notify the Business Office and Human Resources if a vehicle operator's license has been suspended or revoked.

2. Schedule additional training as required to ensure the safe operation of special purpose vehicles, such as sweepers, riding mowers, etc.
3. Document all training and provide copies to Human Resources for inclusion in the employee's personnel record.
4. Department heads will send documentation of any disciplinary action associated with the enforcement of this policy to Human Resources and Business Office for inclusion in the employee's file.

**Accident Reporting.** It is the responsibility of all College motor vehicle operators to report all accidents, regardless of damage. Accidents that occur on College property must be reported immediately to the Campus Police Department. Accidents that occur off College property must be reported immediately to the appropriate law enforcement agency and to the Business Office within 24 hours.

**Accident Review and Insurance.** Business Office will maintain a driving record on each employee driver. Business Office will notify the appropriate supervisor in writing for any employee who has been denied driving privileges due to the following:

1. Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault in the accident by Business Office and Management.
2. Has received two tickets for moving violations within one calendar year.

**College insurance.**

1. Covers faculty, staff, students and volunteers while they are driving College-owned leased or rented vehicles. When employees operate their own vehicles while on College business, their insurance company will be considered as the primary insurer with the College's coverage being secondary.
2. A contracted chartered bus service must maintain liability limits of at least \$5 million and must name the College and its affiliates as additional insureds. They must also provide an acceptable certificate of insurance to Business Office prior to service.

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A MOTION from the Administrative & Personnel Committee recommends approval of the Board of Trustees of the CFCC Vehicle Safety Policy as presented. Motion carried unanimously.

## **Return to Work Policy**

### **Program Statement**

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Cape Fear Community College is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to Cape Fear Community College. This program applies to all employees with work-related injuries and/or illnesses and will be administered according to appropriate state laws.

Only work that is considered meaningful and productive shall be considered for use in the return to work program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the return to work program.

### **Medical Provider**

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Cape Fear Community College's designated/preferred medical provider is/are:

Medac Urgent Care  
4402 Shipyard Boulevard  
Wilmington, NC 28403

All employees injured at work will go to their assigned medical provider for treatment. Providers may request copies of any Cape Fear Community College job description, and a copy of an employee's job description is attached to all leave request application paperwork that requires a healthcare provider's certification.

### **Transitional Work**

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Cape Fear Community College has identified a list of preplanned transitional work for common work restrictions. This list can be found in **Appendix C**. Cape Fear Community College will work with the medical provider's prescribed restrictions to find transitional work for all injured employees. The work may consist of modified, alternative or a combination.

### **Written Job Descriptions**

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Cape Fear Community College has written job descriptions for all positions with detailed information on physical demands and essential tasks. Job descriptions may be shared with the



medical providers so they can provide input regarding the transitional work the injured employees can perform. Cape Fear Community College reviews job descriptions regularly to ensure they include up-to-date information and measurements.

## **Program Responsibilities**

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**Management.** The management of Cape Fear Community College is committed to our overall safety program, including our return to work initiatives. Management supports the Return to Work Program by pledging financial and leadership support. Management will effectively communicate with employees about the program on a regular basis.

**The Executive Director of HR** acts as the Program Administrator and is the primary contact for the Return to Work Program and will:

- Ensure prompt, quality medical care is available and offered to injured employees.
- Identify transitional work for injured employees and record in **Appendix C**.
- Follow all the steps outlined in **Appendix F** when an employee is injured.
- Maintain all return to work records and communications in a folder separate from the employee's HR folder.
- Train supervisors and employees on the program annually or when employees are assigned to a new role or responsibility. Training will be documented in the Training Record located in **Appendix K**.
- Review the Return to Work Program annually and make any needed changes or updates.
- Arrange for medical providers to tour facilities.
- Record injured employee's transitional work hours in **Appendix I** and send to EMC Insurance Companies.

**Supervisors.** Our supervisors play an active role in the success of our Return to Work Program. Supervisors will:

- Assist in identifying transitional work options.
- Follow all the steps outlined in **Appendix G** when an employee is injured.
- Assign employees with job-related restrictions to transitional work within their prescribed restrictions. *(Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.)*

- Ensure all employees with job-related restrictions are adhering to their restrictions.

**Injured Employees.** Every effort will be made to assist the injured employee in returning to his or her regular position as soon as it is medically safe to do so. To assist in this effort, employees must do the following:

- Follow all the steps outlined in **Appendix H** if injured on the job.
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and Human Resources with information about their work restrictions or changes to work restrictions (this includes release to full duty with no continuing restrictions).
- Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately.
- Perform assigned transitional work. Note: the injured employee may or may not be working the same position or even in the same department.

## **Permanent Job Modifications**

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In the event an injury results in permanent medical restrictions, we will work with our insurance carrier to determine the best course of action. In some cases, this may include reasonable accommodations made to the worker's regular job or the placement of the employee in a position that is suitable to his or her permanent restrictions. There is no guarantee that permanent accommodations can be made. We will coordinate the efforts of this program in conjunction with our short and long-term disability programs.

## **Training**

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All employees including new hires will be trained annually on Cape Fear Community College's Return to Work Program. Training will include the following topics:

- Purpose and detail of the Return To Work Program
- How to fill out necessary return to work forms
- The step-by-step process to follow when an injury occurs
- Where to go for treatment if injured on the job
- How to report any work restrictions prescribed by their physician

- How to report any difficulties with performing transitional work duties

All training will be documented in **Appendix K**.

## **Periodic Program Review**

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At least annually, CFCC will conduct a program review to assess the progress and success of the program. **(Appendix J)**

## **Revision History**

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Revision 2017-11

A MOTION from the Administrative & Personnel Committee recommends approval of the Board of Trustees of the Back to Work Policy as presented. Motion carried unanimously.

### Handbook Changes

#### **5.2 Definitions of Employment Categories**

*Regular Full-Time* – A position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year and considered full-time with a normal workload of 40 hours per week. Positions in this category earn all benefits offered by CFCC, including membership in the Retirement System.

*Regular Part-Time* – A position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year and at least 20 hours per week but less than 30 hours per week. Positions in this category earn holidays, longevity, and pro-rated annual and sick leave.

*Time Limited – Full-time* – A position established temporarily in the budget to cover a full-time work load. Employment in this category may include temporary grant funded positions or positions needed on an interim basis to cover a regular full-time position.. Positions in this time limited category earn all benefits offered by CFCC, including membership in the Retirement System.

*Temporary Part-Time without Benefits* – A position not established in the budget as a regular or recurring position. Employment in this category is **AT WILL**. All employees classified as temporary part-time without benefits are limited to no more than 25 hours per week. Student employees are limited to 20 hours per week. Temporary part-time contracts for staff positions are issued on a quarter-by-quarter basis and temporary part-time contracts for faculty positions are issued semester-by-semester. Most employees are paid at an hourly rate. No benefits are earned.

*Exempt positions* – Positions paid on a salary basis at the executive, administrative, and professional levels that are not subject to the Fair Labor Standards Act (FLSA) overtime requirements.

*Non-Exempt Positions* – Positions that are paid by the hour and subject to the FLSA overtime requirements.

**5.3.8 Employee Evaluations** for all regular full-time faculty and staff as well as for adjunct faculty. Annual evaluations for part-time staff are optional. Probationary Reviews, self-assessments, supervisor reviews and Dean/Director/VP reviews are methods that may be used for evaluation. Blank copies of the [Evaluation Forms](#) are available on the HR Intranet.

A MOTION from the Administrative & Personnel Committee recommends approval of the Board of Trustees of the Handbook Changes 5.2 and 5.3.8. Motion carried unanimously.

A MOTION was made by Mr. Guy and seconded by Ms. Rouse to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(6) to discuss personnel. Motion carried unanimously.

## **OTHER REPORTS**

### SGA Report –

- Toys for Toys – Collected items were picked up by the USMC on December 15<sup>th</sup>
- The Homeless project was a success. The following items were collected during the drive: 42 coats, 14 hats, 11 pairs of socks, 11 scarves, & 8 pairs of gloves. These items were donated to Support the Port Foundation and distributed to area homeless on December 13<sup>th</sup>
- CFCC SGA meet with DC Virgo SGA to provide training /leadership
- Spring agenda includes the following activities:
  - Student Involvement Fair – February 12<sup>th</sup>
  - Comedian Blair Christian at Wilson Center – February 15<sup>th</sup>
  - N4CSGA Division meeting at Wilson CC – February 24<sup>th</sup>
  - Continuation of the Library Tape Recycle project
  - Movie night -March 28<sup>th</sup>
  - Spring Concert Series at amphitheater
  - N4CSGA Spring State Conference in Durham NC – April 6<sup>th</sup>-8<sup>th</sup>
  - Earth Festival Celebration – April 20<sup>th</sup>
  - Student Kickball Tournament and Cookout – May 4<sup>th</sup>
  - Spring Fling: Surf City 4/18, Burgaw 4/19, Downtown 4/25, North Campus 4/26

### Faculty Association Report –

The Faculty Association held its first meeting on Thursday, 1/18 at 2pm. We asked faculty to bring us ideas, both short and long-term, that they would like to see implemented at CFCC. We know

the number one issue for faculty is salaries and wage compression, and these are critically important, but this issue cannot be solved by the FA. In order to move forward, we asked for specific ideas faculty are passionate about that we can accomplish with our limited resources.

Our faculty did not disappoint. We continue working on a final exam week schedule at CFCC similar to those implemented at other NC Community Colleges, both larger and smaller than CFCC. The FA would also like to see the creation of a Testing Center for our online students, which could generate revenue for CFCC by proctoring tests for non-CFCC students. Many other great ideas were shared, and we will bring these forward in our meeting with administration.

As we move forward with our new ideas and initiatives, we ask each member of the Board of Trustees to consider their short and long-term goals for CFCC. If you have something you would like to share with us, or would like to come to one our meetings, please let us know by contacting me at [LTingen@cfcc.edu](mailto:LTingen@cfcc.edu), or any other FA officer.

Lynn Criswell, Faculty Association VP of Arts & Sciences, collected the most recent faculty accomplishments which are included below; the faculty appreciate the support of the Board and administration in all of our endeavors.

### **Faculty Accomplishments - January 2018 Report**

**College-Wide Accomplishment: The CFCC family**, along with other supporters, has donated, to date, over **\$29,000** to help make **20-year veteran History Instructor Bob Brennan's** double lung transplant a reality. In November, Bob was nearing the end of his lifelong battle with cystic fibrosis and given six months to live. Funding was needed for the portion of care not covered by insurance before he could be placed on the transplant list, and 380 people contributed. Bob received his new lungs on December 31st and was released from the hospital on January 18th; after extensive rehabilitation, he looks forward to his future return to the CFCC classroom!

**Jonathan Begue, Program Director of Construction Management Technology**, partnered with the American Concrete Institute and NC Department of Transportation to provide third party certifications to our students in heavy highway materials testing.

**Susan Booth, Information Technology**, is providing service to the community as an appointee to the Advisory Board for the North Carolina State Employees Credit Union in Burgaw for a term of one year ending December 2018.

**Thomas Butler, Program Director of Automotive Systems Technology**, with the help of Patsy Lackey, acquired 2015 and 2017 Subarus for students to use in class as diagnostic aids. These flood vehicles will help students work on vehicles with newer technology. Thomas states that he cannot remember a newer vehicle being donated in his 20 years at CFCC and was glad to be a part of the process, which was also covered by local media.

**Susan Clarke, Program Director of Paralegal Technology**, added three local law offices to the internship program and the New Hanover County Capital Crimes Defense Attorney's office.

**Katie Evans, PharmD, Program Director of Pharmacy Technology**, reports that the Pharmacy Technology Program earned the designation from PTCB as an official sterile compounding program site. CFCC is one of only four schools in our state to achieve this. The national pharmacy technician certification board (PTCB) launched a new credential in 2017 for technicians in sterile compounding. Our program shortens the length of on the job experience needed from 3 years to 1 year. Candidates will be able to sit for the exam more quickly after graduating from our program and earn the credential of Compounded Sterile Preparation Technician (CSPT).

**Ernesto Ferreri, Music Instructor:** The 3rd International Contemporary Music Festival in Tehran, Iran presented Ernesto's Hymnus ad Cosmos on January 10th, 2018 in Roudaki Hall. It was performed by the Nilper Orchestra, conducted by Navid Gohari, along with pieces by Louis Andriessen and John Adams. Ferreri, a widely performed international composer with recent performances in Poland, New Zealand, and El Salvador, is a NC Composer's Fellowship awardee and has served on the CFCC music faculty since 1993. Premiered in 2007 in Wilmington, Hymnus ad Cosmos was composed for the Tallis Chamber Orchestra, which was founded by Roy Robuck and **CFCC music faculty member, Philip Singleton.**

**The Department of Fine Arts'** fall play *Eurydice*, directed by **Drama Instructor Jessica Gaffney**, was named in the *Wilmington Star News* as one of the top ten plays that stood out in Wilmington theatre for 2017. <http://www.starnewsonline.com/news/20171220/plays-musicals-and-performances-that-stood-out>

**Chef Gwen Gulliksen** has been involved with the following in the last two months:

- Several WECT cooking spots (with more coming soon)
- The City of Burgaw Culinary Scholarship was donated to the Foundation, a product of our community outreach luncheon in September.
- *Star News* feature article: "Countdown to making Thanksgiving Dinner" [www.starnewsonline.com/news/20171107/countdown-to-making-thanksgiving-dinner](http://www.starnewsonline.com/news/20171107/countdown-to-making-thanksgiving-dinner)
- The Food Writing Project was a collaboration between the Culinary Skills 1 students and **Margo Williams' creative writing class**. Culinary students prepared Vichyssoise, and Margo's students wrote excellent creative writing projects on their experience tasting it.
- *Port City Daily* feature: "Last Supper" for the season at Our Place restaurant, Wilmington's Best Kept Secret <https://portcitydaily.com/2017/12/01/last-supper-for-the-season-at-our-place-restaurant-wilmingtons-best-kept-secret-nws/>
- Began a four hour International Cooking Series in Community Enrichment dedicated to semi-retirees; this first session is on French cuisine.
- Became a Board Liaison to the Cape Fear Food Council

**Phil McCaskey, History Instructor**, has released the 8th edition of his HIS 131 text *Selected Topics In United States History: 1763 - 1877*; the text is being used for the first time this

semester. In addition to his text for HIS 132, this is the fifteenth published edition of the texts Phil began writing in 2003.

**Dr. Claude Moore, Math/Engineering/PE Department Chair**, is pilot testing Knewton Statistics in his online MAT 152-I01A class with 22 students during the first 8-week mini-session of 2018 Spring Semester. The program uses “adaptive learning” software and materials developed by Rice University, University of Houston Clear Lake, and Tufts University. The original project was funded by the National Science Foundation. The materials are from open source materials. Students are supplied free access to the materials during the pilot test by the publisher of the Knewton software. Analysis of progress after two weeks of class indicate students are progressing better than in previous 8-week MAT 152 online classes. More analysis will be conducted after the class ends. This pilot study is to determine whether Knewton Statistics will be used in more classes in the future at CFCC. The cost of student access for Knewton materials will be about one-fourth ( $\frac{1}{3}$  to  $\frac{1}{4}$ ) the cost of other materials presently being used for math classes.

**Laura Muldowney, Program Director of Phlebotomy**, was appointed to the NAACLS (National Accreditation Agency for Clinical Laboratory Sciences) PARC Division (Programs Approval Review Committee). The Programs Approval Review Committee (PARC) reviews PHLEB and CA programs for approval and is comprised of representatives from the disciplines of phlebotomy and clinical assisting. The PARC forwards its approval recommendations to the Board of Directors. Laura has also been awarded her Medical Assistant National Certification.

**Abby Perry, Art Instructor**, has been busy with the following projects and achievements:

- Instructor, two day mixed media workshop, Cameron Art Museum
- Community Mural Project, No Boundaries International Artist Colony in conjunction with Bald Head Island Conservancy & Dreams of Wilmington, 2017
- 20th Anniversary Alumni Exhibition, *No Boundaries International Artist Colony*, Acme Arts, Wilmington, NC
- *No Boundaries International Artist Colony Exhibit*, Wilma W. Daniels Gallery, 2017
- *Medusoid*, permanent collection, Bald Head Island Conservancy, Bald Head Island, NC
- *Women Image Word*, Wyche Gallery, Whiteville, NC
- Surfrider Cape Fear Chapter Executive Board member, *Ocean Friendly Gardens Coordinator*
- Surfrider Foundation, *East Coast Leadership Conference* attendee, Charleston, SC
- *Grounds Improvement Committee Co-Chair*, International School at Gregory Elementary, Campus clean up and grounds improvement, rehabilitation of existing rain garden

**Jennifer Renshaw, Program Director of Occupational Therapy Assistants**, presented at the 2017 NCCCS Performance Partnership Summit in June. The presentation titled *Foundations for Success: A Transformational Journey*, focused on facilitating learning partnerships founded on

trust, transparency, and consistent practices. This presentation provided a snapshot of successful strategies implemented to improve student success in the Occupational Therapy Assistant program at Cape Fear Community College. Participants were provided with simple tips to optimize educational experiences, leading to transformational journeys for students and faculty.

**Thomas Robinson, Part-time Firefighting NIMS**, reports that the Safety training center has cleared the USAR training area and brought in 41 pieces of concrete and steel for future training props. These will be used to enhance the technical rescue training, confined space, structural collapse, and tool labs for future classes.

**Kate Santhuff, Educational Partnerships and Wilmington Early College Liaison**, is continuing as a Board Member for the North Carolina Service-Learning Coalition and assisted with the statewide summit in November at UNC-Pembroke. Kate also remains involved in the community as a second Saturday shift leader for Mother Hubbard's Cupboard with local families and CFCC students.

**Rachel Satzman, Anthropology Instructor**, submitted the following of note:

- Anthropology students worked with Public Archaeology Works over the holiday break to uncover a piece of Wilmington history. Under the remains of the old Water Street parking deck, they went digging for an old historic feature, the Rock Spring of Wilmington. The Rock Spring was known as a source of water hundreds of years ago, and legend says the water was something special: "If you drank the waters from the rock spring you made Wilmington your home." The Rock Spring was a big part of the Wilmington landscape in the 19th century.
- "Walk a Mile in Our Shoes" is a photo art installation which will be on display from March 13 - 23; Anthropology students have collected pictures of people's shoes and quotes about how it feels to walk a mile in someone else's shoes. This project will be used to promote unity and compassion within the CFCC community. More information will follow!

**Elizabeth Davis Snow, Associate Degree Nursing Instructor**, completed a Doctor of Nursing Practice degree in Nursing Education; she was also re-elected as the Southeast Regional Director of the North Carolina Nurses Association and serves as director on the NCNA Board of Directors.

**Sharon Wozniak-Spencer, Fine Arts Department**, has a show that continues through January 18th, Faces and Friends, Courage through Art, at The Foxes Boxes in the Brooklyn Arts District. Wozniak-Spencer's portraits highlight a community in need in Wilmington while helping promote artists that are in need, giving a voice to artists that are rarely recognized.



**Fundraising:** The Foundation has achieved 79 percent of our yearly goal within the first six months of the fiscal year. (\$1,094, 342.80) Expecting another \$51,000 within 30 days. The Stein gifts totaling \$595,000 are also expected this quarter. Additionally, we still have the Gift of Education event in May and several additional follow up appeals to contribute toward our fundraising totals before this fiscal year ends. We believe we are in route to a record year.

**Schwartz Center:** We are moving forward with the campaign for the Schwartz Center Renovation Campaign. We have raised 14 percent of our goal with approximately \$111,200.00 committed toward the campaign. Grants, businesses, and individual solicitations are under way. We also have an additional opportunity to explore use of the Schwartz Center by the City of Wilmington for a small period of the year, on an annual basis. A financial arrangement would need to be developed between the College and the City of Wilmington with those funds going toward renovation efforts.

Other notes about the foundation:

\*40 percent of donors to the foundation are new donors this year.

\*Set a record with online giving during the holidays thanks to our Giving Tuesday campaign.

\*Endowment total has now exceeded \$10,000,000 for the first time in the foundation history.

\*A planned giving advisory committee has now been put into place which will assist us with growing and marketing our planned giving efforts.

\*Laying groundwork to begin a revitalization of an alumni association for Cape Fear Community College.

#### Announcements

Mr. White stated that he would like to form an Ad Hoc Committee to evaluate the next step in the presidential selection. Mr. White asked if there was any objection, hearing none, the committee was formed and approved by unanimous consent.

#### **Date of next Meeting – March 22, 2018**

Meeting adjourned at 8:05 pm.

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James P. Morton, Acting President/Secretary

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Michelle S. Lee, Recording Secretary

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