

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 22, 2018
5:00 PM

Following proper public notifications on March 1, 2018, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, March 22, 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; 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; Dr. Jennifer McBride, Director of Curriculum Management; Ms. Sharon Gunter, Math Instructor; Ms. Caroline Greenough Math and PE Instructor; Mr. Mark Council, Dean of Voc/Tech; Mr. Justin Stermer, SGA Vice President 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.

MINUTES

A MOTION was made by Ms. David and seconded by Ms. Rouse to approve the January 25, 2018, minutes as presented. Motion passed unanimously.

INTRODUCTIONS AND RECOGNITIONS

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

New Hires

Kim Streeter

HR Generalist

02/19/2018

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 Evaluation

The annual evaluation process has started. It is very important that we have 100 percent participation in this process. If you have question or concerns, please contact me or Michelle Lee.

PRESIDENT'S REPORT

Mr. Morton reviewed the following report.

Men and Women's Basketball Teams

For the first time in CFCC history, both teams won their Regional Championship games and are headed to the National Tournament. This is an amazing accomplishment for both teams to be Regional Champions, we are extremely proud of them!

LPN Nursing Program #1 in NC

For the second year in a row, the CFCC LPN Nursing Program has been named number one in the state of North Carolina by PracticalNursing.org. We are very proud of the exceptional LPN Nursing Team.

NCACCP Meeting

President Morton attended the NCACCP Winter meeting held in Raleigh on January 31- February 2, 2018 and the Eastern President's meeting held February 26, 2018.

Financial Audit

State auditors have completed the bi-annual Financial Audit and issued the final report indicating there were not any instances of noncompliance or deficiencies in internal controls. Congratulations to the Business Office team for another successful audit.

Registered Apprenticeship Program

We are moving forward with the joint venture Apprenticeship Program by completing the first phase of writing a survey. Once we receive results we will begin evaluating to help determine industry and business training needs.

NCACCT Meeting

Trustees Mr. Jimmy Hopkins, Mr. Bill Turner and President Morton attended the Community College National Legislative Summit held in Washington D.C. in February. In addition to the meetings we were able to meet with Congressman Rouzer to cover parts of the Promoting Real Opportunity, Success and Prosperity through Education Reform Act (PROSPER).

Broadway for a Better World

The new initiative between the CFCC Wilson Center, CFCC Foundation and The Arts Council of Wilmington has already experienced success of fund raising for the program. Grants have been awarded to several organization enabling 106 disadvantaged youth to attend shows held at the Wilson Center.

New Construction Advisory Committee

CFCC has established a new Construction Advisory Committee to address shortage of basic construction skills. From the first meeting a Construction Academy concept was established focused on HVAC, Plumbing, Carpentry and Masonry basic skills. Plans are for 40-80 hour programs to begin one week after high school graduation. Contractors are committing to hiring these students once they have completed the course. This is an exciting new program to fill the needs of local contractors and placing students in employment quickly.

Yamaha Outboard Maintenance and Repair Program

We are proud to announce a new Outboard Maintenance and Repair Program sponsored by Yamaha. Yamaha has agreed to support the program by donating engines and equipment. Graduates from the program may be certified to work on Yamaha outboard engines. Local Yamaha dealers are very excited CFCC will be providing local training for their technicians.

New Hanover County Owned Teaching Facilities

Teaching Tuesdays at the NE Library continues to move ahead. Surveys revealed "Spanish for Beginners" and "Computer Basics for Seniors" to be in high demand. Therefore, we have the first

pilot program “Spanish for Beginners” scheduled for April 24 - June 12, Tuesdays from 2-5 pm (24 hours total). Followed by Computers for Seniors: July 10 - August 28, Tuesdays from 2-5 pm (24 hours total).

Pender County Carpentry High School Program

New venture with Pender County allows High School students in Pender County to be transported to CFCC North Campus to participate in our carpentry program.

College Transfer Programs

This summer math instructors will begin piloting “Knewton,” an adaptive learning software based on open source materials; Knewton will be much more affordable for students than current software/course materials.

Math and English faculty are participating in the NCCC System’s Reinforced Instruction for Student Excellence (RISE) initiative to improve developmental education.

New uniform articulation agreements for AFA programs (Visual Arts, Music, and Theatre) have been or are being approved at the state level; agreements will improve the transfer process for students in these programs.

Will be hosting a meeting of the 30-member CFCC Transfer Advisory Committee later this spring.

Dental Program

On March 16, 2018, the CFCC dental assisting, dental hygiene, practical nursing students, faculty, and staff collaborated with the Cape Fear Dental Study Club and St. Mary's Dental Clinic to provide free dental services to the underserved in our community. CFCC served 53 patients in our dental clinic on the downtown campus and another 111 patients at St. Mary's clinic. Dental assisting students sat chairside and assisted local dentists to complete restorative work; dental hygiene students provided oral health education, oral cancer screenings, and dental cleanings; and practical nursing students provided blood pressure screenings.

CFCC Students

Four CFCC students and Instructor Ben Sorensen (substituted for Instructor Nelson Beaulieu, organizer of trip) traveled to Washington, DC, for three days to compete in the Congressional US Model. The students were prepped by Nelson Beaulieu, Political Science Instructor, and Greg Arey, Social Sciences Chair.

Most of the student participants came from universities; CFCC was the only community college participating. American University and George Mason University had recruiters on hand seeking junior and seniors for their graduate schools. Students were assigned to represent a member of Congress, had to research the political views of that person, to write legislation and present a bill, and negotiate with other committee members. One day, the CFCC students worked until 2:35am to complete their assignments.

Three of CFCC's students won the top honors and CFCC won the Outstanding Performance Award as the top performing school. The college received certificates.

Student Abby Harris was offered a summer paid internship at Congress; Student Jonathon Sampson was offered a position as one of the organizers of next year's model, to help run the competition; and Student Brandon Lanier was offered an opportunity to take a seat in a class at George Washington University taught by a member of Congress and would then be assigned to work on a Congressional Campaign.

COMMITTEE REPORTS

Facilities & Equipment Committee

Mr. Morton reviewed the following facilities reports.

AET Project Plan

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

2. Change Orders
 - a. General Contractor
 - i. There are known upcoming change orders for various Architectural Supplemental Instructions. Change order G-19 the final Change Order is being processed now.
 - b. Designer
 - i. Design Letter Agreement has been executed for the Greenhouse and Design Amendment #6 has been executed.

3. Schedule:
 - a. Final inspections and project close out will be completed this winter.

Schwartz Center

A MOTION from the Facilities & Equipment Committee recommends approval for the Board of Trustees to change the design of the Schwartz Center bleachers. Motion passed unanimously.

Project Plan

1. Project update:
 - a. Demolition is complete.
 - b. Interior concrete footers have been placed and masonry is underway
 - c. Under slab plumbing and electrical is underway.
 - d. Roofing replacement started
 - e. Micro piles for addition foundation are underway.
 - f. 1/25/18 BOT Mtg. approved \$200k bookstore funds borrowed and to be paid back through fundraising efforts.
 - g. Purchasing of bleachers and sports equipment by CFCC is ongoing.

2. Change Orders
 - a. General Contractor
 - i. No GC change orders have been executed. Some minor adjustments are being priced now.
 - b. Designer
 - i. No pending design contract amendments at this time.

3. Construction Schedule:
 - a. Complete construction fall term 2018.
 - b. Games in Schwartz center January 2019.

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
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	Bid date 3/29/18
11	Carpentry Classroom Building	\$6,085.00	\$67,928.58	\$92,329.78	\$166,343.36	\$174,886.04	\$8,542.68	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
4	Schwartz Center Roof Replacement				\$0.00	\$472,493.00	\$472,493.00	Roof work underway

Pender County Capital Outlay

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	Initial design complete, addressing owner comments now
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201	\$1,000.00			\$1,000.00	\$70,000.00	\$69,000.00	Initial design complete, addressing owner comments now
3	Burgaw Center - Renovate Bathrooms & Replace Carpet & Selected VCT	\$4,350.00			\$4,350.00	\$80,000.00	\$75,650.00	Carpet replacement complete, bathroom design complete but

								work has to be summer 2018.
4	Burgaw Center- assorted small projects by CFCC Maintenance, IT & Campus Police	\$34,695.17	\$55,695.00	\$20,999.83				80% of Projects Completed

NC Connect Bonds

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	Final SCO drawing review expected end of March
3	CFCC "W" Building Emmart & Burnett Renovation	\$178,500.00		\$1,125.00	\$179,625.00	\$2,000,000.00	\$1,820,375.00	Final SCO drawing review expected end of March
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$304,400.00		\$3,840.00	\$308,240.00	\$2,990,685.00	\$2,682,445.00	Design contract executed, approx 6 month design process

“A” BUILDING – Galehouse
 “S” BUILDING – McLeod
 “N” BUILDING Natural Sciences

1. Project update:
 - a. Becker Morgan Group contract has been executed
 - b. Initial design meeting being scheduled.
 - c. Approximately 6 month design period is expected
2. Schedule: Generally, architect selections, design, bidding and contract matters will allow construction to begin late 2018/early 2019.
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

4. Project update:

- SCO construction document submittals for both projects were sent in on February 6, 2018, and expected back at the end of March 2016.
- At that point, we will prepare bids for start of construction immediately after graduation.

5. Schedule:

Probable bid date April 2018
Construction starting at end of Spring term 2018.

6. Pending Construction Change Orders:

None at this time.

7. Designer Change Orders:

We are processing a proposal of \$15,000 for the 150,000 change the Board approved to relocate the dining room.

Wilson Center Naming Opportunity Levels Proposal

A MOTION from the Facilities & Equipment Committee recommends approval from the Board of Trustees of the Wilson Center Naming List as presented. Motion carried unanimously.

(First Floor)

	Current Level	Proposed
Grand Concourse	\$500,000	
Orchestra Level	\$500,000	(\$650,000)
Concessions	\$75,000	

Scene Shop	\$75,000	(\$100,000)
Control Booth	\$50,000	(\$75,000)
Star Dressing Rooms	\$40,000	(\$75,000)
Studio Classrooms	\$30,000	(\$50,000)
Large Dressing Rooms	\$20,000	(\$40,000)

(Second Floor)

	Current Level	Proposed
Grand Tier Lobby	\$350,000	(\$400,000)
Grand Tier	\$250,000	(\$350,000)
Vocational Studio	\$50,000	
Concessions	\$50,000	(\$75,000)
Photo Lab / Dark Room	\$45,000	(\$50,000)
Choral Studio	\$35,000	(\$50,000)
Digital Recording Studio	\$27,000	(\$35,000)
Photography Classroom	\$25,000	
Music Lab	\$25,000	(\$35,000)
Language Lab	\$25,000	
Keyboard Studio	\$25,000	(\$35,000)

(Third Floor)

	Current Level	Proposed
Opera Box Seats	\$20,000	(\$25,000)
Classrooms	\$20,000	(\$30,000)

(Outdoor Spaces)

	Current Level	Proposed
North Entrance Plaza	\$75,000	(\$100,000)

Gallery Garden	\$50,000	(\$150,000)	
Proposed New Name: <i>North Lawn</i>			
Oasis Garden	\$50,000	(\$65,000)	
Proposed New Name: <i>Stage Door Garden</i>			
(New Proposed Naming Opportunities)			
Grand Stairwell	\$50,000	Technical Directors Office	
\$25,000			
North Stairwell	\$30,000	Administration Office	
\$50,000			
Balcony Lobby (x2)	\$40,000	Directors Office	
\$35,000			
Piano	\$75,000	VIP Club	\$75,000
Piano Room	\$20,000	Sound Booth	\$25,000
Wardrobe Room	\$35,000	Loading Bay	\$45,000
Volunteer/House Management Office	\$35,000		
Volunteer Recognition Program	\$75,000		
UNCW Internship Program	\$45,000		
CFCC Work Study Program	\$45,000		

Potential Naming Opportunities

A MOTION was made by Mr. Melia and seconded by Ms. Rouse to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(2) to discuss a naming opportunity and 143-318(a)(5) to discuss real estate. Motion carried unanimously.

The Committee returned to open session.

A MOTION was made by Ms. Kusek and seconded by Mr. Melia to approve the naming of the Schwartz Center Score Board for BB&T. Motion passed unanimously.

A MOTION was made by Mr. Hopkins and seconded by Mr. Melia to approve the naming of the men’s locker room for Mr. George Rountree. Motion passed unanimously.

Finance Committee

Mr. Burney reviewed the following reports.

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 \$609. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 63.15 percent of the budget had been expended as of December 2017.

County Budget Summary

The County Budget Summary reported 55.96 percent of the budget had been expended as of December 2015.

Institutional Funds Update

Mr. Morton reviewed the February, 2018 report with the Committee. No items were of concern at this time.

Wilson Center P&L

Revenues

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
Sales-Concessions	14,400	16,483	2,083	104,000	144,081	40,081
Sales-Tickets	238,950	442,397	203,447	1,725,750	2,600,378	874,628
Sales Tax Revenue	17,735	36,401	18,667	128,083	212,101	84,018
Refunds / Discounts	-4,500	-9,758	-5,258	-32,500	-66,834	-34,334
Parking Revenue	4,050	8,269	4,219	29,250	59,721	30,471
State Funding	10,452	8,177	-2,274	83,612	67,023	-16,589
Merchant Percentage	1,350	2,074	724	9,750	9,415	-335
Membership Sales	0	0	0	15,000	28,000	13,000
Sponsorship Revenue / Grants	1,250	1,500	250	10,000	8,200	-1,800
Advertising Sales	2,083	0	-2,083	16,667	0	-16,667
Other Income	208	1,388	1,180	1,667	5,114	3,447
Additional Staff & Equipment Fees	30,150	46,565	16,415	217,750	149,508	-68,242
HFAC Facility Fee	16,282	32,715	16,433	117,593	150,054	32,461
Rental Income	5,850	10,900	5,050	42,250	61,577	19,327
Total	338,260	597,111	258,851	2,468,871	3,428,338	959,467

State Expenses

Account Name
FT Professional Staff
Social Security
Retirement
Medical Insurance
Office Supplies
In State Travel
Out of State Travel
Capital Equipment
Total

Budget	Actual	Difference
6,203	6,197	-6
475	420	-55
909	1,062	152
490	499	9
0	0	0
0	0	0
1,542	0	-1,542
833	0	-833
10,452	8,177	-2,274

YTD Budget	YTD Actual	YTD Difference
49,621	49,576	-45
3,797	3,297	-500
7,273	8,492	1,219
3,920	3,893	-27
0	0	0
0	0	0
12,333	1,764	-10,569
6,667	0	-6,667
83,612	67,023	-16,589

Institutional Exp.

Account Name
FT Prof. Staff
PT Prof. Staff
PT Support
PT Tech/ParaProf
Stud. Sal. Non-Ins
Social Security
Retirement
Medical Insurance
Security/Parking Service
Other Contracted Services
Office Supplies
Other Supplies
Purchases for ReSale
In State Travel
Out of State Travel
Advertising Performances
Wilson Center Marketing Expenses
Other Current Expenses
Electronic Processing Fee
Cash Overage/Shortage
Entertainment and Social
Performance Contract Expense
Rental/Lease Other Equipment
Other Comp. Softw. Applications

Budget	Actual	Difference
21,750	20,822	-928
6,250	5,795	-455
4,583	7,144	2,561
12,600	16,009	3,409
4,050	3,558	-493
3,766	3,697	-69
3,768	3,567	-201
2,917	2,493	-423
1,583	0	-1,583
189,000	346,935	157,935
1,000	2,524	1,524
4,000	10,085	6,085
3,333	11,958	8,624
125	207	82
433	2,003	1,569
10,833	33,730	22,897
5,417	2,856	-2,560
125	2,827	2,702
14,400	21,624	7,224
45	46	1
1,000	103	-897
9,450	37,000	27,550
4,050	777	-3,273
417	-2	-419

YTD Budget	YTD Actual	YTD Difference
174,000	167,498	-6,502
50,000	41,364	-8,636
36,667	30,417	-6,249
91,000	99,264	8,264
29,250	18,758	-10,492
29,140	25,498	-3,642
30,142	28,819	-1,323
23,333	19,467	-3,866
12,667	10,788	-1,878
1,365,000	1,939,436	574,436
8,000	12,370	4,370
32,000	30,716	-1,284
26,667	59,629	32,962
1,000	691	-309
3,467	10,938	7,471
86,667	190,090	103,423
43,333	54,372	11,038
1,000	12,419	11,419
104,000	133,996	29,996
325	209	-116
8,000	346	-7,654
68,250	89,643	21,393
29,250	6,693	-22,557
3,333	705	-2,628

Memberships & Dues	292	0	-292	2,333	325	-2,008
Maintenance	250	0	-250	2,000	2,807	807
Sales Tax Expense	17,735	36,401	18,667	128,083	183,025	54,942
Non-Capitalized Equipment	417	799	383	3,333	5,304	1,970
Non-Capital.Equip.\$1k	83	0	-83	667	2,139	1,472
Total	323,672	572,958	249,286	2,392,906	3,177,724	784,818
Profit & (Loss) Totals	4,136	15,976	11,840	-7,647	183,590	191,237
Utilities Supported by County	12,500	12,229	-271	100,000	96,844	-3,156
Student Support Fees	4,950	8,107	3,157	35,750	46,618	10,868
Student Support Expenses	0	0	0	0	0	0
Sales Tax Revenue – State	12,034	24,701	12,667	86,913	143,926	57,012
Sales Tax Revenue – County	5,700	11,700	6,000	41,169	68,175	27,006
Total Tax Revenue	17,735	36,401	18,667	128,083	212,101	84,018

Administrative and Personnel Committee

Mr. Morton reviewed the following policies.

Travel Policy Update

A MOTION from the Administrative and Personnel Committee recommends approval from the Board of Trustees of the Travel Policy Update as presented. Motion carried unanimously.

10.14 Travel Policies

10.14.1 Description of Policies

Cape Fear Community College (CFCC) authorizes official college travel consistent with policies and procedures established by the Office of State Budget & Management (OSBM) and the State Board of Community Colleges (SBCC). Statutory regulations for per diem, transportation, and subsistence allowances for state funds are contained in General Statute 138-5 through -7. These travel regulations, apply to CFCC Board of Trustees members and all employees of the College. Inasmuch as travel policies, procedures, and prevailing rates are subject to change, CFCC employees should always reference the most recent version of regulations enacted by the OSBM or SBCC. The most recent version can be found in the NCCCS “Accounting Procedures Manual” (www.ncccommunitycolleges.edu).

Travel requests for official college business may be submitted when a board member or employee is traveling while performing work on behalf of, officially representing, or providing a

service related to the College mission, or attending approved job related training. Board of Trustee members may be reimbursed for travel from their place of residence to the location of College Board meetings, while performing work on behalf of the College, or to attend Trustee training. Travel that would not directly benefit the College shall neither be approved nor reimbursed. In every instance and regardless of fund source all travel requests shall be approved contingent upon the availability of funds.

An employee traveling on official college business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official College business are prohibited.

All in and out-of-state travel must be approved in writing by the President or her/his designee. In addition, written authorization must be secured in advance from the President or her/his designee for excess lodging, registration, out-of-state travel, and out-of-country travel. Failure by the employee to obtain such approval may result in expenses incurred not being reimbursed. The employee should submit a "Travel Request Form" at least two weeks prior to her/his travel date.

10.14.2 Blanket Authorization

General Statute 115D-20(1) directs that the President report to the College's Board of Trustees. As such, the Board shall determine the manner in which it approves the travel of the President, consistent with this policy and subject to SBCC procedures. In addition, consistent with the Board's fiduciary responsibility and in the interest of fiscal responsibility, it is the Board's responsibility to examine the President's travel at their discretion.

A blanket travel approval is required for all others, excluding the President but including CFCC Board of Trustees members and all employees of the College, for routine travel to claim mileage reimbursement while conducting official College business. The blanket authorization must include:

- Name of the person traveling;
- Colleague I.D Number;
- Destination(s) and purpose for the travel as defined by the college (Ex: various site visits to monitor classes, commuting between classes, etc.);
- Dates of the travel (Ex: July 1 20xx – June 30, 20xx);
- Source of funding (Ex: State, County, Institutional, Special funds); and,
- Any other information necessary to justify traveling on a routine basis.

A blanket authorization for travel must be completed and secured annually. The blanket travel authorization form must be approved prior to departure for all routine travel for which reimbursement is issued. Failure by the employee to obtain such approval may result in expenses incurred not being reimbursed.

10.14.3 Transportation Allowance

For transportation by privately owned automobiles on official College business, the reimbursement rate shall not exceed the maximum rate established by the Internal Revenue Service (IRS) as the business standard mileage rate when a College vehicle is not available for use by the employee. CFCC may establish a rate lower than the maximum as a result of the limited budget availability for travel. When a College vehicle is available and the employee elects to drive her/his personal vehicle on official College business, the employee may be reimbursed at the IRS medical or moving purposes rates ~~\$.30 per mile~~. It is the responsibility of the employee to verify whether a College vehicle is or is not available, and document that on both the Travel Request Form and the Travel Reimbursement Request Form. College employees on official College business may use their private vehicles for personal convenience according to the rates listed above.

Reimbursement of costs incurred will be made for the use of a private vehicle should be for direct mileage between the employees' duty station (*the headquarters or job location assigned by the College at which the employee spends most of their time*) or home, whichever is less, and the travel destination, and between the place of lodging (if required) and the travel destination. Actual costs of road, bridge and ferry tolls and valet service (if required by the lodging establishment) may be reimbursed with a valid receipt. Reimbursements may not be made for daily commuting between an employee's home and her/his duty station; except, temporary or part-time faculty "may" be paid mileage expenses when authorized by the Vice President for Academic Affairs and Workforce Development and approved by the President or her/his designee. Nothing in this policy shall be interpreted to mean that CFCC intends to reimburse normal commuting expenses to and/or from the duty station.

For transportation by airline, bus, railroad or other conveyance, actual coach-class or tourist-class fare applies, whichever is less. No first-class air or train travel shall be reimbursed. The tickets for airline, bus or railroad travel may be purchased either by the College or by the traveler and claimed on her/his expense account. Flight or other travel insurance is not reimbursable. The actual cost of coach fare is reimbursable, as is the actual cost of Pullman fare on trains when overnight trips are required for official College business. Requests for travel on noncommercial (charter flights) aircraft are made and approved in the same manner as all transportation.

Reimbursement for travel between the employee's duty station and the place of departure (airline terminal, train or bus station) and for appropriate parking may be made under the following circumstances:

- Private vehicle – IRS business standard mileage rate for one round trip and airport parking with a valid receipt;
- Airport limousine – one round trip fare supported by a valid receipt; or
- Taxi – actual cost supported by a valid receipt.

In addition, transportation to and from the airport may be reimbursed consistent with the following circumstances:

- Airport limousine – one round trip fare supported by a valid receipt;

- Bus – one round trip fare. In lieu of using a taxi or airport shuttle, employees can be reimbursed without a receipt up to \$5.00 for each one-way trip either from the airport to the hotel/meeting, or from the hotel/meeting to the airport;
- Taxi – when shuttle service is available, one round trip shuttle fare supported by a valid receipt; or,
- Taxi – when shuttle service is not available, one actual fare to and from the airline terminal supported by a receipt.

Rental car charges at the least expensive available rate are reimbursable when required for intercity travel (out-of-state) when no alternate mode of transportation is practical. No reimbursement may be made for use of a rental car in-state when a College or private car is available.

10.14.4 Penalties and Charges Resulting from Cancellations

Penalties and Charges resulting from the cancellation of travel (including airline, ground transportation, hotel reservations, and/or conference registrations) shall be the College's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the College. If the cancellation or change is made for the personal convenience or benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the College may pay the penalties and charges upon written approval of the College President.

10.14.5 Subsistence Allowance

Subsistence consists of lodging, meals, registration, phone calls, and all other items, which are not defined as transportation. The established subsistence rates are subject to change by the OSBM, often on an annual basis. The rates are established for meals and lodging, on an In-State and Out-of-State travel basis. The rates are also subject to 24-Hour Period Travel and Less than a 24-Hour Period Travel. The following statements govern the payment of subsistence for travel costs incurred while on official college business.

- a. **Rates:** The maximum rates payable for meals and lodging for In-State and Out-of-State travel from state, county or institutional funds shall be consistent with the rates established by the Office of State Budget and Management and the State Board of Community Colleges. The current rates may be found at: www.nccommunitycolleges.edu/finance-operations/budget-accounting/accounting-procedures-manual

Written authorization must be secured in advance from the college President or her/his designee for estimated travel costs in excess for lodging, meals and registration fees established by the OSBM or SBCC.

- b. **Lodging:** Reimbursement of actual costs of lodging, whether In-State or Out-of-State, must be documented by an itemized receipt of actual lodging expenses from a commercial establishment. When it is anticipated that more economical accommodations are not available, or the site of the convention or conference is the hotel where excess lodging is required, a request for this excess which sets forth the reason(s) must be submitted for prior approval. Lodging costs in excess of the established rates may be reimbursed, subject to securing written authorization from the College President or her/his designee in advance of the travel.
- c. **Meals:** Reimbursement for meals shall not exceed the established rates for a maximum of three meals whether traveling either In-State or Out-of-State. If approved in advance, the total costs for meals may exceed the daily rates if the meals are included as a part of the registration fee.
- d. **Daily Travel:**
1. **Overnight** – Employees may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The travel must involve a travel destination located at least 35 miles from the employee’s regularly assigned duty station (vicinity) or home, whichever is less. To be eligible, the employee must:
 - Breakfast – depart duty station prior to 6:00 a.m.
 - Lunch – depart duty station prior to noon (day of departure) or return to the duty station after 2:00 p.m. (day of return)
 - Dinner – depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return).The time of departure and/or arrival must be stated on the travel reimbursement request.
 - Not-Overnight** – Allowances shall not be paid to employees for meals if travel does not involve an overnight stay.
- e. **Registration Fees:** State law (G.S. 138-6(a)(4)) allows for the actual reimbursement of convention registration fees as shown by a valid receipt or invoice. All registration fees must be approved in advance by the College President or her/his designee. Convention or conference registration fees must be included on the travel authorization prior to departure. Registration fees for webinars or other on-line training that does not involve travel should not be requested on a Travel Request Form, but instead should be requested through CFCC’s normal purchasing procedures. Registration fees may be paid either by the employee or the College. For the employee to be reimbursed for personal payment of a registration fee, they must provide documentation of the expense by a valid receipt. Employees may not claim reimbursement for meals included in registration fees.

- f. **Other Subsistence Expenses:** The following items are not counted toward the authorized subsistence, but are eligible for reimbursement:
- Tipping for handling baggage at common carrier terminals;
 - Tipping for the handling of baggage when arriving at or departing from the place of lodging;
 - Office phone/official business calls, up to a maximum of \$5.00, from non-state funds; and,
 - Personal calls, only for travel of two or more days, and only once every two days, to a maximum of \$3.00.

Then following items are not reimbursable:

- Refreshments or other personal expenses;
- Tipping for room service, valet and other hotel services; and
- Costs of laundry, entertainment, alcoholic beverages, set-ups, between meals snacks, or other personal expenses not previously defined as permissible.

10.14.6 Travel Advances

At the discretion of the College President or her/his designee, a travel advance may be requested if the total amount exceeds \$200. The travel advance will be calculated at a maximum of 90 percent of the total estimated costs (excluding pre-paid air fare or other modes of transportation, registration fees, etc). The request must be presented to the Division of Business and Financial Services a minimum of two weeks before the advance is required. If the estimated cost is less than \$200, the employee is responsible for their travel costs, unless an exception is granted by the President or her/his designee. Travel Advances will be deducted from the employee's Travel Reimbursement Request. The employee will be reimbursed when the Travel Reimbursement Request form is processed.

10.14.7 Timely Filing and Reimbursement

Each employee is responsible for her/his own request for reimbursement. All reimbursement requests shall be filed for approval and payment within thirty (30) days after the travel period has ended as reflected on the approved travel authorization, or June 30, whichever comes first. Requests for reimbursement submitted after July 30 of any new fiscal year for prior fiscal year reimbursements will be addressed on a case-by-case basis. "Travel period" is defined as the calendar month during which the travel occurred. Reimbursement forms must be submitted to the Division of Business and Financial Services within thirty (30) days after the travel period has ended.

Attendance Policy Update

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

College instruction is designed for students to learn by way of class attendance, and regular attendance is a key to academic success. Attendance is based on class meetings and calculated from the first class meeting, not based on when the student enrolls in the class. Students are expected to punctually attend all class sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students who have not attended at least once by the 10 percent date of the class may be dropped by the instructor as a “No Show.” No-Show students will be removed from the class roster, will be issued a refund for tuition and fees for the class, and will not be allowed to continue in the class. Financial aid will be adjusted accordingly.. For example: A student enrolls in a three credit hour class totaling three meeting hours per week. The class meets 16 weeks for a total of 48 hours during the semester. Ten percent of this class would be 4.8 hours rounded to 5. Therefore, the fifth class meeting would be the 10 percent point of the class.

Within their respective departmental guidelines, instructors are responsible for stating their own course attendance and tardiness requirements on course syllabi distributed at the beginning of the academic term. It is the student’s responsibility to know and understand the attendance requirements for each instructor and to understand how attendance in class might affect his or her final grade. Regardless of how attendance is used in grading, faculty are required to keep a timely record of attendance for each student through the end of the semester using a college approved record keeping software.

Attendance in online (Internet and Hybrid) courses is measured not only by completion of an initial enrollment verification assignment (within the first 10% of the semester) but also by completion of the required coursework and/or online participation, as defined by the instructor on the course syllabus. In Hybrid courses, students MUST meet on the required meeting dates specified by the instructor (first class meeting, lab, etc.). See www.cfcc.edu for course information.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

General Admissions Process

A MOTION from the Administrative & Personnel Committee recommends approval of the General Admissions Process as presented. Motion carried unanimously.

New students should complete all admission requirements at least two weeks prior to registration.

1. **APPLICATION** An application for admission must be submitted prior to placement testing, registration and the processing of financial aid awards. Applications may be submitted online at www.cfcc.edu. Valid email addresses are required for electronic applications.
2. **OFFICIAL SECONDARY TRANSCRIPT OR EQUIVALENCY:** Students are required to submit official high school transcripts with a graduation date or equivalent transcripts (such as a GED) with a completion date. Home school students must submit a copy of the home school’s approved registration from the state in which they are registered (if applicable) and a home

school transcript with graduation date. High school and home school seniors may be provisionally admitted upon receipt of an official transcript indicating successful completion of the 1st semester of the senior year. Students admitted provisionally are required to submit final/official transcripts before the start of the entering term and are not eligible for financial aid until the final/official transcript is received.

3. **OFFICIAL COLLEGE TRANSCRIPT(S)** Official college transcripts from all regionally accredited institutions of higher education previously attended must be submitted to CFCC for transfer credit, eligibility for veterans' benefits, placement testing waivers, and health science applicants.
5. **MEDICAL EXAMINATIONS** A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Counseling for further information.

Re-Admission of Curriculum Students

Students (including CFCC graduates) returning to CFCC who have not been enrolled for one (1) or more academic years must submit a new Admissions Application. Students must also meet the admissions requirements for the current program of study including evaluation of all coursework earned at CFCC and other institutions.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

Maximum Time Frame – Current catalog policy

A MOTION from the Administrative & Personnel Committee recommends approval from the Board of Trustees of the Maximum Time Frame Policy as presented. Motion carried unanimously.

Federal regulations also establish 150 percent of the published length of the program as the maximum timeframe allowed in which to complete an educational program. Maximum timeframes allowed to complete CFCC programs, measured by credits attempted as a percentage of credits required for graduation, is as follows:

Program	# of Credits Required for Graduation	Max # of Attempted Credits Allowed for Financial Aid Eligibility
Certificate	18	27
Diploma	48	72
AAS	76	114
College Transfer/ AGE	65	98

If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not a certificate, diploma, or degree was received. The number of credits attempted will be measured against the student's current active program of study.

Maximum Time Frame Policy – Proposed policy

To be eligible for financial aid at CFCC, you must complete your degree within the maximum timeframe. This means graduating before accumulating 150% of the attempted credits required for completing your major. Attempted credits include all courses taken at the institution, regardless of whether or not you passed the class. Progression will be monitored using the students' current Program Evaluation. If you do not graduate within the maximum timeframe, your aid will be suspended. If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum timeframe. **If you have extenuating circumstances, you can appeal your financial aid suspension for maximum timeframe violation only one time.**

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not the earned credits apply towards the student's current program or to a previous program. A maximum of 30 hours of developmental coursework will be excluded from the maximum timeframe calculation. Once the student completes a certificate, diploma or degree the credits applied towards that credential will not be included in calculating maximum timeframe.

CAPE FEAR COMMUNITY COLLEGE

Board of Trustees Evaluation Policy

A MOTION from the Administrative & Personnel Committee recommends approval from the Board of Trustees of the President's Evaluation Policy as presented. Motion carried unanimously.

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995

MOST RECENT REVISION: May 1995

POLICY:

It is the policy of Cape Fear Community College (CFCC) to utilize a formal performance evaluation process for the President. The purpose of this policy is to maximize the effectiveness of the President to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship with the Board of Trustees, faculty, staff and students.

GUIDELINES:

A. Performance Evaluation Period

The evaluation period shall be twelve months corresponding with CFCC's fiscal year. The preparation of the annual performance review shall commence as of each May and shall be completed no later than June 30th.

B. Performance Evaluation Committee

The Administrative and Personnel Committee shall serve as the Performance Evaluation Committee.

The Committee shall utilize a performance evaluation procedure that is based on the President's job description and a specific set of goals for the evaluation period developed jointly by the President and the Board of Trustees.

C. Performance Evaluation Procedure

The procedure to be used in evaluating the performance of the President is as follows:

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May 1st. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.

2. Formal Performance Evaluation Tool and Process:

The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

The President will prepare a self-evaluation of performance, particularly as it pertains to his/her annual goals, and present it to the Board of Trustees for their use in completing the evaluation process. The results of the evaluation by board members will be consolidated by the Performance Evaluation Committee, reviewed with the full Board, and reviewed with the President.

3. Employment Contract:

The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.

4. Job Description:

The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.

5. Policy Review:

This policy shall be reviewed annually by the Administrative and Personnel Committee and recommendations for changes, as necessary, shall be submitted to the Board of Trustees for approval.

APPROVED BY:

Chair, Board of Trustees

Date

Planning Committee

Ms. Ann David reviewed the following information from the Planning Committee meeting. Ms. David stated that this is the first step in the process and thanked the Trustees, faculty and staff for their hard work on the documents.

CFCC Mission Statement

**Mission Statement
for
Cape Fear Community College**

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;

- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003; reaffirmed January 26, 2006; reaffirmed September 2010; reviewed September 2015.

CFCC Vision Statement



**CAPE FEAR COMMUNITY COLLEGE
VISION STATEMENT**

“Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!”

CFCC Goals

**Cape Fear Community College
2011-2016 College Goals**

1. Deliver quality programs through innovative instruction that promotes critical thinking and rigorous learning outcomes students need in order to achieve excellence in their academic and professional careers.
2. Provide facilities that support the growth of the college and that are well-maintained, safe and secure for students, faculty, staff and visitors.
3. Incorporate the appropriate use of technology for students, faculty and staff and provide training in accessing and applying the technology.
4. Enhance the teaching and learning process through the provision of up-to-date learning resources and equipment suitable to the college’s needs and goals.
5. Provide increased access to educational opportunities through distance learning.

6. Strengthen partnerships with business and industry, public schools, universities and others that are mutually beneficial and that maximize resources in meeting the educational needs of the service area.
7. Provide a comprehensive program of student development services that assist students in achieving their goals including appropriate placement in courses and curricula, financial assistance, counseling and advisement, career guidance, and student activities and athletics.
8. Cultivate an excellent, highly qualified faculty and staff through recruitment, retention, recognition and professional development.
9. Promote diversity at all levels of the college and maintain a diverse faculty, staff and student body that reflect the college service area.
10. Effectively manage the college's fiscal resources and seek external funding through grants and donations to support the mission of the college.
11. Strengthen and refine the college's continuous improvement process to ensure institutional effectiveness and public accountability.
12. Foster and maintain a positive public image of the college, enhance internal communication among faculty, staff and students, and effectively promote college services and programs to the community.

Approved by the CFCC Board of Trustees September 10, 2010, reviewed September 24, 2015

Presidential Search Process Ad Hoc Committee

Ms. David presented a Power Point presentation regarding the Presidential Search Process. Ms. David stated that she has been in contact with Ms. Jennifer Haygood, Acting President of the NCCCS. Ms. Haygood emailed a PowerPoint presentation to Ms. David. Everything in the PowerPoint presentation that was presented to the board was included in Ms. Haygood's presentation with the exception of the information regarding salary for the president. Ms. Haygood stated that if a search is completed then the NCCCS would like to have 2-3 names submitted for approval.

Ms. David read the qualifications of the president from the PowerPoint Presentation.

A MOTION from the Ad Hoc Committee recommends to the Board of Trustees approval of the President's qualifications presented in the PowerPoint presentation for the Search Process. Motion carried unanimously.

A MOTION from the Ad Hoc Committee recommends to the Board of Trustees that the selection Process (to search or appoint) for the President be determined by the Board of Trustees. Motion passed unanimously.

A MOTION was made by Ms. Kusek and seconded by Mr. Melia to go into closed session per North Carolina General Statute Section 143-318.11(a)(6) to discuss personnel.

The Board returned to open session.

Mr. White stated that the Board of Trustees voted in closed session to select Mr. James Morton as President. This action is not final as it is subject to approval of the State Board of Community Colleges. If approval is given final action will be taken by this Board in open session at a subsequent meeting. Let's all rise and congratulate Jim Morton on this preliminary selection.

A MOTION was made by Ms. Rouse and seconded by Mr. Hopkins to approve Mr. White and Mr. Burney to recommend contract and salary terms for the President to the Board of Trustees. Motion carried.

SGA Report

Mr. Brohough presented the following report.

- Comedian Blair Christian preformed at the Wilson Center on February 15th
- N4CSGA Division meeting was held at Wilson Community College on February 24th. One advisor and six officers attended the meeting.
- Movie Day is Wednesday April 4th. The SGA will be showing STAR WARS: The Last Jedi at 12:00 PM, 3:30 PM, and 7:00PM. Refreshments will be served at the 7:00 PM showing. The admission is free to CFCC students.
- N4CSGA Spring State Conference is being held at the Sheraton Imperial Hotel in Durham NC on April 6th-8th. One advisor and 9 students will be attending the conference.
- Earth Festival Celebration scheduled for Friday April 20th in the amphitheater behind the Union Station building. 20+ community vendors will attend along with many CFCC clubs and organizations. There will be music, food, door prizes and much more.
- Spring Fling: Surf City 4/18, Burgaw 4/19, Downtown 4/25, North Campus 4/26
- Student Kickball Tournament and Cookout – May 4th

Faculty Association Report

Ms. Valerie Melvin presented the following report.

The Faculty Association held two meetings since the last time the Board of Trustees met. At our February meeting Kumar Lakhavani came to discuss the proper use of social media and the faculty association created an Ad Hoc committee on Soft Skills and how important they are in and outside the classroom. At our March meeting Dr. Jennifer McBride and Brantley McKeithan discussed the Universal Navigation Design for our online and hybrid classes. We received good news that only three online classes in the 2018 Spring Semester and the faculty discussed the changes for enrollment/withdrawal/No Show policy that were passed at College Council. Thanks to JoAnne Ceres who attending our March meeting and helped explain those changes and thanks to Dr. Robert Sutton who worked with Student Services and the Faculty Association in crafting the language in the new policies.

The main issue for faculty is stagnant salaries. Data from the system office shows we are the third largest community college in North Carolina in terms of number of full-time instructors (289), but we are 23rd in average salary (\$50,042).

Thank you to the Planning Committee of the CFCC Board of Trustees for inviting Larry Tingen to their meeting last week discussing CFCC's Vision and Mission statement.

The Faculty Association will be sending out a survey to faculty to determine which issues the faculty would like to focus for the next year. We ask that all faculty members participate.

If any member of the Board of Trustees has something you would like to work on with the FA, or if any of you would like to attend one our meetings, please let us know by contacting me at LTingen@cfcc.edu.

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 - March 2018 Report

Bradley Anderson, Program Director, Accounting, worked in conjunction with local companies to establish internship opportunities for accounting students. These Work Based Learning opportunities are the first for the department.

- CastleBranch Inc.- 2 Interns (Fall 2017) / 1 Intern (Spring 2018)
- Habitat for Humanity - 1 Intern (Fall 2017) / 2 Interns (Spring 2018)

Susan Booth, Computer Information Technology Instructor, attended the quarterly Advisory Board Meeting at Burgaw NCSECU and shared information with faculty on services provided to all members and family of members, such as will preparation starting at \$275, tax preparation for \$75, and other services relevant to CFCC such as free FAFSA assistance.

Kim Bageant, Math Instructor, is

- the leader of the ILM Math Teachers' Circle, a group of math educators who meet regularly to bridge the gap among educators at different levels and foster a love of math among students, and
- one of two faculty members from CFCC chosen to participate in the NC-NET Academic Practicum, *Collaborative Curriculum Development for Creating Integrated Instruction*, which will create projects to integrate career and technical content and academic concepts and use real-world scenarios to engage students and make content relevant

Mark Bayne - Boat Building Instructor/Master Shipwright/Marine Technology Department, submitted an extensive list, highlights of which are that he:

- Managed the sale of an Abaco sailing dinghy
- Volunteered with former students to build boat and obtain scholarship from Southport Wooden Boat Show

- Was a judge and coach at Beaufort Wooden Boat Show
- Volunteered and promoted CFCC at Georgetown Wooden Boat Show
- Co-organized Cape Fear Community College Riverfront Boat show

Jackie Casey, CPA Accounting Instructor, attended the North Carolina Association of CPAs Accounting Education Forum February 23rd-February 24th in Raleigh, NC. This annual conference is for Accounting Educators of Community Colleges and 4 year Universities.

Richard Conn, Sculpture Instructor, submitted that he:

- Attended the 2018 North Carolina Community College Fine Arts Conference in Salisbury, NC
- Is coordinating with Ann Brennan and Bob Unchester at the Cameron Art Museum to expand gallery assistantship experience
- Is working with David Kanoy to establish locations for public sculpture on the downtown campus.
- Is coordinating with Culinary Arts Department to showcase their skills at the Wilma Daniels Art Gallery 4th Friday Receptions.
- Is working with Ed Sholar and Daniel Hendrickson in the Engineering Technology/Computer Integrated Machining Dept. to integrate 3d modeling and high speed prototyping into ART 282 (Sculpture II)

Jacqui Degan – Marine Science Instructor, Marine Technology

- Completed NC-NET online course “Incorporating Active Learning Strategies in the College Classroom”
- Demonstrated Elmo use during fish dissection lab to two instructors in the Veterinary Medical Technology program
- Assisted Early Childhood Education students at CFCC’s Child Development Center in their Marine Science curriculum with tours of the aquarium room and visiting the CDC with local marine fauna
- Serves as Faculty Advisor to the Marine Tech Student Club, organizing deployment and monitoring of mini-boats in offshore environments
- Served as a mentor for a Laney High School student with a project on the effects of plastic pollution in the ocean

Kevin Dunn

- Founding of Glassworking Program at Brunswick Community College Southport Center Summer 2017
- 2017 Entry into Ed.D. Program at NCSU in Adult and Community College Education Program graduation and dissertation publication expected in Spring 2020.
- Authoring of *The Visual Language* by publisher Great River Learning, a textbook specifically designed for community college art appreciation courses.
- Initiated and co-organized multiple exhibitions at Wilma W. Daniels Gallery
- Presented multiple community glassworking workshops

Katie Evans, PharmD, Program Director Pharmacy Technology, created the "Preceptor Pages" newsletter that is sent twice a year to preceptors for our clinicals. This newsletter, we hope,

serves as a communication tool between the program and preceptors, highlights student, faculty and preceptor achievements, provides updates on any changes to the program, and provides professional development tips. The first edition was sent in January of 2018 with planned publications in January and July each year.

Chancey Funderburk, Surgical Technology Program Director, has

- Attends multiple healthcare career fairs at middle and high schools in New Hanover County to promote the program to potential students.
- Obtained donated supplies for our program from Novant Health to assist with lab instruction for our students.
- Acquired two additional clinical sites for our students to experience a vast array of surgical procedures, Grand Strand Medical Center in 2016 and McLeod Seacoast Health in 2018.
- New Hanover Regional Medical Center and Dr. Kamran Goudarzi continue to provide our graduating students in their last spring semester with paid externships which lead to job opportunities.
- Our program won first place in the Association of Surgical Technologist video contest for National Surgical Technologist Week in 2017.

Jessica Gaffney, Drama Instructor,

- Was nominated for a 2017 Starnews Media Wilmington Theatre award for Costume Design for the play *Much Ado About Nothing* which was presented as part of the Lumina Festival of the Arts
- Attended a master class on advanced prosthetics with Special Effects makeup artist Tony Rosen
- Is currently mentoring a Wilmington Early College student on their theatre directing and costume design based senior project
- Attended the Southeastern Theatre Conference in Mobile, AL and presented on Costume Design for Shakespeare and Fabric Rendering Techniques using colored pencil and watercolor paint.

Gwen Gulliksen, Culinary,

- Set up a CFCC Culinary Jam Scholarship with the Foundation - \$500 - from the proceeds of the peach jam donations. The first scholarship will be awarded
- Received 15 Student Scholarships from Feast Down East for her Skills II class to attend - and they loved it!
- Filmed on site with WECT multiple times, including Olympic Beef Bulgogi and St. Patrick's Day Potato Salad with Smoked Salmon
- Presented at Mosely High School about culinary arts and received a packet of thank you letters from the students.

Susan Holleman, Math Instructor, is

- Co-chairing The Student Experience Committee
- Piloting a new math software from Knewton in this summer's DMA 050 class.
- A member of the ILM Math Teacher's Circle

Caroline Hudson and Lucinda McNamara, Tournées Film Festival

- Awarded a grant from the FACE (French American Cultural Exchange) foundation to hold CFCC's 4th annual french film festival

- Approximately 600 people participated in this year's festival including CFCC's faculty, staff, students, and outside members of the Wilmington community
- Collaborated with the CFCC culinary department to offer french pastries made by the culinary students (the first time we have offered food/beverage at the festival)
- *Far From France*, an authentic French pastry shop, donated pastries for one of our viewings

Jack Landry, Lead Drama Instructor, has

- Been nominated for a 2017 Star News Media Wilmington Theatre award for Best Children's Theatre play for *A Charlie Brown Christmas* at the Wilson Center Mainstage (Dec 2017)
- Spearheaded a Master class with Internationally known director Jamie Rocha Allen on textual work with Acting students in CFCC's AFA drama program (Feb 2018)
- Executed a Master class with nationally known Casting Director Jen Ingulli on audition techniques with CFCC's Acting for the Camera classes (March 2018).
- Received a mini-grant from CFCC's foundation to fund a short film highlighting the different students of CFCC's film, acting, make-up, and costume departments (Summer of 2018).

Thomas Massey, History Instructor, serves as Chair of the Board of Directors at the Bellamy Mansion Museum, where he provided a lecture on February 19th entitled "Free at Last! (but read the fine print)." The lecture focused on transitions from slavery to freedom with a focus on the some of the slaves who were captive at the Bellamy Mansion. Thomas also noted that CFCC's International Center hosted Centro Hispano students and staff from UNCW on Wednesday, February 28th who presented study abroad opportunities for our transfer students.

Phil McCaskey, History, has

- Published the 8th edition of Selected Topics in United States History: 1763 - 1877.
- Expanded instruction by offering his courses at Surf City as well as the North and Wilmington campuses
- Created a series of U.S. History *Factoid* instructional supplements

Mary Ellen Naylor, Dental Hygiene Program Director,

- Worked in collaboration with the NCCCS and other dental educators across the state to evaluate the dental assisting and dental hygiene curricula to award Military Credit for Prior Learning toward pathways, programs of study, and career & technical education
- Notes that the dental assisting, dental hygiene, and practical nursing students, faculty, and staff have collaborated with the Cape Fear Dental Study Club to provide free dental services to previously identified underserved members of the community. This event was held on Friday, March 16th in the dental clinic on the downtown campus.

Kasey Price, adjunct Pharmacy Technology Instructor, is working closely with David Kanoy and the landscape architect to redesign the Apothecary Garden in light of the renovations underway on the Schwartz Center. Members of this program are excited that the students will still be able to incorporate this into their lab simulations going forward!

Dr. Shawn M. Russell, Business Technologies Professor, Lead Advisor for the student Business Technologies Club (BTC), noted that the BTC students and advisors

- participated in the annual "Coats for Kids (and adults) Program by collecting gently used coats, jackets, sweaters for less fortunate families.
- volunteered in the Salvation Army's "Toys for Tots" Program, managing and packaging toy orders for children at Christmas time.
- developed and moderated a Panel Discussion on "How to Start Your own Online Business" in the BB&T auditorium with attendance reaching @ 100 people. Additional BTC advisors and participants were **Mr. Ben Shaw** - Business Instructor and **Ms. Cheryl Fetterman** - Business Instructor to the BTC.

Kate Santhuff, Educational Partnerships Liaison, is working on the 2nd Annual Community Engagement Awards Celebration, to take place April 18th, 5:30-7 p.m. in Daniels Hall and to honor service-learners, work-based learning program, faculty and staff who serve in our community as enhancement to their jobs at CFCC, and key non-profit community partners. Kate also

- continues her service, currently as treasurer, on the North Carolina Service-Learning Coalition Board.
- Serves as the CFCC contact for the NCSLC Spring "Un-conference" Meet-up for Service-Learning Practitioners and Student Leaders in Daniels Hall 1:30-5 p.m. on April 18th.
- Is the second Saturday shift leader at Mother Hubbard's Cupboard food distribution center.

John Schulte, Psychology Faculty/Faculty Advisor for Phi Theta Kappa, was awarded the Horizon Award for Exceptional Advisors by the Carolinas Region of Phi Theta Kappa.

Philip Singleton- Music Instructor, organized and performed in a Tallis Chamber Orchestra concert February 11 as part of the Music at First Series at First Presbyterian Church.

Kellee Stacks, Medical Sonography Program Director,

- Attends multiple healthcare career fairs at middle schools and high schools in New Hanover County and all CFCC career fairs each year to assist with showcasing our program to potential students in our schools and the community.
- Created and implement the CFCC Faculty Mentoring Program (in partnership with the Center for Teaching Excellence) and will launch a new updated mentoring program in the Fall of 2018.
- Participates in two sonography conferences over two weekends per year. Current students attend one of these programs where they can seek out potential employment and new ultrasound technologies offered in the field, as well as attending lecture sessions to enforce their knowledge base to assist with successful completion of board exams..
- Assists in scheduling and implementing a summer obstetrical learning clinic in the lab where students receive hands-on scanning practice with pregnant volunteer patients being supervised by registered sonography faculty members.
- Serves as an Advisory committee member for the cardiovascular sonography program (evening meetings).

Bernhard Thuersam, adjunct Architectural Technology Instructor, has

- Conducted numerous student field trips to local construction sites to acquire first-hand experience on materials, methods and procedures.

- Conducted the historic architecture walking tour of downtown Wilmington for ARC 111 students in Fall 2017.
- Invited to class several local architects 2017-2018 to discuss learning objectives, and career paths in architecture and related professions.
- Assigned to the ARC 213 Final Design Project class a project in completing industry-standard construction drawings for a beach residence within height, setback, impervious, flood elevation and environmental concern restrictions.
- Attended the annual AIBD Design Conference and Construction Industry Trade Show in Myrtle Beach, since 1999; most recently March 2018. Professional development seminars, networking and emerging construction trends.

Diane Withrow, Program Director of Hospitality Management, gave two sessions for faculty on effective exam writing. She is also returning to Orlando to be on a team to approve and rewrite questions for the 1400 item ServSafe Sanitation certification exam for food service.

John Wojciechowski, Lead Instructor Sustainability Technologies, announces that Cypress Creek Renewables from Durham, NC is making a sizable donation to the CFCC Sustainability Technologies program to be used for student scholarships and instructional assistance to promote renewable energy training in Eastern North Carolina.

College representatives, industry representatives, and local political representatives will be attending a check presentation event:

When: Tuesday, March 27, 2018 - 10:30-11:00 AM

Where: CFCC North Campus NE Building (Advanced and Emerging Technologies Building) Roof Terrace

John can be reached at jwojciechowski@cfcc.edu with any questions about the event.

Foundation Report –

Mr. Morton reviewed the following report.

The following are the important highlights of the foundation's work and accomplishments for March 2018.

Annual fundraising stands at \$1,408,500 or 102percent of goal. We went over goal (\$1,382,500) in February.

The Gift of Education has 85 tables reserved. Lunch is just about full; however, tables are still available for the breakfast. As a reminder, the lunch is Thursday, May 17 at 11:30am. Breakfast is Friday, May 18 at 7:30am. Both are held in the lobby of the Wilson Center.

The Schwartz Center Renovation Campaign stands at \$183,000. This is 23% of goal. Many asks are still pending including major prospects Bank of America, and EmergeOrtho. There are also a number of individuals considering major gifts to the campaign.

The Foundation was pleased to grant \$2,500 to Arts and Sciences in February so that 6 students could attend the annual National Model Congress competition in Washington, D.C. These six students garnered an overall first place victory for Cape Fear Community College beating out 83 other four-year Colleges and Universities. This an extraordinary achievement and we are so very proud.

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

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

Date of next Meeting – April 26, 2018

Meeting adjourned at 7:33pm.

James P. Morton, Interim President/Secretary

Michelle S. Lee, Recording Secretary

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