

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 24, 2018
5:00 PM

Following proper public notifications on May 16, 2018, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 24, 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. Jason C. Harris; Mr. Jimmy Hopkins; Dr. Chuck Kays; Ms. Mary Lyons Rouse and Mr. William R. Turner, Jr. and Mr. Luis Mendoza. Trustees not present were: Mr. A.D. “Zander” Guy; Ms. Patricia Kusek and Mr. John F. Melia;

Employees present were: Ms. Joann Ceres, Vice President of Student Services; Mr. James Morton, Interim President; Dr. Jason Chaffin, Interim VP Academic Affairs; Ms. Joanne Ceres, VP of Student Services; 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; 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; Mr. Kenneth Hufham, Math Instructor; Mr. Justin Stermer, SGA Vice President; Ms. Lisa Fields, Campus Police Officer; Mr. Dan Wilcox, Campus Police Chief; Mr. John Downing, Interim Dean Continuing Education; Mr. Larry Tingen, Faculty Association President; Ms. Martha Harlan, CFCC Foundation Board 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 Mr. Babb and seconded by Ms. David to approve the March 22, 2018, minutes as presented. Motion passed unanimously.

INTRODUCTIONS AND RECOGNITIONS

Special Guest

Mr. White introduced special guest Mr. Dennis Troy, Chairman of Bladen Community College Board of Trustees and former CFCC Alum and Mr. Luis Mendoza, SGA President to the Board of Trustees.

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

New Hires

Crystal Roberts x	Financial Analyst	05/01/2018
Wallace Winborne	Assistant Registrar	05/01/2018
Debra Dowd	Custodian	05/18/2018
Louise Fields	Custodian	05/09/2018
Daryll Green	Custodian	05/01/2018

Retirees

Ms. Smith presented a plaque to Dr. John Schulte, Psychology Instructor and thanked him for his service to the college.

CHAIR'S REPORT

Mr. White reviewed the following report.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 19, 2018, meeting.

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary. The Nominating Committee will be comprised of as Mat White Chair and members Jimmy Hopkins and Chuck Kays.

Graduation

Summer Graduation is set for Friday, August 3, 2018. It has not been determined yet if there will be one or two ceremonies. More details will follow.

President

The NCCCS unanimously approved Mr. Jim Morton as President of CFCC on April 20, 2018.

PRESIDENT'S REPORT

Mr. Morton reviewed the following report and presented a PowerPoint presentation on enrollment initiatives. Mr. Morton thanked the faculty and staff for all of their hard work and announced that summer enrollment is up 8 percent compared to the first day of class last year for summer session, this number may change with no shows and withdrawals.

Commencement Ceremonies

This year we had Jason Mott as a guest speaker and he seemed to be well received by the faculty, staff, guest and students. Approximately 450 students participated in the three commencement ceremonies. Total students graduating for the academic year totaled 1,393.

Teaching Academy Graduation

We graduated the first Teachers Academy of 59 on April 17, 2018. Faculty responded with many positive comments reflecting how similar their issues are among different programs throughout the college. The Teaching Academy allowed faculty to collaborate among themselves to determine some resolutions on common issues. In addition, the program fostered new ideas and initiatives to implement for positive outcomes. To assist with these new initiatives, we created a \$5,000 Foundation grant to help with expenses related to implementation of new initiatives developed in the Teachers Academy.

Enrollment Update

Many of the new enrollment and financial aid initiatives discussed in January and March to improve enrollment have been implemented. An update on newly implemented processes and enrollment will be provided during the May meeting.

NCACCP Meeting

This month's meeting coincided with the teachers rally in Raleigh, therefore it was cancelled.

Internal Continuing Education Compliance Review

We received an official close-out letter from NCCCS regarding our internal Continuing Education review. No other action is required of CFCC and we were commended on identifying the issues and proactively addressing potential risk factors.

GOE Update

Gift of Education (GOE) was held in the Wilson Center this year over the course of two days. The venue was very appealing to attendees prompting many suggestions to continue holding GOE in the center. Early donation numbers sound very promising and we should be able to provide totals at the board meeting.

New CE Programs

Many new Continuing Education programs have been identified, planned and scheduled to begin over the summer and fall. Details on these new programs will be provided during the board meeting.

COMMITTEE REPORTS

Facilities & Equipment Committee

Mr. Morton reviewed the following facilities reports.

Advanced and Emerging Technologies

Project Status

1. Project update:
 - a. Closeout procedures continue.
 - b. Final record drawings and reports are being completed by the Design Team.
2. Change Orders
 - a. General Contractor
 - i. Change order G-19 the final Change Order has been executed.
 - 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 spring. Closeout of these projects requires a high level of documentation and takes a long time.

Schwartz Center

Project Status

4. Project update:
 - a. Addition floor slab in and masonry walls going up
 - b. Interior gym slab placed, gym walls and ceiling painted
 - c. New chiller installed and piped, insulated.
 - d. Roofing replacement 80% plus
 - e. 1/25/18 BOT Mtg. approved \$200k bookstore funds borrowed and to be paid back through fundraising efforts.
 - f. Purchasing of bleachers and sports equipment by CFCC is ongoing.
5. Change Orders
 - a. General Contractor
 - i. No GC change orders have been executed. Several have been priced.
 - ii. The amounts coming back from allowances for wet roof insulation and unsuitable soils funds not used basically offset all the minor changes considered to date, so at 40% Construction the contingency is mostly untouched.
 - iii. See attached recap of proposed extras, contingency, alternates and fundraising.
 - b. Designer
 - i. No pending design contract amendments at this time.
6. Construction Schedule:
 - a. New LED gym lighting going in this month.
 - b. Structural steel – roof of addition

- c. Brick veneer
- d. Complete construction late fall term 2018.
- e. Games in Schwartz center January 2019.

A MOTION from the Faculties & Equipment Committee recommends to the Board of Trustees approval to use of \$145,000 of contingency funds, allowances and rental income from the Schwartz Center project to fund the renovation of the lobby restrooms and the upgrade of existing locker rooms. Motion passed unanimously.

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
7	Replace or Retrofit Exterior Lighting at Wilmington Campus	\$15,500.00		\$3,067.09	\$18,567.09	\$57,205.00	\$38,637.91	Redcross Streetscape in Design +\$100K from City of Wilmington
10	Landscape Gardening 24'x 24' Storage Building	\$5,500.00	\$65,904.00	\$17,255.00	\$88,659.00	\$90,000.00	\$1,341.00	GC awarded, permits pending
11	Carpentry Classroom Building	\$6,085.00	\$98,928.58	\$92,661.72	\$197,675.30	\$199,886.04	\$2,210.74	Student work restarting now, Classrooms open Fall 2018

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	Design Pending
2	Burgaw Center - Two Lab Fume Hoods with exhausts for Rooms 200 & 201	\$1,000.00			\$1,000.00	\$70,000.00	\$69,000.00	Bid date 6/14/18

3	Burgaw Center - Renovate Bathrooms & Replace Carpet & Selected VCT	\$4,350.00	\$73,000.00	\$9,705.95	\$87,055.95	\$93,499.83	\$6,443.88	GC Awarded - to be completed summer 2018.
4	Burgaw Center- assorted small projects by CFCC Maintenance, IT & Campus Police				\$32,285.73	\$42,195.17	\$9,909.44	95% of Projects Completed

NC Connect Bonds

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

Project Status

- 7. Project update:
 - W building Bid date June 7th.
 - Setting the earliest possible bid date to complete required activities before fall start of classes.
- 8. Schedule:
 - Probable bid date June 2018
 - Construction starting summer 2018
- 9. Pending Construction Change Orders:
 - None at this time.
- 10. Designer Change Orders:
 - DA #1, \$15,000 executed for the \$150,000 change the Board approved to relocate the dining room.

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

PROJECT STATUS

- 1. Project update:
 - a. Becker Morgan Group contract has been executed
 - b. Initial design meetings being held and program being determined

- c. Approximately 1 month into an expected 6 month design period.
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.

Property Easement

A MOTION from the Facilities & Equipment Committee recommends approval of the Board of Trustees the air easement of the property located at the corner of Red Cross and 2nd Streets adjacent to the Union Station building. Motion carried unanimously.

Mr. Morton reported on the following miscellaneous items:

Union Station Doors – design is in progress to address the doors being damaged by the wind.

LED lighting is being installed in the parking decks.

Aloft – Requesting a lease of 25 spaces from CFCC for overnight parking.

Azalea Festival has asked to renew the lease between them and CFCC for a period of 3 years for the concert venue.

Z building – Potentially move barbering program to this building. The rent on Emerald Square is approximately \$35k per year with incidentals the total is approximately 40K. The up fit for this building would be approximately \$85K. Mr. Morton will keep the Board of Trustees informed as this project moves along.

Finance Committee

Mr. Burney reviewed the following reports.

Write off of Uncollectible Debt

Mr. Morton presented the following information for uncollectible debts.

A MOTION was made by the Finance Committee to recommend approval by the Board of Trustees approval of the write off of uncollectible debt of \$129,993.39. Motion passed 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 \$4,790 for April 2018. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 80.19 percent of the budget had been expended as of April 2018.

County Budget Summary

The County Budget Summary reported 67.44 percent of the budget had been expended as of April 2018.

Institutional Funds Update

Mr. Morton reviewed the April, 2018 report with the Committee. No items were of concern at this time. Mr. Morton stated that the maintenance fees for the Wilson Center will be set up in a separate account.

Pender County Budget Amendment

Mr. Morton presented information on a building adjacent to the Burgaw Center as a potential lease to add additional classes. Mr. Morton met with the Pender County Commissioners regarding this request and they were very receptive. The trustees would like to purchase the building over a period of time.

A MOTION was made by Mr. White and seconded by Mr. Hopkins to recommend to the Board of Trustees approval of the Pender County Budget Request for an additional \$212,000 for a total budget request of \$729,101.

Wilson Center

Mr. Morton reported that the Wilson Center is tracking well for the year.

Administrative and Personnel Committee

Mr. Morton reviewed the following policies.

The Bylaws update was reviewed by the Board of Trustees and will be approved at the July 2018 meeting.

Bylaws Update

**BYLAWS
OF THE
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**ARTICLE I
Responsibility and Membership**

Section 1. Jurisdiction and Responsibility

(A) The Board of Trustees of Cape Fear Community College is a body corporate established by an act of the North Carolina General Assembly, Chapter 115A (Changed to 115D by the

Legislature in 1979), General Statutes of North Carolina, and it possesses all of the powers of a body corporate for the purposes created by or that may exist under provisions of the law.

- (B) The Board of Trustees has the responsibility for the development and operation of College in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
- (C) The official title of the Board of Trustees, and the corporate name of the institution, shall be "The Board of Trustees of Cape Fear Community College."
- (D) Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

- (A) The Board shall consist of fourteen members in five groups. The four Trustees in Group One shall be appointed by the New Hanover County Board of Education. The four in Group Two shall be appointed by the New Hanover County Board of Commissioners. The four in Group Three shall be appointed by the Governor of North Carolina. Group Four will be represented by the president of the student government pursuant to Chapter 115D of the General Statutes of the State of North Carolina (hereinafter referred to as Chapter 115D) and shall be an *ex officio*, non-voting member of the Board of Trustees. The one in Group Five shall be appointed by the Pender County Board of Commissioners.
- (B) With the exception of the *ex officio* member, board members shall serve for four (4) year terms (terms were changed from 8 years to 4 years by the Legislature in 1985); all terms will expire June 30 of the year of expiration. Terms of Trustees will be so arranged that every year one-third of the terms (one for each appointing agency) in Groups One, Two, and Three will expire and either a new Trustee appointed or the present Trustee reappointed. All Trustees shall be residents of New Hanover County or Pender County, or of counties contiguous thereto with the exception of members provided for in Chapter 115D-12(1), Group Four.
- (C) Vacancies occurring in any group for whatever reason shall be filled for the remainder of the unexpired term by the agency authorized to select the Trustees of that group and in the manner in which regular selections are made. Should the selection of a Trustee not be made by the agency having the authority to do so within sixty (60) days after the date on which a vacancy occurs, whether by creation of expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.
- (D) Members of the Board of Trustees may be removed by the Board of Trustees for cause.
- (E) A member of the Board of Trustees who is absent from as many as one-half of all regular Board meetings in a fiscal year (July 1 through June 30) shall be considered thereby to have created a vacancy on the Board and the appropriate agency shall be notified of such vacancy.

Section 3. Office of Record

The Board shall maintain its office of record in New Hanover County.

ARTICLE II Officers and Their Duties

Section 1. Election and Term of Office

- (A) The corporate officers of the Board of Trustees shall be the Chairman, the Vice Chairman and the Secretary.
- (B) The Chairman and Vice Chairman shall be elected by the Board of Trustees from its membership.
- (C) The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board for a period of one year, but shall be eligible for re-election by the Board.
- (D) The Chairman, Vice Chairman and the Secretary shall be elected for a period of one year but shall be eligible for re-election for a consecutive year by the Board to the same office. A Trustee who has served two consecutive terms as Chairman or Vice Chairman shall be eligible for re-election after a one year break in service to that office.
- (E) The President of the College shall be the executive officer of the Board, and shall serve on the appointment by, and at the pleasure of the Board.
- (F) The Board may appoint a Recording Secretary, for a period of one year, who will be eligible for reappointment.
- (G) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

A Trustee must not have an immediate family member employed by the college. Immediate family member is defined as mother, father, husband, wife, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, step-parent, step-child, step-brother, step-sister, guardian or ward.

Section 2. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an *ex officio* voting member of all committees of the Board, execute all contracts and other documents on authority by and in the name of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated by the Board.

Section 3. The Vice Chairman of the Board of Trustees

The Vice Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated by the Board.

Section 4. The Secretary of the Board of Trustees

- (A) Upon the recommendation of the Chairman of the Board, the board shall elect a secretary.
- (B) The Secretary shall:
1. Keep an accurate record of the proceedings of the Board.
 2. Have custody of the corporate seal of the Board, affix it to official documents, and attest same by signature.
 3. Have custody of all official records and documents of the Board.
 4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Operations Manual of the Cape Fear Community College Board of Trustees.
 5. The Secretary, with the Chairman of the Board, as necessary, shall execute all exterior contracts and other documents on authority of and in the name of the Board of Trustees.
 6. Issue, upon the direction of the Chairman, notice of all meetings of the Board as specified in Article VI, Section 3.

ARTICLE III Duties of the President

- (A) The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired or when the Board is in Executive Session.
- (B) The President, or his designee, shall attend all committee meetings of the Board and act as the resource person to the several committees of the Board, unless expressly asked to leave to enable the committee to go into executive session.
- (C) The President shall appoint curriculum advisory committees for programs of the College and submit the names to the Board for information.
- (D) The President shall be in charge of and be responsible to the Board of Trustees for the maintenance and operation of the College; and shall have power to organize and supervise.
- (E) The President shall have charge of and be responsible to the Board of Trustees for the activities of the administrative and supervisory staff, faculty, clerical staff, custodial and maintenance staff, and students.
- (F) As the Executive Officer of the Board of Trustees, the President shall have charge of and be responsible to the Board for initiating, organizing and supervising the program of the college. He/she shall see that satisfactory academic standards are maintained in all programs.
- (G) In the interest of efficiency and economy, the President shall have charge of and be responsible to the Board of Trustees for programming, assignment, and reassignment of the administrative and supervisory staff, faculty, clerical, custodial and maintenance staff and shall also recommend salary increases within budget allocations.

- (H) The Board of Trustees delegates to the President authority to employ all personnel, subject to standards of the State Board of Community Colleges; except, the President shall place nominations for senior administrators, who report directly to the President, before the Personnel Committee of the Board for its advice before submitting those nominations to the Board of Trustees for its action. The President shall report employment of all full time personnel to the Board at the next meeting following their employment.
- (I) The President shall approve employment, and termination of part-time personnel.
- (J) The President shall be responsible for preparation of annual local and State budgets to be submitted to the Board for approval before submitting to the proper State or local fiscal agency. The President shall be authorized to make line item transfers where needed, and when approved by the Department of Community Colleges fiscal office for State funds or by the New Hanover County or Pender County Commissioners for their respective county funds, keeping the Finance Committee fully informed of all such action.
- (K) The President shall be responsible, but may delegate authority, for the purchase of supplies, materials, books, and equipment from funds duly authorized through the annual budget.
- (L) The President shall be responsible, but may delegate duties involved for maintaining and checking inventories of tools, books, equipment, furniture, and stock of supplies. An annual inventory report will be submitted to the Board.
- (M) The President shall be responsible for requesting funds to meet current instructional and operational expenses, and for reporting expenditures of the same to the Controller, North Carolina Community College System, subject to approval by the Chairman of the Board of Trustees.
- (N) In consultation with appropriate administrators, the President shall establish salaries of all employees, except his/her own, and arrange for proper promotions, subject to annual review of the Board of Trustees, and subject to State Budgetary limits and guidelines, and in harmony with salary guidelines which may be adopted from time to time by the Board of Trustees.
- (O) The President, or his designee, is authorized to execute personnel contracts and/or work agreements for all College personnel, except himself/herself, for a term no greater than one fiscal year.
- (P) Upon request of the Board of Trustees, but no less than annually, the President shall make a written report to the Board of Trustees describing the condition of the College, by presentation of appropriate data about students, personnel, finance, space and materials, and any other factors bearing upon the achievement of the purpose of the College, with recommendations for improvements.
- (Q) The President shall discharge any other functions which the Board may delegate.
- (R) None of these rules shall be construed to limit the authority of the Board of Trustees as vested in it by Chapter 115D, General Statutes of North Carolina.

ARTICLE IV

Powers and Duties of the Board of Trustees

Section 1. Duties of the Board

The Trustees shall constitute the Board, with such powers and duties as provided in Chapter 115D and as delegated to it by the State Board of Community Colleges. The powers and duties of Trustees include the following:

- (A) To elect a president or chief administrative officer of the College for such term and under such conditions as the Trustees may fix, subject to the approval of the State Board of Community Colleges.
- (B) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
- (C) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them, and apply the proceeds for purposes under the terms which the donor may prescribe and which are consistent with the provisions of Chapter 115D and the regulations of the State Board of Community Colleges.
- (D) To provide all of the instructional services for the college including contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
- (E) To perform such other acts and do such other things as may be necessary and proper for the exercise of the foregoing specific duties, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under Chapter 115D and for the discipline of students.
- (F) Establish and discontinue programs of instruction within the College when necessary.
- (G) If the Board of Trustees provides access to the buildings, campus, or student information directory to persons or groups which make students aware of occupational or educational options, the Board of Trustees shall also provide access, on the same basis, to official recruiting representatives of the military forces of the United States for the purpose of informing students of educational and career opportunities available in the military.
- (H) Adopt and recommend current expense and capital outlay budgets.
- (I) The Board shall review the performance of the President annually and report the results to the State Board of Community Colleges. (See Addendum A for Policy and Guidelines.)
- (J) The Board reserves for itself all other duties, responsibilities, and powers, not inconsistent with Chapter 115D or the regulations of the State Board of Community Colleges, in addition to those enumerated in this Section.

ARTICLE V

Committees

Section 1. Types of Committees and Methods of Appointments

The Board may establish such standing committees and such ad hoc committees as it deems necessary. The Chairman shall appoint the members of all committees, and membership shall be continuous at the discretion of the Chairman.

Section 2. Limitation of Authority of Committees

In the event the Board, in regular or special meeting, authorizes a committee to act on a specific matter referred to it, the chairman of the committee shall report within an allotted time to the Board as to the action taken. The action of the Committee shall be final.

Section 3. Standing Committees

Standing Committees shall include the Executive Committee, the Administrative and Personnel Committee, the Facilities and Equipment Committee, the Finance Committee, the Curriculum Committee, and the Planning Committee. The Chairman of the Board shall serve as an *ex officio* voting member of all Committees.

- (A) The Executive Committee shall consist of four (4) members, i.e., the Board Chairman, the Vice Chairman and two additional members to be appointed by the Chairman. The Executive Committee shall be named at the beginning of each organizational year.

The Executive Committee, during the intervals between the meetings of the Board, shall have and exercise all powers, privileges and prerogatives of the Board except those expressly reserved therein to be exercised by the Board in a regular or special meeting.

The Chairman of the Executive Committee may call meetings of the Committee at any time.

All action of the Executive Committee made in accordance with these bylaws, shall be presented to the Board at its next meeting for final action by the full Board.

- (B) The Administrative and Personnel Committee shall consist of a minimum of three (3) members. The Committee shall receive from the President, or generate on its own, personnel policy proposals. It shall also review nominations from the President for top-level administrative staff positions who report directly to the President for recommendation to the Board.

The Administrative and Personnel Committee shall act as a reference committee of the President in all personnel matters.

The Administrative and Personnel Committee, upon receiving recommendations from the President, shall present to the Board all requests for educational leave or leaves of absence.

- (C) The Facilities and Equipment Committee shall consist of a minimum of three (3) members. This Committee shall recommend to the Board studies relating to sites, buildings and grounds; additions, deletions and/or alterations to the College's facilities and property; a long range campus plan and architectural plans for all construction; the call for bids on institutional construction and the awarding of contracts; adequate insurance coverage of buildings and their contents, and for other facilities; securing or granting of easements and right-of-ways.

- (D) The Finance Committee shall consist of a minimum of three (3) members. This Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:
1. To receive, study and recommend to the Board, with such modification as it deems appropriate, the President's recommended budgets for current operation and capital outlay.
 2. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
 3. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, the care of all College securities, and regarding contracts for college or research services or other purposes with private or governmental firms, persons or agencies.
 4. To recommend to the Board, upon the recommendation of the President, the transfer of local contingency funds to operating line items in the budgets.
 5. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
- (E) The Curriculum Committee shall consist of a minimum of three (3) members. This Committee shall, after consulting with the President, make recommendations to the Board concerning additions, deletions, and alterations to the total educational program of the College. The Curriculum Committee shall act as committee of reference for the President in dealing with all matters relating to the various curriculums, other educational programs, and all programmatic affairs relating to the students.
- (F) The Planning Committee shall consist of five (5) members of the Board and the following advisory members; one student, one faculty member, two staff members, two or more community resource persons, and three *ex officio* members - the Chairman of the Board, the President, and the Vice President of Institutional Effectiveness. The Planning Committee will be responsible for identifying trends and other data necessary for developing plans and goals of the College. This Committee will act as a committee of reference for the President in dealing with all matters related to planning.

Section 4. The President

The President of the college shall be notified of the time and place of all meetings of the standing committees of the Trustees, and shall have opportunity to present any matters which he may desire.

ARTICLE VI Board Meetings

Section 1. Regular Meetings

- (A) Regular meetings of the Board shall be scheduled for the fourth Thursday of July, September, November, January, March and May of each year at 5:00p.m. in the Board Room of the College (unless a different time and place are agreed upon at the previous meeting). Any Board member or the President may ask the Chairman for a special meeting, and if the request is judged valid, the Chairman may call, or have the President call, a special meeting.

Notwithstanding, upon written request by any three Board members, the Chairman shall call a special meeting to address the concern for which the request is made.

- (B) An executive session may be held in any meeting upon the request of any member of the Board of Trustees
- (C) The President of the College shall have the privilege of the floor at all regular meetings of the Trustees, and, upon invitation, when they are in executive session.
- (D) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. Special Meetings

- (A) The time, place and purpose(s) of special meetings shall be fixed by the Chairman or by the President.
- (B) The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section 3. Notice of Meetings

- (A) Members and officers of the Board shall be notified in writing, or by telephone, by the Secretary of the Board of Trustees of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight (48) hours in advance of meetings.
- (B) The local news media shall be notified in the same manner as members of the Board.

Section 4. Quorum

- (A) Quorum for all Board of Trustee meetings shall be a majority of Board members in good standing.
- (B) No business shall be transacted without an affirmative vote of at least five (5) members of the Board.
- (C) A majority vote of all the members of the Board shall be required for the election of a President.

Section 5. Agenda

- (A) The President and the Chairman shall prepare an agenda with documents to be presented to all Trustees as information or for action by the Board. The Chairman may receive agenda items from the President, Board members, and from all other sources up to four (4) days prior to the meeting.
- (B) The Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date such items are received.

Section 6. Order of Business

The regular order of business at meetings of the Board shall be:

- (A) Call to order/Pledge of Allegiance
- (B) Consideration and disposition of the Minutes
- (C) Old Business
- (D) Chairman's Report

- (E) President's Report
- (F) Committee Reports:
 - Executive Committee
 - Facilities and Equipment Committee
 - Finance Committee
 - Curriculum Committee
 - Planning Committee
 - Administrative & Personnel Committee
- (G) Report of Special Committees
- (H) New Business
- (I) SGA Report
- (J) Faculty Report
- (K) Foundation Report
- (L) Announcements
- (M) Schedule of next meeting
- (N) Adjournment

Section 7. Parliamentary Rules

Robert's Rules of Order shall be followed in conducting the meetings of the Board, unless otherwise provided by the Board.

Section 8. Individual or Group Hearing

Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the names of each person who is to appear as a spokesperson. The statement shall be filed with the Chairman at least ten (10) days in advance.

ARTICLE VII

Cape Fear Community College

Section 1. Succession to the Presidency

Unless the Board shall decide otherwise, the Executive Vice President of the College, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence for

any reason, shall serve as acting president until the Board has selected a temporary or permanent president. The appointment of the acting President is subject to approval of the State Board.

Section 2. Constitution

Any constitution adopted by the College and approved by the Board shall automatically become a part of the rules and regulations of the Board and such shall be subject to amendment by the Board under provision of Article VIII of these by laws.

Section 3. Academic Freedom and Responsibility

Cape Fear Community College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objective of the College.

Section 4. Diplomas and Certificates

The signatures of the Chairman of the Board of Trustees and the President shall be affixed to all degrees and diplomas awarded in recognition of the completion of curriculum programs. The President and instructor shall sign all special extension program certificates.

ARTICLE VIII

Policies, Rules and Regulations

Section 1. General Provisions

By an affirmative vote of the majority of all the members of the Board, the Board may make or amend such policies, rules and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operations of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing to each member of the Board a copy of all current Board bylaws, policies, rules and regulations.

ARTICLE IX

Adoption and Amendment

Section 1. Adoption

Adoption of these bylaws shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting, provided that each member has received notice at least ten (10) days prior to the meeting and that each member has received a copy of the bylaws at least ten (10) days prior to the meeting.

Section 2. Amendments

Amendments to these bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting.

ADDENDUM A

Board of Trustees Policy 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.

Student Veteran/Active Duty Military Attendance Policy

A MOTION from the Administrative & Personnel Committee recommends approval of the Student Veteran/Active Duty Military Attendance Policy as presented. Motion carried unanimously.

CFCC recognizes the unique situations student veterans sometimes face which can affect their attendance. ~~If a student veteran receives orders for unexpected short term deployment or training, or for medical appointments, he/she may receive absences totaling 30 percent of the total clock hours of a class. The 30 percent includes a combination of the 20 percent allowed by the college policy (unexcused absences) plus an extra 10 percent (excused absences). In most cases, absences in excess of 30 percent would result in the student receiving a grade of "W" for the course.~~ **If a student veteran/active duty military receives orders for unexpected short-term deployment or training, or for medical appointments and/or hospitalization due to service related Injuries, absences that result from these orders or appointments will not count toward the total number of absences allowable per the attendance policy of each class in which that student is enrolled.**

A student seeking an excused absence should first present **military orders /documentation and/or medical documentation from an approved provider (Military Hospitals, Veterans Healthcare Administration, and/or Veterans Choice Program) in relation to service-connected injuries to the CFCC Veteran Affairs Coordinator Director of Veteran's Affairs,** to be shared with the respective department chair and the student's instructor. **CFCC will adhere to the 1B SBCCC 500.1 Excused Absence for Military Service for those service members forward deployed or in training, contingent upon orders submitted to the Director of Veteran's Services.**

The college acknowledges that some classes, such as biology and clinical in allied health programs, have unique content; it may not be possible for a student to receive an extension on the assignments in these courses.

We also recognize that there will be unique cases that will require the exercise of sound judgment. Instructors are encouraged to discuss these cases with their department chair and the ~~Veterans Affairs Coordinator~~ **Director of Veteran's Affairs**. Our collective goal is to assist student veterans in completing their course of study.

Student veterans ~~that~~ **who** are currently serving in the Guard/Reserve must adhere to the College's No Show policy by attending all of their classes before the deployment or training begins. Veterans unable to ~~the~~ attend the beginning of the semester should register for the second mini classes when available. (Example, if you have a Military School/Annual Training that begins before the start of the semester, you will need to delay your registration until the next applicable date.)

P-Card Policy Update

A MOTION from the Administrative & Personnel Committee requests the approval of the Board of Trustees of the P-Card Policy Update. Motion carried unanimously.

Introduction

Cape Fear Community College (CFCC) has joined the North Carolina State Contract 946A VISA Procurement Card (P-Card) Program.

The procurement card (P-Card) is a payment tool, which offers an expansion of the existing CFCC procurement processes. The Card will allow departments to make transactions without having to submit a requisition for the issuance of a purchase order or a check request. Having a P-Card is a privilege that comes with responsibilities. This manual will serve as your guideline when using your P-Card. Whenever in doubt, you should always call our office. We are here to assist and to ensure the success of the P-Card Program.

The intent of the procurement card program is to provide Cape Fear Community College and departments with a streamlined method of payment for department related supplies and/or services, thereby reducing the volume of individual check payments to vendors. It is intended to be used by authorized staff for authorized purchases. Please refer to the Cape Fear Community College website for College Policy and Procurement Purchasing Guidelines.

CFCC expects you to exercise the same good judgement in your purchases of supplies and services with CFCC's procurement card as you would with your own card. CFCC expects you to offer the same level of care and protection for the college procurement card as you would with your own credit card.

Definitions

Agency: Cape Fear Community College

Approvers: The Individual who is responsible to coordinate/reconcile/and approve each transaction by the cardholder in their hierarchy. Must have easy accessibility to all transactions.

HUB: Historically Underutilized Business Vendor: A "preferred supplier" that CFCC Purchasing has authorized the cardholder to use in accordance with purchasing policies.

Cardholder: A faculty or staff person who has been issued a P-Card and is authorized by the college to make purchases for the college in accordance to CFCC purchasing guidelines.

Supervisor/Account Manager: The person responsible for approving the cardholder's purchases. This person may or may not be the cardholder.

Statement of Account: The monthly listing of all items purchased on a specific CFCC VISA P- Card. This statement must be reconciled with the P-Card Transaction Log.

Single Transaction Limit (STL): The dollar amount allowed for each single transaction.

Why Use the P-Card?

Cape Fear Community College recognizes there are significant administrative costs associated with the End-to-End processing of the normal purchase order. Introducing layers of organization increases costs to the process and, particularly in low-dollar purchases, frequently there is no attendant value added by more administrative layers.

The North Carolina State Contract 946A Procurement Card Program is designed to streamline these processes. This program is designed to reduce paperwork and handling costs. By using this procedure the traditional requisition - pricing inquiry - order placement - delivery of goods - invoice - voucher review and payment cycle is greatly reduced.

Potential benefits to CFCC include:

- Significant reduction in the number of low-value transactions handled by the Purchasing and Accounts Payable departments.
- Substantially reduce acquisition cycle time for users.
- Higher levels of user satisfaction.
- Improves relations with vendors--they receive payment within 3 days.
- Provides CFCC with a rebate incentive providing all payments for purchases are made in full within the monthly grace period.

- Integrate card spending data into accounting and information system
- Minimize card misuses and fraud with account level authorization controls
- Obtain better data on employee purchases
- Improve employee convenience

Requesting a Card

- All full-time college employees, excluding temporary employees, designated by their supervisor, may be permitted to apply for a Procurement Card.
- WORKS and procedure training is required for all new cardholders and approvers.
- Each P-Card is uniquely assigned to an employee using CFCC funds and is tied to a specific funding source.
- The Procurement Office will notify the cardholder when the card has been received to set up training.
- A CFCC P-Card is not tied to an individual's personal credit line.

Activating the Card

- The card must be activated by the cardholder using the 1-800 number on the card. The cardholder will be prompted to provide his/her credit card number and any personal information that was included on the P-Card application form.
- It is good business practice Cardholders to sign the back of your P-Card.

Training

All cardholders are required to attend a training session on the use of the card. After completion of training, an agreement form **must** be signed stating that you agree to the procedures set forth in the P-Card manual. Additional training sessions may be required by the CFCC P-Card Administrator if an audit reveals that unauthorized purchases have been made and/or updates deemed necessary.

Separation from Cape Fear Community College

Upon retirement or resignation, the cardholder will return the P-Card to the CFCC P-Card Administrator. The P-Card Administrator will work with the cardholder's department to assure that any changes in personnel will not disrupt the purchase of goods.

Spending Limits (Credit & Single Transaction)

Cardholders may request permanent spending/credit limit increases with supervisor approval via email. In addition, cardholders may request temporary single transaction limit (STL) increases by submitting request to the P-Card Administrator via email. State Purchase and Contract must approve all single transaction increases, so please allow 48-hour notice for STL requests.

HUB Reporting

Bank of America will furnish CFCC a quarterly report of HUB (Historically Underutilized Businesses) vendors. The P-Card Administrator will periodically furnish a list of HUB Vendors to all P-Card users to increase participation with these vendors.

Authorized Use

The P-Card is designed for repetitive small or large commodity type purchases.

1. The North Carolina Administrative Code [01 NCAC 05B. 1523](#) governs the P-Card Rules. As per memorandum from Division of Purchase and Contract dated May 15, 2018, the per-transaction limit shall be \$5,000 for general purchases and \$25,000 for all travel related purchases (including airfare, hotel/lodging, and transportation/rental cars) including current NC sales tax and applicable freight.
2. The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax exempt. **(CFCC is not Tax-Exempt).**
3. The cardholder strives to obtain the best value for the College by using “preferred suppliers” as identified by CFCC Purchasing.
4. The cardholder will comply with all State Purchase and Contract guidelines set forth in the CFCC Purchasing Procedures Manual.
5. The cardholder will seek and use HUB vendors in accordance with the CFCC HUB Plan which is available for review.
6. Prior to use, the cardholder will check budget and will not “over spend” budget availability. The monthly spending limit on your P-card is not a reflection of your actual budget.
7. Non-IT equipment purchases up to but no greater than **\$1,000** including tax and freight charges.
8. Furniture purchases up to but no greater than **\$1,000** including tax and freight charges.
9. Emergency situations (as defined by [01 NCAC 05B. 1601](#) or Governor’s declaration), shall be approved by the P-Card Administrator or Director of Purchasing and Inventory.

10. Equipment repairs must be reported to the Inventory Control Officer prior to having repair work contracted or completed.
11. Institutional memberships may be paid using the P-card. Memberships are for CFCC and must be transferable if the employee leaves the College. Individual memberships **may not** be paid using the P-Card.
12. Meals associated with meetings and/or visitors.
13. Payment of seminar and conference registration, airline tickets, shuttle and taxi services, parking fees, expenses for the cardholder only. Meals, hotel or fuel (travel related) are **NOT** allowed to be charged to the card. A CFCC Travel Request must have been completed and approved prior to these charges being made. See note below.

***** NOTE *****

Documentation that Registration fee will be paid with P-Card must be included with travel request. Travel should be approved prior to registration fee being paid with P-Card. Purchasing will not be responsible for verifying. It is the responsibility of the cardholder to ensure this happens.

Unauthorized Use

1. Splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. Backorders are not allowed.
3. Cash advances, alcoholic beverages, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
4. Gift Cards/Debit Cards (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee's W-2 earnings as taxable income.)
5. Laptops or tablets of any dollar value.
6. Furniture purchases greater than \$1,000 dollar value.
7. Equipment purchases greater than \$1,000 dollar value.
8. Adobe (software or related) purchases. These requests are to be made through the E-Procurement system.
9. Meals (travel related) are not allowed since the State provide a Subsistence Rate. This rate is an allowance related to meal costs (including gratuities). Travel related meals are

allowed if it is an approved function for Cape Fear Community College students or athletes.
Exceptions: registration fees for conferences and seminars.

10. Gasoline for personally owned, college owned or rented vehicles.

11. Contractual services (PSA or Performance Agreements) should not be paid with the CFCC VISA P-Card since Cape Fear Community College is legally responsible for reporting this income to the federal and state government.

*****NOTE*****

When uncertain if a purchase should be made with a P-Card, contact the Procurement Office

Policy Enforcement

The delegation of authority to purchase goods using the card is a privilege that automatically ceases upon separation from the college or upon reassignment to another department. The authority to enforce this policy lies with the P-Card Administrator and the business office.

Cause for Employee Suspension/Termination

Fraudulent or willful misuse of the card, including willful use of the card to make personal purchases even if you intend to reimburse the college, will result in disciplinary action, up to and including termination of employment.

Cause to Suspend or Revoke Individual Card Privileges

- Willful misuse of card, or inappropriate expenditures
- Charges for non-approved travel
- Delinquent receipts
- Splitting transactions to circumvent transaction limits
- Exceeding appropriate funds available
- Noncompliance with state contracts
- Failure to comply with the Single Transaction Limit levels SHALL result in the immediate temporary/permanent suspension of the cardholder's purchasing card by Purchase and Contract for a minimum period of thirty (30) days.

Reinstatement of Cards

All delinquent reports must be turned into **P-Card Administrator** before consideration can be given to reinstate the account.

A memo from the department head needs to be submitted explaining the reason for the discrepancy, which caused the cancellation and steps to prevent it from happening in the future.

All accounts, regardless, will be required to wait at least one week from receipt of a completed reconciliation report and memo for the account to be reinstated.

Veteran and Military Priority Registration

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the Veteran and Military Priority Registration as presented. Motion carried unanimously.

The Office of Veterans and Military-Affiliated (VMA) is requesting the privilege to have priority registration for classes at Cape Fear Community College. As you may know, these Active Duty service-members, Veterans, and their families have moved/relocated here due to military orders. These individuals are highly motivated to obtain their degrees at CFCC and pursue higher education and would be beneficial for CFCC's enrollment, retention, and graduation if given the opportunity to have priority registration.

Please consider these criteria as you make your decision of approval:

The new mandate of preventing students to change majors (Due to internal audit) highly affects the VMA to acquire enough classes to meet their maximum educational benefit housing allowance/stipend earned through military service. NOTE: this benefit is earned through military service and should not be considered on a level such as a "Pell Grant." A VMA is more likely to take a full course load than not to take a course load at all. Therefore, if implementation of this privilege is granted than more credits would be taken by the VMAs. If not, then reduction of enrollment will be seen or the potential increase of enrollment will not be apparent.

- By granting priority registration for VMAs, funding from their benefit or DOD is a guaranteed payment for their courses taken, which means that our college does not have to use resources to reach out for payment issues.
- There is a federal legislative effort for all schools charging veterans benefits to ensure that veteran benefit holders get priority registration. **S.764 - Veterans Education Priority Enrollment Act of 2017**
- Department of Veterans Affairs is requiring all schools to report if the institution has priority registration for veteran benefit holders. DVA will broadcast said schools on their website.
- We have achieved the 2018-2019 Military Friendly designation "Gold" award which is the highest achievement for a college. Additionally, for the first time, we have achieved the 2018-2019 Military Friendly Spouse award. With implementing this privilege, this award will not only continue to be a milestone, but a continuing representation of our college's character of being a Military Friendly college.
- These men and women have served our country with honor. We should honor them by showing them that we care about their educational needs, transition needs, and the ability to have a successful college experience here at CFCC by taking that worry of whether or not they will get the class they need. One class can make a difference in their housing allowance that they have earned, and that means rent/mortgage or food on their table maybe at jeopardy.

A MOTION was made by Mr. Turner 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.

and North Carolina General Statute Section 143-318-11(a)(2) to discuss a naming opportunity. Motion carried unanimously.

The Board returned to open session.

President's Evaluation

Mr. White reported that the same evaluation tool was used for Mr. Morton as was used last year. Ten Trustees participated in the evaluation process. Mr. White reported that Mr. Morton has received a very favorable evaluation and a meeting will be held with Mr. Morton, the Board Chair and Vice-Chair to go over the evaluation immediately concluding this evenings meeting.

A MOTION was made by Mr. Hopkins and seconded by Mr. Burney to approve the employment agreement of Mr. James Morton, President for a term of two years at a salary of \$255,000. Motion carried seven for with Mr. Babb and Mr. Turner voting against the motion.

A MOTION was made by Dr. Kays and seconded by Mr. Babb to temporarily suspend the CFCC Employee Handbook pertaining to hiring processes to allow the president to fill all positions deemed necessary that are currently in an interim status. Motion carried unanimously.

A MOTION was made by Mr. Babb and seconded by Ms. David to approve Ms. Melissa Singler as Executive Vice President, Ms. Christina Greene as Vice President of Business Services and Mr. David Kanoy, Director of Capital Projects and Facilities. Motion carried unanimously.

A MOTION was made by Mr. Turner and seconded by Mr. Hopkins to approve the naming of the Schwartz Center Sports Medicine Training Room for EmergeOrtho. Motion passed unanimously.

SGA Report

Mr. Luis Mendoza gave the following report.

- Movie Day was held Wednesday April 4th. The SGA showed STAR WARS: The Last Jedi and more than 250 students attended.
- N4CSGA Spring State Conference was held at the Sheraton Imperial Hotel in Durham NC on April 6th-8th. One advisor and 9 students attended the conference.
- The 3rd annual SGA Earth Festival Celebration was held on Friday April 20th in the amphitheater behind the Union Station building. The event included community vendors, clubs, music, food, giveaways, and much more.
- Spring Fling was held on the following dates at the listed locations: Surf City 4/18, Burgaw 4/19, Downtown 4/25, North Campus 4/26
- The 2018-2019 SGA Executive Board is complete and consist of 6 officers and 5 senators.

Faculty Association Report

Mr. Larry Tingen delivered the following report.

The Faculty Association held two meetings since the last time the Board of Trustees met. Our April 10th meeting was the North Campus where Jamie Spalding and Jason Ransom came from the bookstore to let faculty know the CFCC bookstore provided funding for QEP Support, Student Insurance, PTK and Ambassador Scholarships, and funds for marketing giveaways for community relations.

On our May 3rd meeting we reported the results of our faculty survey which will guide us into the next year. The May 3rd meeting also had a discussion about the appointment of Mr. Morton as CFCC President.

The remainder of the May 3rd meeting was very concerning to myself and the other FA officers present. Some faculty described a culture of fear and intimidation at CFCC. They had been told to keep their heads down and not to get noticed or they would find themselves with a bad schedule or without a job. This worried us so much that I called Mrs. Singler directly after and said we need to discuss what had happened. Two hours later some FA officers sat down with Mr. Morton, Mrs. Singler, and other VPs and staff employees. It was decided that we needed to hold an open Q&A session with Mr. Morton on May 8th. Mr. Morton and Mrs. Singler answered questions from the faculty present and other anonymously submitted questions. Thanks to all those faculty and staff that attended this meeting.

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 - May 2018 Meeting

55 full-time faculty members from 32 different disciplines graduated from the 1st CFCC Teaching Academy on April 17th, 2018. These faculty members met throughout the 2017-18 academic year and created a total of over 300 artifacts consisting of new assignments, revised assignments, and reflections that support increasing student engagement and success. Participants also collaborated online with a total of over 1033 discussion board posts on topics such as teaching styles, active learning strategies, discussing the definition of "academic challenge," student effort initiatives, and ways to improve student-faculty interaction.

The CFCC Teaching Academy allows an opportunity to tap the collective wisdom, experience and creativity of the faculty at CFCC. The focus of the Academy is not on the teaching of specific disciplines, but rather on the art of teaching with the goal of increasing student engagement.

Rebecca Berger, Radiography Instructor, just completed the NC-NET's online "Collaborative Curriculum Development for Creating Integrated Instruction." She was one of two CFCC faculty nominated to participate in the 10 person cohort for seven weeks. She is also in her 2nd semester

of earning her Master's degree in Higher Education with a concentration in Community College and University Leadership.

Fine And Performing Arts Faculty were critical through their input and help drafting the Uniform Articulation Agreements for transfer of AFA degrees in Music and Theater. These will go into effect Fall 2018. We will begin working on CCP Pathways for these degrees during the 18/19 year.

The Fine and Performing Arts Department hosted an AFA social in the Wilma W. Daniels Gallery on Wednesday April 4th. We hosted a Student Recital on April 24th, the Annual Student Arts Show (24th), a Director's Showcase (1 act plays performed and directed by students - 24th/25th), a Jazz Concert on April 30th, the Honors Recital on May 2nd, and hosted Rockstars (a performance by theater students) on May 4th as well as an Orchestra Concert in the Wilson Center on Tuesday, May 8th. It's been a busy semester, and they're ready for a rest!

Jessica Gaffney, Drama Instructor,

- Orchestrated a scholarship to allow one CFCC Drama student to participate in Make Trouble, an intensive actor training program with a focus on two Shakespeare plays this summer at the Cameron Art Museum
- Is in the process of designing costumes for two professional plays being produced this summer; the first, *Twelfth Night* by William Shakespeare, will be produced as part of the Lumina Festival of the Arts at UNCW, and the second, *Man of Mode* by George Ethridge, is being produced by the American Shakespeare Center in Staunton, VA.

As part of their Community Dentistry course, **Beverly Hardee, Dental Hygiene**, and the second year dental hygiene students worked with Dr. Gabe Rich and other volunteers to provide 160 dental screenings and oral hygiene instruction to children of the Boys & Girls Club of Wilmington. Beverly also graduated as part of the CFCC Teaching Academy's first class.

Tracy Holbrook (Program Director), Kim Bufkin (Laboratory Technician), and Matt Groff (Program Liaison) from the Chemical Technology Program created and managed the fourth annual Chem-Techathon competition supported by the National Science Foundation. The competition was held on Saturday, April 28th at the Wilmington Campus. Over 60 high school students from six high schools participated in the competition this year. Hoggard High School won \$800 in consumables and supplies for their high school laboratory while Ashley High School won \$500 and Wilmington Early College won \$400 in consumables and supplies. Throughout the semester, students participated in an instrumentation event. On the final competition date, they went "head-to-head" in a series of hands-on laboratory activities. The competition, including an interview from a participating student, was featured on Spectrum News.

During the spring semester, **Tracy Holbrook (Program Director), Kimberly Bufkin (Laboratory Technician), and Matt Groff (Program Liaison) from the Chemical Technology Program** organized and delivered a series of "laboratory check-out kits" known as "U-PIKs" (www.u-piks.com) to multiple elementary, middle, and high schools in New Hanover and Pender counties. Over 200 students were served by the U-PIK program during Spring 2018. The kits consists of portable instrumentation, laboratory glassware, consumables, and reagents needed to

implement the chosen laboratory activity in their classroom. The project is funded by a National Science Foundation grant.

Josh Miller, English Instructor, coached two girls' soccer teams for the Wilmington Hammerheads Youth Program equaling approximately 60-70 hours of community volunteer work each season/semester.

Cheryl Saba, English Instructor, completed two rigorous NC-NET online courses, graduated from the Teaching Academy, and had the pleasure of representing CFCC at the Literacy Council Spelling Bee.

Marc Siegel, Music Instructor's, semester was crowned by another fantastic concert for the CFCC Jazz Band under the direction of Benny Hill. [HERE](#) for photos and video from the concert.

- Mark's guitar student Sergio Gaxiola has auditioned and been accepted to continue study at UNCW.
- Headed by our department chair Brandon Guthrie, the CFCC Music Department's involvement in the molding of the Comprehensive Articulation Agreement for Music has paid off and is soon to be codified between state 4 year and 2 year institutions.

Kate Santhuff, Educational Partnerships Liaison/College Liaison for WECHS/Communications Instructor, represented CFCC in a CFCC-UNCW co-hosted event for the North Carolina Service-Learning Coalition at CFCC's Union Station on April 18, 2018. The event was an "un-conference" where service-learning educators from around the region got together to share ideas and develop partnerships. Networking included teachers K-college.

Kate Santhuff also planned and implemented the 2nd Annual Community Engagement Awards Celebration on April 18, 2018. The goal of the event was to recognize, honor and celebrate students, faculty, staff, and community partners who contribute to our college's positive image in the community through successful work-based learning, service-learning and volunteer programs. Highlighted faculty awards (among program awards, staff awards, and student recognitions):

- Service-Learning Champion, **Natasha Gouge, Sociology**;
- Service-Learning Champion and Honorable Mention for "Sex Matters," **Bethaney Ferguson, Sociology**;
- Service-Learning Champion and Honorable Mention for "Walk a Mile in My Shoes," **Rachel Satzman, Anthropology**;
- Engaged Faculty/Staff and Honorable Mention for **Nixon Minority Male Leaders Center, Travis Corpening**;
- Engaged Faculty/Staff, **Victoria Paige, Fine Arts**

Mike Taylor, Welding, reports that, in the spring semester, the program helped to employ 10 Welding Tech students locally, one as an welding inspector. Seven are current students while three finished in December. Also, several local companies are interested in hiring our August graduates with out of town opportunities even greater. All of our welding curriculum classes are **full** for the fall semester, and we are taking down names for next year.

Foundation Report –

Ms. Darcie Law presented the following report.

Year to date financials: 108% of goal or \$102,394.20 over our goal of \$1,382,500.

Gift of Education Report will be given in this spot.

Schwartz Center Renovation Campaign: \$172,000. 116 donors have been asked to support the campaign. Many of these have indicated that they will support our campaign but at this time we do not know at what level. Five large asks are outstanding, we are awaiting word, these include one foundation board member, Bank of America, EmergeOrtho, Hendrick Motorsports and a member of the Trask family. An event is being planned for Landfall on Thursday, August 2nd from 5:30pm to 7:00pm. You will receive more information on this event by mail in early July.

Foundation board welcomes 6 new members for 2018-2019:

Michael Gawkins with PPD

Tonye Gray with Colonial Marketing

Sherri Pickard with Coldwell Banker Sea Coast Advantage

Karen Pleva with New Hanover Regional Medical Center

Sarah Wesley Wheaton, attorney with Murchison, Taylor and Gibson

Laura Williams, Thomas Construction Group and President of Wilmington Contractors Association.

Planning Board and Staff Retreat for Thursday July 19th, theme and topic will be NEW: New Efforts Win. Six topics will be presented and discussed that will be focused on new efforts to bring in new donors and new revenue.

Mr. Morton recognized Ms. Martha Harland. She has done much for the foundation and will be missed as she rolls off of the Foundation Board.

Date of next Meeting – July 19, 2018

Meeting adjourned at 7:25 pm.

James P. Morton, President/Secretary

Michelle S. Lee, Recording Secretary

/ml

