

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 19, 2018
5:00 PM

Following proper public notifications on July 11, 2018, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, July 19, 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. William S. Cherry; Mr. Jonathan Barfield; Mr. Robby Collins; Mr. Louis A. Burney, Jr.; Ms. Ann M. David; Mr. Zander Guy; Mr. Jimmy Hopkins; Dr. Chuck Kays; Mr. John F. Melia; Mr. F. Maston White and Mr. Luis Mendoza. Trustees not present were: Ms. Mary Lyons Rouse.

Employees present were: Ms. Joann Ceres, Vice President Student Services; Mr. James Morton, President; Dr. Jason Chaffin, VP Academic Affairs; Ms. Joanne Ceres, VP of Student Services; David Kanoy, Director Capital Projects and Facilities; Ms. Sonya Johnson Director Community Relations; Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Ms. Melissa Singler, Executive Vice President; Ms. Sharon Smith, Executive Director Human Resources; 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; Mr. John Downing, Dean Continuing Education; Ms. Darcy Law, Database and Accounting Coordinator – Foundation; Kerrie Holian, English Instructor; Sherriff McMahan; Lt. C.Smith, NHCSO; Lisa Mills, HR Recruitment Specialist; Elise Streeter, HR Generalist; 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.

OATH OF OFFICE

Mr. Collins, Mr. Cherry and Mr. Mendoza (SGA President) were administered the oath of office by Ms. Michelle Lee.

MINUTES

A MOTION was made by Ms. David and seconded by Ms. Kusek to approve the May 24, 2018, minutes as presented. Motion passed unanimously.

INTRODUCTIONS AND RECOGNITIONS

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

New Hires

Tamara Glaspie	Assistant Director, Financial Aid	06/04/2018
Norman Hinkle Jr.	CE Coordinator Fire & Rescue	06/18/2018
Carrie Jernigan	Adm Assistant, Enrollment Services	06/18/2018
James Varrone	Program Director BLET	07/09/2018
Abigail Jernigan	Academic Advising Center Advisor	07/09/2018

CHAIR'S REPORT

Mr. White reviewed the following report.

Recognition of Trustees

Mr. White personally thanked Mr. William Turner, Mr. Jason Harris and Dr. Chuck Kays for their invaluable service to the Cape Fear Community College Board of Trustees. Dr. Kays stated that he has enjoyed his time on the Board of Trustees and hopes that his service has helped the college.

Appointments and Reappointments

Congratulations to the following Trustees:

Ms. Mary Lyons Rouse for her reappointment by the New Hanover County Commissioners. Ms. Rouse will serve from 2018-2022.

Mr. Robby Collins who was appointed by the Board of Education to serve on the Board of Trustees from 2018-2022.

Mr. Bill Cherry who was appointed by the New Hanover County Commissioners from 2018-2019.

Graduation

The Summer Graduation Ceremony will be held on Friday, August 3, at 10 am and 1:00 pm. Please contact Michelle Lee and let her know if you will be attending.

Nominating Committee

A MOTION from the Nominating Committee recommends the following officers for 2018-2019 Chair – Ann David; Vice Chair – Pat Kusek; Secretary – Jim Morton and Recording Secretary – Michelle Lee. Motion carried unanimously.

Letter to NHC Commissioners

Mr. White stated that a letter will be sent to the NHC Commissioners as a housekeeping item regarding terms of trustees. This letter asks the county to comply with our bylaws and state statutes.

President's Goals and Objectives

Mr. White stated that every Trustee was given Mr. Morton's goals and objectives. These goals and objectives will be reviewed quarterly by the Trustees. This fulfills Mr. Morton's contractual obligations.

Mr. White stated that he has enjoyed his time as chair and that the college has moved forward. He stated that there is a great team in place and he is happy with the direction of the college.

Ms. David thanked Mr. White for his service to the college.

Ms. David stated that she is honored to serve as board chair and looks forward to standing by the college leadership to continue moving the forward in the future. Please contact Ms. David if you have requests for committee assignments including an ad hoc Committee for a presidential evaluation tool. Ms. David also stated that the College Mission and Vision Statements will be reviewed at the next regular meeting.

PRESIDENT'S REPORT

Mr. Morton introduced Sherriff McMahon to the Trustees.

SACS/COC Update

The College received a letter on July 3, 2018 stating that the SACS/COC Board of Trustees reviewed our Monitoring Report following action on reaffirmation of accreditation in June 2017 and stated that no additional report was requested.

NCACCP Meeting

President Morton will attend the Summer NCACCP Meeting from July 25-27, 2018, in Durham.

CFCC Foundation

The search process has begun for an Executive Director of the CFCC Foundation. The posting for applications is scheduled to close July 27th. Once the Executive Director position is filled we will seek to fill the other Foundation vacancy.

Security Transition

The transition from the CFCC Police Department to the New Hanover County Sheriff's Office is complete.

In-Service Training

In-Service Training for faculty and staff will be held at the Wilson Center on August 15, 2018. The program will be held in the morning with training sessions available for faculty and staff. Board of Trustees are welcomed to attend the event. Lunch will be provided in Daniels Hall.

Partnerships

On July 10, 2018, the college held a press conference and demonstration for the new Power Lineman Program. Our next announcement is being planned for the new partnership with Yamaha and our new Introduction to Outboard Systems program.

Planning Meeting

A Planning Committee of the Board of Trustees will be held soon to finish the update to the Vision and Mission Statements of the College. Currently we are organizing the data gathered from the college wide meeting.

President's Goals

Goals for the year 2018-2019 have been submitted to the Board Chair. These will be distributed to all trustees during the next meeting.

Foundation Audit

The Foundation audit received one bid. The audit will take place soon.

Enrollment

Benchmarking against last year, enrollment for summer is up 7 percent overall.

COMMITTEE REPORTS

Facilities & Equipment Committee

AET Project Plan

1. Project update:
 - a. Closeout procedures continue.
 - b. Final record drawings and reports are being completed by the Design Team.
 - c. Greenhouse installation scheduled for August
2. Change Orders
 - i. None at this time.
3. Schedule:
 - a. Final inspections and project close out will be completed this summer. Closeout of these projects requires a high level of documentation and takes a long time.

Schwartz Center

1. Project update:
 - a. Structural block work and structural steel are complete
 - b. Brick veneer installation underway
 - c. Concrete work is complete
 - d. New HVAC units on addition are complete
 - e. Sprinkler work 70% complete
 - f. Metal stud framing 80%

- g. Mechanical, Electrical and Plumbing rough ins are well along in the addition.
 - h. Roofing replacement 90% plus
 - i. Demolition in lobby bathrooms is underway.
 - j. 1/25/18 BOT Mtg. approved \$200k bookstore funds borrowed and to be paid back through fundraising efforts.
 - k. Purchasing of bleachers, scoreboard and sports equipment by CFCC is ongoing.
2. Change Orders
- a. General Contractor
 - i. GC change order 1 was processed for \$10,054.99 with general scope changes
 - ii. GC change order 2 for the lobby bathroom upgrades totaling \$100,647 is being processed. This change was approved at the last BOT meeting for an amount not to exceed \$120,000
 - iii. GC change order 3 is being prepared containing general scope changes.
 - b. Designer
 - i. No pending design contract amendments at this time.
3. Construction Schedule:
- a. Completion of brick veneer.
 - b. Membrane roofing and copings at addition
 - c. Interior roughins ongoing.
 - d. Complete construction late fall term 2018.
 - e. Games in Schwartz center January 2019.

130k restroom bid came in at 103k helps contingency. Tour for the Trustees.

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 completing design and in TRC review now.
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	Construction Estimate Completion End of August 2018
11	Carpentry Classroom Building	\$6,085.00	\$98,928.58	\$93,731.21	\$198,744.79	\$199,886.04	\$1,141.25	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	\$0.00			\$0.00	\$50,000.00	\$50,000.00	Transfer Budget to BB & BC Buildings Up fit for Welding
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201	\$2,200.00			\$2,200.00	\$70,000.00	\$67,800.00	Revising design for 2nd hood
3	Burgaw Center - Renovate Bathrooms & Replace Carpet & Selected VCT	\$4,350.00	\$73,000.00	\$13,905.95	\$91,255.95	\$93,499.83	\$2,243.88	Construction Completion July 28, 2018.
4	Burgaw Center- assorted small projects by CFCC Maintenance, IT & Campus Police				\$38,668.28	\$42,195.17	\$3,526.89	100% Projects Awarded Completion Prior to Fall Semester

Pender County Capital Outlay Projects 2018-2019 Status Summary Report

Encumbrances - Subtotals								
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	Burgaw Center - Install Canopy for Covered Eating & Outdoor Classes					\$45,000.00	\$45,000.00	Soliciting Designers
2	Burgaw Center - Fix Drainage Issues Mechanical Yard (HVAC Area) and Center Front Parking Lot					\$15,000.00	\$15,000.00	Soliciting Designers
3	Burgaw Center - N. Entry Door Replacement / Non-Functional Storefront Entrance		\$12,099.00		\$12,099.00	\$14,000.00	\$1,901.00	Materials in, completion in July 2018
4	Burgaw Center- Pender Auto Shop - Bus Garage infill old alignment pit with concrete					\$17,000.00	\$17,000.00	Awarding GC contract
5	Burgaw Center- BB & BC Upfit - Adjacent Buildings Lease for Additional Programs					\$212,000.00	\$212,000.00	Programming for space now.

County Bond Projects

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

PROJECT STATUS

1. Project update:
 - a. Reviewing program with CFCC end users now
 - b. Approximately 3 months 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.

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

Project Status

1. Project update:
 - W Building bids received- 2 bids out of 8 invited and 7 attendees at Pre-bid Meetings.
 - Negotiating with apparent low bidder to maximize roof replacement scope under the \$1.78M budget.
 - Setting the earliest possible bid date to complete required activities before fall start of classes.
 - K Building bid date – 8/16/18
2. Schedule:

W Construction start anticipated Fall 2018
3. Pending Construction Change Orders:

None at this time.
4. Designer Change Orders:

W bldg. DA #1, \$15,000 executed for the \$150,000 change the Board approved to relocate the dining room.

Easements

Red Cross and Second Streets

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the air easement located at the corner of Red Cross and Second Street pending state board approval. Motion carried unanimously.

CFPUA

A MOTION from the Facilities & Equipment Committee recommends approval to the Board of Trustees of the easement for CFPUA Pump Station #9 located on Water Street for a total of \$18,398.00 pending state board approval. Motion carried unanimously.

Leases

403 Water Street

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the lease of the property located at 403 Water Street to Wilmington Hospitality Associates for 18 months in exchange for repair and repaving of the parking lot. Motion passed unanimously.

Mr. Morton stated that the college is working with the Pender County Commissioners to purchase the property.

Pender County

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees to approve the lease of two buildings from MOJO Properties, LLC. For one year at a rate of \$5,750.00. Motion carried unanimously.

MOU

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the Memorandum of Understanding with the City of Wilmington and NC DOT to collaboratively work to design and construct a building to have future rail service, classrooms and office space. Motion passed unanimously.

W Building

A MOTION from the Facilities & Equipment Committee recommends approval to the Board of Trustees to award the W Building renovation bid to Monteith Construction in the amount of \$1,574,000. Motion carried unanimously.

Finance Committee

Student Accident Insurance

Mr. Morton reviewed the following.

A MOTION was made by Mr. Babb and seconded by Mr. Melia to approve the Student Accident Insurance for 2017-2018 as presented. Motion carried unanimously.

**2018-19 STUDENT ACCIDENT INSURANCE
2017-18 Summary**

2017-18 Claim Summary as of May 31, 2018

<input type="checkbox"/> 4 Claims Non-Athletics	\$ 0.00
<input type="checkbox"/> 14 Claims Athletics	\$ <u>7,923.00</u>
<input type="checkbox"/> Total Paid	\$ <u>7,923.00</u>

2017-18 Premiums \$1.20 per Curriculum

▪ Fall Semester	\$ 9,991.20
▪ Spring Semester	9,249.60
▪ Summer Term	4,182.00
▪ Athletics (Flat Fee)	54,950.00
▪ Catastrophic Athletic Injury (Flat Fee)	<u>6,730.00</u>
▪ Total Paid	<u>\$ 85,102.80</u>

2017-18 Premiums \$0.55 per CE Student

▪ Fall Semester	\$ 3,105.85
▪ Spring Semester	3,190.00
▪ Summer Term	2,590.50
▪ Total Paid	<u>\$ 8,886.35</u>

2018-19 Proposal

2018-19 Projected Premiums \$1.20 per Curriculum

▪ Fall Semester	\$ 10,520.00
▪ Spring Semester	9,638.40
▪ Summer Term	4,120.80
▪ Athletics (Flat Fee/Mutual of Omaha)	49,743.00
▪ Catastrophic Athletic Injury	<u>6,730.00</u>
▪ Total	<u>\$ 80,752.20</u>

2018-19 Projected Premiums \$0.55 per CE Student

▪ Fall Semester	\$ 2,365.00
▪ Spring Semester	3,300.00
▪ Summer Term	<u>3,355.00</u>
▪ Total	<u>\$ 9,020.00</u>

Highlights of 2018-19 Insurance Policies

- Covers injury for students attending college, participating or attending college-sponsored events, traveling between college and college-sponsored events including athletics, and when traveling directly to or from the student's home premises. The athletic policy has a re-injury rider and also covers student managers, student trainers, student coaches, and student cheerleaders. In addition, prospective athletes and their named chaperones are covered while visiting the campus or facility for which they were invited.
- Student Accident covers initial and follow-up testing for needle sticks and exposure to blood and other bodily fluids.
- Maximum benefit for Student Accident is \$25,000 per accident (excluding athletics).
- Maximum benefit for Athletics with **Mutual of Omaha** is \$25,000. **Mutual of Omaha Insurance Company**, is rated A+ Superior by AM Best for financial strength and stability. They are offering our renewal with a **9% premium reduction** from the current premium due to our claims analysis.

- Aggregate limit of indemnity for Catastrophic Athletic injury is \$5,000,000 with a \$25,000 deductible.
- Student Accident premium remained the same being offered at \$1.20 per Curriculum student and \$0.55 per CE student for the upcoming 2018-19 policy period.

Miscellaneous

Mr. Morton stated that the quarterly report for the Wilson Center was handed out to all Trustees. The end of the year profit was \$185,000 and parking revenue was \$83k. Sponsorships have also increased and tax revenue was over 300k.

Administrative & Personnel Committee

A MOTION from the Administrative & Personnel Committee recommends approval from the Board of Trustees of the updated Bylaws as presented. Motion carried.

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.
- (H) A Trustee must not have an immediate family member employed by the college. Immediate family member is defined as mother, father, sister, brother or child.

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.

Web-assisted Classes

A MOTION from the Administrative & Personnel Committee recommends approval of the Web-assisted Classes policy as presented. Motion carried unanimously.

Cape Fear Community College 2018-2019 WORKING CATALOG

Online Learning

Online Learning is dedicated to the evaluation, design, and implementation of high quality online education. Online Learning staff provide resources and services to assist students and faculty to be successful in teaching and learning online.

Online Learning Classes

Online Learning (OL) refers to all classes in which all or a portion of instruction takes place online. There are three types of OL classes: internet, hybrid and web-assisted. Internet class instruction is delivered 100 percent online where the students and instructors do not meet face-to-face, but instead interact entirely in an online environment. These classes are always indicated by an "I" in the section code (e.g. CIS-110-I2 and BIO- 240-I1). Hybrid class instruction is primarily delivered on-line with a requirement that students also meet face-to-face (in-classroom). These classes are always indicated by a "Y" in the section code (e.g. BIO-112-DY1 and ACA-122-NYE1A).

In addition to online and hybrid classes, CFCC's face-to-face classes are often web-assisted. In a web-assisted class, all instruction is delivered face-to-face with a requirement that students have internet access as a supplemental part of the class. This means that certain course materials are made available to students through a learning management system (LMS) such as Blackboard. These materials typically include a class schedule, syllabus, instructor contact information, and a gradebook.

Note: Hybrid classes may have required face-to-face, proctored exams. Please contact the individual instructor or department to determine if a particular section has such a requirement.

Online Learning courses follow the same college requirements as traditional courses. College policies, such as admission, withdrawal, financial aid, etc. apply to OL courses. OL courses are not self-paced. They follow the same college calendar as face-to-face courses.

Online Learning class materials become available at specific times as the class progresses, and students are required to meet regular deadlines. These classes can, when fully online, require a minimum of 6-10 hours of independent work each week. Because of this, OL classes are best suited for students who are strongly self- motivated, self-disciplined, and have excellent time

management skills. Additionally, because all OL classes require the use of a computer, they should only be taken by students who are already comfortable using computers for various types of applications, such as word processing, web browsing, chat, discussion boards, etc.; who are proficient in communicating in writing alone; and who have regular access to a computer and internet service. A tutorial for Blackboard--the online environment where OL classes are taught--is available at <http://online.cfcc.edu> and can be accessed using the generic username and password given on that page.

More Online Learning resources can be found at: <http://cfcc.edu/online/>.

Online Learning Attendance

Attendance in internet classes is demonstrated by completing an initial "Enrollment Verification" assignment and completing required coursework. In hybrid classes, where students meet face-to-face and online, attendance may be measured by presence at the first (and subsequent) face-to-face-meetings, completion of the online "Enrollment Verification" assignment and assigned coursework, or both.

An "Enrollment Verification" (EV) assignment requires the student to 1) login to the Blackboard class site and 2) complete an activity that involves engagement with course material. Failure to login and complete the EV activities for each internet and hybrid class by the 10 percent date of the class may result in the student being withdrawn from the class.

Help with completing the Enrollment Verification activity can be found at: <http://cfcc.edu/online/help-page/#ev>.

College Closings or Delays

A MOTION from the Administrative & Personnel Committee recommends approval of the College Closings or Delays policy as presented. Motion carried unanimously.

College Delays

In the event of inclement weather, Cape Fear Community College may close or delay classes depending on the weather forecast and local conditions. All official college closings and delays will be posted on the college web site at www.cfcc.edu, myCFCC online portal, the CFCC Emergency Information Hotline (877) 799-2322, and through the local news media. Students who subscribe to the text messaging alert system through CFCC online portal will be notified of closings and delays through text messages. Students are encouraged to familiarize themselves with these resources as soon as possible.

Inclement Weather

While the College makes every effort to provide a safe environment on campus, the College does not take responsibility for student safety while traveling to and from campus. During periods of inclement or hazardous weather, students must use their best judgment when deciding to come to class. College officials do not expect students to take extreme risks to their personal safety to attend class. However, if a student chooses not to come to class due to inclement weather when the college is open, the student will be counted as absent in accordance with the attendance policies for that student's class(es). Classes that are cancelled due to inclement weather may, at the discretion of a class's instructor, be made up using the hybrid or web-assisted components of those classes to deliver instruction.

Credit for Prior Learning Experiences

A MOTION from the Administrative & Personnel Committee recommends approval of the Credit for Prior Learning Experiences Policy as presented. Motion carried unanimously.

In some circumstances, students may be eligible to receive academic credit for non-credit learning experiences. Examples of non-credit learning experiences include Continuing Education classes and programs, military education and training, industry-recognized certifications, and certain apprenticeship programs. A student may only petition for the conversion of non-credit learning experiences to academic credit for courses in the student's declared curriculum program of study. No more than 25 percent of a student's curriculum program credits will be awarded through the conversion of non-credit learning experiences. CFCC reserves the right to require documentation supporting the equivalent quality of the learning outcomes, instructional content, and instructor qualifications of any non-credit learning experiences for which a student petitions conversion to academic credit. CFCC will also require documentation that a student satisfactorily completed within the last five years any non-credit learning experiences for which the student petitions credit conversion. CFCC's Chief Academic Officer must approve each student petition for credit conversion. Students who feel they may be eligible for the conversion of non-credit learning experiences to academic credit should contact their academic program's director for additional information.

Miscellaneous

Police Department Equipment

All equipment from the CFCC Police Department has been transferred to the NHCSO.

SGA Report

Mr. Mendoza gave the following report.

- N4CSGA Fall Division meeting is September 22, 2018 at Carteret Community College.
- N4CSGA Fall State Conference is October 19-21, 2018 in Fayetteville NC.
- UNCW Leadership Training Course – TBA
- General Assembly meeting will be held once a month on Monday afternoons.
- Toys for Tots program in November – December.
- Welcome back event to promote clubs and activities at the beginning of the semester.

Faculty Association Report – No Report

Foundation Report

1. Executive Director of Foundation position posted and advertised
2. Gift of Education Update(as of June 30, 2018) : 314k
 - Review Highlights
 - Appeal/Letter – GOE Invitees that did not attend
 - Thank A Thon(Ambassadors will call)- New & Top 50 donors
3. Fundraising Report
 - Review highlights of goals met or exceeded
4. Foundation Board of Directors Update
 - The following Foundation Directors terms are ending:
Janet Montrose

Euron Daniels

Jason Wheeler

Earl Worsley

Betsy Leonard was named Emeritus
 - The Foundation welcomes the following new Directors:
Michael Hawkins

Tonye Gray

Sherri Pickard

Karen Pleva

Sarah Wheaton

Laura Williams
5. Campus Fund Drive Kick-Off August 15, 2018
6. Schwartz Center Update

Announcements

Ms. David reminded the Trustees to send specific committee assignment requests to Michelle Lee.

Date of next Meeting – September 27, 2018.

Meeting adjourned at 6:20pm.

James P Morton, President/Secretary

Michelle S. Lee, Recording Secretary

/ml