

**MINUTES**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**SEPTEMBER 27, 2018**  
**5:00 PM**

Following proper public notifications on September 24, 2018, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, September 27, 2018, at 5:00 pm in the Board Room of the Union Station Building. Mr. F. Mat White, Chair, presided.

Trustees present were: Ms. Ann David, Chair; Mr. Jonathan Barfield; Mr. William S. Cherry; Mr. Robby Collins; Mr. Louis A. Burney, Jr.; Mr. Zander Guy; Mr. Jimmy Hopkins; Ms. Pat Kusek; Mr. John F. Melia and Mr. Bruce Moskowitz. Trustees not present were: Mr. John R. Babb; Ms. Mary Lyons Rouse, Mr. Mat White and Mr. Luis Mendoza.

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; Mr. John Downing, Dean Continuing Education 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. David 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. Bruce Moskowitz was administered the oath of office by Ms. Michelle Lee.

**MINUTES**

A MOTION was made by Mr. Burney and seconded by Mr. Melia to approve the July 19, 2018, minutes as presented. Motion passed unanimously.

**INTRODUCTIONS AND RECOGNITIONS**

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

### **New Hires**

Maria Rodrigues	Program Director, Community Spanish Interpreter	07/30/2018
Shawn O'Hara	IT Business Analyst	08/06/2018
Emily Holt	Sr. Adm. Assistant Cont. Ed.	08/06/2018
Brandon Keith	Director, Student Recruitment	09/04/2018
Karen Kasten	Disability Support Services Intake Specialist	08/28/2018

### **CHAIR'S REPORT**

Ms. David reviewed the following report.

#### **Our Place Dinner**

The CFCC Board of Trustees will meet on Wednesday, November 14, 2018, at 4:00 PM in the Board Room of the Union Station Building. Immediately following the meeting, Board members and invited guests will attend a dinner at Our Place. Dinner is scheduled to begin at 6:00 PM.

#### **Ethics Training**

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

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

### **PRESIDENT'S REPORT**

President Morton reviewed the following report.

#### **Hurricane Florence Update**

As reported previously, we were very fortunate to have only received minor scattered damage throughout all of our locations. However, the storm has created a lot of clean up and repairs in order for the college to safely operate. We have had additional damages come to light after our initial assessments as well. Just today, more than a week after the storm, we discovered some sink holes occurring on Education Loop Rd. at the North Campus. We will continue to look for damages and coordinate repairs until the issues are resolved.

We had many of our staff respond immediately after the storm to assist with repairs and clean up and others responded during the days we were closed to handle critical operational functions such as payroll. I am extremely grateful and appreciative to all of these staff members who have gone over and above to help with our recovery efforts.

Duke Energy is extremely appreciative for the use on our North Campus facilities for their operational headquarters during the storm. I received a call from NC Duke Energy President David

Fountain, he expressed their deep gratitude for the use of our property during this critical time. Their usual site was flooded and without our help Duke Energy would not have been able to respond with the speed and efficiency as they were able to accomplish.

We also allowed NHC to use our surface lot behind the Wilson Center to distribute food, water and tarps to citizens. NHC officials were very appreciative of our collaboration.

We have had other request for space due to the storm and we will work with those entities when possible.

Due to the closure of the college, we are having to rebuild class schedules and alter the academic calendar to make up for instructional time. We hope to have new schedules posted this week.

All full-time employees will be paid for the work time missed because of the hurricane.

#### FTE Audit

The FTE Compliance Audit is scheduled to be conducted soon. The board will be apprised of the findings as soon as the audit is concluded.

#### Foundation Audit

The annual Foundation audit has been completed without any material weaknesses or findings.

#### Blanket Travel for Trustees and President

In 2006 the state auditor made recommendations to the State Board of Community Colleges that resulted in the development of a new policy requiring the “blanket” pre-authorization of a President’s routine travel by the local Board of Trustees, and the CFCC Board provided such a blanket approval during the September 7, 2006 meeting of the CFCC Board. A MOTION was made by Mr. Cobb and seconded by Mr. Crowell to recommend to the Board the following amendment to add trustees to the same pre-authorization of travel statement during 2007-08:

*Blanket Travel Approval – President and Trustees* – In 2006 the state auditor made recommendations to the State Board of Community Colleges that resulted in the development of a new policy requiring the “blanket” pre-authorization of a President’s routine travel by the local Board of Trustees, and the CFCC Board provided such a blanket approval during the September 7, 2006 meeting of the CFCC Board of Trustees.

James Morton, President of Cape Fear Community College, *{and CFCC trustees}* is *{are}* hereby authorized to engage in college-related travel throughout the term of his *{their}* service from one campus to another, to off-campus locations throughout the service area, to meetings at various locations within the state, to various in-state and out-of-state meetings and functions of the Commission on Colleges (CFCC's primary accrediting agency), to occasional national meetings of the League for Innovation in Community Colleges, to state/regional/national meetings of the Association of Community College Trustees, to national meetings of the American Association of Community Colleges, and to other conferences and meetings that relate to specific initiatives being considered or undertaken by Cape Fear Community College.

A MOTION was made by Mr. Cherry and seconded by Mr. Melia to approve the Blanket Travel for the President and Trustees for the year 2018-2019. Motion carried unanimously.

President Morton also reported that the college graduated the first class for the Powerline Technician program, held a press conference for Yamaha Outboard Motor Systems announcing the program, met with Baker Motors and accepted a \$5,000 scholarship, spoke at the NC Hospital Engineers Association and accepted two, \$5,000 scholarships and has successfully hired several key positions for the college including Career Coaches. In addition, President Morton has worked diligently on the relationship with Pender County Schools and served as speaker at their annual In-Service program.

Fall 2018 curriculum enrollment as of August 30, 2018 was tracking up at approximately 1.3 percent versus Fall 2017. The hurricane will most likely have an effect on enrollment and the college will do what it can to help students.

## **COMMITTEE REPORTS**

### **Finance Committee**

President Morton reviewed the 2018-2019 State Budget.

#### **State Budget 2018-2019**

A MOTION from the Finance Committee recommends approval of the 2018-2019 State Budget as presented. Motion carried unanimously.

#### **Faculty and Staff Salary Increases**

President Morton presented the following information to the board regarding salary increases for faculty and staff.

CFCC received the 2018-2019 State Budget. In the budget the General Assembly included funding for an annual salary increase of 2 percent for state employees.

#### **Recommendations:**

- Recommend a 2 percent across the board salary increase for all full-time employees effective July 1, 2018 and still employed on September 1, 2018.
- Recommend the same salary increase from non-state funds to full-time employees not covered by the state allocation.

A MOTION from the Finance Committee recommends approval of a 2 percent salary increase for all full-time state and non-state employees who were employed on July 1, 2018 and still employed on September 1, 2018. Motion carried unanimously.

## Cash Management Plan

### **State of North Carolina Cape Fear Community College Cash Management Plan**

#### **Statutory Policy**

North Carolina law, Chapter 147-86.10 of the General Statutes, requires that "all agencies, institutions, departments, bureaus, boards, commissions and officers of the State ... shall devise techniques and procedures for the receipt, deposit and disbursement of moneys coming into their control and custody which are designed to maximize interest-bearing investment of cash and to minimize idle and nonproductive cash balances."

#### **Plan Administration**

The State Controller, with the advice and assistance of the State Treasurer, the State Budget Officer and the State Auditor, is charged with developing and implementing a uniform statewide plan to carry out the cash management policy for all State agencies, departments and institutions. This Statewide Cash Management Plan outlines the policies, duties, responsibilities and requirements for cash management within State government on a broad basis. It is the responsibility of each agency, department and institution to prepare a cash management plan that meets both the requirements of the Statewide Plan and the unique cash management needs of the individual agency, department or institution.

Each agency, department and institution will identify an individual who will have cash management responsibility. Plans will be submitted to the Office of the State Controller for approval. Agencies, departments and institutions will maintain a copy of their approved plan. The State auditor, as a part of the annual financial audit, will determine if each agency, department or institution is in compliance with the Statewide Cash Management Plan. The Vice President of Business Services is responsible for developing and administering the College's Cash Management Plan. The Cash Management Plan is reviewed and approved by the President of the College and its Board of Trustees. The Vice President of Business Services will maintain the plan on file for review by the Office of the State Auditor. Annually, adherence to the plan is reviewed by Business Services as part of their Internal Control audit process. All personnel of the College are responsible for the effective operation of these procedures and their personal adherence to them.

#### **Plan Requirements**

##### **Cash Management Over Receipts:**

The objectives of cash management over receipts are to use diligence in collecting funds owed to the State, to provide internal control over cash and cash equivalents and to expedite the movement of monies collected into interest bearing accounts. For monies received or to be received, the statewide cash management plan shall include at a minimum that:

1. Except as otherwise provided by law, monies received by employees of State agencies in the normal course of their employment shall be deposited as follows:
  - a. All monies received shall be deposited with the State Treasurer pursuant to G.S. 147-77 and G.S. 147-69.1.
  - b. Monies received in trust for specific beneficiaries for which the employee-custodian has a duty to invest shall be deposited with the State Treasurer under the provisions of G. S. 147-69.3.
2. Monies received shall be deposited daily in the form and amounts received, except as otherwise provided by law.

The College cashier's office is the central depositor and the office of record for all College receipts. Due diligence is exercised for proper receipting of College monies to ensure, accuracy, timeliness and adherence to college and state guidelines pursuant to G.S. 147-77. Internal control policies are followed to ensure proper practices are employed throughout the College including receipting privileges and safeguarding of monies. Efforts are made to comply with the requirement that funds received must be deposited by noon on the day of receipt or the next banking day. Amounts received during registration must be deposited no later than the next banking day. Any substantial amounts collected late in a calendar day will be deposited the same day or otherwise safeguarded until deposited the next morning.

All employees making initial contact with receipts are to route them immediately to the College cashier. It is the responsibility of the Business Office to inform all employees of their role in the cash management process.

A designated employee of Business Services records checks received via mail in a check log. The Vice President of Business Services or designee reviews the log and initials the checks daily. The checks are given to the cashier for receipting.

Students may pay their account balance using their credit card or electronic check via the student web portal at any time. The settlement of daily activity is 11:59 p.m. and the deposit with the State Treasurer is made the following morning.

The Cashier receipts checks, cash, and credit cards received on-site. The Cashier is responsible for the accuracy of monies collected and recorded. The Accounts Receivable Technician prepares the daily deposit under the supervision of the College controller who reviews and signs-off on all deposits.

If the College's depository discovers an error in a deposit or has a returned item, the College is contacted. Returned items are picked up as notified and errors are corrected expeditiously. The College pursues collection of returned items. A returned check fee of \$25 is collected from remitter of a worthless check for each returned item as allowed per G.S. 25-3-506.

The college accepts only properly endorsed checks made payable to the College. The College does not accept any two party checks.

## **Plan Requirements**

### **Cash Receipts -Accounts Receivable**

3. Pursuant to G.S. 147-86.22, monies due to a state agency, department or institution from other governmental agencies or from private persons shall be promptly billed, collected and deposited. All agencies, departments and institutions will establish accounts receivable management policies and procedures. These policies and procedures will incorporate the statewide accounts receivable policies and procedures in accordance with G.S. 147-86.22 and be included as part of the agencies', departments', or institutions' cash management plan. (Please note that individual Community Colleges are not subject to the statewide accounts receivable policies and procedures. However, to insure compliance, individual Community Colleges must include their specific accounts receivable policies and procedures).
4. There are three types of accounts receivable billings-- curriculum, continuing education, and miscellaneous. After the refund period is over for each curriculum semester (10% point of the semester), the curriculum accounts receivable records with outstanding balances are mailed an invoice by the Accounts Receivable Technician. Continuing education and miscellaneous charges are billed as the charges are incurred. Curriculum and continuing education debts are mailed a system-generated invoice. Miscellaneous debts are mailed an invoice created in excel.

If there is no response to the invoices within 10 business days, the students are sent an email letting them know they have an outstanding balance on their account that needs to be paid within 10 business days. This email also informs them if they do not pay the debt, the account will be sent to the Department of Revenue pursuant to N.C.G.S. 105A and a state-contracted collection agency and that they will be responsible for any costs incurred because of these actions. The College submits for collection all delinquent debts owed by individuals under the procedure established by the Setoff Debt Collection Act.

If the debtor fails to pay/begin making payments on their accounts within 10 days of the email being sent, they are mailed a final notice letter. This letter gives them 30 days to respond and again reminds them if no action is taken, their account will be sent to the Department of Revenue pursuant to N.C.G.S. 105A and a state-contracted collection agency and that they will be responsible for any costs incurred because of these actions.

If no action is taken within 30 days of the letter being sent, the account (if the balance is over \$50.00) is then turned over to the Department of Revenue and the state contracted collection agency for collection as required by N.C.G.S. 105A. The account stays with the Department of Revenue until the balance is under \$50.00, and with the collection agency until it is paid, but no longer than one year – at which time it is deemed uncollectible and returned to the college.

When a debt is collected through the NC Department of Revenue, the setoff fee (retained by the Department of Revenue) is deducted from the amount paid by the debtor prior to sending

the refund to the College. When funds are received from the Department of Revenue, the college sends the debtor a letter notifying them that a portion of their income tax refund has been forwarded to the college and lists the collection procedure that was followed.

Once a debt has been with the collection agency for one year, they return it back to the college as uncollectible. When it is returned, it is processed to be written off at the end of the fiscal year. All uncollectible debt information is gathered and submitted to the Board of Trustees for their April/May board meeting to be considered for approval. All debt approved for write-off is removed from the student's account by way of internal sponsorship before the end of the fiscal year.

When a debt is submitted to the state contracted collection agency, it is assessed a penalty fee of 10% as established pursuant to G.S. 105-241.1(i). For returned checks, a check-processing fee of \$25.00 is collected from the remittance of a worthless check for each returned item as allowed per G.S. 25-3-506. The college controller reserves the right to waive penalties under special circumstances such as bank errors and improper returns.

All debtor information is electronically scanned into password-protected software available only to accounts receivable staff. Hard copies of debtor information is maintained in the Accounts Receivable Supervisor's office in a locked cabinet. All accounts receivable staff abides by the colleges confidentiality policy.

5. Federal funds received for major federal assistance programs, which are governed by the Cash Management Improvement Act of 1990, must be drawn in accordance with the current State/Federal Agreement.

- Federal funds are drawn down for Pell Grants, Supplemental Educational Opportunity Grants (FSEOG), Federal College Work Study Programs (CWS) and any other Federal grants awarded.
- Federal Pell Grants and Direct Student Loans: No more than three days prior to a financial aid disbursement, funds are drawn down based upon the approved Financial Aid Transmittal Posting report (FATP), which is generated by an Accounts Receivable Technician. The Director of Financial Aid reviews and approves FATP. The Controller prints a copy of the Common Origination and Disbursement report (COD), which reflects accepted disbursements by the Department of Education. The Controller draws down funds via G5 System after the COD report has been balanced with the general ledger.
- FSEOG: Once the federal portion and administrative cost allowance portion is calculated, the Controller draws down funds via G5 System no more than three days prior to the disbursement.
- CWS: After payroll is run, the Controller calculates the federal portion and administrative cost allowance for these salaries. These funds are drawn down via G5 System no more than three days prior to payday, which is the last day of the month.

The documents referred to above are used as the source documents for drawing down funds through the Department of Education's G5 System website by the Controller. Once the

drawdown amounts are entered a confirmation of acceptance of the request is printed. This confirmation shows the award numbers, the amounts requested for each award, and the deposit date into the College's bank account.

The Controller prepares a journal entry to post the funds in the College's general ledger. The funds are verified on the College's monthly bank statement by the Assistant Controller. The Vice President for Business Services approves this journal entry.

6. All federal fund draws should be timed so that the funds are on deposit with the State Treasurer no more than three business days prior to the disbursement.
7. State agencies shall accept electronic payments, (credit/debit cards (merchant cards) and electronic fund transfer (EFT)) in accordance with G.S. 147-86.22, to the maximum extent possible and consistent with sound business practices.
  - The agency must submit a business plan to the Office of the State Controller for evaluation prior to the acceptance of electronic payments. All agencies will utilize the Master Services Agreement (MSA) for electronic payment processing.
  - All agencies will establish policies and procedures necessary to facilitate the use of electronic payments. These policies and procedures will incorporate the statewide electronic payment policies and procedures.

Credit/debit cards and electronic fund transfers are accepted for tuition and fee payments from students enrolling at the College. These payment forms are accepted through the online registration system and in person in Business Services. Credit card numbers are not accepted verbally over the telephone. All credit card transactions made online are deposited directly to the Institutional bank account.

The Office of the State Controller (OSC) has approved for the College not to participate in the statewide Electronic Payment (credit card) Acceptance Project. The College has a contract with a BB&T to handle its banking services. The College demonstrated to the OSC that it was more economically feasible to allow BB&T to administer the College's credit and debit card processing. The college incurs reduced transaction fees because of a compensating balance that the college maintains with the bank.

The College receives EFTs from the following agencies: US Treasury Defense Finance and Accounting Service; Veteran's Affairs Regional Office for Vocational Rehabilitation and Employment Office (VA/VR); and North Carolina Office of the State Controller on behalf of various state agencies.

In addition to adhering to these guidelines, agency plans shall employ proven techniques, which improve cash handling. Some of those techniques include:

- Receipt of federal grant payments by wire transfer when possible.
- Special post office boxes to facilitate the processing of large remittances.

- Color coded mailing labels and envelopes to identify remittances for special handling.
- Separate addresses to distinguish remittances from other mail.
- Reassignment of personnel, or the hiring of temporary personnel, when this proves cost effective, to accelerate the processing of remittances during peak periods.
- Deposits made by units outside Raleigh should be made with cash concentration banks designated by the State Treasurer.
- The evaluation and establishment of lock-boxes in areas which are large sources of remittances, but which are geographically distant from the nearest State agency office. Lock- boxes are locked Post Office boxes tended by banking agents. These allow quicker cash collection in areas which are not served by agency offices.
- The use of remittance processing equipment when justified by the volume of deposits.
- Establishing billing schedules which are both efficient and lead to earlier receipt of monies due to the State.
- Timing deposits in order to receive current day credit in accordance with schedules available from the State Treasurer.

### **Cash Management over Disbursements:**

The objective of managing disbursements is to maintain funds in interest-bearing accounts for the longest appropriate period. This allows the State to recognize the maximum earning potential on its funds. This is not intended to encourage late payment or have a negative impact on relationships with firms who, in good faith, supply goods and services to the State. The following rules should be included in all plans:

1. Monies deposited with the State Treasurer remain on deposit with the State Treasurer until final disbursement to the ultimate payee. The College's accounts payable office screens incoming invoices as to due dates including discount dates. Bills are not paid until the due date, unless there is a discount date. This allows cash to remain on deposit the maximum time without jeopardizing the College's credit standing. The College's Vice President of Business Services shall implement a similar screening procedure for payment of bills.

The Controller reconciles the college's bank statements and the Vice President of Business Services reviews the reconciliation. The Controller utilizes Colleague and BB&T Cash Manager Online in this process. The reconciliation is done monthly.

Disbursements for construction projects made from bond funds are made once the cash is available from the bond source, i.e., New Hanover County or State of North Carolina. These disbursements and receipts are captured in institutional funds.

2. As provided in Section 147-86, the order in which appropriations and other available resources are expended shall be subject to the provisions of the Executive Budget Act, G.S. 143C, Article 1 regardless of whether the State agency disbursing or expending the monies is subject to the Act.
3. Federal and other reimbursements of expenditures paid from State funds shall be paid immediately to the source of the State funds.

4. Billings to the State for goods received or services rendered shall be paid neither early nor late but on the discount date or the due date to the extent practicable. Billings to the College for goods received or services rendered are pre-audited to determine: legality of disbursement, validity and accuracy of payment, payment due date, and the adequacy of the documentation supporting payment and receipt of goods and services.
5. Disbursement cycles for each agency shall be established to the extent practicable so that the overall efficiency of the warrant disbursement system is maximized while maintaining prompt payment of bills due. To avoid disbursing account overdrafts, warrants should not be released before adequate funds have been requisitioned by the agency and approved and deposited to the applicable disbursing account by the OSC. Disbursements are made weekly and are not mailed without verification of available funds. The College controller monitors the cash balances daily. All warrants are entered in the Positive Pay system with either the State Treasurer or BB&T.
6. Electronic Funds Transfer (EFT) should be used for certain payments between State and local units, vendors and employees when it is determined to be mutually beneficial to both parties. All employees are required to receive their monthly salary via direct deposit. Other EFT transactions initiated by the College include payroll taxes, sales tax, and some vendor payments from Institutional funds for out-of-state performers at our Humanities & Fine Arts Center. Students are also encouraged to receive their financial aid refunds using EFT.
7. State administered procurement cards should be used to simplify and expedite the process of small purchases. The College participates in the State administered procurement card for low value and high volume operational purchases and travel expenditures for employees for authorized and approved travel.
8. Each cardholder has an Approving Supervisor who reviews their charges and signs off in BOA Works System. Reconciliations must be done by the 3<sup>rd</sup> business day of the next month. The P-Card Administrator sets up new users, provides training, and uses Works to ensure reconciliations are timely. Accounts Payables reviews sales tax transactions and generates the invoice to be paid monthly. Accounts Payables ensures the invoice is paid in a timely manner to receive the maximum rebate. The purchasing department audits purchases to ensure the College follows State P&C guidelines. There is a \$2,500 swipe limit on every purchase.
9. Delegation of Disbursing Authority Forms must be kept current. All plans are required to be updated, at a minimum, annually and submitted to the Office of the State Controller for approval (regardless of whether changes have occurred since the last submission).

Suggested technique for controlling disbursements:

- Establish special procedures for making large disbursements such as social security and federal withholding tax remittances to ensure that payment is made on the due date and not before.
- Manage inventory and supply levels to stock the minimum necessary to conduct business without disruption.

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Cash Management Plan as presented. Motion carried unanimously.

### **Facilities & Equipment Committee**

#### **K Building Bid**

The low base bid for the renovation of the K Building was \$410,000 from H&S Resources Corporation. Alternates totaled \$114,900 and recommend awarding of the alternates as well. Total award is \$524,900 to H&S Resources Corporation.

A MOTION from the Facilities & Equipment Committee recommends approval of H&S Resources Corporation for the K Building renovation with alternatives to not exceed \$524,900. Motion carried unanimously.

#### **Construction Management at Risk**

President Morton presented information regarding Construction Management at Risk.

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the Construction Management at Risk process. Motion passed unanimously.

### **Administrative & Personnel Committee**

#### **Personnel**

President Morton presented information on the Executive Director of CFCC Foundation.

A MOTION was made by Mr. Barfield and seconded by Mr. Melia to approve Veronica Godwin as the Executive Director to the CFCC Foundation. Motion passed unanimously.

#### **Curriculum Committee**

#### **Proposed New Curriculum Program:**

#### **Cyber Crime Technology (A55210)**

#### **For Fall 2019 Implementation**

#### **Program Summary (from NCCCS Curriculum Standard)**

This curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private business.

### Program Rationale

- Graduates of this program may qualify for positions in a variety of fields related to cyber crime technology, including law enforcement and information security. This program may also benefit students currently working in law enforcement or information technology who wish to augment their qualifications and credentials.
- The national long-term employment projections for the field of information security suggest that demand will grow steadily through 2026, with the number of information security positions increasing by 28% from 2016. The projected growth in employment opportunities for information security professionals in North Carolina surpasses that of the national average with long-term projections for the state indicating that between 2016 and 2026 there will be almost 1,200 new positions for information security analysts, representing an increase of 33%.
- Presently, only five other community colleges in the state offer this program, none being in the southeastern region of the state.
- This proposed program has received letters of support from the New Hanover County Sheriff's Office and the Wilmington Police Department.
- Instruction for this program will be offered through a collaboration between the College's Information Technology and Criminal Justice Technology faculty. This collaboration will ensure that students in the Cyber Crime Technology program receive expert instruction for both the IT and law enforcement content associated with this curriculum.
- A certificate and a CCP Career and Technical Education (CTE) pathway will also be offered as part of this program.
- Students in this program will be prepared to earn specialized industry certifications such as Computer Hacking Forensic Investigator and Wireshark Certified Network Analyst.

### Anticipated Resources Required

A 12-month instructor who currently teaches in the IT program will serve as program director and receive a monthly stipend. No additional equipment or facilities are anticipated to be required to support this program.

## **Cyber Crime Technology Associate in Applied Science Program of Study**

### **I. General Education Requirements                      15 SHC**

#### **Communications Requirement (6 credits)**

ENG 111	Writing and Inquiry .....	3
ENG 114	Prof Research & Reporting.....	3

**Humanities/Fine Arts Electives (3 credits)**

ART 111	Art Appreciation.....	3
HUM 110	Technology and Society .....	3
HUM 115	Critical Thinking .....	3
MUS 110	Music Appreciation.....	3
PHI 230	Introduction to Logic.....	3
PHI 240	Introduction to Ethics .....	3

**Social/Behavioral Science Requirement (3 credits)**

PSY 150	General Psychology.....	3
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**Natural Sciences/Mathematics Requirement (3 credits)**

MAT 143	Quantitative Literacy .....	3
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**II. Major Requirements 16 SHC**

CCT 110	Intro to Cyber Crime .....	3
CCT 112	Ethics and High Technology .....	3
CCT 121	Computer Crimes Investigation .....	4
CCT 231	Technology Crimes and Law .....	3
CCT 283	Capstone Project.....	3

**III. Other Major Requirements 34 SHC**

CCT 250	Network Vulnerabilities I .....	3
CCT 251	Network Vulnerabilities II.....	3
CCT 260	Mobile Phone Examination .....	3
CET 150	Computer Forensics I.....	3
CET 250	Computer Forensics II .....	3
CJC 111	Intro to Criminal Justice .....	3
CJC 121	Law Enforcement Ops .....	3
CJC 131	Criminal Law .....	3
CJC 221	Investigative Principles.....	4
CJC 231	Constitutional Law .....	3
CTI 120	Networking and Security Foundation	3

<b>Total Credits.....</b>	<b>65</b>
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**Cyber Crime Technology Certificate / CTE Pathway Program of Study**

CCT 110 Intro to Cyber Crime .....3  
CCT 112 Ethics and High Technology .....3  
CCT 121 Computer Crimes Investigation .....4  
CJC 131 Criminal Law .....3  
CJC 221 Investigative Principles.....4  
**Total Credits.....17**

A MOTION was made by Mr. Hopkins and seconded by Ms. Kusek to approve the Cyber Crime Technology Program. Motion carried unanimously.

**SGA Report** – No report

**Faculty Association Report** – No Report

**Foundation Report** – No Report

**Announcements**

Mr. Hopkins wants to congratulate Dr. Ballantine for her appointment on New Horizon’s board.

**Date of next Meeting – September 27, 2018.**

Meeting adjourned at 5:37pm.

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James P Morton, President/Secretary

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Michelle S. Lee, Recording Secretary

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