

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
NOVEMBER 18, 2018
4:00 PM

Following proper public notifications on November 7, 2018, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 14, 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. Jimmy Hopkins; Ms. Pat Kusek; Mr. John F. Melia and Mr. Bruce Moskowitz; Ms. Mary Lyons Rouse; Mr. Mat White and Mr. Luis Mendoza. Trustees not present were: Mr. Zander Guy.

Employees present were: Ms. Joann Ceres, Vice President Student Services; Mr. James Morton, President; Dr. Jason Chaffin, VP Academic Affairs; 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. Jennifer Spruill, HR Generalist; Ms. Christina Greene, Vice President of Business Services; Mr. John Downing, Dean Continuing Education, Ms. Val Melvin, Math Instructor, Ms. Lynn Criswell, Faculty Association President, Mr. Kumar Lakhavani, Director IT Services, Ms. Veronica Godwin, Executive Director of CFCC Foundation and other employees (see below).

Others present were: Mr. Will Oden, 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.

MINUTES

A MOTION was made by Ms. Kusek and seconded by Mr. Melia to approve the September 25, 2018, minutes as presented. Motion passed unanimously.

INTRODUCTIONS AND RECOGNITIONS

Ms. Jennifer Spruill introduced the following new employee in attendance.

New Hires

Timothy Fuss	Law Enforcement Programs Director	10/08/2018
Veronica Godwin	Executive Director, CFCC Foundation	10/08/2018

Wendy Erickson
Justin Stermer

Enrollment Services Customer Service Specialist
Wilson Center Production Manager

11/06/2018
10/22/2018

Retirements

Ms. Spruill presented Ms. Jan Fazzari a plaque and commended her for her service to the college.

CHAIR'S REPORT

Ms. David reviewed the following report.

Dinner

Board members and invited guests will meet at Our Place for dinner at 6:00 pm immediately following the Board meeting.

Holiday Party

Hold the date! CFCC Holiday Party will be held in Daniels Hall on Friday, December 8, from 12-2:00 pm. A buffet will be provided by Middle of the Island caterer.

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.

The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/eduschedule.htm>. According to CFCC's records, several trustees need to complete this training.

SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and even offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2019. The Commission's website is: <https://www.ethicscommission.nc.gov/sei/blankForm.aspx>

Resignation

Ms. David announced that Mr. John Babb has resigned from the Board of Trustees.

ACCT Conference

Ms. David stated that the college has a tight budget therefore, travel will not be permitted to this conference this year. This decision was made by the president and chair per policy.

Ad Hoc Committee

Ms. David announced that the Presidential Evaluation Form Task Force Committee will meet on December 5 at 3:00 pm.

PRESIDENT'S REPORT

President Morton reviewed the following report.

November Meeting

Due to our Holiday Dinner scheduled after the board meeting we are covering all committee meetings with the exception of the Planning Meeting during the regular scheduled meeting.

Hurricane Florence Update

We have discovered majority of the damages which occurred during the hurricane and performed temporary and permanent repairs as needed. An insurance representative did make a site visit to review and assess damages. We have been providing claim information back to the insurance carrier as requested. In an attempt to cover other losses potentially not covered by insurance we have also been attending FEMA programs. Currently we are registered with FEMA for uncovered losses and following their guidance on submitting a claim. Our hopes are to cover losses such as debris removal, deductible, storm prep work and possibly even mitigating projects for future storms. During the meeting I will provide some additional details describing our losses.

State Hurricane Relief Funding

Our application process has been designed in collaboration with other colleges and vetted by the system office. Currently we are implementing, promoting and assessing incoming applications based on need. The response to this grant funding has been significant with 730 applications being received as of this time.

Senator Burger's staff visited the college yesterday and asked if the college needed any additional help. The president asked for funding for faculty.

FTE Audit

The FTE Compliance Audit has been postponed several times and currently we do not have a start date.

DOE Title III Grant

In October, we received news of being awarded \$1.9 million in grant funds to support Student Services. Posting for the Academic Advisor positions have been advertised and closed with interviews scheduled for this week.

Career Coach Grant

Two of the three new Career Coaches have been placed in our local high schools and currently conducting interviews for the third position. Application for the next round of funding have already been submitted.

County Budgets

Even though the Board of Trustees approved our final budget for this year at the last meeting, we have already begun preparing our New Hanover and Pender County budgets for next year.

Golden Leaf Foundation

Have met with Pender County Manager, Pender County School Superintendent and representative of the Golden Leaf Foundation to research funding opportunities to support academic and

continuing education programs by partnering with Pender County Schools. We have been encouraged by Golden Leaf to apply in conjunction with Pender County Schools.

UNCW

Have had preliminary meeting with UNCW regarding the creation of new pathways from CFCC to UNCW. Subsequent planning sessions have been scheduled with the Chancellor and myself.

VA Education Benefits for Powerline Tech Program

After several application attempts we have received final approval from the VA allowing veterans to receive educational funding benefits for enrollment in our Powerline Technician Program.

NHCSO Training

The NHCSO Emergency Response Team (ERT) performed a sea boarding training session involving the Cape Hatteras this week. We continue to benefit from our partnership with NHCSO as the ERT begins surveying each of our buildings for recommendations. Plans are to have the survey of all buildings completed by the end of December.

Public Outreach

Have conducted several group welcomes, check presentations, press conference with NCCCS President Peter Hans, Rotary Presentation, Honor's Foundation Dinner with transitioning military personnel and accepted the Cameron Management Ally of the year award from Wilmington Business Development.

King and I "Teching" Event

Wilson Center has been the proud host for two weeks of the National Broadway Tours of Rodgers & Hammerstein's The King and I. To over simplify, "teching" serves as the training location for the show prior to a show going on the road. This is a first for us and the show is very pleased with the venue. Projected direct economic impact for our community is projected to be \$555,500. In addition, 33 of our students were involved providing them valuable experience.

Ongoing Evaluation

We continue to evaluate our processes and staffing to provide the most effective results and better serve our students.

COMMITTEE REPORTS

Finance Committee

President Morton reviewed the 2018-2019 State Budget.

State Budget Revision

A MOTION was made by Mr. White and seconded by Mr. Melia to approve the State Budget Revision for an increase of \$489,236. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 31.14 percent of the budget had been expended as of October 2018.

County Budget Summary

The County Budget Summary reported 28.97 percent of the budget had been expended as of October 2018.

Institutional Funds Update

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

Wilson Center Quarterly Report

President Morton reviewed the Wilson Center Quarterly Report. There were no questions or concerns regarding the report.

Foundation Quarterly Report

President Morton reviewed the Quarterly Foundation Report. There were no questions or concerns regarding the report.

Facilities & Equipment Committee

President Morton reviewed the following reports.

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 Date	Completion
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 - Should have permit from the city early November.	
11	Carpentry Classroom Building	\$6,085.00	\$100,688.58	\$98,267.34	\$205,040.92	\$203,982.04	(\$1,058.88)	Student programs completing punchlist, complete 12/1/18	

Pender County Capital Outlay Projects 2017-2018 Status Summary Report									
		Encumbrances - Subtotals							
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Date	Completion
1	Burgaw Center - Welding Lab Building Ventilation System	\$0.00			\$0.00	\$50,000.00	\$50,000.00	Transfer Budget to BB & BC Buildings Upfit for Welding	
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201	\$2,200.00			\$2,200.00	\$74,769.77	\$72,569.77	Bids due 12/4/18	

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
4	Burgaw Center- Pender Auto Shop - Bus Garage infill old alignment pit with concrete					\$19,500.00	\$19,500.00	Work scheduled November 2018
5	Burgaw Center- BB & BC Upfit - Adjacent Buildings Lease for Additional Programs	\$16,250.00		\$82,000.00	\$98,250.00	\$212,000.00	\$113,750.00	Design in progress to complete 11/15/18

Connect NC Bond Projects - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
2	CFCC "K Building Collision Repair & Refinishing Technology Renovation	\$62,500.00	\$524,900.00	\$1,958.76	\$589,358.76	\$718,000.00	\$128,641.24	Construction Start Winter 2019
3	CFCC "W" Building Emmart & Burnett Renovation	\$178,500.00	\$1,574,000.00	\$17,411.58	\$1,769,911.58	\$2,000,000.00	\$230,088.42	Construction Start Winter 2019
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$304,400.00		\$3,840.00	\$308,240.00	\$2,990,685.00	\$2,682,445.00	design work ongoing and CM at Risk Vehicle being evaluated

Mr. Hopkins, Facilities Chair, commented on the Schwartz Center renovation is amazing and will serve our students well.

Finance Committee

Mr. Burney reviewed following reports.

State Budget Revision

A MOTION was made by Mr. Melia and seconded by Ms. Kusak to approve the State Budget Revision for an increase of \$489,236. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 31.14 percent of the budget had been expended as of October 2018.

County Budget Summary

The County Budget Summary reported 28.97 percent of the budget had been expended as of October 2018.

Institutional Funds Update

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

Wilson Center Quarterly Report

President Morton reviewed the Wilson Center Quarterly Report and stated that the center is doing well.

Institutional Exp.

Account Name	Budget	Actual	Difference	Budget	Actual	Difference
FT Prof. Staff	37,500	32,176	-5,325	112,500	123,027	10,527
PT Prof. Staff	4,583	0	-4,583	13,750	8,195	-5,555
PT Support	4,583	9,665	5,081	13,750	29,731	15,981
PT Tech/ParaProf	13,600	10,170	-3,430	18,700	30,147	11,447
Stud. Sal. Non-Ins	2,800	198	-2,602	3,850	2,120	-1,731
Social Security	4,825	3,817	-1,008	12,435	14,345	1,910
Retirement	5,833	5,559	-274	17,500	21,752	4,252
Medical Insurance	3,500	4,239	739	10,500	10,223	-277
Security/Parking Service	2,083	192	-1,892	6,250	1,811	-4,439
Other Contracted Services	234,000	71,326	-162,674	321,750	320,266	-1,484
Office Supplies	1,500	0	-1,500	4,500	3,168	-1,332
Other Supplies	5,000	0	-5,000	15,000	21,590	6,590
Purchases for ReSale	8,750	0	-8,750	26,250	12,449	-13,801
In State Travel	333	0	-333	1,000	628	-372
Out of State Travel	1,250	0	-1,250	3,750	7,332	3,582
Advertising Performances	24,583	0	-24,583	73,750	67,236	-6,514
Wilson Center Marketing Expenses	7,083	0	-7,083	21,250	1,132	-20,118
Other Current Expenses	1,667	0	-1,667	5,000	0	-5,000
Electronic Processing Fee	14,800	8,676	-6,124	20,350	47,234	26,884
Cash Overage/Shortage	24	10	-14	33	14	-19
Entertainment and Social	83	0	-83	250	0	-250
Performance Contract Expense	16,000	8	-15,992	22,000	23,174	1,174
Rental/Lease Other Equipment	2,195	214	-1,981	3,018	239	-2,779

Other Comp. Softw. Applications	208	0	-208	625	0	-625
Memberships & Dues	292	0	-292	875	1,800	925
Maintenance	417	0	-417	1,250	0	-1,250
Sales Tax Expense	23,520	8,320	-15,200	32,340	34,026	1,686
Non-Capitalized Equipment	1,667	0	-1,667	5,000	0	-5,000
Non-Capital. Equip. \$1k	188	0	-188	565	0	-565
Total	422,869	154,569	-268,300	767,791	781,639	13,847

Profit & (Loss) Totals	425	-14,732	-15,157	-127,471	-91,078	36,393
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Utilities Supported by County	11,000	10,011	-989	42,000	38,270	-3,730
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Student Support Fees	5,200	1,923	-3,277	7,150	10,678	3,528
Student Support Expenses	0	0	0	0	0	0

Sales Tax Revenue - State	15,960	5,646	-10,314	21,945	23,089	1,144
Sales Tax Revenue - County	7,560	2,674	-4,886	10,395	10,937	542
Total Tax Revenue	23,520	8,320	-15,200	32,340	34,026	1,686

Foundation Quarterly Report

President Morton reviewed the Foundation Quarterly Report. There were no concerns.

Cash Balances	6/30/2018	9/30/2018
Unrestricted Funds	\$160,767	\$195,969
Restricted Funds	\$1,646,771	\$1,070,112
Scholarship Reserve (Restricted)	\$250,000	\$250,000
Schwartz Center Renovation Campaign	\$283,076	\$295,181
Total Cash Balance:	\$2,340,614	\$1,811,262

Cash Received YTD	6/30/2018	9/30/2018
Total Received YTD	\$2,400,081.00	\$199,716
HFAC Pass Through for Programs	\$0.00	\$0
Cash Gifts & Pledge Payments YTD	\$2,400,081.00	\$199,716
Total Number of Donors YTD	1257	359
Total Number of Gifts YTD	3417	402

Endowment (Restricted) 9/30/2018

Beginning Balance July 1, 2018	\$9,833,416
Interest & Dividends	\$35,403
Fees Fiscal YTD	-\$7,573
Deposits Fiscal YTD	\$430,479
Withdrawal	-\$20,452
Net Realized and Unrealized Gains/Loss	\$184,921
Ending Balance Endowed:	\$10,456,194

Pledges	9/30/2018	Past Due as of 6/30/18	Due FY 18-19	Due FY 19-20	DUE FY 20-21	Due FY 21-22	Due FY 22-23
Beginning Pledges Outstanding July 1	\$439,977.36						
New Pledges Received YTD	\$51,922.06						

Administrative & Personnel Committee

A MOTION was made by Mr. Burney and seconded by Ms. Rouse to go into closed session pursuant to NC General Statute 143-318.11 regarding personnel. Motion carried unanimously.

The board returned to open session, no action was taken.

11.3.2 Adverse Weather Policy

A MOTION was made by Mr. White and seconded by Ms. Kusek to approve the Adverse Weather Policy as presented. Motion carried unanimously.

Adverse Weather Policy

The decision to cancel any portion or all of Cape Fear Community College classes due to inclement weather or other emergencies is the responsibility of the President and/or her/his designated representative. Announcements will be made on CFCC alert systems, social media, local television and radio stations at the earliest possible time once a decision is made to cancel or close. Days missed due to cancellation and/or closing will be designated with pay for full-time staff and faculty, as well as adjunct faculty paid by the class. Part-time staff are considered hourly and only paid for actual hours worked. Efforts to make up classes will be made during the semester in which they are missed. In the event the schedule will not permit this, the Board of Trustees may choose to excuse those days when such is requested by the President. Employees who are on approved Family Medical Leave (FMLA) prior to a College closure will have leave charged in accordance with their FMLA timesheet, however the days the College was closed will not count against an employee's FMLA leave entitlement (which is inherently unpaid). Employees who had pre-approved leave requests for days off to occur during a College closure may withdraw those leave requests.

5.9.4 Personal Leave for Faculty

A MOTION was made by Mr. Burney and seconded by Ms. Rouse to approve the Personal Leave for Faculty Policy as presented. Motion carried unanimously.

Personal Leave for Faculty

Full-time Faculty members are allowed to take three personal leave days per fiscal year (July 1st – June 30th) for personal business or circumstances that cannot be attended to outside the normal working day. Faculty may use their personal leave days anytime during the fiscal year, and the time can be taken consecutively.

Faculty Personal Leave will be deducted in either half-day (4-hour) or full-day (8-hour) increments. Eight (8) hours of Faculty Personal Leave must be deducted for each full-day missed and four (4) hours of Faculty personal leave must be deducted for each partial day missed by any full-time regular or time-limited full-time employee.

A bank of 24-hours of Faculty Personal Leave will be credited to all eligible Full-time or time-limited full-time faculty at the start of each fiscal year (July 1). Unused Faculty Personal Leave is not paid out and does not accumulate or roll over or convert to Sick time.

The personal leave day request must be made on the Leave Request Form and be submitted to the employee's immediate supervisor for approval in advance of the date the leave is to be used. A verbal request will be considered if an employee is unable to make the request in advance; however, the approved verbal request must be submitted on the Leave Request form to the supervisor for formal approval upon return to work.

5.6 Employment Process

A MOTION was made by Ms. Kusek and seconded by Mr. White to approve the Employment Process Policies/handbook updates as presented. Motion carried unanimously.

Employment Process

5.6.1 Initial Position Opening

When a regular position opens, the hiring supervisor or senior level administrator of the division in which the vacancy occurs must notify the Human Resources office and submit an updated job description. The Human Resources office will finalize the job description and gather all information needed to initiate the Posting Approval Request through the applicant tracking system workflow. The President has the final approval of the posting request which is also reviewed and approved using the online application tracking system.

5.6.2 Job Posting

Regular Full-time Non-exempt positions – Regular full-time non-exempt positions are generally posted internally for three business days prior to being posted externally. The College reserves the discretion to determine an appropriate time frame for internal postings and when/if those postings should be advertised externally. Internal job postings will be placed on the college's internal job posting site. Employees without access to computer resources to access the Colleges' internal job site can come to Human Resources to apply online. Internal candidates include regular full-time, regular part-time, and temporary part-time employees currently on the CFCC payroll at the time the job posting is approved. Eligibility requirements to apply as an internal applicant for employees who are in temporary part-time positions are:

- 1) employed at CFCC for at least six months,
- 2) working a schedule of at least 20 hours per week, and

- 3) 3in good job performance standing in the areas of customer service, productivity, quality of work and attendance and punctuality.

Temporary part-time employees may apply for any externally posted positions at any time. Eligibility requirements to apply for internal or external postings for employees who are in regular full-time or temporary full-time positions are:

1. Must have satisfactorily completed probationary period of employment (refer to Section 5.4.1 for details on the probationary period).

Regular full-time non-exempt positions that are not filled by an internal search will be advertised and posted externally for a minimum of seven (7) business days. Internal candidates may apply for both internally and externally posted jobs. Internal applicants not selected through an internal search may still be considered in the external applicant pool.

Regular Full-time Exempt positions – All regular full-time exempt positions are advertised locally, statewide and nationally through our recruitment and advertising solution partner(s).. Openings are listed with the North Carolina Employment Security Commission, the North Carolina Community College System, and with other trade or diversity organizations, agencies or advertising avenues as needed. Openings are posted externally for a minimum of seven (7) business days. The College reserves the discretion to either extend postings as needed or take postings down in order to gather an appropriate talent pool of qualified candidates.

Part-time positions – Workflow for Part-time openings originate in Human Resources and follow the same approval process as full-time postings, with the exception of pre-approved direct-hire links which are not posted, but used to capture applications for continuous recruitment of positions (commonly Wilson Center and adjunct instructor positions). Applicants for part-time positions apply using the online applicant tracking system.

Exception - The President may make changes in a regular full-time employee's job status through reorganization or reassignment without a search. For an application to be official, a Cape Fear Community College employment application must be fully completed and submitted through the College's online application tracking system and by the date listed in the posting. At the end of the posting period, College personnel who have been designated to serve on the search committee for the position will proceed with the selection process as described under Selection Process.

5.6.3 Selection Process

Selection Process

Whether a vacancy is being filled internally or externally, the hiring supervisor or search committee charged with conducting the search will proceed with the selection process. This will include a review of applicants' qualifications, appropriate personal interviews and, as needed, consultation with other College employees. Reference checks must be made on all candidates for positions.

Upon completion of their search and interview of candidates, the search committee will score candidates and submit a hiring proposal for the committee's selected candidate through the applicant tracking system. Proposed candidates who were not the highest scoring must be

accompanied by a rationale in the hiring proposal.. Hiring proposals follow a standard approval workflow with recommended salary input and forwarded by Human Resources. The President has the final approval authority on hiring proposals and may approve the selection of a recommended candidate, or if not approved, the position may be re-advertised or the search cancelled. .

The findings of the committee should be noted by the search chair on the hiring proposal via the online applicant tracking system. In the case of senior level administrators filling positions that report directly to the President, the President's nomination will be forwarded to the Board of Trustees for final approval. After approval by the President or Board of Trustees, the applicant selected will be notified of his/her selection by Human Resources. The appointment will be confirmed by an official offer letter or employee status change form from Human Resources.

If a candidate who is selected to fill a vacancy declines the offer, the position may be offered to another qualified applicant who had submitted an application within the accepted time frame. If a search is canceled for any reason, any attempt to fill the vacancy at a later date will follow the same procedures as for a new position.

5.6.4 Temporary Replacement of Full-Time Employment

In the rare event that a regular full-time position comes open at such a time that it is in the best interest of the College that no break occur in operations, the vacancy may be filled with a temporary part-time employee without benefits or a temporary full-time employee with benefits. Filling the position with a temporary part-time employee without benefits is possible and the employee may work in excess of 25 hours and no more than 40 hours by completing an Exception to Work Extended Hours Form. This form must be approved in advance by the President, and in most cases requires a full search be conducted within six months in accordance with established policy and procedures. Exceptions to conducting a search will be available to cover for a regular full-time vacancy, for a time limited period, due to extenuating circumstances related to an approved disability or military leave expected to last for 9 months or more. See section 5.2 Definitions of Employment Categories - *Time Limited – Full-time*. When a full search is conducted to fill the position, a temporary part-time employee may be eligible to apply for the position.

5.6.5 Unsolicited Applications

The Human Resources office does not accept unsolicited applications for employment. Resumes and other unsolicited information that are sent to the College are returned to the sender or deleted from e-mail.

5.6.6 New Employees

Regular and time-limited full-time. All new regular and time-limited full-time employees report to Human Resources on or before the first day of employment for the purpose of orientation to CFCC and completing required forms for new hire paperwork including but not limited to: payroll, employment eligibility, benefits, state and federal tax withholding, NC State Retirement System, and other required forms. All new full-time employees will receive benefits information and an overview of the Faculty and Staff Handbook during orientation. All employees are expected to familiarize themselves with and adhere to all policies and procedures outlined in the Faculty and Staff Handbook.

Temporary part-time. All new temporary part-time employees report to Human Resources on or before the first day of employment, for the purpose of orientation to CFCC and completing required forms for new hire paperwork including: payroll, employment eligibility, state and federal tax withholding and other required forms.

5.6.7 Employee Changes

Any change in an employee's status must be reported promptly to Human Resources. Senior level administrators are responsible for reporting changes. Employee status changes are initiated through the Human Resources Employee Status Change Form and routed for all appropriate approvals prior to processing.

The President reserves the right to make changes in an employee's job status through reorganization or reassignment. All other promotions or transfers of employees will be considered by the President upon request by the employee or appropriate supervisory personnel. The first 90-days for staff members in a new position and the first semester for faculty in a new position will constitute a probationary period during which employment performance will be appraised. A recommendation shall be made by an employee's supervisor at least ten (10) business days prior to the conclusion of the probationary period as to either continued employment, an extension of the probationary period, or separation. Recommendations for separation resulting from the new position probationary period must be reviewed and approved by the President and employees shall be notified of the decision by the conclusion of the probationary period. Employees in this new position probationary period are not entitled to due process under the College's Dismissal, Non-Reappointment and Grievance Procedure.

Employees have the responsibility of notifying Human Resources or the Business Office, as appropriate, any time personal information changes which would affect their retirement, insurance, beneficiaries or dependents, or other important matters. Changes, including address and telephone, should be reported as soon as they occur to avoid any problems in mailing official communications and correcting any crediting and coverage for insurance, retirement, and similar purposes. Phone numbers are particularly important in case of an emergency.

5.6.8 Background Reviews

Background reviews apply to all new hires and volunteers. Current employees who are changing jobs, will have a background review if the job requires a higher level of review. Former employees who return to employment will have a background review.

Upon receipt of a completed and signed authorization from the new hire, the Human Resources representative will initiate the appropriate background review prior to scheduling orientation and the first day of employment. Professional reference checks are the responsibility of the search chair or their designee. Refusal on the part of a new hire to authorize any part of the background review will make the individual ineligible for employment or volunteer services and the offer may be rescinded.

Levels of Background Review. The level and content of background reviews will be determined by the Human Resources representative and will be based on the duties and qualifications of the job being filled. At minimum, a standard background review contains a criminal history check,

including a sex and violent offender registry check, and verification of identity, employment; and, if required by the position, academic credentials, professional certificates, Department of Motor Vehicle report, financial background check, etc.

If CFCC has performed any of the above verifications or history checks on an individual within the past year, a new background review will not be required, unless there are areas of review required by the job that were not covered in the previous review.

An offer of employment may be withdrawn as a result of the background review. When such withdraw occurs, the Human Resources representative will provide a copy of the background review report to the finalist/new hire. S/he works directly with the background review vendor to correct any errors in the report. In all other instances, the Human Resources representative will provide a copy of the report upon request. If a review results in a finalist or new hire no longer being considered for employment, Human Resources will notify the hiring department.

If the criminal history check reveals convictions which the candidate disclosed on the employment application, the campus Human Resources representative will review the report, including any additional information the candidate provides, before making a determination regarding hiring. Relevant considerations may include, but are not limited to, the nature and number of convictions, their dates, and the relationship the conviction has to the duties and responsibilities of the job.

Criminal convictions - Candidates are automatically disqualified if they have been convicted for any felony or violent misdemeanor (examples include but are not limited to, crimes against persons, simple assault, assault with deadly weapons, aggravated assault, sex offenses, weapons violations, child abuse, and domestic violence).

Other Convictions - The existence of other convictions does not automatically disqualify a candidate from employment.

If unreported convictions are revealed in the criminal history check, the candidate will not be hired, unless the candidate shows the report is in error. Falsification of information on application materials will result in dismissal from employment or withdrawal of an employment offer.

5.3.4 Secondary Employment

All secondary employment for the President must be approved in advance by the Board of Trustees.

Full-time employees of the College are expected to devote the time, energy, and efforts to their full time employment with the College that are necessary to fulfill the terms of their contract. All secondary positions within CFCC or outside employment must not conflict nor interfere with his/her full time College duties and responsibilities. Any full-time employee who engages in work for pay outside the College must submit a request that includes all outside employment through his/her supervisors who will make a recommendation to the President. The request must state the hours per week or month and be approved by the President or President's designee prior to the employee engaging in such employment. Employees must use either the Outside Employment

Request Form or the Secondary Employment Request Form available on the Intranet, Human Resources Department page.

5.3.6 Employment Recommendation and Approval

The President is elected directly by the Board of Trustees. The President appoints all other employees of Cape Fear Community College, with the exception of senior level administrator positions who are direct reports to the President and must be nominated by the President and approved by the Board of Trustees. Senior level administrators may include Executive Vice President, Vice Presidents, Executive Directors, Directors or other positions designated as a direct report to the President.

Sound Fiscal and Management Practices Policy

A MOTION was made by Ms. Kusek and seconded by Mr. White to approve the following Sound Fiscal and Management Practices Policy as presented. Motion carried unanimously.

The Board of Trustees has adopted the following policy to assure sound fiscal and management practices. Policies to assure sound fiscal and management practices include:

- (1) Expending funds prudently and consistently with the approved budget.
- (2) Demonstrating stewardship of the institution's State financial resources by effectively executing the institution's budget to ensure that the percentage of State current operating funds remaining unexpended does not exceed five percent or five times the system wide percentage, whichever is higher.
- (3) Ensuring that institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance after the posting of all accrual entries shall be reviewed. In the event the negative balance is not due to a planned reason, the college shall develop a plan to rectify the negative balance, and the information shall be reported to the Board of Trustees at its first scheduled meeting following year-end.
- (4) Tracking expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the NC Community College System Accounting Procedures Manual.
- (5) Providing financial reports to the Board of Trustees at intervals determined by the Board of Trustees.
- (6) Maintaining a system of internal controls as prescribed by G.S. 143D-7.
- (7) Ensuring the college does not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event the college fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board of Trustees at its first scheduled meeting following the month of non-compliance.
- (8) Submitting complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline.
- (9) Ensuring that audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.

- (10) Addressing any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews.
- (11) Ensuring that the college is actively seeking to fill leadership and other supervisory positions in a timely manner with individuals of high competence.
- (12) Monitoring staff turnover by providing an employee vacancy report for information to the Board of Trustees at least biannually.

Authority G.S. 115D-5; Eff. July 1, 2018.

10.31.2018

Planning Committee

Vision Statement

A MOTION from the Planning Committee recommends approval of the Board of Trustees of the Vision Statement as follows:

Cape Fear Community College: A world-class college serving diverse communities, promoting excellence through innovation in education, and empowering students for life-long success.

Motion carried unanimously.

Mission Statement

A MOTION from the Planning Committee recommends approval of the Board of Trustees of the Mission Statement as follows:

Provide high quality, dynamic, and innovative educational, cultural, training, and workforce development opportunities for individuals, businesses, and industries in New Hanover and Pender counties.

Motion carried unanimously.

College Goals

A MOTION from the Planning Committee recommends approval from the Board of Trustees of the following College Goals:

1. Provide exceptional professional, technical, pre-baccalaureate, and life-long education.
2. Enhance the regional economy by providing training and educational programs that support a skilled workforce and are responsive to the needs of local employers.
3. Promote the region's technological, cultural, and artistic development and civic involvement.
4. Support learning environments that celebrate and value diversity, inclusiveness, and respect, and that encourage the personal and intellectual growth of all students, faculty, and staff.

5. Provide safe, well-maintained and utilized facilities and campuses that offer the latest technologies to promote student learning and engagement.
6. Support and promote the holistic development of all learners' personal abilities and well-being.

Motion carried unanimously.

SGA Report

SGA BOT Report for November 14, 2018

- N4CSGA Fall State Conference was October 19-21, 2018 in Fayetteville NC. Two advisors and 9 SGA representatives attended.
- The Live Production Technology Club and SGA co-hosted Movie Night on Friday October 26th. The movie was A Quiet Place and refreshments were served.
- UNCW Challenge Course is scheduled for Saturday November 17th. This is a leadership training activity and 12 student leaders from various groups will attend.
- CFCC will participate in the Toys for Tots program again this year.
- The SGA has begun the VHS Tape Project again. Our members are supplying the volunteers to recycle old VHS tapes in library for disposal.
- Electronic charging stations have been a success with students.
- Florence Relief – Several colleges have plans to send supplies to our college to help our students who are still struggling. These efforts are being coordinated by officials of the involved colleges.

Ms. David thanked Mr. Medoza for his participation on the hurricane Florence panel.

Faculty Association Report

Ms. Criswell presented the following report. She reported that Valarie Melvin was honored to be one of the Women to Watch.

The Faculty Association has met twice this semester, and faculty have indicated that wage compression and faculty rights remain among their top concerns. Officers encourage increased faculty participation in the governing processes of the College.

Faculty have, with the support of administration and staff and within state guidelines, worked extensively to customize courses to meet all objectives in this hurricane-impacted semester. The faculty are mobilized to offer all students every opportunity to succeed, with many instructors offering one-on-one assistance and completing extra hours on campus, including holding classes on weekends.

Even during this stressful semester, faculty continue to work on additional projects on campus and within the community; these varied contributions are noted below.

Faculty Accomplishments, November 2018

Nelson Beaulieu, History and Political Science, ran a successful political campaign and was elected to the New Hanover County School Board. According to a WECT report on November 7th, Nelson “is an advocate for delayed-implementation redistricting, a \$500 stipend for elementary school teachers to spend on classroom supplies and would like to see school board meetings held in various schools throughout the county to increase public access and participation.”

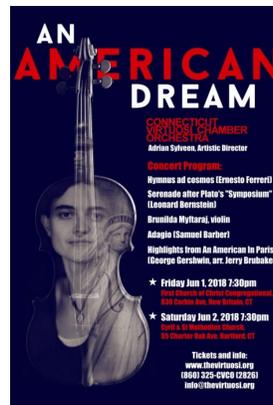
Kim Bufkin and Matt Groff, Chemical Technology, represented the college and the Chemical Technology program at the National Science Foundation conference in Washington, DC. Academic leaders from across the nation attended the conference and inquired about various projects (program development and community engagement) the Chemical Technology program was doing at CFCC.

Teresa Diana, Medical Office Administration, passed her AAPC Certified Professional Coder exam.

Bethaney Ferguson, Sociology, planned and hosted ten annual Sex Matters forums and fulfilled the requirements of the EVOLVE grant that ended earlier this year with the assistance of a planning committee comprised of alumni, students, staff, faculty, and community agencies. She continues to serve on the local Domestic Violence Advisory Council and was asked by the DA’s office to serve on the Criminal Justice Advisory Group sexual assault subcommittee. Her work has also resulted in her being nominated for the IMPACT award and in a presentation with **Natasha Gouge** at this fall’s NCCCSPA conference.

Ernesto Ferreri, Music,

- had his original composition Hymnus ad Cosmos performed June 1st and 2nd, 2018 in New Britain and Hartford, Connecticut respectively, by the Connecticut Virtuosi. (Yes me, hobnobbing with Gershwin, Bernstein and Samuel Barber.)
- Fixed faulty speaker wiring in his own classroom to save CFCC the cost of a new receiver (\$200-\$500).



Patrick Freeland, Diesel and Heavy Equipment Program, has started a partnership with Daimler Trucks North America's (DTNA) diesel school partnership program. This features training courses for diesel school students on DTNA's products, such as Freightliner and Western Star trucks and Detroit engines, with reinforced diesel technology fundamentals. CFCC’s diesel program is now ranked 34th out of 176 schools.

Tracy Holbrook, Chemical Technology, and Travis Corpening, Nixon Leaders Center, entered into a \$1.12 Million NIIMBL Grant Partnership with University of North Carolina - Wilmington. They partnered with Alcami (a pharmaceutical company in Wilmington), UNCW, and Brunswick Community College on the project, which uses industry leadership to provide students with instruction and hands-on laboratory projects through a paid internship position. Each year, five students at CFCC will be selected to participate in the program. UNCW will play the lead role in the project.

http://www.wilmingtonbiz.com/education/2018/08/30/alcami_uncw_awarded_biopharmaceutical_workforce_development_grant/17909

Thomas Massey and Nelson Beaulieu, History, secured two Foundation grants to take up to 20 students to Washington DC, Nov. 29 - Dec 2. This will be the 4th annual "CFCC to DC Trip" and will include a tour of the White House, Mount Vernon, Capitol Hill, and multiple Smithsonian Museums

Kristina Mazzarone, Science, is a contributing author for a publication in the *Journal of Chemical Education* entitled "Form versus function: A comparison of Lewis structure drawing tools and the extraneous cognitive load they induce."

Valerie Melvin, Math, was honored at the October banquet as a 2018 WILMA Women to Watch in Education finalist.

John Metzger, Honors Program, reports that a grant was approved by the CFCC Foundation to fund two Honors students, Maverick Doane and Maria Carvajal, to travel to Boston for the National Collegiate Honors Council Conference from November 7-11. This year's conference theme is "Learning to Transgress: Education as the Practice of Freedom." Students will participate in several conference sessions and will collaborate with other students from around the country and world to produce written artifacts and portfolios to present to a conference panel. Maverick and Maria are excited about this opportunity to represent CFCC and look forward to sharing this experience with fellow students, faculty, staff, and members of the CFCC Board of Trustees.

Abby Spangel Perry, Art, led this year's Community Lantern Making Workshop at Cameron Art Museum. The resulting lantern will be part of the exhibition "Illumination" opening on December 9th.

Jane Puckett, Economics/Business Administration Faculty, attended the 17th Annual Economics Teaching Workshop in Wrightsville Beach, NC.

Rachel Satzman, Anthropology, reports that her CFCC Anthropology students are undertaking research on the Impact of Hurricane Florence on College Students. Data will be processed and an impact study will be developed. The goal of this research is to help colleges and universities better understand and prepare for the impact of natural disasters on college students as a specific and unique demographic. All results will be shared with the college administration. The impact study written by Honors Cultural Anthropology students next semester will also be shared and hopefully presented in an open forum.

Marc Siegel, Music,

- Was invited to perform and teach a guitar master class at the NC School of the Arts in December; also,
- With Benny Hill the CFCC Jazz Music Department organized the Alumni All-Stars Concert set for Nov 12 at the Wilson Center. This is a group of musicians who got their start at CFCC in the Jazz Band. All are now professional musicians. Please come hear how CFCC helped grow and create careers in the musical arts. This is one concert that you will not want to miss.



Teresa Smith, Adjunct Faculty - Emergency Management

2018 North Carolina Emergency Management Association Annual Awards

The Vance E. Kee Award.....presented to the Local Emergency Management Staff Person who has demonstrated outstanding achievement in their local Emergency Management program, through promoting Emergency Management among other County and State agencies and elected official award winner was **Teresa Smith** (New Hanover County Emergency Management).

Emily Stein, Math, was featured in the *Wilma Magazine* Style Issue for her “minimalist and modern” style inspired by “‘60s and ‘70s icons like Jane Birkin and Ali MacGraw.”

Diane Withrow, Hospitality Management, contributed to a rewrite of national competency certification exam ServSafe questions on an expert panel in Orlando, FL.

Foundation Report

Ms. Veronica Godwin gave the following Foundation Report.

The Foundation is accepting donations for the Holiday Helpers program. The program was established 14 years ago for students with children in need of assistance for the holidays.

The Executive Director has met with the president and discussed re-structuring job duties and hiring a Development Manager for Annual Giving which has been budgeted for in this fiscal year.

The foundation has been working with the Business office on a process in which the Foundation will return to managing their own Foundation account. In addition, programs and scholarships will be evaluated for efficiency.

Announcements

Ms. David reminded the board again that the Ad Hoc Committee will meet on December 5, 2018.

Date of next Meeting – January 24, 2019.

Meeting adjourned at 5:10 pm.

James P Morton, President/Secretary

Michelle S. Lee, Recording Secretary

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