

**MINUTES**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**JANUARY 24, 2019**  
**5:00 PM**

Following proper public notifications on January 24, 2019, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 11, 2019, 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. Louis A. Burney, Jr.; Mr. William Cherry; Mr. Robby Collins; Mr. A.D. “Zander” Guy; Patricia Kusek; Mr. John F. Melia; Mr. Bruce Moskowitz; Ms. Mary Lyons Rouse; Mr. Bruce Shell; Mr. Mat White and Mr. Luis Mendoza. Trustees not present: Mr. Jimmy Hopkins.

Employees present were: Mr. James Morton, President; Ms. Melissa Singler, Executive Vice President; Ms. Joann Ceres, Vice President of Student Services; David Kanoy, Director Capital Project Management; Ms. Sonya Johnson, Director Community Relations; Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Ms. Sharon Smith, Executive Director Human Resources; Mr. Kumar Lakhavani, Director Information Technology Services; Ms. Veronica Godwin, Executive Director CFCC Foundation; Dr. Jason Chaffin, Vice President for Academic Affairs; Ms. Christina Greene, Vice President of Business Services; Ms. Ms. Lynn Criswell, Dean of English and Social Science, Mr. John Downing, Dean Continuing Education, Ms. Emily Holt, Sr. Administrative Assistant, Ms. Lisa Recchuiti, Psychology Instructor; Mr. John Branner, Faculty Association President 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**

Ms. 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 Shell, appointed by the New Hanover County Board of Education, was administered the oath of office by Ms. Michelle Lee.

**MINUTES**

A MOTION was made by Ms. Kusek and seconded by Mr. Melia to approve the November 14, 2018, minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

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

### **New Hires**

Julie Congema	Communication & Events Coordinator	01/22/2019
Rebecca Francis	Cashier, Accounts Receivable	01/14/2019
Lauren Wolf	Foundation Relations & Scholarship Coordinator	01/14/2019
Arnette Johnson	NC Works Career Coach	01/02/2019
Natalia Jones	Student Records Specialist	01/14/2019

## **CHAIR'S REPORT**

Ms. Ann David reviewed the following report.

### **State Board Dinner and Meeting**

The president and board chair attended the New Hanover County Legislative Luncheon and then went to Raleigh to have dinner for new President's and State Board Members on Thursday, January 17, 2019. Ms. David stated that she was very proud to introduce President Morton at the State Board meeting on January 18, 2019.

### **Ethics Training**

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

The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/eduschedule.htm>. Online Ethics Training is now available. Please contact Michelle Lee at 910-362-7555 for details.

### **SEI Forms**

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

## **PRESIDENT'S REPORT**

President Morton presented a PowerPoint reviewing accomplishments for 2018.

President Morton reviewed the following report.

### **State Hurricane Relief Funding**

Since November we have designed a new grant application, marketed the mini grants to our students, received, approved, and processed payments to 1,054 students totaling \$1,072,091. We currently have \$20,278 remaining to process based on received date.

### **Hurricane Course Waivers**

NCCCS is allowing colleges impacted by the hurricane to issue waivers to students who withdrew from classes Fall 18 and wish to re-enroll in a class. Therefore, students who paid for a class last semester and had to withdrawal due to hurricane Florence will not have to pay to enroll for same level of course credits. After the first 16 days we have had 134 students take advantage of this opportunity.

### **FTE Audit**

The FTE Compliance Audit has been postponed several times due to hurricane and other conflicts, currently it is scheduled for February 8, 2019.

### **DOT Title III Grant**

We have hired three Academic Advisors as part of the \$1.9 million DOE grant and created postings for the remaining two Academic Success Coaches, one part-time Grant Coordinator and one part-time Date Technician associated with this five year grant

### **New College Transfer Deans**

Reorganization of college transfer is well under way with the hiring of Lynn Criswell, Dean of English and Social Sciences and Brandon Guthrie, Dean of Arts and Humanities. I am please both of these individuals were promoted from within CFCC. Interviews for the Dean of Math and Sciences are currently underway.

### **UNCW**

Meetings to forge new program pathways with UNCW continue with a goal to begin these new initiatives in fall of 2019.

### **New Powerline Tech Program**

Our first full class of 40 students graduated in December and immediately following the ceremony seven employers were waiting to conduct interviews. By the end of the day 41 offers of employment were made to the students. The 41<sup>st</sup> offer was made to a student from the previous class. Since graduation we have received very favorable comments from an employer regarding the quality of training provided to our graduates. This employer also offered the use of their equipment for underground training. The January class is full and enrollment is occurring in future classes.

### **Active Shooter Training**

The New Hanover County Sherriff Office (NHCSO) provided ALICE (active shooter training) to the CFCC Management Team for evaluation. The Management Team found the ALICE training very informative, interactive and enlightening on its evolution over time. Currently we are planning how to rollout training to the remainder of the college.

### **Scholarship Awards**

The awarding of scholarships has been moved from Student Services into the Foundation office to align with best practices of other colleges. Software upgrades have been conducted to assist with the streamlining and completion of scholarship awards. The software upgrades will also allow the financial, scholarship and donor tracking components to work in unison for greater efficiencies.

### **Dental Testing Site Approved**

The CFCC Dental Clinic has been approved as an official Dental Hygiene licensing exam location by the Council of Interstate Testing Agency (CITA). We are now one of two official sites in NC. Our students and students in the region will no longer have to travel with their patients to Chapel Hill for their exams. Saving students transportation, food and in many cases hotel expenses for their patient and themselves.

### **Website Redesign**

Redesign of our website is currently underway to enhance capabilities, reduce errors, correct links and improve the customer experience. Our existing website had over 2100 pages with thousands of links which did not function.

### **CE Online Registration**

A new CE online registration service has been implemented to allow students to register for classes online with a credit card. Previously students were only allowed to enroll in person or by telephone. Through the holidays 65 students enrolled via the new system without any issues. This new registration process will be rollout to the remaining CE programs.

### **Evita “Teching” Event**

Wilson Center held the second teching show in January which was similar to The King and I held this fall. You may recall, “teching” serves as the training location for the show prior to a show going on the road. This is our second show of this type.

### **CE Accountability/Credibility Plan – Spring and Summer 2018**

In accordance with Cape Fear Community College’s Continuing Education and Basic Skills Accountability and Credibility Plan, fifty (50) percent of all off campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited by the instructor’s supervisor or a designated representative approved in writing by the senior continuing education administrator each semester. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the semester summary from Spring 2018 class visits made to classes under the responsibility of the Dean of Continuing Education:

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	204	35 (17%)	50%	No

Plan Criteria	Classes Offered	Classes Visited by Sr. Administrator	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	204	17 (8%)	10%	No

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting on campus	251	100 (40%)	25%	Yes

## JOINT FINANCE AND FACILITIES COMMITTEE

### FINANCE COMMITTEE

#### New Hanover County Budget Proposal

President Morton reviewed the budget and highlights.

A MOTION from the Finance Committee recommends approval to the Board of Trustees of the 2019-2020 New Hanover County Budget as presented for an increase in \$459,655 and a total of 11,312,248. Motion carried unanimously.

		Budget	Proposed Budget
<u>Budget Line Item</u>	<u>Description</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>
Current Expense:			
Executive Management:			
21.110.97.511100.41000	Salaries- President	75,480	79,764
21.110.97.511200.41000	Salaries- Senior Administrator	82,692	46,140
21.110.97.518100.41000	Social Security	8,119	9,711
21.110.97.518200.41000	Retirement	28,126	26,323
21.110.97.518300.41000	Hospitalization Insurance	4,596	3,557
21.110.97.518700.41000	Longevity	356	991
	Sub-Total Executive Management	199,369	166,486
Financial Services:			
General Administration:			
21.130.97.512000.41000	Salaries- Full-Time Support	69,732	69,828
21.130.97.518100.41000	Social Security	5,373	5,343

21.130.97.518200.41000	Retirement	12,457	14,500
21.130.97.518300.41000	Hospitalization Insurance	12,592	12,696
21.130.97.518700.41000	Longevity	481	-
21.130.97.519000.41000	Legal Services	65,000	65,000
21.130.97.519200.41000	Other Contracted Services	100	100
21.130.97.543010.41000	Lease or Rental of Motor Vehicles	48,000	57,000
21.130.97.543000.41000	Rental/Lease Other Equipment	2,400	-
21.130.97.545000.41000	Property Insurance	335,000	339,667
21.130.97.545100.41000	Motor Vehicle Insurance	42,255	66,433
21.130.97.545200.41000	Liability Insurance	90,894	99,717
21.130.97.545300.41000	Other Insurance	<u>120,000</u>	<u>161,208</u>
	Sub-Total General Administration	<u>804,284</u>	<u>891,492</u>
Plant Operation:			
21.610.97.511300.41000	Salaries- Full-Time Professional	61,872	63,120
21.610.97.514000.41000	Salaries- Full-Time Custodial	1,376,724	1,498,104
21.610.97.514000.41000	Salaries- Full-Time Landscapers	-	101,352
21.610.97.514010.41000	Salaries- Part-Time Custodial	286,212	286,212
21.610.97.514050.41000	Salaries- Full-Time Supervisor Custodial	-	70,056
21.610.97.514050.41000	Salaries- Full-Time Supervisor Landscape	-	47,388
21.610.97.515000.41000	Salaries- Full-Time Technical/Para	45,696	46,620
21.610.97.518100.41000	Social Security	136,029	162,316
21.610.97.518200.41000	Retirement	247,661	380,811
21.610.97.518300.41000	Hospitalization Insurance	305,175	330,096
21.610.97.518500.41000	Unemployment Insurance	10,000	10,000
21.610.97.518700.41000	Longevity	7,199	8,445
21.610.97.519090.41000	Waste Removal/Recycling Agreement	75,000	70,000
21.610.97.519100.41000	Security Service Agreements	800,000	736,400
21.610.97.519110.41000	Pest Control Service Agreements	12,000	19,000
21.610.97.519120.41000	Lawn and Grounds Service Agreement	255,000	20,000
21.610.97.519200.41000	Other Contractual Services	135,000	153,000
21.610.97.521000.41000	Custodial Supplies	195,000	175,000
21.610.97.521400.41000	Clothing & Uniforms	30,000	20,000
21.610.97.524000.41000	Repair Supplies	-	3,120
21.610.97.525000.41000	Gasoline	35,000	35,000
21.610.97.525100.41000	Diesel Fuel	1,500	3,000
21.610.97.525200.41000	Oil, Lubricants & Fluids	500	5,000
21.610.97.525300.41000	Tires & Tubes	2,500	3,500
21.610.97.526000.41000	Office Supplies	60	5,000
21.610.97.527000.41000	Other Supplies	2,200	31,700
21.610.97.531110.41000	In-State Ground Transportation	4,500	1,500
21.610.97.531140.41000	In-State Lodging	2,500	1,000
21.610.97.531150.41000	In-State Meals	200	200
21.610.97.531240.41000	Out-of-State Lodging	200	200
21.610.97.531250.41000	Out-of-State Meals	100	100
21.610.97.531500.41000	Registration Fees	2,500	1,000

21.610.97.532200.41000	Telephone	110,000	100,000
21.610.97.532500.41000	Cellular Phone Services	68,255	68,255
21.610.97.533100.41000	Natural Gas	511,285	560,000
21.610.97.533200.41000	Water	270,000	282,000
21.610.97.533300.41000	Electricity	2,160,386	1,975,000
21.610.97.535200.41000	Repairs to Facilities	4,200	16,200
21.610.97.535410.41000	Maintenance Agreements	18,000	25,000
21.610.97.535450.41000	Maintenance Agreements - Other Software	-	36,000
21.610.97.539500.41000	Other Expense	1,500	1,500
21.610.97.541000.41000	Rental of Property- Buildings	38,400	-
21.610.97.541100.41000	Rental of Land	500	500
21.610.97.543000.41000	Rental/Lease- Other Equipment	<u>6,400</u>	<u>20,000</u>
	Sub-Total Plant Operation	<u>7,219,254</u>	<u>7,372,695</u>
	Plant Maintenance:		
21.620.97.511300.41000	Salaries- Full-Time Professional	-	121,740
21.620.97.512000.41000	Salaries- Full-time Support	29,820	32,136
21.620.97.514000.41000	Salaries- Full-Time Maintenance	822,908	783,534
21.620.97.514050.41000	Salaries- Full-Time Supvr Maintenance	70,404	63,876
21.620.97.518100.41000	Social Security	83,377	77,679
21.620.97.518200.41000	Retirement	161,587	210,202
21.620.97.518300.41000	Hospitalization Insurance	129,112	149,178
21.620.97.518700.41000	Longevity	12,378	13,880
21.620.97.519200.41000	Other Contractual Services	210,000	280,000
21.620.97.522000.41000	Maintenance Supplies	240,000	240,000
21.620.97.524000.41000	Repair Supplies	20,000	-
21.620.97.525400.41000	Motor Vehicle Replacement Parts	2,100	2,100
21.620.97.526000.41000	Office Supplies	4,000	-
21.620.97.527000.41000	Other Supplies	15,000	1,000
21.620.97.531110.41000	In-State Ground Transportation	250	1,000
21.620.97.531130.41000	In-State Other Transportation	50	50
21.620.97.531140.41000	In-State Lodging	1,100	1,100
21.620.97.531150.41000	In-State Meals	500	500
21.620.97.531500.41000	Registration Fees	600	600
21.620.97.535100.41000	Equipment Repairs	12,000	12,000
21.620.97.535200.41000	Facilities Repairs	200,000	260,000
21.620.97.535300.41000	Motor Vehicle Repair	23,000	18,000
21.620.97.535410.41000	Maintenance Agreement Buildings	510,000	520,000
21.620.97.535430.41000	Maintenance Agreement Equipment	60,000	61,000
21.620.97.539100.41000	Replacement Equipment	13,000	13,000
21.620.97.539500.41000	Other Current Expense	7,000	7,000
21.620.97.544000.41000	Other Computer Software	500	11,000
21.620.97.546100.41000	Membership and Dues	<u>1,000</u>	<u>1,000</u>
	Sub-Total Plant Maintenance	<u>2,629,686</u>	<u>2,881,575</u>
	Total Current Expense	<u>10,852,593</u>	<u>11,312,248</u>

	Grand Total	<u>10,852,593</u>	<u>11,312,248</u>

Pender County Budget Proposal

President Morton reviewed the budget and highlights.

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Pender County Budget for a total of \$648,556. Motion carried unanimously.

President Morton stated that he would like the ability to approach the Board of Trustees in the future regarding the purchase of two buildings in Pender County currently being leased by the college if funding can be obtained. The trustees were amenable to this action.

		<u>Budget</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Budget</u>
<u>Budget Line Item</u>	<u>Description</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>
-	<b><u>BURGAW CENTER</u></b>		
<u>Current Expense:</u>			
<u>Executive Management:</u>			
<u>21.110.97.511100.41000</u>	<u>Salaries- President</u>		21,396
<u>21.110.97.511200.41000</u>	<u>Salaries- Senior Administrator</u>		10,680
<u>21.110.97.518100.41000</u>	<u>Social Security</u>		2,454
<u>21.110.97.518200.41000</u>	<u>Retirement</u>		6,660
<u>21.110.97.518300.41000</u>	<u>Hospitalization Insurance</u>		876
	<u>Sub-Total Executive Management</u>		<u>42,066</u>
<u>General Institution:</u>			
<u>21.130.97.545000.41101</u>	<u>Property Insurance</u>	<u>12,064</u>	<u>7,887</u>
	<u>Sub-Total General Institution</u>	<u>12,064</u>	<u>7,887</u>
<u>Plant Operation:</u>			
<u>21.610.97.514000.41101</u>	<u>Salaries- Full-time Custodial</u>	50,952	64,272



<u>21.610.97.518100.41101</u>	<u>Social Security</u>	3,899	4,918
<u>21.610.97.518200.41101</u>	<u>Retirement</u>	9,039	13,346
<u>21.610.97.518300.41101</u>	<u>Hospitalization Insurance</u>	12,592	12,696
<u>21.610.97.519090.41101</u>	<u>Waste Removal</u>	1,860	2,500
<u>21.610.97.519100.41101</u>	<u>Security Service Agreements</u>	59,072	92,864
<u>21.610.97.519110.41101</u>	<u>Pest Control Service Agreements</u>	560	560
<u>21.610.97.519120.41101</u>	<u>Lawn and Grounds Service Agreement</u>	10,100	10,100
<u>21.610.97.519200.41101</u>	<u>Other Contracted Services</u>	2,500	2,500
<u>21.610.97.521000.41101</u>	<u>Custodial Supplies</u>	5,200	7,000
<u>21.610.97.521400.41101</u>	<u>Uniforms</u>	500	900
<u>21.610.97.527000.41101</u>	<u>Other Supplies</u>	500	500
<u>21.610.97.532200.41101</u>	<u>Telephone</u>	15,957	16,336
<u>21.610.97.532500.41101</u>	<u>Cellular Phone Services</u>	-	1,200
<u>21.610.97.533200.41101</u>	<u>Water</u>	5,566	7,234
<u>21.610.97.533300.41101</u>	<u>Electricity</u>	38,024	44,843
<u>21.610.97.541000.41101</u>	<u>Rental of Property</u>	70,000	70,000
	<u>Sub-Total Plant Operation</u>	<u>286,321</u>	<u>351,769</u>
<u>Plant Maintenance:</u>			
<u>21.620.97.514000.41101</u>	<u>Salaries- Full-Time Maintenance</u>	13,092	16,068
<u>21.620.97.518100.41101</u>	<u>Social Security</u>	1,002	1,230
<u>21.620.97.518200.41101</u>	<u>Retirement</u>	2,323	3,337
<u>21.620.97.518300.41101</u>	<u>Hospitalization Insurance</u>	3,148	3,174
<u>21.620.97.519200.41101</u>	<u>Other Contracted Services</u>	5,000	5,000
<u>21.620.97.522000.41101</u>	<u>Maintenance Supplies</u>	9,500	9,500
<u>21.620.97.525000.41101</u>	<u>Gasoline</u>	-	2,000
<u>21.620.97.527000.41101</u>	<u>Other Supplies</u>	-	-
<u>21.620.97.535200.41101</u>	<u>Facilities Repairs</u>	133,600	25,000
<u>21.620.97.535410.41101</u>	<u>Maintenance Agreement Buildings</u>	4,700	5,400
<u>21.620.97.544000.41000</u>	<u>Other Computer Software</u>	-	200
	<u>Sub-Total Plant Maintenance</u>	<u>172,365</u>	<u>70,909</u>

	<u>Total Current Expense</u>	<u>470,750</u>	<u>472,631</u>
	<u>Capital Outlay:</u>		
<u>27.910.97.558000.41101</u>	<u>Buildings</u>	45,000	
<u>27.910.97.558010.41101</u>	<u>Buildings, Alterations, Additions</u>	46,000	
	<u>Sub-Total Capital Outlay</u>	91,000	
	<u>Total Burgaw Center</u>	<u>561,750</u>	<u>472,631</u>
-	<b><u>BURKE SURF CITY CAMPUS</u></b>	-	-
	<u>Current Expense:</u>		
	<u>General Institution:</u>		
<u>21.130.97.545000.41103</u>	<u>Property Insurance</u>	<u>8,786</u>	<u>4,005</u>
	<u>Sub-Total General Institution</u>	<u>8,786</u>	<u>4,005</u>
	<u>Plant Operation:</u>		
<u>21.610.97.514000.41103</u>	<u>Salaries- Full-time Custodial</u>	24,348	32,136
<u>21.610.97.514010.41103</u>	<u>Salaries- Part-Time Custodial</u>	15,064	15,064
<u>21.610.97.518100.41103</u>	<u>Social Security</u>	3,016	3,612
<u>21.610.97.518200.41103</u>	<u>Retirement</u>	4,320	6,673
<u>21.610.97.518300.41103</u>	<u>Hospitalization Insurance</u>	6,296	6,348
<u>21.610.97.519090.41103</u>	<u>Waste Removal</u>	2,160	2,160
<u>21.610.97.519110.41103</u>	<u>Pest Control Service Agreements</u>	600	700
<u>21.610.97.519120.41103</u>	<u>Lawn and Grounds Service Agreement</u>	8,100	8,100
<u>21.610.97.519200.41103</u>	<u>Other Contracted Services</u>	1,000	5,000
<u>21.610.97.521000.41103</u>	<u>Custodial Supplies</u>	2,200	3,400
<u>21.610.97.521400.41103</u>	<u>Uniforms</u>	100	100
<u>21.610.97.532200.41103</u>	<u>Telephone</u>	5,119	5,496
<u>21.610.97.533200.41103</u>	<u>Water</u>	2,669	2,314

<u>21.610.97.533300.41103</u>	<u>Electricity</u>	50,000	40,000
	<u>Sub-Total Plant Operation</u>	<u>124,992</u>	<u>131,103</u>
<u>Plant Maintenance:</u>			
<u>21.620.97.514000.41103</u>	<u>Salaries- Full-Time Maintenance</u>	13,092	16,068
<u>21.620.97.518100.41103</u>	<u>Social Security</u>	1,002	1,230
<u>21.620.97.518200.41103</u>	<u>Retirement</u>	2,323	3,337
<u>21.620.97.518300.41103</u>	<u>Hospitalization Insurance</u>	3,148	3,174
<u>21.620.97.519200.41103</u>	<u>Other Contracted Services</u>	3,000	6,000
<u>21.620.97.522000.41103</u>	<u>Maintenance Supplies</u>	2,000	2,000
<u>21.620.97.535200.41103</u>	<u>Facilities Repairs</u>	2,000	2,000
<u>21.620.97.535410.41103</u>	<u>Maintenance Agreement Buildings</u>	7,008	7,008
	<u>Sub-Total Plant Maintenance</u>	<u>33,573</u>	<u>40,817</u>
	<u>Total Current Expense</u>	<u>167,351</u>	<u>175,925</u>
	<u>Total Burke Surf City Campus</u>	<u>167,351</u>	<u>175,925</u>
	<u>Total Pender County Budget</u>	<u>\$ 729,101</u>	<u>648,556</u>

### **State Budget Revision**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision for an increase of \$1,1096,035. Motion carried unanimously.

### **State Budget Summary**

The State Budget Summary reported 48.00 percent of the budget had been expended as of December 2018. The state has called back a .57 percent revision.

### **County Budget Summary**

The County Budget Summary reported 48.02 percent of the budget had been expended as of December 2018.

### **Institutional Funds Update**

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

## Quarterly Report Wilson Center

President Morton stated that the center is doing well and on track.

### Revenues

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
Sales-Concessions	27,500	38,923	11,423	115,000	110,075	-4,925
Sales-Tickets	434,500	375,715	-58,785	1,817,000	1,527,248	-289,752
Sales Tax Revenue	32,340	32,508	168	135,240	132,158	-3,082
Refunds / Discounts	-8,250	-15,565	-7,315	-34,500	-38,052	-3,552
Parking Revenue	9,350	11,691	2,341	39,100	28,690	-10,411
State Funding	4,228	4,731	503	25,366	28,682	3,316
Merchant Percentage	1,430	742	-688	5,980	4,847	-1,133
Membership Sales	0	0	0	65,000	51,000	-14,000
Sponsorship Revenue / Grants	1,667	0	-1,667	10,000	105,264	95,264
Advertising Sales	2,083	0	-2,083	12,500	7,500	-5,000
Other Income	583	2,046	1,463	3,500	8,404	4,904
Additional Staff & Equipment Fees	27,500	57,478	29,978	115,000	192,133	77,133
HFAC Facility Fee	27,500	29,472	1,972	115,000	118,459	3,459
Rental Income	10,450	27,761	17,311	43,700	72,168	28,468
<b>Total</b>	<b>570,881</b>	<b>565,503</b>	<b>-5,378</b>	<b>2,467,886</b>	<b>2,348,575</b>	<b>-119,311</b>

### State Expenses

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Professional Staff	3,161	3,540	380	18,963	21,612	2,649
Social Security	242	264	22	1,451	1,488	38
Retirement	596	668	72	3,576	4,076	500
Medical Insurance	229	259	30	1,376	1,506	130
<b>Total</b>	<b>4,228</b>	<b>4,731</b>	<b>503</b>	<b>25,366</b>	<b>28,682</b>	<b>3,316</b>

### Institutional Exp.

Account Name	Budget	Actual	Difference	YTD Budget	YTD Actual	YTD Difference
FT Prof. Staff	37,500	36,089	-1,411	225,000	231,901	6,901
PT Prof. Staff	4,583	2,500	-2,083	27,500	15,270	-12,230
PT Support	4,583	11,379	6,795	27,500	61,939	34,439
PT Tech/ParaProf	18,700	21,115	2,415	78,200	128,903	50,703
Stud. Sal. Non-Ins	3,850	1,746	-2,104	16,100	9,612	-6,488
Social Security	5,295	5,252	-43	28,634	32,649	4,015
Retirement	5,833	6,287	453	35,000	40,732	5,732
Medical Insurance	3,500	4,408	908	21,000	23,109	2,109
Security/Parking Service	2,083	1,491	-592	12,500	5,368	-7,132

Other Contracted Services	321,750	314,270	-7,480	1,345,500	1,145,327	-200,173
Office Supplies	1,500	3,008	1,508	9,000	9,909	909
Other Supplies	5,000	5,278	278	30,000	34,578	4,578
Purchases for ReSale	8,750	11,417	2,667	52,500	41,619	-10,881
In State Travel	333	91	-242	2,000	719	-1,281
Out of State Travel	1,250	5,032	3,782	7,500	18,559	11,059
Advertising Performances	24,583	1,238	-23,346	147,500	158,933	11,433
Wilson Center Marketing Expenses	7,083	0	-7,083	42,500	6,438	-36,062
Other Current Expenses	1,667	520	-1,147	10,000	1,187	-8,813
Electronic Processing Fee	20,350	21,363	1,013	85,100	123,923	38,823
Cash Overage/Shortage	33	33	0	138	112	-26
Entertainment and Social	83	411	328	500	1,085	585
Performance Contract Expense	22,000	9,810	-12,190	92,000	94,860	2,860
Rental/Lease Other Equipment	3,018	0	-3,018	12,622	4,888	-7,735
Other Comp. Softw. Applications	208	0	-208	1,250	1,131	-119
Memberships & Dues	292	0	-292	1,750	5,800	4,050
Maintenance	417	0	-417	2,500	0	-2,500
Sales Tax Expense	32,340	32,508	168	135,240	132,158	-3,082
Non-Capitalized Equipment	1,667	0	-1,667	10,000	235	-9,765
Non-Capital.Equip.\$1k	188	0	-188	1,130	0	-1,130
<b>Total</b>	<b>538,441</b>	<b>495,246</b>	<b>-43,196</b>	<b>2,460,164</b>	<b>2,330,942</b>	<b>-129,222</b>

<b>Profit &amp; (Loss) Totals</b>	<b>28,212</b>	<b>65,526</b>	<b>37,314</b>	<b>-17,644</b>	<b>-11,050</b>	<b>6,595</b>
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Utilities Supported by County	10,000	10,517	517	74,000	70,262	-3,738
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Student Support Fees	7,150	10,986	3,836	29,900	29,535	-365
Student Support Expenses	0	0	0	0	19,915	19,915

Sales Tax Revenue - State	21,945	22,059	114	91,770	89,679	-2,091
Sales Tax Revenue - County	10,395	10,449	54	43,470	42,479	-991
Total Tax Revenue	32,340	32,508	168	135,240	132,158	-3,082

**Quarterly Report Foundation**

<b>Cash Balances (BB&amp;T)</b>	<b>6/30/2018</b>	<b>12/31/2018</b>
Unrestricted Funds	\$160,767	\$200,528
Restricted Funds	\$1,646,771	\$1,499,870
Scholarship Reserve (Restricted)	\$250,000	\$250,000
Schwartz Center Renovation Campaign	\$283,076	\$318,186
<b>Total Cash Balance:</b>	<b>\$2,340,614</b>	<b>\$2,268,584</b>

<b>Cash Received FYTD (BB&amp;T)</b>	<b>6/30/2018</b>	<b>12/31/2018</b>
<b>Total Received FYTD</b>	<b>\$2,400,081</b>	<b>\$713,738</b>
HFAC Pass Through for Programs	\$0	\$0
Cash Gifts & Pledge Payments YTD	\$2,400,081	\$713,738
Total Number of Donors YTD	1257	629
Total Number of Gifts YTD	3417	1311

**CFCC Endowment (Wells Fargo - Restricted) 12/31/2018**

Beginning Balance July 1, 2018	\$9,833,416
Interest & Dividends	\$119,610
Fees Fiscal YTD	-\$15,418
Deposits Fiscal YTD	\$485,777
Withdrawal	-\$100,452
<b>Net Realized and Unrealized Gains/Loss</b>	<b>-\$777,346</b>
<b>Ending Balance Endowed:</b>	<b>\$9,545,587</b>

<b>Pledges</b>	<b>12/31/2018</b>	<b>Past Due as of 6/30/18</b>	<b>Due FY 18-19</b>	<b>Due FY 19-20</b>	<b>Due FY 20-21</b>	<b>Due FY 21-22</b>	<b>Due FY 22-23</b>
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Beginning Pledges Outstanding July 1	\$439,977.36						
New Pledges Received YTD	\$92,473.00						
<b>Ending Pledge Balance:</b>	<b>\$234,127.38</b>	<b>\$40,457.73</b>	<b>\$83,704.38</b>	<b>\$76,998.82</b>	<b>\$17,966.45</b>	<b>\$15,000.00</b>	

**FACILITIES & EQUIPMENT COMMITTEE**

**Polling of the Board**

A MOTION from the Facilities & Equipment Committee recommends approval of the December 17, 2018 polling of the Board of Trustees for the Z Building renovation in the amount of \$124,000 and the January 11, 2019 polling of the board of Trustees for the Red Cross streetscape and curb project in the amount of \$260,573. Motion carried unanimously.

**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 BC & BD 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	Bidding February 2019

**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
5	Burgaw Center- BC & BD Upfit - Adjacent Buildings Lease for Additional Programs	\$16,250.00		\$82,000.00	\$98,250.00	\$212,000.00	\$113,750.00	Bids due January 31, 2018

**NC Connect Bonds**

		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 January 28th 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, 50% design meeting 1/29/19

**Schwartz Center Renovation**

President Morton stated that the project is scheduled to be completed by February 8 with a ribbon cutting to be announced soon.

Project Status

1. Project update:
  - a. Interior of building is in punch list
  - b. Exterior of building- completing landscaping
  
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 was processed for \$100,467.15
    - iii. GC change order 3 was processed for \$38,947.47
    - iv. GC change order 4 was processed for \$109,021.07
    - v. GC change order 5 Pending for \$29,034.26
    - vi. GC change order 6 (final) is being processed now.
  - b. Designer
    - i. No pending design contract amendments at this time.
  
3. Construction Schedule:
  - a. Completion of punch list
  - b. Completion of exterior landscaping
  - c. Contract completion date is February 8<sup>th</sup>. Was January 29<sup>th</sup> but 20 additional weather delay days were negotiated due to Hurricane Florence.

**Parking Lot**

President Morton stated that the college may be in a position to use the NCDOT land (which the college currently has an MOU) for additional parking. Costs for this will need to be explored further and more information will be brought to the Board of Trustees at a later time.

**CURRICULUM COMMITTEE**

President Morton reviewed the new Anesthesia Technology Program.

A MOTION from the Curriculum Committee recommends to the Board of Trustees approval of the Anesthesia Technology Program as presented. Motion carried unanimously.



## **Anesthesia Technology Program**

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

This curriculum will prepare students to work as a vital member of the Anesthesia Care team. The anesthesia technologist provides safe care at the direction of the anesthesia provider in the care of patients undergoing anesthesia.

Students will become proficient in fundamentals and advanced skills in the acquisition, preparation, and application of various types of equipment required for the delivery of anesthesia care.

Graduates are eligible to complete the Certified Anesthesia Technologists credentialing process through the American Society of Anesthesia Technologists and Technicians (ASATT). Employment opportunities are available in hospitals, surgical centers, imaging, emergency departments, dental suites, and ambulatory care centers.

### **Program Rationale**

- Program graduates qualify for positions in hospital operating rooms, interventional and diagnostic radiology, labor and delivery units, intensive care units, emergency rooms, outpatient procedure suites, and ambulatory surgery centers.
- According to the U.S. Bureau of Labor Statistics, job opportunities are expected to grow faster than average. This is due to the aging population, which may require more surgeries. Job growth of 15% during the decade 2014-2024 is anticipated.
- The average salary range in North Carolina is \$38,337.
- Currently there is an employment need in our community to provide quality Anesthesia Technicians and Technologists who have been trained in an approved program of study.
- Presently, only one other community college in the state of North Carolina offers this program (Durham Technical Community College). All other programs are located outside of the state.
- Instruction for this program will be offered through a collaboration between the CFCC and clinical affiliates in the region to provide quality didactic and clinical education experiences for students.
- The proposed program has received letters of support from Certified Anesthesia Technologists, Certified Registered Nurse Anesthetists, and Anesthesiologists.

### **Anticipated Resources Required**

A 12-month full time program director will be needed to provide administrative oversight and instruction. Equipment and supplies will be required to support this program, some of which may be donated for clinical laboratory training (anesthesia machines, monitors, air-way equipment).

## **Anesthesia Technology Associate in Applied Science Program of Study**

### **I. General Education Requirements      16 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 115 Critical Thinking .....3

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

PSY 150 General Psychology.....3

**Natural Sciences/Mathematics Requirement (4 credits)**

BIO 168 Anatomy & Physiology.....4

**II. Major Requirements 24 SHC**

ACT 110 Intro to Anesthesia Technology .....3  
ATC 112 Anesthesia Pharmacology .....3  
ATC 115 The Anesthesia Machine .....4  
ATC 125 Special Practice Lab .....1  
ATC 210 Anesthesia Monitoring Equipment.....5  
ATC 215 Anesthesia Airway Equipment.....5  
ATC 280 ATC Professional Practice .....3

**III. Other Major Requirements 25 SHC**

BIO 169 Anatomy & Physiology II.....4  
BIO 275 Microbiology.....4  
MED 120 Survey of Medical Terminology .....2  
ATC 150 ATC Clinical Practice I.....3  
ATC 155 ATC Clinical Practice II.....4  
ATC 240 ATC Clinical Practice III .....4  
ATC 245 ATC Clinical Practice IV .....4

**Total Credits .....65 SHC**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

President Morton reviewed the following policies.

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the CFCC Student Activity Fee Allocation Policy as presented. Motion carried unanimously.

## **CFCC Student Activity Fee Allocation Policy**

### **Student Activity Fee Allocation Committee**

Purpose: The Student Activity Fee Allocation Committee was established to review and approve requests to fund leadership, cultural, educational, recreational, social, service and civic activities sponsored by active CFCC student clubs and organizations or by academic programs and departments

The Student Activity Fee Allocation Committee (SAFAC) is an internal committee within the Student Services and Enrollment Management Division. The role of the committee is to review and allocate student activity fee funds to student clubs/organizations, academic programs and/or departments for their programs and activities.

The SAFAC strives to insure that the final allocations are fair and represent the diversity of the campus community. The committee is composed of five members:

1. Director of Athletics & Student Activities (Chair)
2. Assistant Director of Student Activities
3. 2 Student Representatives
4. Faculty Representative
5. Staff Member

All SAFAC funding recommendations are subject to final approval by the Vice President of Enrollment Management & Student Services

The role of the SAFAC ensures collaboration and inclusivity in the process for reviewing budget requests and making recommendations for student activity fee allocations. The diverse composition of the committee serves as a safeguard that provides checks and balances among the constituency groups that are involved in the decision-making process. All student activity fund requests must go before the SAFAC to be approved; no funds will be allocated or distributed without the committee's endorsement.

### **Student Club/Organization Fund Allocation Priorities**

Allocation of student activity fees are consistent with the following priorities:

1. Established programs that are institutionally supported and recognized. These are generally collaborative programs that enhance student life and/or improve the educational climate of the college.
2. Funding shall be based on the merits of activities designed for and open to the entire college community
3. SAFAC will not fund instructional activities, religious activities, charitable causes, partisan political activities or salaries for full-time or part-time staff/faculty.
4. Funds allocated by SAFAC may not be used to grant scholarships, purchase alcoholic beverages, pay fees or fines or purchase text books for classes.

5. Travel for competitions against students and/or teams from other colleges and universities; and student representation or presentations at regional and national conferences.
6. SAFAC does not fund the total expenditures of a student organization or club. Student organizations and clubs are encouraged to seek outside sources of income (i.e. dues, sponsorship, fund raising, etc.)

Note: In addition to the established priorities and before approving allocations of funds, the SAFAC will take into consideration the diversity of student clubs/organizations represented on campus and work to ensure that the distribution of these funds provides the maximum benefit for all students.

### **Regulations**

1. No student activity fee funds shall be used by any person or eligible student club/organization for the personal benefit of any of its members, other persons or another club/organization.
2. Student activity fee funds shall not be used to establish petty cash funds.
3. Student activity fee funds shall not be used to finance, support or influence the voting on any governmental issue at any level and funds may not be used to influence public opinion or legislation.
4. All eligible student clubs/organizations receiving funds from the student activity fee are subject to the general regulations set forth by CFCC and the North Carolina Community College System <http://www.ncccommunitycolleges.edu/sbcccode/chapter-e-student-tuition-and-fees>.
5. A separate club/organization account will be established. The Business Office maintains the funds for clubs/organizations until such time as the club draws from them.
6. Respective club funds may be expended using CFCC's established purchasing guidelines only <http://cfcc.edu/sacscoc//IMAGES/PURCHASINGGUIDELINES9F1B.PDF?id=0229c922-12b6e511-b837-d639cd757391> . These guidelines ensure that those persons (CFCC Advisor) within the club/organization are authorized by the College to administer the funds and follow CFCC purchasing guidelines for all business transactions.
7. Any club/organization found to be abusing the student activity fee funds may be ineligible for further allocations of funds during the remaining portion of the academic year. Additionally, the SAFAC committee may find the club/organization ineligible to receive student activity fee funds for the following academic year.

### **Club/Organization Funding Decision Factors**

The SAFAC will use several general criteria in the evaluation of budget requests. They are as follows:

1. The quality and thoroughness of the written applications. Applicants are responsible for ensuring that the application is completed thoroughly and in its entirety.

2. Funding decisions and allocations will be made in a viewpoint neutral manner and will not be done because of an activity/organization's point of view or message.

### **Funding Allocation Process**

1. Applicants are required to outline plans for proposed activities; including dates, locations, and budget. If the application is from a club/organization, plans should be reviewed and approved by club/organization advisors. The CFCC Club/Organization Activity Funds Request Form must be submitted online 3 weeks prior to the date funds are needed.

### **Gift in Kind Policy Update**

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the Gift in Kind Policy update as presented. Motion carried unanimously.

### **Gift in Kind Policy**

#### **REASON for creating policy or most recent change:**

Policy is created to clarify the policy requirements and update the procedures.

1. Clear definition of the gift-in-kind policy
2. Technology Devices/Software Gift-in-Kind minimum donation guidelines

#### **Purpose**

The purpose of this policy is to ensure that the Foundation and/or the College accept only items that are useful to Cape Fear Community College (CFCC) and that the items are used as the donor intended.

#### **Policy Statement**

A gift-in-kind donation may be accepted with a gift-in-kind donation form and Program Director's signature, and forwarded to the CFCC Foundation with evaluation or approval by the Executive Director of CFCC Foundation.

There are additional signatures required if there are financial costs to CFCC involved with receiving the gift and are indicated on the gift-in-kind form.

#### **REPORTING AND TRACKING GIFTS-IN-KIND**

The ownership of all gift-in-kind donations may be transferred from the CFCC Foundation to the College upon receipt. The gifts-in-kind will be reported and tracked through the Foundation's or College's financial statements and asset reporting systems.

### DISCARDING, DONATING AND SELLING GIFTS-IN-KIND

If a gift-in-kind no longer meets a specific or requested need and does not support the CFCC mission and strategic plan, then the College must follow its policies for discarding property.

CFCC is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the CFCC Foundation where the charitable deduction value of the item was \$5,000 or greater. CFCC must file this form within 125 days of the date of sale or disposition of the asset.

### TRANSFER OF GIFTS AND EQUIPMENT FROM FOUNDATION TO COLLEGE

Gifts-in-kind made to the Foundation and equipment purchased with Foundation funds or grant funds administered by the Foundation may be transferred to the College upon receipt and placed on the College inventory.

### CHARITABLE VALUE OF GIFTS-IN-KIND

The Foundation cannot establish monetary value for gifts according to IRS Publication 561. The donor must establish the fair market value, as indicated in the publication, and list it on the gift-in-kind donation form.

For gifts valued at \$5,000 or more, the donor must provide, at their cost, a qualified appraisal of the gift and submit Internal Revenue Service (IRS) form 8283 to the IRS.

It shall be the responsibility of the donor to secure an appraisal when required, and independent legal counsel if necessary, for gifts made to the CFCC Foundation.

**Vehicle Contributions** - The CFCC Foundation will comply with IRS Publication 4302 concerning gifts of vehicles. If a donor contributes a vehicle and claims the value of the vehicle is more than \$500, the CFCC Foundation is required to provide a written acknowledgment to the donor, such as Form 1098-C, Contributions of Motor Vehicles, Boats, and Airplanes. The acknowledgement must include the donor's name and taxpayer identification number, the vehicle identification number, the date of the contribution, a statement that no goods or services were provided by the charity in return for the donation, and a statement about what the CFCC Foundation and/or the College intends to do with the vehicle.

### **Unacceptable Gifts**

The CFCC Foundation reserves the right to refuse any gift that is not consistent with the mission and goals of Cape Fear Community College.

## **1.0 Responsibilities**

All employees and volunteers are expected to fully comply with the gift-in-kind policies. CFCC employees will be informed of the gift policies by notification of posting on the Foundation's website and a summary inclusion in the CFCC Employee Manual.

## **2.0 Procedures for Staff**

The following steps should be followed:

1. The person (hereafter called "donor liaison" – could be a member of the faculty or staff) determines if gift meets a specific or requested need and clearly supports the CFCC mission and strategic plan. The following should be considered prior to acceptance:

a) The cost of maintenance, cataloging, delivery, insurance, display and any space requirements for exhibiting or storage.

b) Gifts-in-kind must be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift.

c) All gifts of real estate or items of questionable use must be presented to, and approved by the Board of Trustees prior to acceptance. Environmental and legal issues may need to be reviewed by appropriate professionals prior to the Boards' decision to accept the gift. A Phase One environmental impact study may be required and paid by the donor within one year.

d) Arrangements should be made about delivery of gifts-in-kind directly to the Foundation. Arrangements prior to delivery include agreement with the donor regarding costs of packing, freight charges, etc., which are usually the responsibility of the donor.

e) If the gift is technological equipment, please see gift-in-kind technology section.

2. To decline the gift:

a) The donor liaison will inform the donor, provide an appropriate explanation, and thank him or her for considering the College.

b) Depending upon the sensitivity of the situation, this contact can be handled by the donor liaison's supervisor and/or the Executive Director of CFCC Foundation.

3. To accept the gift:

a) The donor liaison will provide the donor with a printed or electronic copy of the gift-in-kind donation form. The donor should complete and return the form to the donor liaison.

b) The donor liaison gets the completed form from the donor, gets the appropriate signatures, and returns it to the CFCC Foundation

## **3.0 Technology Devices/Software Minimum Gift-in-Kind Guidelines**

There can be hidden costs associated with donated equipment. This includes increased time for service, costs of parts, purchase of software or operating system licenses, infrastructure changes, as well as other factors. Therefore, acceptance of donated technology carries with it the obligation of CFCC tech support.

To ensure donated equipment can be properly maintained by CFCC staff, Information Technology has developed minimum donation guidelines. Following these guidelines helps us preserve equipment consistency across the school and safeguards the networks that serve the needs of CFCC students, teachers, and staff.

Gifts-in-kind must fulfill a stated need of one or more college departments and be approved by IT Services or Facilities personnel to ensure compliance with existing infrastructure.

All technological equipment accepted into the Cape Fear Community College environment must meet the minimum standards of the college some of which are Microsoft or Apple operating system (include processing speed), full licensed product for software installation (include COA – Certificate of Authenticity, software and publisher information), etc. Check with IT if there are any questions prior to completing a Gift-in-kind form.

This information is to be reviewed by Information Technology Services, as the Director's signature is required prior to acceptance of the gift.

### **President's Evaluation Tool**

Ms. Kusek stated that the Ad Hoc Committee for the President's Evaluation Tool met and has recommended the following evaluation tool. In addition, the committee is recommending a board self-evaluation tool.

Ms. David stated that the current evaluation form should fill the needs of all trustees when evaluating the president.

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

## Cape Fear Community College 2019 Presidential Evaluation

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EXC Exceeds Expectations	MET Meets Expectations	NI Needs Improvement	NDNM Does Not Meet Expectations
(Please check one per question)			



I. General Administration	EXC	MET	NI	NDNM
1. Provides leadership for the College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Management techniques and style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Day-to-day operations of a multi-campus College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Follows Board policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provides leadership for the College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Places benefits to the College ahead of Personal Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Develops with Trustees yearly goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

II. Builds and Maintains Positive Relationships	EXC	MET	NI	NDNM
1. with Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. with Faculty and Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. with Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. with Business and Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. with Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. with Governmental Bodies (County Commissioners, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. with Educational Groups (Public Schools, Universities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. with General Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. With NCCCS Office and SACS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

III. Personal Attributes	EXC	MET	NI	DNM
Exhibits Communication skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibits Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes Cape Fear Community College to the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earns respect and standing among his/her professional colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercises good judgment in arriving at decisions				
7. Makes timely and appropriate decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintains high standards of ethics, honesty and integrity in personal and professional matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains professional demeanor in all relationships concerning his/her position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ensures all subordinates are developed to assume increased responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Enjoys good relationships with students, staff, faculty and Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains physical condition and mental capacity appropriate to perform assigned duties and responsibilities including, but not limited to, making sound decisions, answering questions, demonstrating intellectual qualities and evaluation effectiveness of programs and personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXC Exceeds Expectations	MET Meets Expectations	NI Needs Improvement	DNM Does Not Meet Expectations
(Please check one per question)			

IV. Personnel Administration		EXC	MET	NI	DNM
1.	Selects high quality employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	2. Develops leadership skills in employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	3. Encourages/motivates employees to accept new challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Develops positive staff morale and loyalty to the college

5. Follows up with staff on a timely basis

6. Promotes communication, workforce effectiveness, partnership and collaboration among students, faculty and staff

7. Reviews and updates operating procedures to ensure they do not conflict with board, state or federally issued mandates.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Fiscal and Facilities Administration**      **EXC**   **MET**   **NI**   **DNM**

1. Develops new funding sources (for example: major gifts campaign, grants)

2. Operates within the college budget

3. Maintains campus buildings and grounds

4. Ensures that funds are spent wisely and adequate control and accounting are maintained.

5. Evaluates financial needs and makes recommendations for adequate financing (for example: planning bond campaign)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Academic Administration**      **EXC**   **MET**   **NI**   **DNM**

1. Maintains educational programs that meet the needs of the community, students, business, and industry

2. Increases distance learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Provides personal and professional growth opportunities for faculty and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Increases financial efficiency of programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exemplifies the skills and attitudes of a master teacher and inspires others to the highest professional standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Implements policies that promote student success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

VII. Economic Development	EXC	MET	NI	DNM
1. Develops programs to attract new business and industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Promotes small business creation/growth/entrepreneurship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Promotes workforce development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promotes community relationships to advance customized training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

VIII. Evaluation of set objectives (List agreed upon objectives)	Met	DNM
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



## **Board Self-Evaluation**

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the Board Self-Evaluation as presented. Motion Carried unanimously.

<b>I. Board Organization</b>	<b>Agree</b>	<b>Needs Improvement</b>	<b>Undecided</b>
1. The Board operates as a unit.			
2. Board members make decisions after thorough discussion and exploration of many perspectives.			
3. Board members are free of any contractual, employment, personal, of familial financial interest in the institution.			
4. The Board is educated and addresses potential conflict of interests for its members.			
5. The Board has appropriate and fair processes for the dismissal of a board member.			
6. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.			
7. Meeting agenda items contain sufficient background information and recommendations for the Board.			
8. Board committees effectively assist the Board to do its work.			
<b>Comments:</b>			
<b>II. Policy Role</b>			
1. Board meetings focus on policy rather than administration.			
2. The Board is appropriately involved in defining the vision, mission and goals.			
3. The Board bases its decisions in terms of what is best for students and the community.			
4. The Board maintains a future-oriented, visionary focus in Board discussions.			
5. The Board is familiar with the general strategic and master plans of the institution.			
<b>Comments:</b>			

III. Community Relations			
1. The Board effectively represents the interests of the community.			
2. The Board is knowledgeable about community and regional needs and expectations.			
3. Board members maintain good relationships with community leaders.			
Comments:			
IV. Board-President Relations	Agree	Needs Improvement	Undecided
1. A climate of mutual trust and respect exists between the Board and President.			
2. The Board sets clear expectations for the President.			
3. The Board effectively evaluates the President.			
4. The Board clearly delegates the administration of the college to the President.			
5. The Board and President work cooperatively.			
Comments:			
V. Standards for College Operations			
1. The Board is knowledgeable about the educational programs and services of the college.			
2. The Board understands the fiscal condition of the organization and the budget document.			
3. The Board is knowledgeable about the auxiliary services of the college (The Foundation Performing Arts Center, Child Care Center and Book Store).			
4. The Board has policies that require fair employee due process and grievance procedures.			
Comments:			
VI. Institutional Performance			

1. The Board monitors the effectiveness of the college in fulfilling the mission.			
2. The Board adequately monitors the impact the college has on the community.			
3. The Board understands the financial audit and its recommendations.			
<b>Comments:</b>			

**SGA REPORT**

Mr. Mendoza reported on the following.

- Spring General Assembly meetings are scheduled for Mondays in U170 at 3:30 PM on the following dates: January 28<sup>th</sup>, February 25<sup>th</sup>, march 25<sup>th</sup>, April 29<sup>th</sup>
- Student Activities & SGA are hosting Storyteller Joyce Greer on Monday February 18<sup>th</sup> in U170 at 10:00AM. She'll also be presenting a Historical Workshop in the Nixon Minority Center at 2:00PM.
- N4CSGA Division meeting is on February 23<sup>rd</sup> at Carteret Community College.
- N4CSGA State Convention is March 29<sup>th</sup> – 31<sup>st</sup> in Durham N.C.
- 4<sup>th</sup> Annual EarthFest Celebration is scheduled for Wednesday April 17<sup>th</sup> at 11:00AM in the Amphitheater behind Union Station. **EarthFest is a sustainability fair with the purpose of educating CFCC students on the importance of protecting our environment and understanding sustainability initiatives. Several community organizations will be tabling for the day, along with CFCC clubs and organizations. Another important aspect of this event is that it will exhibit to students the initiatives that have been taking place on campus, such as the implementation of a recycling program. Overall, this event is an educational and fun way to learn about and celebrate our environment as a student body.**

**FACULTY ASSOCIATION REPORT**

Mr. Branner introduced himself and presented the following report.

Faculty Accomplishments January 2019 Board Meeting

**Jessica Gaffney, Drama Instructor -**

- November 2018 - earned a very positive review from the Star News theatre critic John Staton of the fall play Anatomy of Gray directed by Ms. Gaffney

<https://www.starnewsonline.com/news/20181113/cfccc-thoughtful-charming-production-of-anatomy-of-gray>



- December 2018 - The fall play directed by Ms. Gaffney made the Star News list of top seven standout shows in Wilmington theatre for 2018

<https://www.starnewsonline.com/news/20181221/wilmingtons-2018-theatrical-moments-that-mattered>

- December 2018 - Served as Costume Designer for the professional production *The Christmas Cup* at the Mill Mountain Theatre in Roanoke, VA

#### **Donna Collentine, Radiography Program Director -**

- July 12-13, 2018 - Attended the Association of Educators in Imaging and Radiologic Sciences (AEIRS) annual meeting in Charleston, SC.
- November 5-6, 2018 - Attended the Joint Review Committee on Education in Radiologic Technology (JRCERT) 2 day site visitor workshop in Chicago, IL.

#### **Laura Currie, Medical Sonography Clinical Coordinator -**

- Successfully challenging the ARDMS Musculoskeletal Sonography Exam (Nov. 2017) and Sonographic Principles and Instrumentation Exam (Dec. 2018) to become certified as a Registered Musculoskeletal Sonographer (RMSKS).

#### **Kimberly Sherman, History Instructor**

- September 2018 - published "Whose Milk? Changing US attitudes toward maternal breastfeeding" with refereed academic blog *Nursing Clio*:  
<https://nursingclio.org/2018/09/19/whose-milk-changing-us-attitudes-toward-maternal-breastfeeding/>

#### **John Branner, Program Director Healthcare Business Informatics, Program Director Business Analytics**

- December 2018 - awarded second master's degree MSNT from East Carolina University and earned two graduate certificates: Web Development and Cybersecurity.

#### **Susan Booth, Faculty Business Technologies**

Appointed to the Advisory Board for NCSECU Burgaw location for the second year.

#### **Jonathan Bogue, Director of Construction Management Technology and Carpentry**

- Organized, for the 5th consecutive year, Construction Engineering & Inspection (CEI) School. The NC Department of Transportation and American Concrete Institute conducted two weeks of training that culminated in a field exam and written exam. The field exam was conducted by seventeen NCDOT CEI managers and one proctor from the ACI. This event was held at no cost to the students or CFCC. 23 students were certified. This certification leads to jobs in the engineering inspection field related to the heavy highway industry. The average salary is \$36,000 per year plus a benefit package.
- Completed OSHA Safety Trainer Recertification at Georgia Tech.

#### **Al Gover Program Director Truck Driver Training**

- Worked with Shawn Dixon and Woody Crocker to obtain an approved quote for bench seat installation in our 6 newest truck/tractors to make our students safer while on the road.
- Worked along with Graham Bannerman (PT TDT instructor) with the new Linemen's class to CDL test 42 graduates of the class that graduated in December.

### **John Wojciechowski - Sustainability Technologies Program Director**

- Secured a \$16,500 grant from Cypress Creek Renewable to provide student scholarships and instructional support in renewable energy over a 3-year period. Spring 2018
- Developed and executed the first CST 238 Weatherization course. The goal for this course is to create the best hands-on course in residential high performance building in the NCCC system. This class is a significant new component of both the Sustainability Technologies and Construction Management programs. Fall 2018
- Created a *Fortified Roof Awareness Certificate* seminar and successfully administered this certification to 15 students. Fall 2018

### **Diane Withrow- Hospitality Management Program Director**

- Named to national Food Service Safety Advisory Board- November 2018
- Voluntarily edited national exam questions for competency in food safety as a subject matter expert in field
- Prepared the Christmas eve dinner with daughters for guests at Good Shepherd Shelter. This is our 15th year of preparing the meal either Christmas day or eve as a family. Good Shepherd seeks to transition persons from homelessness to housing. The need has been especially great with the effects of hurricane Florence.

### **Richard Groves - Part Time Sustainability Instructor**

- Fall 2018 - Conversion of NABCEP Photovoltaic Entry Level certificate to NABCEP Photovoltaic Associate certification (included coursework from Solar Energy International and Appalachian State University).
- Fall 2018 - Conversion of NABCEP Solar Heating Entry Level certificate to NABCEP Solar Heating Associate certification
- Summer 2018 - Three-day hands-on workshop installing 4kW grid-tied solar array, Energy Path Conference, DeSales University, Center Valley, PA

### **Ernesto Ferreri- Music Instructor**

- Summer 2018 - IMDb credits for music work (sequence and drum machine programming, keyboards, arranging) in various Anime (Japanese Animation) and other films are posted on the internet. The IMDb is the film industry's credit verification site for commercial releases. [https://www.imdb.com/name/nm8105372/?ref=fn\\_al\\_nm\\_1](https://www.imdb.com/name/nm8105372/?ref=fn_al_nm_1)

### **Thomas Butler - AUT Program Director**

- Acquired and implemented AVI online training for students and instructors in electrical class with 3rd party certifications at completion for missed hours due to cancelled classes.
- Acquired and implemented ALLDATA Training Online for instructors and students with 3rd party certifications at completion for AUT Brakes class for missed hours due to cancelled classes
- Fall 2018 completed 4 of the brakes certifications through ALLDATA Training Online before end of the 2018 semester
- Fall 2018 completed 4 of the electrical certifications through AVI before the end of the 2018 semester
- ASE certification Admin for AUT instructors. Setup and processed James Cobb for ASE testing.
- NC-1 3 continued Admin for all AUT students and instructors for Spring semester 2019

### **Andrew Geppert - Computer Integrated Machining Instructor**

- Secured \$15,000 grant from the Gene Haas Foundation for the third year in a row for scholarships to machining students
- Applied for a \$ 6216.79 Local Impact Grant from the Duke Foundation for CNC simulation and education software to meet student demands for better transfer of technical knowledge and to increase machining faculty academic freedom.

### **FOUNDATION REPORT**

Ms. Godwin presented the following report.

Ms. David stated that the Gift of Education event will be held on May 16, 2019. This will be a breakfast and lunch event. All trustees are encouraged to be a sponsor or find a sponsor for the event.

There are three open seats on the foundation board. If you know anyone interested please contact the foundation.

#### Foundation Report

- Foundation Website update is in Progress
- Director of Philanthropy and Foundation Relations and Scholarship Coordinator positions hired and start date of Jan 14<sup>th</sup>
- Updates and SOPs for all jobs in Foundation
- Scholarships have been moved back into the Foundation office. Working on guidelines for Financial Aid referrals and a scholarship cycle.
- Grant offices have been moved into the Foundation suite and we are reviewing grants and job duties with the Director
- Working on Mini Grant Deadline
- Appeal and end of year reports finalized/ considerable increase on both from last year
- Endowment and previous donor letters were sent out from the Executive Director. This tripled from the previous year which helped increase the overall revenue for the month of December.
- The Foundation had a wonderful December in Comparison to 2017
- The Foundation Board will be accepting nominations for 3 open seats at the Jan 17<sup>th</sup> meeting to be approved for April meeting.
- Updated the GIK Policy for the Foundation and it was approved by College Council
  
- Foundation is currently at 69% of yearly goal

### **ANNOUNCEMENTS**

Mr. Barfield announced that the State of the County Address will be held on Monday, February 4, 2019, at 6:00 pm in the New Hanover County Government Center. All trustees are invited to attend.

**DATE OF NEXT MEETING – MARCH 28, 2019**

Meeting adjourned at 6:35pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

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