

**MINUTES**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**MARCH 28, 2019**  
**5:00 PM**

Following proper public notifications on March 22, 2019, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, March 28, 2019, at 5:00 pm in the Board Room of the Union Station Building. Ms. Ann David, 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; Mr. Jimmy Hopkins 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. Jonathan Barfield.

Employees present were: Mr. James Morton, President; Ms. Melissa Singler, Executive Vice President; Ms. Joann Ceres, Vice President of Student Services; 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. Ms. Lynn Criswell, Dean of English and Social Science, Mr. John Downing, Dean Continuing Education, Mr. John Branner, Faculty Association President; Mr. Brandon Guthrie, Dean Arts and Humanities; Shane Fernando, Executive & Artistic Director of the Wilson Center and other employees (see below).

Others present were: Mr. Alex Dale, Attorney Ward & Smith

The meeting was opened with The Pledge of Allegiance to the US Flag.

**CONFLICT OF INTEREST**

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.

**MINUTES**

A MOTION was made by Mr. White and seconded by Ms. Kusek to approve the January 24, 2018, minutes as presented. Motion carried unanimously.

**RECOGNITIONS AND INTRODUCTIONS**

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

## New Hires

Full Name	Job Title	Hire Date
McIntosh, Mary Elizabeth	Project Director, Title III Programs	2/11/2019
Shutters, Scot	Coordinator, Landscaping	2/25/2019
Claytor, David	Coordinator, Custodial Services 1st Shift	2/25/2019
Pridgen, Barbara	Instructor, Practical Nursing	2/25/2019
Becker, Erika	HR Generalist	3/1/2019
Kelly, Colene	Career & College Promise Coordinator	3/4/2019
Riepe, Elizabeth "Liz"	Business & Industry Training Coordinator	3/4/2019
Grier Jr, Billy	Shipping & Receiving Mail Clerk	3/4/2019
Buete, Michael "Mike"	Coordinator, Custodial Services 2nd Shift	3/11/2019
Figueroa, Joseph	Admissions Records Specialist	3/11/2019
Riggins, Ellyn	Senior Administrative Assistant - Math/Science/Engineering	3/11/2019

## CHAIR'S REPORT

Ms. Ann David reviewed the following report.

### 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 Evaluation

The annual evaluation process has started. It is very important that we have 100 percent participation in this process. If you have question or concerns, please contact me or Michelle Lee.

### Basketball Team

Thanks to the board members that attended the basketball send off. We are very proud of our student athletes.

### ACCT Meeting

The President and three trustees will attend the ACCT Meeting scheduled for April 3-5, 2019 in Raleigh. Appointments have been set up with legislators.

### **PRESIDENT'S REPORT**

President Morton reviewed the following:

**Basketball Update** -- The Sea Devil basketball teams have enjoyed great seasons, with the women's team ranked 17<sup>th</sup> in the country and the men's team ranked 20<sup>th</sup> in the country. Both teams won the Region X Championship titles.

The men's team lost in the second round of the National Tournament and we are extremely proud of their accomplishments.

#### Women's Basketball

Coach Drake received - Coach of the Year for District J

Women's Basketball - Region 10 Tournament Champs

3rd place finish at the 2019 NJCAA DII Women's Basketball National Tournament

Finished season 28-5

Set multiple records during the National Tournament -

1- Most points scored in a National Tournament game - 116.

2- Most points combined in a National Tournament game - 221.

3-Ny Langley with the Most made Free Throws in a National Championship Tournament - 24

#### Men's Basketball

Coach Mantlo received - Coach of the Year for Region 10 and Coach of the Year for District 10

Men's Basketball - Region 10 Regular Season Champs

Men's Basketball - Region 10 Tournament Champs

Men's Basketball - 2019 National Tournament Participant

Finished season 27-6

**Nursing Program** - The Cape Fear Community College Associate Degree Nursing program has been ranked number one in the 2019 Best RN Programs in North Carolina.

In a recent study conducted by [RegisteredNursing.org](http://RegisteredNursing.org), the CFCC ADN program ranked first among 30 other RN programs (including universities) in the state. Programs reviewed include schools that offer an Associate in Nursing (ADN/ASN), BSN, or Direct-Entry MSN Degree. The scores and rankings for each school were determined based on a historical analysis of the National Council Licensure Examination (NCLEX-RN) exam pass rates and test scores. According to the Bureau of Labor Statistics Occupational Outlook Handbook, employment of registered nurses is projected to grow 15 percent from 2016 to 2026, which is much faster than average for all occupations.

**Partnership – CFCC, UNCW and NHRMC** - A meeting was held on March 11, 2019, between NHRMC, UNCW and CFCC to establish pathways between CFCC and UNCW to supply the increasing demand for nurses at NHRMC. A task force has been established between the three

entities to develop other pathways for the benefit of all three partners and assist our students with employment opportunities at NHRMC. Subsequent meetings are in the planning stages.

**Schwartz Center Ribbon Cutting** - On February 27, 2019, the official Ribbon Cutting was held for the recently renovated Schwartz Center. The event was well attended. The major renovation included a new wood floor, scoreboard, weight room, training room, three locker rooms, referee locker rooms, bleachers and more.

**The Honors Foundation** - The Honor Foundation (THF) is an integral part of helping our former military service member's transition and train for life after their military service. On February 28, 2019, I had the pleasure of having a conversation with the new CEO of THF Captain Matt Stevens who was visiting our downtown campus. He was extremely appreciative of our efforts to support THF by providing space for them in our Surf City Center and for accommodating them for graduation ceremonies in Daniels Hall.

**NC State Superintendent** – On March 19<sup>th</sup> I met with NC Superintendent Mark Johnson to discuss CFCC's new programming initiatives and our efforts to connect with our local middle schools and high schools. He stated he was impressed with our efforts and requested the literature regarding our Construction Institute to take back.

**Lineman Graduation** - Power Lineman Graduation was held at 10:00 am on Monday, March 18, 2019. All graduates were offered jobs. To date we have graduated 80 students with all receiving job offers.

**Construction Institute** – As you are aware we piloted four new programs last summer in response to the training needs of the residential construction industry. Currently we are putting the final touches on providing **25 new** certificate programs and courses to be offered late spring and summer this year. March 7<sup>th</sup> we hosted the board meeting for Wilmington Cape Fear Home Builders Association at the North Campus and rolled out our plans to offer these programs.

**NCACCP** – Attended President's meeting held in Raleigh on March 13, 2019.

**NCACCP – NCACCT** – Joint meeting will be held in Raleigh from April 3-5, 2019.

**North Carolina Financial Literacy Council** – Very honored to have been appointed to the North Carolina Financial Literacy Council by Governor Roy Cooper to represent the North Carolina Community College System.

**Hurricane Florence Grant Money** – In addition to our original award the state has offered and we have accepted three additional awards. The College has awarded all of the \$1,162,297 in grant funds to a total of 1138 students.

**Golden Leaf Grant** – CFCC has submitted two Golden Leaf Grants focused on supplying equipment for programs in Pender County.

### **Continuing Education and Basic Skills Accountability and Credibility Plan**

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 Fall 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	167	75 (45%)	50%	No

Plan Criteria	Classes Offered	Classes Visited by Sr. Administrator	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	167	33 (20%)	10%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting on campus	191	108 (57%)	25%	Yes

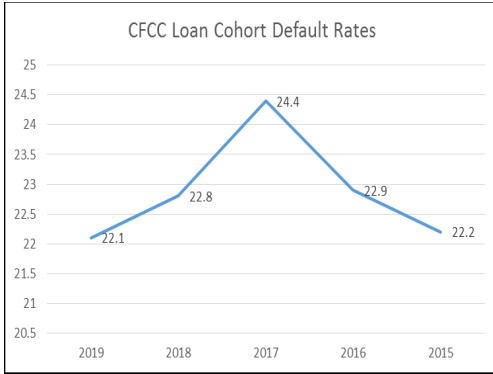
**FEMA Claim** – Since some hurricane losses were not covered under our insurance policies we have submitted claims to FEMA and have been awarded \$25,535 to date.

**Detention Officer and Jail Administrator Graduations**

On March 7, at 1:00 pm CFCC held the first ever Detention Officer and Jail Administrator Graduation. A total of 19 students graduated from Detention Officer Program after taking the 184 hour course. CFCC graduated another 22 students from the 40 hour Jail Administrator’s Program.

**Loan Default Rate** – CFCC’s Loan Cohort Default Rate is the lowest it has been in 5 years. The following have contributed to our ability to keep these rates under control:

- All loan recipients have been required to sign up for SALT for the past 2 years, and so received information regarding budgets and what they have borrowed. Looks like some are paying attention to the information they've received.
- Our entrance counseling for all 1st time borrowers requires them to prepare a budget so they will borrow more realistically.
- With the implementation for Financial Aid Self-Service, students can immediately see their current loan balances each time they log in.



2019	22.1	(Unofficial)
2018	22.8	(Official)
2017	24.4	(Official)
2016	22.9	(Official)
2015	22.2	(Official)

### FTE Audit

Preliminary audit findings look good and it is expected that the final report will show no findings. An official report will be made to the Board of Trustees when the college receives the report.

### COMMITTEE REPORTS

#### Facilities & Equipment

President Morton reviewed the following reports:

#### Pender County Capital Outlay

Pender County Capital Outlay Projects 2017-2018 Status Summary Report								
		Encumbrances – Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
2	Burgaw Center - Two Fume Hoods with exhausts for Rooms 200 & 201	\$2,200.00			\$2,200.00	\$74,769.77	\$72,569.77	Construction Summer 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	Design
2	Burgaw Center - Fix Drainage Issues Mechanical Yard (HVAC Area) and Center Front Parking Lot					\$15,000.00	\$15,000.00	Design
5	Burgaw Center- BC & BD Upfit - Adjacent Buildings Lease for Additional Programs	\$16,250.00	\$148,747.00	\$0.00	\$164,997.00	\$180,000.00	\$15,003.00	Demolition, held up by ACM testing requested by Inspector.

NC Connect Bonds

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	Contract under SCO Review
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 is underway
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	60% drawings under review to go to State Construction

Miscellaneous

The College incurred approximately \$1,149,000 in damages from Hurricane Florence. The largest part of the damage was the roof and loss of revenue for the Wilson Center.

There are current discussions within the General Assembly about funding for capital projects either via a new bond or a pay-as-you-go approach. All of these discussions include community colleges. In order to provide illustrative examples of potential community college capital projects, a capital survey was sent to gather each college's top 2 unfunded new construction and top 3 unfunded repair and renovation projects. CFCC

The College responded with the following new construction projects of an estimated \$3.9 million Surf City Campus expansion and an estimated \$5 million Public Safety Classroom Building at the North Campus.

In addition, the college will ask for the following renovation projects, \$10 million for the interior and exterior of the McLeod Building, \$1.25 million for the GAB and \$500,000 for the Learning Resource Center and Allied Health Building roof replacement.

Wilson Center Update

Mr. Fernando reviewed the following rate increases for the Wilson Center. In addition, he reported that the center is in the black at this point in time. The center has been open for approximately three and a half years and has almost \$15 million in ticket sales.

Broadway for a Better World is just ending the first year and has given away 500 tickets. Over 600 New Hanover County School were hosted for Best Foot Forward and all 4<sup>th</sup> grade students attended the North Carolina Symphony.

A MOTION was made by Mr. Melia and seconded by Mr. Hopkins to approve the CFCC Wilson Center Performance Hall & Lobby Rental Rates & Personnel Fee Schedule as presented. Motion carried unanimously.

***Cape Fear Community College | Wilson Center***  
**Performance Hall & Lobby Rental Rates & Personnel Fee Schedule 2019-20**

**Venue Staff**

<b>Personnel</b>	<b>2018-19 Cost Per Hour</b>	<b>2019-20 Cost Per Hour</b>
Venue Representative	One Venue Rep included, \$28 per hour for additional Front of House Staff as required by the venue	\$42 per hour as required by Venue (4 hour minimum)
Front of House Staff		\$28 per hour per person as required by Venue (4 hour minimum)
Merchandise Staff	Categorized as additional Front of House Staff (not listed)	\$28 per hour per person (4 hour minimum), 20% commission with or without venue selling
Campus Security	\$40 per hour per person as required by Venue	\$42 per hour per person as required by Venue (4 hour minimum)
Maintenance & Custodial (basic pre/post event) Services	One (1) included; \$40 per hour per person as required by Venue; Additional fees assessed by Venue	One (1) included for up to 4 hours; \$42 per hour per person as required by Venue; Additional fees assessed by Venue
Ticket Central Associate	One (1) included; \$28/hour per person as required by Ticket Central Manager	One (1) included for up to 4 hours; \$28/hour per person as required by Ticket Central Manager
Technical Supervisor	\$28 per hour per person as required by Venue	\$42 per hour per person as required by Venue (4 hour minimum)

**Other Items**

<b>Item</b>	<b>2018-19 Cost</b>	<b>2019-20 Cost</b>
Tables & Chairs	Two (2) 6ft table set ups included (includes 2 chairs and two table cloths); \$15 per additional set up (as available)	Two (2) 6ft table set ups included (includes 2 chairs and two table cloths); \$25 per additional set up (as available)



## Finance Committee

### State Budget Revision

A MOTION from the Finance Committee recommends approval from the Board of Trustees of the State Budget Revision for a total increase of \$266,394. Motion carried unanimously.

### State Budget Summary

The State Budget Summary reported 63.15 percent of the budget had been expended as of February 2019.

### County Budget Summary

The County Budget Summary reported 61.42 percent of the budget had been expended as of February 2019.

### Institutional Funds Update

Mr. Morton reviewed the February, 2019 report with the Committee. No items were of concern at this time.

Mr. Burney asked about the child care center deficit. Mr. Morton stated that the college is working to get the budget balanced for the center. State Code does not allow for the center to be negative at the end of the year. It appears at this time the center is overstaffed.

### Pender County Budget Update

This change is due to the purchase of the Mojotone buildings by Pender County. This debt will be paid by Pender County over the next five years.

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

	Sub-Total General Institution	<u>12,064</u>	<u>7,887</u>
Plant Operation:			
21.610.97.514000.41101	Salaries- Full-time Custodial	50,952	64,272
21.610.97.518100.41101	Social Security	3,899	4,918
21.610.97.518200.41101	Retirement	9,039	13,346
21.610.97.518300.41101	Hospitalization Insurance	12,592	12,696
21.610.97.519090.41101	Waste Removal	1,860	2,500
21.610.97.519100.41101	Security Service Agreements	59,072	92,864
21.610.97.519110.41101	Pest Control Service Agreements	560	560
	Lawn and Grounds Service		
21.610.97.519120.41101	Agreement	10,100	10,100
21.610.97.519200.41101	Other Contracted Services	2,500	2,500
21.610.97.521000.41101	Custodial Supplies	5,200	7,000
21.610.97.521400.41101	Uniforms	500	900
21.610.97.527000.41101	Other Supplies	500	500
21.610.97.532200.41101	Telephone	15,957	16,336
21.610.97.532500.41101	Cellular Phone Services	-	1,200
21.610.97.533200.41101	Water	5,566	7,234
21.610.97.533300.41101	Electricity	38,024	44,843
21.610.97.541000.41101	Rental of Property	<u>70,000</u>	<u>30,000</u>
	Sub-Total Plant Operation	<u>286,321</u>	<u>311,769</u>
Plant Maintenance:			
21.620.97.514000.41101	Salaries- Full-Time Maintenance	13,092	16,068
21.620.97.518100.41101	Social Security	1,002	1,230
21.620.97.518200.41101	Retirement	2,323	3,337
21.620.97.518300.41101	Hospitalization Insurance	3,148	3,174
21.620.97.519200.41101	Other Contracted Services	5,000	5,000
21.620.97.522000.41101	Maintenance Supplies	9,500	9,500
21.620.97.525000.41101	Gasoline	-	2,000
21.620.97.535200.41101	Facilities Repairs	133,600	25,000
21.620.97.535410.41101	Maintenance Agreement Buildings	4,700	5,400
21.620.97.544000.41000	Other Computer Software	-	200
	Sub-Total Plant Maintenance	<u>172,365</u>	<u>70,909</u>
	Total Current Expense	<u>470,750</u>	<u>432,631</u>
<u>Capital Outlay:</u>			
27.910.97.558000.41101	Buildings	45,000	276,000
27.910.97.558010.41101	Buildings, Alterations, Additions	<u>46,000</u>	-
	Sub-Total Capital Outlay	<u>91,000</u>	<u>276,000</u>
	Total Burgaw Center	<u>561,750</u>	<u>708,631</u>

**BURKE SURF CITY CAMPUS**

Current Expense:

General Institution:

21.130.97.545000.41103	Property Insurance	<u>8,786</u>	<u>4,005</u>
	Sub-Total General Institution	<u>8,786</u>	<u>4,005</u>

Plant Operation:

21.610.97.514000.41103	Salaries- Full-time Custodial	24,348	32,136
21.610.97.514010.41103	Salaries- Part-Time Custodial	15,064	15,064
21.610.97.518100.41103	Social Security	3,016	3,612
21.610.97.518200.41103	Retirement	4,320	6,673
21.610.97.518300.41103	Hospitalization Insurance	6,296	6,348
21.610.97.519090.41103	Waste Removal	2,160	2,160
21.610.97.519110.41103	Pest Control Service Agreements	600	700
	Lawn and Grounds Service		
21.610.97.519120.41103	Agreement	8,100	8,100
21.610.97.519200.41103	Other Contracted Services	1,000	5,000
21.610.97.521000.41103	Custodial Supplies	2,200	3,400
21.610.97.521400.41103	Uniforms	100	100
21.610.97.532200.41103	Telephone	5,119	5,496
21.610.97.533200.41103	Water	2,669	2,314
21.610.97.533300.41103	Electricity	<u>50,000</u>	<u>40,000</u>
	Sub-Total Plant Operation	<u>124,992</u>	<u>131,103</u>

Plant Maintenance:

21.620.97.514000.41103	Salaries- Full-Time Maintenance	13,092	16,068
21.620.97.518100.41103	Social Security	1,002	1,230
21.620.97.518200.41103	Retirement	2,323	3,337
21.620.97.518300.41103	Hospitalization Insurance	3,148	3,174
21.620.97.519200.41103	Other Contracted Services	3,000	6,000
21.620.97.522000.41103	Maintenance Supplies	2,000	2,000
21.620.97.535200.41103	Facilities Repairs	2,000	2,000
21.620.97.535410.41103	Maintenance Agreement Buildings	<u>7,008</u>	<u>7,008</u>
	Sub-Total Plant Maintenance	<u>33,573</u>	<u>40,817</u>

Total Current Expense 167,351 175,925

Total Burke Surf City Campus 167,351 175,925

**Total Pender County Budget** **\$ 729,101** **884,556**

**Proposed  
2019-20**

**Highlights in Current Operating Expenses:**

**Executive Management:**

Salary allocation for President and Executive Vice President \$ 42,066

**Net Increase in Executive Management** 42,066

**General Institution:**

Decrease in college insurance policies expense. \$ (8,958)

**Net Decrease in General Institution** (8,958)

**Plant Operation:**

Projected 3% increase in salary and fringe benefits, increase minimum FT salaries to \$15/hour 29,539

Increase in Waste Removal expense 640

Increase in security service agreements 33,792

Net increase in other contracted services, pest control services and lawn care services 4,100

Increase in household supplies, uniforms and other supplies 3,400

Increase in communications, water, heat, and electricity 88

Decrease in Rental of Property (40,000)

**Net Increase in Plant Operation** 31,559

**Plant Maintenance:**

Projected 3% increase in salary and fringe benefits, increase minimum FT salaries to \$15/hour 8,488

Increase in other contracted services 3,000

Increase in gasoline 2,000

Net decrease in maintenance supplies, facilities repairs and maintenance agreements (107,700)

**Net Decrease in Plant Maintenance** (94,212)

**Net Decrease in Current Operating Expenses** (29,545)

**Capital Outlay:**

**Buildings, Alterations, Additions:**

Mojotone Building purchase 276,000

<b>2019-20 Capital Outlay</b>	<b>276,000</b>
Less: 2018-19 Capital Outlay Allocation	<u>(91,000)</u>
<b>Total Increase to Capital Outlay</b>	<b><u>185,000</u></b>

**Net Increase to Budget** **\$ 155,455**

Miscellaneous

The proposed budget from the state shows a reduction between 1.7million and 2 million dollars.

**Administrative & Personnel Committee**

Mr. White reviewed the following policy updates:

P Card Policy Update

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the updated P Card Policy as presented.

**Introduction**

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

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

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

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

**Definitions**

Agency: Cape Fear Community College

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

HUB: Historically Underutilized Business Vendor: A "preferred supplier" that CFCC

Purchasing has authorized the cardholder to use in accordance with purchasing policies.

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

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

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

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

### **Why Use the P-Card?**

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

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

Potential benefits to CFCC include:

- Significant reduction in the number of low-value transactions handled by the Purchasing and Accounts Payable departments.
- Substantially reduce acquisition cycle time for users.
- Higher levels of user satisfaction.
- Improves relations with vendors--they receive payment within 3 days.
- Provides CFCC with a rebate incentive providing all payments for purchases are made in full within the monthly grace period.
- Integrate card spending data into accounting and information system
- Minimize card misuses and fraud with account level authorization controls
- Obtain better data on employee purchases
- Improve employee convenience

### **Requesting a Card**

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

### **Activating the Card**

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

### **Training**

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

### **Separation from Cape Fear Community College**

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

### **Spending Limits (Credit & Single Transaction)**

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

### **HUB Reporting**

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

## Authorized Use

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

1. The North Carolina Administrative Code [01 NCAC 05B. 1523](#) governs the P-Card Rules. As per memorandum from Division of Purchase and Contract dated May 15, 2018, the per-transaction limit shall be \$5,000 for general purchases and \$25,000 for all travel related purchases (including airfare, hotel/lodging, and transportation/rental cars) including current NC sales tax and applicable freight.
2. The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax exempt. **(CFCC is not Tax-Exempt).**
3. The cardholder strives to obtain the best value for the College by using “preferred suppliers” as identified by CFCC Purchasing.
4. The cardholder will comply with all State Purchase and Contract guidelines set forth in the CFCC Purchasing Procedures Manual.
5. The cardholder will seek and use HUB vendors in accordance with the CFCC HUB Plan which is available for review.
6. Prior to use, the cardholder will check budget and will not “over spend” budget availability. The monthly spending limit on your P-card is not a reflection of your actual budget.
- ~~7. Non IT equipment purchases less than \$1,000 including tax and freight charges.~~
- ~~8. Furniture purchases less than \$1,000 including tax and freight charges.~~
9. Emergency situations (as defined by [01 NCAC 05B. 1601](#) or Governor’s declaration), shall be approved by the P-Card Administrator or Director of Purchasing and Inventory.
10. Equipment repairs must be reported to the Equipment Inventory Coordinator, if equipment is removed from campus to have work completed so notation can be made in Colleague.
11. Institutional memberships may be paid using the P-card. Memberships are for CFCC and must be transferable if the employee leaves the College. Individual memberships **may not** be paid using the P-Card.
12. Meals associated with meetings and/or visitors.
13. Payment of seminar, conference registration, airline tickets, shuttle, taxi services, hotel, and parking fees. A CFCC Travel Request must have been completed and approved prior to these charges being made. See note below.

**\*\*\* NOTE \*\*\***



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

### **Unauthorized Use**

1. Splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. Backorders are not allowed.
3. Cash advances, alcoholic beverages, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
4. Gift Cards/Debit Cards (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee's W-2 earnings as taxable income.)
5. Laptops or tablets of any dollar value.
6. Furniture purchases of any dollar value.
7. Equipment purchases of any dollar value.
8. ~~Furniture purchases \$1,000 or greater.~~
9. ~~Equipment purchases \$1,000 or greater.~~
10. Adobe (software or related) purchases. These requests are to be made through the E-Procurement system.
11. Meals (travel related) are not allowed since the State provide a Subsistence Rate. This rate is an allowance related to meal costs (including gratuities). Travel related meals are allowed if it is an approved function for Cape Fear Community College students or athletes.  
**Exceptions: registration fees for conferences and seminars.**
12. Gasoline for personally owned, college owned or rented vehicles.
13. Contractual services (PSA or Performance Agreements) should not be paid with the CFCC VISA P-Card since Cape Fear Community College is legally responsible for reporting this income to the federal and state government.

**\*\*\*NOTE\*\*\***

**When uncertain if a purchase should be made with a P-Card, contact the Procurement Office. Expedited purchases shall be made by the Equipment Inventory Coordinator only.**

## Policy Enforcement

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

### **Cause for Employee Suspension/Termination**

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

### **Cause to Suspend or Revoke Individual Card Privileges**

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

### **Reinstatement of Cards**

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

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

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

## Handbook Changes

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the Employee Work Schedule Policy update as presented. Motion carried unanimously.

## **5.5 Employee Work Schedules**

### **5.5.1 Exempt Staff Positions**

Positions exempt from the provisions of the Fair Labor Standards Act are paid on a salary basis and are not eligible for overtime or compensatory time. Executive, administrative, and professional staff positions are exempt and expected to work the number of hours necessary to fulfill the requirements of their position and no less than 40 hours per week.

*Faculty* – Faculty work schedules are based on instructors being on campus a minimum of four days per week for a minimum of 30 hours per week. Exceptions to this requirement may be made for faculty who have selected or been assigned to a 40 hour workweek. These faculty members will be on a campus or at an instructional site for 40 hours each week. Faculty are not generally required to be present when students are away, except for in-service activities or when directed by their supervisor in support of college needs. Full-time regular continuing education faculty members work the class schedule as set in accordance with the needs of the college. Continuing Education faculty are also not generally required to be present when classes are not in session except for in-service activities and when directed by their immediate supervisor. Class schedules will be determined in accordance with college needs.

## **SECTION VIII – ~~Instructional Services~~ Instruction**

### **8.1 ~~Curriculum~~ Responsibilities of Faculty**

#### **8.1.1 ~~Curricula~~**

~~The full-time vocational and technical programs offered by Cape Fear Community College are designed to prepare individuals to enter the labor market as beginning tradesmen and technicians. The Associate in General Education program is for students who desire to tailor their educational goals to personal interests rather than to specific professional requirements. The College Transfer programs are designed to prepare students to transfer to a four-year college or university.~~

#### **8.1.2 ~~Continuing Education~~**

~~The Continuing Education Program at Cape Fear Community College offers a wide range of short-term Workforce (non-credit) classes and programs for professional, academic achievement, and personal enrichment. These classes and programs are conveniently offered at multiple Cape Fear Community College campus/center locations and community/business sites throughout New Hanover and Pender Counties.~~

The College's faculty is responsible for the development and delivery of quality instructional programs, content, and experiences. Faculty responsibilities also include:

- Supporting the College's initiatives to recruit, retain, and graduate students
- Promoting awareness of the College's curriculum and continuing education programs
- Engaging in professional development activities
- Building and maintaining partnerships with community stakeholders in support of academic programs
- Contributing to the College's strategic planning and institutional effectiveness processes
- Serving on the College's standing committees and working groups as assigned

### **8.2 ~~Work Schedules~~ Faculty Assignments**

~~Instructors' teaching schedules are determined by Department Chairs/Directors and Deans. Work schedules will take into account the number of preparations, numbers of students taught, nature of the subject, and help available from secretaries and teaching assistants. Any changes in an instructor's schedule must be approved by the appropriate Dean.~~

Department/program chairs and their instructional deans will determine faculty instructional assignments based on the College's academic programming needs and student success considerations. Specifically, these needs and considerations will determine assigned courses,

modes of instructional delivery, locations of instructional delivery, scheduling of instruction, textbook selection, and section capacity.

## **8.3 Teaching Loads**

### **8.3.1 Curriculum Teaching Loads**

~~Regular full-time faculty teaching loads generally fall within the following limits: 18 semester hours or 25 contact hours, whichever occurs first. Every effort will be made to ensure loads are not excessive. There may be times when additional teaching loads will be assigned in order to meet College needs. However, over the course of an academic year, loads should average within the guidelines established above. Instructors who teach English Composition exclusively have teaching loads of 15 semester credits plus three (3) hours per week assisting students in CFCC's Learning Lab.~~

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (whichever threshold is met first) or its equivalent per academic semester. The College President may authorize increases to full-time instructional loads as needed to address programming requirements. Such increases may apply to all areas of instruction or to specific programs. Instructors who are assigned an instructional load beyond the guidelines established above may receive additional compensation. In such cases, instructors will receive temporary part-time instructional contracts prorated for the credit or contact hours exceeding the general full-time load of 18 semester credit hours or 25 weekly contact hours or its equivalent per academic semester.

~~Part-time instructional contracts will be paid at the state-established adjunct faculty rate. Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required on-campus and office hours.~~

Instructors may be assigned a reduced instructional load in order to support College needs such as supplemental instruction and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, and academic assessment activities. Any reduction in a full-time instructor's assigned load must receive prior approval from the instructor's divisional dean and the Vice President for Academic Affairs. Program Directors may be eligible for course load reductions as required by accrediting agencies and/or external review boards.

### **8.3.2 Continuing Education Teaching Loads**

Regular full-time Continuing Education faculty will teach 30 contact hours per week and are not required to hold office hours. Exceptions to this requirement may be made for faculty who have selected or been assigned to a 40 hour workweek. These faculty members will be on a campus or at an instructional site for 40 hours each week.

## **8.4 Hours**

Full-time instructors' schedules will provide for being on a campus or at an instructional site at least four days per week for at least 30 hours per week. These 30 hours will include scheduled class and lab sessions, office hours, and on-campus hours. Regular full-time curriculum faculty must schedule a minimum of five office hours per week. Office hours will be scheduled so that faculty are accessible to students. Hours must be posted and are to be given to students as part of first day handouts; office hours will also be posted for students along with other essential class

information in the College's online learning management system (LMS). As needed for appointments with students and as required by the College, faculty are expected to schedule **additional** time on campus for faculty meetings, committee activities, etc. **Instructors who teach online classes may deduct one hour from their 30-hour minimum weekly schedule (excluding office hours) for each online class they are teaching that semester. This reduction recognizes that instructors teaching online classes must respond to student needs outside of their regularly scheduled workweek.**

Part-time curriculum faculty members will be accessible to students. If possible, office hours will be provided. If office hours are not possible, instructors will provide contact information in the first day handout. This contact information is to include a **CFCC** telephone number, **a CFCC email address**, and instructions for making an appointment. Additionally, each part-time instructor has a location assigned for them to pick up mail. Students are to be advised of the location along with instructions on scheduling appointments.

### **8.5 Absences**

Absences from the campus during the faculty member's scheduled hours must be cleared with the appropriate department chair/director (or designee). Faculty members are expected to make arrangements in advance with the appropriate department chair/director (or designee) for any absences from regularly assigned duties. The department chair/director (or designee) will notify the appropriate Dean. In case of emergencies, or unavoidable absences, instructors are required to call in and report such directly to the appropriate department chair/director (or designee). If the department chair/director (or designee) is unavailable, the instructor should talk with the appropriate Dean.

### **8.6 Conducting Classes Promptness**

~~Regular attendance and promptness should be emphasized by the staff and required of all students. Faculty must begin and end classes on time. Attendance must be taken during each class or laboratory session.~~ **All instructors are expected to be ready to begin their classes at the published start time and conduct their classes until the published end time.**

### **8.7 Office Areas**

Every full-time curriculum faculty member is provided with either a private or semiprivate office and is expected to maintain the office space in a professional manner.

### **8.8 Professional Development**

~~The College will from time to time provide upgrading experiences through professional development sessions such as classes, workshops, visits to industry, lecturers, etc. Faculty members are expected to take advantage of these programs when possible. The NC Community College System conducts conferences for faculty. Cape Fear Community College's faculty are encouraged to participate in these conferences when appropriate.~~

**Each faculty member will engage in a program of continuous professional improvement and participate in required professional development activities, including those scheduled on specified days in the academic calendar. Faculty members will utilize professional development**

opportunities to maintain the professional and continuing education qualifications required by their programs' accrediting bodies.

### **8.9 Industrial Experiences**

~~At various times industries are willing to allow faculty to come to their plants for the purpose of becoming familiar with industrial innovations. Then too, at times industries may need the services of faculty members to work on particular difficulties in their plants. The College encourages such cooperative endeavors when possible.~~

### **8.109 Supervision of Students**

Students must be under supervision at all times during scheduled classes, labs, or shops to ensure safety of students and protection of College assets. Faculty members are not to leave their classes, labs, or shops when in session. If an emergency requires a faculty member to leave a class, the program director, department chair, and/or the divisional dean must be notified.

### **8.110 Advisory System Academic Advising**

~~The Faculty Advisory System is an integral part of the total educational process of the College. Each curriculum student will be assigned a faculty advisor. Department chairs or deans will be responsible for coordinating advising activities in their department. The assignment of a student to an advisor will be made by the Division of Student Services and Enrollment Management in cooperation with the appropriate department chair or dean. The faculty advisor must provide sufficient office hours to meet the needs of advisees and are required to post advising signup schedules during the advising period.~~

Academic Advising is an integral part of the total educational process of the College and is a collaborative effort between faculty and the Academic Advising Center. Most new students and all non-degree seeking students initially receive advising through the Academic Advising Center and will later transition to a faculty advisor. College Transfer students will continue to receive advising through the Academic Advising Center throughout their enrollment at the College. The assignment and re-assignment of a student to an advisor will be made by the Registrar's office in cooperation with the appropriate department chair or dean. Faculty advisors must provide sufficient office hours to meet the needs of advisees and are required to post advising signup schedules during the advising period.

### **8.121 Classroom Expectations**

All faculty are expected to inform students of classroom expectations as delineated in the CFCC Catalog and Student Handbook code of conduct as well as including any additional expectations for their students that are necessary to provide a classroom atmosphere conducive to effective learning. These classroom expectations must be explicitly stated in the course syllabus. Instructors must also incorporate into their classroom expectations allowances for students with documented accommodations (see section 8.15 for additional information). It is at the discretion of the instructor/chair/director on the allowance of food and beverages in classroom locations. However, no food or beverages are permitted in any computer classrooms or labs at any time.

### **8.132 Evaluation of the Faculty**

#### **8.12.1 Faculty Performance Evaluation**

All faculty will be evaluated for job performance, professional improvement and assigned duties to ensure consistent professional instructional performance. The administrative staff and academic supervisors will make evaluative judgments and observe to what degree instructors meet these criteria.

Visits to the classroom, laboratory, or shop by appropriate supervisors are an integral part of faculty evaluation. The purpose of such visits is the observation of the teaching-learning process in the particular setting. Following such visits, the faculty member being observed is given written feedback. The faculty member and evaluating supervisor may meet at a convenient time for a discussion of the class visitation.

### **8.12.2 Student Evaluations**

Students have the opportunity to evaluate faculty during each course. A summary of these evaluations are available to each faculty member. A hard or digital copy will be accessible from the appropriate department chair/director.

### **8.13 Course Syllabi and/or Outlines**

Course syllabi and/or outlines are available for all courses included in the curricula offered at Cape Fear Community College. Faculty members ~~should~~ will review these and develop their lesson plans around the objectives of the course being taught. Faculty members ~~must~~ will review or revise these course syllabi and/or outlines ~~annually~~ prior to the beginning of each semester.

### **8.14 ~~Handouts~~ Information for Students**

Each instructor is required to provide students with ~~a syllabus~~ essential class information on the first day a class meets ~~and additional handouts may also be provided. The syllabus and/or handout~~ Essential class information should include (a) the most current course description from the NCCCS Combined Course Library, (b) the major objectives of the course (written in terms of what the student will do rather than what the instructor will do), (c) required textbooks and materials, (d) the course requirements (what will be expected or required of the student), (e) the College's grading scale, (f) the course prerequisites and corequisites, (g) ~~instructors~~ the attendance policy, (h) ~~course schedule~~ a schedule of major assignments and due dates, (i) ~~cheating~~ an academic integrity/plagiarism statement, (j) children on campus statement, ~~and~~ (k) the College's policy on technology and e-mail account use, and (l) the most current accessibility statement provided by the College's disability services unit (see subsection 8.15.1 of this handbook). In the event of any changes to the original course syllabus during the conduct of the course, all changes must be communicated in digital format ~~and/or~~ hardcopy ~~or~~ to students. All instructors will provide their essential class and contact information to students through the College's LMS.

### **8.15 Students with Disabilities**



The rights of students with disabilities are outlined in Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA). Section 504 is a Federal Civil Rights Law, which prohibits discrimination against individuals with disabilities. Section 504 states:

*No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving federal financial assistance.*

The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008 expands the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities. The ADA is a civil rights statute that promises equal access to opportunities for persons with disabilities. A “person with a disability” as defined by law is someone who has a physical or mental impairment that substantially limits one or more major life activities.

Students with disabilities are a rapidly growing minority at CFCC, as elsewhere in American higher education. To assure equal opportunity for all students, both physical and programmatic access must be provided. This means more than the removal of architectural barriers and the provision of auxiliary services. It means that reasonable accommodations must also be made in the instructional process.

CFCC supports faculty who, in cooperation with Disability Support Services, provide authorized accommodations and support services, in a timely manner for students with disabilities. Students with disabilities are not required to disclose their disabilities or register with Disability Support Services. However, when requesting specific accommodations, they are required to submit supporting documentation and register with CFCC Disability Support Services to determine appropriate accommodations.

Faculty do not have the right to refuse to provide required accommodations or to question whether a disability exists in accordance with the ADA. However, faculty are encouraged to have input into the means for providing accommodations in their particular classes. A student with a disability must be able to understand the material and communicate that understanding to the instructor. Support services give the student the opportunity to achieve that outcome without altering the fundamental nature of the course or program.

If a faculty member has questions about the appropriateness of a required accommodation, he or she should not address concerns with the student but should consult with the Disability Support Services Office. Faculty should always require students to submit a current Accommodations Form from Disability Support Services before providing any accommodations. Faculty should be discrete when discussing disability issues with students. Faculty should not address any disability-related issue in front of a student’s classmates.



### **8.15.1 Syllabus Statement**

Faculty are encouraged to make an announcement at the beginning of the semester inviting students with disabilities to schedule appointments to discuss accommodations. If the student brings a disability issue to the attention of the instructor and is not registered with Disability Support Services, please instruct the student to contact Disability Support Services in order to request services. Instructors should not ask a student if he or she has a disability. All instructors will include a statement on their class syllabus/essential class information that informs students how they may request accommodations from Disability Support Services. Instructors will refer to the guidelines provided by Disability Support Services for such statements (<http://cfcc.edu/disabilityservices/>).

### **8.15.2 Accessibility of Instructional Content**

Instructors who teach online or hybrid/web-assisted classes and/or provide information via web pages or through the College's LMS have a responsibility to ensure that their instructional content is accessible to students with disabilities. Instructors who use films and videos in their classes must make sure those films and videos are accessible to students who have hearing or vision loss. Films and videos must be captioned for students who are deaf or hard of hearing, and any video or film with sub-titles must be made audible for students with vision loss. Please contact Disability Support Services for assistance with accessibility issues.

### **8.15.3 Service Dogs**

Service dogs must be allowed in class. If it is not obvious what service the animal provides, only limited inquiries are allowed. Two questions may be asked: 1) Is the service animal required because of a disability and 2) What work or task has the animal been trained to perform? Do not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog or ask that the dog demonstrate its ability to perform the work or task.

### **8.16 Disposal of Complimentary Textbooks**

Examination and complimentary textbooks will not be sold. Instructors who receive complimentary textbooks should either donate them to the College's library, which may or may not retain them, or keep them as reference materials. This requirement is based on the following ~~is a~~ memorandum from the NC Community College System: It is the opinion of the Attorney General that complimentary textbooks are the property of the colleges and may be disposed of only in accordance with G.S.115D-15 and with the approval of the State Board of Community Colleges. Any proceeds must be used for capital outlay purposes.

### ~~**8.17 Administrative Support**~~

~~The College provides administrative support for the operation of each instructional department which may include faculty support, ordering of supplies and equipment, assisting with equipment~~

~~inventory, processing employment contracts and requisitions. Instructors must comply with copyright laws regarding duplicating copyrighted material and must not request clerical help to duplicate those types of materials.~~

### **8.17 Academic Freedom**

Academic freedom is essential to the mission of higher education, which is to allow and promote free inquiry into the total environment of human endeavor. A college exists for the purpose of examining questions and issues arising out of that environment, including the past, the present, and the future. Cape Fear Community College firmly believes in freedom of inquiry, freedom to teach, freedom to share, and freedom to learn from others. All freedoms carry with them responsibility to use them with care and with full consideration for the rights and freedoms of others. **Instructors must comply with copyright laws regarding duplicating all copyrighted materials.**

### **8.18 Grading Class Documentation**

**Instructors will take attendance during each class or laboratory session and enter their classes' attendance records into Web Attendance on a weekly basis. Instructors will also maintain an updated gradebook in the College's LMS for each of their classes, regardless of those classes' mode of instructional delivery.** The responsibility for grading students rests with the faculty and will be in accordance with the College's grading scale as delineated in the current Cape Fear Community College Catalog and Student Handbook. **Midterm and final grades must be entered by the instructor of record by the deadlines provided by the College's Registrar.**

### **8.19 Field Trips**

Well-planned field trips can provide valuable learning experiences. Faculty planning field trips should have the approval of the appropriate department chair/~~director~~ and dean prior to the trip and a completed fieldtrip form should be given to the following: the ~~appropriate campus/center Switchboard Operator~~ Campus Safety Coordinator, department/program chair, appropriate dean, the Vice President for Academic Affairs ~~and Workforce Development~~, ~~the Vice President for Student Services Enrollment Management and the department secretary~~ and the Dean of Students. The field trip form must include the following: (1) the nature and location of the planned field trip; (2) objectives of the trip and its relationship to the courses being taught; (3) the date and hours students will be off-campus; (4) a roster of students participating in the field trip; and (5) contact cell phone number. A field trip notification should be placed on the classroom door on the day of the scheduled trip. ~~If required, the student conduct/consent form must be completed before the trip commences.~~ All students participating in a field trip should also complete a field trip waiver form prior to the field trip.

### **8.20 Live Client Projects**

~~All live projects at Cape Fear Community College should be such that they promote learning for the students and not simply a service to any individual or organization. (See North Carolina~~

~~Administrative Code 2D.0310~~

~~([http://www.nccommunitycolleges.edu/sites/default/files/legal/sbccc/subchapter/subchapter700\\_general\\_provisions.pdf](http://www.nccommunitycolleges.edu/sites/default/files/legal/sbccc/subchapter/subchapter700_general_provisions.pdf))~~

~~*“(a) Live projects are defined as: (1) educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the college; or (2) educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.”*~~

~~All property worked on or constructed in any class sponsored by Cape Fear Community College must be the personal property of the students, the students’ parents, CFCC or its employees, or the property of other public agencies. Proper identification of such equipment will be required by CFCC instructors before work may commence. In the case of automobiles or other vehicles, a registration card will suffice. Other eligibility requirements may apply. All required forms must be completed and department chairs/directors approval is required prior to the start of the live project. These regulations are intended purely as a minimum guideline. Further restrictions may be imposed by the instructor if appropriate.~~

~~All materials and supplies used in such projects will be purchased by the owner from private sources. Under no condition will Cape Fear Community College’s materials and supplies be applied to any private vehicle or equipment.~~

~~It is not the intent of live projects, nor shall it be the result, that Cape Fear Community College compete with business and industries in the area it serves (See Umstead Act).~~

State Board Code defines live client projects as:

- (1) educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal property or real property; or
- (2) educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

All live client projects undertaken through the College’s educational programs will adhere to the College’s established procedures for such projects in accordance with 1H SBCCC 300.1 Live Client Projects.

## **8.22 Faculty Meetings**

~~Faculty meetings will be scheduled as the need arises. An attempt will be made to schedule meetings when they least interfere with teaching schedules. All faculty members are expected to attend these meetings. A faculty member must notify their supervisor if unable to attend.~~

## **8.21 Faculty Association**

The Faculty Association consists of full-time faculty members. Part-time faculty are invited to join the Faculty Association as non-voting members. The purpose of the Faculty Association is to: serve as an organization through which members may discuss and interpret matters concerning the Faculty, and to provide assistance and encouragement to fellow members; involve the Faculty in the affairs of Cape Fear Community College in order to enhance the effectiveness and quality of the College; participate in planning the educational program and in developing educational policy; and maintain a close working relationship between the Administration and Faculty in contributing to the success of this College in accomplishing its goals and purposes. (See Appendix A for a copy of the Faculty Association's Constitution and By-Laws).

## **8.22 Planning and Conducting Distance Learning Programs Policy**

### **Online Learning and Instruction**

~~In order to fulfill its mission of strengthening the academic, economic, social, and cultural life of the citizens of New Hanover and Pender counties, CFCC offers instruction through fully online and hybrid online/face to face delivery. To serve all students equally, CFCC is committed to ensuring that courses offered through these alternative delivery methods are comparable to and consistent with regular face to face delivery in academic standards and quality attendance, testing, grading and evaluation procedures as well as all student and support services.~~

~~Responsibilities for distance learning are divided as stated below:~~

- ~~● The Board of Trustees and the President are responsible for the coordination and supervision of all courses.~~
- ~~● The academic unit offering the instruction is responsible for
  - ~~○ the development, delivery, regular evaluation, and (if applicable) accreditation of specific courses and programs;~~
  - ~~○ the application and maintenance of academic standards, including the Online Course Standards adopted by the College in February 2015;~~
  - ~~○ coordination with other academic units and relevant organizations and agencies, including satellite centers established by the Board of Trustees.~~~~
- ~~● Authorization from the President is required before initiating inter-institutional coordination or activities.~~
- ~~● The Online Learning unit will provide
  - ~~○ support and coordination of professional development for faculty delivering online instruction;~~
  - ~~○ assistance for students, along with the Student HelpDesk in navigating and succeeding in online courses;~~~~

~~information on state and federal regulations regarding online learning (such as State Authorization) and assistance on monitoring compliance with such regulations.~~

In order to fulfill its mission of providing students with high quality, dynamic, and innovative educational opportunities, CFCC offers many courses through a variety of synchronous and asynchronous modes utilizing online learning management systems (LMS). To serve all students equally, CFCC is committed to ensuring that classes offered through these modes are comparable to and consistent with the academic quality and rigor of traditional face-to-face classes. Instructors of classes delivered fully or partially (hybrid/web-assisted) through an online LMS will provide students with engaging and collaborative pedagogical activities; coherent instructional units with specified due dates throughout the academic term; regular and substantive feedback on coursework; and timely responses to student emails and phone messages. All CFCC classes delivered fully or partially through an online LMS will also comply with the College's online instructional standards, design parameters, and accessibility guidelines. As with all curriculum instruction provided by the College, department/program chairs and instructional deans are responsible for reviewing and evaluating the academic quality of all the classes their instructors teach through an online LMS. Department/program chairs will assign online and hybrid/web-assisted classes to instructors based on instructors' demonstrated compliance with the College's online instructional standards, design parameters, and accessibility guidelines, as well as the overall quality of the online/hybrid/web-assisted instruction those instructors have provided in prior semesters.

### **8.23 Graduation Activities**

All full-time faculty members will participate in the College's graduation activities as assigned by their divisional dean.

#### Proposed Studio Fee

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the Studio Fee Policy as presented. Motion carried unanimously.

Studio art classes require an enormous amount of exhaustible supplies to operate effectively. At one point in the evolution of our departmental practices, we required that students purchase their own materials. This proved inefficient in the sense that some were unable to source materials and supplies, didn't have the money to purchase these items, or simply failed to have them at the specified times.

In conversations with some of my colleagues at other community colleges, it seems fairly common that some classes require a studio fee. In most cases, \$15.00 per class, per student was the going rate.

I ran a report of our commonly offered studio courses along with the student count for those sections, and with the implementation of a studio fee of \$15.00, we could offset our supply costs

by roughly \$10,500 per semester, or \$21,000 per year. This would account for roughly 33% of our instructional supply costs per fiscal year.

### Evaluation Policy

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the Board of Trustees Evaluation Policy as presented. Motion carried unanimously.

## **CAPE FEAR COMMUNITY COLLEGE**

### **Board of Trustees Evaluation Policy**

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995

MOST RECENT REVISION: May 1995

### POLICY:

It is the policy of Cape Fear Community College (CFCC) to utilize a formal performance evaluation process for the President. The purpose of this policy is to maximize the effectiveness of the President to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship with the Board of Trustees, faculty, staff and students.

### GUIDELINES:

#### A. Performance Evaluation Period

The evaluation period shall be twelve months corresponding with CFCC's fiscal year. The preparation of the annual performance review shall commence as of each May and shall be completed no later than June 30<sup>th</sup>.

#### B. Performance Evaluation Committee

The Administrative and Personnel Committee shall serve as the Performance Evaluation Committee.

The Committee shall utilize a performance evaluation procedure that is based on the President's job description and a specific set of goals for the evaluation period developed jointly by the President and the Board of Trustees.

#### C. Performance Evaluation Procedure

The procedure to be used in evaluating the performance of the President is as follows:

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May 1<sup>st</sup>. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.

2. Formal Performance Evaluation Tool and Process:

The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

The President will prepare a self-evaluation of performance, particularly as it pertains to his/her annual goals, and present it to the Board of Trustees for their use in completing the evaluation process. The results of the evaluation by board members will be consolidated by the Performance Evaluation Committee, reviewed with the full Board, and reviewed with the President.

3. Employment Contract:

The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.

4. Job Description:

The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.

5. Policy Review:

This policy shall be reviewed annually by the Administrative and Personnel Committee and recommendations for changes, as necessary, shall be submitted to the Board of Trustees for approval.

APPROVED BY:

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Date

## SGA Report

Mr. Mendoza presented the following report:

- Next General Assembly meetings is Monday April 29<sup>th</sup> in U170 at 3:30PM.
- N4CSGA Spring Division meeting was held on February 23<sup>rd</sup> at Carteret Community College. One advisor and three officers attended.
- N4CSGA State Convention is March 29<sup>th</sup> – 31<sup>st</sup> in Durham N.C. One advisor and seven students will be attending.
- Movie Night has been rescheduled for Thursday April 11<sup>th</sup> in U170 at 7:00PM. Spiderman: Into the Spider-Verse is the movie being shown.
- 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.
- CFCC Spring Fling dates and locations:
  - April 24<sup>th</sup> – Downtown campus
  - April 25<sup>th</sup> – North campus
  - May 1<sup>st</sup> – Surf City campus
- 2019-2020 SGA Executive Officer Election process has begun and the application deadline is Wednesday April 10<sup>th</sup>.

Mr. Mendoza thanked the Board of Trustees for allowing him to serve.

## Faculty Association Report

Mr. Branner presented the following report:

The Faculty Association is committed to the success of the College, faculty, and the student body. As key stakeholders in the student learning experience, faculty have worked hard to carry out the mission of the College and improve student success. The following faculty accomplishments reflect a part of that effort.

### **Faculty Accomplishments**

**Donna Collentine - Radiography Program Director**, attended the AERS (Association of Educators in the Imaging and Radiologic Sciences) annual meeting and the JRCERT (Joint Review Committee on Education in Radiologic Technology) site visitor workshop. The Radiography graduating class of 2018 achieved a 100% ARRT (American Registry of Radiologic Technologists) national examination pass rate. Class average score was 5% higher than the national average.

**John Lynden - Instructor, Information Technology**, is completing his dissertation defense in April, with anticipated graduation in May with a Ph.D. in Computer Information Systems.

**Terri Andress - Accounting Instructor**, attended the North Carolina Association of CPA's Accounting Education Forum in February. The conference included many topics and updates pertaining to the accounting world along with demands on our graduates.



**Kate Santhuff - Communications Instructor / Advisor for PTK International Honor Society**, attended the Phi Theta Kappa Carolinas Regional. She and the student officers accepted 11 awards on behalf of our local PTK chapter at CFCC, placing us in competition with all chapters nationally for the national conference in Orlando, Florida. Kate also received a Paragon Award for New Advisors.

**Gwen Gulliksen – Culinary Technology Instructor**, created and funded a new culinary book scholarship for our students. She is a SEATECH advisory board member, and presents a monthly WECT recipe demo. She has led the Healthy Cooking Class via H.R. and volunteered at the Glow School for Girls cooking class. Gwen also leads the CPE Teaching Academy class.

**Susan Booth - Faculty, Business Technologies Department**, was selected for a second term as Board Member NCSECU Advisory Board Burgaw. She's also a full time volunteer Learning Coach for 7th grade students at North Carolina Connections Academy, a public charter school in the state of North Carolina serving K-12.

**David Key - Adjunct Music Instructor**, is the recipient of a Lindsay Grant to attend the workshop, "Sound, Healing, and Consciousness." In January, David was accepted to enter the Harp for Healing Clinical Musician Certification Program (CMCP) Modified Requirements Track (MRT). This is an advanced placement acceptance into a nationally certified program of study in this area, certification through the National Standards Board for Therapeutic Musicians (NSBTM). He was also invited to present a series of therapeutic sound workshops at the Plantation Village Retirement Community starting March 2019.

**John Metzger - Honors Program Director/English Instructor**, presented twice at UNCW PATHs Honors Symposium (Honors Best Practices and Q&A Session). He also hosted a Scholarship Workshop with PTK and the CFCC Foundation Scholarship Team.

**Yuna Shin - German Instructor**, co-chaired the Out of Darkness Community Walk for the American Foundation for Suicide Prevention Wilmington Chapter. Over \$50,000 was raised for suicide prevention programs and research. She also organized a forum on Women in Science and Engineering in collaboration with faculty members at UNCW.

**Caroline Hudson - French Instructor and Lucinda McNamara, Film Instructor**, were awarded a grant from the FACE (French American Cultural Exchange) foundation to hold CFCC's 5th Annual Tournées Film Festival. Approximately 600 people participated in this year's festival including CFCC's faculty, staff, students, and outside members of the Wilmington community.

**Kirsten Koromilas - Part Time Faculty, Fine Arts Department**, was invited as a Visiting Artist/Scholar, Art and Philosophy Seminar, American Academy in Rome. The seminar was directed by Dr. Amber Scoon with lectures by Wolfgang Schirmacher, Arthur Schopenhauer Chair and Professor of Philosophy at The European Graduate School / EGS. Kristin also had a solo Exhibition, *Fever Dreams*, Arts Council of Wilmington, ACES Gallery, from February to March.

**Benny Hill - Full Time Faculty, Fine Arts/Music**, coordinated and promoted a concert at the Wilson Center to raise money for the Benny Hill Quartet Scholarship. He performed in the concert and raised \$4,520. In February, he secured a \$1,000 scholarship for Josh Sekela, an Associate of Fine Arts Major. Additionally, Benny secured a \$30,000 endowment from Jim and Elaine Hynes for the Benny Hill Endowment Scholarship. This will be awarded in the spring and presented in the fall.

**Peggy W. Lupton - Full Time Faculty, Fine Arts/Music**, attended the North Carolina Music Teachers Association Annual Conference at North Carolina School of the Arts, Winston-Salem, NC. She adjudicated at the NC Federation of Music Clubs Piano Festival at UNCW and the NCMTA Piano Performance Festival at ECU.

**Jonathan J. Begue - Director of Construction Management and Carpentry Programs**, worked with Josh David (CFCC Con/Ed Director) to develop the Construction Institute, which consists of over 25 Con/Ed and Curriculum courses aimed to remove obstacles and highlight multiple points of entry into construction careers. He led our 5<sup>th</sup> Annual Construction Engineering Inspection School, with 15 NCDOT inspectors trained and 40 CMT students in concrete testing. Jonathan also met with East Carolina University to have our curriculum changes approved as part of our CFCC CMT to ECU CMT 2 + 2 articulation agreement and attended 7 high school/middle school recruiting events.

**Benjamin Billingsley - Art Instructor**, was a visiting Artist at East Carolina University in February. He designed, carved, and printed large-scale 4x6' wood blocks; conducted studio visits and critiques with seniors and graduate students in printmaking; and held a solo exhibition and guest lecture on steamroller printing events. Benjamin will participate in the Actor-Director's Showcase (student-directed one-act plays), for the CFCC BlackBox production in April.

### Foundation Report

Ms. Godwin presented the following report:

#### Foundation Report

- Gift of Education
  1. 50 tables secured (lunch is filling quickly)
  2. \$25,000 in sponsorships to date
  3. Marketing is working on a new video
  4. Student speakers are being interviewed
- Foundation website update is still in progress.
- Scholarship cycle is in progress March 1- April 30.
- All endowed scholarships have been reviewed and updated.
- Merit scholarship process has been reviewed and revised and all applications are due by April 19<sup>th</sup> for committee review.
- Successful Donor Appreciation Dinner. This was a thank you and cultivation event in which there was no ask but \$90,000 was received at the event or the week following as a result of the event.

- The Foundation board has received nominations for three open seats to be approved at April meeting. Currently seeking one more nomination to fill the remaining term for Trish Chiarell who has resigned.
- There will be four drop-in foundation/educational workshops have been scheduled for April for faculty and staff in review of scholarship cycle and process as well as grant procedures and updates.
- Foundation is currently at \$911,418 with an additional \$50,000 confirmed for month end which is 92 percent of the yearly goal of 1,007,000.

**Announcements**

Ms. David would like for each trustee to host a table at GOE.

**Date of Next Meeting – May 23, 2019**

Meeting adjourned at 6:10 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

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