

**AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
NOVEMBER 15, 2017
5:00 PM**

Following proper public notifications and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 15, 2017, at 5:00 pm in the Board Room of the Union Station Building. Mr. F. Mat White, Chair, presided.

Trustees present were: Mr. Mat White, Chair; Mr. John R. Babb; Mr. Jonathan Barfield; Mr. Louis A. Burney, Jr.; Ms. Ann M. David; Dr. Chuck Kays; Mr. John F. Melia; Ms. Mary Lyons Rouse and Mr. William R. Turner, Jr.; Mr. Woody White and Mr. Samuel Brohaugh. Trustees not present: Mr. A.D. “Zander” Guy; Mr. Jason C. Harris and Mr. Jimmy Hopkins.

Employees present were: Mr. Pat Hogan, Executive Director of Institutional Effectiveness; David Kanoy, Director Capital Project Management; Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Mr. Jim Morton, Acting President; Ms. Rachel Nadeau, Executive Director Community Relations; Ms. Melissa Singler, Acting Executive Vice President; Ms. Sharon Smith, Executive Director Human Resources; Mr. Kumar Lakhavani, Director Information Technology Services; Ms. Sonya Johnson, Director of Marketing and Communications; Mr. Marty Richards, Executive Director CFCC Foundation; Dr. Jason Chaffin, Acting Vice President for Instruction; Ms. Valarie Melvin, Math Instructor; Ms. Laurie White, Administrative & Enterprise Project Assistant; Ms. Debi Causey, External Events Coordinator; Mr. David Kanoy, Director of Capital Projects; Ms. Ms. Lynn Criswell, English Instructor and other employees (see below).

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

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

CONFLICT OF INTEREST

Mr. M. White read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

MINUTES

A MOTION was made by Mr. Turner and seconded by Mr. Melia to approve the October 26, 2017, minutes as presented. Motion passed unanimously.

INTRODUCTIONS AND RECOGNITIONS

New Employees

There were no new employees in attendance.

Retirements

Mr. Morton recognized Mr. Pat Hogan for his invaluable service to the college.

CHAIR'S 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.

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

Dinner

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

Holiday Party

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

AACC

The Community College National Legislative Summit will be held in Washington, DC from February 11-14, 2018. Trustees interested in attending the event are asked to send an email to Mr. M. White and copy Michelle Lee.

Mr. White stated that Mr. Dale and Ms. Lee will be working on Board training and responsibilities that will be presented to the board. A date will be shared soon.

PRESIDENT'S REPORT

NCACCP Meeting

Attended the NCCCS Monthly President's Meeting today held at the NCCCS office.

State of CFCC Presentation

Mr. Morton presented a PowerPoint presentation on the state of the college.

COMMITTEE REPORTS

Facilities & Equipment Committee

Mr. Morton stated that the college projects are ongoing.

Naming Opportunity

A MOTION was made by Mr. Turner and seconded by Ms. David to go into closed session pursuant to North Carolina General Statute Section 143-318-11(a)(2) to discuss a naming opportunity. Motion carried unanimously.

The board returned to open session.

A MOTION was made Mr. Turner and seconded by Dr. Kays to approve the Naming of the Wilson Center Performance Hall as the Ruth and Bucky Stein Performance Hall. The board approved the honorary naming at the last meeting with the location being approved this evening.

FINANCE COMMITTEE

A MOTION was made by Mr. Burney and seconded by Ms. David to approve the State Budget Revision as presented for an increase of \$3,952.00. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 30.67 percent of the budget had been expended as of October 2017.

County Budget Summary

The County Budget Summary reported 20.99 percent of the budget had been expended as of October 2017.

Institutional Funds Report

The Institutional Funds Report was reviewed with no areas of concern.

Wilson Center – Monthly Report

The Center has now moved into the black year-to-date.

Administrative and Personnel Committee

Educational Leave Request

An educational leave request has been submitted by Ms. Michele Mathis, Psychology Instructor. Ms. Mathis has been accepted as a doctoral candidate at the University of North Carolina, Wilmington to complete her dissertation. She is requesting educational leave for the Spring 2018 semester.

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of Educational Leave for Ms. Michele Mathis for the Spring 2018 Semester. Motion carried unanimously.

A MOTION was made by Ms. David and seconded by Mr. Barfield to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(6) to discuss personnel and North Carolina General Statute Section 143-318.11(a)(3) to discuss attorney client privilege, Spring versus CFCC. Motion carried unanimously.

The Board returned to open session. Minutes from closed session were approved.

A MOTION was made by Mr. Burney and seconded by Ms. David to approve the salary of Jim Morton as Acting President, in the amount of \$210,000, with proper allocation between state and local funds, effective as of October 27, 2017, and to continue to pay such salary until Mr. Morton assumes the role of interim president, pursuant to a contract to be entered into by the Chair of the Board of Trustees and Mr. Morton along terms agreed upon by the Board, and approval by the State Community College System or until Mr. Morton otherwise leaves the role of Acting President. In addition, Mr. Morton has been granted authority to adjust direct reports salaries/duties as necessary due to increased work load.

OTHER REPORTS

SGA Report –

Mr. Brohough gave the following report.

- Library Project – SGA will finish up the project before the end of the semester. To date 14 students have worked a total of 70 hours.
- SGA Open Mic and Student Social was a success. The event was held in the amphitheater behind Union Station on Wednesday November 8th. Students had the opportunity to showcase their talent which included a band, solo vocalist, drama club and more. Snacks and drinks were provided as students participated in a variety of games and activities. The Live Production Technology Club provided the sound system and lights for the event.
- Toys for Tots campaign will kick off November 13th and runs to the end of the semester.
- Student Activities is hosting a bowling event at Cardinal Lanes on Shipyard Boulevard November 28th from 3:00-5:00PM. All students are welcome to participate. Food will be provided at the event.
- General Assembly met on October 23rd in U107. There were 22 clubs represented and 41 students attending. The next meeting is Monday November 13th.
- CFCC SGA is participating in the N4CSGA project for the homeless. Our clubs will be decorating the tree outside the Hanover parking deck and collecting coats, hats and gloves for the area homeless.
- SGA officers and senators will participate in a leadership training event on Saturday November 18th followed by a cookout.

Faculty Association Report –

Ms. Melvin gave the following report.

The Faculty Association's most recent meetings were held Monday, November 13th. The first meeting was held at the North Campus at 9:00 am; the second meeting was held at the Downtown Campus at 2:00 pm.

We had guest speaker Kumar Lakhavani, Director of Information Technology. He presented information on instructional uses of social media.

The first graduation ceremony of our CFCC Teaching Academy will be held Tuesday, April 17th beginning at 3:00 pm in U170.

Lynn Criswell, Faculty Association VP of Arts & Sciences, collected the most recent faculty accomplishments which are included below; the faculty appreciate the support of the Board of Trustees and administration in all of our endeavors.

Faculty Accomplishments - November 15, 2017

- **Nelson Beaulieu, Political Science**, and the Political Science Club held the CFCC City Council Candidate Forum featuring all nine candidates. The forum received extensive coverage in the *Star News* and was the lead televised news story. His students' efforts reflected so positively on CFCC that the club is planning a future congressional candidate forum.
 - Nelson and **Thomas Massey** have returned from the fourth CFCC to DC student trip thanks to the generosity of the Foundation's Mini-Grant program. Students take these courses specifically to receive this opportunity; this year, they were privileged to tour the White House.
 - On November 16th, Nelson, **Jason McCoy, Suzanne Baker, and Chardon Murray** will host a forum on Gun Violence in U170 entitled "Anatomy of a Mass Killing."
- **Ben Billingsley, Art**, has been involved in many recent projects, including
 - Carving and printing of a woodblock print commissioned by retired Navy Admiral Noel Preston from Nags Head based artist Glenn Eure. It's based on an earlier print of Eure's with details specific to the Preston family added and carved from a reclaimed piece of found wood. The piece was printed using the art department's new 550lb sod roller in the WA building courtyard.
 - Completion of his 35th docent training lecture for the Cameron Art Museum about the photography exhibition "Created by Light."
 - Hosting the Opening Reception for the 3rd Annual CFCC Student Printmakers' Exhibition at Flytrap Brewing with funding from each beverage purchase being donated to the Art program.
 - Doing live printmaking with students outside of Union for *Paint the Campus for Suicide Prevention*
 - Serving as Q&A moderator for the LGBTQIA session *The Numbers Verses the Story* with Dana Cea of the American Foundation for Suicide Prevention.
- **Susan Booth and David Brehmer, Information Technology**, attended Community College Transfer day at East Carolina University to explore options for students who obtain an AAS from CFCC. One requirement for entrance into degree completion programs in subjects such as Information Technology, Nuclear Technology, Health Business Informatics, Construction Management, Business Administration, Electrical Systems, and Architectural Design is the completion of an AAS from a North Carolina Community College. Sharing this opportunity with current students contributes to improvement in overall completion rates at CFCC.
- **Susan Booth, David Brehmer, and Jon Armke** are faculty advisors of the Computer Technology Club. Members engaged over 60 students, staff, and faculty during the Fall Festival encouraging participation in clubs, success in school, and college completion.

- **Gayle Bordeaux, Practical Nursing**, passed the National League for Nursing Certified Nurse Educator examination. This certification establishes nursing education as a specialty area of practice, creates a means for faculty to demonstrate their expertise, and communicates that the highest standards of excellence are being met. By becoming credentialed as a Certified Nurse Educator (CNE), Gayle serves as a leader and a role model to students.
- **Kris Bottiglier, Cardiovascular Program Director**, was elected to a three year term on the Board of Directors of The North Carolina Ultrasound Society. The North Carolina Ultrasound Society is the largest state-level ultrasound association in the country.
- **Amanda Browne and Gayle Bordeaux, Practical Nursing**, represented CFCC with a presentation on innovative ideas in medication administration at the fall conference of the North Carolina Council of Practical Nurse Educators (NCCPNE). Nurse educators were able to try the computerized program for scanning medication barcodes and see various medication tables set up in our laboratory.
- **James Dixon's horticulture classes** have donated over 1100 lbs. of vegetables throughout 2017 to the Food Bank for local distribution, surpassing their 1000 lb. goal. The program has also hosted plant sales for Pender County Cooperative Extension and grown plants for elementary schools in a program which assists children in learning to grow plants.
- **Katie Evans, Program Director of Pharmacy Technology, and Kasey Price, Pharmacy Technology**, have revived the long-dormant Pharmacy Technology Club for professional development and community service opportunities. Katie and Keith Elmore (clinical coordinator) will represent CFCC at the North Carolina Association of Pharmacists' first annual meeting of statewide pharmacy technician training programs on Nov. 10th.
- **Natasha Gouge, Sociology**, was awarded the Johnny Longwood Legacy Scholarship to attend the North Carolina Community College Sociology and Psychology Association conference in Kill Devil Hills.
 - Natasha and her students volunteered at the National Make a Difference Day at Fort Fisher on Saturday, October 28th. The students assisted with the Big Buddy/Little Buddy Program celebration sponsored by the Cape Fear Volunteer Center.
- **Chef Gwen Gulliksen, Culinary**, has been busy with many projects, including:
 - Representing American chefs at China's largest culinary trade show and showcasing American Holiday Cuisine. (They went wild for the blue Easter eggs!)
 - Departmental participation in Wilmington's Epicurean Evening at the Convention Center. We featured two delicious appetizers made by our student culinary club; four student culinary club volunteers assisted at the event.
 - Filming an onsite piece during Baking 1 class in September <http://www.wect.com/story/36470516/making-muffins-with-the-culinary-arts-students-at-cfcc>
 - Teaching Con Ed Culinary Academy classes. The Culinary Academy keeps growing to include offering its first class in Burgaw! Also, after a successful Culinary Kid's Camp this summer, we've decided to offer an additional week (for a total of four!) next summer.
- **Brandon Guthrie, Peggy Lupton, Ernesto Ferreri, Philip Singleton and Marc Siegel** attended the AFA to BM Articulation Agreement Conference. Many of the music

instructors also performed in the Faculty Recital held at the Wilson Center. It was an excellent night of music from Mozart to Ellington to original music by **instructor David Key**.

- **Angela Hansen, Medical Sonography**, was elected to a three year term on the Board of Directors of The North Carolina Ultrasound Society. Angela is the Chair of the Education Committee. The North Carolina Ultrasound Society is the largest state-level ultrasound association in the country.
- **Tracy Holbrook, Program Director, Chemical Technology, Kimberly Bufkin, Laboratory Technician, Chemical Technology, and Matthew Groff, Program Liaison, Chemical Technology** represented CFCC at the national Advanced Technology Education Conference. The Chemical Technology program shared information related to the Chem-Techathon, the U-PIK service (instrumentation loan program for middle and high school students), and the effectiveness of a program liaison.
- **Dr. Philip Jacobs, Humanities**, has completed a Chronology of the Life and Art of Johannes Simon Adam Oertel, a German-American artist who lived and painted in North Carolina. It has been published on academia.edu and used as a reference by individuals throughout the country.
 - His other writing projects include
 - Compilation of all broadside publications of both the Declaration of Independence and the Constitution of the United States from 1776--1930s.
 - Construction of a list of all the sculptural busts of Abraham Lincoln (and their artists) created from the 1860s to the 1950s.
 - Completion of an article on the Role and Reception of Joseph the Carpenter in the Anglo-Norman Holkham Bible.
- **Jack Landry, Lead Drama Instructor**, will present *A Charlie Brown Christmas* on Dec 9th at 3:00pm on the Wilson Center mainstage. This production features CFCC's Acting I class in their final presentation of the semester. The show recreates the 1957 cartoon, live, with a three piece jazz band, and the original Vince Guaraldi score. Patrons are encouraged to bring a canned good for donations to Mother Hubbard's cupboard.
- **Kate Santhuff, Educational Partnerships Liaison for Wilmington Early College**, worked with Christina Heikkila and Justin Floyd to launch a kiosk check-in system for high school students attending college classes on our campuses, which students started using on October 16, 2017.
 - Kate was also elected Treasurer of the North Carolina Service-Learning Coalition Board of Directors after serving two years in the capacity of Chair and one year as Vice-Chair. She represents CFCC and supports educators in providing high-quality service-learning opportunities.
- **Rachel Satzman, Anthropology**, and the Anthropology Club presented the 7th Annual Ghost Chase which raised a significant amount of money to fund relief efforts in Puerto Rico.
 - Rachel will also represent CFCC by presenting at the Global Study Conference in Cambridge, Mass.
 - Finally, in June, as a founding member of the Artifact Cataloguing Project at the Archaeological Museum of Naxos, Greece, Rachel was responsible for establishment of relevant policies and programs. Rachel worked to secure public

“buy in” to protect the archaeological sites on the island of Naxos and mobilized the needed human resources to accomplish the cataloging objectives.

- **Yuna Shin, German**, served on the organizational committee for Out of the Darkness Community Walks, annual walk/fundraiser by the American Foundation for Suicide Prevention. The walk capped the Suicide Prevention Week of events hosted by the Counseling Center at CFCC.
- **Joyce Spears, Early Childhood Education**, attended the NC-ACCESS 2017 Fall Conference at Surry Community College. Topics included ADA Compliance for online courses and Children’s Social/Emotional Development.
- **Colette B. Waddill, Practical Nursing**, started a SimSquad with second level ADN nursing students who set up and clean up simulation labs for first level skills practice and return demonstrations. Students earn service learning hours for their work; graduating students will teach the rising second level students in preparation for the following semester.
- **The English Department and Margo Williams**, creative writing instructor, coordinated with **Joseph Styron, Counseling**, and **Marilyn Lowers, Culinary**, to create a “Coffee House Event” in honor of Suicide Prevention Week. Writing instructors and Creative Writing students read original pieces in an effort to instill awareness and to support the Campus-wide initiative to create Compassion, *Empowerment and Resistance*. Culinary students created an array of pastry and coffee; the event was well attended and perceived as an important gesture toward preventing suicide.
- **Diane Withrow, Program Director Hospitality Management**, has been deemed a subject matter expert and requested by the National Restaurant Association to assist with the High School Culinary ProStart program in developing competency certification exam questions at their expense for a week in Orlando, FL.

Foundation Report –

Mr. Richards gave the following report.

Funds raised through October 13, 2017 total \$794,135.27 or 58 percent of goal for the fiscal year.

Toured a men’s group from Plantation Village giving them a look and information on the Advanced and Emerging Technology Building and the Veterinary Medical Technology Building both at Cape Fear Community College’s North Campus.

Hosted Three Additional Cultivation Dinners at Our Place and have followed up with attendees about support for the Foundation. Two of the attendees were major banks which we plan to submit funding requests in December.

Presented the Schwartz Center Renovation program to four NC based foundations in Charlotte. Have received a vote of approval to move forward with grants of support for the Schwartz Center from two of those foundations. One foundation also expressed interest in the Broadway for a Better World program of the Schwartz Center, so we also plan to submit a request to that foundation for the Broadway for a Better World project.

Working to present an update to the Schwartz Center Campaign Cabinet (scheduled for November 27 at 4 pm) about the results of the bid process and the items that the foundation will be seeking to raise funds for in this renovation project.

Attended with all members of the Foundation staff, a week long training program designed to instruct and inform staff on the operations and capabilities of our new Raiser Edge NXT Software Program.

Welcomed our new staff member, Darcy Law, to the position of Database and Accounting Coordinator.

Mr. M. White read a hand-written thank you note from a student regarding the scholarship that she had received.

Announcements

The trustees commented on the information that Acting President Morton outlined. Mr. W. White stated that he appreciated seeing the honest information. Mr. M. White stated that the faculty and staff are dedicated to making the college better.

Date of next Meeting – January 25, 2018

Meeting adjourned at 6:05pm.

James P. Morton, Acting President/Secretary

Michelle S. Lee, Recording Secretary

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