

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 18, 2019
5:00 PM

Following proper public notifications on July 15, 2019, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 23, 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; Ms. Patricia Kusek; Mr. John F. Melia; Ms. Mary Lyons Rouse; Mr. Bruce Shell; Mr. Mat White and Mr. Hector Romero. Trustees not present: Mr. Louis A. Burney and Mr. Bruce Moskowitz.

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; Dr. Jason Chaffin, Vice President for Academic Affairs; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Debi Causey, Coordinator, Events; Emily Holt, Senior Administrative Assistant, Continuing Education; Ms. Sharon Smith, Executive Director Human Resources; Mr. John Branner, Faculty Association President; Mr. Robert Carter, IT Manager of Technical Support; Ms. Tammy Harrell, Associate Director Community Relations; Veronica Godwin, Executive Director CFCC Foundation; Ms. Ms. Lynn Criswell, Dean of English and Social Science, Mr. John Downing, Dean Continuing Education and other employees (see below).

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

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

CONFLICT OF INTEREST

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 May 23, 2019, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

Ms. Sharon Smith introduced the following new employees.

Benjamin (Ben) Grubbs III – Assistant Network Administrator
Tamara (Tammy) Kavanaugh – Instructor, ADN
Elizabeth (Liz) Schafer – Database & Accounting Coordinator
Lindsay Wright – Administrative Assistant, Foundation

President Morton presented Mr. White with a plaque and thanked him for his service invaluable service to the Board of Trustees. Mr. White stated that the college has seen tremendous positive change and appreciates the faculty and staff for embracing the changes that have placed the college in a very positive position.

Ms. David stated that she learned much from Mr. White and that he will be missed.

CHAIR'S REPORT

Recognition of Trustee

Ms. David stated that she learned much from Mr. White and that he will be missed tremendously.

Appointments and Reappointments

Congratulations to Mr. Bill Cherry for his reappointment to the Board of Trustees by the New Hanover County Commissioners. Mr. Cherry will serve from 2019-2023.

Congratulations to Mr. Bruce Shell who was reappointed by the Board of Education to serve on the Board of Trustees from 2019-2023.

Graduation

The Summer Graduation Ceremony will be held on Friday, August 2, at 10 am. Please contact Michelle Lee and let her know if you will be attending.

NCACCT Meeting

The NCACCT will hold a seminar at the Ballast Hotel in Wilmington from August 21-23, 2019. Please contact Michelle Lee if you would like to attend.

Nominating Committee

Ms. Mary Lyons Rouse reported on the Nominating Committee.

A MOTION from the Nominating Committee recommends the following officers for 2019-2020 Chair – Ann David; Vice Chair – Pat Kusek; Secretary – Jim Morton and Recording Secretary – Michelle Lee. Motion carried unanimously.

PRESIDENT'S REPORT

President Morton reviewed the following report.

NCACCP Meeting

President Morton will attend the Summer NCACCP Meeting from July 24-26, 2019, at Isothermal Community College.

In-Service Training

In-Service Training for faculty and staff will be held at the Wilson Center on August 13, 2019. The program will be held in the morning with training sessions available for faculty and staff. Board of Trustees are invited to attend the event. Lunch will be provided in Daniels Hall.

President's Goals

Goals for the year 2019-2020 have been submitted to the Board Chair. These have been given to all trustees.

Accreditation

The commission for accreditation of Early Childhood Higher Education Programs (NACYE) has accredited our AAS Early Childhood Education Program as of June 2019.

SEA-Path MOU

An agreement has been reached with UNCW to develop and implement collaborative admissions and curriculum articulation arrangements which allow students to be dually enrolled at CFCC and UNCW in order to take advantage of resources at both institutions. This cooperative measure will increase affordable access to world-class higher education for students in New Hanover and Pender counties by providing seamless pathways toward attainment of associates in bachelor's degrees.

President's Report

It has been several years since the college produced an Annual President's Report. The latest report has just been completed and will continue to be completed on a yearly basis.

Website

The CFCC website update is close to being completed.

State Board

The NCCCS State Board will host their September 2019 meeting on the CFCC Campus.

Continuing Education

Classes are now scheduled to being at the New Hanover County Pine Valley Library location in August.

Barbering School

The Z building renovations have been completed for the Barbering Program. The facility passed state inspections and an open house will be scheduled soon.

Golden Leaf Grants

The College has been awarded a Golden Leaf Grant in the amount of \$90,814 for the Production Technician Program to be utilized in the new Burgaw Center buildings. In addition, Pender County Schools received a Golden Leaf Grant in the amount of \$190,784 to partner with the college to purchase equipment to be used for the Mechatronics Engineering Technology mobile labs in Pender County Schools.

R.A.D. Training

Corporal Melissa Brashier will be offering the first ever CFCC R.A.D. (Rape, Aggression, Defense) training for employees.

Foundation Audit

The Foundation Audit will be started on July 29, 2019.

RFP

A RFP for City of Wilmington is in process for land North of the College.

Enrollment Update

Fall curriculum enrollment is trending up 9.2 percent vs last year at this time.

Grant

The College is currently working on Federal Grant for facilities for powerline program at the north campus.

Budget

The budget has still not been approved but at this time, it appears there will be an approximate reduction of \$1.5 million. More information will be shared as it is received.

Programs

Evaluation of all programs for viability will be ongoing.

Area High Schools

Work with area high schools to attract more student to CFCC. In addition, the college will be working with the NHC School Board to determine the number of students that are currently not attending college after graduation.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

President Morton reviewed the following reports.

New Hanover County Capital Outlay

New Hanover County Capital Outlay Projects 2015-2016 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
7	Red Cross Streetscape Project - Replace or Retrofit Exterior Lighting at Wilmington Campus	\$15,500.00	\$260,573.00	\$3,067.09	\$279,140.09	\$279,140.09	\$0.00	Agreement with COW signed, Construction start August 1.

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	Bid Opening July 23, 2019 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 Up-fit	\$16,250.00	\$160,692.40	\$590.00	\$177,532.40	\$180,000.00	\$2,467.60	Construction Complete, move in and setup ongoing.
5	Burgaw Center- BD Up-fit							Completing design & purchasing welding booth system.

NC Connect Bond Projects

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 executed, preliminary start date 8/1/19, 240 day schedule.
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 Completion August 2019
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$304,400.00		\$3,840.00	\$308,240.00	\$2,990,685.00	\$2,682,445.00	60% drawings approved by SCO on 7/3/19, proceeding to design completion.

FINANCE COMMITTEE

State Budget Revision

A MOTION was made by Mr. Melia and seconded by Mr. Cherry to approve the State Budget Revision for a decrease of \$25,195 for June 2019. Motion carried unanimously.

Student Accident Insurance

A MOTION was made by Ms. Kusek and seconded by Mr. Melia to approve the Student Accident Insurance for 2019-2020 as presented for a total cost of \$81590.45 for curriculum students and \$5841.00 for continuing education students. Motion carried unanimously.

ADMINISTRATIVE & PERSONNEL COMMITTEE

President Morton reviewed the following policies.

Communicable Disease Policy (NEW)

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

As required by the State Board of Community Colleges, 1C SBCCC 200.94, CFCC is committed to providing a safe and healthy learning environment. The purpose of this policy is to prevent and protect all students, faculty, staff and visitors from the spread of a communicable disease, while also prohibiting discrimination against persons with a reportable communicable disease.

A communicable disease is any condition that may be transmitted directly, or indirectly, to a person from an infected person whether via airborne or by physical contact. As defined, a communicable disease is an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal or reservoir, to a susceptible host, through an intermediate plant or animal host, vector, or the inanimate environment (Dictionary of Epidemiology, 2001). By definition and determination by the Centers for Disease Control and Prevention, and the NC Department of Health and Human Services - Epidemiology (NCDHSS), any reportable communicable disease or condition must be evaluated and assessed by a medical physician to protect the health and safety of the College.

Students who suspect, or have reason to believe, that they have a communicable disease are expected to seek expert medical advice about their health circumstances and are obligated, legally and ethically, to conduct themselves responsibly for the protection of themselves and others. Students who know that they are infected with a communicable disease are encouraged to contact the Dean of Student Affairs, so that the College can assist in the appropriate response to their health and/or educational needs and can make any reasonable accommodations, if necessary. As a general rule, individuals that have been diagnosed with a reportable communicable disease and have been cleared by a physician, and provide appropriate documentation, will be permitted to attend classes, access facilities, services, programs or activities provided by the College.

Additionally, all inquiries will be handled on a case-by-case basis to ensure the appropriate measures have been executed.

Students of the College who may be infected with a reportable communicable disease, as defined by the NCDHHS, shall not be excluded from enrollment or restricted in their access to College facilities, services, programs, or activities, unless it has been determined by a healthcare professional and/or the NCDHHS that exclusion or restriction is reasonably necessary because the infected individual poses a significant risk of substantial harm to the health or safety of him/herself or others at the College that cannot be eliminated or reduced through other reasonable accommodations.

Specific health conditions and medical information will remain confidential, unless authorized by the individual in writing to be released, except when appropriate health care providers and/or College officials on a need to know basis and required by local, state and federal law to prevent and/or protect the surrounding community.

For employees, please refer to the CFCC Employee Handbook (5.15), for more information pertaining to employment requirements and expectations.

CFCC Code of Conduct

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the CFCC Code of Conduct updated policy as presented. Motion carried unanimously.

Conduct Warning, Probation, Suspension, and Expulsion

CFCC students are expected to conduct themselves in accordance the college rules, regulations, policy and/or local, state or federal law. Any student whose conduct or behavior becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. If an act of misconduct threatens the safety, health or well-being of the College community or severely disrupts the educational process/learning environment, the Dean of Student Affairs or his/her designee, may impose an interim suspension, or campus ban, from the College and/or College premises until disciplinary proceedings are completed and due process is provided to the student. Interim suspension may result in exclusion from class and/or other College related privileges or activities until a final decision can be made concerning the alleged violation. A student is subject to immediate suspension and expulsion, if deemed necessary, by the Dean of Student Affairs or Vice President for Student Services and Enrollment Management. CFCC has the right and responsibility to protect the welfare of the college community and has the discretion to impose disciplinary sanctions under the CFCC Student Code of Conduct.

Warning – is a status of "conduct warning" through the duration at CFCC.

Probation – is a status of "conduct probation" for the duration at CFCC.

As part of conduct probation a student may have restrictions placed on specific student privileges or may be required to satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of

Conduct, or other College rules while on disciplinary probation, the College may seek the penalty of suspension or expulsion if warranted.

Suspension – is the status of "conduct suspension", which involves immediate removal from campus, withdrawal from enrollment for a specific period of time, registration privileges revoked, and will remain on the student's permanent record.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in immediate removal from campus, withdrawal from enrollment, registration privileges revoked, and will result in a permanent notation on the CFCC official transcript.

Conditions to Return

Any student that is on conduct probation, suspension or removed from classes due to a code of conduct violation may be required to submit appropriate documentation or satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. Those conditions may include, but are not limited to, counseling, evaluation/assessment by a mental health provider, anger management, proof of rehabilitation and/or other required documentation.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. To ensure due process, a denial may be appealed to the Judicial Board.

Cape Fear Community College has the authority, exercised in its reasoned judgment, to ban students, employees, and visitors, using existing policies, and/or procedures (i.e. Code of Conduct suspensions, expulsions). Likewise, the college may ban a student on an interim basis if he or she is deemed to pose an imminent threat to college property or operations, to the safety or well-being of others, or otherwise has engaged in unacceptably disruptive conduct that disturbs the CFCC learning and working environment. During the term of suspension and/or expulsion, the student may not come onto campus (campus ban) and may be served with a No-Trespass Order. Failure to abide by this condition may result in arrest for criminal trespassing and/or referred for prosecution.

A student who is suspended or expelled after the deadline for withdrawal ("W"), shall be assigned a grade of "W" and administratively withdrawn regardless of academic performance.

Right of Appeal

If a student wishes to appeal a conduct sanction or action taken by the College, he/she may file a written appeal within ~~ten (10)~~ five (5) weekdays of the incident to the Vice President for Student Services and Enrollment Management. Within ~~ten (10)~~ five (5) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Code of Conduct Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will

then notify, in writing, the student and the Dean of Student Affairs of the Code of Conduct Subcommittee's decision. The student may appeal the Code of Conduct Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Code of Conduct Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of seventeen (17) representatives from all areas of the College - faculty, staff, students and administration. The Judicial Board's subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, conduct suspension or expulsion, and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittee's areas of responsibility of the Judicial Board are listed below.

Academic Subcommittee of the Judicial Board

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of three (3) or more representatives from the Judicial Board and will select its' chair from the faculty membership.

Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board

The Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee will hear appeals concerning conduct from the college's Office of Student Affairs. The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of three (3) or more representatives from the Judicial Board. The chair will be selected by the Dean of Student Affairs.

Grievance Procedures

If you believe that you have a legitimate grievance against another CFCC student or college employee, in a matter other than those covered by the aforementioned, or those outside the

jurisdiction of the CFCC Code of Conduct, you may seek a resolution of that grievance through an informal complaint with the Dean of Student Affairs. If your grievance cannot be resolved at an informal level, you may file a formal complaint with the Vice President of Student Services and Enrollment Management to initiate a hearing with the Judicial Board to seek additional understanding and/or resolution.

Student Complaint Procedures

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Dean of Student Affairs who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of receipt of the complaint from the Dean of Student Affairs or designee within 24 hours.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint within twenty (20) working days of receipt of the complaint. The student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

Public Complaint Procedures

Members of the public may also file a complaint by forwarding a written statement, signed by the complainant, to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

CFCC also provides its students, employees, and guests with an on-line form at <http://cfcc.edu/osa/complaint/> for reporting alleged incidents of harassment, discrimination, sexual misconduct and/or breaches of the CFCC Code of Conduct.

Grade Appeal Procedure Update

A MOTION from the Administrative & Personnel Committee recommends approval of the Board of Trustees of the Grade Appeal Procedure update as presented. Motion carried unanimously.

Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final grades where the student believes he/she is being treated unfairly or arbitrarily.

Procedure

Step 1. The student with the conflict must first make an appeal in writing to the class instructor to attempt to resolve the difference. This initial appeal must be made by the student within ~~five (5) weekdays of the posting of final grades for the term fifteen (15) week days of the beginning of the subsequent school term~~. Every reasonable effort should be made to resolve the matter at **this level** (Step 1). The instructor will notify his/her department chair in writing of the grade appeal.

Step 2. If the student is not satisfied with the decision of his/her instructor in Step 1, he/she may, within five (5) weekdays of the date of notification of the instructor's decision on the grade appeal, file a written appeal ~~with~~ to the instructional dean responsible for the course in question. The dean will review and evaluate the ~~conflict appeal~~ to determine what action, if any, should be taken to resolve the conflict. Written notification of that determination will be sent to the student within ~~fifteen (15) five (5) weekdays of receipt of student's written notice~~.

Step 3. If the student is dissatisfied with the outcome of Step 2, ~~he/she may, within five (5) weekdays of the date of notification of Step 2~~, file a written notice of appeal ~~with~~ ~~he/she may file a written grade appeal with~~ to the Vice President for Student Services and Enrollment Management. ~~W~~ ~~within~~ ~~ten (10) weekdays of receipt of the written appeal~~, ~~†~~The Vice President for Student Services and Enrollment Management will convene the Academic Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the ~~issue appeal~~. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student, the dean, the department chair, and the instructor of the Academic Subcommittee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Students dismissed from the clinical area in Health Sciences and Nursing programs will follow the appeals process outlined in the program student handbook.

2019-2020 Catalog Proposed Changes

A MOTION from the Administrative & Personnel Committee recommends approval of the Withdrawal Policy Update as presented. Motion carried unanimously.

Withdrawal Policy Update

Some students may occasionally feel that due to unanticipated circumstances they are unable to complete a class or an academic term successfully. Withdrawing is one option that students have

when such difficult situations arise. However, given the potential negative consequences of withdrawing from one or more classes, students should make this decision only after they have considered other options.

Students who wish to withdraw from a course after the add/drop period but before the established deadline to withdraw must have a mandatory consultation with a counselor (via email, phone, or in-person) prior to withdrawing. Counselors will assist students in determining if withdrawing is the best course of action. If after speaking to a counselor, the student still wishes to withdraw, the counselor will obtain a written request from the student and will initiate the withdrawal on behalf of the student. The final processing of the withdrawal is completed in the Registrar's Office.

Students who officially withdraw from a class by the established withdrawal deadline (60 percent point of the class) will receive a grade of "W." Students who do not officially withdraw from a class by the deadline and continue to attend and/or participate by completing assignments will receive at the conclusion of the term a final grade from the class instructor(s) that is based on the attendance and grading policies for the class.

Students who wish to withdraw after the established withdrawal deadline must consult with a counselor who will seek guidance from their instructor and department chair prior to approval to withdraw. Permission will be granted for documented extenuating circumstances only. No withdrawals may be requested within the last week of the semester.

Withdrawing may have a negative impact on students' Satisfactory Academic Progress status, and as a result, withdrawals may lead to a loss in eligibility for future financial aid (including loans). Students are urged to review the college policies on Satisfactory Academic Progress for Financial Aid Recipients and contact the Financial Aid Office before withdrawing to discuss potential impact on their bill and/or financial aid eligibility.

Unofficial Withdrawals:

An "unofficial withdrawal" occurs when a student stops attending a course and does not participate in any academic-related activities beyond the 60 percent date of the term.

Students who are unofficially withdrawn will be issued final grades of XF. The grade of XF will be assigned as a student's course grade when all of the following conditions are met:

- 1. Failed a course (no credits earned).**
- 2. Attended a course at least once in the first 10 percent of the course.**
- 3. Stopped attending and/or did not participate in any academic-related activity (as defined below) on or before the 60 percent date of the term.**
- 4. Did not officially withdraw or return to the course beyond the 60 percent date of the term.**

No tuition or fee adjustments will be made. The XF grade will calculate the same as an F (failure) grade, affecting GPA in the same manner as an F. Students who receive an XF or W grade may be required to repay a percentage of their Federal Aid back to the Department of Education or to the Veteran's Administration.

Notes:

- **Examples of "academic-related" activities that may count as attendance are inclusive of (but not limited to): physically attending class, participating in class with a "clicker" device, submitting an assignment/exam/tutorial, attending a study group assigned by the instructor, or participating in an online discussion about academic matters. Simply logging into an online course does not count as an academic-related activity.**
- Please refer to the Academic Calendar for the withdrawal deadlines for each term.

Go to [http://cfcc.edu/financial/](http://cfcc.edu/financial) for more information about financial rules and policies.

SGA REPORT

Mr. Romero presented the following report.

- The SGA will be participating in the Sea Devil Summer new student orientation events on July 16 and 18th.
- Next SGA General Assembly meeting is Monday August 26, 2019.

FACULTY ASSOCIATION REPORT

Mr. Branner presented the following report.

Some faculty are currently in "break mode". But, many of us are working behind the scenes to prepare for the upcoming fall semester.

Faculty have expressed appreciation for the opportunity to be a part of the strategic planning retreat back in early May. We look forward to seeing how our input contributed to the development of a new strategic plan and vision for the College.

One of the concerns we highlighted before the summer break was the need to address potential violence on campus. The UNC Charlotte event in May (and other past active shooter events) has heightened concern for identifying and managing "at-risk" students and potentially hostile situations on campus.

The active shooter training presented by the New Hanover Sheriff's Department was exceptional and provided a great starting point for preparing faculty and staff for such unexpected events. When we return from the summer break, the Faculty Association plans to follow up on this talking point and work with administration to improve the safety of the College.

Our next Faculty Association meeting is scheduled for August 21.

FOUNDATION REPORT

Ms. Veronica Godwin gave the following report:

- Gift of Education- final total - \$297,000.
- Scholarships

729 students submitted applications in spring scholarship cycle.
\$475,000 is available to be awarded to students for summer, fall and spring.
Awarded 377 students, \$400,000.
Annual scholarship renewal letters will go out at the end of July.
Scholarship reception will be held in September.
Fall scholarship cycle is October 1-30, 2019.

- Foundation Board

Endowment has reached the \$11 million.
Proposed 2019-2020 budget on July 18.
Presented 2019-2020 fundraising timeline and strategic plan July 18.
The Foundation Board still has openings for directors.
Foundation Board retreat will be held on October 18.

- New employees
Administrative Assistant- Lindsay Wright
Database and Accounting Coordinator- Elizabeth Shafer
- Foundation 2018-2019 **\$1,412,500.00** - \$400,000 over budget.

DATE OF NEXT MEETING – SEPTEMBER 26, 2019

Meeting adjourned at 6:05pm.

James P. Morton, President/Secretary

Michelle S. Lee, Recording Secretary

/ml