

**MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 26, 2019
5:00 PM**

Following proper public notifications on September 19, 2019, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, September 26, 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. Bruce Moskowitz; Ms. Mary Lyons Rouse; Mr. Bruce Shell; and Mr. Hector Romero. Trustees not present: and Mr. John Melia.

Employees present were: Mr. James Morton, 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; Veronica Godwin, Executive Director CFCC Foundation; Ms. Ms. Lynn Criswell, Dean of English and Social Science, Mr. John Downing, Dean Continuing Education; Mr. Kumar Lakhavani, Director, Information Technology; Ms. Margo Williams, Chair, English Department; Mr. Thomas Massey, Dept. Chair, Social and Behavioral Sciences; Ms. Christina Greene, Vice President of Business Services; Mr. Robert Rajsky, EMS Training Coordinator; Ms. Jan Yokeley, Director, Customized Training; Robert Sutton, Department Chair, Humanities; Mr. Brandon Guthrie, Dean, Arts and Sciences; Mr. Andy Cobb, Ticket Central Coordinator, Wilson Center; Ms. Katie Solinski,, Guest Experience Coordinator, Wilson Center; Mr. Mason Tarr, Crew Member Landscaping; Ms. Lisa Mills, HR Recruitment Specialist; Ms. Sonya Johnson, Director Marketing and Communications 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 Ms. Kusek and seconded by Mr. Cherry to approve the July 18, 2019 minutes. Motion carried unanimously.

OATH OF OFFICE NEW TRUSTEE

Ms. Lee administered the Oath of Office to Ms. Paula Sewell. Ms. Sewell was appointed by the Governor for a 4-year term ending on June 30, 2023.

RECOGNITIONS AND INTRODUCTIONS

Ms. Jennifer Morgan presented the following new employees in attendance.

New Hires

Full Name	Job Title
Blake, Chris	Instructor, Carpentry/Construction/Construction Management
Cahill, Grace	Career Development Coordinator
Cobb, Andy	Ticket Central Coordinator
Canty, Precious	Custodian I - North Campus
Dowe, Shantiqua	Custodian I - North Campus
Yokeley, Janet "Jan"	Director, Customized Training (CE)
McFaden, Cheryl	Instructor, AND
Nunnery, Jean	Lead Teacher, Child Development Center
Tarr, Mason	Crew Member, Landscaping
Rajsky, Robert	EMS Coordinator
Solinski, Katie	Guest Experience Coordinator, Wilson Center

Retirements

Mr. Robert Sutton was honored for his invaluable service to the college and received a plaque and a standing ovation from the Board of Trustees.

Chair's Report

Ms. Ann David reviewed the following report.

Our Place Dinner

The CFCC Board of Trustees will meet on Wednesday, November 13, 2019, at 4:00 PM in the Board Room of the Union Station Building. Immediately following the meeting, Board members and invited guests will attend a dinner at Our Place. Dinner is scheduled to begin at 6:00pm.

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/>. Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7555 if you have any questions regarding this training.

NCCCS State Board Meeting

Ms. David reported that the visit by the NCCCS State Board and Foundation Board was a huge success. Thank the Trustees that were able to attend and a special thank you to all of the staff that worked so hard to make this event successful.

President's Report

President Morton reviewed the following report.

Enrollment Update

Comparing CU Fall 2019 post-purge enrollment to CU Fall 2018 post-purge enrollment we are up 5 percent. This is a significant increase to occur during a favorable economy with low unemployment and I want to thank everyone throughout the college for their efforts.

New ECU “Pirate Promise” Agreement

Executed new co-admission agreement with ECU Interim Chancellor Dan Gerlach designed to improve university transfer student access and success through a collaborative baccalaureate degree program.

Continuing Education Accountability/Credibility Plan Results

For first time since 2013 we have met and exceeded the planned goals for all class visitations in Continuing Education.

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 Spring 2019 class visits made to classes under the responsibility of the Dean of Continuing Education:

Plan Criteria	Classes Offered	Classes Visited by Sr. Administrator	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	228	30 (13%)	10%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting on campus	277	139 (50%)	25%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	228	147 (64%)	50%	Yes

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 Summer 2019 class visits made to classes under the responsibility of the Dean of Continuing Education:

Plan Criteria	Classes Offered	Classes Visited by Sr. Administrator	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	133	35 (26%)	10%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting on campus	130	71 (55%)	25%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
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Classes meeting off campus/distance education	133	106 (80%)	50%	Yes
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Continuing Education (CE) Summer FTE Increase

Summer 2019 CE Institutional Class Report (ICR) for FTE reflected a 32 percent increase over the 2018 ICR.

Marketing Initiatives

Continuing Education Catalog - Continuing Education Catalog has been digitized. We are focusing more on digital advertising for those classes. Facebook and Instagram ads are producing results. For example, a class about vinaigrette salad dressings had 67 link clicks to register just from social ads. We are placing short-term targeted ads throughout the fall, instead of having one single printed book at the beginning of the year. These social media ads are low cost and can be targeted to just the right customer by interest, age, occupation, etc.

ADA Compliance - The new website is being built with ADA compliance in mind. All photos and documents uploaded to the site are ADA compliant. This is also a focus on our social media accounts.

New Ad Campaign - A new television ad focusing on University-Transfer Students (new terminology) will be airing in October to coincide with College Application Weeks for high school students

Awards – Faculty and Staff

Marilyn Goodman Anderson Award – Ms. Rebecca Berger, Health Sciences/Radiography

President's Award Faculty – Mr. Paul Elmore, Program Chair Electric Lineman Program

President's Award Staff – Ms. Lisa Mills, HR Recruitment Specialist

Duke Energy 2019 Power Partner Winner

Rufus Jackson-Vice President of Duke Energy awarded CFCC the Duke Energy 2019 Power Partner Award for collaboration during Hurricane Florence, Line Worker Training program and various energy efficiency workshops.

Hurricane Update

Fortunately, we only received minor damages from Hurricane Dorian and appreciate all the efforts of faculty and staff during this time.

State Budget

State budget has not been approved as of this time.

President's Annual Report

The 2017-2018 President's Report has been completed, hard copies printed and distributed as well as digital versions.

State Board Meeting

CFCC hosted the NCCCS State Board September 2019 meeting.

Barbering School

The Barbering Program is experiencing great success in their new location. For the first three months of operations the average monthly number of haircuts has increased by 130 percent.

Foundation Audit

The Foundation on-site audit has been completed and we are waiting on the final report.

Women's Soccer NJCAA Audit

The NJCAA conducted a surprise LOI/Scholarship audit review on our Women's Soccer Team resulting in a "cleared" audit with all our sampled files in order.

SACS Update

Dr. Chaffin presented the following SACS update.

- I. Last reaffirmation in 2017 (on-site visit in Fall 2016)
 - a. Accredited status reaffirmed with reporting requirements
 - b. Reporting requirements lifted in Summer 2018
- II. Next decennial reaffirmation is 2027
- III. Fifth-year Interim Report will be due September 2022
 - a. Report requires Compliance Certification for 22 standards (out of 73 for full CC)
 - b. QEP impact report
 - c. Reports on new instructional sites
- IV. CFCC's SACS team met this summer to review Fifth-year Interim Report requirements
 - a. Will meet again this fall, begin addressing requirements
 - b. Collecting data on QEP
 - i. FTIC Degree plans
 - ii. FTIC Resource usage
 - iii. FTIC Sea Devil Summer participation
 - iv. Teaching Academy participants

Federal Grant for Powerline Program

U.S. Department of Commerce's Economic Development Administration (EDA) awarded a \$633,408 grant to Cape Fear Community College for Powerline Program. This grant required many departments to work together to get this grant approved. Thank you to all that worked so diligently on this grant

Powerline Graduation

The fifth Powerline class graduated 31 students. Duke Energy is very impressed with the quality of students graduating from this program.

Purchasing Compliance Review

The College just finished a Purchasing Compliance Review which was very favorable.

Committee Reports

Finance Committee

President Morton reviewed the following report.

Institutional Funds Report

Finl Aid & Veteran's Coordinator Admin Fees

	<u>42,067.85</u>	<u>298.75</u>	<u>241.39</u>	<u>42,125.21</u>
Total Current Unrestricted Funds	<u>1,812,688.24</u>	<u>134,796.74</u>	<u>103,794.32</u>	<u>1,843,690.66</u>

Current Restricted Funds

	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Financial Aid Federal Awards	-	139,463.15	139,463.15	-
Wilson Center Funds	1,273,862.22	4,522.65	-	1,278,384.87
Wilson Center Maintenance Funds	260,000.00	-	-	260,000.00
Grants	80,251.54	233,033.48	134,358.96	178,926.06
Financial Aid State Awards	33,129.66	30,959.80	(3,569.00)	67,658.46
Curriculum Technology Fees	1,392,990.19	110,071.43	53,086.56	1,449,975.06
Financial Aid Administration	6,466.20	1,866.47	5.00	8,327.67
Scholarships	27,563.73	84,905.34	13,567.03	98,902.04
Total Current Restricted Funds	<u>3,074,263.54</u>	<u>604,822.32</u>	<u>336,911.70</u>	<u>3,342,174.16</u>

Proprietary Funds

	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance

Live Projects incl Ships Special Project	24,744.35	3,300.00	1,867.32	26,177.03
Wireless Consortium	112,069.23	2,962.02	-	115,031.25
Humanities and Fine Arts Center	439,752.74	1,368,114.04	713,640.04	1,094,226.74
CFCC Bookstore	3,845,231.77	1,001,989.90	1,215,248.90	3,631,972.77
Daycare Center	(15,175.74)	85,037.00	71,644.67	(1,783.41)
Vending	239,269.73	10,719.48	-	249,989.21
Parking	2,060,615.70	209,586.82	123,221.63	2,146,980.89
Student Activity & Sea Devils Account	378,884.27	144,767.40	129,090.46	394,561.21
Total Proprietary Funds	<u>7,085,392.05</u>	<u>2,826,476.66</u>	<u>2,254,713.02</u>	<u>7,657,155.69</u>

Facilities & Equipment Committee

President Morton reviewed the following reports.

New Hanover County Capital Outlay Projects 2015-2016 Status Summary Report

		Encumbrances – Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated 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	Executed agreement from COW received 9/1, starting construction now.

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	\$26,516.74		\$28,716.74	\$74,769.77	\$46,053.03	Fume Hoods purchased July with lead time of 16 weeks. Arranging plumbing and mechanical work now.

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&2	Burgaw Center - Install Canopy for Covered Eating & Outdoor Classes and Fix Drainage Issues Mechanical Yard (HVAC Area) and Center Front Parking Lot	\$4,000.00			\$4,000.00	\$60,000.00	\$56,000.00	Design complete. Bidding 9/30/19.

Connect NC Bond Projects - Status Summary Report

		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget NC Connect & County Funds	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 is 9/17/19 with a 240 day schedule. Estimate Completion 5/14/20
3	CFCC "W" Building Emmart & Burnett Renovation	\$178,500.00	\$1,574,000.00	\$17,411.58	\$1,769,911.58	\$2,226,725.00	\$456,813.42	Construction Complete
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$304,400.00		\$3,840.00	\$308,240.00	\$4,650,000.00	\$4,341,760.00	Expect 90% drawings approved by SCO on 10/1/19. Proceeding to design completion.

Powerline Grant

President Morton reviewed information regarding the building of a permanent facility for the Powerline Program. This was a very time consuming process and involved many staff at the college.

A MOTION was made by Ms. David and seconded by Ms. Rouse to approve moving forward to request approval from State Construction for the Powerline Training project to be

constructed at the North Campus to include matching funds of \$158,352.00. Motion carried unanimously.

Administrative & Personnel Committee

Ms. Rouse reviewed the following policies.

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

VEHICLE SAFETY POLICY - Update

Purpose

This policy defines standards of conduct for faculty, staff, students and volunteers who operate motor vehicles while conducting College business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

Scope

This policy applies to individuals who operate a motor vehicle, College-owned, leased or personally owned, to conduct College business.

Definitions

For the purpose of this policy, "motor vehicle operator" refers to any approved, faculty, staff, student or volunteer, 21 years of age or older, who operates a motor vehicle while conducting College business. Individuals who are under 21 year of age may not operate a motor vehicle to conduct College business until insurance is notified.

Policy

Safety Rules. We value the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, Cape Fear Community College is instituting a Vehicle Safety Policy.

1. Inspect vehicles prior to use to ensure that they are in safe operating condition.

a. If a vehicle does not pass inspection, notify the Motor Pool Coordinator.

b. Vehicles are not to be operated unless in a safe operating condition.

2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle. Travel after 12:00 a.m. is strongly discouraged. If distance prohibits return to the College by 12:00 a.m., the traveling group is encouraged to seek overnight accommodations. The College requires mandatory rest stops every two hours to prevent fatigue or exhaustion.

3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated.

4. Seat belts must be worn whenever a vehicle is in motion.

5. Cell phone usage, including texting, is prohibited while driving for College purposes.

6. Use of radar detectors is forbidden in all vehicles owned or used by the College.

7. Hitchhikers and passengers other than College employees and students are not permitted in vehicles. All passengers must have an approved travel request form. No pets allowed unless they are certified service dogs.

8. College vehicles shall be used for work related duties only.

9. Cargo should be secured and all doors should be locked, both when the vehicle is enroute and when it is parked.

10. Respect the rights of other drivers and pedestrians.

11. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for College purposes.

12. All traffic violation convictions, whether on College or personal time, must be reported to the Vice President of Business Services within 24 hours or by the next business day.

13. Cape Fear Community College will review motor vehicle reports annually.

14. If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the Business Office for the employee's file.

15. Employees are responsible for maintaining a valid driver's license. Limited Privileged License is not considered a valid driver's license.

16. In an extreme situation when there is an out-of-state trip and there is only one College employee accompanying a group a potential alternate driver (student) may be authorized by the Vice President of Student Services to drive a College vehicle. The student must be at least twenty one years of age. Student will follow the same procedure as an employee of the College, prior to approval.

17. Smoking is not permitted in a Cape Fear Community College vehicle.

18. All trash and debris must be picked up and removed upon return of vehicle.

19. Vehicle should be returned with the same amount of fuel at check out.

Safety Rules Enforcement. Employees will be subject to disciplinary action up to and including termination for violating any of the above rules according to the Employee Handbook section 5.11.1. All approved drivers are subject to the same guidelines as outlined in the policy.

Motor Vehicle Report (MVR) History. MVRs will be checked annually for all motor vehicle operators who may be required to drive for college purposes. The MVR will be reviewed to ascertain whether the motor vehicle operator holds a valid license and whether his or her driving record is within the parameters set by the College.

**See attached Driver Qualification Criteria for further information.

Drivers will be disqualified from driving any vehicles (including personal) for College purposes for any of the following reasons:

1. A revocation or suspension of driver's license in any state.
2. A major violation such as reckless driving, negligent driving, and vehicular homicide, leaving the scene of an accident or driving under the influence of alcohol or other controlled substance within the last 3-5 years.
3. Any other violation at the discretion of the College.

If a driver does not qualify under the driver guidelines to drive a college vehicle they are not permitted to use their personal vehicle for college business.

Driver's License. All College motor vehicle operators must be in possession of a valid driver's license from their state of residence. They must also sign the Vehicle Use Acknowledgment Form that allows the Risk Management Business Office to obtain state driving records. In the event that an employee's job description requires him or her to drive a commercial vehicle, the employee will be required to obtain and maintain a valid North Carolina commercial driver's license.

Vehicle Operator Responsibility. Motor vehicle operators must report all traffic citations received while on College business to the Risk Management the Vice President of Business Services and their supervisor. They must also report the onset of any physical or mental condition that may impair their ability to drive.

~~**Safety Rules.** We value the safety and well being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, Cape Fear Community College is instituting a Vehicle Safety Policy.~~

- ~~1. Inspect vehicles prior to use to ensure that they are in safe operating condition.~~
 - ~~a. If a vehicle does not pass inspection, notify the Motor Pool Coordinator.~~
 - ~~b. Vehicles are not to be operated unless in a safe operating condition.~~

- ~~2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle. Travel after 12:00 a.m. is strongly discouraged. If distance prohibits return to the College by 12:00 a.m., the traveling group is required to seek overnight accommodations. The College requires mandatory rest stops every two hours to prevent fatigue or exhaustion.~~
- ~~3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated.~~
- ~~4. Seat belts must be worn whenever a vehicle is in motion.~~
- ~~5. Cell phone usage, including texting, is prohibited while driving for College purposes.~~
- ~~6. Use of radar detectors is forbidden in all vehicles owned or used by the College.~~
- ~~7. Hitchhikers and passengers other than College employees are not permitted. All passengers must have an approved travel request form.~~
- ~~8. College vehicles shall be used for work related duties only.~~
- ~~9. Cargo should be secured and all doors should be locked, both when the vehicle is en route and when it is parked.~~
- ~~10. Respect the rights of other drivers and pedestrians.~~
- ~~11. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for College purposes.~~
- ~~12. All traffic violation convictions, whether on College or personal time, must be reported to the Manager Vice President of Business Services within 24 hours or by the next business day.~~
- ~~13. Cape Fear Community College will review motor vehicle reports annually.~~
- ~~14. If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the supervisor and the Motor Pool Coordinator for the employee's file.~~
- ~~15. Employees are responsible for maintaining a valid driver's license. Limited Privileged License is not considered a valid driver's license.~~
- ~~16. In an extreme situation when there is an out-of-state trip and there is only one College employee accompanying a group (i.e., golf team) a potential alternate driver (student) may be authorized by the Executive Vice President of Student Services to drive a College vehicle. The student must be at least twenty-one years of age. Student will follow the same procedure as an employee of the College, prior to approval.~~
- ~~17. Smoking is not permitted in a Cape Fear Community College vehicle.~~
- ~~18. All trash and debris must be picked up and removed upon return of vehicle.~~
- ~~19. Vehicle should be returned with the same amount of fuel at check-out.~~

Safety Rules Enforcement. Employees will be subject to disciplinary action up to and including termination for violating any of the above rules according to the Employee Handbook section 5.11.1. All approved drivers are subject to the same guidelines as outlined in the policy.

Department Head Responsibility. Department heads are responsible for ensuring that College-owned or leased/rented vehicles are operated by **authorized** College motor vehicle operators only.

Department heads must also:

1. Immediately notify the Vice President of Risk ManagementBusiness OfficeServices and Human Resources if a vehicle operator's license has been suspended or revoked.
2. Schedule additional training as required to ensure the safe operation of special purpose vehicles, such as sweepers, riding mowers, etc.
3. Document all training and provide copies to Human Resources for inclusion in the employee's personnel record.
4. Send documentation of any disciplinary action associated with the enforcement of this policy to Human Resources and Risk ManagementBusiness Office for inclusion in the employee's file.

Accident Reporting. It is the responsibility of all College motor vehicle operators to report all accidents, regardless of damage. Accidents that occur on College property must be reported immediately to the Vice President of Business OfficeServices and Campus Police DepartmentNew Hanover County Sheriff's Office or Pender County Sheriff's Office depending upon the location of the property. Accidents that occur off College property must be reported immediately to the appropriate law enforcement agency and to the Risk Management Vice President of Business Services Business Office within 24 hours.

Accident Review and Insurance. Risk ManagementBusiness Office will maintain a driving record on each employee driver. Risk ManagementBusiness Office will notify the appropriate supervisor and Human Resources in writing for any employee who has been denied driving privileges due to the following:

1. Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault in the accident by Risk ManagementBusiness Office and Management.
2. Has received two tickets for moving violations within one calendar year.

College insurance.

1. Covers faculty, staff, students and volunteers while they are driving College-owned leased or rented vehicles. When employees operate their own vehicles while on College business, their insurance company will be considered as the primary insurer with the College's coverage being secondary.
2. A contracted chartered bus service must maintain liability limits of at least \$5 million and must name the College and its affiliates as additional insureds. They must also provide an acceptable certificate of insurance to Risk ManagementBusiness Office prior to service.

CAPE FEAR COMMUNITY COLLEGE

VEHICLE USE ACKNOWLEDGMENT FORM

Safe Driving Requirement. I acknowledge that I must operate any vehicle used for the purpose of College business in a safe, responsible manner and in compliance with the law. I will follow all applicable rules or requirements. I understand that I am subject to College disciplinary procedures for improper use of any vehicle on College business.

Physical Condition. I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify Risk Management Human Resources and my supervisor immediately.

Motor Vehicle License. I am licensed to drive. I have attached a photocopy of my license to this form. I will promptly notify Risk Management the Vice President of Business Services and my supervisor if my license is impounded by a police authority, suspended, revoked or expires. I authorize the College to obtain a copy of my official state motor vehicle record including the current status of my license and any traffic convictions. I further authorize the College to make this information available to the College's insurance company. I further authorize the College to obtain updates of this information during my employment.

Accidents and Traffic Citations. I shall report any on Campus accident involving a vehicle I am operating immediately to the Campus Police New Hanover County Sheriff's Office or Pender County Sheriff's Office depending upon the location of the Campus. I shall report any accidents that occur off College property immediately to the appropriate law enforcement agency. I will notify the Risk Management Vice President of Business Services and my supervisor as soon as possible. I will complete all state, College and insurance accident forms promptly, accurately and completely. I will report any traffic citation or parking ticket I receive while using a College vehicle to the Vice President of Business Services and my supervisor. as soon as practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while driving a College vehicle.

College Insurance. I have been informed that any authorized driver of a College vehicle is covered by College insurance, but that it will not cover a driver who intentionally causes injury or damage.

Employment. I understand that my employment may be contingent upon my ability to legally operate a motor vehicle for College business as outlined in my job description.

I am 21 years of age or older and have read and fully understand the provisions of the Vehicle Safety Policy.

Print Driver's Full Name Driver's Signature Date

Date of Birth

Driver's License Number

State of Issuance

IMPORTANT: A photocopy of your driver's license must be attached to this form.

Department Name

Office Telephone

Signature of Department Printed Name of Department
Head/Supervisor Head/Supervisor**Vehicle**

Prepared

Lisa

Risk ManagementPurchasing and Insurance Specialist**Safety****Policy**

by:

Wilcox

And Wade Quinn Director of Purchasing and Inventory Contact Information

Campus Police Department New Hanover County Sheriff's Office:Non-Emergency (910) 798-4200Emergency Dial 911

Pender County Sheriff's Office:

Non-Emergency (910) 259-1212

Risk ManagementBusiness Office: (910) 362-7066

Motor Pool Coordinator: (910) 362-7211

10/201710/2017Blanket Travel for Trustees and President

A MOTION from the Administrative & Personnel Committee recommend approval to the Board of Trustees of the Blanket Travel for Trustees and the President. Motion carried unanimously.

In 2006 the state auditor made recommendations to the State Board of Community Colleges that resulted in the development of a new policy requiring the “blanket” pre-authorization of a President’s routine travel by the local Board of Trustees, and the CFCC Board provided such a blanket approval during the September 7, 2006 meeting of the CFCC Board. A MOTION was made by Mr. Cobb and seconded by Mr. Crowell to recommend to the Board the following amendment to add trustees to the same pre-authorization of travel statement during 2007-08:

Blanket Travel Approval – President and Trustees – In 2006 the state auditor made recommendations to the State Board of Community Colleges that resulted in the development of a new policy requiring the “blanket” pre-authorization of a President’s routine travel by the local Board of Trustees, and the CFCC Board provided such a blanket approval during the September 7, 2006 meeting of the CFCC Board of Trustees.

James Morton, President of Cape Fear Community College, *{and CFCC trustees}* is *{are}* hereby authorized to engage in college-related travel throughout the term of his *{their}* service from one campus to another, to off-campus locations throughout the service area, to meetings at various locations within the state, to various in-state and out-of-state meetings and functions of the Commission on Colleges (CFCC's primary accrediting agency), to occasional national meetings of the League for Innovation in Community Colleges, to state/regional/national meetings of the Association of Community College Trustees, to national meetings of the American Association of Community Colleges, and to other conferences and meetings that relate to specific initiatives being considered or undertaken by Cape Fear Community College.

SGA Report

Mr. Romero gave the following report:

- The first SGA General Assembly meeting was held on Monday August 26, 2019. There were 34 persons in attendance representing 9 clubs/organizations.
- Student Activities is hosting a Resource Fair for students. September 10th (North campus) and September 11th (Downtown campus) from 10:00AM till 1:00PM.
- SGA & PTK Officers will participate in the UNCW Challenge Couse on Friday October 4th. This is an annual leadership training program that teaches team work, problem solving skills and leadership techniques to our officers.
- SGA members are volunteering to serve at the Muscular Dystrophy Association’s 5th Annual Toast to Life Gala. This is a black tie event held at UNCW on October 11th to raise funds for the Muscular Dystrophy Association organization.
- CFCC Fall Festival is scheduled for Wednesday October 30th (North campus) and Thursday October 31st (Downtown campus) from 11:00AM till 2:00PM.
- Next SGA General Assembly meeting is Monday September 30, 2019 in U170 at 3:30PM.
- SGA Officers will be attending the N4CSGA Fall Convention in Winston Salem, NC on November 8th – 10th.
- Fall 2019 SGA monthly General Assembly meeting are scheduled for September 30th, October 28th, and November 25th in U170 at 3:30PM.

Faculty Association Report

Mr. Banner gave the following report:

The Faculty Association held its first meeting for the semester on August 21st. We had two guest speakers: Kumar Lakhavani, CFCC Director of IT Services and Lynn Sylvia, Campus Safety Coordinator accompanied by representatives from the New Hanover County Sheriff's Department (NHCSD).

Mr. Lakhavani presented one part of a series regarding cybersecurity and safe online practices for CFCC email users. He provided an informative presentation and handed out posters that may be strategically placed in various parts of the college. We look forward to the next segment in his series.

Lynn Sylvia and representatives from NHCSD introduced Lt. Effron Grande as the new lead for the department. Resources and strategies were discussed for maintaining a safe classroom environment and reporting suspicious or unusual student behavior. Robbie McGee was also present to answer questions and concerns about campus safety in general and faculty safety in particular. The Faculty Association extends its gratitude to our guest speakers for their contributions.

The Faculty Association was asked to nominate/recommend a faculty member to develop and administer the Academic Policy and Support Subcommittee (APSS) faculty survey regarding a 10-point grading scale proposal for the College. The grading scale is a topic many faculty are passionate about. Susan Booth, Faculty Association Secretary, volunteered to take the lead on the survey project. We look forward to working with the APSS on this issue.

Terri Andress, Faculty Association Treasurer, reported the Faculty Association has approximately \$95,000 in the Faculty Association Endowed Scholarship. In spring 2019, two students each received \$900 in scholarship awards from the Faculty Association. We are now working with the CFCC Foundation to increase the number of applicants and hopefully award more scholarship funds.

****Check this report to make sure it is complete

Foundation Report

Ms. Godwin gave the following report:

- Scholarships
 1. Scholarship reception September 24, 3:00-5:00 p.m. in Daniels Hall.
 2. Fall application cycle will be open October 1-30, 2019.
 3. \$528,000 available to be awarded.
- Foundation Board
 1. 2019-2020 budget of 1,350,000.00 was approved by the Foundation Board on July 18, 2019.
 2. Tonye Gray resigned as of July 2019.
 3. Paula Sewell was appointed to Board of Trustees.
 4. Board of Directors currently have 18 seats filled.

5. Donor Appreciation Dinner February 18, 2019 Daniels Hall 6:00 pm.
 6. The Board of Directors unanimously approved to move GOE to the Wilmington Convention Center to accommodate one event. The luncheon date has been confirmed for May 28, 2020.
- Fundraising Report
 1. Foundation Audit was completed in July 2019 and received a clean report with no findings.
 2. The Foundation kicked off the Campus Fund Drive on August 13th at in service with a goal of \$75,000. As of September 13th, employees have donated over \$47,000.00 with 2 weeks remaining.
 3. Foundation Actuals through August 31, 2019 \$146,000.

After discussion, the Trustees would like further information on costs related to moving the Gift of Education Event to the Wilmington Convention Center. In addition, they would like to have an estimate on a floor cover for the Schwartz Center to allow the event to be held on campus.

Date of next Meeting – November 13, 2019

Meeting Adjourned at 6:15pm.

James P Morton, President/Secretary

Michelle S. Lee, Recording Secretary

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