

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
NOVEMBER 13, 2019
5:00 PM

Following proper public notifications on November 7, 2019, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 13, 2019 at 4:00 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; Ms. Patricia Kusek; Mr. John Melia; Ms. Mary Lyons Rouse and Mr. Bruce Shell. Trustees not present: Mr. A.D. “Zander” Guy; Mr. Jimmy Hopkins; Mr. Bruce Moskowitz; Mr. Hector Romero and Ms. Paula Sewell.

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; Mr. John Upton, Interim 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, Vice President Continuing Education; Ms. Margo Williams, Chair, English Department; Mr. Thomas Massey, Dept. Chair, Social and Behavioral Sciences; Ms. Christina Greene, Vice President of Business Services; Ms. Sonya Johnson, Director Marketing and Communications; Ms. Chardon Murray, Sociology Instructor; Mr. Jason McCoy, Social and Behavioral Sciences/Psychology; Ms. Suzanne Baker, Sociology 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

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. Melia and seconded by Ms. Rouse to approve the September 26, 2019 minutes. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

Mr. John Upton introduced new employee Ms. Anne Smith, HR Business Partner – Employee Relations.

Retirements

Mr. Upton and Mr. Morton thanked Ms. Alice Hawkins and Ms. Ann Wall for their years of service, presented them a plaque for their invaluable service and wished them well in retirement.

CHAIR'S REPORT

Ms. Ann David reviewed the following report.

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 6, from 12-2:00 pm. A buffet will be provided by Middle of the Island caterer.

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.

PRESIDENT'S REPORT

President Morton reviewed the following report.

State Hurricane Relief Funding

The System Office has reached out again regarding left over Hurricane Florence funding. We requested additional funding and were granted an additional \$80,000 to help support our students affected by the storm. This funding may be used to help alleviate some of the ongoing issues facing our students (higher monthly rents, loss of employment, etc.) as well as assist with any direct expenses caused by the storm.

New Website

Please take some time to visit our new recently launched CFCC website. We have redesigned the site with prospective students in mind. The new website is more intuitive, easier to navigate and

terminology has been simplified. In addition, great strides have been taken to ensure the site is ADA compliant.

Federal Grant for Line Worker Program

The college has received the final grant approval for the Underground and Overhead Powerline Training facility in the amount of \$633,408 from the U.S. Department of Commerce's Economic Development Administration.

UNCW Dual-Admission Agreement

On Tuesday, October 1, Cape Fear Community College President Jim Morton and University of North Carolina Wilmington Chancellor Jose V. Sartarelli signed SEA-Path—an agreement that provides qualifying students an opportunity to earn an associate's degree at CFCC and seamlessly transition to one of UNCW's undergraduate programs through dual admissions pathways.

Students participating in SEA-Path will benefit from:

- Guaranteed admission to one of UNCW's undergraduate colleges
- Dual admission to CFCC and UNCW
- Waived UNCW application fee
- One online or main campus class per term (beginning their second semester following high school graduation) at UNCW
- \$200 scholarship toward each dual-enrolled course (up to a total of 3 courses with continued UNCW GPA average of 3.0)
- Opportunity to be considered for a merit-based scholarship once graduated from CFCC and enrolled full-time at UNCW
- Access to UNCW student services, facilities, programs, library resources, etc. appropriate to their enrollment status

State Budget Update

As of this writing, the State Budget has not yet been approved. There has been a mini-budget approved but does not include salary increases and capital.

Foundation Audit

The final foundation final audit for 2019 showed no areas of concern.

Food Pantry Program

We have a new faculty lead initiative to start a Food Pantry for students, faculty and staff located in L-108. Collection receptacles for non-perishable food have been placed in convenient locations. The hope is to collect enough food in time for distribution prior to Thanksgiving. The Food Pantry will be staffed by volunteers.

Marketing

This fall we began a new campaign with focus on our University Transfer programs. One commercial features students who have successfully transition from CFCC to universities. These are coinciding with our spring registration cycle and supported by our “One-Stop” shop and “FASFA” nights.

Community Enrichment

Fall 19’ there were 455 students enrolled in Community Enrichment classes which is the highest number of students ever in this area. Our new online registration process and marketing efforts contributed to this success.

CFCC STRATEGIC PLAN - 2019-2024

Dr. Chaffin presented the CFCC Strategic Plan for 2019-2024. Ms. David congratulated everyone on the amount of hard work that it took to put this plan in place.

A MOTION was made by Ms. Kusek and seconded by Mr. Melia to approve the CFCC Strategic Plan for 2019-2024. Motion carried unanimously.

About CFCC’s Strategic Plan

The process for developing CFCC’s new 2019—2024 strategic plan began in March of 2018, with the College’s Board of Trustees approving drafts of new mission and vision statements and college goals. These statements were then reviewed by faculty and staff at planning retreats that were held in May and June of that year. The input faculty and staff provided at these planning retreats informed the subsequent drafts of the mission and vision statements and college goals that were approved by the Board at its meeting on November 14, 2018.

At the faculty and staff planning retreats of 2019, attendees were asked to identify institutional strengths that could help to achieve the new goals, as well as potential challenges the College might encounter in pursuing those goals. Attendees were also asked to articulate how the College would be different in five years if the new goals were achieved.

A strategic plan development team convened in July 2019 to begin drafting the new strategic plan. This team began its work by reviewing the information gathered at the 2019 planning retreats. The team also researched and reviewed examples of strategic plans from other colleges in order to determine what specific elements should be included in the plan. Upon concluding these reviews, the team formed six working groups to begin writing objectives and intended outcomes for each college goal. These groups met throughout August and September, and the entire team reconvened on October 3 to finalize the plan.

Throughout the process of developing the new strategic plan, CFCC’s faculty, staff, administration, and board members have considered important questions about the future of the College, questions such as:

- How will the College respond to changing workforce development needs?
- How can the College strengthen its partnerships with local and regional stakeholders?
- How may the needs of our students change in the next five years?
- What kinds of learning environments do we want to create for our students?
- How can the College support learners with diverse needs, abilities, and aspirations?
- How can we make CFCC an even stronger institution?

By attempting to address these questions, this plan provides an operational framework for the College that encourages aspiration, action, and accountability. As with its process of development, the implementation of this plan will require a sustained, broad-based effort that encourages collaboration and creativity. With such effort, the implementation of this plan will help ensure that CFCC continues “promoting excellence through innovation in education, and empowering students for life-long success.”

CFCC’s Vision

Cape Fear Community College: A world-class college serving diverse communities, promoting excellence through innovation in education, and empowering students for lifelong success.

CFCC’s Mission

Provide high quality, dynamic, and innovative educational, cultural, training, and workforce development opportunities for individuals, businesses, and industries in New Hanover and Pender counties.



Goal 1:

Provide exceptional professional, technical, pre-baccalaureate, and life-long education.

Significance of Goal:

This goal reiterates that teaching and learning are the core functions of the College. Likewise, providing teaching and learning opportunities that are of exceptional quality is our core institutional value. In the context of this goal, exceptional teaching and learning opportunities are those that prepare students for meaningful employment; establish the foundations for success in baccalaureate programs; and provide personal enrichment and development. This goal also establishes the College's commitment to the highest standards of academic excellence for its faculty, students, and staff. **Objective 1:**

Enhance the quality of teaching and learning in all areas.

Intended Results:

- Improved course and program-level learning outcomes.
- Students will report higher levels of satisfaction and engagement with their learning experiences.
- Students will be better prepared to achieve their professional and academic goals upon completing a program or course of study.

Objective 2:

Support professional development for all faculty and staff.

Intended Results:

- Faculty and staff will utilize professional development opportunities to enhance teaching and learning in their areas.
- Faculty and staff will use the most advanced techniques, subject matter, and expertise in their courses, programs, and support services.
- The College will be more effective in recruiting, recognizing, and retaining exceptional faculty and staff.

Objective 3: Increase community stakeholder input on program content to enhance instruction. **Intended Results:**

- Academic programs will use stakeholder input to improve students’ preparedness for success upon program completion.
- Career and Technical Education and Health Sciences programs will provide instructional content that aligns with the most current industry standards and expectations.
- University Transfer programs will provide instructional content that aligns with the most current transfer institutions’ general education and program-specific competencies.
- Continuing Education programs and courses will be responsive to local workforce development and community enrichment needs. **Objective 4:**

Improve how general education competencies are introduced and reinforced in all curriculum programs.

Intended Results:

- More students will demonstrate satisfactory attainment of the College’s general education competencies.
- More students will see the relevance of general education competencies to their program learning outcomes.
- More students will utilize general education competencies to be successful in their professions or at their transfer institutions.



Goal 2:

Enhance the regional economy by providing training and educational programs that support a skilled workforce and are responsive to the needs of local employers.

Significance of Goal:

The vibrancy of our area's economy largely depends on the quality of our regional workforce.

Employers often make decisions to expand or relocate their businesses based on their ability to recruit a skilled workforce from the local area. Expansion of local business and industry grows the economy and provides new opportunities for upward economic mobility for area residents. The College is committed to supporting the creation of these opportunities through its workforce development and educational programs. **Objective 1:** Improve the assessment of local workforce development needs. **Intended Results:**

- Improved data to inform the design of new workforce development and educational programs.
- The College will be better positioned to anticipate emerging workforce development needs.
- New workforce development and educational programs will more closely align with regional needs and opportunities.

Objective 2: Strengthen partnerships with local employers, industry partners, and economic development boards. **Intended Results:**

- More local businesses will view the College as an essential partner in their medium and long-term development plans.
- The College will collaborate with local economic development boards to attract more business and industry to the area. **Objective 3:** Expand the region's workforce development pipeline. **Intended Results:**
 - More students in the area's middle and high schools will be aware of career and technical education programs and the employment opportunities associated with these programs.
 - More students in the College's service area will enter career pathways that align with projected local and regional employment opportunities.
 - More students will complete a technical or workforce development program that aligns with projected local and regional employment opportunities.



Goal 3:
Promote the region's technological, cultural, and artistic development and civic involvement.

Significance of Goal:

This goal serves to enhance both the educational experience of our students and the quality of life in our region. Cape Fear Community College promotes this goal by providing the resources needed to deliver meaningful development opportunities for the region while maintaining the flexibility to adapt to the dynamic needs of a diverse community.

Involvement in the opportunities we provide fosters the individual development of our citizens as well as the economic well-being of the region we serve. Cape Fear Community College values the educational and cultural advancement of our region as a key part of its mission.

Objective 1:

Increase accessibility to educational, artistic, and cultural opportunities through the use of new and emerging technologies.

Intended Results:

- More citizens of this region will be able to engage with courses and cultural programming.
- More citizens of this region will use technology to achieve their educational, personal, and professional goals.
- Increased capacity to serve a diverse population. **Objective 2:**

Provide meaningful and deliberate programming that will enhance the cultural and artistic literacy of the region.

Intended Results:

- More citizens of this region will see Cape Fear Community College as a leader in the area's cultural and artistic development.
- More citizens of this region will take advantage of the multiple points of entry provided by the College, thus increasing the opportunity for personal growth and development.
- The region's increased cultural and artistic awareness will encourage our citizens to participate in a more pluralistic society.

Objective 3:

Engage with cultural, artistic, and educational entities in our community and the region to work toward a common goal of education, personal growth, and workforce development.

Intended Results:

- Pooled resources will provide for a more impactful and comprehensive approach to the cultural, artistic, and educational development of our region's citizens.
- More citizens of this region will view Cape Fear Community College as a true civic partner and will rely on our resources for advancing the collective needs of the region.
- Cape Fear Community College will serve as a model community partner for other community colleges in the state.



Goal 4:
Support learning environments that celebrate and value diversity, inclusiveness, and respect, and encourage the personal and intellectual growth of all students, faculty, and staff. Significance of Goal:

As an open admissions educational institution, we celebrate and value diversity and inclusiveness as well as recognize that every interaction is an opportunity to promote growth, respect, and personal development. **Objective 1:** Improve communications and outreach to underserved and underrepresented populations. **Intended Results:**

- More students in underserved/underrepresented populations will be aware of and utilize learning resources to achieve academic and personal success.
- Academic achievement gaps between student subpopulations will decrease significantly.
- Retention rates for all student populations will increase.
- Students, faculty, and staff will have an increased awareness of scholarship and financial support opportunities.

Objective 2:

Create more accessible learning environments in which all learners can participate, develop, and contribute.

Intended Results:

- Improved accessibility on all campuses and instructional sites.
- Improved awareness and adoption of best practices supporting accessibility for all learners.
- Increased capacity for meeting learners' diverse needs. **Objective 3:**

Foster a culture that encourages safe and open dialog, mutual respect, and inclusion.

Intended Results:

- More faculty, staff, and students will feel the College promotes a culture that is welcoming and respectful of all.
- More faculty, staff, and students will feel included in the College's culture and academic community. **Objective 4:**

Encourage greater participation in extracurricular programs and activities.

Intended Results:

- More students will participate in extracurricular activities that enhance their experience at the College.
- Increased extracurricular opportunities that bring faculty, staff, and students together.



Goal 5:

Provide safe, well-maintained facilities and campuses that leverage industry standard technologies to promote student learning and engagement.

Significance of Goal:

It is critical that the College consistently provides its students, employees, and guests with accessible, well-maintained and secure working and learning environments to further their educational endeavors and career aspirations. The College is committed to maintaining facilities and technologies of the highest quality necessary to support its instructional and service functions. **Objective 1:**

Fully implement a preventative building maintenance model that is proactive rather than reactive.

Intended Results:

- Buildings and campus environments will be more conducive to teaching and learning.
- Reduced incidences of downtime or operational interruptions.
- Increased safety in built and virtual environments using physical and electronic resources.

Objective 2:

Strengthen collaborations with local industries and employers to support students' access to industry standard technologies that enhance student learning.

Intended Results:

- Provide working technology solutions within specific programmatic disciplines which allow students to enhance learning outcomes.
- Support students, faculty, and staff by delivering industry appropriate technologies and hardware/software. **Objective 3:**

Improve the accessibility of all campuses and instructional sites.

Intended Results:

- Individuals with disabilities will more easily access physical and virtual learning environments and resources.
- Faculty, staff, students, and visitors will more easily navigate physical and virtual campuses.
- Faculty, staff, students, and visitors will increasingly perceive the College as accessible

to all. **Objective 4:**

Conduct continuous reviews, assessments and upgrades of institutional physical and virtual facilities, infrastructures, and disaster preparedness.

Intended Results:

- Improved preparation for potential safety and security threats.
- Prevention of cyber-security attacks.
- Modernized IT infrastructure and data center.



Goal 6:
Support and promote the holistic development of all learners' personal abilities and well-being. Significance of Goal:

The College and its community understand that learning cannot take place unless learners' basic needs are met first. It is important that we create an environment committed to caring for and supporting the diverse needs of all the constituencies the College serves. **Objective 1:**

Promote a college-wide culture that embraces all students holistically.

Intended Results:

- More students will indicate that they feel all areas of the College are supportive of their personal and academic goals.
- More faculty and staff will participate in activities that support students both inside and outside the classroom. **Objective 2:**

Raise awareness for students, faculty, and staff of the support resources available through the College, community partners, and external agencies.

Intended Results:

- Faculty and staff will be better equipped to assist students and make appropriate referrals.
- Students will better utilize the College's support resources, particularly those resources dedicated to specific student populations.
- Fewer students will interrupt their studies due to a lack of basic needs. **Objective 3:**

Enhance and promote programs and services that support students' wellness and their ability to learn.

Intended Results:

- Fewer students will have their studies impacted due to personal wellness issues.
- More programs and activities will have specific learning outcomes designed to promote a sense of well-being in students.

Strategic Plan Working Groups

Goal 1:

Provide exceptional professional, technical, pre-baccalaureate, and life-long education.

- Mark Council, Dean of Career & Technical Education
- Lynn Criswell (Group Leader), Dean of General Education & Sciences
- John Downing, VP of Continuing Education
- Brandon Guthrie, Dean of Arts & Humanities
- Kristina Mazzarone, Faculty Association Representative
- Mary Ellen Naylor, Dean of Health Sciences

Goal 2:

Enhance the regional economy by providing training and educational programs that support a skilled workforce and are responsive to the needs of local employers.

- John Branner, Faculty Association Representative
- Grace Cahill, Career Development Coordinator
- Mark Council, Dean of Career & Technical Education
- John Downing (Group Leader), VP of Continuing Education
- Lewis Stroud, Senior Director, North Campus & Off-Site Operations
- Erica Talbert, Associate Dean of Continuing Education

Goal 3:

Promote the region's technological, cultural, and artistic development and civic involvement.

- Shane Fernando, Executive & Artistic Director of the Wilson Center
- Cheryl Fetterman, Business Technologies Department Chair
- Veronica Godwin, Executive Director, CFCC Foundation
- Brandon Guthrie (Group Leader), Dean of Arts & Humanities
- Sonya Johnson, Director, Marketing and Communications
- Dana McKoy, Director, Con Ed - Community Enrichment

Goal 4:

Support learning environments that celebrate and value diversity, inclusiveness, and respect, and encourage the personal and intellectual growth of all students, faculty, and staff.

- Eric Brandon, Faculty Association Representative
- Joanne Ceres, VP of Student Services & Enrollment Management
- Travis Corpening, Coordinator, Minority Male Mentoring Initiative
- Aimee Helmus, Director, Disability Support Services
- Catherine Lee, Dean of Learning Resources
- Ryan Mantlo (Group Leader), Director, Student Activities & Athletics

Goal 5:

Provide safe, well-maintained facilities and campuses that leverage industry standard technologies to promote student learning and engagement.

- Christina Greene, VP, Business Services
- David Kanoy, Executive Director, Capital Projects & Maintenance
- Kumar Lakhavani (Group Leader), Director, Information Technology Services
- Robby McGee, Dean, Student Affairs
- Lynn Sylvia, Campus Safety Coordinator

Goal 6:

Support and promote the holistic development of all learners' personal abilities and well-being.

- Joanne Ceres (Group Leader), VP of Student Services & Enrollment Management
- Ray Charfauros, Director, Veterans Affairs
- Jackie Foster, Dean, Enrollment Management
- Megan Merritt, Director of Philanthropy, CFCC Foundation
- Mary Ellen Naylor, Dean of Health Sciences

Diversity Initiatives

- Nixon Minority Male Center – Provides tutoring, counseling, professional development and additional events to minority students. The Center also serves as a recruitment tool for prospective students.
- English as a Second Language (ESL) - Classes are designed to serve the needs of those individuals who have no English skills up to those who are advanced in English.
- Partnership with StepUp Wilmington – StepUp Wilmington serves a diverse clientele. During the past year we have worked closely with StepUp to raise awareness of CFCC opportunities & resources and to create a seamless referral process between StepUp and CFCC. We have designated a single point of contact on the CFCC side who will help students navigate through the admissions, financial aid & enrollment processes.

- Global Education Committee - The purpose of the Global Education Committee is to increase awareness of global issues by supporting programs which build knowledge and skills for understanding world events, cultures and social institutions.
- Sigfried & Louise Goodman International Center - Mentors advise students on adjusting to life in the US, transitioning to the US college system, and/or transferring to a four-year institution.
- Campus visits from NC HBCU's – Several Historically Black Colleges & Universities regularly visit CFCC to recruit our students to 4-year schools after graduation. These schools also participate in our Transfer Fairs.
- Scholarship opportunities – The Foundation has several scholarships where the donor has listed a preference that the funds go to minority students.
- Course sections taught for non-native speakers of English – This Fall we will offer specific sections of ENG-111 and SOC-210 taught by faculty chosen for their ESL background and/or ability to connect with this special population. There are also plans to expand these offerings in Spring 2020 and also to create a CCP pathway as a cohort.
- Recruitment visits to diverse populations – Both Continuing Education and our CTE division regularly attend various events at local churches and community organizations to help recruit a more diverse population.
- Spanish language interpreters attend some of our FAFSA nights (where students & parents apply for financial aid)

Future Initiatives

- Hold student focus groups to see what type of programming would appeal to our Hispanic population.
- Begin to explore the possibility of International Admissions (admitting students with Visa's)
- Expand the mission of the Nixon Center to be more inclusive of all minorities. (The Center currently does serve a diverse population (including some women), but programming has been somewhat limited by the MMSI grant. After June 30, the Center will no longer be grant-funded so they will be able to serve an even more diverse population.)
- Create a webpage in Spanish that will include some of our main recruitment and enrollment flyers translated into Spanish, along with other programs and events geared to our Hispanic population.

CFCC DIVERSITY INITIATIVES

Ms. Ceres presented the following CFCC Diversity Initiatives.

- Application will be submitted for federal TRIO Student Support Services Grant
 - Funding level is up to \$220,000 per year for 5 years, may be renewed at the end of 5 years
 - Provides support for under-served populations:
 - Low income
 - 1st generation
 - Students with disabilities
- The TRUST Initiative at CFCC: TRUST your potential, TRUST your power, TRUST CFCC:
 - Spring 2020 will bring 20 under-represented high school seniors from each Pender & New Hanover County high school (160 students total) to North Campus to experience first-hand the programs, facilities and resources offered at CFCC
 - Students will be identified by the Career Coaches in the high schools. Target population is minority students with no definite plans for after high school graduation
 - Admissions and financial aid staff will follow-up afterwards by visiting each high school to assist with admissions and financial aid applications
 - Pender County has expressed interest in expanding this program next year to middle school students
 - Diverse recruiting team - Travis Corpening (Coordinator for the Nixon Leaders Center) is assembling a team of CFCC employees of color who will make visits to area high schools to better connect with students.
 - Team is made up of Student Services staff as well as Faculty
 - Will also assist with follow-up for the other diversity initiatives
 - LEAP – Law Enforcement Academic Partnership
 - Partnership between local law enforcement and CFCC
 - Focus on addressing the needs of the diverse population of high school students who have not made plans for after high school graduation
 - Area high school SRO's reach out to students and connect them with the Career Coaches in each high school.
 - First training meeting for SRO's scheduled for November 27th
 - Misdemeanor Diversion Program
 - In conversation with the Criminal Justice Advisory Group to have CFCC be one of the options officers may offer to young people who have committed a misdemeanor

LEAP

President Morton announced that the College is now working with resource officers in area high schools to talk with students about the opportunities that Cape Fear Community College offers. Sherriff McMahon and Ken Sarvis both spoke about the program and are very excited to be involved. The program is called Law Enforcement Academic Partnership (LEAP).

PARTNERSHIP WITH NHC SCHOOLS

The partnership between CFCC and NHC Schools continues to strengthen. NHC Schools are now sending automated messages to all high school students to advise them of CFCC initiatives. The latest message sent was regarding the CFCC One Stop on Saturday, November 16, 2019.

COMMITTEE REPORTS

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, COW requested minor revisions in for approval 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 -Lab exhaust Hoods for Science Classroom 200	\$2,200.00	\$26,516.74		\$28,716.74	\$74,769.77	\$46,053.03	Installation scheduled for Winter break 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 & 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	Bids Received 10/29/19, evaluating for award.

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	Project under construction.Estimated Completion 3/14/20
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	Adjusting Construction Documents to unphased schedule.

FINANCE COMMITTEE

Mr. Cherry reviewed the following report.

A MOTION was made by Mr. Burney and seconded by Mr. Collins to approve the State Budget Revision in the amount \$840,371. Motion carried unanimously.

Institutional Funds Update

President Morton reviewed the Institutional Funds Report and there were no areas of concern. The President stated that the Childcare Center has made drastic strides in improving their bottom line.

Wilson Center Quarterly Report

The President reviewed the Wilson Center Quarterly Report and there were no areas of concern. Mr. Barfield asked about the economic impact of the Wilson Center. The center had a 17 million dollar impact on the community last year.

Foundation Quarterly Report

The Foundation Quarterly Report was reviewed with no areas of concern.

ADMINISTRATIVE & PERSONNEL COMMITTEE

Ms. Rouse reviewed the following policy.

A MOTION was made by Ms. Kusek and seconded by Ms. Rouse approval of the High School Attendance Policy Update as presented. Motion carried unanimously.

High School Senior Policy

High school and home school seniors may be provisionally admitted upon receipt of an official transcript indicating they are a current high school senior. ~~successful completion of the 1st semester of the senior year.~~ Students admitted provisionally are required to submit final/official transcripts with a graduation date before the start of the entering term and are not eligible for financial aid until the final/official transcript is received.

Personnel

The Board of Trustees was polled telephonically on October 25, 2019 for the sole purpose of approving the promotion of John Downing as Vice President of Continuing Education. The vote was approved unanimously.

CURRICULUM COMMITTEE

President Morton presented information the following two new curriculum programs.

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Health and Fitness Science program. Motion carried unanimously.

Health and Fitness Science (A45630)

Program Summary

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Program Rationale

- CFCC's service area has substantial built-in demand for fitness professionals because of its unique role as a retirement, tourism, and sporting destination.
- Local assisted-living facilities and planned communities increasingly emphasize physical activities and fitness programs, driving the need for additional health and fitness professionals.

- The college intends to develop a Career and Technical Education (CTE) dual-enrollment pathway for Health and Fitness Science for New Hanover and Pender county high school students who are interested in this field; this program will also align with the Health and Fitness academy offered at Southeast Area Technical High School (SEA-Tech).
- The college plans to collaborate with UNCW to develop a local articulation agreement for Health and Fitness Science students to transfer credits toward programs in the School of Health and Applied Human Sciences.

Anticipated Resources Required

- May require additional exercise and fitness equipment as program grows.
- May require adjunct instructors on as-needed basis (estimated cost: \$12,000 per year).

Program of Study

I. General Education Requirements 15/16 SHC

Communications (6 SHC)

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
or		
ENG 114	Prof Research & Reporting	3

Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation.....	3
MUS 112	Introduction to Jazz	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Science Electives (3 SHC)

PSY 150	General Psychology.....	3
SOC 210	Introduction to Sociology.....	3

Natural Sciences/Mathematics (3/4 SHC)

MAT 143	Quantitative Literacy	3
or		
MAT-152	Statistical Methods I.....	4

II. Major Requirements 33 SHC

BIO 155	Nutrition.....	3	<i>[New to CFCC]</i>
HEA 112	CPR & First Aid.....	2	<i>[New to CFCC]</i>
HFS 110	Exercise Science	4	<i>[New to CFCC]</i>
HFS 111	Fitness & Exercise Testing I	4	<i>[New to CFCC]</i>
HFS 116	Prev & Care of Exercise Related Injuries .	3	<i>[New to CFCC]</i>
HFS 118	Fitness Facility Management	4	<i>[New to CFCC]</i>
HFS 120	Group Exercise Instruction.....	3	<i>[New to CFCC]</i>
HFS 210	Personal Training.....	3	<i>[New to CFCC]</i>

HFS 212	Exercise Programming.....	3	[New to CFCC]
HFS 218	Lifestyle Changes/Wellness.....	4	[New to CFCC]

III. Anatomy & Physiology 8 SHC

BIO 168	Anatomy & Physiology I	4
BIO 169	Anatomy & Physiology II	4

III. Other Major Hours 8 SHC

BUS 137	Principles of Management	3
CIS 110	Introduction to Computers.....	3
PED 110	Fit and Well for Life	2

Total Credits64/65

Public Safety Administration (A55480)

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Public Safety Administration Program as presented. Motion carried unanimously.

Program Summary

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.

Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector.

Employment opportunities exist with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Rationale

- The Public Safety Administration program will prepare professionals for the increasingly complex service and management requirements of public safety agencies and private sector providers.
- This program will provide multiple pathways of career exploration, development, and advancement for students who are interested in or have entered a career in public safety.
- Students who have earned credits in other public safety-related programs will be able to apply those credits toward completion of this program.

Anticipated Resources Required

- May require adjunct instructors on as-needed basis (estimated cost: \$10,000 per year).
- Most courses in the program are already offered through existing CFCC programs (Criminal Justice, Emergency Management, Fire Protection, and BLET).

- Will not require additional facilities or equipment.

Program of Study

I. General Education Requirements 15 SHC

Communications

ENG 111	Writing and Inquiry	3
ENG 114	Prof Research & Reporting	3

Humanities/Fine Arts

HUM 115	Critical Thinking	3
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Social/Behavioral Science Electives

POL 120	American Government	3
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Natural Sciences/Mathematics

MAT 143	Quantitative Literacy	3
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II. Major Requirements 12 SHC

Required

PAD 151	Intro to Public Admin	3	<i>[New to CFCC]</i>
PAD 252	Public Policy Analysis.....	3	<i>[New to CFCC]</i>
PAD 254	Grant Writing	3	<i>[New to CFCC]</i>
EPT 150	Incident Management	3	

III. Other Major Requirements 9 SHC

EPT 124	EM Services Law & Ethics	3	
or			
FIP 152	Fire Protection Law	3	
or			
PAD 152	Ethics in Government.....	3	<i>[New to CFCC]</i>
FIP 228	Local Govt Finance	3	
or			
PAD 251	Public Finance & Budgeting	3	<i>[New to CFCC]</i>
CJC 240	Law Enfor Mgt. & Superv	3	
or			
FIP 276	Managing Fire Services.....	3	

Tracks 8/20 SHC

Choose 1 Track

Correction Services (8/9 SHC)

PST 120	NCDPS Correctional Office Training.....	8
or		
CJC 141	Corrections	3

- SGA General Assembly meeting was held on Monday October 28, 2019. The New Hanover Sheriff's Department made an active shooter presentation for our students.
- SGA & PTK Officers participated in the UNCW Challenge Course on Friday October 4th. Sixteen PTK/SGA officers and two advisors participated in the annual leadership training program.
- Fifteen SGA, PTK and CFCC club members volunteered for the Muscular Dystrophy Association's 5th Annual Toast to Life Gala. The event held at UNCW on October 11th to raise funds for the Muscular Dystrophy Association organization. We received a letter of thanks from the director thanking us for supporting the event and said they could not have done it without our help.
- 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.
- Six SGA Officers and one advisor attended the N4CSGA Fall Convention in Winston Salem, NC on November 8th – 10th.
- The CFCC library VHS Recycling Project is ongoing and will be completed in the spring.
- The next SGA monthly General Assembly meeting is scheduled for November 25th in U170 at 3:30PM.

FACULTY ASSOCIATION REPORT

Mr. Branner reviewed the following report.

The Faculty Association met October 16th at the North Campus. A representative for the State Employees Association of North Carolina (SEANC) made a presentation in lieu of the Downtown meeting. SEANC promotional materials were left for those interested in becoming a member. Our first guest speaker was Meghan Merritt from the CFCC Foundation. Ms. Merritt explained that some scholarships have been adjusted to help more students qualify for more scholarships. She asked that faculty encourage students to apply for CFCC scholarships.

Mr. Lakhavani gave another presentation 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 part of the cybersecurity series.

The Faculty Association is now receiving reports and input from various CFCC committees, subcommittees, and Strategic Plan Working Groups. We use this information to keep faculty abreast of important changes and progress toward institutional goals. The Faculty Association leadership has been actively involved with the development of the Strategic Plan by serving on these committees and working groups.

The Faculty Association received approval to start a CFCC Food Pantry to help CFCC employees and students in need. A main location has been identified and designated for the Food Pantry. To kick-off the program, we are hosting a CFCC Thanksgiving Food Drive. Staff and faculty volunteers will be collecting food items and distributing them in time for the holiday. The Executive Leadership and Marketing Department have been a tremendous help. There is a lot of

interest in this program, and many people have already volunteered their time. A big thanks to everyone involved!

Faculty Accomplishments October / November 2019

David Key (music)

Completed requirements and earned Certified Clinical Musician certification, accredited by the National Standards Board for Therapeutic Musicians.

Received Certificate of Training for 72 hours training in Sound, Healing and Consciousness through the Center of Light Institute.

Invited to submit article to the Harp Therapy Journal.

Tracy Holbrook (Chemical Technology Program Director) and Matt Groff (Chemical Technology Program Liaison)

National Science Foundation - ATE Conference

Accomplishment: Both attended the ATE National Science Foundation conference, held in Washington DC on October 22-25. Holbrook and Groff joined over 500 other faculty, staff, and industry leaders to share best practices concerning the Advanced Technological Education (ATE) grant, currently active at CFCC. The project currently supports a high school competition (titled the Chem-Techathon), a laboratory check-out program (titled U-PIKs), and a program liaison who focuses on student retention, recruitment, and employer networking.

National Science Foundation - Forum & Discussion Session

Accomplishment: Holbrook and Groff, along with two representatives from Columbus State Community College (Columbus OH), led a forum and discussion session titled "Creating Efficiency and Scale with Specialized Support Roles" at the national ATE conference. In this session, Holbrook and Groff provided details and answered questions concerning the effectiveness of a "program liaison". Throughout the past three years, this position has increased enrollment and retention in the Chemical Technology program, created new partnerships with industry, and has managed to obtain over \$150,000 in equipment and supply donations for the program. Ideas on how the role could be adapted for other ATE programs were provided. After the presentation, Holbrook and Groff answered questions from the audience - who represented other ATE leaders from across the nation.

Diane Withrow (Hospitality Management Program Director) and Jaime Chadwick (Baking and Pastry Arts Program Director)

Job Task Analysis Food Handler Exam Construction Committee

Accomplishment: Both participated in JTA and Exam construction at meeting held in St. Louis, Mo. on October 3-7th. This exam is a complementary one to the Food Manager exam which is a parallel exam to the ServSafe exam. Diane Withrow additionally participated in an online meeting on October 29th to perform validation review on the JTA done and exam item performance. These exams are going through the process of ANSI

accreditation and will provide an alternative to ServSafe and that textbook which is written at the sixth grade level and must be used in conjunction with that exam.

Donna Collentine (Radiography) JRCERT Accreditation Site Visitor

Attended a JRCERT accreditation seminar and site visitor workshop in Chicago, IL in Nov 2018 to become a JRCERT volunteer site visitor.

Accomplishment: In October 2019, completed first site visit for a radiography program in Michigan.

Kate Santhuff (Communications/PTK) Attended PTK Regional Leadership Conference in Spartanburg, SC in Nov 2019 with 8 students who represented PTK local chapter, Alpha Chi Sigma. Attended "Bringing in the Bystander" training led by Domestic Violence Shelter. Assisting PTK Board members to finalize projects for competitive regional and national entries: 1) College Project: Revamping the College Orientation process with CFCC Advising Center, and 2) Honors in Action Project: Managing Social Media messaging for Domestic Violence Shelter outreach among college students.

Philip Singleton (music)-Violin performance at the CFCC Faculty Concert on the Wilson Center Stage, October 21. Violin performance with CFCC music student for the Faculty Art Show opening at the CFCC Daniel's Gallery, October 25.

Gwen Gulliksen (Culinary) - Compass Pointe awarded a one thousand dollar scholarship to one of our top students at our Classical French class dinner. Our Culinary Book Scholarship Fundraiser dinner raised one thousand dollars for our student scholarship. WECT October recipe demo, Port City Life Magazine November feature, SEA Tech students continue to do a great job, they made a lovely snack for the open house 10/25 - we'll feature their recipe and photos in the upcoming CFCC newsletter.

Jennifer Mace (Fine Arts)

Solo art show at Waterline Brewery Sept 12 - Nov 12

&

Took a group of students to the North Carolina Museum of Art - Tuesday Oct 29th to see the Frida Khalo / Diego Rivera show.

Greg Vandergriff (Cyber Crime Technology)

Joint presentation with David Brehmer on Oct 15, 2019 - presentation for National Cyber Security Awareness Month. Talked about email awareness and proper disposal of old computers. In the BB&T auditorium at North Campus.

Presented at UNCW's Cybersecurity Awareness Colloquia on 10/18/19 - Topic was "Developing the Cybersecurity Workplace Pipeline."

John Wojciechowski - Program Director Sustainability Technologies

Member SENC Coastal Resiliency and Environmental Health Committee.

This committee was convened in Summer 2019 by NC State Senator Harper Peterson to analyze and create action items to address the challenges of population growth in SE North Carolina in a changing coastal environment. The committee includes representatives from local governments, non-profits, private industries, and faculty members of UNCW. John Wojciechowski is representing CFCC on the Committee.

Rachel Satzman- Anthropology

Study Abroad Program was approved unanimously by the Curriculum Committee on 10/30/2019. R. Satzman is moving forward with planning our first summer session of CFCC classes at Salzburg College for Summer 2021.

Jane Puckett (Business Administration/Economics)

Attended UNCW's 18th Annual Economics Teaching Workshop, October 12, 2019, in Wrightsville Beach, NC. The Workshops included Microeconomics Calculations, Misconceptions about Economics, How to use Results from the Science of Learning in Your Classroom, Philosophical Scientific Analysis of Economics & Sociology and Online Learning Preventing Cheating & Engaging Students.

Jacqui Degan (Marine Technology)

Attended the Project EDDIE (Environmental Data-Driven Inquiry and Exploration) Module Development Workshop at Carleton College in Northfield, MN, Oct. 28-30. This 2.5-day face-to-face workshop focused on participants designing flexible EDDIE teaching modules that pair scientific concepts and quantitative reasoning with teaching with data. Module topics, proposed by the participants, span topics such as ecology, limnology, geology, hydrology, and environmental sciences. Each module focuses on specific scientific concepts and addresses a set of quantitative reasoning or analytical skills using large datasets that are available online. Workshop attendees included instructors from different disciplines and institution types and were selected through an application process.

Deborah Quinn (Fine Arts)

Contributed to an article about hand making pastels in *Wrightsville Beach Magazine* titled, "The Beauty of Pastels." in the October 2019, Volume 20, Issue 10.

Marie Bergh-Cook and Joyce Spears (Early Childhood Education)

Attended the NC-ACCESS 2019 Fall Conference at Johnston Community College, October 16-17, 2019. They participated in training *Farm to EC 101* (for engaging preschool children in growing and eating local produce) and analyzed the North Carolina Early Childhood Action Plan(ECAP). They also attended *Trauma Informed Practices* training at NCSU, October 18, 2019, presented by the Center for Child and Family health(CCFH).

Marc Siegel Music Instructor

Performed guitar at CFCC faculty recital and performed a solo guitar recital at WHQR public radio for their concert series. Pieces ranged from Scarlati Sonatas to Felicidade by Jobim and my arrangements of Jazz guitar classics like Body and Soul. It was also my pleasure to perform some contemporary tunes with Tina Langevin an outstanding CFCC alumni who currently is finishing her vocal degree at UNCW. Tina is the lead singer for the band Machine Gun who have a strong following throughout the region. It was a great opportunity to promote our music program and in particular the guitar classes.

FOUNDATION REPORT

Ms. Godwin presented the following report.

Scholarships and Star Program Support

- Fall application cycle closed October 31, 2019.
- 1,000 Students applied for scholarships in the October cycle.
- The Foundation has \$528,000 available to be awarded to qualified applicants for spring and summer. The review process for these awards began November 1, 2019.
- The next scholarship application Cycle will be March 1, 2019 - April 30, 2020.
 - The Foundation received over \$100,000 in Star Support (Student, Teacher, and Academic Resource) requests.

Foundation Board

- The Annual Gift of Education event will be held on May 28, 2020, in the Schwartz Center.
- The following new Foundation Board members have been approved.
 - Jennifer Cranford
 - Stephen Euler
 - Mat White
- The Annual Donor Appreciation Dinner is scheduled for February 18, 2019, at 6:00 pm in Daniels Hall.

Fundraising Report

- End of Year and End of Year Endowment appeals were mailed on November 4, 2019.

Year to date Fundraising dollars raised through September 30, 2019, totaled **\$173,000** which is 12.80% of yearly goal.

ANNOUNCEMENTS

Mr. Barfield thanked CFCC for a great Veteran's Program. President Morton thanked Mr. Barfield for his participation as well.

DATE OF NEXT MEETING – January 30, 2019

Meeting adjourned at 5:20pm.

James P Morton, President/Secretary

Michelle S. Lee, Recording Secretary

/ml