

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 20, 2022
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Approval of Minutes November 17, 2021
- IV. Recognitions and Introductions
- V. Chair's Report
- VI. President's Report
 - A. Year-end PowerPoint Presentation
- VII. Committee Reports
 - A. Joint Finance & Facilities & Equipment Committee
 - B. Administrative & Personnel Committee
- VIII. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- IX. Announcements
- X. Date of Next Meeting – March 24, 2022



North Carolina State Ethics Commission

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(to be read by the Chair or his or her designee at the beginning of each meeting¹)

In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation² in the particular matter involved.

¹ N.C.G.S § 138A-15 (e): "At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest under this Chapter. The chair also shall inquire as to whether there is any known conflict of interest with respect to any matters coming before the board at that time."

² "A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceedings in which the public servant's impartiality might reasonably be questioned due to the public servant's familial, personal, or financial relationship with a participant in the proceeding." See N.C.G.S § 138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or State Ethics Commission to help determine the appropriate response in a given situation.

MINUTES

FOR MINUTES CAPE FEAR COMMUNITY COLLEGE BOARD OF TRUSTEES NOVEMBER 17, 2021 5:00 PM

Following proper public notifications on November 15, 2021, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 17, 2021, at 5:00 pm in the boardroom, Union Station Building. Mr. Bill Cherry, Chair, presided.

Trustees present were: Mr. Bill Cherry, Chair; Mr. Jonathan Barfield; Mr. Robby Collins Mr. A.D. “Zander” Guy; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Mary Lyons Rouse; Mr. Bruce Shell and Mr. Miguel Nandlal, SGA President. Trustees not present: Mr. Jimmy Hopkins, Ms. Deborah Maxwell and Ms. Paula Sewell.

Employees present were: Mr. James Morton, President; Ms. Joann Ceres, Vice President of Student Services; Ms. Christina Greene, Vice President Business Services; Ms. Michelle Lee, Executive Director President’s Office and Board Liaison; Dr. Jason Chaffin, Vice President for Academic Affairs; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance, SACS Liaison; Ms. Sonya Johnson, Vice President of Marketing and Communications; Mr. John Downing, Vice President of Economic and Workforce Development; Ms. Anne Smith, Vice President of Human Resources; Dr. Eric Brandon, Faculty Association President; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. Jakim Friant, Executive Director of IT; Mr. Jerry Coleman, Sr. Director, Business and Industry Services; Ms. Donna Warren, Director, Military Business Development; Ms. Emily Holt, Director, Workforce Readiness; Mr. Tim Fuss, Program Director, Law Enforcement and Criminal Justice; Ms. Debi Causey, Coordinator, Events; Ms. Lynn Criswell, Dean General Education and Science; Ms. Rhonda Franklin, English Instructor; Ms. Yuna Shin, Humanities and German Instructor; Dr. Mary Ellen Naylor, Dean, Health and Human Services; Mr. Robert Carter, Manager, Technical Support IT; Mr. Antonio Arteaga-Paredes, Sr. Media Technician; Ms. Abigail Moorman, Executive Assistant EWD; Ms. Liz Riepe-Strickland, Sr. HR Specialist; Ms. Kathleen Lee, Content Specialist, Community Relations; Ms. Susan Porter, Sr. Executive Assistant President’s Office; and other employees (see below).

Others present were:

- Mr. Ken Gray, Attorney Ward & Smith
- Ms. Julia Boseman, New Hanover County Commissioner, Chair
- Ms. Deb Hays, New Hanover County Commissioner, Vice Chair
- Rachel Keith, WHQR Reporter
- Bethanie Simms, WHQR Reporter
- Pam Kelley, The Assembly Reporter

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

CONFLICT OF INTEREST

Mr. Cherry 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. Barfield and seconded by Mr. Collins to approve the September 23, 2021, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

NEW HIRES

Ms. Smith introduced the following new employees in attendance.

Lee, Kathleen	Content Specialist	09/16/2021
Brook, Alan	Director, Emergency Medical Services (EWD)	09/20/2021
Hawarny, Emily	Career Development Coordinator	10/06/2021

RETIREMENTS

President Morton thanked Mr. Henry Tootoo for his invaluable service to the College and wished him well in his retirement.

OTHER INTRODUCTIONS

Mr. Cherry introduced Ms. Julia Boseman, New Hanover County Commissioner, Chair and Ms. Deb Hays, New Hanover County Commissioner, Vice Chair, who were in attendance.

CHAIR’S REPORT

Ms. Cherry presented the following report.

Ethics Training

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements please make arrangements to do so. The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/eduschedule.htm>.

Holiday Party

The annual CFCC Holiday Party will be held on December 16, 2021, from 12-2pm in Daniels Hall.

Meeting with SGA President

The Chair and Vice-Chair of the Board of Trustees had a “get to know you” meeting with Mr. Nandlal, SGA President.

CFCC Foundation

Please remember the CFCC Foundation when making holiday donations.

PRESENTATIONS

CFCC Small Business Center

Mr. Jerry Coleman, Sr. Director, Business and Industry Services, presented information regarding the CFCC Small Business Center.

Military Business Development

Ms. Donna Warren, Director, Military Business Development, presented information on CFCC and military contracts.

PRESIDENT’S REPORT

President Morton presented the following report.

Chats with The President

“Chats with the President” are continuing with faculty and staff. There has been a great turnout for these meetings which are producing positive results. Meetings will continue to be scheduled each month.

Sr. Men’s Club Presentation

Presented a PowerPoint presentation to the Senior Men’s Club of Wilmington on October 8, 2021.

Pender Educational Partnership (PEP)

Presented information regarding CFCC to the Pender County Chamber, town officials, Pender County School officials, business owners and parents for the PEP. PEP’S mission is to enhance educational opportunities in Pender County schools. Ms. Tammie Parris, Pender County Director of CE, is the organization’s President.

Medical Assisting Accreditation

The Medical Assisting Accreditation visit was completed on October 12, 2021. I would like to thank our Program Director Ms. Laura Muldowney, Medical Assisting Instructor Ms. Ashley Simpson and Dean Dr. Mary Ellen Naylor for their hard work preparing for this intensive review.

MOU with a NC Central University

CFCC has initiated a Memorandum of Understanding with NC Central University to help students seamlessly continue their pursuit of a 4-year degree. A commemorative signing will be held on November 30, 2021 on our campus.

100 Black Men of Coastal NC Inc.

CFCC and 100 Black Men of Coastal NC Inc. are collaborating to help underserved high school students to enroll in CFCC and Career and College Promise Programs and to develop a meaningful mentorship program. The College looks forward to enhancing this partnership for greater minority student success.

Mt. Calvary Partnership

CFCC and Mt. Calvary Center for Leadership Development continue to collaborate to help underserved populations in NHC and Pender Counties. The CFCC Small Business Center has offered classes to help non-profit organizations and other community groups in need of help in business operations, leadership and entrepreneurship. Mt. Calvary students have visited CFCC programs to give them exposure to potential careers.

Veterans Day

CFCC's Veterans Day Ceremony was held on November 11, 2021, in Tabitha's Courtyard. Mr. Jason Bocchino, CFCC Veterans Affairs Coordinator organized the event. President Morton, Mr. Jonathan Barfield and Ms. Deborah Maxwell as well as others spoke at the event.

High School Counselors

CFCC hosted the annual meeting of High School Counselors at the BB&T Auditorium on October 14, 2021. President Morton welcomed the group.

Big Talker

President Morton joined the Big Talker on September 27, 2021, to speak about programs at CFCC.

Business Engagement Update

Local

College administration met with Live Oak Bank and nCino to discuss tech talent and how the College can support training in technology fields.

National

CFCC is working to secure new partnerships with large equipment manufacturers. These partnerships will be similar to our current program with Yamaha.

CFCC Manufacturing Day

Cape Fear Community College will host a Manufacturing Day Expo on Thursday, Nov. 18, from 9 a.m. until 12 p.m. at its North Campus in Castle Hayne, NC. The expo offers high school, middle school, CFCC students, and the public the opportunity to connect with over 20 local manufacturing employers and learn about job training programs available at CFCC.

Pathway Home Grant Update

CFCC has hired a Project Grant Director and our partner LINK has also hired a Grant Manager. Novant has expressed interest in hiring our participants. The application process will begin January 1, 2022 and run through March 31, 2024. Approximately 400 participants will be involved in the program.

EDA Grant

CFCC is applying for a grant sponsored by the Economic Development Administration under the Good Job Challenge Act. This is a \$500 million grant that will be distributed nation-wide. Each award can be worth between \$1 and \$25 million. The application is due in January 26, 2022. The

College's goal in applying is to increase participation of underserved populations of students in job training programs that will provide livable wages.

Supply Chain Shortages

CFCC has enhanced marketing efforts for truck driver training. In addition, these courses have been expanded to accommodate more students. Approximately 98 percent of the students are offered employment upon graduation. The most recent graduating class of 15 students had a diversity rate of 80 percent.

The Diesel Mechanics program has been expanded to offer short-term entry level training to help support shortages of entry level positions.

Skill Bridge

The College has joined Skill Bridge, Department of Defense Act. This program allows training of military personnel during their last 6 month of active duty. To date, approved programs include: Electrical Lineworker, Nurse Aid, Truck Driver Training, Detention Officer Certification, Emergency Medical Technician and awaiting approval for Basic Law Enforcement Training (BLET).

SACS Fifth Year Review

The College is preparing for the SACS Fifth year accreditation review. This review will occur in September 2022.

Faculty Art Show

The annual Faculty Art Show returned for an in-person exhibition this year. The exhibition will run through November 12, 2021, at the Wilma Daniels Gallery. The exhibition features work of Topher Alexander, Ben Billingsley, Geoff Calabrese, Rick Conn, Jessica Gaffney, Brandon Guthrie, Cable Hardin, Jennifer Mace, Victoria Paige, Abby Spangle Perry, Deborah Quinn, Casey Scharling, Sharon Wozniak Spencer, and Amber Watts.

Fire Update

The fire that occurred on Friday, October 29, 2021, in the Cosmetology Building was contained to a clothes dryer. Heat caused the sprinkler heads to release an extensive amount of water. The repairs are estimated to be completed by the end of November.

Sea Devils Head to National Championships

We are excited to have not one, but two of our Fall athletics teams win their conference and district tournaments this year. Our women's soccer and volleyball teams will be traveling to compete in the National Championships for their respective sports the weekend of November 17, 2021. The college is incredibly proud of our student athletes' hard work and we look forward to the opportunity for them to represent Cape Fear Community College on a national level.

Longleaf Commitment Grant

Through the Longleaf Commitment Grant, North Carolina class of 2020 and 2021 high school graduates may be eligible to receive this grant— money that does not need to be repaid—for tuition and fees toward a degree, credential, or to attain transfer credit.

Full-time eligible students are guaranteed to receive \$700 to \$2,800 per year, for a total of two years. Less than full-time students may receive a partial award. The Longleaf Commitment Grant Program ends at the conclusion of the 2023 spring semester.Small Business Center (SBC)Funding Update

SBC received an initial allotment of \$51,724 from COVID-19 funds in June of 2020. These funds were used for counseling local small businesses through the pandemic challenges. Due to our aggressive small business community outreach, we have received 8 additional allotments totaling over \$220,000.

Payment to Full-Time Faculty & Staff

The College received approval to use unspent HEERF funds to pay full-time employees who had to convert classed to an online format, employees who had to set up a home office in order to work from home, custodial and maintenance employees who had to return to work during the stay at home order and key staff who had to return to work during the stay home order to keep the institution running.

The College will give a one-time payment of \$1,500 to all full-time faculty and staff employed on May 31, 2021, and still employed on November 17, 2021, for their response to the COVID-19 pandemic. This one-time payment will be processed in December 2021. For clarification, the President will not receive this payment.

IT Update

CFCC will move all systems to the cloud on December 1, 2021.

State Budget Update

The state budget is expected to be signed in the next 24-48 hours. The budget will need to be processed and approved by the NCCCS Board prior to being released. Hopefully, the College will be in a position to bring this forward to the Board of Trustees in January.

Budget details include:

Pay increases for all full-time faculty and staff of 2.5 percent

Bonuses for all full-time faculty and staff of \$1,000 for those making more than \$75,000 and \$1500 for those making less than \$75,000.

\$80 million in budget stabilization funding for Colleges.

New ERP System allocation of \$28 million.

Cyber Security positions to help colleges across the state.

\$400 million allocation for facilities over the next 4 years.

Mr. Guy reported that he spoke with Dr. Jimmy Tate, President of Mt. Calvary University. Dr. Tate stated that he is very impressed with President Morton and the work that Cape Fear Community College is doing. Mr. Guy wanted President Morton to know that he is doing a great job in spite of all of the negative things that he has to deal with.

COMMITTEE REPORTS

Facilities & Equipment Committee

President Morton presented the following reports.

Duke Energy Easement Request

A MOTION from the Facilities & Equipment Committee recommends approval of the Duke Energy Easement request as presented. Motion carried unanimously. This easement is for access to an electrical panel box located off of Water Street.

Connect NC Bond Projects

Connect NC Bond Projects - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget NC Connect & County Funds	Remaining	Status
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$338,141.02	\$4,096,187.00	\$448,405.98	\$4,882,734.00	\$4,882,734.00	\$0.00	Completing Construction

Lineman Facility

EDA Grant Lineman Training Facility Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget Federal Grant and CFCC Other Funds	Remaining	Status
1	CFCC N. Campus Electric Lineworker Overhead and Underground Training Facility	\$90,500.00	\$688,197.35	\$13,062.65	\$791,760.00	\$791,760.00	\$0.00	Construction Notice to Proceed November 15, 2021

Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$114,480.00		\$7,002.30	\$121,482.30	\$1,250,000.00	\$1,128,517.70	Finalizing schematic design and proceeding to full plans.

Finance Committee

Mr. McLeod reviewed the following reports.

State Budget Revision

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision for an increase of \$2,352,0093. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 32.52 percent of the budget had been expended as of October 2021.

County Budget Summary

The County Budget Summary reported 31.19 percent of the budget had been expended as of October 2021.

Institutional Funds Update

President Morton reviewed the October, 2021 report. No items were of concern at this time.

Wilson Center Quarterly Report

President Morton reviewed the October, 2021 report. No items were of concern at this time.

Foundation Quarterly Report

President Morton reviewed the Wilson Center Quarterly Report. No items were of concern.

Administrative & Personnel Committee

Mr. Collins reviewed the following policy update.

Overload contracts were discussed with Ms. Anne Smith, Vice President Human Resources, Dr. Jason Chaffin, Vice President of Academic Affairs and Dr. Eric Brandon, Faculty Association President. All agreed on the following policy change for faculty and staff overload contracts.

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the changes to teaching load policies for faculty and staff as presented. Motion carried unanimously.

8.2 Faculty Assignments

Department/program chairs and their instructional deans will determine faculty instructional assignments based on the College's academic programming needs and student success considerations. Specifically, these needs and considerations will determine assigned courses, modes of instructional delivery, locations of instructional delivery, scheduling of instruction, textbook selection, and section capacity.

Teaching Loads

8.3 Curriculum Teaching Loads

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (whichever threshold is met first) or its equivalent per academic

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

8.4 Course Overload/Reductions for Faculty

To ensure that course quality and integrity remain high and that other required duties and responsibilities are met, the College has an interest in ensuring that an instructor does not take on an excessive amount of work. Overload in moderation for capable and willing full-time faculty can offer an advantage for students including continuity in course content and full-time faculty availability to students.

Because of the great diversity of teaching methods, credit hour values per course, and duration of courses, overloads will be measured in contact hours per semester, fall and spring semesters for 9-month faculty and fall, spring and summer semesters for 12-month faculty and staff. The total overload shall be no more than two courses, per semester. Any exceptions will require the written approval of the appropriate dean, Vice President of Academic Affairs, Vice President of EWD and the President.

Any exceptions that exceed the amount of overload referenced above will need be submitted via the Full-Time Workload Exception Form and approved prior to the beginning of class.

Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required on-campus and office hours.

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

8.5 Full-time Staff Teaching Load

Full-time staff will be allowed to teach 2 courses per semester outside of their current position. Full-time staff teaching during regular work hours will not be permitted and could be grounds for dismissal.

Any exceptions that exceed the amount of overload referenced above will need be submitted via the Full-Time Workload Exception Form and approved prior to the beginning of class.

SGA REPORT

Mr. Nandlal presented the following report.

Thank you again for letting me speak, it is an honor to inform you of the progress SGA has had since the last meeting. Currently the SGA is working successfully to promote and engage students at the college. New clubs continue to form and are working to gain members. In addition, clubs are working to raise money and support the community. For example, the Veterans Club held a trunk or treat event at the American Legion Oct. 28. All who participated had a great time.

Furthermore, during the month of October we had our second general assembly with Ms. Easton Fitzpatrick as our guest speaker. She spoke about how domestic violence is more than just physical and educated students on many of the warning signs. We then set our date for our Domestic Violence Awareness week for the week of the 18th through the 25th. Partnering with PTK, we were successful in promoting domestic violence awareness at both campuses. At each of these events SGA members and our advisor were able to reach as many students as possible. However, the event was not about awareness alone. Instead, SGA worked with PTK to secure donations of toiletries and financial support.

In addition, SGA officers and our advisor attended the N4CSGA state fall conference the weekend of Oct. 22-23. Students and faculty representatives from community colleges all across the state participated. It was a wonderful opportunity to hear what other institutions have been doing to promote student life and campus activities during Covid. The event also provided networking opportunities for officers. Though it was a virtual event, our board is excited about the prospect of having a face-to-face conference in the spring. This will provide a better opportunity to network and meet other SGA members.

For the month of November, we will be working alongside CFCC's Food Pantry drive -- Ray's Trays -- to be able to provide food for families in need. We will also be working to distribute the food out as well. If anyone is interested in helping they can donate food or donate money to buy the food. The food donations will have drop off boxes around the campus.

In conclusion, we have been able to get all of this done with the support from the college, other clubs, and the board too. We hope to keep this momentum going, and to bring life back to the campus once again.

FACULTY ASSOCIATION REPORT

Dr. Brandon presented the following report and introduced Mr. Tim Fuss, Vice President of the Faculty Association and Ms. Rhonda Franklin, Secretary of the Faculty Association.

Dr. Brandon thanked President Morton for the \$1500 payment to faculty and staff. In addition, he stated that the Faculty Association Officers continue to meet with the President and Vice Presidents monthly and that the relationship is the best that it has been in years.

The CFCC Faculty Association held its second regular meeting this semester on October 14. There were about forty faculty members in attendance, both in person and virtually. The virtual option has greatly increased participation at Faculty Association meetings since its first use in September,

2020. Several years ago, attendance at these meetings was typically in the single digits. At the two meetings this fall, faculty member attendance has been thirty or more. The Faculty Association plans to continue offering both in-person and virtual options for all regular meetings of the faculty.

The Faculty Association Officers continued the monthly meetings with the CFCC Executive Team on October 7 and November 4. At both meetings a variety of topics were discussed.

FOUNDATION REPORT

Mr. Fernando presented the following report.

- Year-to-Date revenue is \$498,756.54 – *report as of 11/17/21*
- We continue to receive large gifts from an out-of-town anonymous donor for the student emergency fund; we most recently received \$10,000 in October.
- Tidewater Camellia Club just created a new Annual Scholarship for Landscape Gardening students (up to \$3,000 total annual gift)
- The Full Belly Project contributed an additional \$10,500 to their named scholarship (additional proceeds from their December 2020 dissolution)
- Welcome our newest members of the Mercer Rowe Society: Radha Putcha, MD and Rudy Ravindra, PhD
- An additional gift of \$35,000 was received from Dr. Vidyut Mazzacca for her two scholarships: Alfred John Mazzacca and Kumud Jhaveri Endowed Scholarships
- The Holiday Helpers program application is open - already double the total number of applicants from previous years (within two days of application opening). The need is greater than ever. The Foundation sent the Holiday Helpers appeal letter on 10/29.

Ms. Rhodes asked that more information on Holiday Helpers be sent to the Trustees.

ANNOUNCEMENTS

Mr. Cherry wished everyone a very safe and happy holiday season.

DATE OF THE NEXT MEETING- January 20, 2021.

Meeting Adjourned at 6:30pm

James P. Morton, President/Secretary

Michelle S. Lee, Recording Secretary

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Hewett, Jody	Help Desk Technician	11/9/2021
Devione-Bivens, Roszena	Program Director, Pathway Home 2 Grant	11/15/2021
Corbin, Summer	FT Occupational Therapy Assistant Instructor	11/15/2021
McCown, Joseph	Crew Member, Painting	11/15/2021
Williams, Jerome	Landscaping Crew Member	11/15/2021
Mecca, Gina	TFT Career Counselor	12/6/2021
Corbett, Sabrina	Environmental Technician (Burgaw)	12/14/2021
Piatak, Jennifer	Career Coach, Student Services	1/4/2022
Bonney, Christina	FT Interior Design Instructor	1/5/2022
Nicholas, Brenda	FT English Instructor	1/5/2022
Beal, Heather	FT Spanish Instructor	1/5/2022
Hrebik, John	FT English Instructor	1/5/2022
Jones, Hannah	FT Communications Instructor	1/5/2022
Thomas, Matt	Classroom Technician	1/10/2022

Changes

Name	From	To	Effective Date
DeBruhl, George "Wes"	Welding Instructor	Program Director, Welding	09/01/2021
Shutters, Scot	Coordinator, Landscaping	Maintenance Coordinator	10/01/2021
Whitener, Anna	Lead Technician, Landscaping	Landscaping Crew Leader	10/13/2021
McManus, Michael	FT Diesel & Heavy Equipment Instructor	Program Director, Diesel & Heavy Equipment	11/19/2021
Howell, Jazmin	Talent Acquisition Specialist	Benefits & Compensation Analyst	12/01/2021
Hood, Catherine	FT Interior Design Instructor	Program Director, Interior Design	1/3/2022
Skrabal, Mary	PT ADN Instructor	FT ADN Instructor	1/5/2022
Walters, Carolyn	PT ADN Instructor	FT ADN Instructor	1/5/2022

Phelps, Jodi	PT ADN Instructor	FT ADN Instructor	1/5/2022
Phillips, Paige	PT Law Enforcement Instructor	FT Paralegal Instructor	1/5/2022
Lowry, Brandy	PT Math Instructor	TFT Math Instructor	1/5/2022
Buck, Kendra	Enrollment Service Specialist	Academic Success Coach, Title III Programs	1/10/2022
Raper, Nathan	PT Sr. HR Administrative Assistant	FT HR Technician	1/11/2022

Employees Leaving the College

Full Name	Job Title	Last Day
Pridgen, Barbara	Licensed Practical Nurse Instructor	11/17/2021
Grubbs, Benjamin	Assistant Network Administrator	11/22/2021
Myers, Daniel	Ordinary Seaman	12/3/2021
Letteer, Brady	Computer Technician, IT	12/8/2021
Ball, Jessica	FT Biology Instructor	12/17/2021
Von Kolnitz, Janet	Program Director, Architectural Technology	12/17/2021
Tingen, Larry	Math Instructor	12/17/2021
Hogan, Diane	Paralegal Instructor	12/17/2021
Tingen, Kelli	Academic Success Coach, Title III Programs	12/23/2021
Mahnken, Ezgi	Academic Advising Center Advisor	1/14/2022
Howell, Jazmin	Benefits & Compensation Analyst	1/14/2022

Retirements

Full Name	Job Title	Retirement Date
Walker, Georgia	Custodial Supervisor	12/23/2021
Powell, Tammy	Program Director, Interior Design	12/23/2021
Tyson, Carolyn	Support Center Representative – Downtown Campus	12/23/2021
Markillie, David	Biology Instructor	12/31/2021

CHAIR'S REPORT

Ethics Training

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements please make the arrangements to do so. Live webinars as well as on-demand training is available at <https://ethics.nc.gov/education>.

SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2022 and can be found at <https://ethics.nc.gov/seis/regular-filers>.

PRESIDENT’S REPORT

Chats with The President

“Chats with the President” are continuing with faculty and staff. Meetings will continue to be scheduled each month. I appreciate all of the suggestions and feedback that I receive at these meetings.

CFCC Holiday Party

CFCC held its holiday party December 16. It was wonderful to see faculty and staff enjoy time together.

Articulation Agreement with NC Central University

CFCC hosted a signing event with NC Central University on November 30. A Memorandum of Understanding was signed that partnered CFCC and NCCU for dual admissions. This will provide a smooth transition for CFCC students receiving an Associate in Applied Science degree to receive guaranteed admittance into NCCU to earn a Bachelor’s degree.

PACCE Grant

CFCC was selected as one of twenty community colleges in the United States to receive a Lumina Foundation and Achieving the Dream grant initiative to boost enrollment. With the PACCE grant, CFCC would like to promote an outreach campaign for the Truck Driving program to attract and enroll adult students of color.

REACH Grant

The primary goal of CFCC is to increase the overall completion rate of African American students to a level commensurate with that population's representation in the College’s service area over the next three years. Interim goals include raising the overall course success rate to the College mean, and reducing the attrition rate among African American students. Another interim goal will be the reduction of the number of XF grades among this demographic. The XF grade rate for African American students is 15%, the highest rate among all demographics.

President Stith Visit

North Carolina Community College System President Thomas Stith and State Board member Lisa Estep visited CFCC’s North Campus on November 22. They were given a tour of various programs CFCC offers.

Women’s Soccer and Volleyball

CFCC’s women’s soccer and volleyball teams have gone to the national championship. This is the first time in CFCC history that we’ve had two fall sports make the national championship tournament in the same year.

CFCC Nursing Programs Ranked #1 in North Carolina by Nursing Schools Almanac

CFCC’s Associate Degree Nursing and Practical Nursing programs ranked #1 in NC in Nursing Schools Almanac’s 2021 rankings. For the past ten years, CFCC nursing programs have maintained an average above 98% on the NCLEX-PN and NCLEX-RN licensure exams.

Cape Fear Electrical Contractors Award

Our partner, Cape Fear Electrical Contractors Association (CFECA), was selected as the Outstanding Apprenticeship Partner by ApprenticeshipNC. We submitted an application nominating them in the fall for this award and the success of our Electrical Apprenticeship program is due to their strong support.

POWERPOINT PRESENTATION – 2021 REVIEW

COMMITTEE REPORTS

FACILITIES AND EQUIPMENT COMMITTEE

Lineman Facility

EDA Grant Lineman Training Facility Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget Federal Grant and CFCC Other Funds	Remaining	Status
1	CFCC N. Campus Electric Lineworker Overhead and Underground Training Facility	\$90,500.00	\$688,197.35	\$13,062.65	\$791,760.00	\$791,760.00	\$0.00	Site and building pad construction underway

Wilson Center Multipurpose Addition 3-1

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$114,480.00		\$10,502.30	\$124,982.30	\$2,204,422.00	\$2,079,439.70	Finalizing schematic design and proceeding to full plans.

FINANCE COMMITTEE

State Budget

College Name: Cape Fear Community College
Institution Number: 810

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Summary of Revenue (excluding capital improvement projects)				
State*	\$ 55,477,516			\$ 55,477,516
County Funds		\$ 11,571,232		\$ 11,571,232
Institutional Funds			\$ 52,230,945	\$ 52,230,945
Operating Revenue Subtotal	\$ 55,477,516	\$ 11,571,232	\$ 52,230,945	\$ 119,279,693
Summary of Expenditures (excluding capital improvement projects)				
1XX Institutional Support	\$ 8,448,120	\$ 1,097,223	\$ 5,249,000	\$ 14,794,343
2XX Curriculum Instruction	\$ 30,842,877	\$ -	\$ 6,315,000	\$ 37,157,877
3XX Continuing Education	\$ 5,106,127	\$ -	\$ 2,017,000	\$ 7,123,127
4XX Academic Support	\$ 4,708,901	\$ -	\$ -	\$ 4,708,901
5XX Student Support	\$ 4,304,567	\$ -	\$ 116,000	\$ 4,420,567
6XX Plant Operations & Maint.	\$ -	\$ 10,474,009	\$ 20,000	\$ 10,494,009
7XX Proprietary/Other	\$ -	\$ -	\$ 7,500,000	\$ 7,500,000
8XX Student Aid	\$ -	\$ -	\$ 28,500,000	\$ 28,500,000
9XX Capital Outlay (excluding capital improvements)	\$ 2,066,924	\$ -	\$ -	\$ 2,066,924
Total Budgeted Expenditures	\$ 55,477,516	\$ 11,571,232	\$ 49,717,000	\$ 116,765,748
Net (Est. Revenues - Expenditures)	\$ -	\$ -	\$ 2,513,945.00	\$ 2,513,945.00

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

College Name: Cape Fear Community College

Institutional Number: 810

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Revenue Detail (excluding capital improvement projects)				
State	\$ 55,477,516			\$ 55,477,516
*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.				
County Funds				
County Appropriations (list each county separately below):				
New Hanover County Budget Appropriation		\$ 10,950,946		\$ 10,950,946
Pender County Budget Appropriation		\$ 620,286		\$ 620,286
(if necessary, add lines above for add'l counties)				
Misc. County Revenue				
Total County Funds		\$ 11,571,232		\$ 11,571,232

Institutional Funds

Federal Sources:

Federal Pell and other Federal student aid grants	\$ 13,000,000	\$ 13,000,000
Federal Direct Loans	\$ 5,000,000	\$ 5,000,000
Federal Work-Study Program	\$ 250,000	\$ 250,000
Other Federal Grants (list):	\$ -	\$ -
Financial Aid & Veteran's Admin	\$ 50,000	\$ 50,000
DOE Grant	\$ 375,000	\$ 375,000
SEOG	\$ 284,945	\$ 284,945

HEERF Grant	\$	15,000,000	\$	15,000,000
SVOG	\$	4,021,000	\$	4,021,000
(if necessary, add lines above)				
Total Revenues From Federal	\$	37,980,945	\$	37,980,945
Fees:				
College Access, Parking and Security (CAPS) Fees	\$	750,000	\$	750,000
Student Activity Fees	\$	700,000	\$	700,000
Course Specific Fees	\$	50,000	\$	50,000
Instructional Technology Fees	\$	375,000	\$	375,000
Self-Supporting Course Fees	\$	450,000	\$	450,000
Other Fees (list, if applicable):				
Transcript Fees	\$	75,000	\$	75,000
(if necessary, add lines above)				
Total Revenues from Fees	\$	2,400,000	\$	2,400,000
 Proprietary/Other Revenues:				
Bookstore Receipts	\$	3,500,000	\$	3,500,000
Vending/Food Service Receipts	\$	20,000	\$	20,000
Live Projects/Patron Fees	\$	200,000	\$	200,000
Internal Service Funds	\$	30,000	\$	30,000
Interest Income	\$	150,000	\$	150,000
NC Community College Grant Funds	\$	800,000	\$	800,000
Education Lottery Scholarship Funds	\$	400,000	\$	400,000
Gifts and Donations	\$	700,000	\$	700,000
Private (non-Federal) Grants				

Endowment Income				
Other Miscellaneous Sources (list, if applicable):				
Humanities & Fine Arts Center			\$ 5,400,000	\$ 5,400,000
Childcare Center			\$ 650,000	\$ 650,000
(if necessary, add lines above)				
Total Revenues from Proprietary/Other Sources:			\$ 11,850,000	\$ 11,850,000
Total Institutional Sources			\$ 52,230,945	\$ 52,230,945
Total Estimated Revenues	\$ 55,477,516	\$ 11,571,232	\$ 52,230,945	\$ 119,279,693

College Name: Cape Fear Community College

Institution Number: 810

	1	2	3	3
	State Budget	County Budget	Institutional Budget	Total Budget
Expenditure Detail (excluding capital improvement projects)				
100 INSTITUTIONAL SUPPORT				
110 Executive Management	\$ 1,828,041	\$ 162,251		\$ 1,990,292
120 Financial Services	\$ 1,395,613	-		\$ 1,395,613
130 General Administration	\$ 3,315,111	\$ 934,972		\$ 4,250,083
140 Information Systems - Admin.	\$ 1,909,355	-		\$ 1,909,355
TOTAL INSTITUTIONAL SUPPORT	\$ 8,448,120	\$ 1,097,223	\$ 5,249,000	\$ 14,794,343
200 INSTRUCTIONAL - CURRICULUM				
220 Associate Degree	\$ 30,842,877	-		\$ 30,842,877
TOTAL INSTRUCTIONAL - CURRICULUM	\$ 30,842,877	-	\$ 6,315,000.00	\$ 37,157,877
300 CONTINUING EDUCATION				
310 Occupational Education	\$ 3,133,494	-		\$ 3,133,494
311 Occupational Support	\$ 1,103,074	-		\$ 1,103,074
321 Adult Basic Education/ESL	\$ 291,192	-		\$ 291,192
322 Adult High School & GED	\$ 392,025	-		\$ 392,025
363 Small Business Center	\$ 126,342	-		\$ 126,342
364 Customized Trng - Bus & Ind Support (Admin.)	\$ 40,000	-		\$ 40,000
365 Customized Trng - Bus & Ind Support (Instruct.)	\$ 20,000	-		\$ 20,000
TOTAL CONTINUING EDUCATION	\$ 5,106,127	-	\$ 2,017,000.00	\$ 7,123,127

400 ACADEMIC SUPPORT					
410 Library/Learning Center	\$	841,202	\$	-	\$ 841,202
421 Curriculum - Admin.	\$	1,775,091	\$	-	\$ 1,775,091
422 Continuing Education - Admin.	\$	1,295,086	\$	-	\$ 1,295,086
430 Information Systems - Academic	\$	797,522	\$	-	\$ 797,522
TOTAL ACADEMIC SUPPORT	\$	4,708,901	\$	-	\$ 4,708,901
500 STUDENT SUPPORT					
510 Student Services	\$	4,207,419	\$	-	\$ 4,207,419
530 Child Care	\$	97,148	\$	-	\$ 97,148
TOTAL STUDENT SUPPORT	\$	4,304,567	\$	116,000.00	\$ 4,420,567
600 OPERATION & MAINTENANCE OF PLANT					
610 Plant Operations			\$	7,567,337	\$ 7,567,337
620 Plant Maintenance			\$	2,906,672	\$ 2,906,672
TOTAL OPERATION & MAINTENANCE OF PLANT			\$	10,474,009	\$ 20,000.00
700 PROPRIETARY/OTHER			\$	-	\$ 7,500,000
800 STUDENT AID			\$	-	\$ 28,500,000
900 CAPITAL OUTLAY (excluding capital improvement projects)					
920 Equipment	\$	1,737,410	\$	-	\$ 1,737,410
923 Basic Skills/Literacy Equipment	\$	-	\$	-	\$ -
930 Instructional Resources (Books)	\$	77,152	\$	-	\$ 77,152
940 Equipment - State CATEGORICAL Funds	\$	252,362	\$	-	\$ 252,362
TOTAL CAPITAL OUTLAY	\$	2,066,924	\$	-	\$ 2,066,924
TOTAL EXPENDITURES	\$	55,477,516	\$	11,571,232	\$ 49,717,000

	1	2	3	4
	State	County	Institutional	Total
Capital Improvement Revenues				
State Funds (funds reimbursed by System Office)*	\$ 3,214,489.00			\$ 3,214,489.00
County Funds				
County Appropriation for CI Projects				\$ -
County GO Bond Funds				\$ -
Other County Revenue/Financing		\$ 50,000		50,000.00
Fund Balance for CI Projects				\$ -
County Subtotal		\$ 50,000		\$ 3,264,489
Institutional Funds				
Federal Grant			\$ 633,408	\$ 633,408
Private Gift/Donation				\$ -
Private Grant(s) and Other Sources (list below):				\$ -
				\$ -
				\$ -
				\$ -
(if necessary, add lines above)				
Institutional Subtotal			\$ 633,408	\$ 633,408
Total Capital Improvement Project Revenues	\$ 3,214,489.00	\$ 50,000	\$ 633,408	\$ 3,897,897
Capital Improvement Expenditures				
910 Building and Grounds	\$ -	\$ -	\$ -	\$ -
Repairs and Renovations/New Construction	\$ 3,214,489.00	\$ 50,000.00	\$ 633,408.00	\$ 3,897,897.00
Total Expenditures	\$ 3,214,489.00	\$ 50,000.00	\$ 633,408.00	\$ 3,897,897.00
NET (Est. Revenues - Expenditures)	\$ -	\$ -	\$ -	\$ -

Proposed New Hanover County Budget

New Hanover County Capital Outlay

Task identifier	Campus	Building (Letter)	Location	Item	Est. Cost
Loss of Asset	Wilm	L	Exterior	Replace roof - 22 to 24 years old	\$ 935,800
Loss of Asset	North	NB	Mech	Chiller replacement 17 years old- excessive repair costs	\$310,000
Loss of Asset	Wilm	T	Roof	Replace roof - end of life - estimated 20 years old	\$249,200
Loss of Asset	Wilm	N	Exterior	Replace roof on Natural Science "N" 22 years old	\$252,000
Loss of Asset	Wilm	S	Mech	Replace chiller Plant #1- 200 tons - 95% of lifespan	\$190,000
Safety	Wilm	N	Roof	Replace rooftop exhaust fans, curbs and ductwork.	\$150,000
					\$2,087,000

New Hanover County Budget Proposal

Cape Fear Community College			
New Hanover County Budget Proposal			
Fiscal 2022 - 2023			
Budget Line Item	Description	BUDGET FY 2021 - 2022	PROPOSED BUDGET FY 2022 - 2023
21-110-97- 511100-41000	President : New Hanover County	79,796	102,000
21-110-97- 511200-41000	FT Senior Administrators : New Hanover County	9,995	12,000
21-110-97- 518100-41000	Social Security : New Hanover County	6,879	8,700
21-110-97- 518200-41000	Retirement : New Hanover County	19,488	18,102
21-110-97- 518300-41000	Medical Insurance : New Hanover County	2,450	2,600
21-110-97- 518700-41000	Longevity Payments : New Hanover County	95	515
	TOTAL 110 - EXECUTIVE MANAGEMENT	118,703	143,917
21-130-97- 512000-41000	FT Support : New Hanover County	70,107	70,000
21-130-97- 512010-41000	PT Support: New Hanover County	-	10,000
21-130-97- 518100-41000	Social Security : New Hanover County	5,364	5,300
21-130-97- 518200-41000	Retirement : New Hanover County	15,199	17,000
21-130-97- 518300-41000	Medical Insurance : New Hanover County	13,153	17,000
21-130-97- 519000-41000	Legal Services : New Hanover County	40,000	40,000
21-130-97- 519200-41000	Other Contracted Services : New Hanover County	2,000	2,000
21-130-97- 521400-41000	Clothing and Uniforms : New Hanover County	-	1,000
21-130-97- 526000-41000	Office Supplies : New Hanover County	50	100

21-130-97-531110-41000	In-State Ground Transportation : New Hanover County	-	200
21-130-97-543010-41000	Lease/Rental of Motor Vehicles : New Hanover County	51,000	51,000
21-130-97-545000-41000	Property Insurance : New Hanover County	383,017	400,000
21-130-97-545100-41000	Motor Vehicle Insurance : New Hanover County	57,669	80,000
21-130-97-545200-41000	Liability Insurance : New Hanover County	109,491	110,000
21-130-97-545300-41000	Other Insurance : New Hanover County	163,145	165,000
	TOTAL 130 - GENERAL ADMINISTRATION	910,195	968,600
21-610-97-511300-41000	FT Professional Staff : New Hanover County	64,378	66,000
21-610-97-514000-41000	FT Svc/Maint/Skilled Crafts : New Hanover County	1,552,519	1,580,000
21-610-97-514000-41200	FT Svc/Maint/Skilled Crafts : Landscape Services	108,700	108,800
21-610-97-514010-41000	PT Svc/Maint/Skilled Crafts : New Hanover County	250,000	113,300
21-610-97-514050-41000	Supvr Svc/Maint/Skilled Crfts : New Hanover County	71,436	118,000
21-610-97-514050-41200	Supvr Svc/Maint/Skilled Crfts : Landscape Services	52,600	47,000
21-610-97-515000-41000	FT Technical/Paraprofessional : New Hanover County	47,551	49,000
21-610-97-518100-41000	Social Security : New Hanover County	138,264	133,725
21-610-97-518100-41200	Social Security : Landscape Services	12,500	11,900
21-610-97-518200-41000	Retirement : New Hanover County	365,000	422,000
21-610-97-518200-41200	Retirement : Landscape Services	35,000	39,000
21-610-97-518300-41000	Medical Insurance : New Hanover County	300,000	382,000
21-610-97-518300-41200	Medical Insurance : Landscape Services	25,000	33,000
21-610-97-518500-41000	Unemployment Compensation : New Hanover County	12,000	10,000
21-610-97-518700-41000	Longevity Payments : New Hanover County	7,500	4,800

21-610-97-519090-41000	Waste Removal/Recycling Svcs : New Hanover County	48,000	60,000
21-610-97-519100-41000	Security Service Agreements : New Hanover County	740,000	780,000
21-610-97-519110-41000	Pest Control Svcs Agreements : New Hanover County	20,000	17,000
21-610-97-519120-41000	Lawns and Grounds Services : New Hanover County	25,000	45,000
21-610-97-519200-41000	Other Contracted Services : New Hanover County	206,000	175,000
21-610-97-521000-41000	Custodial Supplies : New Hanover County	150,000	150,000
21-610-97-521400-41000	Clothing and Uniforms : New Hanover County	22,000	16,000
21-610-97-525000-41000	Gasoline : New Hanover County	18,000	35,000
21-610-97-525100-41000	Diesel Fuel : New Hanover County	3,500	2,000
21-610-97-525300-41000	Tires and Tubes : New Hanover County	2,700	2,000
21-610-97-526000-41000	Office Supplies : New Hanover County	2,500	2,500
21-610-97-527000-41000	Other Supplies : New Hanover County	7,000	10,000
21-610-97-531110-41000	In-State Ground Transportation : New Hanover County	750	400
21-610-97-531140-41000	In-State Lodging : New Hanover County	500	200
21-610-97-531150-41000	In-State Meals : New Hanover County	100	50
21-610-97-531240-41000	Out-of-State Lodging : New Hanover County	200	-
21-610-97-531250-41000	Out-of-State Meals : New Hanover County	100	-
21-610-97-531500-41000	Registration Fees : New Hanover County	500	750
21-610-97-532200-41000	Telephone : New Hanover County	94,000	85,000
21-610-97-532320-41000	Video Transmission Charges : New Hanover County		300
21-610-97-532500-41000	Cellular Phone Services : New Hanover County	70,000	70,000
21-610-97-533100-41000	Heating Oil : New Hanover County	486,000	650,000
21-610-97-533200-41000	Water : New Hanover County	250,000	250,000

21-610-97-533300-41000	Electricity : New Hanover County	1,850,000	1,850,000
21-610-97-535200-41000	Repairs to Facilities : New Hanover County	-	-
21-610-97-535410-41000	Maint. Agreement - Buildings : New Hanover County	25,000	25,000
21-610-97-535450-41000	Maint. Agreement - Other Softw : New Hanover County	36,000	12,000
21-610-97-539500-41000	Other Current Expense : New Hanover County	-	-
21-610-97-539810-41000	Other Employee Training : New Hanover County		150
21-610-97-543000-41000	Rental/Lease-Other Equipment : New Hanover County	40,000	40,000
21-610-97-544000-41000	Other Computer Software Applications : New Hanover County		700
21-610-97-555100-41000	Non-Capitalized Equipment: New Hanover County	-	-
21-610-97-555115-41000	Non-Cap Equipment \$1K - \$4,999: New Hanover County	-	-
	TOTAL 610 - PLANT OPERATIONS	7,140,298	7,397,575
21-620-97-511300-41000	FT Professional Staff : New Hanover County	107,550	94,000
21-620-97-512000-41000	FT Support : New Hanover County	32,800	7,500
21-620-97-512010-41000	PT Support : New Hanover County	-	10,000
21-620-97-514000-41000	FT Svc/Maint/Skilled Crafts : New Hanover County	755,000	596,000
21-620-97-514010-41000	PT Svc/Maint/Skilled Crafts : New Hanover County	2,500	-
21-620-97-514050-41000	Supvr Svc/Maint/Skilled Crfts : New Hanover County	65,150	126,000
21-620-97-518100-41000	Social Security : New Hanover County	75,000	63,000
21-620-97-518200-41000	Retirement : New Hanover County	212,000	200,000
21-620-97-518300-41000	Medical Insurance : New Hanover County	140,000	150,000
21-620-97-518700-41000	Longevity Payments : New Hanover County	16,800	9,500
21-620-97-519200-41000	Other Contracted Services : New Hanover County	315,000	315,000

21-620-97-522000-41000	Maintenance Supplies : New Hanover County	250,000	250,000
21-620-97-525400-41000	Motor Veh Replacement Parts: New Hanover County	-	300
21-620-97-527000-41000	Other Supplies : New Hanover County	2,500	500
21-620-97-531110-41000	In-State Ground Transportation : New Hanover County	750	1,200
21-620-97-531130-41000	In-State Other Transportation : New Hanover County	-	-
21-620-97-531140-41000	In-State Lodging : New Hanover County	500	200
21-620-97-531150-41000	In-State Meals : New Hanover County	100	50
21-620-97-531500-41000	Registration Fees : New Hanover County	500	500
21-620-97-535100-41000	Equipment Repairs : New Hanover County	35,000	55,000
21-620-97-535200-41000	Repairs to Facilities : New Hanover County	140,000	300,000
21-620-97-535300-41000	Motor Vehicle Repairs : New Hanover County	12,000	25,000
21-620-97-535410-41000	Maint. Agreement - Buildings : New Hanover County	525,000	675,000
21-620-97-535430-41000	Maint. Agreement - Equipment : New Hanover County	55,000	-
21-620-97-539100-41000	Replacement Equipment : New Hanover County	25,000	3,000
21-620-97-539500-41000	Other Current Expense : New Hanover County	500	200
21-620-97-539810-41000	Other Employee Training : New Hanover County	-	500
21-620-97-544000-41000	Other Comp. Software Applicati : New Hanover County	12,600	15,000
21-620-97-546100-41000	Memberships & Dues : New Hanover County	500	200
21-620-97-555100-41000	Non-Capitalized Equipment : New Hanover County	-	-
21-620-97-555115-41000	Non-Cap Equipment \$1K - \$4,999 : New Hanover County	-	-
	TOTAL 620 - PLANT MAINTENANCE	2,781,750	2,897,650
	TOTAL OPERATING BUDGET	10,950,946	11,407,742

	Total 910 - Buildings		1,437,000
	Total 920 - Equipment		650,000
	COUNTY CAPITAL OUTLAY		2,087,000
	TOTAL BUDGET	10,950,946	13,494,742

Highlights in Current Operating Expenses for FY 22-23:

Salaries and Fringe Benefits:

Net increase includes a 3% increase for FY 22-23

Medical Insurance rates increased in January 2022 from \$521.96 to \$647.86 per month per employee

College Insurance Policies:

Increase in college insurance policies expense \$22k- the largest increase was to Property Insurance

Plant Operations

Security costs increased \$40k due to increase in rates

Gasoline costs increased \$17k based on current year expenditures (rate hike)

Heating oil increased \$164k based on current year expenditures (rate hike)

Utilities:

Slight increase anticipated for utility expenses due to more employees returning to the office

Plant Maintenance

Increased facility repairs budget from \$140k to \$300k;

Increased maintenance agreements from \$580k to \$675k

Proposed Pender County Budget

<u>Cape Fear Community College</u>			
<u>Pender County Budget Proposal</u>			
<u>Fiscal 2022 - 2023</u>			
<u>BURGAW CENTER</u>			
<u>Budget Line Item</u>	<u>Description</u>	<u>BUDGET FY 2021 - 2022</u>	<u>PROPOSED BUDGET FY 2022 - 2023</u>
<u>21-110-97-511100-41101</u>	<u>President : Burgaw</u>	22,038.00	25,000.00
<u>21-110-97-511200-41101</u>	<u>FT Senior Administrators : Burgaw</u>	11,000.00	12,000.00
<u>21-110-97-518100-41101</u>	<u>Social Security : Burgaw</u>	2,527.00	2,700.00
<u>21-110-97-518200-41101</u>	<u>Retirement : Burgaw</u>	7,083.00	9,000.00
<u>21-110-97-518300-41101</u>	<u>Medical Insurance : Burgaw</u>	900.00	1,200.00
	<u>TOTAL 110 - EXECUTIVE MANAGEMENT</u>	43,548.00	49,900.00
<u>21-130-97-545000-41101</u>	<u>Property Insurance : Burgaw</u>	8,515.00	9,000.00
<u>21-130-97-545200-41101</u>	<u>Liability Insurance: Burgaw</u>	6,083.00	7,000.00
	<u>TOTAL 130 - GENERAL ADMINISTRATION</u>	14,598.00	16,000.00
<u>21-610-97-514000-41101</u>	<u>FT Svc/Maint/Skilled Crafts : Burgaw</u>	65,558.00	70,000.00
<u>21-610-97-514010-41101</u>	<u>PT Svc/Maint/Skilled Crafts: Burgaw</u>		
<u>21-610-97-518100-41101</u>	<u>Social Security : Burgaw</u>	5,016.00	6,000.00
<u>21-610-97-518200-41101</u>	<u>Retirement : Burgaw</u>	14,213.00	17,000.00
<u>21-610-97-518300-41101</u>	<u>Medical Insurance : Burgaw</u>	12,527.00	16,000.00
<u>21-610-97-519090-41101</u>	<u>Waste Removal/Recycling Svcs : Burgaw</u>	2,400.00	2,400.00

<u>21-610-97-519100-41101</u>	<u>Security Service Agreements : Burgaw</u>	100,000.00	100,000.00
<u>21-610-97-519110-41101</u>	<u>Pest Control Svcs Agreements : Burgaw</u>	1,200.00	1,000.00
<u>21-610-97-519120-41101</u>	<u>Lawns and Grounds Services : Burgaw</u>	13,000.00	13,000.00
<u>21-610-97-519200-41101</u>	<u>Other Contracted Services : Burgaw</u>	7,500.00	7,500.00
<u>21-610-97-521000-41101</u>	<u>Custodial Supplies : Burgaw</u>	11,500.00	7,000.00
<u>21-610-97-521400-41101</u>	<u>Clothing and Uniforms : Burgaw</u>	1,200.00	700.00
<u>21-610-97-527000-41101</u>	<u>Other Supplies : Burgaw</u>	1,750.00	1,500.00
<u>21-610-97-532200-41101</u>	<u>Telephone : Burgaw</u>	5,000.00	2,000.00
<u>21-610-97-532500-41101</u>	<u>Cellular Phone Services : Burgaw</u>	1,200.00	500.00
<u>21-610-97-533200-41101</u>	<u>Water : Burgaw</u>	4,500.00	3,000.00
<u>21-610-97-533300-41101</u>	<u>Electricity : Burgaw</u>	44,000.00	44,000.00
<u>21-610-97-535410-41101</u>	<u>Maint. Agreement - Buildings: Burgaw</u>		500.00
<u>21-610-97-543000-41101</u>	<u>Rental/Lease - Other Equipment: Burgaw</u>	-	1,500.00
	<u>TOTAL 610 - PLANT OPERATIONS</u>	290,564.00	293,600.00
<u>21-620-97-514000-41101</u>	<u>FT Svc/Maint/Skilled Crafts : Burgaw</u>	18,000.00	20,000.00
<u>21-620-97-514010-41101</u>	<u>PT Svc/Maint/Skilled Crafts: Burgaw</u>		1,500.00
<u>21-620-97-518100-41101</u>	<u>Social Security : Burgaw</u>	1,377.00	1,650.00
<u>21-620-97-518200-41101</u>	<u>Retirement : Burgaw</u>	3,900.00	4,900.00
<u>21-620-97-518300-41101</u>	<u>Medical Insurance : Burgaw</u>	3,000.00	4,000.00
<u>21-620-97-519200-41101</u>	<u>Other Contracted Services : Burgaw</u>	7,500.00	7,500.00
<u>21-620-97-522000-41101</u>	<u>Maintenance Supplies : Burgaw</u>	9,000.00	9,000.00
<u>21-620-97-525000-41101</u>	<u>Gasoline : Burgaw</u>	2,400.00	2,000.00

<u>21-620-97-535200-41101</u>	<u>Repairs to Facilities : Burgaw</u>	28,000.00	30,000.00
<u>21-620-97-535410-41101</u>	<u>Maint. Agreement - Buildings : Burgaw</u>	7,500.00	8,500.00
	<u>TOTAL 620 OTHER COSTS - BURGAW</u>	80,677.00	89,050.00
	<u>TOTAL BURGAW CENTER</u>	429,387.00	448,550.00
<u>BURKE SURF CITY CAMPUS</u>			
<u>Budget Line Item</u>	<u>Description</u>	<u>PROPOSED BUDGET FY 2021 - 2022</u>	<u>PROPOSED BUDGET FY 2022 - 2023</u>
<u>21-130-97-545000-41103</u>	<u>Property Insurance : Surf City</u>	4,096.00	8,000.00
<u>21-130-97-545200-41103</u>	<u>Liability Insurance: Surf City</u>	6,083.00	7,000.00
	<u>TOTAL 130 - GENERAL ADMINISTRATION</u>	10,179.00	15,000.00
<u>21-610-97-514000-41103</u>	<u>FT Svc/Maint/Skilled Crafts : Surf City</u>	34,000.00	35,000.00
<u>21-610-97-514010-41103</u>	<u>PT Svc/Maint/Skilled Crafts : Surf City</u>	13,000.00	15,000.00
<u>21-610-97-518100-41103</u>	<u>Social Security : Surf City</u>	3,600.00	1,200.00
<u>21-610-97-518200-41103</u>	<u>Retirement : Surf City</u>	7,375.00	9,000.00
<u>21-610-97-518300-41103</u>	<u>Medical Insurance : Surf City</u>	6,500.00	8,000.00
<u>21-610-97-519090-41103</u>	<u>Waste Removal/Recycling Svcs : Surf City</u>	2,000.00	2,500.00
<u>21-610-97-519100-41103</u>	<u>Security Service Agreements: Surf City</u>		2,000.00
<u>21-610-97-519110-41103</u>	<u>Pest Control Svcs Agreements : Surf City</u>	750.00	750.00
<u>21-610-97-519120-41103</u>	<u>Lawns and Grounds Services : Surf City</u>	15,000.00	17,000.00
<u>21-610-97-519200-41103</u>	<u>Other Contracted Services : Surf City</u>	4,500.00	7,000.00
<u>21-610-97-521000-41103</u>	<u>Custodial Supplies : Surf City</u>	3,000.00	5,000.00

<u>21-610-97-521400-41103</u>	<u>Clothing and Uniforms : Surf City</u>	250.00	250.00
<u>21-610-97-532200-41103</u>	<u>Telephone : Surf City</u>	4,500.00	4,500.00
<u>21-610-97-533200-41103</u>	<u>Water : Surf City</u>	2,000.00	2,500.00
<u>21-610-97-533300-41103</u>	<u>Electricity : Surf City</u>	40,000.00	40,000.00
<u>21-610-97-555100-41103</u>	<u>Non-Capitalized Equipment: Surf City</u>	-	500.00
	<u>TOTAL 610 - PLANT OPERATIONS</u>	136,475.00	150,200.00
<u>21-620-97-514000-41103</u>	<u>FT Svc/Maint/Skilled Crafts : Surf City</u>	16,500.00	18,000.00
<u>21-620-97-518100-41103</u>	<u>Social Security : Surf City</u>	1,265.00	1,500.00
<u>21-620-97-518200-41103</u>	<u>Retirement : Surf City</u>	3,580.00	4,500.00
<u>21-620-97-518300-41103</u>	<u>Medical Insurance : Surf City</u>	3,200.00	4,000.00
<u>21-620-97-519200-41103</u>	<u>Other Contracted Services : Surf City</u>	7,500.00	9,000.00
<u>21-620-97-522000-41103</u>	<u>Maintenance Supplies : Surf City</u>	2,200.00	2,500.00
<u>21-620-97-535200-41103</u>	<u>Repairs to Facilities : Surf City</u>	2,500.00	3,000.00
<u>21-620-97-535410-41103</u>	<u>Maint. Agreement - Buildings : Surf City</u>	7,500.00	9,000.00
	<u>TOTAL 620 - PLANT MAINTENANCE</u>	44,245.00	51,500.00
	<u>TOTAL BURKE SURF CITY CAMPUS</u>	190,899.00	216,700.00
	<u>TOTAL PENDER COUNTY BUDGET PROPOSAL</u>	620,286.00	665,250.00

Budget Highlights

Highlights in Current Operating Expenses:

Salaries and Fringe

Benefits:

Net increase includes a 3% increase for FY 22-23

Medical Insurance rates increased in January 2022 from \$521.96 to \$647.86 per month per employee

College Insurance Policies:

Slight increase due to ongoing insurance premium increases

State Budget Revision

CAPE FEAR COMMUNITY COLLEGE							
State Budget Revision Report for Fiscal 2021 - 2022							
Allocation Description	July - Aug	Sept - Oct	Nov - Dec	Jan - Feb	Mar - Apr	May - June	YTD
Customized Training Allocation for Acme Smoked Fish Project	14,929	360					15,289
Customized Training Allocation for Cardinal MetalWorks, Inc. Project	-						-
Customized Training Allocation for Mojotone Project	-						-
Customized Training Allocation for Sturdy Corporation Project #3	-						-
Customized Training Allocation for Castle Branch Project	3,234	1,243					4,477
Customized Training Allocation for National Gypsum	-						-
Customized Training Allocation for CloudWyze	3,579	6,582	4,831				14,992
Customized Training Allocation for Vantaca	-	-	54,156				54,156
Customized Training Allocation for Edge-Works Manufacturing Company	-	-	30,798				30,798
Career Counselors and Academic Advisors - COVID-19 Funds	-						-
Small Business Center Counseling - COVID-19 Funds	-	22,000					22,000
Virtual Student Tutoring - COVID-19 Funds	11,607						11,607
Quality Online Learning - COVID-19 Funds	137						137
Online Skills Labs - COVID-19 Funds	11,294						11,294
NC Career Coach Program	39,582						39,582
Golden LEAF Scholars Program	23,860						23,860
Title II Adult Education & Family Literacy Act (AEFLA) Federal Allocation	-	297,647					297,647
2020 - 2021 Carryover Allocation:	-	1,894,357					1,894,357
<i>Equipment</i>	1,016,638						
<i>Books</i>	50,390						
<i>Basic Skills Performance Based Funding</i>	81,932						
<i>Other Performance Based Funding</i>	745,397						
Personal Protective Equipment (PPE) & COVID-19 Testing	-						-
Support Online Testing - COVID-19 Funds	-						-
GEER Scholarship - COVID-19 Funds	194,497						194,497
Health Care & First Responder Equipment - COVID-19 Funds	-						-
Improving CTE (Perkins) Carry Over Funds	-		54,384				54,384
Longevity Allocation	-						-
Project Skill-Up (Tobacco Trust Funds)	2,200						2,200
Title II AEFLA State Leadership Funds - Promoting Innovation Initiative	-						-
Longleaf Commitment (Student Support Services - GEER Funds)	-	143,661					143,661
Longleaf Complete	139,276						139,276
Title II AEFLA Digital Literacy Training Pilot			25,000				25,000
Total Additional Allocations	444,195	2,365,850	169,169	-	-	-	2,979,214

State Budget Summary

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF DECEMBER 2021					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 9,266,520.00	613,055.43	\$ 4,364,728.27	\$ 4,901,791.73	47.10%
Instruction - Curriculum	29,817,000.00	2,453,678.87	14,481,568.74	\$ 15,335,431.26	48.57%
Instruction - Non-Curriculum	4,260,301.00	458,962.91	2,906,319.54	\$ 1,353,981.46	68.22%
Academic Support	4,366,147.00	353,393.03	2,260,956.16	\$ 2,105,190.84	51.78%
Student Support	<u>4,277,461.00</u>	<u>342,727.03</u>	<u>2,061,599.86</u>	<u>\$ 2,215,861.14</u>	<u>48.20%</u>
Total: CURRENT EXPENSE	51,987,429.00	4,221,817.27	26,075,172.57	25,912,256.43	50.16%
Equipment	2,754,048.00	2,074.36	42,609.58	2,711,438.42	1.55%
Books	127,542.00	8,271.21	21,892.95	105,649.05	17.17%
Categorical Equipment	287,580.00	18,104.08	106,109.76	181,470.24	36.90%
Total: CAPITAL OUTLAY	3,169,170.00	28,449.65	170,612.29	2,998,557.71	5.38%
GRAND TOTAL	<u>\$ 55,156,599.00</u>	<u>\$ 4,250,266.92</u>	<u>\$26,245,784.86</u>	<u>\$ 28,910,814.14</u>	<u>47.58%</u>
*State Aid Baseline budget (\$52,177,385) approved by the State Board of Community Colleges on August 20, 2021 under the authority of G.S. 143C-5-4 (Continuing Budget Authority).					
<i>(The budget above also includes Categoricals in the amount of \$2,923,416 which have been fully approved and allocated - listed under Additional Allocations on the attached Budget Details spreadsheet and listed in detail on the State Budget Revision Report.)</i>					

County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF **December 2021**

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,097,223.00	299,205.17	404,820.38	692,402.62	36.89%
Plant Operation	7,567,337.00	554,872.57	3,602,937.61	3,964,399.39	47.61%
Plant Maintenance	2,906,672.00	326,433.67	1,589,684.96	1,316,987.04	54.69%
Total: CURRENT EXPENSE	11,571,232.00	1,180,511.41	5,597,442.95	5,973,789.05	48.37%

Wilson Center Quarterly Report

Revenues	December			December YTD		
	Budget	Actual	Difference	Budget	Actual	Difference
Account Name	Budget	Actual	Difference	Budget	Actual	Difference
Sales-Concessions	39,600	36,519	-3,081	151,800	104,996	-46,804
Sales-Tickets	423,000	213,042	-209,958	1,621,500	1,240,737	-380,763
Sales Tax Revenue	35,639	20,016	-15,623	136,617	107,278	-29,339
Refunds / Discounts	-9,000	-848	8,152	-34,500	-20,857	13,643
Parking Revenue	12,000	14,380	2,380	46,000	62,475	16,475
Merchant Percentage	1,440	41	-1,399	5,520	3,336	-2,184
Membership Sales	3,000	6,000	3,000	85,000	42,100	-42,900
Sponsorship Revenue / Grants	17,500	15,000	-2,500	105,000	90,000	-15,000
Advertising Sales	2,083	3,000	917	12,500	3,500	-9,000
Other Income	1,250	10,100	8,850	7,500	87,936	80,436
Additional Staff-Labor Income	31,659	31,990	331	121,359	58,764	-62,595
HFAC Facility Fee	46,530	25,426	-21,104	178,365	113,491	-64,874
Rental Income-Fees/Services	19,200	31,239	12,039	73,600	63,351	-10,249
SVO Grant	0	0	0	0	90,000	0
Total	623,901	405,905	-217,996	2,510,261	2,047,105	-553,156
Institutional Exp.						
Account Name	Budget	Actual	Difference	Budget	Actual	Difference
FT Prof. Staff & FT Tech/ParaProf	53,441	49,311	-4,131	320,643	258,611	-62,032
PT Prof. Staff	2,917	0	-2,917	17,500	1,905	-15,595
PT Support	10,000	11,477	1,477	60,000	35,733	-24,267
PT Tech/ParaProf	41,400	32,905	-8,495	158,700	111,848	-46,852
Stud. Sal. Non-Ins	1,800	0	-1,800	6,900	301	-6,599
Social Security	6,853	7,040	187	41,119	30,367	-10,752
Retirement	10,763	10,736	-27	64,575	56,294	-8,281
Medical Insurance	6,933	5,590	-1,343	41,600	23,415	-18,185
Security/Parking Service	3,167	2,271	-897	19,000	5,134	-13,866
Other Contracted Services	300,000	229,786	-70,214	1,150,000	1,043,097	-106,903
Office Supplies	2,083	207	-1,876	12,500	2,484	-10,016
Other Supplies	4,167	3,768	-399	25,000	14,969	-10,031
Purchases for ReSale	8,333	8,215	-118	50,000	45,191	-4,809
In State Travel	167	2,187	2,020	1,000	2,949	1,949
Out of State Travel	833	0	-833	5,000	1,919	-3,081
Advertising Performances	35,417	55,858	20,441	212,500	94,390	-118,110
Wilson Center Marketing Expenses	7,500	0	-7,500	45,000	0	-45,000
Other Current Expenses	833	6,530	5,697	5,000	14,259	9,259
Electronic Processing Fee	6,600	17,515	10,915	25,300	51,653	26,353
Cash Overage/Shortage	36	-174	-210	138	-385	-523
Entertainment and Social	625	1,687	1,062	3,750	3,869	119
Performance Contract Expense	27,000	15,171	-11,829	103,500	86,846	-16,654
Rental/Lease Other Equipment	9,000	728	-8,272	34,500	2,368	-32,132
Other Comp. Softw. Applications	1,875	5,025	3,150	11,250	31,221	19,971
Memberships & Dues	625	0	-625	3,750	8,081	4,331
Maintenance	0	0	0	0	0	0
Sales Tax Expense	35,639	20,016	-15,623	136,617	107,278	-29,339
Non-Capitalized Equipment	417	1,539	1,122	2,500	1,539	-961
Non-Capital.Equip.\$1k	408	0	-408	2,450	0	-2,450
Total	578,832	487,385	-91,447	2,559,792	2,035,333	-524,459
Profit & (Loss) Totals	45,070	-81,480	-126,549	-49,531	11,772	61,303
Utilities Supported by County	10,000	11,365	1,365	80,000	94,523	14,523
Student Support Fees	8,640	7,264	-1,376	33,120	16,608	-16,512
Student Support Expenses	0	0	0	0	629	629
Sales Tax Revenue - State	24,184	13,583	-10,601	92,704	72,795	-19,909
Sales Tax Revenue - County	11,455	6,434	-5,021	43,912	34,482	-9,430
Total Tax Revenue	35,639	20,016	-15,623	136,617	107,278	-29,338

Foundation Quarterly Report

Foundation Fundraising Goals & Actuals FY21-22							
<i>Through January 4, 2021</i>							
	FY 2020-2021 Total	2020-2021 Goal	2020-2021 YTD	2021-2022 Goal	YTD Actual (Cash)	% of Annual Goal	2021-22 YTD Goal
Annual Scholarships (New)	\$54,300.00	\$50,000.00	\$35,000.00	\$50,000.00	\$47,884.00	95.77%	\$29,166.67
Annual Scholarships (Renew)	\$352,669.94	\$250,000.00	\$162,579.00	\$250,000.00	\$283,097.44	113.24%	\$145,833.33
Endowed Scholarships (New)	\$452,836.80	\$200,000.00	\$87,017.82	\$200,000.00	\$114,038.00	57.02%	\$116,666.67
Endowed Scholarships (Adding to the scholarship)	\$507,076.22	\$325,000.00	\$365,540.77	\$350,000.00	\$273,397.81	78.11%	\$204,166.67
Program Support	\$238,862.90	\$150,000.00	\$202,838.00	\$160,000.00	\$140,431.34	87.77%	\$93,333.33
Sea Devil Athletics	\$29,255.00	\$10,000.00	\$16,063.00	\$50,000.00	\$33,755.03	67.51%	\$29,166.67
Student Emergency Funds	\$53,060.50	\$40,000.00	\$28,729.50	\$45,000.00	\$11,201.00	24.89%	\$26,250.00
Unrestricted	\$180,534.53	\$100,000.00	\$77,403.82	\$100,000.00	\$42,444.77	42.44%	\$58,333.33
Wilson Center & BFBW	\$222,791.92	\$150,000.00	\$100,417.80	\$150,000.00	\$43,654.00	29.10%	\$87,500.00
Capital Gifts	\$250,000.00	n/a	\$250,000.00	\$750,000.00	\$32,789.37	4.37%	\$437,500.00
	\$2,341,387.81	\$1,275,000.00	\$1,325,589.71	\$2,105,000.00	\$1,022,692.76	48.58%	\$1,227,916.67
Gifts In Kind	\$9,089.00		\$156,429.88		\$8,900.00	n/a	n/a
GRANTS (Awarded)	\$1,243,726.43	\$1,500,000.00	\$92,500.00	\$1,500,000.00	\$4,078,201.75	271.88%	\$875,000.00
GRANTS (Funded)					\$4,280,101.95		

ADMINISTRATIVE AND PERSONNEL COMMITTEE

Admission Policy Revision

First-Year Applicants:

Admission to CFCC requires the following:

- Admissions Application – the application can be accessed online at www.cfcc.edu/admissions.
- Residency Application – the residency application is available via the Residency Determination Service at www.ncresidency.org. Residency determination establishes if a student pays in-state or out-of-state tuition. This is required for all students.
- Official secondary transcript *or* equivalency (accepted equivalencies include: GED®/HiSET/TASC)

Students are required to submit official high school transcripts with a graduation date or equivalent transcripts with a completion date. Home school students must submit a copy of the home school's approved registration from the state in which they are registered (if applicable) and a home school transcript with graduation date.

Public, private, and home school seniors may be provisionally admitted under one of the following conditions:

-Condition 1: Upon receipt of an official transcript indicating they are a current high school senior. Students admitted provisionally under this condition are required to submit final/official transcripts with a graduation date up until the last day of classes for the session in which the student wishes to enroll.

OR

-Condition 2: Upon receipt of an official letter signed and dated by the high school principal certifying that the student has completed all requirements necessary for high school graduation including an official high school graduation date. The letter must be submitted up until the last day to add a class in the session in which the student wishes to enroll. Students admitted provisionally under this condition are also required to submit final/official transcripts with a graduation date by the next term following initial enrollment or the student will not be allowed to register for classes during the next term.

Provisionally admitted students (*condition 1 and condition 2*) are not eligible for financial aid until a final/official high school transcript with a graduation date is received.

If you have earned an associate's degree or higher from a regionally accredited college or university, you may submit an official college transcript with a graduation date in place of an official high school transcript.

Students wishing to access veteran's benefits are required to submit official transcripts from all schools attended.

In addition to general admission requirements, some programs, including health sciences and Basic Law Enforcement Training, have additional admission requirements, including an approved official high school transcript with a graduation date.

Board of Trustees Bylaws Update

**BYLAWS
OF THE
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**ARTICLE I
Responsibility and Membership**

Section 1. Jurisdiction and Responsibility

- (A) The Board of Trustees of Cape Fear Community College is a body corporate established by an act of the North Carolina General Assembly, Chapter 115A (Changed to 115D by the Legislature in 1979), General Statutes of North Carolina, and it possesses all of the powers of a body corporate for the purposes created by or that may exist under provisions of the law.
- (B) The Board of Trustees has the responsibility for the development and operation of College in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
- (C) The official title of the Board of Trustees, and the corporate name of the institution, shall be "The Board of Trustees of Cape Fear Community College."
- (D) Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

- (A) The Board shall consist of fourteen members in five groups. The four Trustees in Group One shall be appointed by the New Hanover County Board of Education. The four in Group Two shall be appointed by the New Hanover County Board of Commissioners. The four in Group Three shall be appointed by the Governor of North Carolina. Group Four will be represented by the president of the student government pursuant to Chapter 115D of the General Statutes of the State of North Carolina (hereinafter referred to as Chapter 115D) and shall be an *ex officio*, non-voting member of the Board of Trustees. The one in Group Five shall be appointed by the Pender County Board of Commissioners.

With the exception of the *ex officio* member, board members shall serve for four (4) year terms (terms were changed from 8 years to 4 years by the Legislature in 1985); all terms will expire June 30 of the year of expiration. Terms of Trustees will be so arranged that every year one-third of the terms (one for each appointing agency) in Groups One, Two, and Three will expire and either a new Trustee appointed or the present Trustee reappointed.

- (B) All Trustees shall be residents of New Hanover County or Pender County, or of counties contiguous thereto with the exception of members provided for in Chapter 115D-12(1), Group Four.

- (C) Vacancies occurring in any group for whatever reason shall be filled for the remainder of the unexpired term by the agency authorized to select the Trustees of that group and in the manner in which regular selections are made. Should the selection of a Trustee not be made by the agency having the authority to do so within sixty (60) days after the date on which a vacancy occurs, whether by creation or expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.
- (D) 15D-19. Removal of trustees. (a) Should the State Board of Community Colleges have sufficient evidence that any member of the board of trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such board of trustees, unless the chairman is the offending member, in which case the other members of the board shall be notified. Upon receipt of such notice there shall be a meeting of the board of trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the board shall be recorded, along with the action taken, in the minutes of the board of trustees. If the charges are, by an affirmative vote of two-thirds of the members of the board, found to be true, the board of trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a board of trustees to hold a hearing as provided herein upon evidence known or presented to it. (b) A board of trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A board of trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The board of trustees shall notify the appropriate appointing authority of any vacancy. (1963, c. 448, s. 23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1989, c. 521, s. 2; 1995, c. 470, s. 2.)
- (E) All Board members must abide by the conflict of interest provisions as described in NCGS 14-234 and the ethics standards contained in NCGS 163A. A Conflict of Interest Statement will be read by the Board of Trustees Chair at every Board of Trustees meeting.

Section 3. Office of Record

The Board shall maintain its office of record in New Hanover County.

ARTICLE II Officers and Their Duties

Section 1. Election and Term of Office

- (A) The corporate officers of the Board of Trustees shall be the Chairman, the Vice Chairman and the Secretary.
- (B) The Chairman and Vice Chairman shall be elected by the Board of Trustees from its membership.

- (C) The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board for a period of one year, but shall be eligible for re-election by the Board.

The Chairman, Vice Chairman and the Secretary shall be elected for a period of one year but shall be eligible for re-election by the Board to the same office.

- (D) The President of the College shall be the executive officer of the Board, and shall serve on the appointment by, and at the pleasure of the Board.

- (E) The Board may appoint a Recording Secretary, for a period of one year, who will be eligible for reappointment.

- (F) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an *ex officio* voting member of all committees of the Board, execute all contracts and other documents on authority by and in the name of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated by the Board.

Section 3. The Vice Chairman of the Board of Trustees

The Vice Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated by the Board.

Section 4. The Secretary of the Board of Trustees

- (A) Upon the recommendation of the Chairman of the Board, the board shall elect a secretary.

- (B) The Secretary shall:

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the corporate seal of the Board, affix it to official documents, and attest same by signature.
3. Have custody of all official records and documents of the Board.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Operations Manual of the Cape Fear Community College Board of Trustees.
5. The Secretary, with the Chairman of the Board, as necessary, shall execute all exterior contracts and other documents on authority of and in the name of the Board of Trustees.
6. Issue, upon the direction of the Chairman, notice of all meetings of the Board as specified in Article VI, Section 3.

ARTICLE III
Duties of the President

- (A) The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired or when the Board is in Executive Session.
- (B) The President, or his designee, shall attend all committee meetings of the Board and act as the resource person to the several committees of the Board, unless expressly asked to leave to enable the committee to go into executive session.
- (C) The President shall appoint curriculum advisory committees for programs of the College and submit the names to the Board for information.
- (D) The President shall be in charge of and be responsible to the Board of Trustees for the maintenance and operation of the College; and shall have power to organize and supervise.
- (E) The President shall have charge of and be responsible to the Board of Trustees for the activities of the administrative and supervisory staff, faculty, clerical staff, custodial and maintenance staff, and students.
- (F) As the Executive Officer of the Board of Trustees, the President shall have charge of and be responsible to the Board for initiating, organizing and supervising the program of the college. He/she shall see that satisfactory academic standards are maintained in all programs.
- (G) In the interest of efficiency and economy, the President shall have charge of and be responsible to the Board of Trustees for programming, assignment, and reassignment of the administrative and supervisory staff, faculty, clerical, custodial and maintenance staff, and shall also recommend salary increases within budget allocations.
- (H) The Board of Trustees delegates to the President authority to employ all personnel, subject to standards of the State Board of Community Colleges; except, the President shall place nominations for senior administrators, who report directly to the President, before the Personnel Committee of the Board for its advice before submitting those nominations to the Board of Trustees for its action. The President shall report employment of all full-time personnel to the Board at the next meeting following their employment.
- (I) The President shall approve employment, and termination of part-time personnel.
- (J) The President shall be responsible for preparation of annual local and State budgets to be submitted to the Board for approval before submitting to the proper State or local fiscal agency. The President shall be authorized to make line item transfers where needed, and when approved by the Department of Community Colleges fiscal office for State funds or by the New Hanover County or Pender County Commissioners for their respective county funds, keeping the Finance Committee fully informed of all such action.
- (K) The President shall be responsible, but may delegate authority, for the purchase of supplies, materials, books, and equipment from funds duly authorized through the annual budget.
- (L) The President shall be responsible, but may delegate duties involved for maintaining and checking inventories of tools, books, equipment, furniture, and stock of supplies. An annual inventory report will be submitted to the Board.
- (M) The President shall be responsible for requesting funds to meet current instructional and operational expenses, and for reporting expenditures of the same to the Controller, North Carolina Community College System, subject to approval by the Chairman of the Board of Trustees.
- (N) In consultation with appropriate administrators, the President shall establish salaries of all employees, except his/her own, and arrange for proper promotions, subject to annual review

of the Board of Trustees, and subject to State Budgetary limits and guidelines, and in harmony with salary guidelines which may be adopted from time to time by the Board of Trustees.

- (O) The President, or his designee, is authorized to execute personnel contracts and/or work agreements for all College personnel, except himself/herself, for a term no greater than one fiscal year.
- (P) Upon request of the Board of Trustees, but no less than annually, the President shall make a written report to the Board of Trustees describing the condition of the College, by presentation of appropriate data about students, personnel, finance, space and materials, and any other factors bearing upon the achievement of the purpose of the College, with recommendations for improvements.
- (Q) The President shall discharge any other functions which the Board may delegate.
- (R) None of these rules shall be construed to limit the authority of the Board of Trustees as vested in it by Chapter 115D, General Statutes of North Carolina.

ARTICLE IV

Powers and Duties of the Board of Trustees

Section 1. Duties of the Board

The Trustees shall constitute the Board, with such powers and duties as provided in Chapter 115D and as delegated to it by the State Board of Community Colleges. The powers and duties of Trustees include the following:

- (A) To elect a president or chief administrative officer of the College for such term and under such conditions as the Trustees may fix, subject to the approval of the State Board of Community Colleges.
- (B) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
- (C) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them, and apply the proceeds for purposes under the terms which the donor may prescribe and which are consistent with the provisions of Chapter 115D and the regulations of the State Board of Community Colleges.
- (D) To provide all of the instructional services for the college including contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
- (E) To perform such other acts and do such other things as may be necessary and proper for the exercise of the foregoing specific duties, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under Chapter 115D and for the discipline of students.
- (F) Establish and discontinue programs of instruction within the College when necessary.
- (G) If the Board of Trustees provides access to the buildings, campus, or student information directory to persons or groups which make students aware of occupational or educational

options, the Board of Trustees shall also provide access, on the same basis, to official recruiting representatives of the military forces of the United States for the purpose of informing students of educational and career opportunities available in the military.

- (H) Adopt and recommend current expense and capital outlay budgets.
- (I) The Board shall review the performance of the President annually and report the results to the State Board of Community Colleges. (See Addendum A for Policy and Guidelines.)
- (J) The Board shall conduct a Board Self-Evaluation annually. (See Addendum B for Policy and Guidelines.)
- (K) The Board reserves for itself all other duties, responsibilities, and powers, not inconsistent with Chapter 115D or the regulations of the State Board of Community Colleges, in addition to those enumerated in this Section.

ARTICLE V Committees

Section 1. Types of Committees and Methods of Appointments

The Board may establish such standing committees and such ad hoc committees as it deems necessary. The Chairman shall appoint the members of all committees, and membership shall be continuous at the discretion of the Chairman.

Section 2. Limitation of Authority of Committees

In the event the Board, in regular or special meeting, authorizes a committee to act on a specific matter referred to it, the chairman of the committee shall report within an allotted time to the Board as to the action taken. The action of the Committee shall be final.

Section 3. Standing Committees

Standing Committees shall include the Executive Committee, the Administrative and Personnel Committee, the Facilities and Equipment Committee, the Finance Committee, the Curriculum Committee, and the Planning Committee. The Chairman of the Board shall serve as an *ex officio* voting member of all Committees.

- (A) The Executive Committee shall consist of a minimum of four (4) members, i.e., the Board Chairman, the Vice Chairman and two additional members to be appointed by the Chairman. The Executive Committee shall be named at the beginning of each organizational year.

The Executive Committee, during the intervals between the meetings of the Board, shall have and exercise all powers, privileges and prerogatives of the Board except those expressly reserved therein to be exercised by the Board in a regular or special meeting.

The Chairman of the Executive Committee may call meetings of the Committee at any time.

All action of the Executive Committee made in accordance with these bylaws, shall be presented to the Board at its next meeting for final action by the full Board.

- (B) The Administrative and Personnel Committee shall consist of a minimum of three (3) members. The Committee shall receive from the President, or generate on its own, personnel policy proposals. It shall also review nominations from the President for top-level administrative staff positions who report directly to the President for recommendation to the Board.

The Administrative and Personnel Committee shall act as a reference committee of the President in all personnel matters.

The Administrative and Personnel Committee, upon receiving recommendations from the President, shall present to the Board all requests for educational leave or leaves of absence.

- (C) The Facilities and Equipment Committee shall consist of a minimum of three (3) members. This Committee shall recommend to the Board studies relating to sites, buildings and grounds; additions, deletions and/or alterations to the College's facilities and property; a long-range campus plan and architectural plans for all construction; the call for bids on institutional construction and the awarding of contracts; adequate insurance coverage of buildings and their contents, and for other facilities; securing or granting of easements and right-of-way's.

- (D) The Finance Committee shall consist of a minimum of three (3) members. This Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To receive, study and recommend to the Board, with such modification as it deems appropriate, the President's recommended budgets for current operation and capital outlay.
2. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
3. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, the care of all College securities, and regarding contracts for college or research services or other purposes with private or governmental firms, persons or agencies.
4. To recommend to the Board, upon the recommendation of the President, the transfer of local contingency funds to operating line items in the budgets.
5. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.

- (E) The Curriculum Committee shall consist of a minimum of three (3) members. This Committee shall, after consulting with the President, make recommendations to the Board concerning additions, deletions, and alterations to the total educational program of the College. The Curriculum Committee shall act as committee of reference for the President in dealing with all matters relating to the various curriculums, other educational programs, and all programmatic affairs relating to the students.

- (F)

- (G) The Planning Committee shall consist of five (5) members of the Board and the following advisory members; one student, one faculty member, two staff members, two or more community resource persons, and three *ex officio* members - the Chairman of the Board, the President, and the Vice President of Institutional Effectiveness. The Planning Committee will be responsible for identifying trends and other data necessary for developing plans and goals of the College. This Committee will act as a committee of reference for the President in dealing with all matters related to planning.

Section 4. The President

The President of the college shall be notified of the time and place of all meetings of the standing committees of the Trustees, and shall have opportunity to present any matters which he may desire.

ARTICLE VI Board Meetings

Section 1. Regular Meetings

- (A) Regular meetings of the Board shall be scheduled for the fourth Thursday of July, September, November, January, March and May at 5:00 p.m. in the Board Room of the College (unless a different time and place are agreed upon at the previous meeting). Any Board member or the President may ask the Chairman for a special meeting, and if the request is judged valid, the Chairman may call, or have the President call, a special meeting. Notwithstanding, upon written request by any three Board members, the Chairman shall call a special meeting to address the concern for which the request is made.
- (B) An executive session may be held in any meeting upon the request of any member of the Board of Trustees
- (C) The President of the College shall have the privilege of the floor at all regular meetings of the Trustees, and, upon invitation, when they are in executive session.
- (D) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. Special Meetings

- (A) The time, place and purpose(s) of special meetings shall be fixed by the Chairman or by the President.
- (B) The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section 3. Notice of Meetings

- (A) Members and officers of the Board shall be notified in writing, or by telephone, by the Secretary of the Board of Trustees of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight (48) hours in advance of meetings.
- (B) The local news media shall be notified in the same manner as members of the Board.

Section 4. Quorum

- (A) Quorum for all Board of Trustee meetings shall be a majority of Board members in good standing.
- (B) No business shall be transacted without an affirmative vote of at least five (5) members of the Board.

- (C) A majority vote of all the members of the Board shall be required for the election of a President.

Section 5. Agenda

- (A) The President and the Chairman shall prepare an agenda with documents to be presented to all Trustees as information or for action by the Board. The Chairman may receive agenda items from the President, Board members, and from all other sources up to four (4) days prior to the meeting.
- (B) The Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date such items are received.

Section 6. Order of Business

The regular order of business at meetings of the Board shall be:

- (A) Call to order/Pledge of Allegiance
- (B) Conflict of Interest Statement
- (C) Consideration and Disposition of Minutes
- (D) Old Business
- (E) Chairman's Report
- (F) President's Report
- (G) Committee Reports:
 - Executive Committee
 - Facilities and Equipment Committee
 - Finance Committee
 - Curriculum Committee
 - Planning Committee
 - Administrative & Personnel Committee
- (H) Report of Special Committees
- (I) New Business
- (J) SGA Report
- (K) Faculty Report
- (L) Foundation Report

(M) Announcements

(N) Schedule of next meeting

(O) Adjournment

Section 7. Parliamentary Rules

Robert's Rules of Order shall be followed in conducting the meetings of the Board, unless otherwise provided by the Board.

Section 8. Individual or Group Hearing

Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the names of each person who is to appear as a spokesperson. The statement shall be filed with the Chairman at least ten (10) days in advance.

ARTICLE VII

Cape Fear Community College

Section 1. Succession to the Presidency

Unless the Board shall decide otherwise, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence for any reason, the board shall choose a current Vice President to serve as acting president until the Board has selected a temporary or permanent president. The appointment of the acting President is subject to approval of the State Board.

Section 2. Constitution

Any constitution adopted by the College and approved by the Board shall automatically become a part of the rules and regulations of the Board and such shall be subject to amendment by the Board under provision of Article VIII of these by laws.

Section 3. Academic Freedom and Responsibility

Cape Fear Community College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objective of the College.

Section 4. Diplomas and Certificates

The signatures of the Chairman of the Board of Trustees and the President shall be affixed to all degrees and diplomas awarded in recognition of the completion of curriculum programs. The President and instructor shall sign all special extension program certificates.

ARTICLE VIII
Policies, Rules and Regulations

Section 1. General Provisions

By an affirmative vote of the majority of all the members of the Board, the Board may make or amend such policies, rules and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operations of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing to each member of the Board a copy of all current Board bylaws, policies, rules and regulations.

ARTICLE IX

Adoption and Amendment

Section 1. Adoption

Adoption of these bylaws shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting, provided that each member has received notice at least ten (10) days prior to the meeting and that each member has received a copy of the bylaws at least ten (10) days prior to the meeting.

Section 2. Amendments

Amendments to these bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting.

ADDENDUM A

Board of Trustees Policy
President/CEO Performance Evaluation

Developed by: Board of Trustees

Issued: May, 1995

Most Recent Revision: May, 1995

POLICY:

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

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

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

C. Performance Evaluation Procedure

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

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May 1st. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.
2. Formal Performance Evaluation Tool and Process: The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

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

3. Employment contract: The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.
4. Job Description: The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.
5. Policy Review: This policy shall be reviewed annually by the Administrative and Personnel Committee and recommendations for changes, as necessary, shall be submitted to the Board of Trustees for approval.

ADDENDUM B

Board of Trustees Policy Board of Trustee Self-Evaluation

Developed by: Board of Trustees
Issued: May, 2019

POLICY:

It is the policy of Cape Fear Community College (CFCC) to conduct a yearly self-evaluation by the Board of Trustees. The purpose of this policy is to maximize the effectiveness of the Board of Trustees to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship within the Board of Trustees as well as with the President of the College.

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

C. Performance Self-Evaluation Procedure

The procedure to be used in the Board of Trustees Self-Evaluation is as follows:

1. The Administrative & Personnel Committee will meet every March to review the current self-evaluation tool and recommend any changes if necessary to the Board of Trustees in the March Board of Trustees meeting for approval.
2. Formal Performance Self-Evaluation Tool and Process: The formal performance self-evaluation tool, developed by the Administrative & Personnel Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.
3. Results of Self-Evaluation: The Board Chair will share the completed Board Evaluation with the Board of Trustees annually at the May at the Board of Trustees meeting.

SGA REPORT

For the month of January, we did not have our General Assembly. Class was not in session, so we decided to take a break. The next meeting will be held in February. We also decided to take the time to get back to our roots in a way and see what we can do to help the student body out. We met to set a schedule for the entire second semester so we can promote our events and have more involvement. We are still working with the other clubs, and still plan on having a joint event. At our December meeting, we decided on hosting a joint blood drive and planning to have that in March. That is in the works as we speak!

In the meantime, SGA is working to stock, organize, and distribute food pantry items. We have discussed ways to coordinate these activities. The blood drive will be one of our main events this spring. We hope to encourage participation by students, staff, faculty, and administration involved. We also encourage the Trustees to attend our event. In addition to these events, the SGA continues to work to promote club participation and other activities. One of our main goals for this year is to increase student participation on campus. We will continue to support student clubs and organizations to accomplish this goal.

FACULTY ASSOCIATION REPORT

The CFCC Faculty Association held its last regular meeting of the Fall 2021 semester on November 18. There were about thirty faculty members in attendance, both in person and virtually.

The Faculty Association Officers are scheduled to resume their monthly meetings with the CFCC Executive Team on January 14.

The Faculty Association recently aided in the creation of a temporary committee that will assess the CFCC Student Evaluation of Teaching/Learning form. This committee will begin meeting during the Spring 2022 semester.

FOUNDATION REPORT

Year-to-Date revenue: \$1,022,692.76 – *report as of 01/04/22*

Notable New Scholarships:

\$30,000 – Mike Prevatte/Wilmington Development Company – endowed scholarship for hospitality management students

\$10,000 - Mark Alper - endowed scholarship supporting EWD students

\$25,000 - FP Fensel named the Elizabeth W. Fensel Endowed Scholarship for Nursing students

End of Year Appeal Giving:

2021: \$71,394 (88% increase)

2020: \$37,800 (66% increase)

2019: \$22,725

Holiday Helpers:

Revenue

2021: \$21,665 (8% increase)

2020: \$20,121 (20% increase)

2019: \$16,808

Awards

\$22,000 (38% increase)

\$16,000 (100% increase)

\$8,000

CFCC Foundation Spring Events:

CFCC Donor Recognition Event – Thursday, February 17, 2022, 5:30pm, Wilson Center

Broadway for a Better World – Wednesday, March 2, 2022, 8am, Wilson Center

CFCC Day - Burgaw – Saturday, March 12, 2022, 10am-2pm, Burgaw

Gift of Education – Wednesday, May 25, 2022, 12pm, Schwartz Center

ANNOUNCEMENTS

DATE OF NEXT MEETING – March 24, 2022