

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 21, 2022
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Nominating Committee
- IV. Recognition of Trustees
- V. Oath of Office for Appointed and Reappointed Trustees
- VI. Approval of Minutes May 26, 2022
- VII. Recognitions and Introductions
- VIII. Chair's Report
- IX. President's Report
- X. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance
 - C. Administrative & Personnel
- XI. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- XII. Announcements
- XIII. Date of Next Meeting – September 22, 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.

NOMINATING COMMITTEE

RECOGNITION OF TRUSTEES

The Board of Trustees would like to thank Ms. Mary Lyons Rouse and Mr. Robby Collins for their invaluable service to the Cape Fear Community College Board of Trustees.

OATH OF OFFICE FOR APPOINTED AND REAPPOINTED TRUSTEES

MINUTES

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 26, 2022
5:00 PM**

Following proper public notifications on May 23, 2022, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 26, 2022, 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. Jimmy Hopkins; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; and Mr. Bruce Shell. Trustees not present: Ms. Mary Lyons Rouse and Ms. Paula Sewell.

Employees present were: Mr. James Morton, President; Ms. Christina Greene, Vice President Business Services; Ms. Michelle Lee, Executive Director President’s Office and Board Liaison; 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; Dr. Jason Chaffin, Vice President of Academic Affairs; 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. David Kanoy, Executive Director, Capital Projects and Maintenance; Mr. Jakim Friant, Executive Director of IT; Ms. Lynn Criswell, Dean, General Education and Science; Mr. Robert Carter, Manager, Technical Support IT; Mr. Antonio Arteaga-Paredes, Sr. Media Technician; Mr. Shawn Dixon, Department Chair, Applied Technologies; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Ms. Erica Talbert, Associate Vice President, Economic and Workforce Development; Ms. Rosemary Guedner, Workforce Training Coordinator, Economic and Workforce Development; Ms. Erin Easton, Workforce Training Coordinator, Economic and Workforce Development; Ms. Debi Causey, Coordinator, External Events; Mr. Tim Fuss, Program Director, Law Enforcement and Criminal Justice; Mr. Alan Brook, Director, Emergency Medical Services, Economic and Workforce Development; Ms. Emily Holt, Director, Workforce Readiness; Mr. Jerry Coleman, Sr. Director, Business and Industry Services; Ms. Lynn Sylvia, Director, Safety and Training; and Ms. Catherine Lee, Dean Learning Resource Center; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney Ward & Smith
 Ms. Megan McDeavitt, WHQR 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 Ms. Maxwell to approve the March 24, 2022, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

NEW HIRES

Ms. Smith introduced the following new employees in attendance.

Ms. Tamara Williams, Disability Support Services Intake Specialist

Ms. Karen Crawford, HR Benefits Administrator

Mr. George Weeks, Welding Instructor

Ms. Brittany Buffkin, Curriculum Technician

CHAIR'S REPORT

Mr. Cherry presented the following report.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 21 meeting. Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary.

Members of the Nominating Committee are as follows:

Mr. Zander Guy, Chair

Ms. Mary Lyons Rouse

Mr. Bill Rivenbark

Graduation

Summer Graduation will be held Friday, August 5, 2022. A determination will be made if there is a need for two ceremonies. Details will be announced soon.

Mr. Rivenbark stated that he would like to see all Trustees at commencement and pinning ceremonies.

PRESIDENT'S REPORT

President Morton presented the following report.

Cape Fear Manufacturing Partnership

Cape Fear Manufacturing Partnership consists of over 30 members and addresses the challenges in growth and improvement in southeastern North Carolina. The goal of the partnership is to help train, develop and align talent to the many career paths available in the industry. The current focus is increasing the trained workforce pipeline to meet the needs of the industry. CFCC has developed 3 new programs for this industry: Manufacturing Production Technician, Machining Applications I and II, and Chemical Operator.

New Fiber Optic Program

The new Fiber Optic Cable Installer Training Program started in April.

Phi Theta Kappa Officers Meeting

Met with PTK officers on April 18 and had the opportunity to hear about the awards that the CFCC chapter of PTK recently won at the PTK International Catalyst convention in Colorado. CFCC's PTK was proud to receive recognition as one of the Top 100 Chapters in the world! The other awards received are as follows:

Distinguished College Project - The Sea Devils Student Mentoring Program (among approx. 35 other chapters)

Distinguished Honors in Action Project - The Resiliency Focused Career/College Fair for Children (among approx. 35 other chapters)

Distinguished Chapter (among approx. 20 other chapters)

Annual Athletic Banquet

CFCC held its Annual Athletic Banquet April 12. This past season was the one of the most successful for the Sea Devils. CFCC's Athletic Department honored more than 20 All-Region Academic Team Award recipients, 3 Head Coach of the Year recipients, and 3 Region and District Championship teams.

2022 CFCC Riverfront Boat Show

The 2022 CFCC Riverfront Boat Show was a huge success. \$1000 was raised for CFCC Boat Building student scholarships.

Careers Within Reach

CFCC partnered with Mt. Calvary University to promote the REACH program at the Burgaw campus on May 21. This outreach is targeted towards students of color ages 24-64. This event gave members of the community an opportunity to explore some of CFCC's programs that can be completed in a year or less.

Chats with The President

"Chats with the President" are continuing monthly with faculty and staff.

CFCC Food Pantry

The CFCC Food Pantry, Ray's Tray, received \$5,000 from a HEERF fund grant. These funds were used to purchase needed food and personal items to support CFCC students and their families.

Trust Initiative

CFCC hosted an initiative in April for New Hanover and Pender county high schoolers that are near graduation, but have no plans after high school. This initiative was shared with high school counselors and aimed towards under-served students. They had interactive sessions highlighting some of the programs that CFCC offers.

WILMA Healthcare Heroes Awards

CFCC was a supporter sponsor for the Healthcare Heroes Awards ceremony. WILMA recognizes the individuals and organizations in the area that have been nominated as heroes for making an impact by helping others with quality healthcare.

Kiwanis Presentation

A presentation was given April 27 to the local Kiwanis club that highlighted many of CFCC's past year's achievements.

Teaching Academy Graduation

The Teaching Academy is a part of CFCC's Professional Development for instructors that helps them enhance their teaching practices. The Teaching Academy Graduation was held April 26 in Daniels Hall and graduated 88 instructors.

NCACCT Law/Legislative Seminar

Attended the NCACCT Legislative Seminar and the NCACCP President's meeting held April 20.

Health Summit Meeting/YWCA

Participated on a panel that examined and discussed barriers associated with socio economic status and how education can help members of our community overcome these barriers.

Commencement and Pinning Ceremonies

CFCC held Commencement Ceremonies May 13 and numerous pinning ceremonies took place during the month of May. Approximately 1400 students have graduated with 1625 credentials. Thanks to all of the faculty and staff for all of your hard work.

Benchmark on Enrollment

Stats for summer and fall enrollment

President Morton reported on budgeted FTE and gave a historical perspective.

COMMITTEE REPORTS

Facilities & Equipment Committee

President Morton presented the following reports.

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	\$688,133.35	\$13,126.65	\$791,760.00	\$791,760.00	\$0.00	Under construction for early June 2022 completion

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		\$10,502.30	\$124,982.30	\$2,204,422.00	\$2,079,439.70	Finalizing schematic design and proceeding to full plans.

Naming Opportunity Amounts

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the following naming opportunity amounts as presented. Motion carried unanimously.

Naming Opportunity	Location	Cost	Notes
Induction and Prep Recovery Lab	NV160	\$30,000	Increase cost from \$25,000 to \$30,000
Surgery Suite	NV166	\$25,000	New Naming Opportunity
Radiography and Ultrasound Room	NV162	\$25,000	New Naming Opportunity
Stat Lab	160A	\$20,000	New Naming Opportunity
Scrub Room	NV166A	\$5,000	New Naming Opportunity

Potential Naming Opportunities

Potential Naming Opportunities were moved to the end of the regular agenda.

Real Estate

This action item will be moved to the end of the regular agenda.

FINANCE COMMITTEE

Mr. McLeod reviewed the following reports.

Write off Uncollectable Debt

A Motion from the Finance Committee recommends approval by the Board of Trustees of the Write-off of Uncollectible Debt in the amount of \$186,121.87. Motion carried unanimously.

State Budget Revision

A Motion from the Finance Committee recommends approval of the state budget Revision for an increase of \$354,195.00. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 79.36 percent of the budget had been expended as of April 2022.

County Budget Summary

The County Budget Summary reported 84.47 percent of the budget had been expended as of March 2022.

ADMINISTRATIVE & PERSONNEL

PERSONNEL

A MOTION was made by Mr. Guy and seconded by Mr. Cherry to go into closed session regarding personnel, NCGS 143-318.11(a)(6), Potential Naming Opportunities, NCGS 143-318.11(a)(2), and Real Estate, NCGS 143-318.11(a)(5). Motion carried unanimously.

The board returned to open session.

Potential Naming Opportunity

A MOTION was made by Mr. Hopkins and seconded by Ms. Rhodes to approve the naming of the surgical Suite, Vet Med Tech in recognition of Dr. Rudi Richmand. Motion carried unanimously.

Burgaw Lease

A MOTION was made by Mr. Collins and seconded by Mr. Guy to approve a short-term lease of vacant property on the Burgaw Campus to the town of Burgaw. This lease will allow a basketball court and volleyball court to be built and will benefit the early college students at this location. Motion carried unanimously.

Board Self-Evaluation

Mr. Cherry stated that the trustees have completed and reviewed the board self-evaluation. The information will be given to the incoming board chair.

President's Evaluation

Mr. Cherry stated that the President's Evaluation has been completed and the results are very favorable. A meeting will be held to share the evaluation results with President Morton.

A MOTION was made by Mr. Barfield and seconded by Mr. Shell to approve an extension of President Morton's contract until 2027. Motion carried unanimously.

SGA REPORT

No report.

FACULTY ASSOCIATION REPORT

Dr. Brandon presented the following report.

The CFCC Faculty Association held its final regular meeting of the Spring 2022 semester on April 25. There were about thirty faculty members in attendance, both in person and virtually.

The Faculty Association has completed the election process for the Vice President, the Secretary, and the five Division Representatives. There was one nominee for each of these positions. Mr. Tim Fuss will continue as Vice President and serve a two-year term ending in Spring 2024. Ms. Rhonda Franklin will continue as Secretary and serve a two-year term ending in Spring 2024. Ms. Amanda Browne, Ms. Mary Gheen, and Mr. Dan Reid are continuing as representatives, and Mr. Alan Brook and Ms. Mandy Murfee are new representatives. The Division Representatives serve one-year terms.

Ms. Kristina Mazzarone completed her term as the Division Representative for General Education and Sciences. I thank Ms. Mazzarone for her valuable service to the Faculty Association during the past few years.

The Faculty Association is continuing to work with the CFCC Foundation to raise funds for the Endowed Teaching Award for Adjunct Faculty. This new award, including a \$500 prize, will be given annually in order to recognize the significant contributions of adjunct faculty at CFCC.

FOUNDATION REPORT

Mr. Fernando presented the following report.

- Year-to-Date revenue is \$1,762,099.10 – *report as of 05/11/22*

Notable Gifts and New Scholarships:

- \$50,000 endowed scholarship from the estate of Robert L. Dixon to support Marine Technology students.
- \$30,000 from Jim and Elaine Hynes to support students in nursing fields.
- \$25,000 endowed merit scholarship from Susan Ahern.
- \$10,000 endowment contribution to the new Captain Joseph Fox Marine Tech Scholarship.
- \$4,000 to support students in the LGBTQIA+ community (anonymous donor).
- \$50,000 from Dr. Matthew Lawson to support program needs in the Dental Assisting and Dental Hygiene programs.
- \$25,500 from GE Hitachi Nuclear to continue funding their Nuclear Maintenance Technician scholarship.

Events:

- Successful Veterinary Technology donor, alumni, and student gathering held on April 28, with verbal pledges of \$65,000.
- Wilson Center Expansion Fundraising Gathering will be held on Friday, June 10, 6-8pm at the Wilson Center. We hope that you can attend.

Scholarships & Awards:

- Marilyn Goodman Anderson Award winner has been selected and will be announced at CFCC In-Service in August.
- Annual (Fall '22/Spring '23) scholarship cycle is now open, closing on May 30. We are making it easier than ever for students to apply through one single application and then be filtered and awarded by individual scholarship criteria. Scholarship awards will be made for both semesters, so students can count on year-round support and will not have to apply again for Spring. We have received 658 completed applications to-date, a 38% increase from last year, with over two weeks remaining for students to apply.
- Merit Scholarship Awards have been made to Isis Banks (E. A. Laney Highschool), Silvio Blanton (E. A. Laney Highschool), Allison Fite (Coastal Christian Academy), Stella Mitchell (Wilmington Christian Academy), Forrester Spears (Heide Trask Highschool). These students will receive \$1,300 for each of the upcoming Fall and Spring semesters at CFCC, if a 3.5 GPA is maintained.

ANNOUNCEMENTS

DATE OF THE NEXT MEETING- July 21, 2022.

Meeting Adjourned at 6:55 pm

James P. Morton, President/Secretary

Michelle S. Lee, Recording Secretary

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Johnson, Arianna	Career Liaison-Floater	05/16/2022
Lee, DeMarrio	Career Liaison-Pender County Schools	05/16/2022
Salazar, James	Computer Technician	05/23/2022
Moore, Kimberly	Payroll Technician	06/06/2022
Levine, Carolyn	Director of Disability Services	06/06/2022
Pope, Greyson	Textbook Assistant, Bookstore	06/13/2022
Niessner, Katherine	Enrollment Services Specialist	06/13/2022
Rubin, Nathalie	Instructor, Veterinary Medical Technology	06/13/2022
Long, Megan	Accounts Payable Coordinator	06/20/2022
Terry, Keith	Publications Manager	06/20/2022
Cameron, Allen	Career Liaison, New Hanover County Schools	07/05/2022
Ramirez, Anastasia	Assistant Registrar	07/11/2022
Mack, Brittany	Career Liaison, New Hanover County Schools	07/11/2022

Changes

Name	From	To	Effective Date
Martin, Julie	Marketing & Communications Specialist	Social Media and Communications Manager	04/01/2022
Fabian, Erin	Digital Marketing Analyst	Director of Strategic Communications	04/01/2022
Honeycutt, Daphne	Admin Clerk, Dental Programs	Dental Clinic Coordinator	05/01/2022
Breedlove, Donna	Advancement Business Coordinator	Advancement Business Manager	05/01/2022
Lee, Henry	Documentation Technician	Institutional Researcher & Accreditation Assistant	05/20/2022
Gilbert, Allison	Instructor, ADN Level 1	Program Director, LPN-RN	06/01/2022
Freeland, Kate	Technician, Child Development Center	Interim Director, Child Development Center	06/01/2022
Guthrie, William (Brandon)	Dean, Arts & Humanities	Interim Vice President, University Transfer	06/17/2022
Peoples, Peggy	Coordinator, Transcripts	Assistant Registrar	06/27/2022

Echeverry, Diana	PT Administrative Assistant, EWD	HR Benefits Administrator	07/01/2022
Foushee, Debra	Cashier	Student Accounts Specialist	07/01/2022
Frost, Jared	PT Shipping & Receiving, Mail Clerk	Shipping & Receiving, Mail Clerk	07/01/2022
Richardson, Emilie	Cashier	Student Accounts Specialist	07/01/2022
Booth, Jacqueline	PT Local Crew, Lead	Education & Engagement Coordinator, Wilson Center	07/11/2022

Employees Leaving the College

Full Name	Job Title	Last Day
Schorr, Brian	Instructor, Paralegal Technology	05/13/2022
Rodriguez, Tonnia	Academic Student Success Coach, Title III	05/19/2022
Freeman, Annette	Education and Engagement Coordinator, Wilson Center	05/20/2022
Styron, Joseph	Career and College Promise Coordinator	05/27/2022
McCormick, Carolyn	Program Director, LPN-RN	05/31/2022
Flaherty, Sarah	Director, Child Development Center	05/31/2022
Gimlin, Andrea	Coordinator, Alumni and Outreach (Foundation)	05/31/2022
Crawford, Karen	HR Benefits Administrator	06/03/2022
Hughes, Kathy	Graduation Specialist	06/03/2022
Munna, Jerome	Program Director, EMS	06/09/2022
Lowry, Brandy	Temporary Full Time, Math Instructor	05/13/2022
Pfister, Linda	Teacher, Child Development Center	06/16/2022
Moyer, Briana	Accounting Technician	06/17/2022
Douglas, Leslie	Accounts Receivable Technician	06/20/2022
Bradshaw, Craig	Instructor, Collision Repair	06/30/2022
Brownlie, Mark	Career Readiness Coordinator	06/30/2022
Cook, Brendan	Marketing Manager, Wilson Center	06/30/2022
Langston, Jermaine	Lead Environmental Technician	06/30/2022
McGlaufflin, Bonnie	Senior Technician, FT CR	06/30/2022
Mock, Suan	North Campus Librarian	06/30/2022

Taylor, Nina	Director, FTE Compliance Review	06/30/2022
Ward, Tina	Director, Enrollment and Documentation	06/30/2022

Retirees

Name	Job Title	Effective Date
Gillingham, Bruce	Instructor, Biology	06/01/2022
Toliver, Jonella	Environmental Technician	06/01/2022
Venters, Susan	Instructor, Esthetics	06/01/2022

CHAIR'S REPORT

Appointments and Reappointments

Congratulations to Mr. Ray Funderburk who was appointed to the Board of Trustees by the New Hanover County Board of Education. Mr. Funderburk will serve from 2022-2026.

Congratulations to Mr. Lanny Wilson who was appointed to the Board of Trustees by the New Hanover County Commissioners. Mr. Wilson will serve from 2022-2026

Congratulations to Mr. Bruce Moskowitz who was reappointed by Governor Roy Cooper. Mr. Moskowitz will serve from 2022-2026.

Graduation

Summer Graduation will be held Friday, August 5, 2022 at 10:00 am at the Wilson Center. Additional details will be forthcoming.

President's Goals

The goals for 2022-2023 for President Morton are as follows:

Goals

I. **Goal: Improve Student Enrollment**

Objectives:

- i. Enhance recruiting efforts
- ii. Improve relationships with middle schools, high schools and universities
- iii. Increase program/course offerings

II. **Goal: Fundraising**

Objectives:

- i. Build foundation awareness through business relationships and partnerships
- ii. Expand donor base
- iii. Expand grant opportunities

III. **Goal: Improve Partnerships with Business and Industry**

Objectives:

- i. Collaborate to determine training needs
- ii. Create more program partnerships
- iii. Create more apprenticeship opportunities

IV. **Goal: Diversity**

- i. Improve Recruiting Initiatives
- ii. Address Enrollment Barriers
- iii. Improve Community Engagement/Partnerships

Committee Assignments

Committee assignments for the Board of Trustees will be announced soon.

Board of Trustees Meeting Dates

September 22, 2022

November 16, 2022

January 19, 2023

March 23, 2023

May 18, 2023

July 20, 2023

September 28, 2023

November 15, 2023

Campus Tours

Campus tours for the Trustees have been scheduled for August 15. The day will consist of a tour of the Downtown Campus in the morning, a break for lunch, and then a tour of the North Campus that afternoon. Please let Michelle Lee know if you are interested and she will send you the details.

PRESIDENT'S REPORT

Legislative Day

Traveled to Raleigh on June 8 with Board Chair Bill Cherry to meet with Legislators. We were able to meet with Deb Butler, Charles Miller, Carson Smith, Michael Lee, Bill Rabon and Ted Davis.

Wilson Center Fundraiser

A fundraiser event was held June 10 on the Wilson Center stage for the Wilson Center expansion. The goal for the evening was to raise \$250,000.00, but exceeded that for a total raised of \$560,000.00. The event was attended by seventy-five of Wilson Center's closest donors. Over twenty percent of the total was given by volunteers of the Wilson Center.

NC Blueberry Festival

CFCC had a successful turnout at the NC Blueberry Festival in Burgaw June 18. Many programs were highlighted including BLET, Electrical Lineman Apprenticeship, Diesel Engines, and Truck Driving.

BLET and Electrical Line Worker Graduations

The BLET and Electrical Line Worker programs held graduation ceremonies in June. The BLET program graduated 40 students and the Electrical Line Worker program had 39 graduates.

100 Black Men Breakfast

Attended the 100 Black Men Annual Fund Raiser Breakfast on June 4. This breakfast was to raise funds for student scholarships and honor five senior graduates.

NC Longleaf Commitment Grant

2022 North Carolina High School graduates are now eligible for the NC Longleaf Commitment Grant. Eligible High School graduates who will be attending Cape Fear Community College full-time in the fall of 2022 may be eligible to receive between \$700 and \$2800 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.

New Community Paramedicine Course

Cape Fear Community College, in partnership with Novant Health, is pleased to launch a new Community Paramedicine course that began on June 12. The course consists of 100 hours of online and practical skills designed for current Emergency Medical Services (EMS) and ambulance service personnel to expand their skills and career opportunities and make a difference in the communities they work.

Upward Bound Grant

CFCC has been approved for the Upward Bound grant from the Department of Education for the next five years in the annual amount of \$287,537. The grant will provide support to low-income and/or first-generation students in both Pender and Heide Trask high schools in their preparation for college entrance. According to the Department of Education website, "The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education."

College Wide Faculty Planning Retreat

This is a one-day event that faculty from all areas of CFCC attend sessions to discuss things such as: the system office dashboard, performance measures, the One College model, enrollment, and statistics for students of color. This is an annual event the will continue to grow each year.

Carl Perkins Funding

The Carl Perkins funding year end meeting went well. CFCC received a 4.5% increase in funding this year. CFCC was one of only a few schools to receive such an increase. These are federal funds that are designated to promote and enhance Career and Technical Education training. The college's increase in CTE enrollment contributed to the amount of funding we received.

CFCC Career Academy

The Career Academy is a two-week summer camp open to all middle schoolers in New Hanover and Pender counties. The first camp is being held July 11-22 and the second camp is being held August 1-12. Students will participate in hands on projects in various programs at the North and Downtown campuses.

CFCC Fire Academy

Leland Fire and Rescue will be sponsoring some of their volunteers to attend CFCC's Fire Academy through their new sponsorship program. This new sponsorship program is an effort to recruit volunteers as numbers in many fire and rescue departments are declining. Leland Fire and Rescue will sponsor two people in each Fire Academy that is held twice a year.

Coding Camp

NHCS just finished a coding camp at CFCC. From coding with **Swift** to programming robots to dance, these students got a jumpstart on becoming the most sought-after potential employees for tomorrow's high-tech workforce.

Verizon Innovative Learning Program

On Friday, July 15, the Verizon Innovative Learning Program visited CFCC's Marine Technology program. 65 young ladies visited on Friday, and last month, 75 young men visited the program. The group got a peek at the boat building and marine tech classrooms and learned about the various career opportunities available to marine tech and boat building grads.

C-Tech Camp

The Chemical Technology program is currently hosting 27 high school students for its annual C-Tech camp. Participants represent a diverse student population of 9th through 12th graders from both Pender and New Hanover counties. Students participate in a daily lecture on how chemistry connects to their everyday lives, covering topics ranging from drinking water to cosmetics; they then carry out their own lab experiments using CFCC's industry standard equipment not available to many area high schools. They learn about the wide variety of opportunities in STEM fields while practicing real-world science.

C-Tech Academy

CFCC's Chemical Technology program recently welcomed a group of high school teachers to its C-TEACH Academy. The two-week training led educators through various hands-on training exercises currently implemented within the Chemical Technology program.

Participants made their own "moonshine," formulated various cosmetic products, analyzed their own drinking water for contamination, and much more! At the end of the session, they toured Quality Chemical Laboratories. With this training, the teachers are better equipped to discuss the benefits of the Chemical Technology program with their students!

CFCC Faculty Art Shows

CFCC faculty artists are holding a fundraiser art show to benefit Eden Village of Wilmington. There will be a silent auction on select pieces that will give 100 percent of the proceeds to Eden Village artists that will in turn give a portion of their proceeds to Eden Village. Eden Village is a community model that builds tiny home communities for the disabled and chronically homeless in Wilmington. The art show runs now through September 2, 2022.

CFCC's annual faculty art show will be held November 18-January 9. A list of faculty exhibitors will be released near the opening date.

COMMITTEE REPORTS

FACILITIES AND EQUIPMENT COMMITTEE

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	\$213,000.00		\$14,991.45	\$227,991.45	\$2,204,422.00	\$1,976,430.55	Finalizing construction documents.

Real Estate

Potential Naming Opportunities

FINANCE COMMITTEE

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			(6,723)		8,566
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				(949)	3,528
Customized Training Allocation for National Gypsum	-						-
Customized Training Allocation for CloudWyze	3,579	6,582	4,831	705		3,025	18,722
Customized Training Allocation for Vantaca	-	-	54,156	2,416	1,100	29,040	86,712
Customized Training Allocation for Edge-Works Manufacturing Company	-	-	30,798	12,333	1,975	(17,933)	27,173
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
Pandemic Bonus				924,176			924,176
Adult Learner Pilot Project				25,000			25,000
Faculty Recruitment and Retention					189,020	177,238	366,258
Short-Term Workforce Development Grant					79,843		79,843
Summer Accelerator Grant Program					88,980		88,980
Total Additional Allocations	444,195	2,365,850	169,169	964,630	354,195	190,421	4,488,460

Foundation Quarterly Report

Foundation Fundraising Goals & Actuals FY21-22							
<i>Through June 30, 2022 - FINAL</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	\$54,300.00	\$50,000.00	\$58,727.00	117.45%	\$50,000.00
Annual Scholarships (Renew)	\$352,669.94	\$250,000.00	\$352,669.94	\$370,000.00	\$461,554.20	124.74%	\$370,000.00
Endowed Scholarships (New)	\$452,836.80	\$200,000.00	\$452,836.80	\$300,000.00	\$354,578.88	118.19%	\$300,000.00
Endowed Scholarships (Adding to the scholarship)	\$507,076.22	\$325,000.00	\$507,076.22	\$300,000.00	\$333,288.01	111.10%	\$300,000.00
Program Support	\$238,862.90	\$150,000.00	\$238,862.90	\$200,000.00	\$207,112.41	103.56%	\$200,000.00
Sea Devil Athletics	\$29,255.00	\$10,000.00	\$29,255.00	\$70,000.00	\$80,069.54	114.39%	\$70,000.00
Student Emergency Funds	\$53,060.50	\$40,000.00	\$53,060.50	\$50,000.00	\$54,090.00	108.18%	\$50,000.00
Unrestricted	\$180,534.53	\$100,000.00	\$180,534.53	\$65,000.00	\$84,487.78	129.98%	\$65,000.00
Wilson Center & BFBW	\$222,791.92	\$150,000.00	\$222,791.92	\$200,000.00	\$276,903.00	138.45%	\$200,000.00
Capital Gifts	\$250,000.00	n/a	\$250,000.00	\$500,000.00	\$360,476.60	72.10%	\$500,000.00
Gifts In Kind	\$168,702.88	n/a	\$168,702.88	n/a	\$156,059.40	n/a	N/A
	\$2,510,090.69	\$1,275,000.00	\$2,510,090.69	\$2,105,000.00	\$2,427,346.82	115.31%	\$2,105,000.00
GRANTS (Awarded)	\$1,243,726.43	\$1,500,000.00	\$507,146.00	\$1,500,000.00	\$5,784,136.75	385.61%	\$1,500,000.00
GRANTS (Funded)					\$5,196,511.66		

Wilson Center Quarterly Report

Revenues						
Account Name	June			June YTD		
	Budget	Actual	Difference	Budget	Actual	Difference
Sales-Concessions	9,900	20,654	10,754	330,000	278,655	-51,345
Sales-Tickets	105,750	217,385	111,635	3,525,000	3,438,867	-86,133
Sales Tax Revenue	8,910	20,066	11,156	296,993	298,280	1,287
Refunds / Discounts	-2,250	-876	1,374	-75,000	-46,182	28,818
Parking Revenue	3,000	12,731	9,731	100,000	147,463	47,463
Merchant Percentage	360	625	265	12,000	8,324	-3,676
Membership Sales	12,000	11,000	-1,000	150,000	102,600	-47,400
Sponsorship Revenue / Grants	17,500	417	-17,083	210,000	111,571	-98,429
Advertising Sales	2,083	1,000	-1,083	25,000	15,279	-9,721
Other Income	1,250	12,713	11,463	15,000	183,112	168,112
Additional Staff-Labor Income	7,915	16,219	8,304	263,824	141,162	-122,662
HFAC Facility Fee	11,633	30,230	18,597	387,750	367,249	-20,501
Rental Income-Fees/Services	4,800	12,385	7,585	160,000	137,139	-22,861
SVO Grant	0	530,642	530,642	0	2,680,642	2,680,642
Total	182,851	885,190	702,339	5,400,567	7,864,162	2,463,595
Institutional Exp.						
Account Name	Budget	Actual	Difference	Budget	Actual	Difference
FT Prof. Staff & FT Tech/ParaProf	53,441	43,229	-10,212	641,286	520,448	-120,838
PT Prof. Staff	2,917	0	-2,917	35,000	7,895	-27,105
PT Support	10,000	10,055	55	120,000	92,984	-27,016
PT Tech/ParaProf	10,350	30,862	20,512	345,000	306,202	-38,798
Stud. Sal. Non-Ins	450	0	-450	15,000	298	-14,703
Social Security	6,853	6,286	-567	82,238	69,160	-13,078
Retirement	10,763	10,418	-345	129,150	119,019	-10,131
Medical Insurance	6,933	6,155	-778	83,200	60,462	-22,738
Security/Parking Service	3,167	5,211	2,044	38,000	33,116	-4,884
Other Contracted Services	75,000	217,626	142,626	2,500,000	2,742,972	242,972
Office Supplies	2,083	450	-1,633	25,000	12,343	-12,657
Other Supplies	4,167	3,118	-1,049	50,000	52,223	2,223
Purchases for ReSale	8,333	14,675	6,342	100,000	158,550	58,550
In State Travel	167	883	716	2,000	4,324	2,324
Out of State Travel	833	476	-357	10,000	7,422	-2,578
Advertising Performances	35,417	118,378	82,961	425,000	443,321	18,321
Wilson Center Marketing Expenses	7,500	1,231	-6,269	90,000	13,765	-76,235
Other Current Expenses	833	10,257	9,424	10,000	46,941	36,941
Electronic Processing Fee	1,650	15,935	14,285	55,000	144,899	89,899
Cash Overage/Shortage	9	55	46	300	-506	-806
Entertainment and Social	625	1,856	1,231	7,500	15,784	8,284
Performance Contract Expense	6,750	1,154	-5,596	225,000	237,539	12,539
Rental/Lease Other Equipment	2,250	656	-1,594	75,000	65,271	-9,729
Other Comp. Softw. Applications	1,875	0	-1,875	22,500	32,627	10,127
Memberships & Dues	625	0	-625	7,500	13,475	5,975
Maintenance	0	0	0	0	0	0
Sales Tax Expense	8,910	20,066	11,156	296,993	298,280	1,287
Non-Capitalized Equipment	417	0	-417	5,000	13,642	8,642
Non-Capital.Equip.\$1k	408	0	-408	4,900	2,108	-2,792
Transfers	0	444,542	0	0	2,344,542	2,344,542
Total	262,726	963,576	256,308	5,400,567	7,859,104	2,458,537
Profit & (Loss) Totals	-79,875	-78,386	446,031	0	5,058	5,058
Utilities Supported by County	12,000	417	-11,583	145,000	155,600	10,600
Student Support Fees	2,160	3,417	1,257	72,000	52,650	-19,350
Student Support Expenses	0	0	0	0	20,521	20,521
Sales Tax Revenue - State	6,046	13,616	7,570	201,531	202,404	873
Sales Tax Revenue - County	2,864	6,450	3,586	95,462	95,876	414
Total Tax Revenue	8,910	20,066	11,156	296,993	298,280	1,287

ADMINISTRATIVE AND PERSONNEL COMMITTEE

Handbook Policy Updates

8.2 Faculty Assignments

Department/program chairs and their instructional deans will **determine create** faculty **instructional assignments schedules** 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.

All full-time faculty instructional loads must include in-person classroom instruction each semester as determined by the college.

5.47 Personal Observance Leave Policy

Executive Order No. 262 (the “Executive Order”) provides up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation. The Executive Order applies to a state agency that voluntarily adopts the Executive Order’s measures. Cape Fear Community College seeks to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance.

Eligible Types of Employees

Personal Observance Leave is available only to employees who are permanent full-time or temporary full-time. Part-time employees are not eligible for the leave.

Amount of Leave

Full-time employees will receive eight hours of Personal Observance Leave each fiscal year.

Use of Leave

When the Leave Can Be Used

Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee’s own religious or cultural background. The total amount of Personal Observance Leave awarded to an employee must be utilized in one work shift. Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time (comp time). Employees may use their allotment of Personal Observance Leave beginning September 1, 2022.

Arranging to Take the Day of Leave

Employees should request Personal Observance Leave at least two weeks before the leave is needed, unless such notice is impractical. Any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under the Policy. Supervisors should not question whether an employee’s identification of a particular day for Personal Observance Leave is sincere and legitimate. The College, to the greatest extent possible, should allow employees to use the leave at the requested time. However, supervisors may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the College. Supervisors are encouraged to accommodate employees who may want to recognize the same day for Personal Observance Leave. However, when necessary to avoid service and workplace disruptions, supervisors may ask employees to take their leave on different days.

How Personal Observance Leave is Credited during Hire and Transfer

At the time this Policy goes into effect, eligible employees will be credited with leave. Newly hired employees shall be credited with leave immediately upon their employment. Separated

employees that are re-employed will receive the same amount of leave as a newly hired employee, unless they previously utilized the leave within the same fiscal year. If an employee moves from one participating agency to another participating agency, unused Personal Observance Leave will transfer to the employee's new agency. If an employee moves from a participating agency to a non-participating agency, unused Personal Observance leave will not transfer to the non-participating agency, nor is it paid out. If an employee moves from a non-participating agency to a participating agency, the employee will receive leave as a newly hired employee.

Other Limitations

Personal Observance Leave not taken by the end of the fiscal year is forfeited and shall not be carried into the next fiscal year. Personal Observance Leave has no cash value and cannot be converted into retirement credit. Employees shall not be paid for unused Personal Observance Leave at separation. This leave shall not be payable upon death of an employee during state service. Personal Observance Leave shall not be applied to existing negative leave balances. This leave shall not be donated under the Voluntary Shared Leave policy. This leave may not be used for the same purposes as sick leave.

Effective Date and Modification

This Policy becomes effective on the date when it is approved by the Cape Fear Community College Board of Trustees. It may be modified or rescinded by the Board for any reason.

Personnel

SGA REPORT – No report.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

2021-22 revenue is \$2,427,346.82. Revenue exceeds the annual goal by \$322,346.82; 115% over the annual goal. – *Final 06/30/22 Report*

Notable Gifts and New Scholarships:

- \$250,000 was received from the Weyerhaeusers completing the full payment of their \$500,000 pledge for the naming of the Wilson Center expansion lounge.
- \$50,000 received from Jim Hagen for his CFCC Scholarship program
- \$35,000 received from the Estate of Louise O. Burvitch for general Foundation support
- \$25,000 received from John and Kathy Black for the Kathy and John Black Sonography Endowed Scholarship
- \$25,000 received Linda Hines Hollis established the Hollis Family Endowed Scholarship for GLOW Candidates
- \$25,000 received from Dan Saklad for the Sheila M. Saklad Accelerated Nursing Fellowship
- PNC Bank has continued their sponsorship of the PNC Broadway Series at the Wilson Center for the 2022-23 year. They have increased their annual gift to \$80,000.

Events:

- Wilson Center Expansion Fundraising Gathering held on Friday, June 10, at the Wilson Center, raised over \$560,000.

Scholarships & Awards:

- Annual (Fall '22/Spring '23) scholarship cycle closed on May 30 and applicants reviewed and awards have been made. We had a 38% increase in scholarship applicants from last year. 236 students were awarded scholarships with \$508,387.00 of funds.

ANNOUNCEMENTS

DATE OF NEXT MEETING – September 22, 2022