

**AGENDA**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**MARCH 23, 2023**  
**5:00 PM**

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Approval of Minutes January 19, 2023
- IV. Approval of Minutes March 8, 2023
- V. Recognitions and Introductions
- VI. Chair's Report
- VII. President's Report
- VIII. Committee Reports
  - A. Facilities & Equipment Committee
  - B. Finance Committee
  - C. Administrative & Personnel Committee
- IX. Other Reports
  - A. SGA Report
  - B. Faculty Association Report
  - C. Foundation Report
- X. Announcements
- XI. Date of Next Meeting – May 18, 2023



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 meeting<sup>1</sup>)*

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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 participation<sup>2</sup> in the particular matter involved.

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<sup>1</sup> 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."

<sup>2</sup> "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 JANUARY 19, 2023 5:00 PM**

Following proper public notifications on January 17, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 19, 2023, at 5:00 pm in the Board Room of the Union Station Building. Mr. Bill Cherry, Chair, presided.

Trustees present were: Mr. Bill Cherry, Chair; Mr. Jonathan Barfield; Mr. Robby Collins; Mr. Ray Funderburk; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Paula Sewell; Mr. Bruce Shell; Mr. Lanny Wilson. Trustees not present: Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell and Mr. James Nicholas, SGA President.

Employees present were: Mr. James Morton, President; Ms. Sabrina Terry, Vice President of Student Services; Ms. Christina Greene, Vice President of Business Services; Ms. Michelle Lee, Executive Director President’s Office and Board Liaison; Mr. Brandon Guthrie, Vice President of Academic Affairs; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Debi Causey, Event and Meeting Manager; Ms. Anne Smith, Vice President of Human Resources; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. John Downing, Vice President of Economic and Workforce Development; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant President’s Office and VP of EWD, Mr. Robert Carter, Manager Technical Support and Client Services; Dr. Eric Brandon, Faculty Association President; Ms. Lynn Criswell, Dean of General Education and Sciences; Mr. Antonio Arteaga-Paredes, Media Specialist; Dr. Mary Ellen Naylor, Dean of Health and Human Services; Ms. Christina Hallingse, Director of Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Ms. Yuna Shin, German Instructor; and other employees (see below).

Others present were: Mr. Cliff Parson, Attorney, Ward & Smith  
Mr. Samuel Crowder, SGA Vice President  
Ms. Rachel Keith, Reporter, WHQR  
Ms. Megan McDeavitt, Reporter, WHQR

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. Moskowitz and seconded by Mr. Shell to approve the November 16, 2022, minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

### **New Hires**

Ms. Smith introduced new employee Ms. Breana Hebert, Director of Advancement.

### **Retirements**

Ms. Smith recognized Mr. Bobby Bird. President Morton thanked him for his service to the College and wished him well in his retirement.

## **CHAIR'S REPORT**

Mr. Cherry reviewed 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. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <https://ethics.nc.gov/seis/regular-filers> Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7555 if you have any questions regarding this training.

### **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, 2023 and can be found at <https://ethics.nc.gov/seis/regular-filers>.

## **POWERPOINT PRESENTATION – 2022 REVIEW**

President Morton presented the annual 2022 review of the College. In addition, President Morton presented an overview of accomplishments from the past 5 years. President Morton received a standing ovation at the conclusion of the presentation.

Mr. Cherry stated that President Morton has been nominated for the NCCCS President of the Year Award by President Jim Ross of Pamlico Community College. The nomination packet contained letters of support from many members of the community such as: Scott Satterfield, Wilmington Business Development; Jimmy Tate, Mt. Calvary Leadership Development; John Gizdic, Novant Health; Sabrina Terry, Vice President of Student Services at CFCC and Steve Hill, former Pender County Schools Superintendent.

## **PRESIDENT'S REPORT**

President Morton reviewed the following report.

### **Wilmington Biz 100**

Attended the Wilmington Biz 100 event on December 8, 2022 and was awarded and named as a Wilmington Biz 100 Power Player for continuing partnerships with industry leaders and creating a positive economic impact to the community.

### **SACSCOC Conference**

President Morton, along with Vice Presidents Brandon Guthrie, John Downing, and Michael Cobb attended the 2022 SACS Conference held in Atlanta, GA, December 4-6, 2022.

### **Faculty Art Exhibition**

CFCC's Annual Faculty Art Exhibition was held November 17 through January 13 at the Wilma W. Daniels Art Gallery. The exhibit showcased recent works by faculty in the Fine Art and Graphic Design departments.

### **CFCC Women's Soccer**

Cape Fear Community College's Women's Soccer team (ranked twelfth-seed going into the tournament) won the Sportsmanship Award at the National Tournament by demonstrating positive actions toward teammates, coaches, opponents, and officials, as well as receiving no penalty cards throughout the tournament play. The team was one of twelve teams in the tournament and represented Region 10. This marks the third time women's soccer has qualified for the NJCAA National Championships in program history.

### **CFCC Women's Volleyball**

Cape Fear Community College's Volleyball team (ranked fifteenth-seed going into the tournament) finished the season strong by winning their first NJCAA championship tournament matchup in program history against tenth-seed Moraine Valley. Unfortunately, they were defeated by eleventh-seed Muskegon Community College. This marks the fifth time women's volleyball has qualified for the NJCAA National Championships in program history.

### **Ed NC Visit**

Ed NC Visited CFCC December 1 and 2. They conducted various interviews and participated in tours of PECHS, Bonnie Sanders Burney Child Development Center, SEA-Tech, and WECHS.

### **CFCC Holiday Party**

CFCC's Holiday Party was held December 9 in Daniels Hall. It was great to have staff and faculty together to enjoy the festivities. Mr. Bill Cherry, Mr. Bill Rivenbark, and Ms. Deloris Rhodes also attended the event.

### **Interior Design Student Awarded**

Cape Fear Community College Interior Design Student Ella Richardson was presented the Rising Star Award at the International Furnishings and Design Association (IFDA) annual conference in High Point, North Carolina. Rising Stars are senior-level undergraduate students selected by their college as the most outstanding design student. Each honoree showcased one or two recent projects that best exemplify their work and design philosophy.

**CFCC Small Business Center Awards**

Jerry Coleman had the honor of receiving the State Small Business Center Director of the Year Award. This award is presented to the Director who has provided significant support, time, and service at the state level over and above their job description. Jerry was also the recipient of the “Business Success Story: Most Impact” award. This recognition is given to the SBC Director whose direct involvement with a client resulted in a significant economic impact.

**COMMITTEE REPORTS**

**FACILITIES & EQUIPMENT COMMITTEE**

President Morton reviewed the following information.

**Wilson Center Multipurpose Addition**

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees for Group III Management, Inc. as the general contractor for the Wilson Center Multipurpose Addition for the amount of \$3,069,000. Motion carried unanimously.

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	\$3,226,453.00	\$65,122.63	\$3,504,575.63	\$3,515,385.00	\$10,809.37	Construction Bid Date 12/13/2022

**Polling of the Board of Trustees**

**Wilson Center Multipurpose Addition**

The CFCC Board of Trustees was polled on December 21, 2022, and approved by unanimous vote an additional \$1,310,963 to the Wilson Center Multi-Purpose Addition budget. The total project amount is \$3,515,385.

**Selection of General Contractor**

A MOTION from the Facilities & Equipment Committee recommends approval to the Board of Trustees the approval of Group III Management, Inc. as the general contractor for the Wilson Center Multi-Purpose Addition for the amount of \$3,069,000. Motion carried unanimously.

**FINANCE COMMITTEE**

President Morton reviewed the following information.

**Proposed New Hanover County Budget**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the New Hanover County Proposed Budget in the amount of \$14,322,367. Motion carried unanimously.

**Proposed Pender County Budget**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the proposed Pender County Budget in the amount of \$671,277. Motion carried unanimously.

### 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 \$31,475. Motion carried unanimously.

### State Budget Summary

The State Budget Summary reported 47.29 percent of the budget has been expended as of December 2022.

### County Budget Summary

The County Budget Summary reported 55.55 percent of the budget had been expended as of December 2022.

### Institutional Funds Update

Mr. Morton reviewed the December, 2022 report. No items were of concern at this time.

## **CURRICULUM COMMITTEE**

Mr. Moskowitz reviewed the following information of proposed new programs.

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Simulation and Game Development Program as presented. Motion carried unanimously.

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Geomatics Technology Program as presented. Motion carried unanimously.

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Human Services Technology Program as presented. Motion carried unanimously.

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Human Services Technology / Mental Health Program as presented. Motion carried unanimously.

## **SGA REPORT**

Mr. Crowder reviewed the following report.

I hope everyone is well and had an enjoyable winter break! As much as I have enjoyed the time off, it's about time to get back to work. As the spring semester begins SGA have multiple events scheduled for our team and the college!

The following events are planned for the spring semester: (with more to come)

- ❖ February 13<sup>th</sup> – 16<sup>th</sup>
  - Foreign Film Festival sponsored by the Humanities Department
- ❖ February 18<sup>th</sup>
  - Our officers and senators will represent CFCC at the Spring Division Conference at Pitt Community College
- ❖ March 22<sup>nd</sup>
  - SGA is hosting a Blood Drive (L – Building)
- ❖ March 23<sup>rd</sup> – 25<sup>th</sup>

- SGA officers and senators are assisting at the Eastern Regional Advisor's Conference held at CFCC
- ❖ March 31<sup>st</sup> – April 2<sup>nd</sup>
  - Officers and senators will represent CFCC at the Spring State Conference held in Durham, NC
- ❖ Date TBD
  - Spring Fling: activities, games, vendors, and food

Overall, student involvement and participation with campus clubs and events is increasing. The college's efforts to create a more welcoming on-campus environment and safe space for students has been successful. We hope to continue our work to provide more opportunities for students to become involved in campus life.

Lastly, I want to wish the members on the board for a fantastic year! Thank you all for giving me the opportunity to represent more than just myself, but the rest of the students.

### **FACULTY ASSOCIATION REPORT**

Dr. Eric Brandon presented the following report.

The CFCC Faculty Association has scheduled three meetings of the Faculty Association for the Spring 2023 semester. A guest speaker from the North Carolina Community College Faculty Association (NCCCFA) has been invited to attend one of the scheduled meetings.

The Faculty Association officers continue to meet regularly with the CFCC Executive Team to discuss a variety of issues, including faculty and staff salaries.

Finally, the Faculty Association will elect a Faculty Association president and divisional representatives at the end of the Spring 2023 semester.

### **FOUNDATION REPORT**

Mr. Fernando presented the following report.

#### **Notable End-of-Year Giving:**

- \$200,000.00 contribution was received from Bill J. Baggett to support students who are victims of domestic violence, as well as previously incarcerated students.
- \$100,000.00 was received from Dan Saklad to support nursing scholarships.
- \$50,000.00 was received from Edwin and Jeanette May to support vocational tech programs.
- \$25,000.00 was received by the Assistance League of Greater Wilmington to support areas of greatest need.
- \$20,000.00 was received from Donna Schaefer to support Wilson Center programming.
- \$18,825.39 was received from Doug Fox to support scholarships in the outboard motor program.
- \$10,000.00 was received from Bill Cherry to support student scholarships.
- \$10,000.00 was received from Ann Longley to support nursing scholarships.



- \$10,000.00 was received from Edward Kiefhaber to support health sciences students.

#### **Events and Accomplishments:**

- The next Foundation fundraising gathering will be the Benny Hill Scholarship Concert on Thursday, January 26, at 7:30pm at the Wilson Center. This is an event to raise scholarship funds for the music department. Tickets are free; donations will be solicited.
- The Annual Donor Recognition event is scheduled for Thursday, February 2, 5:30pm-7:30pm at the Wilson Center. We will recognize Foundation donors and initiating donors into new giving societies. There will be a reception for the first hour, followed by the program; student speakers will be also be featured.
- A new website has been built and launched for the Grants Office; it went live on 01/09/23. It is a much more user-friendly portal to support instructors and staff in researching, writing, and managing grants. The Foundation will also be starting regular grant support workshops on campus throughout the year.

#### **ANNOUNCEMENTS**

#### **DATE OF NEXT MEETING – MARCH 23, 2023**

Meeting adjourned at 6:30 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

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## MINUTES

### MINUTES CAPE FEAR COMMUNITY COLLEGE BOARD OF TRUSTEES MARCH 8, 2023 6:00 PM

Following proper public notifications on March 6, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in a called session on Thursday, March 8, 2023, at 6:00 pm in the Board Room of the Union Station Building. Mr. William Cherry, Chair, presided.

Trustees present were: Mr. Bill Cherry, Chair; Mr. Jonathan Barfield; Mr. Robby Collins; Mr. Ray Funderburk; Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Paula Sewell; Mr. Bruce Shell; and Mr. Lanny Wilson.

Employees present: Mr. Jim Morton, President, CFCC; Ms. Michelle Lee, Executive Director, President’s Office; Mr. John Downing, Vice President, EWD; Ms. Christina Greene, Vice President, Business Services; Ms. Sonya Johnson, Vice President, Marketing & Community Relations; Mr. Brandon Guthrie, Vice President, Academic Affairs; Mr. Shane Fernando, Vice President, Advancements & Arts; Mr. Jakim Friant, Executive Director, Information Technology Services; Ms. Sabrina Terry, Vice President, Student Services & Enrollment Management; Ms. Ericka Shepard, Humanities Instructor; Mr. Shawn Dixon, Department Chair, Applied Technologies; Dr. Michael Cobb, Vice President, Institutional Effectiveness, Planning & Compliance; Ms. Julie Martin, Social Media & Communications Manager; Ms. Katherine Maidman, Sr. Director, Academic & Career Readiness; Mr. Theodore Brown, Coordinator, Law Enforcement Programs; Ms. Debi Causey, Event & Meeting Manager; Ms. Susan Porter, Sr. Executive Assistant, President’s Office; Mr. Tim Fuss, Program Director, Law Enforcement & Criminal Justice; Ms. Olivia Chavez Carroll, Director, Military Business Development; Ms. Erin Easton, Director, Workforce Training & Development; Ms. Erica Talbert, Associate VP, EWD; Ms. Lynn Sylvia, Director, Safety & Training; Dr. Eric Brandon, Faculty Association President; Mr. Robert Carter, Manager Technical Support and Client Services; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations.

Others present were:

- Mr. Ken Gray, Attorney Ward & Smith
- Ms. Avery Locklear
- Mr. William Oden
- Ms. Kassie Simmons, WECT
- Mr. Ryan Koresko, WECT
- Ms. Megan McDeavitt, WHQR
- Mr. Benjamin Schachtman, WHQR
- Mr. Clayton Hamerski
- Mr. Jacob Carroll, Sr.

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.

Mr. Cherry stated that he asked the secretary of Cape Fear Community College to send out the notice for this meeting.

### **PURPOSE OF MEETING**

Mr. Ken Gray, attorney with Ward and Smith, asked the recording secretary if proper notice was given for the meeting. Ms. s. Lee confirmed the notice was sent. Mr. Gray then asked Ms. Lee to confirm that a quorum was present. Ms. Lee confirmed a quorum was present.

Mr. Gray gave a legal interpretation of NCGS 115D-19(a). to include the following:

§ 115D-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.)

Mr. Gray stated that this is the same language contained in the CFCC Bylaws. Mr. Gray explained the difference in the first paragraph of the statute that gives State Board of Community Colleges authority to ask for a hearing and the last paragraph in section (a) that gives the CFCC Board of Trustees the authority to hold a hearing.

In addition, Mr. Gray contacted general counsel which represents the North Carolina Community College System and the State Board. Ms. Tawanda Artis response stated:

As we discussed, the last sentence of G.S. 115D-19(a) permits local boards of trustees to conduct their own hearings for removal of a trustee who is alleged to be incapable of discharging, or is not discharging, the duties of his/her office as required by law or regulation or is guilty of immoral or disreputable conduct. This section requires a hearing conducted by a local board to provide proper and adequate notice of the meeting, and the findings of the board to be recorded, along with the action taken, in the minutes of the board of trustees. If the board finds by a two-thirds vote that the allegations are true, then the board of trustees will declare the office of the offending member to be vacant. Once the office is declared vacant, the appropriate appointing authority may appoint a new board member.

While the law does not require notice to the State Board of Community Colleges, I believe best practice would be to provide advance notice of the hearing and to inform the State Board of the results of the hearing.

Mr. Gray asked Ms. Lee if notice was given to the State Board regarding the hearing. Ms. Lee stated that proper notice was given.

Mr. Gray reiterated the fact that the statute requires a super majority of Trustees. This means with a voting board of 13 members 9 members would be required to pass a motion for removal.

Mr. Gray stated that the chair appointed Mr. Jason McLeod, in his official capacity, to conduct an investigation regarding allegations against Mr. Funderburk.

Mr. Gray explained the process for the hearing. The entirety of the meeting will be conducted in open session unless a motion is approved by the Trustees to go into closed session to consult with an attorney.

Mr. Gray asked how did we get here? Most conflicts are misunderstandings and disagreements. There have been previous complaints about the Trustee that we are speaking about tonight but these complaints rose to a new level on February 1, 2023. Information was brought to the chair and this information was considered serious enough to warrant an investigation. The Vice-Chair was appointed in his official capacity by the Chair to head the investigation in his matter. After the investigation was completed, the chair decided to move forward with the hearing. This does not mean that it is a done deal that the Trustee is going to be removed. That is for this Board to decide at the end of this meeting. Everyone should listen to all parties and should listen to everything that is said and make the decision you believe is correct.

Mr. Gray reviewed the proposed agenda with the Trustees. The Trustees agreed to time constraints for presentations of no more than 30 minutes each for Mr. McLeod and Mr. Funderburk with any unused time to be available for rebuttal. In addition, each Trustee was given a 3-minute time frame for comments. The agenda was updated accordingly. Strict timelines will be adhered to during the hearing. Mr. Gray stated that there is a student involved in this process and because of FERPA, the board will be cognizant to not give the name of the student, the high school or the sport. The student will be referred to as “the student”.

Mr. Wilson asked if questions can be asked. Mr. Barfield asked for discussion first prior to approve the agenda. The proposed agenda will be amended between item 7 & 8 such that any Trustee can ask any questions they desire of either Mr. McLeod or Mr. Funderburk."

### **APPROVAL OF AGENDA**

A MOTION was made by Mr. Collins and seconded by Mr. Rivenbark to approve the amended agenda with open questioning after both presentations have concluded. Motion carried unanimously.

### **PRESENTATION BY MR. MCLEOD**

Mr. Funderburk attended an internal student forum held in Union Station on February 1, 2023. He stated at the forum that he had been contacted by the media and they told him they were informed they could not attend the event. At the end of the event, he used the microphone to address all attendees and made comments. These comments were, what I believe, unbecoming of a trustee and reflect negatively on the college.

An interview with 3 staff members unequivocally stated the following:

Staff member #1

He thanked those responsible for pulling together what he believed was a very needed and informative conversation and spoke about how he was not sure why the event was only open to CFCC students, faculty, and staff and why the media was not invited. He also stated that the press release about the BHM events at CFCC did not mention the event. To paraphrase him he felt the topic was important and all who wanted to attend should have been allowed to do so.

Staff Member #2:

Mr. Funderburk was quoted saying; "I learned about this event but didn't see it in the news/via press emails, so I asked someone I knew was in media. They told me that this event wasn't open to the public. And I don't understand why we did that. We should have made this an open event, and I wonder why we didn't."

Staff Member #3:

At the end of the event Mr. Funderburk raised his hand to speak. He took the microphone and stated that he received an email regarding the event this morning. He then stated that he received a media release a few minutes later and that the event was not on the release. He stated that the media reached out to him and told him they had asked to attend and CFCC stated that they could not attend the event. Mr. Funderburk also stated that he was probably going to face backlash from these remarks.

Mr. McLeod stated that this last comment implies that Mr. Funderburk knew that calling into question the reasoning/motivations of CFCC and the organizers of an internal event that CFCC did not allow media to attend was inappropriate.

Mr. McLeod stated that he also believes Mr. Funderburk's comments were inappropriate and implied that CFCC had something to hide. The fact is, the decision to not include the media and the public was intentionally made by the organizers so that an open dialogue could take place

and maintain safety for students. Mr. Funderburk easily could have learned this by simply calling the President's office with an inquiry.

He did not contact the President's office. Mr. McLeod stated that he believes that Mr. Funderburk chose to improperly use his position as a Trustee to undermine the decision of staff in an open forum with students, staff, and faculty. He made these statements placing CFCC in disrepute.

There was nothing wrong with the opinion to include the media. The problem was that he voiced it in front of 300 people when he should have discussed it with the president.

While talking with Mr. Funderburk he denied that he mentioned the media or used the word media. Based on the fact that three statements clearly state that he did, Mr. McLeod stated that he does not find Mr. Funderburk's denial credible. Mr. McLeod stated that it appears he is being dishonest. While we believe that his comments at the forum put the College in a bad light, his dishonesty about doing so triggers the immoral portion of the statute, in my opinion (according to Mr. McLeod).

### **Student Grade Inquiry**

After this event, Mr. Funderburk made an unannounced visit to a faculty suite looking to speak with the instructor of a specific course. The instructor was identified and sitting at a workstation nearby eating lunch.

This instructor taught a course in Fall of 2022 that included a dual enrolled student from a local high school. The student earned a failing grade for the semester and consequently became ineligible for spring high school athletics. At the time of this visit, the instructor had been contacted several times by the coach and parent of this student. The purpose of each of these contacts was to change the grade or offer alternate assignments to restore the student's athletic eligibility.

According to the instructor, Mr. Funderburk introduced himself and said he was there speaking on behalf of the student and coach. The instructor informed Mr. Funderburk that they were not able to discuss the student due to FERPA. Mr. Funderburk said he understood as a former English teacher, but wanted to know what the school's policies and procedures were surrounding proper orientation for CCP students who opt to take online classes. The instructor let him know that all students, whether dual enrolled or high school graduates, were treated equally. When they opt for online classes, they agree to the somewhat self-directed discipline of taking online coursework.

Mr. Funderburk replied that he felt that was a shame.

At some point during the conversation, Trustee Funderburk made a statement to the instructor that he was not there to discuss the student or the grades in the course.

Mr. McLeod stated that he believes this statement was made as others were present in the room and the instructor clearly established that FERPA would not allow that conversation to continue.

Mr. Funderburk went on to describe the relationship between his daughter and the wife of the coach, which Mr. McLeod stated that he believes Mr. Funderburk was using to establish how important this matter was to him on a personal level.

The conversation lasted approximately 15 minutes.

Why would Mr. Funderburk go to the faculty lounge to seek out a specific instructor? He will tell you it was to inquire about the orientation process for CCP students. Why then that instructor? The same instructor responsible for the grade earned by the student that plays sports for the family friend of Mr. Funderburk.

Why would Mr. Funderburk say he is there on behalf of the coach and player?

It is perfectly fine for a Trustee to attend the community conversation event. However, it was not and never is appropriate for a trustee to visit a faculty office suite or any other location to discuss a specific student's course or grade.

The instructor told me that immediately following the meeting, the instructor felt dumbfounded and concerned with the undertone and intent of the meeting and felt Trustee Funderburk's actions were inappropriate.

Mr. McLeod shared a quote from the instructor's written statement:

“The amount of correspondence I've had with coaches, parents, and a trustee member is troubling. In all my years of teaching I have never encountered this level of pressure from outside sources to change a grade or offer alternative assignments. After being told no three times (myself, the chair, and dean) the issue was escalated to the VP of Student Services and Enrollment Management. At this point, the continued emails and interactions honestly felt like harassment. While none of these messages or conversations were threatening, the tone was clear; make an exception despite the students' performance in the class”.

Mr. McLeod stated the undertone and intent “to make an exception” were confirmed the following day after the instructor received an email from the head coach at the local high school making another plea by the coach to change the grade using Trustee Funderburk's name.

Dated February 2, 2023, an email was sent to the instructor from the head coach at the high school. Included in the letter are the following statements:

“We've obviously never met, but **I had a phone conversation with Mr. Ray Funderburk (Board of Trustee member) who said he had a conversation with you on my behalf.** He was very impressed with the way you handled yourself. His daughter is my wife's best friend, and she was a bridesmaid at our wedding. Both of his sons played soccer and I taught both of them.”

This was the very next day after Mr. Funderburk's visit to the faculty lounge to engage the instructor.

Mr. McLeod stated that he believes this statement clearly shows that Mr. Funderburk approached the instructor with intent to discuss the grade.

Further in the email another section states:

“The North Carolina High School Athletic Associations requires students to have earned 3 credits in the previous semester to be eligible. Student only took 3 courses last semester including yours. So he/she needs some assistance to keep his/her eligibility intact. **Mr. Funderburk was very hopeful that he could make this happen.** I appreciate you taking time to talk with him about it.”

Mr. McLeod stated that he believes this statement clearly shows that Mr. Funderburk’s presence in the faculty lounge and conversation with the instructor had purpose. Mr. McLeod stated that he believes Mr. Funderburk was inserting his position as a Trustee to influence, pressure, and intimidate the instructor. Let me read this part of the coach's email again.

He/She needs some assistance to keep his/her eligibility intact. Mr. Funderburk was very hopeful that he could make this happen.

He could make it happen!

I ask, make what happen?

Mr. McLeod stated that although Mr. Funderburk claimed not to be there for the grade, I don’t believe this is true. It was confirmed by the coach in the email. Mr. McLeod stated that he believes Mr. Funderburk's presence was innately intimidating and inappropriate. In Mr. McLeod's opinion, Mr. Funderburk was clearly trying to circumvent the administration.

Mr. McLeod stated that during my interview with the instructor, the instructor clearly felt the undertones and intent of the conversations were to influence the grade.

Why would Mr. Funderburk go to the faculty suite to seek out a specific instructor?

Mr. McLeod stated I believe “Mr. Funderburk was very hopeful that he could make this happen”. With this being a grade change.

While talking with Mr. Funderburk on March 6, 2023, Mr. Funderburk claimed he was only there to ask asked one question, policy about CCP orientation. However, the statements provided by the instructor and the information contained in the email from the coach make this claim not credible (according to Mr. McLeod). This is another example of Mr. Funderburk displaying immoral conduct as of Monday (March 6th), in Mr. McLeod's opinion.

Mr. McLeod then gave his closing statement.

Fellow Trustees, I believe this is a clear overreach of position and power. I believe the interaction of Mr. Funderburk with the instructor was intimidating and utterly inappropriate! I believe these actions by a fellow Trustee undermine the policies of the College. The staff needs to be able to perform their duties without the influence of a single Trustee.

Remember, at the time of this interaction, the situation had already been elevated and handled through the appropriate process by the instructor, program chair, dean, and vice president. If undermining the administrative roles is not enough, simply the subject matter of a Trustee inquiring about a student’s grade is justification for removal.



As Trustees we have one employee; that's the President. Mr. Funderburk should have gone through the President, not the instructor.

The implications to the College for actions by a Trustee as I've described today can be devastating and involve legal issues along with accreditation violations.

There have been two community colleges in NC that have suffered the consequences of a board member's overreach. These consequences are very serious and have ranged from loss of county funding, threat of state funding and sanctions by SACS/COC.

In conclusion, the Trustees of CFCC are now aware of the actions of Mr. Funderburk and the potential consequences surrounding these actions.

Please remember, Mr. Funderburk had already received additional counseling by the chair, myself and college attorney regarding his duties as a Trustee before these latest incidents occurred.

Now it is time, the CFCC Board of Trustees must take measures to protect the College's board, faculty and staff by removing Mr. Funderburk from the Board of Trustees.

Mr. Funderburk will have an opportunity to speak momentarily. However, I would like to allow the other board members the remaining balance of my time for questions.

#### **PRESENTATION BY MR. FUNDERBURK**

Mr. Funderburk stated he is at a disadvantage since he has only had since Monday (March 6, 2023) to prepare. Mr. Funderburk stated they have had a month to impugn my integrity and my name. I will present facts. I did not suggest, ask for or even mention a grade change. I went to the instructor to ask about the orientation. I asked the instructor if he was the one who was contacted by the coach. Mr. McLeod discounts the fact that I did not ask the coach anything. Mr. Funderburk asked the coach to step to the podium. The coach stated that Mr. Funderburk said that he could not change any grades. Mr. Funderburk asked the coach if he (Mr. Funderburk) ever implied that he would try to ask for a grade change. The coach said that he did not. Mr. Funderburk asked the coach "Did you write this email?" The coach stated he did write the email. Mr. Funderburk pointed out that the letter stated that he was hopeful that the student could make "this" happen. Mr. Funderburk asked what the student was going to do? According to the coach, the student is now enrolled in private school. Mr. Funderburk stated that he hoped it worked out for him. Mr. Funderburk stated that he has never told the coach he could change a grade.

I was informed by a friend that the instructor wanted to have his supervisor in the room, and he was refused. The day I talked to the instructor he suggested that I talk to his Dean. I told the Dean that I am not here to change grades and all I want to do is understand what the process is for CCP students. What is suspicious to me is that Mr. McLeod did not interview the Dean. The letter from the instructor states the amount of correspondence with teachers, parents and a Trustee were troubling. The Chair and the Vice-Chair are saying I corresponded with the instructor. The content is not the same. If you consider the facts of this, nothing warrants my removal from this board. I would never ask for a grade change. I have had several texts from my former students saying I am a hard ass and would never change a grade. The Bylaws state how a Trustee may be removed. The employees from the forum were accurate. Mr. Funderburk repeated the employee statements. I think this does not show disrepute. Everyone sees things differently. I was stopped

and thanked for speaking out by 30 or 40 people, and they expressed gratitude. If the event was advertised as a safe space, it was not listed as a safe space. I praised the event, staff and students. It is a statement of opinion that the press should have been there. This statement does not fit the standard in the bylaws and does not mean I am not upholding my duties. The coach made it clear that I did not say I wanted the grade changed. Mr. McLeod undermines the veracity of his report. As to my statement, it was minor criticism of the event. I feel really bad for two individuals, the instructor and the student. For me, I had to fight this accusation. My father and grandfather were both educators. I taught high school for 16 years. I believe you to be honorable and that you will do the right thing.

#### Mr. McLeod's Rebuttal

Mr. McLeod stated it was not my imagination regarding this email. On Monday, when we shared this email with Mr. Funderburk, he stated that this is the first time he saw the email and stated that there was bad English in it. I have a hard time believing that this is the first time he has seen this email.

The instructor's supervisor was present at the beginning of the interview, and I wanted to speak privately with the instructor. The instructor's comments were presented as they happened. I did not make up this conversation. It was very clear to me that the intent of the conversation and the email was to influence. Mr. Funderburk is not a dumb person. He is not going to come out and ask for a grade change. This is never appropriate. This should have come to the President's office. Mr. Funderburk has a relationship with this coach. Is it just coincidental that Mr. Funderburk sought the instructor out? The other clarity on the event was that Mr. Funderburk made a statement that he was not there to change the grade because others were present. The comments of Trustees can have a negative impact on this College. As much as Mr. Funderburk wants to talk about his intent, there is no doubt that Mr. Funderburk had purpose in his meeting with the instructor.

#### Mr. Funderburk's Rebuttal

Mr. Funderburk stated that there is nothing in the bylaws that state that a trustee must go through the President's office. I got an email from Hannah Gage that stated that there is nothing wrong with asking questions to faculty and staff. The reason I spoke to this instructor is to tell the coach that this kid was at fault. I wanted to hear from the source (the instructor). Gentle criticism is a part of our daily lives. Being accused of being a liar does not make me happy.

#### Questions by Trustees

Mr. Moskowitz wanted to know who started asking questions about the student and failing the class. Mr. McLeod responded that the instructor started receiving emails during the Christmas holiday. The instructor explained the events to the coach. Once the student realized that he had failed the first test, the instructor stated don't worry, I drop the lowest test. There were more inquiries to the instructor from the parents and coach, and these concerns were elevated this to the dean level. In February, these concerns went to the VP of Student Services. The instructor's statement indicates that he had said no three times to parents and coaches.

Mr. Rivenbark stated that if we have a problem with the county, our administration fixes it. When I got on the board, I was told by Ms. Lee not to answer questions regarding administration and to come to the President.

Mr. Shell asked Mr. Funderburk if he ever thought to ask the President. Mr. Funderburk responded I did but I think we should ask our own questions. I think that we don't need to take everything the President says as gospel.

Mr. Moskowitz asked if anyone disputed the employee's comments. Mr. McCleod responded no.

Mr. Funderburk stated he did not understand why the dean was not spoken to? Mr. McLeod stated that after speaking to the instructor there was no reason to speak with the Dean as she was not present when the instructor was spoken to.

Mr. McLeod asked why Mr. Funderburk went to the instructor when they don't make policy. Do you not feel like this is intimidation? Mr. Funderburk responded, I think if I was in a small room they would be intimidated, but I was in a large room.

Mr. Barfield asked why the individuals were not here. Mr. Barfield stated he would like to talk to the individuals.

A MOTION was made by Mr. McLeod and seconded by Ms. Sewell to go into closed session to consult with Mr. Gray about attorney-client privileged communications [under NCGS 143-318.11(3)]. Motion carried unanimously.

The Board returned to open session. No action was taken in closed session.

The board returned to question and answers. Mr. Collins asked Mr. McLeod to summarize the facts of the case. Mr. McLeod responded that all trustees were given the facts. On February 1, Mr. Funderburk made comments that were reported through statements and interviews regarding why media was not present at an internal event. He still thinks that is okay as he made this statement. He sought out an instructor, and per the instructor's written statement, the intent and the undertones were to change the grade or provide alternative assignments. There is an email that clearly states that Mr. Funderburk was hopeful he could make this happen.

Mr. Rhodes stated that Mr. McCleod did not give the facts. Mr. McLeod responded the facts are in the email that is in front of you and the interviews. The facts are the statements and the interviews.

Mr. Funderburk asked Mr. McLeod where in the instructor's statement does it mention his (Mr. Funderburk's) name. Mr. McLeod responded that Mr. Funderburk's name was not mentioned specifically in the statement but referred to as a Trustee, which the instructor confirmed was Mr. Funderburk in the interview with Mr. McLeod.

Mr. Cherry asked Mr. Funderburk what are the duties of a Trustee? Mr. Funderburk responded make sure graduation qualifications are fulfilled and other things. Mr. Cherry asked whether administrative duties are in his job? Mr. Funderburk responded that this is not the case. Mr. Cherry asked Mr. Funderburk if he believes in separation of power? Mr. Funderburk responded yes. Mr. Cherry stated that SACS/COC rules are very clear about the separation of

governance and administration and read SACS principle 4.2(b) regarding the duties of the Governing Board which states:

Ensures a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy.

Mr. Guy asked Mr. McLeod to repeat the facts. Mr. McLeod read the statements from the employees involved.

A MOTION was made by Mr. Collins and seconded by Mr. Funderburk to go into the comment section of the meeting. Motion carried unanimously.

Mr. Guy stated that at a fundraising event at the Wilson Center recognizing members who donated to the college, he met an instructor and they wanted to go see their class. I contacted the President's office to let them know and ask for guidance on how to do this properly.

Mr. Funderburk did not want to comment and asked to be able to comment at a later time. Permission was granted.

Mr. Wilson stated that he attended the Board of Trustees orientation with Mr. Funderburk. I left the orientation with a very clear understanding that getting involved in day-to-day operations could lead to accreditation issues.

Ms. Maxwell stated that she was sad that we have to be here tonight. This reflects on the Board and the College.

Mr. Shell stated that this is a very awkward situation. The role of the President is being undermined. The question of procedure has implications of power over the person being spoken to. We have interviews and facts, and Mr. McLeod should not be impugned for his opinions. Mr. Funderburk put extraordinary pressure on the instructor. Protocol should have been followed.

Mr. Rhodes stated this breaks her heart. We are here to provide governance. We believe in open communication. We must be able to work collaboratively. The only thing that Mr. Funderburk is guilty of is speaking out openly. When you give your voice away, you are nothing.

Ms. Sewell stated if this issue is not addressed in the proper way, what are we saying to our faculty and staff? There are consequences to our actions. Trustees should not take their role lightly.

Mr. Barfield spoke about being able to talk to staff and help to influence their decisions. The Chair is the spokesman for the college, but I will never give on this. I need to hear from the instructor. When you interpret an email or text, it can be taken out of context. If asked to remove someone tonight, I cannot do it because if it fails, the burden is on the taxpayers.

Mr. Moskowitz stated that this is unfortunate that we find ourselves in this situation. I do not find fault with Mr. Funderburk's character but his judgement. I don't think we would be here if he went to the President or a department head regarding the situation.

Mr. Funderburk stated he would like to defer again. He was granted permission.

Mr. McLeod stated that Mr. Cherry asked him to investigate and bring facts to him. To me, it is very clear what is going on. I appreciate the experience of the other Trustees. After meeting with the instructor and understanding their history at the College, seeing the written statement, and seeing the email, it was clear to me. I am not an investigator or attorney; I am a Trustee like you. I thought about the student as well. My first reaction would be to call Mr. Morton to see if there was a solution. I appreciate everyone listening, and it was very clear to me. I think Mr. Funderburk's actions spoke more than his words.

Mr. Funderburk stated that he was raised by someone who thought it was okay to talk to everyone in the school since he was an educator. I am not always comfortable hearing something from someone else. I am outspoken. I don't think we are here to follow the lead of the President or the Chair. I ask you all to seriously consider what you are hearing. I did not intend to change a grade. My statements were for the most part complimentary. The faculty do a great job. Mr. Funderburk was given extra time to make these comments.

Mr. Cherry stated this situation is crystal clear and simple to me. Mr. Funderburk does not want to understand the difference between governance and administration. He was appointed by the former school board to be a Trustee. He is in a position to make policy but has taken the position of administration and to get involved in day-to-day administration. To demonstrate how upside-down Mr. Funderburk is: On September 22, 2022, after his first board meeting, Mr. Funderburk was in the elevator with a CFCC staff member. He volunteered to this staff member that his job was the be the "pain in the butt". He also stated that "someone has to do it". That statement tells me clearly, he doesn't know what his job is as a Trustee. There is a book written called "The Rouge Trustee". In my opinion, Mr. Funderburk is the poster boy for that book. If he is allowed to continue on the board, he will divide the board and tear down the administration, thus destroying the College. If you haven't read the book, you should.

Mr. Funderburk does not communicate with the Chair, the President, or the Liaison, Michelle Lee.

Why is Mr. Funderburk trying to do the job of the President by engaging in administrative issues? He could simply call the President or Chair to ask questions or present concerns.

What is Mr. Funderburk's motive working against the administration?

Because of Mr. Funderburk's actions, he has put CFCC at risk with SACS, the accreditation authority. SACS standard 4.2(b), if violated, can lead to the loss of accreditation and financial aid for the College. Mr. Funderburk's inappropriate action has already cost the College massive amounts of time and monies trying to defend the College from his actions and potential actions. These hours and dollars would have been much better spent in moving the College forward. My observation is, Mr. Funderburk has NO remorse for the potential damage he may have caused. He has done his mission of "being a pain in the butt"

Tonight, this board needs to resolve this issue with Mr. Funderburk. We are going to have to show SACS that we did indeed fix the problem with crossing the lines of standard 4.2(b) and

these violations will NOT continue. The only guaranteed way to do this is by removing Mr. Funderburk.

**CALL FOR VOTE**

A MOTION was made by Ms. Sewell and seconded by Mr. McLeod to vacate the position of Trustee Funderburk per NCGS 115D-19(a).

Bill Cherry- Yes  
Jason McLeod- Yes  
Zander Guy- Yes  
Bruce Moskowitz - Yes  
Robby Collins- Yes  
Ray Funderburk - No  
Lanny Wilson \_ Yes  
Deborah Maxwell - No  
Bruce Shell - Yes  
Deloris Rhodes - No  
Bill Rivenbark - Yes  
Paula Sewell- Yes  
Jonathan Barfield- No

The vote called with Mr. Funderburk, Ms. Rhodes, Ms. Maxwell and Mr. Barfield casting dissenting votes. The motion carried 9 for and 4 against. This satisfies NCGS 115D-19(a) of two thirds of the 13 trustees. The position has been deemed vacant, and the NHCS Board of Education will be informed.

Meeting Adjourned at 8:42pm.

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James P. Morton, President

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Michelle S. Lee, Recording Secretary

ND:4882-2374-4343, v. 1

## **INTRODUCTIONS AND RECOGNITIONS**

### **New Hires**

<b>Full Name</b>	<b>Job Title</b>	<b>Hire Date</b>
Bryant, Tarnesha	Environmental Tech, Downtown	01/17/2023
Brown, Theodore	EWD Law Enforcement Programs Coordinator	01/17/2023
Yates, Robert	Chief Engineer, Marine Operations	02/06/2023
Ayala, Christine	Records Specialist	02/06/2023
Hubler, Michele	Senior Assessment Retention Specialist, Basic Skills	02/06/2023
Spaulding, Justin	Accounts Payable Coordinator	02/20/2023
McLeod, Samantha	Academic & Career Readiness Transition Specialist	02/20/2023
Barker, Jessyca	Student Services Specialist-North campus	02/21/2023
Sutton, Patrice	Accounts Receivable Technician	02/27/2023
Gates, Jessica	Lead Teacher, Child Development Center	02/27/2023
Rivenbark, Alison	Sr. Executive Assistant to VP of Academic Affairs	03/01/2023
Prevatte, Allison	Instructor, ADN Level 1	03/06/2023

### **Changes**

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective Date</b>
Bell, Twyna	Instructor, Human Services Technology	Director, Upward Bound	01/16/2023
Smedley, Beth	Counselor	Director, Counseling	01/23/2023

### **Employees Leaving the College**

<b>Full Name</b>	<b>Job Title</b>	<b>Last Day</b>
Mann, Matthew	Program Director, Nuclear Technology	12/15/2023
Lee, DeMarrio	Career Liaison-Pender Co Schools	12/31/2022
Piatak, Jennifer	NC Works Career Coach	01/13/2023
Dick, Robin	Environmental Tech, Downtown	02/03/2023
Eakins, Emmett (Hunter)	Chief Engineer, Marine Operations	02/03/2023
Brown, Donald	Training Assistant EMS, EWD	02/10/2023

Jacobs, Jacqueline	Enrollment Specialist, EWD	02/10/2023
Whitehead, Sherrie	Instructor, Art	02/15/2023
Hise, Vikki	Accountant	02/16/2023
Payne, Terrance	Environmental Tech	02/16/2023
Howard, Delores	Environmental Tech	02/28/2023
Adamopoulos, Pallas	Business & Strategic Partnerships Coordinator (Wilson Center)	02/28/2023
Moore, Kourtney	Instructor, HSE/Basic Skills NHC Corrections	02/24/2023
Novak, Hannah	Administrative Assistant, Counseling	03/07/2023
Armia, Jina	Accounts Receivable Coordinator	03/08/2023

### **Retirements**

<b>Full Name</b>	<b>Job Title</b>	<b>Retirement Date</b>
Langdon, Ann	Testing Technician	03/01/2023
Hood, Debra	Lead Teacher, Child Development Center	03/01/2023



## **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 arrangements to do so. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <https://ethics.nc.gov/seis/regular-filers> Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7555 if you have any questions regarding this training.

### **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 17, 2023 and can be found at <https://ethics.nc.gov/seis/regular-filers>.

### **President's Evaluation**

The annual evaluation process has started and will conclude in April. If you have question or concerns, please contact Michelle Lee.

### **Board Self-Evaluation**

The annual Board Self Evaluation will be mailed with the President's Evaluation form. Please return this document in the same envelope as the President's Evaluation.

## **PRESIDENT'S REPORT**

### **SACSCOC Fifth Year Update**

CFCC has received a request for additional information contained in our SACS/COC Fifth Year Report. This information has been sent and should clarify any questions.

### **Meeting with Chancellor Volety**

Attended a meeting with UNCW Chancellor Volety on January 23 to discuss new initiatives between CFCC and UNCW.

### **Wilmington Housing Authority Discussion**

Met with Wilmington Housing Authority, developers Related Urban and TEDC ON January 24 to discuss the redevelopment of the Hillcrest neighborhood.

### **Chats with the President**

Continue to offer Chats with the President to give staff and faculty the opportunity to meet and talk with President Morton in a small group setting.

### **Donor Appreciation Event**

CFCC's Wilson Center held its Donor Appreciation Event February 2 at the Wilson Center.

### **Broadway for a Better World**

The Broadway for a Better World breakfast was held at the Wilson Center March 8.

### **Education Luncheon**

The Coach Bill Dooley Education Luncheon was held February 7 in Daniels Hall. The keynote speaker was ECU Coach Mike Houston.

### **Marketing & Community Relations Nomination**

The National Council for Marketing and Public Relations announced February 1 that CFCC is a finalist for a national award for Social Media Page. Winners will be announced March 31, 2023.

### **Alumni Reception**

CFCC's Alumni Association hosted an Alumni reception February 22 during the CFCC's men's and women's basketball games at the Schwartz Center.

### **Healthcare Career Fair**

CFCC hosted a Healthcare Career Fair February 28 in Daniels Hall. Novant was the premiere sponsor and there were multiple local providers that were available to talk to students as well as members of the public that are interested in pursuing careers in healthcare.

### **Black History Month**

CFCC held numerous Black History month events including a Black History month celebration on February 25 hosted by CFCC Athletics. Following men's and women's basketball games, there was a student art exhibition celebrating Black excellence and many more exhibits and black owned vendors that were displayed throughout the day.

### **R.A.D. Self-Defense Training**

CFCC is offering the R.A.D. (Rape Aggression Defense) self-defense program to the college's female employees. This program is being provided by the New Hanover County Sheriff's Office College Resource Unit. This is a world-renowned program that is offered at various colleges, municipal law enforcement agencies as well as other community organizations.

### **Pender County Schools Superintendent Meeting**

Hosted Pender County Schools Superintendent Dr. Breedlove and his team on February 27. The meeting was the first with Dr. Breedlove and focused on present and future collaborations between CFCC and Pender County Schools.

### **Golden LEAF Funding**

CFCC is a recipient of \$900,000 in Golden LEAF funding that will be used to expand electrical apprenticeship courses to an additional 99 juniors and seniors at four local high schools – Heidi Trask, Pender, New Hanover, and Ashley.

### **Leadership North Carolina**

Hosted Leadership North Carolina March 7-9 and spoke during the Duke Energy Economic Development Session, connecting the work at CFCC to our community's economic development.

### **CFCC Men's Basketball**

Congratulations to the CFCC's Men's Basketball team for advancing to the NJCAA (National Junior College Athletic Association) National Championships. The national tournament was held in Hutchinson, Texas.

### **New Hanover County Endowment Grant**

CFCC is a recipient of a \$250,000 grant from the New Hanover County Endowment. This grant will enhance CFCC's ability to support students pursuing careers in technical education and skilled trades who face financial challenges that prohibit them from completing their programs. The grant will support 333 students, each with an award of \$750. The award will help address the cost of registration fees, books, required tools, uniforms, materials, supplies, and credentialing exams. Eligible students must be New Hanover County residents, current CFCC students enrolled in a qualifying technical or trade program, and have completed a brief online application.

### **Military Friendly School**

CFCC has once again been designated as a Military Friendly school for 2023-2024 by VIQTORY, a service-disabled, veteran-owned business, that recognizes higher education institutions that provide the best opportunities for veterans and their families with the Military Friendly® Schools list. This year CFCC was ranked at Gold status, which is a higher rank than last year.

### **Drop-In Childcare Grant**

CFCC received a \$250,000 grant from the New Hanover County Endowment to go toward the development of a drop-in childcare. This will enable students that are in need of childcare to drop their children off here on campus while they attend classes.

**COMMITTEE REPORTS**

**FACILITIES & EQUIPMENT COMMITTEE**

**Wilson Center Multi-Purpose Addition**

<b>WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report</b>								
		<b>Encumbrances - Subtotals</b>						
<b>Item</b>	<b>Project</b>	<b>Design</b>	<b>Construction</b>	<b>Owner</b>	<b>Total Encumbrance</b>	<b>Budget</b>	<b>Remaining</b>	<b>Status</b>
1	WA Building - Wilson Center Multipurpose Addition	\$213,000.00	\$3,226,453.00	\$65,122.63	\$3,504,575.63	\$3,515,385.00	\$10,809.37	Construction

**S Building HVAC Renovation**

<b>S Building - HVAC Renovations IAQ Project PHASE 1 - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	S Building HVAC Retrofit Design/Build IAQ Project - Phase 1	\$112,000.00	\$1,357,650.00	\$30,350.00	\$1,500,000.00	\$1,500,000.00	\$0.00	Phase 1- 3rd floor nearing completion.

**L & T Buildings Roof Replacement**

<b>L&amp;T Buildings Roof Replacement Project - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L & T Buildings Roof Replacement	\$0.00	\$960,703.00	\$4,419.01	\$965,122.01	\$1,185,000.00	\$219,877.99	T Bldg Complete, L Building underway.

**319 N. 3<sup>rd</sup> Street**

## **L Building 2<sup>nd</sup> Floor Renovation**



## **G Building Renovation**

## **Potential Naming Opportunities**

**Real Estate**

# FINANCE COMMITTEE

## State Budget Revision

CAPE FEAR COMMUNITY COLLEGE							
State Budget Revision Report for Fiscal 2022 - 2023							
Allocation Description	July - Aug	Sept - Oct	Nov - Dec	Jan - Feb	Mar - Apr	May - June	YTD
Customized Training Allocation for Acme Smoked Fish Project							-
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							-
Customized Training Allocation for National Gypsum							-
Customized Training Allocation for CloudWyze	3,742	-					3,742
Customized Training Allocation for Vantaca	5,984	4,389		30,159			40,532
Customized Training Allocation for Edge-Works Manufacturing Company	4,752	171		550			5,473
Customized Training Allocation for Frontier Scientific Solutions		2,684					2,684
Customized Training Allocation for Polyhose				7,211			7,211
Career Counselors and Academic Advisors - COVID-19 Funds							-
Small Business Center Counseling - COVID-19 Funds							-
Virtual Student Tutoring - COVID-19 Funds							-
Quality Online Learning - COVID-19 Funds							-
Online Skills Labs - COVID-19 Funds							-
NC Career Coach Program		39,582					39,582
Golden LEAF Scholars Program		23,448					23,448
Title II Adult Education & Family Literacy Act (AEFLA) Federal Allocation		392,444					392,444
2021 - 2022 Carryover Allocation:		1,890,946					1,890,946
<i>Equipment</i>	1,209,506						
<i>Books</i>	72,408						
<i>Basic Skills Performance Based Funding</i>	6,539						
<i>Other Performance Based Funding</i>	602,493						
Personal Protective Equipment (PPE) & COVID-19 Testing							-
Support Online Testing - COVID-19 Funds							-
GEER Scholarship - COVID-19 Funds	1,747						1,747
Health Care & First Responder Equipment - COVID-19 Funds							-
Improving CTE (Perkins) Carry Over Funds			31,475				31,475
Longevity Allocation				498,928			498,928
Project Skill-Up (Tobacco Trust Funds)	100			(100)			-
Title II AEFLA State Leadership Funds - Promoting Innovation Initiative							-
Longleaf Commitment (Student Support Services - GEER Funds)	112,278						112,278
Longleaf Complete	1,272						1,272
Title II AEFLA Digital Literacy Training Pilot							-
Pandemic Bonus							-
Adult Learner Pilot Project - Carryforward to FY 22-23		13,967					13,967
Faculty Recruitment and Retention	440,352	39,417					479,769
Short-Term Workforce Development Grant - Carryforward to FY 22-23		3,343					3,343
Short-Term Workforce Development Grant		103,407					103,407
Summer Accelerator Grant Program	5,616						5,616
Expanding Community College Economic Impact Grant	99,819						99,819
Underserved Student Outreach and Advising Project (Longleaf Commitment)	141,826						141,826
Childcare Grant - Carryforward to FY 2022 - 2023		58,359					58,359
Unexpended Budget Stabilization - Carryforward to FY 22-23		691,798					691,798
Career Academies for At-Risk Students - Carryforward to FY 22-23		556,987					556,987
Finish Line Grants		103,162					103,162
Workforce Resilience Grant Program (GEER II)				172,069			172,069
<b>Total Additional Allocations</b>	<b>817,488</b>	<b>3,924,104</b>	<b>31,475</b>	<b>708,817</b>	<b>-</b>	<b>-</b>	<b>5,481,884</b>

**State Budget Summary**

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF FEBRUARY 2023					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	10,148,874.00	780,881.93	6,303,011.33	3,845,862.67	62.11%
Instruction - Curriculum	33,753,872.00	2,601,872.75	21,070,882.19	12,682,989.81	62.43%
Instruction - Non-Curriculum	6,600,036.00	554,980.43	4,080,535.65	2,519,500.35	61.83%
Academic Support	5,789,492.00	373,631.77	3,254,920.73	2,534,571.27	56.22%
Student Support	<u>5,435,675.00</u>	<u>400,799.19</u>	<u>3,207,013.90</u>	<u>2,228,661.10</u>	<u>59.00%</u>
Total: CURRENT EXPENSE	61,727,949.00	4,712,166.07	37,916,363.80	23,811,585.20	61.42%
Equipment	3,004,444.00	149,680.74	898,808.57	2,105,635.43	29.92%
Books	151,133.00	7,492.89	34,570.25	116,562.75	22.87%
Categorical Equipment	218,000.00	962.50	42,629.78	175,370.22	19.55%
Total: CAPITAL OUTLAY	3,373,577.00	158,136.13	976,008.60	2,397,568.40	28.93%
GRAND TOTAL	<u>65,101,526.00</u>	<u>4,870,302.20</u>	<u>38,892,372.40</u>	<u>26,209,153.60</u>	<u>59.74%</u>

## County Budget Summary

### NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

#### EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF **FEBRUARY 2023**

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,415,784.00	37,733.86	1,336,063.51	79,720.49	94.37%
Plant Operation	7,813,875.00	710,205.19	5,409,085.77	2,404,789.23	69.22%
Plant Maintenance	3,338,053.63	314,808.52	2,494,116.15	843,937.48	74.72%
Total: CURRENT EXPENSE	12,567,712.63	1,062,747.57	9,239,265.43	3,328,447.20	73.52%
Buildings & Grounds	1,900,000.00	42,480.00	268,264.72	1,631,735.28	14.12%
Equipment	187,000.00	2,026.00	168,323.68	18,676.32	90.01%
Total: CAPITAL OUTLAY	2,087,000.00	44,506.00	436,588.40	1,650,411.60	20.92%
GRAND TOTAL	<b>14,654,712.63</b>	<b>1,107,253.57</b>	<b>9,675,853.83</b>	<b>4,978,858.80</b>	<b>66.03%</b>

## Institutional Funds Update

<b>Cape Fear Community College</b>				
<b>Institutional Funds</b>				
<b>Year-to-Date Budget Report</b>				
<b>February 28, 2023</b>				
<b>Current Unrestricted Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Miscellaneous Current General	9,691,229.01	573,800.04	719,314.55	9,545,714.50
Collection Fee & Payment Plan Revenue	306,109.39	49,068.57	2,447.51	352,730.45
Self Supporting	572,875.05	206,302.63	187,354.32	591,823.36
Specific Fees	3,069,490.72	589,582.18	514,906.80	3,144,166.10
Patron Fees	827,429.39	191,028.08	56,335.16	962,122.31
Transcript Fees	213,506.17	20,244.11	47,252.94	186,497.34
Student Insurance	30,363.19	-	15,909.30	14,453.89
Finl Aid & Veteran's Coordinator Admin Fees	56,400.79	6,179.53	73.39	62,506.93
<b>Total Current Unrestricted Funds</b>	<b>14,767,403.71</b>	<b>1,636,205.14</b>	<b>1,543,593.97</b>	<b>14,860,014.88</b>
<b>Current Restricted Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Financial Aid Federal Awards	-	10,289,345.18	10,289,345.18	-
Wilson Center Funds	1,305,923.98	14,076.95	-	1,320,000.93
Wilson Center Maintenance Funds	291,122.00	-	291,122.00	-
Grants	270,421.68	3,694,364.17	3,207,099.00	757,686.85
Financial Aid State Awards	31,127.52	1,284,537.37	1,182,612.16	133,052.73
Financial Aid Administration	16,766.33	24,229.76	45.00	40,951.09
Scholarships	49,288.65	805,626.54	1,072,352.47	(217,437.28)
<b>Total Current Restricted Funds</b>	<b>1,964,650.16</b>	<b>16,112,179.97</b>	<b>16,042,575.81</b>	<b>2,034,254.32</b>
<b>Proprietary Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Live Projects incl Ships Special Project	(3,701.40)	9,000.00	5,104.69	193.91
Wireless Consortium	73,122.49	19,263.76	6,877.41	85,508.84
Humanities and Fine Arts Center	742,203.52	6,913,316.91	6,005,021.01	1,650,499.42
CFCC Bookstore	3,600,013.20	3,597,717.10	3,666,117.61	3,531,612.69
Daycare Center	137,685.22	472,263.07	494,073.23	115,875.06
Vending	199,933.40	29,750.33	(52.35)	229,736.08
Parking	3,025,967.42	720,045.01	988,012.09	2,758,000.34
Student Activity & Sea Devils Account	923,757.64	584,866.90	570,387.64	938,236.90
<b>Total Proprietary Funds</b>	<b>8,698,981.49</b>	<b>12,346,223.08</b>	<b>11,735,541.33</b>	<b>9,309,663.24</b>

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**President's Evaluation Policy**

**CAPE FEAR COMMUNITY COLLEGE**

**Board of Trustees Evaluation Policy**

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995

MOST RECENT REVISION: March 2021

**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 30<sup>th</sup>.

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. 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.

APPROVED BY:

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Date

## **Procurement Card Policy Revisions**

### **Introduction**

Cape Fear Community College (CFCC) has joined the North Carolina State Contract 946A VISA Procurement Card (P-Card) Program.

<https://ncadmin.nc.gov/documents/statetermcontracts/stc946a/946a-procurement-card>

The procurement card (P-Card) is a payment tool, which offers an expansion of the existing CFCC procurement processes. The Card will allow departments to make transactions without having to submit a requisition for the issuance of a purchase order or a check request. Having a P-Card is a privilege that comes with responsibilities. This manual will serve as your guideline when using your P-Card. Whenever in doubt, you should always call our office. We are here to assist and to ensure the success of the P-Card Program.

The intent of the procurement card program is to provide Cape Fear Community College and departments with a streamlined method of payment for department related supplies and/or services, thereby reducing the volume of individual check payments to vendors. It is intended to be used by authorized staff for authorized purchases. Please refer to the Cape Fear Community College website for College Policy and Procurement Purchasing Guidelines.

CFCC expects you to exercise the same good judgement in your purchases of supplies and services with CFCC's procurement card as you would with your own card. CFCC expects you to offer the same level of care and protection for the college procurement card as you would with your own credit card.

### **Definitions**

**Agency:** Cape Fear Community College

**Approvers:** The Individual who is responsible to coordinate/reconcile/and approve each transaction by the cardholder in their hierarchy. Must have easy accessibility to all transactions.

**HUB: Historically Underutilized Business Vendor:** A "preferred supplier" that CFCC Purchasing has authorized the cardholder to use in accordance with purchasing policies.

**Cardholder:** A faculty or staff person who has been issued a P-Card and is authorized by the college to make purchases for the college in accordance to CFCC purchasing guidelines.

**Supervisor/Account Manager:** The person responsible for approving the cardholder's purchases. This person may or may not be the cardholder.

**Statement of Account:** The monthly listing of all items purchased on a specific CFCC VISA P-Card. This statement must be reconciled with the P-Card Transaction Log.

**Single Transaction Limit (STL):** The dollar amount allowed for each single transaction.

### **Why Use the P-Card?**

Cape Fear Community College recognizes there are significant administrative costs associated with the End-to-End processing of the normal purchase order. Introducing layers of organization

increases costs to the process and, particularly in low-dollar purchases, frequently there is no attendant value added by more administrative layers.

The North Carolina State Contract 946A Procurement Card Program is designed to streamline these processes. This program is designed to reduce paperwork and handling costs. By using this [procedure the program, the](#) traditional requisition - pricing inquiry - order placement - delivery of goods - invoice - voucher review and payment cycle is greatly reduced.

Potential benefits to CFCC include:

- Significant reduction in the number of low-value transactions handled by the Purchasing and Accounts Payable departments.
- Substantially reduce acquisition cycle time for users.
- Higher levels of user satisfaction.
- Improves relations with vendors--they receive payment within 3 days.
- Provides CFCC with a rebate incentive providing all payments for purchases are made in full within the monthly grace period.
- Integrate card spending data into accounting and information system
- Minimize card misuses and fraud with account level authorization controls
- Obtain better data on employee purchases
- Improve employee convenience

### **Requesting a Card**

- All full-time college employees, excluding temporary employees, designated by their supervisor, may be permitted to apply for a Procurement Card via e-form in SoftDocs.
- WORKS and procedure training [isare](#) required for all new cardholders and approvers.
- Each P-Card is uniquely assigned to an employee using CFCC funds and is tied to a specific funding source.
- The Purchasing Dept will notify the cardholder when the card has been received to set up training.
- A CFCC P-Card is not tied to an individual's personal credit line.

### **Activating the Card**

- The card must be activated by the cardholder using the 1-800 number on the card. The cardholder will be prompted to provide his/her credit card number and any personal information that was included on the P-Card application form.
- It is good business practice Cardholders to sign the back of your P-Card.
- Lost or Stolen Cards: cardholders should immediately notify Bank of America (24hr Customer Service Line: 1-888-449-2273) and the Purchasing Dept/P-card Administrator.

### **Training**

All cardholders are required to attend a training session on the use of the card. Additional training sessions may be required by the CFCC P-Card Administrator if an audit reveals that unauthorized purchases have been made and/or updates deemed necessary.

### **Separation from Cape Fear Community College**

Upon retirement or resignation, the cardholder will return the P-Card to Human Resources. Human Resources will return cards to the P-Card Administrator. P-Card Administrator will work with the cardholder's department to assure that any changes in personnel will not disrupt the purchase of goods.

### **Spending Limits (Credit & Single Transaction)**

The current single transaction limit (STL) for all CFCC cardholders is \$5,000. Monthly credit limits are determined by a cardholder's supervisor and budget needs. Cardholders may request permanent monthly spending/credit limit increases with supervisor approval via email to the P-card Administrator. In addition, cardholders may request temporary single transaction limit (STL) increases by submitting a request to the P-Card Administrator via email. The CFCC Business Office is approved for a \$25,000 single transaction limits ~~over \$5k~~ by State Purchase & Contract. If a cardholder requires a STL that exceeds \$5k, they can contact the P-card Administrator for review & a temporary STL increase or the P-card Administrator may purchase on their behalf if necessary. State Purchase and Contract must approve all single transaction increases that exceed \$25k, so please allow 48-hour notice for STL requests.

### **HUB Reporting**

Bank of America will furnish CFCC a quarterly report of HUB (Historically Underutilized Businesses) vendors. The P-Card Administrator will periodically furnish a list of HUB Vendors to all P-Card users to increase participation with these vendors.

### **Authorized Use**

*The P-Card is designed for repetitive small or large commodity type purchases.*

1. The North Carolina Administrative Code [01 NCAC 05B. 1523](#) governs the P-Card Rules. As per memorandum from Division of Purchase and Contract dated ~~May 15, 2018~~ [June 17, 2022](#), the per-transaction limit shall be \$25,000 for general purchases and ~~\$25,000~~ for all travel related purchases

(including airfare, hotel/lodging, and transportation/rental cars) including current NC sales tax and applicable freight.

2. The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax exempt. **(CFCC is not Tax-Exempt).**
3. The cardholder strives to obtain the best value for the College by using “preferred suppliers” as identified by CFCC Purchasing.
4. The cardholder will comply with all State Purchase and Contract guidelines set forth in the CFCC Purchasing Procedures Manual.
5. The cardholder will seek and use HUB vendors in accordance with the CFCC HUB Plan which is available for review.
6. Prior to use, the cardholder will check budget and will not “over spend” budget availability. The monthly spending limit on your P-card is not a reflection of your actual budget.
7. Emergency situations (as defined by [01 NCAC 05B. 1601](#) or Governor’s declaration), shall be approved by the P-Card Administrator or Director of Purchasing and Inventory.
8. Equipment repairs must be reported to the Equipment Inventory Coordinator, if equipment is removed from campus to have work completed so notation can be made in Colleague.
9. Institutional memberships may be paid using the P-card. Memberships are for CFCC and must be transferable if the employee leaves the College. Individual memberships **may not** be paid using the P-Card.
10. Meals associated with meetings and/or visitors.
11. Payment of seminar, conference registration, airline tickets, shuttle, taxi services, hotel, and parking fees. A CFCC Travel Request must have been completed and approved prior to these charges being made. See note below.

**\*\*\* NOTE \*\*\***

Documentation that Registration fee will be paid with P-Card must be included with travel request. Travel should be approved prior to registration fee being paid with P-Card. Purchasing will not be responsible for verifying. It is the responsibility of the cardholder to ensure this happens.

**Unauthorized Use**

1. Splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. Backorders are not allowed.

3. Cash advances, ~~alcoholic beverages~~, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.

~~3.4.~~ Alcoholic beverages unless it is for classroom instruction, culinary events, or the Wilson Center.

~~4.5.~~ Gift Cards/Debit Cards (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee's W-2 earnings as taxable income.) Gift cards for students purchased by the Foundation are an exception.

~~5.6.~~ Laptops or tablets of any dollar value.

~~6.7.~~ Furniture purchases of any dollar value.

~~7.8.~~ Equipment purchases of any dollar value.

~~8.9.~~ Adobe (software or related) purchases. These requests are to be made through the E- Procurement system.

~~9.10.~~ Meals (travel related) are not allowed since the State provide a Subsistence Rate. This rate is an allowance related to meal costs (including gratuities). Travel related meals are allowed if it is an approved function for Cape Fear Community College students or athletes. **Exceptions: registration fees for conferences and seminars.**

~~10.11.~~ Gasoline for personally owned, ~~college owned or rented~~ vehicles. Gasoline for college-owned, leased and/or rented vehicles are exceptions.

~~11.12.~~ Contractual services (PSA or Performance Agreements) should not be paid with the CFCC VISA P-Card since Cape Fear Community College is legally responsible for reporting this income to the federal and state government.

~~12.13.~~ No merchandise shall be shipped to the cardholder's residence (Ship to Downtown or North Campus only).

**\*\*\*NOTE\*\*\***

**When uncertain if a purchase should be made with a P-Card, contact the Procurement Office. Expedited purchases shall be made by the Equipment Inventory Coordinator only.**

**Policy Enforcement**

The delegation of authority to purchase goods using the card is a privilege that automatically ceases upon separation from the college or upon reassignment to another department. The authority to enforce this policy lies with the P-Card Administrator and the business office.

**Cause for Employee Suspension/Termination**

Fraudulent or willful misuse of the card, including willful use of the card to make personal purchases even if you intend to reimburse the college, will result in notification of administration, disciplinary action/card withdrawal, up to and including termination of employment.

### Cause to Suspend or Revoke Individual Card Privileges

- Willful misuse of card, or inappropriate expenditures
- Charges for non-approved travel
- Delinquent receipts
- Splitting transactions to circumvent transaction limits
- Exceeding appropriate funds available
- Noncompliance with state contracts
- Failure to comply with the Single Transaction Limit levels SHALL result in the immediate temporary/permanent suspension of the cardholder's purchasing card by Purchase and Contract for a minimum period of thirty (30) days.

### Reinstatement of Cards

All delinquent reports must be turned into **P-Card Administrator** before consideration can be given to reinstate the account.

A memo from the department head needs to be submitted explaining the reason for the discrepancy, which caused the cancellation and steps to prevent it from happening in the future.

All accounts, regardless, will be required to wait at least one week from receipt of a completed reconciliation report and memo for the account to be reinstated.

### Resources

- Historically Underutilized Business Report (Quarterly):  
<https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub>
- 1. • HUB Vendor Search: <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>
- Purchasing Flexibility Report (Annually – Due Feb 1)
- EO50 Reports (As required) <https://files.nc.gov/ncdoa/documents/files/EO50.pdf>
- EO143 (Monthly on the 1<sup>st</sup>) <https://governor.nc.gov/documents/executive-order-no-143>
- NC Community College System: <https://www.nccommunitycolleges.edu/>
- NCCCS Purchasing Manual:  
[https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/finance-operations/ncccs\\_purchasing\\_equipment\\_procedures\\_manual\\_6-2020\\_revision\\_09-29-2021.pdf](https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/finance-operations/ncccs_purchasing_equipment_procedures_manual_6-2020_revision_09-29-2021.pdf)
- NCCCS Agency Specific Term Contracts:  
<https://www.nccommunitycolleges.edu/finance-operations/purchasing>
- NC Dept of Administration: <https://ncadmin.nc.gov/>
- NC Purchase & Contract: <https://ncadmin.nc.gov/about-doa/divisions/purchase-and-contract>
- NC Procurement Rules & Manuals:  
<https://ncadmin.nc.gov/government/procurement/procurement-rules>
- NC DIT Procurement: <https://it.nc.gov/resources/statewide-it-procurement-office>
- —CFCC Purchasing Manual: <http://intranet.ad.cfcc.edu/departments/purchasing/>

## **SGA REPORT**

Firstly, I would like to say welcome back to students and faculty after a long-needed break from this semester. It is good to be back for another meeting as Cape Fear's student government association body president. Student clubs and organizations have been very busy this semester.

March kicks off women's month! Next week is our SGA Blood Drive (March 22). We would love to have your blood. Our goal is 35 units. Please consider donating as there are a few spots open. In addition, Phi Theta Kappa (PTK) is representing Cape Fear at their upcoming regional conference. Induction ceremonies are also being held for new members. Also, our student body leadership is committed to addressing mental health issues. A recent survey from the state office indicated 60% of students surveyed expressed some significant mental health issues. We plan to hold events promoting mental health awareness and highlighting the services that CFCC can provide to students.

Cape Fear Clubs also report successful initiatives and community events. The Marine Tech Club recently hosted a clean-up at Greenfield Lake and have celebrated this semester's first cruise back aboard the RV Hatteras. In addition, the Art Club students had a mural installed in Castle Hayne while the Esports Club will be competing in a competition at the end of this month. And finally, the Latin Dance Club will be hosting a dance night at CFCC March 18. Any dancers here? Come join us.

We appreciate the positive and constructive feedback from the students at Cape Fear. We are grateful to serve and look forward to more successful events and activities. That being said, this concludes the Student Government Association report. If you have any additional questions or concerns or want to chat, please don't hesitate to speak!



## **FACULTY ASSOCIATION REPORT**

The CFCC Faculty Association held its first and second regular meetings of the Spring 2023 semester on January 30 and March 20. There were over 30 faculty members in attendance, both in person and virtually, at the January 30 meeting. The March 20 meeting had strong attendance as well.

The Faculty Association officers also met with the CFCC Executive Team on February 10.

Finally, the Faculty Association has requested nominations for the offices of the Faculty Association president and divisional representatives. The election process for these positions will be completed by the end of the Spring 2023 semester.

## **FOUNDATION REPORT**

Year-to-Date revenue is \$1,941,389.08 – *report as of 03/13/23*

### **Notable Giving:**

- \$50,000 was received from Dan Saklad to support nursing scholarships
- \$29,800 received from Doug Fox to establish the Captain Joseph C. Fox Outboard Systems endowed scholarship.
- \$25,000 received from Jack and Pam Fuller to support CFCC's Broadway for a Better World program.
- \$20,000 from an anonymous donor to support the student emergency fund.
- \$10,500 from James and Sylvia McNally to add to their existing endowed scholarship supporting students in Nursing, Accounting, Plumbing, HVAC, and Electrical programs.

### **Events and Accomplishments:**

- The scholarship cycle for the upcoming academic year opened on March 1 and will accept application until the end of May.
- The Foundation staff is reconciling the scholarship database with the signed scholarship agreements that we have on file (over 500 annual and endowed programs). The project will be completed by June 1, in time to award the scholarships for the 2023-24 academic year.
- Over \$40,000 was raised on March 8 at the Broadway for a Better World event at the Wilson Center.
- Veterinary Technology Program Gathering to support student vaccine costs on April 20, 2023 at 6:00pm
- Nursing Program Gathering to support nursing scholarships on April 27, 2023 at 5:30pm.

**ANNOUNCEMENTS**

**DATE OF NEXT MEETING – May 18, 2023**