

**AGENDA**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**MAY 18, 2023**  
**5:00 PM**

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Oath of Office for Appointed and Reappointed Trustees
- IV. Approval of Minutes March 23, 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 – July 20, 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.

**OATH OF OFFICE FOR APPOINTED AND REAPPOINTED TRUSTEES**

## MINUTES

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

Following proper public notifications on March 21, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, March 23, 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. A.D. “Zander” Guy; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Paula Sewell and Mr. Lanny Wilson. Trustees not present: Trustees not present were: Mr. Bruce Shell and Mr. James Nicholas, SGA President.

Employees present were: Mr. James Morton, President; 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; 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; Ms. Christina Hallingse, Director of Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Mr. Theodore Brown, Law Enforcement Programs Coordinator; and other employees (see below).

Others present were: Ms. Kim Carr, Reporter, WHQR  
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. Barfield and seconded by Mr. Rivenbark to approve the January 19, 2023, minutes as presented. Motion carried unanimously.

A MOTION was made by Mr. McLeod and seconded by Ms. Sewell to approve the March 8, 2023, minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

### **New Hires**

There were no new employees present.

## **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 910-362-7777 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**

President Morton reviewed the following report and commented that enrollment continues to increase.

### **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 and setup a regular meeting for pathways.

### **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.

### **CFCC Salary Ranking in State**

President Morton stated that the College continues to work on increasing faculty and staff salaries. He reported the following on faculty and staff rankings within the 58 community colleges.

In 2017, faculty ranked 25<sup>th</sup> in the state, last year they moved to 20<sup>th</sup>, and this year faculty are ranked 16<sup>th</sup> in the state.

In 2017, staff ranked 45<sup>th</sup> in the state, last year staff ranked 42<sup>nd</sup>, and this year staff are ranked 30<sup>th</sup> in the state.

The College will continue to look for efficiencies in order to increase the salaries of our faculty and staff.

Mr. Barfield stated that CFCC received \$500,000 in grant money from the New Hanover county Endowment. He praised the college on applying for these grants and encouraged them to continue applying.

**COMMITTEE REPORTS**

**FACILITIES & EQUIPMENT COMMITTEE**

Mr. Rivenbark reviewed the following information.

**Wilson Center Multipurpose Addition**

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

**We received a notice to proceed on April 10.**

**S Building HVAC Renovation**

S Building - HVAC Renovations IAQ Project PHASE 1 - Status Summary Report								
		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.

**3-1 Capital Improvement Project Approval – L & T Buildings Roof Replacement**

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – L & T Buildings Roof Replacement in the amount of \$1,185,000. Motion carried unanimously.

L&T Buildings Roof Replacement Project - Status Summary Report								
		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.

**3-1 Capital Improvement Project Approval – 319 N. 3<sup>rd</sup> Street**

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – N. 3<sup>rd</sup> Street in the amount of \$1,999,923 contingent upon closing. Motion carried unanimously.



### **3-1 Capital Improvement Project Approval – L Building 2<sup>nd</sup> Floor Renovation**

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – L Building 2<sup>nd</sup> Floor Renovation in the amount of \$2,899,985. Motion carried unanimously.

### **3-1 Capital Improvement Project Approval – G Building Renovation**

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – G Building Renovation in the amount of \$1,900,000. Motion carried unanimously.

### **Naming Opportunities**

A motion was made by Collins and seconded by Guy to go into closed session per NCGS 143.318.11(a)(2) to discuss potential naming opportunities and NCGS 143.318.11(a)5 for real estate. Motion carried unanimously.

The board returned to open session.

A MOTION was made by Mr. Guy and seconded by Ms. Sewell to approve the naming of the 1<sup>st</sup> Floor Classroom Hallway, Wilson Center in recognition of Elaine and Jim Hynes for the amount of \$100,000. Motion carried unanimously.

A MOTION was made by Mr. McLeod and seconded by Ms. Maxwell to approve the naming of the Schwartz Center Exterior Signage in recognition of Fred, Nancy, and Max Erick Gainer for the amount of \$50,000. Motion carried unanimously.

### **FINANCE COMMITTEE**

President Morton reviewed the following information.

#### **State Budget Revision**

A MOTION was made by Mr. Moskowitz and seconded by Mr. Guy to approve the State Budget Revision for an increase of \$708,817. Motion carried unanimously.

#### **State Budget Summary**

The State Budget Summary reported 61.42 percent of the budget has been expended as of February 2023.

#### **County Budget Summary**

The County Budget Summary reported 73.52 percent of the budget had been expended as of February 2023.

#### **Institutional Funds Update**

Mr. Morton reviewed the February, 2023 report. No items were of concern.

Mr. Rivenbark stated that he believes the College has done a great job with taking care of building maintenance and repairs. He reiterated that it is the county commissioner's responsibility

to provide funding for repairs and maintenance. Mr. Barfield agreed that it is easier to come up with some money yearly than to wait until buildings are needing major renovations all at one time.

## **ADMINISTRATIVE AND PERSONNEL COMMITTEE**

### **President's Evaluation Policy**

A MOTION from the Administrative & Personnel Committee recommends approval of the President/CEO Performance Evaluation as presented. Motion carried unanimously.

## **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**

A MOTION from the Administrative & Personnel Committee recommends approval of the Procurement Card Policy revisions as presented. Motion carried unanimously.

**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>
- 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**

Mr. Nicholas submitted the following 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**

Dr. Eric Brandon presented the following 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**

Mr. Fernando presented the following 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**

#### **Commencement**

Commencement will be held on May 12, 2023, with a 9am and 12pm ceremony.

#### **DATE OF NEXT MEETING – MAY 18, 2023**

Meeting adjourned at 6:00 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

/ml

## **INTRODUCTIONS AND RECOGNITIONS**

### **New Hires**

<b>Full Name</b>	<b>Job Title</b>	<b>Hire Date</b>
McNamara, David	NC Works Career Coach	03/20/2023
Moxley, Sarah Grace	Career Liaison - PCS (Career Academy Grant)	03/20/2023
Bunting, Melissa	Environmental Tech Downtown	04/03/2023
McSweeney, Tara	EWD Enrollment Specialist, Academic & Career Readiness	04/03/2023
Ritchie, Sophie	NC Works Career Coach	04/03/2023
Johnson, Ty'Reonia	Environmental Tech Downtown	04/04/2023
Furfaro, Guy	Environmental Tech Downtown	04/10/2023
Crouch, Logan	Administrative Assistant - Career & Technical Education	04/10/2023
Yanes-Perez, Mirna	Environmental Tech 2nd Shift	04/10/2023
Hall Jr., Bruce	Environmental Tech. 2 <sup>nd</sup> Shift Downtown	04/17/2023
Berlin, Rita	Administrative Assistant, Counseling	04/24/2023
Wilson, Melanie	Bookstore Cashier, North Campus	05/01/2023
McGonagle, Kathryn	Coordinator, Admissions & Testing Services	05/01/2023
Nguyen, Kayla	Coordinator, Financial Aid	05/01/2023
Kellough, Susan	Lead Instructor, Emergency Medical Science (CE)	05/15/2023
Smillie, Stephanie	Senior Administrative Assistant, Health & Human Services	05/15/2023
Hunt, Courtney	Admissions Records Specialist	05/15/2023

### **Changes**

<b>Full Name</b>	<b>Job Title</b>	<b>Hire Date</b>
Todd-Williams, Taylor	NC Works Student Life Coordinator Coach	04/03/2023
Richardson, Emilie	Accounts Receivable Coordinator	04/03/2023
Lee, Jonathan	Instructor, Information Technology	05/15/2023

### **Employees Leaving the College**

<b>Full Name</b>	<b>Job Title</b>	<b>Last Day</b>
Bell, Twyna	Director of Upward Bound	04/04/2023
Malone, Christopher	Environmental Tech	04/06/2023
Andrews-Bryant, Tremayne	Student Recruiting & Enrollment Specialist	04/14/2023
Cruz, Maritza	Student Record Specialist	04/21/2023
Riepe-Strickland, Elizabeth	Director, HR	04/21/2023
Durham, Samuel	EWD Instructor, Electricity/Electronics NHCCF	04/27/2023
Nguyen, Kayla	Coordinator, Financial Aid	05/10/2023
Hickey, Leigh	Environmental Tech Downtown	05/12/2023
Jennette, Jason	Instructor, Information Technology	05/12/2023
Hardison, Jessica	Help Desk Technician	05/12/2023

### **Retirements**

No Retirees

## **CHAIR'S REPORT**

### **Appointments and Reappointments**

Congratulations to Dr. Marc Sosne who was appointed to the Board of Trustees by the New Hanover County Board of Education. Dr. Sosne will serve from 2023-2026.

Congratulations to Mr. Bruce Shell who was reappointed by the New Hanover County Board of Education. Mr. Shell will serve from 2023-2027.

### **Nominating Committee**

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 20 meeting.

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary.

### **Graduation**

Summer Graduation will be held Friday, August 4, 2023. A determination will be made if there is a need for two ceremonies. Details will be announced soon.

Thank you to all Trustees that attended the Commencement ceremony on May 12. It was a great day for Trustees, faculty, staff, and especially our students.

## **PRESIDENT'S REPORT**

### **Lumina Foundation Visit**

The Lumina Foundation visited CFCC's Downtown and North campuses March 27-29. This visit was part of a community college spotlight project that launched this year. The project involved a small team from Lumina along with a small production crew to capture video and interviews at CFCC. They wanted to highlight what truly makes CFCC special, interesting programs, people, and places within the college. CFCC was also invited to speak on a panel in Washington, D.C. **It is important to note that CFCC was one of 4 colleges and universities in the United States featured.**

### **Legislative Day**

Attended Community College Legislative Day in Raleigh with BOT Chair, Bill Cherry on March 29 to speak to Legislators about CFCC's accomplishments and needs.

### **Montford Point Marines Event**

CFCC hosted a presentation March 29 by the Montford Point Marines Museum that included a movie and a discussion led by a 95 years-old Montford Point Marine veteran, about the history of the first Black United States Marines.

### **CFCC Employee Spring Wellness Fairs**

CFCC held Wellness Fairs for employees and staff at the Downtown campus on April 3 and at the North campus on April 20. The fairs presented a variety of vendors offering health and wellness services, products, and information.

### **Meeting with NHCS**

Met with Dr. Faison from New Hanover County Schools on April 3 to discuss the collaboration between CFCC and New Hanover High School for the CNA nursing program.

### **CFCC Annual Athletic Banquet**

CFCC's Annual Athletic Banquet was held April 4 in Daniels Hall to celebrate the achievements of CFCC's athletes.

### **Tabletop Emergency Management Discussion**

Held a Tabletop Emergency Management discussion with CFCC senior staff and the New Hanover County Sheriff's Office to discuss potential campus emergencies and set plans into place within each area of the college.

### **Southeast Region Federal Construction, Infrastructure and Environmental Summit**

Attended and spoke at the SE Region Federal Construction, Infrastructure and Environmental Summit held at the Wilmington Convention Center April 13.

### **Student Recognition Ceremony**

CFCC's Student Recognition ceremony was held April 18 in Daniels Hall. This annual event recognizes many students for their hard work and achievements.



### **CFCC Open Houses**

CFCC's North and Downtown campuses hosted open houses April 19 and 25. Both were very well attended with 120 visitors at the North campus and 292 at the Downtown campus.

### **Veterinary Medical Technology Fundraising Event**

A fundraising event for Veterinary Medical Technology students was held April 20 at the North Campus. Proceeds from this event will support our Veterinary Medical Technology students, primarily underwriting their rabies vaccination fees which is an additional cost to the students, as it is not covered by medical insurance.

### **Nursing Program Fundraising Event**

CFCC hosted a fundraising event April 27 to raise money for nursing scholarships. The goal was met and exceeded by raising over \$1 million. This amount will provide an additional 52 nursing scholarships for our students, bringing the total number of nursing scholarships to approximately 130 per year.

### **Commencement and Pinning Ceremonies**

Two Commencement ceremonies were held May 12 at the Wilson Center. Multiple pinning ceremonies have been held throughout the first two weeks of May. Thank you to our Trustees for attending these events and for your support of CFCC.

### **CFCC and UNCW Partnership**

Cape Fear Community College has partnered with the University of North Carolina at Wilmington to create a transfer opportunity for students wishing to pursue a bachelor's degree in Oceanography. Students who have successfully completed an Associate in Applied Science degree in Marine Technology and meet admission requirements of UNC Wilmington's Bachelor of Science program will be admitted, giving the students a straightforward pathway to completing a bachelor's degree.

### **Cosmetology Conference**

CFCC hosted the NC Community College Instructors Association for Cosmetology Conference on March 27 in Daniels Hall.

### **Meeting with MyFutureNC**

Met with the MyFutureNC President and CEO, Cecilia Holden, to discuss various educational programs as well as the "2 Million Credentialed by 2030" initiative. Attended a follow-up meeting with Toni Blount, Regional Impact Manager for myFutureNC, for further discussion.

### **New Hanover County Partnership Initiative Meeting**

Met with Mr. Rashad Gattison, Port City United Director, to discuss a partnership between CFCC and New Hanover County to promote an initiative that will support individuals with barriers to completing training and education.

### **Welcome Home Angel Project**

Interior Design students partnered with Welcome Home Angel to assist two families whose children have life-altering conditions. The students implemented and installed designs for enjoyable and functional spaces for the children within their homes.

### **Dental Hygiene Students**

Second year CFCC Dental Hygiene students provided oral health presentations to over 2700 students that included Pre-K through transition programs for young adults from 20 New Hanover County schools. Dental Hygiene students were able to give out dental kits with toothbrushes and toothpaste that were donated by Colgate and the American Dental Association.

### **Small Business Summit**

CFCC's Small Business Center is hosting the inaugural Small Business Summit on May 20 in Daniels Hall. This one-day event is designed to provide local entrepreneurs and small business owners with valuable resources, networking opportunities, and expert advice.

### **Marine Career Day**

CFCC hosted a Marine Career Day on May 1 at the Downtown campus. This event allowed students and the public to explore many career paths available in the marine industry while learning about the Marine Technology, Outboard Motors, and Boat Building programs.

### **Nursing Accreditation**

CFCC's Associate Degree Nursing program has been reaccredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN noted that the program's success rate has consistently exceeded state and national averages. Thank you to the ADN team for their hard work to achieve this accreditation.

**COMMITTEE REPORTS**

**FACILITIES & EQUIPMENT COMMITTEE**

**New Hanover County Capital Outlay**

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 8,353.39	\$ 762,320.39	\$ 935,800.00	\$ 173,479.61	Construction - complete 8/23
2	N Building Roof & Lab Hood Exhaust Fan Replacement	\$ 39,062.00	\$ 361,701.80	\$ 1,236.20	\$ 402,000.00	\$ 402,000.00	\$ -	Bid Date moved to 5/23/23
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
6	Marine Tech S209 Upgrades	\$ -	\$ 40,500.00	\$ 13,870.85	\$ 54,370.85	\$ 67,000.00	\$ 12,629.15	Construction - complete 7/23
<b>Category Totals</b>						<b>\$ 1,819,800.00</b>	<b>\$ 71,851.76</b>	

**Wilson Center Multipurpose 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	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	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 complete, 6th floor starting 5/11/2023 to complete by July 2023

**L Building 2nd Floor Renovation**

<b>L Building 2nd Floor Interior Renovation - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$240,951.00	\$2,506,119.00	\$152,915.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Library design consulting complete June 15, 2023, Architect solicitations due 5/11/2023.

**G Building Renovation**

<b>G Building Renovation - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,781,725.00	\$68,075.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Construction Document Modifications due late May 2023

## **Potential Naming Opportunities**



## **FINANCE COMMITTEE**

### **Write-off Uncollectible Debt**

The College rigorously pursues the collection of outstanding student debts throughout the academic year. The collection process includes contacting the students followed by reporting their debt to a collection agency and the NC Department of Revenue. When these efforts fail and the final notification is received from the collection agency, the student debts are deemed uncollectible. As of today, the total uncollectible student debt is \$ 25,854.83.

## 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	3,500		44,032
Customized Training Allocation for Edge-Works Manufacturing Company	4,752	171		550	6,600		12,073
Customized Training Allocation for Frontier Scientific Solutions		2,684					2,684
Customized Training Allocation for Polyhose				7,211	16,210		23,421
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			34,592		514,361
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				80,714		86,330
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
Construction Training Building Careers (Construction Academies)					35,000		35,000
Enrollment Growth Reserve					20,818		20,818
<b>Total Additional Allocations</b>	<b>817,488</b>	<b>3,924,104</b>	<b>31,475</b>	<b>708,817</b>	<b>197,434</b>	<b>-</b>	<b>5,679,318</b>

**State Budget Summary**

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF APRIL 2023					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 10,190,162.00	1,023,885.74	\$ 8,519,021.99	\$ 1,671,140.01	83.60%
Instruction - Curriculum	33,997,666.00	3,173,622.22	26,948,872.47	\$ 7,048,793.53	79.27%
Instruction - Non-Curriculum	6,392,450.00	624,013.09	5,353,006.48	\$ 1,039,443.52	83.74%
Academic Support	5,820,495.00	512,023.22	4,170,520.74	\$ 1,649,974.26	71.65%
Student Support	<u>5,516,389.00</u>	<u>515,049.23</u>	<u>4,258,416.57</u>	<u>\$ 1,257,972.43</u>	<u>77.20%</u>
Total: CURRENT EXPENSE	61,917,162.00	5,848,593.50	49,249,838.25	12,667,323.75	79.54%
Equipment	3,004,444.00	609,907.96	1,592,951.05	1,411,492.95	53.02%
Books	151,133.00	1,938.23	52,532.68	98,600.32	34.76%
Categorical Equipment	226,221.00	75,228.20	133,554.88	92,666.12	59.04%
Total: CAPITAL OUTLAY	3,381,798.00	687,074.39	1,779,038.61	1,602,759.39	52.61%
GRAND TOTAL	<u>\$ 65,298,960.00</u>	<u>\$ 6,535,667.89</u>	<u>\$ 51,028,876.86</u>	<u>\$ 14,270,083.14</u>	<u>78.15%</u>


## County Budget Summary

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

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

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,537,784.00	42,238.01	1,416,342.41	121,441.59	92.10%
Plant Operation	8,007,023.00	734,484.49	6,838,209.35	1,168,813.65	85.40%
Plant Maintenance	3,613,834.00	227,066.07	2,996,702.30	617,131.70	82.92%
Total: CURRENT EXPENSE	13,158,641.00	1,003,788.57	11,251,254.06	1,907,386.94	85.50%
Buildings & Grounds	1,900,000.00	37,467.30	343,780.97	1,556,219.03	18.09%
Equipment	187,000.00	0.00	168,323.68	18,676.32	90.01%
Total: CAPITAL OUTLAY	2,087,000.00	37,467.30	512,104.65	1,574,895.35	24.54%
<b>GRAND TOTAL</b>	<b>15,245,641.00</b>	<b>1,041,255.87</b>	<b>11,763,358.71</b>	<b>3,482,282.29</b>	<b>77.16%</b>

## Institutional Funds Update

<b>Cape Fear Community College</b> <b>Institutional Funds</b> <b>Year-to-Date Budget Report</b> <b>April 30, 2023</b>				
				
<b>Current Unrestricted Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Miscellaneous Current General	9,691,229.01	880,236.85	928,238.40	9,643,227.46
Collection Fee & Payment Plan Revenue	306,109.39	73,782.48	2,554.15	377,337.72
Self Supporting	572,875.05	243,182.57	235,991.39	580,066.23
Specific Fees	3,069,490.72	693,550.97	479,962.24	3,283,079.45
Patron Fees	827,429.39	226,545.64	87,578.12	966,396.91
Transcript Fees	213,506.17	24,513.11	47,569.18	190,450.10
Student Insurance	30,363.19	-	15,899.32	14,463.87
Finl Aid & Veteran's Coordinator Admin Fees	56,400.79	20,436.16	176.79	76,660.16
<b>Total Current Unrestricted Funds</b>	<b>14,767,403.71</b>	<b>2,162,247.78</b>	<b>1,797,969.59</b>	<b>15,131,681.90</b>
<b>Current Restricted Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Financial Aid Federal Awards	-	10,775,156.45	10,775,156.45	-
Wilson Center Funds	1,305,923.98	20,735.46	-	1,326,659.44
Wilson Center Maintenance Funds	291,122.00	-	291,122.00	-
Grants	270,421.68	4,921,244.74	4,761,086.95	430,579.47
Financial Aid State Awards	31,127.52	1,299,173.53	1,272,982.81	57,318.24
Financial Aid Administration	16,766.33	48,564.78	70.00	65,261.11
Scholarships	49,288.65	808,817.41	1,115,380.34	(257,274.28)
<b>Total Current Restricted Funds</b>	<b>1,964,650.16</b>	<b>17,873,692.37</b>	<b>18,215,798.55</b>	<b>1,622,543.98</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	7,544.80	(2,246.20)
Wireless Consortium	73,122.49	24,079.70	6,877.41	90,324.78
Humanities and Fine Arts Center	742,203.52	7,385,047.51	7,484,569.25	642,681.78
CFCC Bookstore	3,600,013.20	3,953,141.77	3,998,843.41	3,554,311.56
Daycare Center	137,685.22	616,118.62	618,390.12	135,413.72
Vending	199,933.40	39,766.43	(52.35)	239,752.18
Parking	3,025,967.42	808,303.45	756,692.67	3,077,578.20
Student Activity & Sea Devils Account	923,757.64	656,554.94	698,242.98	882,069.60
<b>Total Proprietary Funds</b>	<b>8,698,981.49</b>	<b>13,492,012.42</b>	<b>13,571,108.29</b>	<b>8,619,885.62</b>

## **ADMINISTRATIVE AND PERSONNEL COMMITTEE**

### **STUDENT HANDBOOK POLICY REVISIONS**

#### **No Solicitation Policy**

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the college community. CFCC is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any member of the college community. Furthermore, it does not include any activity that interferes with the educational pursuit of its students or the mission of the college.

To provide a safe learning and work environment, and protect all students, employees, and visitors of the college, solicitation is prohibited and includes, but is not limited to, third-party unsolicited verbal or written communications by mail or email, circulars and/or petitions, handbills, leaflets, pamphlets, posters, flyers, or any literature and printed materials. Salespersons, solicitors and/or external agencies will not be allowed to solicit or distribute these materials or items on college owned property, or premises, to students or employees unless it is a recognized nonprofit/charitable organization or has prior approval from the President of the college. Solicitation for personal or financial benefit is prohibited by CFCC employees during designated working hours.

Employees and students wishing to fundraise on campus, must obtain prior approval from the Institutional Advancement office, or the President of the college. It is suggested that no employee or student accept monetary gifts.

CFCC reserves the right to remove any individual or organization engaging in solicitation activities on campus without prior approval.

## **Communicable Disease Policy**

### **COMMUNICABLE DISEASE POLICY**

As required by the State Board of Community Colleges, 1C SBCCC 200.94, CFCC is committed to providing a safe and healthy learning environment. The purpose of this policy is to prevent and protect all students, faculty, staff and visitors from the spread of a communicable disease, while also prohibiting discrimination against persons with a reportable communicable disease.

A communicable disease is any condition that may be transmitted directly, or indirectly, to a person from an infected person whether via airborne or by physical contact. As defined, a communicable disease is an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal or reservoir, to a susceptible host, through an intermediate plant or animal host, vector, or the inanimate environment (Dictionary of Epidemiology, 2001). By definition and determination by the Centers for Disease Control and Prevention, and the NC Department of Health and Human Services - Epidemiology (NCDHHS), any reportable communicable disease or condition must be evaluated and assessed by a medical physician to protect the health and safety of the College.

Students who suspect, or have reason to believe, that they have a communicable disease are expected to seek expert medical advice about their health circumstances and are obligated, legally and ethically, to conduct themselves responsibly for the protection of themselves and others. Students who know that they are infected with a communicable disease are encouraged to contact the Dean of Student Affairs, so that the College can assist in the appropriate response to their health and/or educational needs and can make any reasonable accommodations, if necessary. As a general rule, individuals that have been diagnosed with a reportable communicable disease and have been cleared by a physician, and provide appropriate documentation, will be permitted to attend classes, access facilities, services, programs or activities provided by the College. Additionally, all inquiries will be handled on a case-by-case basis to ensure the appropriate measures have been executed.

Students of the College who may be infected with a reportable communicable disease, as defined by the NCDHHS, shall not be excluded from enrollment or restricted in their access to College facilities, services, programs, or activities, unless it has been determined by a healthcare professional and/or the NCDHHS that exclusion or restriction is reasonably necessary because the infected individual poses a significant risk of substantial harm to the health or safety of him/herself or others at the College that cannot be eliminated or reduced through other reasonable accommodations.

Specific health conditions and medical information will remain confidential, unless authorized by the individual in writing to be released, except when appropriate health care providers and/or College officials on a need to know basis and required by local, state and federal law to prevent and/or protect the surrounding community.

Please refer to the [Excused Absences due to Public Health Emergencies](#) policy in the student handbook for further guidance regarding these procedures.

### **~~COVID-19 Procedures~~**

~~Students who have tested positive for COVID-19 should remain off campus, self quarantine, and contact the Campus Health Hotline at 910-362-7725, and their instructor(s) to provide official notification to the College. The College will help students determine an appropriate clearance/return date to campus, and the Dean of Students will work collaboratively with faculty to ensure academic progress can continue during a student's period of quarantine.~~

~~Please refer to the [Excused Absences due to Public Health Emergencies](#) policy in the student handbook for further guidance regarding these procedures.~~

## **USE OF PERSONAL PROTECTIVE EQUIPMENT**

Cape Fear Community College is committed to the safety of our students, faculty and staff. Accordingly, the use of personal protective equipment (PPE) may be required for students and visitors to campus in certain areas or within classroom or laboratory spaces as directed by instructors and/or external requirements such as those set by the American National Standards Institute (ANSI), the Occupational Safety and Health Administration (OSHA), and/or the Centers for Disease Control (CDC). Notification will be provided on our website and other media when PPE is required in CFCC buildings and public spaces due to a public health emergency. PPE requirements for specific classes and instructional spaces will be listed on class syllabi.



## Tobacco-Free Campus Policy

Cape Fear Community College (CFCC) is committed to a Tobacco-Free Campus to ensure the health and safety of its students, employees and visitors of the College. CFCC recognizes the use of tobacco products on college premises is detrimental to the health and safety of its students, employees and visitors and exercises the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.

Use of tobacco is prohibited by students, ~~employees staff, faculty, or~~ and visitors:

- in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
- on campus grounds, facilities, or in vehicles that are the property of the college;
- in personal vehicles while on property owned or leased by Cape Fear Community College;
- at lectures, conferences, meetings, athletic, social, and cultural events held on college property;
- ~~except at a specific location(s) on the North Campus, Surf City and Burgaw Centers as approved by the college President due to unsafe conditions going off-campus.~~

The sale or free distribution of tobacco products, including merchandise, on campus or at ~~school~~ college sponsored events is prohibited.

Student ~~clubs~~/organizations are prohibited from accepting money or gifts from tobacco companies, including, but not limited to:

- events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus;
- all tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.

Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.

Cape Fear Community College will provide access to tobacco cessation programs on campus. These tobacco treatment programs shall be publicized regularly in student, ~~faculty, and staff and employee~~ publications ~~and academic buildings,~~ through by Student Services ~~and Enrollment Management~~ and/or Human Resources ~~respectively.~~ ~~and through other appropriate means.~~

### Implementation & Compliance:

~~To assist with compliance of this policy, the college provides appropriate signage and other physical indicators of our this policy., including this notice, and has exercised the removal of all tobacco waste management products, such as ashtrays. shall be removed.~~ Violators of the policy shall be issued a verbal reminder. ~~of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus. Staff and faculty~~ Thereafter, Employees who repeatedly violate the policy shall be referred to their supervisor, and if warranted, Human Resources. Repeated violations by employees can result in further personnel action such as verbal or written reprimand. In accordance with the CFCC student Code of Conduct, students who violate this policy shall be referred to the Dean of Students for disciplinary action. Visitors who repeatedly violate the policy shall be asked to leave campus, and if warranted, referred to Campus Safety.

## **CFCC Student Code of Conduct**

The College makes every effort to maintain a safe and healthy learning environment for its students and employees alike. When a student is in violation of the Code of Conduct, they will be subject to disciplinary action by the College, and if warranted, referred to the appropriate law enforcement agency. It is expected that students are courteous, respectful, accountable, and conduct themselves as responsible members of the College community. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of the Code of Conduct and/or college policy include, but are not limited to the following:

Academic Integrity (cheating and/or plagiarism)

Bullying/Hazing (initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices, or any other means)

Children on Campus

Communicating Threats

Computer Acceptable Use

Destruction of College Property

Discrimination

Drug, Alcohol and Controlled Substance

Fighting

Forgery

Fraud

Gambling

General Disruptive Behavior

Harassment

Larceny/Theft

Profanity/Obscene Language

Sexual Misconduct

Substance Abuse and/or Possession (any drug as defined under North Carolina General Statutes)

Tobacco Free Campus

Violation of Federal, State, or Local Law

Weapons on Campus (possess or carry, any weapon on campus, whether openly or concealed)

## **Zero Tolerance**

Violation of these rules of conduct and/or policy will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules may be designated by instructors or supervisors and must be followed at all times. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Any person observing a conduct violation(s) should immediately contact the Dean of Student Affairs or the Vice President for Student Services ~~and Enrollment Management~~.

## **Conduct Warning, Probation, Suspension, and Expulsion**

CFCC students are expected to conduct themselves in accordance with college rules, regulations, policy and/or local, state or federal law. Any student whose conduct or behavior becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. If an act of misconduct threatens the safety, health or well-being of the College community or severely disrupts the educational process/learning environment, the Dean of Student Affairs or his/her designee, may impose an interim suspension, or campus ban, from the College and/or College premises until disciplinary proceedings are completed and due process is provided to the student. Interim suspension may result in exclusion from class and/or other College related privileges or activities until a final decision can be made concerning the alleged violation. A student is subject to immediate suspension and expulsion, if deemed necessary, by the Dean of Student Affairs or Vice President for Student ~~Services and Enrollment Management~~. CFCC has the right and responsibility to protect the welfare of the college community and has the discretion to impose disciplinary sanctions under the CFCC Student Code of Conduct.

Warning – is a status of “conduct warning” through the duration at CFCC.

Probation – is a status of “conduct probation” for the duration at CFCC.

As part of conduct probation a student may have restrictions placed on specific student privileges or may be required to satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of Conduct, or other College rules while on disciplinary probation, the College may seek the penalty of suspension or expulsion if warranted.

Suspension – is the status of “conduct suspension”, which involves immediate removal from campus, withdrawal from enrollment for a specific period of time, registration privileges revoked, and will remain on the student’s permanent record.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in immediate removal from campus, withdrawal from enrollment, registration privileges revoked, and will result in a permanent notation on the CFCC official transcript.

## Conditions to Return

Any student that is on conduct probation, suspension or removed from classes due to a code of conduct violation may be required to submit appropriate documentation or satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. Those conditions may include, but are not limited to, counseling, evaluation/assessment by a mental health provider, anger management, proof of rehabilitation and/or other required documentation.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. To ensure due process, a denial may be appealed to the Judicial Board.

Cape Fear Community College has the authority, exercised in its reasoned judgment, to ban students, employees, and visitors, using existing policies, and/or procedures (i.e. Code of Conduct suspensions, expulsions). Likewise, the college may ban a student on an interim basis if he or she is deemed to pose an imminent threat to college property or operations, to the safety or well-being of others, or otherwise has engaged in unacceptably disruptive conduct that disturbs the CFCC learning and working environment. During the term of suspension and/or expulsion, the student may not come onto campus (campus ban) and may be served with a No-Trespass Order. Failure to abide by this condition may result in arrest for criminal trespassing and/or referred for prosecution.

A student who is suspended or expelled after the deadline for withdrawal (“W”), shall be assigned a grade of “W” and administratively withdrawn regardless of academic performance.

## Right of Appeal

If a student wishes to appeal a conduct sanction or action taken by the College, he/she may file a written appeal within five (5) weekdays of the incident to the Vice President for Student Services ~~and~~ [Enrollment Management](#).

The Vice President of Student Services will present the appeal to the Dean of Student Affairs to serve as a student advocate and to coordinate a hearing with the Code of Conduct Subcommittee of the Judicial Board within ten (10) weekdays of notification. To ensure the student receives due process, the student will meet with the Dean of Student Affairs prior to the hearing to answer any questions or concerns that the student may have during the appeal process.

The subcommittee of the Judicial Board should include:

- a. Two faculty and/or staff members appointed by the Dean of Student Affairs.
- b. The Vice President of Student Services who will serve as the chair without a vote, (unless there is a tie).

At the conclusion of the appeal hearing, the Vice President of Student Service will notify the student and Dean of Student Affairs of the committee’s decision. The student may appeal the Code of Conduct Subcommittee’s decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student’s receipt of the Code of Conduct Subcommittee’s decision. The appeal process consists of the President of the College or his/her designee reviewing the written

record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

~~Within five (5) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Code of Conduct Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student and the Dean of Student Affairs of the Code of Conduct Subcommittee's decision. The student may appeal the Code of Conduct Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student's receipt of the Code of Conduct Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.~~

## **Judicial Board**

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of seventeen (17) representatives from all areas of the College - faculty, staff, students and administration. The Judicial Board's subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, conduct suspension or expulsion, and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittee's areas of responsibility of the Judicial Board are listed below.

### **Academic Subcommittee of the Judicial Board**

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of two three (32) or more representatives from the Judicial Board and will select its' chair from the faculty membership.~~the Vice President of Academic Affairs will serve as chair.~~

### **Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board**

The ~~Code of Conduct (Disciplinary and Sexual Misconduct)~~ Code of Conduct Subcommittee will hear appeals concerning conduct from the college's Office of Student Affairs. The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of three-two (32) or more representatives

from the Judicial Board. ~~The chair will be selected by the Dean of Student Affairs.~~ and the Vice President of Student Services will serve as chair.

## **Academic Integrity/Cheating and Plagiarism**

Academic-Related Violations include, but are not limited to the following:

A. Plagiarism – Plagiarism includes submitting as one’s own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author’s sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. Plagiarism also includes submission of any work that is generated using artificial intelligence (AI) software or applications that auto-generate content.

B. Cheating – is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record.

C. Aiding Acts of Academic Dishonesty – Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

~~Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record. Plagiarism includes submitting as one’s own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author’s sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. When a faculty member observes cheating or acts of plagiarism an academic-related violation on the part of the student, the case shall be handled in accordance with the following procedures:~~

- ~~1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of “F” on the assignment, or “F” in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the faculty issues an “F” in the course, and the student wishes to appeal the final grade, the student may remain in the class until due process is completed.~~
- ~~2.—The faculty member shall submit a written report of the incident stating the facts and the action taken to the appropriate department chair, the academic dean, and Dean of Student Affairs, and the Vice President for Student Services and Enrollment Management within five (5) weekdays from the time the incident was discovered. Upon request, the student shall receive a copy of the written report as submitted by the faculty member. submitted.~~

### **3.2. Right of Appeal**

If the student and department chair and/or academic dean fail to reach a mutual agreement, the student may submit a written appeal to the Vice President of Academic Affairs within five (5) weekdays.

~~To initiate an appeal of an action taken in response to a violation of academic integrity, the student must submit a formal written appeal to the Vice President for Student Services and Enrollment Management within five (5) weekdays after being notified of the action. The Vice President for Student Services and Enrollment Management of Academic Affairs will present the appeal to the Dean of Student Affairs to serve as a student advocate and to coordinate a hearing with the Academic Subcommittee of the Judicial Board within ten (10) weekdays of notification. To ensure the student receives due process, the student will meet with the Dean of Student Affairs prior to the hearing to answer any questions or concerns that the student may have during the appeal process.~~

The subcommittee of the Judicial Board should include:

- c. Two (2) faculty and/or staff members appointed by the Dean of Student Affairs.
- b. The Vice President of Instruction who will serve as the chair without a vote (unless there is a tie).

~~After the hearing, the committee will provide written notification to the Vice President for Student Services and Enrollment Management of its decision. At the conclusion of the appeal hearing, the Vice President for Student Services and Enrollment Management of Academic Affairs will then notify the student, faculty member, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student's receipt of the notification made by the Vice President of Academic Affairs. Academic Subcommittee's decision.~~ The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.



## **Academic Forgiveness**

Academic Forgiveness is designed to provide returning students with low grades a fresh start upon re-enrolling after at least three terms of non-enrollment at CFCC (one full year). Prior to applying for academic forgiveness, the student must demonstrate a renewed academic interest and effort by earning at least a 2.0 term GPA in the first six (6) semester hours completed after re-enrollment. Developmental course credits will not count toward the first six (6) hours. At the time of application for Academic Forgiveness, the student should not have any failing grades during the re-enrollment period. Students returning to their same program of study may be best served by retaking courses for replacement grades instead of pursuing Academic Forgiveness.

~~Academic Forgiveness is designed to provide returning students with low grades a fresh start upon re-enrolling after at least three terms of non-enrollment at CFCC (one full year). Prior to evaluation for Academic Forgiveness, the student must be re-admitted to the college, registered, and successfully complete the first return term with 6 credit hours or more. Of the 6 credit hours, ACA 090 (3 credit hours) is strongly encouraged along with one other class. The term GPA must be 2.0 or higher. Students returning to their same program of study may be best served by retaking courses for replacement grades instead of pursuing Academic Forgiveness.~~

After completing ~~one successful term of~~ 6 credit hours with a 2.0 or higher term GPA, students should consult with their CFCC assigned academic advisor and/or counselor to determine if they are eligible for academic forgiveness. If the determination is made that the student is eligible for academic forgiveness, then the student must complete and submit the Academic Forgiveness form through SoftDocs. Once submitted, the Registrar's Office will review the student's academic record for eligibility and students will be notified of a decision via their CFCC student email account. ~~the~~

The following points apply regarding the consideration of academic forgiveness:

1. Academic forgiveness is not reversible and may only be applied once during an academic career at CFCC.
2. Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.
3. Grades which may be disregarded from students' grade point averages are "F," "XF," "WF," and "NC." Grades of D may be forgiven if it is determined by the Registrar that the course is unable to be retaken for a better grade.
4. Courses that have been applied toward an awarded certificate, diploma, or degree at CFCC are not eligible for academic forgiveness.
5. Grades that are included in academic forgiveness are not exempt from academic progress relating to financial aid and VA educational benefits.
5. Since developmental course work does not count in the student's cumulative GPA, developmental course grades are not eligible for academic forgiveness.

6. Academic Forgiveness has no bearing on any other institution or how they calculate grade point averages. Students planning to transfer should ask their receiving institution how Academic Forgiveness will be considered.

~~student may appear virtually or in person before the Academic Forgiveness Committee to explain how they will continue to be a successful student if granted grade forgiveness. The student should submit the following in writing to the Registrar and go before the Academic Forgiveness committee to explain a) factors leading to their low GPA b) strategies they are using to improve their GPA c) what Academic Forgiveness would mean to them personally along with their goals. The Academic Forgiveness committee will notify the student as well as the Registrar's Office if the petition for Academic Forgiveness has been granted. Students may appeal the Academic Forgiveness committee denials to the Vice President for Student Services and Enrollment Management for a final decision.~~

~~Grades which may be disregarded from students' grade point averages are "F," "XF," "WF," and "NC." Grades of D may be forgiven if it is determined by the Registrar that the course is unable to be retaken for a better grade.~~

~~Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.~~

~~Academic forgiveness will be granted only one time and must be completed before graduation from a Cape Fear Community College Program.~~

~~Grades that are included in academic forgiveness are not exempt from academic progress relating to financial aid and VA educational benefits.~~

~~Academic forgiveness has no bearing on any other institution or how they calculate grade point averages. Students planning to transfer should ask their receiving institution how Academic Forgiveness will be considered.~~

Note: The three-term period of non-enrollment starts the term after the last enrollment and goes for three full terms. For example, if the student stops attending after the Fall term, they must not enroll the following Spring, Summer, or Fall to be eligible.

## **ACA 122 Proposed Policy**

ACA 122 is designed as the college's First-Year Experience course, intended to deliberately engage students in their first semester of enrollment and support them through that term as they transition into the college. The course is required for all university transfer students enrolled in the following degree programs:

- Associate in Arts
- Associate in Arts Elementary Education
- Associate in Arts in Teacher Preparation
- Associate in Engineering
- Associate in Fine Arts
- Associate in Fine Arts, Music
- Associate in Fine Arts, Theatre
- Associate in Fine Arts, Visual Arts
- Associate in Science
- Associate in Science in Teacher Preparation

Students enrolled in the aforementioned programs must enroll in ACA 122 at Cape Fear Community College unless they have transfer credit for ACA 122 (or equivalent) from another regionally accredited institution.

The course description for ACA 122 is as follows:

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Due to the content of the ACA 122 course, we believe it is highly advantageous for the student to enroll in the course as early in their program as possible. Therefore, we are proposing that students enroll in ACA 122 within their first 24 credit hours. To enforce this, we would like to create a registration rule in Colleague that would require students to register for ACA 122 within their first 24 credit hours. If a student does not have credit for ACA 122 when attempting to register for classes, Self-Service will not allow students to register for a schedule that does not include ACA 122.

In addition to the procedure listed above, we would like to add the following policy to the College Catalog:

Students who are seeking a transfer degree must complete ACA 122 during their first 24 credit hours. If a student who is seeking a transfer degree fails to complete ACA 122 during the first 24 hours, registration will be restricted until ACA 122 is added to the student's schedule.

## **Academic Standing**

### **Academic Standing: Academic Warning and Probation**

The policies governing academic standing at CFCC are intended to assist students in successfully completing their programs of study. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both faculty and staff, who are committed to

1. informing all students of minimum academic standards and grading procedures
2. identifying and alerting students displaying signs of academic difficulty early in the semester through an early alert process
3. providing recommendations and opportunities for corrective actions to such students
4. immediately notifying students with a cumulative grade point average of below a 2.0 following the end of the semester

Students enrolled in a degree, diploma, or certificate program are expected to maintain satisfactory academic progress toward the completion of the requirements for their program. A minimum grade point average (GPA) of at least 2.0 is required to graduate with a credential from CFCC.

### **Academic Warning**

Students whose cumulative grade point averages fall below ~~Satisfactory Progress Standards (Cumulative 2.0 GPA)~~ a 2.0 for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their ~~faculty~~ advisor for documentation ~~only~~ purposes. Students on academic warning are encouraged to access CFCC resources including the Learning Lab, Counseling, enrolling in ~~ACA 111 or~~ ACA 122 (if applicable to student's program), ~~advisors~~ ~~advising~~ the Academic Advising Center, Student Accessibility Services, Financial Aid, and/or Career Services.

### **Academic Probation**

Students on academic warning whose cumulative grade point average remains below ~~the Satisfactory Progress Standards (Cumulative 2.0 GPA)~~ a 2.0 for the subsequent semester will be placed on academic probation for the upcoming semester. Students on academic probation are required to meet with ~~an Academic Success Coach~~ their assigned Counselor and/or Academic Advisor to ~~discuss strategies for success~~ develop an Individualized Success Plan Academic Improvement Plan before registering for classes. ~~In addition, during the fall and spring semesters, students on academic probation may register for a maximum of ten (10) credit hours after meeting with their Academic Success Coach. These students will also be required to register for "Student Success Strategies" (ACA-090) as part of their allowable 10 credit hours. During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester.~~

The ~~individualized Success Plan~~ Academic Improvement Plan may include the following interventions to assist the student with improving his/her GPA:

• Limiting the number of courses in which the student may register in the subsequent semester. The student may not be allowed to register as a full-time student. Based on the student's academic record, a Counselor and/or academic advisor has the authority to limit students to a reduced course load. This information will be outlined in the student's Individualized Success Plan. Academic Improvement Plan.

• Repeating a course in which the student earned a low grade.

• Meeting with someone in the Learning Lab, and attending appropriate student success seminars and/or tutoring sessions.

Furthermore, students on academic probation whose cumulative grade point average remains below 2.0 the Satisfactory Progress Standards (Cumulative 2.0 GPA) in any subsequent semester thereafter will remain on academic probation until the satisfactory progress standard (Cumulative 2.0 GPA) the 2.0 cumulative GPA is met. Students continuing on academic probation are required to meet with an Academic Success Coach their assigned Counselor and/or Academic Advisor as determined in the Individualized Success Plan Academic Improvement Plan two (2) separate times during each semester and may register for a maximum of six (6) credit hours per semester until their cumulative GPA reaches 2.0.

Students receiving financial aid must maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement, and all attempted hours will be included in the calculation of maximum time frame.

## **Withdrawal From a Course**

During the add/drop period, students can drop classes using Self-Service. After the add/drop period ends, students must follow the withdrawal process. Students who wish to withdrawal from a course after the add/drop period should first consult their instructor and/or assigned counselor before requesting to be withdrawn from a course. Students that are dual enrolled at CFCC should consult with their high school counselor and/or CFCC Career Coach prior to withdrawing from a course. Course withdrawals also may impact a student's financial aid status; therefore, students are strongly engaged recommended to consult with a financial aid representative prior to withdrawing. Veteran students should consult with the College's VA representative Veterans Services Coordinator in financial aid.

~~Some students may occasionally feel that due to unanticipated circumstances they are unable to complete a class or an academic term successfully. Withdrawing is one option that students have when such difficult situations arise. However, given the potential negative consequences of withdrawing from one or more classes, students should make this decision only after they have considered other options.~~

To officially withdraw from a class, students must submit a Course Withdrawal Request form. Students who officially withdraw from a class by the established withdrawal deadline (75 percent point of the class) will receive a grade of "W" on their official record and transcript.

~~Students who wish to withdraw from a course after the add/drop period but before the established deadline to withdraw must have a mandatory consultation with a counselor (via email, phone, or in-person) prior to withdrawing. Counselors will assist students in determining if withdrawing is the best course of action. If after speaking to a counselor, the student still wishes to withdraw, the counselor will obtain a written request from the student and will initiate the withdrawal on behalf of the student. The student must then approve the initiated withdrawal to move it forward for processing. The final processing of the withdrawal is completed in the Registrar's Office.~~

~~Students who officially withdraw from a class by the established withdrawal deadline (60 percent point of the class) will receive a grade of "W." Students who do not officially withdraw from a class by the deadline and continue to attend and/or participate by completing assignments will receive at the conclusion of the term a final grade from the class instructor(s) that is based on the attendance and grading policies for the class.~~

## **Exceptions to 75% Withdrawal Date**

The Vice President of Student Services may make exceptions to extend the 75% date when warranted in cases of extenuating circumstances at his/her discretion. Such cases shall include, but are not limited to, national or local emergencies, weather related events, or student medical related absences. In such cases a grade of "W" will be issued during the final twenty five percent (25%) of the academic term. In addition, if another grade was already issued for the course(s) prior to an appeal approval, it will be changed to the grade of "W." If the request for an extended withdrawal originates from a student (or their legal power of attorney or guardian in cases where the student is incapacitated) for the purposes of medical related absences, they must comply with the following steps:

1. Submit medical documentation supporting a request for a medical withdrawal within thirty (30) calendar days of the last attended class unless medical documentation is provided that satisfactorily explains a longer time period. It is most feasible that the request and documentation be submitted before the end of the semester (and end of the classes) in question. The documentation must be submitted to the Vice President.

2. The decision of the Vice President will be communicated to the student via registered mail, hand-delivered, or electronically with confirmation of receipt from the student. The Vice President's decision is final.

3. Students who are granted medical withdrawals will receive the grade of "W" in all courses in progress and/or specified in the request.

~~Students who wish to withdraw after the established withdrawal deadline must have an extenuating circumstance and consult with a counselor who will seek guidance from their instructor and department chair prior to approval to withdraw. Permission will be granted for documented extenuating circumstances only. No withdrawals may be requested within the last week of the semester.~~

Withdrawing may have a negative impact on students' Satisfactory Academic Progress status, and as a result, withdrawals may lead to a loss of eligibility for future financial aid (including loans). Students are urged to review the college policies on Satisfactory Academic Progress for Financial Aid Recipients and contact the Financial Aid Office before withdrawing to discuss potential impact on their bill and/or financial aid eligibility.

### **Unofficial Withdrawals:**

- An "unofficial withdrawal" occurs when a student stops attending a course and does not actively and consistently participate in any academic-related activities beyond the ~~60~~75 percent date of the term.
- Students who are unofficially withdrawn will be issued final grades of XF. The grade of XF will be assigned as a student's course grade when all of the following conditions are met:
  - Failed a course (no credits earned).
  - Attended a course at least once in the first 10 percent of the course.
  - Stopped attending and/or did not participate in any academic-related activity (as defined below) on or before the ~~75~~60 percent date of the term.
  - Did not officially withdraw or return to the course beyond the ~~75~~60 percent date of the term.

No tuition or fee adjustments will be made. The XF grade will calculate the same as an F (failure) grade, affecting GPA in the same manner as an F. Students who receive an XF or W grade may be required to repay a percentage of their Federal Aid back to the Department of Education or to the Veteran's Administration.

### **Notes:**

Examples of "academic-related" activities that may count as attendance are inclusive of (but not limited to): physically attending class, participating in class with a "clicker" device, submitting an assignment/exam/tutorial, attending a study group assigned by the instructor, or participating in an

online discussion about academic matters. Simply logging into an online course does not count as an academic-related activity.

Please refer to the Academic Calendar for the withdrawal deadlines for each term.

Go to <http://cfcc.edu/finaid/> for more information about financial rules and policies.



## **Incomplete Grades**

A grade of incomplete (I) will be given only when circumstances justify additional time to complete a class. Students must contact their instructor in writing to request a grade of incomplete at ~~least three days~~least one week prior to the last day of classes of the section for which they are requesting an incomplete. Students must have successfully completed at least ~~60~~75% of the required coursework for a class to be eligible to receive a grade of incomplete. Students may be required to provide documentation of the circumstances justifying their request for additional time. When an incomplete is granted, the class requirements must be completed within six weeks of the beginning date of the next academic semester (including summer). Incompletes (I) not finalized within the appropriate time frame will convert to a grade of "F". After the Incomplete Grade form has been approved by the student, the student must proceed with the Incomplete and cannot later request to be issued another grade such as a "W" for withdrawal. Extensions to the six week time frame may be requested by faculty and must be approved by the ~~Vice President for Student Services and Enrollment Management or the~~ Vice President of Academic Affairs in consideration of students' extenuating circumstances.

## **Developmental Catalog Statement and Attendance Policy**

### **English and Math Placements**

Beginning academic year 2020/21, students' math and English placement will be determined primarily by their unweighted high school GPA using the following guidelines:

- Students with a GPA of 2.8 or higher may register for college-level math and English courses.
- Students with a GPA of 2.2 to 2.799 ~~may register for college-level math and English courses with required corequisite support courses~~ **will be directed to appropriate prerequisite courses, which must be completed prior to beginning college-level math and English courses.**
- Students with a GPA below 2.2 will be required to enroll in math and English transition courses through the Learning Resource Center. ~~(Curriculum) or Academic & Career Readiness (Continuing Education).~~

Students who graduated from high school more than 10 years ago will be required to take the RISE placement test unless they meet other criteria that determine placement.

### **Attendance policy for students enrolling in a ~~gateway course with a mandatory support course~~ prerequisite English or math course**

Students who enroll in a **prerequisite** math or English ~~gateway course with a mandatory support course~~ must attend at least 80% of the meeting dates ~~in both the gateway and the support course~~. Students who exceed the maximum allowable absences in ~~either the gateway or the prerequisite support course~~ may be administratively withdrawn by the instructor and will receive a grade of "W." ~~for both courses.~~

## **FACULTY AND STAFF HANDBOOK POLICY UPDATES**

### **SECTION VIII – Instruction**

#### **8.1 Responsibilities of Faculty**

The College's faculty is responsible for the development and delivery of quality instructional programs, content, and experiences. Faculty responsibilities also include:

- Supporting the College's initiatives to recruit, retain, and graduate students
- Promoting awareness of the College's curriculum and Economic & Workforce Development programs
- Engaging in professional development activities
- Building and maintaining partnerships with community stakeholders in support of academic programs
- Contributing to the College's strategic planning and institutional effectiveness processes
- Serving on the College's standing committees and working groups as assigned

#### **8.2 Faculty Assignments**

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

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

#### **Teaching Loads**

##### **8.3 Curriculum Teaching Loads**

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (whichever threshold is met first) or its equivalent based on a 16-week academic semester. The College President may authorize increases to full-time instructional loads as needed to address programming requirements. Such increases may apply to all areas of instruction or to specific programs. Instructors who are assigned an instructional load beyond the guidelines established above may receive additional compensation. In such cases, instructors will receive temporary part-time instructional contracts prorated for the credit or contact hours exceeding the general full-time load of 18 semester credit hours or 25 weekly contact hours or its equivalent based on a 16-week academic semester. For further information on work hours, please visit [Section 5.16 5.17 and 5.17 5.18 Employee Work Schedules](#).

##### **8.4 Course Overload/Reductions for Faculty**

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

Because of the great diversity of teaching methods, credit hour values per course, and duration of

courses, overloads will be measured in contact hours per semester, fall and spring semesters for 9-month faculty and fall, spring and summer semesters for 12-month faculty and staff. The total overload shall be no more than two courses, per semester. Any exceptions will require the written approval of the appropriate senior level administrators.

Any exceptions that exceed the amount of overload referenced above will need to be submitted via the Full-Time Workload Exception Form via the College's electronic form and approval system. The Full-Time Workload Exception Form must be approved prior to the beginning of class. Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required on-campus and office hours.

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

### **8.5 Full-time Staff Teaching Load**

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

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

### **8.6 Absences**

Absences from the campus during the faculty member's scheduled hours must be cleared with the appropriate department chair/director (or designee). Faculty members are expected to make arrangements in advance with the appropriate department chair/director (or designee) for any absences from regularly assigned duties. The department chair/director (or designee) will notify the appropriate Dean. In case of emergencies, or unavoidable absences, instructors are required to call in and report such directly to the appropriate department chair/director (or designee). If the department chair/director (or designee) is unavailable, the instructor should talk with the appropriate Dean.

Faculty must follow the guidelines set forth in ~~5.42 5.43, 5.46 5.45, and 5.47~~, and 5.48 to document any time missed.

Any class time that is missed due to an absence must also be documented in the attendance recording system and make-up documentation must be provided to the department chair/director.

### **8.7 Conducting Classes**

All instructors are expected to be ready to begin their classes at the published start time, take attendance, and conduct their classes until the published end time. Instructors will shift course delivery

methods/modalities only if directed by the College due to unforeseen circumstances that interrupt the normal class schedule.

### **8.8 Office Areas**

Every full-time curriculum faculty member is provided with either a private or semi-private office and is expected to maintain the office space in a professional manner.

### **8.9 Professional Development**

Each faculty member will engage in a program of continuous professional improvement and participate in required professional development activities, including those scheduled on specified days in the academic calendar. Faculty members will utilize professional development opportunities to maintain the qualifications required by their programs and accrediting bodies.

### **8.10 Supervision of Students**

Students must be under supervision at all times during scheduled classes, labs, or shops to ensure safety of students and protection of College assets. Faculty members are not to leave their classes, labs, or shops when in session. If an emergency requires a faculty member to leave a class, the program director, department chair, and/or the divisional dean must be notified.

### **8.11 Academic Advising**

Academic Advising is an integral part of the total educational process of the College and is a collaborative effort between faculty and the Academic Advising Center. Most new students and all non-degree seeking students initially receive advising through the Academic Advising Center and will later transition to a faculty advisor. Most University Transfer students will continue to receive advising through the Academic Advising Center throughout their enrollment at the College. The assignment and reassignment of a student to an advisor will be made by the Registrar's office in cooperation with the appropriate department chair or dean.

### **8.12 Classroom Expectations**

All faculty are expected to inform students of classroom expectations as delineated in the CFCC Catalog, Student Handbook code of conduct, and syllabus as well as including any additional expectations for their students that are necessary to provide a classroom atmosphere conducive to effective learning. These classroom expectations must be explicitly stated in the course syllabus. Instructors must also incorporate into their classroom expectations allowances for students with documented accommodations (see sections 8.15 8.17 and 8.18 for additional information). It is at the discretion of the instructor/chair/director on the allowance of food and beverages in classroom locations. No food or beverages are permitted in any computer classrooms or labs at any time.

### **Evaluation of the Faculty**

#### **8.13 Faculty Performance Evaluation**

All faculty will be evaluated for job performance, professional improvement, and assigned duties to ensure consistent professional instructional performance. The administrative staff and academic supervisors will make evaluative judgments and observe to what degree instructors meet these criteria.

Visits to the classroom, laboratory, or shop by appropriate supervisors are an integral part of faculty evaluation. The purpose of such visits is the observation of the teaching-learning process in the particular setting. Following such visits, the faculty member being observed is given written feedback.

The faculty member and evaluating supervisor may meet at a convenient time for a discussion of the class visitation.

#### **8.14 Student Evaluations**

Students have the opportunity to evaluate faculty during each course. A summary of these evaluations is available to each faculty member. A hard or digital copy will be accessible from the appropriate department chair/director.

#### **8.15 Course Syllabi and/or Outlines**

Course syllabi and/or outlines are available for all courses included in the curricula offered at Cape Fear Community College. Faculty members will review these and develop their lesson plans around the objectives of the course being taught. Faculty members will review or revise these course syllabi and/or outlines prior to the beginning of each semester.

#### **8.16 Information for Students**

Each instructor is required to provide students with essential class information on the first day a class meets. Essential class information should include (a) the most current course description from the NCCCS Combined Course Library, (b) the major objectives of the course (written in terms of what the student will do rather than what the instructor will do), (c) required textbooks and materials, (d) the course requirements (what will be expected or required of the student), (e) the College's grading scale, (f) the course prerequisites and corequisites, (g) the attendance policy, (h) a schedule of major assignments and due dates, (i) an academic integrity/plagiarism statement, (j) children on campus statement, (k) the College's policy on technology and e-mail account use, and (l) the most current accessibility statement provided by the College's student accessibility services unit (see subsection 8.16 8.18 of this handbook). In the event of any changes to the original course syllabus during the conduct of the course, all changes must be communicated in digital format and/or hardcopy to students. All instructors will provide their essential class and contact information to students through the College's LMS.

#### **8.17 Students with Disabilities**

The rights of students with disabilities are outlined in Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA). Section 504 is a Federal Civil Rights Law, which prohibits discrimination against individuals with disabilities. Section 504 states: No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving federal financial assistance.

The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008 expands the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities. The ADA is a civil rights statute that promises equal access to opportunities for persons with disabilities. A "person with a disability" as defined by law is someone who has a physical or mental impairment that substantially limits one or more major life activities.

Students with disabilities are a rapidly growing minority at CFCC, as elsewhere in American higher education. To assure equal opportunity for all students, both physical and programmatic access must

be provided. This means more than the removal of architectural barriers and the provision of auxiliary services. It means that reasonable accommodations must also be made in the instructional process.

CFCC supports faculty who, in cooperation with Student Accessibility Services, provide authorized accommodations and support services, in a timely manner for students with disabilities.

Students with disabilities are not required to disclose their disabilities or register with Student Accessibility Services. However, when requesting specific accommodations, they are required to submit supporting documentation and register with CFCC Student Accessibility Services to determine appropriate accommodations.

Faculty do not have the right to refuse to provide required accommodations or to question whether a disability exists in accordance with the ADA. However, faculty are encouraged to have input into the means for providing accommodations in their particular classes. A student with a disability must be able to understand the material and communicate that understanding to the instructor. Support services give the student the opportunity to achieve that outcome without altering the fundamental nature of the course or program.

If a faculty member has questions about the appropriateness of a required accommodation, he or she should not address concerns with the student but should consult with the Student Accessibility Services Office. Faculty should always require students to submit a current Accommodations **Form Letter** from Student Accessibility Services before providing any accommodations. Faculty should be discrete when discussing disability issues with students. Faculty should not address any disability related issue in front of a student's classmates.

### **8.18 Syllabus Statement**

Faculty are encouraged to make an announcement at the beginning of the semester inviting students with disabilities to schedule appointments to discuss accommodations. If the student brings a disability issue to the attention of the instructor and is not registered with Student Accessibility Services, please instruct the student to contact Student Accessibility Services in order to request services. Instructors should not ask a student if he or she has a disability. All instructors will include a statement on their class syllabus/essential class information that informs students how they may request accommodations from Student Accessibility Services. Instructors will refer to the guidelines provided by for such statements (<https://cfcc.edu/studentaccessibility-services/>).

### **8.19 Accessibility of Instructional Content**

Instructors who teach online or hybrid/web-assisted classes and/or provide information via web pages or through the College's LMS have a responsibility to ensure that their instructional content is accessible to students with disabilities. Instructors who use films and videos in their classes must make sure those films and videos are accessible to students who have hearing or vision loss. Films and videos must be captioned for students who are deaf or hard of hearing, and any video or film with sub-titles must be made audible for students with vision loss. Please contact Student Accessibility Services for assistance with accessibility issues.

### **8.20 Service Dogs**

Service dogs must be allowed in class. If it is not obvious what service the animal provides, only limited inquiries are allowed. Two questions may be asked: 1) Is the service animal required because of a disability and 2) What work or task has the animal been trained to perform? Do not ask about the

person's disability, require medical documentation, require a special identification card or training documentation for the dog or ask that the dog demonstrate its ability to perform the work or task.

### **8.21 Disposal of Complimentary Textbooks**

Examination and complimentary textbooks will not be sold. Instructors who receive complimentary textbooks should either donate them to the College's library, which may or may not retain them, or keep them as reference materials. This requirement is based on the following memorandum from the NC Community College System: It is the opinion of the Attorney General that complimentary textbooks are the property of the colleges and may be disposed of only in accordance with G.S.115D-15 and with the approval of the State Board of Community Colleges. Any proceeds must be used for capital outlay purposes.

### **8.22 Academic Freedom**

Academic freedom is essential to the mission of higher education, which is to allow and promote free inquiry into the total environment of human endeavor. A college exists for the purpose of examining questions and issues arising out of that environment, including the past, the present, and the future. Cape Fear Community College firmly believes in freedom of inquiry, freedom to teach, freedom to share, and freedom to learn from others. All freedoms carry with them responsibility to use them with care and with full consideration for the rights and freedoms of others. Instructors must comply with copyright laws regarding duplicating all copyrighted materials.

### **8.23 Class Documentation**

Instructors will take attendance during each class or laboratory session and enter their classes' attendance records into **Web Attendance the attendance recording** system on a weekly basis. Instructors will also maintain an updated gradebook in the College's LMS for each of their classes, regardless of those classes' mode of instructional delivery. The responsibility for grading students rests with the faculty and will be in accordance with the College's grading scale as delineated in the current Cape Fear Community College Catalog and Student Handbook. Midterm and final grades must be entered by the instructor of record by the deadlines provided by the College's Registrar.

### **8.24 Field Trips**

Well-planned field trips can provide valuable learning experiences. Faculty planning field trips should have the approval of the appropriate department chair and dean prior to the trip and a completed field trip form should be given to the following: The Director of Safety and Training/Safety department/program chair, appropriate dean, the Vice President Academic Affairs and the Dean of Students. The field trip form must include the following: (1) the nature and location of the planned field trip, (2) objectives of the trip and its relationship to the courses being taught, (3) the date and hours students will be off-campus, (4) a roster of students participating in the field trip, and (5) contact cell phone number. A field trip notification should be placed on the classroom door on the day of the scheduled trip. All students participating in a field trip should also complete a field trip waiver form prior to the field trip.

### **8.25 Live Client Projects**

State Board Code defines live client projects as:

1. Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal property or real property; or



2. Educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

All live client projects undertaken through the College's educational programs will adhere to the College's established procedures for such projects in accordance with 1H SBCCC 300.1 Live Client Projects.

### **8.26 Faculty Association**

The Faculty Association consists of full-time faculty members. Part-time faculty are invited to join the Faculty Association as non-voting members. The purpose of the Faculty Association is to:

1. Serve as an organization through which members may discuss and interpret matters concerning the Faculty, and to provide assistance and encouragement to fellow members;
2. Involve the Faculty in the affairs of Cape Fear Community College in order to enhance the effectiveness and quality of the College;
3. Participate in planning the educational program planning and in developing educational policy
4. Maintain a close working relationship between the Administration and Faculty in contributing to the success of this College in accomplishing its goals and purposes. (See Appendix A for a copy of the Faculty Association's Constitution and ByLaws)

### **8.27 Online Learning and Instruction**

In order to fulfill its mission of providing students with high quality, dynamic, and innovative educational opportunities, CFCC offers many courses through a variety of synchronous and asynchronous modes utilizing online learning management systems (LMS). To serve all students equally, CFCC is committed to ensuring that classes offered through these modes are comparable to and consistent with the academic quality and rigor of traditional face-to-face classes. Instructors of classes delivered fully or partially (hybrid/web-assisted) through an online LMS will provide students with engaging and collaborative pedagogical activities; coherent instructional units with specified due dates throughout the academic term; regular and substantive feedback on coursework; and timely responses to student emails and phone messages. All CFCC classes delivered fully or partially through an online LMS will also comply with the College's online instructional standards, design parameters, and accessibility guidelines. As with all curriculum instruction provided by the College, department/program chairs and instructional deans are responsible for reviewing and evaluating the academic quality of all the classes their instructors teach through an online LMS. Department/program chairs will assign online and hybrid/web assisted classes to instructors based on instructors' demonstrated compliance with the College's online instructional standards, design parameters, and accessibility guidelines, as well as the overall quality of the online/hybrid/web-assisted instruction those instructors have provided in prior semesters.

### ~~8.28 ACA—Academic College Student Success~~

~~The Learning Resource Center coordinates the offering of ACA/Academic courses, including ACA 111 College Student Success and ACA 122 College Transfer Success.~~

### ~~8.29~~ **8.28 Graduation Activities**

All full-time faculty members will participate in the College's graduation activities as assigned by their divisional dean.

**SGA REPORT** – No Report

## **FACULTY ASSOCIATION REPORT**

The CFCC Faculty Association held its final regular meeting of the Spring 2022 semester on April 24th. With 25 faculty members in attendance, both in person and virtually.

The Faculty Association has completed the election process for new Divisional Representatives. Amanda Browne, Mary Gheen, and Mandy Murfee are continuing as representatives, and Stephen Blackburn and Traci Whitton are new representatives. The Division Representatives serve one-year terms.

Ms. Rhonda Franklin will be leaving as Secretary at the conclusion of the semester and a replacement will be needed for the fall. I thank her for her service to the Faculty Association during the past few years and to the college more generally. She is a tremendous asset to this institution and her work and dedication are greatly appreciated by faculty across every discipline.

I'd also like to thank Eric Brandon, outgoing Association President for his leadership during his term and through this transition process. Like Ms. Franklin Dr. Brandon's work and dedication make Cape Fear Community College a stronger and better-connected institution of higher of learning.

The Faculty Association's primary focus next year will continue to be on compensation. At our most recent meeting, John Cann, eastern divisional representative of the state faculty association reported on the state associations plan for improved compensation. He highlighted the following facts:

- 1. According to the hiring sight zip recruiter, North Carolina ranks 50 out of 50<sup>th</sup> for community college faculty compensation.**
- 2. In order to meet the regional average, a pay increase of 8.75% would be required.**
- 3. In order to meet the national average a pay increase of 35.6 % would be required.**
- 4. The K-12 system now offers significantly higher compensation for faculty. The state association notes that the community college system is losing faculty as a result.**

The association would like to thank the Board of Trustees and President Morton for their efforts in confronting the struggle that faculty are currently facing with regards to compensation. Two \$1500 bonuses have been paid to faculty over the past year and a 2% pay increase has been given to faculty through the college. These efforts have helped, they are deeply appreciated, and they have not gone unnoticed.

## **FOUNDATION REPORT**

Year-to-Date revenue is \$2,459,231.27 – *report as of 05/04/23*

### **Notable Giving:**

- \$60,000 from Jack and Pam Fuller for new nursing annual scholarship
- \$32,000 from an anonymous donor for the Student Emergency Relief Fund
- \$25,000 from Jack and Pam Fuller for Broadway for a Better World / Wilson Center Program
- \$40,000 from the Cape Fear Memorial Foundation to endow a nursing scholarship in memory of W. Carter Mebane III
- \$100,000 received from the Estate of Eileen Rock to endow a nursing scholarship
- \$12,150 from Jeff and Jan Turpin supporting students who are pursuing an associate degree to transfer to a four-year university or a student learning a trade
- \$10,000 from Jim and Elaine Hynes to support music program scholarships
- \$15,000 from the Cynthia & George Mitchell Foundation supporting scholarships in Construction Management and Sustainability Technologies
- \$25,000 from Dan Saklad to support nursing scholarships through the Sheila M. Saklad Accelerated Nursing Fellowship
- \$15,000 from Linda and Reid Murchison supporting students in any CFCC program that are in financial need
- \$25,000 from Bonnie and Ed Ricciardelli to supporting nursing scholarships
- \$15,000 from Jason Thompson to support nursing scholarships
- \$10,000 from the Willie Stargell Foundation supporting nursing scholarships
- \$15,000 from Ann Longley supporting nursing scholarships

### **Events and Accomplishments:**

- The Nursing Program Gathering to support nursing scholarships on April 27, 2023 raised over \$1 million for nursing scholarships.
- The Veterinary Technology Program Gathering on April 20, 2023 raised over \$18,000 to support student rabies vaccinations.
- The scholarship cycle for the upcoming academic year opened on March 1 and will accept application until the end of May.
  - As of 5/3/2023, **1,019 students have accessed our online scholarship application:**
    - 724 students have submitted their scholarship application
    - 295 students have started to fill out their application

**ANNOUNCEMENTS**

**DATE OF NEXT MEETING** – July 20, 2023