

**MINUTES**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**JANUARY 30, 2020**  
**4:00 PM**

Following proper public notifications on January 28, 2020, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 30, 2020 at 4:00 pm in the Board Room of the Union Station Building. Ms. Ann David, Chair, presided.

Trustees present were: Ms. Ann David, Chair; Mr. Jonathan Barfield; Mr. Louis A. Burney, Jr.; Mr. William Cherry; Mr. Robby Collins; Mr. A.D. “Zander” Guy; Mr. Jimmy Hopkins; Ms. Patricia Kusek; Mr. John Melia; Mr. Bruce Moskowitz; Ms. Mary Lyons Rouse and Mr. Bruce Shell. Trustees not present: Mr. Hector Romero and Ms. Paula Sewell.

Employees present were: Mr. James Morton, President; Ms. Joann Ceres, Vice President of Student Services; Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Dr. Jason Chaffin, Vice President for Academic Affairs; Debi Causey, Coordinator, Events; Emily Holt, Senior Administrative Assistant, Continuing Education; Mr. John Upton, Interim Executive Director Human Resources; Mr. John Branner, Faculty Association President; Veronica Godwin, Executive Director CFCC Foundation; Ms. Ms. Lynn Criswell, Dean of English and Social Science, Mr. John Downing, Vice President Continuing Education; Ms. Margo Williams, Chair, English Department; Mr. Thomas Massey, Dept. Chair, Social and Behavioral Sciences; Ms. Christina Greene, Vice President of Business Services; Ms. Sonya Johnson, Director Marketing and Communications; Mr. Jason McCoy, Social and Behavioral Sciences/Psychology; Ms. Suzanne Baker, Sociology Instructor; Mr. Mark Tyler, Foundation Board Chair; Mr. Shawn Dixon, Department Chair, Applied Technologies; Mr. Mark Council, Dean Vocational and Technical Programs; Ms. Lynn Sylvia, Campus Safety Coordinator; Ms Kerry McShane-Moley, English Instructor; Ms. Peggy Lupton, Music Instructor; Ms. Erica Myers, Communications Instructor; Ms. Melissa Moon, Communications Instructor; Ms. Kate Santhuff, Ms. Anne Smith, Human Resources – Employee Relations; Ms. Terrika White, Curriculum Analyst; Ms. Robin Metty, Sr. Administrative Assistant Arts and Sciences; Mr. Deginald King, Lead Instructor Barber; Mr. Tim Vandenberg, Coordinator, Video/Visual Marketing and other employees (see below).

Others present were:           Mr. Alex Dale, Attorney Ward & Smith  
  Mr. Will Oden, Attorney Ward & Smith

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

**CONFLICT OF INTEREST**

Ms. David read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

**PRESENTATION** – 2019 Year in Review

Mr. Morton presented a 2019 Year in Review PowerPoint Presentation for the Board of Trustees.

A MOTION was made by Mr. Melia and seconded by Mr. Shell to go into Closed Session North Carolina General Statute Section 143-318.11(a)(6) to discuss Personnel and North Carolina General Statute Section 143-318.11(a)(3) for attorney client privilege. Motion carried unanimously.

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

Ms. David read the following statement:

Cape Fear Community College is moving in a positive direction. The College has had a dramatic increase in enrollment. The College is offering new programs in cutting-edge areas to benefit the career prospects of our students. There also are improved pathways to matriculate into four-year degree programs at universities in our state. Our connections with the business community have never been stronger.

The Board of Trustees has confidence in the leadership team for the College. There also has been an outpouring of support for College administration from faculty and staff since two former employees voiced their complaints in the media.

No current employee has submitted any work environment complaint or any complaint about the President through the policies or procedures outline in the CFCC Faculty & Staff Handbook. Cape Fear Community College takes all employee complaints seriously. If any current employee has a concern, the current employee should follow the process in the CFCC Faculty & Staff Handbook.

Mr. Hopkins stated that he has had the pleasure of serving on the board for two terms. He stated that he has never had a time when he has been prouder than to serve with Jim Morton.

Ms. Rouse stated that the President has the respect for the board and is doing great things for the College.

Bill Cherry echoed the sentiments of the other board members.

Ms. Kusek stated that she was one of the biggest supporters of President Morton and that this community has every reason to be proud of the accomplishments of the College. She stated that President Morton is doing the job that the board hired him to do. Facilitating change is hard and some people will always be resistant to change. She also stated that there is one media network and one reporter that have shown a great lack of professionalism and respect in the way that they have reported this story.

## **MINUTES**

A MOTION was made by Mr. Melia and seconded by Mr. Cherry to approve the November 13, 2019 minutes. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

### **New Hires**

Mr. John Upton introduced new employees in attendance. Michelle Ezell, Instructor Dental Hygiene, Deidre Wood, Math Instructor and Sam Altman, Truck Driver Instructor.

## **CHAIR'S REPORT**

Ms. Ann David 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 arrange to do so. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/eduschedule.htm>. Online Ethics Training is now available. Please contact Michelle Lee at 910-362-7555 for details.

### **SEI Forms**

SEI Forms and the SEI No Change form are both available online. These are fillable forms and even offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2020. The Commission's website is: <https://www.ethicscommission.nc.gov/sei/blankForm.aspx>

### **Legislators**

Please contact our legislators regularly to let them know how important the funding for community colleges is and especially for pay increases.

### **Our Place**

The lunch schedule for Our Place is now available.

### **Gift of Education**

The annual Gift of Education Luncheon will be held on May 28, 2020. Trustees are encouraged to participate in this event.

## **PRESIDENT'S REPORT**

President Morton reviewed the following report.

CFCC Associate Degree in Nursing Program Ranked #1 in North Carolina for 2020 - The Cape Fear Community College Associate Degree Nursing (ADN) program has been ranked number one in the NursingProcess.org Best Schools in North Carolina for Registered Nursing (ADN/ASN) Programs - 2020 rankings list.

Apple – Attended meeting with Apple representatives and other NHC government and educational leaders in California on January 13-14, 2020.

Program Closing –Industrial Systems Technology has had declining enrollment. Local and regional industries are shifting their site engineering and technical maintenance requirements to more of a focus on mechatronics. CFCC’s Mechatronics Engineering Program can respond to this shift in industry requirements.

A MOTION was made by Mr. Collins and seconded by Mr. Melia to close the Industrial Systems Technology Program due to low enrollment. Motion carried unanimously.

NCCCS – Vice President John Downing was announced as a finalist for the NCCCS Staff of the Year. John was named in the top 3 of 40 applicants.

CFCC Interior Design Students Partner with Welcome Home Angel for Unique Design Project – CFCC students Tess Luman, Brianna Lovins, and Kara Kube worked on an unforgettable project this fall. The trio responded to a request for help from Welcome Home Angel. The group works to design healthy and cheerful spaces within clients’ existing homes in which the children can live and recover. CFCC Interior Design Program Director Tammy Powell presented the students the opportunity to work on this unique project. An eight-year-old boy with neuromuscular disease had just relocated to a new home. The new home had a sunroom, but it needed to be designed for the child’s specific needs. The three students readily agreed to work on the project together, outside of their class assignments.

Cape Fear Community College to Host 180 Eighth Graders for a Science and Mystery Filled Day Cape Fear Community College will host the entire eighth grade class of Topsail Middle School on Friday, February 28, at its North Campus during EASE (Effective and Authentic Science Events), a STEM outreach initiative. EASE is sponsored by NC Community Colleges and BioNetwork.

## **COMMITTEE REPORTS**

### **JOINT FACILITIES & EQUIPMENT AND FINANCE COMMITTEE**

Mr. Cherry turned the meeting over to President Morton and the following reports were reviewed.

#### **State Budget Approval**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the 2019-2020 budget as presented in the amount of \$90,298,789. Motion carried unanimously.

#### **State Budget Revision**

A MOTION from the Finance Committee recommends approval of the State Budget Revision increase in the amount of \$132,441. Motion carried unanimously.

**New Hanover County Budget Proposal**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the New Hanover County Budget Proposal in the amount of \$11,298,920. Motion carried unanimously.

**Pender County Budget Proposal**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Pender County Budget Proposal in the amount of \$845,527. Motion carried unanimously.

**State Budget Summary**

The State Budget Summary reported 49.76 percent of the budget had been expended as of December 2019.

**County Budget Summary**

The County Budget Summary reported 47.48 percent of the budget had been expended as of December 2019.

**Institutional Funds Update**

Mr. Morton reviewed the January, 2019 report. No items were of concern at this time.

**Quarterly Report Wilson Center**

The Quarterly Report for the Wilson Center was reviewed. There were no concerns at this time.

**Quarterly Report Foundation**

The Quarterly Report for the Foundation was reviewed and there are no concerns at this time.

**FACILITIES REPORT**

President Morton reviewed the following reports.

- “A” BUILDING – Galehouse
- “S” BUILDING – McLeod
- “N” BUILDING Natural Sciences

**PROJECT STATUS**

1. Project update:
  - a. Construction documents completed and in to SCO in the next week for final review.
  - b. Cost estimate is currently being updated.
  - c. As the final scope has been determined, some work has been added related to the final lab setups on the first floor. Request to add the final \$232,734 amount in the NC Connect Funds that we had not previously assigned to a project, to this project to cover those costs.

2. Schedule: Generally, architect selections, design, bidding and contract matters will allow construction to begin summer 2020.
3. Pending Construction Change Orders:
  - i. None at this time.
4. Designer Change Orders:
  - i. Pending design change to increase design fee in line with funds added to project.

**Annual County Funded Projects**

**New Hanover County Capital Outlay**

New Hanover County Capital Outlay Projects 2015-2016 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
7	Redcross Streetscape Project - Replace or Retrofit Exterior Lighting at Wilmington Campus	\$15,500.00	\$260,573.00	\$3,067.09	\$279,140.09	\$279,140.09	\$0.00	Construction start date planned 2/7/20

**Pender County Capital Outlay**

Pender County Capital Outlay Projects 2017-2018 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
2	Burgaw Center -Lab exhaust Hoods for Science Classroom 200	\$2,200.00	\$25,044.00	\$26,516.74	\$53,760.74	\$74,769.77	\$21,009.03	under construction, rough ins complete, pending hood install.

Pender County Capital Outlay Projects 2018-2019 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1&2	Burgaw Center - Install Canopy for Covered Eating & Outdoor Classes and Fix Drainage Issues Mechanical Yard (HVAC Area) and Center Front Parking Lot	\$4,000.00	\$56,000.00		\$60,000.00	\$60,000.00	\$0.00	Revising plan from freestanding shelter to addition due to plan review issue.

**Connect NC Bonds**

A MOTION from the Facilities & Equipment Committee recommends approval of the Board of Trustees to add \$232,734 of unallocated funds to the A Building renovation project. Motion carried unanimously.

Connect NC Bond Projects - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget NC Connect & County Funds	Remaining	Status
2	CFCC " K Building Collision Repair & Refinishing Technology Renovation	\$62,500.00	\$524,900.00	\$1,958.76	\$589,358.76	\$718,000.00	\$128,641.24	Project under construction. Estimated Completion 3/14/20
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$304,400.00		\$3,840.00	\$308,240.00	\$4,882,734.00	\$4,574,494.00	CD's complete and will be sent for final SCO approval and cost modeling.

## **SGA REPORT**

Ms. David presented the following report on behalf of the SGA.

- Next SGA General Assembly meeting is Monday January 27, 2020 in U170 at 3:30PM.
- The CFCC library VHS Recycling Project is ongoing and will be completed in the spring.
- The N4CSGA Spring 2020 Convention is April 3<sup>rd</sup> – 5<sup>th</sup> in Durham NC.
- SGA will be hosting the 4<sup>th</sup> annual EarthFest Celebration is Wednesday April 22<sup>nd</sup> in the Amphitheater behind the Union Station.

## **FACULTY ASSOCIATION REPORT**

Mr. Branner thanked the Board for their support of his voluntary service as Faculty Association President and that he hoped to continue to serve the college.

Ms. David stated that the faculty of CFCC are outstanding and that the Faculty Association does a wonderful job.

## **FOUNDATION REPORT**

Ms. Godwin presented the following report.

- Scholarships
  - Fall application cycle closed October 31, 2019.
  - The Foundation awarded almost 400,000 in scholarships for the spring semester. This ended the 2019 Academic year with 1053 students being awarded just under \$1 million.
  - The next application Cycle will open March 1 - April 30, 2020.
- Foundation Board
  - GOE
    1. Linda Brown BOD board member will be this year's chair.
    2. Goal is \$300,000.
    3. GOE will be held on May 28, 2020 at 11:30 in Schwartz Center.
  - Donor Appreciation Dinner February 18, 2020 in Daniels Hall at 5:30 p.m.
- Fundraising Report
  1. End of Year Annual Appeal raised \$45,000.
  2. Holiday Helpers program raised \$17,000.

3. Year to date Fundraising dollars raised through December 31, 2019 totaled \$505,000.

**ANNOUNCEMENTS**

**DATE OF NEXT MEETING** – MARCH 26, 2020.

Meeting adjourned at 6:45pm.

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James P Morton, President/Secretary

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Michelle S. Lee, Recording Secretary

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