

**MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
TELEPHONIC MEETING
MARCH 26, 2020
5:00 PM**

Following proper public notifications on March 24, 2020, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session, on Thursday, March 26, 2020, at 5:00 pm. Ms. Ann David, Chair, presided. All participants attended virtually/telephonically due to mandates from Governor Cooper to not hold large gatherings and notification from NHC Commissioners not to hold gatherings with 10 or more individuals in response to slowing the spread of Coronavirus. The public was invited to join the call.

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; Ms. Paula Sewell and Mr. Bruce Shell.

Employees present were: Mr. James Morton, President and Ms. Michelle Lee, Senior Executive Assistant and Liaison to the Board; Ms. Sonya Johnson, Director of Community Relations and Mr. Antonio Arteaga, IT Services, Helpdesk Management.

Others present were: Mr. Alex Dale, 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.

MINUTES

A MOTION was made by Ms. Kusek and seconded by Mr. Barfield to approve the January 30, 2020, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

No employees were introduced at the meeting.

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>

President's Evaluation

The annual evaluation process has started. It is very important that we have 100 percent participation in this process. If you have question or concerns, please contact me or Michelle Lee.

Commencement

At this point in time, the College is unable to set a date for commencement.

Legislative Breakfast

There will be a Legislative Breakfast held on May 14, 2020, from 7:30-9:00am in Raleigh. If you are interested in attending, please contact Michelle Lee.

PRESIDENT'S REPORT

President Morton reviewed the following:

CFCC Basketball

The Sea Devils are finishing up a strong season with men's and women's basketball advancing to the NJCAA Region 10 tournament in Pinehurst, NC. Starting Thursday March 5, the men go up against Spartanburg and the women take on Brunswick Community College in Martinsville, VA. Go Sea Devils!

Broadway for a Better World

The Wilson Center at Cape Fear Community College Broadway for a Better World (BFABW) Initiative has awarded tickets valuing \$100,000 to area nonprofits. On February 13, the Wilson Center and the Arts Council of Wilmington held the annual Broadway for a Better World Fundraising Breakfast.

Sustainability Technologies

On Thursday, Feb. 20, the CFCC Sustainability Technologies program was recognized by the Lower Cape Fear Stewardship Development Coalition with the Stewardship Champion Award.

NCCCS Fine Arts Conference

CFCC hosted art, music, and theatre educators from two- and four-year institutions across the state for the annual North Carolina Community College Fine Arts Conference.

Several members of the Humanities and Fine Arts Division were elected to the North Carolina Community College AFA Association Board of Directors for the 2020-2022 term during the conference.

President: Brandon Guthrie

Member at Large Theatre: Jessica Gaffney

Member at Large Art: Rick Conn

Member at Large Music: Phil Singleton

Military Business Center

Cape Fear Community College opened the North Carolina Business Center at its downtown campus last week. The NCMBC is a business development entity of the North Carolina Community College System that provides federal business development resources and services to North Carolina businesses.

At the grand opening open house, we welcomed Donna Warren, who will be providing one-on-one assistance to help businesses compete for, win, and grow jobs through federal contracts through the NCMBC.

Health Sciences Showcase for High School Students

CFCC hosted area high school counselors for the Health Sciences Showcase. The goal was to educate about the health science programs we offer at Cape Fear, from program directors, students, and instructors.

Making our exceptional, affordable training opportunities more accessible to area high school students is one of our biggest goals.

ADN Nursing

For the second time this year—and the second consecutive year from RegisteredNursing.org—CFCC's Associate Degree Nursing program has ranked first among 30 other RN programs in the state. RegisteredNursing.org ranks not only associate degree programs, but all nursing programs in North Carolina, including universities.

“Receiving this recognition for our ADN program illustrates the unfailing dedication of faculty and staff who strive to deliver high-quality instruction and training to our students. Our health science programs are consistently recognized for their outstanding quality. It’s exceptionally gratifying to see the efforts of our health science team be recognized at this level.” — CFCC President Jim Morton

“The success of our nursing students is a strong indicator of the hard work and dedication of nursing faculty, staff, and students. We are extremely grateful for this recognition as we work to educate and equip great nurses for our community.”

— CFCC Dean of Health Sciences Mary Ellen Naylor

E.A.S.E Event

Friday, February 28 was an exciting day as our north campus hosted approximately 180 students from Topsail Middle School for **E.A.S.E. (Effective and Authentic Science Events)**.

This unique event not only introduced these middle schoolers to science (and made it fun), but also let them see first-hand the wonderful facilities and opportunities at our north campus, AND allowed them to interact with our awesome faculty & staff.

It was great to see the impact of this program on these students.

CFCC Food Pantry

The CFCC Food Pantry is officially accepting food items and monetary donations! The Food Pantry aims to provide temporary supplemental food relief to CFCC students, faculty, and staff at no cost and remove barriers associated with food insecurity. In addition to helping alleviate hunger within our CFCC community, the CFCC Food Pantry aims to reduce the impact that food insecurity has on the academic success of our students.

Support can be given to the Food Pantry by donating pantry items or giving monetarily.

Items Needed:

- Canned fruits or fruit cups
- Canned vegetables
- Pasta
- Rice
- Tomato, pasta sauce, gravy
- Soup, stew or chili
- Canned meat such as tuna, chicken, sardines
- Boxed meals, mac-n-cheese
- Cereal, granola/breakfast bars
- Peanut butter & jelly
- Toiletries such as toilet paper, toothpaste, toothbrushes, shampoo, soap

To learn more about the CFCC Food Pantry or to contribute, visit **cfcc.edu/food-pantry**

COVID-19

The onset of COVID-19 has presented many challenges to our faculty, staff and students. Everyone has responded with hard work, creativity and dedication to move as much face-to-face instruction to an online platform as possible. We have wonderful faculty and staff and I appreciate the dedication they have to our students and CFCC.

Continuing Education and Basic Skills Accountability and Credibility Plan

A MOTION was made by Ms. Rouse and seconded by Ms. Kusek to approve the Continuing Education and Basic Skills Accountability and Credibility Plan for Fall 2019 class

In accordance with Cape Fear Community College’s Continuing Education and Basic Skills Accountability and Credibility Plan, fifty (50) percent of all off campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited by the instructor’s supervisor or a designated representative approved in writing by the senior continuing education administrator each semester. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the semester summary from Fall 2019 class visits made to classes under the responsibility of the Dean of Continuing Education:

Plan Criteria	Classes Offered	Classes Visited by Sr. Administrator	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	188	60 (32%)	10%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting on campus	259	134 (52%)	25%	Yes

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
Classes meeting off campus/distance education	188	138 (73%)	50%	Yes

Truck Driver Training

Truck Driver Training will be moved from Curriculum to Continuing Education. This move will make the program much more affordable for students.

A MOTION from Mr. Melia and seconded by Mr. Cherry will terminate the Curriculum Truck Driver Training Program. Motion carried unanimously.

MyfutureNC

President Morton reviewed the MyfutureNC Resolution.

A MOTION was made by Mr. Hopkins and seconded by Mr. Cherry to approve the MyfutureNC Resolution. Motion carried unanimously.

Resolution to Support the *myFutureNC* Attainment Goal

WHEREAS, *myFutureNC* is a statewide non-profit organization focused on educational attainment and is the result of cross-sector collaboration between North Carolina leaders in education, business, and government; and

WHEREAS, The *myFutureNC* Commission, along with the North Carolina General Assembly and Governor concluded that North Carolina should have a goal that 2 million North Carolinians will have a high-quality credential or postsecondary degree by 2030; and

WHEREAS, Cape Fear Community College is committed to endeavor to bring about the alignment of educational offerings provided by the Community Colleges in North Carolina with the State's workforce needs; and

WHEREAS, Community Colleges, along with other key education partners, help advance educational attainment of students in North Carolina by providing high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals; and

WHEREAS, The Cape Fear Community College Board of Trustees agrees that North Carolina faces a gap between attainment of, and the projected need for, citizens with post-secondary degrees or high-quality credentials.

NOW THEREFORE BE IT RESOLVED, THAT:

Cape Fear Community College supports the attainment goal of *myFutureNC* that 2 million North Carolinians should have a high-quality credential or postsecondary degree by 2030; and

Cape Fear Community College will continue to foster partnerships across the education continuum, and with leaders in business, education, state and local government, and community-based organizations to achieve the goal.

Adopted this the 26 day of March, 2020 by Cape Fear Community College.

Jim Morton, President
Cape Fear Community College

COMMITTEE REPORTS

Facilities & Equipment

President Morton reviewed the following reports:

Annual County Funded Projects

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 underway, estimated completion Mid April 2020.

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	\$29,115.00	\$26,516.74	\$57,831.74	\$74,769.77	\$16,938.03	Project Complete.

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.

NC Connect Bonds

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 end of April
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$304,400.00		\$26,938.00	\$331,338.00	\$4,882,734.00	\$4,551,396.00	CD's complete and will be sent for final SCO approval and cost modeling.

Lineman Training Facility

EDA Grant Lineman Training Facility Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget Federal Grant and CFCC Other Funds	Remaining	Status
1	CFCC N. Campus Electric Lineworker Overhead and Underground Training Facility				\$0.00	\$791,760.00		Project Award 9/23/19 - Negotiating Design Contract

Wilson Center Rental Rates Update

President Morton reviewed the Wilson Center Rental Rates Update.

A MOTION was made by Ms. Kusek and seconded by Mr. Hopkins to approve the Wilson Center Rental Rates update as presented. Motion carried unanimously.

- Consignment Ticket Fee: previously \$4 per ticket, updating to 11 percent the face value of the ticket plus 7 percent NC State tax.
- Ticket Central Associate: previously included one for up to 4 hours in base rental, updating to not include hours in base rental (will bill actual hours worked at \$28/hour/person).
- Group Sales Coordination Commission: previously no fee, updating to include a 5 percent commission for group sales (10-15 tickets per order) solicited by the Center
- ASL Interpreter: Previously did not include a price for interpreters, updating to include a rate of at least \$60/hour/interpreter. ASL Interpreters (internal and external) must be coordinated by the Wilson Center.
- Program Stuffing Fee: Previously did not include a charge to stuff inserts into programs for renters, updating to charge \$50 per performance to stuff programs (with at least 24 hours lead time) and a \$200 rush fee per performance to stuff programs (with less than 24 hours lead time).

All other rates remain the same as the previous year.

Finance Committee

State Budget Revision

A MOTION was made by Mr. Burney and seconded by Mr. Barfield to approve the State Budget Revision for a total increase of \$786,477. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 64.79 percent of the budget had been expended as of February 2020.

County Budget Summary

The County Budget Summary reported 65.07 percent of the budget had been expended as of February 2020.

Institutional Funds Update

Mr. Morton reviewed the February, 2020 report. No items were of concern at this time.

Administrative & Personnel Committee

Approval of Direct Reports to President

President Morton presented information on Ms. Kathy Turner, candidate for Executive Director of Human Resources.

A MOTION was made by Ms. Rouse and seconded by Mr. Melia to approve Ms. Turner as the Executive Director of Human Resources. Motion carried unanimously.

President Morton also asked that Mr. Jakim Friant be moved from Interim to permanent IT Director.

A MOTION was made by Mr. Guy and seconded by Mr. Collins to approve Mr. Friant as IT Director. Motion carried unanimously.

CAPE FEAR COMMUNITY COLLEGE

President Morton presented the Board of Trustees Evaluation Policy.

A MOTION was made by Ms. Kusek and seconded by Mr. Cherry to approve the Board of Trustees Evaluation Policy as presented. Motion carried unanimously.

Board of Trustees Evaluation Policy

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995

MOST RECENT REVISION: May 1995

POLICY:

It is the policy of Cape Fear Community College (CFCC) to utilize a formal performance evaluation process for the President. The purpose of this policy is to maximize the effectiveness

of the President to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship with the Board of Trustees, faculty, staff and students.

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

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

C. Performance Evaluation Procedure

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

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May 1st. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.

2. Formal Performance Evaluation Tool and Process:

The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

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

3. Employment Contract:

The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.

4. Job Description:

The President and Board of Trustees will review and revise as necessary the President’s job description on an annual basis.

5. Policy Review:

This policy shall be reviewed annually by the Administrative and Personnel Committee and recommendations for changes, as necessary, shall be submitted to the Board of Trustees for approval.

APPROVED BY:

Chair, Board of Trustees

Date

Board of Trustees Self-Evaluation

President Morton presented the Board of Trustees Self-Evaluation.

A MOTION was made by Mr. Cherry and seconded by Ms. Kusek to approve the Board of Trustees Self-Evaluation. Motion carried unanimously.

I. Board Organization	Agree	Needs Improvement	Undecided
1. The Board operates as a unit.			
2. Board members make decisions after thorough discussion and exploration of many perspectives.			
3. Board members are free of any contractual, employment, personal, of familial financial interest in the institution.			
4. The Board is educated and addresses potential conflict of interests for its members.			
5. The Board has appropriate and fair processes for the dismissal of a board member.			
6. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.			
7. Meeting agenda items contain sufficient background information and recommendations for the Board.			
8. Board committees effectively assist the Board to do its work.			
Comments:			

II. Policy Role			
1. Board meetings focus on policy rather than administration.			
2. The Board is appropriately involved in defining the vision, mission and goals.			
3. The Board bases its decisions in terms of what is best for students and the community.			
4. The Board maintains a future-oriented, visionary focus in Board discussions.			
5. The Board is familiar with the general strategic and master plans of the institution.			
Comments:			
III. Community Relations			
1. The Board effectively represents the interests of the community.			
2. The Board is knowledgeable about community and regional needs and expectations.			
3. Board members maintain good relationships with community leaders.			
Comments:			
IV. Board-President Relations	Agree	Needs Improvement	Undecided
1. A climate of mutual trust and respect exists between the Board and President.			
2. The Board sets clear expectations for the President.			
3. The Board effectively evaluates the President.			
4. The Board clearly delegates the administration of the college to the President.			
5. The Board and President work cooperatively.			
Comments:			

V. Standards for College Operations			
1. The Board is knowledgeable about the educational programs and services of the college.			
2. The Board understands the fiscal condition of the organization and the budget document.			
3. The Board is knowledgeable about the auxiliary services of the college (The Foundation Performing Arts Center, Child Care Center and Book Store).			
4. The Board has policies that require fair employee due process and grievance procedures.			
Comments:			
VI. Institutional Performance			
1. The Board monitors the effectiveness of the college in fulfilling the mission.			
2. The Board adequately monitors the impact the college has on the community.			
3. The Board understands the financial audit and its recommendations.			
Comments:			

Incomplete Grades Policy – Update

President Morton presented the following new and updated policies.

A MOTION was made by Mr. Shell and seconded by Ms. Kusek to approve the Incomplete Grades Policy update. Motion carried unanimously.

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 prior to the last day of classes of the section for which they are requesting an incomplete. Students must have completed at least 60% 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. Incompletes (I) not finalized within the appropriate time frame will convert to a grade of “F”. Extensions to this time frame may 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.

Telework Policy

A MOTION was made by Mr. Cherry and seconded by Ms. Rouse to approve the Telework Policy. Motion carried unanimously.

For continuity of operations during emergency or inclement weather, Cape Fear Community College may allow employees to telework. The President may use his/her discretion to start or stop teleworking based on what he/she deems necessary to ensure the safety and security of students, employees and the campus.

In order to telework, an employee and their appropriate supervisor(s) must agree to and sign the Cape Fear Community College Temporary Telework Agreement prior to beginning telework. Having successfully engaged in a temporary teleworking arrangement does not obligate the College to any future telework.

If the President decides that employees may telework during an inclement weather or emergency event, certain employees, whose jobs cannot be accomplished virtually, may be required to assist with work outside their job descriptions, as directed by their supervisors. If an employee is unable to telework during an emergency or inclement weather event due to illness or dependent care responsibilities, the employee may be asked to take appropriate leave.

During this period, non-exempt employees who are approved to telework and are unable to work remotely may be paid at their current rate and for their normal scheduled work hours, but will be expected to assist the College as needed with work that may fall outside their assigned role. Exempt employees will be paid their regular salaries.

Faculty teaching face-to-face classes may be directed by their Department Chair or Dean to transition to online instruction due to inclement weather or an emergency event. Full-time faculty may also be asked to provide virtual office hours for students as directed by their Department Chair or Dean. Full-time faculty members who transition to online instruction will continue being paid their regular salaries. Faculty teaching on temporary instructional contracts who transition to online instruction will be paid based on the rate established on their current contracts. Faculty teaching on temporary instructional contracts whose classes are suspended due to inclement weather or an emergency event may have their contracts adjusted accordingly.

Federal, State or Local State of Emergency or Inclement Weather Event Policy

A MOTION was made by Mr. Shell and seconded by Mr. Cherry to approve the Federal, State or Local State of Emergency or Inclement Weather Event Policy as presented. Motion carried unanimously.

During a Federal, State or Local State of Emergency or weather event, the President with prior approval from the Board of Trustees Chair, will have the right to suspend, amend or create Cape Fear Community College policies.

SGA Report – No Report

Faculty Association Report

The Faculty Association President, John Branner, announced to the Faculty Association he will be stepping down as FA President in order to place more focus on teaching and student learning outcomes. Mr. Branner has appointed Dr. Eric Brandon as the new FA President effective March 26, 2020. Dr. Brandon is a Philosophy instructor with several years of service to CFCC and has been serving as the FA Vice President for the Arts and Humanities division. This should be a smooth transition with little interruption to FA business.

Mr. Branner also appointed a Faculty Association Constitution and Bylaws Committee to review and revise the current bylaws. The intent is to have an accurate set of bylaws for conducting FA business starting in the fall 2020. The target date for completion and presentation to the Faculty Association for review and vote is prior to spring semester end 2020. However, current events could delay that process.

Foundation Report

- Logan Thompson, is the new Director of Philanthropy
- Scholarships
 - Spring Application cycle is open, March1-April 30.
 - Merit Scholarships. The Foundation has reached out to all of the high school counselors to please remind student to go online and apply for Merit Scholarships.
 - The Foundation has received 46 nominations for the Marilyn Goodman Anderson Faculty Award.
 - Annual scholarship renewal letters were mailed March 1, 2020. The Foundation will be monitoring donations very carefully to determine amount to be awarded in

spring. We want to ensure that we will have reserves for the fall cycle during these uncertain times.

- Foundation Board
 - Gift of Education
 - The Foundation has received \$15,500.00 in sponsorships to date.
 - Due to COVID-19, GOE will be postponed until a later date.

Announcements

President Morton thanked the faculty and staff for all of their hard work and dedication to the College and our students. A tremendous effort was made by all to transition as many classes as possible online in a very short period of time. I am extremely proud of the faculty and staff at Cape Fear Community College, they are absolutely outstanding.

Mr. Guy thanked Jim Morton and Michelle Lee for keeping trustees informed.

Mr. Shell asked is there anything that the board can do to help with funding during the COVID-19 event. President Morton stated that talking to legislators is always suggested and helpful.

Ms. Kusek stated that the COVID-19 event may increase demand on some programs. President Morton stated that the Small Business Center is very busy giving advice to local businesses. Job training could also increase.

Mr. Hopkins wanted to thank the College for providing masks to Coastal Horizons.

Ann David thank you to the President, CFCC's Senior Staff as well as Commissioners for their response to the pandemic. President Morton stated that the College has a great team and they have done an outstanding job.

Bill Cherry thanked staff for making the conference call possible.

Date of Next Meeting – May 28, 2020

Meeting adjourned at 5:50pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

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