

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 18, 2020
5:00 PM

Following proper public notifications on June 15, 2020, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session, on Thursday, June 18, 2020, at 5:00 pm. 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; Ms. Paula Sewell; Mr. Bruce Shell and PJ Eby, SGA President.

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; Ms. Joanne Ceres, Vice President Student Services; Dr. Jason Chaffin, Vice President of Academic Affairs; Ms. Christina Greene, Vice President of Business Services; Mr. John Downing, Vice President of Continuing Education; Mr. Shane Fernando, Interim Vice President of Advancement and the Arts; Mr. Eric Brandon, Faculty Association President; Mr. David Kanoy, Director of Capital Projects; Mr. Tracy Holbrook, Program Director, Chemical Technology; Ms. Logan Thompson, Director of Philanthropy; Ms. Kathy Turner, Executive Director Human Resources; Ms. Mary Ellen Naylor, Dean of Health Sciences; Ms. Lynn Criswell, Dean General Education and Sciences; Ms. Lynn Sylvia, Campus Safety Coordinator; Mr. Robert Carter, Manager, Technical Support; Ms. Caroline Greenough, Math Instructor; Ms. Erica Reynolds, Math Instructor; Ms. Shannon Gunter, Math Instructor; Ms. Lashonia Burns, Computer Technician; Ms. Julianne Martin, Community and Events Coordinator; Ms. Debi Causey, External Events Coordinator; Ms. Tammy Harrell, Assistant Director, Marketing and Communications; Ms. Emily Holt, Administrative Coordinator Continuing Education; Ms. Erin Fabian, Digital Marketing Analyst, Mr. Tim Vandenberg, Coordinator, Video/Visual Marketing; Ms. Jennifer Mace, Art Instructor and other employees (see below).

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. Burney to approve the March 26, 2020, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

President Morton introduced Ms. Kathy Turner, Executive Director of Human Resources. Ms. Turner introduced the following new employees in attendance.

Mr. Geroge Whiting, Payroll Manager
Ms. Leigh Anne Hesse, Admissions Record Specialist
Ms. Diane Salamoni, Sr Administrative Assistant – Health Sciences
Mr. Jason Bocchino, Veterans Affairs Coordinator
Ms. Logan Thompson, Director of Philanthropy
Mr. Bill King, Program Director BLET
Ms. Kathy Turner, Executive Director, Human Resources
Audrea Bullard, Community Enrichment (CE) Coordinator
Michelle Hill, Instructor NIA & NAII Pender County (CE)
Deshay Becton, Career Development Coordinator

Retirements

Ms. Turner introduced the following retirees:

Ms. Valarie Baughman, Mr. Kenneth Hufham and Mr. James Walters. President Morton congratulated the retirees, thanked them for their invaluable service to Cape Fear Community College.

CHAIR'S REPORT

Ms. Ann David reviewed the following report.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 30, meeting.

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary. Mr. Bruce Shell, Ms. Mary Lyons Rouse and Mr. Robby Collins will serve on the Nomination Committee.

Graduation

At this time, Summer Commencement will be planned to allow an in-person ceremony for students and virtual for family and guests to accommodate social distancing. Details will be forthcoming.

There will be a drive-in concert to support student scholarships. Ms. David asked that all trustees participate if possible.

Ms. David congratulated Mr. Hopkins on his reappointment by the New Hanover County Commissioners and Mr. Jason Mcleod on being appointed by the NHC Board of Education. Both will be sworn in at the July Meeting.

Ms. David joined the entire board to thank Mr. John Melia for his service. Mr. Melia will attend the July meeting so that he may be honored for his service to the College.

PRESIDENT'S REPORT

President Morton reviewed the following:

CARES Funding

The CARES Act Higher Education Emergency Relief Fund (HEERF) provides funding to institutions for emergency financial aid grants to students whose lives have been disrupted by the coronavirus pandemic. Cape Fear Community College received \$2,363,220 to be distributed to students in the form of direct grant payments. The Department of Education set specific guidelines for distribution of these funds, including a stipulation that students must meet Title IV eligibility criteria. We estimate that 3,113 students who were enrolled during Spring 2020 may be eligible to receive these funds.

Emails were sent to all of the potentially eligible students May 18th, inviting them to submit an application for funding and on June 1st a reminder email and text message was sent to eligible students who had not yet applied. To date we have approved applications for **977** students who will receive a total of **\$778,440**.

COVID-19 Testing

In support of New Hanover County Public Health expanding COVID-19 testing in the county, CFCC closed Student Lot #2 to provide an opportunity for symptomatic residents to be pre-screened by phone and then tested for COVID-19 in a drive-through setting at no cost.

Enrollment Update

Summer 2020 enrollment is up 9.6 percent on the first day compared to 2019 and early numbers reflect a higher FTE as well.

Continuing Education has increased by 89 FTE which is a 19 percent increase in enrollment.

Fundraising – Wilson Center and Foundation

The Wilson Center and the Cape Fear Community College Foundation are thrilled to announce the **Wilson Center Drive-In Concerts**, at the Wilson Center! This series of four concerts -- taking place on the evenings of **June 25th, 26th and 27th**, and the afternoon of **June 28th** -- will feature well-known performers from the Cape Fear region, and will serve as the primary fundraising effort for the CFCC Foundation's **Gift of Education** initiative this year. The performance on Saturday, June 27th, will be the special, dedicated fundraising performance, and will feature **CFCC Merit Scholar Ava Johnson**, who will perform with **Uptown Easy**. All proceeds raised through this performance, and any other-directed donations, will go to support student scholarships at the college.

The concerts in this series are:

- **June 25 at 7:30 p.m.:** TRAVIS SHALLOW *Americana*
- **June 26 at 7:30 p.m.:** FLASHBACK *Classic Rock*
- **June 27 at 7:30 p.m.:** UPTOWN EASY *Soul (Benefitting Student Scholarships)*
- **June 28 at 4:30 p.m.:** MASSIVE GRASS *Alternative Bluegrass*

The Drive-In Concerts will be held in the surface parking lot behind the Wilson Center, between Front and Second Streets. These are ticketed events, and capacity for each performance is limited.

Plan to Reopen Campus

The Campus Safety Plan has been updated and has gone through many reviews by the college staff and New Hanover County Sheriff's Office. The College is taking precautions to ensure faculty, staff and students are as safe as possible from COVID-19 when returning to campus.

2020-2021 Military Friendly Schools

CFCC was again named a Military Friendly School for 2020-2021.

Military Community College

The Navy, Marines and Coast Guard are looking for a public community college to partner with to start a Military Community College. CFCC meets the criteria and has applied.

NSF Grant

CFCC has been awarded another National Science Foundation Grant in the amount of \$470,415! The grant will help the College to increase student enrollment, education and employment in Chemical Technology. Tracy Holbrook, Program Director for Chemical Technology, has done an outstanding job in securing funds to support this program.

President Morton recognized Tracy Holbrook for his efforts to secure over 1 million in grant funding for the Chemical Technology Program. The Board of Trustees thanked him for his efforts.

CFCC Small Business Center

The CFCC Small Business Center has been awarded a special allotment of discretionary funds to help small business owners as they face continuing challenges from the COVID-19 pandemic. Reboot, Recover, Rebuild (R3), made possible by North Carolina's General Assembly H1043—which, as a response to the current economic crisis, provides grants to North Carolina small business centers—will provide small businesses with free in-depth counseling, coaching, information, and resources in over 40 different subject areas. The Small Business Center is currently working with 10 businesses regarding R3 funding.

Ed2Go

CFCC was ranked #9 top performing schools in the US for Ed2go in May. Ed2go provides CE online courses for lifelong learners.

Summer Classes

This summer we are providing online, hybrid and face-to face instruction. Our face-to-face portion of the hybrid classes began on June 15th. The creativity and flexibility by faculty to provide instruction this summer is incredible and clearly shows their dedication to our students. Thank you to our faculty and staff for continuing to fulfill the mission of the college during this challenging time.

Truck Driver Training

Earlier this year Truck Driver training was moved from curriculum to continuing education which lowered the tuition rate. This has resulted in a substantial increase in enrollment.

Enrollment

The College has offered higher level courses this summer for university transfer students such as Organic Chemistry and Race and Ethnic Relations which have been well-attended. Thank you to the faculty for their willingness to provide these programs for students.

FTE Spring 2020 Update

ICR was submitted to the state reflecting spring 2020 curriculum FTE increase of 6 percent and a 19 percent FTE increase for Continuing Education over spring 2019.

COMMITTEE REPORTS

President Morton reviewed the following reports:

FACILITIES & EQUIPMENT COMMITTEE

Potential Naming Opportunity

A MOTION was made by Mr. Guy and seconded by Ms. Kusek to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(2) to discuss a naming opportunity. Motion carried unanimously.

The Board returned to open session.

A MOTION was made by Mr. Melia and seconded by Mr. Guy to approve the naming of the Human Resources Conference Room for Mr. John S. Upton. Motion passed unanimously.

Mr. Morton presented Mr. Upton with a plaque and thanked him for his invaluable service to the College.

County Funded Projects

President Morton reviewed the following reports.

New Hanover County

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 July 2020

Pender County

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	due to code issues we cant' build the freestanding shelter, revising project to courtyard drainage upgrades.

Connect NC Bond Projects

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, some additions and delays. Estimated Completion now 7/1/20
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 in for 60-day review as of May 2020.

FINANCE COMMITTEE

Mr. Cherry reviewed the following reports.

Write-off Uncollectible Debt

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Write-off of Uncollectible Debt in the amount of \$97,766.13. Motion carried unanimously.

State Budget Revision

A MOTION from the Finance Committee recommends approval of the State Budget Revision for an increase of \$15,079. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 80.10 percent of the budget had been expended as of April 2020.

County Budget Summary

The County Budget Summary reported 79.53 percent of the budget had been expended as of April 2020. The county budget was decreased by 3.7 percent (\$408,000). After consideration, County Commissioners added \$204,000 back to the college budget. President Morton thanked the commissioners for their generosity.

Institutional Funds Update

Mr. Morton reviewed the April, 2020 report. The College is watching the Wilson Center closely and cutting costs wherever possible due to the cancelation of programing because of COVID-19.

CURRICULUM COMMITTEE

President Morton reviewed the following.

A MOTION was made by Mr. Moskowitz and seconded by Mr. Shell to approve the curriculum programs as presented. Motion carried unanimously.

**Associate in Science
in
Teacher Preparation (A1040T)
Curriculum Standard**

Effective Term:
Fall 2020

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)		
The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.		
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT		
<i>(All Universal General Education Transfer Component courses will transfer for equivalency credit.)</i>		
English Composition (6 SHC)		
<i>The following two English composition courses are required.</i>		
ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)
<i>Select two courses from the following from at least two different disciplines (6 SHC)</i>		
Communications		
COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)
Humanities/Fine Arts		
ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

SBCC approved 04/17/20

**Associate in Arts
in
Teacher Preparation (A1010T)
Curriculum Standard**

Effective Term:
Fall 2020

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)		
The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.		
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT		
<i>(All Universal General Education Transfer Component courses will transfer for equivalency credit.)</i>		
English Composition (6 SHC)		
<i>The following two English composition courses are required.</i>		
ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)
<hr/>		
<i>Select three courses from the following from at least two different disciplines (9 SHC)</i>		
Communications		
COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)
Humanities/Fine Arts		
ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

SBCB approved 04/17/20

ADMINISTRATIVE & PERSONNEL COMMITTEE

Personnel

A MOTION from the Administrative and Personnel Committee recommends the approval of Mr. Shane Fernando as Vice President of Advancement and the Arts and Ms. Michelle Lee as Executive Director Presidents office and Board Liaison. Motion carried unanimously.

Handbook Change

A MOTION from the Administrative & Personnel Committee recommends approval by the Board of Trustees of the Employment Process change as presented. Motion carried unanimously.

Employment Process - 5.6

5.6 Employment Process

5.6.1 Initial Position Opening

When a regular position opens, the hiring supervisor or senior level administrator of the division in which the vacancy occurs must notify the Human Resources office and submit an updated job description. The Human Resources office will finalize the job description and gather all information needed to initiate the Posting Approval Request through the applicant tracking system workflow. The President has the final approval of the posting request which is also reviewed and approved using the online application tracking system.

5.6.2 Job Posting

Regular full-time exempt and non-exempt positions – Regular full-time exempt and non-exempt positions are generally posted internally for three business days prior to being posted externally. The College reserves the discretion to determine an appropriate time frame for internal postings and when/if those postings should be advertised externally. Internal job postings will be placed on the college's internal job posting site. Employees without access to computer resources to access the Colleges' internal job site can come to Human Resources to apply online. Internal candidates include regular full-time (exempt and non-exempt), regular part-time, and temporary part-time employees currently on the CFCC payroll at the time the job posting is approved. Eligibility requirements to apply as an internal applicant for employees who are in temporary part-time positions are:

- 1) employed at CFCC for at least six months,
- 2) working a schedule of at least 20 hours per week, and
- 3) in good job performance standing in the areas of customer service, productivity, quality of work and attendance and punctuality.

Temporary part-time employees may apply for any externally posted positions at any time. Eligibility requirements to apply for internal or external postings for employees who are in regular full-time (exempt or non-exempt) or temporary full-time positions are:

1. Must have satisfactorily completed probationary period of employment (refer to Section 5.4.1 for details on the probationary period).

Regular full-time Exempt and Non-Exempt positions that are not filled by an internal search will be advertised and posted externally for a minimum of seven (7) business days. Internal candidates may apply for both internally and externally posted jobs. Internal applicants not selected through an internal search may still be considered in the external applicant pool.

All regular full-time exempt and non-exempt positions (not filled internally) may be advertised locally, statewide and nationally through our recruitment and advertising solution partner(s). Openings are listed with the North Carolina Employment Security Commission, the North Carolina Community College System, and with other trade or diversity organizations, agencies or advertising avenues as needed. Openings are posted externally for a minimum of seven (7) business days. The College reserves the discretion to either extend postings as needed or take postings down in order to gather an appropriate talent pool of qualified candidates.

Part-time positions – Workflow for part-time openings originate in Human Resources and follow the same approval process as full-time postings, with the exception of pre-approved direct-hire links which are not posted, but used to capture applications for continuous recruitment of positions (commonly Wilson Center and adjunct instructor positions). Applicants for part-time positions apply using the online applicant tracking system.

Contract extensions – All contract extensions must be approved in advance by Human Resources and the normal chain of command to include the Vice President of Business Services. This includes summer contract extensions for faculty.

Exception – The President may make changes in a regular full-time employee’s job status through reorganization or reassignment without a search. For an application to be official, a Cape Fear Community College employment application must be fully completed and submitted through the College’s online application tracking system and by the date listed in the posting. At the end of the posting period, College personnel who have been designated to serve on the search committee for the position will proceed with the selection process as described under Selection Process.

SGA REPORT

Ms. Eby stated that the SGA is working to fill two vacant positions.

FACULTY ASSOCIATION REPORT –

Mr. Brandon presented the following report.

The Constitution and Bylaws Committee continued its work despite the obstacles and interruptions created by the pandemic. This committee, chaired by Terri Andress, produced a Constitution proposal that was voted on at the end of April 2020. The new Constitution was approved and is now in effect.

The Faculty Association now has four officers: president, vice president, secretary, and past president. In addition, there is a representative for each of the five academic divisions at the college.

The Constitution and Bylaws Committee also produced a Bylaws proposal that was voted on in May 2020. These new Bylaws were approved and are now in effect.

In accordance with the recently adopted Constitution, elections for officers and representatives were held in May 2020. These are the current officers and representatives:

Eric Brandon, Faculty Association President (appointed March 2020)
Suzanne Baker, Faculty Association Vice President (elected May 2020)
Chardon Murray, Faculty Association Secretary (elected May 2020)
John Branner, Past Faculty Association President
Melissa Moon, Arts and Humanities Representative (elected May 2020)
Kristina Mazzarone, General Education and Sciences Representative (elected May 2020)
Amanda Browne, Health Sciences Representative (elected May 2020)
Daniel Reid, Career and Technical Education Representative (elected May 2020)
Timothy Fuss, Continuing Education Representative (elected May 2020)

This restructuring has resulted in a Faculty Association that better aligns with the academic organization of the college and a structure that should work more efficiently.

Finally, the President of the Faculty Association would like to recognize the CFCC Faculty for their dedication and extraordinary efforts in successfully completing a very difficult semester.

FOUNDATION/WILSON CENTER REPORT

Mr. Fernando stated that the Wilson Center Broadway season will begin in January and run through August 2021.

There will be a drive-in concert to support student scholarships. In addition, all tickets sold for any Wilson event will have an option added to give funds to student scholarships.

Mr. Melia stated that he is thrilled to have Shane in this position.

Closed Session

A MOTION was made by Mr. Hopkins and seconded by Mr. Melia to go into closed session pursuant to North Carolina General Statute Section 143-318.11(a)(6) to discuss personnel and North Carolina General Statute Section 143-318.11(a)(3) to discuss attorney client privilege. Motion carried unanimously.

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

Board Self-Evaluation

After review of the Board Self-Evaluations Ms. David stated that the results will be shared with the incoming board chair.

ANNOUNCEMENTS

Ms. Rouse thanked Ms. David for her time as Board Chair. The board gave Ms. David a standing ovation.

DATE OF NEXT MEETING – JULY 30, 2020

Meeting adjourned at 7:30 pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml