

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 21, 2021
5:00 PM

Following proper public notifications on January 19, 2021, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 21, at 5:00 pm in the boardroom, Union Station Building. Ms. Patricia Kusek, Chair, presided.

Trustees present were: Ms. Patricia Kusek, Chair; Mr. Louis A. Burney, Jr.; Mr. William Cherry; Mr. Robby Collins; Mr. A.D. “Zander” Guy; Mr. Jason McLeod; Ms. Mary Lyons Rouse; Ms. Paula Sewell; Mr. Bruce Shell and Ms. PJ Eby, SGA President. Trustees not present: Mr. Jonathan Barfield; Ms. Anne David; Mr. Jimmy Hopkins and Mr. Bruce Moskowitz.

Employees present were: Mr. James Morton, President; Ms. Christina Greene, Vice President Business Services; Ms. Michelle Lee, Executive Director President’s Office and Board Liaison; Dr. Jason Chaffin, Vice President for Academic Affairs, SACS Liaison; Ms. Sonya Johnson, Executive Director of Marketing and Communications; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Debi Causey, Coordinator, Events; Ms. Kathy Turner, Executive Director Human Resources; Dr. Eric Brandon, Faculty Association President; Mr. Shane Fernando, Vice President of Advancement and the Arts; Ms. Logan Thompson, Director of Philanthropy CFCC Foundation; Mr. Robert Carter, Manager Technical Support IT; Mr. Antonio Arteaga-Paredes, Sr. Media Technician; Ms. Shonia Burns, Computer Technician; Ms. Emily Holt, Administrative Coordinator EWD; Mr. Tim Fuss, Program Director, Law Enforcement & Criminal Justice; Mr. John Downing, VP of EWD 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. Kusek 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. Burney and seconded by Mr. McCleod to approve the November 18, 2020, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

NEW HIRES

Ms. Turner introduced the following new employees in attendance.

Full Name	Job Title	Hire Date
Mary Gheen	Music Instructor	1/7/21
Whitton, Traci	Instructor, Mechatronics/Mechanical Engineering/Electrical Systems Technology	1/7/21
Cooper, Lindsay	Instructor, Economics	1/7/21

CHAIR’S REPORT

Ms. Kusek presented 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. Ms. Lee stated that the online training is currently not available because of technical difficulties. The online webinars are still available.

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, 2021. The Commission’s website is: <https://www.ethicscommission.nc.gov/sei/blankForm.aspx>

The Board of Trustees will consider remote meetings in the future depending on agenda items.

PRESIDENT’S REPORT

President Morton presented the following report.

SACSCOC

Working on 5th-year compliance review which will be due on September 15, 2022.

Small Business Center

Received COVID-19 grant allocations of \$189,698. The CFCC Small Business Center has helped 93 businesses since 12/08/2020. Total grant funding awarded to these businesses totaled 185,726. CFCC was ranked 1st in the State for grants awarded to small businesses.

Leadership Wilmington

Presented an overview of CFCC for Leadership Wilmington Class for their Education Day.

FTE Audit

The College FTE Compliance audit will begin on February 1 and conclude on February 19, 2021.

2019-2020 President's Report

Please find a copy of the 2019-2020 President's Report for your review.

FASFA Marketing Campaign

Promoting FASFA application completion through our marketing channels and working with Pender and New Hanover Schools for some joint marketing support. This is a myFutureNC initiative.

Lead Paint Removal Grant

CFCC has been awarded \$67,120 from the City of Wilmington and the US Department of Housing and Urban Development, to provide lead-based paint awareness and education programs, informing best work practices to local volunteers and contractors. This is part of the Lead Hazard Reduction/Healthy Homes Program. CFCC hopes to start the program in mid to late Spring. CFCC will offer several classes, and the entire program will span 18 months.

Dorothy Gillespie Exhibition

The Wilson Center and the Wilma W. Daniels Art Gallery are presenting an exhibition - Dorothy Gillespie: Selected Works from the Radford University Collection, which opened on Friday, January 15th, and will run through February 26, 2021.

Gillespie was a groundbreaking New York artist from the mid-1940s up until her death in 2012. She forged a career that was truly independent and innovative, and helped blaze a path for women artists during the feminist art movement of the 1970s. Gillespie was a master of many media, including paint, paper, sculpture, printmaking, environments and happenings, ceramics, jewelry, and even set design. Her works are featured in numerous public and private collections; Radford University owns the largest body of her

PowerPoint Presentation – 2020 Review

JOINT FACILITIES & EQUIPMENT COMMITTEE AND FINANCE COMMITTEE

President Morton presented the following reports.

Pender County Capital Outlay

Pender County Capital Outlay Projects <u>2018-2019</u> Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1&2	Burgaw Center - Drainage & Concrete Pad Project: Install slab area for eating & outdoor classes and fix drainage issues between the buildings and front parking lot	\$4,000.00	\$58,000.00	\$0.00	\$62,000.00	\$62,000.00	\$0.00	Under construction, completion 1/21/21

Pender County Capital Outlay Projects <u>2020-2021</u> Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	Burgaw Center BC & BD Economic & Workforce Development - Add Parking Lot	\$16,000.00		\$6,000.00	\$22,000.00	\$168,000.00	\$146,000.00	Design completed 1/11/21, permitting now.

NC Connect 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	\$67,370.00	\$596,558.93	\$33,935.90	\$697,864.83	\$718,000.00	\$20,135.17	Project complete and occupied, contract closeout procedures ongoing.
4	Buildings "A,S,N" 411 N. Front St. Repair & Renovation Projects	\$338,141.02	\$4,096,187.00	\$448,405.98	\$4,882,734.00	\$4,882,734.00	\$0.00	Work started 1/4/21, contract completion date 10/1/21.

A MOTION from the Facilities & Equipment Committee recommends approval by the Board of Trustees to move \$26,175.13 from the W Building renovation project to the K Building renovation project. Motion carried unanimously.

Lineman 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	\$90,500.00		\$8,455.00	\$98,955.00	\$791,760.00	\$692,805.00	Received SCO approval of Design development set on 12/22/20, proceeding to Bid drawings.

Wilson Center Multi-Purpose 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					\$1,250,000.00	\$1,250,000.00	Pending State Board approval, meeting 1/15, then proceed to designer solicitation

FINANCE COMMITTEE

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 \$10,950,946.00. Motion carried unanimously.

Cape Fear Community College			
New Hanover County Budget Proposal			
Fiscal 2021 - 2022			
Budget Line Item	Description	BUDGET FY 2020 - 2021	PROPOSED BUDGET FY 2021 - 2022
21-110-97-511100-41000	President : New Hanover County	77,472.00	79,796.00
21-110-97-511200-41000	FT Senior Administrators : New Hanover County	9,704.00	9,995.00
21-110-97-518100-41000	Social Security : New Hanover County	6,679.00	6,879.00
21-110-97-518200-41000	Retirement : New Hanover County	18,920.00	19,488.00
21-110-97-518300-41000	Medical Insurance : New Hanover County	2,466.00	2,450.00
21-110-97-518700-41000	Longevity Payments : New Hanover County	92.00	95.00
	TOTAL 110 - EXECUTIVE MANAGEMENT	115,333.00	118,703.00
21-130-97-512000-41000	FT Support : New Hanover County	62,400.00	70,107.00
21-130-97-512010-41000	PT Support: New Hanover County	-	-
21-130-97-518100-41000	Social Security : New Hanover County	4,774.00	5,364.00
21-130-97-518200-41000	Retirement : New Hanover County	13,530.00	15,199.00
21-130-97-518300-41000	Medical Insurance : New Hanover County	13,294.00	13,153.00
21-130-97-519000-41000	Legal Services : New Hanover County	20,000.00	40,000.00
21-130-97-519200-41000	Other Contracted Services : New Hanover County	4,000.00	2,000.00
21-130-97-526000-41000	Office Supplies : New Hanover County	50.00	50.00
21-130-97-531110-41000	In-State Ground Transportation : New Hanover County	-	-
21-130-97-543010-41000	Lease/Rental of Motor Vehicles : New Hanover County	46,000.00	51,000.00
21-130-97-545000-41000	Property Insurance : New Hanover County	321,927.00	383,017.00
21-130-97-545100-41000	Motor Vehicle Insurance : New Hanover County	73,217.00	57,669.00
21-130-97-545200-41000	Liability Insurance : New Hanover County	103,460.00	109,491.00
21-130-97-545300-41000	Other Insurance : New Hanover County	185,000.00	163,145.00
	TOTAL 130 - GENERAL ADMINISTRATION	847,652.00	910,195.00

21-610-97-511300-41000	FT Professional Staff : New Hanover County	63,120.00	64,378.00
21-610-97-514000-41000	FT Svc/Maint/Skilled Crafts : New Hanover County	1,616,000.00	1,552,519.00
21-610-97-514000-41200	FT Svc/Maint/Skilled Crafts : Landscape Services	-	108,700.00
21-610-97-514010-41000	PT Svc/Maint/Skilled Crafts : New Hanover County	272,885.00	250,000.00
21-610-97-514050-41000	Supvr Svc/Maint/Skilled Crfts : New Hanover County	118,008.00	71,436.00
21-610-97-514050-41200	Supvr Svc/Maint/Skilled Crfts : Landscape Services	-	52,600.00
21-610-97-515000-41000	FT Technical/Paraprofessional : New Hanover County	45,252.00	47,551.00
21-610-97-518100-41000	Social Security : New Hanover County	162,785.00	138,264.00
21-610-97-518100-41200	Social Security : Landscape Services	-	12,500.00
21-610-97-518200-41000	Retirement : New Hanover County	400,795.00	365,000.00
21-610-97-518200-41200	Retirement : Landscape Services	-	35,000.00
21-610-97-518300-41000	Medical Insurance : New Hanover County	358,938.00	300,000.00
21-610-97-518300-41200	Medical Insurance : Landscape Services	-	25,000.00
21-610-97-518500-41000	Unemployment Compensation : New Hanover County	10,000.00	12,000.00
21-610-97-518700-41000	Longevity Payments : New Hanover County	7,449.00	7,500.00
21-610-97-519090-41000	Waste Removal/Recycling Svcs : New Hanover County	55,000.00	48,000.00
21-610-97-519100-41000	Security Service Agreements : New Hanover County	650,000.00	740,000.00
21-610-97-519110-41000	Pest Control Svcs Agreements : New Hanover County	21,000.00	20,000.00
21-610-97-519120-41000	Lawns and Grounds Services : New Hanover County	20,000.00	25,000.00
21-610-97-519200-41000	Other Contracted Services : New Hanover County	145,000.00	206,000.00
21-610-97-521000-41000	Custodial Supplies : New Hanover County	175,000.00	150,000.00
21-610-97-521400-41000	Clothing and Uniforms : New Hanover County	16,000.00	22,000.00
21-610-97-525000-41000	Gasoline : New Hanover County	13,000.00	18,000.00
21-610-97-525100-41000	Diesel Fuel : New Hanover County	1,700.00	3,500.00
21-610-97-525300-41000	Tires and Tubes : New Hanover County	2,500.00	2,700.00
21-610-97-526000-41000	Office Supplies : New Hanover County	4,000.00	2,500.00
21-610-97-527000-41000	Other Supplies : New Hanover County	6,000.00	7,000.00
21-610-97-531110-41000	In-State Ground Transportation : New Hanover County	1,500.00	750.00
21-610-97-531140-41000	In-State Lodging : New Hanover County	1,000.00	500.00
21-610-97-531150-41000	In-State Meals : New Hanover County	200.00	100.00
21-610-97-531240-41000	Out-of-State Lodging : New Hanover County	200.00	200.00
21-610-97-531250-41000	Out-of-State Meals : New Hanover County	100.00	100.00
21-610-97-531500-41000	Registration Fees : New Hanover County	1,000.00	500.00
21-610-97-532200-41000	Telephone : New Hanover County	100,000.00	94,000.00
21-610-97-532500-41000	Cellular Phone Services : New Hanover County	68,255.00	70,000.00
21-610-97-533100-41000	Heating Oil : New Hanover County	550,000.00	486,000.00
21-610-97-533200-41000	Water : New Hanover County	260,000.00	250,000.00
21-610-97-533300-41000	Electricity : New Hanover County	1,920,000.00	1,850,000.00
21-610-97-535200-41000	Repairs to Facilities : New Hanover County	-	-
21-610-97-535410-41000	Maint. Agreement - Buildings : New Hanover County	25,000.00	25,000.00
21-610-97-535450-41000	Maint. Agreement - Other Softw : New Hanover County	36,000.00	36,000.00
21-610-97-539500-41000	Other Current Expense : New Hanover County	-	-
21-610-97-543000-41000	Rental/Lease-Other Equipment : New Hanover County	20,000.00	40,000.00
21-610-97-555100-41000	Non-Capitalized Equipment: New Hanover County	-	-
21-610-97-555115-41000	Non-Cap Equipment \$1K - \$4,999: New Hanover County	-	-
	TOTAL 610 - PLANT OPERATIONS	7,147,687.00	7,140,298.00

21-620-97-511300-41000	FT Professional Staff : New Hanover County	102,348.00	107,550.00
21-620-97-512000-41000	FT Support : New Hanover County	31,200.00	32,800.00
21-620-97-514000-41000	FT Svc/Maint/Skilled Crafts : New Hanover County	752,748.00	755,000.00
21-620-97-514010-41000	PT Svc/Maint/Skilled Crafts : New Hanover County	4,990.00	2,500.00
21-620-97-514050-41000	Supvr Svc/Maint/Skilled Crfts : New Hanover County	62,004.00	65,150.00
21-620-97-518100-41000	Social Security : New Hanover County	73,635.00	75,000.00
21-620-97-518200-41000	Retirement : New Hanover County	208,096.00	212,000.00
21-620-97-518300-41000	Medical Insurance : New Hanover County	156,205.00	140,000.00
21-620-97-518700-41000	Longevity Payments : New Hanover County	14,023.00	16,800.00
21-620-97-519200-41000	Other Contracted Services : New Hanover County	280,000.00	315,000.00
21-620-97-522000-41000	Maintenance Supplies : New Hanover County	246,473.00	250,000.00
21-620-97-525400-41000	Motor Veh Replacement Parts: New Hanover County	-	-
21-620-97-527000-41000	Other Supplies : New Hanover County	1,000.00	2,500.00
21-620-97-531110-41000	In-State Ground Transportation : New Hanover County	1,000.00	750.00
21-620-97-531130-41000	In-State Other Transportation : New Hanover County	50.00	-
21-620-97-531140-41000	In-State Lodging : New Hanover County	1,100.00	500.00
21-620-97-531150-41000	In-State Meals : New Hanover County	500.00	100.00
21-620-97-531500-41000	Registration Fees : New Hanover County	600.00	500.00
21-620-97-535100-41000	Equipment Repairs : New Hanover County	20,000.00	35,000.00
21-620-97-535200-41000	Repairs to Facilities : New Hanover County	125,000.00	140,000.00
21-620-97-535300-41000	Motor Vehicle Repairs : New Hanover County	25,100.00	12,000.00
21-620-97-535410-41000	Maint. Agreement - Buildings : New Hanover County	520,000.00	525,000.00
21-620-97-535430-41000	Maint. Agreement - Equipment : New Hanover County	61,000.00	55,000.00
21-620-97-539100-41000	Replacement Equipment : New Hanover County	13,000.00	25,000.00
21-620-97-539500-41000	Other Current Expense : New Hanover County	500.00	500.00
21-620-97-539810-41000	Other Employee Training : New Hanover County	-	-
21-620-97-544000-41000	Other Comp. Software Applicati : New Hanover County	11,200.00	12,600.00
21-620-97-546100-41000	Memberships & Dues : New Hanover County	1,000.00	500.00
	TOTAL 620 - PLANT MAINTENANCE	<u>2,712,772.00</u>	<u>2,781,750.00</u>
	GRAND TOTAL	<u>10,823,444.00</u>	<u>10,950,946.00</u>

Pender County Budget Proposal

A MOTION from the Finance Committee recommends approval from the Board of Trustees of the Pender County Budget Proposal in the amount of \$710,286.00. Motion carried unanimously.

Cape Fear Community College			
Pender County Budget Proposal			
Fiscal 2021 - 2022			
BURGAW CENTER			
Budget Line Item	Description	BUDGET FY 2020 - 2021	PROPOSED BUDGET FY 2021 - 2022
21-110-97-511100-41101	President : Burgaw	21,396.00	22,038.00
21-110-97-511200-41101	FT Senior Administrators : Burgaw	10,680.00	11,000.00
21-110-97-518100-41101	Social Security : Burgaw	2,454.00	2,527.00
21-110-97-518200-41101	Retirement : Burgaw	6,877.00	7,083.00
21-110-97-518300-41101	Medical Insurance : Burgaw	915.00	900.00
	TOTAL 110 - EXECUTIVE MANAGEMENT	42,322.00	43,548.00
21-130-97-545000-41101	Property Insurance : Burgaw	8,515.00	8,515.00
21-130-97-545200-41101	Liability Insurance: Burgaw	-	6,083.00
	TOTAL 130 - GENERAL ADMINISTRATION	8,515.00	14,598.00
21-610-97-514000-41101	FT Svc/Maint/Skilled Crafts : Burgaw	64,272.00	65,558.00
21-610-97-518100-41101	Social Security : Burgaw	4,917.00	5,016.00
21-610-97-518200-41101	Retirement : Burgaw	13,780.00	14,213.00
21-610-97-518300-41101	Medical Insurance : Burgaw	13,294.00	12,527.00
21-610-97-519090-41101	Waste Removal/Recycling Svcs : Burgaw	2,500.00	2,400.00
21-610-97-519100-41101	Security Service Agreements : Burgaw	125,000.00	100,000.00
21-610-97-519110-41101	Pest Control Svcs Agreements : Burgaw	900.00	1,200.00
21-610-97-519120-41101	Lawns and Grounds Services : Burgaw	11,000.00	13,000.00
21-610-97-519200-41101	Other Contracted Services : Burgaw	2,500.00	7,500.00
21-610-97-521000-41101	Custodial Supplies : Burgaw	12,000.00	11,500.00
21-610-97-521400-41101	Clothing and Uniforms : Burgaw	1,500.00	1,200.00
21-610-97-527000-41101	Other Supplies : Burgaw	2,000.00	1,750.00
21-610-97-532200-41101	Telephone : Burgaw	5,100.00	5,000.00
21-610-97-532500-41101	Cellular Phone Services : Burgaw	1,200.00	1,200.00
21-610-97-533200-41101	Water : Burgaw	6,500.00	4,500.00
21-610-97-533300-41101	Electricity : Burgaw	46,000.00	44,000.00
	TOTAL 610 - PLANT OPERATIONS	312,463.00	290,564.00

21-620-97-514000-41101	FT Svc/Maint/Skilled Crafts : Burgaw	16,068.00	18,000.00
21-620-97-518100-41101	Social Security : Burgaw	1,230.00	1,377.00
21-620-97-518200-41101	Retirement : Burgaw	3,445.00	3,900.00
21-620-97-518300-41101	Medical Insurance : Burgaw	3,324.00	3,000.00
21-620-97-519200-41101	Other Contracted Services : Burgaw	5,000.00	7,500.00
21-620-97-522000-41101	Maintenance Supplies : Burgaw	9,500.00	9,000.00
21-620-97-525000-41101	Gasoline : Burgaw	2,000.00	2,400.00
21-620-97-535200-41101	Repairs to Facilities : Burgaw	25,000.00	28,000.00
21-620-97-535410-41101	Maint. Agreement - Buildings : Burgaw	5,520.00	7,500.00
	TOTAL 620 OTHER COSTS - BURGAW	71,087.00	80,677.00
Capital Outlay:			
27-910-97-558010-41101	Building Alteration/Addition: Burgaw	168,000.00	90,000.00
	<i>(Parking lot improvement)</i>		
	TOTAL BURGAW CENTER	602,387.00	519,387.00
BURKE SURF CITY CAMPUS			
Budget Line Item	Description	BUDGET FY 2020 - 2021	PROPOSED BUDGET FY 2021 - 2022
21-130-97-545000-41103	Property Insurance : Surf City	4,096.00	4,096.00
21-130-97-545200-41103	Liability Insurance: Surf City	-	6,083.00
	TOTAL 130 - GENERAL ADMINISTRATION	4,096.00	10,179.00
21-610-97-514000-41103	FT Svc/Maint/Skilled Crafts : Surf City	32,136.00	34,000.00
21-610-97-514010-41103	PT Svc/Maint/Skilled Crafts : Surf City	15,064.00	13,000.00
21-610-97-518100-41103	Social Security : Surf City	3,612.00	3,600.00
21-610-97-518200-41103	Retirement : Surf City	6,890.00	7,375.00
21-610-97-518300-41103	Medical Insurance : Surf City	6,647.00	6,500.00
21-610-97-519090-41103	Waste Removal/Recycling Svcs : Surf City	2,160.00	2,000.00
21-610-97-519110-41103	Pest Control Svcs Agreements : Surf City	1,000.00	750.00
21-610-97-519120-41103	Lawns and Grounds Services : Surf City	9,000.00	15,000.00
21-610-97-519200-41103	Other Contracted Services : Surf City	1,000.00	4,500.00
21-610-97-521000-41103	Custodial Supplies : Surf City	3,400.00	3,000.00
21-610-97-521400-41103	Clothing and Uniforms : Surf City	100.00	250.00
21-610-97-532200-41103	Telephone : Surf City	5,500.00	4,500.00
21-610-97-533200-41103	Water : Surf City	2,500.00	2,000.00
21-610-97-533300-41103	Electricity : Surf City	42,000.00	40,000.00
	TOTAL 610 - PLANT OPERATIONS	131,009.00	136,475.00

21-620-97-514000-41103	FT Svc/Maint/Skilled Crafts : Surf City	16,068.00	16,500.00
21-620-97-518100-41103	Social Security : Surf City	1,230.00	1,265.00
21-620-97-518200-41103	Retirement : Surf City	3,445.00	3,580.00
21-620-97-518300-41103	Medical Insurance : Surf City	3,324.00	3,200.00
21-620-97-519200-41103	Other Contracted Services : Surf City	6,000.00	7,500.00
21-620-97-522000-41103	Maintenance Supplies : Surf City	2,000.00	2,200.00
21-620-97-535200-41103	Repairs to Facilities : Surf City	2,000.00	2,500.00
21-620-97-535410-41103	Maint. Agreement - Buildings : Surf City	6,768.00	7,500.00
	TOTAL 620 - PLANT MAINTENANCE	40,835.00	44,245.00
	TOTAL BURKE SURF CITY CAMPUS	175,940.00	190,899.00
	TOTAL PENDER COUNTY BUDGET PROPOSAL	778,327.00	710,286.00

State Budget Revision

Mr. Cherry reviewed the State Budget Revision.

A MOTION from the Finance Committee recommends to the Board of Trustees approval by the Board of Trustees of the State Budget Revision for a decrease of \$107,414.00. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 47.01 percent of the budget had been expended as of December 2020.

President Morton reported that the College will received the next round of CARES Funding of over \$9 million. The budget callback from the State was approximately 1 percent not the 2 percent previously held.

County Budget Summary

The County Budget Summary reported 45.13 percent of the budget had been expended as of December 2020.

Institutional Funds Update

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

Wilson Center Quarterly Report

President Morton reviewed the Wilson Center Quarterly Report. No items were of concern.

Foundation Fundraising Goals

President Morton reviewed the Foundation fundraising goals. The Foundation has surpassed their yearly goals by over 103 percent as of December 2020.

ADMINISTRATIVE & PERSONNEL COMMITTEE

Salary Increases

President Morton made the following statement:

I am very proud to have served in the capacity of President of Cape Fear Community College for the past 3 years. Enrollment had been decreasing for many years when I accepted the position. Budgetary issues had to be addressed before salary increases could be considered.

I have asked a tremendous amount from our employees, and their hard work has produced consecutive enrollment increases. It is hard to articulate the many challenges this involved including hurricanes and a global pandemic. Fortunately, I have a great team of faculty and staff that work very hard every day to adjust to changing circumstances. They have all stepped up in a major way.

Many colleges decided to give a bonus to employees in the fall. I did not do this because I felt the State would ease budgetary restrictions, and instead of a one-time bonus, I wanted to give a permanent salary increase to our full-time employees. Today, I am authorizing a 2 percent increase for all full-time employees effective February 1, 2021. It has been a long time coming and I want to sincerely thank everyone for their efforts and dedication.

A MOTION was made by Mr. Cherry and seconded by Ms. Rouse to adopt a resolution to support President Morton in awarding all full-time faculty and staff employed on February 1, 2021, a 2 percent salary increase. Motion carried unanimously.

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

The Board returned to open session.

A MOTION was made by Mr. Burney and seconded by Ms. Sewell to approve a salary increase for President Morton of \$26,000 per year. Motion carried unanimously. The Board thanked President Morton for his performance and leadership.

SGA REPORT

No report.

FACULTY ASSOCIATION REPORT

Dr. Brandon reviewed the following report and thanked President Morton for his work in increasing salaries.

The Faculty Association held its third regular meeting of the Fall 2020 semester on December 2, 2020. A number of topics were discussed, including the possibility of an employee bonus to reward the hard work of CFCC employees during the pandemic. This was a virtual meeting. Approximately twenty-five faculty members were in attendance. The Faculty Association will continue with virtual meetings in the Spring 2021 semester.

The Faculty Association Officers continued the regularly scheduled meetings with the CFCC Executive Team. At the December 11, 2020 meeting, a variety of topics were discussed, including the possibility of an employee bonus.

The Faculty Association re-opened the 2020 Faculty Climate Survey for a few more weeks in December as a way to increase participation. The Faculty Association Officers are currently tabulating the data from the survey.

The Faculty Association Committee on Part-Time Pay Rates at CFCC was established. The aim of this committee is to research the issues around part-time pay rates at CFCC and make a proposal to college leadership that attempts to improve both equity and overall levels of compensation for adjuncts and those faculty members who are teaching overload contracts.

FOUNDATION REPORT

Mr. Fernando presented the following report.

- This year's YTD revenue is 103 percent ahead of last year's YTD funds – with revenue of \$1,325,589.71 (FY 21) over \$652,992.24 (FY 20). We have surpassed last year's entire revenue at this point by \$410,137.80, and have surpassed this year's overall fundraising goal by over \$50,000.
- Even with current fundraising success, there is much more work to do to meet the growing needs of our students at this difficult time. We continue to assess our current programs and remain vigilant to develop new ways to meet student needs.
- The Holiday Helpers program in 2020 had its highest fundraising year ever, raising over \$21,855. Thank you to Betsy Leonard for her leadership and generosity.
- Our End of Year Appeal saw a 66% increase over last year's appeal: 2020 - \$37,800.00; 2019 - \$22,725. I would like to recognize Logan Thompson for her role in redesigning the appeal, creating a much more focused strategy.
- Close to \$40,000 of gifts of stock were donated in December.
- We are in the process of re-designing our web presence to become more student and donor friendly.
- We are in the planning phase of an outreach, fundraising event for the Burgaw programs this fall.
- We are underway with a space and program audit for large naming opportunities from all CFCC locations. Recommendations will be presented to the trustees shortly so that we will have a bank of naming opportunities ready for potential donors.

ANNOUNCEMENTS

DATE OF NEXT MEETING – MARCH 25, 2021

Meeting adjourned at 6:40pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml