

MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 27, 2021
5:00 PM

Following proper public notifications on May 24, 2021, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 27, at 5:00 pm in the boardroom, Union Station Building. Ms. Patricia Kusek, Chair, presided.

Trustees present were: Ms. Patricia Kusek, Chair; Mr. Jonathan Barfield; Mr. Louis A. Burney, Jr.; Mr. William Cherry; Mr. Robby Collins; Ms. Anne David; Mr. A.D. “Zander” Guy; Mr. Jimmy Hopkins; Jason McLeod; Mr. Bruce Moskowitz; Ms. Mary Lyons Rouse; Ms. Paula Sewell; Mr. Bruce Shell and Ms. PJ Eby, SGA President.

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; Ms. Ann Smith, Director Human Resources; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. Robert Carter, Manager Technical Support IT; Mr. John Downing, VP of EWD; Ms. Joanne Ceres, VP of Student Services; Ms. Susan Porter, Executive Assistant President’s Office; Ms. Logan Thompson, Director of Philanthropy; and Dr. Michael Cobb, Director of Institutional Effectiveness. (see below).

Others present were: Mr. Alex Dale, Attorney Ward & Smith and Ms. Rachel Keith, Reporter, WHQR.

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. Barfield and seconded by Mr. Cherry to approve the March 25, 2021, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

Ms. Smith introduced the following new employees in attendance.

Allison Underfofler, Financial Aid Coordinator
Adela Delgado Hondal, Environmental Technician
Emily Varnell, Counselor
Donterio Perkins, Diversity Success Coordinator

The Board of Trustees welcomed the new employees.

CHAIR'S REPORT

Ms. Kusek thanked Ms. Rouse and Mr. Cherry for coordinating the Trustee gift to the Gift of Education event and thanked each Trustee for their donation.

Ms. Kusek stated that when she moved to Wilmington she always dreamed of being on the Board of Trustees at Cape Fear Community College. She thanked the New Hanover County Commissioners for allowing her to serve and asked Mr. Barfield to relay her message to the Commissioners.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 22, meeting.

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary at the July Board of Trustees meeting. Ms. Kusek announced Mr. Guy, Ms. Rouse, Mr. Burney and Ms. Sewell were chosen for the committee with Ms. Rouse serving as Chair.

President Morton stated that Ms. Kusek had visited several of the EWD programs at the North Campus and showed photos of her driving a truck, running an excavator, and being elevated in a bucket truck. Ms. Kusek stated that she thoroughly enjoyed her time with the faculty and staff during her visit.

Graduation

Summer Graduation is set for Friday, August 6, 2021. It has not been determined yet if there will be one or two ceremonies. More details will follow.

PRESIDENT'S REPORT

President Morton presented the following report.

Apprenticeship Program Meetings

President Morton continues the push to work with area businesses for apprenticeships and pre-apprenticeships.

Rotary and Kiwanis Presentations

President Morton presented CFCC updates to the Rotary Club of Wilmington and the Kiwanis Club of Wilmington.

Commencement

Commencement was held May 14 as a drive-in ceremony at the North Campus.

GOE Concert

The Gift of Education concert was held the evening of May 14 following Commencement at the North Campus. The featured entertainment was the Wilmington Symphony Orchestra, featuring CFCC student Danielle Swart. Revenue raised from the event so far is \$117,446.

Broadway for a Better World

The scholarship unveiling for Broadway for a Better World was held May 24 on the Wilson Center lawn. A scholarship was established in the name of Tracy Wilkes by the Fuller family.

Interview for Teen Talk Pilot

Several CFCC employees and the President were interviewed for a segment on higher education for a new talk show series called Teen Talk. This show targets teenagers and focuses on day-to-day issues with emphasis on issues such as higher education, career, and finance.

Playhouse Project

Cape Fear Community College's Carpentry and Construction Management Technology programs have recently partnered with Cape Fear Habitat for Humanity to build playhouses for the organization's Playhouse Project.

Habitat for Humanity's Playhouse Project is part of an ongoing effort to find unique ways to bring new groups together around the issue of affordable housing. CFCC Carpentry and Construction Management Technology students are prebuilding playhouses in preparation for Habitat for Humanity's one-day event where sponsors will bring a team to construct and decorate the playhouses for local children in need.

National Recognition in Inside Higher Ed article

Inside Higher Ed published an article highlighting the success of CFCC's TikTok videos. Other community colleges have approached CFCC's marketing department to learn how to set up their own TikTok accounts. This national recognition is amazing and I want to thank Sonya Johnson and her incredible team for all of their efforts.

CFCC Student Art Show

Cape Fear Community College Fine Arts Department held the 2021 Student Art Exhibition in the Daniels Gallery. This annual juried show features the works of CFCC students, with winners

selected across numerous categories, as well as a Best in Show winner. The exhibition opened on Monday, April 5, 2021, and ran through Friday, April 30, 2021.

Enrollment

Summer and Fall curriculum enrollment are both currently up 2 percent over last year. This is great news for the College and the President thanked faculty and staff for their hard work to make this happen.

Defensive Driving Tactics for Detention Officers

Mr. Tim Fuss’s class started. This is the only program in the state and is already showing signs of great success.

Cardiovascular Sonography Visit

The Cardiovascular Sonography Accreditation review was conducted earlier this week. The review went well and was the first virtual accreditation completed in the country.

FACILITIES & EQUIPMENT

President Morton reviewed the following reports.

Pender County Capital Outlay

Pender County Capital Outlay Projects 2020-2021 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		\$7,025.00	\$23,025.00	\$168,000.00	\$144,975.00	Bids due 5/27/21

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
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.

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	Construction documents submitted to SCO on 3/3/2021, review still pending.

Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$114,480.00		\$7,128.62	\$121,608.62	\$1,250,000.00	\$1,128,391.38	Design contract executed, design meetings ongoing.

FINANCE COMMITTEE

Mr. Cherry reviewed the following information.

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 \$49,508.74. Motion carried unanimously.

State Budget Revision

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision for an increase of \$3,887.00. Motion carried unanimously.

President Morton reviewed the following reports.

State Budget Summary

The State Budget Summary reported 79.67 percent of the budget had been expended as of April 2021.

County Budget Summary

The County Budget Summary reported 87.49 percent of the budget had been expended as of April 2021.

Institutional Funds Update

The Institutional Funds update was reviewed. There were no issues with the report.

ADMINISTRATIVE & PERSONNEL COMMITTEE

Mr. Guy reviewed the following policies as presented.

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the Revision to the Special Credit Program as presented. Motion carried unanimously.

Proposed Revision to Special Credit Program

Admission as a Special Credit Student (Non-Degree Seeking):

Students who do not wish to enter degree, ~~or diploma~~ or certificate programs may enter CFCC as “special credit” students. ~~Students admitted as special credit students may carry only a part-time course load.~~ To be admitted as a Lifelong Learner Special Credit student, the student need only submit a completed college application, residency determination and must be 18 years of age or older, for admission. Special credit students must meet course prerequisites. Admission as a special credit student does not constitute admission to any curriculum program. ~~Special credit students may attempt no more than 18 credit hours without meeting admissions requirements.~~

~~Students who exceed this number will not be permitted to register until admissions requirements are met.~~ Students who enter a curriculum program from special credit status must meet all admissions requirements prior to time of registration. Special Credit students are not eligible to receive financial aid or Veteran’s benefits.

~~Admission as a Special Credit Lifelong Learner Student (Non-Degree Seeking):~~

~~Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran’s benefits.~~

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the revision to the Academic Forgiveness Policy as presented. Motion carried unanimously.

Proposed Revision to Academic Forgiveness Policy

~~Students may request in writing to the Registrar to have previous credits exempt from calculation in their cumulative grade point averages.~~ Academic forgiveness is designed to ~~assist~~ provide

returning students with low grades ~~to have~~ a fresh start upon re-enrolling after ~~having~~ at least a three-year term period of non-enrollment at CFCC (one full year). Prior to evaluation for Academic Forgiveness, the student must be re-admitted to the college, registered, and successfully complete the first return term with 6 credit hours or more. ~~semester of course work at the 100 level or above with a GPA of 2.0. Exceptions may be made by the Vice President for Student Services and Enrollment Management.~~ Of the 6 credit hours, ACA-090 (3 credit hours) is strongly encouraged along with one other class. The term GPA must be 2.0 or higher. Students returning to their same program of study may be best served by retaking courses for replacement grades instead of pursuing Academic Forgiveness.

After completing one successful term of 6 credit hours with a 2.0 or higher term GPA, the student may appear virtually or in person before the Academic Forgiveness Committee to explain how they will continue to be a successful student if granted grade forgiveness. The student should submit the following in writing to the Registrar and go before the Academic Forgiveness committee to explain a) factors leading to their low GPA b) strategies they are using to improve their GPA c) what Academic Forgiveness would mean to them personally along with their goals. The Academic Forgiveness committee will notify the student as well as the Registrar's office if the petition for Academic Forgiveness has been granted. Students may appeal the Academic Forgiveness committee denials to the Vice President for Student Services and Enrollment Management for a final decision.

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

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

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

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

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

Note: The three-year term period of non-enrollment starts the term after the last enrollment and goes for three years or nine full terms. For example, if the student stops attending after the Spring Fall term, they must not be enrolled for nine full terms the following Spring, Summer, or Fall to be eligible. ~~Spring, Summer, Fall and Spring, Summer, Fall, Spring. The next Summer (or after) would be the term that they could return, achieve a 2.0 or higher, and then submit for academic forgiveness for courses that were taken prior to the non-enrollment.~~

Personnel

A MOTION was made by Mr. Guy and seconded by Mr. Cherry to go into closed session per North Carolina General Statute Section 143-318.11 (a)(c) for personnel.

The board returned to open session.

A MOTION was made by Mr. Hopkins and seconded by Mr. Guy to approve Dr. Michael Cobb as Vice President of Institutional Effectiveness, Planning and Compliance. Motion carried unanimously.

President's Evaluation

Ms. Kusek stated that the President's Evaluation has been completed and the results are very favorable. A meeting will be held to share the evaluation results with President Morton.

Board Self-Evaluation

Ms. Kusek stated that the Trustees have completed a board self-evaluation. The information will be given to the incoming board chair.

SGA REPORT –

There was no report submitted by the SGA. Ms. Eby presented comments regarding her time as SGA President.

FACULTY ASSOCIATION REPORT

The Faculty Association held its final regular meeting of the Spring 2021 semester on April 22. Mr. Lewis Stroud, Senior Director of Educational Partnerships and Initiatives, was a guest speaker at this virtual meeting. Mr. Stroud gave a presentation and answered questions about the Career and College Promise program at CFCC.

The nomination and election process for the Faculty Association President and the Faculty Association representatives was completed. I (Eric Brandon) received the only nomination for Faculty Association President. I will continue as President and serve a two-year term ending in Spring 2023. Four of the five Faculty Association divisional representatives were re-elected. Ms. Mary Gheen, Music Instructor, was elected and is joining the group as the new Faculty Association Representative for the Arts and Humanities Division.

On April 9, the Faculty Association officers continued the regularly scheduled meetings with the CFCC Executive Team. Topics of discussion included Fall 2021 course schedules and instructional modalities.

Ms. Suzanne Baker, the Faculty Association Vice President, announced that she is leaving the college. I thank Ms. Baker for her diligent service to the Faculty Association during a difficult academic year.

Finally, I would like to acknowledge the significant contributions of the faculty members who served as Faculty Association representatives and committee members during the 2020-2021 academic year.

FOUNDATION REPORT

Mr. Fernando presented the following report.

- This year's YTD revenue is 228% ahead of last year's YTD funds – with revenue of \$1,982,583.42 (FY 21) over \$871,598.03 (FY 20). We have surpassed last year's entire revenue at this point by \$1,034,434.34, and have surpassed this year's overall fundraising goal by \$707,583.42. – *report as of 05/18/21*
- 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.
- We have adjusted our scholarship cycles from two applications, to a single application for both the Fall and Spring semesters. This will offer better customer service to our students and eliminate a redundancy in application processes. The deadline for 2021-22 Fall and Spring is at the end of this month.
- Lori Cobb established a new endowed scholarship \$25k for the heavy diesel program
- Dottie and Clayton Williams of Jade Truck Lines established a new \$150k endowed scholarship; thank you to Chair Kusek for making the connection of these donors to our students.
- Gift of Education was held on May 14, 2021 at North Campus in the form of an outdoor drive-in concert with the Wilmington Symphony Orchestra, featuring CFCC student Danielle Swart. Funds are still coming in, but the current revenue of this appeal is: \$117,446. It is important to note that ONLY revenue brought in directly from this appeal through the giving link online and through checks and cash designated for this event are being counted toward the GOE total.
- New annual scholarships created since March: nCino STEM scholarship (\$4k/year), Wrightsville Beach Brewery Culinary Scholarship (\$1k/year), Jones-Onslow Electric Membership Corporation Surf City Scholarship (\$2k/year)
- Planning continues for the outreach/fundraising event planned on Saturday, September 18, 2021 for the Burgaw programs.

ANNOUNCEMENTS

DATE OF NEXT MEETING – JULY 22, 2021

Meeting adjourned at 6:22 pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

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