

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 22, 2021
5:00 PM**

Following proper public notifications on July 19, 2021, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, July 22, 2021, at 5:00 pm in the Board Room of the Union Station Building. Ms. Pat Kusek, Chair, presided.

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

Employees present were: Mr. James Morton, President; Ms. Joann Ceres, Vice President of Student Services; 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. Anne Smith, Director Human Resources; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. John Downing, Vice President of Economic and Workforce Development; Mr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Mr. Robert Carter, Manager Technical Support; Ms. Erica Talbert, Associate Vice President of Economic and Workforce Development; Ms. Lynn Criswell, Dean of General Education and Sciences; Ms. Chardon Murray, Part-time Sociology Instructor, and other employees (see below).

Others present were: Mr. Alex Dale, Attorney Ward & Smith
Mr. Ben Schachtman, 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.

NOMINATING COMMITTEE

Mr. Zander Guy reported that a motion from the Nominating Committee recommends to the Board of Trustees for approval the following officers for the year 2021-2022.

Mr. Bill Cherry, Chair

Mr. Bruce Shell, Vice-Chair
Mr. Jim Morton, Secretary
Ms. Michelle Lee, Recording Secretary

MOTION carried unanimously. Mr. Cherry and Mr. Shell presided as Chair and Vice-Chair from this point of the meeting.

RECOGNITION OF TRUSTEES

President Morton presented a plaque to Ms. Ann David and Ms. Pat Kusek and thanked them for their invaluable service to the Board of Trustees.

APPOINTMENT

Mr. Bill Rivenbark was appointed to the CFCC Board of Trustees by the New Hanover Board of Education for a four-year term which will expire on June 30, 2025.

Ms. Deborah Maxwell was appointed to the CFCC Board of Trustees by the New Hanover County Board of Education for a four-year term which will expire on June 30, 2025.

OATH OF OFFICE

Mr. Rivenbark and Ms. Maxwell were administered the oath of office by Ms. Lee.

MINUTES

A MOTION was made by Mr. Barfield and seconded by Mr. Collins to approve the May 27, 2021, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

Ms. Smith introduced the following new employees in attendance.

Jazmin Howell, Talent Acquisition Specialist

Sam Malpass, Academic Advising Center Advisor

Jacqueline Casner, Academic Advising Center Advisor

Maritza Cruz, Student Records Specialist

Susan Abercrombie, Financial Aid Coordinator

Rosie Guendner, Workforce Training Coordinator

Makenzie Reaves, Counselor

Retirement

President Morton presented a plaque to Ms. Joyce Spears, thanked her for her service and wished her well in her retirement.

CHAIR'S REPORT

Mr. Cherry reviewed the following report.

Reappointments

Congratulations to Mr. Bill Rivenbark who was appointed to the Board of Trustees by the New Hanover County Commissioners. Mr. Rivenbark will serve from 2021-2025.

Congratulations to Ms. Deborah Maxwell who was appointed by the Board of Education to serve on the Board of Trustees. Ms. Maxwell will serve from 2021-2025.

Graduation

The Summer Graduation Ceremony will be held on Friday, August 6, at 10 am. Additional details will be forthcoming.

President's Goals

A MOTION was made by Mr. Burney and seconded by Mr. Shell to approve President Morton's goals for the year 2021-2022. Motion carried unanimously.

The goals for 2021-2022 for President Morton are as follows:

Goals

I. Goal: Improve Student Enrollment

Objectives:

- i. Enhance recruiting efforts
- ii. Improve relationships with middle schools, high schools and universities
- iii. Increase program/course offerings

II. Goal: Fundraising

Objectives:

- i. Build foundation awareness through business relationships and partnerships
- ii. Develop an active Alumni Association
- iii. Expand grant opportunities

III. Goal: Improve Partnerships with Business and Industry

Objectives:

- i. Collaborate to determine training needs
- ii. Create more program partnerships
- iii. Create more apprenticeship opportunities

IV. Goal: Diversity

- i. Improve Recruiting Initiatives
- ii. Address Enrollment Barriers

iii. Improve Community Engagement/Partnerships

Committee Assignments

Committee assignments for the Board of Trustees will be announced soon.

Board of Trustees Meeting Dates

September 23, 2021
November 17, 2021
January 20, 2022
March 24, 2022
May 26, 2022
July 21, 2022
September 22, 2022
November 16, 2022

Campus Tours

Campus tours are going to be scheduled for Trustees. A schedule of dates will be provided in the near future.

NCACCT Leadership Seminar

The next scheduled NCACCT Leadership Seminar will be offered from September 22-24, 2021 in Wilmington, at the Hotel Ballast. Since this event is held locally, I will approve all Trustees to attend if they would like to do so. Please contact Michelle Lee for additional information and registration.

PRESIDENT'S REPORT

President Morton reviewed the following report.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

President Morton reviewed the following reports.

Department of Labor Grant

Ms. Erica Talbert, Associate VP for EWD presented detailed information regarding the grant and its impact on the community. In addition, Ms. Talbert reported on Career and College Promise Pathways.

Congratulations to EWD for securing a nearly \$4 million grant to provide educational services for area prisoners and those recently released from incarceration. The Pathway Home Project will serve approximately 400 participants as they transition to productive citizenship. This effort is supported by North Carolina Department of Public Safety; Division of Adult Corrections, Pender Correctional Institution, New Hanover County Sheriff's Office, Leading Into New Communities (LINC), Inc., Cape Fear Workforce Development Board/NC Works, and area employers T.A. Woods, Premier Electrical Staffing, and David Porter Trucking.

EWD – College and Career Promise

For more than a year, EWD has been working with Pender and New Hanover County school districts, and the State, to develop CCP short-term Workforce Development programs. The following is a list of School District and State approved/pending CCP programs for EWD.

Pathway	School System(s)	Approval Status	Date of Approval	Class Location
Emergency Medical Service (EMS)	New Hanover	Approved	12/7/20	North Campus
Diesel Mechanic	Pender	Approved	3/6/20	Burgaw Center
Graphic Design	New Hanover & Pender	Approved	12/7/20 1/28/21	Downtown Campus
Nurse Aide I	New Hanover & Pender	Approved	4/28/20	Downtown, Burgaw, Surf City
Apartment and Building Maintenance	New Hanover & Pender	Approved (NHCS) Pending (PCS)	7/15/21	North Campus & Burgaw
Small Engine and Outboard Engine Mechanic	New Hanover & Pender	Approved (NHCS) *Pending (PCS)	7/15/21	Downtown Campus
Welding	Pender	*Pending		Burgaw Center

**Pending - the school system(s) have given verbal approval and the application for state approval is submitted.*

Apprenticeships

The following apprenticeship programs were recently approved by the state:

- Automotive Technology
- Diesel & Heavy Equipment Technology
- HVAC Technology
- Welding Technology

Longleaf Commitment Grant

Eligible 2021 North Carolina high school graduates can have their tuition and fees covered at CFCC for up to two years. Full-time eligible students are guaranteed to receive \$700 to \$2,800 per

year, for a total of two years. Less than full-time students may receive a partial award. The Longleaf Commitment Grant Program ends at the conclusion of the 2023 spring semester.

Commencement

Commencement will return to an in-person event August 6, 2021 at the Wilson Center.

Center of Excellence Designation

The U.S. Department of Transportation's Maritime Administration (MARAD) recently designated Cape Fear Community College as a Center of Excellence (CoE) for Domestic Maritime Workforce Training and Education for the 2021-2022 program year. CFCC was among 27 academic institutions designated spanning across sixteen states and one U.S. territory.

Articulation Agreement

CFCC signed an agreement with Gardner-Webb University that articulates the requirements and procedures to facilitate graduates from Cape Fear Community College's Associate in Applied Science in Human Services Technology- Substance Abuse in pursuing the corresponding degree of Bachelor of Science with Gardner-Webb University's Degree Completion Program.

Resources Needed for Riverfront Park Events

CFCC is working with the City of Wilmington and Riverfront Park to assist with needed event parking. This has put additional demand, work and management on the college due to these events. Allied Security will be staffing our large lots and decks and collecting \$15 per vehicle. This may prompt the need for additional staffing with maintenance issues as well.

CARES Funding

8800 students have been awarded \$5.7million in CARES funds since inception.

Foundation Audit

The Foundation Audit will begin the last week of July.

FTE Audit

The 2019-2020 FTE audit was completed with no findings. The NCCCS was invited to the campus to provide additional training and clarification.

Military Friendly Designation

CFCC has again been designated a Military Friendly School for 2021-2022.

Virtual Tours

Virtual video tours were added to the CFCC Website this summer and seem to be successful.

Partnership with Coastal Horizons

CFCC is partnering with Coastal Horizons to provide mental health services from licensed therapists for mental health needs.

Workforce Development

Two Hawks is now in partnership on CFCC’s campuses to provide wrap around services to students through our local workforce development board. They provide funds to students through the Youth Employment and Unemployed and Dislocated Worker Grants.

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	\$218,253.00	\$7,025.00	\$241,278.00	\$250,000.00	\$8,722.00	Construction starting 7/21/21, completeion by 9/8/21

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
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 11/5/21.

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	Bid date 8/3/2021

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	\$2,000,000.00	\$1,878,391.38	Finalizing schematic design and proceeding to full plans.

Potential Naming Opportunity

A MOTION was made by Mr. Shell and seconded by Ms. Sewell to go into closed session pursuant to North Carolina General Statute Section 143-318-11(a)(2) to discuss a naming opportunity.

The Board returned to open session.

A MOTION was made by Mr. Barfield and seconded by Mr. Cherry to approve the naming of the Weyerhaeuser Champagne Lounge in recognition of the financial contribution of Henry and Roya Weyerhaeuser to the Wilson Center expansion. Motion carried unanimously.

FINANCE COMMITTEE

President Morton reviewed the following information.

State Budget Revision

A MOTION was made by Mr. Guy and seconded by Mr. Hopkins to approve the State Budget Revision as for an increase of \$2589.00. Motion carried unanimously.

Student Accident Insurance

A MOTION was made by Mr. Collins and seconded by Mr. Shell to approve the Student Accident Insurance for 2021-2022 in the amount of \$90,080.80. Motion carried unanimously.

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 183 percent as of June 2021.

ADMINISTRATIVE & PERSONNEL COMMITTEE

Handbook Revisions

Mr. Guy reviewed the following information regarding Faculty and Staff Handbook changes.

A MOTION from the Administrative & Personnel Committee recommends approval of the Board of Trustees for the changes and revisions as presented. Motion carried unanimously.

3.2 Institutional Effectiveness

The term “institutional effectiveness” is derived from the Southern Association of Colleges and Schools (SACS) Commission on Colleges (SACSCOC) Criteria for Accreditation (see Section 7 of the 2018 Principles of Accreditation) and is at the heart of the Commission’s philosophy of accreditation. Institutional Effectiveness is a term synonymous with CFCC’s planning, assessment, and budgeting process. The College systematically engages in planning and the assessment of its programs and services to demonstrate how well it is fulfilling its stated Mission. Employees of Cape Fear Community College participate in this process through annual college and department level planning, program and services assessment, and budgeting. Faculty and staff should contact their immediate supervisor or the ~~Director~~ Vice President of Institutional Effectiveness, Planning and ~~Research~~ Compliance for more information.

3.3 Research Function

Cape Fear Community College is not a research institution; however, there is an institutional research function to support planning and assessment. The ~~Director~~ Vice President of Institutional Effectiveness, Planning, and ~~Research~~ Compliance has been assigned administrative responsibility for institutional research and performs a coordinating function. The primary objectives of the Institutional Effectiveness and Research Office are to

- (a) coordinate campus-wide assessment by assisting individuals with developing annual assessment plans, survey design and methodology, and in the selection of other means of assessment;
- (b) to conduct and/or coordinate research activities to support planning such as environmental scanning, program and services reviews, focus groups, and economic impact studies, for example;
- (c) to respond to requests from faculty and staff for assistance with research projects that support the Mission of CFCC; and
- (d) to respond to external agencies, such as SACS and NCCCS, when requesting information for accountability purposes.

3.6 Online Learning

The Online Learning unit is dedicated to supporting the design, development, and implementation of high-quality online education (Internet, hybrid, and blended). Services provided by the unit staff ensure the quality of online courses offered by CFCC and support the faculty and students with challenges faced in the online environment.

Functions of the Online Learning unit include, but are not limited to:

- Providing convenient and relevant training for faculty relating to best practices and technology use in the online classroom **environments**;
- Working **with faculty, in small groups or one-on-one, with faculty on course design for the purpose of designing courses** and implementing new technologies; **that improve student success in online learning environments**;
- Consulting with departments to ensure continuing compliance with standards, best practices, procedures, and policies;
- Maintaining accessible web resources—for faculty and students—available 24/7 for self-help;
- Monitoring and disseminating information on institutional, state, federal, and accrediting agency policies and procedures related to distance and online education;
- Assisting students with problems and challenges related to learning online;
- Advising online-only students on how to navigate online resources and processes.

3.7 Instructional Technology

Instructional Technology provides leadership for faculty and staff in the effective use of new and current technologies for instructional **purposes delivery and instructional support** through the following:

- **For promoting an effective learning environment which ensures student course success, persistence, and completion**;
- **For establishing and promoting an a college environment which encourages independent, collaborative, and creative use of multiple instructional technology**;
- **That serves serving as a faculty and staff resource for training all college employees in the and support of educational-technology- effective instruction**;
- **To provide research analysis, implementation, and evaluation of college and learning environments, the strength of educational technologies, and their potential— continual applications- and use within throughout the College**;

5.3 Definitions of Employment Categories

Regular Full-Time – A position established in the budget as a regularly recurring position. Employment must be for nine (9) or more months per calendar year and considered full-time with a normal workload of 40 hours per week for Staff and per Section 8.3 Teaching Loads for Full-Time Faculty. Positions in this category earn all benefits offered by CFCC, including membership in the Retirement System.

~~*Regular Part-Time*—A position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year and at least 20 hours per week but less than 30 hours per week. Positions in this category earn holidays, longevity, and pro-rated annual and sick leave.~~

Temporary Full-time – A position established temporarily in the budget to cover a full-time work load. Employment in this category may include temporary grant funded positions or positions needed on an interim basis to cover a regular full-time position. Positions in this **time limited temporary** category earn all benefits offered by CFCC, including membership in the Retirement System.

Temporary Part-Time without Benefits – A position not established in the budget as a regular or recurring position. Employment in this category is **AT WILL**. All employees classified as temporary part-time without benefits are limited to no more than 25 hours per week. Student employees are limited to 20 hours per week. Temporary part-time contracts for staff positions are issued on a quarter-by-quarter basis and temporary part-time contracts for faculty positions are issued semester-by-semester. Most employees are paid at an hourly rate. No benefits are earned.

Exempt positions – Positions paid on a salary basis at the executive, administrative, and professional levels that are not subject to the Fair Labor Standards Act (FLSA) overtime requirements.

Non-Exempt Positions – Positions that are paid by the hour and subject to the FLSA overtime requirements.

5.7 Secondary Employment

All secondary employment for the President must be approved in advance by the Board of Trustees.

Full-time employees of the College are expected to devote the time, energy, and efforts to their full-time employment with the College that is necessary to fulfill the terms of their contract. All secondary employment must not conflict nor interfere with his/her full time College duties, responsibilities, or schedules. Any full-time employee who engages in work for pay within or outside the College must submit a request that includes all secondary employment through his/her supervisor for approval who will make a recommendation to the President. The request must state the **actual** hours per week or month and be approved by the President or President's designee prior to the employee engaging in such secondary employment. Employees must use the Secondary Employment Request Form available on the Intranet, Human Resources Department page. **Faculty must submit a current schedule with request and staff may not have outside employment of any kind within normal business hours.** No institutional personnel, supplies, facilities or equipment are to be utilized in conjunction with secondary employment. Failure to disclose could result in disciplinary action up to and including termination.

5.10 Voluntary Termination

An employee who desires to terminate employment must submit a written notification of resignation to the President, notify his/her supervisor and provide a copy to Human Resources. To be eligible for re-employment, a 30-day notification is required. Curriculum instructional faculty may terminate employment only at the end of an academic term. Under extenuating circumstances, the President may waive this requirement. **Employees terminating employment must complete an electronic Human Resources exit process.** An in-person exit interview is available by request with ~~the Executive Director of~~ Human Resources. The employee is responsible for clearing all outstanding items before the effective date of termination. Contact HR for further guidance.

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5.12 Employee Personnel Files

Employee records are maintained in hard copy and electronic formats, and in a secure location within the Human Resources office and HRIS. The following information is maintained for each employee and is available ~~for review to any person by formal request~~ during regular business hours from Human Resources: name, age, date of original employment, current position title, duties performed, salary, date and amount of most recent increase or decrease in salary, office to which currently assigned, date of most recent promotion, demotion, transfer, suspension, separation or other change in position classification.

All other information is not made available for inspection except to persons or agencies authorized to have access to such records as allowed by [North Carolina General Statute 160A168](#). Any person requesting access to confidential information will be required to submit satisfactory proof of identity to the President or the Executive Director of Human Resources. Employees will be notified if restricted information from their personnel file is released and the name of the authorized person to whom the information was released.

Personnel files are subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes. Cape Fear Community College must comply with requests within the context of these rules.

5.21 Job Posting

Regular Full-time Exempt and Non-exempt positions – Regular full-time positions - exempt and non-exempt, are generally posted internally for three business days prior to being posted externally for seven days. 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, 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 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, 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 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.

Regular Full-time Exempt positions – All regular full-time exempt positions may be advertised locally, statewide and nationally through our recruitment and advertising solution partner(s) **if the position has not been filled internally within three (3) business days.**

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 follows the same approval process as full-time postings, with the exception of preapproved 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.

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, and must contain unofficial transcripts. 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.

Successful candidates who are offered a position are required to submit their official transcripts for all degrees earned prior to their first day of employment.

Faculty will be given credit for full-time teaching experience only.

5.28 Salaries

The salaries of all personnel are paid from State, County, or Institutional funds; therefore, they must be within the guidelines established by the NC Community College System and College

policies related to salaries. Beginning salaries for instructors are determined by the applicant's **full-time** teaching experience, educational preparation, and business or industrial experience. Beginning salaries for non-teaching staff are based on the pay range assigned to each position and generally, will be at entry level. Part-time employees are paid at a rate agreed upon at the time of employment.

5.29 Salary Increases

The President approves salary increases for all college personnel. These decisions are based on how the salary increase funds are allocated by the North Carolina General Assembly, availability of additional funding, and supervisor recommendations based on job evaluations. The North Carolina General Assembly mandates salary increase distribution in the following ways:

- Across-the-board: This requires all regular full-time, regular part-time and **time-limited temporary** full-time employees to receive the mandated percentage or lump sum increase unless the General Assembly gives authorization to withhold increases due to poor performance evaluation. Occasionally, the instructional personnel percentage varies from the non-instructional percentage. Part-time employees **usually may** receive similar increases.
- Average across-the-board: The salary increases given equals the average percentage. This gives the College flexibility to give some employees a higher raise than others. The salary adjustments are based on the employee's job performance. In-lieu-of-merit percentage: This is usually an additional percentage above the mandated across-the board percentage. The in-lieu-of-merit increase gives the College the flexibility to give employees a higher increase based on job performance. Supervisor recommendations for salary changes are based on job evaluations.

5.40 Employee Lounge Break Room

Employee **Lounges Break rooms** have been provided for College employees. Each person using these **lounges break rooms** shares the responsibility for the maintenance and cleanliness.

5.50 Family and Medical Leave Policy

~~The Families First Coronavirus Response Act (FFCRA) provides family and medical leave for COVID-19 reasons to employees who may otherwise not be eligible for FMLA leave. Employees may be eligible for FFCRA leave until December 31, 2020. For more information, contact Human Resources.~~

5.53 Tuition – Free Courses

As funds are available, full-time Cape Fear Community College faculty or staff members employed for a term of nine or more months may request to take one course per semester to upgrade or improve his/her abilities as it relates to his/her job duties and responsibilities upon approval by his/her supervisor to be paid for by the College. This course can be either a curriculum course or an occupational extension course and is limited to only one per **fall and spring** semester. The employee is responsible for all other course related fees except College access parking and security.

6.5 TV Studio

~~The primary purpose of the TV Studio is to provide students with a laboratory setting for learning the tools and tasks of producing television content. The Studio also produces programming for broadcast on The Learning Network (TLN), as well as the internet, and creates promotional videos highlighting CFCC students and programs. A strong emphasis is placed on the quality of content being considered for broadcast. Some programs and concepts that have strong educational value may not make good television programming. Therefore, all ideas or concepts submitted for taping are treated as proposals. Proposals for long form programming (full length shows) should be submitted at least two months in advance of the prospective “shooting” date. Short programs require a minimum of one week’s notice and are also subject to approval.~~

The Cape Fear Community College multimedia studio exists to provide a controlled space for filmed interviews and instructional and promotional video production and to provide students with a laboratory setting for various media or acting assignments. The studio produces programming for instructional purposes as well as videos highlighting CFCC students and programs. Proposals for video services should be submitted via the Video Services Proposal Form (<https://cfcc.edu/marketing/video-services-proposal/>) at least three weeks in advance of a proposed “shooting” date and are subject to studio and staff availability.

The supervision of the studio and the use of studio resources is the responsibility of the ~~TV/Video Production Specialist~~. Video/Visual Marketing Coordinator.

Teaching Loads

8.3 Curriculum Teaching Loads

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (whichever threshold is met first) or its equivalent per academic semester, **including the summer semester**. The College President may authorize increases to full-time instructional loads as needed to address programming requirements. Such increases may apply to all areas of instruction or to specific programs. Instructors who are assigned an instructional load beyond the guidelines established above may receive additional compensation. In such cases, instructors will receive temporary part-time instructional contracts prorated for the credit or contact hours exceeding the general full-time load of 18 semester credit hours or 25 weekly contact hours or its equivalent per academic semester.

Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required on-campus and office hours.

Instructors may be assigned a reduced instructional load in order to support College needs such as supplemental instruction and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, and academic assessment activities. Any reduction in a full-time instructor’s assigned load must receive prior approval from the instructor’s divisional dean and the Vice President for Academic Affairs. Program Directors may be eligible for course load reductions as required by accrediting agencies and/or external review boards.

10.2 Electronic Direct Deposit Policy

Direct Deposit is Cape Fear Community College's method for issuing payroll payments to employees. To utilize direct deposit employees must provide written authorization via the "[Direct Deposit Authorization Form](#)." Direct Deposit will remain in effect until changed by the employee. The electronic direct deposit policy applies to all Cape Fear Community College employees who are paid by the College. The Electronic Direct Deposit Policy promotes safe, confidential, convenient and fast payments to all College employees. Electronic direct deposit assures that an individual's wage payment is deposited timely even if they are out due to illness, on vacation, or on other approved leave.

As a condition of employment, all Cape Fear Community College employees shall be required to enroll in the direct deposit feature within thirty (30) days of hire or rehire. The College offers direct deposit of an employee's net pay to a financial institution in the United States in accordance with [NC Administrative Code – 13 NCAC 12.0309 - Form of Payment of Wages](#).

To authorize or change a direct deposit, the "[Direct Deposit Authorization Form](#)" must be completely and accurately filled out. A voided check for a checking account direct deposit or a deposit slip for a savings account direct deposit must accompany the "Direct Deposit Authorization Form. The completed "[Direct Deposit Authorization Form](#)" should be returned to the Payroll Department. If mailing the completed form via interoffice mail, send to: Payroll Department, (U277). If mailing the form through the United States Postal Service, send completed form to: Cape Fear Community College, Payroll Department, 411 N. Front Street, Wilmington, NC 28401.

Once the authorization form is received by the Payroll Department, it will take one pay cycle for direct deposit to become active. During such time an employee shall be paid by paper check which will be mailed to a valid mailing address on file, on the employee's designated pay day and shall be dated the date of the employee's pay date.

An employee who desires to request a hardship exemption from the direct deposit requirement shall do so by contacting payroll. The Vice President for Business ~~and Financial~~ Services has exclusive authority to grant an exemption from the direct deposit requirement.

NOTE: It is the employee's responsibility to review their pay advices for accuracy of personal and payment information. Employees must notify the Payroll Department immediately if there has been an overpayment of wages. Further, employees have the responsibility to notify the Payroll Department when there is any change to their bank and/or bank account that affects their direct deposit. Any change **MUST** be received in the Payroll Department at least two weeks prior to the payday for which the change is to occur. Employees should never close an account until they know the cancellation has taken effect. If an employee closes the account prior to the cancellation of the direct deposit, the bank will eventually notify the Payroll Department. The Payroll Department will then issue a paper check and mail it to a valid mailing address on file. Employees who have questions or need assistance with these guidelines may contact the Payroll Manager at (910) 362-7609.

10.6 Disposal of College Property

Strict laws govern the disposal of public property. When in the opinion of faculty or staff a piece or pieces of equipment have become worn beyond repair, obsolete, or otherwise no longer useful, they should inform the immediate supervisor and if approved, the Equipment Inventory Technician with Business ~~and Finance~~ Services will be contacted since they are authorized to dispose of equipment properly and according to law.

10.7 Budgeting

The State Formula Budget for Cape Fear Community College is allocated by the NC Community College System and is the primary funding source for the College's current operations. Funds are allocated using three methodologies:

1. base allocations provide a standard amount of support regardless of college size,
2. enrollment allocations, which vary based on a college's budgeted full-time equivalent (FTE) student enrollment, and
3. performance-based allocations, which are determined based on student outcomes.

In addition to the State Formula Allotment, colleges may receive additional categorical allotments and/or program specific categorical allocations. The allocated budget is distributed by the President of the College, with assistance from the Vice President for Business ~~and Financial~~ Services, senior staff, deans, and other administrators. The County budget consists of funds from New Hanover and Pender Counties. These funds are requested by the President and the Board of Trustees annually and primarily provide funds for the maintenance and operation of the physical plant.

All federal and private grants must be managed through the Director of Grant Development in Institutional Advancement.

10.10 Petty Cash Policy

The College has determined that it is necessary to maintain a Petty Cash Fund. Petty Cash purchases are for emergencies under \$30, and are to be used for such items as postage, freight, etc. Any exceptions to this policy must be approved by the Controller or the Vice President for Business ~~and Financial~~ Services. The best source to replenish the Petty Cash Fund is Institutional Funds.

A receipt for purchase(s) made from Petty Cash funds, along with any other supporting documentation, must be presented to the Controller or the Budget Director before reimbursement is made. The documentation may be in the form of a voucher, describing the rationale for the purchase, budget code to be charged to, signature of the requestor and the requestor's supervisor. The supporting documentation shall be filed with the reimbursement check.

Key Control Policy

10.13 Principles

General Provision and Fabrication: Unauthorized use and manufacturing or duplication of any College key is prohibited. Cape Fear Community College keys are the property of the College, and may be repossessed at any time. Keys are to be used only by the individual they are assigned to and cannot be shared or loaned. Fabrication of keys and all lock changes shall only be done by authorized personnel as defined in the document titled “*CFCC Key Control Procedures*.”

Responsibility for Issuance: Faculty and staff will be issued the minimum number of keys at the lowest level of access needed to perform their job responsibilities based on actual need and with written approval following the procedures defined in the “*CFCC Key Control Procedures*”.

Responsibility for the Return of Keys: Any action including but not limited to termination, change of responsibility or status, may trigger the return of keys issued to an individual to CFCC. **Upon separation from the college, all keys issued to the employee must be immediately returned to the employee’s supervisor or Campus Locksmith. Failure to return keys will result in a charge to rekey those areas at the current cost of replacement.** Please read the “*CFCC Key Control Procedures*” for detailed information on this topic.

Lost Keys: Lost keys should be reported immediately to the **Director of Safety & Training Campus Locksmith** and the supervisor of the employee, ~~and the Key Issuing Department~~. See “*CFCC Key Control Procedures*” for detailed instructions.

Liability for Lost Keys: Due to the sensitivity of some of the locations that keys can open; it can cost up to several hundred thousand dollars to rekey such an area if a key is lost or stolen. Key holders who have lost keys will be liable for them by disciplinary action as defined in section 5.1 of the Employee Handbook.

Damaged Keys: Keys that are damaged or are not working properly can be replaced at no charge ~~at the Key Issuing Department~~ **Campus Locksmith** by returning the damaged key.

Office Changes: If an individual moves office, it is the responsibility of the individual to return the old keys to the **Key Issuing Department Campus Locksmith** within ~~5~~ **3** days. ~~or a key fine may be assessed.~~

General Purpose Classrooms: General purpose classrooms ~~are opened daily by Security with the exception of specialized classrooms that require added security.~~ keys may be requested from the Campus Locksmith as needed.

~~Lock Core Changes: If a lock core must be changed for any reason, a request for the change will be initiated by the Key Issuing Department and approved by the proper CFCC officers as defined in the “CFCC Key Control Procedures” document.~~

Key Identification: All keys will be stamped with a unique serial number and the information on the keys along with the information on the key holder will be recorded in a database maintained by the ~~college~~ **Campus Locksmith** and the ~~key issuing department~~ **respectively**.

Key Inventory Control: Keys will be inventoried annually. See “*CFCC Key Control Procedures*” for detailed instructions.

Master Key Requests: Keys which access multiple areas, known as “master” keys will only be issued with appropriate approvals. These keys will be issued with a device tracker known as a “Tile.” A master key will not be issued without the Tile attached. The Tile is also considered CFCC property and any tampering with the device will result in disciplinary action as defined in section 5.1 of the Employee Handbook. If there are issues with the Tile, contact the Campus Locksmith.

10.15 Swipe Cards

Certain locations at CFCC are secured by electronic door readers. A swipe card that is used to control a locking mechanism, is considered to be a CFCC key, and its issuance and usage are governed by the “*CFCC Key Control Procedures.*”

Access to any CFCC secured area by the use of swipe cards should be requested in the same manner physical keys are requested and treated accordingly.

Swipe cards assigned to any person connected with CFCC are non-transferrable. Swipe cards cannot be borrowed or loaned, and should be kept safely.

Access granted by the use of swipe cards may impose more restrictions than key access at any one location. Such restrictions include but are not limited to the day of the week and time of day when access may be granted.

Any lost card must be deactivated immediately online, or by direct report to the **Director of Safety & Training Campus Locksmith**. See “*CFCC Key Control Procedures*” for more details.

Card Swipe data is confidential.

10.16 Parking

Parking spaces are provided, if available, to all full-time employees. The fee for these spaces is \$30 per year for nine-month employees, or \$40 per year for twelve-month employees. ~~Full-time employees who do not have an assigned parking space or location, as well as part-time employees, may elect to use the Hanover Parking Deck or surface parking lots for \$10 per year.~~

~~Part-time employees may elect to use the Hanover Parking deck or surface lots for \$10 per year.~~ In exchange for payment of the fee, the employee shall receive a decal that authorizes the employee to park in designated areas until the employee separates from the College. In the event of employee separation, parking fees are non-refundable. The static cling or parking sticker must be displayed on the front windshield, passenger side, lower right-hand corner of the vehicle. The “hang tag” must be clearly visible hanging from the rearview mirror. During events, decals are not recognized and patrons must pay the stated parking fees.

10.17 Traffic Plan & Towing Policy

The following rules, regulations and ordinances constitute the “Traffic Plan and Towing Policy” of Cape Fear Community College (CFCC):

1. Definitions:

- a. “Motor vehicle” includes any machine designed or intended to travel over land by self-propulsion or while attached to a self-propelled vehicle.
- b. An “abandoned motor vehicle” is a vehicle that:
 - I. Is left unattended in violation of any rule, regulation or ordinance regulating parking, or,
 - II. Is left for longer than three (3) days on property owned, operated, managed or regulated by CFCC.
- c. A “junked motor vehicle” is an abandoned vehicle that also:
 - I. Is partially dismantled or wrecked; or,
 - II. Cannot be self-propelled or moved in the manner in which it originally was intended to move; or,
 - III. Is more than five years old and appears to be worth less than \$100; or,
 - IV. Does not display a current license plate.
- d. “Tow,” in any of its forms, includes removing a vehicle by any means, including towing and storing the vehicle.
- e. “Towner” means the person who towed the vehicle.
- f. “Towing fee” means the fee charged for towing and storing.

2. Vehicle Registration: All motor vehicles where the owner or operator parks on the campus or keeps said vehicle on the campus must be registered with CFCC. The following information shall be required of the registrant at the time of registration:

- a. The name and CFCC I.D. number;
 - b. The license plate number of the vehicle, including the name of the State that issued the license plate;
 - c. The make, model and year, and color of the vehicle.

3. Employee Leasing of Parking Spaces: Upon payment of the annual leasing fee of \$40 by a twelve-month College employee, or \$30 by a nine-month employee, the Wilmington Campus employee will be assigned to the Nutt Street Parking Deck. ~~The fee for unassigned parking in the Hanover Parking Deck and surface parking lots is \$10 annually.~~ Full-time Wilmington Campus employees ~~who are assigned to the Nutt Street Parking Deck~~ shall not regularly park in unassigned parking spaces due to limited availability. North Campus employees will be assigned ~~a numbered parking space, giving the employee the sole right to park in that designated parking space during normal hours of College operations.~~ ~~surface lot parking spaces designated for Full-time employee use only.~~ “Unassigned parking” at the North Campus is defined as “any unlettered or unnumbered space.” Wilmington Campus employees visiting or working at North Campus shall park in any unassigned space (Student parking). North Campus employees visiting or working at the Wilmington Campus shall park in the

Nutt Street Parking Deck.

4. Parking:

- a. No vehicle without a valid decal may be parked in any parking lot, deck or parking area designated for either employee or student parking.
- b. ~~In parking lots or areas with numbered spaces, only the person who has leased that parking space may park in that parking space.~~
- c. In all parking lots, decks or parking areas with marked parking spaces, parking is not permitted outside the marked spaces.
- d. No vehicle shall be parked in any manner so as to block the ability of another vehicle to leave its parking space or exit from the parking lot, deck or parking area.
- e. No vehicle shall be parked or left standing or unattended on any road, street, alley, travel lane, driveway, parking lot or parking area entrance or exit, or pedestrian crossing.
- f. Where signs are posted limiting parking in any manner such as for a limited amount of time, for handicapped persons, or for visitors, parking shall be permitted only as posted.
- g. Motorcycles, mopeds, scooters, vehicles with trailers, and bicycles are not allowed in the Nutt Street or Hanover Street Parking Decks.

5. Violation: A person may be issued a citation for each violation of the above rules, regulations or ordinances. The fine for each citation is ~~\$5.00~~ 25.00. A vehicle parked in ~~repeated~~ violation of any of these rules, regulations or ordinances is subject to booting.

6. Repeat Violators: Any person receiving more than three (3) citations for any violations within any one semester is subject to being booted. Any vehicle parked or left on campus that is banned from parking on campus shall be subject to immediate towing.

7. Removal of Vehicles: CFCC may remove and have towed to a storage garage or area ~~an abandoned or junked motor~~ any vehicle found to be in violation of any rule, regulation or ordinance of CFCC. The Parking and/or Security Guard shall notify the Director of Safety & Training of any vehicle in violation of any ordinance of CFCC, and the Director of Safety & Training (or his/her designee) shall arrange for the immediate towing of the vehicle in violation. The owner or operator of the towed vehicle shall be responsible for paying the towing fee of the tower.

8. Notice of Towing: Whenever a vehicle ~~with a valid registration plate or registration~~ is towed, ~~the Director of Safety & Training Department shall immediately~~ Cape Fear Community College shall make every attempt to notify the last known registered driver of the vehicle of the following:

- a. A description of the vehicle;
- a. The place where the vehicle is stored;
- b. The violation with which the registered driver is charged, if any;
- c. The procedure the registered driver must follow to have the vehicle returned to him/her (to contact the tower and satisfy the tower's requirements for release of the vehicle); ~~and,~~

- d. ~~The procedure the registered driver must follow to request a probable cause hearing about the towing, if one is desired.~~

Notice shall be given to the CFCC registered driver of the vehicle within 24 hours. If feasible, actual notice shall be given either in person or by telecommunication, including leaving notice on an answering machine. ~~Regardless of the previous attempts to contact the registered driver, notice shall also be given by U.S. Mail to the last known address, unless the registered driver or an agent thereof waives the notice, in writing.~~

When a vehicle with neither a valid registration plate nor registration is towed, the Director of Safety & Training of CFCC shall make reasonable efforts, including utilizing the V.I.N., to determine the last known registered owner of the vehicle, and to notify him/her of the information listed in Item

~~9.Hearing Procedure: The owner, registered driver or any other person entitled to claim possession of the vehicle may request (in writing) a hearing to determine whether probable cause existed for the towing. Probable cause shall exist if the Parking and/or Security Guard had probable cause at the time he/she contacted the Director of Safety & Training to believe that a rule, regulation or ordinance of CFCC was violated. The request shall be filed with the Magistrate's Office in the county wherein the vehicle was towed. The Magistrate's Office is required by N.C. General Statute 20-219.119 (e) to set the hearing within 72 hours of receiving the request. The owner, the person who requested the hearing if someone other than the owner, the tower, and the Director of Safety & Training shall be notified of the time and place of the hearing. The owner, the person who requested the hearing if someone other than the owner, the tower, and the Director of Safety & Training, and any other interested parties may present evidence at the hearing. The Director of Safety & Training and the tower may submit an affidavit in lieu of appearing personally, but the affidavit does not preclude that person from also testifying. The only issue at this hearing is whether or not probable cause existed for the towing. If the Magistrate finds that probable cause did exist, the tower's lien to secure payment of the towing fee continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished. Any aggrieved party may appeal the Magistrate's decision the District Court Division of the General Court of Justice of the State of North Carolina as permitted by NC. General Statute 20219.11(f).~~

~~10.Option to Pay or Post Bond: At any stage in the proceedings, including before the probable cause hearing, the owner or registered driver may obtain possession of his vehicle by:~~

- a. ~~— Paying the towing fee; or,~~
- b. ~~— Posting bond for double the amount of the towing fee.~~

~~11.Hearing on the Lien: The tower may seek to enforce his lien or the owner may seek to contest the lien pursuant to Chapter 44 of the N.C. General Statutes.~~

~~12.Payment to the Tower Guaranteed: CFCC shall pay the tower his/her towing fee only if the final determination of the Court is that no probable cause existed for the towing.~~

13.Parking Rules and Regulations: Parking Rules and Regulations shall be printed and copies posted at the appropriate place on campus and on the CFCC website. This shall serve as notice to

the public of these parking and traffic rules, regulations and ordinances governing the CFCC campus, and copies shall be filed with the Office of the Secretary of State, State of North Carolina.

10.23 Travel Advances

At the discretion of the College President or her/his designee, a travel advance may be requested if the total amount exceeds \$200. The travel advance will be calculated at a maximum of 90 percent of the total estimated costs (excluding pre-paid air fare or other modes of transportation, registration fees, etc.). The request must be presented to ~~the Division of Business and Financial~~ Services a minimum of two weeks before the advance is required. If the estimated cost is less than \$200, the employee is responsible for paying their travel costs, and requesting reimbursement unless an exception is granted by the President or her/his designee. Travel Advances will be deducted from the employee's Travel Reimbursement Request. The employee will be reimbursed when the Travel Reimbursement Request form is processed.

10.24 Timely Filing and Reimbursement

Each employee is responsible for her/his own request for reimbursement. All reimbursement requests shall be filed for approval and payment within thirty (30) days after the travel period has ended as reflected on the approved travel authorization, or June 30, whichever comes first. Requests for reimbursement submitted after July 30 of any new fiscal year for prior fiscal year reimbursements will be addressed on a case-by-case basis. "Travel period" is defined as the calendar month during which the travel occurred. Reimbursement forms must be submitted to ~~the Division of Business and Financial~~ Services within thirty (30) days after the travel period has ended.

P-Card Policy

10.40 Introduction

Cape Fear Community College (CFCC) has joined the North Carolina State Contract 946A VISA Procurement Card (P-Card) Program.

The procurement card (P-Card) is a payment tool, which offers an expansion of the existing CFCC procurement processes. The Card will allow departments to make transactions without having to submit a requisition for the issuance of a purchase order or a check request. Having a P-Card is a privilege that comes with responsibilities. ~~This manual will serve as your guideline when using your P-Card. Whenever in doubt, you should always call our office. We are here to assist and to ensure the success of the P-Card Program.~~

The intent of the procurement card program is to provide Cape Fear Community College and departments with a streamlined method of payment for department related supplies and/or services, thereby reducing the volume of individual check payments to vendors. It is intended to be used by authorized staff for authorized purchases. Please refer to the Cape Fear Community College website for College Policy and Procurement Purchasing Guidelines.

CFCC expects you to exercise the same good judgement in your purchases of supplies and services with CFCC's procurement card as you would with your own card. CFCC expects you to offer the same level of care and protection for the college procurement card as you would with your own credit card.

10.52 Vehicle Safety Policy

Purpose

This policy has been developed to define standards of conduct and establish mandatory training for faculty, staff, students and volunteers who operate motor vehicles while conducting College business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

Scope

This policy applies to individuals who operate a motor vehicle, whether College-owned, leased, or personally owned, to conduct College business.

Definitions

For the purpose of this policy, "motor vehicle operator" refers to any approved faculty, staff, student, or volunteer, 21 years of age or older, who operates a motor vehicle while conducting College business. Individuals who are under 21 year of age may not operate a motor vehicle to conduct College business until insurance is notified.

Policy

Motor Vehicle Report (MVR) History - MVRs will be checked annually for all motor vehicle operators who may be required to drive for college purposes. The MVR will be reviewed to ascertain whether the motor vehicle operator holds a valid license and whether his or her driving record is within the parameters set by the College.

~~**See attached Driver Qualification Criteria for further information.~~

Drivers will be disqualified from driving vehicles for College purposes for any of the following reasons:

- A revocation or suspension of driver's license in any state.
- A major violation such as reckless driving, negligent driving, vehicular homicide, leaving the scene of an accident, or driving under the influence of alcohol or other controlled substance.
- Two or more moving violations and/or damage to vehicles in the previous three years.
- Any other violation at the discretion of the College.

Driver's License - All College motor vehicle operators must be in possession of a valid driver's license from their state of residence. They must also sign the Vehicle Use Acknowledgment Form that allows the Business Office to obtain state driving records. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid North Carolina commercial driver's license.

Vehicle Operator Responsibility - Motor vehicle operators must report all traffic citations received while on College business to the Business Office and their supervisor. They must also report the onset of any physical or mental condition that may impair their ability to drive.

Safety Rules - We value the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, Cape Fear Community College is instituting a Vehicle Safety Policy.

1. Inspect vehicles prior to use to ensure that they are in safe operating condition.
 - a. If a vehicle does not pass inspection, notify the Motor Pool Coordinator.
 - b. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle. Travel after 12:00 a.m. is strongly discouraged. If distance prohibits return to the College by 12:00 a.m., the traveling group is required to seek overnight accommodations. The College requires mandatory rest stops every two hours to prevent fatigue or exhaustion.
3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated.
4. Seat belts must be worn whenever a vehicle is in motion.
5. Cell phone usage, including texting, is prohibited while driving for College purposes.
6. Use of radar detectors is forbidden in all vehicles owned or used by the College.
7. Hitchhikers and passengers other than College employees are not permitted.
8. College vehicles shall be used for work-related duties only.
9. Cargo should be secured and all doors should be locked, both when the vehicle is en route and when it is parked.
10. Respect the rights of other drivers and pedestrians.
11. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for College purposes.
12. All traffic violations, whether on College or personal time, must be reported to the employee supervisor within 24 hours or by the next business day.
13. Cape Fear Community College will review motor vehicle reports annually.
14. If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the supervisor and the Motor Pool Coordinator for the employee's file.
15. Employees are responsible for maintaining a valid driver's license. Limited Privileged License is not considered a valid driver's license.
16. In an extreme situation when there is an out-of-state trip and there is only one College employee accompanying a group (i.e., golf team) a potential alternate driver (student) may be authorized by the Vice President to drive a College vehicle. The student must be at least twenty-one years of age. Student will follow the same procedure as an employee of the College, prior to approval.
17. Smoking is not permitted in a Cape Fear Community College vehicle.
18. All trash and debris must be picked up and removed upon return of vehicle.

19. Vehicle should be returned with the same amount of fuel at check out.

PERSONNEL

A MOTION was made by Mr. Guy and seconded by Mr. Collins 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. Guy and seconded by Mr. Collins to approve the following direct reports to the President. Ms. Anne Smith, Vice President of Human Resources and College Safety, Ms. Sonya Johnson, Vice President of Community Relations and Marketing and Mr. Jakim Friant, Executive Director of IT. Motion carried unanimously.

CURRICULUM

Mr. Shell reviewed the following information of proposed Medical Laboratory Technology program.

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the Medical Laboratory Technology Program as presented. Motion carried unanimously.

Proposed New Program

Medical Laboratory Technology (A45420, AAS degree)

PROGRAM SUMMARY

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Coursework emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, Industry, and research facilities.

PROGRAM RATIONALE

- CFCC's service area has a critical need for medical laboratory technologists as our region's

healthcare system continues to expand in response to a growing and aging population that requires increased medical services. These services often require clinical laboratory procedures that are conducted by appropriately prepared technologists.

- CFCC has worked with Coastal Carolinas Health Alliance (CCHA) to identify the market demand for medical laboratory technologists. We have received letters of support as well as letters of intent and/or clinical affiliation agreements to support clinical placements for students within the hospital network associated with CCHA.
- This program supports the initiatives of the Academic Advisory Council developed as a direct result of the Novant/UNC and NHRMC collaboration to identify and develop new healthcare programs to meet the healthcare workforce needs of southeastern North Carolina.
- The college plans to collaborate with UNCW to develop a local articulation agreement for Medical Laboratory Technology students to transfer credits toward the Medical Laboratory Scientist degree in the School of Health and Applied Human Sciences if that program is pursued and developed.

Anticipated Resources Required

- Will require a full-time, 12-month program director who will serve as the primary instructor for the program (estimated cost: \$77,142, including benefits).
- Will require a full-time, 9-month faculty when the second cohort of students is accepted to provide clinical oversight and instruction (estimated cost: \$56,756, including benefits)
- May require adjunct instructors on as-needed basis (estimated cost: \$12,000 per year).
- Will require an initial purchase of laboratory equipment (estimated \$100,000) and additional laboratory equipment in the second year to support curriculum needs (estimated \$100,000).
- Will require additional IT resources such as computers, printers, and software (estimated cost: \$25,000)

Anticipated Program Revenue by Year/Cohort

- Year One (Fall I and Spring I) – Total enrollment of 14 students
 - 8,736 total hours / 17.06 FTE / \$66,486 FTE funding
- Year Two (Fall I, II, Summer I, Spring I, II) - Total enrollment of 28 students
 - 29,568 total hours / 57.75 FTE / \$224,616 FTE funding

Program of Study

I. General Education Requirements 15 SHC

Communications (6 SHC)

Take 6 credits

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts (3 SHC)*Take 3 credits*

ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Science Electives (3 SHC)*Take 3 credits*

PSY 150	General Psychology	3
SOC 220	Social Problems	3

Natural Sciences/Mathematics (3 SHC)*Take 1 course*

MAT 143	Quantitative Literacy	3
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II. Anatomy & Physiology 5 SHC*Take One Course*

BIO 163	Basic Anatomy & Physiology	5
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III. Major Requirements 42 SHC*Take 37 credits*

MLT 110	Intro to Medical Laboratory Tech	3	[New to CFCC]
MLT 111	Urinalysis and Body Fluids	2	[New to CFCC]
MLT 115	Laboratory Calculations	2	[New to CFCC]
MLT 120	Hematology/Hemostasis	4	[New to CFCC]
MLT 126	Immunology and Serology	2	[New to CFCC]
MLT 127	Transfusion Medicine	3	[New to CFCC]
MLT 130	Clinical Chemistry	4	[New to CFCC]
MLT 140	Introduction to Microbiology	3	[New to CFCC]
MLT 240	Special Clinical Microbiology	3	[New to CFCC]
MLT 254	MLT Practicum I	4	[New to CFCC]
MLT 266	MLT Practicum II	6	[New to CFCC]
MLT 276	MLT Practicum III	6	[New to CFCC]

III. Other Major Hours 12 SHC*Take 12 credits*

CHM 130	General, Organic, and Biochemistry	3
CHM 130A	General, Organic, and Biochem Lab	1

MLT 217	Professional Issues	1	<i>[New to CFCC]</i>
MLT 220	Hematology/Hemostasis II	3	<i>[New to CFCC]</i>
MLT 230	Clinical Chemistry II	3	<i>[New to CFCC]</i>
MLT 280	Special Practice Lab	1	<i>[New to CFCC]</i>

Total Credits **74**

SGA REPORT - No report

FACULTY ASSOCIATION REPORT

Dr. Brandon was not present but submitted the following report.

As Faculty Association President, I attended the June 23rd College Council meeting at CFCC.

I have been working with the Faculty Association Committee on Part-Time Pay Rates on a proposal for the creation and funding of a teaching award for adjunct (part-time) faculty members at CFCC. The plan is for the Faculty Association to submit a formal proposal for such an award to the CFCC Foundation by the end of July, 2021.

Finally, the search to fill the vacant positions of Faculty Association Vice President and Faculty Association Secretary is ongoing.

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 \$2,341,387.81 (FY 21) over \$962,258.15 (FY 20). We surpassed last year's entire revenue by \$1,379,129.70, and have surpassed this year's overall fundraising goal by \$1,066,387.80. – *report as of 07/14/21*
- In the 2020/21 fiscal year, 21 new Annual Scholarships and 11 new Endowed Scholarships were established.
- Please join us in congratulating Jack Fuller who has been elected Chair and Patricia Kusek who has been elected Vice Chair of the CFCC Foundation Board for the coming 2021-22 year.
- Rose Marie Jones scholarship: \$60k new endowed scholarship for students under 27 who do not have access to their parent's tax info and can thus not fill out a FAFSA. Preference for students who were previously homeless, in recovery, or single parents. This is particularly special as it is our second MAJOR alumni endowed scholarship (CFCC '15).

- Largest grant ever awarded to college was announced last month, US Department of Labor: Employment and Training Administration – Pathway Home Project (Education and Support for Incarcerated Individuals) - \$3,997, 285.00.
- A Cape Fear Community College Day will be held at the Burgaw Center. This will be an outreach/fundraising event, on Saturday, September 18, 2021. We will have a ceremonial opening of the new HFAC, welding, and heavy diesel facility, have tours and enrollment opportunities, sponsorship opportunities, and a performance by The Embers.

ANNOUNCEMENTS

DATE OF NEXT MEETING – SEPTEMBER 23, 2021

Meeting adjourned at 6:15pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml