

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
NOVEMBER 17, 2021
5:00 PM**

Following proper public notifications on November 15, 2021, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Wednesday, November 17, 2021, at 5:00 pm in the boardroom, Union Station Building. Mr. Bill Cherry, Chair, presided.

Trustees present were: Mr. Bill Cherry, Chair; Mr. Jonathan Barfield; Mr. Robby Collins Mr. A.D. “Zander” Guy; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Mary Lyons Rouse; Mr. Bruce Shell and Mr. Miguel Nandlal, SGA President. Trustees not present: Mr. Jimmy Hopkins, Ms. Deborah Maxwell and Ms. Paula Sewell.

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; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance, SACS Liaison; Ms. Sonya Johnson, Vice President of Marketing and Communications; Mr. John Downing, Vice President of Economic and Workforce Development; Ms. Anne Smith, Vice President of Human Resources; Dr. Eric Brandon, Faculty Association President; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. Jakim Friant, Executive Director of IT; Mr. Jerry Coleman, Sr. Director, Business and Industry Services; Ms. Donna Warren, Director, Military Business Development; Ms. Emily Holt, Director, Workforce Readiness; Mr. Tim Fuss, Program Director, Law Enforcement and Criminal Justice; Ms. Debi Causey, Coordinator, Events; Ms. Lynn Criswell, Dean General Education and Science; Ms. Rhonda Franklin, English Instructor; Ms. Yuna Shin, Humanities and German Instructor; Dr. Mary Ellen Naylor, Dean, Health and Human Services; Mr. Robert Carter, Manager, Technical Support IT; Mr. Antonio Arteaga-Paredes, Sr. Media Technician; Ms. Abigail Moorman, Executive Assistant EWD; Ms. Liz Riepe-Strickland, Sr. HR Specialist; Ms. Kathleen Lee, Content Specialist, Community Relations; Ms. Susan Porter, Sr. Executive Assistant President’s Office; and other employees (see below).

Others present were:

- Mr. Ken Gray, Attorney Ward & Smith
- Ms. Julia Boseman, New Hanover County Commissioner, Chair
- Ms. Deb Hays, New Hanover County Commissioner, Vice Chair
- Rachel Keith, WHQR Reporter
- Bethanie Simms, WHQR Reporter
- Pam Kelley, The Assembly Reporter

The meeting was opened with The Pledge of Allegiance to the US Flag.

CONFLICT OF INTEREST

Mr. Cherry 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. Collins to approve the September 23, 2021, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

NEW HIRES

Ms. Smith introduced the following new employees in attendance.

Lee, Kathleen	Content Specialist	09/16/2021
Brook, Alan	Director, Emergency Medical Services (EWD)	09/20/2021
Hawarny, Emily	Career Development Coordinator	10/06/2021

RETIREMENTS

President Morton thanked Mr. Henry Tootoo for his invaluable service to the College and wished him well in his retirement.

OTHER INTRODUCTIONS

Mr. Cherry introduced Ms. Julia Boseman, New Hanover County Commissioner, Chair and Ms. Deb Hays, New Hanover County Commissioner, Vice Chair, who were in attendance.

CHAIR'S REPORT

Ms. Cherry presented the following report.

Ethics Training

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements please make arrangements to do so. The list of scheduled upcoming training sessions is listed at <http://www.ethicscommission.nc.gov/eduschedule.htm>.

Holiday Party

The annual CFCC Holiday Party will be held on December 16, 2021, from 12-2pm in Daniels Hall.

Meeting with SGA President

The Chair and Vice-Chair of the Board of Trustees had a “get to know you” meeting with Mr. Nandlal, SGA President.

CFCC Foundation

Please remember the CFCC Foundation when making holiday donations.

PRESENTATIONS

CFCC Small Business Center

Mr. Jerry Coleman, Sr. Director, Business and Industry Services, presented information regarding the CFCC Small Business Center.

Military Business Development

Ms. Donna Warren, Director, Military Business Development, presented information on CFCC and military contracts.

PRESIDENT'S REPORT

President Morton presented the following report.

Chats with The President

“Chats with the President” are continuing with faculty and staff. There has been a great turnout for these meetings which are producing positive results. Meetings will continue to be scheduled each month.

Sr. Men's Club Presentation

Presented a PowerPoint presentation to the Senior Men's Club of Wilmington on October 8, 2021.

Pender Educational Partnership (PEP)

Presented information regarding CFCC to the Pender County Chamber, town officials, Pender County School officials, business owners and parents for the PEP. PEP'S mission is to enhance educational opportunities in Pender County schools. Ms. Tammie Parris, Pender County Director of CE, is the organization's President.

Medical Assisting Accreditation

The Medical Assisting Accreditation visit was completed on October 12, 2021. I would like to thank our Program Director Ms. Laura Muldowney, Medical Assisting Instructor Ms. Ashley Simpson and Dean Dr. Mary Ellen Naylor for their hard work preparing for this intensive review.

MOU with a NC Central University

CFCC has initiated a Memorandum of Understanding with NC Central University to help students seamlessly continue their pursuit of a 4-year degree. A commemorative signing will be held on November 30, 2021 on our campus.

100 Black Men of Coastal NC Inc.

CFCC and 100 Black Men of Coastal NC Inc. are collaborating to help underserved high school students to enroll in CFCC and Career and College Promise Programs and to develop a meaningful mentorship program. The College looks forward to enhancing this partnership for greater minority student success.

Mt. Calvary Partnership

CFCC and Mt. Calvary Center for Leadership Development continue to collaborate to help underserved populations in NHC and Pender Counties. The CFCC Small Business Center has

offered classes to help non-profit organizations and other community groups in need of help in business operations, leadership and entrepreneurship. Mt. Calvary students have visited CFCC programs to give them exposure to potential careers.

Veterans Day

CFCC's Veterans Day Ceremony was held on November 11, 2021, in Tabitha's Courtyard. Mr. Jason Bocchino, CFCC Veterans Affairs Coordinator organized the event. President Morton, Mr. Jonathan Barfield and Ms. Deborah Maxwell as well as others spoke at the event.

High School Counselors

CFCC hosted the annual meeting of High School Counselors at the BB&T Auditorium on October 14, 2021. President Morton welcomed the group.

Big Talker

President Morton joined the Big Talker on September 27, 2021, to speak about programs at CFCC.

Business Engagement Update

Local

College administration met with Live Oak Bank and nCino to discuss tech talent and how the College can support training in technology fields.

National

CFCC is working to secure new partnerships with large equipment manufacturers. These partnerships will be similar to our current program with Yamaha.

CFCC Manufacturing Day

Cape Fear Community College will host a Manufacturing Day Expo on Thursday, Nov. 18, from 9 a.m. until 12 p.m. at its North Campus in Castle Hayne, NC. The expo offers high school, middle school, CFCC students, and the public the opportunity to connect with over 20 local manufacturing employers and learn about job training programs available at CFCC.

Pathway Home Grant Update

CFCC has hired a Project Grant Director and our partner LINK has also hired a Grant Manager. Novant has expressed interest in hiring our participants. The application process will begin January 1, 2022 and run through March 31, 2024. Approximately 400 participants will be involved in the program.

EDA Grant

CFCC is applying for a grant sponsored by the Economic Development Administration under the Good Job Challenge Act. This is a \$500 million grant that will be distributed nation-wide. Each award can be worth between \$1 and \$25 million. The application is due in January 26, 2022. The College's goal in applying is to increase participation of underserved populations of students in job training programs that will provide livable wages.

Supply Chain Shortages

CFCC has enhanced marketing efforts for truck driver training. In addition, these courses have been expanded to accommodate more students. Approximately 98 percent of the students are offered employment upon graduation. The most recent graduating class of 15 students had a diversity rate of 80 percent.

The Diesel Mechanics program has been expanded to offer short-term entry level training to help support shortages of entry level positions.

Skill Bridge

The College has joined Skill Bridge, Department of Defense Act. This program allows training of military personnel during their last 6 month of active duty. To date, approved programs include: Electrical Lineworker, Nurse Aid, Truck Driver Training, Detention Officer Certification, Emergency Medical Technician and awaiting approval for Basic Law Enforcement Training (BLET).

SACS Fifth Year Review

The College is preparing for the SACS Fifth year accreditation review. This review will occur in September 2022.

Faculty Art Show

The annual Faculty Art Show returned for an in-person exhibition this year. The exhibition will run through November 12, 2021, at the Wilma Daniels Gallery. The exhibition features work of Topher Alexander, Ben Billingsley, Geoff Calabrese, Rick Conn, Jessica Gaffney, Brandon Guthrie, Cable Hardin, Jennifer Mace, Victoria Paige, Abby Spangle Perry, Deborah Quinn, Casey Scharling, Sharon Wozniak Spencer, and Amber Watts.

Fire Update

The fire that occurred on Friday, October 29, 2021, in the Cosmetology Building was contained to a clothes dryer. Heat caused the sprinkler heads to release an extensive amount of water. The repairs are estimated to be completed by the end of November.

Sea Devils Head to National Championships

We are excited to have not one, but two of our Fall athletics teams win their conference and district tournaments this year. Our women's soccer and volleyball teams will be traveling to compete in the National Championships for their respective sports the weekend of November 17, 2021. The college is incredibly proud of our student athletes' hard work and we look forward to the opportunity for them to represent Cape Fear Community College on a national level.

Longleaf Commitment Grant

Through the Longleaf Commitment Grant, North Carolina class of 2020 and 2021 high school graduates may be eligible to receive this grant— money that does not need to be repaid—for tuition and fees toward a degree, credential, or to attain transfer credit.

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.

Small Business Center (SBC)Funding Update

SBC received an initial allotment of \$51,724 from COVID-19 funds in June of 2020. These funds were used for counseling local small businesses through the pandemic challenges. Due to our aggressive small business community outreach, we have received 8 additional allotments totaling over \$220,000.

Payment to Full-Time Faculty & Staff

The College received approval to use unspent HEERF funds to pay full-time employees who had to convert classed to an online format, employees who had to set up a home office in order to work from home, custodial and maintenance employees who had to return to work during the stay at home order and key staff who had to return to work during the stay home order to keep the institution running.

The College will give a one-time payment of \$1,500 to all full-time faculty and staff employed on May 31, 2021, and still employed on November 17, 2021, for their response to the COVID-19 pandemic. This one-time payment will be processed in December 2021. For clarification, the President will not receive this payment.

IT Update

CFCC will move all systems to the cloud on December 1, 2021.

State Budget Update

The state budget is expected to be signed in the next 24-48 hours. The budget will need to be processed and approved by the NCCCS Board prior to being released. Hopefully, the College will be in a position to bring this forward to the Board of Trustees in January.

Budget details include:

Pay increases for all full-time faculty and staff of 2.5 percent

Bonuses for all full-time faculty and staff of \$1,000 for those making more than \$75,000 and \$1500 for those making less than \$75,000.

\$80 million in budget stabilization funding for Colleges.

New ERP System allocation of \$28 million.

Cyber Security positions to help colleges across the state.

\$400 million allocation for facilities over the next 4 years.

Mr. Guy reported that he spoke with Dr. Jimmy Tate, President of Mt. Calvary University. Dr. Tate stated that he is very impressed with President Morton and the work that Cape Fear Community College is doing. Mr. Guy wanted President Morton to know that he is doing a great job in spite of all of the negative things that he has to deal with.

COMMITTEE REPORTS

Facilities & Equipment Committee

President Morton presented the following reports.

Duke Energy Easement Request

A MOTION from the Facilities & Equipment Committee recommends approval of the Duke Energy Easement request as presented. Motion carried unanimously. This easement is for access to an electrical panel box located off of Water Street.

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	Completing Construction

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	\$688,197.35	\$13,062.65	\$791,760.00	\$791,760.00	\$0.00	Construction Notice to Proceed November 15, 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		\$7,002.30	\$121,482.30	\$1,250,000.00	\$1,128,517.70	Finalizing schematic design and proceeding to full plans.

Finance Committee

Mr. McLeod reviewed the following reports.

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 \$2,352,0093. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 32.52 percent of the budget had been expended as of October 2021.

County Budget Summary

The County Budget Summary reported 31.19 percent of the budget had been expended as of October 2021.

Institutional Funds Update

President Morton reviewed the October, 2021 report. No items were of concern at this time.

Wilson Center Quarterly Report

President Morton reviewed the October, 2021 report. No items were of concern at this time.

Foundation Quarterly Report

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

Administrative & Personnel Committee

Mr. Collins reviewed the following policy update.

Overload contracts were discussed with Ms. Anne Smith, Vice President Human Resources, Dr. Jason Chaffin, Vice President of Academic Affairs and Dr. Eric Brandon, Faculty Association President. All agreed on the following policy change for faculty and staff overload contracts.

A MOTION from the Administrative & Personnel Committee recommends to the Board of Trustees approval of the changes to teaching load policies for faculty and staff as presented. Motion carried unanimously.

8.2 Faculty Assignments

Department/program chairs and their instructional deans will determine faculty instructional assignments based on the College's academic programming needs and student success considerations. Specifically, these needs and considerations will determine assigned courses, modes of instructional delivery, locations of instructional delivery, scheduling of instruction, textbook selection, and section capacity.

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 fulltime 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.

8.4 Course Overload/Reductions for Faculty

To ensure that course quality and integrity remain high and that other required duties and responsibilities are met, the College has an interest in ensuring that an instructor does not take on an excessive amount of work. Overload in moderation for capable and willing full-time faculty can offer an advantage for students including continuity in course content and full-time faculty availability to students.

Because of the great diversity of teaching methods, credit hour values per course, and duration of courses, overloads will be measured in contact hours per semester, fall and spring semesters for 9-month faculty and fall, spring and summer semesters for 12-month faculty and staff. The total overload shall be no more than two courses, per semester. Any exceptions will require the written approval of the appropriate dean, Vice President of Academic Affairs, Vice President of EWD and the President.

Any exceptions that exceed the amount of overload referenced above will need be submitted via the Full-Time Workload Exception Form and approved prior to the beginning of class.

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, Vice President for Academic Affairs, Vice President of EWD and the President. Program Directors may be eligible for course load reductions as required by accrediting agencies and/or external review boards.

8.5 Full-time Staff Teaching Load

Full-time staff will be allowed to teach 2 courses per semester outside of their current position. Full-time staff teaching during regular work hours will not be permitted and could be grounds for dismissal.

Any exceptions that exceed the amount of overload referenced above will need be submitted via the Full-Time Workload Exception Form and approved prior to the beginning of class.

SGA REPORT

Mr. Nandlal presented the following report.

Thank you again for letting me speak, it is an honor to inform you of the progress SGA has had since the last meeting. Currently the SGA is working successfully to promote and engage students at the college. New clubs continue to form and are working to gain members. In addition, clubs are working to raise money and support the community. For example, the Veterans Club held a trunk or treat event at the American Legion Oct. 28. All who participated had a great time.

Furthermore, during the month of October we had our second general assembly with Ms. Easton Fitzpatrick as our guest speaker. She spoke about how domestic violence is more than just physical and educated students on many of the warning signs. We then set our date for our Domestic Violence Awareness week for the week of the 18th through the 25th. Partnering with PTK, we were successful in promoting domestic violence awareness at both campuses. At each of these events SGA members and our advisor were able to reach as many students as possible. However, the event was not about awareness alone. Instead, SGA worked with PTK to secure donations of toiletries and financial support.

In addition, SGA officers and our advisor attended the N4CSGA state fall conference the weekend of Oct. 22-23. Students and faculty representatives from community colleges all across the state participated. It was a wonderful opportunity to hear what other institutions have been doing to promote student life and campus activities during Covid. The event also provided networking opportunities for officers. Though it was a virtual event, our board is excited about the prospect of having a face-to-face conference in the spring. This will provide a better opportunity to network and meet other SGA members.

For the month of November, we will be working alongside CFCC's Food Pantry drive -- Ray's Trays -- to be able to provide food for families in need. We will also be working to distribute the food out as well. If anyone is interested in helping they can donate food or donate money to buy the food. The food donations will have drop off boxes around the campus.

In conclusion, we have been able to get all of this done with the support from the college, other clubs, and the board too. We hope to keep this momentum going, and to bring life back to the campus once again.

FACULTY ASSOCIATION REPORT

Dr. Brandon presented the following report and introduced Mr. Tim Fuss, Vice President of the Faculty Association and Ms. Rhonda Franklin, Secretary of the Faculty Association.

Dr. Brandon thanked President Morton for the \$1500 payment to faculty and staff. In addition, he stated that the Faculty Association Officers continue to meet with the President and Vice Presidents monthly and that the relationship is the best that it has been in years.

The CFCC Faculty Association held its second regular meeting this semester on October 14. There were about forty faculty members in attendance, both in person and virtually. The virtual option has greatly increased participation at Faculty Association meetings since its first use in September, 2020. Several years ago, attendance at these meetings was typically in the single digits. At the two meetings this fall, faculty member attendance has been thirty or more. The Faculty Association plans to continue offering both in-person and virtual options for all regular meetings of the faculty.

The Faculty Association Officers continued the monthly meetings with the CFCC Executive Team on October 7 and November 4. At both meetings a variety of topics were discussed.

FOUNDATION REPORT

Mr. Fernando presented the following report.

- Year-to-Date revenue is \$498,756.54 – *report as of 11/17/21*
- We continue to receive large gifts from an out-of-town anonymous donor for the student emergency fund; we most recently received \$10,000 in October.
- Tidewater Camellia Club just created a new Annual Scholarship for Landscape Gardening students (up to \$3,000 total annual gift)
- The Full Belly Project contributed an additional \$10,500 to their named scholarship (additional proceeds from their December 2020 dissolution)
- Welcome our newest members of the Mercer Rowe Society: Radha Putcha, MD and Rudy Ravindra, PhD
- An additional gift of \$35,000 was received from Dr. Vidyut Mazzacca for her two scholarships: Alfred John Mazzacca and Kumud Jhaveri Endowed Scholarships
- The Holiday Helpers program application is open - already double the total number of applicants from previous years (within two days of application opening). The need is greater than ever. The Foundation sent the Holiday Helpers appeal letter on 10/29.

Ms. Rhodes asked that more information on Holiday Helpers be sent to the Trustees.

ANNOUNCEMENTS

Mr. Cherry wished everyone a very safe and happy holiday season.

DATE OF THE NEXT MEETING- January 20, 2021.

Meeting Adjourned at 6:30pm

James P. Morton, President/Secretary

Michelle S. Lee, Recording Secretary

