

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 24, 2022
5:00 PM**

Following proper public notifications on March 21, 2022, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, March 24, 2022, 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; Ms. Deborah Maxwell; Mr. Jason McLeod; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Mary Lyons Rouse; Ms. Paula Sewell; Mr. Bruce Shell and Mr. Miguel Nandlal, SGA President. Trustees not present Mr. Bruce Moskowitz and Mr. Jimmy Hopkins.

Employees present were: Mr. James Morton, President; Ms. Christina Greene, Vice President Business Services; Ms. Michelle Lee, Executive Director President’s Office and Board Liaison; Dr. 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. Brandon Guthrie, Dean, Arts and Humanities; Mr. David Kanoy, Executive Director, Capital Projects and Maintenance; Mr. Jakim Friant, Executive Director of IT; Ms. Lynn Criswell, Dean General Education and Science; Ms. Margo Williams, Department Chair, English; Ms. Yuna Shin, Humanities and German Instructor; Mr. Robert Carter, Manager, Technical Support IT; Mr. Antonio Arteaga-Paredes, Sr. Media Technician; Mr. Shawn Dixon, Department Chair, Applied Technologies; Ms. Liz Riepe-Strickland, Director, Human Resources; Ms. Rhonda Franklin, Faculty Association Secretary; Ms. Susan Porter, Sr. Executive Assistant President’s Office; and Ms. Abigail Moorman, Executive Assistant to VP of EWD; Mr. James Nicholas, SGA, President Elect and other employees (see below).

Others present were: Mr. Ken Gray, Attorney Ward & Smith
Ms. Rachel Keith, WHQR 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. McLeod and seconded by Ms. Maxwell to approve the January 20, 2022, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

NEW HIRES

Ms. Smith introduced the following new employees in attendance.

Shelton, John	HR & Talent Acquisition Specialist	02/14/2022
Beebe, Jane	Academic Advising Center Advisor, Title III Grant	02/28/2022
Gimlin, Andrea	Alumni Engagement & Outreach Coordinator	03/07/2022

RETIREMENTS

No retirees were in attendance.

CHAIR’S REPORT

Mr. 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 the arrangements to do so. Live webinars as well as on-demand training is available at <https://ethics.nc.gov/education>.

SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and offer an electronic submission. Please remember that each Board member must complete this form every year. The form is due no later than April 15, 2022 and can be found at <https://ethics.nc.gov/seis/regular-filers>.

President’s Evaluation

The annual evaluation process has started. It is very important that we have 100 percent participation in this process. If you have question or concerns, please contact me or Michelle Lee.

Board Self-Evaluation

The annual Board Self Evaluation will be mailed with the President’s Evaluation form. Please return this document in the same envelope as the President’s Evaluation.

PRESIDENT’S REPORT

President Morton presented the following report.

Chats with The President

“Chats with the President” are continuing with faculty and staff. Meetings will continue to be scheduled each month. I appreciate all of the suggestions and feedback that I receive at these meetings.

Black History Month and Military Appreciation Events

CFCC's Men's and Women's basketball teams had events in February to celebrate Black History Month as well as Military Appreciation. The events were held during some of February's home games and included family friendly attractions and highlighted local businesses.

CFCC Tour with Mt. Calvary

Dr. Jimmy Tate, President of the Mt. Calvary Center and his team from the Mt. Calvary Center, toured the North and Downtown campuses to view CFCC's facilities and various programs.

CFCC Foundation Donor Appreciation Dinner

CFCC's held its Donor Appreciation dinner on February 17. Many donors were present and given recognition for their generosity to students. Some of the scholarship recipients were also present and shared their stories on how the scholarships have changed their lives.

Broadway for a Better World

Broadway for a Better World held its annual breakfast on March 2 at the Wilson Center. This is a fundraising opportunity to give children, particularly those in underserved communities, a chance to have a theater experience.

Apprenticeship Partner Appreciation Day

This event was held February 24 and recognized CFCC's Automotive Technology Apprenticeship Partners. Plaques were given to industry partners and a presentation was given on the importance of apprenticeships

Financial Literacy Council

Received reappointment by Governor Cooper to the North Carolina Financial Literacy Council.

Financial Audit

The Office of the State Auditor has completed a financial audit with no findings.

100 Black Men of Coastal North Carolina

CFCC continues to work with North Carolina's Coastal Chapter of 100 Black Men to discuss collaboration initiatives to increase enrollment in underserved populations.

Project Transit Investment

It has been announced that Project Transit (Megacorp Logistics, LLC.) will create 300 jobs and make a capital investment of \$10,500,000.00 in New Hanover County. CFCC Customized Training program was awarded up to \$450,000 for workforce development and training.

CFCC Women's Basketball

CFCC's Women's Basketball team competed in the Division II National Basketball Championship.

MOU with US Department of Veteran's Affairs

CFCC and the US Department of Veteran's Affairs have signed an agreement for the Jacksonville, NC Veteran's Center to house counseling at the downtown campus for readjustment services for veteran students.

Leadership Event with New Hanover County Office of Diversity and Equity

The New Hanover County Office of Diversity and Equity is bringing approximately two hundred middle school and high school students to CFCC in April for an event centered around leadership and civic responsibility.

CFCC Hosts Open Houses at the North and Downtown Campuses

CFCC hosted successful open houses at the North and the Downtown campuses. These were opportunities for prospective students as well as the community to learn about programs, meet faculty and discover what CFCC has to offer.

NCACCT Law and Legislative Seminar

I will be attending the NCACCT Law and Legislative Seminar in Raleigh March 30 through April 1, as well as the NCACCP President's meeting that will be held during the seminar.

The Million Dollar Community College Challenge

CFCC has applied for The Million Dollar Community College Challenge, a Lumina Foundation sponsored grant to help recruit and retain adult learners. This grant would help provide relevant training to help adult learners become more marketable in the workforce.

Good Jobs Challenge

CFCC applied for the EDA's American Rescue Plan Good Jobs Challenge grant. EDA is allocating \$500 million to collaborative skills training systems and programs. CFCC's focus with this initiative is to target underserved populations in our service areas of New Hanover and Pender counties for training programs which will result in immediate employment in well-paying jobs. CFCC's approximate \$25million grant proposal includes instructor salaries, instructional supplies and equipment, wraparound services (funding to help with transportation, childcare, language support, etc.) among other miscellaneous expenses as well.

Professional Excellence Award Winners

The January winner of the Professional Excellence award given to Ms. Trisa Russell. Trisa attended a Quality Matters class and sharpened her skills for teaching her online classes. The work she submitted shows her dedication to her students.

The February winner of the Professional Excellence award is Ms. Benita Miller. Benita submitted work she completed for the Bonnie Sanders Burney Child Development Center. Benita attended the C.L.A.S.S. seminar along with her co-workers from the CDC.

Mental Health First Aid Courses

In response to our nation's mental health crisis, CFCC will bring free Mental Health First Aid training to faculty and staff. This groundbreaking skills-based course gives people the tools to identify, understand and respond to someone who might be struggling with a mental health or

substance use challenge — and connect them with appropriate support and resources when necessary.

Coach of the Year Awards

Sea Devils' head coach Trae Bryant won the Region 10 Women's Basketball Coach of the Year. Two other CFCC coaches also received the Coach of the Year awards: Colby Rosser (Volleyball) and Dave Martin (Women's Soccer).

CFCC Initiative Webinar

The Center for Professional Excellence presented a webinar, "*Black Student Initiatives: Short and Long-term Programs for Retention and Persistence.*" This webinar helped open the dialog for faculty and staff as to what this initiative looks like for CFCC.

CFCC Great Teachers Retreat

The CFCC Great Teachers Retreat will provide a one of a kind opportunity for adjunct instructors in April to focus on the art of teaching. Instructors will experience a well-facilitated process for sharing teaching ideas, regardless of discipline.

BIOS High Dive Into Ocean Data Workshop

CFCC Marine Technology Instructor Jacqui Degan selected to participate in the BIOS High Dive Into Ocean Data Workshop. During this workshop, Jacqui will use real-time data collected at BIOS to explore ocean-related themes. She will participate in field and lab activities, practice data interpretation skills to connect data to real-world applications and develop curricula. This experience will be an amazing opportunity to expand Jacqui's skill set in oceanography and will result in a huge benefit to our Marine Technology students.

Benny Hill Performance

Music Instructor Benny Hill recently performed with the Wilmington Symphony Orchestra for their 50th Anniversary. He was featured on soprano saxophone playing a movement from Oboe Concerto in C by Alessandro Marcello.

Career Academy

CFCC is partnering with New Hanover and Pender County Schools for a pilot program to expose middle school students from underperforming and underserved populations to career training opportunities. Students will be exposed to 20 different programs over a period of 2 weeks during the summer.

Trust initiative

CFCC will host 120 high school seniors from Pender and New Hanover County to expose them to programs and potential career paths. These students come from underserved communities and do not have a post-secondary education plan.

Health Science Showcase

High school counselors from New Hanover and Pender Counties will be on the CFCC campus to receive information on CFCC's health care programs. This event will be held on April 12, 2022.

Arts Educators Day

Teachers from New Hanover and Pender Counties will be invited to CFCC's campus on April 13, 2022, to tour art specific programs such as the Wilson Center and art programs.

Climate Survey

CFCC has completed a climate survey of all full-time faculty and staff. The survey was composed of 28 questions and the platform used was Alchemer. The College never stated a third-party company would be used to complete this survey as has been reported by media. The College has pledged to use a survey tool to protect the privacy of the faculty and staff. This is the same process that New Hanover County and New Hanover County Schools have used with similar software. The quantitative results of the survey were positive with 85 percent of responses falling into the categories of strongly agree, agree and neutral. The survey will be distributed to faculty and staff after comments are redacted, this will take some time to ensure anonymity of the participants. There are numerous suggestions that the College must review. Below are a few examples.

Salaries

Salaries were raised as an issue of concern. The College relies on legislators for salary increases. The College has taken steps within the budget to supplement the salary increases given by the state.

In 2018-2019, CFCC's faculty salaries ranked 25th in the state. In 2020-2021 faculty salaries ranked 20th in the state.

In 2018-2019, CFCC staff salaries ranked 46th in the state. In 2020-2021 staff salaries ranked 42nd in the state.

There is obviously much work to be done in this area.

Blackboard Ultra

Another area of concern was the move to Blackboard Ultra. This seems to be causing a hardship for faculty and students and the College is committed to slowing and reviewing the process of transitioning to this platform.

Clear communications

Communication is still an issue and the College will be looking at ways to improve this college-wide.

Presentation on Student Success

Dr. Cobb presented a PowerPoint presentation on Student Success.

COMMITTEE REPORTS

Facilities & Equipment Committee

President Morton presented the following reports.

A MOTION was made by Mr. Barfield and seconded by Ms. Rouse to approve the 3-1 for the “S” Building renovation for a total of \$1,500,000. Motion carried unanimously.

Lineman Facility

EDA Grant Lineman Training Facility Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget Federal Grant and CFCC Other Funds	Remaining	Status
1	CFCC N. Campus Electric Lineworker Overhead and Underground Training Facility	\$90,500.00	\$688,133.35	\$13,126.65	\$791,760.00	\$791,760.00	\$0.00	Under construction for early June 2022 completion

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		\$10,502.30	\$124,982.30	\$2,204,422.00	\$2,079,439.70	Finalizing schematic design and proceeding to full plans.

Finance Committee

Mr. McLeod reviewed the following reports.

State Budget Revision

A Motion was made by Mr. Shell and a seconded by Mr. Collins approve the state budget Revision for an increase of \$964,630. Motion carried unanimously.

President Morton stated that Estimated Budgeted FTE (full-time equivalency) from the NCCCS for 2022-2023 show positive increases.

- Curriculum +1.3%
- Continuing Education +45.5%
- Basic Skills +.05%
- Total FTE increase of 5.7%

The President stated his great appreciation for the hard work by our faculty and staff that it takes to achieve these increases.

State Budget Summary

The State Budget Summary reported 61.18 percent of the budget had been expended as of February 2022.

County Budget Summary

The County Budget Summary reported 71.22 percent of the budget had been expended as of February 2022.

Institutional Funds Update

President Morton reviewed the February, 2022 report. No items were of concern at this time.

Administrative & Personnel Committee

President's Evaluation Policy

Mr. Collins Reviewed the following CFCC President Evaluation Policy.

A MOTION was made by Mr. Guy and seconded by Mr. Shell to approve the President Evaluation Policy as presented. Motion carried unanimously.

CAPE FEAR COMMUNITY COLLEGE

Board of Trustees Evaluation Policy

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995 MOST RECENT REVISION: March 2021

POLICY:

It is the policy of Cape Fear Community College (CFCC) to utilize a formal performance evaluation process for the President. The purpose of this policy is to maximize the effectiveness of the President to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship with the Board of Trustees, faculty, staff and students.

GUIDELINES:

A. Performance Evaluation Period

The evaluation period shall be twelve months corresponding with CFCC's fiscal year. The preparation of the annual performance review shall commence as of each May and shall be completed no later than June 30th.

B. Performance Evaluation Committee

The Administrative and Personnel Committee shall serve as the Performance Evaluation Committee.

The Committee shall utilize a performance evaluation procedure that is based on the President's job description and a specific set of goals for the evaluation period developed jointly by the President and the Board of Trustees.

C. Performance Evaluation Procedure

The procedure to be used in evaluating the performance of the President is as follows:

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.

2. Formal Performance Evaluation Tool and Process:

The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

The President will prepare a self-evaluation of performance, particularly as it pertains to his/her annual goals, and present it to the Board of Trustees for their use in completing the evaluation process. The results of the evaluation by board members will be consolidated by the Performance Evaluation Committee, reviewed with the full Board, and reviewed with the President.

3. Employment Contract:

The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.

4. Job Description:

The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.

5. Policy Review:

This policy shall be reviewed annually by the Administrative and Personnel Committee and recommendations for changes, as necessary, shall be submitted to the Board of Trustees for approval.

APPROVED BY:

Chair, Board of Trustees

Date

Board of Trustees Bylaws Update

Mr. Collins reviewed the following CFCC Board of Trustees Bylaws Update.

A MOTION was made by Mr. McLeod and seconded by Mr. Barfield to approve the Bylaw Changes as presented. Motion carried unanimously.

**BYLAWS
OF THE
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**ARTICLE I
Responsibility and Membership**

Section 1. Jurisdiction and Responsibility

- (A) The Board of Trustees of Cape Fear Community College is a body corporate established by an act of the North Carolina General Assembly, Chapter 115A (Changed to 115D by the Legislature in 1979), General Statutes of North Carolina, and it possesses all of the powers of a body corporate for the purposes created by or that may exist under provisions of the law.
- (B) The Board of Trustees has the responsibility for the development and operation of College in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
- (C) The official title of the Board of Trustees, and the corporate name of the institution, shall be "The Board of Trustees of Cape Fear Community College."
- (D) Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

- (A) The Board shall consist of fourteen members in five groups. The four Trustees in Group One shall be appointed by the New Hanover County Board of Education. The four in Group Two shall be appointed by the New Hanover County Board of Commissioners. The four in Group Three shall be appointed by the Governor of North Carolina. Group Four will be represented by the president of the student government pursuant to Chapter 115D of the General Statutes of the State of North Carolina (hereinafter referred to as Chapter 115D) and shall be an *ex officio*, non-voting member of the Board of Trustees. The one in Group Five shall be appointed by the Pender County Board of Commissioners.

With the exception of the *ex officio* member, board members shall serve for four (4) year terms (terms were changed from 8 years to 4 years by the Legislature in 1985); all terms will expire June 30 of the year of expiration. Terms of Trustees will be so arranged that every year one-third of the terms (one for each appointing agency) in Groups One, Two, and Three will expire and either a new Trustee appointed or the present Trustee reappointed.

- (B) All Trustees shall be residents of New Hanover County or Pender County, or of counties contiguous thereto with the exception of members provided for in Chapter 115D-12(1), Group Four.
- (C) Vacancies occurring in any group for whatever reason shall be filled for the remainder of the unexpired term by the agency authorized to select the Trustees of that group and in the manner

in which regular selections are made. Should the selection of a Trustee not be made by the agency having the authority to do so within sixty (60) days after the date on which a vacancy occurs, whether by creation of expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.

- (D) 15D-19. Removal of trustees. (a) Should the State Board of Community Colleges have sufficient evidence that any member of the board of trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such board of trustees, unless the chairman is the offending member, in which case the other members of the board shall be notified. Upon receipt of such notice there shall be a meeting of the board of trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the board shall be recorded, along with the action taken, in the minutes of the board of trustees. If the charges are, by an affirmative vote of two-thirds of the members of the board, found to be true, the board of trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a board of trustees to hold a hearing as provided herein upon evidence known or presented to it. (b) A board of trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A board of trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The board of trustees shall notify the appropriate appointing authority of any vacancy. (1963, c. 448, s. 23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1989, c. 521, s. 2; 1995, c. 470, s. 2.)
- (E) All Board members must abide by the conflict of interest provisions as described in NCGS 14-234 and the ethics standards contained in NCGS 163A. A Conflict of Interest Statement will be read by the Board of Trustees Chair at every Board of Trustees meeting.

Section 3. Office of Record

The Board shall maintain its office of record in New Hanover County.

ARTICLE II Officers and Their Duties

Section 1. Election and Term of Office

- (A) The corporate officers of the Board of Trustees shall be the Chairman, the Vice Chairman and the Secretary.
- (B) The Chairman and Vice Chairman shall be elected by the Board of Trustees from its membership.

- (C) The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board for a period of one year, but shall be eligible for re-election by the Board.

The Chairman, Vice Chairman and the Secretary shall be elected for a period of one year but shall be eligible for re-election by the Board to the same office.

- (D) The President of the College shall be the executive officer of the Board, and shall serve on the appointment by, and at the pleasure of the Board.
- (E) The Board may appoint a Recording Secretary, for a period of one year, who will be eligible for reappointment.
- (F) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an *ex officio* voting member of all committees of the Board, execute all contracts and other documents on authority by and in the name of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated by the Board.

Section 3. The Vice Chairman of the Board of Trustees

The Vice Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated by the Board.

Section 4. The Secretary of the Board of Trustees

- (A) Upon the recommendation of the Chairman of the Board, the board shall elect a secretary.

- (B) The Secretary shall:

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the corporate seal of the Board, affix it to official documents, and attest same by signature.
3. Have custody of all official records and documents of the Board.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Operations Manual of the Cape Fear Community College Board of Trustees.
5. The Secretary, with the Chairman of the Board, as necessary, shall execute all exterior contracts and other documents on authority of and in the name of the Board of Trustees.
6. Issue, upon the direction of the Chairman, notice of all meetings of the Board as specified in Article VI, Section 3.

ARTICLE III
Duties of the President

- (A) The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired or when the Board is in Executive Session.
- (B) The President, or his designee, shall attend all committee meetings of the Board and act as the resource person to the several committees of the Board, unless expressly asked to leave to enable the committee to go into executive session.
- (C) The President shall appoint curriculum advisory committees for programs of the College and submit the names to the Board for information.
- (D) The President shall be in charge of and be responsible to the Board of Trustees for the maintenance and operation of the College; and shall have power to organize and supervise.
- (E) The President shall have charge of and be responsible to the Board of Trustees for the activities of the administrative and supervisory staff, faculty, clerical staff, custodial and maintenance staff, and students.
- (F) As the Executive Officer of the Board of Trustees, the President shall have charge of and be responsible to the Board for initiating, organizing and supervising the program of the college. He/she shall see that satisfactory academic standards are maintained in all programs.
- (G) In the interest of efficiency and economy, the President shall have charge of and be responsible to the Board of Trustees for programming, assignment, and reassignment of the administrative and supervisory staff, faculty, clerical, custodial and maintenance staff, and shall also recommend salary increases within budget allocations.
- (H) The Board of Trustees delegates to the President authority to employ all personnel, subject to standards of the State Board of Community Colleges; except, the President shall place nominations for senior administrators, who report directly to the President, before the Personnel Committee of the Board for its advice before submitting those nominations to the Board of Trustees for its action. The President shall report employment of all full-time personnel to the Board at the next meeting following their employment.
- (I) The President shall approve employment, and termination of part-time personnel.
- (J) The President shall be responsible for preparation of annual local and State budgets to be submitted to the Board for approval before submitting to the proper State or local fiscal agency. The President shall be authorized to make line item transfers where needed, and when approved by the Department of Community Colleges fiscal office for State funds or by the New Hanover County or Pender County Commissioners for their respective county funds, keeping the Finance Committee fully informed of all such action.
- (K) The President shall be responsible, but may delegate authority, for the purchase of supplies, materials, books, and equipment from funds duly authorized through the annual budget.

- (L) The President shall be responsible, but may delegate duties involved for maintaining and checking inventories of tools, books, equipment, furniture, and stock of supplies. An annual inventory report will be submitted to the Board.
- (M) The President shall be responsible for requesting funds to meet current instructional and operational expenses, and for reporting expenditures of the same to the Controller, North Carolina Community College System, subject to approval by the Chairman of the Board of Trustees.
- (N) In consultation with appropriate administrators, the President shall establish salaries of all employees, except his/her own, and arrange for proper promotions, subject to annual review of the Board of Trustees, and subject to State Budgetary limits and guidelines, and in harmony with salary guidelines which may be adopted from time to time by the Board of Trustees.
- (O) The President, or his designee, is authorized to execute personnel contracts and/or work agreements for all College personnel, except himself/herself, for a term no greater than one fiscal year.
- (P) Upon request of the Board of Trustees, but no less than annually, the President shall make a written report to the Board of Trustees describing the condition of the College, by presentation of appropriate data about students, personnel, finance, space and materials, and any other factors bearing upon the achievement of the purpose of the College, with recommendations for improvements.
- (Q) The President shall discharge any other functions which the Board may delegate.
- (R) None of these rules shall be construed to limit the authority of the Board of Trustees as vested in it by Chapter 115D, General Statutes of North Carolina.

ARTICLE IV
Powers and Duties of the Board of Trustees

Section 1. Duties of the Board

The Trustees shall constitute the Board, with such powers and duties as provided in Chapter 115D and as delegated to it by the State Board of Community Colleges. The powers and duties of Trustees include the following:

- (A) To elect a president or chief administrative officer of the College for such term and under such conditions as the Trustees may fix, subject to the approval of the State Board of Community Colleges.
- (B) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
- (C) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them, and apply the proceeds for purposes under the terms which the

donor may prescribe and which are consistent with the provisions of Chapter 115D and the regulations of the State Board of Community Colleges.

- (D) To provide all of the instructional services for the college including contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
- (E) To perform such other acts and do such other things as may be necessary and proper for the exercise of the foregoing specific duties, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under Chapter 115D and for the discipline of students.
- (F) Establish and discontinue programs of instruction within the College when necessary.
- (G) If the Board of Trustees provides access to the buildings, campus, or student information directory to persons or groups which make students aware of occupational or educational options, the Board of Trustees shall also provide access, on the same basis, to official recruiting representatives of the military forces of the United States for the purpose of informing students of educational and career opportunities available in the military.
- (H) Adopt and recommend current expense and capital outlay budgets.
- (I) The Board shall review the performance of the President annually and report the results to the State Board of Community Colleges. (See Addendum A for Policy and Guidelines.)
- (J) The Board shall conduct a Board Self-Evaluation annually. (See Addendum B for Policy and Guidelines.)
- (K) The Board reserves for itself all other duties, responsibilities, and powers, not inconsistent with Chapter 115D or the regulations of the State Board of Community Colleges, in addition to those enumerated in this Section.

ARTICLE V Committees

Section 1. Types of Committees and Methods of Appointments

The Board may establish such standing committees and such ad hoc committees as it deems necessary. The Chairman shall appoint the members of all committees, and membership shall be continuous at the discretion of the Chairman.

Section 2. Limitation of Authority of Committees

In the event the Board, in regular or special meeting, authorizes a committee to act on a specific matter referred to it, the chairman of the committee shall report within an allotted time to the Board as to the action taken. The action of the Committee shall be final.

Section 3. Standing Committees

Standing Committees shall include the Executive Committee, the Administrative and Personnel Committee, the Facilities and Equipment Committee, the Finance Committee, the Curriculum

Committee, and the Planning Committee. The Chairman of the Board shall serve as an *ex officio* voting member of all Committees.

- (A) The Executive Committee shall consist of a minimum of four (4) members, i.e., the Board Chairman, the Vice Chairman and two additional members to be appointed by the Chairman. The Executive Committee shall be named at the beginning of each organizational year.

The Executive Committee, during the intervals between the meetings of the Board, shall have and exercise all powers, privileges and prerogatives of the Board except those expressly reserved therein to be exercised by the Board in a regular or special meeting.

The Chairman of the Executive Committee may call meetings of the Committee at any time.

All action of the Executive Committee made in accordance with these bylaws, shall be presented to the Board at its next meeting for final action by the full Board.

- (B) The Administrative and Personnel Committee shall consist of a minimum of three (3) members. The Committee shall receive from the President, or generate on its own, personnel policy proposals. It shall also review nominations from the President for top-level administrative staff positions who report directly to the President for recommendation to the Board.

The Administrative and Personnel Committee shall act as a reference committee of the President in all personnel matters.

The Administrative and Personnel Committee, upon receiving recommendations from the President, shall present to the Board all requests for educational leave or leaves of absence.

- (C) The Facilities and Equipment Committee shall consist of a minimum of three (3) members. This Committee shall recommend to the Board studies relating to sites, buildings and grounds; additions, deletions and/or alterations to the College's facilities and property; a long-range campus plan and architectural plans for all construction; the call for bids on institutional construction and the awarding of contracts; adequate insurance coverage of buildings and their contents, and for other facilities; securing or granting of easements and right-of-way's.
- (D) The Finance Committee shall consist of a minimum of three (3) members. This Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:
 1. To receive, study and recommend to the Board, with such modification as it deems appropriate, the President's recommended budgets for current operation and capital outlay.
 2. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.

3. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, the care of all College securities, and regarding contracts for college or research services or other purposes with private or governmental firms, persons or agencies.
 4. To recommend to the Board, upon the recommendation of the President, the transfer of local contingency funds to operating line items in the budgets.
 5. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
- (E) The Curriculum Committee shall consist of a minimum of three (3) members. This Committee shall, after consulting with the President, make recommendations to the Board concerning additions, deletions, and alterations to the total educational program of the College. The Curriculum Committee shall act as committee of reference for the President in dealing with all matters relating to the various curriculums, other educational programs, and all programmatic affairs relating to the students.
- (F) The Planning Committee shall consist of five (5) members of the Board and the following advisory members; one student, one faculty member, two staff members, two or more community resource persons, and three *ex officio* members - the Chairman of the Board, the President, and the Vice President of Institutional Effectiveness. The Planning Committee will be responsible for identifying trends and other data necessary for developing plans and goals of the College. This Committee will act as a committee of reference for the President in dealing with all matters related to planning.

Section 4. The President

The President of the college shall be notified of the time and place of all meetings of the standing committees of the Trustees, and shall have opportunity to present any matters which he may desire.

ARTICLE VI Board Meetings

Section 1. Regular Meetings

- (A) Regular meetings of the Board shall be scheduled for the fourth Thursday of July, September, November, January, March and May at 5:00 p.m. in the Board Room of the College (unless a different time and place are agreed upon at the previous meeting). Any Board member or the President may ask the Chairman for a special meeting, and if the request is judged valid, the Chairman may call, or have the President call, a special meeting. Notwithstanding, upon written request by any three Board members, the Chairman shall call a special meeting to address the concern for which the request is made.
- (B) An executive session may be held in any meeting upon the request of any member of the Board of Trustees
- (C) The President of the College shall have the privilege of the floor at all regular meetings of the Trustees, and, upon invitation, when they are in executive session.

- (D) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. Special Meetings

- (A) The time, place and purpose(s) of special meetings shall be fixed by the Chairman or by the President.
- (B) The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section 3. Notice of Meetings

- (A) Members and officers of the Board shall be notified in writing, or by telephone, by the Secretary of the Board of Trustees of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight (48) hours in advance of meetings.
- (B) The local news media shall be notified in the same manner as members of the Board.

Section 4. Quorum

- (A) Quorum for all Board of Trustee meetings shall be a majority of Board members in good standing.
- (B) No business shall be transacted without an affirmative vote of at least five (5) members of the Board.
- (C) A majority vote of all the members of the Board shall be required for the election of a President.

Section 5. Agenda

- (A) The President and the Chairman shall prepare an agenda with documents to be presented to all Trustees as information or for action by the Board. The Chairman may receive agenda items from the President, Board members, and from all other sources up to four (4) days prior to the meeting.
- (B) The Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date such items are received.

Section 6. Order of Business

The regular order of business at meetings of the Board shall be:

- (A) Call to order/Pledge of Allegiance
- (B) Conflict of Interest Statement
- (C) Consideration and Disposition of Minutes
- (D) Old Business
- (E) Chairman's Report

(F) President's Report

(G) Committee Reports:

Executive Committee

Facilities and Equipment Committee

Finance Committee

Curriculum Committee

Planning Committee

Administrative & Personnel Committee

(H) Report of Special Committees

(I) New Business

(J) SGA Report

(K) Faculty Report

(L) Foundation Report

(M) Announcements

(N) Schedule of next meeting

(O) Adjournment

Section 7. Parliamentary Rules

Robert's Rules of Order shall be followed in conducting the meetings of the Board, unless otherwise provided by the Board.

Section 8. Individual or Group Hearing

Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the names of each person who is to appear as a spokesperson. The statement shall be filed with the Chairman at least ten (10) days in advance.

ARTICLE VII Cape Fear Community College

Section 1. Succession to the Presidency

Unless the Board shall decide otherwise, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence for any reason, the board shall choose a current

Vice President to serve as acting president until the Board has selected a temporary or permanent president. The appointment of the acting President is subject to approval of the State Board.

Section 2. Constitution

Any constitution adopted by the College and approved by the Board shall automatically become a part of the rules and regulations of the Board and such shall be subject to amendment by the Board under provision of Article VIII of these by laws.

Section 3. Academic Freedom and Responsibility

Cape Fear Community College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objective of the College.

Section 4. Diplomas and Certificates

The signatures of the Chairman of the Board of Trustees and the President shall be affixed to all degrees and diplomas awarded in recognition of the completion of curriculum programs. The President and instructor shall sign all special extension program certificates.

ARTICLE VIII

Policies, Rules and Regulations

Section 1. General Provisions

By an affirmative vote of the majority of all the members of the Board, the Board may make or amend such policies, rules and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operations of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing to each member of the Board a copy of all current Board bylaws, policies, rules and regulations.

ARTICLE IX

Adoption and Amendment

Section 1. Adoption

Adoption of these bylaws shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting, provided that each member has received notice at least ten (10) days

prior to the meeting and that each member has received a copy of the bylaws at least ten (10) days prior to the meeting.

Section 2. Amendments

Amendments to these bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting.

ADDENDUM A

Board of Trustees Policy President/CEO Performance Evaluation

Developed by: Board of Trustees

Issued: May, 1995

Most Recent Revision: May, 1995

POLICY:

It is the policy of Cape Fear Community College (CFCC) to utilize a formal performance evaluation process for the President. The purpose of this policy is to maximize the effectiveness of the President to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship with the Board of Trustees, faculty, staff and students.

GUIDELINES:

A. Performance Evaluation Period

The evaluation period shall be twelve months corresponding with CFCC's fiscal year. The preparation of the annual performance review shall commence as of each May and shall be completed no later than June 30th.

B. Performance Evaluation Committee

The Administrative and Personnel Committee shall serve as the Performance Evaluation Committee.

The Committee shall utilize a performance evaluation procedure that is based on the President's job description and a specific set of goals for the evaluation period developed jointly by the President and the Board of Trustees.

C. Performance Evaluation Procedure

The procedure to be used in evaluating the performance of the President is as follows:

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May 1st. The Administrative

and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.

2. Formal Performance Evaluation Tool and Process: The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

The President will prepare a self-evaluation of performance, particularly as it pertains to his/her annual goals, and present it to the Board of trustees for their use in completing the evaluation process. The results of the evaluation by board members will be consolidated by the Performance Evaluation Committee, reviewed with the full Board, and reviewed with the President.

3. Employment contract: The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.
4. Job Description: The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.
5. Policy Review: This policy shall be reviewed annually by the Administrative and Personnel Committee and recommendations for changes, as necessary, shall be submitted to the Board of Trustees for approval.

ADDENDUM B

Board of Trustees Policy **Board of Trustee Self-Evaluation**

Developed by: Board of Trustees

Issued: May, 2019

POLICY:

It is the policy of Cape Fear Community College (CFCC) to conduct a yearly self-evaluation by the Board of Trustees. The purpose of this policy is to maximize the effectiveness of the Board of Trustees to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship within the Board of Trustees as well as with the President of the College.

GUIDELINES:

A. Performance Evaluation Period

The evaluation period shall be twelve months corresponding with CFCC's fiscal year. The preparation of the annual performance review shall commence as of each March and shall be completed no later than June 30th.

B. Performance Evaluation Committee

The Administrative and Personnel Committee shall serve as the Performance Evaluation Committee.

C. Performance Self-Evaluation Procedure

The procedure to be used in the Board of Trustees Self-Evaluation is as follows:

1. The Administrative & Personnel Committee will meet every March to review the current self-evaluation tool and recommend any changes if necessary to the Board of Trustees in the March Board of Trustees meeting for approval.
2. Formal Performance Self-Evaluation Tool and Process: The formal performance self-evaluation tool, developed by the Administrative & Personnel Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.
3. Results of Self-Evaluation: The Board Chair will share the completed Board Evaluation with the Board of Trustees annually at the May at the Board of Trustees meeting.

PERSONNEL

A MOTION was made by Mr. Guy and seconded by Ms. Rhodes to go into closed session pursuant to NC General Statute 143-318.11 regarding personnel. Motion carried unanimously.

The Board of Trustees returned to open session.

A MOTION was made by Mr. Guy and seconded by Mr. McLeod to approve Ms. Sabrina Terry as Vice President of Student Services. Motion carried unanimously.

SGA REPORT

Mr. Nandlal presented the following report.

Since the last meeting, we have seen a significant increase in the number of students participating in events. We have also increased the number of people who sign up for our blood drive. As of our last BOT meeting we only had a few sign-ups. Currently, we are at twenty-seven at the time of writing this. This event is a wonderful opportunity for CFCC to give to our community and provide a much-needed resource—life saving blood. This event has brought many different areas of the college together and is a great way to show how we support community needs.

Furthermore, we have our state conference April 1st through the 3rd. We hope to learn as much as we can from the conference and will be taking a couple of our next year's officers along with us. We are confident that this team of people will be just what the college needs to further our

agenda of bringing students back on campus. This event will be our first in-person event since we all became officers. We hope this event will provide CFCC and its future officers with networking and additional leadership opportunities.

In addition, the SGA is supporting local girl scouts to earn a badge by having our day in democracy scavenger hunt. It will take place April 11 to the 13th. Our goal is to showcase the workings of democracy and the different roles that government plays in our community. We hope to make the event interesting and entertaining for our guests.

Also, next year's SGA officer candidates have been finalized. The student body will be voting on candidates during the two days of Spring Fling. The current officers are all graduating from CFCC and will be moving on to either the workforce or higher education.

Finally, SGA will be assisting Campus Activities in hosting Movie on the Lawn in recognition of Women's History Month. This event will take place this Friday night, March 18th at 6:00. *Legally Blonde* will be shown at the amphitheater in the back of the U-building.

The SGA thanks the BOT for its continued support. Please feel free to attend any of these events.

Thank you for letting me serve on Board of Trustees it has offered me much experience that I will take with me to Queens College in New York.

Ms. Rouse asked what was most interesting about the time you spent as SGA President? Mr. Nandlal stated that he liked learning how things worked and meeting people.

FACULTY ASSOCIATION REPORT

Dr. Brandon presented the following report.

The CFCC Faculty Association held its first regular meeting of the Spring 2022 semester on February 7. There were over thirty faculty members in attendance, both in person and virtually.

The Faculty Association will be completing the election process for the Faculty Association Vice President, Secretary, and Divisional Representatives before the end of this Spring semester. The Vice President and Secretary are elected every two years. The Divisional Representatives are elected annually.

The Faculty Association is working with the CFCC Foundation to establish a fund for the Endowed Teaching Award for Adjunct Faculty. This new award, including a \$500 prize, will be given annually in order to recognize the significant contributions of adjunct faculty at CFCC. The impetus for this award came from the Faculty Association Committee on Part-Time Pay Rates. I would like to thank all of the members of that committee, including the chair of that committee, Casey Errante, for all of their work in advancing this project.

FOUNDATION REPORT

Mr. Fernando presented the following report.

- Year-to-Date revenue is \$1,330,219.87 – *report as of 03/15/22*

Notable New Scholarships:

- Student Emergency Fund received \$33,000 from an anonymous donor on March 3. This same anonymous donor plans to work with the Foundation to do a matching gift appeal (match ceiling TBD by donor).
- Wilmington Cape Fear Rotary Club gifted the Foundation \$10,000 towards their annual scholarship on February 24 – the highest amount ever received in a single year by the Club.

Events:

- Successful Donor Appreciation Celebration on February 17, honoring 78 donors who have attained a new level of giving in the past two years with the CFCC Foundation. 18 scholarship recipients attended to meet with donors and be recognized on stage for their accomplishments.
- Broadway for a Better World annual breakfast held on March 2; close to \$60,000 was raised, including a matching gift of \$25,000 from an anonymous donor.
- Burgaw Industry Inspires event moved to September 10, 2022.
- Moving toward fundraising event strategy of more intimate and impactful gatherings focused on specific program areas, involving donors, prospects, students, alumni, and faculty, as opposed to one large-scale annual fundraiser.

Scholarships & Awards:

- Marilyn Goodman Anderson Award nominations close on March 15. Student-only nominations this year, and we have received more nominations than ever before – approximately 250 students have nominated an instructor who has impacted their life.
- Annual (Fall '22/Spring '23) scholarship cycle is now open, closing on May 30. We are making it easier than ever for students to apply through one single application and then be filtered and awarded by individual scholarship criteria. Scholarship awards will be made for both semesters, so students can count on year-round support and will not have to apply again for Spring.
- Merit Scholarship application is open to incoming high school seniors with high unweighted GPA, class rank, and excellent letters of recommendation. Awards are \$2,600, split between Fall and Spring semesters for recipients' first year at CFCC.

ANNOUNCEMENTS

Mr. Shell announced that legislators passed a bill for SEA-TECH in the amount of \$4,000,000. This should allow the partnership between CFCC and SEA-TECH to grow.

Mr. Rivenbark stated that CFCC's training is going to become even more important with the number of companies moving to the Wilmington area.

DATE OF THE NEXT MEETING- May 26, 2022.

Meeting Adjourned at 6:25pm

James P. Morton, President/Secretary

Michelle S. Lee, Recording Secretary