

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 23, 2023
5:00 PM**

Following proper public notifications on March 21, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, March 23, 2023, at 5:00 pm in the Board Room of the 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; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Paula Sewell and Mr. Lanny Wilson. Trustees not present: Trustees not present were: Mr. Bruce Shell and Mr. James Nicholas, SGA President.

Employees present were: Mr. James Morton, President; Ms. Christina Greene, Vice President of Business Services; Ms. Michelle Lee, Executive Director President’s Office and Board Liaison; Mr. Brandon Guthrie, Vice President of Academic Affairs; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Ms. Anne Smith, Vice President of Human Resources; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. John Downing, Vice President of Economic and Workforce Development; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant President’s Office and VP of EWD, Mr. Robert Carter, Manager Technical Support and Client Services; Dr. Eric Brandon, Faculty Association President; Ms. Lynn Criswell, Dean of General Education and Sciences; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Mr. Theodore Brown, Law Enforcement Programs Coordinator; and other employees (see below).

Others present were: Ms. Kim Carr, Reporter, WHQR
Ms. Rachel Keith, Reporter, WHQR
Ms. Megan McDeavitt, Reporter, WHQR

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. Rivenbark to approve the January 19, 2023, minutes as presented. Motion carried unanimously.

A MOTION was made by Mr. McLeod and seconded by Ms. Sewell to approve the March 8, 2023, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

There were no new employees present.

CHAIR'S REPORT

Mr. Cherry reviewed 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. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <https://ethics.nc.gov/seis/regular-filers> Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7777 if you have any questions regarding this training.

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 17, 2023, and can be found at <https://ethics.nc.gov/seis/regular-filers>.

President's Evaluation

The annual evaluation process has started and will conclude in April. If you have question or concerns, please contact MichelleLee.

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 reviewed the following report and commented that enrollment continues to increase.

SACSCOC Fifth Year Update

CFCC has received a request for additional information contained in our SACS/COC Fifth Year Report. This information has been sent and should clarify any questions.

Meeting with Chancellor Volety

Attended a meeting with UNCW Chancellor Volety on January 23 to discuss new initiatives between CFCC and UNCW and setup a regular meeting for pathways.

Wilmington Housing Authority Discussion

Met with Wilmington Housing Authority, developers Related Urban and TEDC ON January 24 to discuss the redevelopment of the Hillcrest neighborhood.

Chats with the President

Continue to offer Chats with the President to give staff and faculty the opportunity to meet and talk with President Morton in a small group setting.

Donor Appreciation Event

CFCC's Wilson Center held its Donor Appreciation Event February 2 at the Wilson Center.

Broadway for a Better World

The Broadway for a Better World breakfast was held at the Wilson Center March 8.

Education Luncheon

The Coach Bill Dooley Education Luncheon was held February 7 in Daniels Hall. The keynote speaker was ECU Coach Mike Houston.

Marketing & Community Relations Nomination

The National Council for Marketing and Public Relations announced February 1 that CFCC is a finalist for a national award for Social Media Page. Winners will be announced March 31, 2023.

Alumni Reception

CFCC's Alumni Association hosted an Alumni reception February 22 during the CFCC's men's and women's basketball games at the Schwartz Center.

Healthcare Career Fair

CFCC hosted a Healthcare Career Fair February 28 in Daniels Hall. Novant was the premiere sponsor and there were multiple local providers that were available to talk to students as well as members of the public that are interested in pursuing careers in healthcare.

Black History Month

CFCC held numerous Black History month events including a Black History month celebration on February 25 hosted by CFCC Athletics. Following men's and women's basketball games, there was a student art exhibition celebrating Black excellence and many more exhibits and black owned vendors that were displayed throughout the day.

R.A.D. Self-Defense Training

CFCC is offering the R.A.D. (Rape Aggression Defense) self-defense program to the college's female employees. This program is being provided by the New Hanover County Sheriff's Office College Resource Unit. This is a world-renowned program that is offered at various colleges, municipal law enforcement agencies as well as other community organizations.

Pender County Schools Superintendent Meeting

Hosted Pender County Schools Superintendent Dr. Breedlove and his team on February 27. The meeting was the first with Dr. Breedlove and focused on present and future collaborations between CFCC and Pender County Schools.

Golden LEAF Funding

CFCC is a recipient of \$900,000 in Golden LEAF funding that will be used to expand electrical apprenticeship courses to an additional 99 juniors and seniors at four local high schools – Heidi Trask, Pender, New Hanover, and Ashley.

Leadership North Carolina

Hosted Leadership North Carolina March 7-9 and spoke during the Duke Energy Economic Development Session, connecting the work at CFCC to our community's economic development.

CFCC Men's Basketball

Congratulations to the CFCC's Men's Basketball team for advancing to the NJCAA (National Junior College Athletic Association) National Championships. The national tournament was held in Hutchinson, Texas.

New Hanover County Endowment Grant

CFCC is a recipient of a \$250,000 grant from the New Hanover County Endowment. This grant will enhance CFCC's ability to support students pursuing careers in technical education and skilled trades who face financial challenges that prohibit them from completing their programs. The grant will support 333 students, each with an award of \$750. The award will help address the cost of registration fees, books, required tools, uniforms, materials, supplies, and credentialing exams. Eligible students must be New Hanover County residents, current CFCC students enrolled in a qualifying technical or trade program, and have completed a brief online application.

Military Friendly School

CFCC has once again been designated as a Military Friendly school for 2023-2024 by VIQTORY, a service-disabled, veteran-owned business, that recognizes higher education institutions that provide the best opportunities for veterans and their families with the Military Friendly® Schools list. This year CFCC was ranked at Gold status, which is a higher rank than last year.

Drop-In Childcare Grant

CFCC received a \$250,000 grant from the New Hanover County Endowment to go toward the development of a drop-in childcare. This will enable students that are in need of childcare to drop their children off here on campus while they attend classes.

CFCC Salary Ranking in State

President Morton stated that the College continues to work on increasing faculty and staff salaries. He reported the following on faculty and staff rankings within the 58 community colleges.

In 2017, faculty ranked 25th in the state, last year they moved to 20th, and this year faculty are ranked 16th in the state.

In 2017, staff ranked 45th in the state, last year staff ranked 42nd, and this year staff are ranked 30th in the state.

The College will continue to look for efficiencies in order to increase the salaries of our faculty and staff.

Mr. Barfield stated that CFCC received \$500,000 in grant money from the New Hanover county Endowment. He praised the college on applying for these grants and encouraged them to continue applying.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. Rivenbark reviewed the following information.

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	\$213,000.00	\$3,226,453.00	\$65,122.63	\$3,504,575.63	\$3,515,385.00	\$10,809.37	Construction

We received a notice to proceed on April 10.

S Building HVAC Renovation

S Building - HVAC Renovations IAQ Project PHASE 1 - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	S Building HVAC Retrofit Design/Build IAQ Project - Phase 1	\$112,000.00	\$1,357,650.00	\$30,350.00	\$1,500,000.00	\$1,500,000.00	\$0.00	Phase 1- 3rd floor nearing completion.

3-1 Capital Improvement Project Approval – L & T Buildings Roof Replacement

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – L & T Buildings Roof Replacement in the amount of \$1,185,000. Motion carried unanimously.

L&T Buildings Roof Replacement Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L&T Buildings Roof Replacement	\$0.00	\$960,703.00	\$4,419.01	\$965,122.01	\$1,185,000.00	\$219,877.99	T Bldg Complete, L Building underway.

3-1 Capital Improvement Project Approval – 319 N. 3rd Street

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – N. 3rd Street in the amount of \$1,999,923 contingent upon closing. Motion carried unanimously.

3-1 Capital Improvement Project Approval – L Building 2nd Floor Renovation

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – L Building 2nd Floor Renovation in the amount of \$2,899,985. Motion carried unanimously.

3-1 Capital Improvement Project Approval – G Building Renovation

A MOTION from the Facilities & Equipment Committee recommends approval of the 3-1 Capital Improvement Project – G Building Renovation in the amount of \$1,900,000. Motion carried unanimously.

Naming Opportunities

A motion was made by Collins and seconded by Guy to go into closed session per NCGS 143.318.11(a)(2) to discuss potential naming opportunities and NCGS 143.318.11(a)5 for real estate. Motion carried unanimously.

The board returned to open session.

A MOTION was made by Mr. Guy and seconded by Ms. Sewell to approve the naming of the 1st Floor Classroom Hallway, Wilson Center in recognition of Elaine and Jim Hynes for the amount of \$100,000. Motion carried unanimously.

A MOTION was made by Mr. McLeod and seconded by Ms. Maxwell to approve the naming of the Schwartz Center Exterior Signage in recognition of Fred, Nancy, and Max Erick Gainer for the amount of \$50,000. Motion carried unanimously.

FINANCE COMMITTEE

President Morton reviewed the following information.

State Budget Revision

A MOTION was made by Mr. Moskowitz and seconded by Mr. Guy to approve the State Budget Revision for an increase of \$708,817. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 61.42 percent of the budget has been expended as of February 2023.

County Budget Summary

The County Budget Summary reported 73.52 percent of the budget had been expended as of February 2023.

Institutional Funds Update

Mr. Morton reviewed the February, 2023 report. No items were of concern.

Mr. Rivenbark stated that he believes the College has done a great job with taking care of building maintenance and repairs. He reiterated that it is the county commissioner’s responsibility

to provide funding for repairs and maintenance. Mr. Barfield agreed that it is easier to come up with some money yearly than to wait until buildings are needing major renovations all at one time.

ADMINISTRATIVE AND PERSONNEL COMMITTEE

President's Evaluation Policy

A MOTION from the Administrative & Personnel Committee recommends approval of the President/CEO Performance Evaluation 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

Procurement Card Policy Revisions

A MOTION from the Administrative & Personnel Committee recommends approval of the Procurement Card Policy revisions as presented. Motion carried unanimously.

Introduction

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

<https://ncadmin.nc.gov/documents/statetermcontracts/stc946a/946a-procurement-card>

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.

Definitions

Agency: Cape Fear Community College

Approvers: The Individual who is responsible to coordinate/reconcile/and approve each transaction by the cardholder in their hierarchy. Must have easy accessibility to all transactions.

HUB: Historically Underutilized Business Vendor: A "preferred supplier" that CFCC Purchasing has authorized the cardholder to use in accordance with purchasing policies.

Cardholder: A faculty or staff person who has been issued a P-Card and is authorized by the college to make purchases for the college in accordance to CFCC purchasing guidelines.

Supervisor/Account Manager: The person responsible for approving the cardholder's purchases. This person may or may not be the cardholder.

Statement of Account: The monthly listing of all items purchased on a specific CFCC VISA P- Card. This statement must be reconciled with the P-Card Transaction Log.

Single Transaction Limit (STL): The dollar amount allowed for each single transaction.

Why Use the P-Card?

Cape Fear Community College recognizes there are significant administrative costs associated with the End-to-End processing of the normal purchase order. Introducing layers of organization increases costs to the process and, particularly in low-dollar purchases, frequently there is no attendant value added by more administrative layers.

The North Carolina State Contract 946A Procurement Card Program is designed to streamline these processes. This program is designed to reduce paperwork and handling costs. By using this program, the traditional requisition - pricing inquiry - order placement - delivery of goods - invoice - voucher review and payment cycle is greatly reduced.

Potential benefits to CFCC include:

- Significant reduction in the number of low-value transactions handled by the Purchasing and Accounts Payable departments.
- Substantially reduce acquisition cycle time for users.
- Higher levels of user satisfaction.
- Improves relations with vendors--they receive payment within 3 days.
- Provides CFCC with a rebate incentive providing all payments for purchases are made in full within the monthly grace period.
- Integrate card spending data into accounting and information system
- Minimize card misuses and fraud with account level authorization controls
- Obtain better data on employee purchases
- Improve employee convenience

Requesting a Card

- All full-time college employees, excluding temporary employees, designated by their supervisor, may be permitted to apply for a Procurement Card via e-form in SoftDocs.
- WORKS and procedure training are required for all new cardholders and approvers.
- Each P-Card is uniquely assigned to an employee using CFCC funds and is tied to a specific funding source.
- The Purchasing Dept will notify the cardholder when the card has been received to set up training.
- A CFCC P-Card is not tied to an individual's personal credit line.

Activating the Card

- The card must be activated by the cardholder using the 1-800 number on the card. The cardholder will be prompted to provide his/her credit card number and any personal information that was included on the P-Card application form.
- It is good business practice Cardholders to sign the back of your P-Card.
- Lost or Stolen Cards: cardholders should immediately notify Bank of America (24hr Customer Service Line: 1-888-449-2273) and the Purchasing Dept/P-card Administrator.

Training

All cardholders are required to attend a training session on the use of the card. Additional training sessions may be required by the CFCC P-Card Administrator if an audit reveals that unauthorized purchases have been made and/or updates deemed necessary.

Separation from Cape Fear Community College

Upon retirement or resignation, the cardholder will return the P-Card to Human Resources. Human Resources will return cards to the P-Card Administrator. P-Card Administrator will work with the cardholder's department to assure that any changes in personnel will not disrupt the purchase of goods.

Spending Limits (Credit & Single Transaction)

The current single transaction limit (STL) for all CFCC cardholders is \$5,000. Monthly credit limits are determined by a cardholder's supervisor and budget needs. Cardholders may request permanent monthly spending/credit limit increases with supervisor approval via email to the P-card Administrator. In addition, cardholders may request temporary single transaction limit (STL) increases by submitting a request to the P-Card Administrator via email. The CFCC Business Office is approved for a \$25,000 single transaction limit by State Purchase & Contract. If a cardholder requires a STL that exceeds \$5k, they can contact the P-card Administrator for review & a temporary STL increase or the P-card Administrator may purchase on their behalf if necessary. State Purchase and Contract must approve all single transaction increases that exceed \$25k, so please allow 48-hour notice for STL requests.

HUB Reporting

Bank of America will furnish CFCC a quarterly report of HUB (Historically Underutilized Businesses) vendors. The P-Card Administrator will periodically furnish a list of HUB Vendors to all P-Card users to increase participation with these vendors.

Authorized Use

The P-Card is designed for repetitive small or large commodity type purchases.

1. The North Carolina Administrative Code [01 NCAC 05B. 1523](#) governs the P-Card Rules. As per memorandum from Division of Purchase and Contract dated June 17, 2022, the per-transaction limit shall be \$25,000 for general purchases and for all travel related purchases (including airfare, hotel/lodging, and transportation/rental cars) including current NC sales tax and applicable freight.

2. The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax exempt. **(CFCC is not Tax-Exempt).**
3. The cardholder strives to obtain the best value for the College by using “preferred suppliers” as identified by CFCC Purchasing.
4. The cardholder will comply with all State Purchase and Contract guidelines set forth in the CFCC Purchasing Procedures Manual.
5. The cardholder will seek and use HUB vendors in accordance with the CFCC HUB Plan which is available for review.
6. Prior to use, the cardholder will check budget and will not “over spend” budget availability. The monthly spending limit on your P-card is not a reflection of your actual budget.
7. Emergency situations (as defined by [01 NCAC 05B. 1601](#) or Governor’s declaration), shall be approved by the P-Card Administrator or Director of Purchasing and Inventory.
8. Equipment repairs must be reported to the Equipment Inventory Coordinator, if equipment is removed from campus to have work completed so notation can be made in Colleague.
9. Institutional memberships may be paid using the P-card. Memberships are for CFCC and must be transferable if the employee leaves the College. Individual memberships **may not** be paid using the P-Card.
10. Meals associated with meetings and/or visitors.
11. Payment of seminar, conference registration, airline tickets, shuttle, taxi services, hotel, and parking fees. A CFCC Travel Request must have been completed and approved prior to these charges being made. See note below.

***** NOTE *****

Documentation that Registration fee will be paid with P-Card must be included with travel request. Travel should be approved prior to registration fee being paid with P-Card. Purchasing will not be responsible for verifying. It is the responsibility of the cardholder to ensure this happens.

Unauthorized Use

1. Splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. Backorders are not allowed.

3. Cash advances, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
4. Alcoholic beverages unless it is for classroom instruction, culinary events, or the Wilson Center.
5. Gift Cards/Debit Cards (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee's W-2 earnings as taxable income.) Gift cards for students purchased by the Foundation are an exception.
6. Laptops or tablets of any dollar value.
7. Furniture purchases of any dollar value.
8. Equipment purchases of any dollar value.
9. Adobe (software or related) purchases. These requests are to be made through the E-Procurement system.
10. Meals (travel related) are not allowed since the State provide a Subsistence Rate. This rate is an allowance related to meal costs (including gratuities). Travel related meals are allowed if it is an approved function for Cape Fear Community College students or athletes.
11. Gasoline for personally owned vehicles. Gasoline for college-owned, leased and/or rented vehicles are exceptions.
12. Contractual services (PSA or Performance Agreements) should not be paid with the CFCC VISA P-Card since Cape Fear Community College is legally responsible for reporting this income to the federal and state government.
13. No merchandise shall be shipped to the cardholder's residence (Ship to Downtown or North Campus only).

*****NOTE*****

**When uncertain if a purchase should be made with a P-Card, contact the Procurement Office.
Expedited purchases shall be made by the Equipment Inventory Coordinator only.**

Policy Enforcement

The delegation of authority to purchase goods using the card is a privilege that automatically ceases upon separation from the college or upon reassignment to another department. The authority to enforce this policy lies with the P-Card Administrator and the business office.

Cause for Employee Suspension/Termination

Fraudulent or willful misuse of the card, including willful use of the card to make personal purchases even if you intend to reimburse the college, will result in notification of administration, disciplinary action/card withdrawal, up to and including termination of employment.

Cause to Suspend or Revoke Individual Card Privileges

- Willful misuse of card, or inappropriate expenditures
- Charges for non-approved travel
- Delinquent receipts
- Splitting transactions to circumvent transaction limits
- Exceeding appropriate funds available
- Noncompliance with state contracts
- Failure to comply with the Single Transaction Limit levels SHALL result in the immediate temporary/permanent suspension of the cardholder's purchasing card by Purchase and Contract for a minimum period of thirty (30) days.

-Reinstatement of Cards

All delinquent reports must be turned into **P-Card Administrator** before consideration can be given to reinstate the account.

A memo from the department head needs to be submitted explaining the reason for the discrepancy, which caused the cancellation and steps to prevent it from happening in the future.

All accounts, regardless, will be required to wait at least one week from receipt of a completed reconciliation report and memo for the account to be reinstated.

Resources

- Historically Underutilized Business Report (Quarterly): <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub>
- HUB Vendor Search: <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>
- Purchasing Flexibility Report (Annually – Due Feb 1)
- EO50 Reports (As required) <https://files.nc.gov/ncdoa/documents/files/EO50.pdf>
- EO143 (Monthly on the 1st) <https://governor.nc.gov/documents/executive-order-no-143>
- NC Community College System: <https://www.nccommunitycolleges.edu/>
- NCCCS Purchasing Manual: https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/finance-operations/ncccs_purchasing_equipment_procedures_manual_6-2020_revision_09-29-2021.pdf
- NCCCS Agency Specific Term Contracts: <https://www.nccommunitycolleges.edu/finance-operations/purchasing>
- NC Dept of Administration: <https://ncadmin.nc.gov/>
- NC Purchase & Contract: <https://ncadmin.nc.gov/about-doa/divisions/purchase-and-contract>

- NC Procurement Rules & Manuals: <https://ncadmin.nc.gov/government/procurement/procurement-rules>
- NC DIT Procurement: <https://it.nc.gov/resources/statewide-it-procurement-office>
- CFCC Purchasing Manual: <http://intranet.ad.cfcc.edu/departments/purchasing/>

SGA REPORT

Mr. Nicholas submitted the following report.

Firstly, I would like to say welcome back to students and faculty after a long-needed break from this semester. It is good to be back for another meeting as Cape Fear's student government association body president. Student clubs and organizations have been very busy this semester.

March kicks off women's month! Next week is our SGA Blood Drive (March 22). We would love to have your blood. Our goal is 35 units. Please consider donating as there are a few spots open. In addition, Phi Theta Kappa (PTK) is representing Cape Fear at their upcoming regional conference. Induction ceremonies are also being held for new members. Also, our student body leadership is committed to addressing mental health issues. A recent survey from the state office indicated 60% of students surveyed expressed some significant mental health issues. We plan to hold events promoting mental health awareness and highlighting the services that CFCC can provide to students.

Cape Fear Clubs also report successful initiatives and community events. The Marine Tech Club recently hosted a clean-up at Greenfield Lake and have celebrated this semester's first cruise back aboard the RV Hatteras. In addition, the Art Club students had a mural installed in Castle Hayne while the Esports Club will be competing in a competition at the end of this month. And finally, the Latin Dance Club will be hosting a dance night at CFCC March 18. Any dancers here? Come join us.

We appreciate the positive and constructive feedback from the students at Cape Fear. We are grateful to serve and look forward to more successful events and activities. That being said, this concludes the Student Government Association report. If you have any additional questions or concerns or want to chat, please don't hesitate to speak!

FACULTY ASSOCIATION REPORT

Dr. Eric Brandon presented the following report.

The CFCC Faculty Association held its first and second regular meetings of the Spring 2023 semester on January 30 and March 20. There were over 30 faculty members in attendance, both in person and virtually, at the January 30 meeting. The March 20 meeting had strong attendance as well.

The Faculty Association officers also met with the CFCC Executive Team on February 10.

Finally, the Faculty Association has requested nominations for the offices of the Faculty Association president and divisional representatives. The election process for these positions will be completed by the end of the Spring 2023 semester.

FOUNDATION REPORT

Mr. Fernando presented the following report.

Year-to-Date revenue is \$1,941,389.08 – *report as of 03/13/23*

Notable Giving:

- \$50,000 was received from Dan Saklad to support nursing scholarships
- \$29,800 received from Doug Fox to establish the Captain Joseph C. Fox Outboard Systems endowed scholarship.
- \$25,000 received from Jack and Pam Fuller to support CFCC's Broadway for a Better World program.
- \$20,000 from an anonymous donor to support the student emergency fund.
- \$10,500 from James and Sylvia McNally to add to their existing endowed scholarship supporting students in Nursing, Accounting, Plumbing, HVAC, and Electrical programs.

Events and Accomplishments:

- The scholarship cycle for the upcoming academic year opened on March 1 and will accept application until the end of May.
- The Foundation staff is reconciling the scholarship database with the signed scholarship agreements that we have on file (over 500 annual and endowed programs). The project will be completed by June 1, in time to award the scholarships for the 2023-24 academic year.
- Over \$40,000 was raised on March 8 at the Broadway for a Better World event at the Wilson Center.
- Veterinary Technology Program Gathering to support student vaccine costs on April 20, 2023 at 6:00pm
- Nursing Program Gathering to support nursing scholarships on April 27, 2023 at 5:30pm.

ANNOUNCEMENTS

Commencement

Commencement will be held on May 12, 2023, with a 9am and 12pm ceremony.

DATE OF NEXT MEETING – MAY 18, 2023

Meeting adjourned at 6:00 pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml