

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 20, 2023
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Oath of Office for Reappointed Trustees
- IV. Approval of Minutes May 18, 2023
- V. Recognitions and Introductions
- VI. Chair's Report
- VII. President's Report
- VIII. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance Committee
 - C. Administrative & Personnel Committee
- IX. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- X. Nominating Committee
- XI. Announcements
- XII. Date of Next Meeting – September 28, 2023



North Carolina State Ethics Commission

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(to be read by the Chair or his or her designee at the beginning of each meeting¹)

In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation² in the particular matter involved.

¹ N.C.G.S § 138A-15 (e): "At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest under this Chapter. The chair also shall inquire as to whether there is any known conflict of interest with respect to any matters coming before the board at that time."

² "A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceedings in which the public servant's impartiality might reasonably be questioned due to the public servant's familial, personal, or financial relationship with a participant in the proceeding." See N.C.G.S § 138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or State Ethics Commission to help determine the appropriate response in a given situation.

OATH OF OFFICE FOR REAPPOINTED TRUSTEES

MINUTES

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 18, 2023
5:00 PM**

Following proper public notifications on May 16, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 18, 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; Ms. Deloris Rhodes; Mr. Bill Rivenbark; Ms. Paula Sewell; Mr. Bruce Shell; Dr. Marc Sosne; Mr. Lanny Wilson and Mr. James Nicholas, SGA President. Trustees not present: Mr. Bruce Moskowitz.

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; Ms. Sabrina Terry, Vice President of Student Services; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Ms. Anne Smith, Vice President of Human Resources and College Safety; 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 Vice President of Economic and Workforce Development; Mr. Robert Carter, Manager Technical Support and Client Services; Mr. Nelson Beaulieu, Faculty Association President; Ms. Lynn Criswell, Dean of General Education and Sciences; Ms. Debi Causey, Event and Meeting Manager; Mr. Shawn Dixon, Department Chair, Applied Technologies; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Ms. Lynn Sylvia, Director, Safety and Training and other employees (see below).

Others present were: Mr. Cliff Parson, Attorney, Ward and Smith
Ms. Grace Vitaglione, Reporter, WHQR
Ms. Cara Allen, SGA President Elect

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.

OATH OF OFFICE FOR APPOINTED AND REAPPOINTED TRUSTEES

Dr. Sosne and Mr. Shell were administered the oath of office by Ms. Lee.

MINUTES

A MOTION was made by Mr. Barfield and seconded by Mr. McLeod to approve the March 23, 2023, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

There were no new employees present.

Mr. Cherry announced that the agenda would be rearranged a bit to start with the Administrative & Personnel Committee.

A MOTION was made by Mr. Guy and seconded by Mr. Collins to go into closed session to discuss personnel per NC General Statute section 143-318.11(a)(6) and potential naming opportunities per NC General Statute section 143-318.11(a)(2).

The board returned to open session.

Naming Opportunities

A MOTION was made by Mr. Collins and seconded by Ms. Sewell to approve the naming of the CNA Lab, Burgaw Center in recognition of Annie Lee Bannerman. Motion carried unanimously.

A MOTION was made by Mr. Collins and seconded by Mr. Guy to approve the naming of the SIM Patient Room, Union Station in recognition of the financial contribution of Ashlea Bollendorf. Motion carried unanimously.

A MOTION was made by Mr. Barfield and seconded by Ms. Sewell to approve the naming of the Nursing Lab, Union Station in recognition of Judy Holly Sidbury. Motion carried unanimously.

President's Evaluation

Mr. Cherry stated that President Morton had a very positive evaluation. The Chair and Vice-Chair will meet with President Morton immediately after this meeting to go over the results.

A MOTION was made by Mr. Collins and seconded by Mr. Rivenbark to increase President Morton's yearly compensation by 12 percent effective June 1, 2023, and to extend his employment agreement until 2027. Motion carried unanimously.

President Morton thanked the board for the increase and looks forward to moving the College forward.

Mr. Barfield stated that he is aggressively pursuing Senate Bill 377 which would provide pay increases for State employees of 10 % for 2 years.

A MOTION was made by Mr. Guy and seconded by Mr. Collins to approve changing Michelle Lee's position of Executive Director and Board Liaison to Chief of Staff and Board Liaison. Motion carried unanimously.

CHAIR'S REPORT

Mr. Cherry reviewed the following report.

Appointments and Reappointments

Congratulations to Dr. Marc Sosne who was appointed to the Board of Trustees by the New Hanover County Board of Education. Dr. Sosne will serve from 2023-2026.

Congratulations to Mr. Bruce Shell who was reappointed by the New Hanover County Board of Education. Mr. Shell will serve from 2023-2027.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 20 meeting.

Members of the Nominating Committee will announce nominees for the positions of Chair, Vice-Chair, Secretary, and Recording Secretary.

The Nominating Committee will consist of Mr. Zander Guy, Chair, Ms. Paula Sewell and Mr. Jason McLeod.

Graduation

Summer Graduation will be held Friday, August 4, 2023. A determination will be made if there is a need for two ceremonies. Details will be announced soon.

Thank you to all Trustees that attended the Commencement ceremony on May 12. It was a great day for Trustees, faculty, staff, and especially our students.

PRESIDENT'S REPORT

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

Lumina Foundation Visit

The Lumina Foundation visited CFCC's Downtown and North campuses March 27-29. This visit was part of a community college spotlight project that launched this year. The project involved a small team from Lumina along with a small production crew to capture video and interviews at CFCC. They wanted to highlight what truly makes CFCC special, interesting programs, people, and places within the college. CFCC was also invited to speak on a panel in Washington, D.C. **It is important to note that CFCC was one of 4 colleges and universities in the United States featured by the foundation.**

Legislative Day

Attended Community College Legislative Day in Raleigh with BOT Chair, Bill Cherry on March 29 to speak to Legislators about CFCC's accomplishments and needs.

Montford Point Marines Event

CFCC hosted a presentation March 29 by the Montford Point Marines Museum that included a movie and a discussion led by a 95 years-old Montford Point Marine veteran, about the history of the first Black United States Marines.

CFCC Employee Spring Wellness Fairs

CFCC held Wellness Fairs for employees and staff at the Downtown campus on April 3 and at the North campus on April 20. The fairs presented a variety of vendors offering health and wellness services, products, and information.

Meeting with NHCS

Met with Dr. Faison from New Hanover County Schools on April 3 to discuss the collaboration between CFCC and New Hanover High School for the CNA nursing program.

CFCC Annual Athletic Banquet

CFCC's Annual Athletic Banquet was held April 4 in Daniels Hall to celebrate the achievements of CFCC's athletes.

Tabletop Emergency Management Discussion

Attended a Tabletop Emergency Management discussion with CFCC senior staff and the New Hanover County Sheriff's Office to discuss potential campus emergencies and set plans into place within each area of the college.

Southeast Region Federal Construction, Infrastructure and Environmental Summit

Attended and spoke at the SE Region Federal Construction, Infrastructure and Environmental Summit held at the Wilmington Convention Center April 13.

Student Recognition Ceremony

CFCC's Student Recognition ceremony was held April 18 in Daniels Hall. This annual event recognizes many students for their hard work and achievements.

CFCC Open Houses

CFCC's North and Downtown campuses hosted open houses April 19 and 25. Both were very well attended with 120 visitors at the North campus and 292 at the Downtown campus.

Veterinary Medical Technology Fundraising Event

A fundraising event for Veterinary Medical Technology students was held April 20 at the North Campus. Proceeds from this event will support our Veterinary Medical Technology students, primarily underwriting their rabies vaccination fees which is an additional cost to the students, as it is not covered by medical insurance.

Nursing Program Fundraising Event

CFCC hosted a fundraising event April 27 to raise money for nursing scholarships. The goal was met and exceeded by raising over \$1 million. This amount will provide an additional **52** nursing scholarships for our students, bringing the total number of nursing scholarships to approximately 130 per year.

Commencement and Pinning Ceremonies

Two Commencement ceremonies were held May 12 at the Wilson Center. Multiple pinning ceremonies have been held throughout the first two weeks of May. Thank you to our Trustees for attending these events and for your support of CFCC.

CFCC and UNCW Partnership

Cape Fear Community College has partnered with the University of North Carolina at Wilmington to create a transfer opportunity for students wishing to pursue a bachelor's degree in Oceanography. Students who have successfully completed an Associate in Applied Science degree in Marine Technology and meet admission requirements of UNC Wilmington's Bachelor of Science program will be admitted, giving the students a straightforward pathway to completing a bachelor's degree.

Cosmetology Conference

CFCC hosted the NC Community College Instructors Association for Cosmetology Conference on March 27 in Daniels Hall.

Meeting with MyFutureNC

Met with the MyFutureNC President and CEO, Cecilia Holden, to discuss various educational programs as well as the "2 Million Credentialed by 2030" initiative. Attended a follow-up meeting with Toni Blount, Regional Impact Manager for myFutureNC, for further discussion.

New Hanover County Partnership Initiative Meeting

Met with Mr. Rashad Gattison, Port City United Director, to discuss a partnership between CFCC and New Hanover County to promote an initiative that will support individuals with barriers to completing training and education.

Welcome Home Angel Project

Interior Design students partnered with Welcome Home Angel to assist two families whose children have life-altering conditions. The students implemented and installed designs for enjoyable and functional spaces for the children within their homes.

Dental Hygiene Students

Second year CFCC Dental Hygiene students provided oral health presentations to over 2700 students that included Pre-K through transition programs for young adults from 20 New Hanover County schools. Dental Hygiene students were able to give out dental kits with toothbrushes and toothpaste that were donated by Colgate and the American Dental Association.

Small Business Summit

CFCC’s Small Business Center is hosting the inaugural Small Business Summit on May 20 in Daniels Hall. This one-day event is designed to provide local entrepreneurs and small business owners with valuable resources, networking opportunities, and expert advice.

Marine Career Day

CFCC hosted a Marine Career Day on May 1 at the Downtown campus. This event allowed students and the public to explore many career paths available in the marine industry while learning about the Marine Technology, Outboard Motors, and Boat Building programs.

Nursing Accreditation

CFCC’s Associate Degree Nursing program has been reaccredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN noted that the program’s success rate has consistently exceeded state and national averages. Thank you to the ADN team for their hard work to achieve this accreditation.

Summer Enrollment

Summer enrollment continues to be strong. Thank you to all employees who helped to contact students in danger of being purged for non-payment.

New Programs

Human Services Technology/Mental Health Program will begin in Fall 2023 and Geomatics Technology and Simulation and Game Development will begin in Spring 2024.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

President Morton reviewed the following information.

New Hanover County Capital Outlay

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 8,353.39	\$ 762,320.39	\$ 935,800.00	\$ 173,479.61	Construction - complete 8/23
2	N Building Roof & Lab Hood Exhaust Fan Replacement	\$ 39,062.00	\$ 361,701.80	\$ 1,236.20	\$ 402,000.00	\$ 402,000.00	\$ -	Bid Date moved to 5/23/23
3	T Building Roof Replacement	\$ -	\$ 206,736.00	\$ 2,000.91	\$ 208,736.91	\$ 249,200.00	\$ 40,463.09	Complete/Closeout
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
6	Marine Tech S209 Upgrades	\$ -	\$ 40,500.00	\$ 13,870.85	\$ 54,370.85	\$ 67,000.00	\$ 12,629.15	Construction - complete 7/23
8	L Building Boiler Replacement	\$ -	\$ 64,083.11	\$ -	\$ 64,083.11	\$ 18,000.00	\$ (46,083.11)	Complete
Category Totals						\$ 2,087,000.00	\$ 66,231.74	

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	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Construction

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 complete, 6th floor starting 5/11/2023 to complete by July 2023

L Building 2nd Floor Renovation

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$240,951.00	\$2,506,119.00	\$152,915.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Library design consulting complete June 15, 2023, Architect solicitations due 5/11/2023.

G Building Renovation

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,781,725.00	\$68,075.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Construction Document Modifications due late May 2023

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

Write-off Uncollectible Debt

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Write-off of Uncollectible Debt in the amount of \$25,854.23. Motion carried unanimously.

State Budget Revision

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision for an increase of \$197,434. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 79.54 percent of the budget has been expended as of April 2023.

County Budget Summary

The County Budget Summary reported 85.50 percent of the budget had been expended as of April 2023.

Institutional Funds Update

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

ADMINISTRATIVE AND PERSONNEL COMMITTEE

STUDENT HANDBOOK POLICY REVISIONS

Mr. Guy reviewed the following items:

A MOTION from the Administrative and Personnel Committee recommends approval by the Board of Trustees of the Student Handbook Policy updates as presented. Motion carried unanimously.

No Solicitation Policy

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the college community. CFCC is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any member of the college community. Furthermore, it does not include any activity that interferes with the educational pursuit of its students or the mission of the college.

To provide a safe learning and work environment, and protect all students, employees, and visitors of the college, solicitation is prohibited and includes, but is not limited to, third-party unsolicited verbal or written communications by mail or email, circulars and/or petitions, handbills, leaflets, pamphlets, posters, flyers, or any literature and printed materials. Salespersons, solicitors and/or external agencies will not be allowed to solicit or distribute these materials or items on college owned property, or premises, to students or employees unless it is a recognized nonprofit/charitable organization or has prior approval from the President of the college. Solicitation for personal or financial benefit is prohibited by CFCC employees during designated working hours.

Employees and students wishing to fundraise on campus, must obtain prior approval from the Institutional Advancement office, or the President of the college. It is suggested that no employee or student accept monetary gifts.

CFCC reserves the right to remove any individual or organization engaging in solicitation activities on campus without prior approval.

Communicable Disease Policy

COMMUNICABLE DISEASE POLICY

As required by the State Board of Community Colleges, 1C SBCCC 200.94, CFCC is committed to providing a safe and healthy learning environment. The purpose of this policy is to prevent and protect all students, faculty, staff and visitors from the spread of a communicable disease, while also prohibiting discrimination against persons with a reportable communicable disease.

A communicable disease is any condition that may be transmitted directly, or indirectly, to a person from an infected person whether via airborne or by physical contact. As defined, a communicable disease is an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal or reservoir, to a susceptible host, through an intermediate plant or animal host, vector, or the inanimate environment (Dictionary of Epidemiology, 2001). By definition and determination by the Centers for Disease Control and Prevention, and the NC Department of Health and Human Services - Epidemiology (NCDHSS), any reportable communicable disease or condition must be evaluated and assessed by a medical physician to protect the health and safety of the College.

Students who suspect, or have reason to believe, that they have a communicable disease are expected to seek expert medical advice about their health circumstances and are obligated, legally and ethically, to conduct themselves responsibly for the protection of themselves and others. Students who know that they are infected with a communicable disease are encouraged to contact the Dean of Student Affairs, so that the College can assist in the appropriate response to their health and/or educational needs and can make any reasonable accommodations, if necessary. As a general rule, individuals that have been diagnosed with a reportable communicable disease and have been cleared by a physician, and provide appropriate documentation, will be permitted to attend classes, access facilities, services, programs or activities provided by the College. Additionally, all inquiries will be handled on a case-by-case basis to ensure the appropriate measures have been executed.

Students of the College who may be infected with a reportable communicable disease, as defined by the NCDHHS, shall not be excluded from enrollment or restricted in their access to College facilities, services, programs, or activities, unless it has been determined by a healthcare professional and/or the NCDHHS that exclusion or restriction is reasonably necessary because the infected individual poses a significant risk of substantial harm to the health or safety of him/herself or others at the College that cannot be eliminated or reduced through other reasonable accommodations.

Specific health conditions and medical information will remain confidential, unless authorized by the individual in writing to be released, except when appropriate health care providers and/or College officials on a need to know basis and required by local, state and federal law to prevent and/or protect the surrounding community.

Please refer to the [Excused Absences due to Public Health Emergencies](#) policy in the student handbook for further guidance regarding these procedures.

COVID-19 Procedures

~~Students who have tested positive for COVID-19 should remain off campus, self-quarantine, and contact the Campus Health Hotline at 910-362-7725, and their instructor(s) to provide official notification to the College. The College will help students determine an appropriate clearance/return date to campus, and the Dean of Students will work collaboratively with faculty to ensure academic progress can continue during a student's period of quarantine. Please refer to the [Excused Absences due to Public Health Emergencies](#) policy in the student handbook for further guidance regarding these procedures.~~

USE OF PERSONAL PROTECTIVE EQUIPMENT

Cape Fear Community College is committed to the safety of our students, faculty and staff. Accordingly, the use of personal protective equipment (PPE) may be required for students and visitors to campus in certain areas or within classroom or laboratory spaces as directed by instructors and/or external requirements such as those set by the American National Standards Institute (ANSI), the Occupational Safety and Health Administration (OSHA), and/or the Centers for Disease Control (CDC). Notification will be provided on our website and other media when PPE is required in CFCC buildings and public spaces due to a public health emergency. PPE requirements for specific classes and instructional spaces will be listed on class syllabi.

Tobacco-Free Campus Policy

Cape Fear Community College (CFCC) is committed to a Tobacco-Free Campus to ensure the health and safety of its students, employees and visitors of the College. CFCC recognizes the use of tobacco products on college premises is detrimental to the health and safety of its students, employees and visitors and exercises the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.

Use of tobacco is prohibited by students, ~~employees~~ staff, faculty, ~~or~~ and visitors:

- in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
- on campus grounds, facilities, or in vehicles that are the property of the college;
- in personal vehicles while on property owned or leased by Cape Fear Community College;
- at lectures, conferences, meetings, athletic, social, and cultural events held on college property;
- ~~except at a specific location(s) on the North Campus, Surf City and Burgaw Centers as approved by the college President due to unsafe conditions going off-campus.~~

The sale or free distribution of tobacco products, including merchandise, on campus or at ~~school~~ college sponsored events is prohibited.

Student clubs/organizations are prohibited from accepting money or gifts from tobacco companies, including, but not limited to:

- events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus;
- all tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.

Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.

Cape Fear Community College will provide access to tobacco cessation programs on campus. These tobacco treatment programs shall be publicized regularly in student, ~~faculty, and staff and employee~~ publications ~~and academic buildings,~~ **through** by Student Services ~~and Enrollment Management and/or Human Resources respectively.~~ **and through other appropriate means.**

Implementation & Compliance:

~~To assist with compliance of this policy, the college provides appropriate signage and other physical indicators. of our this policy., including this notice, and has exercised the removal of all tobacco waste management products, such as ashtrays. shall be removed.~~ Violators of the policy shall be issued a verbal reminder. ~~of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus. Staff and faculty~~ **Thereafter, Employees** who repeatedly violate the policy shall be referred to their supervisor, **and if warranted, Human Resources.** Repeated violations by employees can result in further personnel action such as **verbal or written** reprimand. In accordance with the **CFCC student Code of Conduct**, students who violate this policy shall be referred to the Dean of Students **for disciplinary action. Visitors who repeatedly violate the policy shall be asked to leave campus, and if warranted, referred to Campus Safety.**

CFCC Student Code of Conduct

The College makes every effort to maintain a safe and healthy learning environment for its students and employees alike. When a student is in violation of the Code of Conduct, they will be subject to disciplinary action by the College, and if warranted, referred to the appropriate law enforcement agency. It is expected that students are courteous, respectful, accountable, and conduct themselves as responsible members of the College community. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of the Code of Conduct and/or college policy include, but are not limited to the following:

Academic Integrity (cheating and/or plagiarism)

Bullying/Hazing (initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices, or any other means)

Children on Campus

Communicating Threats

Computer Acceptable Use

Destruction of College Property

Discrimination

Drug, Alcohol and Controlled Substance

Fighting

Forgery

Fraud

Gambling

General Disruptive Behavior

Harassment

Larceny/Theft

Profanity/Obscene Language

Sexual Misconduct

Substance Abuse and/or Possession (any drug as defined under North Carolina General Statutes)

Tobacco Free Campus

Violation of Federal, State, or Local Law

Weapons on Campus (possess or carry, any weapon on campus, whether openly or concealed)

Zero Tolerance

Violation of these rules of conduct and/or policy will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules may be designated by instructors or supervisors and must be followed at all times. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Any person observing a conduct violation(s) should immediately contact the Dean of Student Affairs or the Vice President for Student Services.

Conduct Warning, Probation, Suspension, and Expulsion

CFCC students are expected to conduct themselves in accordance with college rules, regulations, policy and/or local, state or federal law. Any student whose conduct or behavior becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. If an act of misconduct threatens the safety, health or well-being of the College community or severely disrupts the educational process/learning environment, the Dean of Student Affairs or his/her designee, may impose an interim suspension, or campus ban, from

the College and/or College premises until disciplinary proceedings are completed and due process is provided to the student. Interim suspension may result in exclusion from class and/or other College related privileges or activities until a final decision can be made concerning the alleged violation. A student is subject to immediate suspension and expulsion, if deemed necessary, by the Dean of Student Affairs or Vice President for Student . CFCC has the right and responsibility to protect the welfare of the college community and has the discretion to impose disciplinary sanctions under the CFCC Student Code of Conduct.

Warning – is a status of “conduct warning” through the duration at CFCC.

Probation – is a status of “conduct probation” for the duration at CFCC.

As part of conduct probation a student may have restrictions placed on specific student privileges or may be required to satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of Conduct, or other College rules while on disciplinary probation, the College may seek the penalty of suspension or expulsion if warranted.

Suspension – is the status of “conduct suspension”, which involves immediate removal from campus, withdrawal from enrollment for a specific period of time, registration privileges revoked, and will remain on the student’s permanent record.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in immediate removal from campus, withdrawal from enrollment, registration privileges revoked, and will result in a permanent notation on the CFCC official transcript.

Conditions to Return

Any student that is on conduct probation, suspension or removed from classes due to a code of conduct violation may be required to submit appropriate documentation or satisfy certain conditions to return as determined by an administrative hearing and/or the Dean of Student Affairs. Those conditions may include, but are not limited to, counseling, evaluation/assessment by a mental health provider, anger management, proof of rehabilitation and/or other required documentation.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. To ensure due process, a denial may be appealed to the Judicial Board.

Cape Fear Community College has the authority, exercised in its reasoned judgment, to ban students, employees, and visitors, using existing policies, and/or procedures (i.e. Code of Conduct suspensions, expulsions). Likewise, the college may ban a student on an interim basis if he or she is deemed to pose an imminent threat to college property or operations, to the safety or well-being of others, or otherwise has engaged in unacceptably disruptive conduct that disturbs the CFCC learning and working environment. During the term of

suspension and/or expulsion, the student may not come onto campus (campus ban) and may be served with a No-Trespass Order. Failure to abide by this condition may result in arrest for criminal trespassing and/or referred for prosecution.

A student who is suspended or expelled after the deadline for withdrawal (“W”), shall be assigned a grade of “W” and administratively withdrawn regardless of academic performance.

Right of Appeal

If a student wishes to appeal a conduct sanction or action taken by the College, he/she may file a written appeal within five (5) weekdays of the incident to the Vice President for Student Services.

The Vice President of Student Services will present the appeal to the Dean of Student Affairs to serve as a student advocate and to coordinate a hearing with the Code of Conduct Subcommittee of the Judicial Board within ten (10) weekdays of notification. To ensure the student receives due process, the student will meet with the Dean of Student Affairs prior to the hearing to answer any questions or concerns that the student may have during the appeal process.

The subcommittee of the Judicial Board should include:

- a. Two faculty and/or staff members appointed by the Dean of Student Affairs.
- b. The Vice President of Student Services who will serve as the chair without a vote, (unless there is a tie).

At the conclusion of the appeal hearing, the Vice President of Student Service will notify the student and Dean of Student Affairs of the committee’s decision. The student may appeal the Code of Conduct Subcommittee’s decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student’s receipt of the Code of Conduct Subcommittee’s decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Judicial Board

Cape Fear Community College supports students’ constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of seventeen (17) representatives from all areas of the College - faculty, staff, students and administration. The Judicial Board’s subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, conduct suspension or expulsion, and charges of discrimination and/or

denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittee's areas of responsibility of the Judicial Board are listed below.

Academic Subcommittee of the Judicial Board

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of two (2) or more representatives from the Judicial Board and the Vice President of Academic Affairs will serve as chair.

Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board

The Code of Conduct Subcommittee will hear appeals concerning conduct from the college's Office of Student Affairs. The subcommittee will consist of members selected from the Judicial Board membership and others as deemed necessary by the Dean of Student Affairs. The committee will consist of two (2) or more representatives from the Judicial Board and the Vice President of Student Services will serve as chair.

Academic Integrity/Cheating and Plagiarism

Academic-Related Violations include, but are not limited to the following:

A. Plagiarism – Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. Plagiarism also includes submission of any work that is generated using artificial intelligence (AI) software or applications that auto-generate content.

B. Cheating – is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record.

C. Aiding Acts of Academic Dishonesty – Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

When a faculty member observes an academic-related violation on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of "F" on the assignment, or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the faculty issues an "F" in the course, and the student wishes to appeal the final grade, the student may remain in the class until due process is completed.

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the appropriate department chair, academic dean, and Dean of Student Affairs, within five (5) weekdays from the time the incident was discovered. Upon request, the student shall receive a copy of the written report as submitted by the faculty member.

Right of Appeal

If the student and department chair and/or academic dean fail to reach a mutual agreement, the student may submit a written appeal to the Vice President of Academic Affairs within five (5) weekdays.

The Vice President of Academic Affairs will present the appeal to the Dean of Student Affairs to serve as a student advocate and to coordinate a hearing with the Academic Subcommittee of the Judicial Board within ten (10) weekdays of notification. To ensure the student receives due process, the student will meet with the Dean of Student Affairs prior to the hearing to answer any questions or concerns that the student may have during the appeal process.

The subcommittee of the Judicial Board should include:

- c. Two (2) faculty and/or staff members appointed by the Dean of Student Affairs.
- b. The Vice President of Instruction who will serve as the chair without a vote (unless there is a tie). At the conclusion of the appeal hearing, the Vice President of Academic Affairs will notify the student, faculty member, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student's receipt of the notification made by the Vice President of Academic Affairs. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Academic Forgiveness

Academic Forgiveness is designed to provide returning students with low grades a fresh start upon re-enrolling after at least three terms of non-enrollment at CFCC (one full year). Prior to applying for academic forgiveness, the student must demonstrate a renewed academic interest and effort by earning at least a 2.0 term GPA in the first six (6) semester hours completed after re-enrollment. Developmental course credits will not count toward the first six (6) hours. At the time of application for Academic Forgiveness, the student should not have any failing grades during the re-enrollment period. Students returning to their same program of study may be best served by retaking courses for replacement grades instead of pursuing Academic Forgiveness.

After completing 6 credit hours with a 2.0 or higher term GPA, students should consult with their CFCC assigned academic advisor and/or counselor to determine if they are eligible for academic forgiveness. If the determination is made that the student is eligible for academic forgiveness, then the student must complete and submit the Academic Forgiveness form through SoftDocs. Once submitted, the Registrar's Office will review the student's academic record for eligibility and students will be notified of a decision via their CFCC student email account.

The following points apply regarding the consideration of academic forgiveness:

1. Academic forgiveness is not reversible and may only be applied once during an academic career at CFCC.
2. Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.
3. Grades which may be disregarded from students' grade point averages are "F," "XF," "WF," and "NC." Grades of D may be forgiven if it is determined by the Registrar that the course is unable to be retaken for a better grade.
4. Courses that have been applied toward an awarded certificate, diploma, or degree at CFCC are not eligible for academic forgiveness.
5. Grades that are included in academic forgiveness are not exempt from academic progress relating to financial aid and VA educational benefits.
5. Since developmental course work does not count in the student's cumulative GPA, developmental course grades are not eligible for academic forgiveness.
6. Academic Forgiveness has no bearing on any other institution or how they calculate grade point averages. Students planning to transfer should ask their receiving institution how Academic Forgiveness will be considered.

Note: The three-term period of non-enrollment starts the term after the last enrollment and goes for three full terms. For example, if the student stops attending after the Fall term, they must not enroll the following Spring, Summer, or Fall to be eligible.

ACA 122 Proposed Policy

ACA 122 is designed as the college's First-Year Experience course, intended to deliberately engage students in their first semester of enrollment and support them through that term as they transition into the college. The course is required for all university transfer students enrolled in the following degree programs:

- Associate in Arts
- Associate in Arts Elementary Education
- Associate in Arts in Teacher Preparation
- Associate in Engineering
- Associate in Fine Arts
- Associate in Fine Arts, Music
- Associate in Fine Arts, Theatre
- Associate in Fine Arts, Visual Arts
- Associate in Science
- Associate in Science in Teacher Preparation

Students enrolled in the aforementioned programs must enroll in ACA 122 at Cape Fear Community College unless they have transfer credit for ACA 122 (or equivalent) from another regionally accredited institution.

The course description for ACA 122 is as follows:

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Due to the content of the ACA 122 course, we believe it is highly advantageous for the student to enroll in the course as early in their program as possible. Therefore, we are proposing that students enroll in ACA 122 within their first 24 credit hours. To enforce this, we would like to create a registration rule in Colleague that would require students to register for ACA 122 within their first 24 credit hours. If a student does not have credit for ACA 122 when attempting to register for classes, Self-Service will not allow students to register for a schedule that does not include ACA 122.

In addition to the procedure listed above, we would like to add the following policy to the College Catalog:

Students who are seeking a transfer degree must complete ACA 122 during their first 24 credit hours. If a student who is seeking a transfer degree fails to complete ACA 122 during the first 24 hours, registration will be restricted until ACA 122 is added to the student's schedule.

Academic Standing

Academic Standing: Warning and Probation

The policies governing academic standing at CFCC are intended to assist students in successfully completing their programs of study. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both faculty and staff, who are committed to

1. informing all students of minimum academic standards and grading procedures
2. identifying and alerting students displaying signs of academic difficulty early in the semester through an early alert process
3. providing recommendations and opportunities for corrective actions to such students
4. immediately notifying students with a cumulative grade point average of below a 2.0 following the end of the semester

Students enrolled in a degree, diploma, or certificate program are expected to maintain satisfactory academic progress toward the completion of the requirements for their program. A minimum grade point average (GPA) of at least 2.0 is required to graduate with a credential from CFCC.

Academic Warning

Students whose cumulative grade point averages fall below a 2.0 for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their ~~faculty~~ advisor for documentation purposes. Students on academic warning are encouraged to access CFCC resources including the Learning Lab, Counseling, enrolling in ACA 122 (if applicable to student's program), ~~advising the Academic Advising Center~~, Student Accessibility Services, Financial Aid, and/or Career Services.

Academic Probation

Students on academic warning whose cumulative grade point average remains below a 2.0 for the subsequent semester will be placed on academic probation for the upcoming semester. Students on academic probation are required to meet with their assigned Counselor and/or Academic Advisor to develop an ~~Individualized Success Plan~~ **Academic Improvement Plan** before registering for classes. The ~~individualized Success Plan~~ **Academic Improvement Plan** may include the following interventions to assist the student with improving his/her GPA:

- Limiting the number of courses in which the student may register in the subsequent semester. ~~The student may not be allowed to register as a full-time student. Based on the student's academic record, a Counselor and/or academic advisor has the authority to limit students to a reduced course load. This information will be outlined in the student's Individualized Success Plan.~~ **Academic Improvement Plan.**
- Repeating a course in which the student earned a low grade.
- Meeting with someone in the Learning Lab, and attending appropriate student success seminars and/or tutoring sessions.

Furthermore, students on academic probation whose cumulative grade point average remains below 2.0 in any subsequent semester thereafter will remain on academic probation until the 2.0 cumulative GPA is met. Students continuing on academic probation are required to meet with their assigned Counselor and/or Academic Advisor ~~as determined in the Individualized Success Plan~~ **Academic Improvement Plan** until their cumulative GPA reaches 2.0.

Students receiving financial aid must maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement, and all attempted hours will be included in the calculation of maximum time frame.

Withdrawal From a Course

During the add/drop period, students can drop classes using Self-Service. After the add/drop period ends, students must follow the withdrawal process. Students who wish to withdraw from a course after the add/drop period should first consult their instructor and/or assigned counselor before requesting to be withdrawn from a course. Students that are dual enrolled at CFCC should consult with their high school counselor and/or CFCC Career Coach prior to withdrawing from a course. Course withdrawals also may impact a student's financial aid status; therefore, students are strongly **engaged recommended** to consult with a financial aid representative prior to withdrawing. Veteran students should consult with the **College's VA representative Veterans Services Coordinator** in financial aid.

To officially withdraw from a class, students must submit a Course Withdrawal Request form. Students who officially withdraw from a class by the established withdrawal deadline (75 percent point of the class) will receive a grade of "W" **on their official record and transcript.**

Exceptions to 75% Withdrawal Date

The Vice President of Student Services may make exceptions to extend the 75% date when warranted in cases of extenuating circumstances at his/her discretion. Such cases shall include, but are not limited to, national or local emergencies, weather related events, or student medical related absences. In such cases a grade of "W" will be issued during the final twenty five percent (25%) of the academic term. **In addition, if another grade was already issued for the course(s) prior to an appeal approval, it will be changed to the grade of "W."** If the request for an extended withdrawal originates from a student (or their legal power of attorney or guardian in cases where the student is incapacitated) for the purposes of medical related absences, they must comply with the following steps:

1. Submit medical documentation supporting a request for a medical withdrawal within thirty (30) calendar days of the last attended class unless medical documentation is provided that satisfactorily explains a longer time period. It is most feasible that the request and documentation be submitted before the end of the semester (and end of the classes) in question. The documentation must be submitted to the Vice President.
2. The decision of the Vice President will be communicated to the student via registered mail, hand-delivered, or electronically with confirmation of receipt from the student. The Vice President's decision is final.
3. Students who are granted medical withdrawals will receive the grade of "W" in all courses in progress and/or specified in the request.

Withdrawing may have a negative impact on students' Satisfactory Academic Progress status, and as a result, withdrawals may lead to a loss of eligibility for future financial aid (including loans). Students are urged to review the college policies on Satisfactory Academic Progress for Financial Aid Recipients and contact the Financial Aid Office before withdrawing to discuss potential impact on their bill and/or financial aid eligibility.

Unofficial Withdrawals:

- An “unofficial withdrawal” occurs when a student stops attending a course and does not **actively and consistently** participate in any academic-related activities beyond the 75 percent date of the term.
 - Students who are unofficially withdrawn will be issued final grades of XF. The grade of XF will be assigned as a student’s course grade when all of the following conditions are met:
 - Failed a course (no credits earned).
 - Attended a course at least once in the first 10 percent of the course.
 - Stopped attending and/or did not participate in any academic-related activity (as defined below) on or before the 75 percent date of the term.
 - Did not officially withdraw or return to the course beyond the 75 percent date of the term.
- No tuition or fee adjustments will be made. The XF grade will calculate the same as an F (failure) grade, affecting GPA in the same manner as an F. Students who receive an XF or W grade may be required to repay a percentage of their Federal Aid back to the Department of Education or to the Veteran’s Administration.

Notes:

Examples of “academic-related” activities that may count as attendance are inclusive of (but not limited to): physically attending class, participating in class with a “clicker” device, submitting an assignment/exam/tutorial, attending a study group assigned by the instructor, or participating in an online discussion about academic matters. Simply logging into an online course does not count as an academic-related activity.

Please refer to the Academic Calendar for the withdrawal deadlines for each term.

Go to <http://cfcc.edu/finaid/> for more information about financial rules and policies.

Incomplete Grades

A grade of incomplete (I) will be given only when circumstances justify additional time to complete a class. Students must contact their instructor in writing to request a grade of incomplete at least one week prior to the last day of classes of the section for which they are requesting an incomplete. Students must have successfully completed at least 75% of the required coursework for a class to be eligible to receive a grade of incomplete. Students may be required to provide documentation of the circumstances justifying their request for additional time. When an incomplete is granted, the class requirements must be completed within six weeks of the beginning date of the next academic semester (including summer). Incompletes (I) not finalized within the appropriate time frame will convert to a grade of “F”. After the Incomplete Grade form has been approved by the student, the student must proceed with the Incomplete and cannot later request to be issued another grade such as a “W” for withdrawal. Extensions to the six week time frame may be requested by faculty and must be

approved by the Vice President of Academic Affairs in consideration of students' extenuating circumstances.

Developmental Catalog Statement and Attendance Policy

English and Math Placements

Beginning academic year 2020/21, students' math and English placement will be determined primarily by their unweighted high school GPA using the following guidelines:

- Students with a GPA of 2.8 or higher may register for college-level math and English courses.
- Students with a GPA of 2.2 to 2.799 ~~may register for college level math and English courses with required corequisite support courses~~ **will be directed to appropriate prerequisite courses, which must be completed prior to beginning college-level math and English courses.**
- Students with a GPA below 2.2 will be required to enroll in math and English transition courses through the Learning Resource Center. ~~(Curriculum) or Academic & Career Readiness~~ ~~(Continuing Education).~~

Students who graduated from high school more than 10 years ago will be required to take the RISE placement test unless they meet other criteria that determine placement.

Attendance policy for students enrolling in a ~~gateway course with a mandatory support course~~ **prerequisite English or math course**

Students who enroll in a **prerequisite** math or English ~~gateway course with a mandatory support course~~ must attend at least 80% of the meeting dates ~~in both the gateway and the support course~~. Students who exceed the maximum allowable absences in ~~either the gateway or the prerequisite support course~~ may be administratively withdrawn by the instructor and will receive a grade of "W." ~~for both courses.~~

FACULTY AND STAFF HANDBOOK POLICY UPDATE

A motion from the Administrative and Personnel Committee recommends approval by the Board of Trustees of the Student Handbook Policy updates as presented. Motion carried unanimously.

Mr. Guy thanked Vice-President Sabrina Terry for her help in explaining the policy updates.

SECTION VIII – Instruction

8.1 Responsibilities of Faculty

The College's faculty is responsible for the development and delivery of quality instructional programs, content, and experiences. Faculty responsibilities also include:

- Supporting the College's initiatives to recruit, retain, and graduate students

- Promoting awareness of the College's curriculum and Economic & Workforce Development programs
- Engaging in professional development activities
- Building and maintaining partnerships with community stakeholders in support of academic programs
- Contributing to the College's strategic planning and institutional effectiveness processes
- Serving on the College's standing committees and working groups as assigned

8.2 Faculty Assignments

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

All full-time faculty instructional loads must include in-person classroom instruction each semester as determined by the college.

Teaching Loads

8.3 Curriculum Teaching Loads

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (whichever threshold is met first) or its equivalent based on a 16-week academic semester. The College President may authorize increases to full-time instructional loads as needed to address programming requirements. Such increases may apply to all areas of instruction or to specific programs. Instructors who are assigned an instructional load beyond the guidelines established above may receive additional compensation. In such cases, instructors will receive temporary part-time instructional contracts prorated for the credit or contact hours exceeding the general full-time load of 18 semester credit hours or 25 weekly contact hours or its equivalent based on a 16-week academic semester. For further information on work hours, please visit [Section 5.16- 5.17 and 5.17 5.18 Employee Work Schedules](#).

8.4 Course Overload/Reductions for Faculty

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

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

Any exceptions that exceed the amount of overload referenced above will need to be submitted via the Full-Time Workload Exception Form via the College's electronic form and approval system.

The Full-Time Workload Exception Form must be approved prior to the beginning of class. Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required on-campus and office hours.

Instructors may be assigned a reduced instructional load in order to support College needs such as supplemental instruction and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, and academic assessment activities. Any reduction in a full-time instructor's assigned load must receive prior approval from the instructor's appropriate senior level administrator(s) ~~Divisional dean, Vice President for Academic Affairs, Vice President of EWD and the President~~, to include program director and/or department chair, divisional dean, and the appropriate vice president. Program Directors may be eligible for course load reductions as required by accrediting agencies and/or external review boards.

8.5 Full-time Staff Teaching Load

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

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

8.6 Absences

Absences from the campus during the faculty member's scheduled hours must be cleared with the appropriate department chair/director (or designee). Faculty members are expected to make arrangements in advance with the appropriate department chair/director (or designee) for any absences from regularly assigned duties. The department chair/director (or designee) will notify the appropriate Dean. In case of emergencies, or unavoidable absences, instructors are required to call in and report such directly to the appropriate department chair/director (or designee). If the department chair/director (or designee) is unavailable, the instructor should talk with the appropriate Dean.

Faculty must follow the guidelines set forth in ~~5.42 5.43, 5.46 5.45, and 5.47~~, and 5.48 to document any time missed.

Any class time that is missed due to an absence must also be documented in the attendance recording system and make-up documentation must be provided to the department chair/director.

8.7 Conducting Classes

All instructors are expected to be ready to begin their classes at the published start time, take attendance, and conduct their classes until the published end time. Instructors will shift course delivery methods/modalities only if directed by the College due to unforeseen circumstances that interrupt the normal class schedule.

8.8 Office Areas

Every full-time curriculum faculty member is provided with either a private or semi-private office and is expected to maintain the office space in a professional manner.

8.9 Professional Development

Each faculty member will engage in a program of continuous professional improvement and participate in required professional development activities, including those scheduled on specified days in the academic calendar. Faculty members will utilize professional development opportunities to maintain the qualifications required by their programs and accrediting bodies.

8.10 Supervision of Students

Students must be under supervision at all times during scheduled classes, labs, or shops to ensure safety of students and protection of College assets. Faculty members are not to leave their classes, labs, or shops when in session. If an emergency requires a faculty member to leave a class, the program director, department chair, and/or the divisional dean must be notified.

8.11 Academic Advising

Academic Advising is an integral part of the total educational process of the College and is a collaborative effort between faculty and the Academic Advising Center. Most new students and all non-degree seeking students initially receive advising through the Academic Advising Center and will later transition to a faculty advisor. Most University Transfer students will continue to receive advising through the Academic Advising Center throughout their enrollment at the College. The assignment and reassignment of a student to an advisor will be made by the Registrar's office in cooperation with the appropriate department chair or dean.

8.12 Classroom Expectations

All faculty are expected to inform students of classroom expectations as delineated in the CFCC Catalog, Student Handbook code of conduct, and syllabus as well as including any additional expectations for their students that are necessary to provide a classroom atmosphere conducive to effective learning. These classroom expectations must be explicitly stated in the course syllabus. Instructors must also incorporate into their classroom expectations allowances for students with documented accommodations (see sections 8.15 8.17 and 8.18 for additional information). It is at the discretion of the instructor/chair/director on the allowance of food and beverages in classroom locations. No food or beverages are permitted in any computer classrooms or labs at any time.

Evaluation of the Faculty

8.13 Faculty Performance Evaluation

All faculty will be evaluated for job performance, professional improvement, and assigned duties to ensure consistent professional instructional performance. The administrative staff and academic supervisors will make evaluative judgments and observe to what degree instructors meet these criteria.

Visits to the classroom, laboratory, or shop by appropriate supervisors are an integral part of faculty evaluation. The purpose of such visits is the observation of the teaching-learning process in the particular setting. Following such visits, the faculty member being observed is given written

feedback. The faculty member and evaluating supervisor may meet at a convenient time for a discussion of the class visitation.

8.14 Student Evaluations

Students have the opportunity to evaluate faculty during each course. A summary of these evaluations is available to each faculty member. A hard or digital copy will be accessible from the appropriate department chair/director.

8.15 Course Syllabi and/or Outlines

Course syllabi and/or outlines are available for all courses included in the curricula offered at Cape Fear Community College. Faculty members will review these and develop their lesson plans around the objectives of the course being taught. Faculty members will review or revise these course syllabi and/or outlines prior to the beginning of each semester.

8.16 Information for Students

Each instructor is required to provide students with essential class information on the first day a class meets. Essential class information should include (a) the most current course description from the NCCCS Combined Course Library, (b) the major objectives of the course (written in terms of what the student will do rather than what the instructor will do), (c) required textbooks and materials, (d) the course requirements (what will be expected or required of the student), (e) the College's grading scale, (f) the course prerequisites and corequisites, (g) the attendance policy, (h) a schedule of major assignments and due dates, (i) an academic integrity/plagiarism statement, (j) children on campus statement, (k) the College's policy on technology and e-mail account use, and (l) the most current accessibility statement provided by the College's student accessibility services unit (see subsection **8.16 8.18** of this handbook). In the event of any changes to the original course syllabus during the conduct of the course, all changes must be communicated in digital format and/or hardcopy to students. All instructors will provide their essential class and contact information to students through the College's LMS.

8.17 Students with Disabilities

The rights of students with disabilities are outlined in Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA). Section 504 is a Federal Civil Rights Law, which prohibits discrimination against individuals with disabilities. Section 504 states: No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving federal financial assistance.

The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008 expands the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities. The ADA is a civil rights statute that promises equal access to opportunities for persons with disabilities. A "person with a disability" as defined by law is someone who has a physical or mental impairment that substantially limits one or more major life activities.

Students with disabilities are a rapidly growing minority at CFCC, as elsewhere in American higher education. To assure equal opportunity for all students, both physical and programmatic

access must be provided. This means more than the removal of architectural barriers and the provision of auxiliary services. It means that reasonable accommodations must also be made in the instructional process.

CFCC supports faculty who, in cooperation with Student Accessibility Services, provide authorized accommodations and support services, in a timely manner for students with disabilities. Students with disabilities are not required to disclose their disabilities or register with Student Accessibility Services. However, when requesting specific accommodations, they are required to submit supporting documentation and register with CFCC Student Accessibility Services to determine appropriate accommodations.

Faculty do not have the right to refuse to provide required accommodations or to question whether a disability exists in accordance with the ADA. However, faculty are encouraged to have input into the means for providing accommodations in their particular classes. A student with a disability must be able to understand the material and communicate that understanding to the instructor. Support services give the student the opportunity to achieve that outcome without altering the fundamental nature of the course or program.

If a faculty member has questions about the appropriateness of a required accommodation, he or she should not address concerns with the student but should consult with the Student Accessibility Services Office. Faculty should always require students to submit a current Accommodations **Form Letter** from Student Accessibility Services before providing any accommodations. Faculty should be discrete when discussing disability issues with students. Faculty should not address any disability related issue in front of a student's classmates.

8.18 Syllabus Statement

Faculty are encouraged to make an announcement at the beginning of the semester inviting students with disabilities to schedule appointments to discuss accommodations. If the student brings a disability issue to the attention of the instructor and is not registered with Student Accessibility Services, please instruct the student to contact Student Accessibility Services in order to request services. Instructors should not ask a student if he or she has a disability. All instructors will include a statement on their class syllabus/essential class information that informs students how they may request accommodations from Student Accessibility Services. Instructors will refer to the guidelines provided by for such statements (<https://cfcc.edu/studentaccessibility-services/>).

8.19 Accessibility of Instructional Content

Instructors who teach online or hybrid/web-assisted classes and/or provide information via web pages or through the College's LMS have a responsibility to ensure that their instructional content is accessible to students with disabilities. Instructors who use films and videos in their classes must make sure those films and videos are accessible to students who have hearing or vision loss. Films and videos must be captioned for students who are deaf or hard of hearing, and any video or film with sub-titles must be made audible for students with vision loss. Please contact Student Accessibility Services for assistance with accessibility issues.

8.20 Service Dogs

Service dogs must be allowed in class. If it is not obvious what service the animal provides, only limited inquiries are allowed. Two questions may be asked: 1) Is the service animal required

because of a disability and 2) What work or task has the animal been trained to perform? Do not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog or ask that the dog demonstrate its ability to perform the work or task.

8.21 Disposal of Complimentary Textbooks

Examination and complimentary textbooks will not be sold. Instructors who receive complimentary textbooks should either donate them to the College's library, which may or may not retain them, or keep them as reference materials. This requirement is based on the following memorandum from the NC Community College System: It is the opinion of the Attorney General that complimentary textbooks are the property of the colleges and may be disposed of only in accordance with G.S.115D-15 and with the approval of the State Board of Community Colleges. Any proceeds must be used for capital outlay purposes.

8.22 Academic Freedom

Academic freedom is essential to the mission of higher education, which is to allow and promote free inquiry into the total environment of human endeavor. A college exists for the purpose of examining questions and issues arising out of that environment, including the past, the present, and the future. Cape Fear Community College firmly believes in freedom of inquiry, freedom to teach, freedom to share, and freedom to learn from others. All freedoms carry with them responsibility to use them with care and with full consideration for the rights and freedoms of others. Instructors must comply with copyright laws regarding duplicating all copyrighted materials.

8.23 Class Documentation

Instructors will take attendance during each class or laboratory session and enter their classes' attendance records into **Web Attendance the attendance recording** system on a weekly basis. Instructors will also maintain an updated gradebook in the College's LMS for each of their classes, regardless of those classes' mode of instructional delivery. The responsibility for grading students rests with the faculty and will be in accordance with the College's grading scale as delineated in the current Cape Fear Community College Catalog and Student Handbook. Midterm and final grades must be entered by the instructor of record by the deadlines provided by the College's Registrar.

8.24 Field Trips

Well-planned field trips can provide valuable learning experiences. Faculty planning field trips should have the approval of the appropriate department chair and dean prior to the trip and a completed field trip form should be given to the following: The Director of Safety and Training/Safety department/program chair, appropriate dean, the Vice President Academic Affairs and the Dean of Students. The field trip form must include the following: (1) the nature and location of the planned field trip, (2) objectives of the trip and its relationship to the courses being taught, (3) the date and hours students will be off-campus, (4) a roster of students participating in the field trip, and (5) contact cell phone number. A field trip notification should be placed on the classroom door on the day of the scheduled trip. All students participating in a field trip should also complete a field trip waiver form prior to the field trip.

8.25 Live Client Projects

State Board Code defines live client projects as:

1. Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal property or real property; or
2. Educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

All live client projects undertaken through the College's educational programs will adhere to the College's established procedures for such projects in accordance with 1H SBCCC 300.1 Live Client Projects.

8.26 Faculty Association

The Faculty Association consists of full-time faculty members. Part-time faculty are invited to join the Faculty Association as non-voting members. The purpose of the Faculty Association is to:

1. Serve as an organization through which members may discuss and interpret matters concerning the Faculty, and to provide assistance and encouragement to fellow members;
2. Involve the Faculty in the affairs of Cape Fear Community College in order to enhance the effectiveness and quality of the College;
3. Participate in planning the educational program planning and in developing educational policy
4. Maintain a close working relationship between the Administration and Faculty in contributing to the success of this College in accomplishing its goals and purposes. (See Appendix A for a copy of the Faculty Association's Constitution and ByLaws)

8.27 Online Learning and Instruction

In order to fulfill its mission of providing students with high quality, dynamic, and innovative educational opportunities, CFCC offers many courses through a variety of synchronous and asynchronous modes utilizing online learning management systems (LMS). To serve all students equally, CFCC is committed to ensuring that classes offered through these modes are comparable to and consistent with the academic quality and rigor of traditional face-to-face classes. Instructors of classes delivered fully or partially (hybrid/web-assisted) through an online LMS will provide students with engaging and collaborative pedagogical activities; coherent instructional units with specified due dates throughout the academic term; regular and substantive feedback on coursework; and timely responses to student emails and phone messages. All CFCC classes delivered fully or partially through an online LMS will also comply with the College's online instructional standards, design parameters, and accessibility guidelines. As with all curriculum instruction provided by the College, department/program chairs and instructional deans are responsible for reviewing and evaluating the academic quality of all the classes their instructors teach through an online LMS. Department/program chairs will assign online and hybrid/web assisted classes to instructors based on instructors' demonstrated compliance with the College's online instructional standards, design parameters, and accessibility guidelines, as well as the overall quality of the online/hybrid/web-assisted instruction those instructors have provided in prior semesters.

8.28 ACA—Academic College Student Success

~~The Learning Resource Center coordinates the offering of ACA/Academic courses, including ACA-111 College Student Success and ACA-122 College Transfer Success.~~

8.29 8.28 Graduation Activities

All full-time faculty members will participate in the College's graduation activities as assigned by their divisional dean.

SGA REPORT

Mr. Nicholas stated that he has been accepted into the NC State University Aerospace Engineering program with a full ride. He is very thankful for his time at CFCC and thanked everyone for helping him to be successful.

Mr. Nicholas introduced Ms. Cara Allen, the new SGA President. Ms. Allen stated it is her goal to increase student involvement and she is excited and grateful for this opportunity.

FACULTY ASSOCIATION REPORT

Mr. Nelson Beaulieu presented the following report.

The CFCC Faculty Association held its final regular meeting of the Spring 2022 semester on April 24th, with 25 faculty members in attendance, both in person and virtually.

The Faculty Association has completed the election process for new Divisional Representatives. Amanda Browne, Mary Gheen, and Mandy Murfee are continuing as representatives, and Stephen Blackburn and Traci Whitton are new representatives. The Division Representatives serve one-year terms.

Ms. Rhonda Franklin will be leaving as Secretary at the conclusion of the semester and a replacement will be needed for the fall. I thank her for her service to the Faculty Association during the past few years and to the college more generally. She is a tremendous asset to this institution and her work and dedication are greatly appreciated by faculty across every discipline.

I'd also like to thank Eric Brandon, outgoing Association President for his leadership during his term and through this transition process. Like Ms. Franklin, Dr. Brandon's work and dedication make Cape Fear Community College a stronger and better-connected institution of higher of learning.

The Faculty Association's primary focus next year will continue to be on compensation. At our most recent meeting, John Cann, eastern divisional representative of the state faculty association reported on the state associations plan for improved compensation. He highlighted the following facts:

- 1. According to the hiring sight zip recruiter, North Carolina ranks 50 out of 50th for community college faculty compensation.**
- 2. In order to meet the regional average, a pay increase of 8.75% would be required.**
- 3. In order to meet the national average a pay increase of 35.6 % would be required.**

4. The K-12 system now offers significantly higher compensation for faculty. The state association notes that the community college system is losing faculty as a result.

The association would like to thank the Board of Trustees and President Morton for their efforts in confronting the struggle that faculty are currently facing with regards to compensation. Two \$1500 bonuses have been paid to faculty over the past year and a 2% pay increase has been given to faculty through the college. These efforts have helped, they are deeply appreciated, and they have not gone unnoticed.

FOUNDATION REPORT

Mr. Fernando presented the following report.

Year-to-Date revenue is \$2,459,231.27 – *report as of 05/04/23*

Notable Giving:

- \$60,000 from Jack and Pam Fuller for new nursing annual scholarship
- \$32,000 from an anonymous donor for the Student Emergency Relief Fund
- \$25,000 from Jack and Pam Fuller for Broadway for a Better World / Wilson Center Program
- \$40,000 from the Cape Fear Memorial Foundation to endow a nursing scholarship in memory of W. Carter Mebane III
- \$100,000 received from the Estate of Eileen Rock to endow a nursing scholarship
- \$12,150 from Jeff and Jan Turpin supporting students who are pursuing an associate degree to transfer to a four-year university or a student learning a trade
- \$10,000 from Jim and Elaine Hynes to support music program scholarships
- \$15,000 from the Cynthia & George Mitchell Foundation supporting scholarships in Construction Management and Sustainability Technologies
- \$25,000 from Dan Saklad to support nursing scholarships through the Sheila M. Saklad Accelerated Nursing Fellowship
- \$15,000 from Linda and Reid Murchison supporting students in any CFCC program that are in financial need
- \$25,000 from Bonnie and Ed Ricciardelli to supporting nursing scholarships
- \$15,000 from Jason Thompson to support nursing scholarships
- \$10,000 from the Willie Stargell Foundation supporting nursing scholarships
- \$15,000 from Ann Longley supporting nursing scholarships

Events and Accomplishments:

- The Nursing Program Gathering to support nursing scholarships on April 27, 2023 raised over \$1 million for nursing scholarships.
- The Veterinary Technology Program Gathering on April 20, 2023 raised over \$18,000 to support student rabies vaccinations.

- The scholarship cycle for the upcoming academic year opened on March 1 and will accept application until the end of May.
 - As of 5/3/2023, **1,019 students have accessed our online scholarship application:**
 - 724 students have submitted their scholarship application
 - 295 students have started to fill out their application

ANNOUNCEMENTS

DATE OF NEXT MEETING – JULY 20, 2023

Meeting adjourned at 7:10pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Robinson, Rodney	Instructor, ADN Level I	05/22/2023
Fisher, Kara	Student Accounts Specialist	05/22/2023
Smith, Ashley	Technician, Purchasing	05/22/2023
Castro Blackwell, Emily	Teacher, Childcare Development Center	06/01/2023
Walker, Paul	Technician, Maintenance II	06/01/2023
Thompson, Logan	Executive Director, CFCC Foundation	06/05/2023
Beardslee, Carleigh	Graphic Designer and Project Manager, Wilson Center	06/12/2023
Muldoon, Dara	Project Director, Title III Programs	06/12/2023
Moore, Robert	EWD Elect. App Instructor - Pender County	06/19/2023
Bilich, David	Elec App Inst - EWD NH Golden Leaf Grant	06/26/2023
Breedlove, Shawn	Event and Meeting Manager	06/26/2023
Espinal de Moya, Shantia	Student Services Specialist - North Campus	06/26/2023
West, Levonda	Instructor, Nurse Aide I & II	07/05/2023
Cole, Kelsie	Technician, Accounts Payable	07/05/2023
Read, James	Computer Technician, ITS	07/10/2023
Goder, Nathaniel	Computer Technician, ITS	07/10/2023
Rosen, Mary	Radiography Clinical Coordinator	07/10/2023
Sanderson, Lindsay	Assistant Director, Drop-In Child Care Center	07/10/2023

Changes

Full Name	Job Title	Hire Date
Berger, Rebecca	Program Director, Radiology	06/01/2023
Graham, Kimberly	Accountant	06/01/2023
Barker, Jessyca	Admissions Records Specialist	06/01/2023

McIntosh, Mary Elizabeth	Program Director, Upward Bound	06/05/2023
Lee, Michelle	Chief of Staff	06/01/2023
Black, Ashley	Production Manager, Wilson Center	06/01/2023
Prevatte, Allison	Instructor, Licensed Practical Nursing	06/07/2023
Montagano, Laura	EWD Instructor, Basic Skills, NHCC	06/19/2023
Walker, Paul	Technician, Maintenance II – North Campus	06/30/2023
Griffin, Katie	Program Director, Nurse Aide	07/01/2023

Employees Leaving the College

Full Name	Job Title	Last Day
Granado, Lauren	Instructor, Biology	05/12/2023
Hogue, Susannah	Instructor, Math	05/12/2023
Kellough, Susan	Lead Instructor, Emergency Medical Science	05/26/2023
Mann, Melissa	Executive Asst. of the VP of Adv. and the Arts	05/31/2023
Squires, Dawnanna	Teacher, CDC	05/31/2023
Hill, Frankie	Instructor, Automotive Customizing Technology	05/31/2023
Frost, Jared	Mail Clerk, Shipping and Receiving	05/31/2023
Guzman, Sarah	FT Case Manager, Pathway 2 Home Grant	06/02/2023
Jackson, Samantha	Computer Tech, ITS	06/09/2023
Matthews, Kaitlyn	Academic Advising Center Advisor, Title III Grant	06/09/2023
Meno, Bradley	Computer Tech, ITS	06/09/2023
Koch, Jennifer	Assistant VP, Instructional Operations	06/11/2023
Hebert, Breana	Director of Advancement	06/16/2023
Council, William	Dean, Career & Technical Education	06/23/2023
Moench, Deidre	Library Technician	06/28/2023
Thomas, JaJuan	Textbook Assistant Bookstore	06/30/2023
Criswell, Lynn	Dean, General Education & Sciences	06/30/2023

Metty, Robin	Senior Administrative Assistant - Arts & Sciences	06/30/2023
Becker, Amanda	Instructional Designer	07/07/2023

Retirements

Full Name	Job Title	Retirement Date
Moon, Melissa	Instructor, Communications	06/01/2023
Lobosco, Patricia	Instructor, Psychology	06/01/2023
Collentine, Donna	Program Director, Radiography	06/01/2023
Shepard, Ericka	Instructor, Communications	06/01/2023
Gizzi, Debra	Admission Records Specialist	06/01/2023
Faircloth, Martha	Technician, Bookstore Shipping and Receiving	07/01/2023
McLiverty, Claudina	Program Director, Nurse Aide	07/01/2023
Lloyd, Peter	Technician, Maintenance II - North Campus	07/01/2023
Lee, Catherine	Dean, Learning Resource Center	07/01/2023

CHAIR'S REPORT

Reappointments

Congratulations to Ms. Paula Sewell who was reappointed by Governor Roy Cooper. Ms. Sewell will serve from 2023-2027.

Congratulations to Mr. Bill Cherry who was reappointed by the New Hanover County Commissioners. Mr. Cherry will serve from 2023-2027.

Graduation

Summer Graduation will be held 9:00 am, Friday, August 4, 2023, at the Wilson Center. Additional details will be forthcoming.

Trustee Tour

A tour was held for Trustees on June 12. The tour encompassed the Downtown & North campuses.

President's Goals

The goals for 2023-2024 for President Morton are as follows:

Goals

- I. **Goal: Improve Student Enrollment**
Objectives:
 - i. Enhance recruiting efforts
 - ii. Improve relationships with middle schools, high schools and universities
 - iii. Increase and expand program/course offerings

- II. **Goal: Improve Student Success**
Objectives:
 - i. Improve Student Wraparound Services
 - ii. Build student support through business relationships and partnerships
 - iii. Increase scholarship funding

- III. **Goal: Improve Partnerships with Business and Industry**
Objectives:
 - i. Collaborate to determine training needs
 - ii. Create more program partnerships
 - iii. Create more apprenticeship opportunities

- IV. **Goal: Diversity**
 - i. Improve Recruiting Initiatives
 - ii. Address Enrollment Barriers
 - iii. Improve Community Engagement/Partnerships

PRESIDENT'S REPORT

Wilmington Biz Power Breakfast

Attended the Wilmington Biz Power Breakfast and served on a panel with other community leaders during the quarterly gathering on June 29. The discussion focused on the demand for healthcare in our region and plans to expand the workforce, facilities, and availability of health care in our community.

CFCC Career Academy

Career Academy camps are once again being offered to select area middle schools that are traditionally underserved. The camps are being held July 10-21 and July 24 – August 4. Approximately 300 students will participate in hands on projects in various programs at the North and Downtown campuses. This program is free for participating students through a legislative grant pioneered by state Senator, Michael Lee.

EdNC's Perspectives Article

Wrote an article for EdNC.org on CFCC's Career Academy summer camps. The published article, titled, "Perspective - Unlocking futures: Empowering middle schoolers through career exploration" highlights how learning by career exploration is one of the easiest and most effective ways to introduce students to potential career pathways.

Pathway Home 2 Grant

Since its inception, Pathway Home 2 is a grant funded through the Department of Labor designed to assist with the reduction of the recidivism rate and assist individuals with the attainment of credentials. Currently, we serve 216 participants. The state average rate of recidivism is 49% while our current rate is 16% which matches our goal. A program audit, reviewing our financial practices with the grant was completed June 20 - July 3 without any findings.

Resume Lab

The Resume Lab is a new service offered by CFCC designed to assist everyone in the community, free of charge, to update and craft professional and impactful resumes, empowering them to excel in their careers. The lab also provides one-on-one assistance with job research and cover letters. Individuals receiving services from the Resume Lab have the chance to learn more about CFCC programs and career transition and development opportunities.

Student-Athlete Graduates

CFCC's Spring Commencement had the largest graduating class of student-athletes in program history. Thirty-three students walked across the stage on May 12, representing 89 percent graduation rate of athletic graduates.

N3CSDPA Summer 2023 Conference

CFCC hosted the North Carolina Community College Student Development Personnel Association (N3CSDPA) Summer Conference June 22-23. The organization serves as a resource and support to entry and mid-level Student Services personnel from across the 58 community colleges (admissions, counselors, advisors, recruiters, disability services, etc.) in the state. Sabrina Terry, CFCC's VP of Student Services, serves as the President.

BLET and Electrical Line Worker Graduations

The BLET and Electrical Line Worker programs held graduation ceremonies in June. The BLET program graduated 48 students and the Electrical Line Worker program had 43 graduates.

2023 Collegewide Planning Retreat

CFCC held its annual collegewide Planning Retreat June 22. The main focus was for faculty and staff from all areas of CFCC to gather and provide input for the College's next Strategic Plan. Areas of discussion were Career and Technical programs, Continuing Education and Workforce Development, Health and Human Services programs, University Transfer program, Student Services, and the Business Office.

Small Business Summit

CFCC's Small Business Center hosted its inaugural Small Business Summit May 20 which included a market fair, free professional headshots for all small business owners and a full day of workshops. This one-day event aimed at empowering local entrepreneurs and small business owners. There was a strong turnout with 50 vendors and 162 attendees.

Nixon Leaders Center Event

CFCC's Nixon Leaders Center hosted an event on June 19 featuring guest speaker, Sonya Patrick. Ms. Patrick shared her powerful insights and experiences with the CFCC community to highlight the significance of Juneteenth.

CFCC and Food Bank of Central & Eastern North Carolina Partnership

CFCC and the Food Bank of Central & Eastern North Carolina are partnering to offer eight individuals a scholarship to participate in a ten-week Culinary Fundamentals course. The scholarship covers the full cost of all registrations and fees, uniform, and knife kit. Participants also receive a weekly stipend of \$200 and a food box containing fresh produce and shelf-stable non-perishables. This partnership seeks to provide individuals who are unemployed, under-employed, justice-involved, and/or food insecure with an opportunity to learn fundamental skills and techniques needed to have a successful career in the food industry.

Launch of Upward Bound Program

The CFCC Upward Bound program is designed specifically for motivated Pender High School and Heide Trask High School students who demonstrate the potential for success but may face economic and social barriers to pursuing higher education. Eligible students must demonstrate a financial need or be a first-generation-to-college student. This initiative aims to provide students with the necessary tools, resources, and support to excel academically and pursue higher education opportunities.

Construction Academy

CFCC is offering a 10-week course designed to provide students a comprehensive understanding of the construction industry and equip them with the skills needed to succeed. The academy runs from June 19 to August 30.

Summer Camps

First Responder Academy

First Responder Academy, provided by our Public Safety department, is a new program available for students ages 13-16 and will be held July 19-22 at North Campus. Throughout the week, campers will gain experience with EMS, Fire Safety, and Law Enforcement Training.

Movie-Making Camp

CFCC's Film & Video department hosted Movie-Making Camp which was held June 26-28 for students ages 13-16. This summer career exploration camp taught the process of movie-making from original concept to an edited short film.

Chemical Technology Camp

The Chemical Technology program hosted local area high school and college students for its annual CT camp June 19-23. Students participated in a daily lecture on how chemistry connects to their everyday lives, covering topics ranging from drinking water to cosmetics; they then carried out their own lab experiments using CFCC's industry standard equipment not available to many local area high schools. They learned about the wide variety of opportunities in STEM fields while practicing real-world science.

Mental Health First Aid Training

CFCC's Student Services division completed a comprehensive Mental Health First Aid training conducted by several staff members in our Counseling department who are certified Mental Health First Aid Instructors. This initiative is part of CFCC's ongoing commitment to its student population's well-being and mental health. So far over 100 individuals have been certified to respond to mental health crises. Beginning on July 1, this training is being offered for all faculty, staff, and students in an on-going capacity.

NC Blueberry Festival

CFCC had an extremely high-level of interest at the NC Blueberry Festival in Burgaw June 16-17. Over 20 staff and faculty volunteered for 13 hours of the festival which garnered over 40,000 attendees. Team members included faculty from multiple CTE programs, EWD staff, and Student Services staff. Representatives engaged with the public about our programs and services and collected interest cards from prospective students and parents.

CFCC Nurse Aide Student Wins SkillsUSA Competition

McKenlea Horrell, a dual enrollment student performed against other high school students across North Carolina and secured first place in the SkillsUSA North Carolina State Conference for Nurse Assisting. She recently graduated from Pender High School and received her Certified Nurse Aide (CNA) certification from CFCC. Ms. Horrell competed in four skill sets that demonstrated quickness and proficiency.

DREAMS Center for Art Education

CFCC and the DREAMS Center for Art Education have partnered to provide a one-month art education experience for aspiring graphic designers. DREAMers, ages 15-17, spent three days a week throughout the month of June training in graphic design and illustration fundamentals, all

while learning the necessary skills to explore and create graphic imagery.

CFCC 2023-2026 Accountability and Integrity Plan, Economic and Workforce Development

Introduction: Accountability and Integrity Planning for Workforce Continuing Education

Accountability within the North Carolina Community College System's (NCCCS) Workforce Continuing Education division encompasses an array of concepts including governance, institutional values, programs, industry sectors, and community partners. The NCCCS is mandated through the State Board of Community College Code (1B SBCCC 400, 1D SBCCC 300.4) to review the programs provided, ensuring that occupational training is relevant to the workforce, responsive to training needs, and utilizes state funds responsibly. In addition to SBCCC requirements, colleges are responsible to a number of external agencies for maintaining documentation regarding program compliance. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies, and various grant entities.

The following document outlines the Accountability and Integrity Plan for Cape Fear Community College's Economic and Workforce Development Division. The plan has been adopted based on a state-wide accountability model in which all North Carolina Community Colleges have had some input or representation. This plan is a local plan and will be monitored and reviewed at least twice per year and as needed by the internal Economic and Workforce Development Division. The plan will also be reviewed for approval every three (3) years by the CFCC Board of Trustees.

The plan adheres to the CFCC Strategic plan in an effort to:

1. Review programs for relevancy, rigor, and quality
2. Develop goals for growth and sustainability
3. Ensure state budget compliance.

The document supports accountability requirements to monitor and support internal control processes and best compliance practices. Due to the number of changes for Workforce Continuing Education at the state level, CFCC has decided to place a heavy emphasis on compliance measures for state budget reporting. The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Demand.

For each area, goals, and objectives are outlined that support the mission of both the NCCCS and CFCC to enhance student success through the delivery of viable high-quality workforce training programs.

This document provides a list of objectives for the Accountability and Integrity plan for the 2023-

2026 academic years; additional objectives will be added and assessed as CFCC, determines, and develops additional accountability measures and processes as needs arise.

ACCOUNTABILITY AND CREDIBILITY POLICY AND GUIDELINES (VISITATION PROCESS)

I. ON-SITE VISITS TO EACH CLASS

It will be the responsibility of each Director and/or Administrative designees to visit at least fifty percent of off-campus and online classes and twenty-five percent of on-campus classes within their area of supervision. The purpose of these visits will be to confirm the existence of classes reported and to ensure that instruction is consistent with the purpose of the course being presented. The visit will be officially recorded by signing and dating the Class Visitation report. If concerns are noted, the Class Visitation Report will be detailed and the appropriate Director notified of discrepancies. It should be noted that verification visits may occur at any time during the duration of a course. Each Director or administrative designee will be responsible for completing the Accountability Plan Term Report at the end of each term and submitting it to the Vice President of Economic and Workforce Development and or his/her designee.

All new faculty will be evaluated by their immediate supervisor during their first term of employment. All full-time and part-time instructors will be evaluated annually. Instructor classroom evaluations will be documented by use of the Classroom Visitation Form annually with official copies being made available for the instructor. Opportunities for improvement will be shared with those instructors found to be lacking in teaching effectiveness, and follow up assessment by administrators will be made to determine if improvements have been implemented.

The Vice President for Economic and Workforce Development and or his/her designee will conduct unannounced class visits throughout the term and will complete the Class Visitation report for documentation. A standard of **ten percent** of online and off-campus classes will be used as a minimum requirement for visitation. Copies of these reports will be forwarded to the appropriate Director for review, filing, and for follow-up activity. Each year the Vice President of Economic and Workforce Development will present class visitation reports to the Board of Trustees.

II. ONLINE CLASS VERIFICATION

It will be the responsibility of each Director and/or Administrative designees to verify 100% of all online/hybrid/blended course offerings by running class activity reports after the census date and again prior to the end date of the class.

III. INSTITUTIONAL APPROVAL PROCESS FOR CONDUCTING A CONTINUING EDUCATION CLASS

1. The Vice President of Economic and Workforce Development and or his/her designee will be responsible for approving the establishment and offering of all CE Economic and Workforce Development classes, Articulation agreements with Curriculum, and for the approval of all new instructors.
2. The Directors and/or an administrative designee will be required to notify the Vice President of Economic and Workforce Development and or his/her designee of all new or unique programs that may be pending, and have authorization from the Vice President of Economic and Workforce Development and or his/her designee prior to the beginning date of each new class. Requests for the origination of these courses should be supported by a course outline, the purpose of the course, qualification of the instructor, financial viability, industry input and identification of the proposed target audience.
4. To maintain excellence within the classroom, it will be the responsibility of the Director and/or administrative designee for Corporate and Continuing Education to evaluate all classes on a regular basis.

The Economic and Workforce Development Division will measure progress made in achieving these educational goals through staff development workshops, regularly scheduled faculty training activities, and with input from advisory boards representing various aspects of the community. An annual review and evaluation of the Strategic Plan will indicate if these goals are being targeted.

5. Student class surveys provide the Economic and Workforce Development Division with data necessary to affect change within the instructional areas of the classroom.

IV. INSTITUTIONAL RESPONSIBILITY FOR ACCURACY IN REPORTING PRACTICES IN ECONOMIC AND WORKFORCE DEVELOPMENT PROGRAMS

The CE Economic and Workforce Development Division has developed this plan. The plan has been approved by the Executive Leadership of the College. Upon approval by the local and state boards, the President will ensure that the internal plan will be properly maintained and reviewed, and that the College will comply with its procedures.

A. Governance Priorities

Governance Priority, as defined by CFCC our courses, will be measured in terms of ensuring fiscal responsibility, accountability, and financial stability. This will be

monitored by addressing the following:

1. Monitor current spending, forecast future funding requirements, and sustain financial stability. Monitoring will occur quarterly by viewing Clarity budget reports, working with the CFCC Business office on a term basis and by providing feedback for mid-year budget revisions.
2. Consolidate/combine operations, when possible, to create efficiencies in operations. This will be done by improving electronic processes/procedures across the division (internal/external) through the use of online time and pay records. Continued use of shared drive for resource sharing, online record depository, online web-attendance and increased online/hybrid course offerings. cross training personnel in records and registration and instructional operations.
3. Continue to monitor internal compliance by following State Board Code and General Statutes.
4. Review changes to programs as indicated by NCCCS and make changes as needed to programs that meet new SBCCC changes.
5. Review class visitation sheets.

B. Academic Integrity

Academic Integrity will be measured in terms of monitoring program quality through faculty and performance, professional development, NCCCS performance measures, and other student outcomes defined by the College.

1. All credentialed faculty and staff should be encouraged to attend annual, regional, and state level training to stay current with each of their respective accrediting bodies. This also includes monitoring and meeting each accrediting body's standards during site visits.
2. Licensure pass rates, the number of completers, LEIS data (CCR), will be compiled annually by Directors and their administrative designees. Areas that score at/or below the state level will be required to meet with their teams and develop a plan to monitor and enhance student performance and faculty training and address the following items:
 - Follow up with credentialing agencies about individual scores and monitor instruction.
 - Create action plans to address student and instructor performance with measurable goals.

C. Market Demands

CFCC defines market demands as a heightened focus on workforce preparedness. This will be monitored through support for economic initiatives at the local and

state level, responding to student needs, and expanding our capacity to serve the community, agencies and industries.

1. CFCC's Economic and Workforce Division will focus on workforce preparedness supporting economic development initiatives by analyzing Workforce Continuing Education programs with the assistance of local industries. Modifications to course offerings/content to meet the changing needs of the workforce will be documented and monitored for success. CFCC will implement employer and student surveys to assess effectiveness of training provided to individual agencies or industries CFCC will also host partnership meetings and or advisory meetings regularly in which training ideas are shared.
2. To increase student outcomes, CFCC will partner with the community, organizations, and employer advisory committee members and donors to connect students to potential employers.
3. The EWD division will expand its capacity to serve the community, agencies, and industries. The CFCC Economic and Workforce Development Division will tap into various target markets to diversify training and enhance training opportunities by offering Pre-Apprenticeships and Apprenticeships in specified areas and enhance marketing efforts to reach a diversified student population.

The College President, having overall responsibility for college administration. The offices of the Vice President for Economic and Workforce Development and the Associate Vice President of Economic and Workforce Development have developed this plan for Accountability and Integrity. Upon approval by the local and state boards, the President will ensure that the internal audit plan will be properly maintained and reviewed. The President will also ensure that the College will comply with its procedures. Term reports will be presented to the College President through the Vice President of Economic and Workforce Development of all activities that have been accomplished to maintain the institutional Accountability and Integrity Guidelines.

Jim Morton
President
Cape Fear Community College

Bill Cherry
Chairman, Board of Trustees
Cape Fear Community College

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

New Hanover County Capital Outlay

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 9,353.39	\$ 763,320.39	\$ 935,800.00	\$ 172,479.61	Construction - complete 8/23
2	N Building Roof Replacement	\$ 39,062.00	\$ 219,980.00	\$ 1,236.20	\$ 260,278.20	\$ 402,000.00	\$ 141,721.80	Construction - complete 8/30/2023
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
6	Marine Tech S209 Aquarium Room Upgrades	\$ -	\$ 62,664.00		\$ 62,664.00	\$ 67,000.00	\$ 4,336.00	Construction - complete 7/23
	Completed Projects					\$ 267,200.00	\$ (5,620.02)	
	Category Totals					\$ 2,087,000.00	\$ 198,660.39	

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	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Construction

State Capital Improvement Infrastructure Funds (SCIF)

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$240,951.00	\$2,506,119.00	\$152,915.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Design

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,781,725.00	\$68,075.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Construction Bid Opening July 13, 2023

G Building Construction Bid Approval

H Building Renovation Phase 1

H Building Health & Human Services Renovation Phase 1 (319 N. 3rd St.) - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	H Bldg Health and Human Services - 319 N. 3rd St. Upfit - Phase 1	\$187,123.00	\$1,750,500.00	\$62,300.00	\$1,999,923.00	\$1,999,923.00	\$0.00	Under construction - completion 12/2023

3-1 319 N. 3rd Street

Naming Policy Revisions

Policy on Naming College Facilities

Original Version Adopted January 21, 2010

This Draft Version Revised ~~March 2017~~ July 2023

I. Purpose

A. Authorization. Cape Fear Community College (the “College”) is authorized by Section 115D-20(5) of the North Carolina General Statutes "to receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent" with the College's goals and state law. Furthermore, the College has established the Cape Fear Community College Foundation (“Foundation”) to raise funds for the College and to generally support the College through financial and other contributions. The Board of Trustees, in its sole discretion, may recognize a financial donation or other significant contribution to the College or the Foundation by naming a building, addition to a building, space in a building, outdoor space (such as a garden, court, plaza, or maker), street, and other tangible and relatively permanent feature (collectively, the "Facilities") located on College property after the donor or in accordance with the donor's desires.

B. Fair and Full Consideration. This policy should ensure that appropriate consideration is given to naming possibilities. The history of the College and issues of consistency and fairness will be taken into account during such consideration. Naming decisions and the honor associated with them must be fitting and of value for all parties involved.

II. Responsibilities

A. The Board of Trustees is responsible for naming College Facilities. The Board of Trustees may delegate approval authority to the President as allowed by this policy. Absent such delegation of authority, the Board of Trustees shall review naming recommendations and accept or reject such recommendations ~~in~~at its sole discretion. The Board of Trustees hereby delegates to the President the authority to approve without review by the Board of Trustees any naming opportunity that involves a total donation of ~~\$10,000~~ \$100,000 or less.

B. The President is responsible for recommending Facility naming contribution amounts and specific naming opportunities to the Board of Trustees. The President may delegate the review and administration of naming opportunities to the Executive Director of the Foundation or designee.

C. The Facilities Committee of the Board of Trustees is responsible for reviewing the President's naming recommendations prior to submission to the Board of Trustees. Such review may include any factors the Facilities Committee believes prudent. The Facilities Committee may, in its sole discretion, approve the President's recommendations and forward such recommendation to the Board of Trustees.

D. The Foundation is responsible for identifying and cultivating naming opportunities and administering the naming process. All naming opportunities shall be approved by following the guidelines outlined in II.A. above.

III. Naming Categories

A. Naming in Recognition of Distinguished Service. This naming category recognizes individuals who have attained achievements of extraordinary and lasting distinction for the benefit of the College. Generally, this category will honor individuals who have had direct, substantial, and active association with the College. A financial donation to the College is not required for this naming category.

Employees may be honored in this category provided such honor is bestowed at the end of the individual's service to the College.

B. A gift of monetary value appropriate to the Facility. This category recognizes donors who have made substantial financial contributions to the College or the Foundation. The term “donors” includes individuals, corporations and other organizations. Naming opportunities in this category may reflect the names of individuals, families, organizations, foundations, corporations, or memorials as requested by donors.

IV. Naming Standards

A. Benefit to the College. Naming recognitions must enhance the reputation and prestige of the College. Individuals, memorials, corporations or organizations proposed for Facility naming should have a positive image and demonstrated integrity that is consistent with the College's mission.

B. Corporate or Organizational Naming. Corporate or organizational naming of facilities shall be term-limited up to twenty years as articulated in the signed naming agreement unless approved as an exception by the Board of Trustees. Signage reflecting a corporate or organizational naming must conform to all CFCC branding guidelines and may not include the organization's logo or other branding components.

BC. Final Approval. Prospective donors or honorees must be advised that a naming opportunity is not guaranteed and is not final until approved by the Board of Trustees. Such donor and honorees must be provided a copy of this policy prior or as soon as practicable, after a naming opportunity is discussed.

CD. Pledge and Payment Shortfalls. A naming conferred in recognition of a pledge shall be contingent upon fulfillment of that pledge. A naming opportunity may not be finalized and placed on a Facility until at least 50%60% of a pledge is fulfilled. The College reserves the absolute right to rescind a naming if at any time the pledge is determined by the College to be fully or partially unfulfilled, subject to any terms in the signed naming agreement for that pledge. Should the College rescind a naming due to an unfulfilled pledge, the College shall be under no obligation to return any portion of the pledge already paid to the College by the donor, per the signed naming agreement.

~~Thereafter, if the donor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be rejected or, if the naming has already occurred, the naming may be revoked by the Board of Trustees after a pro rata period of time that reflects the number of pledge payments made, given the estimated useful life of the building or the term of years covered by the Facility naming agreement, as applicable. The Board of Trustees may revoke a bestowed naming if a planned gift upon which the naming was based is not realized at the value expected by the College.~~

~~**DE. Planned Gifts Insurance Policies.** A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement. Irrevocable planned gifts may be eligible under certain circumstances for a Facility naming upon Board of Trustees approval. A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement.~~

EF. Recognition Costs and Name Changes. All initial costs of signage initiated by a gift of monetary value are the responsibility of the Foundation. If a donor or honoree requests a change to the name of a facility or program (e.g., due to divorce or corporate merger), the Board of Trustees will consider the request, but the request may be denied in the discretion of the Board of Trustees. If approved, all replacement signage and other related costs shall be at the donor's or honoree's expense.

FG. Facility Repurposing. The duration of a donor's or honoree's name on any Facility ordinarily continues for as long as the Facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility or program, the Board of Trustees may deem that the naming period has concluded. The appropriate College representative will make all reasonable efforts to inform in advance and in writing the original donors or honorees or their surviving family members when the naming period is deemed to have concluded, but actual notice and consent from such donors or honorees is not required. The College may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

GH. Naming Procedures. The President may establish regulations and procedures reasonably required to implement this policy. Such regulations and procedures must include the following provisions.

HI. Recognition Formula. The amount of money required for naming Facilities generally will be based on a per square foot formula as determined by the President in his/her discretion. The formula is based on the calculation of the net usable square footage of a particular facility divided into the cost of construction or renovation to determine the net per square foot cost times the net usable square feet of a specific area or room. After the number is established, 10% of the total will be used as the minimum monetary gift amount. This formula may be modified depending on the facts and circumstances involved. In addition, high visibility interior and exterior spaces (such as lobbies, libraries, auditoriums, laboratories, athletic venues, walkways and plazas) should be

weighted for desirability and therefore may have a higher donation requirement than the figure determined by the standard formula. The degree of weighting will depend on the attractiveness of the opportunity. Any deviation from the standard formula must be reported to the Facilities Committee as part of its review of the naming opportunity if less than stated amount.

Gifts given for a facility naming opportunity will be used to support capital improvements to the facility or, if the facility is not in need of capital improvements, the gift may support other college needs as designated by the signed naming agreement and approved by the Board of Trustees. A donor's gift can only be used for one naming opportunity.

IJ. Prior Commitments. Naming commitments made by the College or Foundation prior to May 1, 2014 shall be honored.

JK. Nominating Process. The Foundation's Executive Director and the President ~~is~~ **are** charged with determining whether a proposed person is appropriate for recognition prior to submitting ~~a~~ **the** recommendation to the College Board of Trustees for final approval. A profile of the donor and/or ~~of~~ the honoree, ~~the profile of the distinguished member of the College community, intended use of donated funds,~~ and information about how the gift will be paid must be provided. ~~A written statement of intent from the donor must be made prior to the full Board of Trustees being asked to approve the naming.~~

KL. Background Check. Criminal, financial, or other background investigation may be performed on any person, corporation, organization, or other memorial who is not already well established with the College or may reasonably raise questions about the College's naming recognition at the digression of the President or Board of Trustees.

LM. Revocation of a Naming. If the donor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interests of the College, the naming may be revoked. If a person, corporation, organization, or other memorial for which a Facility is named is involved in a public instance of criminal misconduct or other moral turpitude that significantly damages or otherwise diminishes the reputation or standing of the College, the Board of Trustees may in its sole discretion remove the name from the Facility. The reasons for such removal must be documented. The College shall not be obligated to return any donation accepted for a naming opportunity that is revoked according to this section.

MN. Review of Documents. The Facilities Committee shall receive a report from the Foundation's Executive Director with details about any proposed naming agreement, including without limitation a biography or other background material, not limited to criminal or financial background, that explains how the naming opportunity benefits the College and enhances its reputation, and any other documentation or material it may request.

O. Due Diligence. Additional due diligence may be taken to avoid any appearance of commercial influence or conflict of interest in certain circumstances including facilities named for: corporations, organizations, public officials, or other state employees concerned with the function or oversight of the College.

NP. Facilities Committee Role. Naming opportunities must be approved by the Facilities Committee prior to consideration by the Board of Trustees.

EQ. Closed Session Review. Naming opportunities shall be discussed in closed session of the Facilities Committee and the Board of Trustees to ensure that the honor is not prematurely announced. Final approval of the naming opportunity shall occur in open session, but a rejection or decision to not proceed with a naming opportunity is not required to be considered by the Board of Trustees in open session.

PR. Announcement. Naming opportunities must not be announced to the public prior to approval by the Board of Trustees. If a naming opportunity is not approved or does not otherwise occur, the documents related to the naming opportunity are public records, but College staff should not publicize or discuss the naming opportunity outside of their official duties.

QS. Review and Updating. This Policy shall be reviewed periodically by the College and Foundation with all recommended changes requiring approval by the President and Board of Trustees.

ND: 4820-2465-9994, v. 1

FINANCE COMMITTEE

State Budget Revision

CAPE FEAR COMMUNITY COLLEGE							
State Budget Revision Report for Fiscal 2022 - 2023							
Allocation Description	July - Aug	Sept - Oct	Nov - Dec	Jan - Feb	Mar - Apr	May - June	YTD
Customized Training Allocation for CloudWyze	3,742	-				13,520	17,262
Customized Training Allocation for Vantaca	5,984	4,389		30,159	3,500	(5,743)	38,289
Customized Training Allocation for Edge-Works Manufacturing Company	4,752	171		550	6,600	(3,760)	8,313
Customized Training Allocation for Frontier Scientific Solutions		2,684				(2,114)	570
Customized Training Allocation for Polyhose				7,211	16,210	(7,893)	15,528
Customized Training Allocation for GAF - Burgaw						2,096	2,096
FTE Budget Recall						(18,375)	(18,375)
NC Career Coach Program		39,582					39,582
Golden LEAF Scholars Program		23,448					23,448
Title II Adult Education & Family Literacy Act (AEFLA) Federal Allocation		392,444					392,444
2021 - 2022 Carryover Allocation:		1,890,946					1,890,946
<i>Equipment</i>	1,209,506						
<i>Books</i>	72,408						
<i>Basic Skills Performance Based Funding</i>	6,539						
<i>Other Performance Based Funding</i>	602,493						
GEER Scholarship - COVID-19 Funds	1,747						1,747
Improving CTE (Perkins) Carry Over Funds			31,475				31,475
Longevity Allocation				498,928			498,928
Project Skill-Up (Tobacco Trust Funds)	100			(100)			-
Longleaf Commitment (Student Support Services - GEER Funds)	112,278					(33,990)	78,288
Longleaf Complete	1,272						1,272
Adult Learner Pilot Project - Carryforward to FY 22-23		13,967					13,967
Faculty Recruitment and Retention	440,352	39,417			34,592		514,361
Short-Term Workforce Development Grant - Carryforward to FY 22-23		3,343					3,343
Short-Term Workforce Development Grant		103,407					103,407
Summer Accelerator Grant Program	5,616				80,714		86,330
Expanding Community College Economic Impact Grant	99,819						99,819
Underserved Student Outreach and Advising Project (Longleaf Commitment)	141,826						141,826
Childcare Grant - Carryforward to FY 2022 - 2023		58,359					58,359
Unexpended Budget Stabilization - Carryforward to FY 22-23		691,798					691,798
Career Academies for At-Risk Students - Carryforward to FY 22-23		556,987					556,987
Finish Line Grants		103,162				(12,520)	90,642
Workforce Resilience Grant Program (GEER II)				172,069			172,069
Construction Training Building Careers (Construction Academies)					35,000		35,000
Enrollment Growth Reserve					20,818		20,818
Total Additional Allocations	817,488	3,924,104	31,475	708,817	197,434	(68,779)	5,610,539

Student Accident Insurance

2023-2024 STUDENT ACCIDENT INSURANCE

2022-2023 Premiums \$1.00 per Curriculum

Fall Semester	\$ 8,405.00
Spring Semester	9,221.00
Summer Term	3,766.00
Athletics (Flat Fee)	47,035.00
Catastrophic Athletic Injury (Flat Fee)	<u>6,478.00</u>
Total Paid	<u>\$ 74,905.00</u>

2022-2023 Premiums \$0.55 per CE Student

Fall Semester	\$ 4,368.10
Spring Semester	2,519.55
Summer Term	<u>1,074.15</u>
Total Paid	<u>\$ 7,961.80</u>

2023-24 Proposal

2023-24 Projected Premiums \$1.00 per Curriculum

Fall Semester	\$ 8,405.00
Spring Semester	9,221.00
Summer Term	3,766.00
Athletics (Flat Fee/Mutual of Omaha)	47,035.00
Catastrophic Athletic Injury	<u>6,478.00</u>
Total	<u>\$ 74,905.00</u>

2023-24 Projected Premiums \$0.55 per CE Student

Fall Semester	\$ 4,368.10
Spring Semester	2,519.55
Summer Term	<u>1,074.15</u>
Total	<u>\$ 7,961.80</u>

State Budget Summary

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF JUNE 2023					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 10,752,271.00	1,110,055.20	\$ 10,393,039.07	\$ 359,231.93	96.66%
Instruction - Curriculum	33,450,568.00	2,492,154.46	32,074,025.42	\$ 1,376,542.58	95.88%
Instruction - Non-Curriculum	6,742,758.00	632,825.54	6,533,452.58	\$ 209,305.42	96.90%
Academic Support	5,431,773.00	454,530.50	4,998,323.15	\$ 433,449.85	92.02%
Student Support	5,473,605.00	549,177.75	5,216,924.63	\$ 256,680.37	95.31%
Total: CURRENT EXPENSE	61,850,975.00	5,238,743.45	59,215,764.85	2,635,210.15	95.74%
Equipment	3,004,444.00	(335,782.98)	1,607,706.46	1,396,737.54	53.51%
Books	151,133.00	8,422.01	63,115.50	88,017.50	41.76%
Categorical Equipment	226,221.00	15,653.43	202,708.31	23,512.69	89.61%
Total: CAPITAL OUTLAY	3,381,798.00	(311,707.54)	1,873,530.27	1,508,267.73	55.40%
GRAND TOTAL	\$ 65,232,773.00	\$ 4,927,035.91	\$ 61,089,295.12	\$ 4,143,477.88	93.65%

County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF JUNE 2023

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,464,353.00	44,059.91	1,464,343.28	9.72	100.00%
Plant Operation	8,145,433.00	595,212.61	8,168,144.32	-22,711.32	100.28%
Plant Maintenance	3,548,855.00	242,680.77	3,550,548.76	-1,693.76	100.05%
Total: CURRENT EXPENSE	13,158,641.00	881,953.29	13,183,036.36	-24,395.36	100.19%
Buildings & Grounds	1,900,000.00	343,724.00	710,701.81	1,189,298.19	37.41%
Equipment	187,000.00	0.00	168,323.68	18,676.32	90.01%
Total: CAPITAL OUTLAY	2,087,000.00	343,724.00	879,025.49	1,207,974.51	42.12%
GRAND TOTAL	15,245,641.00	1,225,677.29	14,062,061.85	1,183,579.15	92.24%

Institutional Funds Update

Cape Fear Community College				
Institutional Funds				
Year-to-Date Budget Report				
June 30, 2023				
Current Unrestricted Funds	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Miscellaneous Current General	9,691,229.01	1,299,899.95	1,277,638.28	9,713,490.68
Collection Fee & Payment Plan Revenue	306,109.39	89,798.09	3,137.15	392,770.33
Self Supporting	572,875.05	294,602.20	302,619.56	564,857.69
Specific Fees	3,069,490.72	840,863.79	737,098.79	3,173,255.72
Patron Fees	827,429.39	289,413.32	96,709.48	1,020,133.23
Transcript Fees	213,506.17	34,792.86	62,595.65	185,703.38
Student Insurance	30,363.19	(1,978.82)	18,026.20	10,358.17
Finl Aid & Veteran's Coordinator Admin Fees	56,400.79	21,173.53	176.79	77,397.53
Total Current Unrestricted Funds	14,767,403.71	2,868,564.92	2,498,001.90	15,137,966.73
Current Restricted Funds	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Financial Aid Federal Awards	-	12,544,069.25	12,544,069.25	-
Wilson Center Funds	1,305,923.98	28,203.72	-	1,334,127.70
Wilson Center Maintenance Funds	291,122.00	-	291,122.00	-
Grants	270,421.68	6,016,807.05	5,670,334.50	616,894.23
Financial Aid State Awards	31,127.52	1,397,216.96	1,404,796.69	23,547.79
Financial Aid Administration	16,766.33	55,060.25	11,880.83	59,945.75
Scholarships	49,288.65	1,183,133.72	1,161,051.09	71,371.28
Total Current Restricted Funds	1,964,650.16	21,224,490.95	21,083,254.36	2,105,886.75
Proprietary Funds	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Live Projects incl Ships Special Project	(3,701.40)	20,750.00	1,420.51	15,628.09
Wireless Consortium	73,122.49	28,895.64	98,914.55	3,103.58
Humanities and Fine Arts Center	742,203.52	9,418,081.75	8,585,627.51	1,574,657.76
CFCC Bookstore	3,600,013.20	4,496,578.32	4,767,431.44	3,329,160.08
Daycare Center	137,685.22	752,316.02	737,499.06	152,502.18
Vending	199,933.40	47,390.33	(52.35)	247,376.08
Parking	3,025,967.42	960,305.15	1,018,103.02	2,968,169.55
Student Activity & Sea Devils Account	923,757.64	835,435.19	806,756.83	952,436.00
Total Proprietary Funds	8,698,981.49	16,559,752.40	16,015,700.57	9,243,033.32



ADMINISTRATIVE AND PERSONNEL COMMITTEE

FOUNDATION POLICY REVISIONS

Gift-in-Kind Policy

Approval Authority: **Executive Director, Cape Fear Community College Foundation**
Policy Type: **Gift Acceptance**
Policy Owner: **Executive Director, CFCC Foundation**
Responsible Office: **Cape Fear Community College Foundation**
Revision History: **Updated: April 11, 2018 July 20, 2023**

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REASON for creating policy or most recent change:

Policy is created to clarify the policy requirements and update the procedures.

1. Clear definition of the gift-in-kind policy
2. Technology Devices/Software Gift-in-Kind minimum donation guidelines

Purpose

The purpose of this policy is to ensure that the Foundation and/or the College accept only items that are useful to Cape Fear Community College (CFCC) and that the items are used as the donor intended.

Policy Statement

A gift-in-kind donation may be accepted with a gift-in-kind donation form and Program Director’s signature, and forwarded to the CFCC Foundation with evaluation or approval by the Executive Director of CFCC Foundation.

There are additional signatures required if there are financial costs to CFCC involved with receiving the gift and are indicated on the gift-in-kind form.

REPORTING AND TRACKING GIFTS-IN-KIND

The ownership of all gift-in-kind donations may be transferred from the CFCC Foundation to the College upon receipt. The gifts-in-kind will be reported and tracked through the Foundation’s or College’s financial statements and asset reporting systems.

DISCARDING, DONATING AND SELLING GIFTS-IN-KIND

If a gift-in-kind no longer meets a specific or requested need and does not support the CFCC mission and strategic plan, then the College must follow its policies for discarding property.

CFCC is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within ~~two~~ **three** years of receipt by the CFCC Foundation where the charitable deduction value of the item was ~~\$5,000 or greater~~ **greater than \$500**. CFCC must file this form within 125 days of the date of sale or disposition of the asset.

TRANSFER OF GIFTS AND EQUIPMENT FROM FOUNDATION TO COLLEGE

Gifts-in-kind made to the Foundation and equipment purchased with Foundation funds or grant funds administered by the Foundation may be transferred to the College upon receipt and placed on the College inventory.

CHARITABLE VALUE OF GIFTS-IN-KIND

The Foundation cannot establish monetary value for gifts according to IRS Publication 561. The donor must establish the fair market value, as indicated in the publication, and list it on the gift-in-kind donation form.

For gifts valued at \$5,000 or more, the donor must provide, at their cost, a qualified appraisal of the gift and submit Internal Revenue Service (IRS) form 8283 to the IRS.

It shall be the responsibility of the donor to secure an appraisal when required, and independent legal counsel, if necessary, for gifts made to the CFCC Foundation.

Vehicle Contributions - The CFCC Foundation will comply with IRS Publication 4302 concerning gifts of vehicles. If a donor contributes a vehicle and claims the value of the vehicle is more than \$500, the CFCC Foundation is required to provide a written acknowledgment to the donor, such as Form 1098-C, Contributions of Motor Vehicles, Boats, and Airplanes. The acknowledgement must include the donor's name and taxpayer identification number, the vehicle identification number, the date of the contribution, a statement that no goods or services were provided by the charity in return for the donation, and a statement about what the CFCC Foundation and/or the College intends to do with the vehicle.

Unacceptable Gifts

The CFCC Foundation reserves the right to refuse any gift that is not consistent with the mission and goals of Cape Fear Community College.

1.0 Responsibilities

All employees and volunteers are expected to fully comply with the gift-in-kind policies. CFCC employees will be informed of the gift policies by notification of posting on the Foundation's website and a summary inclusion in the CFCC Employee Manual.

2.0 Procedures for Staff

The following steps should be followed:

1. The person (thereafter called "donor liaison" – could be a member of the faculty or staff) determines if gift meets a specific or requested need and clearly supports the CFCC mission and strategic plan. The following should be considered prior to acceptance:

a) The cost of maintenance, cataloging, delivery, insurance, display and any space requirements for exhibiting or storage.

b) Gifts-in-kind must be reviewed with special care to ensure that acceptance will not involve

financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift.

c) All gifts of real estate or items of questionable use must be presented to, and approved by the Board of Trustees prior to acceptance. Environmental and legal issues may need to be reviewed by appropriate professionals prior to the Boards' decision to accept the gift. A Phase One environmental impact study may be required and paid by the donor within one year.

d) Arrangements should be made about delivery of gifts-in-kind directly to the Foundation. Arrangements prior to delivery include agreement with the donor regarding costs of packing, freight charges, etc., which are usually the responsibility of the donor.

e) If the gift is technological equipment, please see gift-in-kind technology section.

2. To decline the gift:

a) The donor liaison will inform the donor, provide an appropriate explanation, and thank him or her for considering the College.

b) Depending upon the sensitivity of the situation, this contact can be handled by the donor liaison's supervisor and/or the Executive Director of CFCC Foundation.

3. To accept the gift:

a) The donor liaison will provide the donor with a printed or electronic copy of the gift-in-kind donation form. The donor should complete and return the form to the donor liaison.

b) The donor liaison gets the completed form from the donor, gets the appropriate signatures, and returns it to the CFCC Foundation

3.0 Technology Devices/Software Minimum Gift-in-Kind Guidelines

There can be hidden costs associated with donated equipment. This includes increased time for service, costs of parts, purchase of software or operating system licenses, infrastructure changes, as well as other factors. Therefore, acceptance of donated technology carries with it the obligation of CFCC tech support.

To ensure donated equipment can be properly maintained by CFCC staff, Information Technology has developed minimum donation guidelines. Following these guidelines helps us preserve equipment consistency across the school and safeguards the networks that serve the needs of CFCC students, teachers, and staff.

Gifts-in-kind must fulfill a stated need of one or more college departments and be approved by IT Services or Facilities personnel to ensure compliance with existing infrastructure.

All technological equipment accepted into the Cape Fear Community College environment must meet the minimum standards of the college some of which are Microsoft or Apple operating system

(include processing speed), full licensed product for software installation (include COA – Certificate of Authenticity, software and publisher information), etc. Check with IT if there are any questions prior to completing a Gift-in-kind form.

This information is to be reviewed by Information Technology Services, as the Director's signature is required prior to acceptance of the gift.

Summary and Approvals

Approved by CFCC Foundation Council – 4-12-18i

Approved by CFCC Foundation Board of Directors – 4-19-18

Approved by the CFCC College Council – 1-9-19

Approved by the CFCC Board of Trustees – 1-24-19

FOUNDATION PROPOSED POLICY

CFCC Foundation Unrestricted Fund Expense Policy

Original Version Adopted DATE

Purpose

Gifts of unrestricted dollars from donors are an invaluable resource to Cape Fear Community College and the CFCC Foundation. Unrestricted funds give the CFCC Foundation the ability to remain flexible in responding to ever-changing student and community needs. Unrestricted dollars are not intended to be used to circumvent the requirement for a prudent spending process.

Decisions regarding the use of unrestricted funds are always made with one question in mind: “If I called the donor and asked him or her for permission to spend their money in this way, would the donor approve?”

All CFCC Foundation expenses are subject to audit by the College and the public. Expenses must be properly documented, reasonable in scope, related to College business, and comply with the donor’s intent for use of the funds.

This policy applies to use of the CFCC Foundation unrestricted fund for expenses other than compensation of personnel. It identifies valid business purposes for non-compensation expenses and the types of expenditures that are permissible. This policy provides criteria for determining a Permissible Expense and provides examples of common expenses.

I. Unrestricted Funds may be only used by the CFCC Foundation in support of:

- CFCC students,
- Educational programs,
- College operations, or
- Activities deemed of value to the goals of the CFCC Foundation.

An expenditure of unrestricted funds for one of the purposes above must be:

- **Necessary** to perform a valid business purpose fulfilling the mission of the College or CFCC Foundation;
- **Reasonable** in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense commensurate with its purpose. The determination of reasonableness of the dollar amount of an expenditure must consider relevant factors including the purpose, the context, and the circumstances surrounding the expenditure; and
- **Appropriate** in that the expense is suitable and fitting in the context of the valid business purpose, with the primary benefit to the institution and its students, not an individual employee’s personal benefit.

Expenditures of Unrestricted Funds must comply with federal and state laws and regulations. All expenditures must also follow Cape Fear Community College procurement policies, procedures, and guidelines in effect at the time of the expenditure.

A. Permissible Expenses

The following list highlights examples of expenditures that generally are permissible, but it does not identify every expenditure that is permissible.

- CFCC Student support:
 - Student scholarships: When needed, the CFCC Foundation may award scholarships with unrestricted funds. All such expenses must be processed using the existing scholarship applicant database and scholarship awarding process, and all scholarships must be approved by the CFCC Foundation and Financial Aid. Scholarship expenses must adhere to federal, state, and College guidelines for financial aid.
 - Emergency support: when needed, the CFCC Foundation may award emergency support to students with unrestricted funds. All such expenses must be evaluated and awarded using the existing Emergency Fund process and must be reported to Financial Aid.
- Educational Program support:
 - Through faculty and staff Mini-Grants, the CFCC Foundation utilizes unrestricted funds to support educational programs throughout the College with unbudgeted needs. The purpose of Mini-Grants is to positively impact the college and its students, enrich the educational experience of CFCC's students, and/or better equip faculty and staff to fulfill their role of serving students at the college.
 - Permissible expenses for Mini-Grants are outlined in the published Mini-Grant criteria on the CFCC Foundation website, and all Mini-Grants are reviewed and approved by the CFCC Foundation.
- College Operational support:
 - Reasonable expenditures for employee gatherings or recognitions that are intended to foster relations among employees and/or celebrate goal accomplishment are generally permissible. Note that cash or cash equivalent gifts/awards are treated as compensation as taxable and are generally not permissible.
 - Institutional memberships to professional associations directly related to the work of the CFCC Foundation are generally permissible.
- Support for activities deemed of value to the goals of the CFCC Foundation:
 - Fundraising events: facility fees, decorations, refreshments, meals, and entertainment for prospects and donors with the goal of raising additional funds to support the College is generally permissible.
 - Ticketing and travel costs at functions where CFCC Foundation staff represent a meaningful presence and aid in furthering the goals of the College are generally permissible.
 - Gifts to donors are permissible if the cost is reasonable, equitable and commiserate with donor giving level.

- Contributions to outside organizations are permissible if they further the mission of the CFCC Foundation and/or are in lieu of a sympathy gift. The limit on memorial gift donations to outside organizations is \$50.
 - If unrestricted funds are used to support or sponsor events hosted by third party organizations consistent with the mission of the CFCC Foundation, such as business or philanthropic fundraising events, it is preferable that CFCC Foundation contributions be earmarked for programming rather than entertainment, food, or beverages.
- If schedules require that meetings be held during a meal time, the reasonable cost of the meal is a permissible expense. Documentation to support a meal expense must include the time, date, location, a list of attendees, and the business purpose of the meeting.
- Coffee, tea, bottled water, and snacks made available to CFCC Foundation visitors, including donors, volunteers, and students, are permissible expenses.

B. Non-Permissible Expenses

Non-permissible expenses must not be paid or reimbursed from unrestricted funds and will be paid out-of-pocket by the employee. The list below highlights expenditures that are generally not permissible, but it is not intended to identify every non-permissible expenditure. CFCC staff are encouraged to seek clarification prior to expending unrestricted dollars.

- Employees must initially seek reimbursement or payment for expenses from the College using any available and appropriate state funding prior to expensing items from the unrestricted fund.
- Travel/meals to a non-work-related event are not permissible.
- Personal or routine expenses: Expenses such as child care, pet care, home cleaning services, routine in-office meals/snacks, supplies, car maintenance, or other expenses that do not directly support the work of the CFCC Foundation are not permissible.
- Expenses that confer a personal benefit upon the individual authorizing the expenditures are not allowable.
- Fines for moving or non-moving violations (e.g. parking tickets) or late fees are not permissible.
- Individual Memberships: Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are not permissible.
- Political contributions of any type, both cash and other forms of support, are not permissible.
- Other expenses deemed by the Executive Director of the CFCC Foundation to be contrary to donor intent are not permissible.

C. Exceptions

Exceptions for expenditures that would be otherwise non-permissible under this Policy may be made in writing to the Executive Director of the Foundation. The exception must describe, in detail, the justification for the granting the exception, but the expenditure shall not be exempt from CFCC policy.

II. Expense Pre-Approval

All CFCC Foundation anticipated unrestricted fund expenses and expense exceptions must be approved prior to the expense being made.

- Any anticipated expense must be approved by the Foundation Executive Director. Any anticipated expense above \$500 must also be approved by the Vice President of Business Services.

STUDENT HANDBOOK POLICY REVISION

No Solicitation Policy

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the college community. CFCC is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any member of the college community. Furthermore, it does not include any activity that interferes with the educational pursuit of its students or the mission of the college.

To provide a safe learning and work environment, and protect all students, employees, and visitors of the college, solicitation is prohibited and includes, but is not limited to, third-party unsolicited verbal or written communications by mail or email, circulars and/or petitions, handbills, leaflets, pamphlets, posters, flyers, or any literature and printed materials. Salespersons, solicitors and/or external agencies will not be allowed to solicit or distribute these materials or items on college owned property, or premises, to students or employees unless it is a recognized nonprofit/charitable organization or has prior approval from the President of the college. **In addition, salespersons, solicitors, and/or external agencies may not erect a fixed or temporary structure on CFCC campus property or premises unless approved by the CFCC President or designee.** Solicitation for personal or financial benefit is prohibited by CFCC employees during designated working hours.

Employees and students wishing to solicit or fundraise on campus, must obtain prior approval from the Institutional Advancement office, or the President of the college. It is suggested, that no employee or student accept monetary gifts.

CFCC reserves the right to remove any individual or organization engaging in solicitation activities on campus without prior approval.

STUDENT HANDBOOK PROPOSED POLICIES

Chosen Name & Identity Policy

Cape Fear Community College (CFCC) acknowledges and supports personal expression in hopes to provide a safe and inclusive learning and working environment for its students, employees and visitors of the college. A student or employee may request to identify by a chosen name (sometimes called a preferred name) instead of their legal name. Where appropriate, the chosen name will be recorded and a good faith effort will be made by the college to utilize when made available by the individual. Due to certain legalities, only the first name may be designated for the chosen name, and the last name must remain the individual's legal last name. As such, all individuals should routinely identify themselves with their chosen name to ensure consistent records, to streamline processes, and offer name recognition as accurately as possible.

Definitions:

Chosen Name – A chosen name is an alternative to the individual's legal name, as designated by the individual, instead of using their legal name, whenever reasonably possible.

Legal Name – A legal name is the name a person uses for official governmental documents, such as, a license, passport, social security card, and tax forms; and within the requirements of the college's information systems, an official transcript.

It should be understood that even when a chosen name has been entered in various college information systems, the legal name may be required for college business, or to satisfy legal needs. CFCC cannot guarantee that the chosen name will display in all college communications, applications, information systems, databases, and processes.

Specific examples that may require use of a legal name include, but are not limited to:

- Financial, medical, and law enforcement documents
- CFCC Student ID Cards
- Official transcripts
- W-4 forms, I-9 forms and payroll documents (IRS)
- Visa/immigration documents
- Employment related documents and personnel files
- Background check documents
- Insurance documents
- Financial Aid records
- Student account, billing, and/or cashier's records
- Federal reporting
- Inability for college information systems, database, or processes to display

Under the Family Educational Rights and Privacy Act (FERPA) a student's chosen name or legal may be disclosed to the public as "directory information" per the college's FERPA policy, unless the student chooses to opt out by contacting the Registrar's office.

CFCC reserves the right to refuse a chosen name if it is deemed inappropriate, includes offensive or obscene language, and/or interferes with college business or the mission of the college. Chosen names cannot be used for misrepresentations, avoiding legal obligations, or in any manner that violates CFCC policies or federal, state, or local laws.

International Student Admissions Policy (F-1 Students)

Application Steps for International Students

1. Online International Admissions Application
2. Proof of Financial Support
 - a. Evidence should prove your ability to cover CFCC's out-of-state cost of attendance for at least one year of tuition, fees, and living expenses, plus required funds for dependents. Evidence must be in the form of a bank statement signed by a bank official or a letter on official bank letterhead signed by a bank official. Documentation must be in English and converted to U.S. dollars. Documents must be in the account holder's name.
 - b. If you are being sponsored to cover financial costs, your sponsor must submit an Affidavit of Support.
3. Submit International Student Medical Form
4. Copy of Passport Biographical Page
5. *Submit English Language Requirements (must meet one of the following)
 - a. A minimum total score of 71 on the TOEFL iBT Test
 - b. A minimum total score of 8 on TOEFL Essentials
 - c. A minimum overall band score of 6.0 on the IELTS
 - d. A minimum score of 95 on the Duolingo English Test (DET)
 - e. A minimum score of 54 on the Pearson PTE

*Students who have obtained their secondary school diploma and/or bachelor's degree from a country on the English Language Requirement Exemptions list are exempt from this requirement.

*Official score reports must be submitted from the testing agency directly to CFCC.

6. Submit Official Educational Documents
 - a. Foreign transcripts must be evaluated and translated (if applicable), by a current member of the National Association of Credential Evaluation Services (naces.org) or a current member of the Association of International Credential Evaluators (aice-eval.org). Completed evaluations, along with copies of the original documents, should be sent directly from the evaluation agency to CFCC Admissions.
7. Pay Non-Refundable \$50.00 International Student Application Fee

Transfer Applicants (transfer active I-20)

In addition to the admission steps listed above, transfer applicants must also provide a copy of all previous I-20s, latest I-94, latest passport entry stamp, entry visa, I-797 approval notice, if applicable, and employment authorization card, if applicable.

Application Deadlines:

Applicant	Fall Semester	Spring Semester	Summer Semester
Applying Outside of US	April 15	October 20	February 15
Transfer Active I-20	July 15	December 1	April 15

Admitted applicants will receive an official acceptance letter and Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) from Cape Fear Community College.

SGA REPORT

The CFCC Student Government Association is not currently meeting over the summer. We are planning to swear in officers and senators and resume meetings in August, not long after classes begin.

Starting this fall semester, SGA officers will be spending time volunteering with the food pantry every week to assist those already serving for the benefit of our community.

In May, the North Carolina State Board of Elections issued a press release outlining the approval process for student and employee identification cards to be accepted as valid forms of ID for upcoming elections. Cape Fear Community College identification cards have been approved for this use. As the fall semester begins, CFCC Student Government will be working to spread this information and encourage participation in student IDs.

In polls taken last semester, students expressed the need for mental health support. The CFCC Counseling Team provides many services to our student body, and we will be working closely with them to spread awareness of the services already available and to see what else we can do to provide not only academic but also mental and emotional support to our student community.

A couple of events planned for the fall semester include our usual Fall Blood Drive here on campus, organized by SGA, and the North Carolina SGA Conference which is going to be held in Greensboro in October.

We will also be partnering with other organizations at CFCC including the Phi Theta Kappa Honor Society, which I am an active member of, and the Nixon Leaders Center, which the SGA Vice President and Secretary are involved with, to host fun and productive events to encourage student involvement throughout the semester.

On behalf of the Student Government Association, as well as the entire student body, I would like to thank the Board of Trustees, President Morton, and every other person in this room for your support and dedication to the success of the students at CFCC.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

Notable Gifts

- \$50,000: unrestricted gift from Mr. and Mrs. Jim Hagen
- \$50,000: pledge fulfilled from Mr. Fred Gainer for Athletics
- \$38,000: unrestricted gift from the Estate of Louise Burevitch
- \$26,000: new endowed scholarship from Mr. and Mrs. William J. Solari
- \$18,480: new annual scholarship from the Food Bank of Central & Eastern North Carolina
- \$7,000: for existing annual scholarship from the Assistance League of Greater Wilmington
- \$5,000: for new annual scholarship from VanBuren Properties (Mrs. Teresa Huffmon, CFCC Foundation Board member)
- \$5,000: for existing endowed scholarship from Atlantic Marine

New Scholarships

- Sylvia and William Solari Family Fund Scholarship: supports Computer Integrated Machining, Cybercrime Technology, Electrical Systems Technology, Electronics Engineering Technology, or Information Technology students in Pender, New Hanover, or Brunswick counties.
- VanBuren Properties – Huffmon Scholarship: supports full time ADN (Associate Degree Nursing) students with financial need.
- Food Bank of Central & Eastern North Carolina Scholarship: supports students in new Culinary Fundamentals program.

Additional Updates

- The CFCC Foundation welcomed three new Board members at our June meeting: Bill Baggett, Hannah Holt, and Dr. Michael Penland.
- 1,118 students have submitted a scholarship application for the Fall 2023/Spring 2024 academic year, a 20% increase over last year.

As of July 5, 2023, \$557,166 in scholarship awards have been offered to students, with approximately \$150,000 available for additional scholarship awards.

NOMINATING COMMITTEE

ANNOUNCEMENTS

DATE OF NEXT MEETING – September 28, 2023