

**FOR MINUTES  
CAPE FEAR COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SEPTEMBER 28, 2023  
5:00 PM**

Following proper public notifications on September 25, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, September 28, 2023, at 5:00 pm in the Board Room of the Union Station Building. Mr. Robby Collins, Chair, presided.

Trustees present were: Mr. Robby Collins, Chair; Mr. Lanny Wilson; Mr. Jonathan Barfield; Mr. Bill Cherry; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Paula Sewell; Mr. Bruce Shell; Dr. Marc Sosne; Mr. Bill Rivenbark and Ms. Cara Allen, SGA President. Trustees not present: Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Ms. Deloris Rhodes.

Employees present were: Mr. James Morton, President; Ms. Michelle Lee, Chief of Staff 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; 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. Nelson Beaulieu, Faculty Association President; Ms. Logan Thompson, Director of CFCC Foundation; Mr. Robert Carter, Manager Technical Support and Client Services; Mr. Shawn Dixon, Provost, North Campus; Ms. Lucinda McNamara, Dean of University Transfer and Partnerships; Mr. Shawn Breedlove, Event and Meeting Manager; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Ms. Lynn Sylvia, Director, Safety and Training; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Mr. Antonio Arteaga-Paredes, Media Specialist; Mr. John Branner, Program Director, Applied Technology; Ms. Anastasia Ramirez, CFCC Assistant Registrar; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney, Ward and Smith  
Ms. Nikolai Mather, Reporter, WHQR  
Mr. William Siemon, CFCC Student Government

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

**CONFLICT OF INTEREST**

Mr. Collins read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

## **MINUTES**

A MOTION was made by Mr. Barfield and seconded by Mr. McLeod to approve the July 20, 2023 minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

### **New Hires**

Ms. Jacqui Johnston introduced the following new employees in attendance:

Sandra McClammy, Humanities Instructor  
Crystle Dixon, Alumni and Donor Relations Coordinator  
Sydney Westmoreland, Foundation Office Coordinator

### **Retirees**

President Morton presented a plaque to Ms. Debi Causey, Event and Meeting Manager, in honor of her retirement. Mr. Morton thanked her for her invaluable service to Cape Fear Community College and wished her well in her retirement.

## **CHAIR'S REPORT**

Mr. Collins reviewed the following report.

### **Ethics Training**

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements, please make arrangements to do so. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <https://ethics.nc.gov/seis/regular-filers> Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7555 if you have any questions regarding this training.

### **NCACCT**

Attended the NCACCT Leadership Seminar held at Hotel Ballast with President Morton and several Trustees August 30-September 1. Mr. Collins stated the NCACCT was preparing to release a virtual orientation and he would like all trustees to take the training.

### **Commencement**

Commencement was held August 4 at the Wilson Center with approximately 135 students walking in the ceremony. A total of 509 students earned credentials.

Mr. Wilson stated that Ms. Maxwell was unable to attend the meeting due to her need to attend the state-wide NAACP meeting.

## **PRESIDENT'S REPORT**

President Morton reviewed the following report.

### **Student Drop-In Childcare**

In August, CFCC began offering free drop-in childcare services to all enrolled students. CFCC is the first community college in North Carolina to offer this service to its students. By eliminating financial barriers, we hope to empower our students to pursue their educational goals without compromising their responsibility as a parent. This valuable new service was made possible through the assistance of a \$250,000 grant from the New Hanover Community Endowment and a generous gift from Dr. and Mrs. Martin Meyerson. The drop-in childcare program will be available from 7:30 a.m. to 5:30 p.m., accommodating students' class schedules.

### **Enrollment and FTE**

The fall semester is starting off strong. CU enrollment is unofficially up 4 percent while CEWD enrollment is up 8 percent, compared to last year. CU FTE had a rise of 5 percent, which is a great start.

### **CFCC Career Academies**

The Career Academy Camps were very successful with 300 hundred middle school students from New Hanover and Pender counties. The students participated in hands-on activities in numerous CFCC programs that presented valuable opportunities for the future.

### **American Jail Association**

CFCC is the official pilot test site for the American Jail Association (AJA) courses. Through this partnership, CFCC will host and facilitate pilot test courses designed by the AJA, offering a unique opportunity for aspiring and current correctional officers, jail administrators, and law enforcement personnel from any agency in the United States. This pilot test initiative aims to evaluate and refine the course content, ensuring relevance and effectiveness in addressing the evolving challenges of the corrections industry.

### **CFCC Nursing Program**

The CFCC Associate Degree Nursing (ADN) program has been ranked number one, for the fourth consecutive year, in the NursingProcess.org Best Nursing Schools in North Carolina Offering ADN Programs - 2023 rankings list. The CFCC ADN program ranked first among the state's 90 RN (ADN/ASN) programs. NursingProcess.org analyzed all 90 Schools in North Carolina offering nursing education to develop the list of the best schools for associate degree programs in nursing.

### **President's Awards and Marilyn Goodman Anderson Award Winners**

The winners of the President's Awards and the Marilyn Goodman Anderson Award were announced during the In-Service program August 16.

#### **Marilyn Goodman Anderson Award**

The Marilyn Goodman Anderson Award for excellence in teaching was awarded to Robin Hardin, English Instructor.

#### **President's Award for Staff**

The President's Award for staff was awarded to Jeannie Jordan, Senior Executive Assistant,

Student Services.

### President's Award for Faculty

The President's Award for a faculty member was awarded to Alvin Coleman, Geology Instructor.

### Block Eatz Ribbon Cutting

A ribbon cutting for Block Eatz was held September 19 at the North Campus. Block Eatz is a collaboration between CFCC's Small Business Center and Genesis Block to bring a food hall and commissary to the North Campus. Block Eatz not only offers food options to employees and students at the North Campus, it helps local and diverse owned businesses lower their start-up costs and provides mentoring and support for the entrepreneurs.

### New Student Orientation

CFCC's new student orientation events had a very successful turnout. Approximately 1,000 new students and their guests participated in the orientation held August 8 at the Downtown campus and August 10 at North campus. Student Services hosted the event and had over 25 vendors for students to visit for information. Parents were given a welcome session as well. Students were able to take tours of the campus, learn about SGA, PTK, and other opportunities. Students were able to participate in social media videos that were posted on CFCC's popular social media accounts. This past year CFCC received student enrollment applications from 1,990 different high schools from all 50 states.

### In-Service

In-Service was held August 16 for faculty and staff. A variety of professional development workshops were offered as well as a health and wellness fair.

### NCACCP

Attended the NCACCP Summer Conference in Greenville, NC, July 26-28.

### CFCC Small Business Center

The Small Business Center (SBC) achieved the highest overall impact in the state for business startups. In FY 2022-2023, the SBC assisted in establishing 43 businesses in New Hanover and Pender Counties. This recognition underscores the center's commitment to driving economic development, innovation, and job creation within the region.

### Patriot Day Remembrance Ceremony

On Monday, September 11 at 8:30 am, CFCC held a Patriot Day Remembrance Ceremony. The ceremony was held at the 9/11 memorial located at the front of the Safety Training Center at CFCC's North Campus.

### Wilmington Biz Power Breakfast

Attended the quarterly Wilmington Biz Power Breakfast on September 12 with Trustees Bill Cherry, Deloris Rhodes, Zander Guy, Robby Collins, and various members of CFCC senior staff. The panel discussion focused on the future of the city of Wilmington candidates for Wilmington City Council and Mayor Bill Saffo.

### **Pender County Board of Education Proclamation**

Pender County Schools Superintendent, Dr. Breedlove, along with the Pender County Board of Education gave recognition to President Morton for CFCC's partnership and commitment to Pender County Schools at the Pender County Board of Education meeting held September 12. Board Chair, Mr. Ken Smith, expressed gratitude for CFCC working diligently with the many initiatives for Pender County students. Trustee Zander Guy was also in attendance for the presentation as CFCC's Trustee representative for Pender County.

### **Chat with the President**

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

### **2023 LatinX Fellow**

Joceline Perfecto, CFCC Latino Outreach Coordinator, has been selected as a 2023 LatinxEd Fellow. Joceline will join thirteen other Latinx leaders from across North Carolina to engage in leadership development in order to further develop and advance education equity and opportunity in North Carolina. LatinxEd is a nationally recognized organization committed to advancing educational opportunities for the Latinx community.

### **Hunt Institute Cohort**

Participated on a panel for the Hunt Institute Cohort meeting held September 11. The session was focused on higher education and was comprised of a bipartisan group of local leaders, including county commissioners, school board members, mayors, and other community leaders who have demonstrated the potential to be effective, equity-minded education policymakers.

### **Business and IT Career Fair**

CFCC hosted a Business and IT Career Fair on September 20 at the North Campus. The fair was open for students and community members as it offered a platform for job seekers to connect with prospective employers from diverse companies.

### **CFCC's Apprenticeship Partnerships**

CFCC is now collaborating with over one hundred local businesses to offer fifteen different apprenticeship opportunities. CFCC continues to partner with employers to equip students with practical skills and real-world experience for opportunities in their chosen career field. This semester we have registered an additional 320 students in the apprenticeship program.

### **CFCC Foundation Audit**

Foundation audit was completed by Sharpe Patel, PLLC and no findings were reported.

### **NHC Endowment**

Submitted several applications to the NHC Endowment surrounding Health and Human Services (Nursing), CTE and CE Workforce Development, and student support services.

**Blanket Travel for President**

A MOTION was made by Mr. Barfield and seconded by Mr. McLeod to approve the President’s Blanket Travel for 2023-2024 as presented. Motion passed unanimously.

James Morton, President of Cape Fear Community College, is hereby authorized to engage in college-related travel for 2023-2024 from one campus to another, to off-campus locations throughout the service area, to various in-state and out-of-state meetings, functions and conferences.

President Morton presented a video of the CFCC Career Academy held over the summer at the college.

This past week, the NC General Assembly approved the biannual budget which will become law in the next few days according to the Governors press release. Cape Fear Community College will receive substantial funding - \$42 million in appropriations.

**Appropriations:**

- **\$30 million** (\$10 million in the first year of the biennium and \$20 million in year two) to Cape Fear Community College for "health program capital improvements" to reimburse New Hanover County for the purchase and renovations of 319 N 3<sup>rd</sup> St. (former Bank of America building)
- **\$7 million** to Cape Fear Community College to replace the R/V Cape Hatteras ship
- **\$4 million** to Cape Fear Community College to expand our Surf City campus
- **\$1 million** for our summer Career Academy over the next two years

**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	\$ 9,353.39	\$ 763,320.39	\$ 935,800.00	\$ 172,479.61	Construction Estimated Completion September 2023
2	N Building Roof & Lab Hood Exhaust Fan Replacement	\$ 39,062.00	\$ 219,980.00	\$ 6,805.20	\$ 437,103.97	\$ 402,000.00	\$ (35,103.97)	Roof Portion complete. Lab Hood and Fan replacement starting.
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
Completed Projects						\$ 334,200.00	\$ (23,118.64)	
Category Totals						\$ 2,087,000.00	\$ 0.00	

New Hanover County Capital Outlay Projects 2023-2024 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	NA/NB Building Chiller Plant Replacement - 2nd Set, 1 at each				\$ -	\$ 650,000.00	\$ 650,000.00	Pricing
2	NB Boiler Replacement 2021 - Update to Condensing Boiler				\$ -	\$ 160,000.00	\$ 160,000.00	Soliciting Design Engineer
3	S Building Exterior Waterproofing Project to include A Building Connector				\$ -	\$ 500,000.00	\$ 500,000.00	Developing scope in house
4	K Building Roof Upgrades				\$ -	\$ 60,000.00	\$ 60,000.00	Pricing
5	NC Commercial & Residential Burn Buildings Gas System & Computer				\$ -	\$ 550,000.00	\$ 550,000.00	Pricing
<b>Category Totals</b>						<b>\$ 1,920,000.00</b>	<b>\$ 1,920,000.00</b>	

### 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)

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	\$1,020,500.00	\$829,300.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion March 2024

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	\$261,200.00	\$2,574,915.00	\$63,870.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Design

### HHS Building Renovation Phase 1

HHS 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	HHS Bldg. Health and Human Services - 319 N. 3rd St. Renovation Phase 1	\$208,229.60	\$1,790,770.40	\$923.00	\$1,999,923.00	\$1,999,923.00	\$0.00	Under Construction - Completion 12/2023

## **FINANCE COMMITTEE**

Mr. McLeod reviewed the following information.

### **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 \$839,403. Motion carried unanimously.

### **County Budget Summary**

The County Budget Summary reported 15.76 percent of the budget had been expended as of August 2023.

### **Institutional Funds Update**

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

## **ADMINISTRATIVE AND PERSONNEL COMMITTEE**

### **STUDENT HANDBOOK PROPOSED POLICY**

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

### **Ethical Recruitment of Student Veterans Policy**

Cape Fear Community College strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at the college promote such an environment. The purpose of this policy is to ensure compliance with federal laws and regulation in order to prevent and eliminate fraudulent and aggressive recruitment of students (including but not limited to students using Veterans Affairs (VA) and Department of Defense (DoD) education benefits) to the college.

All departments, employees, and agents of Cape Fear Community College must comply with this policy.

#### Policy Statement

Cape Fear Community College ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation.

The college and its agents, including third party lead generators and marketing firms, will:



1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Tuition Sharing: The U.S. Department of Education generally views the payment based on the amount of tuition generated as an indirect payment of compensation based on success in recruitment and therefore a prohibited basis upon which to measure the value of the services provided. This is true regardless of the manner in which the entity compensates its employees.

However, the Department does not consider payment based on the amount of tuition generated by an institution to violate the incentive compensation ban if that payment compensates an unaffiliated third party that provides a set of services that may include recruitment services. The independence of the third party (both as a corporate matter and as a decision maker) from the institution that provides the actual teaching and educational services is a significant safeguard against the abuses the Department has seen heretofore. When the institution determines the number of enrollments and hires an unaffiliated third party to provide bundled services that include recruitment, payment based on the amount of tuition generated does not incentivize the recruiting as it does when the recruiter is determining the enrollment numbers and there is essentially no limitation on enrollment.

As a Title IV institution, the college remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not

paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

#### Guidance

The U.S. Department of Education (DOE) has issued guidance on the prohibition on incentive compensation that includes FAQs and examples, including examples of activities that are subject to the prohibition and those that are exempt, and the types of payments that are considered forms of incentive compensation and those that are not. This guidance is available on the DOE's website at <https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/compensation.html> (<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/compensation.html>).

#### Sources

34 C.F.R. 668.71-668.75 and 668.14; Department of Defense Memorandum of Understanding; Federal Student Aid Program Participation Agreement; NACAC's Code of Ethics and Professional Practice

### **FACULTY AND STAFF HANDBOOK POLICY REVISION**

A MOTION from the Administrative and Personnel Committee recommends approval of the Faculty and Staff Handbook Policy Revision as presented. Motion carried unanimously.

#### **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 and/or decreases 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 or as established by the College President. 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 service\* 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/Provost. 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.

*\*Service hours and college needs are defined as, but are not limited to: supplemental instructions and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, academic assessment activities, committee assignments, cultural and educational events.*

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~~ Registrar's office spreadsheet.

## **FACULTY AND STAFF HANDBOOK PROPOSED POLICY**

A MOTION from the Administrative and Personnel Committee recommends approval of the Faculty and Staff Handbook Proposed Policy as presented. Motion carried unanimously.

### **1C SBCCC 200.100 PAID PARENTAL LEAVE**

(a) For the purpose of this Section, the following definitions shall apply.

- (1) "Child" means a newborn biological Child or a newly-placed adopted, foster or otherwise legally placed Child under the age of 18, whose Parent is an eligible employee.

(2) "Parent" means:

(A) the mother or father of a Child through birth or legal adoption; or

(B) an individual who cares for a Child through foster or other legal placement under the direction of a government authority.

(3) "Public safety concern" means a significant impairment to the agency's ability to conduct its operations in a manner that protects the health and safety of North Carolinians.

(4) "Qualifying event" means when an employee becomes a Parent to a Child.

(b) Relationship to Other Sections and Policies.

(1) This Section states the terms and conditions only for paid parental leave that is provided under G.S. 126-8.6 and for colleges who are required to adopt Sections and policies that are "substantially equivalent" to those promulgated by the NC Office of State Human Resources.

(2) The paid parental leave provided under this Section is in addition to any other leave authorized by State or federal law. Nothing in this Section shall prohibit a college, if authorized, from providing paid parental leave in amounts greater than as required by this Section.

(c) Eligibility for Paid Parental Leave.

(1) Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:

(A) Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave under this Section.

(B) At the time of the qualifying event, the employee meets each of the following conditions:

(i) For the immediate 12 preceding months, the employee has been employed without a break in service, as defined by 25 NCAC 01D .0114, by the State of North Carolina in a permanent, time-limited, or probationary appointment.

a. Periods of worker's compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.

b. Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.

(i) The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave.

a. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.

(d) Leave Available to Full-Time Employees.

(1) Full-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, up to the following amounts of leave:

(A) Eight weeks of paid leave after a parent gives birth to a child.

(B) Four weeks of paid leave after any other qualifying event.

(2) Each week of paid parental leave under this Section shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

(e) Leave Available to Part-Time Employees.

(1) Part-time employees (regardless whether they work half-time or more) shall receive Paid Parental Leave under this Section if the employee meets all other requirements for eligibility.

(2) Part-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, a prorated leave amount of:

(A) Four weeks of paid leave after a Parent gives birth to a Child.

(B) Two weeks of paid leave after any other qualifying event.

(3) Each week of Paid Parental Leave under this Section shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

(f) Use of Other Leave.

(1) The Paid Parental Leave provided under this Section shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. The Paid Parental Leave provided under this Section is in addition to any other leave authorized by law, Section, or policy. Whether an employee has exhausted Family and Medical Leave does

not affect eligibility for Paid Parental Leave under this Section.

(g) Requesting Use of Paid Parental Leave.

- (1) Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to the agency's approval as stated in Paragraph (4) of this Section.
- (2) Whenever possible, eligible employees shall notify their agency at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
- (3) Absent unusual circumstances, the employee shall be required to comply with agency leave request procedures.
- (4) The agency shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.
- (5) For all other employees, the agency may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:
  - (A) Providing the Paid Parental Leave would result in agency staffing levels below what is required by federal or state law to maintain operational safety;  
or
  - (B) Providing the Paid Parental Leave may impact the health or safety of staff, patients, residents, offenders, or other individuals the agency is required by law to protect; and
  - (C) The agency has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
- (6) If the agency determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern under Paragraph of this Section, the agency shall provide Paid Parental Leave as soon as practical following the Qualifying Event.
- (7) If both Parents are eligible employees, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

(h) Leave Usage.

- (1) Paid Parental Leave may be used only once for a Qualifying Event within a 12-month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
- (2) Unused Paid Parental Leave is forfeited 12 months from the date of the Qualifying Event.
- (3) Paid Parental Leave shall not accrue or be donated to another employee.
- (4) Employees shall not be paid for the leave provided by this Section upon separation from the employer. The leave provided by this Section shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
- (5) Leave usage must be recorded in the same required increments as all other time.
- (6) If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the agency's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

(i) Expiration.

- (1) This temporary rule expires on the effective date of the permanent rule adopted to replace this temporary rule.

*History Note: Authority G.S. 115D-D and G.S. 126-8.6; Temporary  
Amendment Eff. [July 1, 2023](#)*

**SGA REPORT**

Ms. Allen presented the following report.

Thank you, and good afternoon, everyone. The CFCC Student Government Association sends their greetings and thanks you deeply for your continued support.

I would like to introduce to you all our student Public Information Officer, Will Siemon.

We had our first SGA General Assembly on September 5th. Our four executive officers were introduced, and the meeting was very well attended by eight senators and several representatives from various clubs and organizations on campus such as Phi Theta Kappa honor society, the Nixon Leaders Center, the nursing club CFANS, the Veterans club, Marine Tech club, and others. Each officer and senator introduced themselves and their overall goal for what they want to achieve while being in their position, with almost every student stating the same desire to improve CFCC



student involvement and life. To this end, we discussed upcoming events on campus, mental health services (especially for Suicide Awareness Month), and the Sea Devil Food Pantry.

All of our officers and a few of our senators signed up to each volunteer at the food pantry at least an hour a week as part of our service to the student body. We are working to recruit more student volunteers to enable us to be open for longer periods of time throughout the week.

Student clubs also reported to SGA at our general meeting. Our clubs are currently planning many different events and opportunities for students, including PTK's Honors In Action project, Marine Tech's weekly cleanups, and the CFANs Nursing Club offering health services to the homeless. We also processed the application for a new club, part of the National Alliance on Mental Illness (or NAMI).

We partnered with the American Red Cross to organize a blood drive on campus on September 13th, which was very successful. We had set a goal to collect 19 units of blood, and we exceeded this goal by over 50%, with the total collected being 30 units.

On September 16th, a few of our officers and senators attended the North Carolina Comprehensive Community College Student Government Association Fall divisional meeting, which was held at Johnston Community College. We participated in officer round tables and workshops alongside representatives from all over Eastern North Carolina. We discussed the challenges facing students in their daily lives, including transportation, mental health, food insecurity, and childcare, and how to support them in such issues. Cape Fear was recognized for our new childcare center, which again is one of the first of its kind and certainly the only one in our region. We toured the Johnston CC campus, getting to see places like their esports room and various student services. Overall, it was an excellent experience to gather ideas and information for our own student body.

We will be attending the N4CSGA Fall conference in Rocky Mount, which will be held November 3-5. This will be another great opportunity to represent Cape Fear and learn how to improve our service to the community college students of North Carolina.

This week, September 25-28, SGA hosted Constitution week at CFCC. We volunteered with a table in the Union Station lobby for a couple hours each day, celebrating civic duty and encouraging student involvement in the community both on and off campus.

So far, I'm very impressed with the team that is involved in Student Government this year and looking forward to what the 2023 to 24 school year holds.

## **FACULTY ASSOCIATION REPORT**

Mr. Beaulieu presented the following report.

The CFCC Faculty Association held its first regular meeting of the FALL 2023 semester on Tuesday September 5<sup>th</sup>. 47 faculty members attended, both in person and virtually. The following issues were discussed and highlighted during the meeting.

### **1. Updates on the state budget were offered and discussed.**

2. **Logan Thompson updated faculty on the adjunct teaching award.**
3. **The 8-point CFCC grade scale was discussed.**
4. **Concerns about the use of AI generated plagiarism were discussed at length.**

The Faculty Association would like to highlight individual instructor contributions to campus enrichment, as well as a singular department, during the bi-monthly BOT meeting. The intention is to make the board aware of the talent, professionalism, and dedication of the more than 1300 educators who work for Cape Fear Community College. For this meeting our departmental highlight will focus on the contributions of our English faculty.

The new Secretary for the FA is Robyn Brown. Robyn teaches sociology for Cape Fear Community College and is one of the most energetic, passionate, and intelligent young faculty members working at the college. The Association thanks Ms. Brown for her willingness to serve in this role and we look forward to her many contributions.

#### **Update on salary (Raleigh closing in on final numbers for compensation of state employees)**

As mentioned in May, the Faculty Association remains committed to addressing the issue of compensation. Our salary committee will meet for the first time tomorrow to discuss ways in which we can better advocate for our students and ourselves with regards to funding and compensation. I look forward to sharing the results of these efforts with the board at future meetings.

The association held its first social on Friday September 15<sup>th</sup> at Hi-Wire brewing. About 25 faculty members attended. More activities and socials are being planned throughout the rest of the academic year.

#### **FOUNDATION REPORT**

Ms. Thompson presented the following report.

##### Notable Gifts

- \$100,000: new endowed scholarship from Dr. Ed and Mrs. Bonnie Ricciardelli
- \$14,000: support of drop-in childcare center from the Babies Hospital Foundation
- \$10,000: support of existing annual scholarships from the Wilmington Police Recreation Association
- \$10,000: total raised for new Darius Brunson Memorial Scholarship from his parents, family, and friends
- \$6,000: for existing endowed scholarship from Mr. Dan Martin III
- \$5,000: for existing endowed scholarship from Mr. and Mrs. Chip Jones
- \$5,000: for completion of \$25,000 corpus for Carol Lemley Montgomery Endowed Scholarship from Lt. Col. Mac Montgomery (Ret)
- \$5,000: for existing endowed scholarship from Dr. Henry Pierpan

- \$5,000: for athletics program from Carolina Cove Wilmington

#### New Scholarships

- Bonnie and Edward Ricciardelli Endowed Nursing Scholarship: supports nursing students (ADN) with financial need, with a preference for single mothers and underrepresented students
- Darius Brunson Memorial Scholarship: supports students in Culinary Arts with 2.5 GPA or higher, from New Hanover, Pender, or Brunswick County – funded by family and friends of CFCC alumnus
- Rotary Scholars: supports students in any field of study who have maintained a B average, with a preference for students who (at any time) attended Williston Middle School
- Rotary Film Scholars: supports students in Film and Video Production Technology who have maintained a B average in high school
- Progression Towards Excellence Scholarship: supports students in the Marine Technology program with financial need who have made significant progress in the program, as determined by their instructor(s) – funded by CFCC alumnus
- Joseph Cleveland Herring Memorial Scholarship: supports students in the Radiography or Welding programs – funded by CFCC alumnae

#### Upcoming Fundraising Efforts

- Holiday Helpers: to support students who have children with gift cards over the holidays to purchase food, presents, etc. for their families

**DATE OF NEXT MEETING – NOVEMBER 16, 2023**

Meeting adjourned at 6:02 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

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