

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
NOVEMBER 16, 2023
5:00 PM**

Following proper public notifications on November 13, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, November 16, 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; Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Ms. Deloris Rhodes and Ms. Cara Allen, SGA President.

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; Ms. Christina Greene, Vice President of Business Services; Ms. Anne Smith, Vice President of Human Resources and College Safety; Mr. Nelson Beaulieu, Faculty Association President; Ms. Logan Thompson, Executive Director of CFCC Foundation; Mr. Robert Carter, Manager, Technical Support and Client Services; 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; and other employees (see below).

Others present were: Ms. Avery Locklear, Attorney, Ward and Smith
Mr. Peter Castagno, Reporter, Port City Daily

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. McLeod and seconded by Ms. Maxwell to approve the September 28, 2023 minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

Ms. Anne Smith introduced the following new employees in attendance:

Ms. Hayley Petroski, HR Generalist

Ms. Logan Smith, Major Gifts Officer

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.

Holiday Party

The annual CFCC Holiday Party will be held on December 8, 2023, from 12:00 – 2:00 pm in Daniels Hall.

Foundation

Please remember the CFCC Foundation when making holiday donations.

2024 Board of Trustees Meeting Dates

Thursday, January 18, 2024

Thursday, March 28, 2024

Thursday, May 23, 2024

Thursday, July 18, 2024

Thursday, September 26, 2024

Thursday, November 21, 2024

NCACCT Trustee Training

Mr. Collins thanked the following trustees for completing there NCACCT Trustee Training.

Lanny Wilson

Robby Collins

Deborah Maxwell

Marc Sosne

Jason McLeod
Bill Cherry
Zander Guy
Jonathan Barfield

PRESIDENT'S REPORT

President Morton reviewed the following report.

Veteran's Day Ceremony

CFCC's Veteran's Day Ceremony was held November 9 in Tabitha's Courtyard at the Downtown campus. New Hanover County Commissioner and CFCC Board of Trustees Member, Jonathan Barfield, gave the invocation.

Wilmington Cape Fear Rotary Club Presentation

Presented updates to the Wilmington Cape Fear Rotary Club on October 10 that highlighted many of CFCC's past year's achievements. CFCC Board of Trustees Chair, Robby Collins, was in attendance.

Wilmington Biz Expo Conference

Attended the Wilmington Biz Expo Conference October 5 at the Wilmington Convention Center. The topic of this year's conference was "Our Economic Outlook".

Wilmington Chamber's Talent and Workforce Summit

Served as a panelist for the Wilmington Chamber's Talent and Workforce Summit, "Anchoring the Career Coast," on October 25 at Lumina Hotel in Wrightsville Beach. The panel discussion featured leaders from three industry-focused talent collaboratives dedicated to enhancing talent pipelines in healthcare, technology, and manufacturing for local citizens. CFCC Board of Trustees members Deloris Rhodes, Bill Cherry, and Robby Collins were in attendance.

Associate Degree Nursing Program

CFCC's Associate Degree Nursing (ADN) program has been ranked the fifth-best nursing program in the Southeast by NursingProcess.org. and is also the top-rated program in North Carolina.

Manufacturing Day Expo

A Manufacturing Day Expo was held on November 15 at CFCC's North Campus. The expo offered area middle and high school students, CFCC students, and the public an opportunity to connect with 27 local manufacturing employers and learn about job training programs available at the college.

Music Faculty and Friends Concert

CFCC's Music Faculty and Friends Concert took place at the Wilson Center on October 23. This free event was open to the public and featured CFCC music instructor Steve Ethers and soloist Benny Hill performing with the visiting Brunswick Big Band.

Opening of the CDC Outdoor Learning Environment

The CFCC Child Development Center held a ribbon cutting on Monday, November 6, to showcase the updated outdoor learning environment for children.

NC State University Transfer Agreement

NC State University and CFCC have collaborated to provide CFCC students who have completed at least 45 credit hours in Criminal Justice Technology or Public Safety Administration programs the ability to seamlessly transfer into NCSU's Leadership in the Public Sector bachelor degree program.

U.S. Coast Guard Partnership

CFCC and the U.S. Coast Guard have partnered to offer a Merchant Mariner Credential for Marine Technology program students to participate in the USCG's Direct Enlistment Program. This prestigious program offers graduates an accelerated path to serve in the United States Coast Guard and contributes to the nation's maritime security.

The Walk of the Immigrants Presentation

CFCC's Student Services held *The Walk of the Immigrants* event, on October 11, as part of the celebration of Hispanic Heritage Month. Presented by Saul Flores from Campus Speaks, who in 2010 walked 5,328 miles through ten countries and nine border crossings traveling from Ecuador to Charlotte, North Carolina. *The Walk of the Immigrants* gave audience members the opportunity to gain a deeper understanding of the struggles, hardships, joy, and hope immigrants experience on their journey to the United States.

CFCC First Annual Trunk-or-Treat

The College hosted its first annual Trunk-or-Treat on October 30 at North Campus with over 250 people attending. The event was open to the community and offered a variety of games and treats for all ages in a fun and safe environment.

Campus Open Houses Events

Open Houses were held on November 9 at the Downtown Campus and November 14 at North Campus. These events gave current and prospective students the chance to tour the campuses and learn more about CFCC. Faculty and staff were on hand to answer questions about our programs, student athletics and clubs, admissions, and more. We experienced an 84 percent increase in the attendance of prospective students at the November 9 event over last year.

NC Governor's Crime Commission Grant

The NC Governor's Crime Commission awarded CFCC with a \$125,000 grant to enhance and extend law enforcement training in child forensic interviewing. This grant will enable us to offer a comprehensive curriculum covering various aspects of child forensic interviewing, focusing on enriching interview skills and conducting interviews in a sensitive, trauma-informed manner.

Mission of Mercy

November 3-4, CFCC Dental students participated in Mission of Mercy at First Baptist Church. The students treated adults from underserved households in the community by assisting the dentist with x-rays, cleanings, fillings, extractions, while several students served as interpreters for the Hispanic population in our community.

2023 Health Care Heroes Awards

The Greater Wilmington Business Journal's *Health Care Heroes Awards* was held at the Wilson Center on October 27. CFCC's Dean of Health and Human Services, Mary Ellen Naylor, and Program Director of Dental Hygiene, Jessica Kiser, attended this event which honored individuals and organizations that are making an impact on the quality of health care in Wilmington.

CFCC Women's Soccer

The Sea Devils Women's Soccer team is ranked 15th nationwide. Defeating conference rivals, the Wake Tech Eagles, they claimed the Region 10 Conference Championship title, and finished the season with an undefeated 11-0-1 record. The team headed to the National Junior College Athletic Association (NJCAA) DII Women's Soccer Championship in Tucson, Arizona on November 12.

CFCC Women's Volleyball Team

The Sea Devils Women's Volleyball team is ranked 16th in the country and recently won regional title.

CFCC Faculty Art Exhibition

The 2023 CFCC Faculty Art Exhibition will run from November 7, 2023 to January 12, 2024. The annual exhibition highlights the talent of CFCC's visual arts faculty in the areas of painting, drawing, printmaking, photography, mixed media, and ceramics.

Civil Rights Compliance Visit

Preliminary findings were positive for CFCC's civil rights on-site review by the North Carolina Community College System. CFCC is a recipient of federal funds which makes the College subject to Methods of Administration (MOA) civil rights monitoring. The MOA team from Raleigh visited all of CFCC's campuses to ascertain accessibility for students and employees.

Sonic Systems Partnership

Sonic Systems, an energy services company that supports energy facilities worldwide, and CFCC announced a new partnership on October 25. Sonic Systems is a leading player in the nuclear technology field and will hire students at a starting wage of \$26 per hour. This collaboration will offer students a competitive income while gaining real-world industry experience. Students who excel at Sonic System have the opportunity to transition into positions with GE Hitachi, a renowned global leader in nuclear technologies.

2023 CFCC Portals Gala

The 2023 CFCC's Portals Gala was well attended on November 14 in Daniels Hall. This event celebrated the CFCC 2023 Portals Literary Magazine with student presentations for both art and writing, refreshments provided by CFCC Culinary Arts, and live music by Phillip Singleton, Arts and Humanities Program Chair.

EdNC Publication

EducationNC (EdNC) recently published an article featuring our new Drop-In Childcare Center for students. CFCC is the first community college in NC to provide free child care while parents and caregivers attend class or study. The article can be viewed here: <https://www.ednc.org/2023-10-16-cape-fear-community-college-free-drop-in-child-care-students/>

Lumina Foundation Promotional Video

The Lumina Foundation launched a national community college spotlight project this year and included CFCC on their list of featured institutions. Representatives of the Lumina Foundation visited our campuses to film and conduct interviews to create a promotional video which was nationally released on October 26. The video can be accessed here: <https://www.youtubeeducation.com/watch?v=A4WLvWKvwOA>

America's Cutting Edge Grant

CFCC is a sub-recipient (under North Carolina A&T University) of the America's Cutting Edge Grant with funds being provided by the U.S. Department of Defense. This \$463,000 grant will provide equipment and the opportunity for CFCC's Machining program to provide high school students in New Hanover and Pender counties with free summer camps. CFCC hopes to have the camps scheduled for the summer of 2024.

Presentations

President Morton showed a video from the Lumina Foundation spotlighting CFCC, Photos of the new outdoor learning environment for the CFCC Child Development Center and photos of the CFCC Manufacturing Day held at the North Campus.

Enrollment

Enrollment is up 6 percent over last fall.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. Rivenbark 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	Other Contracts	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
2	N Building Roof & Lab Hood Exhaust Fan Replacement	\$ 39,062.00	\$ 257,740.00	\$ 135,167.77	\$ 431,969.77	\$ 431,969.77	\$ -	Roof portion complete, Lab Hood and Fan replacement under construction
4	NA2/NB1 Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 529,257.00	\$ -	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
Completed Projects						\$ 1,125,773.23	\$ -	
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	Other Contracts	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	NA#1/NB#2 Building Chiller Plant Replacement		\$ 425,700.00		\$ 425,700.00	\$ 650,000.00	\$ 224,300.00	Chillers in Production & will be completed Q4 2024
2	NB Boiler Replacement 2021 - Update to Condensing Boiler	\$ 9,200.00			\$ 9,200.00	\$ 160,000.00	\$ 150,800.00	Design
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	Ordered
Category Totals						\$ 1,920,000.00	\$ 1,485,100.00	

Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	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	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$59,900.00	\$1,020,500.00	\$819,600.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion July 2024

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	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

Selection of General Contractor L Building

A MOTION from the Facilities and Equipment Committee recommends approval of Thomas Construction as the general contractor for the L Building 2nd Floor Interior Renovation. Motion carried unanimously.

HHS Building Renovation Phase 1

HHS Building Phase 1 Health & Human Services Renovation (319 N. 3rd St.) - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	HHS Bldg. Phase 1 Health and Human Services - 319 N. 3rd St. Renovation	\$208,229.60	\$1,790,770.40	\$923.00	\$1,999,923.00	\$1,999,923.00	\$0.00	Under Construction - Completion 12/2023

HHS Building Renovation Phase 2

HHS Building Health & Human Services Phase 2 Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	HHS Bldg. Health & Human Services Phase 2 Renovation				\$0.00	\$9,154,180.00	\$9,154,180.00	Design Award

Selection of Architect and Engineering Designer

A MOTION from the Facilities and Equipment Committee recommends approval of Bowman, Murray, Hemingway – BMH Architects as the architectural and engineering designer for the HHS Building Renovation Phase 2 Project. Motion carried unanimously.

3-1 Surf City Center Expansion

A MOTION from the Facilities and Equipment Committee recommends approval of the 3-1 for the Surf City Center Expansion for project total of \$4,000,000. Motion carried unanimously.

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

State Budget 2-1

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the 2023-2024 State Budget in the amount of \$112,729,765. Motion carried unanimously. The overall budget increased over last year by 3.7 percent and \$4,0020,000 due to an increase in full-time equivalency.

There was an additional \$42 million added to CFCC's budget for special projects. These include:

\$7 million allocation to replace the Cape Hatteras, as a new ship will be built for CFCC.

\$4 million allocation for expansion to the Surf City Campus. This will add 4 additional classrooms.

\$1 million allocation for the continued funding of the CFCC Career Academy over the next 2 years.

\$30 million allocation to repay New Hanover County for the acquisition and renovations of the Health and Human Services building. This allocation will be funded over 2 years.

President Morton thanked Mr. Bill Cherry for taking the time to go to Raleigh with him to speak with legislators regarding funding for the college as well as Mr. Zander Guy for his efforts in helping to secure funding for the Surf City Campus.

Faculty and Staff Salary Increases

A MOTION from the Finance Committee recommends to the Board of Trustees approval of a 4 percent salary increase for all full-time employees employed on or before June 30, 2023. Motion carried unanimously. This increase will be included in the November 2023 pay period.

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 \$2,629,100. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 30.75 percent of the budget had been expended as of October 2023.

County Budget Summary

The County Budget Summary reported 32.44 percent of the budget had been expended as of October 2023.

Institutional Funds Update

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

CURRICULUM COMMITTEE

Mr. Barfield reviewed the following additions to curriculum.

A MOTION was made by Mr. Collins and seconded by Mr. Rivenbark to approve the High School Adjunct Instructor Certificate Program Curriculum as presented. Motion carried unanimously.

Proposed Program of Study for C55190 High School Adjunct Instructor Certificate

The High School Adjunct Instructor certificate provides a course of study leading to the development of the general instruction and competencies needed to become an adjunct instructor in a public high school in North Carolina.

A. GENERAL EDUCATION: *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

1. Communication:

The following course(s) are required: N/A

2. Humanities/Fine Arts:

The following course(s) are required: N/A

3. Social/Behavioral Sciences:

The following course(s) are required: N/A

4. Natural Sciences/Mathematics:

The following course(s) are required: N/A

Total General Education Semester Hour Credits Required: 0

B. MAJOR HOURS

Core

The following course(s) are **required:**

EDU 163	Classroom Management and Instruction	(3 SHC)
EDU 177	Instructional Methods	(3 SHC)
EDU 216	Foundations of Education	(3 SHC)
EDU 243	Learning Theory	(3 SHC)

Effective Instruction

EDU 270	Effective Instructional Environments	(2 SHC)
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Education and Technology

EDU 271	Educational Technology	(3 SHC)
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OR

EDU 272	Technology, Data, and Assessment	(3 SHC)
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Required Subject Area(s) if applicable: N/A

Total Core Semester Hour Credits 17

Concentration (if applicable): N/A

Total Concentration Semester Hour Credits: 0

Other Major Hours

Total Other Major Semester Hour Credits: 0

C. OTHER REQUIRED COURSES (If applicable)

Total Other Required Semester Hour Credits: 0

Total Semester Hours Credit in Program 17

Proposed Program of Study for C55490 Elementary Education Residency Licensure Certificate

A MOTION was made by Mr. Guy and seconded by Ms. Rhodes to approve the High School Adjunct Instructor Certificate Program Curriculum as presented. Motion carried unanimously.

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general instructional competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

A. GENERAL EDUCATION: *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

1. Communication:

The following course(s) are required: N/A

2. Humanities/Fine Arts:

The following course(s) are required: N/A

3. Social/Behavioral Sciences:

The following course(s) are required: N/A

4. Natural Sciences/Mathematics:

The following course(s) are required: N/A

Total General Education Semester Hour Credits Required: 0

B. MAJOR HOURS

Core

The following course(s) are **required:**

EDU 270	Effective Instructional Environments	(2 SHC)
EDU 272	Technology, Data, and Assessment	(3 SHC)
EDU 277	Int. Curr. & Instr. Strat.: Math/Science	(3 SHC)

EDU 278	Int. Curr. & Instr. Strat.: Soc. Stu/ELA	(3 SHC)
EDU 279	Literacy Development and Instruction	(4 SHC)
EDU 283	Educator Preparation Practicum	(3 SHC)

Required Subject Area(s) if applicable: N/A

Total Core Semester Hour Credits **18**

Concentration (if applicable): N/A

Total Concentration Semester Hour Credits: 0

Other Major Hours

Total Other Major Semester Hour Credits: 0

C. OTHER REQUIRED COURSES (If applicable)

Total Other Required Semester Hour Credits: 0

Total Semester Hours Credit in Program **18**

Proposed Program of Study for General Occupational Technology Program

A MOTION was made by Dr. Sosne and seconded by Ms. Maxwell to approve the General Occupational Technology Program Curriculum as presented. Motion carried unanimously.

Curriculum Standard

Curriculum Program Title: **General Occupational Technology**

Program Code: **A55280**

Concentration: **(not applicable)**

CIP Code **24.0102**

Curriculum Description

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with IDSBCCC 400.10]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *{See second page for additional information,}*

- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the Institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computer.*

Major Hours

- a. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program,

- B. **Concentration (If applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or

courses that make up the concentration of study are in addition to the required subject/course core,

- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

General Occupational Technology A55280			
	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30SHC	12SHC
A. CORE Required Courses: None Required Subject Areas: None			
B. CONCENTRATION <i>(Not applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> Prefixes for major courses for curriculums approved to be offered by the college.			

Approved by the State Board of Community Colleges on November 13, 1996, SBCC Revised 11/19/04. SBCC Revised 09/21/07; SBCC Revised 10/19/07, SBCC Template Revised 10/17/08, Revised 09/14/10; Editorial Revision 08/01/15; CCRC Revised Electronic Only (RISE Initiative) 10/24/19.

ADMINISTRATIVE AND PERSONNEL COMMITTEE

FACULTY AND STAFF HANDBOOK PROPOSED POLICIES

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

Weapons Prohibition Policy

Cape Fear Community College is concerned about the safety, welfare, and protection of all individuals on College premises. Students, faculty, staff, contractors, consultants, vendors, visitors, members of the public, and all other individuals who are on College premises or attending functions sponsored by the College are strictly prohibited from having weapons in their possession. Individuals on College premises must abide by the provisions set forth in North Carolina General Statute §14-269.2. Federal statute does not supersede the North Carolina General Statute.

Definitions

College Premises - Any property in use by the College, including property that is leased, owned, used for College functions, or under the control of the College to conduct any of its courses of instruction, administrative operations, or events and activities sponsored by the College.

Weapons - Any object, visible or concealed, that is or could be used to threaten, intimidate, inflict serious bodily injury, or kill another individual. This includes, but is not limited to, guns, rifles, pistols, air guns, stun guns, other types of firearms, explosives, metallic knuckles, clubs, batons, knives or other blades, dangerous chemicals, or biological agents. Weapons also include any dynamite cartridge, bomb, grenade, mines, or powerful device as defined in North Carolina General Statute §14-284.1.

Exceptions

An individual cannot knowingly possess “whether openly or concealed” any ~~weapon~~ **gun** of any kind ~~or weapon~~ on Cape Fear Community College property, with the following exceptions:

1. A weapon or assimilated weapon used solely for instructional or ceremonial purposes in a curriculum (i.e.; Cosmetology, Marine, Culinary, etc.), entertainment purposes (*i.e.*, *Wilson Center performances*), continuing education course, or course delivered or sponsored by the College, or an event officially sponsored and sanctioned by the College
2. Items or toolkits possessed by college employees and/or contractors for the purpose of performing regular job functions; including but not limited to, facilities maintenance and/or repair of equipment. An individual exempted by North Carolina General Statutes §14-269.2, §14-415.10, §14-415.24-26.
3. North Carolina General Statute §14-269.2(k) allows for the following exception for individuals with a valid concealed handgun permit. The exception is limited and all of the following conditions must be met:
 - a. The permit holder has a handgun in a closed compartment within their locked vehicle, or within a locked container securely affixed to the permit holder’s vehicle, and only unlocks the vehicle to enter and/or exit while the handgun remains securely locked within;
 - b. The permit holder is carrying a concealed handgun on their person while remaining in their locked vehicle;
 - c. The permit holder remains within their locked vehicle and removes the handgun from concealment only for the amount of time reasonably necessary to move the handgun from concealment on the person to a locked container within the vehicle or reverse the previous action.
4. An individual registered under North Carolina General Statute Chapter 74C as an armed armored car service guard or armed courier, or armed security guard, when performing their duties.

Violations

- Individuals who possess weapons in violation of this policy may be subject to criminal penalties, as established in North Carolina General Statute §14-269.2.
- Individuals who reasonably suspect this policy is being or has been violated must immediately report the violation to campus Security.

- Individuals who violate this policy will be subject to disciplinary action, up to and including termination of employment.
- Students who violate this policy may be subject to disciplinary action up to and including suspension or expulsion.
- Guests, visitors, and/or contractors found in violation of this policy may be permanently trespassed, or prohibited from returning to campus.

Information Security Incident Response Policy

Purpose

Incident response includes planning for and actively managing information security incidents that can affect the institution from utilizing its Information Technology assets to meet its goals. Most commonly this takes the form of unauthorized access into a computer system, physical security intrusions, or if a natural disaster occurs. The Information Security Incident Response Policy provides the process and procedures for ensuring incidents are properly handled in an effective and consistent manner, with as little impact to the institution as possible. This policy applies to all departments and all assets connected to the institution's network.

Responsibility

- The IT Services business unit is responsible for managing all incident response functions.
 - While all IT staff are required to follow the written incident response plan, real world deviations are expected and must be handled gracefully. Third-party organizations involved in the incident response process must be managed by the incident manager.
- Users are responsible for reporting incidents that they are aware of to the appropriate business unit or personnel as specified in the incident reporting process. Users are responsible for attending training for recognizing and reporting incidents within the institution.

Policy

1. IT must develop and maintain a written incident response plan.
 - a. This process must be documented and approved.
 - b. This plan must include a process for responding to incidents.
 - c. At a minimum, the incident response process must be reviewed on an annual basis or following significant changes within the institution.
 - i. This review may also occur following an incident or tabletop exercise.
 - d. An incident manager and backup incident manager must be specifically identified by name within the plan.
 - i. If an external party is the incident manager, then one internal individual must be specified to oversee the response process.
 - ii. Contact information must be recorded in the incident response plan.
 - e. Any parties that need to be made aware of a security incident must be documented.
 - f. The plan must address any regulatory or other compliance requirements.
 - g. The plan must address communications.

2. IT must develop and maintain a written process for users to report incidents.
 - a. This process must include approved methods for reporting incidents including:
 - i. Primary and secondary methods for reporting.
 - ii. Specific recipients to receive incident reports.
 - iii. Any minimum information needed.
 - iv. Timeframes for reporting incidents.
 - b. At a minimum, the incident reporting process must be reviewed on an annual basis or following significant changes within the institution.

Revision History

Each time this document is updated, this table should be updated.

Version	Revision Date	Revision Description	Name
1.0	2023-09-06	Created initial draft based on sample documents from other institutions.	Jakim Friant

FACULTY AND STAFF HANDBOOK POLICY REVISIONS

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

5.63 Discipline Procedure

The objective of Cape Fear Community College’s Discipline Procedure is to establish an equitable and consistent framework for infractions including but not limited to: general misconduct, performance related concerns, or violations of the College’s Faculty and Staff Handbook. The College's Discipline Procedure ensures due process when issuing disciplinary actions to employees. No attorney shall represent either the employee or the College during the disciplinary process.

The College strictly prohibits retaliation against any person for reporting, testifying, assisting with, or participating in any manner, in any investigation or proceeding involving disciplinary procedures. Employees who retaliate will be subject to disciplinary action, up to and including termination of employment. Retaliation is any action that is perceived as intimidating, hostile, harassing, a form of retribution, or violence that occurs in connection to the disciplinary process.

The discipline procedure may include any of the following disciplinary actions listed below. Disciplinary actions are not necessarily intended to be sequential.

- Counseling – An informal, documented meeting between a supervisor and their employee prior to disciplinary action being taken.
- Verbal Warning – A Verbal Warning may be issued as a first attempt to address and/or correct employee misconduct or improve performance. Verbal warnings are documented.
- Written Warning – Written documentation of a violation either covered in a previous verbal warning or to document the first occurrence of a more serious infraction.

- Performance Improvement Plan (PIP) – A Performance Improvement Plan (PIP) is a document to assist employees who are not meeting performance expectations. A PIP may be issued in conjunction with a written warning or as a stand-alone tool to improve employee performance.
- Probation – An employee may be placed on probation throughout the duration of a specified time frame during the disciplinary process.
- Suspension – An employee may be suspended with pay during the disciplinary process while an investigation is active. In the event of an employee's suspension, the employee is required to leave College premises and cease communications with other College employees, except for those involved in the investigation.
- Transfer – An employee may be transferred to a different location, department, or work shift.
- Pre-Disciplinary Conference – Meeting held between the employee, supervisor, and Human Resources in advance of administering a proposed disciplinary action. This conference allows the supervisor and Human Resources to gather additional information from the employee and allows the employee an opportunity to respond to alleged infraction(s) in advance of a formal disciplinary action.
- Appeals Hearing – An appeals hearing may be requested by the employee if their complaint or grievance is not resolved through the Informal Complaint & Formal Grievance Resolution Procedure. The appeals hearing is scheduled before an Appeals Committee appointed by the President of the College.
- Separation – An employee may be terminated from employment. A recommendation for dismissal could be the result of an accumulation of minor violations or for a single serious violation.

5.64 Disciplinary Process

- Supervisors have an obligation to not only review and encourage satisfactory performance and professional conduct of employees they supervise, but also to identify, address, and resolve employee misconduct and performance related issues as they are identified.
- Supervisors are required to consult with Human Resources for guidance on the disciplinary process prior to initiating and/or administering a disciplinary action, with the exception of counseling sessions or verbal warnings.
- Supervisors who are unable to render an impartial decision in connection with the disciplinary action process are required to excuse themselves from decision-making.
- Employees will be notified in writing of the decision regarding disciplinary action, generally within ten (10) work days of the pre-disciplinary conference or when the employee was first notified of the disciplinary action.
- Documentation of disciplinary actions and outcomes are placed in the employee's personnel file. Although personnel files of community college employees are not generally subject to inspection under Chapter 132 of the North Carolina Statutes, certain personnel records (*including dates and types of suspension or separation, for disciplinary reasons*) are open to inspection under Chapter 115-D, Article 2A of the North Carolina General

Statutes.

5.65 Non-Reappointment Procedure – 5.65 to be moved to Contracts Section of Handbook

Regular -Full Time - Any contractual employee may be subject to non-reappointment following a contract period, depending upon program changes, financial exigency, reduced enrollment, and other factors deemed relevant to total institutional interests. All non-reappointment determinations will be based on the best interests of the College and shall be made in accordance with applicable law and applicable College policies. Except in the case where financial information from the State affecting a non-reappointment determination is unavailable, regular contractual employees whose contracts will not be renewed will be notified of their non-reappointment by June 1 of the fiscal year preceding the fiscal year for which they will not be reappointed. The need for temporary employees varies from semester to semester and temporary positions are not established in the budget as regularly recurring positions, therefore, employees in temporary positions will not be given advance notice of non-reappointment.

The decision not to reappoint a contractual employee at the conclusion of a contract period is committed, without further recourse, to the judgment of the College officials authorized to make the non-reappointment determination, based on the factors described above, and may not be appealed through the College's Grievance Procedure (Section 5.66) or otherwise. However, if for some reason the opportunity for a hearing is required by law in connection with a contractual employee's non-reappointment, any appeal will be conducted in accordance with the College's Grievance Procedure (Section 5.66).

Part-Time Employees- A contract may be canceled at any time for any reason as deemed necessary by the College.

Employee Work Schedules

5.17 Exempt Staff Positions

Positions exempt from the provisions of the Fair Labor Standards Act are paid on a salary basis and are not eligible for overtime or compensatory time.

Staff – Staff are expected to work the number of hours necessary to fulfill the requirements of their position and no less than 40 hours per week. The normal work schedule for staff is 8 hours a day, 5 days a week (*typically 8 am until 5 pm, Monday through Friday*). Operational needs of the College may necessitate variations in starting and ending times, but all full-time employees must work five (5) days per week. Exceptions may be made for weeks at sea for Marine Technology.

Faculty – Faculty work schedules are based on instructors being on campus a minimum of four days per week for a minimum of 30 hours per week. Exceptions to this requirement may be made for faculty who have selected or been assigned to a 40-hour work week. These faculty members will be on a campus or at an instructional site for 40 hours each week. Faculty are not generally required to be present when students are away, except for in-service activities or when directed by their supervisor in support of college needs.

Full-time regular Economic & Workforce Development faculty members work the class schedule as set in accordance with the needs of the college. Economic & Workforce Development faculty are also not generally required to be present when classes are not in session except for in-service activities and when directed by their immediate supervisor. Class schedules will be determined in accordance with college needs.

Lunch Period: The typical employee lunch period for office operations at CFCC should be observed for one (1) hour. However, supervisors may approve alternative lunch periods depending upon employee needs and when the normal daily-required number of work hours are met, and operational needs are met.

Exempt employees may not forego a lunch period and/or break for purposes of a later arrival or earlier departure in order to shorten the workday.

5.18 Non-Exempt Positions

Non-exempt positions are subject to the overtime requirement of the Fair Labor Standards Act (FLSA). These positions typically work 40 hours per week. Overtime begins after an employee has actually worked 40 hours in a calendar week. For FLSA purposes, CFCC's workweek begins at 6:00 a.m. on Monday and runs to 6:00 a.m. the following Monday. Non-Exempt employees are required to clock in and out utilizing the College's timekeeping system to reflect actual hours worked in real time.

Employees whose principal duty stations require them to be at their desks or confined to their offices are entitled to a fifteen (15) minute break in each half of the workday. Supervisors are to schedule the break time, and at no time is a break period to interfere with a service to be provided or completion of an assigned duty.

Lunch Period: The typical employee lunch period for office operations at CFCC should be observed for one (1) hour. However, supervisors may approve alternative lunch periods depending upon employee needs and when the normal daily-required number of work hours are met, and operational needs are met. Lunch periods are unpaid.

Hourly employees may not forego a lunch period and/or break for purposes of a later arrival or earlier departure in order to shorten the workday.

Other Prohibited Conduct and Unlawful Harassment

5.59 General Information

The following guidance about prohibited conduct is intended to promote good understanding by College employees about conduct expectations and protection of the rights of all employees. If an employee engages in prohibited conduct, disciplinary actions may be initiated as noted in CFCC's Discipline Procedure. Such disciplinary actions are not necessarily intended to be sequential. A recommendation for dismissal could be the result of an accumulation of minor violations, or for a single serious violation. Disciplinary actions taken will be included in the employee's personnel file. The guidance provided does not preclude any College department from establishing additional

parameters for its employees and necessary for the effective business operations of that department.

What follows is not an all-inclusive list of rules, and the College reserves the right to use appropriate administrative judgment to take disciplinary action against an employee for acts or omissions not specifically stated below. For purposes of this policy, “College premises” shall include the buildings, grounds, and parking lots of the College campus, satellite facilities, or any other location where the business of the College is being performed or carried out, and College equipment and vehicles. “Students” of the College shall include enrolled students, applicants for enrollment, and other participants and applicants for participation in College programs and services.

All CFCC employees are expected to conduct themselves in a professional manner at all times.

Other Prohibited Conduct and Unlawful Harassment

Other unlawful harassment may occur when a CFCC community member is subject to unwelcome conduct based on a category based on a protected status. These protected status categories include: age, color, gender, gender identity, genetic information, disability status, marital status, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Unwelcome conduct that is objectively and subjectively severe, persistent and/or pervasive and creates an unreasonable interference with the individual's ability to work or pursue their education is considered harassment.

Behavior that is based on a protected category, but does not rise to the level of prohibited harassment under the College’s policy, may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other College policies and, like other behavior that is unprofessional, disruptive, or violates a College policy or ordinance, could warrant discipline up to and including termination of employment.

Misconduct related to the use or possession of alcohol, illegal drugs, or controlled substances: *See Drug and Alcohol-Free Workplace Policy*

- Unauthorized consumption or possession of alcohol on College premises
- Consuming, distributing or possessing illegal drugs, as determined by state or federal law, on College premises
- Consuming, distributing, or possessing controlled substances on College premises without a prescription
- Selling or conspiracy to possess illegal drugs or controlled substances
- Unlawfully manufacturing, distributing, dispensing or using illegal drugs or controlled substances
- Being under the influence of alcohol when reporting to or while at work
- Being under the influence of illegal drugs (*as determined by state or federal law*) when reporting to or while at work
- Being under the influence of controlled substances without a prescription when reporting to or while at work
- Failing a required drug or alcohol screen

- Falsifying laboratory test results or samples
- Adulterating or attempting to adulterate a drug screening specimen

Noncompliance with safety rules and regulations: *See Safety Policy.*

- Failing to immediately report all accidents and/or injuries
- Failing to comply with safety rules and regulations established by unit supervisors, in conjunction with local law enforcement, or local, state or federal statutes
- Failing to use safety apparel and equipment
- Failing to report unsafe conditions or practices
- Creating or contributing to disorderly, unclean, or unsafe working conditions
- Misuse of College vehicles or equipment

Improper behavior relating to attendance:

- Excessive absenteeism or tardiness that is not covered by one of the College's leave policies or applicable law
- Three (3) consecutive work days of No Call/No Show/Leaving work early or taking extended break periods
- Leaving the work area without permission
- Making preparation to leave work before the lunch period, break period, or the specified quitting time
- Failing to report for overtime work when scheduled
- Failing to start work at the designated time
- Failing to return from an authorized leave of absence or vacation at the designated time
- Improper use of leave time to cover an absence (*e.g., applying sick leave, bereavement leave, Family Medical Leave Act, jury duty when the absence is not covered by one of those types of leave*)
- Failure to properly and/or promptly report the reason(s) for being absent,-if no previous arrangements were made with an appropriate supervisor

Negligent behavior relating to College property or the property of others:

- Malicious, negligent, or intentional destruction, damage, defacement, waste, or willful neglect of property of the College or another person
- Using/possessing the College's or another's property without authorization, including but not limited to, non-business use of College computers and peripheral equipment – *See the College's 12.1 Computer Use Policies*
- Theft, unauthorized taking or attempting to take, misappropriate, conceal, or remove property of the College or of an employee, student, customer, supplier, vendor, visitor, patron or guest of the College
- Unauthorized use of the College telephones, computers, electronics, or other equipment during working or nonworking hours
- Knowingly admitting, or providing means of access to, an unauthorized person into any locked or restricted College building and/or area of the campus
- Knowingly providing means of access to the College's information technology resources to an unauthorized person
- Being on College premises without authorization unless on duty or have business as a

member of the public

- Failing to report inappropriate use of College equipment or electronic systems
- Loss of keys, unauthorized use, manufacturing or duplication of any college key, unauthorized sharing or loaning of assigned keys to another person.

Poor work performance as evidenced by:

- Insubordination, such as refusal or willful failure to carry out job responsibilities or refusal to acknowledge the legitimate authority of the supervisor or the College. -
- Neglect of duty and/or lack of due care or diligence in the performance of duties
- Unsatisfactory work performance or failure to maintain reasonable standards of performance, productivity, or professionalism
- Poor customer service, repeated discourtesy to or difficulty in dealing with students, co-workers, visitors, guests, or the public that comes in contact with the College. -
- Improper documentation, destruction, falsification, alteration, deletion, or omission related to completion/maintenance of College forms, records, or reports (*e.g., production records, time records, employment applications, and medical records*), including, but not limited to, false claims for wages, benefits, insurance, leave of absence, and/or providing false information for personal gain
- Recording time for another employee on CFCC's time and leave keeping system or altering any time for any reason whatsoever.
- Breach of confidentiality, unauthorized disclosure or misuse of records or other business information
- Non-work-related use of official position and influence for personal gain
- Conducting personal business while on duty
- Unauthorized leave from the College

Inappropriate behavior or conduct related to the treatment of others:

- Utterance or publication of any threat, threatening, intimidating, obstructing, and/or harassing other persons
- Fighting and/or instigating a fight while engaged in College duties or while in attendance at any College sponsored event
- Engaging in aggressive, hostile, or violent behavior, such as intimidation of others
- Attempting to instill fear in others
- Engaging in belligerent speech, excessive arguing or swearing
- Sabotage or threats of sabotage

Other misconduct including but not limited to:

- Using vulgar or obscene language
- Gambling in any form on College time or premises
- Exhibiting immoral conduct on College premises or during work hours -
- Retaliating against an individual who makes a complaint of harassment
- Possessing weapons, ammunition, firearms, firecrackers, hazardous materials or explosives on College premises (*unless authorized in the course of employment*)
- Engaging in horseplay or practical jokes that endanger or disrupt employees or College property
- Violation of Tobacco-Free Policy

- Sleeping, loitering, or loafing on the job
- Failing to maintain proper personal grooming, dress, cleanliness, or hygiene. Creating or contributing to unsanitary conditions. Dress or appearance should not be distracting to other employees and should be within acceptable standards of health, safety, and professional attire where there is public contact.
- Working for pay at other employment while on leave (*e.g., medical or sick leave*) from the College without prior authorization
- Failing to disclose outside interests that may conflict with the interests of the College including, but not limited to, financial, employment, or other business interests
- Vending, soliciting, or collecting contributions on College time or premises without prior appropriate authorization
- Making defamatory statements about other College employees, including supervisors, or making disparaging statements to the public concerning College business
- Knowingly making false statements about College business or employees
- Failing to maintain appropriate licenses and/or certifications in accordance with job requirements
- Off-duty misconduct, including committing illegal acts, that reflects adversely upon the College or adversely affects the employee's ability/credibility to fulfill his/her job responsibilities
- Failure to disclose and/or inform the employer of convictions that would result in the inability or restriction to operate College equipment or vehicles

Failure to follow the policies and procedures set forth in the College's Faculty and Staff Handbook or violation of any other policies and procedures may result in disciplinary action up to and including termination of employment.

Procedure

All disciplinary actions will be administered in accordance with the 5.63 Discipline Procedure and 5.64 Disciplinary Process Sections of this handbook.

Right to Appeal

Employees who wish to appeal a disciplinary action taken against them should refer to the 5.66 Grievance Procedure section of this handbook ~~e-College's Discipline and Grievance Procedure~~. Review of the disciplinary action may be requested in accordance with the 5.66 ~~Discipline and Grievance Procedure~~, from the level where the decision to administer discipline was made.

5.67 Drug and Alcohol-Free Workplace Policy

Purpose

Drug and alcohol abuse in the workplace are subjects of immediate concern to the College and in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, users of drugs or alcohol may impact the wellbeing of College employees, students, the public at large, and result in damage to College property. Therefore, it is policy of the College that the unlawful manufacture, distribution, dispensation, possession, or use of any illegal or controlled substance in the workplace is strictly prohibited.

Statement of Policy

The College reserves the right to require an employee to submit to drug or alcohol testing when there is reasonable cause or suspicion that the employee may be under the influence or impaired. The basis for reasonable cause or suspicion can include, but is not limited to:

- Observations by college employees, students, or representatives of a college vendor/partner of apparent workplace possession, use, or perceived influence or impairment;
- Following a work-related accident, safety-related incident, or work-related injury.
- Upon reinstatement from suspension.

College employees who personally observe or are made aware of suspected drug or alcohol abuse have a responsibility to immediately report such suspicions to a college official, next-level supervisor, or Human Resources.

To ensure a safe and productive work environment, employees are prohibited from:

- Having detectable levels of drugs or alcohol in their system during work hours, including lunch or break periods, while operating a College-owned vehicle, or while on College premises.
- Using or being under the influence of drugs or alcohol while acting in the course and scope of employment outside of regular work hours.
- Being mentally or physically impaired by the use of prescription or nonprescription drugs or alcohol.
- Unlawfully manufacturing, selling, distributing, delivering, dispensing, possessing, or using any illegal drug or controlled substance as defined by the North Carolina Controlled Substances Act.
- Violating any Federal or State statutes or laws relating to drugs or alcohol.

For purposes of this policy, the term "**drugs**" includes any "controlled substances" as defined at 21 U.S.C. § 802 and listed on Schedules I through V of 21 U.S.C. § 812 and in the North Carolina Controlled Substance Examination Regulations, as revised from time to time, and as defined by other federal and state statutes and regulations. Generally, these are drugs which have a high potential for abuse and include, but are not limited to, opiates, marijuana, cocaine, PCP, amphetamines, and "crack." Also included are any other drugs that are illegal under federal, state, or local law, legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed physician, and substances that are not intended for human consumption (such as glue). "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Testing Procedures

- Human Resources will make testing arrangements for the employee.
- Drug or alcohol testing shall be conducted in an approved laboratory chosen by the College and in accordance with all provisions of the North Carolina Controlled Substance Examination Regulation Act.
- For drug testing, an initial screening test will be conducted. If the initial screening test is positive, the same sample or specimen will be retested using a confirmation test that complies with applicable law. All confirmation tests will be performed by a laboratory approved under the North Carolina Controlled Substance Examination Act. The results of the confirmation test will take precedence over the results of the initial screening test,

meaning that the results of the confirmation test must be positive before the test will be considered positive.

- An employee whose drug tests confirm positive may request a retest of the original specimen sample by the same or another approved laboratory at his or her expense. The individual must request release of the specimen in writing to the original laboratory within 90 days of the laboratory's notification to the College of a confirmed positive test result, specifying the approved laboratory to which the sample is to be sent. Any employee requesting a retest will be responsible for all reasonable expenses for chain of custody procedures, shipping, and retesting of confirmed positive specimens related to his or her request.
- An employee who undergoes a drug or alcohol test conducted pursuant to this policy will be notified by the College of the results of any such test if the results are confirmed positive. The College will treat all information relating to an individual's testing as a confidential medical record accessible only to management with a need to know.

Transportation to and from the testing facility will be provided by the College and arranged by Human Resources.

Violation of Policy

Any employee who violates this Drug Testing policy or refuses to submit to testing, adulterates or dilutes the specimen, substitutes the specimen with that from another individual, sends an imposter, does not sign the required consent forms, or refuses to cooperate in the testing process in such a way that intervenes or prevents the completion of the testing, will be subject to disciplinary action, up to and including termination of employment.

Corrective action taken against College employees may include disciplinary action, satisfactorily participating in a drug or alcohol abuse assistance or rehabilitation program, or termination of employment. The College encourages employees struggling with drug or alcohol abuse to seek assistance through the drug or alcohol prevention and/or counseling services offered throughout the community.

5.66 Grievance Procedure

A grievance is a formal process whereby an employee alleges a violation, inequitable application, or misinterpretation of a specific College rule, regulation, policy, or procedure pertaining to the employment relationship between the employee and the College that cannot be resolved through the conflict resolution avenues. These procedures shall apply to concerns by employees alleging that a work-related problem or condition is unfair, inequitable, or a hindrance to the effective performance of the employee's job.

Prior to submitting a formal complaint or grievance, employees are encouraged to openly and directly communicate with their immediate supervisor in an attempt to address and resolve issues concerns, or complaints related to their employment as they arise. The College strives to identify and resolve issues at the supervisory level and keep the resolution process as informal and

confidential as possible. Supervisors are given the courtesy of being informed of reported employee issues, concerns, or complaints in order to work towards a mutually agreeable resolution decision. Employees utilizing the Informal Complaint and Formal Grievance Resolution Procedures can do so without fear of reprisal or retaliation affecting the terms and/or conditions of their employment.

Step 1: Informal Complaint Resolution Procedure

The Informal Complaint Resolution Procedure provides an opportunity for employees to resolve a complaint through their immediate supervisor with optional Human Resources involvement. This procedure has been determined to be the most effective and common avenue for resolving employee complaints. Employees are encouraged to make every effort possible to utilize this informal approach to resolve complaints through communication with their immediate supervisor. If the employee complaint involves the employee's immediate supervisor, the employee may begin with Step 2: Formal Complaint Resolution Procedure.

The Informal Complaint Resolution Procedures are as follows:

- Employees may report a complaint for resolution by scheduling a meeting with their supervisor.
- Supervisors will make every effort to resolve employee complaints fairly and promptly, generally within five (5) work days of when the employee complaint is presented by the employee.
- Human Resources involvement can be requested by the employee or the supervisor in order to provide mediation and assist in the facilitation of the resolution decision.
- If the resolution determination at Step 1 is mutually amicable, the employee's complaint will be considered settled.
- In the event the employee complaint is not resolved, the employee may escalate their reported complaint by utilizing the Formal Complaint Resolution Procedure (*Step 2*).

Step 2: Formal Complaint Resolution Procedure

In the event the Informal Complaint Resolution Procedure does not resolve the complaint, an employee may utilize the Formal Complaint Resolution Procedure. The Formal Complaint Resolution Procedure provides an opportunity for employees to resolve their complaint through a next-level Supervisor (*their supervisor's manager*). Employees may also begin at the Formal Complaint Resolution Procedure if they are not comfortable sharing the complaint with their immediate supervisor. The Formal Complaint Resolution Procedure requires mandatory Human Resources involvement. Human Resources will determine whom to include based on departmental and supervisory structure.

The Formal Complaint Resolution Procedures are as follows:

- Employees may report a complaint for resolution by submitting a written complaint to their supervisor's manager or by contacting Human Resources.
- The employee's written complaint must be submitted within five (5) work days following the Informal Complaint Resolution decision is made known to the employee. If the employee fails to submit a written complaint within the specified timeframe, the matter

will be considered settled.

- The employee's written and signed statement can be either hand-delivered or sent via College email to the next-level supervisor and must cite the specific policy, procedure, or practice alleged to have been violated, misinterpreted, or inequitably applied.
- After considering the nature of the complaint and reviewing documentation, Human Resources will serve as a mediator to work towards a resolution decision by conducting a thorough investigation of details and facts. This investigation may include discussions with the employee, supervision, and witnesses.
- Supervisors, in conjunction with Human Resources, will make every effort to resolve employee complaints fairly and promptly, generally within two (2) weeks from when the employee's written complaint is presented.
- If the resolution determination at Step 2 is mutually amicable, the employee's complaint will be considered settled.
- In the event the employee complaint is not resolved, the employee may escalate their reported complaint by utilizing the Formal Grievance Resolution Procedure (*Step 3*).

Step 3: Formal Grievance Resolution Procedure

The Formal Grievance Resolution Procedure is conducted by the Program Director, Department Chair, Dean, Associate Dean, Executive Director, Chief of Staff, Associate Vice President, or Vice President of the employee's department, with mandatory Human Resources involvement. Human Resources will determine whom to include based on departmental and supervisory structure.

The Formal Grievance Resolution Procedures are as follows:

- Employees dissatisfied with the outcome of the Formal Complaint Resolution decision may submit a written grievance for review by the Program Director, Department Chair, Dean, Associate Dean, Executive Director, Chief of Staff, Associate Vice President, or Vice President of their assigned department.
- If the resolution determination at Step 3 is mutually amicable, the employee's complaint will be considered settled.

Final Grievance Resolution and Appellate Procedure

In rare instances, when an employee's complaint or grievance is not resolved, an appeals hearing may be requested. The appeals hearing is scheduled before an Appeals Committee appointed by the President of the College. The President's resolution decision following the appeals hearing is binding and final. The Final Grievance Resolution and Appellate Procedure shall not apply to concerns arising out of a termination as a result of a reduction in force, non-reappointments, or dismissal. Employees should contact Human Resources for written guidance and step-by-step instructions on how to initiate the Final Grievance Resolution and Appellate Procedure.

~~Final Grievance Resolution and Appellate Procedure~~

~~In rare instances, when an employee's complaint or grievance is not resolved, an appeals hearing may be requested. The appeals hearing is scheduled before an Appeals Committee appointed by~~

~~the President of the College. The Final Grievance Resolution and Appellate Procedure shall not be utilized for reduction in force, non-reappointments, or dismissal.~~

- The employee may submit a written request (*either hand delivered or sent via College email*) to the President of the College or the President's Designee to request an appeals hearing. This written grievance resolution request must be received within five (5) work days following receipt of a prior resolution decision or disciplinary action. If a written grievance resolution request is not submitted within the specified timeframe, the matter of the grievance will be considered settled.
- The President will appoint an Appeals Committee, which will have authority to conduct the appeals hearing and recommend a resolution to the President. The Appeals Committee will be comprised of five (5) panel members designated by the President. Only **full-time** employees of the College can be appointed as panel members. A written list of the chosen panel members will be provided to the employee requesting the appeals hearing, generally within ten (10) work days following the President's receipt of the employee's written grievance resolution request.
- The employee may object to any one (1) Appeals Committee panel member by providing the President with a written request for the panel member's removal within three (3) work days of receiving the list of panel members. If such an objection is made within the allotted timeframe, one (1) replacement panel member will be designated by the President.
- The appeals hearing will be conducted within thirty (30) days from the final list of Appeals Committee panel members being provided to the employee. All parties involved may present supporting evidence. The employee is entitled to invite one witness that is not an attorney to the hearing. ~~or to call and/or cross-examine witnesses.~~ The appeals hearing is closed to the public. Any request for postponement of an appeals hearing must be submitted in writing to the President at least five (5) work days prior to the scheduled hearing.
- Following the appeals hearing, the Appeals Committee will consider the evidence presented, and by majority vote, will identify resolution recommendations. A written report containing the Appeals Committee resolution recommendations will be submitted to the President, generally within ten (10) work days following the appeals hearing. The Appeals Committee report is advisory in nature and will not bind the President's final decision.
- Upon receipt of the Appeals Committee written report, the President will review the Appeals Committee recommendations and make a final and binding decision on the matter. The President will inform the employee in writing of the final resolution determination, generally within ten (10) work days following receipt of the Appeals Committee's written report.
- The resolution decision of the President is binding and final and the employee grievance is considered settled.

8.6 Absences

Staff – Absences from the campus during the staff member's regularly scheduled hours must be approved by the employee's supervisor. Staff members are expected to make arrangements in advance with their supervisor for any absences from regularly assigned schedule and/or duties. In case of emergencies, or unavoidable absences, staff are responsible for contacting their immediate supervisor by phone call, text, voice mail message, and/or email to notify them of absences. If the

supervisor is unavailable, the employee should communicate with the next-level supervisor (*their supervisor's manager*).

Faculty - Absences from the campus during the faculty member's scheduled hours must be approved by 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 contact their department chair/director (or designee) by phone call, text, voice mail message, and/or email to notify them of absences. ~~(or designee)~~. If the department chair/director (or designee) is unavailable, the instructor should contact ~~with the~~ their appropriate Dean.

Faculty must follow the guidelines set forth in 5.42, 5.45, and 5.47 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. Instructors are responsible for communicating with students regarding their absence.

All Faculty and Staff who fail to report for work for a period of three (3) consecutive work days without notifying their supervisor (or designee) will be considered to have abandoned the job and may be disciplined up to and including termination of employment.

Board of Trustees Bylaws Update

A MOTION from the Administrative and Personnel Committee recommends approval of the CFCC Bylaws Update as presented. Motion carried unanimously.

BYLAWS OF THE CAPE FEAR COMMUNITY COLLEGE BOARD OF TRUSTEES

ARTICLE I Responsibility and Membership

Section 1. Jurisdiction and Responsibility

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

- (D) Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

- (A) The Board shall consist of ~~fourteen~~ fifteen members in ~~five~~ four groups. The ~~four~~ eight Trustees in Group One shall be appointed by the ~~New Hanover County Board of Education General Assembly~~ under G.S. 120-121. One member out of the eight appointed by the General Assembly shall be appointed upon the recommendation of the Speaker of the House of Representatives and one member out of the eight shall be appointed upon the recommendation of the President Pro Tempore of the Senate. The four in Group Two shall be appointed by the New Hanover County Board of Commissioners. The ~~four~~ two in Group Three shall be appointed by the ~~Governor of North Carolina~~ Pender County Board of Commissioners. Group Four will be represented by the president of the student government pursuant to Chapter 115D of the General Statutes of the State of North Carolina (hereinafter referred to as Chapter 115D) and shall be an *ex officio*, non-voting member of the Board of Trustees. ~~The one in Group Five shall be appointed by the Pender County Board of Commissioners.~~

With the exception of the *ex officio* member, board members shall serve staggered ~~for~~ four (4) year terms; all terms will expire June 30 of the year of expiration. All Trustees shall be residents of New Hanover County or Pender County, or of counties contiguous thereto with the exception of members provided for in Chapter 115D-12(a)(13), Group Four.

- (B) ~~Vacancies occurring in a seat appointed by the General Assembly shall be filled as provided in G.S. 120-122. Vacancies occurring in any group for whatever reason a seat elected by a board of county commissioners shall be filled for the remainder of the unexpired term by the agency authorized to select the Trustees of that group and in the manner in which regular selections are made. Should the selection of a Trustee not be made by the agency having the authority to do so within sixty (60) days after the date on which a vacancy occurs, whether by creation of expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.~~
- (C) 15D-19. Removal of trustees. (a) Should the State Board of Community Colleges have sufficient evidence that any member of the board of trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such board of trustees, unless the chairman is the offending member, in which case the other members of the board shall be notified. Upon receipt of such notice there shall be a meeting of the board of trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the board shall be recorded, along with the action taken, in the minutes of the board of trustees. If the charges are, by an affirmative vote of two-thirds of the members of the board, found to be true, the board of trustees shall declare the office of the offending member to be vacant. Nothing in this section

shall be construed to limit the authority of a board of trustees to hold a hearing as provided herein upon evidence known or presented to it. (b) A board of trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A board of trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The board of trustees shall notify the appropriate appointing authority of any vacancy. (1963, c. 448, s. 23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1989, c. 521, s. 2; 1995, c. 470, s. 2.)

- (D) All Board members must abide by the conflict of interest provisions as described in NCGS 14-234 and the ethics standards contained in NCGS 163A. A Conflict of Interest Statement will be read by the Board of Trustees Chair at every Board of Trustees meeting.

Section 3. Office of Record

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

ARTICLE II

Officers and Their Duties

Section 1. Election and Term of Office

- (A) The corporate officers of the Board of Trustees shall be the Chairman, the Vice Chairman and the Secretary.
- (B) The Chairman and Vice Chairman shall be elected by the Board of Trustees from its membership.
- (C) The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board for a period of one year, but shall be eligible for re-election by the Board.
The Chairman, Vice Chairman and the Secretary shall be elected for a period of one year but shall be eligible for re-election by the Board to the same office.
- (D) The President of the College shall be the executive officer of the Board, and shall serve on the appointment by, and at the pleasure of the Board.
- (E) The Board may appoint a Recording Secretary, for a period of one year, who will be eligible for reappointment.
- (F) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. The Chairman of the Board of Trustees

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

Section 3. The Vice Chairman of the Board of Trustees

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

Section 4. The Secretary of the Board of Trustees

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

ARTICLE III

Duties of the President

- (A) The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired or when the Board is in Executive Session.
- (B) The President, or his designee, shall attend all committee meetings of the Board and act as the resource person to the several committees of the Board, unless expressly asked to leave to enable the committee to go into executive session.
- (C) The President shall appoint curriculum advisory committees for programs of the College and submit the names to the Board for information.
- (D) The President shall be in charge of and be responsible to the Board of Trustees for the maintenance and operation of the College; and shall have power to organize and supervise.
- (E) The President shall have charge of and be responsible to the Board of Trustees for the activities of the administrative and supervisory staff, faculty, clerical staff, custodial and maintenance staff, and students.
- (F) As the Executive Officer of the Board of Trustees, the President shall have charge of and be responsible to the Board for initiating, organizing and supervising the program of the college. He/she shall see that satisfactory academic standards are maintained in all programs.
- (G) In the interest of efficiency and economy, the President shall have charge of and be responsible to the Board of Trustees for programming, assignment, and reassignment of the administrative and supervisory staff, faculty, clerical, custodial and maintenance staff, and shall also recommend salary increases within budget allocations.

- (H) The Board of Trustees delegates to the President authority to employ all personnel, subject to standards of the State Board of Community Colleges; except, the President shall place nominations for senior administrators, who report directly to the President, before the Personnel Committee of the Board for its advice before submitting those nominations to the Board of Trustees for its action. The President shall report employment of all full-time personnel to the Board at the next meeting following their employment.
- (I) The President shall approve employment, and termination of part-time personnel.
- (J) The President shall be responsible for preparation of annual local and State budgets to be submitted to the Board for approval before submitting to the proper State or local fiscal agency. The President shall be authorized to make line item transfers where needed, and when approved by the Department of Community Colleges fiscal office for State funds or by the New Hanover County or Pender County Commissioners for their respective county funds, keeping the Finance Committee fully informed of all such action.
- (K) The President shall be responsible, but may delegate authority, for the purchase of supplies, materials, books, and equipment from funds duly authorized through the annual budget.
- (L) The President shall be responsible, but may delegate duties involved for maintaining and checking inventories of tools, books, equipment, furniture, and stock of supplies. An annual inventory report will be submitted to the Board.
- (M) The President shall be responsible for requesting funds to meet current instructional and operational expenses, and for reporting expenditures of the same to the Controller, North Carolina Community College System, subject to approval by the Chairman of the Board of Trustees.
- (N) In consultation with appropriate administrators, the President shall establish salaries of all employees, except his/her own, and arrange for proper promotions, subject to annual review of the Board of Trustees, and subject to State Budgetary limits and guidelines, and in harmony with salary guidelines which may be adopted from time to time by the Board of Trustees.
- (O) The President, or his designee, is authorized to execute personnel contracts and/or work agreements for all College personnel, except himself/herself, for a term no greater than one fiscal year.
- (P) Upon request of the Board of Trustees, but no less than annually, the President shall make a written report to the Board of Trustees describing the condition of the College, by presentation of appropriate data about students, personnel, finance, space and materials, and any other factors bearing upon the achievement of the purpose of the College, with recommendations for improvements.
- (Q) The President shall discharge any other functions which the Board may delegate.
- (R) None of these rules shall be construed to limit the authority of the Board of Trustees as vested in it by Chapter 115D, General Statutes of North Carolina.

ARTICLE IV
Powers and Duties of the Board of Trustees

Section 1. Duties of the Board

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

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

ARTICLE V Committees

Section 1. Types of Committees and Methods of Appointments

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

Section 2. Limitation of Authority of Committees

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

Section 3. Standing Committees

Standing Committees shall include the Executive Committee, the Administrative and Personnel Committee, the Facilities and Equipment Committee, the Finance Committee, the Curriculum Committee, and the Planning Committee. The Chairman of the Board shall serve as an *ex officio* voting member of all Committees.

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

The Executive Committee shall be named at the beginning of each organizational year.

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

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

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

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

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

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

(C) The Facilities and Equipment Committee shall consist of a minimum of three (3) members. This Committee shall recommend to the Board studies relating to sites, buildings and grounds; additions, deletions and/or alterations to the College's facilities and property; a long-range campus plan and architectural plans for all construction; the call for bids on institutional construction and the awarding of contracts; adequate insurance coverage of buildings and their contents, and for other facilities; securing or granting of easements and right-of-way's.

(D) The Finance Committee shall consist of a minimum of three (3) members. This Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

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

Section 4. The President

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

ARTICLE VI Board Meetings

Section 1. Regular Meetings

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

- (C) The President of the College shall have the privilege of the floor at all regular meetings of the Trustees, and, upon invitation, when they are in executive session.
- (D) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. Special Meetings

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

Section 3. Notice of Meetings

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

Section 4. Quorum

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

Section 5. Agenda

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

Section 6. Order of Business

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

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

- (F) President's Report
- (G) Committee Reports:
 - Executive Committee
 - Facilities and Equipment Committee
 - Finance Committee
 - Curriculum Committee
 - Planning Committee
 - Administrative & Personnel Committee
- (H) Report of Special Committees
- (I) New Business
- (J) SGA Report
- (K) Faculty Report
- (L) Foundation Report
- (M) Announcements
- (N) Schedule of next meeting
- (O) Adjournment

Section 7. Parliamentary Rules

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

Section 8. Individual or Group Hearing

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

ARTICLE VII
Cape Fear Community College

Section 1. Succession to the Presidency

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

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

Section 2. Constitution

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

Section 3. Academic Freedom and Responsibility

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

Section 4. Diplomas and Certificates

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

ARTICLE VIII Policies, Rules and Regulations

Section 1. General Provisions

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

Section 2. Notification and Publication

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

ARTICLE IX Adoption and Amendment

Section 1. Adoption

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

Section 2. Amendments

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

ADDENDUM A Board of Trustees Policy President/CEO Performance Evaluation

Developed by: Board of Trustees

Issued: May, 1995

Most Recent Revision: May, 1995

POLICY:

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

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

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

C. Performance Evaluation Procedure

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

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May 1st. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.
2. Formal Performance Evaluation Tool and Process: The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

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

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

ADDENDUM B
Board of Trustees Policy
Board of Trustee Self-Evaluation

Developed by: Board of Trustees
Issued: May, 2019

POLICY:

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

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

C. Performance Self-Evaluation Procedure

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

1. The Administrative & Personnel Committee will meet every March to review the current self-evaluation tool and recommend any changes if necessary to the Board of Trustees in the March Board of Trustees meeting for approval.

2. Formal Performance Self-Evaluation Tool and Process: The formal performance self-evaluation tool, developed by the Administrative & Personnel Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.
3. Results of Self-Evaluation: The Board Chair will share the completed Board Evaluation with the Board of Trustees annually at the May at the Board of Trustees meeting.

Approved March 24, 2022

SGA REPORT

Ms. Allen presented the following report.

- Since my last report, we have held two General Assembly meetings on October 3 and November 7. The meetings are well attended by officers, senators, and representatives from student clubs and organizations.
- On October 3, we had Rebecca Trammel from Advocate in Action as a guest speaker. She discussed with us different ways we can advocate for our community and students.
- Several of our officers and senators represented SGA with a table and engaged with students during both the Trunk or Treat event on October 30 and the Falling for Fun fall festival events on November 1 and 2.
- Ten of our student body officers and senators attended the North Carolina Comprehensive Community Colleges Student Government Association Fall Conference. The event was held from November 3-5 in Rocky Mount and hosted by Nash and Edgecombe Community Colleges. We had the largest delegation present out of the 58 NC community colleges, and we placed second in a competition for school spirit, based on our involvement in the various events and activities. Our delegation enjoyed networking with student representatives, advisors, community college presidents, and elected officials from around the state.
- I personally attended the Local Interactions committee, where we discussed the five major areas of difficulty facing community college students today, and practical solutions. These areas include food insecurity, childcare, housing insecurity, transportation, and mental health. The N4CSGA will also launch a social media campaign to spread awareness and support for students over the next few months, and we have decided to support their campaign by promoting it on our SGA social media.
- We are looking forward to taking part in the Sea Devil Food Pantry's Thanksgiving Food Drive, which will be held from November 13-17. The goal is to pack dinners for the families of 40 current students.
- The Film club on campus approached us with an offer to create a short film about SGA to introduce our officers and senators, and advocate for student needs and issues. We unanimously passed a motion at our general assembly yesterday to accept their proposal and begin to work with them on this project.
- I personally participated in an on-campus debate on November 9 hosted by the Braver Angels

organization that discussed cancel culture and its impact on free speech.

- Lastly, we formed a committee at our meeting on November 7, led by the SGA Vice President, Aviana Lloyd, to organize an SGA holiday event in early December that will include food, activities for student engagement and morale, and opportunities for students to chat with their SGA representatives.
- The goals of the Cape Fear SGA for the 2023-24 school year included increasing student involvement and engagement, as well as prioritizing mental health. I am impressed with the engagement at our campus events, in student clubs, and especially in our SGA general assemblies. We also are continuously working with the NAMI club, CFCC Counseling Center, PTK Honor Society, and Nixon Leaders Center to continue to support students and advocate for mental health issues.

FACULTY ASSOCIATION REPORT

Mr. Beaulieu presented the following report.

The Faculty Association has submitted a list of names to Dean McNamara that have expressed an interest in serving on a new AI committee in the spring. The Committee will seek to offer faculty perspective and assist the administration in developing and implementing policies related to Artificial Intelligence.

The Association held its 3rd meeting of the semester on November 7 with approximately 25 faculty members present. We a number of issues including the AI committee, the CFCC grading scale, and ways to increase faculty involvement with events around campus and throughout the community.

On November 2, Instructors from social sciences put on a forum about the Israeli-Hamas conflict, putting the issues into proper historical and political context for students. The event was very well intended and culminated in a 20-minute Q&A between the Presenters and Students.

The Braver Angels organization put on a non-competitive debate on our campus. The debate was held on Thursday November 9 and featured two faculty members and two students discussing “cancel culture” and its impact on free speech. Braver Angels is a non-profit organization dedicated to the creation of a positive dialogue on politically sensitive topics. They visit universities across the country (they put on a debate at UNCW on November 8) but this is only the 2nd community college they have partnered with. The Association wishes to thank the faculty members and students who made the event possible as well as the administration for their support in putting on this event. We’d also like to thank the Braver Angels organization for their time and for their belief in Cape Fear Community College as a place where their message and mission would be well received.

As the budget has been passed, the Association wishes to thank those board members and senior administrative staff who reached out to discuss the issue of faculty salaries with our state’s elected officials. Much more needs to be done with regards to the issue, but the budget represents a positive first step.

Our faculty spotlight this month will focus on our Nursing department. As most of you know they are the number 1 department in the state. In lieu of a list of facts, figures, and accomplishments, I will allow our faculty to tell their story to you directly via this video.

Mr. Shell thanked the SGA and Faculty Association President for their extreme professionalism and informative reporting.

FOUNDATION REPORT

Ms. Thompson presented the following report.

September 20 – November 6, 2023

2023-2024 year-to-date revenue: \$695,905 (39% increase over YTD 2022)

Fundraising Report as of November 6, 2023

Notable Gifts

- \$50,000: support of existing annual scholarship for students in Career and Technical Education programs from the Edwin and Jeanette May Foundation
- \$42,500: support of the Nixon Leaders Center from Bank of America
- \$30,000: support of nursing students for existing Assistance League of Greater Wilmington scholarship
- \$30,000: support of CFCC drop-in childcare from Live Oak Bank
- \$20,000: support of existing endowed scholarship from Mr. Mark Alper
- \$10,000: support of existing endowed scholarship from Mr. and Mrs. James Mulligan
- \$10,000: support of existing endowed scholarship from Ms. Pattie Shanks
- \$10,000: support of existing endowed scholarship from the Stein Family Charitable Foundation
- \$7,500: support of Sea Devil Athletics from EmergeOrtho
- \$5,000: support of new annual scholarship from Corning Credit Union
- \$5,000: support of existing annual scholarship from The Cynthia and George Mitchell Foundation

New Scholarships

- Austin Wilson Memorial Scholarship: supports students in construction-related fields who have been participants of the Kids Making It after-school program. Austin Wilson was a **CFCC student** in the Construction Management program at the time of his passing, and he was the youngest apprentice on the show, This Old House.
- Atlantic Neurological & Spine Specialists Scholarship: merit-based scholarship to support students in the Nursing program
- Mitchel Gilliland Memorial Scholarship: scholarship for Marine Technology students in memory of **CFCC alumnus** and crew member, Mitchel Gilliland

Upcoming Efforts

- Holiday Helpers: to support students who have children with gift cards over the holidays to purchase food, presents, etc. for their families
- Nursing Program Support: to support CFCC's growth plans of Nursing Program and increase retention of students through emergency funding, monthly stipends, etc. Variety of opportunities for donors to support through naming spaces in the new HHS building.

- Donor Appreciation: scheduled for February 1 from 5:30-7:30pm, to celebrate all CFCC Foundation donors and recognize those who have reached new giving levels last fiscal year.

Announcements

Mr. Barfield stated that he was very pleased to see the CFCC sign on the old Bank of America Building. In addition, Mr. Barfield stated although he is sad to see Shane Fernando leave the college, he is happy he is returning to his roots.

DATE OF NEXT MEETING – JANUARY 18, 2024

Meeting adjourned at 5:57pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml