

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

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Approval of Minutes September 28, 2023
- IV. Introductions and Recognitions
- V. Chair's Report
- VI. President's Report
- VII. Committee Reports
  - A. Facilities & Equipment Committee
  - B. Finance Committee
  - C. Curriculum Committee
  - D. Administrative & Personnel Committee
- VIII. Other Reports
  - A. SGA Report
  - B. Faculty Association Report
  - C. Foundation Report
- IX. Announcements
- X. Date of Next Meeting – January 18, 2024



**North Carolina State Ethics Commission**

**ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER**

*(to be read by the Chair or his or her designee at the beginning of each meeting<sup>1</sup>)*

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

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

If so, please identify the conflict or appearance of conflict and refrain from any undue participation<sup>2</sup> in the particular matter involved.

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

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

## MINUTES

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

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

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

Employees present were: Mr. James Morton, President; Ms. Michelle Lee, Chief of Staff and Board Liaison; Mr. Brandon Guthrie, Vice President of Academic Affairs; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Ms. Sabrina Terry, Vice President of Student Services; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. John Downing, Vice President of Economic and Workforce Development; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant President’s Office and Vice President of Economic and Workforce Development; Mr. Nelson Beaulieu, Faculty Association President; Ms. Logan Thompson, Director of CFCC Foundation; Mr. Robert Carter, Manager Technical Support and Client Services; Mr. Shawn Dixon, Provost, North Campus; Ms. Lucinda McNamara, Dean of University Transfer and Partnerships; Mr. Shawn Breedlove, Event and Meeting Manager; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Ms. Lynn Sylvia, Director, Safety and Training; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Mr. Antonio Arteaga-Paredes, Media Specialist; Mr. John Branner, Program Director, Applied Technology; Ms. Anastasia Ramirez, CFCC Assistant Registrar; and other employees (see below).

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

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

### **CONFLICT OF INTEREST**

Mr. Collins read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect

to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

### **MINUTES**

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

### **RECOGNITIONS AND INTRODUCTIONS**

#### **New Hires**

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

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

#### **Retirees**

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

### **CHAIR'S REPORT**

Mr. Collins reviewed the following report.

#### **Ethics Training**

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

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

#### **NCACCT**

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

#### **Commencement**

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

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

### **PRESIDENT'S REPORT**

President Morton reviewed the following report.

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

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

### **Enrollment and FTE**

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

### **CFCC Career Academies**

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

### **American Jail Association**

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

### **CFCC Nursing Program**

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

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

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

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

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

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

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

### President's Award for Faculty

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

### Block Eat Ribbon Cutting

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

### New Student Orientation

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

### In-Service

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

### NCACCP

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

### CFCC Small Business Center

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

### Patriot Day Remembrance Ceremony

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

### Wilmington Biz Power Breakfast

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

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

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

### **Chat with the President**

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

### **2023 LatinX Fellow**

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

### **Hunt Institute Cohort**

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

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

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

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

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

### **CFCC Foundation Audit**

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

### **NHC Endowment**

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

### **Blanket Travel for President**

A MOTION was made by Mr. Barfield and seconded by Mr. McLeod to approve the

President’s Blanket Travel for 2023-2024 as presented. Motion passed unanimously.

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

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

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

**Appropriations:**

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

**COMMITTEE REPORTS**

**FACILITIES & EQUIPMENT COMMITTEE**

President Morton reviewed the following information.

**New Hanover County Capital Outlay**

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 9,353.39	\$ 763,320.39	\$ 935,800.00	\$ 172,479.61	Construction Estimated Completion September 2023
2	N Building Roof & Lab Hood Exhaust Fan Replacement	\$ 39,062.00	\$ 219,980.00	\$ 6,805.20	\$ 437,103.97	\$ 402,000.00	\$ (35,103.97)	Roof Portion complete. Lab Hood and Fan replacement starting.
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
Completed Projects						\$ 334,200.00	\$ (23,118.64)	
Category Totals						\$ 2,087,000.00	\$ 0.00	



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

### Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$213,000.00	\$3,226,453.00	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Construction

### State Capital Improvement Infrastructure Funds (SCIF)

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,020,500.00	\$829,300.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion March 2024

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$261,200.00	\$2,574,915.00	\$63,870.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Design

### HHS Building Renovation Phase 1

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

## **FINANCE COMMITTEE**

Mr. McLeod reviewed the following information.

### **State Budget Revision**

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision for an increase of \$839,403. Motion carried unanimously.

### **County Budget Summary**

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

### **Institutional Funds Update**

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

## **ADMINISTRATIVE AND PERSONNEL COMMITTEE**

### **STUDENT HANDBOOK PROPOSED POLICY**

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

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

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

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

#### Policy Statement

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

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

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

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

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

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

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

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

#### Guidance

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

#### Sources

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

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

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

#### **SECTION VIII – Instruction**

##### **8.1 Responsibilities of Faculty**

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

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

## **8.2 Faculty Assignments**

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

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

## **Teaching Loads**

### **8.3 Curriculum Teaching Loads**

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

### **8.4 Course Overload/Reductions for Faculty**

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

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

Any exceptions that exceed the amount of overload referenced above will need to be submitted via the Full-Time Workload Exception Form via the College's electronic form and approval system. The Full-Time Workload Exception Form must be approved prior to the beginning of class. Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required ~~on-campus~~ **service\*** and office hours.

Instructors may be assigned a reduced instructional load in order to support College needs such as supplemental instruction and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, and academic assessment activities. Any

reduction in a full-time instructor's assigned load must receive prior approval from the instructor's appropriate senior level administrator(s) ~~Divisional dean, Vice President for Academic Affairs, Vice President of EWD and the President~~, to include program director and/or department chair, divisional Dean, and the appropriate Vice President/Provost. Program Directors may be eligible for course load reductions as required by accrediting agencies and/or external review boards.

### **8.5 Full-time Staff Teaching Load**

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

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

### **8.6 Absences**

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

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

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

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

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

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

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

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

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

(2) “Parent” means:

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

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

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

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

(b) Relationship to Other Sections and Policies.

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

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

(c) Eligibility for Paid Parental Leave.

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

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

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

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

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

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

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

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

(d) Leave Available to Full-Time Employees.

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

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

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

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

(e) Leave Available to Part-Time Employees.

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

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

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

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

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

(f) Use of Other Leave.

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



not affect eligibility for Paid Parental Leave under this Section.

(g) Requesting Use of Paid Parental Leave.

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

(h) Leave Usage.

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

(i) Expiration.

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

*History Note: Authority G.S. 115D-D and G.S. 126-8.6; Temporary*

*Amendment Eff. [July 1, 2023](#)*

**SGA REPORT**

Ms. Allen presented the following report.

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

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

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

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

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

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

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

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

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

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

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

## **FACULTY ASSOCIATION REPORT**

Mr. Beaulieu presented the following report.

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

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

**2. Logan Thompson updated faculty on the adjunct teaching award.**

**3. The 8-point CFCC grade scale was discussed.**

**4. Concerns about the use of AI generated plagiarism were discussed at length.**

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

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

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

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

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

## **FOUNDATION REPORT**

Ms. Thompson presented the following report.

### Notable Gifts

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

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

#### New Scholarships

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

#### Upcoming Fundraising Efforts

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

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

Meeting adjourned at 6:02 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

/ml

**INTRODUCTIONS AND RECOGNITIONS****New Hires**

<b>Full Name</b>	<b>Job Title</b>	<b>Hire Date</b>
Sanders, James (Rusty)	Institutional Researcher & Accreditation Assistant	09/18/2023
Carawan, Jerry (JB)	FT Elec App Inst (EWD) Pender County-Golden Leaf Grant	09/18/2023
Baugh, Gillis	Environmental Tech Downtown Nhc	09/18/2023
Jones, Kelly	TFT Communications Instructor	09/18/2023
Stenson, Simone	Career Services Coordinator	09/25/2023
Artiga, Lesley	Instructor - LPN	10/02/2023
Benoit, Neyra	Teacher, Childcare Development Center	10/09/2023
Allan, David	Senior Reference Librarian	10/16/2023
Petroski, Hayley	HR Generalist	10/16/2023
Smith, Logan	Major Gifts Officer	10/23/2023
Hudley, Desmond	Environmental Tech, North Campus	11/6/2023
Sprotberry, Ashley	Counselor	11/6/2023
Ortado, Maria	Coordinator of Student Accessibility Services	11/6/2023
Taylor, Melissa	Lead Administrative Tech, Law Enforcement/EWD	11/6/2023

**Changes**

<b>Full Name</b>	<b>Job Title</b>	<b>Hire Date</b>
Heitritter, Jaenae	Academic Advising Center Advisor	10/01/2023
Schurer, Eric	Academic Advising Center Advisor	10/01/2023
McKenzie, Tammy	Graphic Design Manager	10/01/2023
Hardman-Cobb, Andrew	E-Commerce Coordinator, Wilson Center	10/01/2023
Harvey, Sheila	FT Information Specialist	10/01/2023
Wilson, Denise	FT Information Specialist	10/01/2023
Lewis, Ruth	Lead Teacher, Childcare Development Center	10/16/2023

Russell, Trisa	Program Director, Information Technology	11/01/2023
Hesse, Julie	Interim Payroll Manager	11/03/2023

**Employees Leaving the College**

<b>Full Name</b>	<b>Job Title</b>	<b>Last Day</b>
Salamoni, Diane	Senior Administrative Asst., Health & Human Services	09/22/2023
Griffin, Madison	Temporary Ft Academic Success Coach, Office of Student Success	09/22/2023
Parsons, Jennifer	Instructor, Truck Driver Training Special Programs-PCF	09/29/2023
Santhuff, Kathryn	Instructor, Communications	09/29/2023
Doyle, Mary	Student Records Specialist	10/06/2023
Gilliard, Kenneth	NC Works Career Coach	10/09/2023
McSweeney, Tara	EWD Enrollment Specialist, Academic & Career Readiness	10/25/2023
Moretto, Christine	Lead Teacher, Drop-in Child Care	10/27/2023
Whiting, George	Payroll Manager	11/02/2023
Spaulding, Justin	Accounts Payable Coordinator	11/03/2023
Yanes-Perez, Mirna	Environmental Technician (North)	11/03/2023
Hardee, Beverly	Instructor, Dental Hygiene	11/08/2023

**Retirements - None**

## **CHAIR'S 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



## **PRESIDENT'S 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 Eppers 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 Daniel's 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.

**COMMITTEE REPORTS**

**FACILITIES & EQUIPMENT COMMITTEE**

**New Hanover County Capital Outlay**

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	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**

<b>WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report</b>								
		<b>Encumbrances - Subtotals</b>						
<b>Item</b>	<b>Project</b>	<b>Design</b>	<b>Construction</b>	<b>Other Contracts</b>	<b>Total Encumbrance</b>	<b>Budget</b>	<b>Remaining</b>	<b>Status</b>
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)**

<b>G Building Renovation - Status Summary Report</b>								
		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

<b>L Building 2nd Floor Interior Renovation - Status Summary Report</b>								
		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**

**HHS Building Renovation Phase 1**

<b>HHS Building Phase 1 Health &amp; Human Services Renovation (319 N. 3rd St.) - Status Summary Report</b>								
		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**

<b>HHS Building Health &amp; Human Services Phase 2 Renovation - Status Summary Report</b>								
		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**



### 3-1 Surf City Center Expansion

**ESTMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B) ....		
2. Demolition (not in III B) .....	<u>0.00</u>	
<b>Subtotal "A"</b>		<u>0.00</u>

**B. CONSTRUCTION**

1. Design Fee .....	<u>348,137.00</u>	
2. Construction.....	<u>3,202,500.00</u>	
3. Construction Contingency .....	<u>96,075.00</u>	
4. Other Contracts .....	<u>150,000.00</u>	
5. Other Fees .....	<u>50,000.00</u>	
<b>Subtotal "B"</b>		<u>3,846,712.00</u>

**C. Other Costs**

1. Initial Equipment.....	<u>153,288.00</u>	
2. Work Performed by Owner .....	<u>0.00</u>	
<b>Subtotal "C"</b>		<u>153,288.00</u>

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$4,000,000.00**

# FINANCE COMMITTEE

## State Budget 2-1

DCC 2-1 (Rev. 11-2019)

**NORTH CAROLINA COMMUNITY COLLEGE  
SYSTEM COLLEGE FY 2023-24 BUDGET  
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

Summary

College Name: Cape Fear CC  
Institution Number: 810

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
<b>Summary of Revenues (excluding capital improvement projects)</b>				
State*	\$ 63,640,321			\$ 63,640,321
County Funds		\$ 14,513,444		\$ 14,513,444
Institutional Funds			\$ 34,576,000	\$ 34,576,000
Operating Revenue Subtotal	\$ 63,640,321	\$ 14,513,444	\$ 34,576,000	\$ 112,729,765
Fund Balance Appropriated		\$ -	\$ -	-
<b>Total Funds Available</b>	<b>\$ 63,640,321</b>	<b>\$ 14,513,444</b>	<b>\$ 34,576,000</b>	<b>\$ 112,729,765</b>
<b>Summary of Expenditures (excluding capital improvement projects)</b>				
1XX Institutional Support	\$ 10,877,447	\$ 1,312,288	\$ 1,900,000	\$ 14,089,735
2XX Curriculum Instruction	\$ 34,033,820	-	\$ 3,200,000	\$ 37,233,820
3XX Continuing Education	\$ 6,858,182	-	\$ 2,580,000	\$ 9,438,182
4XX Academic Support	\$ 5,201,359	-	-	\$ 5,201,359
5XX Student Support	\$ 4,604,995	-	\$ 800,000	\$ 5,404,995
6XX Plant Operations & Maint.	-	\$ 11,281,156	\$ 20,000	\$ 11,301,156
7XX Proprietary/Other	-	-	\$ 11,076,000	\$ 11,076,000
8XX Student Aid	-	-	\$ 15,000,000	\$ 15,000,000
9XX Capital Outlay (excluding capital improvements)	\$ 2,064,518	\$ 1,920,000	-	\$ 3,984,518
<b>Total Budgeted Expenditures</b>	<b>\$ 63,640,321</b>	<b>\$ 14,513,444</b>	<b>\$ 34,576,000</b>	<b>\$ 112,729,765</b>
<b>Net (Est. Revenues - Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

\*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

## **Faculty and Staff Salary Increases**

**State Budget Revision**

<b>CAPE FEAR COMMUNITY COLLEGE</b>			
<b>State Budget Revision Report for Fiscal 2023 - 2024</b>			
<b>Allocation Description</b>	<b>July - Aug</b>	<b>Sept - Oct</b>	<b>YTD</b>
Customized Training Allocation for CloudWyze	7,750		7,750
Customized Training Allocation for Vantaca	8,058	13,200	21,258
Customized Training Allocation for Edge-Works Manufacturing Company	550		550
Customized Training Allocation for GAF - Burgaw	10,680	16,643	27,323
Longleaf Commitment (Student Support Services - GEER Funds) - Carryforward	15,959		15,959
Short-Term Workforce Development Grant		37,216	37,216
Summer Accelerator Grant Program - Carryforward to FY 23-24	15,876		15,876
Underserved Student Outreach and Advising Project (Longleaf Commitment)		106,728	106,728
Unexpended Budget Stabilization - Carryforward to FY 23-24	691,798		691,798
Finish Line Grants - Carryforward to FY 23-24	20,237		20,237
Finish Line Grants - EANS ( Emergency Assistance for Non-Public Schools)	37,200		37,200
Construction Training Building Careers (Construction Academies)	30,795		30,795
2022 - 2023 Carryover Allocation to 2023 - 2024:		2,412,847	2,412,847
NC Career Coach Program		42,466	42,466
<b>Total Additional Allocations</b>	<b>838,903</b>	<b>2,629,100</b>	<b>3,468,003</b>

**State Budget Summary**

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF OCTOBER 2023					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 10,519,653.00	811,913.08	3,265,377.24	\$ 7,254,275.76	31.04%
Instruction - Curriculum	34,585,551.00	2,762,926.16	10,430,909.17	\$ 24,154,641.83	30.16%
Instruction - Non-Curriculum	5,928,475.00	536,247.05	2,144,279.44	\$ 3,784,195.56	36.17%
Academic Support	5,292,999.00	363,240.69	1,514,089.07	\$ 3,778,909.93	28.61%
Student Support	<u>5,249,125.00</u>	<u>386,168.48</u>	<u>1,579,253.10</u>	<u>\$ 3,669,871.90</u>	<u>30.09%</u>
Total: CURRENT EXPENSE	61,575,803.00	4,860,495.46	18,933,908.02	42,641,894.98	30.75%
Equipment	1,799,773.00	93,376.39	170,921.60	1,628,851.40	9.50%
Books	78,545.00	17,841.89	26,969.66	51,575.34	34.34%
Categorical Equipment	186,200.00	-	-	186,200.00	0.00%
Total: CAPITAL OUTLAY	2,064,518.00	111,218.28	197,891.26	1,866,626.74	9.59%
GRAND TOTAL	<u>\$ 63,640,321.00</u>	<u>\$ 4,971,713.74</u>	<u>\$ 19,131,799.28</u>	<u>\$ 44,508,521.72</u>	<u>30.06%</u>

## County Budget Summary

### NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

#### EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF **OCTOBER 2023**

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,312,288.00	38,923.16	158,389.48	1,153,898.52	12.07%
Plant Operation	7,999,191.00	627,373.04	2,784,442.89	5,214,748.11	34.81%
Plant Maintenance	3,281,965.00	332,801.14	1,142,290.86	2,139,674.14	34.81%
<b>Total: CURRENT EXPENSE</b>	<b>12,593,444.00</b>	<b>999,097.34</b>	<b>4,085,123.23</b>	<b>8,508,320.77</b>	<b>32.44%</b>
Buildings & Grounds	3,243,492.00	1,359.84	610,711.65	2,632,780.35	18.83%
Equipment	0.00	0.00	0.00	0.00	0.00%
<b>Total: CAPITAL OUTLAY</b>	<b>3,243,492.00</b>	<b>1,359.84</b>	<b>610,711.65</b>	<b>2,632,780.35</b>	<b>18.83%</b>
<b>GRAND TOTAL</b>	<b>15,836,936.00</b>	<b>1,000,457.18</b>	<b>4,695,834.88</b>	<b>11,141,101.12</b>	<b>29.65%</b>



## CURRICULUM COMMITTEE

### 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**

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**

**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.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
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

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*\*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

#### **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 that is 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, ~~with prior written approval from the Office of the President.~~
- ~~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.~~
- ~~3.2.~~ An individual exempted by North Carolina General Statutes §14-269.2, §14-415.10, §14-415.24-26.
- ~~4.3.~~ North Carolina General Statute §14-269.2(~~kb~~) 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.
- ~~5.4.~~ 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~~ ~~Any employee~~ who violates 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

### **5.63 Discipline ,~~Non-reappointment, Grievance~~ Procedure**

The ~~objective purpose of Cape Fear Community College's this Discipline , Non-Reappointment, and Grievance Procedure is to~~ establish an equitable and consistent framework for infractions help ensure that where appropriate, contractual employees will be afforded adequate notice and an opportunity to respond to any charges that may result in disciplinary action, to inform contractual employees of the College's procedures relating to non-reappointment, and to help assure employees that their grievances, including but not limited to: general misconduct, performance related concerns, or violations of the College's Faculty and Staff Handbook. those relating to disciplinary action for which a pre-disciplinary conference took place (generally, suspension without pay, demotion, or dismissal,) will be considered fairly, rapidly, and without reprisal. 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.

### ***General Definitions***

- ~~1. A fiscal year runs from July 1 through June 30 of the following calendar year.~~
- ~~2. A contractual employee is any regular full-time, or temporary & full-time College employee who has been issued an annual contract with the College to work for all or any portion of a fiscal year.~~
- ~~3. A temporary part-time employee without benefits is anyone who has been issued a temporary part-time instructional or non-instructional contract for one semester or 90 days. For the purposes of this policy, temporary part-time employees are employed AT WILL and without benefits. This employment category is not considered a contractual employee and the following discipline procedure does not apply.~~
- ~~4. An annual contract period is the period during a fiscal year for which a contractual employee has been hired to work.~~
- ~~5. Disciplinary action includes an oral warning, a written warning, disciplinary probation, suspension with or without pay, demotion, and dismissal.~~
- ~~6. Dismissal is the termination of a contractual employee's employment by the College during a contract period.~~
- ~~7. Non-reappointment is the administrative decision not to rehire a contractual employee at the conclusion of a contract period.~~
- ~~8. A grievance is any matter of concern or dissatisfaction arising from a work situation or the working conditions of an employee, including any disciplinary action taken against the employee, subject to the control of the College.~~
- ~~9. A day is a normal workday during which the administration of the College is open for business, unless otherwise defined.~~

### **5.64 Disciplinary Process Procedure**

~~Employees may be disciplined for any of the reasons described in the College's policy on Disciplinary Actions and elsewhere in the College's Faculty and Staff Handbook. Any supervisor administering discipline other than a verbal warning should consult with Human Resources for guidance on the disciplinary process. Supervisors administering a verbal warning will consult with Human Resources and/or the Vice President of Human Resources & College Safety prior to delivering the warning. A supervisor has the duty to review and encourage satisfactory job performance by employees in their work unit. A supervisor also has the duty to address cases of prohibited personal conduct.~~

~~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, dismissal, or demotion for disciplinary reasons) are open to inspection under Chapter 115-D, Article 2A of the North Carolina General Statutes.~~

- ~~• 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.~~

~~***Disciplinary Action for Which a Pre-Disciplinary Conference Is Held (Suspension Without Pay, Demotion, Dismissal)***~~

~~Prior to any proposed disciplinary action involving suspension without pay, demotion, or dismissal, a contractual employee will be afforded the opportunity to participate in a pre-disciplinary conference, at which the employee will be provided with notice of the charges against him or her (including a description of the nature of the proposed disciplinary action, its recommended effective date, and the reason(s) for the proposed action) and an opportunity to respond to those charges. Any response by the employee to the charges will be considered by the College official(s) participating in the conference (generally, the employee's immediate supervisor) prior to deciding any disciplinary action against the employee.~~

~~The employee then will be notified in writing of the decision regarding disciplinary action. Participants in the pre-disciplinary conference typically include the employee's immediate supervisor, the employee, and the Vice President of Human Resources & College Safety. Other members of CFCC may be asked to participate in the pre-disciplinary conference on a case-by-case basis and at the discretion of the Vice President of Human Resources & College Safety. The pre-disciplinary conference is part of Cape Fear Community College's internal procedures to address matters involving alleged policy violations, ensure due process and evaluate disciplinary measures. No attorney shall represent either the employee or the College at the pre-disciplinary conference. Upon completion of the pre-disciplinary conference and after full consideration of the employee's response to the charges, the supervisor will decide the disciplinary action and will~~

~~notify the employee in writing of the decision within 10 business days of the pre-disciplinary conference.~~

~~A copy of the written decision of the disciplinary action will be placed in the employee's personnel file. Supervisors and other administrative officials who do not believe that they can render an impartial decision in connection with a pre-disciplinary conference due to their involvement in the circumstances leading to the conference are required to excuse themselves from the decision-making process.~~

~~***Disciplinary Action for Which a Pre-Disciplinary Conference Is Not Held (Oral Warning, Written Warning, Disciplinary Probation, Suspension with Pay)***~~

~~A pre-disciplinary conference generally will not be made available to a contractual employee prior to disciplinary action involving an oral warning, a written warning, disciplinary probation, or suspension with pay. When a disciplinary action is taken against an employee that does not require a pre-disciplinary conference, the supervisor will meet with the employee about the alleged offense(s), gather and consider the employee's response to the alleged offense(s) in advance of administering an oral warning, written warning, disciplinary probation or suspension with pay. Any written warnings, disciplinary probation or suspension with pay decision must be documented and sent to the Vice President of Human Resources & College Safety for placement in the employee's personnel file.~~

~~***Emergency Suspension Without Pay***~~

~~An employee may be suspended prior to any required pre-disciplinary conference in emergency situations (for example, in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons). The supervisor and the Vice President of Human Resources & College Safety will make the determination on whether an emergency suspension without pay is necessary prior to a pre-disciplinary conference. In the event of an employee's emergency suspension, the employee shall be required to leave the College premises. Scheduling of a disciplinary conference then should be initiated and a disciplinary conference held as soon thereafter as practicable (generally, within three (3) days of the suspension).~~

~~**Note:** The Discipline, Non-Reappointment, and Grievance Procedure is not available to temporary part-time employees without benefits who are employed AT WILL.~~

~~***Right to Appeal***~~

~~Employees who wish to appeal any disciplinary action taken against them may have the decision reviewed under the College's Grievance Procedure below.~~

**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. ~~Executive, administrative, and professional staff positions are exempt and expected to work the number of hours necessary to fulfill the requirements of their position and no less than 40 hours per week.~~

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). ~~Employees in this position type submit monthly time cards that reflect actual hours worked.~~ 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 employees of the College are its most valuable resource, and their health and safety are of great importance. The use of illegal drugs and the abuse of alcohol are harmful to health, and the College will not tolerate any drug or alcohol use which imperils the health and well-being of its employees, students, or the public at large, or which could result in damage to College property. All employees have the right to work in a drug and alcohol free environment, and the College is committed to maintaining a safe workplace free from the influence of illegal drugs and alcohol. This statement of the drug and alcohol free workplace policy of the College is being provided as part of its good faith commitment to complying with the Drug Free Workplace Act of 1988 and to maintain a safe workplace. Employees are required to abide by this policy as a condition of their employment with the College.~~

### Definitions

~~For purposes of this policy, the term “prohibited drugs” means any “controlled substances” as defined at 21 U.S.C. 802 and listed on Schedules I through V of 21 U.S.C. 812, as revised from time to time, and as defined by other federal statutes and regulations. Generally, these are drugs, which have a high potential for abuse and include but are not limited to heroin, 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 health care provider, 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. For purposes of this policy, “workplace” includes 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.~~

### 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 confirms 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. When available, the employee's supervisor will transport the employee to and from the testing facility. The employee will not be permitted to drive.
- Employees involved in any safety-related incident, accident, or work-related injury will be subject to testing for drugs or alcohol.

### ***Violation of Policy***

~~A violation of this drug and alcohol abuse policy occurs when any employee:~~

~~D. — Engages in the unlawful or unauthorized manufacture, distribution, dispensing of, possession of, sale, purchase, or use of any prohibited drug or alcohol while at the workplace, while traveling to or from the workplace, while using equipment owned or leased by the College, while in a vehicle owned or leased by the College, while at work or during working hours, while engaged in business for the College, or while representing the College away from the workplace, except for the reasonable social use of alcohol in a business/social setting;~~

~~E. — Manufactures, distributes, dispenses, possesses, sells, purchases, or uses prohibited drugs away from the workplace in a manner that adversely affects the employee's work performance, his or her or others' safety at work, or the regard or reputation of the College in the community;~~

~~F. — Manufactures, distributes, dispenses, possesses, sells, purchases, or uses alcohol away from the workplace in a manner that adversely affects the employee's work performance or his or her or others' safety at work;~~

~~G. — Fails to report to the College a conviction under any federal or state criminal drug statute or conviction of an alcohol-related crime that results from a violation occurring in or outside of the workplace more than five (5) calendar days following such conviction; or,~~

~~H. — Stores any prohibited drug or alcohol in a locker, desk, vehicle, or other repository owned or leased by the College or located at the workplace.~~

~~Commission of any of the above violations will result in disciplinary action, up to and including termination. Likewise, at its sole discretion and in lieu of or in addition to taking disciplinary action against the employee, the College may require the employee, on his or her own time and at his or her own expense, to participate in and complete satisfactorily a substance abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency(s). The Drug Free Workplace Act of 1988 also requires the College to notify any federal agencies with which it contracts of all convictions of employees for workplace drug related crimes within ten (10) calendar days of receiving notice thereof.~~

~~In accordance with the Drug Free Workplace Act of 1988, the College will take disciplinary action against any employee who is convicted under any federal or state criminal drug statute for a workplace related violation and/or will require the employee to participate in and satisfactorily complete an approved substance abuse assistance or rehabilitation program.~~

### ***Awareness Program***

To assist employees and their families to understand and avoid the perils of drug and alcohol abuse, the College has established a comprehensive awareness program. The College will use the program in an ongoing educational effort to prevent and eliminate drug abuse that may affect the workplace.

The awareness program will strive to inform employees of the following:

1. ~~The dangers of drug and alcohol abuse in the workplace;~~
2. ~~The College's drug and alcohol policy and its intention to maintain a drug and alcohol free workplace;~~
3. ~~The availability of counseling, rehabilitation, and assistance programs for employees who voluntarily seek such assistance; and~~

~~The penalties that the College will impose for violation of this 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.

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.



## 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 discuss matters pertaining to their employment initially with their immediate supervisor in an attempt to address and resolve issues concerns, or complaints related to their employment as they arise. The College's strives to identify and resolve issues goal is to find solutions at the supervisory lowest possible level and to keep the resolution process proceedings relating to employee grievances as informal and confidential as possible. Supervisors and employees are expected to make every effort to resolve any issues as they arise. An employee's immediate Supervisors are should be given the courtesy of being informed of reported employee issues, concerns, or complaints in order to work towards a mutually agreeable resolution decision, knowing about his or her grievance and a chance to help resolve it, as the supervisor will be in the best position to handle the employee's grievance satisfactorily. For more information on informally resolving a complaint or grievance, see "Complaint Resolution Procedure (Informal)" at the end of this policy. 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.

### ***Grievance Resolution Procedure (Formal)***

~~The College recognizes that not all grievances will be settled satisfactorily between an employee and his/her supervisor, and for this reason has adopted procedures to assist in the formal resolution of grievances. STEPS 1 and 2 of the Grievance Procedure are open to all contractual College employees, except in the case of non-reappointment. STEP 3 is available to contractual employees who are appealing any disciplinary action taken against them for which a pre-disciplinary conference is required (generally, suspension without pay, demotion or dismissal). Employees are responsible for understanding the College's Discipline, Non-Reappointment and Grievance Procedure and should feel free to use the Grievance Procedure without fear of criticism or action being taken against them affecting the terms and conditions of their employment. All grievances should be given prompt and objective consideration in an atmosphere of mutual assistance. As to those grievances that cannot be resolved informally, the following procedures are established:~~

### ***STEP 1 (Supervisor)***

~~Within five (5) work days following his or her knowledge of an event giving rise to a grievance, including the receipt of a notice of disciplinary action, an employee must present the grievance to his or her supervisor. The grievance must be in writing, must be signed and dated by the employee, and must include the following:~~

- ~~1. A statement concerning the basis for the grievance and the issues to be resolved;~~
- ~~2. Information about the attempts made to solve the grievance;~~

- ~~3. Information about the results of those attempts;~~
- ~~4. The remedy or corrective action sought.~~

~~Any supervisor who receives a written grievance is responsible for making a careful inquiry into the facts and circumstances of the grievance, including any new information relating to disciplinary action taken against the employee. The supervisor should make every effort to resolve the matter promptly and fairly, generally within ten (10) work days of when the grievance is presented. The length of response time will depend in large part upon the nature and extent of the supervisor's review.~~

### **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~~five~~ (25) ~~work~~ days from ~~of~~ 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 2 (Senior Level Administrator)***

~~An employee who is dissatisfied with the decision of his or her supervisor may submit a written grievance to the Senior Level Administrator responsible for the employee's division. This must be completed within five (5) work days after the decision of the supervisor is made known to the employee. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at STEP 1 of this Grievance Procedure.~~

~~The written appeal must include why there is a belief by the employee that the supervisor's decision is not valid. The Senior Level Administrator will render that decision in writing generally within ten (10) business days after receipt of the employee's written appeal.~~

~~If STEP 3 of the Grievance Resolution Procedure is not available to an employee due to the nature of the grievance, the decision of the Senior Level Administrator shall be final and the grievance procedure ends at STEP 2.~~

~~In the event the supervisor is a direct report to the President and there is no senior level administrator between the supervisor and the President, please go to 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.

***STEP 3 (Appeals Committee/President of the College)***

~~If a contractual employee's grievance relates to disciplinary action taken against the employee that involves suspension without pay, demotion or dismissal, or any other disciplinary action for which a pre-disciplinary conference is required to be held, the employee may submit his or her written grievance to the President of the College and request an appeal hearing before an Appeals Committee appointed by the President. This must be completed within five (5) work days following receipt of the decision of the Senior Level Administrator responsible for the employee's division.~~

~~If a grievance in proper form and the accompanying request for an appeals hearing are not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at STEP 2 of this Grievance Procedure. If an appeal hearing following a decision at STEP 2 of this Grievance Procedure is appropriate, the President will appoint an Appeals Committee, which will have authority to conduct the appeals hearing and recommend a decision to the President. The Appeals Committee shall be composed of five (5) College employees, selected from a pool of ten (10) College employees designated by the President. A written list of the individuals chosen as members of the pool shall be provided to the employee who has requested an appeal hearing, generally within ten (10) work days after the President's receipt of the employee's written grievance and request. The length of time for informing the employee of those College employees who have been chosen as members of the pool will depend in large part upon the ability to confirm availability of the potential pool members.~~

~~If a member of the pool chosen by the President does not believe that he or she can render an impartial decision in connection with an appeal hearing due to his or her involvement in any circumstances leading to the appeal hearing, the member must advise the President so that he or she may be removed from the pool and a substitute member may be designated. The employee who has requested the appeal hearing may object to any one (1) member of the pool, even if the member has not had or been involved in the circumstances leading to the appeals hearing, by providing the President with a written request for the member's removal from the pool within three (3) work days of receiving the list of members of the pool provided by the President. If such an objection is made, the member shall be removed from the pool and another College employee shall be designated as a substitute member.~~

~~Unless a request for postponement has been received, the appeals hearing shall be conducted within 30 days of the date on which the President communicates the final pool of College employees who may participate in the Appeals Committee. The employee who has requested the appeals hearing and the College officials who are involved shall have the right to representation, to call and cross-examine witnesses, and to present other evidence. The hearing shall be closed to the public. Any request for postponement of an appeals hearing must be submitted in writing to the President at least five (5) calendar days prior to the scheduled hearing.~~

~~Following the appeals hearing, the Appeals Committee shall meet to consider the evidence presented and, by majority vote, shall answer the issues set forth in the written grievance that is the subject of the appeal. A written report containing the Appeals Committee's recommendation(s) shall be prepared and submitted to the President, generally within ten (10) work days after the appeals hearing is completed. The length of response time will depend in large part upon the nature and extent of the Appeals Committee's deliberations. Upon receipt of the Appeals Committee's written report, the President shall review the report, shall consider the Appeals Committee's recommendation(s), and shall make a final and binding decision on the matter. The President will inform the employee in writing of this decision, generally within five work days after receipt of the Appeals Committee's report. The length of response time will depend in large part upon the nature and extent of the Appeals Committee's recommendations.~~

~~The Appeals Committee's report shall be advisory in nature and shall not bind the President's decision. Failure to request review of a decision relating to disciplinary action or a grievance in accordance with the provisions of this Grievance Procedure shall be deemed to be a waiver of the opportunity to receive such review, unless the College official at the level where review is sought determines that extenuating circumstances have prevented the employee from requesting review in a timely manner, in which case the College official, in his or her sole discretion, may extend the applicable deadline for requesting review.~~

#### ~~***Other Remedies Preserved***~~

~~The existence of this Discipline, Non-Reappointment, and Grievance Procedure does not preclude any individual from pursuing any other remedies available under law.~~

#### ~~***Definitions:***~~

~~Complaint Resolution Procedure (Informal)~~

~~**Complaint**—A complaint is a concern related to a work place situation or working conditions. The complaint resolution policy provides an informal mechanism for contractual employees to use for resolution of a complaint before initiating a formal CFCC grievance resolution procedure. The complaint and grievance resolution process may not be used in relation to non-reappointment. Dismissals may be addressed only through the grievance resolution procedure.~~

~~The complaint resolution mechanism does not provide contractual employees with any rights other than the right to have a complaint heard and be considered. It does not bind CFCC to any particular outcome or course of action.~~

~~**Process of Complaint Resolution**—There are two options available for employees who want to resolve a complaint informally. An employee may meet directly with their supervisor to resolve the concern or they may meet with Human Resources to seek assistance and support to resolve the concern as follows:~~

- ~~1. When possible, supervisors and employees should make every effort possible to resolve problems informally and as they arise. Supervisors are responsible for the timely management and informal resolution of employee concerns, problems, and complaints. Supervisors should:~~

- ~~Meet with the employee who has expressed concerns to discuss concerns/complaints in an effort to resolve the issues informally.~~
  - ~~Conduct objective, informal examinations of facts presented related to the concerns brought forward by the contractual employee before making a decision.~~
  - ~~Meet with the employee to discuss the results of the review conducted and the decision made.~~
2. ~~Designated members of the CFCC Human Resources Department shall also serve as resources for understanding, accessing and managing, and facilitating the complaint resolution process.~~

~~Any employee can bring a complaint forward to Human Resources and/or the next level supervisor if they are uncomfortable taking the complaint to their direct supervisor. An employee who wants to make a complaint may bring an advocate with them to file the complaint. The advocate must be a regular full time CFCC employee who is not an attorney.~~

~~The Vice President of Human Resources & College Safety and/or HR designee shall serve as an objective partner and resource to all supervisors and employees for understanding policies, accessing and facilitating the complaint and grievance resolution process.~~

- ~~An employee (see contractual employee definition above) may register a complaint by meeting with the Vice President of Human Resources & College Safety and/or HR designee and indicating a desire to pursue a solution.~~
- ~~After considering the nature of the complaint, the HR representative will initiate a discussion towards a resolution. Options to pursue resolution will include, but not be limited to, discussions with the employee, supervisor, informal investigation of facts, and/or use of an internal third party to help mediate between the decision maker and the complainant.~~
- ~~If a resolution is reached, HR will document the outcome to a confidential file and will communicate the outcome to all involved parties.~~
- ~~If the complaint is not grievable or pursued as a grievance, the process ends at this point.~~

~~If an employee is not satisfied with the complaint resolution process, the employee may appeal up through the supervisory chain using the formal grievance process as outlined in steps 1, 2 and 3 below.~~

### **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 must 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) employees out of ten (10) 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 ~~cleared~~approved by ~~with~~ 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. ~~staff are required to call in and report such directly to their supervisor. If the supervisor is unavailable, the employee should communicate with the next-level supervisor (their supervisor’s manager). Staff are responsible for contacting their immediate supervisor by phone call, text, voice mail message, and/or email to notify them of absences.~~

*Faculty* - Absences from the campus during the faculty member’s scheduled hours must be ~~cleared~~approved by~~with~~ the appropriate department chair/director (or designee). Faculty members are expected to make arrangements in advance with the appropriate department chair/director (or designee) for any absences from regularly assigned duties. The department chair/director (or designee) will notify the appropriate Dean. In case of emergencies, or unavoidable absences, instructors are required to ~~to contact their department chair/director (or designee) by phone call, text, voice mail message, and/or email to notify them of absences. call in and report such directly to the appropriate department chair/director (or designee).~~ If the department chair/director (or designee) is unavailable, the instructor should ~~talk~~contact ~~with the~~ their appropriate Dean.

~~Faculty are responsible for contacting their department chair/director (or designee) by phone call, text, voice mail message, and/or email to notify them of absences.~~ 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 Employees 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 ~~from~~ employment.



## Board of Trustees Bylaws Update

# 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)(~~1~~3), 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 30<sup>th</sup>.

**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 1<sup>st</sup>. 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.
3. 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.
4. Employment contract: The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.
5. Job Description: The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.
6. 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 30<sup>th</sup>.

**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**

- 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**

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.

## **FOUNDATION 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**

**DATE OF NEXT MEETING** – January 18, 2024