

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 28, 2024
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Oath of Office for Appointed Trustee
- IV. Approval of Minutes January 18, 2024
- V. Introductions and Recognitions
- VI. Chair's Report
- VII. President's Report
- VIII. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance Committee
 - C. Administrative & Personnel Committee
- IX. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- X. Announcements
- XI. Date of Next Meeting – May 23, 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 meeting¹)

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

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

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

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

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

OATH OF OFFICE FOR APPOINTED TRUSTEE

MINUTES

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 18, 2024
5:00 PM**

Following proper public notifications on January 15, 2024, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 18, 2024, 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; Ms. Paula Sewell; Mr. Bruce Shell; Mr. Dane Scalise; Dr. Marc Sosne; Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Ms. Deloris Rhodes and Ms. Cara Allen, SGA President. Trustees not present: Mr. Bruce Moskowitz.

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. John Downing, Vice President of Economic and Workforce Development; Mr. Shawn Dixon, Provost, North Campus; Ms. Anne Smith, Vice President of Human Resources; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Director of the President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant President’s Office; Mr. Nelson Beaulieu, Faculty Association President; Ms. Logan Thompson, Executive Director of CFCC Foundation; Mr. Robert Carter, Manager, Technical Support and Client Services; Ms. Lucinda McNamara, Dean of University Transfer and Partnerships; Ms. Mary Ellen Naylor, Dean of Health and Human Services; Mr. Shawn Breedlove, Director of Safety and Events; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Melissa Taylor, Lead Administrative Technician, Law Enforcement; Donna Breedlove, Advancement Business Specialist; Crystle Dixon, Alumni & Donor Relations Coordinator; Logan Wright, Major Gifts Officer; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney, Ward and Smith

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.

OATH OF OFFICE FOR APPOINTED TRUSTEE

Mr. Scalise was administered the oath of office by Ms. Lee.

MINUTES

A MOTION was made by Mr. Guy and seconded by Dr. Sosne to approve the November 16, 2023 minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

There were no new employees or retirees in attendance.

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.

SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2024 and can be found at <https://ethics.nc.gov/seis/regular-filers>.

Appointment

Congratulations to Mr. Dane Scalise who was appointed by the New Hanover County Board of Commissioners. Mr. Scalise will serve from 2024-2025, fulfilling the remainder of Mr. Bill Rivenbark's term.

PRESIDENT'S REPORT

President Morton reviewed the following report.

PowerPoint Presentation – 2023 Year in Review

President Morton presented the annual 2023 review of the College.

Mr. Shell commented that this is beyond what anyone expected and looking forward to what our students will do in the future.

Mr. Guy congratulated President Morton on a job well done.

Wilmington Biz 100

Awarded and named as a Wilmington Biz 100 Power Player for continuing partnerships with industry leaders and creating a positive economic impact to the community.

CFCC Holiday Party

CFCC's Holiday Party was held December 8 in Daniels Hall. It was great to have staff and faculty together to enjoy the festivities. Mr. Bill Cherry, Mr. Bruce Shell, and Ms. Deloris Rhodes also attended the event.

New Hanover County Endowment Grant Awards

Cape Fear Community College has been awarded two strategic grants from the New Hanover Community Endowment. The first is a grant we received in collaboration with UNCW, New Hanover County Schools, and the Greater Wilmington Chamber of Commerce to address the county's shortfall of healthcare workers. CFCC's award from this combined endeavor is \$10,153,633, making it the College's largest grant award in history. The grant will be distributed over a three-year period. This funding will aid in the recruitment, training, and retention of nurses in New Hanover County. CFCC will utilize our funds to hire nursing instructors, establish wrap-around services to support our students and remove barriers to their success, purchase software to track student progress at CFCC and UNCW, and increase retention and graduation rates. We aim to rapidly increase the number of nurses we graduate each year in order to alleviate the shortage of skilled healthcare professionals in our community.

The second grant award is \$5,500,000, the second-largest grant in CFCC's history. These grant funds will broaden CFCC's impact in New Hanover County high schools by identifying and connecting with students interested in careers in advanced manufacturing or related industry sectors. The goal is to provide students with post-secondary education, career pathways, and apprenticeship opportunities. Ultimately, this grant will help us pave the way to secure local employment in high-demand fields with competitive wages.

CFCC Full-Time Employee Bonus

It is my pleasure to report that on January 16, 2024, I awarded a one-time \$1,500 bonus to all full-time employees (including temporary full-time). I presented this one-time bonus to show appreciation for outstanding performance. This is not a legislative bonus, but one we can provide within our budget due to our prudent management of funding and steady enrollment. Please keep in mind that this is only feasible by growing enrollment, student success, and teamwork.

WAVE Transit Partnership

Through a community partnership with WAVE Transit, CFCC continues to address barriers for students and ensure transportation challenges do not hinder access to education. Beginning in early January, a limited number of WAVE bus passes were made available to currently enrolled students at no charge.

NO BOUNDARIES International Residency Exhibition

The Wilma W. Daniels Gallery will showcase the talent and creativity of ten accomplished artists who participated in a two-week Bald Head Island, NC residency, fostering an unparalleled

communal art-making experience with the NO BOUNDARIES International Residency Exhibition. The exhibition will run from January 20, 2024, to February 27, 2024.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. 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	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		\$ 442,808.23		\$ 442,808.23	\$ 650,000.00	\$ 207,191.77	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	Bids February 2024
4	K Building Roof Upgrades				\$ -	\$ 60,000.00	\$ 60,000.00	Bids February 2024
5	NC Commercial & Residential Burn Buildings Gas System & Computer				\$ -	\$ 550,000.00	\$ 550,000.00	Equipment Orders placed by Public Safety.
Category Totals						\$ 1,920,000.00	\$ 1,467,991.77	

Wilson Center Multipurpose Addition

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

State Capital Improvement Infrastructure Funds (SCIF)

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$59,900.00	\$1,389,653.00	\$450,447.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion July 2024

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

HHS Building Renovation Phase 1

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

HHS Building Renovation Phase 2

HHS Building Health & Human Services Phase 2 Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	HHS Bldg. Health & Human Services Phase 2 Renovation	\$322,370.00			\$322,370.00	\$9,154,180.00	\$8,831,810.00	Schematic Design

Health & Human Services Building

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees to purchase and reimburse renovation expenses of the Health and Human Services building to New Hanover County of up to \$10 million in 2024 with remainder to be paid in 2025. Motion carried unanimously.

Naming Opportunity

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees of the naming opportunity for Dan and Sheila Saklad Health and Human Services Center. Motion carried unanimously.

Polling of the Board of Trustees

Health and Human Services Center

The CFCC Board of Trustees was polled on December 20, 2023, and approved the naming opportunity for Dan and Sheila Saklad Health and Human Services Center.

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

Proposed New Hanover County Budget

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the New Hanover County proposed budget in the amount of \$16,816,360. Motion carried unanimously.

Proposed Pender County Budget

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Pender County proposed budget in the amount of \$708,900. Motion carried unanimously.

State Budget Revision

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the State Budget Revision for an increase of \$1,726,166. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 45.74 percent of the budget had been expended as of December 2023.

County Budget Summary

The County Budget Summary reported 51.72 percent of the budget had been expended as of December 2023.

Institutional Funds Update

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

ADMINISTRATIVE AND PERSONNEL COMMITTEE

STUDENT HANDBOOK POLICY REVISIONS

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

Grading Scale Policy

The College* grading scale is:

~~A =92–100~~

~~B =84–91~~

~~C =76–83~~

~~D =68–75~~

~~F =0–67~~

A =90 – 100

B =80 – 89

C =70 – 79

D =60 – 69

F =0 - 59

***Please note: Some program specific courses within the College may adopt a different grading scale due to accreditation requirements. Students should consult course syllabi for specific scale information.**

Academic Integrity/Cheating Plagiarism

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

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

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

use of books, notes, or other sources of information; or the altering of any grade or academic record.

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

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

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of “F” on the assignment **for the first offense. Notation should be made for the assignment in the College LMS that the failure occurred due to plagiarism. Subsequent violations will result in a grade of “F” for the assignment or a grade of “F” for the course at the instructor’s discretion.** ~~or “F” in the course~~ **For programs that have additional accreditation requirements, a grade of “F” may be given for the course as a result of any violation.** The faculty member, however, shall afford the student an opportunity to clarify ~~his/her~~ **their** position. If the faculty issues an “F” in the course, and the student wishes to appeal the final grade, the student may remain in the class until due process is completed.
2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the appropriate department chair, academic dean, and Dean of Student Affairs, within five (5) weekdays from the time the incident was discovered. Upon request, the student shall receive a copy of the written report as submitted by the faculty member.

All College departments are required to adhere to this policy and not allow for separate individual faculty and/or departmental policies.

Right of Appeal

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

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

The subcommittee of the Judicial Board should include:

- a. Two (2) faculty and/or staff members appointed by the Dean of Student Affairs.
- b. The Vice President of Instruction who will serve as the chair without a vote (unless there is a tie). At the conclusion of the appeal hearing, the Vice President of Academic Affairs will notify

the student, faculty member, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student's receipt of the notification made by the Vice President of Academic Affairs. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

FACULTY AND STAFF HANDBOOK POLICY REVISIONS

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

8.5 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 (2) 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 service* and office/student hours.

Instructors may be assigned a reduced instructional load in order to support College needs*. Any reduction in a full-time instructor's assigned load must receive prior approval from the instructor's appropriate senior level administrator(s) 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. **Course Reductions may be requested via the Course Reduction Request form in the electronic form and approval system.**

Instructors ~~may not~~ who receive a reduced institutional load ~~in addition~~ may not receive an overload contract. Exceptions may be made to certain faculty positions at the College with built-in reductions. ~~Any~~ All exceptions will require the ~~written approval~~ request be submitted ~~of~~ to the appropriate senior level administrator(s) through the College's electronic form and approval system.
Revision History:

January, 2024

~~THIS SHOULD BE MOVED TO THE END OF THE PARAGRAPH~~

Note*:

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, and cultural and educational events.

Mr. Guy stated that he welcomes all trustees to attend committee meetings even if you are not a member of the committee.

SGA REPORT

Ms. Allen presented the following report.

Since my last report, we held the final meeting of the fall semester on December 5, 2023.

We partnered with Student Services that week with an event that included free hot chocolate for students and a chance to talk with their SGA officers directly. This week we held another similar event during the CFCC Homecoming, encouraging student engagement to begin the new semester out strong.

We are looking forward to the NC Student Government spring Eastern divisional meeting, which will be on February 17, and then the spring conference will be April 5-7 in Durham. Last semester we brought a delegation of ten students, and I hope to bring the same group this time- and win the school spirit contest!

We are all still serving weekly in the food pantry and working with the clubs on various events and opportunities for students. We are also looking ahead towards the elections for next year's SGA officers, which are typically held at our spring fling event in the beginning of April.

My goal for this semester is to continue the progress we have made on connecting with the student body and increasing engagement and involvement, and to give the 2024-25 student government administration a strong foundation to continue on.

FACULTY ASSOCIATION REPORT

Mr. Beaulieu presented the following report.

The Faculty Association would like to begin this evening by expressing our thanks and appreciation to the President and this Board for the \$1500 bonuses paid out to the faculty and staff of the college. Over the last 18 months there appears to have been a concerted effort on the part of this administrative team to take whatever steps were in its power to help address the pay issues felt by our faculty. To briefly recap, the college has now allocated a 2 percent pay raise and three \$1500

dollar bonuses during that time. In addition to offering our thanks, the association wishes to reaffirm our commitment to maintaining the fiscal health of our institution. We recognize that these investments are only possible thanks to the hard work of many different departments and individuals across the college and we further realize the critical role that faculty play in making sure we increase our FTE numbers. We appreciate the training we received at our annual in-service on proper documentation for enrollment verification and believe that these types of opportunities for professional development have immense benefit.

Our First Faculty Association Meeting for the Spring Semester is scheduled for Monday, January 29, at our downtown campus.

Over the Holiday, our faculty lost one of our own. Robert “Bob” Brennan was an instructor of history here for 28 years. Bob dedicated his professional life to the students at Cape Fear Community College. During his 28-year career, he amassed some impressive numbers. Bob taught 459 classes. He spent 18,144 hours in the classroom. If we conservatively assume 20 students per class, he taught at least 9,180 students in that time. Bob did all this while Battling Cystic Fibrosis. On December 31, 2017, Bob received a double lung transplant. He was back to working a full course load that Fall. Bob’s pure love for this profession served as an example to many of his colleagues. His legacy will live on through the countless students who were lucky enough to have been inspired by him.

Faculty have returned from Christmas Break after a successful and eventful fall semester. For tonight’s Faculty spotlight I will highlight some of the many successes from the fall 2023 semester and briefly preview what I think will be a few of the highlights for the Spring.

FOUNDATION REPORT

Ms. Thompson presented the following report.

November 7, 2023 – January 9, 2024

2023-2024 year-to-date revenue: \$9,021,924.51 (692% increase over YTD 2022-2023)
Fundraising Report as of January 9, 2023

Notable Gifts (cash received)

- \$4,272,213.92: unrestricted estate gift from Mr. James (9/11/1916-11/16/2012) and Mrs. Nancy Mann (5/29/1930-9/26/2023)
- \$718,266: new naming opportunity (total \$3M pledge) for the Dan and Sheila Saklad Health and Human Services Center from Mr. Daniel A. Saklad
- \$100,000: support of existing endowed scholarship from Mr. Howard Stein
- \$22,986: support of endowed scholarships from Mr. Doug Fox
- \$20,000: support of the Wilson Center from Mrs. Donna Schaefer

- \$18,480: support of existing annual scholarship from the Food Bank of Central & Eastern North Carolina
- \$12,500: support of existing endowed scholarship from the Ministering Circle
- \$10,000: new support of the Vet Tech program from Ms. Connie Laughinghouse
- \$10,000: support of existing endowed scholarship from Ms. Ann P. Longley
- \$10,000: support of existing endowed scholarship from Sylvia and Bill Solari
- \$10,000: support of existing endowed scholarships from Mr. Bill J. Baggett
- \$9,000: support of existing endowed scholarship from Wilmington Contractors Association
- \$7,580: support of existing annual scholarship from the Wilmington Police Recreation Association
- \$6,000: support of existing annual scholarship from Cape Fear Electrical Contractors Association
- \$5,000: support of new endowed scholarship from Dr. Michael Penland and family

Notable Grants (cash received)

- \$1,429,887: Healthcare Workforce collaborative effort from the New Hanover Community Endowment (**total 3-year grant award is \$10,153,633**)
- \$1,375,000: Jobs and Workforce Initiative (EWD) from the New Hanover Community Endowment (**total 3-year grant award is \$5,500,000**)
- \$45,000: support of the Lineworker program from Duke Energy

New Scholarships

- Penland Family Endowed Scholarship: supporting students in a variety of CFCC programs. Members of the Penland family are **CFCC alumni**.
- Nixon Center Leadership Student Scholarship: supporting students who are active participants in the Nixon Leaders Center programs
- Achieving Purposeful Outcomes Scholarship: supporting EWD students with financial need
- Emma Yopp Murray Annual Scholarship: supporting students with financial need in Culinary, Nursing, or Medical Assisting programs who are graduates of New Hanover High School

Upcoming Efforts

- Scholarship Cycle Changes: beginning March 1, the scholarship application will be open to any current student through January 31, 2025. Students will be awarded scholarships throughout the academic year.
- Benny Hill Music Program Fundraiser: January 30 at 7:30 pm at the Wilson Center; general admission is free, premium seating available, donations requested at event.

- Donor Appreciation: scheduled for February 1 from 5:30-7:30 pm at the Wilson Center, to celebrate all CFCC Foundation donors and recognize those who have reached new giving levels last fiscal year.
- 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. Opportunities for donor involvement will include a reception with students, alumni, and donors after Nursing Pinning Ceremony on May 6 in the Wilson Center.

Announcements

DATE OF NEXT MEETING – MARCH 28, 2024

Meeting adjourned at 6:25 pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Clary, Ryan	FT HVAC/Maintenance Specialist	01/16/2024
Connor, Caitie	NC Works Career Coach	01/22/2024
Thompson, Karen	Instructional Support & Design Specialist	02/05/2024
Damato, Rebecca	Lead Teacher, Drop-In Child Care Center	02/05/2024
Brown, Charity	Senior Administrative Assistant - Health & Human Services	02/05/2024
Rogers, William	Mail Clerk, Shipping & Receiving	02/05/2024
Ciferni, Hope	Guest Experience Manager, Wilson Center	02/12/2024
Brown, Kaliyah	Teacher, Childcare Development Center	02/19/2024
Long, Jessica	Environmental Tech Downtown Nhc	03/04/2024
Rose, Sarah	Student Accounts Specialist	03/11/2024
Grinnell, Jessica	Instructor, Associate Degree Nursing Level I	03/13/2024
Hodges, Parker	Ordinary Seaman	03/15/2024

Changes

Full Name	Job Title	Effective Date
McLeod, Samantha	Workforce Training Coordinator	01/29/2024
Fisher, Kara	Technician, Accounts Receivable	02/01/2024
Hesse, Julie	Interim Payroll Manager	02/01/2024
Jernigan, Carrie	Executive Assistant, Provost North Campus	02/01/2024
Johnston, Jacqueline	Human Resources, Director	02/12/2024
Lee, Kathleen	Safety and Events Coordinator	02/21/2024
Breedlove, Shawn	Executive Director, Safety and Auxiliary Services	02/26/2024

Employees Leaving the College

Full Name	Job Title	Last Day
Sherman, Kimberly	Instructor, History	12/15/2023
Dunn, Ashton	Senior Admin. Tech, EWD	01/12/2024
Castro-Blackwell, Emily	Teacher, CDC	01/26/2024
Montagano, Laurajean	EWD Instructor, Basic Skills - NHC	01/30/2024
Erickson, Wendy	Coordinator, Career & Technical	02/02/2024
Peters, Leonard	Lead Environmental Technician, 2nd Shift	02/08/2024
Richards, Seth	EWD Instructor, Electricity/Electronics	02/09/2024
Petroski, Hayley	HR Generalist	02/16/2024
Pridgen, Evelyn	Environmental Tech	02/23/2024
Hudley, Desmond	Environmental Tech	02/26/2024
Hemingway, Curtis	Environmental Tech - Burgaw	02/28/2024
Caudell, Donna	Environmental Tech	02/29/2024
Vandergriff, William	Program Director, Cyber Crime Technology	02/29/2024
Moore, Kimberly	Payroll Technician	02/29/2024
Orton, Kathleen	Sales & Outreach Manager, Wilson Center	03/01/2024
Devione-Bivens, Roszema	Program Director, PH2 EWD	03/08/2024
DeBouse, Candyce	Supervisor, Custodial Services	03/12/2024
Dreher, Sha'limar	Environmental Tech – Lead – North Campus	03/12/2024
Espinal de Moya, Shantia	Student Services Specialist	03/15/2024
Spaulding, Jamie	Manager, Bookstore	03/15/2024

Retirements

Full Name	Job Title	Retirement Date
Allison, Ryan	EWD Instructor, Basic Skills – Pender County Correctional	02/01/2024
Gover, Allan	Program Director, Truck Driver Training	03/01/2024

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.

SEI Forms

SEI Forms and the SEI No Change form are both available online. These are fillable forms and offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 17, 2024 and can be found at <https://ethics.nc.gov/seis/regular-filers>.

Appointment

Congratulations to Mr. Brad George, who was appointed by the Pender County Board of Commissioners. Mr. George will serve from 2024-2027. The Pender County Board of Commissioners now has two trustee appointments according to recently passed updates of NC General Statute 115D-12.

President's Evaluation

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

Board Self-Evaluation

The annual Board Self Evaluation will be mailed with the President's Evaluation form. Please return this document in the same envelope as the President's Evaluation.

Commencement

Spring Commencement will be held on Friday, May 10, 2024. Ceremonies will be held at 9:00 am and 12:00 pm.

PRESIDENT'S REPORT

Sea Devil Spirit Week

CFCC Athletic Department hosted Sea Devil Spirit Week January 29-31. A variety of events for employees were held, including a department door decorating contest, CFCC dress attire day, and an employee recognition reception before the CFCC Men's Basketball game versus rival Brunswick CC on January 31.

Nixon Leaders Center

CFCC's Nixon Leaders Center received a generous gift of \$175,000 from the estate of Carrie Nixon, the sister of Cornelius Nixon, the center's namesake. The donation will enhance the resources available to support populations of underrepresented students at CFCC.

High-Cost Healthcare Workforce Expansion Program

The NC State Board of Community Colleges has awarded CFCC with \$400,000 from the High-Cost Healthcare Workforce Expansion Program. This funding will facilitate the introduction of new initiatives and course offerings within ADN and PN.

Enrollment Growth Reserve Fund

The NC State Board of Community Colleges has awarded CFCC \$246,942 from the Enrollment Growth Reserve Fund in recognition of the college's enrollment growth of more than five percent.

Benny Hill Quartet Fundraiser

The sold-out Benny Hill Quartet Fundraiser, held on January 30 at the Wilson Center, raised \$5,777 to benefit the music department.

ESL Focus Groups

Community Relations conducted focus groups with English as a Second Language (ESL) students in late January to learn about their experiences and how we can help make their journey more seamless.

Black History Month

CFCC Athletics organized a Black History Month Black-Owned Business Fair in the Schwartz Center lobby on February 21, the women's basketball game day. This was just one of the many activities that CFCC conducted during Black History Month in February 2024.

CFCC Humanities Department International Film Festival

The 4th annual International Film Festival, hosted by CFCC's Humanities department, took place February 13-15. Showcasing the languages taught at CFCC, this event celebrated diversity, fostered cultural understanding, and provided an engaging platform for students and the community to explore the world through the lens of international cinema.

2024 State of Educational Attainment in NC

CFCC hosted MyFutureNC's regional convening of the 2024 State of Educational Attainment on February 15 to review and discuss the next steps to increase attainment in NC.

Healthcare Career Fair

A healthcare career fair was hosted in Daniels Hall on February 19. The career fair presented an opportunity for current students and community members to explore various career options and connect with potential employers.

Title VII and IX Training

Mandatory Title VII and IX training was held for all employees on February 19-20. Human Resources received positive feedback from the successful, interactive session.

Women's History Month

The Nixon Leader's Center planned various activities for students and employees in the month of March to celebrate Women's History Month. Events included Women in Leadership, Spa Retreat and Wellness, and Movie and a Message: Erin Brockovich.

College and Career Information Session for Spanish-Speaking Families

CFCC held a College and Career Information session for Spanish-speaking families at our Burgaw Center on March 6. This session featured informative presentations and resources on planning, applying, and paying for college. Details were provided about CFCC's programs, and a resource fair was held for prospective students to learn about the services CFCC provides.

Upward Bound

Upward Bound students attended the NC Student Initiatives Conference at NC State on March 9. The CFCC Upward Bound program is designed specifically for motivated Pender High School and Heide Trask High School students who demonstrate the potential for success but may face economic and social barriers to pursuing higher education.

CFCC Faculty and Friends Concert

The annual CFCC Faculty and Friends Music Concert was held on March 11 at CFCC's Wilson Center. This free event was open to the public and showcased our music department's talent. It also encouraged partnerships with other music educators and local musicians.

Construction and Apprenticeship Career Fair

The Construction and Apprenticeship Career Fair was held on March 19 at the North Campus. Over 60 employers from all areas of construction and associated trades attended this popular event.

Pathway to Careers

The Pathway to Careers program hosted 49 Pender County high school seniors without plans after graduation at North Campus on March 20.

Fire Prevention School

CFCC's Public Safety department participated in the Fire Prevention School event that took place March 18-22, hosted by the Fire Marshall's Association, at the Courtyard by Marriot Carolina Beach. All classes were filled with 160 participants from across the state.

Detention Officer Certification Course and Electrical Line Worker Graduation

The Detention Officer Certification Course (DOCC) and Electrical Line Worker Program held graduation ceremonies in March. The DOCC graduated 15 students, and the Electrical Line Worker program had 50 graduates.

National Council for Marketing and Public Relations Award

Cape Fear Community College won a Silver Paragon Award for Social Media from the National Council for Marketing and Public Relations (NCMPR) last week in Seattle. The national Paragon Awards recognize outstanding achievement in design and communication at two-year community and technical colleges. This year, over 1,540 entries across all categories were considered. This is the second consecutive national Paragon Award CFCC has received for its social media presence.

CFCC Financial Audit

The NC Office of the State Auditor recently performed a financial statement audit, and no findings were reported.

NC Edge

CFCC's Customized Training program, now called NC Edge, has been awarded \$2.1 million from the state for business wholesale training. The College currently has nine companies in various trainings and five more that have qualified and are scheduling training sessions.

Region 10 Athletics

Region 10 announced CFCC as 1 of 4 colleges (out of 51) with the most student-athletes in the fall 2023 semester who earned a 3.0 or higher GPA.

Filipino Float in the 2024 Azalea Festival Parade

CFCC students from several disciplines are assisting the Filipino community with designing, constructing, and transporting a float for the 2024 Azalea Festival Parade. The collaboration is between Arts & Humanities students, who designed the float; Construction Management students, who are building the float; and the float itself, which will be transported on a CFCC Line Worker trailer and towed by a CFCC Electrical Line Worker truck.

Wilmington Theatre Award Nominations

CFCC's Associate of Fine Arts Theatre department received five Wilmington Theatre Award nominations. Congratulations to the students, faculty, and staff for this remarkable recognition.

R.A.D. Self-Defense Training

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

2024 North Carolina New Century Transfer Scholar

CFCC student, Reece Hawk, has been named a 2024 New Century Transfer Scholar and awarded a \$2,250 scholarship. Over 2,200 students from more than 1,300 college campuses nationwide were nominated. Only one New Century Transfer Scholar is selected from each state. Reece is a dual-enrolled student completing his senior year at New Hanover High School and working toward his Associate in Science and certificate in Business Administration at CFCC.

Pathway Home 2 Grant

The Pathway Home 2 grant works with individuals transitioning out of prison back to civilian life in hopes of reducing the recidivism rate. Currently, we have 304 participants and have extended the program to September 2025. CFCC's recidivism rate is 14 percent compared to the state rate of 41 percent.

Mental Health Training

The Counseling department is offering mental health first aid courses for faculty, staff, and students each month during the spring semester.

Sea Devil Bookstore

Management of the CFCC campus bookstores will transition to Follett Higher Education on April 1. Follett Higher Education brings an extensive network of course materials and resources along with enhanced processes that will streamline services for students and faculty.

2024 Riverfront Boat Show

The CFCC annual Riverfront Boat Show will take place on Saturday, April 13, from 9:30 am to 3:00 pm along the Cape Fear River between Hotel Ballast and the Coastline Convention Center. This free event is open to the public and spotlights the craftsmanship of boat building, highlighting both CFCC student creations and the work of local artisans. The boat show also serves as the year's largest fundraiser to support scholarships for boat-building students.

CFCC Aviation Programs

CFCC will introduce two Aviation programs, Pilot and AP Mechanic, that will start off this fall as Con Ed programs and then transfer to Curriculum once approved by SACSCOC. The College is working with three entities for this program: Modern Aviation, Cape Fear Aviation, and ILM Airport.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

New Hanover County Capital Outlay

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		\$ 455,775.00		\$ 455,775.00	\$ 650,000.00	\$ 194,225.00	Chillers in Production & will be completed Q4 2024. under budget.
2	NB Boiler Replacement 2021 - Update to Condensing Boiler	\$ 9,200.00			\$ -	\$ 160,000.00	\$ 160,000.00	Negotiating with low bidder to reduce price/scope to budget
3	S Building Exterior Waterproofing Project to include A Building Connector				\$ 500,000.00	\$ 500,000.00	\$ -	Setting up co-op construction managed project with \$500K GMP.
4	K Building Roof Upgrades				\$ 175,000.00	\$ 60,000.00	\$ (115,000.00)	Bids are over budget, will use funds left over from line 1.
5	NC Commercial & Residential Burn Buildings Gas System & Computer				\$ 550,000.00	\$ 550,000.00	\$ -	Equipment Orders placed by Public Safety.
Category Totals						\$ 1,920,000.00	\$ 239,225.00	

Wilson Center Multipurpose Addition

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

State Capital Improvement Infrastructure Funds (SCIF)

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$59,900.00	\$ 1,655,352.00	\$184,748.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion July 2024

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

HHS Building Renovation Phase 2

HHS Building Health & Human Services Phase 2 Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	HHS Bldg. Health & Human Services Phase 2 Renovation	\$322,370.00			\$322,370.00	\$9,154,180.00	\$8,831,810.00	Design completion and CM Preconstruction

Selection of Construction Management at Risk HHS Building Phase 2

Selection of Surf City Center Addition Design Build Contractor

Real Estate

FINANCE COMMITTEE

State Budget Revision

CAPE FEAR COMMUNITY COLLEGE					
State Budget Revision Report for Fiscal 2023 - 2024					
Allocation Description	July - Aug	Sept - Oct	Nov - Dec	Jan - Feb	YTD
2022 - 2023 Carryover Allocation to 2023 - 2024:		2,412,847			2,412,847
<i>Equipment</i>	1,396,738				
<i>Books</i>	88,017				
<i>Basic Skills Performance-Based Funding</i>	174,919				
<i>Other Performance-Based Funding</i>	753,173				
Apprenticeship Building America Grant Program - FY 23-24				2,000	2,000
Career Academies for At-Risk Students - Carryforward to FY 23-24			583,500		583,500
Construction Training Building Careers (Construction Academies)	30,795				30,795
Construction Bootcamps			34,000		34,000
Customized Training Allocation for CloudWyze	7,750		413	4,287	12,450
Customized Training Allocation for Vantaca	8,058	13,200	3,332	(330)	24,260
Customized Training Allocation for Edge-Works Manufacturing Company	550				550
Customized Training Allocation for Frontier Scientific Solutions			180		180
Customized Training Allocation for Paper Foam				8,250	8,250
Customized Training Allocation for Polyhose					-
Customized Training Allocation for GAF - Burgaw	10,680	16,643	3,473	1,970	32,766
Faculty Recruitment and Retention			514,359		514,359
Finish Line Grants - Carryforward to FY 23-24	20,237			(14,561)	5,676
Finish Line Grants - EANS II - Emergency Grant for Students	37,200				37,200
Finish Line Grants - State Appropriations - Recurring			33,659		33,659
Improving Career & Technical Education (CTE) Carry Over Funds				53,485	53,485
Longevity Allocation				512,067	512,067
Longleaf Commitment (Student Support Services - GEER Funds) - Carryforward	15,959			(2,902)	13,057
NC Career Coach Program		42,466			42,466
Nursing Faculty Salary Adjustment Allocation for FY 23-24			208,470		208,470
Short-Term Workforce Development Grant		37,216			37,216
Summer Accelerator Grant Program - Carryforward to FY 23-24	15,876			(14,713)	1,163
Title II Adult Education & Family Literacy Act (AEFLA) Federal Allocation			344,780		344,780
Underserved Student Outreach and Advising Project (Longleaf Commitment)		106,728			106,728
Unexpended Budget Stabilization - Carryforward to FY 23-24	691,798				691,798
Total Additional Allocations	838,903	2,629,100	1,726,166	549,553	5,743,722

State Budget Summary

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF FEBRUARY 2024					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 11,044,039.00	993,446.13	7,120,720.67	\$ 3,923,318.33	64.48%
Instruction - Curriculum	36,419,992.00	2,831,229.23	22,501,721.93	\$ 13,918,270.07	61.78%
Instruction - Non-Curriculum	7,813,541.00	520,700.66	4,469,475.22	\$ 3,344,065.78	57.20%
Academic Support	5,175,088.00	369,843.48	3,195,772.81	\$ 1,979,315.19	61.75%
Student Support	<u>5,355,513.00</u>	<u>417,075.96</u>	<u>3,424,248.42</u>	<u>\$ 1,931,264.58</u>	<u>63.94%</u>
Total: CURRENT EXPENSE	65,808,173.00	5,132,295.46	40,711,939.05	25,096,233.95	61.86%
Equipment	3,196,511.00	78,952.55	967,931.65	2,228,579.35	30.28%
Books	166,562.00	4,795.83	51,644.47	114,917.53	31.01%
Categorical Equipment	222,432.00	-	26,664.85	195,767.15	11.99%
Total: CAPITAL OUTLAY	3,585,505.00	83,748.38	1,046,240.97	2,539,264.03	29.18%
GRAND TOTAL	<u>\$ 69,393,678.00</u>	<u>\$ 5,216,043.84</u>	<u>\$41,758,180.02</u>	<u>\$ 27,635,497.98</u>	<u>60.18%</u>

County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF FEBRUARY 2024

	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	39,037.93	1,189,258.82	123,029.18	90.62%
Plant Operation	7,999,191.00	657,684.37	5,509,296.89	2,489,894.11	68.87%
Plant Maintenance	3,281,965.00	291,792.67	2,305,744.17	976,220.83	70.25%
Total: CURRENT EXPENSE	12,593,444.00	988,514.97	9,004,299.88	3,589,144.12	71.50%
Buildings & Grounds	3,243,492.00	6,440.00	1,269,442.41	1,974,049.59	39.14%
Equipment	0.00	0.00	0.00	0.00	0.00%
Total: CAPITAL OUTLAY	3,243,492.00	6,440.00	1,269,442.41	1,974,049.59	39.14%
GRAND TOTAL	15,836,936.00	994,954.97	10,273,742.29	5,563,193.71	64.87%

ADMINISTRATIVE AND PERSONNEL COMMITTEE

President's Evaluation Policy

CAPE FEAR COMMUNITY COLLEGE

Board of Trustees Evaluation Policy

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995

MOST RECENT REVISION: March 2021

POLICY:

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

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

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

C. Performance Evaluation Procedure

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

1. The President shall present his/her annual goals to the Administrative and Personnel Committee for the coming fiscal year no later than May. The Administrative and Personnel Committee shall present the set of goals for approval at the next Board of Trustees meeting.

2. Formal Performance Evaluation Tool and Process:

The formal performance evaluation tool, developed by the Performance Evaluation Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.

The President will prepare a self-evaluation of performance, particularly as it pertains to his/her annual goals, and present it to the Board of Trustees for their use in completing the evaluation process. The results of the evaluation by board

members will be consolidated by the Performance Evaluation Committee, reviewed with the full Board, and reviewed with the President.

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

APPROVED BY:

Chair, Board of Trustees

Date

FACULTY AND STAFF HANDBOOK PROPOSED POLICIES

CFCC Conflict of Interest Policy

An employee/Trustee shall not invest or maintain a financial, business, or professional interest that creates a conflict with the proper discharge of assigned duties and responsibilities or otherwise that may create a conflict with the College's best interest.

Employees/Trustees must disclose any potential conflict of interest related to purchasing equipment, materials, goods, or services. Except in very unusual circumstances, the college will not purchase from an employee/Trustee, an employee's/Trustee's immediate family, or a business in which an employee/Trustee or an employee's/Trustee's family has an ownership interest. If an exception is necessary, the appropriate office must submit a written transaction disclosure along with the purchase requisition.

An interested employee/Trustee shall not participate in any discussion or debate of the board of trustees, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.

Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full disclosure of personal interest is made in writing to the board of trustees and such transaction was approved by the board in full knowledge of such interest.

Employees/Trustees who do not comply with this policy will be subject to disciplinary action.

CFCC Personal Relationships at Work Policy

The intent of this policy is to ensure that all employees of Cape Fear Community College are able to work in an environment where they can be objectively supervised or evaluated.

Employees involved in personal relationships may not work directly for, or directly or indirectly supervise and evaluate the employee with whom they are involved.

Personal relationships between employees where one party has a real or perceived influence or authority over the other are inappropriate in the workplace and strictly prohibited. This authority includes, but is not limited to, influence over employment, salary adjustments, performance evaluations, or disciplinary actions.

Family, romantic, amorous, and sexual relationships are examples of personal relationships; this is by no means a comprehensive list. Employees who cohabitate within the same household dwelling or are otherwise so closely identified with each other resulting in difficulties developing in their employment relationship are also considered personal relationships.

Employees must self-report personal relationships and/or cohabitation to the Human Resources Department. Self-reporting by employees is mandatory in order to avoid potential difficulties in employment relationships and reduce the probability of existing or perceived conflicts. Human Resources will participate in managing or eliminating existing or perceived conflicts arising from disclosed personal relationships.

Employees engaging in personal relationships who fail to disclose the relationship to Human Resources are subject to disciplinary action up to and including termination of employment.

For further details please contact Human Resources.

SGA REPORT

Our monthly General Assembly meetings continue to be well attended, with around 18-20 students regularly participating.

I presented a report to the CFCC Foundation at their quarterly board meeting to discuss student needs and support. I was also invited by Nelson Beaulieu to be a part of the Faculty Association's AI committee, offering the student perspective on guidelines, use, and purposes.

Student clubs are in the process of electing new leadership and recruiting members for the coming academic year. Our nursing club has been holding frequent fundraising events to support our nursing students, as well as doing community outreach such as donations and volunteering with a local homeless ministry, Vigilant Hope. Phi Theta Kappa Honor Society held its membership awareness week, and the Nixon Leaders Center celebrated Women's History Month with several events.

CFCC's student government is currently focused on preparing for our annual executive officer elections, which will be held during the student services' spring event in the second week of April. We are also supporting the AI committee with an anonymous survey of students regarding the ethical and practical academic use of artificial intelligence. The film club is continuing to work on an SGA short film to showcase our officers and the various programs that we lead or contribute to for student support. Lastly, we are working with the Learning Lab to provide academic support for students' success.

On February 17, our officers and senators attended the N4CSGA Divisional meeting. We also had the opportunity to participate in the Youth Legislative Assembly's Community Assembly. We were given the chance to debate bills that are relevant to our everyday lives in the very building where those same issues are decided for real. It was a wonderful time of civil discourse and respectful debate and it provided us all with a glimpse into the inner workings of our state's legislature. Thank you to NC Treasurer Folwell and the other state officials and representatives who dedicated their valuable time this weekend to investing in our state's youth leaders.

I will be leading a delegation of around ten students to the NC Community College SGA Spring Conference, which will be held April 5-7. I look forward to being able to report a win in the school spirit competitions.

I have been honored to serve as the Student Government President this past year, and I hope that my reports have provided value to this Board as a bridge to the student body. I am grateful for your support of me and all our students, and I look forward to seeing what the next SGA administration will accomplish.

FACULTY ASSOCIATION REPORT – No report

FOUNDATION REPORT

January 10, 2024 – March 18, 2024

2023-2024 year-to-date revenue: \$9,661,502.07 (491% increase over YTD 2022-2023)

Fundraising Report as of March 18, 2024

Notable Gifts (cash received)

- \$848,035: for the Dan and Sheila Saklad Health and Human Services Center from Mr. Daniel A. Saklad (total \$3M pledge)
- \$175,000: support of the Nixon Leaders Center from Ms. Carrie L. Nixon
- \$100,000: support of Judy Holly Sidbury/Cynthia Jenkins Braswell Scholarship from Mr. Al Sidbury
- \$17,301.46: unrestricted support from James and Nancy Mann Estate
- \$12,855: new annual scholarship from Mr. Al Sidbury
- \$10,000: new endowed scholarship from Ms. Diane Geary
- \$4,000: continued support of the Gregory Poole Diesel Technician Scholarship from Caterpillar Foundation
- \$4,000: continued support of the Sylvia and Jim McNally Endowed Scholarship from Mr. James McNally

Notable Grants

- \$400,000 (awarded): State Board of Community Colleges for expansion of Nursing and Practical Nursing programs

New Scholarships

- Judy Holly Sidbury Nursing Scholarship: \$12,885 “full ride” scholarship for ADN student recommended by nursing faculty and staff
- Cal Geary Family Endowed Scholarship: \$1,000 to a second semester student in Diesel & Heavy Equipment Technology, Marine Technology, or Associate in Engineering program.
- Tools for Tech Annual Scholarship: \$300 to cover educational tools and supplies for students in Automotive Technologies or Collision, Repair and Refinishing Technology students.
- Sandy Collette Scholarship in Media & Communications: \$2,000 annually for students with financial need, excellent grades, and prior community involvement or volunteerism

Upcoming Efforts

- Scholarship Cycle Open: began March 1, the scholarship application has opened for any current student through January 31, 2025. Students will be awarded scholarships throughout the academic year. Currently hosting scholarship workshops at downtown and north campus locations to assist students with applications.

ANNOUNCEMENTS

DATE OF NEXT MEETING – May 23, 2024