

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 23, 2024
5:00 PM**

Following proper public notifications on May 21, 2024, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 23, 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. Deloris Rhodes; Mr. Brad George; Ms. Deborah Maxwell; 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, Chief Academic Officer and Accreditation Liaison; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Ms. Sabrina Terry, Vice President of Student Services; Ms. Christina Greene, Vice President of Business Services; Mr. David Kanoy, Executive Director of Capital Projects and Maintenance; 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 and Research; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Director, President’s Office; Ms. Logan Thompson, Executive Director of CFCC Foundation; Mr. Zach Plier, Executive Director, Wilson Center; Mr. Robert Carter, Manager, Technical Support and Client Services; Mr. Shawn Breedlove, Executive Director of Safety and Auxiliary Services; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; Ms. Lucinda McNamara, Dean of University Transfer and Partnerships; Mr. Dave Reid, Safety and Security Coordinator; Ms. Kathie Lee, Safety and Events Coordinator; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney, Ward and Smith
Mr. William Siemon, SGA
Mr. Ivan Ramirez, SGA
Mr. Michael King, SGA
Ms. Madaline Cromartie, SGA
Ms. Stefanie Perez-Sintuj, SGA

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. Shell and seconded by Ms. Sewell to approve the March 28, 2024 minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

Ms. Smith introduced the following new employees:

Julie Jones, Health & Human Services Academic Success Nav-NHC Endowment TFT

Dave Reid, Safety & Security Coordinator

Rachel Bodkin-Fox, Program Director, Pathways Home 2 Grant -EWD

Karen Thompson, Instructional Support and Design Specialist

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.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 18 meeting.

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

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

PRESIDENT'S REPORT

President Morton reviewed the following report.

24-25 Budget Projections

On April 8, 2024, the College received our annual budget projections for next year (2024-2025). Due to increased enrollment and FTE, the College is projected to be up 6.7 percent in funding, representing \$4,241,000. This is the second consecutive year we exceeded the previous year by 6.7 percent, representing \$4 million in funding. Therefore, based on projections, we have increased budget funding by over \$8 million in the last two years.

CFCC's Fine and Performing Arts Department

CFCC's Fine and Performing Arts Department production of William Shakespeare's *A Midsummer Night's Dream* was performed April 18-20 and April 25-27. Students and faculty were the creative force behind the direction, design, and execution of the play.

UNCW Transfer Enrollment Progress

UNCW has experienced an 18 percent rise in the number of applications received through students transferring from CFCC in established direct admission pathways. Furthermore, there has been a 29 percent increase in the number of students who have been accepted and enrolled at UNCW from CFCC for the summer/fall 2024 semester.

SACSCOC Program Approval

SACSCOC approved the implementation of the Associate in Applied Science in Simulation and Game Development. This program will be offered in the upcoming fall semester.

In addition, President Morton stated Geomatics was also approved by SACSCOC.

CFCC Spring Open House Events

Open Houses were held in April at the Downtown and North campuses. These events allowed current and prospective students to tour the campuses and learn more about CFCC. Employees were on hand to answer questions about our programs, student athletics and clubs, admissions, financial aid, and more. Both were well attended, with over 150 visitors at the North campus and over 350 at the Downtown campus.

100 Black Men of Coastal Carolina

Attended the 100 Black Men of Coastal Carolina Fundraising Breakfast on April 27. CFCC continues to support 100 Black Men of Coastal Carolina by providing space on campus monthly to hold meetings with high school students.

Educator Preparation Program Designation

The NC State Board of Education granted CFCC the Educator Preparation Program designation in March 2024. CFCC is now recognized as an approved educator preparation program in North Carolina, enabling the College to recruit and train candidates seeking residency in Elementary Education.

CFCC's Women's Basketball Alumna Participated in WNBA Combine

Nyjanique "Ny" Langley, CFCC Women's Basketball Alumna, participated in the Women's National Basketball Association (WNBA) Combine held in Cleveland, Ohio, on April 6. Ny was integral to CFCC Women's Basketball triumph in the 2019 Region 10 Conference Championship and their third-place finish in the National Junior College Association (NJCAA) Tournament. The combine allowed Langley to showcase her skills and abilities to WNBA coaches and scouts.

MOU with Appalachian State

CFCC has a new Memorandum of Understanding with Appalachian State University to establish the Aspire Appalachian Pathway program. The program creates streamlined pathways from CFCC to Appalachian State and is designed to provide North Carolinians with affordable access to higher education. The Aspire Pathway is intended for students who plan to transfer to Appalachian State after completing the Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation, Associate in Science in Teacher Preparation, or Associate in Applied Science degrees at CFCC.

Articulation Agreement with University of NC Pembroke and Pender County Schools

A new articulation agreement has been established between CFCC, the University of North Carolina Pembroke, and Pender County Schools. The agreement applies to students who complete particular degrees from CFCC and transfer to the University of NC Pembroke to complete a major in the Educator Preparation Program. Participants will become part of Pender County Schools' initiative aimed at recruiting and retaining teachers within Pender County. This agreement also establishes the pathway for high school students to transfer in Teacher Cadet or Teaching as a Profession courses completed during high school.

Career and Technical Education Educator's Day

CFCC hosted the first Career and Technical Education (CTE) Educator's Day on April 8. This event brought together 115 teachers and administrators from multiple middle and high schools in New Hanover County and introduced them to CFCC's vast array of offerings. The purpose is to create a seamless educational pipeline that meets the needs of local businesses and industries and improves the quality of life for many community members by providing access to affordable workforce training programs.

CFCC Annual Athletic Banquet

CFCC's Annual Athletic Banquet was held on April 22 in Daniels Hall to celebrate the achievements of CFCC's athletes.

International Denim Day in Honor of Sexual Assault Awareness Month

On April 24, CFCC students and employees had the opportunity to make a social statement by wearing jeans as a visible means of protest against the misconceptions surrounding sexual violence in honor of Sexual Assault Awareness Month.

Student Recognition Ceremony

CFCC's Student Recognition ceremony was held on April 24 in Daniels Hall. This annual event recognizes many students for their hard work and achievements.

Honors English 112 Symposium

CFCC's Honors ENG 112 classes, instructed by Dr. John Hrebik, held a symposium on April 25 to reveal their experiences investigating the following haunted locations in downtown Wilmington: The New Hanover County Public Library, Thalian Hall, and the Latimer House. This was a unique

learning experience for the students who shared their findings through captivating stories and haunting songs.

2024 Music and Arts Festival

CFCC's Wilson Center hosted the 2024 Music and Arts Festival May 1-2. This event featured performances by faculty, students, and alumni. Participants and guests enjoyed food, drinks, and dancing while listening to jazz, orchestra, and guitar. Art vendors were also in attendance for the festival.

EMS Career Discovery Night

CFCC's Emergency Medical Services (EMS) program hosted an event on May 2 for prospective students interested in becoming paramedics or emergency medical technicians (EMTs). Attendees learned about career paths, salary insights, and skills in demand by local employers. The event featured interactive demonstrations, faculty and industry professional discussions, and facility tours. Admissions and financial aid departments were available on-site to provide information and assistance with program enrollment.

Rockstars 2024

The spring 2024 Acting II class (DRA 131) presented their final presentation on May 3 in the Wilson Center Studio Theatre. Students had to perform one song portraying a living or dead Rockstar. This required difficult choreography, musicianship, and depending on the artist, unusual skills. The audience was charged with who performed best in this entertaining and fun event for all.

Commencement

Two Commencement ceremonies were held on May 10 at the Wilson Center. Thank you to our Trustees for attending these events and supporting CFCC and our graduates.

Pinning Ceremonies

Several pinning ceremonies were held the second week of May. The programs that held the ceremonies were:

- Associate Degree Nursing
- Dental Hygiene
- Surgical Technology
- Occupational Therapy Assistant
- Cardiovascular Sonography
- Radiography
- Medical Sonography

Thank you to the Trustees who attended these events.

SAY IT LOUD Exhibition

SAY IT LOUD, a global traveling exhibition that cultivates and elevates the work of black, indigenous, and other people of color (BIPOC) and women designers in built environment fields, will be at the Wilma W. Daniels Gallery from May 16 to June 7. This exhibition is being brought

to the gallery in partnership with the American Institute of Architects (AIA) Wilmington. A reception will be held May 24 in conjunction with Fourth Friday Gallery Nights.

NJCAA Division II Women's Basketball All-American Third Team

Jaci Bolden, CFCC Women's Basketball starting point guard, was selected to the 2023-2024 National Junior College Athletic Association (NJCAA) Division II Women's Basketball All-American Third Team. She is one of only 30 players selected from over 145 teams across the US.

CFCC's Ray's Tray

DrawFire, LLC, based in Leland and providing design, printing, training, and consultation services, donated a generous supply of food and hygiene products to Ray's Tray, the CFCC food pantry. This significant contribution will impact CFCC's ability to provide supplemental food relief at no cost to students facing food insecurity, ensuring they have the necessary resources to succeed academically.

CFCC's Second Annual Construction Academy

CFCC is once again offering Construction Academy, an intensive 8-week course designed to provide students with a comprehensive understanding of the construction industry and equip them with the skills needed to succeed. The academy runs from June 10 to July 31.

First Graduating Class of Culinary Fundamentals

CFCC and the Food Bank of Central and Eastern North Carolina announced the graduating class of the Culinary Fundamentals course in early April. Five graduates completed the ten-week course and are now trained with the skills and techniques necessary for a successful career in the food industry. CFCC and the Food Bank partnered to train unemployed, underemployed, justice-involved, and/or food-insecure individuals to provide them an opportunity to learn the skills and techniques needed to work in a commercial kitchen.

First Dental Hygiene Class Certified in Local Anesthesia Administration

CFCC recently graduated the inaugural class of dental hygiene students certified to administer local anesthesia. This new certification was made possible after North Carolina passed a law enhancing the scope of practice for dental hygienists. The nine graduates of the Class of 2024 completed a rigorous curriculum consisting of 1,392 hours. In addition, they completed a specialized lab focused on local anesthesia. During their training, students demonstrated proficiency by delivering a minimum of 12 block injections and 12 infiltrations on patients. Additionally, CFCC is pleased to share that all dental hygiene program graduates successfully passed their regional clinical board examinations on the first attempt. This accomplishment signifies the thorough and extensive curriculum of CFCC's dental hygiene program.

CFCC Partners with IACMI to Expand Machining Program

Cape Fear Community College has partnered with the Institute for Advanced Composites Manufacturing Innovation (IACMI). This collaboration will enhance our machining training programs and directly support America's Cutting Edge (ACE) initiative, which is committed to revitalizing manufacturing throughout the United States. Beginning in July, CFCC will offer in-person ACE computer numerical control (CNC) machining sessions at no cost to participants. Enrollment in the program requires no prior training or experience.

WWAY Job Fair

CFCC will host the WWAY Job Fair on May 29 from 10:00 am to 2:00 pm in Union Station. Many employers in the Cape Fear region will attend the event.

NC Department of Corrections Hiring Fair

CFCC is hosting a hiring event for the North Carolina Department of Adult Corrections on Wednesday, May 29, from 8:00 am to 5:00 pm at the McKeithan Building on North Campus. This event is part of a proactive effort to fill critical positions within the correctional system, including Licensed Practical Nurses (LPN), Registered Nurses (RN), food service staff, correctional officers, probation/parole officers, and many more.

PNC Broadway Series

The show lineup for the 2024-2025 PNC Broadway and the Beach season was announced at the Wilson Center on April 16. The first opportunity for the public to buy tickets was at Community Day on May 4. The event was a huge success, with 2,008 tickets sold compared to last year's 1,003.

Presentations

Articulation Agreements

Mr. Brandon Guthrie gave a presentation on strengthening articulation agreements across the state with 4-year institutions.

New Chair Structure

Mr. Shawn Dixon gave a presentation on current structure of the college chairs. There will be a change to this structure to level departments and allow them to grow and meet the needs of our employers.

Commencement Slideshow

A slideshow of students at commencement was shown.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. Cherry reviewed the following information.

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	\$ 11,400.00			\$ 11,400.00	\$ 160,000.00	\$ 148,600.00	Re-Bid Opening May 23, 2024
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		\$ 176,482.00		\$ 176,482.00	\$ 60,000.00	\$ (116,482.00)	Awarded Construction - Using Remaining Funds from Line 1 - Bids Over Budget
5	NC Commercial & Residential Burn Buildings Gas System & Computer Controls Replacement				\$ 550,000.00	\$ 550,000.00	\$ -	Equipment Orders placed by Public Safety. - CPM Putting out Bid Pkg
Category Totals						\$ 1,920,000.00	\$ 226,343.00	

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)

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

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$66,980.00	\$ 1,655,352.00	\$177,668.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion August 2024

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

Amended 3-1 HHS Building Phase 2

The source of funds identified for this project has changed to Legislative Grant (American Rescue Plan Act). The College has not received a schedule of payment for these funds at this time. The President will work with New Hanover County regarding the repayment schedule.

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees of the increase in the HHS Phase 2 budget in the amount of \$845,842 for design and construction due to increased scope of project total. Motion carried unanimously.

3-1 HHS Building Final Project Closeout Phase 1

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees of the 3-1 for the HHS Building final project closeout of Phase 1 for a project total of \$1,999,000.00. Motion carried unanimously.

HHS Building Parking Lot Lease

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees of a parking lease between CFCC and tenant Black and Veatch Corporation for up to 5 parking spaces at a rate of \$100/month until November 2025. Motion carried unanimously.

Surf City Center Addition

SA Building Addition - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	SA Building Addition				\$0.00	\$4,000,000.00	\$4,000,000.00	Award Design-Build Contractor

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

Write-off Uncollectible Debt

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Write-off of Uncollectible Debt in the amount of \$236,558.99. 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 \$1,609,776. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 78.05 percent of the budget has been expended as of April 2024.

County Budget Summary

The County Budget Summary reported 87.63 percent of the budget had been expended as of April 2024.

Institutional Funds Update

The Institutional Funds report was reviewed the April 2024 report. No items were of concern.

CURRICULUM COMMITTEE

Mr. Jonathan Barfield reviewed the following information of the proposed new program.

CT/MRI Diploma to Radiography Program

A MOTION from the Curriculum Committee recommends approval by the Board of Trustees of the CT/MRI Diploma to Radiography program as presented. Motion carried unanimously.

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes.

Individuals entering this curriculum must be registered or registry-eligible radiologic technologist, radiation therapist, or nuclear medicine technologist. Coursework prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities that perform these imaging procedures.

CFCC's Radiography students meet the criteria to be registry-eligible radiologic technologists and often go to Pitt Community College to obtain the CT/MRI diploma since CFCC does not offer the program. Because CT/MRI runs 24 hours a day, 7 days a week at Novant Health New Hanover Medical Center, there is definitely a need for these specialized technologists in the area as Novant continues to grow its facilities in New Hanover and Pender County.

ADMINISTRATIVE AND PERSONNEL COMMITTEE

Mr. Guy reviewed the following information.

FACULTY AND STAFF HANDBOOK PROPOSED POLICIES

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

Employee Work Schedules

5.16 Employee Work Schedules

Exempt Positions

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

Staff

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

Faculty

Faculty work schedules are based on instructors being on campus a minimum of four (4) 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.

Instructors are required to schedule five (5) office/student hours each week. These hours are to be performed at the campus location where the Instructor's classes are predominately held.

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 Cape Fear Community College 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.

Non-Exempt Positions

Non-exempt positions are subject to the overtime requirement of the Fair Labor Standards Act (*FLSA*). These positions typically work 40 hours per week. Overtime begins after an employee has actually worked 40 hours in a calendar week. For FLSA purposes, Cape Fear Community College'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 Cape Fear Community College 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.

Revision History:

November, 2023

May, 2024

Prohibited Conduct

5.61 Prohibited Conduct

Other Prohibited Conduct and Unlawful Harassment

Other unlawful harassment may occur when a Cape Fear Community College 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.

1. Misconduct related to the use or possession of alcohol, illegal drugs, or controlled substances:
See Drug and Alcohol-Free Workplace Policy (*Section 5.67*).
 - 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
2. Noncompliance with safety rules and regulations:
See Safety Policy (*Section 11.5*).
 - 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
3. Improper behavior relating to attendance:
 - Excessive absenteeism or tardiness
 - 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., sick leave, bereavement leave, Family Medical Leave Act, jury duty*)
 - Failure to properly and/or promptly report the reason(s) for being absent,-if no previous arrangements were made with an appropriate supervisor
 - Failure to notify immediate supervisor for all absences
 - Failure to notify immediate supervisor for each individual tardiness
 - All absences/tardies must be submitted in the leave tracking system for approval by immediate supervisor.

4. 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 Computer Use Policies (*Section 12.1*).
 - 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.
5. 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 Cape Fear Community College's time and leave keeping system or altering any time card 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
6. 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
7. 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 the Tobacco-Free Policy (*Section 5.67*)
 - 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 during days and times which conflict with regularly scheduled work hours at Cape Fear Community College. (*Section 5.7 Secondary Employment*)
 - Working for pay at other employment without an approved Secondary Employment Request Form on file with the College. (*Section 5.7 Secondary Employment*)
 - ~~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 their 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 applicable to the employees of the College may result in disciplinary action up to and including termination of employment for just cause and would be administered in accordance with the Discipline Procedure (*Section 5.63*), Non-Reappointment Procedure (*Section 5.15*), and Disciplinary Process (*Section 5.64*).

Revision History:
November, 2023
May, 2024

5.7 Secondary Employment

All secondary employment for the President must be approved in advance by the Board of Trustees.

Full-time employees of the College are expected to devote the time, energy, and efforts to their full-time employment with the College that is necessary to fulfill the terms of their contract. All secondary positions within Cape Fear Community College or outside employment must not conflict nor interfere with their fulltime College duties, responsibilities, or schedules. ~~Any full-time employee who engages in work for pay outside the College must submit a request that includes all outside employment through their supervisor, who will make a recommendation to the President.~~

~~The request must state the actual hours per week or month and be approved by the President (or designee) prior to the employee engaging in such employment. Employees must use the Secondary Employment Request Form available on the Intranet, Human Resources Department page. Faculty must submit a current schedule with request and Staff Employees~~ may not have outside employment of any kind within normal business hours. No institutional personnel, supplies, facilities, or equipment are to be utilized in conjunction with secondary employment. Failure to adhere to Secondary Employment requirements stated within this section ~~submit a secondary employment request~~ may result in disciplinary action, up to and including ~~and up to~~ termination of employment.

Revision History:
May, 2024

PERSONNEL

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

The Board returned to open session.

President's Evaluation and Board Self-Evaluation

The Board reviewed the Board Self-Evaluation, the President's Evaluation and the President's employment agreement.

Mr. Collins stated that President Morton's evaluation was very favorable and the Board is pleased with the direction the college is moving. The Chair and Vice-Chair will meet with President Morton immediately after this meeting to go over the results.

A few highlights from this past year are:

- Largest fundraising year ever for the College
- Most grants awarded ever to the College

- Many new student initiatives
- Continued enrollment growth
- Funding to build new ship for Marine Tech Program
- Acquisition and renovation of new nursing building to expand program
- Finding creative ways to fund faculty and staff increases.

A MOTION was made by Mr. Guy and seconded by Mr. Barfield to extend President Morton’s employment agreement to May 31, 2029. Motion carried unanimously with Mr. George abstaining.

A MOTION was made by Mr. Cherry and seconded by Ms. Sewell to approve a 12 percent salary increase and a \$25,000 bonus for President Morton effective June 1, 2024. Motion carried 8 for, 4 opposed, with one abstaining.

Mr. Morton stated he is very appreciative of the support and looks forward to the future.

Mr. Barfield stated he would support a 6 percent increase because of county limitations.

SGA REPORT

Ms. Allen presented the following report.

Our final General Assembly meeting of the semester was held on May 6, with over 30 people in attendance, making it one of our largest meetings ever.

The first week of April, during the spring social event, we held our elections for SGA officer positions. Several of the new board members are here today, and I will introduce them at the end. April 5-7, I led a delegation of ten students to our NC Community College SGA Spring Conference. It was, as always, a wonderful opportunity to network and collaborate with other student representatives. Several of our delegation earned a certificate in suicide prevention at one of the workshops as well. Two of our delegation were nominated for awards regarding community service and servant leadership during that time. I’d like to acknowledge Will Siemon, our outgoing Public Information Officer, who was the runner up out of several candidates for the community service award. Will has put a lot of effort into the food pantry especially, spending hours organizing and serving, as well as our social media. Will, thank you.

But wait, there’s more. Since the fall conference, I have been talking constantly about this “spirit stick.” Well... let me explain. At these conferences are team building or fun activities and volunteer opportunities that you can earn spirit points for your school by participating in. CFCC’s delegation placed second out of 58 community colleges at the fall conference, and those points carry over to spring. So we went into the spring conference determined to participate in every single event. Whether it was winning a lip sync competition or volunteering to help set up and break down different rooms and events, every single member of our delegation participated. And it paid off... I am proud to announce that Cape Fear Community College is the proud owner of the spirit stick for the next full year. In the at least 25 years that the stick has been around, we have never won it- we don’t have a flag on it. But now we do!!

I have been so incredibly honored to serve as the Student Government President this past year. It has been a wonderful experience getting to know all of you and I hugely appreciate each one of you who has gone out of your way to talk with me, have lunch with me, help me network, and just support me throughout this year. I am happy to announce that I will be attending the University of North Carolina at Chapel Hill this coming fall, as a junior. I will be studying political science and pursuing law.

Mr. Collins stated Ms. Allen has done a great job.

FACULTY ASSOCIATION REPORT - No report.

FOUNDATION REPORT

Ms. Thompson presented the following report.

2023-2024 year-to-date revenue: \$10,658,999 (381% increase over YTD 2022-2023)
Fundraising Report as of May 14, 2024

Notable Gifts (cash received)

- \$40,000: new endowed scholarship from Cape Fear Memorial Foundation
- \$25,000: new endowed scholarship from Mr. Ned Barclay
- \$20,000: support of Linda & Reid Murchison Endowed Scholarship from Mr. Reid and Mrs. Linda Murchison
- \$18,480: support of the Food Bank of Central & Eastern NC Scholarship from the Food Bank of Central & Eastern NC
- \$15,000: support of Cecil Crawford Endowed Scholarship from the Estate of Ms. Frances Musser
- \$12,150: support of Jeff and Jan Turpin Scholarship from Mr. and Mrs. Jeff Turpin
- \$10,000: support of Drop-In Childcare Center from Dr. Martin Meyerson

New Scholarships

- W. Carter Mebane, III Endowed Scholarship: supports students with financial need in allied health programs, graduates of Brunswick, Columbus, Duplin, New Hanover, or Pender County schools.
- Clyde McPherson Endowed Scholarship: merit-based scholarship to support students in Collision, Repair and Refinishing Technology or Diesel and Heavy Equipment Technology
- Jim Carr Wooden Boat Building Endowed Scholarship: merit-based scholarship to support students pursuing a career in building or maintaining wooden boats.
- Harbor Island Garden Club Annual Scholarship: supports students with financial need in Landscape Gardening, with preference to a New Hanover County resident.
- Nickolas Sorensen Endowed Scholarship: established in memory of Nik, CFCC student and son of Ben and Emilia Sorensen (History and Philosophy Instructors, respectively)

Upcoming Efforts

- Increased support for Health and Human Services Students: Novant has committed \$500,000 annually for five years in scholarship support of CFCC students in any program on the nursing continuum. Finalizing scholarship agreement this month.

Announcements

DATE OF NEXT MEETING – JULY 18, 2024

Meeting adjourned at 7:07 pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml