

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 18, 2024
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Oath of Office for Appointed and Reappointed Trustees
- IV. Recognition of Trustee
- V. Approval of Minutes May 23, 2024
- VI. Introductions and Recognitions
- VII. Chair's Report
- VIII. President's Report
- IX. Nominating Committee
- X. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance Committee
 - C. Administrative & Personnel Committee
- XI. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- XII. Announcements
- XIII. Date of Next Meeting – September 26, 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 AND REAPPOINTED TRUSTEES

RECOGNITION OF TRUSTEES

MINUTES

**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 Puer, 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.

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*).

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.

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

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Carroll, Dustin	Crew Member, Landscaping	05/20/2024
Crawford, Mason	FT Instructor-LPN/RN	05/20/2024
Robson, Joan	EWD Instructor-Basic Skills NHC	05/20/2024
Guy, Michelle	Scholarship Administrator	05/28/2024
Lucas, Delana	Instructor, Nurse Aide I & II	05/28/2024
Wantuch, Emily	Lead Teacher, Child Development Center	05/28/2024
Geschickter, Garrett	Guest Services Coordinator	06/03/2024
Herbst, Isabel	Teacher, Childcare Development Center	06/10/2024
Dwyer, Jack	Lead Teacher, Child Development Center	06/17/2024
Pettigrew, Darcie	Supervisor, Custodial Services	06/17/2024
Winstead, Aja	Coordinator, Adult High School	06/17/2024
Fleming, Sierra	Health Education Advisor-NHC Endowment Grant TFT	06/24/2024
Janovetz, Chris	Health Education Advisor	06/24/2024
Lewis, Natalie (Nat)	Student Services Specialist	06/24/2024
Sharrah, Ken	Truck Driver Training Instructor	06/24/2024
Somberg, Linda	Publications Technician	06/24/2024
Arstone, Lisa	Instructor, Dog Grooming-NHC Endow Grant TFT	07/01/2024
Bourk, Michele	Instructor, Career Pilot-NHC Endow Grant TFT	07/01/2024
Brown, Jeremy	Instructor, CIM-NHC Endow Grant TFT	07/01/2024
Draughon, Brad	Instructor, Auto Systems Tech-NHC Endow Grant TFT	07/01/2024
Fuller, Annie	Department Chair, Humanities & Education	07/01/2024
Rawls, Lindsay	Admissions Records Specialist	07/01/2024
Summers, Emily	Sales & Outreach Manager, Wilson Center	07/01/2024
Tonape, Vilas	Department Chair, Commercial, Fine, & Performing Arts	07/01/2024
Weinfurther, Kayla	Admissions Records Specialist	07/01/2024
Lewis, Destiny	Lead Teacher CDC	07/15/2024
Medeiros, Brian	Maintenance Coordinator North Campus	07/15/2024
Morin, Kenneth	Maintenance Tech III	07/15/2024
Ortiz, Kathy	Office Coordinator, Foundation	07/15/2024

Changes

Full Name	Job Title	Effective Date
Ezzell, Michelle	Program Director, Dental Hygiene	05/20/2024
Bocchino, Jason	Assistant Director, Veterans Affairs	05/23/2024
Williams, Gregory	Learning Lab Coordinator - Downtown Campus	05/23/2024
Crowson, Jordan	Program Director, Electronics Engineering Technology	06/01/2024
Gray, Michael	Lead Instructor-Emergency Medical Science (CU)	06/01/2024
Page, Kayla	Director Academic Support Services	06/01/2024
Russell, Trisa	Department Chair, Business Technology-Interim	06/01/2024
Thompson, Lisa	Transcript Evaluation Coordinator	06/05/2024
Booth, Susan	Department Chair, Public Service-Interim	07/01/2024
Cobb, James	Inst, Auto System Tech-NHC Endow Grant Split Fund TFT	07/01/2024
Crouch, Haley	Health Education Student Navigator	07/01/2024
Hrebik, John	Department Chair, English & University Transfer Success	07/01/2024
Johnson, Arianna	Career Academy Coordinator	07/01/2024
Morris, Anthony	Program Director, Truck Driver Training	07/10/2024
Rogers, Jason	Instructor, Biology	07/01/2024
Shelton, Trinity	Health Education Student Navigator	07/01/2024
Sholar, Edward	Program Director, CIM	07/01/2024
Singleton, Philip	Program Director, AFA Programs	07/01/2024
Walters, Holly	Department Chair, Science	07/01/2024

Employees Leaving the College

Full Name	Job Title	Last Day
Harrison, Andrew	Instructor, Physical Education	05/09/2024
Adams, George	Instructor, Spanish	05/10/2024
Brown, Robyn	Instructor, Sociology	05/10/2024
Jones, Kelly	TFT Instructor, Communications	05/10/2024
Koch, Theodore	Instructor, English	05/10/2024
Weinthal, Elliot	Instructor, Biology	05/10/2024
Blackburn, Stephen	Lead Instructor-Emergency Medical Science (CU)	05/17/2024

Stebbins, Melanie	Admissions Records Specialist	05/17/2024
Rose, Sarah	Student Account Specialist	06/14/2024
Damato, Rebecca	Lead Teacher Drop-In CCC	06/19/2024
Rizzo, Christina	Coordinator, Transcript Evaluations	06/20/2024
Clinton, Farideh	Environmental Tech Lead NHC	06/21/2024
Jordan, Jeannie	Senior Executive Assistant to Student Services	06/21/2024
Mason, Mark	Academic Advising Center Advisor	06/27/2024
McNamara, David	NC Works Career Coach	06/27/2024
Ritchie, Sophie	NC Works Career Coach	06/27/2024
Heitritter, Jenae	ACA Advisor	06/28/2024
Malone, Nadia	Environmental Tech, Downtown (2nd shift) NHC	06/28/2024
Varrone, James	Department Chair, Public Service	06/28/2024
Atwood, Robert	Program Director, Cosmetology	06/30/2024
Booth, Jacqueline	Education & Engagement Manager	06/30/2024
Cobb, Michael	VP Institutional Effectiveness & Research	06/30/2024
Crawford, Leslie	EWD Instructor, HEATT	06/30/2024
Eatmon-Craft, Michaela	Instructor, Info Tech Web Dev	06/30/2024
Johnson, Cynthia	Circulation Clerk, LRC	06/30/2024
Seino, Kenneth	Director, Learning Lab	06/30/2024
Smillie, Stephanie	Sr Admin Asst: H & H S	06/30/2024
Smith, Raymond	Operations Manager, Custodial	06/30/2024
Vandenberg, Timothy	Video Producer	06/30/2024
Williams, Jerome	Crew Member, Landscaping	07/01/2024
Escaldi, Vanessa	Coordinator, Workforce Readiness EWD	07/05/2024
Kavanaugh, Tamara	Instructor, ADN Level 1	07/05/2024
Reed, TaKeshia	Environmental Tech, North (2nd shift) NHC	07/05/2024
Lu, Zhengkai	Data Specialist, Ph2	07/10/2024
Madison, Kelly	Teacher, CDC	07/12/2024
Winesette, Tina	Instructor, Early Childhood Education	07/12/2024

Retirements

Full Name	Job Title	Retirement Date
Clancy-Becker, Bess	Laboratory Technician, Biology/Chemistry	06/01/2024
Ferreri, Ernesto	Instructor, Music	06/01/2024
Fetterman, Charlotte	Department Chair, Business Technology	06/01/2024
Gray, Mark	Program Director, Electronics Engineering Technology	06/01/2024
Lahnstein, Jill	Instructor, English	06/01/2024
Paige, Victoria	Instructor, Art	06/01/2024
Puckett, Jane	Instructor, Business Administration	06/01/2024
Saunders, Joseph	Environmental Tech, Surf City	06/01/2024
Williams, Margaret	Department Chair, English	06/01/2024
Wilson, Keith	Instructor, Information Technology	06/01/2024
Caudell, Ben	Coordinator, Maintenance Services - North Campus	07/01/2024
Pavlovich, Debra	Printing Services Operator	07/01/2024

INTRODUCTION OF NEW CHAIRS

CHAIR'S REPORT

Appointments

Congratulations to Mr. Louie Burney, who was appointed by the NC General Assembly. Mr. Burney will serve from 2024-2028.

Congratulations to Mr. Jason McLeod, who was appointed by the NC General Assembly. Mr. McLeod will serve from 2024-2028.

Reappointment

Congratulations to Mr. Robby Collins, who was reappointed by the New Hanover County Board of Commissioners. Mr. Collins will serve from 2024-2028.

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.

Graduation

Summer Graduation will be held at 9:00 a.m. on Friday, August 2, 2024, at the Wilson Center. Additional details will be forthcoming.

Trustee Orientation

All newly appointed and reappointed Trustees must complete a NCACCT orientation within 6 months of appointment or reappointment.

There will be an online version for your convenience. This information will be sent to you as soon as it is available.

President's Goals

The goals for 2024-2025 for President Morton are as follows:

Goals

I. Goal: Improve Student Enrollment

Objectives:

- i. Enhance recruiting efforts
- ii. Improve relationships with middle schools, high schools, and universities
- iii. Increase and expand program/course offerings

II. **Goal:** Improve Student Success

Objectives:

- i. Improve Student Wraparound Services
- ii. Build student support through business relationships and partnerships
- iii. Increase scholarship funding

III. **Goal:** Improve Partnerships with Business and Industry

Objectives:

- i. Collaborate to determine training needs
- ii. Create more program partnerships
- iii. Create more apprenticeship opportunities

IV. **Goal:** Diversity

Objectives:

- i. Improve Recruiting Initiatives
- ii. Address Enrollment Barriers
- iii. Improve Community Engagement/Partnerships

Committee Assignments

Committee assignments for the Board of Trustees will be announced soon.

Board of Trustees Meeting Dates

September 26, 2024

November 21, 2024

January 30, 2025

March 27, 2025

May 22, 2025

July 17, 2025

September 25, 2025

November 20, 2025

PRESIDENT'S REPORT

CFCC Career Academy

Career Academy camps are once again being offered to select area middle schools that are traditionally underserved. The camps were held June 17-28 and July 8 – July 19. 266 students participated in hands-on projects in various programs at the North and Downtown campuses. This program is free for participating students through a legislative grant pioneered by state Senator Michael Lee. Senator Lee was able to join us on the last day of camp to celebrate the awarding of certificates to all attendees.

NC Blueberry Festival

CFCC received an extremely high level of interest at the NC Blueberry Festival in Burgaw June 14-15 with over 40,000 attendees. Team members from the from multiple CTE programs, EWD and Student Services engaged with the public about our programs and services and collected interest cards from prospective students and parents.

Small Business Summit

CFCC's Small Business Center hosted its annual Small Business Summit on May 20. This one-day event included a market fair, free professional headshots for all small business owners, and a full day of workshops. It aimed to empower local entrepreneurs and small business owners. There was a tremendous turnout, with 175 business owners and over 50 vendors attending.

CFCC Men and Women Soccer Players Selected to Semi-Professional Leagues

Eight CFCC men and women soccer players have been selected to play in the National Professional Soccer League (NPSL), the Women's Professional Soccer League (WPSL), and the United Soccer League (USL) this upcoming summer season. This incredible opportunity will see these talented student-athletes showcase their skills alongside top-tier athletes from around the nation in these prestigious semi-professional leagues.

New Programs to Assist Spanish-Speaking Students

Beginning this fall, CFCC will introduce a program to assist aspiring professionals who are non-native speakers. This pilot initiative introduces Spanish interpreters in select Nail Technician and Electrical Apprenticeship I courses. The program aims to eliminate language barriers and foster an inclusive learning environment where every student can thrive.

National Cyber League Spring 2024 Cybersecurity Competition

CFCC secured an impressive 163rd place out of approximately 5,000 teams in the National Cyber League Spring 2024 Cybersecurity Competition. In the individual competition, CFCC student Hunter Korff achieved remarkable success, placing in the top 500 out of nearly 10,000 participants and earning a prestigious trophy. Competing separately, CFCC Cybersecurity Instructor Derrick Shaw placed in the top 1 percent in individual and team competitions, earning him a \$10,000 scholarship. He plans to use the scholarship to pay for a course in his master's program at the SANS Technology Institute.

CFCC's Wilma W. Daniels Gallery to Host: A Small Group Show

From June 17 to July 12, the Wilma W. Daniels Gallery at CFCC hosted DIRT: A Small Group Show. The exhibition featured the works of three diverse and innovative artists who work as studio assistants at CFCC. It explored the connection between art and the earth, showcasing unique interpretations of materials, processes, and personal narratives.

Juneteenth Celebration

CFCC hosted a Juneteenth celebration on June 18. This free event was open to the public and featured various activities, including educational opportunities on the history of Juneteenth, a fair showcasing local black-owned businesses, and food and t-shirts.

CAMAG Scientific National Workshop

CAMAG Scientific, Inc., a global leader in instrumental thin-layer chromatography, hosted a two-day workshop at CFCC on May 23-24. The event brought together professionals from across the United States to explore the latest advancements in high-performance thin-layer chromatography (HPTLC). HPTLC instrumentation analyzes complex mixtures by separating their components. The event highlighted CFCC's Chemical Technology program, which, with the support of CAMAG Scientific, Inc., is the only community college program in North Carolina equipped with HPTLC technology.

Inaugural Graduating Class of New BLET Pilot Program

The first cohort graduated from the new Basic Law Enforcement Training (BLET) pilot program on June 24. This new program, developed in collaboration with the North Carolina Justice Academy and based on feedback from a statewide task analysis, added two hundred hours to the traditional BLET curriculum. The additional time focuses on practical exercises and de-escalation activities, addressing the changing needs of law enforcement agencies and the communities they serve. CFCC is one of only fifteen schools in the state selected to pilot this enhanced BLET program.

CFCC's Small Business Center Ranked Number One in NC

CFCC's Small Business Center (SBC) has been ranked number one in the state based on the latest Small Business Center Performance Allocations. This ranking demonstrates the exceptional dedication and impact of the CFCC SBC in supporting and nurturing small businesses in our community.

College and Career Information Session

July 17, CFCC hosted a College and Career Information Session at North Campus for Spanish-speaking families, students, and staff in New Hanover and Pender counties. This session will feature informative presentations and resources on planning, applying, and paying for college.

CFCC Registration Days

CFCC Registration Days, a series of "one-stop" enrollment events, occurred on July 16 at the Downtown Campus and July 18 at the North Campus. These events are designed to assist new

students in navigating the enrollment process. Attendees interacted with various CFCC departments and services in one location. Representatives from advising, financial aid, and student activities, among others, were present to provide support, answer any questions, and provide information on the FAFSA and NextNC Scholarship.

Upward Bound's Summer Program

CFCC's Upward Bound is offering a six-week summer program from June 3- 27, July 22- 25, and July 28- August 1. The camp is for rising 9th to 12th grade students from Pender County. The curriculum is designed to foster inquisitiveness and passion, equipping students for scholastic achievement and continuous learning by honing leadership and collaborative skills through interactive instruction in the fields of science, mathematics, and language arts.

Summer Leadership Institute

The Inaugural Summer Leadership Institute convened from July 8 to July 18 with the primary objective of fostering cross-departmental collaboration within the College. The event provided a unique platform for program chairs and directors across various academic disciplines to engage in knowledge exchange and establish synergistic partnerships.

Career Discovery Nights

CFCC will host two Career Discovery Nights: one on July 23 at the Downtown Campus and another on July 25 at the North Campus. These events are designed for prospective students who are interested in careers in Automotive Systems Technology, Automotive Customizing Technology, Automotive Technology, Diesel & Heavy Equipment Technology, and Truck Driver Training. The goal of these events is to provide valuable information on career paths, salary insights, and in-demand skills within the highlighted fields to meet local workforce needs. Attendees will have the opportunity to participate in interactive demonstrations, engage with faculty members and industry professionals, and tour CFCC's state-of-the-art training facilities.

Hello Arts!

The Wilson Center at CFCC has launched Hello Arts!, a program aimed at providing widespread ticket access for community non-profits, underserved populations, and families. The initiative offers free tickets to qualifying non-profits and tax-exempt organizations, subsidizes student tickets for the soon-to-be-announced "Family Series" shows, and provides funding for on-site industry training for CFCC students and staff. Additionally, it supports live performances of local artists and musicians in the Wilson Center lobby and collaborative workshops with touring artists for CFCC students.

Campus Food and Vending Machines

The former Port City Java space in Union Station is being renovated and will soon feature pastries, sandwiches, and more, available this fall. New vending machines have been installed around the College.

Summer Athletic Camps

CFCC is offering summer athletic camps for students of various skill levels. The camps include basketball, volleyball, and soccer. Led by CFCC coaches and players, they emphasize skill

development, teamwork, and physical fitness.

Blanket Travel for President

James Morton, President of Cape Fear Community College, is hereby authorized to engage in college-related travel for 2024-2025 from one campus to another, to off-campus locations throughout the service area, and to various in-state and out-of-state meetings, functions, and conferences.

NOMINATING COMMITTEE

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	\$ 20,000.00	\$ 475,775.00	\$ 650,000.00	\$ 174,225.00	Chillers in Production & will be completed Q4 2024.
2	NB Boiler Replacement 2021 - Update to Condensing Boiler	\$ 11,400.00	\$ 252,680.00		\$ 264,080.00	\$ 160,000.00	\$ (104,080.00)	Boiler replacement scheduled for September 2024.
3	S Building Exterior Waterproofing Project to include A Building Connector	\$ -	\$ 499,871.00	\$ 37,292.00	\$ 537,163.00	\$ 500,000.00	\$ (37,163.00)	Contract awarded - planned start September 2024
4	K Building Roof Upgrades		\$ 176,482.00	\$ 2,174.00	\$ 178,656.00	\$ 60,000.00	\$ (118,656.00)	Complete
5	NC Commercial & Residential Burn Buildings Gas System & Computer Controls Replacement		\$ 436,584.37	\$ 27,741.63	\$ 464,326.00	\$ 550,000.00	\$ 85,674.00	Awarded to Symtech Fire LLC, system being fabricated for Winter 2024 install.
Category Totals						\$1,920,000.00	\$ -	

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	Preconstruction estimating and approvals.

Wilmington Campus HVAC Renovations (A-106 and W Burnett Building)- Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	Wilmington Campus HVAC Renovations (A106 & W Burnett)	\$0.00	\$ 152,889.65	\$ 12,310.35	\$165,200.00	\$165,200.00	\$0.00	A building complete, W building about to start construction

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	\$ 1,969,526.00	\$ 88,494.00	\$2,125,000.00	\$2,125,000.00	\$0.00	Under Construction - Completion September 2024

Polling of the Board of Trustees

G Building Renovation

The CFCC Board of Trustees was polled on June 19, 2024, and approved the increase of the G Building renovation budget from \$1.9 million to \$2.125 million.

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	\$50,093.00	\$221,470.68	\$593,933.68	\$10,000,000.00	\$9,406,066.32	Design complete, CM Preconstruction, 5th floor build out under construction

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	\$348,137.00	\$3,202,500.00	\$449,363.00	\$4,000,000.00	\$4,000,000.00	\$0.00	Design

Potential Naming Opportunities

First Floor

Naming Opportunity	Location	Cost
Main Lobby	HHS110	\$150,000
Student Lobby	HHS108	\$100,000
Classroom (2)	HHS101, HHS102	\$75,000
Elevators	West of Lobby	\$15,000

Second Floor

Naming Opportunity	Location	Cost
Hospital Simulation Lab	HHS224	\$150,000
Seminar Room	HHS220	\$50,000
Classroom	HHS223	\$50,000
Debriefing Room (2)	HHS214, HHS230	\$45,000
Nursing Station	HHS213	\$35,000
Patients Room	HHS225	\$25,000
Patient Rooms 1-4	HHS203, HHS205, HHS207, HHS209	\$20,000
Offices (4)	HHS217, HHS218, HHS219, HHS221	\$10,000

Third Floor

Naming Opportunity	Location	Cost
Dental Simulation Lab	HHS306	\$150,000
Nursing Lab 3	HHS326	\$100,000
Nursing Lab 1-2	HHS 301, HHS 303	\$50,000
Case Study Room	HHS319	\$30,000
Demo Bay	HHS313	\$20,000
Bays (5)	HHS312, HHS314, HHS315, HHS316, HHS317	\$10,000
Break Room (2)	HHS 307, HHS 318	\$10,000

Fourth Floor

Naming Opportunity	Location	Cost
Waiting Room	HHS401	\$75,000
Reception	HHS408	\$50,000
Instructor Workspace	HHS409	\$30,000
Sterilization Room	HHS415	\$20,000
Private Bays 29-32 (4)	HHS417, HHS418, HHS419, HHS420	\$15,000
Bays 1-28, 33-38 (32)	HHS411, HHS412, HHS416, HHS421, HHS422, HHS423, HHS424, HHS425	\$10,000

Fifth Floor

Naming Opportunity	Location	Cost
Student Lounge	HHS523	\$60,000
Faculty Work Room	HHS529	\$50,000
Break Room	HHS517	\$18,000
Executive Office	HHS530	\$15,000
Work Room	HHS522	\$10,000
Faculty and Staff Offices (18)	HHS501-514, HHS518-HHS521	\$7,000- \$14,000

3-1 Galehouse (A Building)

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	Mar - Apr	May - June	YTD
2022 - 2023 Carryover Allocation to 2023 - 2024:		2,412,847					2,412,847
Equipment	1,396,738						
Books	88,017						
Basic Skills Performance-Based Funding	174,919						
Other Performance-Based Funding	753,173						
Apprenticeship Building America Grant Program - FY 23-24				2,000	2,000		4,000
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	1,429		13,879
Customized Training Allocation for Edge-Works Manufacturing Company	550						550
Customized Training Allocation for Frontier Scientific Solutions			180				180
Customized Training Allocation for GAF - Burgaw	10,680	16,643	3,473	1,970		(8,195)	24,571
Customized Training Allocation for GE Aviation					9,511	(2,422)	7,089
Customized Training Allocation for Paper Foam				8,250		(5,106)	3,144
Customized Training Allocation for Polyhose					2,613		2,613
Customized Training Allocation for Vantaca	8,058	13,200	3,332	(330)	20,430	2,302	46,992
Enrollment Growth Reserve - FY 23-24					246,942		246,942
Faculty Recruitment and Retention			514,359		882,388		1,396,747
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
High-Cost Healthcare Workforce Expansion Program - FY 23-24					400,000		400,000
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
Small Business Center Additional Allocation for FY 23-24					25,000		25,000
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
Wraparound Services (EANS II) FY 23-24					19,463		19,463
Total Additional Allocations	838,903	2,629,100	1,726,166	549,553	1,609,776	(13,421)	7,340,077

State Budget Summary

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF JUNE 2024					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 11,761,271.00	1,324,758.90	11,314,733.67	\$ 446,537.33	96.20%
Instruction - Curriculum	36,883,046.00	2,422,548.05	35,488,423.01	\$ 1,394,622.99	96.22%
Instruction - Non-Curriculum	7,667,494.00	817,605.03	7,296,988.23	\$ 370,505.77	95.17%
Academic Support	5,513,210.00	480,826.88	5,013,231.26	\$ 499,978.74	90.93%
Student Support	<u>5,443,405.00</u>	<u>454,532.23</u>	<u>5,267,874.57</u>	<u>\$ 175,530.43</u>	<u>96.78%</u>
Total: CURRENT EXPENSE	67,268,426.00	5,500,271.09	64,381,250.74	2,887,175.26	95.71% ***
Equipment	3,196,511.00	282,737.52	1,521,668.82	1,674,842.18	47.60%
Books	166,562.00	731.32	67,868.13	98,693.87	40.75%
Categorical Equipment	440,230.00	204,326.85	254,488.10	185,741.90	57.81%
Total: CAPITAL OUTLAY	3,803,303.00	487,795.69	1,844,025.05	1,959,277.95	48.48%
GRAND TOTAL	<u>\$ 71,071,729.00</u>	<u>\$ 5,988,066.78</u>	<u>\$66,225,275.79</u>	<u>\$ 4,846,453.21</u>	<u>93.18%</u>

*****Excluding special allocations, the percentage of State current operating funds remaining unexpended equals 1.34%**


County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF JUNE 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	45,208.46	1,364,850.19	-52,562.19	104.01%
Plant Operation	7,999,191.00	255,228.56	7,899,623.96	99,567.04	98.76%
Plant Maintenance	3,281,965.00	105,669.00	3,226,440.09	55,524.91	98.31%
Total: CURRENT EXPENSE	12,593,444.00	406,106.02	12,490,914.24	102,529.76	99.19%
Buildings & Grounds	3,243,492.00	0.00	1,439,520.11	1,803,971.89	44.38%
Equipment	0.00	0.00	0.00	0.00	0.00%
Total: CAPITAL OUTLAY	3,243,492.00	0.00	1,439,520.11	1,803,971.89	44.38%
GRAND TOTAL	15,836,936.00	406,106.02	13,930,434.35	1,906,501.65	87.96%

Institutional Funds Update

Cape Fear Community College Institutional Funds Year-to-Date Budget Report June 30, 2024				
				
Current Unrestricted Funds	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Miscellaneous Current General	9,814,240.33	1,071,404.22	637,365.96	10,248,278.59
Collection Fee & Payment Plan Revenue	405,194.75	114,006.90	70,987.21	448,214.44
Self Supporting	639,814.54	386,732.12	348,607.04	677,939.62
Specific Fees	3,230,059.44	1,007,325.09	410,600.55	3,826,783.98
Patron Fees	1,014,326.44	176,805.43	37,016.18	1,154,115.69
Transcript Fees	183,229.33	52,758.06	5,877.30	230,110.09
Student Insurance	18,723.77	16,188.50	16,197.31	18,714.96
Finl Aid & Veteran's Coordinator Admin Fees	77,472.42	20,523.51	20,250.59	77,745.34
Total Current Unrestricted Funds	15,383,061.02	2,845,743.83	1,546,902.14	16,681,902.71
Current Restricted Funds	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Financial Aid Federal Awards	-	13,963,855.16	13,963,855.16	-
Wilson Center Funds	1,334,127.70	52,790.90	-	1,386,918.60
Wilson Center Maintenance Funds	-	-	-	-
Grants	517,864.29	3,409,429.39	4,184,924.63	(257,630.95)
Financial Aid State Awards	27,799.89	844,928.99	834,681.20	38,047.68
Financial Aid Administration	59,945.75	49,908.85	70,421.73	39,432.87
Scholarships	75,012.28	1,223,858.88	1,304,996.41	(6,125.25)
Total Current Restricted Funds	2,014,749.91	19,544,772.17	20,358,879.13	1,200,642.95
Proprietary Funds	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance
Live Projects incl Ships Special Project	11,101.74	42,501.00	19,747.77	33,854.97
Wireless Consortium	3,103.58	24,079.70	-	27,183.28
Humanities and Fine Arts Center	(169,100.67)	7,037,132.16	6,527,547.84	340,483.65
CFCC Bookstore	3,289,663.99	4,799,123.96	4,238,249.44	3,850,538.51
Daycare Center	161,517.10	659,076.49	638,810.58	181,783.01
Vending	142,641.93	60,308.14	2,200.00	200,750.07
Parking	2,954,335.91	1,044,537.58	1,087,197.11	2,911,676.38
Student Activity & Sea Devils Account	971,480.13	863,588.41	976,678.28	858,390.26
Total Proprietary Funds	7,364,743.71	14,530,347.44	13,490,431.02	8,404,660.13

ADMINISTRATIVE AND PERSONNEL COMMITTEE

FACULTY AND STAFF HANDBOOK POLICY REVISIONS

8.26 Field Trips/~~Off-Campus Learning Activities~~

Well-planned field trips/~~off-campus learning activities~~ can provide valuable learning experiences. Faculty ~~and/or staff~~ planning field trips/~~off-campus learning activities~~ should have the approval of the appropriate department chair and/or dean prior to the trip. ~~and a completed field trip form should be given to the following: The Director of Safety and Training/Safety department/program chair, appropriate dean, the Vice President Academic Affairs and the Dean of Students.~~

The ~~field trip form~~ Field Trip Approval Form, located in the College's document software system, must include the following:

- (1) whether the trip is educational or extra-curricular,
- (2) the ~~nature and location~~ address of the planned field trip,
- (3) ~~educational purpose and/or~~ objectives of the trip and its relationship to the courses being taught,
- (4) the date(s) and hours students will be off-campus,
- (5) ~~a roster of students participating in~~ costs associated with the field trip,
- (6) contact cell phone number.

~~A notification should be placed on the classroom door on the day of the scheduled educational trip.~~

All students participating in a field trip/~~off-campus learning activity~~ should also complete a waiver form prior to the request. ~~Waiver forms can be in individual or group format. Waivers must be attached to the Field Trip Approval Form, located in the College's document software system.~~

P-Card Policy Revision

Introduction

Cape Fear Community College (CFCC) has joined the North Carolina State Contract 946A VISA Procurement Card (P-Card) Program.

<https://ncadmin.nc.gov/documents/statetermcontracts/stc946a/946a-procurement-card>

The procurement card (P-Card) is a payment tool, which offers an expansion of the existing CFCC procurement processes. The Card will allow departments to make transactions without having to submit a requisition for the issuance of a purchase order or a check request. Having a P-Card is a privilege that comes with responsibilities. This manual will serve as your guideline when using your P-Card. Whenever in doubt, you should always call our office. We are here to assist and ensure the success of the P-Card Program.

The intent of the procurement card program is to provide Cape Fear Community College and departments with a streamlined method of payment for department related supplies and/or services, thereby reducing the volume of individual check payments to vendors. It is intended to be used by authorized staff for authorized purchases. Please refer to the Cape Fear Community College website for College Policy and Procurement Purchasing Guidelines.

CFCC expects you to exercise the same good judgment in your purchases of supplies and services with CFCC's procurement card as you would with your own card. CFCC expects you to offer the same level of care and protection for the college procurement card as you would with your own credit card.

Definitions

Agency: Cape Fear Community College

Approvers: The Individual who is responsible to coordinate/reconcile/and approve each transaction by the cardholder in their hierarchy. Must have easy accessibility to all transactions.

HUB: Historically Underutilized Business Vendor: A "preferred supplier" that CFCC Purchasing has authorized the cardholder to use in accordance with purchasing policies.

Cardholder: A faculty or staff person who has been issued a P-Card and is authorized by the college to make purchases for the college in accordance to CFCC purchasing guidelines.

Supervisor/Account Manager: The person responsible for approving the cardholder's purchases. This person may or may not be the cardholder.

Statement of Account: The monthly listing of all items purchased on a specific CFCC VISA P-Card. This statement must be reconciled with the P-Card Transaction Log.

Single Transaction Limit (STL): The dollar amount allowed for each single transaction.

Why Use the P-Card?

Cape Fear Community College recognizes there are significant administrative costs associated with the End-to-End processing of the normal purchase order. Introducing layers of organization

increases costs to the process and, particularly in low-dollar purchases, frequently there is no attendant value added by more administrative layers.

The North Carolina State Contract 946A Procurement Card Program is designed to streamline these processes. This program is designed to reduce paperwork and handling costs. By using this program, the traditional requisition - pricing inquiry - order placement - delivery of goods - invoice - voucher review and payment cycle is greatly reduced.

Potential benefits to CFCC include:

- Significant reduction in the number of low-value transactions handled by the Purchasing and Accounts Payable departments.
- Substantially reduce acquisition cycle time for users.
- Higher levels of user satisfaction.
- Improves relations with vendors--they receive payment within 3 days.
- Provides CFCC with a rebate incentive providing all payments for purchases are made in full within the monthly grace period.
- Integrate card spending data into the accounting and information system.
- Minimize card misuses and fraud with account level authorization controls.
- Obtain better data on employee purchases.
- Improve employee convenience.

Requesting a Card

- All full-time college employees, excluding temporary employees, designated by their supervisor, may be permitted to apply for a Procurement Card via e-form in SoftDocs.
- WORKS and procedure training are required for all new cardholders and approvers.
- Each P-Card is uniquely assigned to an employee using CFCC funds and is tied to a specific funding source.
- The Purchasing Dept will notify the cardholder when the card has been received to set up training.
- A CFCC P-Card is not tied to an individual's personal credit line.

Activating the Card

- The card must be activated by the cardholder using the 1-800 number on the card. The cardholder will be prompted to provide his/her credit card number and any personal information that was included on the P-Card application form.
- It is good business practice for Cardholders to sign the back of their P-Card.
- Lost or Stolen Cards: cardholders should immediately notify Bank of America (24hr Customer Service Line: 1-888-449-2273) and the Purchasing Dept/P-card Administrator.

Training

All cardholders are required to attend a training session on the use of the card. Additional training sessions may be required by the CFCC P-Card Administrator if an audit reveals that unauthorized purchases have been made and/or updates are deemed necessary.

Separation from Cape Fear Community College

Upon retirement or resignation, the cardholder will return the P-Card to Human Resources. Human Resources will return cards to the P-Card Administrator. P-Card Administrator will work with the cardholder's department to ensure that any changes in personnel will not disrupt the purchase of goods.

Spending Limits (Credit & Single Transaction)

The current single transaction limit (STL) for all CFCC cardholders is \$5,000. Monthly credit limits are determined by a cardholder's supervisor and budget needs. Cardholders may request permanent monthly spending/credit limit increases with supervisor approval via email to the P-card Administrator. In addition, cardholders may request temporary single transaction limit (STL) increases by submitting a request to the P-Card Administrator via email. The CFCC Business Office is approved for \$25,000 single transaction limit by State Purchase & Contract. If a cardholder requires a STL that exceeds \$5k, they can contact the P-card Administrator for review & a temporary STL increase or the P-card Administrator may purchase on their behalf if necessary. State Purchase and Contract must approve all single transaction increases that exceed \$25k, so please allow 48-hour notice for STL requests.

HUB Reporting

Bank of America will furnish CFCC a quarterly report of HUB (Historically Underutilized Businesses) vendors. The P-Card Administrator will periodically furnish a list of HUB Vendors to all P-Card users to increase participation with these vendors.

Authorized Use

The P-Card is designed for repetitive small or large commodity- type purchases.

1. The North Carolina Administrative Code [01 NCAC 05B. 1523](#) governs the P-Card Rules. As per memorandum from Division of Purchase and Contract dated June 17, 2022, the per-transaction limit shall be \$25,000 for general purchases and for all travel related purchases (including airfare, hotel/lodging, and transportation/rental cars), including current NC sales tax and applicable freight.
2. The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax-exempt. **(CFCC is not Tax-Exempt)**
3. The cardholder strives to obtain the best value for the College by using "preferred suppliers" as identified by CFCC Purchasing.
4. The cardholder will comply with all State Purchase and Contract guidelines set forth in the CFCC Purchasing Procedures Manual.

5. The cardholder will seek and use HUB vendors in accordance with the CFCC HUB Plan, which is available for review.
6. Prior to use, the cardholder will check the budget and will not “over spend” budget availability. The monthly spending limit on your P-card is not a reflection of your actual budget.
7. Emergency situations (as defined by [01 NCAC 05B. 1601](#) or Governor’s declaration), shall be approved by the P-Card Administrator or Director of Purchasing and Inventory.
8. Equipment repairs must be reported to the Equipment Inventory Coordinator, if equipment is removed from campus to have work completed so notation can be made in Colleague.
9. Institutional memberships may be paid using the P-card. Memberships are for CFCC and must be transferable if the employee leaves the College. Individual memberships **may not** be paid using the P-Card.
10. Meals associated with meetings and/or visitors.
11. Payment of seminar, conference registration, airline tickets, shuttle, taxi services, hotel, and parking fees. A CFCC Travel Request must have been completed and approved prior to these charges being made. See note below.

*** NOTE ***

Documentation that Registration fee will be paid with P-Card must be included with travel request. Travel should be approved prior to registration fee being paid with P-Card. Purchasing will not be responsible for verifying. It is the responsibility of the cardholder to ensure this happens.

Unauthorized Use

1. Splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. Backorders are not allowed.
3. Cash advances, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
4. Alcoholic beverages unless it is for classroom instruction, culinary events, or the Wilson Center.
5. Gift Cards/Debit Cards (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee’s W-2 earnings as taxable income.) Gift cards for students purchased by the Foundation are an exception.
6. Sponsorship payments with the exception of the CFCC Community Relations Dept.
7. Laptops or tablets of any dollar value.
8. Furniture purchases of any dollar value.
9. Equipment purchases of any dollar value.
10. Adobe (software or related) purchases. These requests are to be made through the E-Procurement system.

11. Meals (travel related) are not allowed since the State provide a Subsistence Rate. This rate is an allowance related to meal costs (including gratuities). Travel related meals are allowed if it is an approved function for Cape Fear Community College students or athletes.
12. Gasoline for personally owned vehicles. Gasoline for college-owned, leased and/or rented vehicles are exceptions.
13. Contractual services (PSA or Performance Agreements) should not be paid with the CFCC VISA P-Card since Cape Fear Community College is legally responsible for reporting this income to the federal and state governments.
14. No merchandise shall be shipped to the cardholder's residence (Ship to Downtown or North Campus only).

NOTE

When uncertain if a purchase should be made with a P-Card, contact the Procurement Office. Expedited purchases shall be made by the Equipment Inventory Coordinator only.

Policy Enforcement

The delegation of authority to purchase goods using the card is a privilege that automatically ceases upon separation from the college or upon reassignment to another department. The authority to enforce this policy lies with the P-Card Administrator and the business office.

Cause for Employee Suspension/Termination

Fraudulent or willful misuse of the card, including willful use of the card to make personal purchases even if you intend to reimburse the college, will result in notification of administration, disciplinary action/card withdrawal, up to and including termination of employment.

Cause to Suspend or Revoke Individual Card Privileges

- Willful misuse of card or inappropriate expenditures
- Charges for non-approved travel
- Delinquent receipts
- Splitting transactions to circumvent transaction limits
- Exceeding appropriate funds available
- Noncompliance with state contracts
- Failure to comply with the Single Transaction Limit levels SHALL result in the immediate temporary/permanent suspension of the cardholder's purchasing card by Purchase and Contract for a minimum period of thirty (30) days.

Reinstatement of Cards

All delinquent reports must be turned in to the **P-Card Administrator** before consideration can be given to reinstate the account.

A memo from the department head needs to be submitted explaining the reason for the discrepancy, which caused the cancellation and steps to prevent it from happening in the future.

All accounts, regardless, will be required to wait at least one week from receipt of a completed reconciliation report and memo for the account to be reinstated.

Resources

- Historically Underutilized Business Report (Quarterly):
<https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub>
- HUB Vendor Search:
<https://evp.nc.gov/vendors/vendorsearchadvanceform/?id=aff084f6-3f2e-ef11-840a-001dd809c6fc>
- Purchasing Flexibility Report (Annually – Due Feb 1)
- EO50 Reports (As required) <https://files.nc.gov/ncdoa/documents/files/EO50.pdf>
- NC Community College System: <https://www.nccommunitycolleges.edu/>
- NCCCS Purchasing Manual: <https://www.nccommunitycolleges.edu/college-faculty-staff/budget-finance/purchasing-fixed-assets/>
- NCCCS Agency Specific Term Contracts:
<https://www.nccommunitycolleges.edu/college-faculty-staff/budget-finance/purchasing-fixed-assets/>
- NC Dept of Administration: <https://ncadmin.nc.gov/>
- NC Purchase & Contract: <https://ncadmin.nc.gov/about-doa/divisions/purchase-and-contract>
- NC Procurement Rules & Manuals:
<https://ncadmin.nc.gov/government/procurement/procurement-rules>
- NC DIT Procurement: <https://it.nc.gov/resources/statewide-it-procurement-office>
- CFCC Purchasing Manual: <http://intranet.ad.cfcc.edu/departments/purchasing/>

5.54 Paid Parental Leave

Definitions

Child - A newborn biological child or a newly-placed adopted, foster, or otherwise legally placed child under the age of 18 whose parent is an eligible employee.

Parent - The mother or father of a child through birth or legal adoption; or an individual who cares for a child through foster or other legal placement under the direction of a government authority.

Public Safety Concern - A significant impairment to the College's ability to conduct its operations in a manner that protects the health and safety of North Carolinians.

Qualifying Event - When an employee becomes a parent to a child.

Relationship to Other Sections and Policies

This policy states the terms and conditions only for Paid Parental Leave provided under G.S. 126-8.6 and for colleges required to adopt policies substantially equivalent to those promulgated by the NC Offices of State Human Resources.

The Paid Parental Leave provided under this Policy is in addition to any other leave authorized by State or Federal law. Nothing in this policy shall prohibit a college, if authorized, from providing Paid Parental Leave in amounts greater than as required by this policy.

Eligibility

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

- Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave under this policy.
- At the time of the qualifying event, the employee meets each of the following conditions:
- For the immediate 12 preceding months, the employee has been employed without a break in service defined by 25 NCAC 01D .0114 by the State of North Carolina in a permanent, time-limited, or probationary appointment.
 - Periods of Workers' Compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.
 - Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.
- The employee has been in a pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family Medical Leave.
- Paid Parental Leave usage runs concurrently with Family Medical Leave Act. To determine Family Medical Leave eligibility, refer to Section 5.53.
- Exhaustion of Family Medical Leave does not affect eligibility for Paid Parental Leave.

Leave Available to Full-Time Employees

- Full-time employees eligible for Paid Parental Leave under this policy may take, at their discretion, up to the following amounts of leave:
 - Eight (8) weeks of paid leave after a parent gives birth to a child.
 - Four (4) weeks of paid leave after any other qualifying event.
- Each week of Paid Parental Leave under this policy shall result in compensation at 100% of

the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

Leave Available to Part-Time Employees

- Part-time employees (*regardless of whether they work half-time or more*) shall receive Paid Parental Leave under this policy if the employee meets all other requirements for eligibility.
- Part-time employees eligible for Paid Parental Leave under the policy may take, at their discretion, a prorated leave amount of:
 - Four (4) weeks of paid leave after a parent gives birth to a child.
 - Two (2) weeks of paid leave after any other qualifying event.
- Each week of Paid Parental Leave under this policy shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

Use of Other Leave

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

Requesting Use

- Eligible employees may take Paid Parental Leave in one (1) continuous period or may take intermittent use of Paid Parental Leave. Request for intermittent use of Paid Parental Leave is subject to the College's approval.
- Whenever possible, eligible employees shall notify the College at least ten (10) weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
- Absent unusual circumstances, the employee shall be required to comply with College leave request procedures.
- The College shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one (1) continuous period.
- For all other employees, the College may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave calls a public safety concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a public safety concern if:
 1. Providing Paid Parental Leave would result in College staffing levels below what is required by Federal or State law to maintain operational safety; or
 2. Providing Paid Parental Leave may impact the health or safety of staff, patients, residents, offenders, or other individuals the College is required by law to protect; and
 3. The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
- If the College determines that it must delay or make Paid Parental Leave intermittent because of a safety concern, the College shall provide Paid Parental Leave as soon as practical following the qualifying event.

- If both parents are eligible employees, each may receive Paid Parental Leave both parents may take their leave simultaneously or at different times, pending no public safety concern.

Leave Usage

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

Expiration

This temporary rule expires on the effective date of the permanent rule adopted to replace this temporary rule.

10.15 Parking

Parking spaces are provided, if available, to all full-time, part-time, and temporary employees for a fee. In exchange for payment of parking fees, the employee shall receive a decal that authorizes the employee to park in designated areas until the employee separates from the College. Parking fees are non-refundable in the event of employee separation.

The parking sticker must be securely affixed to the front windshield, passenger side, lower right-hand corner of the vehicle. The parking “hang tag” must be clearly visible, hanging from the rearview mirror. During events, decals are not recognized, and employees must pay the stated parking fees.

All full-time employees must park in designated full-time employee parking locations. Part-time, temporary employees (*including adjunct faculty*) may elect to use the Hanover Parking deck or designated surface lots. .

Statement of Non-Discrimination

Cape Fear Community College, ~~its faculty and staff, and the Board of Trustees are~~ is fully committed to the principles and practice of equal and inclusive employment and educational opportunities. Pursuant to federal and state laws, the College does not discriminate against applicants, students, employees ~~or visitors~~ in any program ~~and~~ or activity ~~activities~~ provided on the basis of race, color, national origin, sex (including pregnancy and pregnancy-related conditions) ~~sexual orientation~~, gender (~~including gender identity and status as a transgender or transsexual individual~~), religion, age, veteran status, and disability. ~~genetic information, veteran status or any other protected status as required by Title IX of the Educational Amendments of 1972, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and any other applicable statutes and CFCC policies.~~

To comply, and under the guidance of, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI & VII of the Civil Rights Act of 1964, ~~and any other applicable state and federal statutes,~~ and CFCC policies, this statement applies to all students, employees, and visitors of Cape Fear Community College.

Furthermore, the Dean of Student Affairs serves as CFCC's Title IX Coordinator and has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of the College, as well as any other protected status as delineated above and retaliation for the purpose of interfering with any right or privilege.

Notes

Compliant with the following local, state, and federal laws:

OCR Audit, Title IX / Final Rule (sex/gender), **Title VI** (race, color, national origin – recipient of federal aid), **Title VII** (race, color, religion, sex (includes pregnancy, sexual orientation, gender identity) national origin – employment law), ADEA (age), USERA/VEVRAA (veteran status)

STUDENT HANDBOOK PROPOSED POLICIES

Alternative Transportation Policy (Skateboards)

CFCC is a pedestrian-friendly commuter campus that understands the importance of alternative and active modes of transportation. Due to safety implications and concerns, all wheeled conveyances, including but not limited to, scooters, segways, skateboards, rollerblades/in-line, skates, hoverboards, razors, one-wheels, excluding bicycles, must adhere to the *City of Wilmington, N.C., Code of Ordinance, Chapter 11, Street and Sidewalks, Article I, In General, Sec. 11-15. (b)*, and more importantly, give the right of way to any pedestrian on campus or immediately adjacent on the public sidewalks and streets. Any individual, whether student, employee, or visitor, should use caution when traveling to and from campus and respect all pedestrian's right-of-way to ensure a safe college community.

Additionally, under the Americans with Disabilities Act (ADA), any wheelchair, mobility aid, or other power-driven mobility devices, including the aforementioned equipment, may be utilized as medically assistive transport or for the aid of the physically limited or disabled person. These individuals are allowed on public sidewalks and throughout all CFCC's campus buildings owned and operated by the college.

Alternative transportation devices, including bicycles, are strictly prohibited inside any building, hallway, stairwell, or common area owned or operated by the college, including parking decks. Individuals will be removed from campus and could be legally responsible for any damage to College property. Any student or employee who violates this policy may be referred to the Dean of Student Affairs or Human Resources respectively for disciplinary action. Visitors who violate this policy may be subject to prosecution under the city code of ordinance and/or state law. Continued non-compliance may be subject to trespassing.

Please refer to the City of Wilmington, N.C., Code of Ordinance, Chapter 11 - Street and Sidewalks / Article I. - In General / Sec. 11-15. (b)

“No person shall operate, ride or use any motive device propelled or designed for propulsion by human power upon any public street, public sidewalk, public park or public vehicular area located in the central business district or upon the Riverwalk. The term “motive device propelled or designed for propulsion by human power” includes: tricycles, coasters, scooters, skateboards, roller skates, roller blades, sleds and wagons, but shall not include bicycles as defined in section 5-1 of the Code (when operated on city streets) and wheelchairs or other devices operated or used by handicapped or disabled persons. For the purposes of this section, the central business district shall be the Central Business Zoning District as established and modified from time to time under chapter 18 of this Code, and that area bounded by the western line of Seventh Street, the southern line of Market Street, the western line of Third Street and the northern line of Chestnut Street. For the purposes of this section, Riverwalk, a public park, is defined in section 7-1.1(a) of this Code.”

LOCATION: Central Business District/Zoning

Commencement Regalia Policy

In recognition of the significance of commencement, all Cape Fear Community College (CFCC) commencement ceremony participants, including stage party, employees, and student graduates, must wear the CFCC-approved academic regalia - gown, cap, tassel, stole, and if appropriate, a hood representative of the highest degree earned. CFCC-associated academic honors or affiliation-based cords/stoles are also permissible. All commencement regalia, including associated braided cords (Honors, Phi Theta Kappa, US Veterans, etc.), must be ordered through the college's recognized regalia provider. Stoles and cords other than the aforementioned will not be allowed. CFCC understands and respects that we have a proud and diverse population of students and employees. Any other adornment must be approved by email (gradinfo@mail.cfcc.edu), with accompanied photos, at least 30 days prior to the commencement ceremony.

Mortarboard (Cap) Decorations

CFCC recognizes that decorations and personalization of caps for the commencement ceremony may be an important expressive activity for our graduates. However, the following provisions and guidance must be adhered to:

No Profanity * No Derogatory, Indecent, Offensive Images or Language *No Inappropriate Slogans or Symbol

Regalia decorations or adornments motivated by animosity against a person or group based on race, color, national origin, sex, gender, gender identity, disability, religion, age, veteran status, or any other protected class, which may infringe on the rights and freedoms of others, will not be permitted. To respect the significance of this occasion, CFCC reserves the right to ask any individual to remove any adornments deemed disruptive, harassing, inappropriate, or to be a safety risk or distraction prior to entering the commencement venue. Refusal or failure to comply, an individual may be asked to leave the college premises immediately.

Service Animals

Cape Fear Community College (CFCC) recognizes the importance of service animals on campus and has adopted the following policy to ensure all students, employees, and visitors have equal access and are offered reasonable accommodations within the learning and working environment, programs, and associated activities offered at CFCC. Cape Fear Community College will approve service animals to accompany students, employees, or visitors with disabilities in all areas of the college where individuals without disabilities are allowed. A service animal is defined as a dog that has been trained to do work or perform tasks for an individual with a disability

Additionally, in accordance with local, state, and federal law, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, service animals in training shall be permitted to accompany a trainer for the purpose of training to become service animals. The service animal must wear a collar and leash, harness, or cape that identifies the service animal in training.

STUDENT HANDBOOK POLICY REVISIONS

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. **CFCC uses detection software for plagiarism and AI 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, ~~either by witness or by software utilized by CFCC~~, 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. 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 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~~ **Academic Affairs** 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.

SGA REPORT – No report.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

FYE24 revenue: **\$11,104,281.27** (338% increase over FYE2023)

Fundraising Report as of July 3, 2024

	FYE2024	FYE2023	% Increase
Revenue Retention Rate	193.26%	115.7%	67%
Revenue Acquisition Rate	988.68%	141.28%	599.8%
Donor Recapture Rate	6.05%	5.81%	4.1%

Notable Gifts (cash received)

- \$250,452.71: support of Susan A. Ahern Endowed Scholarship, estate gift from Ms. Susan A. Ahern
- \$80,000: PNC sponsorship of Wilson Center Broadway Series
- \$68,704: support of Ruth & Bucky Stein Endowed Scholarship from Mr. Howard Stein
- \$60,000: support of Wilson Center Expansion from Mr. and Mrs. Robert Carroll
- \$50,000: support of Daniel May Vocational Scholarship from the Edwin and Jeanette May Foundation
- \$50,000: support of CFCC Scholarships from Mr. and Mrs. Jim Hagen
- \$38,000: support of We Are Cape Fear Fund from the estate of Louise O. Burevitch
- \$30,000: support of Fuller Family Foundation Nursing Scholarship from Mr. and Mrs. Jack Fuller
- \$20,000: support of the Wilson Center from Ms. Donna Schaefer
- \$10,000: support of the James S. & Virginia Mulligan Endowed Scholarship from Mr. Jim Mulligan
- \$6,018.32: support of Jay & Robin Taylor Endowed Scholarship from Mr. Jay Taylor

Upcoming Efforts

- Dan and Sheila Saklad Health and Human Services Center Dedication: Thursday July 25, 11am on the second floor of the Saklad Center. Student tours to follow program.
- Donor Survey: mailed to over 2,500 donors to receive feedback on experiences and understand high interest programs, gain insight on donor giving preferences, etc.
- Redesigned Donor Collateral: the Foundation is in the process of revamping our marketing collateral for general donor interest, scholarship donors, and planned giving prospects.
- New Donor Drip Campaign: the Foundation will be implementing a new donor drip campaign via email that will educate new donors to the work of the Foundation and achievements of the College, including student, faculty, and staff videos.
- Make-A-Will Month: during the month of August, the Foundation will be educating donors on the value of creating a will and designating the Foundation that will leave a legacy at the college.

ANNOUNCEMENTS

DATE OF NEXT MEETING – September 26, 2024