

**AGENDA**  
**CAPE FEAR COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**SEPTEMBER 26, 2024**  
**5:00 PM**

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Approval of Minutes July 18, 2024
- IV. Introductions and Recognitions
- V. Chair's Report
- VI. President's Report
- VII. Committee Reports
  - A. Facilities & Equipment Committee
  - B. Finance Committee
  - C. Curriculum Committee
  - D. Administrative & Personnel Committee
- VIII. Other Reports
  - A. SGA Report
  - B. Faculty Association Report
  - C. Foundation Report
- IX. Announcements
- X. Date of Next Meeting – November 21, 2024



## North Carolina State Ethics Commission

### **ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER**

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

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

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

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

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

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

## MINUTES

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

Following proper public notifications on July 15, 2024, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, July 18, 2024, at 5:00 pm in the Board Room of the Union Station Building. Mr. Robby Collins, Chair, presided.

Trustees present were: Mr. Robby Collins, Chair; Mr. Lanny Wilson; Mr. Jonathan Barfield; Mr. Bill Cherry; Mr. Jason McLeod; Ms. Paula Sewell; Mr. Bruce Shell; Mr. Dane Scalise; Dr. Marc Sosne; Mr. A.D. “Zander” Guy; Mr. Louis Burney, Jr.; Mr. Brad George; Mr. Bruce Moskowitz; and Ms. Deborah Maxwell.

Employees present were: Mr. James Morton, President; Ms. Michelle Lee, Chief of Staff and Board Liaison; Mr. Brandon Guthrie, Vice President of Academic Affairs; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Ms. Sabrina Terry, Vice President of Student Services; Ms. Christina Greene, Vice President of Business Services; Mr. John Downing, Vice President of Economic and Workforce Development; Mr. Shawn Dixon, Provost, North Campus; Ms. Anne Smith, Vice President of Human Resources; Mr. David Kanoy, Executive Director, Capital Projects and Facilities; Mr. Jakim Friant, Executive Director, Information Technology Services; Mr. Zachary Puer, Executive Director, Wilson Center, Ms. Jennifer Edwards, Sr. Executive Assistant, President’s Office; Ms. Logan Thompson, Executive Director, CFCC Foundation; Mr. Robert Carter, Manager, Technical Support and Client Services; Mr. Shawn Breedlove, Executive Director, Safety and Auxiliary Services; Ms. Lucinda McNamara, Dean of University Transfer and Partnerships; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director, Media Relations; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney, Ward and Smith  
Dr. Annie Fuller, Humanities and Education Chair  
Dr. Donna Vandergrift, Social and Behavioral Science Chair  
Mr. Vilas Tonape, Commercial, Fine, and Performing Arts Chair  
Dr. John Hrebik, English and University Transfer Chair  
Mr. John Branner, Applied Technologies Chair  
Mr. Eddie Sholar, Interim Advanced Manufacturing Chair  
Ms. Susan Booth, Interim Public Service Chair  
Ms. Caroline Greenough, Math and Engineering Chair  
Ms. Trisa Russell, Interim Business Technology Chair  
Ms. Erica Talbert, Associate Vice President of EWD  
Mr. Jess Bohl, Program Director, Heavy Equipment & Transport Technology

Mr. Rafael Barrios Cruz, Instructor, Automotive Customizing Technology  
Mr. Ed Hernandez, Program Director, Collision Repair & Refinishing Technology  
Mr. Shawn Russell, Instructor, Business Administration  
Mr. Keith Wilson, Instructor, Information Technology  
Mr. Andrew Elliot, PT Local Crew Specialist, Wilson Center  
Ms. Micah Barton, PT Career Academy Instructor  
Ms. Marie Dixon, Public  
Ms. Jeanette Branner, Public  
Ms. Wendy Hernandez, Public  
Mr. Christopher Holley, Public  
Ms. Jessica Hufham, Public  
Ms. Brooklyn Snead, Public  
Ms. Mary-Somers Johnston,  
Ms. Caitlin Carbone, Public  
Mr. Daniel Pray, Public  
Mr. Max Bos, Public  
Ms. Mel Vandenberg, Public  
Ms. Jillian Gray, Public  
Ms. Kathy Reeves, Public  
Mr. Jakob Vendegna, Public  
Ms. Maili Nielsen, Public  
Mr. Jack Johnson, Public  
Mr. Steven Johnson, Public  
Ms. Erika Shepard, Public  
Mr. Joseph Hill, Public  
Ms. Rachel Keith, Reporter, WHQR  
Ms. Walker Livingston, Intern Reporter, WHQR  
Mr. Ben Schachtman, Reporter, WHQR

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

### **CONFLICT OF INTEREST**

Mr. Collins read the conflict of interest statement issued by the North Carolina Board of Ethics, reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

### **OATH OF OFFICE FOR APPOINTED AND REAPPOINTED TRUSTEES**

Mr. Collins, Mr. Burney, and Mr. McLeod were administered the oath of office by Ms. Lee.

### **RECOGNITION OF TRUSTEES**

Mr. Collins thanked Ms. Deloris Rhodes for her invaluable service to the Cape Fear Community College Board of Trustees.

## **MINUTES**

A MOTION was made by Mr. Cherry and seconded by Mr. Guy to approve the May 23, 2024 minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

Ms. Smith introduced the following new employee:

Kathy Ortiz, Office Coordinator, Foundation

## **INTRODUCTION OF NEW CHAIRS**

President Morton introduced the following Department Chairs:

Ms. Susan Booth, Interim Public Service

Mr. John Branner, Applied Technologies

Dr. Annie Fuller, Humanities and Education

Ms. Caroline Greenough, Math and Engineering

Dr. John Hrebik, English and University Transfer Success

Ms. Trisa Russell, Interim Business Technology

Mr. Eddie Sholar, Interim Advanced Manufacturing

Mr. Vilas Tonape, Commercial, Fine, and Performing Arts

Dr. Donna Vandergrift, Social and Behavioral Science

## **Retirements**

President Morton recognized Mr. Keith Wilson, IT Instructor, for his invaluable service to CFCC and wished him well in his retirement.

## **CHAIR'S REPORT**

Mr. Wilson reviewed the following report.

### **Appointments**

Congratulations to Mr. Louis 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**

A MOTION was made by Mr. Shell and seconded by Ms. Sewell to approve the President's Goals for 2024-2025 as presented. Motion carried unanimously.

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**

President Morton reviewed the following 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 - 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 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**

A MOTION was made by Mr. Sosne and seconded by Mr. Cherry to approve blanket travel for the President for 2024-2025. Motion carried unanimously.

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.

### **Marine Technology**

President Morton spoke on the recent article posted by WHQR. It is important to set the record straight, as this article is spreading disinformation. President Morton clarified the following points:

- There are no curriculum changes to the Marine Technology Program.

- The common course library dictates curriculum for the program, and the College will continue to teach from these standards.
- No faculty or staff were non-renewed in the Marine Technology Program.
- The Department Chair was involved in the conversations regarding trying to get funding for a new vessel from the inception. The Department Chair was instrumental in providing information for the potential vessel replacement and potential manufacturers.
- The College has never taken a 25-day cruise.
- The Cape Hatteras is 42 years old, and this past year, it required approximately \$850,000 worth of maintenance. This will only get worse as the vessel continues to age.
- The new vessel needs to be able to allow students to complete underwater surveying, dragging nets, take water samples, practice navigation, weather forecasting, and other tasks. The new vessel is very capable of providing this.
- The programming cost this past year for this program was \$2,438,870. The program cannot continue to incur expenses at this rate.
- Our articulation agreement with UNCW has not changed.
- Duke University, the University of Hawaii, the University of New Hampshire, NOAA, and many others currently use the type vessel replacing the Cape Hatteras.

Mr. Sosne asked if there would be any impediment to the current students in the program. President Morton stated that there is no issue with the students receiving their training.

Mr. Barfield asked if we could use UNCW's ship if both of ours went down. President Morton stated if that were to happen, we would certainly ask that question.

Mr. Shell asked if the new technology on the ship would benefit the students. President Morton stated that a new vessel would be more in line with what is currently being used in the industry.

### **Grants for high-cost healthcare programs**

The College has been awarded several grants to start the following high-cost healthcare programs:

Neurodiagnostic Technology - \$500,000

Computed Tomography & MRI - \$400,000

In addition, the College will be receiving \$50,000 from Novant/UNC Health partnerships.

### **NOMINATING COMMITTEE**

A MOTION from the Nominating Committee recommends to the Board of Trustees approval of the following officers for 2024-2025. Motion carried unanimously.

Mr. Lanny Wilson – Chair

Mr. Zander Guy – Vice-Chair

Mr. Jim Morton – Secretary

Ms. Michelle Lee – Recording Secretary

Mr. Wilson presented a plaque to Mr. Collins for his invaluable service as Chair to the board of trustees. In addition, he thanked the NHC Commissioners for reappointing Mr. Collins to the Board of Trustees.

Mr. Collins stated he had been honored to serve and thanked the faculty, staff, and administration.

Mr. Guy stated he is honored to serve as Vice-Chairman.

**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	\$ 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.
<b>Category Totals</b>						<b>\$1,920,000.00</b>	<b>\$ -</b>	

**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**

A MOTION from the Facilities and Equipment Committee recommends to the Board of Trustees approval of the potential naming opportunities for the Dan and Sheila Saklad Health and Human Sciences Center. Motion carried unanimously.

### **First Floor**

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

### **Second Floor**

<b>Naming Opportunity</b>	<b>Location</b>	<b>Cost</b>
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**

<b>Naming Opportunity</b>	<b>Location</b>	<b>Cost</b>
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**

<b>Naming Opportunity</b>	<b>Location</b>	<b>Cost</b>
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
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**Fifth Floor**

<b>Naming Opportunity</b>	<b>Location</b>	<b>Cost</b>
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)**

A MOTION from the Facilities and Equipment Committee recommends to the Board of Trustees approval of the 3-1 Galehouse (A Building) Soffit Replacement Project in the amount of \$60,000. Motion carried unanimously.

**FINANCE COMMITTEE**

Mr. McLeod reviewed the following information.

**State Budget Revision**

A MOTION was made by Mr. Shell and seconded by Mr. Cherry to approve the State Budget Revision for a decrease of \$13,421. Motion carried unanimously.

**State Budget Summary**

The State Budget Summary reported 95.71 percent of the budget has been expended as of June 2024.

**County Budget Summary**

The County Budget Summary reported 99.19 percent of the budget had been expended as of June 2024.

**Institutional Funds Update**

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

**ADMINISTRATIVE AND PERSONNEL COMMITTEE**

Mr. Guy reviewed the following information.

## **FACULTY AND STAFF HANDBOOK POLICY REVISIONS**

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

## **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 ~~your~~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 ~~assure~~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 **that is** provided under G.S. 126-8.6 and for colleges **who are** required to adopt policies **that are** 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, ~~in~~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 legal 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 ~~the~~ 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 ~~the~~ 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 ~~Paid Parental Leave~~ 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. The fee for these spaces is \$30 per year for nine-month employees, or \$40 per year for twelve-~~



~~month-employees.~~ In exchange for payment of the parking fees, the employee shall receive a decal that authorizes the employee to park in designated areas until the employee separates from the College. ~~In the event of employee separation, p~~ 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. ~~The static cling or parking sticker must be displayed on the front windshield, passenger side, lower right hand corner of the vehicle.~~ During events, decals are not recognized, and patrons 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. ~~for \$10 per year.~~

### **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**

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

### **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](mailto: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**

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

### **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 who~~ will serve as the chair without a vote (unless there is a tie). At the conclusion of the appeal hearing, the Vice President of Academic Affairs will notify the student, faculty member, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within five (5) weekdays of the student's receipt of the notification made by the Vice President of Academic Affairs. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

**SGA REPORT** – No report.

**FACULTY ASSOCIATION REPORT** - No report.

### **FOUNDATION REPORT**

Ms. Thompson presented the following report.

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

*Fundraising Report as of July 3, 2024*

	<b>FYE2024</b>	<b>FYE2023</b>	<b>% Increase</b>
<b>Revenue Retention Rate</b>	193.26%	115.7%	67%
<b>Revenue Acquisition Rate</b>	988.68%	141.28%	599.8%
<b>Donor Recapture Rate</b>	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**

Meeting adjourned at 6:02 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

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## **INTRODUCTIONS AND RECOGNITIONS**

### **New Hires**

<b>Full Name</b>	<b>Job Title</b>	<b>Hire Date</b>
Markert, Paul	Program Director, Simulation & Game Dev (Perkins Grant)	07/18/2024
Vandergrift, Donna	Dept Chair, Social & Behavioral Sciences	07/18/2024
Lawrence, Justice	Academic Advising Center Advisor NE	07/29/2024
Lewis, Mark	EWD Instructor Electrical/Electronics NHCCF	07/29/2024
Matthews, Rebecca	Instructor, EMS (CE)-NCH Endw Grnt TFT	07/29/2024
Matthews, Travis	Academic Advising Center Advisor NE	07/29/2024
O'Neil, Stephen	Program Director, Mechanical Engineering	07/29/2024
Cooper, Holly	Teacher, Child Development Center	08/05/2024
Rorie, Cryshaunda	Sr. Administrative Assistant	08/05/2024
Bain, James	Instructor, Culinary Arts-NHC Endw Grnt TFT	08/12/2024
Carlin, Kevin	Instructor, Math	08/12/2024
Davis, Jaimie	Instructor, Physical Education	08/12/2024
Davison, Andrew	Instructor, Information Technology	08/12/2024
Derry, Kelly	Instructor, Business Administration	08/12/2024
Fisher, Felicia	Instructor, EMS Paramedic	08/12/2024
Harrington, Sarah	Instructor, Interpreter Education	08/12/2024
Harrington, Kristy	Instructor, Sociology	08/12/2024
Jewell, Anne	Instructor, Music	08/12/2024
Mena, Erica	Nursing SIM Faculty --NCH Endw Grnt TFT	08/12/2024
Nyarko, Francisca	Instructor, Communications	08/12/2024
Price, Peyton	Instructor, Nurse Aide I & II--NHC Endw Grnt TFT	08/12/2024
Smith, Jason	TFT Communications Instructor	08/12/2024
Waller, Angela	Instructor, Art	08/12/2024
Zaldivar, Sarah	Instructor, Dental Hygiene/Clinical Dentist	08/12/2024
Prescott, Luke	1st Assistant Engineer, Marine Operations	08/16/2024
Bresnahan, Sandra	Teacher, Child Development Center	08/19/2024
Clark, Crystal	Program Director, Cosmetology	08/19/2024
Dunne, Griffin	Data Specialist; Pathway Home 2 Grant	08/19/2024
Winfrey, Emily	Coordinator, Learning Lab	08/19/2024

Almeida, Giovanny	Classroom Technician	09/03/2024
Erazo, Dalila	FT Environmental Tech-2nd Shift	09/03/2024
Howell, Joni	FT ADN Instructor-9 Month	09/03/2024
Logue, Abigail	Communications Coordinator	09/03/2024
Lee, Jason	Shipping/Receiving Mail Clerk	09/03/2024
Olson, Hannah	Deckhand	09/03/2024
Slovik, Ruth	Strategic Partnerships Coordinator, Wilson Center	09/03/2024
Pritchard, Laken	Career Coach	09/03/2024
Whitfield, Symone	Lead Teacher, CDC	09/03/2024

### **Changes**

<b>Full Name</b>	<b>Job Title</b>	<b>Effective Date</b>
Metzger, John	Instructor, English-9 Month	07/01/2024
Tarr, Mason	Technician, Maintenance II	07/01/2024
Brazik, David	FT Veterinary Medical Technology Instructor	07/15/2024
Benoit, Neyra	Student Accounts Specialist	07/22/2024
Albert, Harry	FT Math Instructor	08/12/2024
Beacham, Sonya	Instructor, ADN Level I	08/12/2024
Brazel, Jeanna	Information Technology Instructor-9 Month	08/12/2024
Conn, Richard	Instructor, Art	08/12/2024
Goalder, Lauren	Career Coach, Student Services	08/12/2024
McClammy, Sandra	FT Humanities Instructor	08/12/2024
Massey, Thomas	Instructor, History	08/12/2024
Parnell, Bradley	Instructor, Biology	08/12/2024
Priddy-Barnum, Chloe	TFT Instructor, Drama	08/12/2024
Saxon, Michael	Inst, Small Engines & Outboard-NHC Endw Grant TFT	08/12/2024
Smith, Jason	TFT Communications Instructor	08/12/2024
Watson, Mary	Instructor, Information Technology-12 Month	08/12/2024
Beardslee, Carleigh	Project Manager, WC	09/01/2024
Eachus Snyder, Natasha	Pender County Educational Partnerships Coord/PECHS Liaison	09/01/2024
Hardman-Cobb, Andrew	E-Commerce Manager, Wilson Center	09/01/2024



Merrill, Meredith	NHC Educational Partnerships Coord/SeaTech	09/01/2024
Hiltebeitel, Robert	ERP Administrator	09/09/2024
Harris, Julie	Level II Coordinator, Associate Degree Nursing	09/10/2024

**Employees Leaving the College**

<b>Full Name</b>	<b>Job Title</b>	<b>Last Day</b>
Clark Jr., Frederick	Mail Clerk	07/16/2024
Brook, Alan	Program Director, EMS/EWD	07/17/2024
Berlin, Rita	Administrative Assistant, Counseling	07/29/2024
Ferguson, Bethaney	Instructor, Sociology	07/31/2024
Gaffeny, Jessica	Instructor, Drama	07/31/2024
Haddock, Elizabeth	Director, Purchasing & Inventory	07/31/2024
Weeks, George	FT Welding Instructor	07/31/2024
Wantuch, Emily	Lead Teacher, Childcare Development Center	08/01/2024
Bradley, Brian	Instructor, Marine Technology	08/02/2024
Lonneberg, Soren	Deck Utility Crew Member	08/09/2024
Swanno, Tina	Instructor, Criminal Justice Tech	08/27/2024
Lewis, Destiny	Lead Teacher, CDC	08/29/2024
Grantham, Mary	Director of Ticketing, Wilson Center	08/30/2024
Sanderson, Lindsay	Asst Dir Drop-In Childcare Center	08/30/2024
Gerth, Kristen	Coordinator, Acad & Ath Comp	09/04/2024
Schurer, Eric	AAC Advisor	09/04/2024

**Retirements**

<b>Full Name</b>	<b>Job Title</b>	<b>Retirement Date</b>
Ellis, John	Administrator, ERP	08/01/2024

## **CHAIR'S REPORT**

### **Ethics Training**

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

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

### **Commencement**

Commencement was held on August 2 at the Wilson Center, with approximately 235 students walking in the ceremony. A total of 368 students earned credentials.

### **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.

### **Trustee Tour**

A tour of the North and Downtown campuses is being offered to all trustees on October 8. If you would like further details, please contact Michelle Lee.

## **PRESIDENT’S REPORT**

### **Mobile Machining Lab**

CFCC has purchased a mobile training lab from funds received in 2023 as part of the New Hanover Community Endowment Grant. The fully self-contained mobile lab allows us to bring the Computer Integrated Machining Certificate program or our Career and College Promise (CCP) courses to any high school in New Hanover County. Additionally, we can set up in underserved neighborhoods, making these opportunities accessible to more students. Participants will gain valuable, hands-on experience machining parts, helping them learn practical skills in a real-world setting and develop an interest in high-demand trades.

### **Western Carolina Transfer Agreement**

CFCC has partnered with Western Carolina University (WCU) to provide students with a direct pathway to WCU upon graduation. The program is based on the North Carolina Comprehensive Articulation Agreement, ensuring seamless credit transfers. WCU, an NC Promise school, offers an affordable tuition rate of \$500 per semester, making higher education more accessible to graduates.

### **Dan & Sheila Saklad Center for Health & Human Sciences**

The dedication of the Dan & Shelia Saklad Center for Health & Human Services took place on July 25. Mr. Dan Saklad, President Morton, and Logan Thompson, CFCC Executive Director of the Foundation, delivered speeches at the event. More than 60 attendees were present, including CFCC trustees Mr. Bill Cherry and Mr. Louis Burney.

### **NCJAA Recognizes CFCC Student-Athletes for Academic Achievements**

Twenty-one CFCC student-athletes have been honored by the National Junior College Athletic Association (NJCAA) for their exceptional academic performance during the 2023-2024 academic year. This prestigious national accolade is awarded to student-athletes who achieved a GPA of 3.60 or higher this past school year.

### **“Out of the Pines” Photography Exhibition**

CFCC’s Wilma W. Daniels Gallery hosted “Out of the Pines,” a new photography exhibition showcasing the work of photography instructors from across North Carolina. The exhibition ran from July 26 to September 6 and displayed a diverse range of photographic works. It offered students and community members a chance to explore the different artistic approaches to photography from educators across the state.

### **Inaugural Graduating Class of Medical Laboratory Technology Program**

The first cohort from the Medical Laboratory Technology (MLT) program graduated on August 1. This milestone marks a significant achievement for both the graduates and CFCC as we expand our health science programs to meet the growing demand for skilled healthcare professionals in the region. The inaugural class had eight graduates who completed the MLT program, equipping them with the essential skills and knowledge required for this vital healthcare role. Seven graduates

have secured positions with Novant at New Hanover Regional Hospital and one at Columbus Regional Healthcare.

### **Three Sisters Graduate Simultaneously from CFCC Health Science Programs**

Esmeralda, Aidee, and Imelda Gonzalez graduated simultaneously from CFCC. As first-generation college students with parents who immigrated from Mexico, they have shown remarkable hard work and determination. Commuting daily from Garland, NC, the sisters have supported each other throughout their academic journey and earned degrees in Medical Laboratory Technology, Dental Assisting, and Pharmacy Technology, respectively.

### **In-Service**

In-service was held August 13 for all employees. The event included a health and wellness fair featuring different vendors who provided information about services and resources available in the community. Wilmington Health was prominently featured at the fair, offering essential blood pressure checks and assisting employees with scheduling appointments.

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

The winners of the President's Awards and the Marilyn Goodman Anderson Award were announced during the In-Service program on August 13.

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

The Marilyn Goodman Anderson Award for excellence in teaching was awarded to Kristina Mazzarone, Chemistry Instructor.

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

The President's Award for staff was awarded to Gina Mecca, Career Development Coordinator.

#### **President's Award for Faculty**

The President's Award for faculty was awarded to Ed Hernandez, Program Director of Collision Repair & Refinishing Technology.

### **New Student Orientation**

CFCC's new student orientation events had a very successful turnout. 702 new students and their guests participated in the orientation held on August 14 at the Downtown Campus and August 15 at the North Campus. This was an 18% increase from the fall 2023 new student orientation sessions. Student Services hosted the event and had over 20 vendors for students to visit for information. Parents were given a welcome session as well. Students were able to take tours of the campus and learn about SGA, PTK, and other opportunities. Students were able to participate in social media videos that were posted on CFCC's popular social media accounts. As of September 17, CFCC has received 7,863 student enrollment applications from 1,534 different high schools from 47 states for the 2024 fall semester.

### **Veterinary Medical Technology Program Director Honored as Inaugural AVTE Fellow**

April Lehmann, CFCC's Veterinary Medical Technology Program Director, has been selected for the inaugural class of the Association of Veterinary Technician Educators (AVTE) Fellows. This

honor recognizes veterinary technician educators who have demonstrated extraordinary leadership, innovation, and mentorship. The AVTE established the Fellows Program to elevate the voice and stature of veterinary technician educators.

### **Back-to-School Haircuts**

CFCC's Barbering School offered free back-to-school haircuts for children in the community ages 5-17 on August 17 and 24. The barbering students provided haircuts under the supervision of licensed instructors.

### **Pender County Board of Commissioners Recognizes CFCC Mother-Daughter Duo**

The Pender County Board of Commissioners recognized Pender County residents Jami Flowers and Cadence Brewer, a mother-daughter duo, on August 19 for their unique achievement of graduating together from two different programs at CFCC. Jami earned her diploma in Pharmacy Technology, while Cadence earned her Esthetics diploma. President Morton attended the event and spoke of the dedication and perseverance shown by these two women.

### **New Hanover County Equity Awards**

CFCC employees Maria Rodriguez and Donterio Perkins were honored at the 2024 New Hanover County Equity Awards on August 23. The event celebrated leaders who have made significant contributions to advancing equity and diversity within the community. Maria's work has been instrumental in bridging language gaps and ensuring that all community members have equal opportunities to access education. Donterio's work in the Nixon Leaders Center has created initiatives that support underrepresented students.

### **Hello Arts! Chuck Leavell Concert**

The legendary keyboardist and Musical Director of the Rolling Stones, Chuck Leavell, performed at CFCC's Wilson Center on September 20. This special concert is part of the Wilson Center's new mission-based engagement program, Hello Arts! Tickets were free, but donations were encouraged and accepted to support the Hello Arts! initiative, which funds access to tickets for community groups and industry training for future arts professionals.

### **Expansion of English as a Second Language Course**

CFCC has expanded English as a Second Language (ESL) opportunities to adults in Pender County this fall. This course, offered at Cape Fear Middle School, is designed to help non-native English speakers improve their language skills, enabling them to better integrate into the community and enhance their employment opportunities.

### **National Suicide Prevention Awareness Month**

September is National Suicide Prevention Awareness Month. The CFCC Counseling Center, along with other campus departments, hosted a number of events throughout the month to promote awareness and offer support. Suicide is the number two leading cause of college student death in the United States. Purple and teal pinwheels were on display across CFCC campuses to bring

awareness of the 24,000 college students who will attempt suicide each year and a memorial to the 1,100 who will die by suicide.

### **Part-Time Career Fair**

CFCC hosted a part-time career fair on September 5 at the Downtown campus. The event was open to the public and aimed to connect students, job seekers, and community members with part-time employment opportunities offered by numerous local businesses representing various industries. Participants had the chance to explore job openings catering to different skills and interests, whether they were seeking flexible work schedules while attending college or looking to supplement their income with part-time work.

### **Patriot Day Remembrance Ceremony**

CFCC held a Patriot Day Remembrance Ceremony on Wednesday, September 11, at the 9/11 memorial located in front of the Safety Training Center at CFCC's North Campus. President Morton and Chris Nelson, CFCC's Director of Public Safety spoke at the event, which paid tribute to the victims, first responders, and survivors of the attacks on September 11, 2001.

### **Handshake Partnership**

CFCC has partnered with Handshake, the leading job platform for students and recent graduates. Handshake helps students and alumni of higher education institutions find jobs and internships, register for career events, and connect with over 750,000 employers, including Fortune 500 companies, nonprofits, and startups.

### **Green Zone Training**

CFCC's Veterans Services hosted a Green Zone Training event on September 17 to provide employees with insightful knowledge about the experiences of veterans and military students. The training helped employees better understand and support veteran and military students. Participants are now prepared to engage with empathy and effectively direct students toward necessary resources, empowering the community to have a positive impact on their lives.

### **SELCAT Partnership**

CFCC has a groundbreaking partnership with the Southeastern Line Constructors Apprenticeship & Training (SELCAT) program. This partnership will provide CFCC's Electrical Lineworker graduates with a direct pathway into SELCAT's prestigious apprenticeship program. CFCC is the only community college in North Carolina to have established this partnership, joining an exclusive group of eight other community colleges within SELCAT's nine-state service area. This fast-track pathway represents a significant advantage for CFCC graduates as they enter the workforce, offering them a competitive edge and immediate access to a career with immense growth potential.

### **Career Pilot Program**

This fall, CFCC launched a new Career Pilot Program to meet the demand for skilled professionals in the aviation industry. The program aims to provide students with the foundational knowledge and skills needed to pursue a career as a commercial pilot. The first two courses being offered are History of Aviation and Pilot Instrument Ground School. The History of Aviation course provides an overview of air transportation and potential career paths, while the Pilot Instrument Ground School course prepares students for the FAA instrument written test.

### **Geomatics Program**

A new Geomatics (Surveying) program was launched on September 16, to meet the growing demand for qualified surveyors in the region. This comprehensive program aims to equip students with the necessary knowledge and skills to actively contribute to local development initiatives and establish successful careers in surveying.

**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	Installation start set for 10/24
2	NB Boiler Replacement 2021 - Update to Condensing Boiler	\$ 11,400.00	\$ 252,680.00		\$ 264,080.00	\$ 160,000.00	\$ (104,080.00)	Under construction, complete 10/15/24
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)	Under construction, complete 10/1/24
5	NC Commercial & Residential Burn Buildings Gas System & Computer Controls Replacement		\$ 436,584.37	\$ 19,741.63	\$ 456,326.00	\$ 550,000.00	\$ 93,674.00	Awarded. System being fabricated for Winter 2024 install.
Completed Projects						\$ 60,000.00	\$ (126,656.00)	
Category Totals						\$ 1,920,000.00	\$ -	

New Hanover County Capital Outlay Projects 2024-2025 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	F Building Chiller Replacement				\$ -	\$ 110,000.00	\$ 110,000.00	Soliciting design/build contractors
2	N Campus NB Bldg. Replace Exterior Masonry Failing at Arches				\$ -	\$ 90,000.00	\$ 90,000.00	Soliciting design/build contractors
3	S Building (2) Chillers Replacement				\$ -	\$ 1,000,000.00	\$ 1,000,000.00	Soliciting design/build contractors
4	S Building HVAC Reno Phase 2				\$ -	\$ 720,000.00	\$ 720,000.00	Soliciting designer.
Category Totals						\$ 1,920,000.00	\$ 1,920,000.00	

**3-1 S Building Chillers Replacement**

**3-1 S Building HVAC Renovations Phase II**



**Wilson Center Multipurpose Addition**

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

**State Capital Improvement Infrastructure Funds (SCIF)**

<b>Wilmington Campus Galehouse A Building - Replacement of Entry Soffits Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	Wilmington Campus Galehouse A Building Replacement of Entry Soffits	\$0.00	\$ 48,752.00	\$ 11,248.00	\$60,000.00	\$60,000.00	\$0.00	Construction

<b>G Building Renovation - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$66,980.00	\$ 1,970,671.40	\$ 87,348.60	\$2,125,000.00	\$2,125,000.00	\$0.00	Complete

<b>Wilmington Campus HVAC Renovations (A-106 and W Burnett Building)- Status Summary Report</b>								
		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 Under Construction

<b>L Building 2nd Floor Interior Renovation - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$261,200.00	\$2,574,915.00	\$63,870.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Preconstruction estimating and design approvals.

**3-1 S & L Buildings Lecture Hall Renovations**

**3-1 S Building HVAC Renovations Phase III**

**3-1 HVAC Controls Replacement**

**3-1 ADA Renovations Package**

**3-1 NA Building Atrium Glazing System Renovation**

**3-1 S Building Elevator Tower Roof Replacement**

**Saklad Center Renovation Phase 2**

<b>HHS Building Health &amp; Human Services Phase 2 Renovation - Status Summary Report</b>								
		<b>Encumbrances - Subtotals</b>						
<b>Item</b>	<b>Project</b>	<b>Design</b>	<b>Construction</b>	<b>Other Contracts</b>	<b>Total Encumbrance</b>	<b>Budget</b>	<b>Remaining</b>	<b>Status</b>
1	HHS Bldg. Health & Human Services Phase 2 Renovation	\$606,205.00	\$5,285,534.00	\$4,108,261.00	\$10,000,000.00	\$10,000,000.00	\$0.00	Construction

**Walnut Street Parking Lease**

**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

**FINANCE COMMITTEE**

**State Budget Revision**

<b>CAPE FEAR COMMUNITY COLLEGE</b>				
<b>State Budget Revision Report for Fiscal 2024 - 2025</b>				
<b>Allocation Description</b>			<b>July - Aug</b>	<b>YTD</b>
2023 - 2024 Carryover Allocation to 2024 - 2025:			2,575,467	2,575,467
<i>Equipment</i>	1,674,843			
<i>Books</i>	98,693			
<i>Basic Skills Performance-Based Funding</i>	113,772			
<i>Other Performance-Based Funding</i>	688,159			
Apprenticeship Building America Grant Program - FY 23-24 Carryforward			4,000	4,000
Career Academies for At-Risk Students - Carryforward - FY 23-24			588,669	588,669
Construction Training Building Careers (Construction Academies) - FY 23-24 Carryforward			43,857	43,857
Customized Training Allocation for Paper Foam			1,650	1,650
Customized Training Allocation for Polyhose			235	235
Customized Training Allocation for Vantaca			17,518	17,518
Enrollment Growth Reserve - FY 23-24 Carryforward			246,942	246,942
Faculty Recruitment and Retention Carryforward - Recurring Obligations			1,366,499	1,366,499
Finish Line Grants - State Appropriations - Recurring			31,249	31,249
High-Cost Healthcare Workforce Expansion Program - FY 23-24 Carryforward			400,000	400,000
High-Cost Healthcare Workforce Expansion Program - FY 24-25			400,000	400,000
High-Cost Healthcare Workforce Start-Up Program - FY 24-25			500,000	500,000
NC Career Coach Program			42,466	42,466
Nursing Faculty Salary Adjustment Allocation for FY 23-24 Carryforward - Recurring Obligations			200,350	200,350
Short-Term Workforce Development Grant			37,311	37,311
Title II Adult Education & Family Literacy Act (AEFLA) Federal Allocation			299,374	299,374
Underserved Student Outreach and Advising (Longleaf Commitment) - FY 23-24 Carryforward			70,297	70,297
Unexpended Budget Stabilization - Carryforward to FY 23-24			691,798	691,798
Wraparound Services (EANS II) FY 23-24 Carryforward			16,233	16,233
<b>Total Additional Allocations</b>			<b>7,533,915</b>	<b>7,533,915</b>

**State Budget Summary**

FOR CALENDAR MONTH OF AUGUST 2024					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 11,413,540.00	857,700.78	1,773,480.25	\$ 9,640,059.75	15.54%
Instruction - Curriculum	37,351,525.00	3,068,559.77	5,590,491.85	\$ 31,761,033.15	14.97%
Instruction - Non-Curriculum	7,249,171.00	579,933.09	1,199,726.63	\$ 6,049,444.37	16.55%
Academic Support	7,320,109.00	516,782.60	999,101.91	\$ 6,321,007.09	13.65%
Student Support	<u>5,169,905.00</u>	<u>440,733.51</u>	<u>933,658.77</u>	<u>\$ 4,236,246.23</u>	<u>18.06%</u>
<b>Total: CURRENT EXPENSE</b>	<b>68,504,250.00</b>	<b>5,463,709.75</b>	<b>10,496,459.41</b>	<b>\$ 58,007,790.59</b>	<b>15.32%</b>
Equipment	3,520,043.00	(29,907.50)	(29,696.80)	3,549,739.80	-0.84%
Books	176,300.00	271.12	4,299.85	172,000.15	2.44%
Categorical Equipment	774,370.00	-	5,245.41	769,124.59	0.68%
<b>Total: CAPITAL OUTLAY</b>	<b>4,470,713.00</b>	<b>(29,636.38)</b>	<b>(20,151.54)</b>	<b>4,490,864.54</b>	<b>-0.45%</b>
<b>GRAND TOTAL ***</b>	<b><u>\$ 72,974,963.00</u></b>	<b><u>\$ 5,434,073.37</u></b>	<b><u>\$ 10,476,307.87</u></b>	<b><u>\$ 62,498,655.13</u></b>	<b><u>14.36%</u></b>




## County Budget Summary

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

#### EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF AUGUST 2024

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,475,327.00	47,335.46	106,513.04	1,368,813.96	7.22%
Plant Operation	7,713,281.00	759,804.95	1,475,369.73	6,237,911.27	19.13%
Plant Maintenance	3,442,459.00	371,434.12	525,114.21	2,917,344.79	15.25%
Total: CURRENT EXPENSE	12,631,067.00	1,178,574.53	2,106,996.98	10,524,070.02	16.68%
Buildings & Grounds	3,723,972.00	135,410.00	250,885.00	3,473,087.00	6.74%
Equipment	0.00	0.00	0.00	0.00	0.00%
Total: CAPITAL OUTLAY	3,723,972.00	135,410.00	250,885.00	3,473,087.00	6.74%
<b>GRAND TOTAL</b>	<b>16,355,039.00</b>	<b>1,313,984.53</b>	<b>2,357,881.98</b>	<b>13,997,157.02</b>	<b>14.42%</b>

## Institutional Funds Update

<b>Cape Fear Community College</b>					
<b>Institutional Funds</b>					
<b>Year-to-Date Budget Report</b>					
<b>August 31, 2024</b>					
<b>Current Unrestricted Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance	
Miscellaneous Current General	10,269,131.45	170,024.47	54,369.71	10,384,786.21	
Collection Fee & Payment Plan Revenue	453,637.72	9,044.42	163.00	462,519.14	
Self Supporting	636,381.86	34,841.91	52,422.13	618,801.64	
Specific Fees	3,845,985.34	227,102.50	36,109.76	4,036,978.08	
Patron Fees	1,147,732.76	23,350.20	57,780.88	1,113,302.08	
Transcript Fees	226,250.17	9,973.39	59,567.00	176,656.56	
Student Insurance	25,157.46	-	-	25,157.46	
Finl Aid & Veteran's Coordinator Admin Fees	76,068.19	16.34	1,962.23	74,122.30	
<b>Total Current Unrestricted Funds</b>	<b>16,680,344.95</b>	<b>474,353.23</b>	<b>262,374.71</b>	<b>16,892,323.47</b>	
<b>Current Restricted Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance	
Financial Aid Federal Awards	-	19,542.27	14,036.09	5,506.18	
Wilson Center Funds	1,387,515.82	12,423.41	-	1,399,939.23	
Wilson Center Maintenance Funds	-	-	-	-	
Grants	1,251,241.97	969,957.59	1,018,695.49	1,202,504.07	
Financial Aid State Awards	38,720.75	25,430.30	29,238.50	34,912.55	
Financial Aid Administration	39,432.87	2,390.11	-	41,822.98	
Scholarships	47,395.76	216,114.96	26,988.48	236,522.24	
<b>Total Current Restricted Funds</b>	<b>2,764,307.17</b>	<b>1,245,858.64</b>	<b>1,088,958.56</b>	<b>2,921,207.25</b>	
<b>Proprietary Funds</b>	Beginning Fund Balance	Revenues	Expenses	Ending Fund Balance	
Live Projects incl Ships Special Project	37,841.87	3,300.00	1,167.84	39,974.03	
Wireless Consortium	29,591.25	7,223.91	21,291.63	15,523.53	
Humanities and Fine Arts Center	(471,610.37)	1,103,865.91	798,001.37	(165,745.83)	
CFCC Bookstore	3,365,938.50	568,046.33	(6,345.39)	3,940,330.22	
Daycare Center	210,769.38	118,064.41	115,692.70	213,141.09	
Vending	153,572.43	7,271.21	23,395.00	137,448.64	
Parking	2,929,761.11	212,398.94	169,364.41	2,972,795.64	
Student Activity & Sea Devils Account	860,994.28	189,618.48	178,592.59	872,020.17	
<b>Total Proprietary Funds</b>	<b>7,116,858.45</b>	<b>2,209,789.19</b>	<b>1,301,160.15</b>	<b>8,025,487.49</b>	

## **CURRICULUM COMMITTEE**

### **NEW PROPOSED PROGRAM**

#### **Neurodiagnostic Technology (A45320)**

The Neurodiagnostic Technology curriculum is designed to provide students with the knowledge and skills to obtain recordings of patients' nervous system function through the use of neurodiagnostic equipment and other electrophysiological devices. Coursework includes communication skills with patients and healthcare personnel, taking appropriate patient histories, electrode application, documentation of patients' clinical stats, waveform recognition, management of medical emergencies, and preparation of descriptive reports for the physician. Graduates should qualify for the ABRET Exam and, working under the supervision of a qualified physician, may be employed by hospitals or private offices of neurologists and neurosurgeons.

Cape Fear Community College has been awarded \$500,000 via the High-Cost Grant by the North Carolina Community College System, which has been earmarked for this program. Novant Health/NHRMC provided the required match of \$75,000 for this program.

**PROGRAM TERMINATIONS**

**Healthcare Business Informatics**

**Computer Engineering Technology**

**Anesthesia Technology**

**PROGRAM CHANGES**

**Truck Driver Training Certificate**

**Phlebotomy Diploma**

**Phlebotomy Certificate**

**Nurse Aide Diploma**

**Nurse Aide Certificate**

**Carpentry Diploma**

## ADMINISTRATIVE AND PERSONNEL COMMITTEE

### EMPLOYEE HANDBOOK POLICY REVISIONS

#### Electronic Direct Deposit Policy

##### **Electronic Direct Deposit**

Direct Deposit is Cape Fear Community College's method for issuing payroll payments to employees. ~~To utilize direct deposit, employees must provide written authorization via the Direct Deposit Authorization Form which. Direct Deposit will remain in effect until changed by the employee. The electronic direct deposit policy applies to all Cape Fear Community College employees who are paid by the College.~~ The Electronic Direct Deposit Policy promotes safe, confidential, convenient, and fast payments to all College employees, and applies to all Cape Fear Community College employees who are paid by the College. Electronic direct deposit assures that an individual's wage payment is deposited in a timely manner even if they are out due to illness, on vacation, or on other approved leave.

As a condition of employment, all Cape Fear Community College employees shall be required to enroll in the direct deposit feature within thirty (30) days of hire or rehire. The College offers direct deposit of an employee's net pay to a financial institution in the United States in accordance with NC Administrative Code – 13 NCAC 12.0309 - Form of Payment of Wages. To authorize or change a direct deposit, the Direct Deposit Authorization Form must be completely and accurately filled out. A voided check for a checking account direct deposit or a deposit slip for a savings account direct deposit must accompany the "Direct Deposit Authorization Form.

The completed Direct Deposit Authorization Form should be completed in Softdocs or returned to the Payroll Department. If mailing the completed form via interoffice mail, send to: Payroll Department, (U-277). If mailing the form through the United States Postal Service, send completed form to: Cape Fear Community College, Payroll Department, 411 N. Front Street, Wilmington, NC 28401.

~~Once the authorization form is received by the Payroll Department, it will take one (1) pay cycle for direct deposit to become active. During such time an employee shall be paid by paper check which will be mailed to a valid mailing address on file, on the employee's designated pay day and shall be dated the date of the employee's pay date.~~

Any change **must** be received in the Payroll Department at least two (2) weeks prior to the payday for which the change is to occur. Employees should never close an account until they know the cancellation has taken effect. If an employee closes the account prior to the cancellation of the direct deposit, the bank will eventually notify the Payroll Department. The Payroll Department will then issue a paper check and mail it to a valid mailing address on file. Employees who have questions or need assistance with these guidelines may contact the Payroll Department at (910) 362- 7609.

An employee who desires to request a hardship exemption from the direct deposit requirement shall do so by contacting payroll. The Vice President ~~for Business Services of Human Resources~~

has exclusive authority to grant an exemption from the direct deposit requirement.

*Note:*

It is the employee's responsibility to review their pay advice(s) for the accuracy of personal and payment information. Employees must notify the Payroll Department immediately if there has been an overpayment of wages. Employees have the responsibility to ~~notify the Payroll Department~~ complete a new Direct Deposit Authorization Form when there is any change to their bank and/or bank account that affects their direct deposit.

~~Any change must be received in the Payroll Department at least two (2) weeks prior to the payday for which the change is to occur. Employees should never close an account until they know the cancellation has taken effect. If an employee closes the account prior to the cancellation of the direct deposit, the bank will eventually notify the Payroll Department. The Payroll Department will then issue a paper check and mail it to a valid mailing address on file. Employees who have questions or need assistance with these guidelines may contact the Payroll Manager at (910) 362-7609.~~

## **Full-Time Employee Parking Policy**

### **Full-Time Employee Leasing of Parking Spaces**

Upon payment of the annual ~~leasing parking~~ fee of \$40 by a twelve-month College employee or \$30 by a nine-month employee, full-time Wilmington Campus employees will be assigned to park in the Nutt Street Parking Deck. Employees assigned to the North and Surf City Campuses, and/or the Burgaw and/or Surf City Center employees will be assigned surface lot parking spaces designated for employee use only. ~~Employees visiting or working at any other location shall park in any unassigned surface lot parking space (student parking) with the exception of the Wilmington Campus.~~ Any full-time employee visiting or working at the Wilmington Campus shall park in the Nutt Street Parking Deck. Any employee found violating the Cape Fear Community College parking policy will be subject to ticketing, towing, and/or ~~referral to Human Resources~~ disciplinary action.



## **Grievance Procedure Policy**

### **Grievance Procedure**

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

Prior to submitting a formal complaint or grievance, employees are encouraged to openly and directly communicate with their immediate supervisor in an attempt to address and resolve issues concerns, or complaints related to their employment as they arise. The College strives to identify and resolve issues at the supervisory level and keep the resolution process as informal and confidential as possible. Supervisors are given the courtesy of being informed of reported employee issues, concerns, or complaints in order to work towards a mutually agreeable resolution decision. Employees utilizing the Informal Complaint and Formal Grievance Resolution Procedures can do so without fear of reprisal or retaliation affecting the terms and/or conditions of their employment.

#### ***Step 1: Informal Complaint Resolution Procedure***

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

The Informal Complaint Resolution Procedures are as follows:

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

#### ***Step 2: Formal Complaint Resolution Procedure***

In the event the Informal Complaint Resolution Procedure does not resolve the complaint, an employee may utilize the Formal Complaint Resolution Procedure. The Formal Complaint

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

- Employees may report a complaint for resolution by submitting a written complaint to their supervisor's manager or by contacting Human Resources.
- The employee's written complaint must be submitted within five (5) work days following the Informal Complaint Resolution decision is made known to the employee. If the employee fails to submit a written complaint within the specified timeframe, the matter will be considered settled.
- The employee's written and signed statement can be either hand-delivered or sent via College email to the next-level supervisor and must cite the specific policy, procedure, or practice alleged to have been violated, misinterpreted, or inequitably applied.
- After considering the nature of the complaint and reviewing documentation, Human Resources will serve as a mediator to work towards a resolution decision by conducting a thorough investigation of details and facts. This investigation may include discussions with the employee, supervision, and witnesses.
- Supervisors, in conjunction with Human Resources, will make every effort to resolve employee complaints fairly and promptly, generally within two (2) weeks from when the employee's written complaint is presented.
- If the resolution determination at Step 2 is mutually amicable, the employee's complaint will be considered settled.
- In the event the employee complaint is not resolved, the employee may escalate their reported complaint by utilizing the Formal Grievance Resolution Procedure (*Step 3*).

### ***Step 3: Formal Grievance Resolution Procedure***

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

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

### ***Final Grievance Resolution and Appellate Procedure***

In rare instances, when an employee's complaint or grievance is not resolved, an appeals hearing may be requested. The appeals hearing is scheduled before an Appeals Committee appointed by the President of the College. The President's resolution decision following the appeals hearing is binding and final. The Final Grievance Resolution and Appellate Procedure shall not apply to

concerns arising out of a termination as a result of a reduction in force, ~~or~~ non-reappointments, ~~or dismissal~~. Employees should contact Human Resources for written guidance and step-by-step instructions on how to initiate the Final Grievance Resolution and Appellate Procedure.

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

## Inclement Weather Policy

### Inclement Adverse Weather

~~The decision to cancel any portion or all of Cape Fear Community College classes due to inclement weather or other emergencies is the responsibility of the President (or designee). Announcements will be made on Cape Fear Community College alert systems, social media, local television, and radio stations at the earliest possible time once a decision is made to cancel or close. President (or designee) is responsible for making the decision to cancel any or all classes of deciding whether to cancel any portion or all of Cape Fear Community College classes or close the College entirely due to inclement weather or other emergencies. Once a decision is made to cancel classes or close the college, announcements will be made on Cape Fear Community College alert systems, social media, local television, and radio stations at the earliest possible time.~~

~~Time Days~~ missed due to cancellation and/or closing will be designated with pay for full-time ~~staff and faculty employees~~, as well as adjunct faculty paid by the class. Part-time ~~staff employees~~ are considered hourly and only paid for actual hours worked. ~~Efforts to make up classes will be made up during the semester in which they are missed. In the event the schedule will not permit this, the Board of Trustees may choose to excuse those days when such is requested by the President the President requests such.~~ President reserves the right to request the Board of Trustees excuse the absences.

### Inclement Weather and Leave

~~If an employee is already on approved Family Medical Leave (FMLA) when the College closes, their leave will be counted as usual on their FMLA timesheet. However, the days when the College was closed will not be subtracted from an employee's FMLA leave entitlement, which is unpaid. Any leave requests that were approved before the College announced its closure will still be valid and recorded in the timekeeping system. Employees who are on approved Family Medical Leave (FMLA) prior to a College closure will have leave charged in accordance with their FMLA timesheet; however, the days the College was closed will not count against an employee's FMLA leave entitlement (which is inherently unpaid). Employees who had pre-approved leave requests for days off to occur during a College closure may withdraw those leave requests.~~

~~In the event of college campus closures due to inclement weather or other emergency conditions, the President is the sole authority empowered to grant permission for employees to work remotely. Refer to the Remote Work Policy for further details.~~

## Lost/Missing Assets Policy

### Lost/Missing Assets

Assets are considered missing when a physical inventory is taken conducted, with a Mobile Asset counter and discrepancies in asset variances are collected on a physical inventory worksheet counts are identified. Missing assets occur because an asset is moved to another location, but the new location was not reported to the Equipment Inventory; thus, it was not recorded in the system before the Physical Inventory was conducted, or the asset could be lost or stolen. Assets may go missing when they are moved to a new location without updating the Equipment Inventory. This means the new location might not be recorded before a physical inventory is completed. Also, assets can be lost or stolen.

During a physical inventory, missing assets are noted on Physical Inventory Worksheets. After the sheets are completed, the Equipment Inventory Technician compares assets listed as missing on the Physical Inventory Worksheets at one (1) location/division with assets found at other locations/divisions that were not listed on that location's Physical Inventory Worksheets. If there are any matches, location changes are made to the Fixed Asset System to list it properly. When conducting a physical inventory, we record missing assets on Physical Inventory Worksheets. After completing the sheets, the Purchasing Department compares missing assets at one location/division with assets found at other locations/divisions that were not listed on that location's Physical Inventory Worksheets. If there are any matches, the Fixed Asset System is updated to reflect the proper location.

If any assets are missing after this process, the person responsible for the asset will then be required to document all the efforts made to find the missing asset on the Lost/Stolen form. After one (1) year, if the asset is not found, it is retired as a lost asset. The form is routed through proper management levels for signatures. If any assets are found to be missing during this process, the individual responsible for the asset must document all of the efforts made to locate the missing asset on the Lost/Stolen form. If the asset remains missing after one (1) year, it will be classified as a lost asset. The form will be sent through the appropriate management levels for signatures.

The College reserves the right to pursue legal action for lost or damaged property.

## **Reduction in Force Policy**

### **5.71 Reduction in Force**

The Reduction in Force Policy of Cape Fear Community College is designed for the termination of employment during a fiscal year pursuant to a written agreement due to a lack of sufficient funding or enrollment to merit continuation of courses, programs, and/or services. Reduction in Force provisions do not apply to non-reappointment following the expiration of a contract period. All decisions made under this policy will take into consideration the needs of the population being served with respect to the mission and goals of the College while attempting to minimize the negative impact on the level and quality of services provided. Primary responsibility for recommending separations due to a reduction in force will rest with the senior-level administrators, whose decisions will be based on recommendations from supervisors and other management personnel associated with the department where reductions will be made.

An employee who is to be terminated through a reduction in force will be informed in person by their immediate supervisor and will be informed in writing by the President. Maximum notice will be given to an employee, whenever possible; under no circumstances will a notice be given less than thirty days prior to separation. The letter from the President will state the conditions, which determine the separation, a general description of the procedures followed in making the decision, and the right to appeal by the employee. An employee who wishes to appeal their separation from employment resulting from reduction in force may do so beginning at Step 3 of the Grievance Procedure (*Section 5.63*) of the College's Discipline (*Section 5.61*), Non-Reappointment (*Section 5.15*), and Grievance Procedure (*Section 5.63*). In the event the matter is not satisfactorily resolved to the employee's satisfaction, the employee may appeal the matter to the Administrative and Personnel Committee of the Board of Trustees of Cape Fear Community College. The decision of the Administrative and Personnel Committee is final.

An employee who is separated through a reduction in force will be given priority consideration for re-employment during the next twelve (12) months assuming they meet the requisite performance standards and qualifications for the position to be filled. ~~He/she will receive all copies of position vacancies during this period.~~

An employee who is to be separated through a reduction in force may choose a twelve (12) month leave of absence without pay in lieu of separation in order to continue group insurance benefits (*to be paid in full by the employee*). Choosing a leave of absence does not extend the time or alter the conditions under which priority for re-employment is provided.

## **TV Studio Policy**

### **6.5 — TV Studio**

~~The Cape Fear Community College multimedia studio exists to provide a controlled space for filmed interviews and instructional and promotional video production. The studio also provides students with a laboratory setting for various media or acting assignments. The studio produces instructional videos and visual content that highlights Cape Fear Community College students and programs. Proposals for video services should be submitted via the Video Services Proposal Form located at the Video Services Proposal Form at least three (3) weeks prior to the proposed “shooting” date and are subject to studio and staff availability. The supervision of the studio and the use of studio resources is the responsibility of the Video/Visual Marketing Coordinator.~~

## **EMPLOYEE HANDBOOK PROPOSED POLICY**

### **Remote Work Policy**

#### **Remote Work**

Remote work allows employees to work from home in extenuating circumstances, inclement weather (*Section 11.7 Inclement Weather*), or other emergency conditions when deemed necessary by the President. It is important to note that remote work is not a standard employee benefit, and the President must approve **all** instances of remote work. Those working remotely without the president's approval could be subject to disciplinary action.

All CFCC policies, including conduct and confidentiality, remain in effect when working remotely. Employees must prioritize the security of CFCC's data and information. To conduct work remotely, employees must use their assigned college laptops, which have access to a Virtual Private Network (VPN) for secure connections with CFCC servers and networks.



## **STUDENT HANDBOOK POLICY REVISIONS**

### **Intent to Graduate Policy**

#### **Intent to Graduate**

Candidates for graduation must file an Intent to Graduate online for Degrees, Diplomas, and Certificates. At that time, candidates will also complete the Graduating Student Opinion Survey. There are priority dates in which you will need to file this. Please reference the academic calendar for these dates to ensure you file your Intent to Graduate on time. Generally, you should file your Intent to Graduate as soon as you have started your last term of classes for your program. Filing by these priority dates will ensure that you will be able to walk in the commencement ceremony and have your name published in the program.

~~Candidates for graduation must file an Intent to Graduate online for Degrees, Diplomas, and Certificates. At that time, candidates will also complete the Graduating Student Opinion Survey. Deadlines to file the Intent to Graduate are:~~

~~Academic Year 2024-2025~~

~~Fall—Friday, November 1, 2024~~

~~Spring—Friday, February 7, 2025~~

~~Summer—Friday, June 6, 2025~~

Upon completion of program requirements, the College may award the credential without student request.

Commencement exercises are held following the spring semester (May) and at the end of the summer session (August).

Students who graduate in December are invited to participate in the May commencement exercises.

Upon graduation, a student's Program of Study will end. Therefore, students must contact Academic Advising to declare a new Program of Study if they plan to continue enrollment at CFCC.

## **NON-DISCRIMINATION & TITLE IX SEXUAL HARASSMENT POLICY & PROCEDURES**

Title IX Sexual Harassment Policies & Procedures (Employee and Student Handbooks)

### **Statement of Non-Discrimination**

Cape Fear Community College 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 or activity provided on the basis of race, color, national origin, sex (including pregnancy and pregnancy-related conditions), gender, religion, age, veteran status, or disability.

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, 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.

### **Title IX Sexual Harassment**

Cape Fear Community College ("CFCC or the College") strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, CFCC prohibits discrimination in its education programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes *quid pro quo* harassment, sexual harassment, sexual assault, stalking, dating, or domestic violence (collectively referred to as "sexual harassment"). The CFCC's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to CFCC's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination or harassment that do not meet the definition of Sexual Harassment under Title IX, and are likewise prohibited, shall be governed under and construed in accordance with the CFCC Employee Handbook or the CFCC Student Code of Conduct.

### **I. DEFINITIONS**

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination, or suppress

minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

- A. Complainant** – an individual who is alleged to have been subjected to conduct that could constitute sexual harassment, as defined in these Procedures, and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sexual harassment.
- B. Confidential Employees** – 1) employees with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; 2) employees whom the College has specifically designated as Confidential Employees for purposes of providing support and resources to a Complainant; and 3) employees conducting human subjects research as part of a study approved by the College's Institutional Review Board. The College has designated the following as Confidential Employees: Licensed Professional Counselors
- C. Consent** – knowing, voluntary, and clear permission by word or action to engage in sexual activity. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Consent has not been obtained in situations where the individual: i) is forced, coerced, pressured, manipulated, or has a reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- D. Dating Violence** – violence on the basis of sex committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. For purposes of this definition, Dating Violence includes but is not limited to sexual or physical abuse or the threat of such abuse.
- E. Domestic Violence** – violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person with whom the Complainant cohabitates or has cohabitated as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the domestic violence laws of the State; or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic violence laws of the State.

- F. Education Program or Activity** – for purposes of these Procedures, this means any locations, events, or circumstances in which the College exercises substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs.
- G. Formal Complaint** – a verbal or written report alleging sexual harassment against a Respondent that objectively can be understood as a request for the College to investigate the allegation(s) and make a policy violation determination. A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections. A Formal Complaint is separate and distinct from a Report, which provides only notice to the College of an allegation or concern about sexual harassment and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures.
- H. Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without going through the entire formal grievance process. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student’s allegation of sexual harassment against a College employee.
- I. Report** – notice to the College of an allegation or concern about sexual harassment that provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. When the College receives a Report of alleged sexual harassment, the College is deemed to have knowledge of conduct that reasonably may constitute sexual harassment.
- J. Respondent** – an individual who has been reported to engage in conduct that could constitute Sexual Harassment.
- K. Retaliation** – to intimidate, threaten, coerce, or discriminate against any person by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by law or policy, or because the person has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

The exercise of rights protected by the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under these Procedures.

- L. Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system.

- M. Sexual Harassment** – a form of sex discrimination that means harassment on the basis of sex. Sexual Harassment includes hostile environment harassment, quid pro quo harassment, or any instance of sexual assault, dating violence, domestic violence, or stalking.

Hostile environment harassment is unwelcome sex-based conduct, which, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity. Hostile environment harassment is a fact-specific inquiry that includes consideration of the degree to which the conduct affected the Complainant's ability to access the College's education program or activity; the type, frequency, and duration of the conduct; the parties' ages, roles, previous interactions, and other factors that may be relevant; the location of the conduct and the context in which the conduct occurred; and any other sexual harassment in the College's education program or activity.

Quid pro quo harassment is when a College employee or agent who provides an aid, benefit, or service under the College's education program or activity and explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

- N. Stalking** – engaging in a course of conduct on the basis of sex, directed at the Complainant, which would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

For purposes of this definition, "course of conduct" means two or more acts, including but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- O. Standard of Evidence** – the College uses "preponderance of the evidence" as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like "guilt," "innocence," and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

- P. Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are offered to restore or preserve educational access, protect safety, or deter sexual harassment. Examples of support measures are referral to counseling, medical, or other healthcare services; extensions of deadlines or other course-

related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; leaves of absences; increased security and monitoring of certain areas of the College; and other similar measures.

- Q. Title IX Coordinator** – for purposes of these Procedures, the Title IX Coordinator refers to the Dean of Student Affairs. The Title IX Coordinator’s office is in Union Station / Wilmington Campus. The phone number is 910-362-7191 and the email is [rmcgee@cfcc.edu](mailto:rmcgee@cfcc.edu).

## **II. SCOPE AND APPLICABILITY**

- A.** These Procedures apply to the conduct of and protect:
1. College students and applicants for admission into the College;
  2. College employees and applicants for employment;
  3. College student organizations; and
  4. Third parties participating or attempting to participate in a College education program or activity.
- B.** These Procedures apply to conduct that occurs in any College Education Program or Activity or under circumstances where the College has disciplinary authority and of which the College has knowledge.
- C.** When a party is participating in a dual enrollment program, the College will coordinate with the party's school district to determine jurisdiction and coordinate providing supportive measures based on the allegations and identities of the parties.

## **III. REPORTING**

### **A. Reporting to Local Law Enforcement**

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College’s grievance procedure simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the College’s investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must make available supportive measures when necessary to protect the parties and/or the College community. Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The College respects and supports individuals’ decisions

regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

**B. Reporting to College Officials**

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

**C. Employees' Mandatory Reporting**

All College employees, including student-employees, other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sexual harassment to appropriate officials immediately. Failure of a Mandated Reporter to report an incident of sexual harassment of which they become aware is a violation of College Policy and may subject the employee to disciplinary action.

**D. Confidential Employees' Reporting**

Confidential Employees designated by the College are not required to report actual or suspected sexual harassment. Confidential Employees must, however, provide a Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency unless otherwise required by law.

**E. External Contact Information**

Concerns about the College's application of these Procedures and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Phone: (202) 453-6012

Equal Employment Opportunity Commission (EEOC) 131 M Street, NE Washington, D.C. 20507 Email: [info@eeoc.gov](mailto:info@eeoc.gov) Phone: 1-800-669-4000

**IV. GRIEVANCE PROCEDURES**

**A. Scope**

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.

2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

**B. Initial College Response and Assessment**

1. After receiving a report of sexual harassment, the Title IX Coordinator takes prompt and appropriate steps to:
  - a. Communicate with the individual who reported the alleged conduct;
  - b. Offer and implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a College investigation;
  - c. Provide the individual with a copy of this Policy and Procedure and
  - d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy, and if so, initiate the investigation and resolution procedures outlined below.
  - e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.
2. Supportive Measures
  - a. Any Party may seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to the Party. A request to do so should be made in writing to the Title IX Coordinator.
  - b. An impartial employee, the Vice President of Student Services, who has the authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures as defined in this Procedure.
  - c. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change.
3. There is no time limitation on providing a Formal Complaint to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.



4. False Allegations and Evidence
  - a. Deliberately false and/or malicious accusations under this Policy or Procedure are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.
  - b. Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate College policies, procedures, and rules.
5. Emergency Removals/Administrative Leave
  - a. The College may remove a student Respondent, upon receipt of a report, Formal Complaint, or at any time during the grievance process, on an emergency basis when the College performs an individualized safety and risk analysis and determines that an imminent and serious threat to the health or safety of any student or other individual justifies removal.
    - i. The risk analysis, performed by the Dean of Student Affairs, must recommend to the appropriate College official(s) to implement an emergency removal of a student and the conditions and duration of such emergency removal.
    - ii. In all cases in which an emergency removal is imposed, the student shall be given notice and an opportunity to challenge the removal decision immediately following the removal by submitting a written appeal to the President.
    - iii. Violation of an emergency removal under this Procedure is grounds for independent disciplinary action, up to and including suspension or expulsion.
  - b. The College may place an employee on suspension with pay upon receipt of a report, Formal Complaint, or at any time during the grievance process. An employee does not have a right to appeal a determination to place the employee on suspension with pay pending the conclusion of the Title IX grievance procedure. Violation of the terms of the suspension is grounds for independent disciplinary action, up to and including dismissal.
6. The Title IX Coordinator may administratively close a Formal Complaint of sexual harassment at any time if:
  - a. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the Title IX Coordinator declines to initiate a

Complaint;

- b. The Respondent is no longer enrolled or employed by the College;
- c. The College is unable to identify the Respondent after taking reasonable steps to do so; or
- d. The College determines the conduct alleged in the Complaint would not constitute a violation of this Policy and Procedure, even if proven.

The Title IX Coordinator will notify the parties if a Formal Complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

7. Confidentiality/Privacy

- a. The College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a report of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, or any witness, except as permitted or required by or to fulfill the purposes of applicable laws and regulations.
- b. Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through these Procedures to the extent that information is the work product of the College, meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a Formal Complaint. It is also a violation of these Procedures to publicly disclose institutional work product that contains a Party or witness's personally identifiable information without authorization or consent.

8. Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be investigated.

9. Consolidation

The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances.

### **C. Informal Resolution**

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time prior to a final determination. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.
  - a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.
  - b. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.
  - c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, the potential terms that may be requested or offered in informal resolution, and what information the College will maintain, including any potential disclosures of information.
  - d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution, which could be the Title IX Coordinator.
2. Informal resolution is voluntary.
  - a. The Complainant and Respondent must provide written consent for an informal resolution to take place.
  - b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.
3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms the resolution of the allegations.
  - a. The resolution agreement must include a waiver of the parties' right to have a formal grievance process on the allegations that have been informally resolved.
  - b. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this

procedure.

4. If a resolution agreement is not reached, the College will continue with a formal investigation.

#### **D. Investigations**

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation.
  - a. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.
  - b. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), the specific policies implicated, a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review relevant evidence, a statement that retaliation is prohibited, information about the confidentiality of the process, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.
  - c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment. The Title IX Coordinator may serve as the investigator if the Title IX Coordinator is not serving in another role throughout the grievance process.
  - d. The investigator is also the decision-maker as to whether a Respondent has violated one or more College policies prohibiting sexual harassment, unless otherwise determined by the Title IX Coordinator.
2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses, and provide information regarding the allegations.
3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy. If a party or witness chooses not to

participate or becomes unresponsive, the College reserves the right to continue its grievance process without their participation to ensure a prompt resolution.

4. The standard of proof used in investigations is "preponderance of the evidence." It is the College's responsibility to establish the standard of proof and gather evidence during investigations.
5. The College aims to bring all investigations to a resolution within forty-five (45) days from the date the Title IX Coordinator determines an investigation will commence.
  - a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay are provided to the parties. Good causes include:
    - i. The complexity and/or number of the allegations;
    - ii. The severity and extent of the alleged misconduct;
    - iii. The number of parties, witnesses, and other types of evidence involved;
    - iv. The availability of the parties, witnesses, and evidence;
    - v. A request by a party to delay an investigation;
    - vi. The effect of a concurrent criminal investigation or proceeding;
    - vii. Intervening holidays, College breaks, or other closures;
    - viii. Good faith efforts to reach a resolution; or
    - ix. Other unforeseen circumstances.
  - b. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate. This written notice may be via e-mail.
  - c. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.
  - d. The Parties have an equal opportunity to present witnesses and other evidence tending to prove or disprove the allegations.
6. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.
7. The Complainant and Respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.

- a. A party may elect to change advisors during the process.
  - b. All advisors are subject to the same rules:
    - i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
    - ii. Advisors are expected to maintain the privacy of the records shared with them.
    - iii. Advisors are expected to refrain from interfering with investigations.
    - iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.
8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any relevant evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint.
- a. The Complainant and Respondent may submit a written response to the evidence, including any questions a party wants asked of another party or witness, within three (3) days after receipt of the evidence.
    - i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. Eastern Standard Time on the date responses are due.
    - ii. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.
  - b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.
9. Following an investigation, the investigator submits an investigative report and written determination to the parties that fairly summarizes relevant evidence. The report and determination include a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; a summary of the evidence relevant to a determination of responsibility; a determination on the question of responsibility, including rationale for the result and any discipline sanction that the College is permitted to share pursuant to State

or federal law; and the procedures and permissible bases for the parties to appeal.

10. In cases where the Respondent is a student after the investigative report and written determination has been sent to the parties, all parties shall have three (3) days to request a hearing. If either party requests a hearing, the hearing procedures described in College Procedure 5.3.2.2, *Discipline and Appeal for Non-Academic Violations* shall be followed, except that 1) all parties shall have the right to participate in the hearing to the extent required by Title IX, and 2) a single hearing officer will be utilized in lieu of a committee.

**E.** The following sanctions may be imposed for those who have violated these procedures:

1. Students
  - a. Verbal or Written Warning
  - b. Restrictions
  - c. Probation
  - d. Administrative withdrawal from a course without refund
  - e. Required Counseling
  - f. No Contact Directive
  - g. Suspension
  - h. Expulsion
  - i. Other consequences deemed appropriate to the specific violation
  
2. Employees
  - a. Verbal or Written Warning
  - b. Performance Improvement Plan
  - c. Required Counseling
  - d. Required Training or Education
  - e. Transfer or reassignment
  - f. Demotion
  - g. Suspension with or without Pay
  - h. Dismissal
  - i. Other consequences or conditions of employment deemed appropriate to the specific violation

If the investigator or hearing officer finds student expulsion or employee suspension, demotion, or dismissal is an appropriate sanction for a Respondent, but the investigator does not have the authority to authorize such sanction, the investigator or hearing officer will make a recommendation of the sanction to the appropriate College official after the time for appeal has expired. If the investigator or hearing officer recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which

either party has to appeal, the Respondent shall remain in their current status (allowed on campus, on emergency removal, or on paid administrative leave) unless otherwise determined by the appropriate College official.

## **V. APPEALS**

After the investigator submits their investigative report and written determination to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

- A.** Procedural irregularity that would change the outcome;
- B.** New evidence that was not reasonably available at the time of the decision that would change the outcome; and/or
- C.** The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

Parties must submit any appeal, specifying at least one of the grounds above, to the Vice President of Student Services by 5:00 p.m. Eastern Standard Time via email or mail within three (3) days of receiving the written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the Vice President of Student Services of the College by 5:00 p.m. Eastern Standard Time via email or mail within two (2) days of receiving a copy of an appeal.

Within ten (10) days of receiving an appeal, the Vice President of Student Services shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report and written determination, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result. If the appeal does not provide information that meets the grounds for appeal, the Vice President of Student Services will deny the appeal.

The Vice President of Student Services written decision is final.

## **VI. PROTECTION AGAINST RETALIATION**

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.



Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

## **VII. LIMITED IMMUNITY**

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers sexual harassment complainants and witnesses amnesty from minor policy violations.

## **VIII. SUSPENDING PROCEDURES**

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

## **IX. EMPLOYEE EDUCATION AND ANNUAL TRAINING**

All College employees shall receive annual training on the following topics:

- A.** The College's obligation to address sex discrimination in its education programs or activities;
- B.** The scope of conduct that constitutes sex discrimination under Title IX, including the definition of "sex-based harassment"; and
- C.** All applicable notification and information requirements.

In addition to the training that all College employees must receive, the Title IX Coordinator, investigators/decision-makers, those hearing appeals, and those involved in any informal resolution process shall receive annual training on the following topics:

- A.** These grievance procedures;
- B.** How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;
- C.** Issues of relevance of questions and evidence; and
- D.** The types of evidence that are impermissible regardless of relevance.
- E.** In addition, for Title IX Coordinators: training on specific Title IX Coordinator responsibilities, the College's recordkeeping system, and Title IX recordkeeping requirements.

These Procedures will be posted on the College's website, and a hard copy will be kept on file in the Title IX Coordinator's office and made available upon request.

**X. RECORDKEEPING**

The College maintains all records of Title IX grievance proceedings and all materials used to train Title IX personnel for a minimum of seven years.

## **SGA REPORT**

Thank you, and Good Afternoon. I am Madaline Cromartie, this year's Student Government Association President. It is my pleasure to be here today to report the current status of SGA. The CFCC Student Government Association sends greetings and thanks you deeply for your continued support. I would like to introduce our new Vice President, Ivan Ramirez.

### **SGA General Assembly Meeting**

On September 3rd, we held our first SGA General Assembly, where our four executive officers and new advisor, Taylor-Todd Williams, were introduced. The meeting had strong attendance, with 20-22 students, including 17 senators and representatives from various campus clubs like Phi Theta Kappa, the Nixon Leaders Center, and several others.

We discussed the goals and initiatives that we started last year and would like to bring into the new year, as well as setting new ones. Key initiatives include:

- Working with the Learning Lab to create an initiative for peer tutoring called “Students Helping Students.”
- Increasing support for the Food Pantry through donations, more volunteer hours, and by seeking new donors or partnerships. To raise awareness, we're using QR codes around campus for students with questions. All officers and several senators have committed to volunteering at the pantry weekly as part of our service to the student body.
- Expanding the “Go with the Flow” feminine hygiene product initiative with the Feminist Alliance club to the state-level SGA.
- Increasing awareness of SGA by boosting student participation in clubs and fostering collaboration, having a stronger presence at campus events, and, more importantly, bringing attention to any and all extracurricular activities offered to students by Student Life.
- Planning a taco food truck and a Latino movie presentation for Hispanic Heritage Month.
- Creating a paper chain featuring words of encouragement for Suicide Prevention Month.
- We're excited for the divisional meeting at Carteret Community College in September and the Fall 2024 conference at Forsyth Technical in October. We're aiming for strong participation, with our advisor and I leading our delegation, including all executive officers and several senators.

This year has brought significant changes to SGA, but also notable accomplishments. I'm grateful for the smooth transition to a new administration and advisor as we remain focused on serving students effectively. I look forward to working with you all, and I appreciate your ongoing support.

Thank you.

**FACULTY ASSOCIATION REPORT** – No report.

## **FOUNDATION REPORT**

*July 4, 2024 – September 10, 2024*

2024-25 year-to-date revenue received: \$4,670,950.94 (950.3% increase over YTD 2023-24)

	<b>2024-25YTD</b>	<b>2023-24YTD</b>	<b>% Increase</b>
<b>New Donations</b>	\$791,768.64	\$429,730.97	84.2%
<b>Payments on Prior Commitments</b>	\$3,590,729.59	\$7,000.00	51,196.1%
<b>Planned Gift Revenue</b>	\$288,452.71	\$8,000.00	3,505.7%
<b>New Pledges (revenue not yet received)</b>	\$171,000.00	\$17,500.00	877.1%

*Fundraising Report as of September 23, 2024 – please see the full report attached.*

### Notable Gifts (cash received)

- **\$2,804,887:** grant installment for Healthcare and Workforce Grant from the New Hanover Community Endowment.
- **\$773,842.59:** stock gift towards \$3M pledge for Nursing Wraparound Support from Mr. Daniel A. Saklad.
- **\$500,000:** support of new Nursing Pathways Scholarship from Novant.
- **\$61,750.00:** support of EMS program from Ogden-New Hanover Volunteer EMS
- **\$33,826.53:** raised for Athletics through Summer Camps, Tickets, and Concession sales.
- **\$29,000.00:** new endowed scholarship for Boatbuilding from Mr. Nevin P. Carr.
- **\$10,000.00:** unrestricted support from Mr. Tim Milam.

### New Scholarships

- Jim Carr Memorial Wooden Boat Building Endowed Scholarship: merit-based scholarship for students in the Wooden Boat Building program
- OTs Rock! Annual Scholarship: need-based scholarship for students in the Occupational Therapy Assistant program.
- Al Sidbury Trades Award: EWD reimbursement award for two students annually in the Electrical Apprenticeship, Carpentry, Plumbing and Pipefitting, or HVAC courses.

### Upcoming Efforts

**November 14, 5-7 pm at Tim Milam’s Motor Enclave:** Auto Tech Fundraising Event

**December 3, 6-7:30 pm at Saklad Center:** Dr. Penland Long-Term Healthcare Fundraising Event

**Fall 2025:** Annual Foundation Fundraiser

**ANNOUNCEMENTS**

**DATE OF NEXT MEETING** – November 21, 2024