

**FOR MINUTES  
CAPE FEAR COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JANUARY 30, 2025  
5:00 PM**

Following proper public notifications on January 27, 2025, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, January 30, 2025, at 5:00 pm in the Board Room of the Union Station Building. Mr. Lanny Wilson, Chair, presided.

Trustees present were: Mr. Lanny Wilson, Chair; Mr. Jonathan Barfield; Mr. Louis Burney, Jr.; Mr. Bill Cherry; Mr. Brad George; Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Bruce Moskowitz; Mr. Dane Scalise; Ms. Paula Sewell; Mr. Bruce Shell; and Dr. Marc Sosne. Trustees not present: Mr. Robby Collins.

Employees present were: Mr. James Morton, President; Ms. Michelle Lee, Chief of Staff and Board Liaison; Mr. Brandon Guthrie, Chief Academic Officer and Accreditation Liaison; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Ms. Sabrina Terry, Vice President of Student Services; Ms. Christina Greene, Vice President of Business Services; Ms. Anne Smith, Vice President of Human Resources; Mr. Jakim Friant, Executive Director, Information Technology Services; Mr. Zachary Puer, Executive Director, Wilson Center; Mr. David Kanoy, Executive Director, Facilities and Maintenance; Ms. Erin Easton, Interim Executive Director of EWD; Ms. Susan Porter, Director, President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant, President’s Office; 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; Dr. Mary Ellen Naylor, Dean of Health and Human Sciences; Mr. Antonio Arteaga-Paredes, Integrated Technology Lead; Ms. Christina Hallingse, Director, Media Relations; Mr. Tim Fuss, Program Director, Law Enforcement and Criminal Justice; Ms. Kathie Lee, Safety and Events Coordinator; Ms. Robin Hardin, Director, Institutional Effectiveness; and other employees (see below).

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

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

**CONFLICT OF INTEREST**

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

**MINUTES**

A MOTION was made by Mr. McLeod and seconded by Ms. Maxwell to approve the November 21, 2024 minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

Ms. Anne Smith introduced the following new employees in attendance:

Beane, Jackson	Health & Human Services Recruiter-NHC Endowment Grant TFT
Davis, Kelli	Program Director, Nuclear Technology-NHC Endowment Grant TFT
Dunn, Allie	Sr. Administrative Assistant, Health & Human Services
Simpson, Steve	Instructor, Mechatronics, Mech Engine, Electrical Systems Tech

## **CHAIR'S REPORT**

Mr. Wilson reviewed the following report.

### **Ethics Training**

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

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

### **SEI Forms**

SEI Forms and the SEI No Change form are both available online. These are fillable forms and offer an electronic submission. Please remember that each Board member must complete this form **every year**. The form is due no later than April 15, 2025, and can be found at <https://ethics.nc.gov/seis/regular-filers>.

### **Upcoming NCACCT Meetings**

#### **2025 NCACCT Law-Legislative Seminar**

Wednesday, March 19 – Friday, March 21  
Raleigh, Marriott City Center

#### **2025 NCACCT Leadership Seminar**

Wednesday, September 10 – Friday, September 12  
The Grandover, Greensboro

### **Foundation Benefit for CFCC Students in Long-Term Healthcare Fields**

Dr. Michael Penland and the CFCC Foundation hosted the event. Thank you, Mr. Burney, Mr. Guy, and Ms. Sewell, for joining me.

### **CFCC Holiday Party**

I was pleased to attend the December 6 CFCC holiday party with Mr. Bill Cherry. Everyone seemed to enjoy the event and the surprise \$1,500 bonus!

### **CFCC Annual Donor Appreciation**

If you are available, please consider attending the February 13 Donor Appreciation Event.

## **PRESIDENT'S REPORT**

President Morton reviewed the following report.

### **PowerPoint Presentation 2024 Year in Review**

President Morton reviewed the year-end PowerPoint.

### **SACSCOC Conference**

President Morton, along with Vice President Brandon Guthrie, Provost Shawn Dixon, Dean Lucinda McNamara, Dean Mary Ellen Naylor, and Associate Dean Robin Hardin, attended the 2024 SACSCOC Conference held in Austin, TX, December 7-11, 2024.

### **Wilmington Biz 100**

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

### **CFCC Holiday Party**

CFCC's Holiday Party was held on December 6 in Daniels Hall. It was great to have employees together to enjoy the festivities. Thank you to Mr. Lanny Wilson and Mr. Bill Cherry, who attended the event.

### **CFCC Full-Time Employee Bonus**

I am pleased to announce that on December 20, 2024, I awarded a one-time bonus of \$1,500 to all full-time employees, including temporary full-time, in appreciation of their outstanding performance. This bonus, not mandated by legislation, is possible due to our strong financial management and rising enrollment, reflecting our commitment to student success and teamwork.

### **Try Teal Program**

CFCC and the College of Health and Human Services at UNCW have partnered to address the nursing shortage through the "Try Teal" program. This initiative allows CFCC Associate Degree Nursing (ADN) students to enroll in two RN to BSN courses at UNCW without tuition or fees, saving over \$1,200. All related costs, including textbooks, are covered. The online courses are part of UNCW's accelerated program for working adults. Students are conditionally admitted to UNCW's program upon successful completion, streamlining their path to a Bachelor of Science in Nursing. The Try Teal Program is supported by the New Hanover Healthcare Career Partnership and the New Hanover Community Endowment, emphasizing the commitment to training future nurses.

### **Automotive Technology Programs Scholarship Fundraising Event**

CFCC's recent scholarship fundraiser raised \$113,500 for students in Automotive System Technology, Automotive Customizing Technology, and Collision Repair and Refinishing programs. These funds will provide essential tools, equipment, and scholarships to support students in pursuing careers in the automotive industry. The event brought together community members, industry leaders, and automotive enthusiasts.

### **Wilma W. Daniels Gallery Transformed into a Dual Art Gallery and Live Art Lab**

The Wilma W. Daniels Gallery has been transformed into a dual-purpose space that serves as both a public art gallery and a live art lab for student learning. The Gallery continues to showcase diverse art exhibitions at no cost to the community. It is open to the public Monday through Friday, 10:00 a.m. to 2:00 p.m. In addition to its role as a gallery, the space now serves as a Live Art Lab where students gain invaluable, practical experience in the art world. Under the guidance of CFCC faculty and local art professionals, students learn critical skills, including artwork installation, curation, documentation, cataloging, art handling, promotion, and gallery operations.

### **CFCC's English as a Second Language (ESL) Program Expands**

CFCC has expanded its English as a Second Language (ESL) program within our service area, achieving a remarkable 29 percent increase in offerings. This expansion includes launching additional classes strategically located in various communities throughout Pender County, ensuring increased learner accessibility. By reaching out to different areas, CFCC aims to meet the growing demand for English language skills among residents, providing them the valuable opportunity to enhance their communication abilities and integrate more fully into their communities.

### **Fall 2024 FTE**

Preliminary reports show a rise in FTE for CFCC's 2024 fall semester. Continuing Education has increased by 193 and Curriculum by 1. This growth translates to approximately \$795,000. Basic Skills FTE doubled from 104 (Fall 2023) to 210 (Fall 2024). Occupational Extension FTE increased by 84, driven by EMS/Fire/Rescue, Health Occupations, Law Enforcement, and technical courses. These numbers would be in addition to the projected 124 FTE gained during the 2024 summer semester, which would give the college an estimated \$1.2 million in additional revenue so far for the year.

### **Direct-Admit Partnerships with NC Universities**

CFCC has established 11 new direct-admit partnerships with various universities in North Carolina. These collaborations aim to create seamless pathways for students to transition from CFCC to four-year institutions, enhancing opportunities for academic advancement and supporting student success. This initiative underscores CFCC's commitment to expanding access to higher education and fostering strong relationships with partner universities.

### **United College Model**

CFCC is moving towards a united college model to enhance the overall student experience. This initiative aims to streamline services, improve communication between departments, and foster a more cohesive learning environment. By integrating various resources and support systems, the college hopes to create a more engaging and supportive atmosphere that addresses the needs of students, ultimately leading to increased satisfaction and success in their academic journeys.

### **Healthcare Career Fair**

A healthcare career fair featuring over 50 local providers will occur in Daniels Hall on February 4. Novant Health is the premier sponsor of this event, which will provide current students and community members the opportunity to explore various career options and connect with potential employers.

### **Flow Cadillac of Wilmington Industry Partnership**

A new industry partnership between CFCC's Automotive Technician job training program and Flow Cadillac of Wilmington has been established. This partnership provides students with invaluable hands-on learning opportunities and real-world training that prepares them for entry-level technician positions. At the end of the semester, students can interview at Flow Cadillac, providing a direct pathway from classroom to career.

### **Economic and Workforce Development Accountability and Credibility Plan**

A MOTION was made by Mr. Guy and seconded by Mr. Barfield to approve the Economic and Workforce Development Accountability and Credibility Plan as presented. Motion carried unanimously.

In accordance with Cape Fear Community College's Economic and Workforce Development Accountability and Credibility Plan, fifty (50) percent of all off-campus and distance education classes that meet more than 12 hours (excluding self-supporting and community service classes) will be visited by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator each semester. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the yearly summary of 2024 class visits made to classes under the responsibility of the Vice President of Continuing Education:

<b>Plan Criteria</b>	<b>Classes Offered</b>	<b>Classes Visited by Sr. Administrator</b>	<b>Plan Requirement</b>	<b>Criteria Met</b>
Classes meeting off-campus/distance education	458	196 (42.8%)	10%	Yes
<b>Plan Criteria</b>	<b>Classes Offered</b>	<b>Classes Visited by Supervisor</b>	<b>Plan Requirement</b>	<b>Criteria Met</b>
Classes meeting on campus	570	376 (66%)	25%	Yes
<b>Plan Criteria</b>	<b>Classes Offered</b>	<b>Classes Visited by Supervisor</b>	<b>Plan Requirement</b>	<b>Criteria Met</b>
Classes meeting off-campus/distance education	459	322 (70.2%)	50%	Yes

## 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 - Phase 2		\$ 455,775.00	\$ 20,000.00	\$ 475,775.00	\$ 650,000.00	\$ -	Punchlist
5	NC Commercial & Residential Burn Buildings Gas System & Computer Controls Replacement		\$ 436,584.37	\$ 51,033.63	\$ 487,618.00	\$ 550,000.00	\$ -	Install Winter 2024/2025
Completed Projects						\$ 720,000.00	\$ -	
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	Design build contract awarded
4	S Building HVAC Reno Phase 2				\$ -	\$ 720,000.00	\$ 720,000.00	Design build contract awarded
Category Totals						\$ 1,920,000.00	\$ 1,920,000.00	

### Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$213,000.00	\$3,226,453.00	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Under Construction. Estimated Completion January 2025

### State Capital Improvement Infrastructure Funds (SCIF)

Wilmington Campus Galehouse A Building - Replacement of Entry Soffits Status Summary Report								
		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	\$ 56,552.00	\$ -	\$56,552.00	\$60,000.00	\$3,448.00	Complete

ADA Renovations Package 2024 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	ADA Renovations Package 2024	\$0.00	\$ -	\$ -	\$0.00	\$100,000.00	\$100,000.00	Preparing to Bid

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	\$ 1,975,524.00	\$ 82,488.88	\$2,124,992.88	\$2,125,000.00	\$7.12	Complete

HVAC Controls Replacments 2024 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	HVAC Controls Replacment 2024	\$ -	\$ 1,124,164.00	\$ 75,836.00	\$1,200,000.00	\$1,200,000.00	\$0.00	Executing Design/Build Contract

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	\$2,230,503.00	\$408,282.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Construction Contract Pending SCO Review

Wilmington Campus Lecture Hall Renovation S002 and L107 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	Wilmington Campus Lecture Hall Renovations S002 and L107	\$0.00	\$ -	\$ 32,885.42	\$32,885.42	\$150,000.00	\$117,114.58	Preparing to Bid

NA McKeithan Building Atrium Glazing System Renovation Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	NA McKeithan Building Atrium Glazing System Renovation	\$0.00	\$ -	\$ -	\$0.00	\$100,000.00	\$100,000.00	Construction Award Pending

Wilmington Campus McLeod Building S - Elevator Tower Roof Replacement Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	Wilmington Campus McLeod Building S Elevator Tower Roof Replacement, Transition Roof Replacement and Other Repairs	\$0.00	\$ 74,822.00	\$ 15,178.00	\$90,000.00	\$90,000.00	\$0.00	Construction

Wilmington Campus McLeod Building S - HVAC Terminal Renovation Phase III Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	Wilmington Campus McLeod Building S HVAC Terminal Renovations Phase III	\$0.00	\$ -	\$ -	\$0.00	\$1,400,000.00	\$1,400,000.00	Design/Build Contractor awarded



### **3-1 G Building Renovation Final Closeout**

A MOTION from the Facilities and Equipment Committee recommends to the Board of Trustees approval of the 3-1 for the G Building Final Project closeout for a project total of \$2,124,992.88. Motion carried unanimously.

### **3-1 Galehouse A Building Entry Soffits Replacement Final Project Closeout**

A MOTION from the Facilities and Equipment Committee recommends to the Board of Trustees approval of the 3-1 for the Galehouse A Building Entry Soffits Replacement final project closeout for project total of \$56,552.00. Motion carried unanimously.

### **Saklad Center 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	\$606,205.00	\$5,534,422.00	\$3,859,373.00	\$10,000,000.00	\$10,000,000.00	\$0.00	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	CMR soliciting Sub bids

### **Naming College Facilities Policy Revision**

A MOTION from the Facilities and Equipment Committee recommends to the Board of Trustees approval of the Naming College Facilities Policy Revision as presented. Motion carried unanimously.

### **Naming College Facilities Policy**

#### **I. Purpose**

**A. Authorization.** Cape Fear Community College (the "College") is authorized by Section 115D-20(5) of the North Carolina General Statutes "to receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent" with the College's goals and state law. Furthermore, the College has established the Cape Fear Community College Foundation ("Foundation") to raise funds for the College and to generally support the College through financial and other contributions. The Board of Trustees, in its sole discretion, may recognize a financial donation or other significant contribution to the College or the

Foundation by naming a building, addition to a building, space in a building, outdoor space (such as a garden, court, plaza, or maker), street, and other tangible and relatively permanent feature (collectively, the "Facilities") located on College property after the donor or in accordance with the donor's desires.

**B. Fair and Full Consideration.** This policy should ensure that appropriate consideration is given to naming possibilities. The history of the College and issues of consistency and fairness will be taken into account during such consideration. Naming decisions and the honor associated with them must be fitting and of value for all parties involved.

## **II. Responsibilities**

**A. The Board of Trustees** is responsible for naming College Facilities. The Board of Trustees may delegate approval authority to the President as allowed by this policy. Absent such delegation of authority, the Board of Trustees shall review naming recommendations and accept or reject such recommendations at its sole discretion. The Board of Trustees hereby delegates to the President the authority to approve without review by the Board of Trustees any naming opportunity that involves a total donation of \$100,000 or less.

**B. The President** is responsible for recommending Facility naming contribution amounts and specific naming opportunities to the Board of Trustees. The President may delegate the review and administration of naming opportunities to the Executive Director of the Foundation or designee.

**C. The Facilities Committee** of the Board of Trustees is responsible for reviewing the President's naming recommendations prior to submission to the Board of Trustees. Such review may include any factors the Facilities Committee believes prudent. The Facilities Committee may, in its sole discretion, approve the President's recommendations and forward such recommendation to the Board of Trustees.

**D. The Foundation** is responsible for identifying and cultivating naming opportunities and administering the naming process. All naming opportunities shall be approved by following the guidelines outlined in II.A. above.

## **III. Naming Categories**

**A. Naming in Recognition of Distinguished Service.** This naming category recognizes individuals who have attained achievements of extraordinary and lasting distinction for the benefit of the College. Generally, this category will honor individuals who have had direct, substantial, and active association with the College. A financial donation to the College is not required for this naming category.

Employees may be honored in this category provided such honor is bestowed at the end of the individual's service to the College.

**B. A gift of monetary value appropriate to the Facility.** This category recognizes donors who have made substantial financial contributions to the College or the Foundation. The term "donors"

includes individuals, corporations and other organizations. Naming opportunities in this category may reflect the names of individuals, families, organizations, foundations, corporations, or memorials as requested by donors.

#### **IV. Naming Standards**

**A. Benefit to the College.** Naming recognitions must enhance the reputation and prestige of the College. Individuals, memorials, corporations or organizations proposed for Facility naming should have a positive image and demonstrated integrity that is consistent with the College's mission.

**B. Corporate or Organizational Naming.** Corporate or organizational naming of facilities shall be term-limited up to twenty years as articulated in the signed naming agreement unless approved as an exception by the Board of Trustees. Signage reflecting a corporate or organizational naming must conform to all CFCC branding guidelines and may not include the organization's logo or other branding components.

**C. Final Approval.** Prospective donors or honorees must be advised that a naming opportunity is not guaranteed and is not final until approved by the Board of Trustees. Such donor and honorees must be provided a copy of this policy prior or as soon as practicable, after a naming opportunity is discussed.

**D. Pledge and Payment Shortfalls.** A naming conferred in recognition of a pledge shall be contingent upon fulfillment of that pledge. A naming may not be placed on a Facility until at least 60% of a pledge is fulfilled. **If a naming is being funded by more than one individual or household or is being funded by multiple entities, the naming may not be placed on a Facility until the pledge is 100% fulfilled.** The College reserves the absolute right to rescind a naming if at any time the pledge is determined by the College to be fully or partially unfulfilled, subject to any terms in the signed naming agreement for that pledge. Should the College rescind a naming due to an unfulfilled pledge, the College shall be under no obligation to return any portion of the pledge already paid to the College by the donor, per the signed naming agreement.

**E. Planned Gifts.** Irrevocable planned gifts may generate current naming of Facilities if current cash flow considerations are not an issue for requesting Facility naming. Combinations of revocable planned gifts and cash may occasionally generate current naming opportunities under certain circumstances and must be approved as an exception by the Board of Trustees. Particular emphasis will be given to the cash flow requirements of the requesting Facility and the predictability of the long-term value of the revocable deferred gift. A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement.

**F. Recognition Costs and Name Changes.** All initial costs of signage initiated by a gift of monetary value are the responsibility of the Foundation. If a donor or honoree requests a change to the name of a facility or program (e.g., due to divorce or corporate merger), the Board of Trustees will consider the request, but the request may be denied at the discretion of the Board of Trustees. If approved, all replacement signage and other related costs shall be at the donor's or

honoree's expense. Philanthropic recognition shall not grant to a Donor any rights of "ownership" or special use privileges or decision-making authority with respect to any Physical Asset or Non-Physical Asset of the College.

Deleted: (i)

Deleted: (ii)

Deleted: University

**G. Facility Repurposing.** The duration of a donor's or honoree's name on any Facility ordinarily continues for as long as the Facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility or program, the Board of Trustees may deem that the naming period has concluded. The appropriate College representative will make all reasonable efforts to inform in advance and in writing the original donors or honorees or their surviving family members when the naming period is deemed to have concluded, but actual notice and consent from such donors or honorees is not required. The College may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

**H. Naming Procedures.** The President may establish regulations and procedures reasonably required to implement this policy. Such regulations and procedures must include the following provisions.

**I. Recognition Formula.** The amount of money required for naming Facilities generally will be based on a per square foot formula as determined by the President in his/her discretion. The formula is based on the calculation of the net usable square footage of a particular facility divided into the cost of construction or renovation to determine the net per square foot cost times the net usable square feet of a specific area or room. After the number is established, 10% of the total will be used as the minimum monetary gift amount. This formula may be modified depending on the facts and circumstances involved. In addition, high visibility interior and exterior spaces (such as lobbies, libraries, auditoriums, laboratories, athletic venues, walkways and plazas) should be weighted for desirability and therefore may have a higher donation requirement than the figure determined by the standard formula. The degree of weighting will depend on the attractiveness of the opportunity. Any deviation from the standard formula must be reported to the Facilities Committee as part of its review of the naming opportunity if less than stated amount.

Gifts given for a facility naming opportunity will be used to support capital improvements to the facility or, if the facility is not in need of capital improvements, the gift may support other college needs as designated by the signed naming agreement and approved by the Board of Trustees. A donor's gift can only be used for one naming opportunity.

**J. Prior Commitments.** Naming commitments made by the College or Foundation prior to May 1, 2014 shall be honored.

**K. Nominating Process.** The Foundation's Executive Director and the President is charged with determining whether a proposed person is appropriate for recognition prior to submitting a recommendation to the College Board of Trustees for final approval. A profile of the donor and of the honoree, the profile of the distinguished member of the College community, intended use of donated funds, and information about how the gift will be paid must be provided.

**L. Background Check.** Criminal, financial, or other background investigation may be performed on any person, corporation, organization, or other memorial who is not already well established with the College or may reasonably raise questions about the College's naming recognition at the digression of the President or Board of Trustees.

**M. Revocation of a Naming.** If the donor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interests of the College, the naming may be revoked. If a person, corporation, organization, or other memorial for which a Facility is named is involved in a public instance of criminal misconduct or other moral turpitude that significantly damages or otherwise diminishes the reputation or standing of the College, the Board of Trustees may in its sole discretion remove the name from the Facility. The reasons for such removal must be documented. The College shall not be obligated to return any donation accepted for a naming opportunity that is revoked according to this section.

**N. Review of Documents.** The Facilities Committee shall receive a report from the Foundation's Executive Director with details about any proposed naming agreement, including without limitation a biography or other background material, not limited to criminal or financial background, that explains how the naming opportunity benefits the College and enhances its reputation, and any other documentation or material it may request.

**O. Due Diligence.** Additional due diligence may be taken to avoid any appearance of commercial influence or conflict of interest in certain circumstances including facilities named for: corporations, organizations, public officials, or other state employees concerned with the function or oversight of the College.

**P. Facilities Committee Role.** Naming opportunities must be approved by the Facilities Committee prior to consideration by the Board of Trustees.

**Q. Closed Session Review.** Naming opportunities shall be discussed in closed session of the Facilities Committee and the Board of Trustees to ensure that the honor is not prematurely announced. Final approval of the naming opportunity shall occur in open session, but a rejection or decision to not proceed with a naming opportunity is not required to be considered by the Board of Trustees in open session.

**R. Announcement.** Naming opportunities must not be announced to the public prior to approval by the Board of Trustees. If a naming opportunity is not approved or does not otherwise occur, the documents related to the naming opportunity are public records, but College staff should not publicize or discuss the naming opportunity outside of their official duties.

**S. Review and Updating.** This Policy shall be reviewed periodically by the College and Foundation with all recommended changes requiring approval by the President and Board of Trustees.

## **FINANCE COMMITTEE**

Mr. McLeod reviewed the following information.

### **Proposed New Hanover County Budget**

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the New Hanover County Proposed Budget in the amount of \$17,033,831. Motion carried unanimously.

### **Proposed Pender County Budget**

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Pender County proposed budget in the amount of \$1,431,250. Motion carried unanimously.

### **State Budget Revision**

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision for an increase of \$3,863,913. Motion carried unanimously.

### **State Budget Summary**

The State Budget Summary reported 44.94 percent of the budget has been expended as of December 2024.

### **County Budget Summary**

The County Budget Summary reported 49.79 percent of the budget had been expended as of December 2024.

### **Institutional Funds Update**

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

## **ADMINISTRATIVE AND PERSONNEL COMMITTEE**

Mr. Guy reviewed the following information.

### **EMPLOYEE HANDBOOK PROPOSED POLICY**

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

### **Social Media Channels Policy**

#### **6.5 Social Media Channels**

Cape Fear Community College's official social media channels are managed and maintained by the Community Relations department.

#### **Account Creation and Approval**

Social media accounts representing Cape Fear Community College or any of its affiliated departments or programs **must be approved and must receive explicit written permission** from

the CFCC Community Relations department before creation.

Only departments within Student Services or Academic Affairs are eligible to request new accounts. Before a standalone account is approved, departments must demonstrate a consistent posting schedule by submitting content to CFCC's main accounts for at least six months, ensuring that there is a sufficient volume and quality of content to support an independent social media presence. New users must also complete social media training, which the Community Relations department will provide.

Because consistent oversight is needed for social media management, student clubs may not create official CFCC social media accounts. However, Community Relations welcomes content submissions from student organizations and clubs to be shared on the College's main accounts.

#### **Account Management and Security**

Community Relations requires administrative access to all social media accounts affiliated with CFCC. This includes credentials for login and permission to change passwords when necessary. Should an administrator of a CFCC social media account leave the college or their role, a new employee must be designated to manage the account, and Community Relations must be informed immediately so access can be updated. Accounts must be maintained in compliance with CFCC standards to avoid unauthorized changes or security issues.

#### **Content and Conduct Standards**

All social media content related to CFCC must comply with college policies, including FERPA regulations and all state and federal laws. Administrators are responsible for monitoring and removing content that may violate these standards. Posts containing any form of offensive language, threats, harassment, or promotion of unauthorized programs are strictly prohibited. In cases where content is deemed inappropriate, Community Relations reserves the right to remove or request the removal of such content immediately. Social media content must be ADA-compliant.

#### **Branding and Logo Use**

To protect CFCC's brand identity, only Community Relations-approved logos and images may be used on official CFCC-affiliated social media accounts. Unofficial accounts are not permitted to use the official CFCC logo or seal, including in profile pictures.

#### **Content Removal and Account Deactivation**

Community Relations has the authority to remove content or deactivate any social media account that fails to meet regular posting requirements or violates college policy. New accounts are subject to a six-month probation period, during which their content will be assessed for engagement and consistency. Accounts that become inactive or lack relevant, engaging posts may be removed or

consolidated under CFCC's main social channels.

### **Blocking Third-Party Accounts**

CFCC reserves the right to block any third-party accounts that post spam, solicitations, or off-topic content that disregards college policies or disrupts the institutional account's purpose.

### **Photo and Video Consent**

CFCC requires a signed Photo and Video Release Form for the use of images or videos that include identifiable CFCC students, faculty, or staff. These forms are accessible through the CFCC marketing department website and must be completed prior to sharing any media content on social platforms.

### **User-Generated Content**

Social media users who share content by tagging CFCC's accounts or using CFCC-promoted hashtags grant CFCC the right to use their content on its social platforms. This includes images, videos, and other media shared publicly in association with CFCC events or campaigns.

## **EMPLOYEE HANDBOOK POLICY REVISION**

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

### **Leave Without Pay Policy Revision**

#### **5.1 Vacation Leave**

##### ***Purpose and Uses***

The primary purpose of paid vacation is to allow and encourage employees to renew their physical and mental capabilities and to remain fully productive employees. Employees are encouraged to request leave during each year in order to achieve this purpose. Vacation leave requests must be submitted to the supervisor for approval in advance of taking vacation leave. Vacation leave requests should be submitted to the supervisor in a timely manner to ensure adequate time for review of the request and necessary planning for work to be completed during the period of the employee's vacation leave. The approval of vacation leave requests is at the discretion of the supervisor, division head, or the President.

Vacation leave may also be requested for other periods of absence for personal reasons, for absences due to adverse weather conditions when the school is not closed, and for personal illness or illnesses in the employee's immediate family in lieu of sick leave.

Time lost for late reporting may be charged to the vacation leave account. Deductions may be made from a non-exempt employee's pay where excessive tardiness or absenteeism occurs. Any time not covered by paid leave will require an employee to provide a written explanation and request for leave without pay to the President for approval.



### ***Scheduling Leave***

Vacation leave shall be taken only upon authorization by the employee's supervisor, division head, or the President. The College will try to consider employee's preferences and accommodate their schedules, bearing in mind both individual and College needs.

### ***Leave Credits***

Vacation leave credits are provided under the terms and conditions of this policy for a regular full-time and temporary full-time employee who is in pay status for one-half or more of the regularly scheduled workdays and holidays in a pay period. The rate is based on the length of total eligible state service.

<b><u>Total Years of State Service</u></b>	<b><u>Hours Granted Each Month</u></b>	<b><u>Days Granted Each Year</u></b>
Less than 5	9.34	14
5 but less than 10	11.34	17
10 but less than 15	13.34	20
15 but less than 20	15.34	23
20 years or more	17.34	26

### ***Accounting for Creditable Service***

The College is responsible for informing each employee of the types of prior service, which are eligible to be counted as total State service. If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, it creates a cumbersome, time-consuming process to adjust leave records. When this occurs, credit will be allowed for the service, and the earnings rate will be adjusted; however, retroactive adjustments will only be allowed for the previous twelve months preceding employment at Cape Fear Community College. Adjustments will not be decreased when the College fails to properly determine prior service once an employee has provided appropriate documentation.

### ***Maximum Accumulation***

Leave may be accumulated without any applicable maximum until December 31 of each calendar year. On December 31 of each calendar year, any employee with more than 240 hours of accumulated leave shall have the excess accumulation converted to sick leave so that only 240 hours are carried forward to January 1 of the next calendar year. Excess annual leave cannot be converted to sick leave for individuals who leave the College at any time other than at the close of the leave year.

### ***Advancement***

For unpaid leave (*leave without pay*) and/or leave advancement, such requests must be approved by the President prior to the leave occurring. All requests for unpaid leave (*leave without pay*) and/or leave advancement must be submitted via the College's electronic form and signature system.

Upon request, the President may advance annual leave not to exceed the amount the employee would earn during the remainder of the employee's current contract. If an employee requires time

away from work that is not covered by available vacation leave or other paid leave, the unpaid leave taken will be reconciled, and the employee's paycheck will be reduced accordingly on a pro-rata basis or as otherwise required under the Fair Labor Standards Act. Should an employee leave the College's employment for any reason, vacation leave will be prorated on a monthly basis and any vacation leave used in excess of what any employee actually has earned will be deducted from their final paycheck. Vacation leave will be deducted in full-hour units, i.e., a full hour for any part of any hour overdrawn.

#### ***Leave Charges***

As a rule, leave should be used and charged in increments of one (1) or more hours. However, leave to be paid as terminal leave and leave to be exhausted before disability retirement or leave without pay shall be in units of one (1) hour. See Sections 5.42 and 5.43 regarding leave advancement and/or leave without the pay request process.

#### ***Transfer of Leave***

Unused leave may be transferred when an employee transfers to another eligible state agency if accepted by that employing agency. The College does not accept annual leave from any other jurisdiction.

The employee leaving College service will be paid in a lump sum for accumulated leave not to exceed 240 hours. If the receiving eligible state agency accepts a part of the leave, the combination of the amount transferred and paid shall not exceed 240 hours.

#### ***Leave Without Pay (LWOP)***

Leave Without Pay (LWOP) will only be approved in the event of extenuating circumstances with prior permission from the College President.

Approval of the LWOP request is contingent upon the communicated need for the leave combined with the operational needs of the College, and if the employee has exhausted all available forms of accrued leave (e.g.: vacation, sick, faculty personal leave, personal observance leave, etc.) All LWOP requests must be approved by the President.

If LWOP is requested due to reasons protected under applicable Federal or State mandated programs (e.g.: Family Medical Leave, etc.), the College will adhere to the guidelines set forth for that particular program.

The College may enter a new or modify an existing LWOP request if the employee is not able to submit the request for themselves due to either not being present at work and/or experiencing circumstances beyond their control (e.g.: Personal medical issues, family emergencies, etc.).

Failure to submit a LWOP prior to taking leave may result in disciplinary action up to and including termination of employment.

~~An employee going on leave without pay may exhaust vacation leave or may retain part or all accumulated leave until the employee returns, the only exceptions being:~~

- ~~1. If an employee has accumulated vacation leave, all leave must be exhausted before going on leave without pay for vacation purposes or;~~
- ~~2. If an employee submits a request for leave for other personal reasons for a period not to exceed ten (10) workdays, vacation leave must be used if available; however, if the leave is for a period longer than ten (10) workdays, the employee may choose to use vacation leave or retain it for future use. Options for use of vacation leave under the Workers' Compensation Policy, Family and Medical Leave Policy, and Military Leave Policy are included in these respective policies. If leave without pay extends through December 31<sup>st</sup> of a calendar year, any leave accumulation above 240 hours (prorated for part-time employees) shall be converted to sick leave. When on paid vacation, an employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays, and is eligible for salary increases during that period.~~

### ***Separation***

A lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated vacation leave not to exceed a maximum of 240 hours when separated from Cape Fear Community College service due to resignation, dismissal, non-reappointment, reduction in force, or death. An employee is not entitled to any scheduled holiday occurring after the last day of work, except when the last day of the month is a holiday and the employee is in pay status through the last available workday. The employee ceases to accumulate leave and ceases to be entitled to take sick leave. The last day of work is the date of separation.

Employees separating from the College due to service retirement or early retirement may elect to exhaust vacation leave after the last day of work but prior to the effective day of retirement. All benefits accrue while the leave is being exhausted. If vacation leave is exhausted, the last day of leave is the date of separation, and any unused leave not exhausted must be paid in a lump sum not to exceed 240 hours. If vacation leave is not utilized, the last day of work is the date of separation.

### **SGA REPORT**

As the spring semester begins, the Student Government Association (SGA) is pleased to share an update on recent activities and plans for the future.

#### **Fall Semester Wrap-Up**

The Fall semester concluded with the final General Assembly meeting, where achievements were reviewed, and ambitious goals were set for the Spring. This meeting was well attended by officers, senators, and representatives from various student organizations.

#### **Winter Break Initiatives**

During the winter break, Ivan Ramirez, Michael King, and Sabrina Terry collaborated with the Learning Lab to develop the *Students Helping Students Peer Tutoring Initiative*. A proposal is currently being drafted to present to stakeholders, emphasizing the importance and potential impact of this program.

#### **Spring Kick-Off Event**

SGA will be welcoming both new and returning Sea Devils to campus at a special event. Students will have the opportunity to reconnect with campus resources designed to support their success, enjoy light refreshments, and create supportive paper chains featuring words of encouragement for

the new semester.

#### Preparation for SGA Elections

Looking ahead, the focus remains on supporting the incoming officers for the upcoming SGA elections. Current Executive Officers are dedicated to ensuring a smooth transition and continued success for future student leadership.

#### Black History Month Events

Exciting plans are underway for Black History Month in February:

- Jamir Jumoke, Cape Fear's second minority SGA President, will join the February General Assembly to share his inspiring leadership journey.
- In partnership with the Nixon Leadership Center, Judge James Faison III, the first African American male District Court Judge in North Carolina's Fifth District, will speak about his work with the Community Empowerment Court.
- *Speak Ya Peace* workshops on poetry, spoken word, and music will be offered, giving students a creative outlet to express themselves and address important social issues.

#### Upcoming Conferences and Meetings

The SGA Executive Officers are excited to attend the *Fall Divisional Meeting* at Pitt Community College on February 8th. Additionally, SGA is proud to represent Cape Fear Community College at the *N4CSGA Spring Conference* in Raleigh, NC, from March 21st to March 23rd. These events provide valuable opportunities for leadership development, networking, and bringing fresh ideas back to campus.

#### Vision for the Future

As the new year begins, SGA remains committed to fostering a sustainable future for students and enhancing the overall student experience. The continued support of the campus community is greatly appreciated as these goals are pursued.

Thank you for your ongoing support!

#### **FACULTY ASSOCIATION REPORT**

As of December 13, 2024, Nelson Beaulieu has stepped down as Faculty Association President, and I have been appointed to this role. With the transition in the presidency, our holiday break, and the kicking off of a new semester, there is nothing new to report since our last meeting. We had our first meeting of the semester on January 27, 2025, and more updates will follow. As the new Faculty Association president, I have been well received and am eager to work in this role to support our faculty and our administration.

#### **FOUNDATION REPORT**

Ms. Greene presented the following report.

*As of December 31, 2024*

**2024-25 year-to-date revenue received by the Foundation: \$5,896,173.46**

Notable Gifts since 11.9.24 (cash received)

- **\$163,063.51:** new endowed scholarship from Estate of Mr. William R. Butler.
- **\$75,000:** new endowed scholarship from Faye G. Hoffman Revocable Trust.
- **\$54,000:** support of existing endowed scholarships from Dr. Vidyut Mazzacca.
- **\$35,000:** support of Assistance League of Greater Wilmington Scholarship.
- **\$30,000:** new endowed scholarship from Mr. Ronald R. Sinclair.
- **\$20,000:** continued support of Alper Family Endowed Scholarship from Mr. Mark Alper

Notable Grants since 11.9.24 (cash received)

- **\$100,000:** support of machining program from GE Foundation
- **\$30,000:** support of drop-in childcare center from Live Oak Bank

New Scholarships since 11.9.24 (cash received)

- Dr. James Harvey Butler Endowed Scholarship: supports students in CTE programs.
- Myrtle Reynolds Sinclair Endowed Scholarship: supports students in the LPN-RN accelerated program.
- The Dare Annual Scholarship: supports students in any program who have transitioned out of the foster care system.
- Pleasure Island Auxiliary Post 129 Nursing Annual Scholarship: supports students in the ADN, PN, or LPN-RN accelerated program.
- Faye G. Hoffman Trust Endowed Scholarship: supports students in the Practical Nursing or ADN program
- Margaret & Jim Gibbons Endowed Scholarship: supports CTE students showing financial need
- Tim and Vicki Milam Endowed Scholarship supports students in any Automotive program showing financial need

Upcoming Efforts

**February 13, 2025:** Donor Appreciation Celebration in Daniels Hall

Foundation Fundraising Goals & Actuals FY24-25			
<i>December 31, 2024</i>			
Foundation Revenue (Gifts and Grants)	2024-2025 Goal	YTD Actual (Cash)	% of Annual Goal
Annual Scholarships (New)*	\$ 540,000.00	\$ 517,976.00	95.92%
Annual Scholarships (Renew)**	\$ 1,400,000.00	\$ 727,562.01	51.97%
Endowed Scholarships (New)	\$ 275,000.00	\$ 404,213.51	146.99%
Endowed Scholarships (Adding to the scholarship)	\$ 525,000.00	\$ 463,815.85	88.35%
Program Support***	\$ 4,700,000.00	\$ 3,496,588.92	74.40%
Sea Devil Athletics	\$ 100,000.00	\$ 60,211.53	60.21%
Student Emergency Funds	\$ 40,000.00	\$ 2,672.00	6.68%
Unrestricted	\$ 50,000.00	\$ 66,811.64	133.62%
Wilson Center & Hello Arts	\$ 325,000.00	\$ 156,322.00	48.10%
	\$ 7,955,000.00	\$5,896,173.46	74.12%
Gifts In Kind		\$ 18,718.50	
Interest Income		\$ 24,613.00	
Included in these numbers:			
*Novant Pathways Scholarship		\$ 500,000.00	
**New Hanover Comm Endowment		\$ 552,965.86	
***New Hanover Comm Endowment		\$ 2,251,921.14	
***Saklad Nursing Wraparound Funds		\$ 773,843.00	
***New grants		\$ 280,000.00	

### Announcements

**DATE OF NEXT MEETING – MARCH 27, 2025**

Meeting adjourned at 6:07 pm.

\_\_\_\_\_  
James P. Morton President/Secretary

\_\_\_\_\_  
Michelle S. Lee, Recording Secretary

/ml