

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 27, 2025
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Approval of Minutes January 30, 2025
- IV. Introductions and Recognitions
- V. Chair's Report
- VI. President's Report
- VII. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance Committee
 - C. Administrative & Personnel Committee
- VIII. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- IX. Announcements
- X. Date of Next Meeting – May 22, 2025



North Carolina State Ethics Commission

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(to be read by the Chair or his or her designee at the beginning of each meeting¹)

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

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

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

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

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

MINUTES

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 Pluer, 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:

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

Plan Criteria	Classes Offered	Classes Visited by Supervisor	Plan Requirement	Criteria Met
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 up on 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 ~~(i)~~ rights of “ownership” or special use privileges or ~~(ii)~~ decision-making authority with respect to any Physical Asset or Non-Physical Asset of the CollegeUniversity.

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.

<u>Total Years of State Service</u>	<u>Hours Granted Each Month</u>	<u>Days Granted Each Year</u>
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 31st 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

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Wilson, Regenia	Curriculum Specialist	2/17/2025
Bryan, Donald	Instructor, EWD Electricity/Electronics	3/10/2025
Travagline, Stephanie	CDC Lead Teacher	3/10/2025

Changes

Full Name	Job Title	Effective Date
McIntosh, Mary Elizabeth	Director of Upward Bound and Career Academy	01/01/2025
Coulthard, Cameron	Director, Admissions and Student Records	02/01/2025
Harvey, Sheila	Admissions and Student Records Specialist	02/01/2025
Hunt, Courtney	Admissions and Student Records Specialist	02/01/2025
Jacques, Jameisha	New Student Navigator	02/01/2025
Lewis, Natalie	Admissions and Student Records Specialist	02/01/2025
Medler, Dino	Department Chair, Business Technology-Interim	02/01/2025
Mullins, Mason	New Student Navigator	02/01/2025
Niessner, Katherine	FT Information Specialist	02/01/2025
Weinfurther, Kayla	Admissions and Student Records Specialist	02/01/2025
Moss, Adam	Career Readiness Coordinator-ACR	2/20/2025
Stenson, Simone	Career Counselor	2/20/2025
Easton, Erin	Vice President, Economic & Workforce Development	3/1/2025
Guthrie, William	Senior VP of Academic Affairs and SACS Liaison	3/1/2025
Guy, Michelle	Lead Scholarship Administrator	3/1/2025
Pettigrew, Darcie	Director of Custodial	3/1/2025
Bender, Kimberly	Marketing and Digital Engagement Specialist	3/10/2025
Clark, Jessica	Academic & Athletic Compliance Coordinator	3/17/2025

Employees Leaving the College

Full Name	Job Title	Last Day
Lewis, Mark	EWD Instructor, Electricity/Electronics - NHCCF	01/17/2025
Donohoe, Sean	Career Case Manager, Pathway Home 2 Grant	01/29/2025

Chavez-Carroll, Olivia	Director, Military Business Development	01/30/2025
Johnson, Hannah	Student Accounts Specialist	02/07/2025
Johnston, Jacqueline	Director, Human Resources	02/07/2025
Marshburn, Hattie	Admin Asst, Pathway Phase 2	02/13/2025
Jenkins Degan, Jacqueline	Instructor, Marine Technology	02/17/2025
Watson, Brittany	Environmental Tech	02/21/2025
Buffkin, Brittany	Curriculum Technician	02/23/2025
McCown, Joseph	Crew Member, Painting	02/28/2025
Yaniero, Rachel	Information Specialist	02/28/2025
Hall, Bruce	Environmental Tech	03/03/2025
McIntosh, Mary Elizabeth	Director of UB & CA	03/14/2025

Retirements

Full Name	Job Title	Retirement Date
Brown, Carol	Director, Academic Advising Center	2/1/2025
Downing, John	Vice President, Economic & Workforce Development	2/1/2025

CHAIR'S REPORT

Ethics Training

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

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

SEI Forms

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

President's Evaluation

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

Board Self-Evaluation

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

Commencement

Spring Commencement will be held on Friday, May 9, 2025. Ceremonies will be held at 9:00 am, 12:30 pm, and 4:00 pm.

Upcoming NCACCT Meeting

2025 NCACCT Leadership Seminar

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

PRESIDENT'S REPORT

CFCC Joins NC Community Colleges Boost Program

CFCC is participating in the NC Community Colleges (NCCCS) Boost program, which aims to enhance workforce development and create pathways to high-wage careers. Funded by a historic \$35.6 million grant from Arnold Ventures, this initiative seeks to accelerate students' progress through college and into the workforce, aligning with state economic goals. Modeled after the successful CUNY ASAP program, it has shown promising results in other states by increasing graduation rates and reducing completion times. The Boost program will support students at CFCC and 14 other colleges in North Carolina, focusing on sectors vital to the state's economic future. The program will provide timely support, dedicated student advising, and incentives to help students accelerate their education. Students must meet eligibility criteria, select in-demand career programs, and maintain benchmarks to benefit. Enrollment for the Boost program at CFCC will start in Fall 2025.

CFCC Full-Time Employees Receive Raise

Our employees are essential to the success of CFCC. Their commitment and innovative thinking have significantly enhanced our reputation and established new standards in education and workforce development. Effective March 1, 2025, all full-time employees received a 3 percent salary increase, retroactive to July 1, 2024 (or employee's start date, if after this date). This well-deserved salary adjustment is a result of our efforts to improve efficiencies and promote student success at CFCC. Through strategic planning and employee dedication, we have strengthened our financial position, enabling this investment in our team.

EdNC Perspective Article

Wrote an article for EdNC.org in February 2025 titled "[Addressing the Nursing Shortage: A Collaborative Path Forward.](#)" The article emphasizes the critical importance of promoting a healthcare partnership initiative to enhance collaboration among various community stakeholders in the medical field.

Online Tutoring Platform

CFCC has acquired a new online tutoring platform, tutor.com, which offers help in over 250 subjects. The online tutoring platform will give students an opportunity for additional help with their studies when the student is unable to attend an in-person tutoring session.

Benny Hill Quartet Fundraiser

The sold-out Benny Hill Quartet Fundraiser, held on January 30 at the Wilson Center, raised \$12,000 to benefit the music department.

Healthcare Career Fair

A healthcare career fair was hosted in Daniels Hall on February 11. The career fair allowed current students and community members to explore various career options and connect with over 50 potential local employers.

Marine Technology Career Fair

CFCC hosted a marine technology career fair on February 13. This career fair brought together over 20 employers from marine technology and related industries. The event offered attendees an opportunity to explore diverse career paths, connect with potential employers, and learn more about the booming marine technology sector.

Second Chance Employer Engagement Session

Local employers were invited to CFCC's Second Chance Employer Engagement Coffee Hour on February 14. This event offered employers interested in second-chance hiring opportunities to learn more about the initiative, network with like-minded professionals, and discover resources for justice-involved individuals seeking meaningful employment.

Back to Work Bootcamp

CFCC hosted a "Back to Work Bootcamp" on February 24-26. This program was designed to assist individuals who have been out of the workforce for an extended period of time or who have experienced job loss by exploring new career opportunities, rebuilding confidence, and equipping participants with essential job search skills.

Sea Devil Spirit Week

CFCC's Athletic Department hosted Sea Devil Spirit Week from February 24 to 26. A variety of events for employees were held, including a department door decorating contest, CFCC spirit dress day, and an employee appreciation reception at the men's and women's double-header basketball games versus Brunswick CC.

Black History Month and Women's History Month

The Nixon Leader's Center planned various activities for students and employees in February and March to celebrate Black History Month and Women's History Month, respectively.

CFCC Faculty and Friends Concert

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

Construction and Apprenticeship Career Fair

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

CFCC Music Instructor's Composition Performed at Carnegie Hall

CFCC music instructor Ernesto Ferreri recently had his composition, *Octet Op. 32*, performed at Carnegie Hall by the Connecticut Virtuosi, conducted by Maestro Damiano Tognetti. Originally composed in 1979 and extensively updated in 2013, the piece features a richly layered eight-player ensemble, enhanced by an expanded string section during this performance. Ferreri has been a

faculty member at CFCC since 1993 and has an extensive history of international performances, including opportunities in Tehran, Iran, and Poland, where conductor Arian Sylveen Mackiewicz supported his work.

Part-Time Career Fair

CFCC hosted a part-time career fair on March 19 at the Downtown Campus. The event was open to the public and connected students, job seekers, and community members to over 30 employers with various part-time employment opportunities in the hospitality, restaurant, and retail industries.

Information Technology Career Discovery Night

CFCC hosted Career Discovery Night on March 20, highlighting the college's Information Technology (IT) programs. Attendees engaged in hands-on activities and interacted with experienced CFCC IT employees to gain insights into local employment opportunities and salary expectations and explore various career pathways.

Beginning Carpentry and Woodworking Course

CFCC's Burgaw Center is advancing its commitment to skilled trades by offering a Beginning Carpentry and Woodworking class to respond to the increasing demand for skilled labor in Pender County. This course, designed to prepare individuals for careers in construction, will be conducted from April 1 to July 24, 2025. Participants will engage in hands-on training to develop essential carpentry skills.

Veterinary Medical Technology Program Open House

CFCC's Veterinary Medical Technology program hosted an open house on Monday, March 24, at the NV Building at North Campus. Attendees had the opportunity to meet with faculty members, ask questions about the program, learn more about the application process, and tour the facilities.

CFCC's Fine and Performing Arts Department Presents the Spring Production of *Tartuffe*

CFCC's Fine and Performing Arts Department presents Molière's classic comedy, *Tartuffe*, on April 3-4 and April 9-12 at 7:00 p.m. in the Studio Theater at the Wilson Center. This timeless satire delves into themes of hypocrisy and deception. The production showcases the talents of CFCC's student performers and offers a fresh take on this comedic masterpiece.

2024 Riverfront Boat Show

The CFCC annual Riverfront Boat Show will occur on Saturday, April 12, from 9:30 am - 3:00 pm along the Cape Fear River between Hotel Ballast and the Coastline Convention Center. This free event is open to the public and spotlights the craftsmanship of boat building, highlighting both CFCC student creations and the work of local artisans. The boat show is the year's largest fundraiser to support scholarships for boat-building students.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

New Hanover County Capital Outlay

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	Design
2	N Campus NB Bldg. Replace Exterior Masonry Failing at Arches				\$ -	\$ 90,000.00	\$ 90,000.00	Awarded to Contractor
3	S Building (2) Chillers Replacement				\$ -	\$ 1,000,000.00	\$ 1,000,000.00	Design underway
4	S Building HVAC Reno Phase 2				\$ -	\$ 720,000.00	\$ 720,000.00	Design underway
	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	Construction

State Capital Improvement Infrastructure Funds (SCIF)

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	\$10,000.00	\$ -	\$ 12.81	\$10,012.81	\$100,000.00	\$89,987.19	Design

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	Pre-Constructon

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	\$2,095,734.00	\$543,051.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Pre-Construction

L Building 1st Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	L Building 1st Floor Interior Reno	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$1,100,000.00	Designer awarded

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	\$ 29,907.00	\$120,093.00	\$150,000.00	\$150,000.00	\$0.00	Contractor Awarded

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	\$ 154,485.00	\$ 10,000.00	\$164,485.00	\$164,485.00	\$0.00	Construction

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	\$ 3,094.44	\$77,916.44	\$90,000.00	\$12,083.56	Complete

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

3-1 L Building 1st Floor Interior Renovation

3-1 McLeod Building S – Elevator Tower Roof Replacement Final Project Closeout

Polling of the Board of Trustees

NA McKeithan Building

The CFCC Board of Trustees was polled on March 12, 2025, and approved the increase of the budget for the NA McKeithan Building Atrium Glazing System Renovation for a project total of \$164,485.00.

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, on schedule

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	Pre-Construction

FINANCE COMMITTEE

State Budget Revision

CAPE FEAR COMMUNITY COLLEGE						
State Budget Revision Report for Fiscal 2024 - 2025						
Allocation Description	July - Aug	Sept - Oct	Nov - Dec	Jan - Feb	YTD	
2023 - 2024 Carryover Allocation to 2024 - 2025:	2,575,467				2,575,467	
Equipment	1,674,843					
Books	98,693					
Basic Skills Performance-Based Funding	113,772					
Other Performance-Based Funding	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	
Common Digital Credential Pilot Program				750,000	750,000	
Construction Training Building Careers (Construction Academies) - FY 23-24 Carryforward	43,857				43,857	
Customized Training Allocation for CloudWyz #2			1,027		1,027	
Customized Training Allocation for Coastal Beverage Company			15,922	13,667	29,589	
Customized Training Allocation for Corning Project #5			5,280	10,270	15,550	
Customized Training Allocation for GAF - Burgaw		3,123	16,877	4,497	24,497	
Customized Training Allocation for GE Aviation		40,450	44,360	45,467	130,277	
Customized Training Allocation for Paper Foam	1,650	1,288			2,938	
Customized Training Allocation for Polyhose	235			360	595	
Customized Training Allocation for Vantaca	17,518	6,408	2,995	14,764	41,685	
Improving Career & Technical Education (CTE) Carry Over Funds		61,908			61,908	
Enrollment Growth Reserve - FY 23-24 Carryforward	246,942				246,942	
Enrollment Growth Allocation for FY 24-25			3,732,171		3,732,171	
Enrollment Growth Reserve - FY 24-25				391,572	391,572	
Faculty Recruitment and Retention Carryforward - Recurring Obligations	1,366,499				1,366,499	
Faculty Recruitment and Retention - FY 24-25			45,281		45,281	
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	
High-Cost Healthcare Workforce Start-Up Program - EMS - AEMT - FY 24-25				24,300	24,300	
Longevity Allocation				554,959	554,959	
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	
Total Additional Allocations	7,533,915	113,177	3,863,913	1,809,856	13,320,861	

State Budget Summary

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF FEBRUARY 2025					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 12,563,789.00	799,656.79	7,466,228.79	\$ 5,097,560.21	59.43%
Instruction - Curriculum	39,892,699.00	2,866,055.81	23,265,321.31	\$ 16,627,377.69	58.32%
Instruction - Non-Curriculum	9,036,377.00	738,245.59	4,762,404.14	\$ 4,273,972.86	52.70%
Academic Support	7,220,502.00	513,188.70	4,040,866.07	\$ 3,179,635.93	55.96%
Student Support	<u>5,537,416.00</u>	<u>436,060.51</u>	<u>3,749,019.71</u>	<u>\$ 1,788,396.29</u>	<u>67.70%</u>
Total: CURRENT EXPENSE	74,250,783.00	5,353,207.40	43,283,840.02	\$ 30,966,942.98	58.29%
Equipment	3,520,053.00	103,052.94	1,862,271.38	1,657,781.62	52.90%
Books	176,301.00	746.91	61,807.82	114,493.18	35.06%
Categorical Equipment	798,370.00	36,321.15	79,148.29	719,221.71	9.91%
Total: CAPITAL OUTLAY	4,494,724.00	140,121.00	2,003,227.49	2,491,496.51	44.57%
GRAND TOTAL ***	<u>\$ 78,745,507.00</u>	<u>\$ 5,493,328.40</u>	<u>\$ 45,287,067.51</u>	<u>\$ 33,458,439.49</u>	<u>57.51%</u>

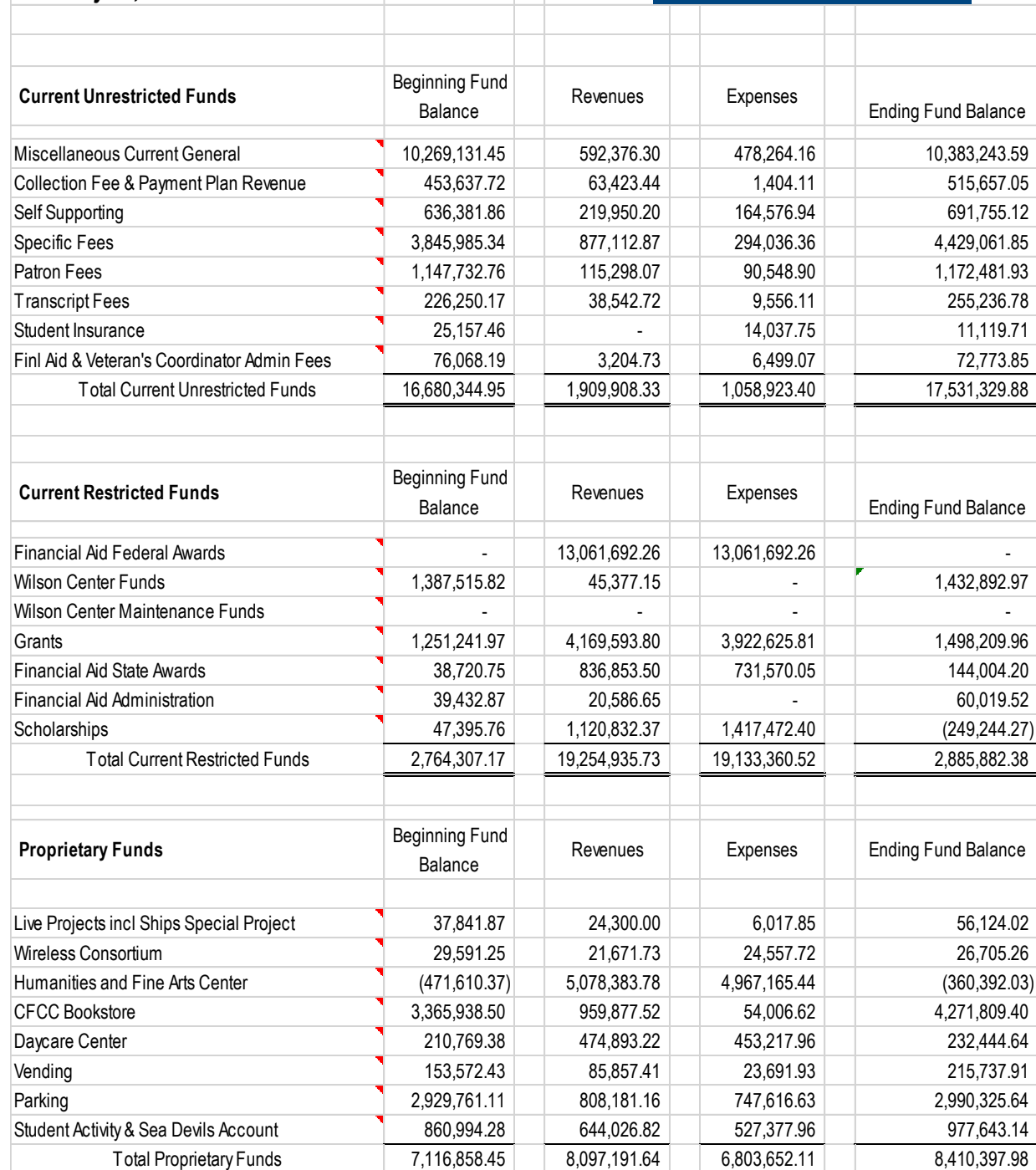
County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF FEBRUARY 2025

	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	61,414.60	1,398,247.82	77,079.18	94.78%
Plant Operation	7,713,281.00	648,072.73	5,426,604.22	2,286,676.78	70.35%
Plant Maintenance	3,442,459.00	281,119.41	2,216,359.19	1,226,099.81	64.38%
Total: CURRENT EXPENSE	12,631,067.00	990,606.74	9,041,211.23	3,589,855.77	71.58%
Buildings & Grounds	3,723,972.00	13,094.00	1,327,875.85	2,396,096.15	35.66%
Equipment	0.00	0.00	5,356.28	-5,356.28	0.00%
Total: CAPITAL OUTLAY	3,723,972.00	13,094.00	1,333,232.13	2,390,739.87	35.80%
GRAND TOTAL	16,355,039.00	1,003,700.74	10,374,443.36	5,980,595.64	63.43%

Cape Fear Community College
Institutional Funds
Year-to-Date Budget Report
February 28, 2025



ADMINISTRATIVE AND PERSONNEL COMMITTEE

PRESIDENT'S EVALUATION POLICY

President's Evaluation Policy

CAPE FEAR COMMUNITY COLLEGE

Board of Trustees Evaluation Policy

SUBJECT: President/CEO Performance Evaluation

DEVELOPED BY: Board of Trustees

ISSUED: May 1995

MOST RECENT REVISION: March 2021

POLICY:

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

GUIDELINES:

A. Performance Evaluation Period

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

B. Performance Evaluation Committee

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

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

C. Performance Evaluation Procedure

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

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

2. Formal Performance Evaluation Tool and Process:

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

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

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

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

APPROVED BY:

Chair, Board of Trustees

Date

STUDENT HANDBOOK POLICY REVISION

Grading System

Grades and Quality Points

Grade	Significance/Description	Grade Value
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
XF	Unofficial Withdrawal (failure)	0
R	Repeat (remedial courses only)	n/a
I	Incomplete	n/a
W	Official Withdrawal	n/a
AU	Audit	n/a
SR	Senior Audit	n/a
CT	Credit by Transfer	n/a
CR	Credit by Proficiency Exam	n/a
P	RISE Corequisite (pass)	n/a
P1	Transition course—Tier 1 complete—	n/a
P2	Transition course—Tier 2 complete	n/a
P3	Transition course—Tier 3 complete	n/a
-	<u>Grades no longer issued</u>	-
IE	Incomplete Emergency (Covid)	n/a
NC	Unofficial Withdrawal (failure)	0
NS	No Show (never attended)	n/a
PA	Passing (remedial courses only)	n/a
PB	Passing (remedial courses only)	n/a
PC	Passing (remedial courses only)	n/a
WE	Withdrawal Emergency (Covid)	n/a

EMPLOYEE HANDBOOK POLICY REVISIONS

Learning Resources

SECTION IX - Learning Resources

9.1 Learning Resource Services

Cape Fear Community College provides a wide variety of resources and services for students and employees through the Learning Resource Center (LRC). The Learning Resource Center includes the Library ~~and the Learning Lab, and the International Center, and Transition Math and English programs.~~ The Learning Resource Center operates under the direction of the Department of Student Services.

9.2 The Libraries

The Libraries contain more than 48,000 books supporting the curricular, Economic and Workforce Development offerings of the College. Additionally, the Libraries' collections include more than 8,000 audiovisual items and access to more than 200,000 e-books. Qualified personnel are available during all times that the Libraries are open to assist students, employees, and community patrons in using these resources. Efforts are made continuously to update the Libraries' resources in order to meet the changing needs of the Cape Fear Community College community. Employees are encouraged to participate in the selection of new materials and suggestions from students are also welcomed. ~~The Cape Fear Community College ID card becomes a library card once it is presented and registered with the Library. It is used to check out all library materials.~~ All CFCC faculty, staff, and students can check out all library materials using their CFCC ID number.

Staff of the Libraries offer general tours and instruction in the use of Library resources. Instruction can be customized to an individual class and/or assignment, as needed. To arrange a tour, in-Library instruction, or to reserve space for a whole class, instructors may contact the Reference Desk at either the Wilmington or North Campus Library.

9.3 Materials Selection

Librarians, in consultation with faculty, select materials in designated subject/program areas. All materials acquired reflect the resource needs of the College. This underlying principle will determine such basic matters as type, format, quantity and scope of resources to be acquired. In general, resource needs reflect one (1) or more of the following:

- Curriculum support
- General reference needs
- Research needs
- General or specialized professional growth
- Extracurricular interests

Students, employees, and community patrons are welcome to make recommendations for the purchase of materials at any time. All recommendations should be submitted to a Cape Fear

Community College librarian for consideration. The Department of Student Services and the college's professional librarians are ultimately responsible for selecting materials.

9.4 Weeding

Weeding, or material deselection, is an ongoing process. Faculty members are an integral part of the collection review process and are expected to assist the librarians with this task. The Department of Student Services retains the ultimate responsibility for determining whether material will be retained or discarded. The Libraries adhere to the NC Administrative Code governing the disposal of Library materials (23 NCAC 02C .0403 Surplus and Irreparable Books and Book-Like Media).

9.5 Gifts

The Libraries gladly accept donations to the collection, using the criteria of the Materials Selection Policy, in conjunction with other criteria, including, but not limited to, identified need or interest, relevance to current programs, currency, and physical condition. Gifts that cannot be used in the collection will be disposed of through established procedures.

9.6 Confidentiality of Library User Records

Users have a right for their registration and circulation records to remain confidential, and the Library adheres to NC General Statute 125-19 regarding the confidentiality of user records as follows: § 125-19. Confidentiality of library user records

1. Disclosure. A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services or as otherwise having used the library, except as provided for in subsection (b).
2. Exceptions. Library records may be disclosed in the following instances:
 - a. When necessary for the reasonable operation of the library;
 - b. Upon written consent of the user; or
 - c. Pursuant to a subpoena, court order, or where otherwise required by law.

9.7 Library Conduct in the LRC

The Cape Fear Community College Libraries welcome all visitors who are actively engaged in the use of our resources and services for academic purposes. To ensure that you have a safe and pleasant environment for study and research, the Library prohibits the following behaviors:

- Commercial use of computers or viewing obscene/pornographic sites or any other violation of the Cape Fear Community College Acceptable Use Policy (Section 12.3)
- Drinking near Library computers, equipment, books, or journals (securely covered beverages are permitted in other areas of the Library)
- Eating
- Damaging or defacing facilities or resources
- Loud cell phone use (please be courteous and take phone calls outside)

- Leaving children unattended
- Entering the Library with duffel bags, bedrolls, sleeping bags, trash bags, or shopping carts
- Selling, soliciting, or panhandling
- Disrupting other users due to poor hygiene
- Prolonged sleeping
- Disruptive behavior, rowdiness, or excessive noise
- Possession of alcohol or of a controlled substance
- Smoking or the use of tobacco products

9.8 Learning Labs

The Cape Fear Community College Learning Labs provide academic support for students through tutoring, Supplemental Instruction (SI), and computer use and instruction. ~~Students are required to sign up for tutoring and~~ Faculty batch approves all students for tutoring assistance per class, per semester. Students can then access tutoring ~~de-se~~ at any Lab location or online. (Any student who late adds a class can self-refer for tutoring through the Learning Lab Tutoring Request form.)

~~9.9 International Center~~

~~The Siegfried and Louise Goodman International Center provides programs and services that highlight the College's commitment to global awareness and education.~~

~~9.10 RISE Transition Math and English Program~~

~~MAT 003 and ENG 002 are developmental education courses under the NC Community College System's RISE program (Reinforced Instruction for Student Excellence), which are offered by the LRC.~~

Responsibilities of Faculty

SECTION VIII - Instruction

8.1 Responsibilities of Faculty

The College's faculty is responsible for the development and delivery of quality instructional programs, content, and experiences. Faculty responsibilities also include:

- Supporting the College's initiatives to recruit, retain, and graduate students
- Promoting awareness of the College's curriculum and Economic & Workforce Development programs
- ~~• Promoting awareness of the College's curriculum and Economic & Workforce Development programs~~
- Engaging in professional development activities
- Building and maintaining partnerships with community stakeholders in support of academic programs
- Contributing to the College's strategic planning and institutional effectiveness processes
- Serving on the College's standing committees and working groups as assigned (recognizing these commitments may be outside a regular schedule)
- Adhering to the Course Standards

Teaching Loads

8.3 ~~Curriculum~~ Teaching Loads

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (*whichever threshold is met first*) or its equivalent based on a 16-week academic semester. **Additionally, faculty must teach a minimum of 120 students or meet the 25-contact-hour threshold to receive an overload contract.**

Full-time instructors in the Economic & Workforce Development (EWD) department are required to maintain a minimum teaching load of 30 hours per week. This teaching load shall be fulfilled on campus or at a designated work site, as determined by the college's operational needs and strategic objectives.

The College President may authorize increases and/or decreases to full-time instructional loads as needed to address programming requirements. Such increases and/or decreases may apply to all areas of instruction or to specific programs.

Instructors who are assigned an instructional load beyond the guidelines established above may receive additional compensation **so long as they meet the minimum of 120 students or meet the 25-contact hour threshold, or fulfill a minimum teaching load of 30 hours per week for EWD instructors.** In such cases, instructors will receive temporary part-time instructional contracts prorated for the credit or contact hours exceeding the general full-time load of 18 semester credit hours or 25 weekly contact hours or its equivalent based on a 16-week academic semester **or 30 hours for EWD instructors** or as established by the College President.

For further information on work hours, please visit Employee Work Schedules (Section 5.16).

Selection Process

SECTION V – Human Resources

5.21 Selection Process

Whether a vacancy is being filled internally or externally, the hiring supervisor or search committee charged with conducting the search will proceed with the selection process. This will include a review of the applicant's qualifications, appropriate personal interviews, and, as needed, consultation with other College employees.

All applications received will be certified through Human Resources to ensure candidates are qualified for the position. The certified applications will be sent to the search committee chair, and all applications, resumes, cover letters, and the job description will then be forwarded to all search committee members. The search committee will determine the most qualified candidates, and the committee chair will schedule the interviews according to all parties' availability. Interviews should not be virtual unless the applicant is traveling from a great distance, and it is understood by the applicant if they are considered for the position, a second in-person interview will be required. Final candidates for the position may be asked to participate in follow-up conversations as needed with one or more college employees.

Reference checks are required for all final candidates for a position. Reference checks are completed by Human Resources.

Upon completion of their search and interview of candidates, the search committee will score candidates and submit a hiring proposal for the committee's selected candidate through the applicant tracking system. Proposed candidates who did not score the highest must be accompanied by a rationale in the hiring proposal. Hiring proposals follow a standard approval workflow with recommended salary input and forwarded by Human Resources. The President has the final approval authority on hiring proposals and may approve the selection of a recommended candidate, or if not approved, the position may be re-advertised or the search canceled.

The findings of the committee should be noted by the search chair on the hiring proposal via the online applicant tracking system. In the case of senior-level administrators filling positions that report directly to the President, the President's nomination will be forwarded to the Board of Trustees for final approval. After approval by the President or Board of Trustees, the applicant selected will be notified of their selection by Human Resources. The appointment will be confirmed by an official offer letter or employee status change form from Human Resources.

If a candidate who is selected to fill a vacancy declines the offer, the position may be offered to another qualified applicant who had applied within the accepted time frame. If a search is canceled for any reason, any attempt to fill the vacancy at a later date will follow the same procedures as for a new position.

SGA REPORT

I would like to begin by expressing my heartfelt gratitude to the college administration for giving me the opportunity to serve as SGA President for these past months. It has truly been an honor to represent the student body, and work with faculty, staff to create a positive, inclusive and engaging environment at Cape Fear Community College. Joining me today is SGA Vice President/Secretary Stefanie Perez Sintuj.

February 2025

On February 4th, the General Assembly meeting had a great turnout. It provided a valuable opportunity for attendees to engage in discussions about key initiatives, upcoming events, and student concerns.

1. On February 8th, SGA attended the N4CSGA East Divisional Meeting at Pitt Community College. During the event, we participated in student leadership development and engagement workshops, informational sessions, and debates. It was a fantastic experience, and we are excited to bring these initiatives and ideas back to campus as we continue strengthening our efforts to build a more connected and supportive campus community.
2. On February 12th and 13th, SGA hosted Cupid's Cafe for Valentine's Day, where students created handmade cards and enjoyed free donuts. The event was a great success, with over 200 students participating and taking a well-deserved break from their busy schedules.
3. On February 24th, the Nixon Leaders Center hosted Motivational Monday featuring Judge James Faison III, the first African American male District Court Judge in North Carolina's Fifth District. He shared insights on his work with the Community Empowerment Court, emphasizing his dedication to positive change. The event, attended by 25 students, provided valuable knowledge on the intersection of law and community empowerment.

March 2025

1. The March 11th General Assembly meeting had strong attendance and focused on future plans, including upcoming elections, the spring festival, and promoting SGA's role and events. Additionally, clubs like PTK, NLC, and the Nursing Club shared updates on their activities.
2. On March 11th, SGA hosted HERstory on the Big Screen, a Women's History Month event featuring a free screening of Hidden Figures. The movie highlighted the contributions of three women who helped launch NASA into space. With a great turnout, attendees enjoyed free popcorn and drinks, making it a fun and memorable evening.
3. On March 17th, SGA will host the Lucky Scavenger Hunt in celebration of St. Patrick's Day. Students will explore campus, collect secret codes from various locations, and enter at least eight correct codes to qualify for the "Get Lucky Raffle" with exciting prizes. This fun and interactive event brings a festive spirit to campus and brings awareness to student resources.
4. From March 21st to 23rd, the SGA executive officers will represent Cape Fear Community College at the N4CSGA Spring Conference in Raleigh.

5. In April, the Student Government Association will hold elections, offering students the opportunity to choose the next leaders. This process allows students to play an active role in shaping the future of student life and the initiatives that impact our campus community.

Vision for the Future

Looking ahead, we are excited to continue building an inclusive and connected campus where every student feels supported and empowered. Through leadership opportunities and engaging events, we are dedicated to shaping a brighter and more promising future for students at Cape Fear Community College.

FACULTY ASSOCIATION REPORT

The Faculty Association has been working on increasing participation. The recent meeting was well attended with positive discussions. We are currently working on updating divisional representation as well as forming a Constitution/Bylaws committee to update our current Constitution and Bylaws that have been found to be outdated. We are eager to become more active in college events and support college initiatives.

FOUNDATION REPORT

Foundation Fundraising Goals & Actuals FY24-25			
<i>February 28, 2025</i>			
Foundation Revenue (Gifts and Grants)	2024-2025 Goal	YTD Actual (Cash)	% of Annual
Annual Scholarships (New) *	\$ 540,000.00	\$ 543,916.84	100.73%
Annual Scholarships (Renew) **	\$ 1,400,000.00	\$ 765,175.95	54.66%
Endowed Scholarships (New)	\$ 275,000.00	\$ 434,565.54	158.02%
Endowed Scholarships (Adding to the scholarship)	\$ 525,000.00	\$ 503,576.85	95.92%
Program Support ***	\$ 4,700,000.00	\$4,338,797.65	92.31%
Sea Devil Athletics	\$ 100,000.00	\$ 60,870.53	60.87%
Student Emergency Funds	\$ 40,000.00	\$ 2,702.00	6.76%
Unrestricted	\$ 50,000.00	\$ 68,122.76	136.25%
Wilson Center & Hello Arts	\$ 325,000.00	\$ 244,297.00	75.17%
	\$ 7,955,000.00	\$6,962,025.12	87.52%
Gifts In Kind	N/A	\$ 29,413.50	N/A
Interest Income	N/A	\$ 34,422.11	N/A
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		\$1,433,184.93	
***New grants		\$280,000.00	

ANNOUNCEMENTS

DATE OF NEXT MEETING – May 22, 2025