

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 22, 2025
5:00 PM**

Following proper public notifications on May 19, 2025, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, May 22, 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; Mr. Bill Cherry; Mr. Brad George; Mr. A.D. "Zander" Guy; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Dane Scalise; Ms. Paula Sewell; Mr. Bruce Shell; and Dr. Marc Sosne. Trustees not present: Mr. Robby Collins, Mr. Bruce Moskowitz, and Mr. Ivan Ramirez, SGA President.

Employees present were: Mr. James Morton, President; Ms. Michelle Lee, Chief of Staff and Board 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; Ms. Erin Easton, Vice President of EWD; Mr. Shawn Breedlove, Executive Director, Safety and Auxiliary Services; Mr. Jakim Friant, Executive Director, Information Technology Services; Mr. David Kanoy, Executive Director, Facilities and Maintenance; Mr. David Howell, Executive Director, Foundation; 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. Antonio Arteaga-Paredes, Integrated Technology Lead; Ms. Christina Hallingse, Director, Media Relations; Ms. Lucinda McNamara, Dean, University Transfer & Partnerships; Mr. Michael Gray, Faculty Association President; Mr. Tim Fuss, Program Director, Law Enforcement; Ms. Robin Hardin, Director, Institutional Effectiveness; Mr. Dave Reid, Safety & Security Coordinator; 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. Guy and seconded by Mr. Scalise to approve the March 27, 2025, minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

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

Timothy Malone	Federal Business Development Professional
Anita McKoy	Senior Human Resources Generalist
Bradford Brown	Crew Member Painting
Kirsten Stovall	Program Director, Upward Bound and CA

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.

Commencement

Spring Commencement was held on Friday, May 9, 2025. Thank you to the following Trustees who attended: Mr. Lanny Wilson, Mr. Zander Guy, Mr. Jonathan Barfield, Mr. Louis Burney, Mr. Bill Cherry, Mr. Robby Collins, Mr. Brad George, Ms. Deborah Maxwell, Mr. Dane Scalise, Ms. Paula Sewell, Mr. Bruce Shell, and Dr. Marc Sosne.

Thank you to the following Trustees who attended the pinning ceremonies: Mr. Lanny Wilson, Mr. Zander Guy, Mr. Bill Cherry, and Ms. Paula Sewell.

Nominating Committee

The Nominating Committee will announce candidates for officers of the Board of Trustees at the July 17 meeting.

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

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

Surf City Expansion Groundbreaking Ceremony

The Surf City Center Expansion Groundbreaking Ceremony will occur on Monday, June 2, at 10:00 a.m. at CFCC's Alston W. Burke Center (621 State Hwy 210 E, Hampstead, NC 28443).

Upcoming NCACCT Meeting

2025 NCACCT Leadership Seminar

Wednesday, September 10 – Friday, September 12

The Grandover Resort, Greensboro

PRESIDENT'S REPORT

President Morton reviewed the following information.

Enrollment

After COVID, Cape Fear Community College was very aggressive in student retention and recruiting efforts. It paid off; we bounced back and exceeded our pre-pandemic enrollment quickly while many colleges struggled to recover. Since then, CFCC has focused on identifying student barriers and has implemented many initiatives to address them for greater student retention and success.

This past fall and spring, we have focused on retaining more students in the application pipeline. We established an Enrollment Operations Center, focusing solely on the enrollment pipeline. This team's primary responsibility is actively managing the enrollment process to ensure we do not develop bottlenecks within the enrollment pipeline.

This initiative has been a work in progress, and many ideas and strategies have been implemented throughout the spring semester. The results have been astonishing: this summer session, which started May 19, is up 17 percent over last summer. We are also seeing very positive early numbers for the fall semester.

CFCC NCCCS FY 2025-26 Budget Projection:

This report is directly from NCCCS and reflects actual summer, actual fall, and projected spring FTE data. It does not include any Propel or categorical adjustments and assumes enrollment growth will be fully funded. It is a report reflecting only growth in FTE at CFCC.

- | | |
|----------------------------------|---------------|
| • Curriculum | 1.22 percent |
| • Workforce Continuing Education | 7.6 percent |
| • Basic Skills | 66.78 percent |
| • Total Projected Increase | 4 percent |

Community Resource Fairs

CFCC received a grant from the U.S. Department of Justice's Office for Victims of Crime to host two Community Resource Fairs for National Crime Victims' Rights Week. The events, held in April, provided CFCC students, employees, and the public a valuable opportunity to connect with local nonprofits offering essential services in the Cape Fear region. The fairs focused on crime prevention, victim advocacy, and safety tips.

NC Department of Labor Visits CFCC

Commissioner Luke Farley of the NC Department of Labor visited CFCC's North Campus on April 9 to explore our workforce development programs, including Welding, Machining, Geomatics, and Electrical Lineworker.

Spring Open House

CFCC's Spring Open House was held on April 10 at the Downtown Campus. This event promoted all CFCC programs and allowed current and prospective students to tour the campuses and explore program opportunities. Employees were on hand to answer questions about our programs, student athletics and clubs, admissions, and more.

CFCC Annual Athletic Banquet

CFCC's Annual Athletic Banquet was held on April 14 in Daniels Hall to celebrate the achievements of CFCC's athletes. Thank you to Mr. Bill Cherry for attending and showing your support.

Wilson Center Senior Managing Director Receives Distinguished IAVM Scholarship

Tammy Daniels, Senior Managing Director at the Wilson Center, is one of five women worldwide to receive the IAVM's 100+ Women of IAVM Scholarship. Funded by over 100 donors, this scholarship raises \$10,000 annually for future female leaders in venue management. Each year, it benefits five women selected from numerous international applicants, offering opportunities to connect with venue partners and suppliers while leading in industry development.

Second Offering of "Back to Work Bootcamp"

CFCC offered a second "Back to Work Bootcamp," a three-day workshop for those facing employment gaps or job loss, in late April. This program helps participants regain confidence, explore new careers, and enhance job search skills. It included hands-on training in resume writing, interview preparation, job search strategies, personalized coaching, and networking opportunities.

Student Recognition Ceremony

CFCC's Student Recognition ceremony was held on April 28 in U-170 of Union Station. This annual event recognizes many students for their hard work and achievements.

International Denim Day in Honor of Sexual Assault Awareness Month

On April 30, students and employees at CFCC were able to wear jeans as a visible way to show support and raise awareness about the misconceptions related to sexual violence in recognition of Sexual Assault Awareness Month.

National Apprenticeship Day Event

The Cape Fear for Careers: National Apprenticeship Day 2025 event was held on April 30 at the NF Building at North Campus. Attendees had the opportunity to connect directly with industry professionals, learn about apprenticeship pathways, explore hands-on training opportunities, and discover high-demand career fields that offer excellent job prospects and earning potential.

Rockstars 2025

The spring 2025 Acting II class (DRA 131) presented their final presentation on May 2 in the Wilson Center Studio Theatre. Students had to perform one song portraying a past or present rock star who inspired them. This required challenging choreography, musicianship, and, depending on the artist, unusual skills. The audience was charged with deciding who performed best in this entertaining event.

UNC-Charlotte 49erNext Signing

CFCC hosted the Chancellor of UNC-Charlotte and her team for the signing of the new articulation agreement, which has been established to offer students a direct and seamless pathway to a bachelor's degree through the 49erNext program. This partnership ensures a smooth transition from an associate's to a bachelor's degree and supports students to ensure their success.

Commencement

Three Commencement ceremonies were held on May 9 at the Wilson Center. Thank you to our Trustees for attending commencement and supporting CFCC and our graduates.

Pinning Ceremonies

The following pinning ceremonies were held in the second week of May.

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

Thank you to the Trustees who attended these events.

Three CFCC Students Awarded for Excellence in and Academics and Leadership

Three prestigious student awards were presented for exceptional academic achievements, leadership, and dedication to the community college mission.

- **Cynthia Vasquez Rodriguez – Dallas Herring Achievement Award Winner**
Cynthia is a student in CFCC's Architectural Technology program and the Dallas Herring Achievement Award recipient. This award honors students who embody Dr. Dallas Herring's vision, the philosophical founder of the NCCCS. Dr. Herring's legacy, "taking people where they are and carrying them as far as they can go," reflects Cynthia's commitment to her education as she pursues her Associate of Science degree at CFCC.
- **Van Trong Ho – Governor Robert W. Scott Student Leadership Award Winner**
Van received the Governor Robert W. Scott Student Leadership Award, honoring outstanding student leadership within the community college system. Named for former Governor Robert W. Scott, the award recognizes students with exceptional leadership in and out of the classroom. Van graduated from CFCC in May and has been accepted to UNC-Chapel Hill, Boston University, and New York University, with pending applications at Harvard and Yale.
- **Brandon J. Williams – Academic Excellence Award Winner**
Brandon, an Associate in Engineering student, is CFCC's recipient of the Academic Excellence Award. This honor recognizes students statewide for achieving high academic goals through hard work. Brandon graduated from CFCC in May and plans to attend UNC-Chapel Hill in the fall.

ESL Program Expansion

CFCC's English as a Second Language (ESL) program has grown significantly, now serving over 500 students—an increase of 100 from last year. This 26 percent rise is due to expanded class offerings and strategic outreach aimed at removing barriers to education. The program caters to all skill levels, ensuring learners can improve their English for work, education, and daily life. Classes are available at all four CFCC locations, the Willard Outreach Center, Cape Fear Middle School, and a new partnership with the Wilmington Islamic Center. These initiatives provide greater accessibility and support for students' success.

One-Stop Enrollment

CFCC hosted an enrollment night on May 13 at Union Station. This event allowed future students to complete key enrollment steps in one visit. Services include submitting admission applications, residency assistance, financial aid, FAFSA help, meeting with academic advisors, learning about student life and support services, and on-site registration for summer and fall classes. CFCC staff provided support and answered questions.

PNC Broadway Series and Community Day

The lineup for the [2025-2026 PNC Broadway and the Beach](#) season was revealed at the Wilson Center on May 5. Ticket subscriptions became available after the season announcement and before Community Day, generating significant interest. Over those 12 days, 3,264 tickets were sold, marking a substantial increase from the 933 sold the previous year. The Wilson Center's Community Day occurred on May 17, featuring a free open house that included backstage tours, a limited number of \$25 single Broadway tickets, music, art, food trucks, magic, and more. The event was a tremendous success, resulting in 2,960 tickets sold, up from last year's 2,134. Overall, 6,224 tickets were sold this year before online sales, compared to the previous year's 3,067 tickets.

Heavy Equipment Operator Course

CFCC has introduced a Heavy Equipment Operator course to prepare students for high-demand careers in the construction and infrastructure industries. The program will begin in June at CFCC's North Campus and a construction site in Rocky Point. This new 300-hour course was started with a partnership with Thompson, Corder, and Company and Honeycutt Construction Services. The course offers valuable hands-on training on various types of equipment, including bulldozers, excavators, and backhoes.

Business Basics Certificate at Surf City Center

In Fall 2025, CFCC will begin a Business Basics Certificate at the Surf City Center. This two-semester program introduces students to fundamental business principles, accounting, technology, and professional communication. It's open to current and prospective CFCC and Career and College Promise students. This certificate lays a solid foundation for business administration, finance, marketing, and management careers. Graduates will gain essential skills for entry-level positions in diverse industries, including government, healthcare, small business, and financial services.

New Glazier Apprenticeship Program

CFCC, in partnership with Standard Glass and the National Glass Association, has initiated a Glazier Apprenticeship program to develop essential skills in the glass and glazing trade. This three-level program covers glass fabrication and installation techniques for various applications, including U.S. Department of Labor Journeyman Certification, National Glass Association Certification, National Center for Construction Education and Research Certification, and OSHA 10 Certification. Level 1 focuses on safety protocols and basic techniques, leading to OSHA 10 and CFCC certifications. Level 2 delves into glass and metal fabrication, while Level 3 includes advanced topics such as plan reading and industry estimation.

PowerPoint Presentation

President Morton showed a video of the May 9th commencement and several social media videos.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

Mr. Cherry reviewed the following information.

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
1	F Building Chiller Replacement	\$7,800.00			\$ 7,800.00	\$ 110,000.00	\$ 102,200.00	Preparing for Bid May 2025, Estimated Completion May 2026
2	N Campus NB Bldg. Replace Exterior Masonry Failing at Arches				\$ -	\$ 90,000.00	\$ 90,000.00	Construction , Estimated Completion September 2025
3	S Building (2) Chillers Replacement		\$ 87,500.00		\$ 87,500.00	\$ 1,000,000.00	\$ 912,500.00	Design Build Preconstruction, Estimated Completion August 2026
4	S Building HVAC Reno Phase 2		\$ 23,500.00		\$ 23,500.00	\$ 720,000.00	\$ 696,500.00	Design Build Preconstruction, Estimated Completion December 2025
Category Totals						\$ 1,920,000.00	\$ 1,801,200.00	

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	\$ -	\$ 14,179.98	\$24,179.98	\$100,000.00	\$75,820.02	Design

HVAC Controls Replacements 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	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	Design

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	Construction

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	Construction

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	\$ 1,472.00	\$155,957.00	\$164,485.00	\$8,528.00	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	\$ 64,000.00	\$ -	\$64,000.00	\$1,400,000.00	\$1,336,000.00	Design Build Preconstruction Services

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	\$5,756,290.00	\$3,637,505.00	\$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	\$3,703,359.00	\$293,288.00	\$4,344,784.00	\$4,344,784.00	\$0.00	Construction Sitework to Start 5/19/25

Polling of the Board of Trustees

Surf City Center Addition

The CFCC Board of Trustees was polled on April 25, 2025, and approved the budget increase of \$344,784.00 for the Surf City Center Addition.

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

Write-off Uncollectible Debt

A MOTION from the Finance Committee recommends approval by the Board of Trustees of the Write-off of Uncollectible Debt in the amount of \$245,740.90. 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 \$51,802. Motion carried unanimously.

State Budget Summary

The State Budget Summary reported 76.42 percent of the budget has been expended as of April 2025.

County Budget Summary

The County Budget Summary reported 85.36 percent of the budget had been expended as of April 2025.

Institutional Funds Update

The April 2025 Institutional Funds report was reviewed. No items were of concern.

CURRICULUM COMMITTEE

Mr. Barfield reviewed the following program information.

A MOTION was made by Mr. Burney and seconded by Mr. Scalise to approve the Physical Therapy Assistant program as presented. Motion passed unanimously.

Physical Therapy Assistant Program

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviating or preventing physical impairment and perform other essential activities in a physical therapy department. Coursework includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span. Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

ADMINISTRATIVE AND PERSONNEL COMMITTEE

Mr. Guy reviewed the following information.

STUDENT HANDBOOK PROPOSED POLICY

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

Overaward Policy

Overaward

The Financial Aid Office is required to monitor and adjust students' financial aid awards to eliminate overawards and/or overpayments in compliance with federal and state regulations and institutional policy.

What is an Overaward?

An overaward exists when any of the following situations occur:

Cost of Attendance Overaward

- An overaward occurs when the student's financial aid exceeds the student's Cost of Attendance (COA). Financial aid is defined as any educational cash or cash-equivalent (i.e., gift cards, meal cards) benefits paid to the student's account or directly to the student because of enrollment, such as:
 - Pell Grants;
 - Direct Subsidized and Unsubsidized Loans;
 - Direct PLUS and Graduate PLUS Loans;
 - Long-term need-based loans;
 - Grants (federal, state, institutional, external)
 - Scholarships (federal, state, institutional, external), including athletic scholarships and scholarships that require future employment;
 - Employer reimbursement of employee's tuition;
 - Waivers of tuition and fees;
 - Net income from need-based employment such as FWS;
 - AmeriCorps awards or post-service benefits

How does an Overaward occur?

Overawards are usually the result of the student receiving scholarship aid after the student's Financial Aid Package was created. Examples of overawards include, but are not limited to:

- A student receives additional scholarships or aid after their original financial aid package is finalized
- A student's Student Aid Index (SAI) increases due to updates from the verification process
- There are errors on the aid application

In accordance with federal, state, and institutional regulations, the Financial Aid Office is required to take corrective action to resolve any overawards, regardless of the cause. If an overaward is identified after funds have been disbursed, the student may be held responsible for repaying any excess aid to the institution.

How are Overawards corrected?

Following federal and state regulations and institutional policy, the Financial Aid Office will resolve the overaward in the most favorable way for the student.

To avert or alleviate an overaward, the Financial Aid Office will determine whether the student has increased costs that were not anticipated when the student was initially awarded. Following this step, aid will be reduced to ensure compliance with regulations while minimizing the impact on the student whenever possible.

The order in which aid funds are adjusted or reduced to resolve an overaward is as follows:

1. Private Student Loans.
2. Federal Direct PLUS Loan
3. Federal Direct Unsubsidized Loan
4. Federal Direct Subsidized Loan
5. FWS – Federal Work Study
6. FSEOG – Federal Student Educational Opportunity Grant
7. Other State Funds
8. Internal Scholarships
9. External Scholarships

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.

Employee Work Schedules Policy

5.16 Employee Work Schedules

Exempt Positions

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

Lunch Period: The typical employee lunch period at Cape Fear Community College should be observed for one (1) hour. Exempt employees may **not** forego a lunch period and/or break for a later arrival or earlier departure to shorten the workday.

Staff

Staff are expected to work the number of hours necessary to fulfill the requirements of their position and no less than 40 hours per week. The normal work schedule for staff is 8 hours a day, five days a week (typically 8:00 am until 5:00 pm, Monday through Friday). The College's operational needs may necessitate variations in starting and ending times, but all full-time employees must work five (5) days per week. Exceptions may be made for Marine Technology weeks at sea.

Faculty

~~Faculty work schedules are based on instructors being on campus a minimum of four (4) days per week for a minimum of 30 hours per week. Exceptions to this requirement may be made for faculty who have selected or been assigned to a 40-hour work week. These faculty members will be on campus or at an instructional site for 40 hours each week. Faculty are not generally required to be present when students are away, except for in-service activities or when directed by their supervisor in support of college needs.~~

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

~~Full-Time, Regular Economic & Workforce Development faculty members work the class schedule as set in accordance with the needs of the college. Economic & Workforce Development~~

~~faculty are also not generally required to be present when classes are not in session except for in-service activities and when directed by their immediate supervisor. Class schedules will be determined in accordance with college needs.~~

~~Full-time faculty are expected to work forty (40) hours per week over five (5) days. However, faculty are only required to be on campus or at a designated work site for a minimum of thirty (30) hours a week, and at least four (4) days a week. These hours should be during the normal operation hours of 8:00 am – 5:00 pm, Monday through Friday, unless otherwise stated on faculty course contracts. To provide flexibility related to the nature of faculty work, the remaining ten (10) hours of the forty (40)-hour work week may be worked off-campus. This includes serving on the College's committees and working groups as assigned, recognizing that this may fall on hours outside of the thirty (30) on-campus hours. Faculty are compensated for forty (40) hours per week.~~

~~Exceptions to this requirement may be made for faculty who have selected or been assigned to a forty (40)-hour work week. These faculty members will be on campus or at an instructional site for forty (40) hours each week. Faculty are not generally required to be present when students are away, except for in-service activities or when directed by their supervisor to support college needs. Faculty are required to schedule five (5) office/student hours each week. This does not include overload contracts or EWD faculty teaching thirty (30) hours. These hours are to be performed at the campus location where the instructor's classes are predominantly held.~~

~~Full-time faculty are expected to be on campus, in labs, and/or in clinicals (as assigned) for thirty (30) hours per week, which includes five (5) student hours on campus at varied times convenient to the public and to students within CFCC's normal/operational business hours: 8:00 am – 5:00 pm. Student hours outside normal/operational business hours require advance approval of the Chair, Divisional Dean, and Vice President (circumstances like evening classes, special student club events, EWD faculty, etc.).~~

~~Except for full-time faculty whose regular teaching load is twenty-five (25) contact hours or more (this does not include overload contacts), instructors are required to hold service hours. Two (2) of these hours are structured and documented service to the college. Service hours are approved by the Department Chair, Divisional Dean, and Vice President.~~

~~The contractual obligation of full-time employees includes serving on committees, attending required meetings and participating in commencement ceremonies unless an exception is made by the Divisional Dean or Vice President. Service on committees and attendance at meetings shall not substitute for required office hours (unless approved by the Department Chair, Divisional Dean, and Vice President). See Section 8.1 of the Employee Handbook regarding Responsibilities of Faculty.~~

~~Lunch Period: The typical employee lunch period for office operations at Cape Fear Community College should be observed for one (1) hour. However, supervisors may approve alternative lunch periods depending upon employee needs and when the normal daily required number of work hours is met and operational needs are met. Exempt employees may not forego a lunch period and/or break for purposes of a later arrival or earlier departure in order to shorten the workday.~~

Non-Exempt Positions

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

Community College's workweek begins at 6:00 a.m. on Monday and runs to 6:00 a.m. the following Monday. Non-exempt employees are required to clock in and out utilizing the College's timekeeping system to reflect actual hours worked in real-time.

Employees whose principal duty stations require them to be at their desks or confined to their offices are entitled to a fifteen (15) minute break in each half of the workday. Supervisors are to schedule the break time, and at no time is a break period to interfere with a service to be provided or the completion of an assigned duty.

Lunch Period: The typical employee lunch period ~~for office operations~~ at Cape Fear Community College should be observed for one (1) hour. ~~However, supervisors may approve alternative lunch periods depending upon employee needs and when the normal daily required number of work hours is met and operational needs are met.~~ Lunch periods are unpaid. Hourly employees may **not** forego a lunch period and/or break for a later arrival or earlier departure to shorten the workday.

PERSONNEL

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

The board returned to open session.

Mr. Wilson stated the board reviewed the President's Evaluation and contract, Fiscal Management Practices and Board Self-Evaluation. Mr. Wilson stated President Morton had an outstanding evaluation and the board is very pleased with the direction the College is moving.

Mr. Wilson also announced the following ad hoc committee to review President Morton's compensation. The ad hoc committee will be comprised of Mr. Dane Scalise, Dr. Marc Sosne, Mr. Zander Guy, Mr. Robby Collins and Mr. Bruce Shell. Recommendations will be presented at the July Board of Trustees meeting.

SGA REPORT – No report.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

Mr. Howell presented the following report.

Foundation Fundraising Goals & Actuals FY24-25			
<i>May 9, 2025</i>			
Foundation Revenue (Gifts and Grants)	2024-2025 Goal	YTD Actual (Cash)	% of Annual Goal
Annual Scholarships (New) *	\$ 540,000.00	\$ 562,050.33	104.08%
Annual Scholarships (Renew) **	\$ 1,400,000.00	\$ 831,295.35	59.38%
Endowed Scholarships (New)	\$ 275,000.00	\$ 545,090.54	198.21%
Endowed Scholarships (Adding to the scholarship)	\$ 525,000.00	\$ 626,317.42	119.30%
Program Support ***	\$ 4,700,000.00	\$ 5,222,011.35	111.11%
Sea Devil Athletics	\$ 100,000.00	\$ 62,339.53	62.34%
Student Emergency Funds ****	\$ 40,000.00	\$ 2,732.00	6.83%
Unrestricted	\$ 50,000.00	\$ 69,364.26	138.73%
Wilson Center & Hello Arts	\$ 325,000.00	\$ 309,240.42	95.15%
	\$ 7,955,000.00	\$ 8,230,441.20	103.46%
Gifts In Kind	N/A	\$ 55,778.50	N/A
Interest Income	N/A	\$ 38,122.54	N/A
Included in these numbers:			
*Novant Pathways Scholarship		\$500,000.00	
**New Hanover Comm Endowment		\$552,965.86	
***New Hanover Comm		\$2,939,421.14	
***Saklad Nursing Wraparound		\$1,433,184.93	
***New grants		\$429,750.00	
****Foundation received a commitment of \$25,000 to the Student Emergency Fund.			

Announcements

Mr. Jonathan Barfield commented that he had a great time at the Sesame Street performance at the Wilson Center.

Mr. Jason McLeod shared comments from a neighbor who attended graduation. The neighbor said it was one of the best commencements they had ever attended.

Mr. Wilson thanked all of those who made commencement so special for our graduates.

DATE OF NEXT MEETING – JULY 17, 2025

Meeting adjourned at: 6:01 pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

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