

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 17, 2025
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Oath of Office for Appointed and Reappointed Trustees
- IV. Recognition of Trustees
- V. Approval of Minutes May 22, 2025
- VI. Introductions and Recognitions
- VII. Chair's Report
- VIII. President's Report
- IX. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance Committee
 - C. Administrative & Personnel Committee
- X. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- XI. Announcements
- XII. Date of Next Meeting – September 25, 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.

OATH OF OFFICE FOR APPOINTED AND REAPPOINTED TRUSTEES

RECOGNITION OF TRUSTEES

MINUTES

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. 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

/ml

INTRODUCTIONS AND RECOGNITIONS

New Hires

Full Name	Job Title	Hire Date
Figgs, Aliah	FT CCP Admissions Records Specialist	06/02/2025
Jacobs, Horace	FT Maintenance Tech I	06/02/2025
Samuelson, Hannah	Career Academy Liaison	06/02/2025
Davis, Chrishuanta	Teacher, Childcare Development Center	06/03/2025
Craver, Tara	Assistant Director, Student Accessibility Services	06/09/2025
McKeithan, Decarius	FT Information Specialist	06/09/2025
Travagline, Stephanie	Lead Teacher, Childcare Development Center	06/16/2025
Bowman, Rebecca	EWD Instructor - Basic Skills - NHC	06/23/2025
Hall, Trevor	Student Recruiter	06/30/2025
Irvin, Cassidy	Career Readiness Coordinator-ACR	06/30/2025
Sewell, Jamie	Student Accounts Specialist	06/30/2025
Coria, Ibelis	Custodial Supervisor	07/07/2025
Rains, Nathan	FT Environmental Tech-North	07/07/2025
Wilson, Raya	Instructor, Nurse Aide I	07/07/2025

Changes

Full Name	Job Title	Effective Date
Hallingse, Christina	Director of Communications and Media Relations	05/15/2025
Dwyer, Jack	FT Information Specialist	05/19/2025
Parrott, Caitlin	Instructor, Information Technology-12 Month	05/19/2025
Sholar, Edward	Program Director, Computer Integrated Machining	05/19/2025
Fisher, Felicia	FT Instructor Emergency Medical Sciences	05/20/2025
Herbst, Isabel	Lead Teacher, Childcare Development Center	05/21/2025
Bocchino, Jason	Director, Veteran Services	06/01/2025
Branner, John	Instructor, Information Technology	06/01/2025
Breedlove, Donna	Senior Executive Assistant to Human Resources	06/01/2025
Jernigan, Carrie	Senior Executive Assistant, VP of EWD and CTE	06/01/2025
Moss, Adam	New Student Navigator	06/01/2025
Mullins, Mason	Student Recruiter	06/01/2025
Nash, Kelly	Enrollment Operations Specialist	06/01/2025

Riggins, Ellyn	Enrollment Operations Specialist	06/01/2025
Smith, Rheannon	Curriculum Specialist-Enrollment Operations	06/01/2025
Terry, Sabrina	Senior Vice President, Student Services	06/01/2025
Cairo, Lori	Guest Services Manager - Personnel -Wilson Center	06/02/2025
Clark, Jessica	Coordinator of Athletics	06/16/2025
Ardrey, Tameka	Senior Program Director, Early Childhood Ed & CDC	07/01/2025
Hrebik, John	Instructor, English	07/01/2025
Mulvihill, Shannon	Director, Drop-In Child Care Center	07/01/2025
Rowe, Shawna	Program Director, Marine Technology - Interim	07/01/2025
Wilson, Denise	FT Information Services Representative	07/04/2025
Andress, Terri	Program Director, Accounting	07/14/2025
Perkins, Donterio	Coordinator, Student Life & Engagement	07/14/2025
Weeks, Brian	Department Chair, English & University Transfer Success	07/15/2025

Employees Leaving the College

Full Name	Job Title	Last Day
Casey, Jackie	Instructor, Accounting	05/09/2025
Faulk, Jessica	Instructor Paralegal	05/09/2025
Lanigan, Danielle	Instructor, English	05/09/2025
Shin, Yuna	Instructor, German	05/09/2025
Smith, Jason	TFT Communications Instructor	05/09/2025
Fabian, Erin	Director of Marketing and Communications	05/16/2025
Letteer, Danielle	Lead Teacher, Childcare Development Center	05/16/2025
Tinae, Emerald	Environmental Technician DT	05/19/2025
Maffett, Cortney	Instructor, ADN Level II	05/30/2025
Buete, Michael	Supervisor, Custodial Services NC	06/04/2025
Todd-Williams, Taylor	Student Life Coordinator	06/04/2025
Hill, Michelle	Instructor, Nurse Aide I & II	06/06/2025
O'Driscoll, Teri	Senior Administrative Technician, EWD	06/11/2025
Bannerman, Leroy	Technician, Maintenance I	06/13/2025
Blevins, Brian	Technician, Maintenance I	06/13/2025
Freeman, Craig	Environmental Technician	06/19/2025

Thompson, Karen	Instructional Support & Design Specialist	06/25/2025
Carawan, Jerry	FT Elec App Inst (EWD) Pender County-Golden Leaf Grant	06/30/2025
Ciferni, Hope	Guest Experience Manager	06/30/2025
Grogan, Amy	Program Director, Marine Technology	06/30/2025
King, Wilbert	Program Director, BLET	06/30/2025
Lyon, Hurst	Lead Instructor - EMS (CE)	06/30/2025
Ovaska, Justin	Program Director, Criminal Justice & Public Service Administration	06/30/2025
Perez Ramirez, Gabriela	Lead Teacher, Childcare Development Center	06/30/2025
Taylor, Melissa	Lead Amin Tech LE, EWD	06/30/2025
Dunne, Griffin	Data Specialist, Pathway Home 2 Grant	07/15/2025

Retirements

Full Name	Job Title	Retirement Date
Cavanaugh, Rachel	Senior Director, Financial Aid	06/01/2025
Tarr, Mason	Technician, Maintenance II	06/01/2025
Robson, Joan	EWD Instructor - Basic Skills - NHC	07/01/2025

CHAIR'S REPORT

Appointments

Congratulations to Ms. Cailey Rash, who was appointed by the NC General Assembly. Ms. Rash will serve from 2025-2029.

Congratulations to Ms. Shannon Winslow, who was appointed by the NC General Assembly. Ms. Winslow will serve from 2025-2029.

Reappointment

Congratulations to Mr. Zander Guy, who was reappointed by the Pender County Board of Commissioners. Mr. Guy will serve from 2025-2029.

Congratulations to Mr. Dane Scalise, who was reappointed by the New Hanover County Board of Commissioners. Mr. Scalise will serve from 2025-2029.

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

Summer Commencement will be held on Friday, August 1, 2025, at 9:00 am, at CFCC's Wilson Center.

Trustee Orientation

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

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

Upcoming NCACCT Meeting

2025 NCACCT Leadership Seminar

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

Committee Assignments

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

President's Goals

The goals for 2025-2026 for President Morton are as follows:

Goals

I. Goal: Improve Student Enrollment

Objectives:

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

II. Goal: Improve Student Success

Objectives:

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

III. Goal: Improve Partnerships with Business and Industry

Objectives:

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

Nominating Committee

Board of Trustees Meeting Dates

September 25, 2025

November 20, 2025

January 29, 2026

March 26, 2026

May 21, 2026

July 23, 2026

September 24, 2026

November 19, 2026

PRESIDENT'S REPORT

Student Academic Standing

Through collective efforts in instruction, student services, and streamlined processes, CFCC has achieved notable improvements in student academic standings for Spring 2025. The percentage of students earning spots on the Dean's List, President's List, and Honors List increased by 17 percent. Simultaneously, the percentage of students on academic warning, probation, or continuing probation decreased by 24 percent.

NC Financial Literacy Council

Governor Josh Stein has reappointed President Morton to the NC Financial Literacy Council for another 3-year term. The FLC, part of the North Carolina Department of Justice, promotes financial literacy and awareness among residents. Its goals include assisting the Department of Public Instruction with statewide financial education.

Surf City Campus Expansion Groundbreaking Ceremony

The groundbreaking ceremony for the Surf City Campus Expansion was held on June 2 at the Alston W. Burke Center. The event was a great success, attended by state and local leaders and media representatives. We appreciate the trustees who participated in the ceremony: Zander Guy, Louis Burney, Bill Cherry, Jason McLeod, and Paula Sewell.

WIOA Grant Recipient

CFCC has been awarded the Workforce Innovation and Opportunity Act contract for Adult and Dislocated Workers in New Hanover and Pender Counties. This significant \$650,000 award is for one year, with the opportunity to reapply for subsequent years. This vital funding will allow us to directly support job seekers who need training to obtain new employment or those transitioning due to a layoff. It also plays a crucial role in helping local employers find the skilled workers they need. The WIOA funds will cover various expenses for qualifying clients, including:

- Registration fees or tuition for approved educational programs
- Required books, materials, supplies, and uniforms

Additionally, a portion of the funding is allocated for On-the-Job Training. This directly benefits employers by reducing the financial burden and risk associated with training new employees. To effectively administer these services, we'll be hiring five new full-time staff members. These dedicated individuals will case manage clients, assist them in applying for and connecting with wrap-around services, and ultimately connect them with local employers to foster successful job placements. This award represents a significant opportunity for CFCC to further strengthen our commitment to workforce development and economic growth in our community.

CFCC Graduate Awarded Prestigious Jack Kent Cooke Transfer Scholarship

Recent CFCC graduate Michael King has received the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship, awarded to only 90 community college students nationwide. This highly competitive scholarship provides up to \$55,000 annually for his bachelor's degree at Columbia University, fulfilling a long-held dream. King's journey began as an adult returning to finish high school, later enrolling in CFCC's Human Services program. He excelled academically, joining Phi Theta Kappa and CFCC's Honors Program, graduating with honors on May 9. The scholarship also includes academic advising and networking opportunities for continued success.

CFCC Reaches Social Media Milestone

CFCC's Facebook page has achieved an impressive milestone by surpassing 40,000 followers, reflecting the growing interest and engagement within the community. This impressive total not only showcases the college's successful outreach and social media tactics but also indicates a robust online presence. Coastal Piedmont CC and Wake Tech CC, the two NC community colleges with the highest enrollment, have 30,000 and 24,000 followers, respectively. These figures highlight CFCC's strong position in the local educational environment and its appeal to potential students and community members.

Upward Bound's Summer Program

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

New Hanover Healthcare Career Partnership

CFCC is part of the New Hanover Healthcare Career Partnership, supported by a \$22.3 million investment from The Endowment, uniting CFCC, UNC Wilmington, New Hanover County Schools, and the Wilmington Chamber of Commerce. On June 9, we updated the community on our progress. In 2024, Cape Fear Community College awarded nursing students over \$255,000 in scholarships, \$510,000 in housing stipends, and support for emergencies and exams. These figures reflect lives transformed and a stronger community. We're breaking down barriers to education and building support systems that empower students and meet workforce needs. This partnership shows what's possible when education, innovation, and community unite. Learn more at newhanoverhealthcarecareerpartnership.com.

BioWork Process Technician Program

CFCC launched a new BioWork Technician program on June 10. This short-term, industry-recognized training prepares students for entry-level positions in North Carolina's biotechnology, pharmaceutical, and chemical manufacturing sectors. Developed with the NC Biotechnology Center, the BioWork Certificate program equips students with essential skills to begin a career as process technicians, who produce chemical and pharmaceutical products. The program is open to those entering or transitioning into the life sciences industry. Once completed, participants will receive certification from the NC BioNetwork as BioWork Process Technicians, qualifying them for manufacturing, testing, quality assurance, and sales roles within North Carolina's expanding life sciences sector.

CFCC Career Academy

Career Academy camps have again been offered to select area middle schools that are traditionally underserved. The camps were held June 16-27 and July 14-25. 318 students participated in hands-on projects in various North and Downtown campuses programs. This program is free for participating students through a legislative grant pioneered by Senator Michael Lee.

One-Stop Enrollment Night

CFCC hosted a one-stop enrollment night on June 17 and July 10 at CFCC's Union Station. These convenient events allowed future students to complete several essential steps in the enrollment process in a single visit. CFCC employees were on-site to provide personalized guidance and support for anyone interested in becoming a CFCC student.

NC Blueberry Festival

CFCC attracted substantial interest during the NC Blueberry Festival held in Burgaw on June 21-22, which had over 40,000 attendees. Team members from various CTE programs, EWD, and Student Services connected with the community regarding our programs and services, and gathered interest cards from potential students and their parents.

Career Exploration Camps

Multiple career exploration summer camps for students ages 12 and up are being held at the Burgaw and Surf City locations in June and July. These camps offer unique opportunities for students to explore their interests, develop new skills, and experience hands-on learning.

Surf City Campus

- CPR/AED
- Intro to DSLR Photography

Burgaw Campus

- Automotive Restoration
- HVAC
- Mechatronics/Robotics
- Nurse Aide
- Public Safety – First Responder
- Welding

Two CFCC Programs Approved for Veterans Affairs Benefits

CFCC is now approved to use Veterans Affairs education benefits for the Commercial Driver's License Truck Driving and Emergency Medical Technician Certificate Programs. Eligible veterans and military-affiliated students can now cover tuition and fees for these high-demand programs using their benefits. This is the first VA approval for these programs in years. Students can apply their benefits—such as the Post-9.11 GI Bill, Montgomery GI Bill, Veterans Readiness and Employment, or Survivors' and Dependents' Educational Assistance—toward tuition, fees, and also receive a monthly housing allowance or stipend depending on the benefit. Both programs offer hands-on certification opportunities, leading to immediate employment.

CFCC's Fine and Performing Arts Launch Year-Long Art Exhibition

CFCC's Fine and Performing Arts department, in collaboration with the Wilma W. Daniels Gallery, announces a new student exhibit, A Creative Encounter at Union. This showcase is open to the public and will be displayed through May 1, 2026, in the Cashier's Lobby at Union Station. Additionally, select artworks will be displayed at CFCC's Wilson Center. The exhibition highlights CFCC's emerging artists and award-winning pieces from the 2025 Student Art Exhibition. From charcoal sketches to mixed media and photography, each work illustrates students' vision and technical skill.

Surf City Center Open House

CFCC's Surf City Center held an Open House on June 24, focusing on our Academic and Career Readiness programs. Guests explored English as a Second Language (ESL) classes, GED Prep Courses, and other programs offered at our Surf City location. Additionally, attendees enjoyed local dishes from on-site food vendors, with a limited selection of free food.

CFCC's Wilma W. Daniels Gallery New Exhibition

Serious/Play is the latest exhibition at CFCC's Wilma W. Daniels Gallery, which opened June 16 and will run through August 1. It showcases mastery of fundamentals while highlighting over 100 CFCC's Graphic Design and Simulation and Game Development students' creativity through graphic design, motion graphics, animation, illustration, and interactive games. Visitors can explore polished designs, in-progress concepts, and playable games, celebrating experimentation and the art of play. Engaging and approachable, it offers a fresh perspective on emerging visual storytellers and digital creators. Both fields excel in creativity and storytelling, focusing on visual clarity with design principles like balance, contrast, and hierarchy, utilizing tools like Adobe Creative Suite and 3D modeling software.

CFCC Music Instructor Benny Hill Open for Legendary Gladys Knight

CFCC Music Instructor and renowned saxophonist Benny Hill, along with his longtime collaborator Dr. Bradley Merritt, had the distinct honor of opening for none other than the "Empress of Soul," Gladys Knight, at the Wilson Center on June 28.

Summer Athletic Camps

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

Adult High School Program Available at Surf City Center

CFCC started an Adult High School program at the Surf City location earlier this month. Classes are offered in-person at CFCC's Surf City location and online, providing flexible learning options. Both formats begin in July 2025, allowing students to choose their preferred learning environment. Graduates receive an Adult High School Diploma jointly issued by Cape Fear Community College and the New Hanover or Pender County Board of Education. This diploma is recognized by employers, colleges, and universities nationwide.

Summer Leadership Institute

The Summer Leadership Institute will take place from July 14-25, aiming to promote collaboration across different departments within the College. It offers a special opportunity for program chairs and directors from diverse academic fields to share insights and develop mutually beneficial partnerships.

Career Discovery Night

CFCC held a Machining Career Discovery Night on July 16 at the North Campus. The event included hands-on exploration and insight into the high-demand trade for people considering a

new career path or seeking skills that directly lead to local job opportunities. CFCC's Computer Integrated Machining Program collaborates with local industry partners like the Cape Fear Manufacturing Partnership, Sonic Partners, GE Vernova, Rulmeca Corporation, and Wilmington Grill to ensure students gain practical skills. CFCC also participates in America's Cutting Edge (ACE), a national project with IACMI.

Artificial Intelligence Program

CFCC will launch a new Artificial Intelligence program in Fall 2025, focusing on equipping students with essential skills for the rapidly growing field. Enrollment is open for new and current students. CFCC's AI program combines hands-on training with foundational coursework, emphasizing real-world AI applications such as data analysis, natural language processing, computer vision, and ethical AI development. Graduates will be prepared for careers in various industries, including technology, finance, healthcare, education, and logistics. With specialized AI and data analysis training, students will be ready for high-demand roles in today's data-driven market. This program is perfect for those starting a technology career, transitioning fields, or seeking to advance current skills.

CT and MRI Certificate Programs

Starting Fall 2025, two new certificate programs will launch: Computed Tomography and Magnetic Resonance Imaging. These 16-week courses aim to help credentialed imaging professionals advance their careers in two of the most in-demand imaging modalities in healthcare. Graduates will be prepared to work in hospitals, outpatient centers, emergency care, specialty clinics, and research institutions. Those who complete the programs may be eligible for the ARRT certification exam in CT and MRI, respectively.

StepUp Wilmington Collaboration

CFCC partners with StepUp Wilmington to expand their Jobs Week offerings, a series of four-day career prep courses helping participants enter or re-enter the workforce confidently. CFCC will host several 21.5-hour sessions from July to December 2025, focusing on job readiness, interview skills, resumes, and professionalism. Participants can also access CFCC's Career Resource Center for education, connecting with employers, and job opportunities.

2024-2025 CFCC Foundation and Financial Aid Audits

The 2024-2025 CFCC Foundation audit is planned for August 4-6. In addition, the CFCC Financial Aid audit for 2024-2025 will occur in the next few weeks.

Enrollment Update

This past Spring, we created the Enrollment Management Services team to focus on the enrollment pipeline flow. Several "leaks" and "blockages" were in the pipeline, where a student could drop out or be held up from completing the enrollment process. This team has been working diligently with chairs, deans, and others on strategies and implementation of new processes to plug "leaks" and remove barriers. These new strategies have enabled us to recruit and retain more students, add more sections, and expand our instructional capacity. As an example, we have increased Summer CU seating capacity from 8,695 in 2024 to 12,051 in 2025, and increased the number of students enrolled from 6,821 in 2024 to 9,078 in 2025.

The results have been truly incredible. As of July 11, 2025, our internal tracking reflects an unduplicated CU enrollment increase of 23 percent for Summer 2025 with an FTE increase of 20 percent. These are unprecedented increases due to the summation of marketing, student success, innovative and responsive programming, quality instruction, and cultural change that are transformational for CFCC. I want to thank all the teams for working together to carry out my vision of realizing our potential through effective communication, teamwork, and the implementation of new strategies.

Blanket Travel for President

James Morton, President of Cape Fear Community College, is hereby authorized to engage in college-related travel for 2025-2026 from one campus to another, to off-campus locations throughout the service area, and to various in-state and out-of-state meetings, functions, and conferences.

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
1	F Building Chiller Replacement	\$ 7,800.00	\$ 149,173.00		\$ 156,973.00	\$ 110,000.00	\$ (46,973.00)	Contract Awarded
2	N Campus NB Bldg. Replace Exterior Mansonry Failing at Arches		\$ 28,950.00	\$ 17,565.00	\$ 46,515.00	\$ 90,000.00	\$ 43,485.00	Under 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 September 2026
4	S Building HVAC Reno Phase 2	\$ 23,500.00	\$ 689,500.00		\$ 713,000.00	\$ 720,000.00	\$ 7,000.00	Construction, Estimated Completion December 2025
Category Totals						\$ 1,920,000.00	\$ 916,012.00	

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	\$ -	\$ 26,117.02	\$36,117.02	\$100,000.00	\$63,882.98	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	\$ 52,657.39	\$ 89,093.02	\$141,750.41	\$150,000.00	\$8,249.59	Complete / Closeout

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	\$64,000.00	\$ 1,336,000.00	\$ -	\$1,400,000.00	\$1,400,000.00	\$0.00	Design

3-1 McKeithan Building (NA) – Atrium Glazing System Renovation Final Project Closeout

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	\$3,727,973.00	\$268,674.00	\$4,344,784.00	\$4,344,784.00	\$0.00	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	Mar - Apr	May - June	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			3,482			(3,482)	-	
Customized Training Allocation for Coastal Beverage Company			15,922	13,667	13,145	(1,280)	41,454	
Customized Training Allocation for Corning Project #5			5,280	10,270		(5,209)	10,341	
Customized Training Allocation for FedUp Foods					910	4,015	4,925	
Customized Training Allocation for GAF - Burgaw		3,123	16,877	4,497	2,475	(3,140)	23,832	
Customized Training Allocation for GE Aviation		40,450	44,360	45,467	8,800	(34,890)	104,187	
Customized Training Allocation for Paper Foam	1,650	1,288				(86)	2,852	
Customized Training Allocation for Polyhose	235			360		(293)	302	
Customized Training Allocation for Vantaca	17,518	6,408	2,995	14,764	10,828	(2,843)	49,670	
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				(9,356)	3,388	25,281	
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	
Small Business Center Additional Allocation for FY 24-25					25,000		25,000	
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	3,866,368	1,809,856	51,802	(43,820)	13,331,298	

State Budget Summary

CAPE FEAR COMMUNITY COLLEGE					
STATE BUDGET					
EXPENDITURES AND RECEIPTS					
FOR CALENDAR MONTH OF JUNE 2025					
	State Budget Allotment for Year*	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	\$ 14,511,011.00	1,768,885.23	14,029,527.87	\$ 481,483.13	96.68%
Instruction - Curriculum	38,645,244.00	2,834,930.89	36,049,508.74	\$ 2,595,735.26	93.28%
Instruction - Non-Curriculum	8,299,091.00	742,554.06	7,806,143.13	\$ 492,947.87	94.06%
Academic Support	6,872,570.00	557,474.07	6,267,840.75	\$ 604,729.25	91.20%
Student Support	<u>5,931,427.00</u>	<u>525,108.54</u>	<u>5,899,695.88</u>	<u>\$ 31,731.12</u>	<u>99.47%</u>
Total: CURRENT EXPENSE	74,259,343.00	6,428,952.79	70,052,716.37	\$ 4,206,626.63	94.34%
Equipment	3,520,053.00	169,865.53	1,844,823.74	1,675,229.26	52.41%
Books	176,301.00	705.02	85,852.67	90,448.33	48.70%
Categorical Equipment	798,370.00	178,313.52	296,656.00	501,714.00	37.16%
Total: CAPITAL OUTLAY	4,494,724.00	348,884.07	2,227,332.41	2,267,391.59	49.55%
GRAND TOTAL ***	<u>\$ 78,754,067.00</u>	<u>\$ 6,777,836.86</u>	<u>\$ 72,280,048.78</u>	<u>\$ 6,474,018.22</u>	<u>91.78%</u>
***Excluding special allocations, the percentage of State current operating funds remaining unexpended equals 3.37%					

County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF JUNE 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	66,267.01	1,525,804.79	-50,477.79	103.42%
Plant Operation	7,713,281.00	654,514.05	7,828,259.45	-114,978.45	101.49%
Plant Maintenance	3,442,459.00	258,499.54	3,296,831.47	145,627.53	95.77%
Total: CURRENT EXPENSE	12,631,067.00	979,280.60	12,650,895.71	-19,828.71	100.16%
Buildings & Grounds	3,723,972.00	28,960.00	1,751,480.27	1,972,491.73	47.03%
Equipment	0.00	0.00	5,356.28	-5,356.28	0.00%
Total: CAPITAL OUTLAY	3,723,972.00	28,960.00	1,756,836.55	1,967,135.45	47.18%
GRAND TOTAL	16,355,039.00	1,008,240.60	14,407,732.26	1,947,306.74	88.09%

Cape Fear Community College
Institutional Funds
Year-to-Date Budget Report
June 30, 2025

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ADMINISTRATIVE AND PERSONNEL COMMITTEE

EMPLOYEE HANDBOOK POLICY REVISIONS

5.7 Secondary Employment

All secondary employment for the President must be approved in advance by the Board of Trustees.

Full-time employees of the College are expected to devote the time, energy, and efforts to their full-time employment with the College that is necessary to fulfill the terms of their contract. All secondary positions within Cape Fear Community College or outside employment must not conflict nor interfere with their full-time College duties, responsibilities, or schedules. Any full-time employee who engages in work for pay outside the College must submit a request for approval for outside employment to their immediate supervisor. The request must state the actual hours per week or month and receive final approval by the President or the President's designee before the employee engages in such employment. Employees must use the Secondary Employment Request Form available on the Intranet. Faculty must submit a current schedule with the request, and staff may not have outside employment of any kind within normal business hours.

~~Employees may not have outside employment of any kind within normal business hours.~~ No institutional personnel, supplies, facilities, or equipment are to be utilized in conjunction with secondary employment. Failure to adhere to Secondary Employment requirements stated within this section may result in disciplinary action, up to and including termination of employment.

5.53 Paid Parental Leave

Definitions

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

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

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

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

Relationship to Other Sections and Policies

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

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

Eligibility

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

- Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave under this policy.
- At the time of the qualifying event, the employee meets each of the following conditions:
- For the immediate 12 preceding months, the employee has been employed without a break in service defined by 25 NCAC 01D .0114 by the State of North Carolina in a permanent, time-limited, or probationary appointment.
- Periods of Workers' Compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.
- Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.
- The employee has been in a pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period, becoming eligible for Family Medical Leave.
- Paid Parental Leave usage runs concurrently with the Family Medical Leave Act. To determine Family Medical Leave eligibility, refer to Section 5.53.
- Exhaustion of Family Medical Leave does not affect eligibility for Paid Parental Leave.
- An employee is eligible for Paid Paternal Leave after 13 weeks of pregnancy.
- After 13 weeks of pregnancy, an employee who meets eligibility requirements will receive Paid Parental Leave for miscarriage or stillbirth.
- Employees, known as the birth parent, are eligible to use Paid Parental Leave to facilitate a child's adoption or the placement of a child into foster care.
- Employees are not eligible for Paid Parental Leave when a prospective adoption or foster parent placement does not occur.

Leave Available to Full-Time Employees

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

Leave Available to Part-Time Employees

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

Use of Other Leave

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

Requesting Use

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

- The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
- If the College determines that it must delay or make Paid Parental Leave intermittent because of a safety concern, the College shall provide Paid Parental Leave as soon as practical following the qualifying event.
- If both parents are eligible employees, each may receive Paid Parental Leave, and both parents may take their leave simultaneously or at different times, pending no public safety concern.

Leave Usage

- Parental Leave may be used only once for a qualifying event within a 12-month period. The fact that a multiple birth, adoption, or other legal placement occurs (*e.g.; the birth of twins or adoption of siblings*) does not increase the total amount of Paid Parental Leave granted for that event.
- After 13 weeks of pregnancy, an employee who meets eligibility requirements will receive Paid Parental Leave for miscarriage or stillbirth.
- Unused Paid Parental Leave is forfeited 12 months from the date of the qualifying event.
- Paid Parental Leave shall not accrue or be donated to another employee.
- Employees shall not be paid for the leave provided by this policy upon separation from the employer. The leave provided by this policy shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
- ~~Review search~~ Paid Parental Leave must be recorded in the same required increments as all other times.
- If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the College's leave policies. Paid Parental Leave shall not be used prior to the qualifying event.

5.59 Prohibited Conduct

The following guidance about prohibited conduct is intended to promote good understanding by College employees about conduct expectations and protection of the rights of all employees. If an employee engages in prohibited conduct, disciplinary actions may be initiated, as noted in Cape Fear Community College's Discipline Procedure. Such disciplinary actions are not necessarily intended to be sequential. A recommendation for dismissal could be the result of an accumulation of minor violations or of a single serious violation. Disciplinary actions taken will be included in the employee's personnel file. The guidance provided does not preclude any College department from establishing additional parameters for its employees and is necessary for the effective business operations of that department.

What follows is not an all-inclusive list of rules, and the College reserves the right to use appropriate administrative judgment to take disciplinary action against an employee for acts or omissions not specifically stated below. For purposes of this policy, "College premises" shall include the buildings, grounds, and parking lots of the College campus, satellite facilities, or any other location where the business of the College is being performed or carried out, and College equipment and vehicles. "Students" of the College shall include enrolled students, applicants for enrollment, and other participants and applicants for participation in College programs and services.

All Cape Fear Community College employees are expected to conduct themselves in a professional manner at all times.

The following are examples of prohibited conduct:

- **Sexual Harassment:** Sexual harassment is a form of unlawful gender (*sex*) discrimination and is not tolerated at Cape Fear Community College. All employees should be familiar with the College's policy on sexual and other unlawful harassment, by reviewing Sexual and Other Unlawful Harassment (*Section 5.61*).
- **Sexual Conduct:** Behavior of a sexual nature that is not sexual harassment may, nonetheless, be unprofessional in the workplace, disruptive in the classroom, violate other College policies; and, like other behavior that is unprofessional, disruptive, or violates a College policy or ordinance, it could warrant disciplinary action.

Many types of behavior may constitute sexual harassment or sexual conduct, including, but not limited to, the following:

- Sexual assault
- Threats or insinuations that lead the affected individual to reasonably believe that granting or denying sexual favors will affect their reputation, education, employment, advancement, or standing within the College
- Sexual advances, sexual propositions, or sexual demands that are not agreeable to both parties
- Unwelcome and persistent sexually explicit statements or stories that are not related to employment
- Sexually explicit e-mails or text messages
- Sexual misconduct such as stalking, cyberstalking, voyeurism, or recording or transmitting sexual images

- Repeated use of sexually degrading language or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- Dissemination of sexually explicit materials through the College's information technology resources
- Creation, dissemination, or display of offensive items or materials that disrupt the work environment, including, but not limited to, photographs, graphics, symbols, or video or audio recordings

Prohibited Conduct and Unlawful Harassment

Other unlawful harassment may occur when a Cape Fear Community College community member is subject to unwelcome conduct based on a category of protected status. These protected status categories include age, color, gender, gender identity, genetic information, disability status, marital status, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Unwelcome conduct that is objectively and subjectively severe, persistent, and/or pervasive and creates an unreasonable interference with the individual's ability to work or pursue their education is considered harassment.

Behavior that is based on a protected category but does not rise to the level of prohibited harassment under the College's policy, may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other College policies and, like other behavior that is unprofessional, disruptive, or violates a College policy or ordinance, could warrant discipline up to and including termination of employment.

1. Misconduct related to the use or possession of alcohol, illegal drugs, or controlled substances:
See Drug and Alcohol-Free Workplace Policy (*Section 5.66*).
 - Unauthorized consumption or possession of alcohol on College premises
 - Consuming, distributing, or possessing illegal drugs, as determined by state or federal law, on College premises
 - Consuming, distributing, or possessing controlled substances on College premises without a prescription
 - Selling or conspiracy to possess illegal drugs or controlled substances
 - Unlawfully manufacturing, distributing, dispensing, or using illegal drugs or controlled substances
 - Being under the influence of alcohol when reporting to or while at work
 - Being under the influence of illegal drugs (*as determined by state or federal law*) when reporting to or while at work
 - Being under the influence of controlled substances without a prescription when reporting to or while at work
 - Failing a required drug or alcohol screen
 - Falsifying laboratory test results or samples
 - Adulterating or attempting to adulterate a drug screening specimen
2. Noncompliance with safety rules and regulations: See Safety Policy (*Section 11.5*).
 - Failing to immediately report all accidents and/or injuries
 - Failing to comply with safety rules and regulations established by unit supervisors in

- conjunction with local law enforcement or local, state, or federal statutes
 - Failing to use safety apparel and equipment
 - Failing to report unsafe conditions or practices
 - Creating or contributing to disorderly, unclean, or unsafe working conditions
 - Misuse of College vehicles or equipment
3. Improper behavior relating to attendance:
- Excessive absenteeism or tardiness
 - Failure to report to work without proper notice will be considered No Call/No Show
***CFCC understands that emergencies may occur. If an employee can demonstrate that they were unable to notify the employer due to unforeseen circumstances, the situation will be reviewed on a case-by-case basis.
 - ~~Three (3) consecutive work days of No Call/No Show~~
- Leaving work early or taking extended break periods
- Leaving the work area without permission
 - Making preparations to leave work before the lunch period, break period, or the specified quitting time
 - Failing to report for overtime work when scheduled
 - Failing to start work at the designated time
 - ~~Failing~~Failure to return from an authorized leave of absence ~~or vacation~~ at the designated time
 - Improper use of leave time to cover an absence (*e.g., sick leave, bereavement leave, Family Medical Leave Act, jury duty*)
 - ~~Failure to properly and/or promptly report the reason(s) for being absent if no previous arrangements were made with an appropriate supervisor~~
 - Failure to report to work without proper notice will be considered No Call/No Show
 - ~~Failure to notify immediate supervisor for all absences~~
 - Failure to notify immediate supervisor for each individual tardiness
 - All absences/tardies must be submitted in the leave tracking system for approval by the immediate supervisor
4. Negligent behavior relating to College property or the property of others:
- Malicious, negligent, or intentional destruction, damage, defacement, waste, or willful neglect of property of the College or another person
 - Using/possessing the College's or another's property without authorization, including but not limited to non-business use of College computers and peripheral equipment. See Computer Use Policies (*Section 12.1*).
 - Theft, unauthorized taking or attempting to take, misappropriate, conceal, or remove property of the College or of an employee, student, customer, supplier, vendor, visitor, patron or guest of the College
 - Unauthorized use of the College telephones, computers, electronics, or other equipment during working or nonworking hours
 - Knowingly admitting or providing means of access to an unauthorized person into any locked or restricted College building and/or area of the campus
 - Knowingly providing means of access to the College's information technology resources to an unauthorized person
 - Being on College premises without authorization unless on duty or have business as a member of the public

- Failing to report inappropriate use of College equipment or electronic systems
 - Loss of keys, unauthorized use, manufacturing, or duplication of any college key, unauthorized sharing or loaning of assigned keys to another person.
5. Poor work performance as evidenced by:
- Insubordination, such as refusal or willful failure to carry out job responsibilities or refusal to acknowledge the legitimate authority of a supervisor of the College
 - Neglect of duty and/or lack of due care or diligence in the performance of duties
 - Unsatisfactory work performance or failure to maintain reasonable standards of performance, productivity, or professionalism
 - Poor customer service, repeated discourtesy to or difficulty in dealing with students, co-workers, visitors, guests, or the public that comes in contact with the College.
 - Improper documentation, destruction, falsification, alteration, deletion, or omission related to completion/maintenance of College forms, records, or reports (*e.g., production records, time records, employment applications, and medical records*), including, but not limited to, false claims for wages, benefits, insurance, leave of absence, and/or providing false information for personal gain
 - Recording time for another employee on Cape Fear Community College's time and leave keeping system or altering any time card for any reason whatsoever.
 - Breach of confidentiality, unauthorized disclosure, or misuse of records or other business information
 - Non-work-related use of official position and influence for personal gain
 - Conducting personal business while on duty
 - Unauthorized leave from the College
6. Inappropriate behavior or conduct related to the treatment of others:
- Utterance or publication of any threat, threatening, intimidating, obstructing, and/or harassing other persons
 - Fighting and/or instigating a fight while engaged in College duties or while in attendance at any College-sponsored event
 - Engaging in aggressive, hostile, or violent behavior, such as intimidation of others
 - Attempting to instill fear in others
 - Engaging in belligerent speech, excessive arguing or swearing
 - Sabotage or threats of sabotage
7. Other misconduct including but not limited to:
- Using vulgar or obscene language
 - Gambling in any form on College time or premises
 - Exhibiting immoral conduct on College premises or during work hours.
 - Retaliating against an individual who makes a complaint of harassment
 - Possessing weapons, ammunition, firearms, firecrackers, hazardous materials, or explosives on College premises (*unless authorized in the course of employment*)
 - Engaging in horseplay or practical jokes that endanger or disrupt employees or College property
 - Violation of the Tobacco-Free Policy (*Section 5.67*)
 - Sleeping, loitering, or ~~loafing on the job~~ excessive breaks while on the clock.
 - Failing to maintain proper personal grooming, dress, cleanliness, or hygiene. Creating or contributing to unsanitary conditions. Dress or appearance should not be distracting to other employees and should be within acceptable standards of health, safety, and

professional attire where there is public contact.

- Working for pay at other employment during days and times that conflict with regularly scheduled work hours at Cape Fear Community College (*Section 5.7 Secondary Employment*)
- Working for pay at other employment without an approved Secondary Employment Request Form on file with the College (*Section 5.7 Secondary Employment*)
- Failing to disclose outside interests that may conflict with the interests of the College, including, but not limited to, financial, employment, or other business interests
- Vending, soliciting, or collecting contributions on College time or premises without prior appropriate authorization
- Making defamatory statements about other College employees, including supervisors, or making disparaging statements to the public concerning College business
- Knowingly making false statements about College business or employees
- Failing to maintain appropriate licenses and/or certifications in accordance with job requirements
- Off-duty misconduct, including committing illegal acts, that reflects adversely upon the College or adversely affects the employee's ability/credibility to fulfill their job responsibilities
- Failure to disclose and/or inform the employer of convictions that would result in the inability or restriction to operate College equipment or vehicles

Failure to follow the policies and procedures set forth in the College's Employee Handbook or violation of any other policies and procedures applicable to the employees of the College may result in disciplinary action up to and including termination of employment for just cause and would be administered in accordance with the Discipline Procedure (*Section 5.63*), Non-Reappointment Procedure (*Section 5.15*), and Disciplinary Process (*Section 5.64*).

Procedure

All disciplinary actions will be administered in accordance with the Discipline Procedure (*Section 5.63*), Non-Reappointment Procedure (*Section 5.15*), and Disciplinary Process (*Section 5.64*).

Right to Appeal

Employees who wish to appeal a disciplinary action taken against them should refer to the Grievance Procedure (*Section 5.65*). Review of the disciplinary action may be requested in accordance with the Grievance Procedure (*Section 5.65*), from the level where the decision to administer discipline was made.

10.1 Payroll

~~Salary checks~~Direct Deposits for full and part-time employees are issued on the last workday of the month. Salaries are usually paid early in December. All salaries are subject to federal and state income tax withholdings and Social Security. State retirement (TSERS) contributions are mandatory for full-time employees. ~~Full-time employees are eligible for voluntary payroll deductions.~~

10.2 Electronic Direct Deposit

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

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

The completed Direct Deposit Authorization Form should be delivered in person to the Payroll Department~~completed in Softdoes. All payroll inquiries can be sent to payroll@cfcc.edu or in person returned to the Payroll Department. If mailing the completed form via interoffice mail, send to: Payroll Department, (U-277). If mailing the form through the United States Postal Service, send completed form to: Cape Fear Community College, Payroll Department, 411 N. Front Street, Wilmington, NC 28401.~~

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

An employee who desires to request a hardship exemption from the direct deposit requirement shall do so by contacting payroll. The Vice President of Human Resources has exclusive authority to grant an exemption from the direct deposit requirement.

Note:

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

10.12 Key Control

Purpose

It is the intention of Cape Fear Community College to promote the security of campus personnel and equipment by maintaining and controlling appropriate access to College property. This Key Control Policy is designed to provide access to needed resources while maintaining reasonable personal safety and security for all members and guests of the College. This will ensure the protection of personal and College property through control of keys to offices, buildings, and other secured assets at various campus locations. This Key Control Policy governs the control, use, and possession of keys to Cape Fear Community College's secured assets, as well as the use of keys by employees of the College and those designated to use secured assets by agreement.

Principles

General Provision and Fabrication: Unauthorized use, manufacturing, or duplication of any College key is prohibited. Cape Fear Community College keys are the property of the College and may be repossessed at any time. Keys are to be used only by the individual they are assigned to and cannot be shared or loaned. ~~Fabrication of keys and all lock changes shall only be done by authorized personnel as defined in the document titled "Cape Fear Community College Key Control Procedures". An employee's manufacturing or duplication of any College key is not authorized for any reason.~~

Key Requests

The Campus Locksmith is responsible for all access by mechanical door keys and electronic access IDs associated with the college. All requests must be submitted to the Campus Locksmith through the Key Request Form in Softdocs. Please follow the Key Request Form instructions carefully to ensure your request is processed without delay.

Responsibility for Issuance

Employees will be issued the minimum number of keys at the lowest level of access needed to perform their job responsibilities based on actual needs and with written approval. ~~following the procedures defined in the "Cape Fear Community College Key Control Procedures."~~

Responsibility for the Return of Keys

Any action, including but not limited to ~~termination~~separation, change of responsibility, or status, may trigger the return of keys issued to an individual to Cape Fear Community College. Upon separation from the college, all keys issued to the employee must be immediately returned to the employee's supervisor or Campus Locksmith. in addition to completing the Key Return Form in SoftDocs. Failure to return keys will result in a charge to rekey those areas at the current cost of replacement. ~~Please read the "Cape Fear Community College Key Control Procedures" for detailed information on this topic.~~

Lost or Stolen Keys

Lost or stolen keys should be reported immediately to the Campus Locksmith and the supervisor of the employee. ~~See "Cape Fear Community College Key Control Procedures" for detailed instructions~~

Liability for Lost or Stolen Keys

~~Due to the sensitivity of some of the locations that keys can open; it can cost up to several hundred thousand dollars to rekey such an area if a key is lost or stolen.~~ Key holders who have lost keys or had keys stolen will be liable for them ~~and may receive~~ disciplinary action as defined in the College's Discipline Procedure (*Section 5.63*) and Disciplinary Process (*Section 5.64*).

Damaged Keys

Keys that are damaged or malfunctioning ~~are not working properly~~ can be replaced at no charge by the Campus Locksmith ~~once upon returning~~ the damaged key is returned.

Office or Lock Changes

If an individual moves ~~their~~ office locations, it is their responsibility ~~of the individual~~ to return the old keys to the Campus Locksmith within 3 days. The employee's supervisor must request any lock changes to the Campus Locksmith.

General Purpose Classrooms

General-purpose classroom keys may be requested from the Campus Locksmith as needed.

Key Identification

All keys will be stamped with a unique serial number, and the information on the keys, along with the information on the key holder, will be recorded in a database maintained by the Campus Locksmith.

Key ~~Inventory~~ Control Monitoring

Keys will be inventoried annually. See "*Cape Fear Community College Key Control Procedures*" for detailed instructions.

Master Key Requests

Keys that access multiple areas, known as "master" keys, will only be issued when a thorough justification has been determined and with appropriate approvals. These keys will be issued with a device tracker known as a "Tile". A master key will not be issued without the Tile attached. The Tile is also considered Cape Fear Community College property, and any tampering with the device will result in disciplinary action as defined in the College's Discipline Procedure (*Section 5.63*) and Disciplinary Process (*Section 5.64*~~5~~). If there are issues with the Tile, contact the Campus Locksmith.

10.13 Electronic Access Control

Any card or device used to gain access to a secured area through an electronic security system will be referred to as an “~~swipe card~~access ID.” Any reader capable of reading information from an electronic device and commanding access to a secured location will be referred to as an “electronic ~~door~~access ID reader.”

10.14 ~~Swipe Cards~~Access ID

Certain locations at Cape Fear Community College are secured by electronic ~~door~~access ID readers. An ~~swipe card~~access ID that is used to control a locking mechanism is considered to be a Cape Fear Community College key, ~~and its issuance and usage are governed by the “Cape Fear Community College Key Control Procedures.”~~

Access to any Cape Fear Community College secured area by the use of ~~swipe cards~~access IDs should be requested in the same manner physical keys are requested and treated accordingly.

~~Swipe cards~~Access IDs assigned to any person connected with Cape Fear Community College are non-transferable. ~~Swipe cards~~Access IDs cannot be borrowed or loaned and should be kept safely.

Access granted by the use of ~~swipe cards~~access IDs may impose more restrictions than key access at any one

(1) location. Such restrictions include but are not limited to the day of the week and time of day when access may be granted.

Any lost ~~card~~access ID must be deactivated immediately online or by direct report to the Campus Locksmith. See Key Control Procedures (*Section 10.12*) for more details.

~~Card~~ Swipe Access ID data is confidential.

10.15 **Parking and Security**

Parking spaces are provided, if available, to all full-time, part-time, and temporary employees for a fee. ~~In exchange for payment of parking fees, the employee shall receive a~~ A quarterly parking and security fee will be deducted from an employee's pay and the employee will receive an employee decal. The decal ~~that~~ authorizes the employee to park in designated areas until the employee separates from the College. Parking fees are non-refundable in the event of employee separation.

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

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

12.1 ~~Acceptable~~**Computer** Use Policy**ies**

Purpose

This Acceptable Use Policy acts as an agreement between the College and the user receiving Information Technology (IT) assets. Assets are defined as anything that has value to an organization, including, but not limited to, another organization, person, computing device, IT system, IT network, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards). This Acceptable Use Policy defines permitted usage of these assets, as well as restricted actions that users must not take in order to reduce risk to the College.

Applicability

This policy applies to all users within the College who receive and utilize College assets, which includes all members of the workforce (both on-site and remote), third-party vendors, contractors, service providers, consultants, or any other individual that operates a college asset. It is the user's responsibility to read and understand this policy and to conduct their activities in accordance with its terms. In addition, users must read and understand the College's Information Security Policy and its associated standards. Users who find the policy statements within this document to be unclear are encouraged to reach out to IT in order to clarify any remaining ambiguities.

Enforcement

Failure to follow the Acceptable Use Policy and any misuse of the College's Computing resources may result in the loss of access (privilege may be suspended immediately upon discovery of violations). Also, law enforcement agencies may be involved (through court order). Failure to follow the regulations described here will result in disciplinary action taken in accordance with the College's Discipline Procedure (Section 5.63) and Disciplinary Process (Section 5.64). Any conduct that violates local, state, or federal laws will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Cape Fear Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial, or otherwise for their actions.

User Responsibilities

1. Users must only use approved technology and services.
2. All College assets are on loan to users so that essential job functions may be performed.
3. Upon separation from the College or contract termination, all supplied IT assets, and the associated data must be returned by the user.
4. Users must secure the physical environment around their workstation and lock their computers when stepping away.
5. Users must ensure that Personally Identifiable Information (PII), confidential, and any sensitive data that may be covered by government or other regulation, is not readily available or accessible on their desks or within their workspace.
6. All users must take appropriate care to protect information, systems and related assets within their custody or care from loss, damage, or harm.

- a. Lost or damaged equipment must be reported to IT as soon as practical.
- 7. Users must store their passwords in a secure manner.
 - a. Approved password managers must be used to store passwords digitally.
- 8. User's assigned accounts must only access assets, operating systems, applications, files, and data to which they have been granted access. The ability to inadvertently read, execute, modify, delete, or copy data does not imply permission to do so.
- 9. Only authorized users are permitted to post content or create the impression that they are representing, stating opinions, or otherwise making statements on behalf of the College on social networking sites, blogs, or other internet sites.
- 10. Users must keep knowledge about information and information systems gained during employment confidential and confidentiality must be maintained after employment ceases.

Prohibited Use

- 1. Only approved and authorized devices may be connected to networks owned or managed by the College. This includes portable end-user devices, removable devices (e.g., USB sticks) and personally-owned devices.
- 2. Users must not share their passwords with others or allow the use of their account by others.
 - a. Users are responsible for all activity originating from their usernames and accounts.
- 3. Users must not circumvent user authentication mechanisms or the security of any user account or information system asset.
- 4. Users must not install software, hardware, or modify system configuration settings on any College asset, unless explicitly permitted by the user's role and responsibility.
- 5. Users must not engage in any activity with the intent to disrupt College assets or networks.
 - a. Users must not perform any form of network monitoring, port scanning or security scanning unless this activity is a part of the individual's normal job and is formally authorized.
- 6. Users must not leverage College assets for personal economic gain.
- 4.7. Users must not leverage the "Remember Me" or "Remember my Password" function inside of a browser.

Expectations of Privacy

- 1. When using College resources, the user shall have no expectation of privacy. Access and use of the Internet, including communication by e-mail and instant messaging and the content thereof, are not confidential, except in certain limited cases recognized by law.
- 2. The College reserves the right to monitor, access, and disclose all information generated and actions performed using College IT assets. Files, messages (including attachments), and logs may be retained and used as evidence in litigation, audits, and investigations, and may be subject to inspection under the Public Records Law of the State of North Carolina.

Personal Use

- 1. Users are permitted limited personal use of college assets, such as visiting websites and checking personal email accounts.
 - a. Users may access web-based personal password managers on college assets. Local installation of a password manager must be approved by IT.
 - i. Users must not store College passwords in personal password managers.

- b. Users must not use browser sync or browser profiles that will move a user's browser history from a personal device to a college asset (or vice versa).
- 4.2. Users must not use personally-owned accounts (e.g., Apple ID, Google Account, Microsoft Account) for device-wide accounts (e.g., Android, iOS, Windows) on college devices unless permitted by the College.
 - a. Users must work with IT to create College-specific accounts for required assets and third-party services, such as creating a college-owned Apple ID for an Apple device.
3. Users must not use College license keys on personal devices unless authorized by the College.
4. College data must not be stored on non-College, personal cloud provider platforms (e.g., Google Drive, Microsoft OneDrive, Dropbox).

Reporting Violations

1. Users who are aware of any event which threatens the availability, integrity or confidentiality of college data, or which breaches any standard, policy, procedure, or any associated requirement, or is contrary to law, must immediately contact IT or their immediate manager.

Bring Your Own Device

1. Personal devices must not be connected to the College network without formal authorization.
2. College data must not be stored on personal devices without formal authorization.
3. Users leveraging their personal device to store College data may have their device completely wiped. Reasons for device wipe may include:
 - a. Lost / stolen device.
 - b. Termination of user's employment.
 - c. Compromised / hacked account or device.

~~The State Auditor and the North Carolina Department of Community Colleges require a strong security system to protect the integrity of the information stored on our computing system. Cape Fear Community College has adopted the following regulations to ensure the security and integrity of the data stored on the computer network:~~

- ~~• All computer users share responsibility for the security of the data on the network. Each user is issued a login password that allows them access to the data necessary to perform their duties. The strongest link to data security is our system of passwords. Under no circumstances should a user share a login password with employees, students, or friends.~~
- ~~• Users are not to log in on multiple terminals/workstations concurrently unless all terminals/workstations are within sight of the user. During registration processes, concurrent logins are allowed only while under the direct supervision of the department head.~~
- ~~• It is the responsibility of the Human Resources Department to notify the Office of Information Technology Services concerning employees ending employment with Cape Fear Community College in good standing. After the last day of employment, employees must have all rights to the computing system removed based on the contract end date as provided by Human Resources*.~~
- ~~• If Cape Fear Community College initiates the termination of an employee, all rights to the computing systems for that individual must be removed immediately. It is the responsibility of Human Resources to notify the Director of Information Technology Services immediately*.~~

~~*Note:~~

~~When an employee leaves the College and enrolls in a course(s), a new student email address is~~

assigned.

~~An individual who is not a regular Cape Fear Community College employee should have no access to our administrative system or areas of institutional networks, which are reserved for administrative use unless prior written approval is obtained from the appropriate senior level administrator. Students and guests will be provided limited access to academic computing systems as required for instructional purposes. Student labor computing resource access may be given special consideration based on existing Cape Fear Community College policy and functional procedures.~~

~~Security is maintained on all computing systems by the use of access control lists, monitoring of logins and system logs, the extensive use of passwords, and restricted physical access to critical areas.~~

12.3 ~~E-mail and Internet~~ and Email Use

~~Purpose and Benefits~~

College-owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the employees, students, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College-owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege, and therefore, it is essential that all users exercise responsible, ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy (*Section 12.31*).

~~The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained in the College's computing resources and in college accounts, including but not limited to email, may be subject to inspection under the Public Records Law of the State of North Carolina. All students and employees are responsible for using these computing facilities in an effective, efficient, ethical, non-discriminatory, and lawful manner. The College does not attempt to articulate all requirements or unacceptable behavior by its users. Therefore, each individual's judgment on appropriate conduct must be relied on. To assist in such judgment, the following Acceptable Use Policy has been developed:~~

College computing resources are to be used only for educational, research, instructional purposes, or college business for which access is provided, except for personal occasional, incidental, brief use when not conflicting with work performance. College computing resources are not to be used for any unauthorized purpose, including but not limited to commercial purposes, partisan political activities, unauthorized access to remote computers, or non-college-related activities.

~~An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual to use your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.~~

Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail messages, or impersonating other users. College policies against discrimination and harassment apply to communications through the College's computing resources.

~~All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources. Users will not download and install application software.~~

Users shall not download, reproduce, and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator, including college Web page content or college logo. Users will state the following disclaimer on home pages created and residing on Cape Fear Community College systems: “The views and opinions expressed on this page are strictly those of the page author and not necessarily those of Cape Fear Community College.”

In accordance with North Carolina General Statute § 143-805, employees, elected officials, appointees, and students are strictly prohibited from accessing, viewing, downloading, or distributing pornography on any college-owned devices, networks, or systems.

~~Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College’s computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.~~

~~Users shall not waste, monopolize, interfere with, or misuse the College’s computing resources by, for example, requesting an excessive number of copies from a printer, playing games, or participating in chain letters or Ponzi schemes.~~

~~Users shall not access without authorization or damage any portion of the College’s computing resources or other College property, such as College records, applications, or data. Users shall not use the College’s computing resources for illegal activities.~~

~~Users learning of the misuse of the College’s computing resources or violations of this Acceptable Use Policy must notify a faculty member of the College or another College official immediately.~~

Enforcement

~~Failure to follow the Acceptable Use Policy and any misuse of the College’s Computing resources may result in the loss of access (privilege may be suspended immediately upon discovery of violations). Also, law enforcement agencies may be involved (through court order). Failure to follow the regulations described here will result in disciplinary action taken in accordance with the College’s Discipline Procedure (Section 5.63) and Disciplinary Process (Section 5.64). Any conduct that violates local, state, or federal laws will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.~~

~~Cape Fear Community College is not liable for actions of anyone connected to the Internet through the College’s computing resources. All users will assume full liability: legal, financial, or otherwise for their actions.~~

CFCC Foundation Bylaws Revisions

BYLAWS

Amended and Restated Bylaws

Cape Fear Community College Foundation, Inc.

ARTICLE I: PRINCIPAL OFFICE AND REGISTERED AGENT

ARTICLE II: STATUS

ARTICLE III: PURPOSES

ARTICLE IV: BOARD OF DIRECTORS

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ARTICLE X: AMENDMENTS TO BYLAWS

ARTICLE XI: AMENDMENTS TO ARTICLES OF INCORPORATION

ARTICLE XII: REFERENCES

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Appendix I: COMMITTEE CHARTERS

ARTICLE I: PRINCIPAL OFFICE AND REGISTERED AGENT

A. **Principal Office.** The principal office of the Cape Fear Community College Foundation, Inc., a nonprofit corporation incorporated under the laws of the state of North Carolina (hereinafter the "Foundation"), shall be located at 411 North Front Street, Wilmington, New Hanover County, North Carolina.

B. **Registered Agent.** The Foundation will have and continuously maintain a registered agent in the state of North Carolina and the Foundation Board shall appoint and continuously maintain in service a registered agent.

ARTICLE II: STATUS

The corporation is organized pursuant to Chapter 55A of the North Carolina General Statutes and has qualified as a Section 501 (c) (3) Public Charity corporation under the provisions of the Internal Revenue Code of the United States of America, and no provisions of these bylaws shall act to eliminate to chance said status without an affirmative vote of the Board of Trustees.

ARTICLE III: PURPOSES

The purposes of the Foundation, as stated in the Articles of Incorporation and subject to the limitations of Article IX, hereof, include:

- a. *To engage in fundraising activities and to accept gifts and contributions in any form and of any property, including without limitation, both real and personal property, to be used for the purposes of the Foundation set forth above; and, sources for furtherance of the purposes of the Foundation; and,*
- b. *To apply for and secure financial grants from public and private sources for furtherance of the purposes of the Foundation;*
- c. *To make distributions in any form and of any property, including without limitation, both real and personal property, for the purposes of the Foundation; and,*
- d. *To undertake any activity whatsoever that is in furtherance, directly or indirectly, of the purposes of the Foundation and,*
- e. *To exercise any and all powers that may be conferred upon nonprofit corporations under Chapter 55A of the North Carolina General Statutes or any corresponding provisions of any future North Carolina Statutes in furtherance of the purposes of the Foundation;*

ARTICLE IV: BOARD OF DIRECTORS

A. **General Powers.** The business and affairs of the Foundation shall be managed by ~~its Foundation Board~~the Executive Director of the CFCC Foundation under the supervision of the President of the college, and the college Chief of Staff. The ~~Foundation Board of Directors~~ shall in all cases act as an Advisory Board, and they may adopt such rules and regulations for the conduct of their meetings and management of the Foundation as they may deem proper, not inconsistent with these bylaws and the laws of the state of North Carolina.

B. Number, Tenure, Election of Directors. The number of directors shall be set by the Board of Directors, not to exceed twenty-seven, inclusive of the President of the College and the Chair of the Board of Trustees (or their designee). Directors shall be elected by the Board of Directors upon a majority vote of those present in sufficient numbers to constitute a quorum. Directors shall be elected at the annual meeting for term of three years. Directors can be elected by majority vote to fill vacancies for the remainder of the unexpired term. Terms of directors shall be staggered for rotation, with one-third of the directors subject to appointment or reappointment annually, or as close to one-third as is feasible.

Directors may serve up to two consecutive three-year terms. A break in service of one year is required before a Director may return to the Foundation Board after filling two consecutive terms.

C. *Ex Officio* Directors.

1. Voting:

In addition to the elected members of the Foundation Board, but inclusive to the total voting membership, the following persons shall be *ex officio* voting members of the Board: the Chair of the Board of Trustees (or his/her designee) and the President of Cape Fear Community College.

2. Non-voting:

The Executive Director of the Foundation and the CFCC Chief Financial Officer (serving as Foundation Treasurer) shall be non-voting *ex officio* members of the Foundation Board. Additional non-voting *ex officio* members may be elected by the Board at any time and will not be considered in the total number of Directors [see section B]. These may include without limitation:

- [1] A representative of the Alumni
- [2] A representative of the CFCC faculty
- [3] A representative of the Student Body
- [4] Emeritus Foundation Directors

The CFCC Foundation Board may honor outgoing or former Foundation Board Directors who have contributed significant ways to the growth and development of CFCC Foundation by granting them Emeritus status. This section authorizes the granting of non-voting Emeritus status under the following conditions:

- i. Nomination for Emeritus status shall be received by the CFCC Executive Committee at least one month prior to the annual meeting. Upon completion of review and selection of nominee, the Executive Committee will present the name and qualifications of the candidate for Emeritus status to the CFCC Foundation Board for subsequent election by a unanimous vote of the members in attendance at the annual meeting, so long as a quorum is present.
- ii. There shall be no more than one nomination for Emeritus status during any fiscal year, and no more than three Emeriti shall serve on the Board at any

one time. The number of Emeriti Directors shall not be included in the total number of Foundation Board members.

D. Regular Meetings. A regular meeting of the Foundation Board shall be held once every other month (in August, October, November, January, March, May) at a date, place, and time to be determined. Notice of said regular meeting shall be sent to the members of the Foundation Board at least two weeks prior to the date of the meeting.

The Executive Director of the Foundation in consultation with the Board Chair, shall plan the meeting agenda. The Chair may receive agenda items from the Executive Committee, Foundation Board, the President and other interested parties until two weeks prior to the meeting date. Meeting materials, including the Consent Agenda, will be distributed at least one week prior to the meeting and will provide Foundation Board with information in advance about all items to be discussed and/or acted upon at the meeting, to the extent possible.

E. Special Meetings. Special meetings of the Foundation may be called by, or at the request of, the Chair of the Foundation, the President, the Executive Director of the Foundation, the Chair of the Board of Trustees or any three Directors. The person authorized to notify the Foundation Board of the meetings shall fix the place and time for holding any special meetings of the Foundation. Notice of a special meeting shall be sent to the Foundation Board at least 48 hours prior to the date of the meeting, whenever possible. The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the notice to members and officers of the Board.

F. Annual Meeting. Annual Meeting. The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

G. Attendance. Following two consecutive absences by a director, the Chair or the Executive Director of the Foundation shall contact that director to determine his intention of attending future meetings or if the director desires to resign. The Foundation Board reserves the right to a remove a director for a third consecutive absence if they deem it necessary. or resigning and the director shall be sent a letter advising possible removal from the Board in the event of a third consecutive absence. The Foundation Board may remove a Foundation Director upon three consecutive absences. Any director removed from the Foundation Board will be notified of such removal. Notice of such removal shall be given to the Foundation Director upon removal.

H. Quorum. A majority of the number of voting directors or members fixed in accordance with these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Foundation Board of any Committee of the Foundation Board.

If a quorum is not present, the presiding officer of the Foundation Board or Committee may call for a vote on a motion from the members who are not present. This vote may be conducted by electronic means or by telephone. If the procedures outlined in the Voting section below are followed, these votes will be added to the votes of the members present at the meeting to determine if the motion passes.

I. Voting. A majority of the number of directors fixed in accordance with these Bylaws shall constitute a quorum for the transaction of any business at any meeting of the Foundation Board. If

a more stringent vote is required, it will be outlined in these Bylaws. In the case of a tie vote, the Chair will break the tie with his/her vote.

Directors participate in a meeting through any means of communication by which all participating directors may simultaneously hear each other during the meeting. Each director who attends a meeting through such means of communication is deemed to be present, per the N.C. General Statute 55A-8-20. Electronic participation and voting may be allowed, so long as this participation is evident to the remaining members at the time of the discussion and vote, is reflected in an approved communication modality, and recorded in the minutes where votes are taken, per NC General Statute 55A-8-21(a).

J. Manner of Acting. The act of the majority of the Foundation Directors present at a meeting at which a quorum is present shall be the act of the Foundation Board.

Informal Action by Directors: Action taken by a majority of the directors without a meeting is nevertheless Foundation Board action if written consent to the action in question is signed by all the directors and filed with the minutes of the proceedings of the Foundation Board, whether done before or after the action is taken.

Meeting by Telephone: Any one or more directors may participate in any meeting of the Foundation Board by means of a conference telephone or similar communications device which allows all persons participating in the meeting to hear each other, and such participation in the meeting shall be deemed presence in person at such meeting.

K. Removal of Directors. Any director may be removed by a 2/3 vote of the remaining active membership of the Foundation Board of Directors. The Chair will notify the member in advance of plans to vote on their removal, and follow up with a notice of their removal in writing after the Foundation has voted.

L. Resignation. A director may resign at any time by giving written notice to the Foundation, the Chair or Secretary of the Foundation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Foundation and the acceptance of the resignation shall not be necessary to make it effective.

M. Compensation. No compensation shall be paid to any elected member of the Foundation Board of Directors except on occasion for reimbursement of certain expenses directly related to the mission and purposes of the corporation as may be approved by the Board of Directors.

N. Presumption of Assent. A director of the Foundation who is present at a meeting of directors at which action on any corporate matter is taken shall be presumed to have assented to the action unless his/her dissent shall be entered in the minutes of the meeting.

O. Types of Committees and Methods of Appointments. The Board may establish such standing committees and such ad hoc committees as it deems necessary. The Chairman shall appoint the members of all committees, and membership shall be continuous at the discretion of the Chairman.

P. Limitation of Authority of Committees. In the event the Board, in regular or special meeting, authorizes a committee to act on a specific matter referred to it, the chairman of the committee

shall report within an allotted time to the Board as to the action taken. The action of the Committee shall be final.

Q. Standing Committees. Standing Committees shall include the Executive Committee, the Philanthropy Committee, and the Investment Committee. The Chair of the Board shall serve as an *ex officio* voting member of all Committees.

- (A) The Executive Committee shall consist of four (4) members, i.e., the Board Chair, the Vice Chair and two additional members to be appointed by the Chair. The Executive Committee shall be named at the Annual Meeting.

The Executive Committee, during the intervals between the meetings of the Board, shall have and exercise all powers, privileges and prerogatives of the Board except those expressly reserved therein to be exercised by the Board in a regular or special meeting.

The Chair of the Executive Committee may call meetings of the Committee at any time.

All actions of the Executive Committee made in accordance with these bylaws, shall be presented to the Board at its next meeting for final action by the full Board.

- (B) The Investment Committee shall ensure the enforcement of the Foundation's Investment Policy. The Investment Committee will be no less than four (4) members and will be named at the Annual Meeting.

The Investment Committee, as fiduciaries, are responsible for ensuring the investment process is managed in a prudent manner, seeking to meet the Foundation's return objectives and maintaining the real or inflation-adjusted value of the portfolio. The Investment Committee is responsible for recommending asset allocation and investment policies for the Foundation Board with the support of an Investment Advisor.

- (C) The Philanthropy Committee shall be responsible for recommending strategic activities to maximize the Foundation's potential to raise funds for the college, as well as setting goals for, overseeing, and encouraging member participation in the Board's annual "Giving" and "Getting" Campaigns.

The committee will be no less than four (4) members, including the Foundation's Executive Director, who will be named at the first meeting of the Board in a new fiscal year. Committee members will be appointed annually within the first two months of each new fiscal year.

Committee members agree to leverage their networks of personal and professional associates to identify, cultivate and steward potential and existing donors of influence and affluence; to support special Foundation events; to serve as ambassadors to Cape Fear Community College's mission and fulfill the following three areas of focus:

1. Assist in the development and implementation of board fundraising plans and strategies to achieve revenue targets.
2. Work in partnership with Executive Director, board chair, and Foundation staff to run a successful and effective Annual Board Campaign.

R. Committee Meetings. Meetings of Committees should be held every other month, between regular board meetings. The may be called by the Chairperson of the Committee, or ~~by~~ the Board Chair, should provide~~by giving~~ written or oral ~~reminders~~~~notice~~ of their committee meetings to

members at least three (3) days before the meeting, specifying the time, place and agenda of the meeting. Committee members must attend, either in person or virtually, all committee meetings unless excused by the Chairperson of the committee.

Any member of the Committee may waive notice of any meeting. Attendance by a member of the Committee at a meeting shall constitute a waiver of notice of the meeting, except where the member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. Following two consecutive absences by a committee member, the Chair shall contact that member to determine their intention of attending future meetings or resigning from the committee, and the member shall be sent a letter advising possible removal from the committee in the event of a third consecutive absence.

A majority of the voting members of a Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. The act of a majority of the voting members present at a meeting at which a quorum is present shall be the act of the Committee. Action taken by the required majority of the voting members without a meeting is nevertheless Committee action if written consent to the action in question is signed by all of the voting members of the Committee and filed with the minutes of the proceedings of the Committee, whether done before or after the action so taken.

Any one or more members may participate in a meeting of the Committee by means of a conference telephone or similar communications device which allows all persons participating in the meeting to hear each other; such participation in a meeting shall be deemed presence in person at such meeting.

The Chairperson of the Committee shall appoint a Secretary to take minutes of the proceedings of the Committee.

S. Executive Committee. The Executive Committee, to the extent authorized by law, shall have and may exercise all of the authority of the Foundation Board, except that the Executive Committee shall not have authority to: (1) approve or propose to directors any action that is required to be approved by directors under North Carolina Nonprofit Foundation Act or any successor to such statutes; (2) amend the Foundation's Article of Incorporation; (3) adopt, amend or repeal the Foundation Bylaws; or (4) approve any plan of merger that does not require director approval.

Any resolutions adopted or other action taken by the Executive Committee within the scope of the authority delegated to it by the Board shall be deemed for all purposes to be adopted or taken by the Board. The designation of the Executive Committee and the delegation thereto of authority shall not operate to relieve the Board, or any member thereof, of any responsibility or liability imposed upon it or them by law.

Regular meetings of the Executive Committee may be held without notice at such time and place as the Executive Committee may fix from time to time.

Special meetings of the Executive Committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of such meeting, which notice may be by mail, by electronic mail or by telephone, and if mailed, shall be deemed to be delivered when deposited in the United States mail addressed to any member of the Executive Committee. Any

member of the Executive Committee may, in a signed writing, waive notice of any meeting, and no notice of any meeting need be given to any member thereof who attends in person. The notice of a meeting of any committee need not state the business proposed to be transacted at the meeting.

A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting thereof and actions of such committee must be authorized by the affirmative vote of a majority of the members of the Executive Committee then in office, unless otherwise stated in these Bylaws.

Any voting member of the Executive Committee may be removed from the committee at any time with or without cause by an affirmative vote of a majority of the Foundation directors then in office. Vacancies in the membership of the committee resulting from death, resignation, disqualification, or removal shall be filled by the Executive Committee.

T. *Ad Hoc* Committees. The Foundation may also convene *ad hoc* committees to address issues that are not ongoing [example: To study a specific proposal or opportunity, manage a real estate transaction, manage a fundraising campaign, etc.]. The Board Chair shall appoint the members of and serve as an *ex officio* voting member of all *ad hoc* committees. The *ad hoc* committee shall be identified in the minutes of the meeting where it is approved by the Board, citing the purpose, goals, membership and approximate duration of the committee; *ad hoc* committees may include members who are not members of the Foundation, so long as they constitute a minority of the committee membership.

U. Board Member Responsibilities

Service

- To serve a minimum of one full term ~~for of~~ three years.
- To serve as ~~community~~-ambassadors for CFCC, its mission and its students.
- To be informed advocates representing the college's mission in the community as well as strategic advisors for Foundation staff and leadership.
- To be a vital connection for philanthropic support for the Foundation and the college.
- To be objective when evaluating the programs and policies of the Foundation.
- To ensure that all legal, regulatory and ethical requirements are fulfilled.
- Participate as needed in decisions that relate to financial issues including those relating to investments, property and trusts.
- Work collaboratively with the President's office and Foundation staff to meet goals of the Foundation.
- Further the mission and goals of the Foundation.
- To use knowledge, understanding and personal networks to spread the word about the Foundation.

Expectations

- To attend ~~quarterly~~-bimonthly board meetings and committee meetings to which one is appointed and help form and meet the goals of that committee.

- Meet the annual giving goal of 100% participation of the Board in an annual personal gift to the College to the extent of his/her ability at the giving level approved in the Annual Board Campaign.
- Work with the Philanthropy Committee to meet the Board's goals as determined for both the "Giving" Campaign and the "Getting" Campaign.
- Responsible for securing at least one sponsorship at a major Foundation fundraiser.
- Become educated on planned giving and able to discuss with a prospect.
- Attend fundraising events.
- Host or sponsor a cultivation event for prospective donors.
- Identify, cultivate and steward donors and prospects for long-term involvement in the College.
- Bring potential donors on campus for events, tours, lunches, etc.
- Recommend others who can serve on the board and/or committees.
- Thank donors of the Foundation for their generosity.

ARTICLE V:

Officers and Their Duties

A. Officers. The officers of the Foundation shall be the Chair, Vice Chair, Treasurer, Secretary of the Foundation.

B. Officer Election and Term of Office. The Chair and Vice Chair shall be elected at the annual meeting from among the volunteer membership of the Foundation Board, based on the slate of officers presented by the Executive Committee, and shall serve for one year or until a successor shall be duly elected. The Chair and Vice Chair may serve up to two consecutive one-year terms. After two consecutive one-year terms are served, a break of one year is required before a Director may return to an officer position on the Foundation Board.

The Executive Director shall be an employee of Cape Fear Community College who has been named Executive Director of the Foundation by the President of the College, approved by the Board of Trustees, and presented to a meeting of the Board of Directors after his or her appointment.

The Treasurer of the Foundation shall be an employee of Cape Fear Community College who has been named Chief Financial Officer by the President of the College. The term of office for the Treasurer shall continue throughout the individual's term of employment in that position.

The Secretary of the Foundation Board shall be an employee of Cape Fear Community College who has been named by the Executive Director. The term of office for the Treasurer shall continue throughout the individual's term of employment in that position.

C. Chair. The Foundation Board Chair shall appoint the chairs and members of and serve as an *ex officio* voting member of all committees of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated by the Board.

D. Vice Chair. The Vice Chair of the Board shall preside in the absence of the Chair, perform all duties of the Chair with full authority during the absence or disability of the Chair, and shall discharge any other functions delegated by the Board.

E. Secretary of the Foundation: The Secretary shall:

- a. Notify all members of the time and place of Foundation Board meetings.
- b. Shall present on any matters desired.
- c. Keep an accurate record of the proceedings of the Foundation Board.
- d. Have custody of all official records and documents of the Foundation Board.
- e. Prepare and maintain all bylaws and amendments thereto as well as a copy of all policies and procedures of the Foundation Board.
- f. The Secretary, with the Chairman of the Foundation Board, as necessary shall execute all exterior documents on authority of and in the name of the CFCC Foundation Board.
- g. The Secretary will ensure donor intent is honored and documented.

G. Recording Secretary: The Foundation Board may appoint a Recording Secretary, for a period of one year, who will be eligible for reappointment.

H. Treasurer of the Foundation: The Treasurer shall have custody of all money and securities of the Foundation and shall keep adequate and correct books and accounts of the Foundation's properties and transactions. In addition, the Treasurer shall:

- a. Have oversight responsibility for all funds and securities of the Foundation, the receipt and recording of contributions and monies due and payable to the Foundation from any sources whatsoever, and the depositing of all such monies in the name of the Foundation in such depositories as shall be selected by the Foundation Board;
- b. Prepare, or cause to be prepared, a true statement of the Foundation's assets and liabilities as of the close of each fiscal year, all in reasonable detail, which statement shall be made and filed at the Foundation's registered office or principal place of business in the State of North Carolina;
- c. Prepare, or cause to be prepared, a proposed budget for the Foundation's activities for the following fiscal year, all in reasonable detail, which statement shall be presented to the Foundation Board at its respective annual meetings; and
- d. In general, perform all of the duties as from time to time may be assigned to him/her by the Chair or by the Board, or by these bylaws.
- e. The President and Foundation Treasurer/Chief Fiscal Officer of the College, or his/her designee, will co-sign all checks issued by the Foundation.

I. Officer Compensation. No elected officer or elected member of the Foundation shall receive any salary from the Foundation. The Executive Director and Treasurer of the Foundation, who serve as *ex officio* officers of the Foundation, are paid by the College.

J. Removal of Officers. Any officer elected or appointed by the Foundation Board may be removed upon a three-fourths vote of the Board of Directors active membership. The Chair will notify the officer in advance of plans to vote on their removal, and follow up with a notice of their removal in writing after the Foundation has voted. If the officer to be removed is the Chair, the Vice Chair will undertake this responsibility.

K. Officer Vacancies. A vacancy in any elected office because of death, resignation, removal, disqualification or otherwise, may be filled by the directors for the unexpired portion of the term. Subject to the provisions of the Vice Chair section of Article V, the Executive Committee may recommend, and the Foundation Board may appoint, a replacement officer for the remainder of the vacating officer's term.

ARTICLE VI: FISCAL YEAR

The fiscal year of the Foundation shall begin on the first day of July in each year.

ARTICLE VII: INDEMNIFICATION

A. The Foundation indemnifies each member of its Board of Directors, as described in Article IV hereof, and each of its officers, as described in Article V hereof, for the defense of civil or criminal actions or proceedings as hereinafter provided and, notwithstanding any provision in these Bylaws, in a manner and to the extent permitted by applicable law.

B. The Foundation indemnification of each of its directors and officers, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees, actually and necessarily incurred or imposed as a result of such action or proceeding, or any appeal therein, imposed upon or asserted against him or her by reason of being or having been such a director or officer and acting within the scope of his or her official duties, but only when the determination shall have been made judicially that he/she acted in good faith for a purpose which he/she reasonably believed to be in the best interests of the Foundation and, in the case of a criminal action or proceeding, in addition, had no reasonable cause to believe that his/her conduct was unlawful. All determination in the foregoing by the Board of Directors shall rely on the advice of independent legal counsel on questions involved.

C. Every reference herein to a member of the Board of Directors or officer of the Foundation shall include every director and officer thereof or former director and officer thereof. This indemnification shall apply to all the judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising, allowable as above-stated. The right of indemnification herein provided shall be in addition to any and all rights to which any director or officer of the Foundation might otherwise be entitled and the provisions hereof shall neither impair nor adversely affect such rights.

ARTICLE VIII: LIMITATION ON ACTIVITIES

The Foundation is organized and operated exclusively for charitable, educational and scientific purposes within the meaning of sections 170 (c) (2) (B), 501 (c) (3), 2055 (A) (2), and 2522 (A) (2) of the Internal Revenue Code. No substantial part of the activities of the Foundation shall be

the carrying on of propaganda or otherwise attempting to influence legislation, and the Foundation shall be empowered to make the election authorized under section 501 (h) of the Internal Revenue Code. The Foundation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, the Foundation shall not carry on any activities not permitted to be carried on by any organization.

- a. Exempt from federal income taxation under section 501 (a) of the Internal Revenue Code as an organization described in section 501 (c) (3) of such Code.
- b. Described in section 501 (a) (1), (2), or (3) of the Internal Revenue Code (as the case may be), and/or
- c. Contributions to which are deductible under sections 170 (c) (2), or 2055 (a) (2), or 2522 (a) (2) of the Internal Revenue Code.

ARTICLE IX: GENERAL

- A. **Rules for Meetings.** All meetings of the Board shall be conducted pursuant to the provisions of ROBERT'S RULES OF ORDER, REVISED, unless stated otherwise in these bylaws.
- B. **Contracts.** The Board of Directors may authorize Executive Director and the Foundation Treasurer to enter into a contract or execute and deliver an instrument on behalf of the Foundation. Such authority will be identified in the minutes of the meeting in which this authority is extended. All contracts require the approval of the College's CFO and President.
- C. **Donations.** Any person or agent making gifts to Cape Fear Community College Foundation, Inc., may designate the purpose for which the gift shall be administered and distributed. These shall be known as Designated/Restricted Gifts. The College may accept or reject the object or condition as offered. All gifts made without condition shall be added to and merged with other undesignated/unrestricted gifts. The College may reject any gift which it deems not to be in the best interest of the Foundation.
- D. **Annual Appointment of Outside Auditor.** An outside auditor shall be appointed annually, based on a recommendation from the Finance & Investment Committee. That auditor shall perform an annual audit of financial operations and make a report to the Foundation Board of Directors at the conclusion of the audit.
- E. **Waiver of Notice.** Whenever any notice is required to be given to any director by law, by the Articles of Incorporation or by these bylaws, a waiver of the notice in writing signed by the person or persons entitled to such notice, whether before or after the time stated in the notice, shall be equivalent to the giving of the notice.
- F. **Gender.** In interpreting these bylaws, all nouns or pronouns shall be deemed to refer equally to all genders.

ARTICLE X: AMENDMENTS TO BYLAWS

These Bylaws may be amended by an affirmative vote of three-fourths of the Board of Directors voting membership, and approved by the CFCC Board of Trustees.

A copy of exact wording of an amendment to be considered at a meeting shall be distributed to each member of the Board one week prior to the date of the meeting. An amendment so made shall be effective immediately after adoption unless an effective date is specifically adopted at the time the amendment is enacted.

ARTICLE XI: AMENDMENTS TO ARTICLES OF INCORPORATION

The articles of incorporation of the Foundation may be amended by an affirmative vote of three-fourths of the Board of Directors active membership.

ARTICLE XII: REFERENCES

References herein to sections of the Internal Revenue Code are provisions of such Code as those provisions are now enacted, as of 1954 and subsequent amendments, or to corresponding provisions of any future United States internal revenue law.

(Bylaws were originally signed by the Foundation Chair and Executive Director on May 23, 1996.)

Amended 06/2005

Amended 10/16/2014

Amended 04/17/2014

Amended 08/13/2015

Amended 07/21/2016

ARTICLE XIII: ADOPTION

These Amended and Restated Bylaws of the Cape Fear Community College Foundation, Incorporated are adopted this the ~~17th~~ day of, ~~July 2025~~¹⁶, by action of the Board of Directors of the Cape Fear Community College Foundation, Incorporated.

Secretary, CFCC Foundation Board

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Appendix I: COMMITTEE CHARTERS

- Executive Committee
- Finance and Investment Committee
- ~~Grants and Scholarships~~Philanthropy Committee

CFCC Board of Trustees Bylaws Update

BYLAWS OF THE CAPE FEAR COMMUNITY COLLEGE BOARD OF TRUSTEES

ARTICLE I Responsibility and Membership

Section 1. Jurisdiction and Responsibility

- (A) The Board of Trustees of Cape Fear Community College is a body corporate established by an act of the North Carolina General Assembly, Chapter 115A (Changed to 115D by the Legislature in 1979), General Statutes of North Carolina, and it possesses all of the powers of a body corporate for the purposes created by or that may exist under provisions of the law.
- (B) The Board of Trustees has the responsibility for the development and operation of **the** College in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
- (C) The official title of the Board of Trustees, and the corporate name of the institution, shall be "The Board of Trustees of Cape Fear Community College."
- (D) Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

- (A) The Board shall consist of ~~fifteen~~**fourteen** members in ~~four~~**three** groups. The eight Trustees in Group One shall be appointed by the General Assembly under G.S. 120-121. ~~One~~ **Four** members out of the eight appointed by the General Assembly shall be appointed upon the recommendation of the Speaker of the House of Representatives and ~~one~~**four** members out of the eight shall be appointed upon the recommendation of the President Pro Tempore of the Senate. The four in Group Two shall be appointed by the New Hanover County Board of Commissioners. The two in Group Three shall be appointed by the Pender County Board of Commissioners. ~~Group Four will be represented by the president of the student government pursuant to Chapter 115D of the General Statutes of the State of North Carolina (hereinafter referred to as Chapter 115D) and shall be an ex officio, non-voting member of the Board of Trustees. With the exception of the ex officio member, b~~**Board members shall serve staggered four (4) year terms; all terms will expire June 30 of the year of expiration. All Trustees shall be residents of New Hanover County or Pender County, or of counties contiguous thereto with the exception of members provided for in Chapter 115D-12(a)(3), Group Four.**
- (B) Vacancies occurring in a seat appointed by the General Assembly shall be filled as provided in G.S. 120-122. Vacancies occurring in a seat elected by a board of county commissioners shall be filled for the remainder of the unexpired term in the manner in which regular selections are made.
- (C) 15D-19. Removal of trustees. (a) Should the State Board of Community Colleges have sufficient evidence that any member of the board of trustees of an institution is not capable

of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such board of trustees, unless the chairman is the offending member, in which case the other members of the board shall be notified. Upon receipt of such notice there shall be a meeting of the board of trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the board shall be recorded, along with the action taken, in the minutes of the board of trustees. If the charges are, by an affirmative vote of two-thirds of the members of the board, found to be true, the board of trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a board of trustees to hold a hearing as provided herein upon evidence known or presented to it. (b) A board of trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A board of trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The board of trustees shall notify the appropriate appointing authority of any vacancy. (1963, c. 448, s. 23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1989, c. 521, s. 2; 1995, c. 470, s. 2.)

- (D) All Board members must abide by the conflict of interest provisions as described in NCGS 14-234 and the ethics standards contained in NCGS 163A. A Conflict of Interest Statement will be read by the Board of Trustees Chair at every Board of Trustees meeting.

Section 3. Office of Record

The Board shall maintain its office of record in New Hanover County.

ARTICLE II Officers and Their Duties

Section 1. Election and Term of Office

- (A) The corporate officers of the Board of Trustees shall be the Chairman, the Vice Chairman and the Secretary.
- (B) The Chairman and Vice Chairman shall be elected by the Board of Trustees from its membership.
- (C) The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board for a period of one year, but shall be eligible for re-election by the Board.
The Chairman, Vice Chairman and the Secretary shall be elected for a period of one year but shall be eligible for re-election by the Board to the same office.
- (D) The President of the College shall be the executive officer of the Board, and shall serve on the appointment by, and at the pleasure of the Board.
- (E) The Board may appoint a Recording Secretary, for a period of one year, who will be eligible for reappointment.

- (F) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an *ex officio* voting member of all committees of the Board, execute all contracts and other documents on authority by and in the name of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated by the Board.

Section 3. The Vice Chairman of the Board of Trustees

The Vice Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated by the Board.

Section 4. The Secretary of the Board of Trustees

(A) Upon the recommendation of the Chairman of the Board, the board shall elect a secretary.

(B) The Secretary shall:

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the corporate seal of the Board, affix it to official documents, and attest same by signature.
3. Have custody of all official records and documents of the Board.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Operations Manual of the Cape Fear Community College Board of Trustees.
5. The Secretary, with the Chairman of the Board, as necessary, shall execute all exterior contracts and other documents on authority of and in the name of the Board of Trustees.
6. Issue, upon the direction of the Chairman, notice of all meetings of the Board as specified in Article VI, Section 3.

ARTICLE III

Duties of the President

- (A) The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired or when the Board is in Executive Session.
- (B) The President, or his designee, shall attend all committee meetings of the Board and act as the resource person to the several committees of the Board, unless expressly asked to leave to enable the committee to go into executive session.
- (C) The President shall appoint curriculum advisory committees for programs of the College and submit the names to the Board for information.
- (D) The President shall be in charge of and be responsible to the Board of Trustees for the maintenance and operation of the College; and shall have power to organize and supervise.

- (E) The President shall have charge of and be responsible to the Board of Trustees for the activities of the administrative and supervisory staff, faculty, clerical staff, custodial and maintenance staff, and students.
- (F) As the Executive Officer of the Board of Trustees, the President shall have charge of and be responsible to the Board for initiating, organizing and supervising the program of the college. He/she shall see that satisfactory academic standards are maintained in all programs.
- (G) In the interest of efficiency and economy, the President shall have charge of and be responsible to the Board of Trustees for programming, assignment, and reassignment of the administrative and supervisory staff, faculty, clerical, custodial and maintenance staff, and shall also recommend salary increases within budget allocations.
- (H) The Board of Trustees delegates to the President authority to employ all personnel, subject to standards of the State Board of Community Colleges; except, the President shall place nominations for senior administrators, who report directly to the President, before the Personnel Committee of the Board for its advice before submitting those nominations to the Board of Trustees for its action. The President shall report employment of all full-time personnel to the Board at the next meeting following their employment.
- (I) The President shall approve employment, and termination of part-time personnel.
- (J) The President shall be responsible for preparation of annual local and State budgets to be submitted to the Board for approval before submitting to the proper State or local fiscal agency. The President shall be authorized to make line-item transfers where needed, and when approved by the Department of Community Colleges fiscal office for State funds or by the New Hanover County or Pender County Commissioners for their respective county funds, keeping the Finance Committee fully informed of all such action.
- (K) The President shall be responsible, but may delegate authority, for the purchase of supplies, materials, books, and equipment from funds duly authorized through the annual budget.
- ~~(L)~~ The President shall be responsible, but may delegate duties involved for maintaining and checking inventories of tools, books, equipment, furniture, and stock of supplies. ~~An annual inventory report will be submitted to the Board.~~
- ~~(M)~~(L) The President shall be responsible for requesting funds to meet current instructional and operational expenses, and for reporting expenditures of the same to the Controller, North Carolina Community College System, subject to approval by the Chairman of the Board of Trustees.
- ~~(N)~~(M) In consultation with appropriate administrators, the President shall establish salaries of all employees, except his/her own, and arrange for proper promotions, subject to annual review of the Board of Trustees, and subject to State Budgetary limits and guidelines, and in harmony with salary guidelines which may be adopted from time to time by the Board of Trustees.
- ~~(O)~~(N) The President, or his designee, is authorized to execute personnel contracts and/or work agreements for all College personnel, except himself/herself, for a term no greater than one fiscal year.
- ~~(P)~~(O) Upon request of the Board of Trustees, but no less than annually, the President shall make a written report to the Board of Trustees describing the condition of the College, by presentation of appropriate data about students, personnel, finance, space and materials, and

any other factors bearing upon the achievement of the purpose of the College, with recommendations for improvements.

~~(Q)~~(P) The President shall discharge any other functions which the Board may delegate.

~~(R)~~(Q) None of these rules shall be construed to limit the authority of the Board of Trustees as vested in it by Chapter 115D, General Statutes of North Carolina.

ARTICLE IV

Powers and Duties of the Board of Trustees

Section 1. Duties of the Board

The Trustees shall constitute the Board, with such powers and duties as provided in Chapter 115D and as delegated to it by the State Board of Community Colleges. The powers and duties of Trustees include the following:

- (A) To elect a president or chief administrative officer of the College for such term and under such conditions as the Trustees may fix, subject to the approval of the State Board of Community Colleges.
- (B) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
- (C) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them, and apply the proceeds for purposes under the terms which the donor may prescribe and which are consistent with the provisions of Chapter 115D and the regulations of the State Board of Community Colleges.
- (D) To provide all of the instructional services for the college including contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
- (E) To perform such other acts and do such other things as may be necessary and proper for the exercise of the foregoing specific duties, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under Chapter 115D and for the discipline of students.
- (F) Establish and discontinue programs of instruction within the College when necessary.
- (G) If the Board of Trustees provides access to the buildings, campus, or student information directory to persons or groups which make students aware of occupational or educational options, the Board of Trustees shall also provide access, on the same basis, to official recruiting representatives of the military forces of the United States for the purpose of informing students of educational and career opportunities available in the military.
- (H) Adopt and recommend current expense and capital outlay budgets.
- (I) The Board shall review the performance of the President annually and report the results to the State Board of Community Colleges. (See Addendum A for Policy and Guidelines.)
- (J) The Board shall conduct a Board Self-Evaluation annually. (See Addendum B for Policy and Guidelines.)
- (K) The Board reserves for itself all other duties, responsibilities, and powers, not inconsistent with Chapter 115D or the regulations of the State Board of Community Colleges, in addition to those enumerated in this Section.

ARTICLE V

Committees

Section 1. Types of Committees and Methods of Appointments

The Board may establish such standing committees and such ad hoc committees as it deems necessary. The Chairman shall appoint the members of all committees, and membership shall be continuous at the discretion of the Chairman.

Section 2. Limitation of Authority of Committees

In the event the Board, in regular or special meeting, authorizes a committee to act on a specific matter referred to it, the chairman of the committee shall report within an allotted time to the Board as to the action taken. The action of the Committee shall be final.

Section 3. Standing Committees

Standing Committees shall include the Executive Committee, the Administrative and Personnel Committee, the Facilities and Equipment Committee, the Finance Committee, the Curriculum Committee, and the Planning Committee. The Chairman of the Board shall serve as an *ex officio* voting member of all Committees.

- (A) The Executive Committee shall consist of a minimum of four (4) members, i.e., the Board Chairman, the Vice Chairman and two additional members to be appointed by the Chairman. The Executive Committee shall be named at the beginning of each organizational year. The Executive Committee, during the intervals between the meetings of the Board, shall have and exercise all powers, privileges and prerogatives of the Board except those expressly reserved therein to be exercised by the Board in a regular or special meeting. The Chairman of the Executive Committee may call meetings of the Committee at any time. All action of the Executive Committee made in accordance with these bylaws, shall be presented to the Board at its next meeting for final action by the full Board.
- (B) The Administrative and Personnel Committee shall consist of a minimum of three (3) members. The Committee shall receive from the President, or generate on its own, personnel policy proposals. It shall also review nominations from the President for top-level administrative staff positions who report directly to the President for recommendation to the Board. The Administrative and Personnel Committee shall act as a reference committee of the President in all personnel matters. The Administrative and Personnel Committee, upon receiving recommendations from the President, shall present to the Board all requests for educational leave or leaves of absence.
- (C) The Facilities and Equipment Committee shall consist of a minimum of three (3) members. This Committee shall recommend to the Board studies relating to sites, buildings and grounds; additions, deletions and/or alterations to the College's facilities and property; a long-range campus plan and architectural plans for all construction; the call for bids on institutional construction and the awarding of contracts; adequate insurance coverage of buildings and their contents, and for other facilities; securing or granting of easements and right-of-way's.
- (D) The Finance Committee shall consist of a minimum of three (3) members. This Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To receive, study and recommend to the Board, with such modification as it deems appropriate, the President's recommended budgets for current operation and capital outlay.
 2. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
 3. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, the care of all College securities, and regarding contracts for college or research services or other purposes with private or governmental firms, persons or agencies.
 4. To recommend to the Board, upon the recommendation of the President, the transfer of local contingency funds to operating line items in the budgets.
 5. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
- (E) The Curriculum Committee shall consist of a minimum of three (3) members. This Committee shall, after consulting with the President, make recommendations to the Board concerning additions, deletions, and alterations to the total educational program of the College. The Curriculum Committee shall act as committee of reference for the President in dealing with all matters relating to the various curriculums, other educational programs, and all programmatic affairs relating to the students.
- (F) The Planning Committee shall consist of five (5) members of the Board and the following advisory members; one student, one faculty member, two staff members, two or more community resource persons, and three *ex officio* members - the Chairman of the Board, the President, and the ~~Vice President of Institutional Effectiveness~~ CAO or CAO designee. The Planning Committee will be responsible for identifying trends and other data necessary for developing plans and goals of the College. This Committee will act as a committee of reference for the President in dealing with all matters related to planning.

Section 4. The President

The President of the college shall be notified of the time and place of all meetings of the standing committees of the Trustees, and shall have opportunity to present any matters which he may desire.

ARTICLE VI Board Meetings

Section 1. Regular Meetings

- (A) Regular meetings of the Board shall be scheduled for the months of July, September, November, January, March and May at 5:00 p.m. in the Board Room of the College (unless a different time and place are agreed upon at the previous meeting). Any Board member or the President may ask the Chairman for a special meeting, and if the request is judged valid, the Chairman may call, or have the President call, a special meeting. Notwithstanding, upon written request by any three Board members, the Chairman shall call a special meeting to address the concern for which the request is made.
- (B) An executive session may be held in any meeting upon the request of any member of the Board of Trustees

- (C) The President of the College shall have the privilege of the floor at all regular meetings of the Trustees, and, upon invitation, when they are in executive session.
- (D) The first regular board meeting held in a new fiscal year shall be the annual meeting at which time officers shall be elected.

Section 2. Special Meetings

- (A) The time, place and purpose(s) of special meetings shall be fixed by the Chairman or by the President.
- (B) The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section 3. Notice of Meetings

- (A) Members and officers of the Board shall be notified in writing, or by telephone, by the Secretary of the Board of Trustees of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight (48) hours in advance of meetings.
- (B) The local news media shall be notified in the same manner as members of the Board.

Section 4. Quorum

- (A) Quorum for all Board of Trustee meetings shall be a majority of Board members in good standing.
- (B) No business shall be transacted without an affirmative vote of at least five (5) members of the Board.
- (C) A majority vote of all the members of the Board shall be required for the election of a President.

Section 5. Agenda

- (A) The President and the Chairman shall prepare an agenda with documents to be presented to all Trustees as information or for action by the Board. The Chairman may receive agenda items from the President, Board members, and from all other sources up to four (4) days prior to the meeting.
- (B) The Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date such items are received.

Section 6. Order of Business

The regular order of business at meetings of the Board shall be:

- (A) Call to order/Pledge of Allegiance
- (B) Conflict of Interest Statement
- (C) Consideration and Disposition of Minutes
- (D) Old Business
- (E) Chairman's Report
- (F) President's Report
- (G) Committee Reports:

Executive Committee
Facilities and Equipment Committee
Finance Committee
Curriculum Committee
Planning Committee
Administrative & Personnel Committee

(H) Report of Special Committees

(I) New Business

(J) SGA Report

(K) Faculty Report

(L) Foundation Report

(M) Announcements

(N) Schedule of next meeting

(O) Adjournment

Section 7. Parliamentary Rules

Robert's Rules of Order shall be followed in conducting the meetings of the Board, unless otherwise provided by the Board.

Section 8. Individual or Group Hearing

Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the names of each person who is to appear as a spokesperson. The statement shall be filed with the Chairman at least ten (10) days in advance.

ARTICLE VII Cape Fear Community College

Section 1. Succession to the Presidency

Unless the Board shall decide otherwise, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence for any reason, the board shall choose a current Vice President to serve as acting president until the Board has selected a temporary or permanent president. The appointment of the acting President is subject to approval of the State Board.

Section 2. Constitution

Any constitution adopted by the College and approved by the Board shall automatically become a part of the rules and regulations of the Board and such shall be subject to amendment by the Board under provision of Article VIII of these by laws.

Section 3. Academic Freedom and Responsibility

Cape Fear Community College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies and understandings, and to the nurture of those personal

and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objective of the College.

Section 4. Diplomas and Certificates

The signatures of the Chairman of the Board of Trustees and the President shall be affixed to all degrees and diplomas awarded in recognition of the completion of curriculum programs. The President and instructor shall sign all special extension program certificates.

ARTICLE VIII Policies, Rules and Regulations

Section 1. General Provisions

By an affirmative vote of the majority of all the members of the Board, the Board may make or amend such policies, rules and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operations of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing to each member of the Board a copy of all current Board bylaws, policies, rules and regulations.

ARTICLE IX Adoption and Amendment

Section 1. Adoption

Adoption of these bylaws shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting, provided that each member has received notice at least ten (10) days prior to the meeting and that each member has received a copy of the bylaws at least ten (10) days prior to the meeting.

Section 2. Amendments

Amendments to these bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of a majority of members of the Board of Trustees at a regular meeting.

ADDENDUM A Board of Trustees Policy President/CEO Performance Evaluation

Developed by: Board of Trustees
Issued: May, 1995
Most Recent Revision: May, 1995

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 1st. 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.

ADDENDUM B
Board of Trustees Policy
Board of Trustee Self-Evaluation

Developed by: Board of Trustees

Issued: May, 2019

POLICY:

It is the policy of Cape Fear Community College (CFCC) to conduct a yearly self-evaluation by the Board of Trustees. The purpose of this policy is to maximize the effectiveness of the Board of Trustees to support the CFCC mission, and institutional goals and objectives, and to promote an effective working relationship within the Board of Trustees as well as with the President of the College.

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 March 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.

C. Performance Self-Evaluation Procedure

The procedure to be used in the Board of Trustees Self-Evaluation is as follows:

1. The Administrative & Personnel Committee will meet every March to review the current self-evaluation tool and recommend any changes if necessary to the Board of Trustees in the March Board of Trustees meeting for approval.
2. Formal Performance Self-Evaluation Tool and Process: The formal performance self-evaluation tool, developed by the Administrative & Personnel Committee and approved by the Board of Trustees, will be completed by each member of the Board of Trustees.
3. Results of Self-Evaluation: The Board Chair will share the completed Board Evaluation with the Board of Trustees annually at the May at the Board of Trustees meeting.

Approved November 16, 2023

PERSONNEL

SGA REPORT – No report.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

Foundation Fundraising Goals & Actuals FY24-25			
June 30, 2025			
Foundation Revenue (Gifts and Grants)	2024-2025 Goal	YTD Actual (Revenue - Cash & Pledges)	% of Annual Goal
Annual Scholarships (New) *	\$ 540,000.00	\$ 574,092.33	106.31%
Annual Scholarships (Renew) *	\$ 1,400,000.00	\$ 990,536.41	70.75%
Endowed Scholarships (New)	\$ 275,000.00	\$ 707,831.91	257.39%
Endowed Scholarships (Adding to the scholarship)	\$ 525,000.00	\$ 695,248.99	132.43%
Program Support *	\$ 4,700,000.00	\$ 7,589,234.89	161.47%
Sea Devil Athletics	\$ 100,000.00	\$ 62,590.03	62.59%
Student Emergency Funds	\$ 40,000.00	\$ 64,041.00	160.10%
Unrestricted	\$ 50,000.00	\$ 69,856.26	139.71%
Wilson Center & Hello Arts	\$ 325,000.00	\$ 478,640.06	147.27%
TOTALS	\$ 7,955,000.00	\$ 11,232,071.88	141.20%
Gifts In Kind	N/A	\$ 55,778.50	N/A
Interest Income	N/A	\$ 43,526.21	N/A
CFCC Endowments Performance	(7/1/2024) \$23.7M	(6/30/2025) \$28M	
<p>*These funds include pledges booked in FY25. Per Statement no.116 of the Financial Accounting Standards Board (FASB), contributions received, including unconditional promises to give (pledges), are recognized as revenues in the period received at their fair values.</p>			
<p><u>FY 26 Notes - Fundraising Target - \$5,230,770.00</u></p> <p>1. Target formulated on growth rate and forecast models from FY23 – FY25 fundraising totals and does not include pledge payments to be paid out over multiple years, or funds not requested by the Foundation</p> <p>2. Includes individual fundraising targets for team members</p> <p>3. Target totals will be adjusted on large gifts as yet to be determined or requested; potential requests range from \$2M – \$10M and up (three proposals are currently in process with NHCE)</p> <p>4. Other funding to be determined includes state and federal grants, funding potential tops \$17M.</p>			

ANNOUNCEMENTS

DATE OF NEXT MEETING – September 25, 2025