

**FOR MINUTES  
CAPE FEAR COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SEPTEMBER 25, 2025  
5:00 PM**

Following proper public notifications on September 22, 2025, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, September 25, 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. Louis Burney, Jr.; Mr. Bill Cherry; Mr. Robby Collins; Mr. Teddy Davis; Mr. Brad George; Mr. A.D. Zander Guy; Mr. Jason McLeod; Mr. Dane Scalise; Ms. Paula Sewell; and Ms. Shannon Winslow. Trustees not present: Ms. Cailey Rash, Mr. Bruce Shell, and Dr. Marc Sosne.

Employees present were: Mr. James Morton, President; Ms. Michelle Lee, Chief of Staff and Board Liaison; Mr. Brandon Guthrie, Sr. Vice President, Academic Affairs and SACS Liaison; Ms. Sonya Johnson, Vice President, Marketing and Community Relations; Ms. Sabrina Terry, Sr. Vice President, Student Services; Ms. Christina Greene, Vice President, Business Services; Ms. Anne Smith, Vice President, Human Resources; Ms. Erin Easton, Vice President, EWD and CTE; 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; Mr. Zach Pluer, Executive Director, Wilson Center; Ms. Susan Porter, Director, President's Office; Mr. Robert Carter, Manager, Technical Support and Client Services; Mr. Antonio Arteaga-Paredes, Integrated Technology Lead; Ms. Christina Hallingse, Director, Communications & Media Relations; Ms. Lucinda McNamara, Dean, University Transfer & Partnerships; Mr. Michael Gray, Faculty Association President; Mr. Tim Fuss, Interim Sr. Program Director, Criminal Justice & Law Enforcement; Ms. Robin Hardin, Director, Institutional Effectiveness; Ms. Kathie Lee, Safety & Events Coordinator; Mr. Donterio Perkins, Coordinator, Student Life and Engagement; and other employees (see below).

Others present were: Ms. Avery Locklear, Attorney, Ward and Smith  
Representative Ted Davis  
Mr. Omar Frias Parada, SGA President

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.

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

Mr. Wilson recognized Representative Ted Davis as a special guest. Representative Davis served as a former New Hanover County Commissioner as well as serving on the CFCC Board of Trustee for over 15 years.

Mr. A.D. “Zander” Guy was administered the oath of office by Ms. Lee and Mr. Teddy Davis was administered the oath of office by Representative Ted Davis.

Mr. Guy commented his father was allowed to swear him into office with his first state board appointment and it was very special to have Representative Davis administer the oath of office to his son.

## **MINUTES**

A MOTION was made by Mr. Burney and seconded by Mr. Scalise to approve the July 17, 2025 minutes as presented. Motion carried unanimously.

## **RECOGNITIONS AND INTRODUCTIONS**

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

Alison Lee	Accountant
Selena Robinson	Program Director, Phlebotomy
Michel Schmidt	Student Services Director, North Campus
Joseph Quinlan	FT Lead Parking Attendant
Dennis Marshall	Department Chair, Advanced Manufacturing, Trans & Trades
Kimberly Schwab	Director, Customized Training
Anderson Oliver	Film and Video Production Instructor

## **Retirements**

President Morton recognized Ms. Meredith Merrill, NHC Educational Partnership Coordinator and Sea Tech Liaison, for her invaluable service to CFCC and wished her well in her retirement.

## **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.

### **Trustee Orientation**

All newly appointed and reappointed Trustees must complete an 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.

### **Commencement**

Commencement was held on August 1 at the Wilson Center, with approximately 155 students walking in the ceremony. A total of 445 students earned credentials. Thank you to the following Trustees for their participation:

Louis Burney  
Bill Cherry  
Bruce Shell  
Paula Sewell  
Zander Guy  
Dane Scalise

### **Trustee Tour**

A tour of the North and Downtown campuses is being offered to all trustees on October 29. If you would like further details, please contact Michelle Lee.

### **Wilson Center Expansion**

Thank you to the following Trustees who attended the opening of the Wilson Center expansion event.

Louis Burney  
Dane Scalise  
Bill Cherry  
Paula Sewell

### **Trustees**

Thank you to Bruce Moskowitz for his service to the Board of Trustees, and welcome to Marc Sosne and Teddy Davis.

### **PRESIDENT'S REPORT**

President Morton reviewed the following information.

President Morton presented slides on summer enrollment for continuing education showing an increase 22 percent growth in FTE and 22 percent growth in FTE for curriculum.

These are outstanding numbers, a big thank you to our faculty and staff for making this happen. CFCC has hired approximately 100 full-time employees and over 300 part-time employees to handle this growth. A total of 18 new programs have started in 2025 with an increase of over 2,700 students.

### **Summer Semester Ends with Enrollment Surge**

CFCC finished its Summer 2025 semester on July 28, with a notable increase in enrollment. Preliminary figures show 5,904 curriculum students enrolled, a 22 percent rise from Summer 2024. Over 1,120 were new students, indicating strong recruitment, retention and outreach. This growth is due to new programs, expanded online courses and meeting students' need for flexibility while balancing work and family. CFCC's online infrastructure allows students to study on their own schedule, removing barriers such as transportation and time constraints. The college's focus on recruiting, student support, advising, tutoring, and career counseling, has been key to helping students succeed.

### **Fall Enrollment Update**

Current curriculum enrollment for the fall semester is up 13.8 percent compared to fall 2024, which translates to 1327 students. Continuing education enrollment has increased by 7 percent over fall 2024, a gain of 220 students.

### **Direct-Admit Partnership with New York Film Academy**

CFCC has established a new partnership with the New York Film Academy through an articulation agreement allowing CFCC students to pursue advanced visual and performing arts studies. This collaboration offers smooth transfer pathways and enhances educational experiences in film, acting, musical theatre, and game design. NYFA, headquartered in New York City with Los Angeles and Miami campuses, is renowned worldwide for its practical, hands-on programs in film, media, and the performing arts. Along with the agreement, CFCC students will benefit from a tuition discount and can apply for internal NYFA scholarships, including merit-based and talent-based awards.

### **Lowe's Home Improvement Foundation Grant**

CFCC received a \$500,000 grant from the Lowe's Home Improvement Foundation. The grant will fund plumbing and facility maintenance programs at New Hanover and Pender Correctional facilities and help start the Core Construction NCCER courses in Adult High School. Only one other community college in North Carolina received this grant.

### **SECU Bridge to Career Scholarship Program**

CFCC has received funding from the State Employees' Credit Union (SECU) Bridge to Career Scholarship Program for the 2025-2026 academic year. The SECU Foundation supports this one-year program to eliminate financial barriers for North Carolinians pursuing state-regulated or industry-recognized credentials. CFCC can award up to 30 scholarships, each worth \$500, which can be used for registration, course fees, books, supplies, credentialing tests, transportation, childcare, and other related costs. Students are eligible for up to two scholarships annually.

### **Expansion of Evening Class Options in High-Demand Technical Programs**

CFCC is expanding evening class offerings in several high-demand technical programs this fall. Designed for students with daytime commitments, these night courses span multiple in-demand fields, including Architectural Technology, Construction Management Technology, and Mechanical Engineering Technology.

### **CFCC's Small Business Center Ranked Number One in NC**

CFCC's Small Business Center has once again been ranked as the top program in the state, marking its third consecutive year at the forefront, according to the latest Small Business Center Performance Allocations. This consistent ranking highlights the SBC's ongoing commitment to supporting local entrepreneurs and small businesses and fostering economic growth in the Cape Fear area. During fiscal year 2024-2025, the CFCC Small Business Center delivered impressive results, including 54 new business launches, creating 185 jobs, supporting 31 jobs, and providing 480 hours of personalized business counseling.

### **In-Service**

CFCC employees participated in In-Service on August 12. The event included a health and wellness fair featuring numerous vendors who provided information about various local health services, wellness programs, and community resources to support employee well-being.

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

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

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

The Marilyn Goodman Anderson Award for excellence in teaching was awarded to Leslie Richardson, English Instructor.

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

The President's Award for staff was awarded to Julie Martin, Social Media and Communications Manager.

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

The President's Award for faculty was awarded to Duke Fire, Program Director, Film and Video Production.

### **New Student Orientations**

CFCC's new student orientation events had very successful turnouts. 786 new students and their guests attended the orientation held on August 13 at the Downtown Campus and August 14 at the North Campus. This was a 12 percent increase from the fall 2024 new student orientation sessions. Student Services hosted the events and had 15 vendors for students to visit for information. Parents were given a welcome session as well. Students could take campus tours and learn about SGA, PTK, and other opportunities. Students were able to participate in videos that were posted on CFCC's popular social media accounts.

### **New State-of-the-Art Dental Clinic**

CFCC's new state-of-the-art dental clinic at the Dan and Sheila Saklad Health and Human Services Center opened in August for the start of the fall semester. This major expansion represents a significant leap forward for both CFCC's dental programs and the community members who rely on the college for affordable, high-quality dental care. The Dental Assisting program has grown from 18 to 30 students, Dental Hygiene from 12 to 20, and patient operatories from 12 to 30, doubling service capacity. Included in the upgrade are new dental simulation mannequins that offer

realistic training, ensuring high-quality care and skill development.

### **Expansion of Barber School**

CFCC's Barber School recently added building space with support from a New Hanover County Endowment grant. The expansion adds 1,100 square feet of instructional and service space and 10 additional barber chairs. With this growth, CFCC's Barber School can now accommodate up to 22 students, from the previous capacity of 11. This significant increase will enable more aspiring barbers to receive hands-on training while providing the community with greater access to discounted haircuts and grooming services.

### **Wilma W. Daniels Gallery Celebrates Artist Dorothy Gillespie**

CFCC's Wilma W. Daniels Gallery honored trailblazing artist Dorothy Gillespie with a special event celebrating her vibrant life and groundbreaking work. In collaboration with the Dorothy M. Gillespie Foundation, a screening of the documentary "Dorothy Gillespie: Courage, Independence, and Color" was held on August 20. The film chronicles Gillespie's seven-decade career, during which she became influential in movements like abstract expressionism, decorative abstractive, the Women's Movement, and public art. Her colorful, large-scale painted aluminum sculptures continue to inspire. After the screening, her son and co-producer, Gary Israel, joined for a Q&A, sharing stories and insights into his mother's creative legacy.

### **CFCC's Wilson Center's 10th Anniversary and Weverhaeuser Lounge Grand Opening**

CFCC's Wilson Center celebrated the opening of the Weyerhaeuser Member Lounge on August 26, with 120 members and dignitaries attending. The expansion, which includes a new box office, guest services, administrative offices, and lounge, improves services for staff, students, stakeholders, and the public. As the Wilson Center nears its 10th anniversary and continues to grow, this project prepares the lobby for better public access, provides stakeholders with a private, functional, and attractive meeting space, and offers students more opportunities to showcase their work through the Robert Carroll Gallery and multi-media meeting space.

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

CFCC hosted a part-time career fair on August 27 in the Downtown Campus L Building lobby. The event was open to the public, connecting students, job seekers, and community members with part-time jobs in hospitality, restaurant, and retail industries. Attendees could engage with local businesses, finding flexible schedules for college or supplementing income with various job openings suited to different skills and interests.

### **Wilma W. Daniels Gallery Hosts 2025 CFCC Alumni Art Exhibition**

The Wilma W. Daniels Gallery announced the 2025 CFCC Alumni Art Exhibition, showcasing talented graduates from the past decade. The exhibition will be open September 2 – October 17, 2025, with gallery hours Monday through Friday, 10:00 a.m. to 3:00 p.m. A Fourth Friday Reception on September 26 from 6:00 – 9:00 p.m. will allow visitors to meet artists and explore their work. The exhibition highlights the creativity and growth of CFCC alumni, featuring artworks in painting, photography, digital art, sculpture, and printmaking reflecting their development since attending CFCC.

### **One-Stop Enrollment Night**

A one-stop enrollment night was held on September 9 at CFCC's Union Station. This convenient event 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.

### **Patriot Day Remembrance Ceremony**

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

### **Business, Accounting, IT, and Apprenticeships Career Fair**

CFCC hosted a Business, Accounting, Information Technology, and Apprenticeships Career Fair on Thursday, September 11, at the North Campus. The event connected students, alumni, and job seekers with dozens of local employers seeking skilled professionals in business, accounting, IT, and related apprenticeship programs. Beforehand, an employer panel in the BB&T Auditorium featured industry experts and hiring managers sharing insights on the job market, emerging trends, and tips for job seekers. Attendees had the opportunity to ask questions and learn firsthand what employers are looking for in candidates.

### **NCWorks and Novant Health Hiring Fairs**

Novant held a hiring event in the G Building on CFCC's downtown campus on August 21 and September 18, in collaboration with NCWorks. Candidates were encouraged to bring resumes, dress professionally, and prepare for on-site interviews. The event featured openings for roles such as Registered Nurse, Licensed Practical Nurse, Nurse Aide, Care Associate, Patient Safety Attendant, Transporter, EMT/Paramedic, Laboratory and Pharmacy Technicians, Medical Assistant, home health positions, Environmental Service Assistant, food services staff, armed Public Safety Corporal, plant operations, supply chain, patient access, and administrative support.

### **New Culinary Fundamentals in Spanish Course**

CFCC is collaborating with the Food Bank of Central and Eastern North Carolina to introduce a new course, Culinary Fundamentals in Spanish. This program aims to help Spanish speakers develop culinary skills and obtain a ServSafe Food Handler certification. The course will be held at the Food Bank of Central and Eastern NC (1000 Greenfield Street, Wilmington) from September 24 to December 4. It features hands-on sessions taught in Spanish, providing practical kitchen experience and industry recognition.

### **CFCC Launches Assistance Dog Training Program**

CFCC launches a new Assistance Dog Training program with paws4people®, a leader in assistance dog services. Starting October 8, the program offers hands-on training in assistance dog training and animal care. The first course, Introduction to Assistance Dogs, is now open for registration, providing a pathway into a growing career in animal care and service animals. The

initial two courses are open admission, while subsequent courses require a home visit assessment to ensure students can safely house and train a dog-in-training. Graduates will gain skills applicable to various animal careers, from shelter work to veterinary support.

### **EdNC Perspective Article**

Wrote an article for EdNC.org in September 2025 titled “*Putting the 'community' into Community College,* ” which emphasizes CFCC's strength lies in its role as a community hub, extending education beyond classrooms through practical training facilities like the dental clinic and barber shop, which serve both students and local residents. The college also fosters cultural engagement via the Wilson Center, making the arts accessible and integrating students into real-world experiences. Ultimately, CFCC is a vital part of the regional fabric, committed to serving, transforming, and building bridges with its community.

### **Foundation Audit**

Sharpe Patel, PLLC, conducted the CFCC Foundation audit, and no issues were reported.

### **Financial Aid Audit**

The on-site financial aid audit has been completed and will be included in the statewide report released later this year.

President Morton presented a slide of the new CFCC research vessel to the Board of Trustees. The cost of the ship is approximately \$7 million and hopefully will be completed in the next year and a half.

## **COMMITTEE REPORTS**

### **FACILITIES & EQUIPMENT COMMITTEE**

Mr. Burney reviewed the following information.

### **New Hanover County Capital Outlay**

New Hanover County Capital Outlay Projects 2025-2026 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	North Campus NB Building Roof Replacement				\$ -	\$ 2,002,000.00	\$ 2,002,000.00	Design Build Contract - Bidding to Roofing Contractors.
Category Totals						\$ 2,002,000.00		

### **3-1 North Campus NB Building Roof Replacement**

A MOTION was made by Mr. Guy and seconded by Mr. Cherry to approve the 3-1 North Campus NB Building Roof Replacement Project in the amount of \$1,999,000.00.



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

<b>ADA Renovations Package 2024 Status Summary Report</b>								
		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/Bidding

<b>HVAC Controls Replacments 2024 Status Summary Report</b>								
		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, on schedule.

<b>L Building 1st Floor Interior Renovation - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	L Building 1st Floor Interior Reno	\$74,800.00	\$0.00	\$0.00	\$74,800.00	\$1,100,000.00	\$1,025,200.00	Design

<b>L Building 2nd Floor Interior Renovation - Status Summary Report</b>								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Other Contracts	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$261,200.00	\$2,095,734.00	\$543,051.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Construction, on schedule.

<b>Wilmington Campus McLeod Building S - HVAC Terminal Renovation Phase III Status Summary Report</b>								
		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	Construction

### **3-1 Lecture Hall Renovations S002 and L107 Final Project Closeout**

A MOTION was made by Mr. Cherry and seconded by Mr. George to approve the 3-1 Lecture Hall Renovations S002 and L107 Final Project Closeout.

## **Saklad Center Renovation Phase 2**

<b>HHS Building Health &amp; Human Services Phase 2 Renovation - Status Summary Report</b>								
		<b>Encumbrances - Subtotals</b>						
<b>Item</b>	<b>Project</b>	<b>Design</b>	<b>Construction</b>	<b>Other Contracts</b>	<b>Total Encumbrance</b>	<b>Budget</b>	<b>Remaining</b>	<b>Status</b>
1	HHS Bldg. Health & Human Services Phase 2 Renovation	\$606,205.00	\$5,869,863.00	\$3,523,932.00	\$10,000,000.00	\$10,000,000.00	\$0.00	Complete/Closeout

## **Surf City Center Addition**

<b>SA Building Addition - Status Summary Report</b>								
		<b>Encumbrances - Subtotals</b>						
<b>Item</b>	<b>Project</b>	<b>Design</b>	<b>Construction</b>	<b>Other Contracts</b>	<b>Total Encumbrance</b>	<b>Budget</b>	<b>Remaining</b>	<b>Status</b>
1	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**

Mr. Morton reviewed the following information.

### **State Budget Revision**

A MOTION was made by Mr. Burney and seconded by Mr. Scalise to approve the State Budget Revision for an increase of \$2,931,923.00. Motion carried unanimously.

### **County Budget Summary**

The County Budget Summary reported 15.32 percent of the budget had been expended as of August 2025.

### **Institutional Funds Update**

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

The college does not have a state budget at this time. Enrollment growth and carry forward funds were approved by the legislators.

## **CURRICULUM COMMITTEE**

Mr. Morton reviewed the following information.

## **PROPOSED PROGRAM**

### **Aviation Management and Career Pilot Technology**

A MOTION was made by Mr. Scalise and seconded by Ms. Sewell to approve the Aviation Management and Career Pilot Technology program as presented. Motion passed unanimously.

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers, including those in commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems, and state and federal aviation organizations.

Coursework includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

### **Biotechnology AAS**

A MOTION was made by Mr. Davis and seconded by Mr. Guy to approve the Biotechnology AAS program as presented. Motion passed unanimously.

The Biotechnology AAS curriculum prepares individuals to apply scientific principles and technical skills in support of biologists and biotechnologists in research, industrial, and government settings. Coursework, most of which is hands-on, includes topics such as fermentation technology, cell culturing, protein purification, biologic synthesis, assaying and testing, quality control, industrial microbiology, bioprocessing, chromatography and bioseparation, genetic technology, laboratory and hazardous materials safety, and computer applications. Graduates should be qualified for employment in various biotechnology-related laboratory and manufacturing areas of industry and government, including research and development, Quality Assurance, Quality Control, process technicians, sales, and customer service.

## **ADMINISTRATIVE AND PERSONNEL COMMITTEE**

Mr. Scalise reviewed the following information.

### **STUDENT HANDBOOK POLICY REVISION**

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

### **International Student Admissions Policy (F-1 Students)**

#### **Application Steps for International Students**

1. Online International Admissions Application
2. Proof of Financial Support
  - a. Evidence should prove your ability to cover CFCC's out-of-state cost of attendance for at least one year of tuition, fees, and living expenses, plus required funds for dependents. Evidence must be in the form of a bank statement signed by a bank official or a letter on official bank letterhead signed by a bank official. Documentation must be in English and converted to U.S. dollars. Documents must be in the account holder's name.
  - b. If you are being sponsored to cover financial costs, your sponsor must submit an Affidavit of Support.
3. Submit International Student Medical Form
4. Copy of Passport Biographical Page
5. \*Submit English Language Requirements (must meet one of the following)
  - a. A minimum total score of 71 on the TOEFL iBT Test
  - b. A minimum total score of 8 on TOEFL Essentials
  - c. A minimum overall band score of 6.0 on the IELTS
  - d. A minimum score of 95 on the Duolingo English Test (DET)
  - e. A minimum score of 54 on the Pearson PTE
  - f. A minimum score of 3.7 on the iTEP
  - g. Meeting benchmarks using college-approved placement tests.
  - h. Successful completion of a college-level English composition course at a US college or university with a C or higher.

\* Students who have obtained their secondary school diploma and/or bachelor's degree from a country on the English Language Requirement Exemptions list are exempt from this requirement.

\* Official score reports must be submitted from the testing agency directly to CFCC.

6. Submit Official Educational Documents
  - a. Foreign transcripts must be evaluated and translated (if applicable), by a current member of the National Association of Credential Evaluation Services (naces.org) or a current member of the Association of International Credential Evaluators (aice-eval.org). Completed evaluations, along with copies of the original documents, should be sent directly from the evaluation agency to CFCC Admissions.
7. Pay Non-Refundable \$50.00 International Student Application Fee

Transfer Applicants (transfer active I-20)

In addition to the admission steps listed above, transfer applicants must also provide a copy of all previous I-20s, latest I-94, latest passport entry stamp, entry visa, I-797 approval notice, if applicable, and employment authorization card, if applicable.

Application Deadlines:

Applicant	Fall Semester	Spring Semester	Summer Semester
Applying Outside of the US	April 15	October 20	February 15
Transfer Active I-20	July 15	December 1	April 15

Admitted applicants will receive an official acceptance letter and Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) from Cape Fear Community College

## **EMPLOYEE HANDBOOK POLICY REVISIONS**

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

### **5.18 New Hire Conditional Offer and Probationary Period**

A new hire conditional offer is extended by Human Resources. Each newly hired employee will be given a contract that specifies the salary and terms and conditions of employment for any period remaining in the fiscal year in which the employee is hired. ~~The first 90 days of employment for new staff and the first semester of employment for new faculty will constitute a probationary period during which employment performance will be appraised.~~

#### **Probationary Period**

~~The probationary period is an extension of the selection process. Probationary employees receive all applicable benefits afforded to other permanent employees as they meet eligibility requirements.~~

~~Probationary periods are required for all new hires and employees who are promoted or move into new positions within the College. When an employee begins a new role, the employee enters into a new probationary period.~~

~~Individuals receiving initial appointments to temporary or permanent full-time positions must successfully complete a twelve (12)-month probationary period. A probationary employee may be dismissed without cause at any time during the probationary period.~~

~~Probationary employees are not subject to disciplinary appeals as outlined in the College's Disciplinary or Grievance Resolution Policies, except in cases with compelling evidence that discrimination is a factor in adverse decisions.~~

~~All probationary employees shall receive a mid-year evaluation (6 months), as well as at the end of their twelve (12) months.~~

~~The immediate supervisor shall prepare the mid-year (6 months) evaluation. These documents will be reviewed by their supervisor before discussion with the employee. The document should~~

contain a clear indication of the employee's progress, including any measures needed to ensure successful completion of the twelve-month probationary period.

The immediate supervisor shall also prepare the final twelve (12)-month evaluation. A recommendation shall be made by an employee's supervisor prior to the conclusion of the probationary period (12 months) as to either continued employment or separation from employment. Recommendations for separation and/or continuation of the probationary period must be approved by the President. Employees shall be notified of the decision by the conclusion of the probationary period. Employees in this new hire probationary period are not entitled to due process under the College's Discipline Procedure (*Section 5.63*), Non-Reappointment (*Section 5.15*), and Grievance Procedure (*Section 5.65*).

## **5.52 Family Medical Leave**

### ***Eligibility***

Leave provided under the Family and Medical Leave Act (*FMLA*) is available to all eligible employees at Cape Fear Community College. To be eligible for FMLA leave under this policy, an employee must:

1. Have worked for the College for at least 12-months, which may not need to be consecutive months.
2. Have been employed for at least 1,250 hours of service during the 12-month period prior to the commencement of FMLA leave; and,
3. Be employed at a worksite where 50 or more associates are employed by the College within 75 miles of that worksite.

If an employee is not eligible to receive FMLA leave from the College, any leave taken for medical or other reasons will need to be taken as permitted by our other leave policies.

### ***Reasons for Taking Leave***

If an employee is eligible for FMLA leave, the employee is permitted to take up to 12-work weeks ~~and/or 480 hours~~ of FMLA leave during a rolling 12-month period, except those 26 weeks of leave is available for service member family leave described in the Service Member Family Leave section below. A year is defined as a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. FMLA leave is without pay unless otherwise provided by our other policies, such as vacation leave, sick leave, or workers' compensation.

Leave may be taken:

1. For the birth of a child and to care for the newborn child.
2. For the placement of a child for adoption or foster care, and to care for the newly placed child.
3. To care for a spouse, child, or parent (*but not a parent "in-law"*) with a serious health condition.
4. Due to an employee's own serious health condition that makes the employee unable to perform one (1) or more of the essential functions of the employee's job; or
5. Because of any "qualifying exigency" described in the "Definitions" section, which includes short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment

activities, and any additional activities to which the College consents arising out of the fact that the spouse, or a son, daughter, or parent of the eligible employee is on covered active duty *(or has been notified of an impending call or order to covered active duty)* in the Armed Forces.

An employee's FMLA leave for the birth or placement of a child must conclude within 12-months of the birth or placement.

### ***Service Member Family Leave***

In addition, and subject to the certification provisions set forth below, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to take up to 26-work weeks of leave during a "single 12-month period," defined as the period beginning on the first day the eligible employee takes FMLA leave to care for the covered service member and ending 12-months after that date, regardless of the method used by the College to determine the employee's 12 work weeks of leave entitlement for other FMLA qualifying reasons. If an eligible employee does not take all of their 26-work weeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of their 26-work weeks of leave entitlement to care for the covered service member is forfeited. Leave entitlement to care for a covered service member shall be applied on a per covered service member, per injury basis. The eligible employee may be entitled to take more than one (1) period of 26 work weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness, except that no more than 26 work weeks leave may be taken within any single 12-month period.

During the single 12-month period described in the immediately preceding paragraph, an eligible employee shall be entitled to a combined total of 26-work weeks of Service member Family Leave and leave under the Reasons for Taking Leave Section of this policy. Nothing in this policy shall be construed to limit the availability of leave during any other 12-month period.

### ***Serious Health Condition***

A serious health condition is an event that qualifies an employee for FMLA leave defined as an illness, injury, impairment, physical or mental condition that involves:

1. Inpatient care (*i.e., an overnight stay*) in a hospital, hospice, or residential medical care facility, and any period of incapacity or any subsequent treatment in connection with such inpatient care; or
2. Any period of incapacity (*inability to work, attend school, or perform regular daily activities due to a serious health condition*) of more than three (3) consecutive calendar days involving two (2) or more occasions of treatment or one (1) occasion of treatment with a continued regimen of treatment, by or under the supervision of a health care provider; provided in all such cases the first visit to a health care provider must occur within seven (7) days of incapacity, and if it is an incapacity involving two (2) or more occasions of treatment, the second must occur within 30-days of the first day of incapacity; or
3. Any period of incapacity due to pregnancy or prenatal care; or
4. Any period of incapacity or treatment due to a chronic, serious health condition, by or under the supervision of a health care provider, involving two (2) or more visits to a health care provider per year or;
5. A period of incapacity that is permanent or long-term due to a condition of which treatment

- may be ineffective and that involves supervision of a health care provider or;
6. Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as most forms of cancer, heart attacks, conditions requiring surgery, strokes, severe arthritis, or back conditions requiring extensive therapy or surgery.

### ***Non-Serious Health Conditions not Covered by FMLA***

In the absence of complications or required inpatient hospitalization, the common cold, flu, earaches, upset stomachs, minor ulcers, headaches (*other than migraines*), routine dental or orthodontia problems, periodontal disease, and cosmetic treatments are not serious health conditions for the purposes of FMLA.

### ***Definitions***

**Covered Active Duty** - Any deployment of an Armed Service member to a foreign country under a call or order to active duty.

**Covered Service Member** - A current member or veteran of the Armed Forces, including a member or veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty; provided that, in the case of veterans, the medical treatment triggering the need for leave occurs within five (5) years of the veteran departing the Armed Forces. For the purposes of this definition, a serious injury or illness incurred in the line of duty includes the aggravation by a current member of the Armed Forces or existing or preexisting injuries. Furthermore, for the purposes of this definition, a serious injury or illness incurred in the line of duty by a veteran may manifest itself before or after the Armed Forces member becomes a veteran.

**Outpatient Status** - With respect to a covered service member, means the status of a member of the Armed Forces assigned to:

1. A military medical treatment facility as an outpatient; or
2. A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Next of Kin of Covered Service Member** - The nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by *court* decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purpose of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

**Parent of a Covered Service Member** - A covered service member's biological, adoptive, step



or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parent “in-laws”.

**Son or Daughter** - A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

**Son or Daughter of a Covered Service Member** - A covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

**Son or Daughter of Covered Active duty or Call to Covered Active-Duty Status** - The employee’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the associate stood in loco parentis, who is in the Armed Forces on active duty or called to active-duty status, and who is of any age.

**Covered Family Member** - A spouse, children, parents, grandparents, parents-in-law and stepchildren who reside with the employee for more than six (6) months each year.

**Covered Military Member** - The employee’s, spouse, son, daughter, or parent on covered active duty or call to covered active-duty status. The term “*qualifying exigency*” includes:

1. Short-notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Financial and legal arrangements;
5. Counseling;
6. Rest and recuperation;
7. Post-deployment activities; and,
8. Additional activities, including events that arise out of the covered military member’s covered active duty or called to covered active-duty status, provided that the College and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

**Serious Injury or Illness** - In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on covered active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

### ***Employees Who Are Married to Each Other***

The combined total FMLA leave of employees of the College who are married to each other may not exceed 12-work weeks during the applicable 12-month period if the leave is taken for the birth of a child or to care for the child after birth; for placement of a child for adoption or foster care or to care for the child after placement; or to care for a child with a serious health condition. This limitation does not prohibit either employee from taking additional FMLA leave for which he or she may be eligible, such as leave to care for a parent with a serious health condition or because of a serious health condition of the employee.

The aggregate number of work weeks of service member Family Leave to which both a husband and wife may be entitled shall be limited to 26-work weeks during the single 12-month period if the leave is:

1. Service member Family Leave; or
2. a combination of service member Family Leave and leave described in the “*Reasons for Taking Leave*” section of this policy.

### ***Intermittent Leave***

FMLA leave may be taken intermittently or on a reduced leave schedule when medically necessary to care for a family member with a serious health condition or because of an employee’s own serious health condition or for service member Family Leave; or for Qualifying Exigency Leave. If an employee requires or is permitted to take intermittent leave or leave on a reduced schedule, the employee must try to schedule their leave so as not to disrupt the College’s operations. We may require the employee to transfer temporarily to an available alternative position (*including a part-time position*) for which the employee is qualified and which better accommodates recurring periods of leave than the employee’s regular position. Intermittent FMLA may not be taken for more than three (3) consecutive business/working days. Additional documentation may be required.

### ***Designation of FMLA Leave***

Leave taken for any purpose by an employee who is eligible for FMLA leave will be designated by the College as FMLA leave, even if the employee has not specifically requested FMLA leave. *FMLA leave will run concurrently with any paid leave and the employee must abide by our policies for taking paid leave.*

### ***Scheduling***

~~If an employee’s need for FMLA leave is foreseeable, the employee must provide the~~ The College must give the employee ~~with~~ at least 30 15-calendar days to provide the medical certification issued by the employee’s health care provider or the family member’s health care provider if seeking FMLA for a family member’s serious health condition, ~~advance notice~~ before the FMLA leave is to begin. If 30 15-days advance notice is not practicable, for example, because the employee does not know when the leave will be required to begin, or in the case of changed circumstances or a medical emergency, notice must be given as soon as practicable. It should be practicable for the employee to provide notice either the same day as the need arises or the next business day, but the determination in such cases will consider the individual facts and circumstances of the case. Notice should be provided by the employee personally or by the employee’s spouse, an adult family member, or another responsible person if the employee is unable to provide notice personally. Notice must be received by Human Resources in writing.

When the need for leave is not foreseeable, the employee, or the employee’s spouse, an adult family member, or another responsible person, if the employee is unable to provide notice personally, must provide notice as soon as practicable under the facts and circumstances of the particular case. In such cases, the employee should notify their supervisor or Human Resources in writing as far in advance of the anticipated leave date as practicable, normally within two (2) business days of when the need for the leave becomes known to the employee.

The above two (2) types of notice provisions apply in the case of a Qualified Exigency Leave and leave required to care for a covered service member with a serious injury or illness. Supervisors who receive notice from an employee that he or she needs leave that may qualify as

FMLA leave are expected to contact Human Resources immediately. HR will make a determination of the employee's FMLA eligibility and the conditions of the employee's leave. If received by a supervisor, copies of all leave requests and medical certifications should be forwarded to Human Resources.

When planning medical treatment for which FMLA leave will be necessary, you should consult with your supervisor and make every reasonable effort to schedule your leave to not disrupt the operations of the College. This ordinarily should occur prior to scheduling treatment so that a treatment schedule that best suits the needs of both you and the College may be worked out. Employees who are out on FMLA leave are expected to check in periodically with Human Resources on their status and intent to return to work.

### ***Compensation and Benefits***

When an employee takes FMLA leave, he or she is required to apply any available leave time, such as sick leave, vacation, comp time, faculty leave, or bonus leave, toward their FMLA absence. Any FMLA leave that is not covered by long or short-term disability, workers' compensation, or any other available leave balances will be without pay.

The College will continue providing group health insurance coverage and continue paying its share of an employee's group health insurance premiums while the employee is out on FMLA leave (*whether paid or unpaid*). Coverage conditions are subject to any changes in the plan (*State Health Plan*) that take place during the leave. During FMLA leave, the employee is responsible for their share of the group health insurance premium. This amount will be deducted from the employee's paycheck during paid leave.

If the employee is on leave without pay, the employee's premium share must be paid to the College at the time it normally would be deducted from the employee's paycheck or as otherwise agreed between the employee and the College during any period of unpaid leave.

If the premium payment for the employee's share is more than 30-days late, the College may cease maintaining health insurance coverage (*after providing 15-days written notice that payment has not been received*) or may pay the employee's share and recover the amount paid from the employee. If the 15-day notice is provided and the employee fails to pay the employee's share of the premium prior to the specified date on which coverage will be dropped, the employee's health insurance may be terminated as of the end of the 30-day grace period. If an employee is unable to pay their portion of the group health insurance premium during FMLA leave, the College may, in its sole discretion, agree to pay the amounts owed by an employee to avoid a lapse of coverage. The employee will be required to reimburse the College for any premiums paid on their behalf, whether or not an acknowledgment is signed or submitted, and whether or not the employee returns to work.

### ***Certifications***

#### **Initial Certification**

At or soon after the time an employee indicates a need for FMLA leave, the College will require the employee to furnish complete and sufficient medical certification from the employee's healthcare provider, the healthcare provider of the employee's family member, or the healthcare provider of the employee's covered service member, as applicable, by completing and submitting

a Certification of Health Care Provider form provided by the College or certification in another form acceptable to the College, attesting to the nature of the serious health condition, probable length of treatment, and reasons the employee is required to care for their family member.

In the case of leave being taken to care for a covered service member, the employee must obtain complete and sufficient medical certification completed by an authorized health care provider of the covered service member. The following healthcare providers may complete such a certification: A United States Department of Defense (*DOD*) healthcare provider, a United States Department of Veterans Affairs (*VA*) healthcare provider, a DOD TRICARE network authorized private healthcare provider, or a DOD non-network TRICARE authorized healthcare provider.

In cases of an employee's own serious health condition or the serious health condition of a family member, an appropriate member of the College's Human Resources department (*but not the employee's direct supervisor*) may contact the healthcare provider for purposes of clarification and authentication of any medical certification (*or recertification*) after the employee who has been given reasonable opportunity to cure any deficiencies fails to do so. Failure to provide complete and sufficient medical certification may result in a delay of FMLA leave. The College reserves the right to request a second or third medical opinion at its expense. The College will reimburse the employee for reasonable out-of-pocket travel expenses incurred in connection with obtaining a second or third medical opinion. Documentation of these expenses (*receipts, mileage information, etc.*) should be provided to Human Resources.

#### Recertification

The College may require an employee to provide complete and sufficient medical recertifications every 30-days unless the duration of the condition is projected to be longer than 30-days, in which case recertification may be required when the minimum duration expires. The College reserves the right to request complete and sufficient recertification in less than 30-days if the employee requests an extension of leave, if the circumstances described by the previous certification have changed significantly, or when the college receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification. In any event, the College may request complete and sufficient recertification every six (6) months.

#### Return to Work Certification

As a condition of returning to work after FMLA leave due to an employee's own serious health condition, the College requires the employee to present a complete and sufficient return to work certification from the employee's health care provider. The return-to-work certification must indicate that the employee is capable of returning to work and performing the essential functions of their position, with or without reasonable accommodation. Costs associated with any return-to-work certification will be at the employee's expense and the employee is not entitled to be paid for the time or travel costs spent in acquiring such certification.

#### Certification for Leave Due to Covered Active Duty or Call to Covered Active Duty of Covered Military Member

In the case of "qualified exigency leave" arising out of a covered active duty or call to covered active duty status of a "covered military member" defined in the Definitions Section above, an employee must supply a copy of the covered military member's covered active duty orders or other

documentation issued by the military indicating that the covered military member is on covered active duty or has been called to covered active duty status, and the dates of the covered military member's covered active duty service. This information need only be provided once. A copy of new covered active-duty orders or other documentation issued by the military shall be provided if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty of the same or a different covered military member. In every case, the employee must provide a complete and sufficient certification.

#### Certification for Leave Due to Other Qualifying Exigencies

For "qualifying exigency" leave defined in the Definitions Section of the Handbook other than a covered active duty or call to covered active-duty status, the employee must provide the College with a complete and sufficient certification in the form of a signed written statement or description of the appropriate facts regarding the qualifying exigency for which FMLA leave is requested, supported by any available written documentation. The facts provided must be sufficient to support the requested leave. In addition to the facts and supporting documentation, a complete and sufficient certification must contain the approximate date on which the qualifying exigency has commenced or will commence and, if the leave requested is because of a qualifying exigency over a single, continuous period of time, the beginning and end dates of such absence. If the leave requested is because of a qualifying exigency that will occur on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency must be provided. If the qualifying exigency involves a meeting with a third party, the employee must include in the written statement the appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting, which the College, at its sole discretion, may choose to verify.

#### ***Premium Charges***

*Failure to Return from Leave (or returns but fails to stay 30-calendar days).*

In the event that an employee elects not to return to work or returns but fails to stay at least 30-calendar days upon completion of an approved paid and/or unpaid leave of absence, Cape Fear Community College may recover the cost of any payments made to maintain the employee's benefit coverage, unless the failure to return to work is due to the continuation, recurrence, or onset of a new serious health condition that would entitle the employee to leave under the FMLA or was for reasons beyond the employees' control. Decisions to remain with a family member who no longer requires the employee's care or to remain at home following the birth or placement for adoption or foster care of a child who does not have a serious health condition will not be considered a reason beyond the employee's control.

#### ***Job Restoration***

It is expected that, following an FMLA absence, the employee will return to work. As a general rule, when an employee returns to work following FMLA leave, the employee will be restored to the same position that the employee held prior to the beginning of leave or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The continuation of benefits upon the employee's return from FMLA leave will be subject to any plan changes in benefits that may have taken place during the period of FMLA leave.

#### ***Questions and Employer's Response to Request for FMLA Leave***

Employees are encouraged to direct any questions about their rights under FMLA to Human Resources. Upon request, Human Resources will provide an employee with the publication, *Notice of Your Rights under the Family and Medical Leave Act*. An employee shall be informed of the College's decision on requested FMLA leave within five (5) business days of their request and submission of complete and sufficient medical certification when required under this policy.

## 8.16 Information for Students

~~Each instructor is required to provide students with essential class information on the first day a class meets. Essential class information should include:~~

- ~~(a) the most current course description from the NCCCS Combined Course Library;~~
- ~~(b) the major objectives of the course (written in terms of what the student will do rather than what the instructor will do);~~
- ~~(c) required textbooks and materials;~~
- ~~(d) the course requirements (what will be expected or required of the student);~~
- ~~(e) the College's grading scale;~~
- ~~(f) the course prerequisites and corequisites;~~
- ~~(g) the attendance policy for the class;~~
- ~~(h) a schedule of major assignments and due dates;~~
- ~~(i) an academic integrity/plagiarism statement;~~
- ~~(j) children on campus statement;~~
- ~~(k) the College's policy on technology and e-mail account use; and~~
- ~~(l) the most current accessibility statement provided by the College's student accessibility services unit (Section 8.17).~~

~~All faculty are required to provide students with a syllabus and essential course information—either in print or digital format—on the first day of class. The syllabus must include essential information about class policies, standards, and objectives, as determined by the institution. Specific required elements may be updated periodically to reflect institutional priorities and compliance requirements. Faculty should consult current guidelines on the Faculty Resource Page to ensure their syllabi meet all applicable standards.~~

In the event of any changes to the original course syllabus during the conduct of the course, all changes must be communicated in digital format and/or hardcopy to students. All instructors will provide their essential class and contact information to students through the College's LMS.

*Note: this policy is also listed in "Let's Get Started" in the catalog*

## 8.17 Students with Disabilities

The rights of students with disabilities are outlined in Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (*ADA*). Section 504 is a Federal Civil Rights Law that prohibits discrimination against individuals with disabilities.

Section 504 states no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving federal financial assistance.

The Americans with Disabilities Act (*ADA*) of 1990 and ADA Amendments Act of 2008 expand the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities. The ADA is a civil rights statute that promises equal access to opportunities for persons with disabilities. A “person with a disability,” as defined by law, is someone who has a physical or mental impairment that substantially limits one (1) or more major life activities. To ensure equal opportunity for every student, both physical and programmatic access must be provided. This goes beyond removing architectural barriers or offering auxiliary services—it also includes making reasonable accommodations within the instructional process.

~~Duplicate of above—The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008 expand the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities. The ADA is a civil rights statute that promises equal access to opportunities for persons with disabilities. A “person with a disability,” as defined by law, is someone who has a physical or mental impairment that substantially limits one or more major life activities.~~

~~Students with disabilities are a rapidly growing minority at Cape Fear Community College, as elsewhere in American higher education. To ensure equal opportunity for all students, both physical and programmatic access must be provided. This means more than the removal of architectural barriers and the provision of auxiliary services. It means that reasonable accommodations must also be made in the instructional process.~~

Cape Fear Community College supports faculty who, in cooperation with Student Accessibility Services, provide authorized accommodations and support services in a timely manner for students with disabilities. Students with disabilities are not required to disclose their disabilities or register with Student Accessibility Services. However, when requesting specific accommodations, they are required to submit supporting documentation and register with Cape Fear Community College Student Accessibility Services to determine appropriate accommodations.

(From 8.18) Faculty are encouraged to make an announcement at the beginning of the semester inviting students with disabilities to schedule appointments to discuss accommodations. If the student brings a disability issue to the attention of the instructor and is not registered with Student Accessibility Services, please instruct the student to contact Student Accessibility Services in order to request services. Instructors should not ask a student if he or she has a disability.

Student Accessibility Services (SAS) is committed to providing support to students with disabilities (i.e. physical, mental, learning, vision, or hearing) and works with all areas of the college to ensure that programs, facilities, and activities are accessible to all students. For dual enrolled students please note that high school accommodations do not automatically transfer to the college setting. Students who have a disability and would like accommodations must register with the SAS office at 910-362-7017 or [sas@cfcc.edu](mailto:sas@cfcc.edu).

Faculty do not have the right to refuse to provide required accommodations or to question whether a disability exists in accordance with the ADA. However, faculty are encouraged to ~~have input into the means for providing accommodations~~ collaborate with the Office of Student Accessibility Services regarding the means to provide accommodations in their particular classes. ~~A student with a disability must be able to understand the material and communicate that understanding to the instructor. Support services~~ Reasonable accommodations give the student the opportunity to ~~achieve that outcome~~ access the course without altering the fundamental nature of the course or program.

If a faculty member has questions about the appropriateness of a required accommodation, he or she should not address concerns with the student but should consult with the Student Accessibility Services Office. Faculty should always require students to submit a current Accommodations Letter from Student Accessibility Services before providing any accommodations. Faculty should be discrete when discussing disability issues with students. Faculty should not address any disability-related issue in front of a student's classmates.

#### **~~8.18 Syllabus Statement~~ added to 8.17 Students with Disabilities**

~~All instructors will include a statement on their class syllabus/essential class information that informs students how they may request accommodations from Student Accessibility Services. Instructors will refer to the guidelines provided for such statements at Student Accessibility Services.~~

#### **8.19 18 Accessibility of Instructional Content**

Instructors who teach online or hybrid/web-assisted classes and/or provide information via web pages or through the College's LMS have a responsibility to ensure that their instructional content is accessible to students with disabilities. ~~Instructors who use films and videos in their classes must make sure those films and videos are accessible to students who have hearing or vision loss. Films and videos must be captioned for students who are deaf or hard of hearing, and any video or film with subtitles must be made audible for students with vision loss.~~

Faculty are required to ensure that all course materials comply with WCAG 2.1 AA standards. This includes digital content, documents, multimedia, and any instructional materials provided to students. ~~Please contact Student Accessibility Services for assistance with accessibility issues.~~



## **CFCC BOARD OF TRUSTEES BYLAWS**

A MOTION from the Administrative and Personnel Committee recommends to the Board of Trustees approval of the CFCC Board of Trustees Bylaws as presented. Motion carried unanimously.

### **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 fourteen members in three groups. The eight Trustees in Group One shall be appointed by the General Assembly under G.S. 120-121. 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 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. 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 .
- (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.  
The President shall be responsible, but may delegate duties involved for maintaining and checking inventories of tools, books, equipment, furniture, and stock of supplies.
- (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.
- (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.
- (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.
- (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.
- (P) The President shall discharge any other functions which the Board may delegate.
- (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 **Chief Academic Officer (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 30<sup>th</sup>.

**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 1<sup>st</sup>. 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.

1. Employment contract: The President's employment contract will be reviewed and, where necessary, revised annually by the Board of Trustees.
2. Job Description: The President and Board of Trustees will review and revise as necessary the President's job description on an annual basis.
3. 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 30<sup>th</sup>.

**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 September 25, 2025*

## **SGA REPORT**

Mr. Parada presented the following report.

### **SGA Updates & Recent Business**

The Student Government Association (SGA) held its most recent meeting on Tuesday September 2, 2025, where members outlined upcoming programming, organizational housekeeping, and future goals. Key highlights include:

- **Leadership & Organization**
  - Discussed the process of appointing a Vice President, with reference to the SGA Constitution to ensure proper protocols.
  - Established general meetings to be held on the first Tuesday of every month at 4:15 p.m. in L-107, beginning September 2, to improve consistency and accessibility for students.
  - Identified the need for increased visibility and branding, including promotional materials and table resources for campus engagement.
- **Campus Engagement & Student Support**
  - Assisted with promotion of planned Student Life Lunch and Learn sessions in the Nixon Leaders Center to connect students with essential resources:
    - **September 4** – Financial Aid Awareness
    - **September 18** – Counseling and Wellness Services
    - **September 30** – Student Accessibility Services
  - These events are designed to strengthen awareness of available support services and enhance student retention and success.
- **Statewide Student Leadership**
  - The SGA will send representatives to the N4CSGA Conference on October 17th–19th, providing leadership development and networking opportunities for our student leaders.

### **Upcoming Events**

- **Fall Fest 2025- October 7, 2025 –**
  - A large-scale engagement event scheduled behind the Schwartz Center (11am-2pm).
  - The event includes campus and community resources to encourage student participation, build community, and promote campus involvement.

Fall Fest will be held on North Campus: October 9, 2025 (11am-2pm, behind the McKeithan Center)

- **Community Engagement & Service**
  - Planning underway for a Diaper Drive in collaboration with the Diaper Bank of North Carolina, with potential collection dates on both the Downtown and North campuses.

- Future initiatives include assisting SGA Advisor, Mr. Donterio Perkins, with Scream and Screen Bash, a Friendsgiving celebration, and support for other student clubs to increase student life opportunities.

### **Goals Moving Forward**

- Strengthen SGA visibility through consistent meeting schedules, officer promotion, and collaborations with organizations such as Phi Theta Kappa (PTK).
- Increase student participation in events through improved communication and outreach strategies.
- Expand SGA's role in community service, aligning with CFCC's mission of service and engagement.

### **Closing**

The SGA remains committed to fostering a vibrant and inclusive student experience at Cape Fear Community College. Through leadership development, student-centered programming, and community engagement, we aim to build stronger connections across campus while ensuring every student feels supported and represented.

### **FACULTY ASSOCIATION REPORT**

Mr. Gray presented the following report.

The first Faculty Association meeting of the academic year was held on Monday August 25, 2025 with strong participation from faculty across departments. The meeting focused on aligning faculty efforts with the college's strategic vision, reviewing recent institutional changes, and identifying ways to support key goals. Faculty emphasized a continued commitment to student-centered learning, inclusive teaching practices, and innovation in the classroom. There was strong interest in expanding professional development opportunities and increasing engagement in shared governance.

Recent college updates were discussed, including curriculum changes, administrative restructuring, and policy revisions. Faculty were encouraged to stay involved in these transitions to ensure academic quality and transparency. Upcoming events such as faculty workshops, and community outreach initiatives were shared, with faculty encouraged to participate and promote them.

The group also discussed collaborative strategies to support the college's mission, including interdisciplinary projects, mentorship programs, and pursuit of research and grant opportunities. Overall, the meeting reflected an enthusiastic, forward-looking start to the year, with faculty committed to working closely with leadership and the Board to advance the college's vision.

## **FOUNDATION REPORT**

Mr. Howell presented the following report.

<b>Foundation Fundraising Goals &amp; Actuals FY25 - 26</b>			
<b>August 22, 2025</b>			
<b>Foundation Revenue (Gifts and Grants)</b>	<b>2025-2026 Goal</b>	<b>YTD Actual (Revenue - Cash &amp; Pledges )</b>	<b>% of Annual Goal</b>
Annual Scholarships (New) *	\$ 608,546.00	\$ 3,584.00	0.59%
Annual Scholarships (Renew) *	\$ 841,955.60	\$ 22,408.00	2.66%
Endowed Scholarships (New)	\$ 920,180.30	\$ 208,287.00	22.64%
Endowed Scholarships (Adding to the scholarship)	\$ 798,535.20	\$ 84,011.00	10.52%
Program Support *	\$ 1,364,000.00	\$ 511,187.00	37.48%
Student Services/Athletics	\$ 75,005.60	\$ 29,799.00	39.73%
Student Emergency Funds	\$ 73,726.10	\$ 192.00	0.26%
Unrestricted	\$ 73,821.20	\$ 1,620.00	2.19%
Wilson Center & Hello Arts	\$ 475,000.00	\$ 86,239.00	18.16%
<b>TOTALS</b>	<b>\$ 5,230,770.00</b>	<b>\$ 947,327.00</b>	<b>18.11%</b>
Gifts In Kind	N/A	\$ -	N/A
Interest Income	N/A	\$ -	N/A
<b>CFCC Endowments Performance</b>	(7/1/2024) \$23.7M	(6/30/2025) \$28M	

**ANNOUNCEMENTS** - none

**DATE OF NEXT MEETING** – November 20, 2025

Meeting adjourned at 5:50 pm.

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James P. Morton President/Secretary

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Michelle S. Lee, Recording Secretary

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