

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

January 17, 2017

Held in the Board Room of the Tony Rand Student Center at 2:34 p.m.

Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Mr. Charles J. Harrell, Dr. William D. Haithcock, Mr. Hilton T. Hutchens, Jr., Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mr. David R. Williford, and SGA President Christopher Haywood.

Members Absent

Mr. William S. Wellons, Jr.

FTCC Personnel Present

President J. Larry Keen, Board Attorney and Vice President for Legal Services and Risk Management David Sullivan, Senior Vice President for Academic and Student Services David Brand, Senior Vice President for Business and Finance Betty Smith, Vice President for Administrative Services Joe Levister, Vice President for Technology Bob Ervin, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director for the Foundation Lorna Ricotta, and Executive Assistant to the President Kay Williams.

Call to Order

The meeting was called to order by Board Chair Mr. Charles E. Koonce.

Mrs. Lewis made a motion to amend agenda to discuss naming the Horticulture Education Center. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Ethics Awareness and Conflict of Interest Statement

Mr. Koonce read the Ethics Awareness and Conflict of Interest Reminder. No Conflict of Interest was identified.

Approval of Minutes of November 21, 2016 Meeting

On a motion by Dr. Freeman and seconded by Mr. Harrell, the minutes of the November 21, 2016 meeting were unanimously approved.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:35 a.m. prior to this meeting.

Mr. Harrell reported.

Update on the Horace Sisk Building Renovation

- Projected cost is \$450,000.
- The contractor is Progressive Contracting Company, Sanford, NC.
- Preconstruction meeting was held November 1, 2016.
- Notice to proceed was November 7, 2016.
- Project is 70% complete.
- Construction completion is projected February 19, 2017.

Update on the Student Center Parking Lot Renovation

- Projected cost is \$300,000.
- The designer is Gordon Rose, Draper Allen Associates, Fayetteville, NC.
- Bids for this project were opened December 8, 2016.
- Highland Paving (Fayetteville, NC) submitted low bid:
 - Base Bid of \$153,619.50
 - Alternate #1 Bid of \$298,715.00.
- Construction is projected to start March 2017 and be completed by the end of April 2017.
- Recommend Highland Paving (Fayetteville, NC) be approved:
 - Base bid \$153,619.00
 - Alternate #1 Bid of \$289,715.00.

On the recommendation of the Building and Grounds Committee, Mr. Harrell moved to approve Highland Paving as contractor for the Student Center Parking Lot Renovation. The motion was unanimously approved by the Board.

Finance Committee The Finance Committee met at 1:20 p.m. prior to this meeting.

Mr. Crosby reported.

Approval of Final NCCCS 3-1 for Elevator Upgrade for Cumberland Hall and YMCA

The final NCCCS 3-1 cost is \$214,151.60.

Upon recommendation of the Finance Committee, Mr. Crosby moved to approve the final NCCCS 3-1 for the Elevator Upgrade for Cumberland Hall and YMCA. The motion was unanimously approved by the Board.

Approval of Revision to the Administrative Procedures Manual I-17.2.2. Travel by Private Car, effective January 1, 2017

I-17.2.1 I-17.2.2 Travel by Private Car

Vehicle usage ~~75~~ 100 miles round trip or less per day in travel status:

- 1) Employee should use a college owned vehicle if available to maximize efficiency. Individual's budget will be charged 28 cents per mile to reimburse county funds.
- 2) If college owned vehicle is not available, employee may utilize State Term Contract 975B Vehicle Rental Services to rent a vehicle through Enterprise Rent-A-Car, National Car Rental, or Hertz.
- 3) If employee elects to use a personal vehicle and the actual round trip mileage is ~~75~~ 100 miles or less per day, actual mileage can be reimbursed using the IRS rate of ~~54~~ 53.5 cents per mile.

Vehicle usage over ~~75~~ 100 miles round trip per day in travel status:

- 1) Employee should use a college owned vehicle if available to maximize efficiency. Individual's budget will be charged 28 cents per mile to reimburse county funds.
- 2) If college owned vehicle is not available, employee may utilize State Term Contract 975B Vehicle Rental Services to rent a vehicle through Enterprise Rent-A-Car, National Car Rental, or Hertz.

- 3) If employee elects to use a personal vehicle and the actual round trip mileage is over ~~75~~ 100 miles per day, actual mileage will be reimbursed at ~~34~~ 53.5 cents per mile up to 100 miles per day with any additional miles over 100 miles per day reimbursed at the IRS medical or moving rate of 17 cents per mile.

Note: No reimbursement will be made for rental insurance purchased.

When an employee has a physical handicap which requires specialized equipment for operation of a motor vehicle, he/she is authorized reimbursement at the standard mileage reimbursement rate as set by the Internal Revenue Service regardless of the number of persons traveling.

Upon recommendation of the Finance Committee, Mr. Crosby moved to approve Revision to the Administrative Procedures Manual I-17.2.2. Travel by Private Car, effective January 1, 2017. The motion was unanimously approved by the Board.

Curriculum Committee The Curriculum Committee met at 1:35 p.m. prior to this meeting.

Dr. Freeman reported.

Approval to Conduct a Needs Assessment for an Associate of Applied Science Degree in Mission Critical Operations (A40430)

The Mission Critical Operations curriculum prepares graduates for employment in a wide range of positions in specific mission critical environments, operations technology, and maintenance. Course work includes the development of a student's ability to maintain technically sophisticated systems for business continuity and near continuous uptime using engineering, information technology, and industrial management and maintenance skills. The course work emphasizes analytical and problem-solving skills required to sustain high availability national security interests and includes instruction in electromechanical systems, networking, automation, cybersecurity, emergency management, and systems integration.

Graduates should qualify for employment as entry-level technicians with businesses, industries, educational systems, and governmental agencies in national critical infrastructure areas including, but not limited to, communications, emergency services, energy, financial services, healthcare, information technology, and transportation.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve conducting a Needs Assessment for an Association of Applied Science Degree in Mission Critical Operations (A40430). The motion was unanimously approved by the Board.

Approval to Conduct a Needs Assessment for an Associate of Applied Science Degree in Diesel and Heavy Equipment Technology (A60460)

The Diesel and Heavy Equipment Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as heavy duty trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve conducting a Needs Assessment for an Associate of Applied Science Degree in Diesel and Heavy Equipment Technology (A60460). The motion was unanimously approved by the Board.

Approval to Conduct a Needs Assessment for an Associate of Applied Science Degree in Electric Line Construction Technology (A35230)

The Electric Line Construction Technology curriculum prepares individuals to work as electric line construction technicians in the preparation and repair of rural electrical utility service. Students will combine electrical theory with laboratory and practical applications in the course of study.

Students will be expected to master competencies such as those included in elements of electricity, overhead pole and electrical line construction, safety codes and applications, electric power systems, transformer and meter installations, and exploration of underground electrical distribution.

Upon successful completion of the program, individuals will receive the Associate of Applied Science degree and will possess the necessary skills for employment in the dynamic electrical utility field.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve conducting a Needs Assessment for an Associate of Applied Science Degree in Electric Line Construction Technology (A35230). The motion was unanimously approved by the Board.

Information on New Honor Society and Honors College

These items are deferred until the February 20, 2017 board meeting.

Human Resources Committee The Human Resources Committee met at 2:00 p.m. prior to this meeting.

Mr. Crosby reported.

2015-2016 Duplicated and Non-Duplicated Graduates

- 4,268 duplicated 2015-16 graduates (Compared to 3,081 in 2014-2015)
- 2,440 unduplicated 2015-16 graduates (Compared to 2,163 in 2014-2015)

2015-2016 Job Placement Report

- 92.6% College Job Placement Rate (Compared to 93.7% in 2014-2015)
- 74.7% employed in Cumberland County (Compared to 66% in 2014-2015)
- 70.5% working in their curriculum field of study (Compared to 41.7% in 2014-2015)
- \$36,859 unduplicated salary average (Compared to \$35,568 in 2014-2015)
- 26 Graduates reported they are self-employed (Compared to 34 in 2014-2015)
- 558 graduates decided to continue their education (Compared to 514 in 2014-2015)
- 168 graduates are not seeking employment at this time (Compared to 86 in 2014-2015)
- 130 graduates could not be contacted (Telephone, address and email changed)

2015-2016 Military and Veteran Graduates

- 689 Military Active Duty (Compared to 364 in 2014-2015)
- 445 Veterans (Compared to 381 in 2014-2015)

2015-2016 Graduate and Employer Satisfaction Rates

- 98.7% of graduates were satisfied with the quality of their academic program
- 99.5% of graduates accomplished their goals while at FTCC
- 97.7% of employers were satisfied with recent FTCC graduates they hired
- 99% of employers would consider hiring future FTCC graduates

Planning Committee The Planning Committee met at 2:20 p.m. prior to this meeting.

Dr. Freeman reported.

Notification of the 2016-17 Strategic Planning and Assessment Cycle

- The College's 2016-17 Strategic Planning Cycle began on July 1, 2016.
- The 2016 – 2021 Strategic Plan was approved by the Board of Trustees on September 19, 2016.
- Following the September 19, 2016 Strategic Plan approval, academic programs and service support areas created annual assessment plans including their projected outcomes, achievement targets, and measurements of assessment. Assessment plan activities created align with the approved Strategic Plan and Institutional Goals.
- During the period January 3, 2017 to June 30, 2017, programs and service support areas will collect achievement target data and analyze such data against the projected outcomes to determine levels of success. The results of this analysis will set the stage for the next planning cycle for 2017-18 that will launch on July 1, 2017.

Review of the FTCC Mission Statement, Purpose Statement, Institutional Goals, and General Education Core Competencies

- As part of the Strategic Planning Cycle, the following documents are provided every January to the Board of Trustees for review prior to the February Board meeting. The documents are provided as information for your review.
- Any comments, suggestions or recommended changes should be sent to Kay Williams by February 3, 2017. These documents will be returned to the Board of Trustees at the February Board of Trustee meeting for reaffirmation or approval action.
 - Mission Statement
 - Purpose Statement
 - Institutional Goals
 - General Education Core Competencies
 - 2017 Planning Assumptions

Naming of the Horticulture Education Center

The Trustees held a discussion on naming the Horticulture Education Center.

Dr. Powell moved to rename the Horticulture Education Center to the Wesley A. Meredith Horticulture Education Center. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

Special Trustees' Business

Mr. Charles E. Koonce, Board Chair

Community College National Legislative Summit – February 13-16, 2017 Washington, D.C.

2017 NCACCT Law/Legislative Seminar – March 29-31, 2017, Raleigh, N.C.

Update on Lawsuit - Board Attorney and Vice President for Legal Services and Risk Management David Sullivan updated Trustees on status of lawsuit.

SGA Report

Mr. Christopher Haywood, SGA President

The SGA set up a breakfast buffet at the beginning of semester at the Bookstore.

February is Black History Month and the SGA has planned a Game Show and a Jazz artist performance.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, February 20, 2017

Dr. Keen briefed the Trustees on the NC Community Colleges 2017-19 Budget Priorities.

Focus – Honors College

The Focus on Honors College was deferred until the next Board Meeting, February 20, 2017.

Adjournment

Dr. Freeman moved to adjourn. The motion was seconded by Mr. Hutchens and unanimously approved by the Board.

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary

