

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

January 21, 2014

Held in Room 170 of the Thomas R. McLean Administration Building at 12:45 p.m.

Members Attending

Dr. Dallas M. Freeman, Mrs. Sheryl J. Lewis, Dr. Breeden Blackwell, Mr. Dohn B. Broadwell, Jr., Mr. Ronald C. Crosby, Jr., Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr., and Student Government President Karnella F. Fobbs.

FTCC Personnel Present

President J. Larry Keen, Senior Vice President for Academic and Student Services David Brand, Senior Vice President for Business and Finance Betty Smith, Vice President for Legal Services and Risk Management David Sullivan, Vice President for Administrative Services Joe Levister, Vice President for Technology Bob Ervin, Vice President for Human Resources/Workforce Development/Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director of the FTCC Foundation Zanna Swann, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Mr. Charles E. Koonce

Call to Order

The meeting was called to order by Board Chair Dr. Dallas Freeman

Recognition of Guests

Dr. Freeman recognized all guests and welcomed them to the meeting. Special guests: Director of Institutional Effectiveness Dr. Vincent Castano and Data Management Technician, Institutional Effectiveness, Monika Morris.

Ethics Awareness and Conflict of Interest Statement

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.

November 18, Meeting

On a motion by Dr. Blackwell and seconded by Mr. Wellons, the minutes of the November 18, 2013 meeting were unanimously approved.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 11:00 a.m. prior to this meeting. Mr. David McCune, Chairman, presented the report to the Board.

Update on the Horace Sisk (Partial Roof) and the Center for Business and Industry Roof Replacement

- Fleming and Associates (Fayetteville, NC) was approved by the Board as the project designer on November 18, 2013.
- Design contract is pending final approval by the State Construction Office.
- Design drawings are being prepared for coordination with State Construction Office.
- Construction bids are projected to be received in mid-July.
- This project is tentatively scheduled for completion in December 2014.

Update on the Student Center Renovation

- Advertisement for the prequalification of contracts was publicized November 18, 2013 requesting that qualification packages be provided to FTCC by December 6, 2013.

- Twenty-one (21) packets were received with thirteen (13) individuals meeting screening requirements established by the State Construction Office.
- All prequalified contractors are expected to bid on the project with bid opening scheduled February 20, 2014.
- The recommended contractor is scheduled to be provided to the Board at the March 17, 2014 meeting.

Update on the Major Appliance Center Purchase

- Letter was sent to the attorney representing Bold Builders, LLC demanding the transaction be closed by mid-December. Bold Builders was told the College would file suit in December if the transaction was not closed. Bold Builders took no action to complete the transaction.
- Attorney for Bold Builders requested delay of suit because he felt the issue of damages could be resolved without need for suit.
- Acting in good faith on the attorney's request, suit was withheld until January 17, 2014.

Finance Committee The Finance Committee met at 11:55 a.m. prior to this meeting. Mr. Charles J. Harrell, Chairman, presented the report to the Board.

Approval of Revision to Administrative Manual 1-19.2.2 and I-19.2.6 On the recommendation of the Finance Committee, Mr. Harrell moved to approve the following two revisions to the Administrative Manual Reimbursement for Transportation. The motion was unanimously approved by the Board.

I-19.2.2 - Travel by Private Car - When a College owned vehicle is available, and an employee is permitted to use his/her own private vehicle for personal convenience or in lieu of traveling with other travelers, they may be reimbursed at the rate of \$.30 per mile (old rate was \$.20 per mile).

I-19.2.6 – Travel To and From Destination Air Terminal – Receipts are required for all taxi/limousine/shuttle etc. trips (change from receipts required if round trip costs exceeds \$20.00).

Annual Internal Equipment Audit for 2012 – 2013 (Information Only) The 2012 – 2013 audit determined that FTCC's losses were 0.01% by item and 0.01% of acquisition cost of equipment.

Textbook Rental Program Effective with the 2014 Spring Semester, students have the option of renting textbooks from Follett Higher Education Group. Students must have a valid credit card, student ID and email address. Approximately one-third of FTCC's books are available on the rental program. Rentals not returned by the deadline will be considered purchases and the difference between the rental amount paid and the retail price of the book will be collected via credit card or other means.

Curriculum Committee

Information on Academic and Student Services Dr. Brand reported on the Multiple Measures implemented for students enrolling Fall 2013. Since the North Carolina Community College System data collections do not currently include key data points for analysis, NCCCS has requested FTCC's assistance in facilitating this preliminary assessment by requesting two grade distributions. These initial Multiple Measures comparisons will become part of the Performance Based Student Measures in 2015. The two grade distributions from Fall 2013 include;

- Students who placed into credit level MAT Gateway courses based on high school GPA alone (i.e. not placed based on ACT, SAT or prior college coursework).
- All students enrolled in the MAT Gateway Courses.

The results illustrate an 86% retention rate for the Multiple Measures students versus an 83% retention rate for all students in these MAT courses.

Planning Committee

Notification of the Strategic Planning Cycle for 2014 – 2019 The College's 2014 – 2019 Strategic Planning Cycle began in October 2013 and will continue through July 2014.

Review of the FTCC Mission Statement, Purpose Statement, Institutional Goals, Core Competencies, and Planning Assumptions Trustees received copies of the FTCC Mission Statement, Purpose Statement, Institutional Goals, Core Competencies, and Planning Assumptions to review before the February Board meeting.

Any comments/recommendations should be made to Betty Shackelford by February 7, 2014.

Special Trustees' Business

NCACCT Board Meeting Mr. Wellons briefed Trustees on the NCACCT Executive Board meeting he attended. He reported on the following topics.

- The NCCCS could lose \$32.08 million. Request that Trustees please contact their representative to help community colleges keep money.
- Need to turn students out quicker.
- Salary increases.
- Encourage all Trustees to attend Trustee Training "The Role of Boards in Student Success" at Fayetteville Tech on Tuesday, April 29, 2014.
- Pleased with Presidential Salary Structure.
- Encourage colleges to submit applications for President's Award, Instructor Award, and Staff Award.
- Workforce Program.
- Higher Tuition.
- Need to increase foundation and scholarship monies.

ACCT Community College National Legislative Summit – February 10 – 13, 2014, Marriott Wardman Park Hotel, Washington, D.C.

President's Report

Next Board Meeting – Monday, February 17, 2014

Approval to Change Date for April 21, 2014 (Easter Monday) Board Meeting to Tuesday, April 22, 2014 April 21, 2014 (Easter Monday) is a holiday for the College.

Mr. Wellons moved to approve changing the date for the April 21, 2014 (Easter Monday) Board meeting to Tuesday, April 22, 2014. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

See Written Report Dr. Keen referred to the President's Report dated January 21, 2014. He reported: (1) Spring Lake Dean Michelle Samuels-Jones and SGA President Karnella Fobbs represented FTCC in the Dr. Martin Luther King, Jr. Parade. (2) FTCC students and staff, in collaboration with Fayetteville State University and Methodist University, celebrated the 5th Annual Dr. Martin Luther King, Jr. Challenge Day of Service. (3) Two new food trucks are on campus serving from 10:30 a.m. to 2:00 p.m. to provide food to students during the renovation period of the Tony Rand Student Center. (4) Former Senator Tony Rand began work January 2 as Associate Vice President and Cumberland County Career Center Manager to oversee the privatization of a Workforce Development job training program. Last year, the NC Department of Commerce ordered similar job-training programs (funded by federal and state funds) to be merged, and then the General Assembly required those programs to become outsourced to contractors no later than July 1. Mr. Rand will oversee the changes to the program, the bidding process, and negotiating contracts with vendors. (5) Lt. General Joseph Anderson visited FTCC on December 19.

NCMBC Events A calendar of events for 2014 was disseminated to Trustees.

Impact of Federal Education Dollars on Campus The form was disseminated to Trustees.

Focus: 2013 Job Placement Report, Carl Mitchell, Vice President for Human Resources/Workforce Development and Institutional Effectiveness Mr. Mitchell presented the 2013 Job Placement report to Trustees. He reported that the job placement rate for 2013 was 91.3% and that 815 of the 1431 graduates were available for employment and actively seeking employment. Of the 815 seeking employment, 744 were working within six months of graduation. Two hundred forty nine (249) graduates were continuing their education. The average salary was \$37,760.

Adjournment The meeting was adjourned at 1:40 p.m.

Dr. Dallas M. Freeman, Board Chair

Mrs. Sheryl J. Lewis, Secretary