

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

**January 22, 2019**

Held at the Tony Rand Student Center Board Room at 1:30 p.m.

## **Members Attending**

Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. Chandan Y. Shankar, Mrs. Suzannah Tucker, Mr. Williams S. Wellons, Jr., Mr. David R. Williford, and Mr. Brian Clark.

## **Members Absent**

Mr. William Hedgepeth and Dr. William D. Haithcock.

## **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 Mark Sorrells, Senior Vice President for Business and Finance Robin Deaver, Vice President for Administrative Services Joe Levister, 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, Executive Assistant to the President Kay Williams, Audio Visual Technician Justin Longley, and Data Management Technician Jessica Small.

## **Call To Order**

**Mr. Ronald C. Crosby, Jr., Board Chair**

## **Ethics Awareness and Conflict of Interest Statement**

**Mr. Crosby**

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

## **Approval of Minutes of November 19, 2018 Meeting**

On a motion by Mr. Koonce and seconded by Dr. Freeman the minutes of the November 19, 2018 meeting were unanimously approved by the Board.

## **Focus: Collaboration and Celebration**

The Collaboration and Celebration of the J.P. Riddle Stadium and the Fire and Emergency Services Center was held during the Board luncheon. Attendees: Dr. Jeanette Council, Mr. Glenn Adams, Mr. Jimmy Keefe, Ms. Amy Cannon, Ms. Sally Shutt, Mr. Tracy Jackson, Mrs. Carolyn Armstrong, Mr. George Armstrong, Mr. Joe Riddle, Mrs. Trinia Riddle, Mr. Bill McFadden, Mr. Jeremy Aagard, Mr. Hall Powers, Mr. Randy McDonald, Mr. Freddy Johnson, Ms. Kristen Hess, Ms. Jennifer Wagner, Mrs. Linda Novak, Mr. Ken Buckey, Mr. Stephen Drew, Mr. Mike Neal, Dr. Jolee Marsh, and Dr. Rosemary Kelly.

## **COMMITTEE REPORTS**

### **Finance Committee**

**Mr. David R. Williford, Chairman**

Mrs. Deaver reported.

### **Annual Internal Equipment Audit Report for Fiscal Year Ended June 30, 2018 (Information only)**

The Annual Internal Equipment Audit for Fiscal Year Ended June 30, 2018 determined that FTCC's total number and value of items reported lost/stolen were ten (10) and cost was \$12,921.44.

**Approval of Revision to the Administrative Procedures Manual I-18.2.2, Reimbursement for Transportation, Travel by Private Car, effective February 1, 2019**

Vehicle usage 100 miles round trip or less:

Employee should use a college owned vehicle if available to maximize efficiency. Employee's department budget will be charged 33 ~~28~~ cents per mile to reimburse county funds.

If employee elects to use a personal vehicle and the actual round trip mileage is 100 miles or less, actual mileage can be reimbursed using the IRS rate of 58~~4.5~~ cents per mile.

Vehicle usage over 100 miles round trip:

Employee should use a college owned vehicle if available to maximize efficiency. Employee's department budget will be charged 33~~28~~ cents per mile to reimburse county funds.

If employee elects to use a personal vehicle and the actual round trip mileage is over 100 miles per day, actual mileage will be reimbursed 33~~28~~ cents per mile.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve revision to the Administrative Procedures Manual I-18.2.2, Reimbursement for Transportation, Travel by Private Car, effective February 1, 2019. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

**Approval of NCCCS 3-1-P, Acquisition of Real Property, Project 2441, Fire and Emergency Services Center**

Parcel 1) 13.4 acres at the intersection of Corporation Drive and Distribution Drive, Fayetteville, NC. Property includes 1.78 of lake/pond and 506,167.20 commercial square footage. Property is within 12 miles of FTCC's Fayetteville Campus. Property will be used for anticipated Fire and Emergency Services Center.

Parcel 2) 16.41 acres at the intersection of Corporation Drive and Tom Starling Road, Fayetteville, NC. Property includes 714,819.60 commercial square footage. Property is within 12 miles of FTCC's Fayetteville Campus. Property will be used for anticipated Fire and Emergency Services Center.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the NCCCS 3-1-P, Acquisition of Real Property, Project 2441, Fire and Emergency Services Center. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**Approval of NCCCS 3-1, Capital Improvement Project Approval, Project 2441, Fire and Emergency Services Center**

The Emergency Services Center will be located on unaddressed property that is currently owned by Cumberland County. Cumberland County will deed this property to FTCC. The property consists of 2 empty land parcels with tax ID's 0433-28-2750 and 0433-38-5536. The first parcel is at the intersection of Tom Starling Road and Corporation Drive and the second parcel is at the intersection of Corporation Drive and Distribution Drive, both in Cumberland County. The second parcel includes a lake/pond.

The anticipated Emergency Services Center includes a 23,000 square foot Administration Building, which houses classrooms, labs, offices, conference room, storage, restroom/locker facilities, a staging area, and apparatus bays. In addition, 6,000 square feet of miscellaneous facilities include an outdoor storage building, 2 outdoor restroom

buildings, and 3 burn buildings. Other items planned for the property include an airplane gravel field, underground water storage tank, truck area, 4 concrete pads, control tower, trenches, communication tower, bleachers, 2 parking lots, and a firefighter/EMS memorial. The Emergency Services Center will serve the academic departments Fire Protection Technology and Emergency Management and house the Basic and Advanced Fire Training Programs for Corporate and Continuing Education. The academic programs will utilize the simulators and training grounds to include real-life experiences in class. The Corporate and Continuing Education programs will facilitate ongoing training of firefighters and emergency service personnel.

The administrative functions include Corporate and Continuing Education offices for Fire Training Coordinator, support staff, security, and flexible office space for administrators. The Emergency Services Center will store and secure State mandated class and testing materials, and training aids/simulators.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the NCCCS 3-1, Capital Improvement Project Approval, Project 2441, Fire and Emergency Services Center. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

### **Approval of NCCCS 3-1, Capital Improvement Project Approval, Project 2457, Horticulture Education Center – Capital Hurricane Project**

Due to Hurricane Florence, the College lost use of its greenhouse located at the Horticulture Education Center. The location of the greenhouse is susceptible to flooding. FTCC desires to elevate the land, build a retaining wall, and replace the greenhouse. The greenhouse is used as part of the College's horticulture education programs.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the NCCCS 3-1, Capital Improvement Project Approval, Project 2456, Horticulture Education Center – Capital Hurricane Project. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

### **Human Resources Committee**

**Dr. Linwood Powell, Chairman**

Mr. Mitchell reported.

### **Approval of Modification to the President's Job Description**

The 3rd edition of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) **Resource Manual** recommends the following essential duty sentence be part of the President's job description: ***Exercise ultimate and active responsibility for appropriate administrative and financial control of the intercollegiate program.***

The addition of this essential duty will support compliance of SACSCOC Standard 5.2(b) related to control of the College's intercollegiate athletics program.

Upon recommendation of the Human Resources Committee, Dr. Powell moved to approve the modification to the President's job description. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

### **2018 Job Placement Report (Information only)**

- **4,000** duplicated and **2385** unduplicated graduates.
- **92%** Job Placement Rate as compared to 92.6% in 2017.
- **78%** are employed in Cumberland County as compared to 52.1% in 2017.
- **\$40,254** unduplicated average salary as compared to \$34,421 in 2017.

- **33** graduates report being self-employed as compared to 19 in 2017.
- **885** graduates decided to continue their education as compared to 597 in 2017.
- **97** graduates are not seeking employment at this time as compared to 123 in 2017.
- **336** of the **2,385** unduplicated graduates could not be contacted because telephone, mailing address and/or email addressed has changed since graduation.

**Planning Committee**

**Mr. David R. Williford, Chairman**

Mr. Mitchell reported.

**Review of the FTCC Mission Statement, Purpose Statement, Institutional Goals, General Education Core Competencies, and 2019 Planning Assumptions**

- As part of the College’s Strategic Planning Cycle, the following planning documents are provided as information:
  - Mission Statement
  - Purpose Statement
  - Institutional Goals
  - General Education Core Competencies
  - 2019 Planning Assumptions
- Should you have suggestions, comments, or recommended changes, please send those changes to Kay Williams by February 4, 2019.
- These planning documents will be returned at the February 2019 Board of Trustee meeting for your reaffirmation/approval consideration.

**Building and Grounds Committee** The Building and Grounds Committee met at 10:30 a.m. prior to this meeting.

Dr. Freeman reported.

**Approval of Contractor for the Central Mechanical Building Cooling Tower Replacement**

- Stanford White, Inc. (Raleigh, NC) is the designer for this project.
- This project was estimated to cost \$300,000.
- Construction bids were received December 12, 2018.
 

- Bass Air Conditioning, Co. (Fayetteville, NC)	\$349,000
- Brady Trane Service, Inc. (Fayetteville, NC)	368,456
- Boiler Masters, Inc. (Greensboro, NC)	398,000
- Smith’s Refrigeration, Inc. (Lumberton, NC)	411,100
- Haire Plumbing & Mechanical Co., Inc. (Fayetteville, NC)	441,750
- Coordination has been made with Business and Finance for the additional funds for this project.
- Project Costs

Design Costs	24,000
Construction Cost	349,000
Contingency	<u>17,450</u>
	\$390,450

- Request approval of Bass Air Conditioning Company as the contractor for the central mechanical building cooling tower replacement.

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve Bass Air Conditioning Company as the contractor for the central mechanical building cooling tower replacement. The motion was seconded by Dr. Powell and unanimously approved by the Board.

**Update on Horace Sisk Interior Hallway Renovation**

- HH Architecture is the designer for this project.
- M&E Contracting (Fayetteville, NC) was approved as project contractor on August 20, 2018.
- Costs for this project are summarized:
 

- Design Costs	\$ 11,500
- Construction Costs	97,899
- Contingency (5%)	<u>4,895</u>
- Total Cost	\$114,294
- Construction started December 19, 2018.
- Construction is scheduled to be completed February 15, 2019.
- This is provided for information.

**Update on the J.P. Riddle Stadium**

- The transfer of J.P. Riddle Stadium from the County to FTCC will be completed the week of January 21, 2019.
- The grand opening for the stadium is scheduled March 9, 2019 in conjunction with the first home game.
- The stadium will be used for events by:
  - FTCC
  - Swamp Dogs
  - Freedom Christian Academy
- This is provided for information

**Approval of Acquisition of Real Property**

- Coordination has been established with the County to establish a fire and emergency training site.
- This property is located next to the Sheriff's training site in two parcels (16.41 and 13.40 acres) totaling 29.81 acres.
- This property is to be donated to the College by the County.

- Recommend Board approval of acquisition of 29.81 acres contingent upon State Board approval and a Phase I environmental study with no negative environmental findings.

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve acquisition of 29.81 acres contingent upon State Board approval and a Phase I environmental study with no negative environmental findings. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

## **Curriculum Committee**

**Mrs. Delores P. Ingram, Chairman**

**Curriculum Committee** The Curriculum Committee met at 11:15 a.m. prior to this meeting.

Mrs. Ingram reported.

### **Continuing Education Update on the Use of Ski's Auto World & Body Shop**

- Initial classes scheduled to begin May 20<sup>th</sup>.
- Initial training programs: Caliber Autobody Technician Program.
- New program and specialty areas for growth:
  - Plastic Welding (Self-Supporting)
  - Basic Electrical for Automotive (Occupation Extension)
  - Code Reading (Self-Supporting)
  - Glass Replacement-Repair (Self-Supporting)
  - Service Technicians (Occupational Extension)
  - Vinyl Wraps for Cars (Collaboration with Curriculum Program – Graphic Design)
- Initial External Partners: Safelite Auto Glass, Jiffylube, Walmart, Best Buy, Fastsigns, Dent Wizard.

### **FTCC Educational Use of the J.P. Riddle Stadium**

- Work-based learning opportunities:
  - Carpentry (or work study)
  - Accounting (concessions and gate revenues)
  - Business Programs – greeters
  - Advertising and Social Media
- Project-based learning opportunities (contained in courses):
  - Horticulture design and maintenance tasks
  - Geomatics
  - Marketing – marketing strategies and research
- Career Fairs – All program areas
- Game and event activities
  - Entertainment – Arts and Humanities
  - Parking and gate ticketing – Safety Academy
  - Public Service displays and recognitions
- Special Events – All programs and clubs
- Concessions – Clubs, Work Study

### **Core Military Outreach Functions Moving Back to Campus**

- The Director of Military Outreach has resigned effective January 31, 2019.
- Previous coordination of military outreach activities were handled remotely from Texas.
- All military outreach activities are being returned to Fort Bragg under the direction of Charles Bradley.

## **Minority Male Mentoring Initiative (MMMI)**

- **102 students are now enrolled in the MMMI.**
- **Grant Opportunity - Early Alert Advising Project** - Dr. DeSandra Washington and Dr. Antonio Jackson have submitted a grant proposal to the NC Community College System Office to integrate an early alert/advising system into the 3M support. The NCCCS is seeking applications from colleges that currently do not utilize an early alert advising system with the expectation of awarding 8-10 grants of approximately \$40,000-\$50,000 per year over a period of three years.
- **Planned Activities for MMMI Students:**
  - **Martin Luther King, Jr. – Prayer Breakfast and Day of Service**
  - **College Tours** – collective effort with University Outreach and Honors Program. Scheduled tours to FSU, ECU, and UNC-G
  - **The Links, Inc. – Annual Friendship Luncheon** (February 2)
  - **Walk A While in Her Shoes** – Rape Crisis Center (March 22)
  - **Men of Color National Summit** – Clemson University’s Office of Inclusion and Equity (April 25-26).
- **Peer Mentors**
  - **Four Mentors selected** – Nicolas Parker, Jesse Watts, Tuma Fondinka, and Amonte Rucinski.
  - Mentors will receive a small stipend for services from year three grant funds that end in May 2019.

## **Special Trustees’ Business**

**Mr. Ronald C. Crosby, Jr., Board Chair**

2019 NCACCT Law/Legislative Seminar, Sheraton Raleigh Hotel, April 3-5, 2019

## **SGA Report**

**Mr. Brian Clark, SGA President**

- The SGA distributed 100 comment/suggestion cards. Eighty-six cards have been returned. Dr. Kelly and Mr. Daniels will review the cards. An additional 400 cards have been ordered.
- Students are concerned about the number of homeless students on campus. Hygiene kits will be provided and the use of showers in the Fitness Center has been coordinated with Ms. Pines.
- Information session will be held on January 28 in the Tony Rand Student Center.
- SGA represented the college in the MLK Parade that was held on January 19.

## **President’s Report**

**Dr. J. Larry Keen, President**

### **Next Board Meeting – Monday, February 18, 2019**

**See Written Report:** Dr. Keen referred to the President’s Report: (1) Spring Semester 16-week classes began January 14. (2) Cumberland Polytechnic High School held an Open House on December 3. (3) FTCC hosted the Southeast Region Future Business Leader of America on December 7. (4) Surgical Technology received the Merit Award from National Board of Surgical Technology and Surgical Assisting. (5) The Paul H. Thompson Library now offers the Gale Interactive Human Anatomy database platform to support college anatomy and physiology students.

## **Foundation Update**

**Mrs. Lorna Ricotta, Executive Director**

- 29.4 percent increase in funds raised.
- April 4, 2019 – Silent Auction
- April 5, 2019 – Golf Tournament

## **Adjournment**

Mr. Koonce moved to adjourn. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

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Mr. Ronald C. Crosby, Jr., Chair

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Mrs. Delores P. Ingram, Secretary