

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MINUTES of the BOARD OF TRUSTEES**

February 19, 2018

Held at the Tony Rand Student Center Board Room.

Members Attending

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Mr. Charles J. Harrell, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. Williams S. Wellons, Jr., and Mr. David R. Williford.

Members Absent

Dr. William D. Haithcock and Mr. Christopher Haywood.

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 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, and Executive Assistant to the President Kay Williams.

Call To Order

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

Recognition of Guests

Mr. Crosby

Mr. Crosby recognized Associate Vice President for Student Services Rosemary Kelly, Disability Support Services Coordinator Casey Groover and Audio Visual Technician Justin Longley.

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 January 16, 2018 Meeting

Mr. Crosby

On a motion by Mr. Wellons and seconded by Dr. Powell the minutes of the January 16, 2018 meeting were unanimously approved by the Board.

COMMITTEE REPORTS

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

Dr. Freeman reported.

Correction of August 21, 2017 Minutes

- Minutes read, "Board approved monthly rent of \$8,100 (\$97,200 annually) at the July 19, 2017 meeting."
- Minutes should read, "June 19, 2017 meeting."
- Recommend minutes be corrected to read June 19, 2017.

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve the correction of the August 21, 2017 minutes to read, "Board approved monthly rent of \$8,100 (\$97,200) at the June 19, 2017 meeting". The motion was seconded by Dr. Powell and unanimously approved by the Board.

Update on Piedmont Natural Gas Line Installation Along Hull Road

- Piedmont Natural Gas has requested approval to install a gas line along Hull Road.
- Agreements have been signed to allow temporary workspace along Hull Road to install gas line and temporary space to stage construction materials in parking lot 5.
- Work is projected between May 21 and August 17, 2018.

Update on YMCA Pool Ceiling Repair and Approval of Contractor for Pool Ceiling Repair

- Stephen Fleming, Fleming and Associates, has estimated the cost to repair the ceiling over the YMCA pool.

- Design	\$ 6,230
- Construction	28,770
- Contingency	<u>5,000</u>
- Total	\$40,000
- Rick Houpp, YMCA Director, has stated the YMCA does not have \$40,000 to pay for pool ceiling repairs.
- Rick Houpp and the YMCA Executive Board are supportive of the \$40,000 to come out of the \$122,150 projected for YMCA renovations to pay for the pool ceiling repair.
- Steve Fleming is recommending King Electric as the contractor for the pool ceiling repair.

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve King Electric as the contractor for the pool ceiling repair. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Approval of Contractor for the YMCA Renovation

- Bid opening for the YMCA renovation was held February 14, 2018.
- Two bids were received.

- Benjamin Stout Real Estate Services, Inc.	\$105,000
- M & E Contracting, Inc.	\$118,493
- A meeting will be held Friday, February 23 to value engineer this project to get costs down because of the \$40,000 being deducted for pool ceiling repair.
- Recommend Benjamin Stout Real Estate Services, Inc., be approved as the contractor for the YMCA renovation.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve Benjamin Stout Real Estate Services, Inc. as the contractor for the YMCA renovation with contingency of value engineering to reduce cost to \$70,000. If Benjamin Stout Real Estate Service, Inc. does not accept it, approve M & E Contracting under same circumstances. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Curriculum Committee The Curriculum Committee met at 11:10 a.m. prior to this meeting

Mrs. Ingram reported.

Information on Bellwether Award Finalist

- FTCC's topic *Pathways for Transitioning Military to Fill Workforce Gaps* was selected as one of the 10 Bellwether Finalist Winners in the Workforce Development category.
- FTCC was selected to compete for the prestigious 2018 Bellwether Award at the Community College Futures Assembly, which was held January 27 – 30, 2018 in Orlando, Florida.
- In attendance were Dr. Larry Keen, Dr. David Brand, Dr. Jolee Marsh and Doug Willberg.

Information of Faculty and Staff Recipients of Excellence Awards

Dr. Keen, Academic Deans and Dr. Brand collaborated to select some of our most innovative instructors for submission for consideration to receive the John & Suanne Roueche Excellence Award. The following submissions have been accepted and approved by the Foundation.

- Jennifer Bledsoe, Psychology Instructor
- Chrisha Dolan, Biology Instructor
- Robin Pusztay, Horticulture Instructor/Chair
- Tori Quismundo, Information Tech Instructor
- Larry Vick, Criminal Justice Instructor
- Michele Walden, Mammography Instructor/Chair
- Ray Walters, Business Administration Instructor

Dr. Keen and Executive Council collaborated to recognize individuals doing extraordinary work at demonstrating an outstanding commitment and contribution to the FTCC students and colleagues. The following names have been submitted to NISOD (National Institute for Staff and Organizational Development):

- Anthony Cameron, Department Chair for Computer Programming
- Paula Cochran, Senior Accounting Technician
- Debra Fulton, High School Connections Coordinator
- Amy McLamb, Dean of Career and Community Enrichment
- Mary Mitchell, Web Master
- Kristina Noriega, Director of Military & Veterans Programs – Outreach
- James O'Hern, Housekeeping/Plant Operations
- Margaret Silverest, Print Shop Illustrator/Layout Technician
- Courtney Smedick, Integrated Marketing & Events Coordinator
- Charles Smith, Associate Vice President for Business & Finance
- Tracy Verrier, Administrative Assistant II to Senior Vice President
- Kay Williams, Executive Assistant to the President

Information on SAS Visit

- A SAS Programming workshop will be hosted on the FTCC campus on March 13 & 14.
- The normal cost for an instructor to attend the workshop is \$1860.
- SAS is providing this workshop free of charge to 20 Computer Information Technology instructor.
- This is a cost savings of \$37,200.00

Finance Committee The Finance Committee met at 11:22 a.m. prior to this meeting

Mr. Williford reported.

Approval of Revision to the Administrative Procedures Manual 1-17.2.2, Reimbursement for Transportation, Travel by Private Car, Effective February 1, 2018

1-17.2.2 Travel by Private Car

Vehicle usage 100 miles round trip or less:

- 1) Employee should use a college owned vehicle if available to maximize efficiency. Employee's department 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 100 miles or less, actual mileage can be reimbursed using the IRS rate of 54.5 cents per mile.

Vehicle usage over 100 miles round trip:

- 1) Employee should use a college owned vehicle if available to maximize efficiency. Employee's department 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 100 miles, actual mileage will be reimbursed at 33 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. Williford moved to approve revision to the Administrative Procedures Manual 1-17.2.2, Reimbursement for Transportation, Travel by Private Car, Effective February 1, 2018. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Approval or Revision to the Administrative Procedures Manual I-17.3.1 Reimbursement for Subsistence, Maximum Reimbursement, Effective February 1, 2018

1-17.3.1 Maximum Reimbursement

Maximum reimbursement from state funds for daily subsistence is indicated below.

	In-State Travel	Out-of-State Travel
Meals	State	State
Breakfast	8.40	8.40
Lunch	11.00	11.00
Dinner	<u>18.90</u>	<u>21.60</u>
Total Daily Meals	38.30	41.00
Lodging (actual, up to)	<u>71.20</u> plus tax	<u>84.10</u> plus tax
DAILY TOTAL	<u>\$109.50</u>	<u>\$125.10</u>

Excess lodging expenses, both in-state and out-of-state, will be paid from state funds only. Authorization for excess lodging expenses must be received in advance from the President or his designee. The "Request for Travel" form is used for this purpose.

Daily Travel (overnight) - Employees may receive an allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less. To be eligible for reimbursement the employee must meet the following criteria:

Breakfast: Depart duty station prior to 6:00 a.m.

Lunch: Depart duty station prior to noon (day of departure) or return to duty station after 2:00 p.m. (day of return)

Dinner: Depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return)

The time of departure and/or arrival must be stated on the travel reimbursement request.

Daily Travel (not overnight) - Allowances shall not be paid from state funds to employees for meals, including lunches if travel does not involve an overnight stay. Exceptions to this are as follows:

- (1) A College employee may be reimbursed for meals, including lunches, when the employee's job requires his/her attendance at the meeting of a board, commission, committee, or council in his/her official capacity and the lunch is preplanned as part of the meeting for the entire board, commission, committee or council. (This provision does not apply to a conference, seminar, or workshop unless the lunch is a preplanned part of the formal agenda and/or is included as part of the registration fee.) Employees claiming reimbursement under this provision shall be allowed the statutory rate or actual for lunch, which ever is less. Receipt for meal must be attached to the travel reimbursement form.

- (2) A College employee may be reimbursed for meals, including lunches, when the meal is included as part of a congress, conference, assembly, convocation, etc. Such congress must involve the active participation of persons other than the employees of a single state department, institution or agency; the employee's attendance is required for the performance of his/her duties, but must not be part of that employee's normal day-to-day business activities; and the congress must provide written notice or an invitation to participants. Employees claiming reimbursement under this provision shall be allowed the statutory rate or actual, whichever is less. Before a travel reimbursement can be issued, authorization to travel must have been secured prior to travel and attached to the request for reimbursement form. Receipt for meal must be attached to the travel reimbursement form.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the revision to the Administrative Procedures Manual I-17.3.1 Reimbursement for Subsistence, Maximum Reimbursement, effective February 1, 2018. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Approval to use \$122,150 Institutional Funds Generated from YMCA Rental Receipts to Renovate the YMCA Building

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the use of \$122,150 institutional funds generated from YMCA rental receipts to renovate the YMCA building, which includes ceiling repairs over the pool. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

Mr. Wellons made a motion that FTCC send a letter to the YMCA that the Board of Trustees strongly recommends shutting the pool down until the completion of repairs. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

Fiscal Year Ended June 30, 2017 Financial Audit Status (Information only)

The audit went well and there were no issues. The report should be available early March.

Human Resources Committee The Human Resources Committee met at 11:30 prior to this meeting.

Dr. Powell reported.

Distribution of 2018 Honorary Trustee Award Nomination Fill-in Forms (Information only)

- The nomination procedures approved by the Board of Trustees on December 12, 2005 and blank 2018 nomination form were provided to the Board.
- Nominations can be returned at the March 2018 Board of Trustees meeting or submitted in advance to Carl Mitchell or Kay Williams prior to the next Board meeting.
- History of Program: The program began in 2003 with the following persons selected:
 - Senator Tony Rand was nominated and selected in 2003.
 - Dr. Dallas Herring was nominated and selected in 2005.
 - Mrs. Helen E. Batten was nominated and selected in 2007.
 - Mr. Thornton W. Rose was nominated and selected in 2010.
 - Senator Lura Tally was nominated and selected in 2011.
 - Mr. Thomas R. McLean was nominated and selected in 2016.

Note: There were no Honorary Trustee award approvals in 2004, 2006, 2008, 2009, 2012, 2013, 2014, 2015, or 2017.

2018 Holiday Schedule (Information only)

The Holiday Schedule provides twelve holidays as allowed by the State Human Resources Commission and does not include recommendations for Administrative Leave Days.

Advanced Notification of the Annual Evaluation of President J. Larry Keen
(Information only)

The President's annual evaluation is scheduled to be completed during the March 2018 Board of Trustees Meeting.

Planning Committee The Planning Committee met at 11:35 a.m. prior to this meeting.

Mr. Williford reported.

Reaffirmation of the FTCC Purpose Statement, Mission Statement, and Institutional Goals

The planning documents were provided to the Board of Trustees for review at the January 2018 meeting. There were no recommended changes submitted.

Upon recommendation of the Planning Committee, Mr. Williford moved to approve reaffirmation of the FTCC Purpose Statement, Mission Statement, and Institutional Goals. The motion was seconded by Dr. Powell and unanimously approved by the Committee.

Approval of Modifications to the General Education Core Competencies (Attachment A)

- Corrected spelling of the word "*workplace*" (as indicated in red on attachment).
- Deleted the word "*further*" (as indicated in red on attachment).
- A Board member requested both modifications after initial review at the January meeting.

Upon recommendation of the Planning Committee, Mr. Williford moved to approve corrected spelling of the word "workplace" and to not delete the word "further." The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Special Trustees' Business

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

Report on 2018 Community College Legislative Summit, Washington, DC, February 11-14, 2018.

Dr. Dallas Freeman, Mrs. Delores Ingram, Dr. Marye Jeffries, Mr. Charles Koonce, Mr. Christopher Haywood and Dr. Larry Keen attended the 2018 Legislative Summit. Dr. Keen reviewed the highlights of the Summit with the Board.

2018 NCACCT Law/Legislative Seminar, Raleigh, NC, April 11-13, 2018

Mrs. Delores Ingram, Dr. Linwood Powell, Mr. William Wellons and Dr. Larry Keen stated they plan to attend the Seminar.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, March 19, 2018

Save the Date – 2018 Silent Auction, April 26 and Golf Tournament, April 27

Focus

ADA Compliance Update

**Dr. Rosemary Kelly,
Associate Vice President for Student Services
Mr. Casey D. Groover, DSSO Coordinator**

Disability Support Services

- Complies with Sections 504 & 508 of the Rehabilitation Act of 1973
- Complies with American with Disabilities Act of 1990 (ADA)
- Provides Support Amenities for Disability Needs
- Offers Equal Educational Opportunities for Qualified Students
- Distributes Academic and Technology Resources (i.e., Accessible e-Books & Software Programs)

Adjournment

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

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

Mrs. Delores P. Ingram, Secretary

(Attachment A)

FTCC General Education Core Competencies

FTCC provides programs to meet the technical, vocational, and general education needs of its students and the surrounding community. Graduates of FTCC, regardless of program area, should possess a common core of general education competencies that promote success in the ~~work place~~ workplace, facilitate the learning of technical skills, and ease the transition to ~~further~~ higher education. Achievement of these core competencies should also serve to enhance quality of life. In reviewing the required courses for all degree and diploma programs at the College, certain commonly embedded competencies within the general education core have been identified. These core competencies are defined as follows.

- Communicate effectively using the conventions of American Standard English in professional and academic environments.
- Use critical thinking to analyze problems and make logical decisions.
- Demonstrate socialization skills that support cultural awareness and a global perspective.
- Demonstrate quantitative competencies.
- Demonstrate computer literacy.

Approval by the FTCC Board of Trustees, February 20, 2012

Reaffirmed Modified: (Requesting modification approval at Feb 19, 2018 meeting.)