

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

March 19, 2018

Held at the Tony Rand Student Center Board Room.

Members Attending

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

Members Absent

Mr. William Hedgepeth

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, 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 United Way President Robert Hines and Media Services Technician Brad Losh.

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 February 19, 2018 Meeting

Mr. Crosby

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

United Way Spirit Award

Mr. Robert Hines, United Way President, congratulated Fayetteville Technical Community College on being selected as a Spirit of NC Award Winner and for presenting at the Spirit of NC Best Practice Showcase held in Pinehurst.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:33 a.m. prior to this meeting.

Dr. Freeman reported.

Update on the YMCA Pool Ceiling Repair

- Due to the potential collapse of the pool ceiling, the Board recommended the pool be closed until ceiling repairs were completed.

The pool was closed February 21.

- Projected cost of the pool ceiling repair was \$40,000.
- King Electric, contractor, started work on February 27 to repair the pool ceiling.
- Work was completed on March 6, 2018.

Update on the YMCA Renovation

- Benjamin Stout Real Estate Services, Inc., was approved as the contractor for this renovation at the February 19, 2018 Board meeting.
- \$122,150 was approved for this renovation project.
- \$40,000 was deducted from these funds for pool ceiling repairs.
- The contractor bid of \$105,000 exceeded available funds for renovation.
- Value engineering was conducted to reduce renovation costs to pay for the pool ceiling repair.

- Removal of the Acrovyn wall panels	\$23,671.00
- Removal of custom casework in reception area	\$14,000.00
- Removal of 2 nd Floor resilient flooring (labor and material)	\$ 7,299.00
- Add cost of stock white cabinets	\$ 4,970.00
 Total Cost Reduction	 \$40,000.00

- Contract for \$65,000 was established for this renovation.
- Renovation work started March 7, 2018 and is projected to end April 30, 2018.

Curriculum Committee The Curriculum Committee met at 10:40 a.m. prior to this meeting.

Mrs. Ingram reported.

Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for August 15, 2017 through December 31, 2017

- This past term there were 485 Continuing Education classes visited by appropriate staff.
- FTCC's Accountability and Credibility Policy and Guidelines states – at least 50% of off-campus and 25% of on-campus classes are visited for verification.
- Short Courses – 12 hours or less – are visited on a random basis rather than being required to visit each class.
- The Associate Vice President or his/her designee conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.
- Total Classes for this term 1,325: 858 Occupational Extension; 287 Self-Supporting; 172 College/Career Readiness; 8 Customized Training.
- Based upon the Guidelines: 485 classes were visited and found in compliance.
- Verification was made for: Instructor presence; proper course titles; accurate number of students registered and present, and attendance sheets were checked, location/time and start/end dates were accurate.

- Findings of the Internal Audit are presented to you for information and acceptance.

Upon recommendation of the Curriculum Committee, Mrs. Ingram moved to accept FTCC's Continuing Education Accountability Plan Term Report for August 15, 2017 through December 31, 2017. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Information on Fiscal Year 2015 Draft 3 Year Cohort Default Rate

- Notification was received from the United States Department of Education concerning the fiscal year 2015 period that includes October 1 through September 30, 2015.
- The information received indicated that FTCC's default rate was 16.1%.
- Previous cohort default rates:
 - 2014 = 23.2%
 - 2013 = 21.7%
 - 2012 = 22.3%
- This is a downward climb that the College has been working on achieving.
- The College has also been given the opportunity to review the information and challenge the data. In challenging the data, the College may be able to provide information to lower the rate further.

FTCC Selected by NC Community College System Office For Data Analysis Pilot

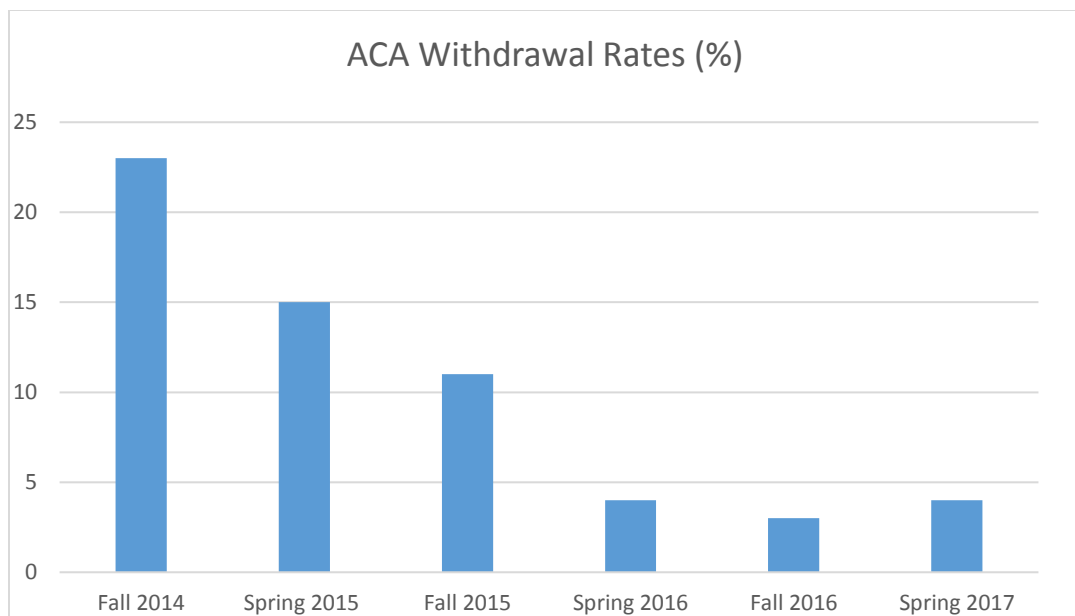
FTCC has been selected by the NCCCS to pilot machine learning in order to semi-automate analysis of certain data resources with the goal of implementing a machine learning "brain" for the NCCCS that can be deployed to every one of the 58 campuses at the discretion of the NCCCS. Initially the project will align the NCCCS Virtual Learning Community's (VLC) University General Education Transfer Courses (UGETC) with the NC Learning Object Repository (NCLOR) content. Dr. David Brand and Dean David Smith will coordinate the pilot. Financial support is provided by the NCCCS 2+2 funds.

Dr. Louanna Castleman Presenting at the Two Year First Year National Conference & the NCCCS Conference

Dr. Louanna Castleman has been asked to present at the TYFY (two year first year) national conference in San Antonio Texas to share the success we have had with our revamped ACA class. The presentation focused on how ACA could be a tool to help students with more than just note taking skills and showed how using Student Services Staff was more productive to the material.

Since we updated ACA in the Spring of 2016, comparative data shows that retention rates for students in our first year cohort are significantly higher than they were in the cohorts who took the ACA prior.

She will also present these findings at the 2018 TYFY and at the NCCCS conference in October.



Dr. Brand provided an update on an email that the college received from the White House about having their curriculum at the White House Communications Agency evaluated.

Finance Committee The Finance Committee met at 11:02 a.m. prior to this meeting.

Mr. Williford reported.

Update on State Budget as of February 28, 2018 (Information only)

The Board approved the State Budget for \$71,720,286.00 in September 2017. The net increase to budget is \$3,835,183.00. The State Budget as of February 28, 2018 is \$75,555,469.00.

Pension Spiking Explanation and Reports (July 2017 – February 2018) (Information only)

Reports from the North Carolina Department of State Treasurer Retirement Systems Division were reviewed with the Trustees. The reports are based on contribution-based benefit cap. The college has two employees that were listed on the reports. The employees are not pension spiking. They were flagged due to a promotion with increase in salary and additional contracts. The employees and contributions are regularly checked by the college. The Board will be updated twice a year.

Request for Approval of Increase in Student Activity Fee from \$17 to \$22 Per Semester

The increase in the Student Activity Fee will generate about \$100,000.00 per year. This increase will help with the college's sports programs. The Committee discussed the fee and recommended raising the fee to \$25.00.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the increase in the Student Activity Fee from \$17 to \$25 per semester. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Request for Acceptance of the Financial Statement Audit Report Prepared by the Office of the State Auditor for the Year Ended June 30, 2017

The Financial Statement Audit Report for the Year Ended June 30, 2017 was presented to the Board. The report contained no audit findings.

Upon recommendation of the Finance Committee, Mr. Williford moved to accept the Financial Statement Audit Report prepared by the Office of the State Auditor for the Year Ended June 30, 2017. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:35 prior to this meeting.

Dr. Powell moved that pursuant to GS 143-318.11(a)(6) (a)(2) the Human Resources Committee go into closed session to conduct the annual evaluation of President J. Larry Keen and to discuss Honorary Trustee Award Nomination(s). The motion was seconded by Mr. Williford and unanimously approved by the Board.

Closed Session

Open Session

Approval of Letter to the State Board of Community Colleges on the Evaluation of President Keen

Upon recommendation of the Human Resources, Dr. Powell moved to approve letter to the State Board of Community Colleges on the evaluation of President Keen. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Special Trustees' Business

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

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

ACCT Leadership Congress, October 24-27, 2018, New York City (Early Bird Registration Deadline is August 17, 2018)

SGA Report

Mr. Christopher Haywood, SGA President

- April 6 – N4CSGA Conference
- April 12 – FTCC Spring Festival
- May 1 – Women's Empowerment Seminar
- Men's and women's basketball teams made the playoffs.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, April 16, 2018

Statement of Economic Interest (SEI) is due April 16, 2018

North Carolina Community Colleges PAC - Mr. Wellons encouraged all Board members to contributed to the PAC. Checks should be sent to Dr. Keen's office for collection.

Foundation Auction and Golf Tournament – April 26-27, 2018

See Written Report: Dr. Keen referred to President's Report dated March 19. (1) Over 1,300 students participated in the Science Olympiad held on February 24. (2) Helicopter from Cape Fear Valley Health System landed at Spring Lake campus for EMS students to see firsthand and learn about this new capability. (3) Foundation Donor Luncheon was held on March 9. (4) FTCC Foundation received \$16,000 grant from the Higher Education Research and Scholarship Foundation (HERSF) (5) The Center for Innovation hosted Foodpreneur Forum on March 15. (6) Spring classes began on March 15. (7) Draft Days were March 13 and 14 for students in Collision Repair and Refinishing Technology and Automotive Systems. (8) Financial Aid will host FAFSA Night on March 20. (9) Spring College Transfer Day is March 22. (10) First Responders Day is March 24. (11) Human Resources and Institutional Effectiveness announced to staff and faculty members the establishment of the Nursing Mothers Lounge located at the Early Childhood Education Center.

Focus

Cumberland County Legislative Delegation - Senator Wesley Meredith, Representative Elmer Floyd, and Representative John Szoka attended the luncheon.

Dr. Keen thanked them for their support of the College and presented the 2018-2019 Legislative Priorities for State Board of Community Colleges; NC Association of Community College Presidents; and NC Association of Community College Trustees.

Adjournment

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

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

Mrs. Delores P. Ingram, Secretary