

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MINUTES OF THE BOARD OF TRUSTEES**

March 18, 2024

Held at the Tony Rand Student Center Board Room at 10:00 a.m.

Members Present

Mr. William L. Hedgepeth, Mr. Ron C. Crosby Jr., Ms. Caroline Gregory, Mr. Charles E. Koonce, Mr. Chandan Shankar, Ms. Tammy Thurman, Mrs. Suzannah Tucker, Mr. David R. Williford, SGA President Erin Fredericks.

Members Absent

Mr. Charles J. Harrell, Mr. Adam Phillips, Mr. W. Lockett Tally, Mrs. Esther R. Thompson

FTCC Personnel Present

President Dr. Mark Sorrells, Board Attorney and Vice President for Legal & Administrative Services David Sullivan, Senior Vice President for Academic and Student Services Murtis Worth, Vice President for Business and Finance Debbie Todd, Vice President of Human Resources and Institutional Effectiveness Carl Mitchell, Vice President of Facilities and Support Services Kevin Paul, Vice President of Academic Support & Diversity, Equity & Inclusion Services DeSandra Washington, Chief of Staff/Vice President of Strategic Initiatives Tiffany Watts, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation and Institutional Advancement Sandy Ammons, Executive Director of Procurement and Equipment Todd Dunn (via Zoom), Executive Assistant to the President Tracy Verrier (via Zoom), Secretary to the President Michelle Johnson, Audio Visual Engineer Justin Longley, and Audio Visual Engineer Joseph Frydl.

Call to Order

Mr. William Hedgepeth, Board Chair

Ethics Awareness and Conflict of Interest Statement

Mr. William Hedgepeth, Board Chair

Mr. Hedgepeth read the Ethics Awareness and Conflict of Interest Statement. No conflicts of interest were identified.

Approval of Minutes

Mr. William Hedgepeth, Board Chair

Mr. Koonce moved to approve the Board of Trustees Meeting Minutes from February 16, 2024. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

Committee Reports:

Due to Mr. Harrell's absence, Mr. Williford acted as Chair for the Building and Grounds Committee.

Mr. Paul reported:

1. For Information: Nursing Education and Simulation Center Phase II (Project #2615)

- Storefront framing at window openings have been completed. All glass windows to be installed in March.
- Air handler units and ducting have arrived and installation has begun.
- Installation of fencing and gates at the dumpster pad will be completed this month.
- Rough-in wall electrical inspection will occur by 3/15/2024.
- Insulation to begin on 4/1/2024.
- Chillers are scheduled to arrive in late May.
- The project is 65% complete. Target completion is 8/1/2024

2. For Information: Tiny Town Renovation (Project # 2676)

- Rough-in electrical work continues in March.
- Ground mounted RTU slab prep and slab placement along with setting the ground mounted RTU will occur within the next 30 days.
- Exterior Insulation Finishing System (EIFS) installation has started. Expected to complete by 4/5/2024.
- The project is 65% complete. Target completion is 7/16/2024

3. For Information: Tiny Town Renovation Phase II (Project 2819)

- We are currently in the planning stages for the interior layout of this building. Designer solicitation will be sent out once planning is complete.
- Target completion TBD.

4. For Information: Horace Sisk Chiller Replacement (Project # 2677)

- Contractor punch list and project close out are scheduled to happen in March.
- The project is 96% complete. Target completion is 3/31/2024.

5. For Information: Advance Technology Roof Replacement (Project # 2659)

- The skylights are 90% complete. We are missing one. The skylight shipped to us on 3/5/2024.
- The project is 95% complete. Target completion of skylight install is 3/12/2024. Contractor punch list completion will follow. Target project close out is 4/15/24.

6. For Information - Cumberland County Regional Fire and Rescue Phase II (Project #2634)

- The Construction Documents were submitted to the State Construction Office and FTCC for review on 2/15/2024. State Construction Office review of the Construction Documents will continue until 4/10/2024. Preliminary target start for this project is July 2024 and target completion of the project is July 2025.

7. For Information - Neill Currie HVAC Renovation (Project #2636)

- Our HVAC contractor has placed a Conex in parking lot 22A for project materials.
- Air handler units are ordered and due September 2024. Target completion date is January 2025.

8. For Information – Thomas McLean Admin Building HVAC (Project #2767)

- Phase II began on 1/15/2024 in the cashier's section of the Admin Building. New ceiling grid has been installed. New LED light fixtures installed. Ceiling tiles will be installed in March.
- The Legal, Payroll, and Procurement sections of the Thomas McLean building started ceiling and HVAC demo on 3/4/2024. Target completion of these sections is April 2024. We will then move to complete additional phases of HVAC repair in the left side Business and Finance offices and then move to the mechanical room and the roof of the Thomas McLean Admin building.
- The project is 30% complete. Target completion of the project is June 2024.

9. For Information – Building Trades Center Renovation (Project #2699)

- FTCC review of the project plans have been completed.
- FTCC submitted the project plans to the City of Fayetteville for review. Plan review by the City of Fayetteville to be completed by 4/1/2024. Solicitation for general contractor will occur in April.
- Once the project is awarded, the projected time in construction will be 8 months.

10. For Information: Regional Truck Driver Training Center (Project # 2635)

- We are currently in the schematic design (SD) phase for phase I of this project. FTCC received SD plans from Crawford Design Company on 2/6/24

- Phase I of the project will consist of parking facilities, sidewalks, drives, 13 acre driving pad, stormwater controls, grading, utilities, landscaping, and associated items. Pricing for Phase I was received from Bordeaux Construction in the amount of \$12,415,938.00.
- Boring sample collection for environmental testing began on 3/4/2024. Results will be sent to FTCC in March.
- Target completion is TBD.

11. For Information: Continuing Education Center Roof Replacement (Project #2825)

- Roof replacement project was improved by the State Board in March. The new roof will be a PVC roofing system.
- Solicitation for designer was posted on 3/5/2024.
- Total roof budget is \$1,500,000.00. Design \$125,000.00. Construction \$1,275,000.00. Contingency \$100,000.00
- Target completion is TBD

Finance Committee

Mr. Chandan Shankar, Chair

Ms. Todd and Mr. Dunn (via Zoom) reported:

1. For Information: Monthly Capital Projects Update

The Monthly Capital Projects Summary lists all current formal projects and their total budgets and details the current design contract, construction contract, and other miscellaneous amounts associated with the projects. The summary includes total committed costs and available funding to commit, as well as total costs spent as a percentage of the approved project budget amounts. The report also includes capital funding balances and future capital funding needs. There are currently approximately a total of 55 million in active projects.

2. For Approval: Revision to Administrative Procedures Manual 1-22.1 Cash Management Policy

The College is seeking approval for revisions to the Cash Management Policy as indicated in Attachment A.

Ms. Tucker moved to approve the Revision to Administrative Procedures Manual 1-22.1 Cash Management Policy. The motion was seconded by Ms. Thurman and was unanimously approved by the Board.

Human Resources

Mr. Ronald Crosby Jr., Chair

Mr. Carl Mitchell reported:

1. For Information: 2024 Honorary Trustee Nomination Period

- The nomination procedures include a statement indicating no more than one Honorary Trustee can be approved per year; but, it is not necessary to have an awardee every year.
 - Recommend a nomination period of March 19 to March 28, 2024. An electronic nomination form will be emailed to the Board of Trustees, following today's meeting.
 - Nominations received will be provided to the Board of Trustees at the April 2024 Board meeting for further consideration.

- To facilitate nominations, attached are the:
 - Honorary Trustee Procedures approved by the Board of Trustees
 - Paper copy of Honorary Trustee Nomination Form that will be released for electronic submission of nominees, if any are nominated this year.

Closed Session to Discuss Personnel Matter

Mr. Crosby moved to go into Closed Session to discuss a personnel matter. The motion was seconded by Mr. Shankar and was unanimously approved by the Board.

Mr. Crosby moved to come out of Closed Session. The motion was seconded by Mr. Shankar and was unanimously approved by the Board.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Worth's reported:

1. For Approval: Request to conduct an Impact Assessment for an Associate in Applied Science Degree in Cardiovascular Technology (A45170)

To address emerging needs in the labor market for individuals with strong technical and cognitive skills, faculty from Allied Health are requesting permission to conduct an impact assessment on establishing a new program in Cardiovascular Technology. A cardiovascular technologist is an allied health professional who performs highly specialized procedures leading to the diagnosis and treatment of congenital and acquired heart disease. The program will prepare individuals to develop attributes necessary to perform procedures leading to diagnosis and treatment of cardiovascular disease. Coursework emphasizes technical and cognitive skills by applying the concepts of echocardiography, electrocardiography, cardiac catheterization, and cardiovascular anatomy and physiology.

A45170 Cardiovascular Technology includes two tracks – invasive and noninvasive. Students selecting the invasive track will be eligible to work in Interventional Radiology or the Cardiac Catherization Lab. Students selecting the noninvasive track will be eligible to work in Echocardiography.

An invasive track certificate or diploma can be added as an accelerated track for American Registry of Radiologic Technologists certified radiographers. A noninvasive track certificate or diploma can be added as an accelerated track for American Registry of Diagnostic Medical Sonography certified sonographers.

Graduates selecting the invasive track (Cardiovascular Invasive Specialist) are eligible for the Invasive Registry to become a Registered Cardiovascular Invasive Specialist (RCIS) through Cardiovascular Credentialing International, Inc.

Graduates selecting the noninvasive track (Cardiac Sonography) are eligible for the Noninvasive Registry to become a Registered Diagnostic Cardiac Sonographer through the American Registry of Medical Sonography (ARDMS) or a Registered Cardiac Sonographer (RCS) through Cardiovascular Credentialing International, Inc.

Program Need

- Cape Fear Valley Health System and FirstHealth have reached out about this program. Both health systems consistently have vacancies in interventional radiology, cardiac catheterization, and echocardiography.
- Central Piedmont Community College is the only college currently approved to offer this program.
- The Cardiovascular Technologists/Technicians profession is expected to see a growth of 10% from 2022-2032, which is much faster than average.

Resources Required

- Program Coordinator for Invasive Track
 - Must have the minimum of a Bachelor's Degree and be registered in at least one of the invasive cardiovascular specialties.
- Program Coordinator for Noninvasive Track
 - Must have the minimum of a Bachelor's Degree and be registered in at least one of the noninvasive cardiovascular specialties.
- Adjunct faculty for clinicals and labs
- Laboratory for Invasive Track
 - One interventional radiography unit
 - Anesthesia, perfusion, and hemodynamic equipment
 - Scrub Sinks
 - Phantoms, manikins, and/or simulation equipment
 - Supplies
- Laboratory for Noninvasive Track
 - Five Sonography machines with cardiovascular and echocardiography capabilities
 - Five Sonography chairs
 - Five patient stretchers
 - Phantoms, manikins, and/or simulation equipment
- Funding/support to seek program accreditation through the Commission on Accreditation of Allied Health Programs (CAAHEP) and the Joint Review Committee on Cardiovascular Technology (JRC-CVT)

Potential Funding Sources

- NCCCS High-Cost Healthcare Workforce Start-Up Programs Grant (up to \$500,000)
- Perkins Grant

Mr. Shankar moved to approve the Request to conduct an Impact Assessment for an Associate in Applied Science Degree in Cardiovascular Technology (A45170). The motion was seconded by Mr. Crosby and was unanimously approved by the Board.

2. For Acceptance: FTCC's Continuing Education Accountability Plan Term Report for August 15, 2023 through December 31, 2023.

The College's Continuing Education Accountability and Integrity Plan was last reviewed and adopted in September 2022. The plan defines a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establishes a framework for defining program quality and improvement procedures. A class visitation plan is required as part of the Continuing Education Accountability and Integrity Plan as referenced in 1G SBCCC400.3(C)(2).

- a. During the fall semester, FTCC offered a total of 1197 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 766 Occupational Extension; 284 Self-Supporting; 109 Career & College Readiness; 13 Customized Training; and 15 Human Resources Development Courses.
- b. FTCC's Accountability and Credibility Policy and Guidelines states – at least 25% of on-campus and 50% of off-campus classes are to be visited for verification. The number of classes requiring verification under the Continuing Education Accountability and Credibility Guidelines for the term was 379 (52 on-campus; 81 off-campus; 246 online/hybrid/blended).
- c. CCE staff visited a total of 540 continuing education classes, which exceeds the required target for verification visits. All were found to be in-compliance.
- d. Verification criteria used during the compliance visits included: instructor presence; proper course titles; accurate headcount of students registered and present; attendance sheets were checked; and location and time as well as start/end dates for classes were confirmed.

Ms. Gregory moved to approve FTCC's Continuing Education Accountability Plan Term Report for August 15, 2023 through December 31, 2023. The motion was seconded by Mr. Williford and was unanimously approved by the Board.

SGA Report

Ms. Erin Fredericks, SGA President

President's Report

Dr. Mark Sorrells

Next Board Meeting – Monday, April 15, 2024

See Written Report

Adjournment

Mr. Koonce moved to adjourn the meeting. The motion to adjourn was seconded by Ms. Gregory and the meeting was adjourned.

Mr. William Hedgepeth, Chair