

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF THE BOARD OF TRUSTEES

April 16, 2018

Held at the Tony Rand Student Center Board Room at 1:00 p.m.

Members Attending

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Dr. William D Haithcock, 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

Mr. Charles Harrell 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, 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

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 March 19, 2018 Meeting

Mr. Crosby

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

COMMITTEE REPORTS

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

Dr. Freeman reported.

Update on the YMCA Renovation

- Benjamin Stout was awarded a contract for \$65,000 for the YMCA renovation.
- Renovation work started on March 7, 2018.
- The following work has been completed:
 - Lobby ceiling.
 - Lobby sheetrock installed and painted.
 - Flooring installation (first floor and stairs).
- The following work remains to be completed:
 - Lobby reception desk and cabinets.
 - Bathroom counter tops and sinks.
 - Lockers installed.
 - Benches installed in locker rooms.

Update on the Renovation of Parking Lot #1

- Gordon Rose (Fayetteville, NC) is the designer for the parking lot renovation.
- Projected cost of this project is \$171,937.
- Scope of project was changed to crack repair, re-seal and stripe.
- Projected dates follow:
 - Submit preliminary plans to FTCC for review April 10
 - Submit final plans to FTCC for review April 20
 - Advertise for bids April 27
 - Construction bid opening May 15
 - Board approval of contractor May 21
 - Issue Notice To Proceed May 28
 - Construction start June 6
 - Construction completed July 20

Update on the Health Technologies Center Roof Replacement

- Fleming and Associates (Fayetteville, NC) is the designer for this roof replacement.
- The current roof was installed in 1998 with a 15-year warranty.
- Projected cost of this project \$452,000.
- Projected schedule:
 - State Construction Office - design review March 29
 - Construction Pre-bid May 3
 - Construction Bid Opening May 24
 - Board Approval of Contractor June 18
 - Construction Start July 5
 - Construction Completed September 5

Approval of Open-End Design Agreements

- An open-end design agreement can be established with a designer for a set period to provide limited professional services as needed for informal projects.
- Proposals were solicited February 28, 2018.
- 26 proposals were received March 14, 2018.
 - Architectural Services (10 Received)
Recommend HH Architecture (Raleigh, NC)
 - Mechanical, Electrical, Plumbing Engineering Design Services (9 Received)
Recommend Stanford White (Raleigh, NC)
 - Structural Engineering Design Services (7 Received)
Recommend Fleming and Associates (Fayetteville, NC)
- Request approval of recommended designers for open-end design agreements.
 - Architectural Services: HH Architecture
 - Mechanical, Electrical, Plumbing Services: Stanford White
 - Structural Services: Fleming and Associates

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve the designers for the open-end design agreements. The motion was seconded by Dr. Haithcock 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 White House Communications Agency

The White House Communications Agency (WHCA) is a one-of-a-kind military unit dedicated to providing premier, worldwide, vital information services and communications support to the president and his staff. They provide assignment opportunities for service members who are self-motivated and seeking to grow both professionally and personally. Operating in a fast-paced, dynamic environment requires a team of dedicated, highly competent professionals — WHCA's soldiers, sailors, airmen, and marines are the best of the best. Their assignment to WHCA identifies them as leaders qualified to work in direct support of the President of the United States.

WHCA has contacted FTCC to review their training, orientation and ongoing training and to provide credit for prior learning where possible. Dr. Brand has held two meetings with them as we work to identify their needs.

Information on NCPACE

FTCC has been asked to apply to be an educational provider for the Navy NCPACE program. NCPACE DL is one of the Navy's educational financial assistance programs. It provides eligible active duty Sailors funding for tuition costs for courses taken in an off-duty status at a college, university, or vocational/technical institution, whose regional or national accreditation is recognized by the US Department of Education.

NCPACE DL provides independent study/distance learning courses that are stand-alone and do not require internet access. Associate, bachelors, and master's-level courses may be offered in semester hours or quarter hours.

Information on Cyber Defense Two-Year Education (CAE2Y)

The National Security Agency and the Department of Homeland Security has designated FTCC as a national Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y) through academic year 2023.

Approval to terminate the Associate in Applied Science Degree in Nuclear Medicine Technology (A45460)

- The Nuclear Medicine Technology (A45460) program is being terminated due to no student enrollment.
- Program was approved July 16, 2004.
- An Instructional Service Agreement (ISA) between FTCC and Johnston Community College (JCC) was approved in July 2006 for JCC to host the program. The ISA was terminated November 2016 due to no student interest.
- This request is to officially terminate the Nuclear Medicine Technology program at FTCC effective Spring 2019.

Upon recommendation of the Curriculum Committee, Mrs. Ingram moved to approve the termination of the Associate in Applied Science Degree in Nuclear Medicine Technology (A45460). The motion was seconded by Mr. Koonce and unanimously approved by the Board.

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

Mr. Williford reported.

Approval of the 2018-2019 Recommended County Fund Budget

The proposed 2018-2019 County Current Appropriation Budget Request of \$11,735,900 reflects a 5.04% or \$563,521 increase over the approved budget for the 2017-2018 fiscal year. The increase is associated with increases in the cost of living and benefits, service contracts (janitorial, lawn, and temporary services), security monitoring, pest control and laundry. Other costs: utilities, insurance, storm water fees, software, training, membership dues, supplies, repairs, maintenance, and replacement equipment/leashed equipment.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the Cumberland County Funds Budget Request for Fiscal Year 2018-2019. The motion was seconded by Dr. Freeman and unanimously approved the Board.

Approval of Revisions to the Administrative Procedures Manual I-20, Cash Management Policy

Upon recommendation of the Finance Committee, Mr. Williford moved to approve revisions to the Administrative Procedures Manual I-20, Cash Management Policy. The motion was seconded by Dr. Freeman and was unanimously approved by the Committee.

Approval of Revisions to the Administrative Procedures Manual I-7, Employee Benefits

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the revisions to the Administrative Procedures Manual I-7, Employee Benefits. The motion was seconded by Mr. Hedgepeth and unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:40 a.m. prior to this meeting.

Dr. Powell reported.

Approval of Reappointment of the President for 2018-19 Academic Year

Upon recommendation of the Human Resources Committee, Dr. Powell moved to approve the reappointment of the President for the 2018-19 academic year. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Approval of Reappointment of the Senior Vice Presidents and Vice Presidents for 2018-19 Academic Year, Based Upon the Recommendation of the President

Upon recommendation of the Human Resources Committee, Dr. Powell moved to approve the reappointment of the Senior Vice Presidents and Vice Presidents for 2018-19 academic year, based on upon the recommendation of the President. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Special Trustees' Business

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

The 2018 NCACCT Law/Legislative Seminar was held in Raleigh, NC, April 11-13, 2018. Dr. Larry Keen, Dr. Linwood Powell, Mrs. Delores Ingram and Mr. William Wellons attended the seminar.

The ACCT Leadership Congress is scheduled for October 24-27, 2018 in New York City. The early bird registration deadline is August 17, 2018.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, May 21, 2018

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

Graduation at the Crown Coliseum – May 18 at 10:00 a.m. and 2:00 p.m.

North Carolina Community Colleges PAC contributions are due April 16, 2018.

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

See Written Report: Dr. Keen referred the President's Report. (1) College Transfer Day was held March 22. (2) FTCC hosted Congressional Field Hearing on March 23. (3) Campus Blue Drive was on March 28. (4) Students enrolled in Sociology 210 will study aboard May 14 – 21 and participate in guided tours. (5) FTCC Jazz Ensemble performed at Fayetteville Symphony Orchestra's Jazz Fest on April 6. (6) NC STRIVE Regional Conference was held at the college on April 5. (7) FTCC and NC Military Business Center hosted Senator Thom Tillis. (8) FTCC ranked #3 in the Nation – Top Ten Gold by Military Friendly® and Victory Media. (9) FTCC hired three intercollegiate coaches.

Focus:

Cumberland County Commissioners

Commissioner Larry L. Lancaster, Commissioner Jeanette Council, Commissioner Glenn B. Adams, Commissioner Michael C. Boose, Commissioner W. Marshall Faircloth, Commissioner Jimmy Keefe, Clerk to the Board Candice White, Deputy Clerk Kellie Beam, County Manager Amy Cannon, Assistant County Manager Melissa Cardinali, Assistant County Manager Tracy Jackson, Assistant County Manager Sally Shutt, Assistant County Manager Duane Holder, Finance Director Vicki Evans, and County Attorney Rick Moorefield attended the luncheon meeting.

Dr. Keen thanked them for their support of the College and presented the proposed 2018-2019 Current Appropriation Budget Request of \$11,735,900 which reflects a 5.04% or \$563,521 increase.

Honoree Trustee Presentation

Dr. Jeanette Council was recognized and honor by the FTCC Board of Trustees as an honorary trustee. Dr. Council was presented a Resolution of Honor in appreciation for her years of service and support to the college.

Adjournment

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

Mr. Ronald C. Crosby, Jr., Chair

Mrs. Delores P. Ingram, Secretary