

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

April 18, 2017

Held in the Board Room of the Tony Rand Student Center at 1:17 p.m.

Members Attending

Mr. Charles E. Koonce, Dr. Dallas Freeman, Dr. William D. Haithcock, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mr. William S. Wellons, Jr., Mr. David R. Williford, and SGA President Christopher Haywood.

Members Absent

Mr. Ronald C. Crosby, Jr, and Mr. Hilton T. Hutchens.

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 Betty Smith, 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

The meeting was called to order by Board Chair Mr. Charles E. Koonce.

Recognition of Guests

Mr. Koonce recognized *Fayetteville Observer* Reporter Alicia Banks and SGA State President for NCCCS Roderick Gooden.

Ethics Awareness and Conflict of Interest Statement

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

Approval of Minutes of March 20, 2017 Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Ingram, the minutes of the March 20, 2017, 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.

Mr. Harrell reported.

Update on the Student Center Parking Lot Renovation

- Projected cost is \$300,000.
- Gordon Rose, Draper Allen Associates, Fayetteville, NC, is the designer.
- Highland Paving, Fayetteville, NC, is the contractor.
- Notice to proceed date is May 11, 2017 and work is projected to be completed June 15, 2017.

Update on the Expansion of the Dental Assisting Lab

- The dental assisting lab needs to expand to meet Accreditation Board suggestions.
- This project will expand the lab by adding seven (7) dental chairs and cabinetry.
- The designer is Progressive Design Collaborative, Raleigh, NC.
- This project is scheduled to be completed June 2017.

Update on the Law Enforcement and Emergency Management Center Renovation

- Gordon Johnson, Fayetteville, NC, is the designer.
- Projected cost of this renovation is \$435,225.
- The pre-bid conference is projected April 18, 2017, with the bid opening May 2.
- The project is scheduled to be completed August 1, 2017.

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

Dr. Freeman reported.

Acceptance of FTCC's Continuing Education Accountability Plan Term Report for August 5, 2016 through December 31, 2016

- This past term there were 477 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 is required to conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.
- Total Classes for this term 1,251: 747 Occupational Extension; 270 Self-Supporting; 171 College/Career Readiness; 10 Customized Training; 53 Human Resources Development.
- Based upon the Guidelines: 477 classes were visited and found in compliance.
- Verification was made for: Instructor presence; proper course titles; accurate numbers 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 for acceptance.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to accept FTCC's Continuing Education Accountability Plan Term Report for August 5, 2016 through December 31, 2016. The motion was unanimously approved by the Board.

Presented for Acceptance: Compliance Review Conducted Fiscal Year 2016-2017 for the 2015-2016 Reporting Period

- A compliance review was conducted at Fayetteville Technical Community College by the North Carolina Community College System Compliance Services Staff to ensure the data used to allocate State funds were reported accurately for the 2015-2016 reporting period. The scope of the Compliance Review includes, but not limited to a pre-audit review of selected records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period covered by the audit.
- Findings Summary: Based on the site review, no material findings were identified.
- Dates of Compliance Review: November 7-22, 2016.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to accept the Compliance Review Conducted Fiscal Year 2016-2017 for the 2015-2016 reporting period. The motion was unanimously approved by the Board.

Approval to Terminate the Associate in Applied Science Degree Therapeutic Massage (A45750)

- FTCC was approved by the NC Community College System Office on July 20, 2009, to offer the program; however the program was never implemented in curriculum.
- The System Office is requesting that the curriculum program be terminated due to no enrollment.
- Continuing Education has been offering Massage Therapy classes since January 2012 and will continue.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve termination of the Associate in Applied Science Degree Therapeutic Massage (A45750). The motion was unanimously approved by the Board.

Finance Committee The Finance Committee met at 11:00 a.m. prior to this meeting.

Mr. Wellons reported.

Approval of the Cumberland County Funds Budget Request for Fiscal Year 2017-2018

The proposed 2017-2018 Current Appropriation Budget Request of \$11,172,379 reflects a 5.12% or \$544,592 increase over the approved budget for the 2016-2017 fiscal year. The increase is associated with increases in the cost of living and benefits, additional contracts in janitorial, grounds and maintenance. Other costs: utilities, insurance, supplies, repairs and maintenance.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the Cumberland County Funds Budget Request for Fiscal Year 2017-2018. The motion was unanimously approved the Board.

Approval of NCCCS 3-1 Form for FTCC Law Enforcement & Emergency Management Training Center (Newly Acquired Spring Lake Property Renovation)

The recently acquired property at 1308 McKenzie Road, Spring Lake Facility will house the Law Enforcement & Emergency Management Training Center. This project is for the renovation of that facility and will include updating bathrooms, addition electrical service, installing concrete ramps, landing and handrails, repairing and relocating light fixtures, and general painting and updating. Source of funds: NCConnect Bond Funds. Total estimated cost: \$435,225.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the NCCCS 3-1 Form for FTCC Law Enforcement & Emergency Management Training Center (Newly Acquired Spring Lake Property Renovation). The motion was unanimously approved by the Board.

Approval of Final NCCCS 3-1-P for Purchase of Two Properties

Purchase of 16,355 sq. ft. facility for \$646,284.95 including closing costs and 1.0 acre plot for \$178,548.80 including back taxes for 2016 and closing costs. Both properties are contiguous to the FTCC Spring Lake Campus.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the Final NCCCS 3-1-P for Purchase of Two Properties. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:37 a.m. prior to this meeting.
Banks.

Mrs. Lewis called the meeting to order.

Approval of Reappointment of President Larry Keen for the 2017-2018 Academic Year

Upon recommendation of the Human Resources Committee, Mrs. Lewis moved to approve the reappointment of President Larry Keen for the 2017-2018 academic year. The motion was unanimously approved by the Board.

Approval of Reappointment of the Senior Vice Presidents and Vice Presidents for the 2017-2018 Academic Year, Based Upon the Recommendation of President Keen

Upon recommendation of the Human Resources Committee, Mrs. Lewis moved to approve the reappointment of the Senior Vice Presidents and Vice Presidents for the 2017-2018 academic year, based upon the recommendation of President Keen. The motion was unanimously approved by the Board.

Special Trustees' Business

Mr. Charles E. Koonce

2017 NCACCT Law/Legislative Seminar – March 29-31, 2017. Dr. Larry Keen, Mr. David Sullivan, Mr. Charles Koonce, Dr. Dallas Freeman, Dr. Dana Haithcock, Mr. Hilton T. Hutchens, Jr., and Mr. William Wellons attended the seminar. Mr. Wellons stated the trustees need to work politically to influence the legislators. He also urged the Trustees to contribute to the PACT. Dr. Powell stated the NCACCT should offer more training for newly elected trustees. Mr. Wellons will discuss with the Executive Committee on the State Board. Dr. Keen stated Mr. David Sullivan gave a great presentation.

The ACCT Leadership Congress 2017 is scheduled for September 25-28, 2017 in Las Vegas, NV. If you plan to attend, let Kay Williams know as soon as possible. The early bird registration ends July 21.

SGA Report

Mr. Christopher Haywood, SGA President

- Today the student lounge in the Tony Rand Student Center has been converted to an arcade to increase student morale.
- Earth Day Event is scheduled for Saturday, April 22.
- SGA has scheduled an Exotic Animal Show for tomorrow.
- NC4SGA Conference was held two weeks and ago. FTCC student Roderick Gooden was elected State SGA President.
- SGA Elections will be held on May 3.

President's Report

Next Board Meeting – Monday, May 15, 2017

Graduation – May 19, 2017

Foundation Auction and Golf Tournament – April 27-28, 2017

See Written Report: Dr. Keen referred to the President's Report dated April 18, 2017. (1) FTCC hosted the Sandhills' region Community College Event on Monday, March 27 with presidents from Bladen, Montgomery, Robeson, Sampson, and Southeastern Community Colleges. Senator Wesley Meredith greeted the attendees. (2) FTCC Education Center Grand Opening was held on March 23. (3) Students from FTCC Arts are presenting the Annual Student Showcase through Thursday, April 27. (4) The Spring Fling was held on Tuesday, April 11. (5) Sigma Kappa Delta held an Open Mic and Artist Series on April 4. (6) FTCC held Fayetteville's Food Summit on March 23. (7) FTCC Athletics Banquet will be held on April 20. (7) Summer and Fall registrations are under way.

Focus

Cumberland County Commissioners

Commissioner Jeanette Council, Commissioner Jimmy Keefe, Commissioner Larry Lancaster, County Manager Amy Cannon, Assistant County Manager Vicki Evans, Assistant County Manager Tracy Jackson, County Attorney Rick Moorefield, and Clerk to Board Candice White attended the luncheon.

Also attending: Mr. Jeff Thompson and Miss Fayetteville Crystal Byrd.

Dr. Keen thanked them for their support of the College and presented the proposed 2017 - 2018 Current Appropriation Budget Request of \$11,172,379 which reflects a 5.12% or \$544,592 increase.

Adjournment

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

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary