

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

April 20, 2015

Held in Room 170 of the Thomas R. McLean Administration Building at 1:40 p.m.

Members Attending

Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Delores P. Ingram, Dr. Breeden Blackwell, Mr. Ronald C. Crosby, Jr., Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr, and Mr. David R. Williford.

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 Technology Bob Ervin, Vice President for Human Resources/Workforce Development/Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, and Administrative Assistant to the President Kay Williams.

Members Absent

Mr. Hutch Hutchens, Jr., and SGA President Christine Alvarez.

FTCC Personnel Absent

Executive Director of the Foundation Lorna Ricotta.

Call to Order

The meeting was called to order by Board Chair Dr. Dallas Freeman.

Recognition of Guests

Dr. Freeman recognized all guests and welcomed them to the meeting.

Ethics Awareness and Conflict of Interest Statement

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.

March 16, 2015 Meeting

On a motion by Dr. Blackwell and seconded by Mr. Koonce, the minutes of the March 16, 2015 meeting were unanimously approved.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:30 a.m. prior to this meeting. Mr. David McCune presented the committee's report to the Board.

Update on the Horace Sisk (Partial Roof) and Center for Business and Industry (CBI) Roof Replacement

- Curtis Construction Company (Kinston, NC) started work on October 6, 2014.
- Roof work on the CBI Building is completed.
- Funds are available to roof the Horace Sisk breezeway.
- Contract revised to incorporate this addition.
- Projected completion expected June 11, 2015.

Update on the Student Center Renovation

- M&E Contracting (Fayetteville, NC) started renovation June 30, 2014.
- Contingency funds were used to meet above ceiling code requirements by the City.
- Furniture plan layouts identified need for additional power outlets and data connections.
- Additional funds are required to replace wall fabric in the Multipurpose Room.
- Approval of additional funds to complete the project will be requested in the Finance Committee meeting.
- Anticipate project completion expected mid-June.

Naming the Newly Renovated Cafeteria A survey was conducted among students, faculty and staff on naming the cafeteria in the Tony Rand Student Center. A name unveiling and ribbon-cutting ceremony will be held in the fall.

Finance Committee The Finance Committee met at 10:45 a.m. prior to this meeting. Mr. William Wellons presented the committee's report to the Board.

Approval of the Cumberland County Funds Budget Request for Fiscal Year 2015 – 2016 The proposed 2015-2016 Current Appropriation Budget Request of \$10,104,516 reflects a 4.73% (\$456,588) increase over the approved budget for the 2014-2015 (\$9,647,928) fiscal year. The increase is associated with increases in the cost of living and benefits, additional position in security, additional contracts in janitorial, grounds and maintenance. Increases in the costs of electricity and heat, insurance, rent of facilities, and supplies and repairs also have caused the request for increased appropriations. The 2014-2015 County Capital Budget provided \$3,000,000 through installment financing to purchase 25,000 sq. ft. facility near Ft. Bragg to house the new ICAR instructional program.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Cumberland County Funds Budget Request for fiscal year 2015-2016 as presented. The motion was unanimously approved by the Board.

Approval of Food and Vending Services Contract The college received four bids for the Food and Vending Services Contract. The bid recommended for approval was from Canteen.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve award of the Food and Vending Services Contract to Canteen. The motion was unanimously approved by the Board.

Approval of Revised 3-1 Tony Rand Student Center The current cost of renovation for the Tony Rand Student Center is \$3,931,360.00. The revised cost of renovation is \$4,013,819.20. The difference is \$82,459.20. It was recommended the cost difference be paid using Bookstore funds.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Revised 3-1 for Tony Rand Student Center. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:35 a.m. prior to this meeting. Mr. Ronald C. Crosby, Jr., presented to the Board.

Approval of Reappointment of President for 2015 – 2016 Fiscal Year On the recommendation of the Human Resources Committee, Mr. Crosby moved to approve the reappointment of FTCC President Dr. J. Larry Keen for the 2015 – 2016 fiscal year. The motion was unanimously approved by the Board.

Approval of Reappointment of the Senior Vice Presidents and Vice Presidents for 2015 – 2016, Based Upon the Recommendation of the President On the recommendation of Dr. Larry Keen and the Human Resources Committee, Mr. Crosby moved to approve the reappointment of the Senior Vice Presidents and Vice Presidents for the 2015 – 2016 fiscal year. The motion was unanimously approved by the Board.

Association of Community Colleges (ACCT) Proposal at the October 14-17, 2015 ACCT Meeting Mr. Crosby reported this was for information only.

Consideration of 2015 Honorary Trustee Award The Honorary Trustee designation recognizes individuals who have provided outstanding service to the college on the local, state or national level.

Mr. Crosby moved in accordance with General Statute §143-318.11 (a) (2) the Board of Trustees go into closed session to prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award. The motion was seconded by Dr. Blackwell and unanimously approved by the Committee.

CLOSED SESSION

OPEN SESSION

The Board did not select anyone to be designated as an Honorary Trustee for 2015.

Curriculum Committee The Curriculum Committee met at 1:25 p.m. prior to this meeting. Dr. Marye J. Jeffries presented report to the Board.

Approval of Renewal of Level-Three Instructional Service Agreements with Bladen Community College and James Sprunt Community College for Physical Therapist Assistant (A45620) On a recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Renewal of Level-Three Instructional Service Agreements with Bladen Community College and James Sprunt Community College for Physical Therapist Assistant (A45620). The motion was unanimously approved by the Board.

Approval of a New Program, Associate in Engineering (A10500) to begin Fall 2015 Semester In February 2015, the State Board of Community Colleges and the UNC Board of Governors approved a Uniform Articulation Agreement between the University of North Carolina Baccalaureate Engineering Program and the North Carolina Community College System Associates in Engineering Program. In order to receive approval to offer the Associate in Engineering (AE), the community college must provide a program of study which is in compliance with the Associate in Engineering curriculum standard and certification of the following:

- Master's credentialed faculty for each course provided under the AE.
- Adequate facilities/resources to provide the AE.
- Evidence of sufficient student demand.
- FTCC had previously been approved to offer the Associate in Science/Engineering Pre-Major until the program was archived by the System Office in Fall 2014.

On a recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the new program Associate in Engineering (A10500) to begin Fall 2015 Semester. The motion was unanimously approved by the Board.

Acceptance of FTCC's Continuing Education Accountability Plan Term Report for August 15, 2014 through December 31, 2014 FTCC's Accountability Plan for the Continuing Education Division is required by the State Board of Community Colleges and includes class visitations each term by Continuing Education staff. Based upon the guidelines, 758 classes were visited and found in compliance.

On a recommendation of the Curriculum Committee, Dr. Jeffries moved to accept FTCC's Continuing Education Accountability Plan for August 15, 2014 – December 31, 2014. The motion was unanimously approved by the Board.

Presented for Acceptance: Education Program Audit from Spring Semester 2013 through Spring Semester 2014 The scope of the audit included 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. A Continuing Education preliminary audit concern with one finding and a Curriculum preliminary concern with one finding were noted for the sample of records pulled.

- Continuing Education Finding: It was found that for two regularly scheduled classes the number of students enrolled at the 10% point of the classes were miscalculated. Since the total number of class hours over-reported for budget/FTE totaled less than one FTE (688 hours), the finding is written as a concern.
- Curriculum Finding: It was found that for three regularly scheduled classes and one non-traditional delivery class (online class) the number of students enrolled at the 10% point of the classes was miscalculated. Since the total number of class hours over-reported the budget/FTE totaled less than one FTE (512 hours), the finding is written as a concern.

On a recommendation of the Curriculum Committee, Dr. Jeffries moved to accept Education Program Audit from Spring Semester 2014 through Spring Semester 2014. The motion was unanimously approved by the Board.

Special Trustees' Business

Report on the NCACCT 2015 Law/Legislative Seminar – April 8-10, 2015 Sheraton Raleigh Hotel, Raleigh, NC Mr. Wellons distributed copies of NCACCT Dues Fact Sheet to the Board for information. While at the seminar, he attended Reappointed Trustees Training. He mentioned that the number one topic at the meetings he attended was compensation of community college faculty and staff.

President's Report

Next Board Meeting – Monday, May 18, 2015

2015 Golf Invitational Tournament – Wednesday, April 22, 2015 – Gates Four Golf and Country Club.

See Written Report Dr. Keen referred to the President's Report dated April 20, 2015. (1) FTCC was a sponsor of the All-American Marathon held in March. (2) The college celebrated Advanced Manufacturing Week with a Speed Networking event on April 15 for advanced manufacturing students. The networking event allowed opportunities to interact with employers in a series of small group information exchanges. (3) Fayetteville Tech's annual graduation ceremony will take place on Friday, May 15, at 6:30 p.m. at the Crown Center. Dinner will take place at 5 p.m. in Ballroom A, with regalia robing at 5:45 p.m.

Focus: Report on Luncheon with County Commissioners

Dr. Keen reported that it was an excellent luncheon meeting with County Commissioner Chairman Kenneth Edge, Vice Chairman Marshall Faircloth, Commissioner Larry Lancaster, County Manager Amy Cannon, Deputy County Manager James Lawson, Assistant County Manager for Finance & Administrative Services Melissa Cardinali, Assistant County Manager for Support Services Tracy Jackson, County Attorney Rick Moorefield, Governmental Affairs & Public Information Officer Sally Shutt, Clerk to the Board Candice White and Deputy Clerk to the Board Kellie Beam.

Dr. Keen thanked them for their support of the College and presented the proposed 2015 - 2016 Current Appropriation Budget Request of \$10,104,516 which reflects a 4.73% (\$456,488) increase over the approved budget for 2014 – 2015.

Adjournment The meeting was adjourned at 2:45 p.m.

Dr. Dallas M. Freeman, Board Chair

Mrs. Delores P. Ingram, Secretary