

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

May 19, 2014

Held in Room 170 of the Thomas R. McLean Administration Building at 12:45 p.m.

Members Attending

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

FTCC Personnel Present

President J. Larry Keen, Senior Vice President for Academic and Student Services David Brand, Senior Vice President for Business and Finance Betty Smith, Vice President for Legal Services and Risk Management David Sullivan, 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, Executive Director of the FTCC Foundation Zanna Swann, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Mr. David McCune and Student Government President Karnella F. Fobbs.

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. Special guests: NC State Board of Community Colleges Chairman Dr. Linwood Powell, NCCCS Executive Vice President for Operations and Chief Financial Officer Ms. Jennifer Haygood, Special Events Coordinator for Cape Fear Valley Blood Donor Center Mrs. Mary Fisher and FTCC Advertising and Graphic Design student Natalie O'Mahoney.

Ethics Awareness and Conflict of Interest Statement

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

April 22, 2014 Meeting

On a motion by Mrs. Lewis and seconded by Dr. Blackwell, the minutes of the April 22, 2014 meeting were unanimously approved.

Community Heroes Award

Mrs. Mary Fisher, Special Events Coordinator for Cape Fear Valley Blood Donor Center, presented the Community Heroes Award to Board Chair Dr. Dallas Freeman and FTCC President Dr. J. Larry Keen. She expressed appreciation for FTCC's continued support of the blood drives.

Presentation of State Academic Excellence Award to Natalie O'Mahoney North Carolina State Board of Community Colleges Chairman Dr. Linwood Powell presented the State Academic Excellence Award to FTCC Advertising and Graphic Design student Natalie O'Mahoney.

Focus: Update on 2014 – 2015 Proposed Budget Ms. Jennifer Haygood, NCCCS Executive Vice President for Operations and Chief Financial Officer reported on the Governor's 2014 – 2015 proposed budget with Trustees. Items included the following:

- Budget Priorities
Closing the Skills Gap.
Increasing Quality.
- Curriculum resident tuition increase (\$.50 a credit hour to \$72).
- Non-resident tuition increase (\$.50 a credit hour to \$264).
- Military Veterans Resident Tuition – Recommends charging resident tuition rates to military veterans.
- Workers' Compensation – State would continue to fund expenses associated with legacy workers' compensation claims. Colleges would have to use local and/or institutional funds to pay for claims arising from events occurring on or after July 1, 2014 for college employees, regardless of fund source.
- Salary and Benefit Increase – Provides funds for a \$809 salary increase for full-time employees. With associated benefits the total salary and benefit increase would be \$1,000 for full-time employees.
- Colleges will earn FTE for summer classes.
- Deleted funding for Botanical Laboratory at FTCC.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:45 a.m. prior to this meeting. In the absence of Mr. David McCune, Chairman, Mr. Charles Harrell presented the report to the Board.

Update on Student Center Renovations

- Contract with M&E Contracting is expected to be signed week of May 19, 2014.
- Pre-construction meeting is projected week of June 2, based on availability of State Construction Office representative.
- Anticipate mid-June construction start date.
- Construction completion is projected for July 2015.

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

- Advertising for this project was released for contractors on May 5, 2014.
- Pre-bid meeting scheduled May 15, 2014.
- Bid Opening scheduled for May 29, 2014.
- Contractor recommendation will be provided to Board on June 16, 2014.

Discussion of Real Estate

- Owners of the property agreed to sell the property for \$2.9 million.
- Purchase agreement was sent to attorney Friday, May 16, 2014.
- Will not condemn the building.

Finance Committee The Finance Committee met at 11:00 a.m. prior to this meeting. Mr. Charles Harrell, Chairman, presented the report to the Board.

Approval of Scholarships from Self-Supporting Funds This is the fourteenth year the College has requested to transfer funds from Self-Supporting Funds for scholarships for Curriculum and Continuing Education students. For the 2014-2015 academic year, the College is requesting to transfer funds not to exceed \$200,000 for scholarships. The College will use the same criteria it has used in the past for awarding the scholarships.

On the recommendation of the Finance Committee, Mr. Harrell moved to approve the transfer of funds not to exceed \$200,000 from Self-Supporting Funds for scholarships for the 2014–2015 academic year. The motion was seconded by Mr. Koonce and unanimously approved by the Board

Approval of the Banking Services Bid Mrs. Smith reviewed the bids for the college's banking services with Trustees at the Committee meeting prior to this meeting.

On the recommendation of the Finance Committee, Mr. Harrell moved to approve a three-year contract with First Citizen's Bank for the college's banking services. The motion was unanimously approved by the Board.

Approval of Extension of Lease with YMCA On the recommendation of the Finance Committee, Mr. Harrell moved to offer the YMCA a three-year lease at \$6,250 per month for the first two years and \$6,750 per month for the third year if air conditioning has not been installed. If air conditioning is installed, the monthly rate would not change. The motion was unanimously approved by the Board.

Approval for Scanning of Personnel Records by SoftDocs Scanning the records will allow electronic filing. On the recommendation of the Finance Committee, Mr. Harrell moved to approve scanning of personnel records by SoftDocs and to release those records to SoftDocs. The motion was unanimously approved by the Board.

Curriculum Committee The Curriculum Committee met at 11:50 a.m. prior to this meeting. Dr. Marye J. Jeffries, Chairwoman, presented the report to the Board.

Approval to Conduct a Needs Assessment for an Associate Degree Program in Medical Assisting (A45400) The Medical Assisting curriculum prepares multi-skilled health care professionals to perform administrative, clinical and laboratory procedures.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to grant approval for FTCC to conduct a Needs Assessment for an Associate Degree program in Medical Assisting (A45400). The motion was unanimously approved by the Board.

Approval to Conduct a Needs Assessment for an Associate Degree Program in Global Logistics and Distribution Management Technology (A25XXX) The Global Logistics and Distribution Management Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, supply chain and manufacturing organizations.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to grant approval for FTCC to conduct a Needs Assessment for an Associate Degree Program in Global Logistics and Distribution Management Technology. The motion was unanimously approved by the Board.

Approval of a Renewal Level-Three Instructional Service Agreement with Brunswick Community College, Catawba Valley Community College, Edgecombe Community College, Randolph Community College, South Piedmont Community College and Tri-County Community College for the AAS Funeral Service Education Program (A55260)

- FTCC is the host College.
- FTCC will provide all instruction for FSE prefix and PSY 141 courses either via NC Information Highway or Online.
- The participating College will be responsible for providing the a NCIH classroom, technological support, and a proctor for each class to monitor tests and classroom decorum.
- Participating college will provide test proctors as needed for online courses.
- FTE will be divided on a 50/50 basis between FTCC and the participating college for the students enrolled in NCIH FSE and PSY 141 classes and attending at the participating college.
- FTCC will retain all FTE for online FSE and PSY 141 classes.
- Participating colleges will retain all FTE for students enrolled in general education or other related classes at their colleges.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the renewal Level-Three Instructional Service Agreement with Brunswick Community College, Catawba Valley Community College, Edgecombe Community College, Randolph Community College, South Piedmont Community College and Tri-County Community College for the AAS Funeral Service Education Program (A55260). The motion was unanimously approved by the Board.

Special Trustees' Business

Resignation of Trustee Mr. Dohn Broadwell, Jr.

On the advice of his attorney and to avoid any appearance of a conflict of interest, Mr. Dohn Broadwell, Jr. has resigned from the Board of Trustees effective immediately (May 15, 2014).

Report on Trustee Training: The Role of Boards in Student Success – April 29, 2014 at Fayetteville Technical Community College (Fayetteville Technical Community College, Sampson Community College and Robeson Community College) Mr. Charles Koonce, Mrs. Delores Ingram, Mr. William Wellons, Jr., and Dr. Larry Keen attended the Trustee Training. They reported that it was informative.

2014 ACCT Leadership Congress – October 22 – 25, 2014 in Chicago

Notification of Expiration of Trustee Terms – June 30, 2014 and Appointing Agency

- Mr. Charles J. Harrell – Governor
- Dr. Marye J. Jeffries – Board of County Commissioners
- Mr. Charles E. Koonce – School Board

President's Report

Next Board Meeting – Monday June 16, 2014

Report on Spring Graduation (Curriculum and Adult High School and High School Equivalency) Friday, May 16, 2014 - 6:30 p.m. at the Cumberland County Crown Coliseum – Speaker: Reverend Brian R. Thompson, Sr., Pastor, Simon Temple African Methodist Episcopal Zion Church Dr. Keen reported there were 1985 graduates who received 3736 certificates, diplomas, or associate degrees from 213 curriculum programs. There were 55 graduates of FTCC's Adult High School Program and 406 graduates of the High School Equivalency Program.

See Written Report Dr. Keen referred to the President's Report dated May 19, 2014. He reported: (1) Summer enrollment is up 4% over last year. (2) Dental Hygiene students achieved a 100 percent pass rate on the written component of the national board examinations, and Dental Assisting students achieved a 100 percent pass rate on the first component of the national board exam. (3) Accounting Department Chair Ron O'Brien received the 2014 Outstanding Educator Award from the NC Association of CPAs. (4) Chef Richard Kugelmann was recently recognized by the American Culinary Federation in Sizzle magazine. FTCC Media Services Specialist Brad Losh was the photographer for photos used in the article. (5) Tad Watson recently received the 2014 Instructor Excellence Award presented by CISCO. FTCC was recognized for being a 15-year CISCO participant. (6) The All American Veterans Center opened May 1 in the General Classroom Building. A ribbon-cutting is planned for June 16. (7) Seven FTCC C-STEP (Carolina Student Transfer Excellence Program) graduated from UNC this year and eleven students are enrolling in UNC this fall. (8) Congratulations to The Links students who are graduating from FTCC and will continue their education at Fayetteville State University in the fall, thanks to a scholarship provided by The Links.

(9) The FTCC Foundation, Inc. Golf Tournament was delayed one week due to the weather. (10) FTCC ranked third in the nation for “Digital Community Colleges for Technology Innovators” and fourth in the nation for Fastest-Growing Public 2-Year Colleges in the 10,000+ student category. (11) Innovation Fund North Carolina Awards Luncheon was held at Highland Country Club on May 2.

Adjournment The meeting was adjourned at 2:10 p.m.

Dr. Dallas M. Freeman, Board Chair

Mrs. Sheryl J. Lewis, Secretary