

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

June 20, 2016

Held in the Board Room of the Tony Rand Student Center at 12:30 p.m.

Members Attending

Mr. Charles E. Koonce, Dr. Dallas Freeman, Mr. Hilton T. Hutchens, Jr., Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mr. David McCune, Dr. Linwood Powell, Mrs. Esther Thompson, Mr. William S. Wellons, Jr., Mr. David R. Williford and SGA President Chris 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 Betty Smith, Vice President for Administrative Services Joe Levister, Vice President for Technology Bob Ervin, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director for the Foundation Lorna Ricotta, and Executive Assistant to the President Kay Williams.

Members Absent

Mr. Ronald C. Crosby, Jr.

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 Catherine Pritchard and Media Production Specialist Natasha Brown.

Ethics Awareness and Conflict of Interest Statement

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

May 16, 2016 Board Meeting

On a motion by Mrs. Lewis and seconded by Mr. Hutchens, the minutes of the May 16, 2016 meeting were unanimously approved.

Recognition of Trustee's Service

Mr. David McCune – Cumberland County Commissioners – 2008-2016.

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

Update on Mae Rudd Williams School Renovation (Information only)

- Hayes, Incorporated, from Fayetteville, NC, is the contractor for this project.
- Projected cost of this renovation is \$265,226.
- Duke Power transformer installation and power connections are projected to be completed mid-July.
- Awaiting approval of site plans by Department of Transportation.
- Construction is projected to be completed by July 28, 2016.

Update on Horace Sisk Building Renovation (Information only)

- This renovation will:
 - Upgrade walls on hallway between building sections.
 - Add power and data drops along hallway for students.
 - Upgrade restrooms on culinary wing.
 - Upgrade office suite 600 at front of building.

- Upgrade faculty offices in suite 610.
- Upgrade faculty office suite 602 (Alternate).
- Upgrade faculty office suite 640 and 643 (Alternate)
- Upgrade faculty office suite 633 (Alternate).
- Install building automatic exterior door locks.
- Projected cost of this renovation is \$450,000.
- Bid opening is projected July 14, 2016.
- Project completion is projected November 18, 2016.

Curriculum Committee The Curriculum Committee met at 10:37 a.m. prior to this meeting. Dr. Freeman presented the Committee's report to the Board.

Approval to Conduct a Needs Assessment for an Associate in Applied Science Degree in Human Services Technology (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

- Purpose of Implementation
 - To provide education in the field of Human Services.
 - To meet entry-level requirements required for social service.
- Program Need
 - Qualified individuals in the field of human/social services will fill the need for increased care needed for aging Baby Boomer generation, increased care in educational and rehabilitation settings as aides, in both private and private institutions.
 - A survey of 3 potential employers in the region showed that all of the facilities have currently unfilled positions within their agencies and in the agencies they support.
 - A survey of 47 potential students demonstrated that 61% were very interested in the Human Service Technology Associate Degree, while 23% were somewhat interested in the program.
 - A survey of the Early Childhood Education and School Age Advisory Committee supported the implementation of the degree to provide qualified individuals within their agencies.
- Program Information
 - Two year degree program starting in fall 2017 semester.
 - Courses offered entirely online.
 - Work-Based-Learning courses offered face-to-face with traditional and non-traditional options. For the traditional option, the WBL education site will be set up by the college. For the non-traditional option, the student will secure their own education site.
 - The online delivery and non-traditional education option will provide access to students statewide and from across the nation.
- Resources Required
 - Minimal start-up costs.
 - One full-time program coordinator needed.
 - Blackboard for delivery of courses and to supplement clinical courses.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve conducting a Needs Assessment for an Associate in Applied Science Degree in Human Services Technology (A45380). The motion was unanimously approved by the Board.

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

Approval of College President's Travel

A Request of Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2016-2017 was presented. The Senior Vice President for Business and Finance will review the President's travel reimbursement for compliance with reimbursement guidelines.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve Request of Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2016-2017. The motion was unanimously approved by the Board.

Annual Report on the Status of the Child Care Center (Information only)

- There are 16 teachers, 16 teacher assistants and 1 cook position.
- Max Capacity – 160; Enrollment – 152.
- Average Enrollment for FY 2014-2015 – 130 and FY 2015-2016 – 146.
- Sources of funding for the Child Care Center:
 - Tuition
 - USDA Food Reimbursement Program.
 - Army Child Care in Your Neighborhood (ACCYN) Partnership - \$22,500 for grant supplies. This is the last year they will be giving this grant.
- The center has: 28 military families (8 families receive Military Fee Assistance); 14 employee families; 43 student families (10 have received PFHE grants this year and DSS has served 29 families this year).
- Seven staff members earned AAS in Early Childhood.
- Overall average of the Environmental Rating Scales were 5.58 which will allow the center to earn 7 out of 7 points in the program portion of the license. Our 5 star license must be renewed every 3 years.
- Cost cutting methods that are being employed:
 - Work Study students are utilized when available
 - 25 EC Practicum students worked in the ECEC at approximately 144 hours per student.
 - Receptionist position funded by Student Services.
- In May 2016 the Cent had a review of the Child and Adult Care Food Program (CACFP). The years 2013-2014, 2014-2015 and 2015-2016 were reviewed. One violation was noted:
 - Incorrect classification of applications and enrollment documentation missing or incomplete for applicants computed to repayment of \$836.15.
- The annual report was submitted to the NAEYC. The center is currently in its third year of being accredited by the NAEYC and must be renewed every five years. The National Association for the Education of Young Children is the highest national accreditation and Early Childhood Program can earn.
- The After-school program begins its second year on August 29, 2016. We served Cliffdale Elementary, Margaret Willis, Alma Easom and Glendale Elementary this past year. The parents of the children who graduated have requested to stay for the After-school program. We will reassess the schools we are serving through a needs assessment in July to determine if we need to serve alternate schools this fall.

Approval to Transfer Funds from Vending to Child Care Center Funds not to Exceed \$65,000

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the transfer funds from Vending to the Child Care Center in an amount not to exceed \$65,000. The motion was unanimously approved by the Board.

Approval of Revision to Administrative Procedures Manual I-8.12 Civil Leave (Jury Duty or Subpoenaed)

I-8.12 Civil Leave (Jury Duty or Subpoenaed)

~~For policy, see the North Carolina State Personnel Manual.~~

I-8.12 Civil Leave (Jury Duty or Subpoenaed)

I-8.12.1 Purpose

To provide leave with pay to eligible employees when serving on a jury or when subpoenaed as a witness.

I-8.12.2 Eligible Employees

Full-time or part-time employees working 35 hours or more per week

I-8.12.3 Jury Duty

An employee who serves on a jury is entitled to leave with pay, regular compensation, and fees received for jury duty. The employee must report back to work as soon as jury duty is completed and must report back to work the day following completion of the jury duty. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off. Time on jury duty is not included in total hours worked per week.

When a second shift employee serves on a jury, the employee will not be required to work on the day that jury duty occurs. When a third shift employee serves on a jury, the employee will not be required to work the third shift that begins on the day prior to the day that jury duty occurs, regardless of the length of the shift.

I-8.12.4 Court Attendance

An employee who is subpoenaed or directed by proper authority to appear as a witness, the employee may choose one of the following options:

- (1) Charge no leave and turn fees received in to the College, or
- (2) Use vacation leave and retain any fees received.

In either case, the time is not considered as work time and is not included in the total number of hours worked per week.

An employee who is party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, vacation leave must be used, or leave without pay, for the purpose of attending court.

I-8.12.5 Job-Related Civil Leave and Other Job Related Proceedings

Leave with pay is provided to all College employees to attend court or a job-related proceeding in connection with official job duties. When an employee attends court in connect with official duties, no leave is required and fees received as a witness shall be turned in to the College. If court is on a day that is normally an off-day, the time is working time and included in the total hours worked per week. When a second or third shift employee is required to attend court or a job-related proceeding in connection with official job duties, management shall determine the amount of time off regular duties as may be necessary.

Mr. Hutchens made a motion to amend policy in three occurrences from “serves on a jury” to “serves on jury duty.” The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Upon recommendation of the Finance Committee, Mr. Wellons moved to Approve Revision to the Administrative Procedures Manual I-8.12 Civil Leave (Jury Duty or Subpoenaed). The motion was unanimously approved by the Board.

Status of County Budget 2016-2017 (Information only)

The College will be funded full allocation.

Human Resources Committee The Human Resources Committee met at 11:22 a.m. prior to this meeting. Mr. Hutchens presented the Committee’s report to the Board.

Non-discrimination Annual Report (Information only)

On November 2, 2014, the Board of Trustees approved a revision to the College’s non-discrimination policy statement.

The revised policy statement added a requirement that the Board of Trustees be provided with an annual report related to complaints discrimination complaints filed by faculty, staff, administration and students. The policy requires the annual report to be included as part of the June Board of Trustees meeting. The first report following the policy change covered the period of November 2014 to June 2015 and was provided to the Board on June 15, 2015.

The 2015-2016 Annual Report provides a summary of complaints received since last year’s report to the Board of Trustees.

There was a 58% reduction in the number of complaints in 2015-16 (8 cases) as compared to the number of complaints received from November 2014 to June 2015 (19 cases).

Special Trustees’ Business

Mr. Charles E. Koonce

Registration for the 2016 ACCT Leadership Congress is open. This year’s Congress is taking place in New Orleans, October 5-8, 2016. Early Bird deadline for discounted registration rate is August 1, 2016.

Notification of Expiration of Trustee Terms – June 30, 2016 and Appointing Agency

- Dr. Dallas M. Freeman – School Board
- Mr. David McCune – Board of County Commissioners
- Mrs. Esther R. Thompson – Governor

President’s Report

Next Board Meeting – Monday, August 15, 2016

See Written Report: Dr. Keen referred to the President’s Report dated June 20, 2016. (1) Summer classes began June 13. (2) The FTCC Graduation Ceremony was streamed live on the Crown Center and FTCC websites. (3) Student art will be displayed at the NC Museum of Art from June 12-18. (4) Student Services will host an Open House on Tuesday, June 28, at the Tony Rand Student Center from 4-7 p.m.

Mr. Christopher Haywood is the new Student Government Association President for 2016-17 academic year. Chris is a Southview High graduate, Air Force retiree, and is currently enrolled in the Web Technology program.

Focus

Transition Tech Program

Dr. David Brand

The FTCC Commitment is to serve the active, retired, or transitioning military and their family members in our community and Fort Bragg units by providing access to academic degree, diploma, and certificate programs as well as short-term skills development training to facilitate unit readiness, career enhancement, preparation for the workforce, and personal growth.

- Supported Population – 263,988.
- Common Curricula – Transition Overview, Military Credit Articulation, HRD (Human Resources Development), OSHA-30 Certification, Lean Six Sigma, and Job Interview.
- Pathway Options – Information Services, Telecommunications, EMT, Welding, Collision Repair, HVAC, Solar, and Pharmacy Tech.
- Goal - Provide Veterans enhanced transition skills and streamline pathways to industry-focused career opportunities.
- Objective – 30% of eligible attendees hired by participating companies.
- Industry Focus: Computer Technology
 - Prerequisite: HRD Workshop in order to attend Phase IV Interviews.
 - Students: 20 (target audience is 35 Series MOS).

Adjournment

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary