

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

## August 17, 2015

Held in the Board Room of the Tony Rand Student Center at 12:50 p.m.

### Members Attending

Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Delores P. Ingram, Mr. Hilton T. Hutchens, 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 Student Government Association President Sherita Ashford.

### 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 of the FTCC 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 Dr. Dallas Freeman.

### Recognition of Guests

Dr. Freeman recognized Dr. Linwood and Mrs. Shervie Powell, Senior Media Production Specialist Jae Nixon, Media Production Specialist Brad Losh, Media Production Specialist Jason Jones, Media Production Specialist Ms. Natasha Brown, **Fayetteville Observer** Reporter Ms. Catherine Pritchard, Representative John Szoka, and Clerk of Superior Court Kimbrell Tucker.

### Ethics Awareness and Conflict of Interest Statement

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. Mr. Charles E. Koonce asked to be recused from the vote on a curriculum item related to starting sport teams at the College.

### June 15, 2015 Meeting

On a motion by Mrs. Thompson and seconded by Mr. Koonce, the minutes of the June 15, 2015 meeting were unanimously approved.

### Swearing-In Ceremony

Dr. Linwood Powell was sworn in by the Clerk of Superior Court Kimbrell Tucker. Dr. Powell has been appointed by the Cumberland County Board of Commissioners to a four-year term to expire June 30, 2019. Mr. Williams S. Wellons, Jr. and Sherita Ashford were sworn in by North Carolina Representative John Szoka. Mr. Wellons has been reappointed by the Governor to a four-year term to expire June 30, 2019. Ms. Sherita Ashford is the 2015-2016 Student Government Association President and serves as an ex-officio, non-voting member of the Board of Trustees.

### Special Recognition

Mr. David McCune, Trustee, was presented the Order of the Long Leaf Pine for his record of service to the State.

### **Recognition of Telly Award Winners**

Senior Media Production Specialist Jae Nixon and Media Production Specialist Brad Losh were recognized for being awarded the 2015 Telly Awards.

### **COMMITTEE REPORTS**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:36 a.m. prior to this meeting. Mr. David McCune, Chairman, presented the Committee's report to the Board.

### **Approval of Lease of 2 Acres of Real Estate on the College's Western Campus to the Fayetteville Public Works Commission and Declaration of the Real Estate as Temporarily Unnecessary for College Purposes**

- PWC contacted the College in mid-June to coordinate the construction of a temporary road on the Western Campus property.
- The proposed temporary detour road would connect Kienast Drive and Worstead Drive to provide access for residents on both streets while sewer lines are being installed to support Southgate and Hampton Oaks subdivisions.
- PWC is requesting use of approximately 2.11 acres for an initial period of six months with a month to month extension up to 18 months.
- PWC agrees to compensate FTCC \$850.00 monthly in advance for an initial six months and on a monthly basis thereafter.
- Upon completion of the project, PWC shall be responsible for the removal of the temporary detour road and restoring the property to a reasonably acceptable condition to the owner.
- PWC shall provide FTCC 30 days' written notice of its intent to cease use of FTCC property and termination of this agreement.
- Establishing this temporary detour road will not impact College operations.

On the recommendation of the Building and Grounds Committee, Mr. McCune moved to approve lease of 2 acres of real estate on the College's Western Campus to the Fayetteville Public Works Commission and declaration of the real estate as temporarily unnecessary for college purposes. The motion was unanimously approved by the Board.

**Curriculum Committee** The Curriculum Committee met at 10:45 prior to this meeting. Dr. Marye J. Jeffries, Chairwoman, presented the Committee's report to the Board.

**Approval of Building Trades Major Construction Projects for 2015-2016** FTCC started the partnership with Habitat for Humanity in 1988. For 2014-2015, the building construction programs did not participate in a building project with Habitat for Humanity. The programs did complete or began several off campus projects. The Carpentry and Plumbing programs participated in a project for Antioch Church of God at 542 Shaw Road. The Carpentry program began work on interior modifications to the InSoul Church on Worth Street. Electrical students from Douglas Byrd High School completed wiring for the water heating system in the solar trailer.

For 2015-2016, Habitat for Humanity is planning to donate the materials for one house, including supplies for construction and land, to the College for the use of training students in the construction programs.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Building Trades Major Construction Projects for 2015-2016. The motion was unanimously approved by the Board.

### **Approval of Application for a Cooperative Innovative High School on the FTCC Campus**

- **Purpose:** The goal of this high school is to assist high school students who are at-risk for dropping out in developing career readiness skills to address the economic needs of the community. Students will graduate with a high school diploma and college coursework in a career area through FTCC.
- **This school is not:** an accelerated learning program for students who are behind in credits toward graduation; an alternative to suspension; a small setting for students with behavior problems.
- **Target Population:** Mostly high school juniors and seniors and a small population of sophomores; at-risk of dropping out of school (in particular due to family situations); able to complete a career pathway and minimum high school graduation requirements; exceptional children students capable of completing college-level coursework.
- **Location:** Terry Sanford High School (location waiver will be requested); hope to locate on the FTCC campus in the future.
- **Flexible Scheduling:** Each student will have a personalized Future Ready Career Plan in one of eight pathways: Accounting, Collision Repair and Refinishing, Computer-Integrated Machining, Cosmetology, Early Childhood Associate, Global Logistics & Distribution Management, Information Systems Security, or Web Technologies. Classes scheduled morning, afternoon and evening according to the needs of the student. A blended learning environment for high school courses – self-paced online learning with facilitation and support provided by licensed teachers.
- **Special Features:** Assistance helping students to establish internships; partnerships with business/industry and Workforce Development Board; transportation will be provided to and from FTCC; digital portfolios.
- **Staffing:** Principal, counselor, social worker, teachers, custodian, administrative assistant/data manager, and bookkeeper.
- **Funding:** CIHS grant and local funding.
- **Similar Existing Programs:** Durham Public Schools - Holton Career and Resource Center; Robeson County Schools – Robeson County Career Center.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Application for a Cooperative Innovative High School on the FTCC Campus. The motion was unanimously approved by the Board.

**Approval to Pursue Two Athletic Sports Beginning Fall 2016** The College would like to pursue offering two sports - basketball and golf. There would be men's and women's teams. Discussion has been held with the Crown Arena for use of facilities to host home games since the Horace Sisk Gymnasium is too small. The estimated startup cost would be under \$50,000.

Mr. Koonce recused himself from the vote. On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Pursuit of Two Athletic Sports beginning fall 2016. The motion was unanimously approved by the Board.

**Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for January 1, 2015 through May 15, 2015** FTCC's Accountability Plan for the Continuing Education Division is required by the State Board of Community Colleges Code and includes class visitations each term by Continuing Education staff. This past term 655 Continuing Education classes were visited by appropriate staff and found in compliance.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to accept FTCC's Continuing Education Accountability Plan Term Report for January 1, 2015 through May 15, 2015. The motion was unanimously approved by the Board.

**Report on 2013-2014 Critical Success Factors** The NCCCS released the Performance Measures Summary for the institution's performance during the academic year 2013-2014. An overview of the full report can be found on the Institutional Effectiveness website and copies were provided to all board members in attendance. FTCC's summary: 1 Met or Exceeded Goal; 2 Above College Average but Below Goal; 4 Above Baseline but Below College Average; 1 Below Baseline.

**Finance Committee** The Finance Committee met at 11:40 a.m. prior to this meeting. Mr. William Wellons presented the Committee's report to the Board.

**Approval of Student Services Budget** Mrs. Smith reviewed the proposed 2015-2016 Student Services Budget in the amount of \$288,320 at the Committee meeting prior to this meeting. (Attachment A)

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the 2015-2016 Students Services Budget. The motion was unanimously approved by the Board.

**Approval of the Miscellaneous Current General Funds Budget** The 2015 – 2016 Miscellaneous Current General Funds Budget in the amount of \$133,500 provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and commissions. (Attachment B)

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Miscellaneous Current General Funds Budget. The motion was unanimously approved by the Board.

**Cumberland County Adopted Funding for 2015-2016** The Cumberland County Board of Commissioners approved \$10,104,516 for the current expense budget for fiscal year 2015-2016.

**Approval of Revised Academic Procedures Manual III-4.2 Tuition/Fee Waivers** The following statement was added to the Academic Procedures Manual. "Certain veterans shall be granted in-state tuition rates so long as they live in North Carolina, enroll at FTCC within 3 years of leaving active duty, and meet other criteria as described in G.S. §116-143.3A."

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Revised Academic Procedures Manual III-4.2 Tuition/Fee Waivers. The motion was unanimously approved by the Board.

**Approval of Revised Administrative Procedures Manual I-8.5.3 Maximum Accumulation** The following statement was added to the Administrative Procedures Manual. "On June 30, all vacation leave accumulated in excess of 240 hours shall be lost. In the event an employee losing vacation leave pursuant to the previous sentence shall be employed by the college on July 1 of that same calendar year, said lost vacation leave shall be converted to sick leave." This sentence replaced the following sentence: "On June 30, any employee with more than 240 hours of accumulated leave shall have the excess accumulation transferred to sick leave."

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the revised Administrative Procedures Manual 1-8.5.3 Maximum Accumulation. The motion was unanimously approved by the Board.

**Approval of Revised Administrative Procedures Manual I-17.3 Reimbursement for Subsistence (Effective: September 1, 2015)** The total daily total reimbursement for subsistence (meals and lodging) increased from \$103.20 to \$105.20 for in state and for out of state from \$117.70 to \$120.00.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Revised Administrative Procedures Manual 1-17.3 Reimbursement for Subsistence (Effective: September 1, 2015). The motion was unanimously approved by the Board.

**The Planning Committee** The Planning Committee met at 11:55 a.m. prior to the meeting. Dr. Mary J. Jeffries presented the report to the Board.

**Strategic Plan and Institutional Goals** A draft of the 2015-2020 Strategic Plan and Institutional Goals was provided to the Trustees to review prior to the September 21, 2015 Board meeting. If anyone has any changes/corrections, please contact Carl Mitchell or Kay Williams by September 8, 2015.

**Handbooks and Manuals Approval** Copies of the official manuals and handbooks were provided on CD for Trustees to review prior to the September 21, 2015, Board meeting at which time the College will request reaffirmation of the policies previously approved.

### **Special Trustees' Business**

The 2015 NCACCT Leadership Seminar will be held September 9-11, 2015, in Wilmington, North Carolina.

The 2015 ACCT Leadership Congress will be held October 14-17, 2015 in San Diego, California.

### **Election of Officers for 2015-2016**

**Board Chair** – Dr. Freeman, Board Chair, opened the floor for nominations for Board Chair for the 2015-2016 year. Mr. Wellons nominated Mr. Charles Koonce for Board Chair. No further nominations were presented. Dr. Jeffries moved that the nominations be closed and Mr. Koonce be approved as Board Chair by acclamation. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

**Vice Chair** – Dr. Freeman opened the floor for nominations for the office of Vice Chairman. Mr. Wellons nominated Mr. Ronald Crosby for the office of Vice Chairman. No further nominations were presented. Mr. Hutchens moved that the nominations be closed and Mr. Ronald Crosby be approved as Vice Chairman by acclamation. The motion was seconded by Mr. McCune and unanimously approved by the Board.

**Secretary** – Dr. Freeman opened the floor for nominations for the office of Secretary. Mrs. Thompson nominated Mr. Hilton Hutchens for the office of Secretary. No further nominations were presented. Mr. McCune moved that the nominations be closed and Mr. Hilton Hutchens be approved as Secretary by acclamation. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

### **President's Report**

#### **Next Board Meeting – Monday, September 21, 2015**

**See Written Report** Dr. Keen referred to the President's Report dated August 17, 2015. (1) Fall semester classes began today. (2) Fall Convocation was held Friday, August 14. (3) The cafeteria opened August 10. The Name Reveal Ceremony (Trojan Eatery) was held today at 10:00 a.m. (4) FTCC's Office of Business and Finance has established a new cashier location in the Tony Rand Student Center. (5) FTCC is offering several new college-credit transfer programs of study this fall and several new classes in a number of general education areas. (6) Continuing Education continues to develop new face-to-face and online programs of study including the Sleep Disorder

Technician class with Cape Fear Valley Sleep Center. (7) The 2015 Surgical Technology class received a 100 percent passing rate on the National Examination. (8) A Blood Drive will be held on campus on September 2 from 8:30 a.m. to 3:00 p.m. (9) The Annual Defense Trade Show was held on August 3 and hosted by FTCC and U.S. Senators Richard Burr and Thom Tillis. (10) The FTCC Foundation is planning a Chairman's Gala to be held on Saturday, October 3.

**Focus:**

**2015 State of the College Video**

**Adjournment** The meeting was adjourned at 2:05 p.m.

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Mr. Charles Koonce, Board Chair

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Mr. Hilton T. Hutchens, Jr., Secretary

ATTACHMENT A

Student Support Services Budget  
05-770-96108  
2015-2016

Description	2014-2015 Approved Budget	2014-2015 Total Expenditures	2015-2016 Proposed Budget
<b>EXPENSES</b>			
Salaries & Benefits	123,630	120,675.52	125,672
SGA Admin Expense	250	0.00	250
Travel	16,650	8,488.43	18,700
Student Events (includes information support)	106,275	72,094.43	96,627
First Aid Supplies	250	215.29	250
Inst Membership Dues	1,449	918.00	1,449
SGA Office's Stipend	2,100	1,200.00	2,100
ID Card Equip Maintenance and Supplies	19,153	26,898.33	29,790
Equipment / Furniture	5,000	5,958.26	14,582
Software	1,000	1,603.15	1,000
	<b>274,657</b>	<b>239,328.41</b>	<b>288,320</b>
<b>REVENUE</b>			
Cash Carry Forward	50,000		40,000
Student Activity Fee / Transfer In	224,657		248,320
	<b>274,657</b>		<b>288,320</b>

ATTACHMENT B

**Miscellaneous Current General Funds  
Special Fund Budget  
July 1, 2015 - June 30, 2016**

This budget provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions.

**EXPENDITURES:**

	2014-2015 Approved Budget	2014-2015 Expenditures	2015-2016 Proposed Budget
<b>Employee Assistance Program (39500):</b>	\$31,000	\$31,000.00	\$31,000
<b>Special Meeting Expense (39540):</b> To provide funds for payment of Staff and Faculty Functions: Orientation, Fall and Spring Luncheon for Faculty and Staff, Christmas Reception, Fayetteville Area Chamber Annual Dinner and special events, Honorary Trustee reception, Facility Dedications and other special official meeting expenses.	\$24,500	\$39,333.88	\$38,000
<b>Other Expenses (39500):</b> To provide civic and community functions such as Martin Luther King celebrations, American Heart Association, Special College Awards/Retirement, NCCC Student Leadership Institute, Honorariums; Wellness Initiatives, Leadership of Fayetteville Youth Academy, Capital Development Campaign, college promotional items, Country Club Dues and luncheons, and other expenses as deemed appropriate by President.	\$45,000	\$38,307.56	\$37,000
<b>Flowers and Gifts (39560):</b> To provide funds for the purchase of flowers or gifts for special occasions as authorized by the President.	\$2,400	\$650.00	\$1,500
<b>Phi Theta Kappa Support (82100):</b> Support for travel expenses to the National Conference.	\$3,500	\$2,500.02	\$3,500
<b>Distinguished Staff and Excellence in Teaching Awards (11300-18600)</b> \$500 each for three Distinguished Staff, four Excellence in Teaching recipients.	\$5,000	\$3,678.68	\$3,750
<b>Employee Retiree Gifts</b>	\$8,000	\$7,131.58	\$8,750
<b>Special Activities: (39570) Contingency</b>	\$10,000	\$0.00	\$10,000
<b>Total Expenditures:</b>	\$129,400	\$122,601.72	\$133,500

**REVENUES:**

	2014-2015 Approved Budget		2015-2016 Proposed Budget
<b>Interest Earned:</b>	\$100		\$30
<b>Transfers In:</b>			
Bookstore	\$24,800		\$24,800
Vending Commissions	\$84,500		\$93,670
Unexpended Fund Balance	\$20,000		\$15,000
<b>Total Revenues:</b>	\$129,400		\$133,500



