

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

## MINUTES OF BOARD OF TRUSTEES MEETING

### September 19, 2016

Held in the Board Room of the Tony Rand Student Center at 1:05 p.m.

### Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Mr. Charles J. Harrell, Mr. Hilton T. Hutchens, Jr., Mrs. Delores P. Ingram, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mrs. Esther Thompson, Mr. William S. Wellons, Jr., and SGA President Christopher Haywood.

### Members Absent

Dr. Marye J. Jeffries 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 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.

### Call to Order

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

### Recognition of Guests

Mr. Koonce recognized *The Fayetteville Observer* Reporter Alicia Banks, FTCC Business Instructor Daisy Foxx and Student Ambassador Denzel Coates.

### Ethics Awareness and Conflict of Interest Statement

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

### August 15, 2016 Board Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Thompson, the minutes of the August 15, 2016 meeting were unanimously approved.

### Committee Reports

**Building and Grounds Committee** The Building and Grounds Committee met at 10:35 a.m. prior to this meeting. Mr. Harrell presented the Committee's report to the Board.

#### Update on the Cumberland Hall and YMCA Elevator Renovation (Information only)

- Elevators in Cumberland Hall and the YMCA were upgraded to meet new code requirements and replaced.
- Project cost \$260,546.
- Elevators were replaced in Cumberland Hall on August 15, 2016, and the YMCA on September 12, 2016.

#### Update on Mae Rudd Williams School Renovation (Information only)

- This building is being used to conduct auto collision repair classes.
- Classes began there on August 15, 2016
- Additional parking is needed to support program growth.
- Crawford Design Company in Fayetteville, NC, has been contracted to develop plan for desired additional parking at Mae Rudd Williams School.

### Update on the Horace Sisk Building Renovation (Information only)

- Projected cost \$450,000.
- Progressive Contraction Company, Sanford, NC, completed value engineering with the Designer to remain within project costs.
- Contracts are being prepared to initiate this project.

**Curriculum Committee** The Curriculum Committee met at 10:45 a.m. prior to this meeting. Dr. Freeman presented the Committee's Report to the Board.

### **Report on the 2016 Performance Measures for Student Success**

Each year FTCC is assessed on 7 Performance Measures. The annual performance report is created by the NC Community College System Office based on data compiled from the previous year (2015-16).

Year	Basic Skills Progress*	Credit English Success**	Credit Math Success**	First Year Progression	Curriculum Completion Rate ***	Licensure Passing Rate	Transfer Performance
2016	53.6% <b>(-2.4%)</b>	34.4% <b>(+4.4%)</b>	17.6% <b>(+2.6%)</b>	55.7% <b>(+2.7%)</b>	44% <b>(-5%)</b>	89.7% <b>(+2.7%)</b>	89.5% <b>(+7.5%)</b>
2015	56%	30%	15%	53%	49%	87%	82%

\*High School Equivalency (GED) passing rates are no longer counted as part of this measure. Low Intermediate ESL, High Intermediate ESL and Advanced ESL showed the lowest progression rates of 47%, 48%, and 13% respectively. These lower performance scores, along with the exclusion of HSE (GED) passing rates, caused the overall Basic Skills Progress to decrease from prior year.

\*\*With the inclusion of new DMA and DRE shells, the Baseline and Excellence rates were redefined making comparisons from 2014 inconclusive.

\*\*\*Curriculum Completion Rates includes those students **who did not graduate from FTCC**, transferred to a four-year college or university, and graduate rate from that particular institution. This subcategory saw the most significant decline of 7.4%, which impacted the overall cohort completion rate.

We continue to make progress every year on the 7 Performance Measures.

All of our scores remain above the North Carolina Community College Baseline Scores. NC Community Colleges are rewarded financially for their annual performance. FTCC is ranked third in enrollment in the North Carolina Community College System and we received the third highest amount awarded based on performance.

### **Approval of Building Trades Major Construction Projects for 2016-2017**

- FTCC started the partnership with Habitat for Humanity in 1988.
- For 2015-2016, the building construction programs participated in one building project with Habitat for Humanity on Lot 137. The project consisted of framing walls, building required beams and starting setting trusses.
- For 2016-2017, Habitat for Humanity has invited the Building Trades programs to be involved in the construction of more Habitat homes. The number is to be determined.
- Other off campus projects in 2015-2016
  - Antioch Church off of Bragg Blvd. – The Plumbing program completed bathrooms in the new sanctuary.
  - Soul Ministries Church off of East Russell Street - The Building Construction Technology and Carpentry programs framed in walls for handicapped equipped bathrooms. The programs will complete the bathrooms and build a handicap ramp onto the church. The Plumbing program has roughed in the plumbing and will go back during 2016 to install lavatories, sinks, and water coolers.

- The Building Construction Technology and Carpentry Programs built stairs for the Psychology Club. The wooden stairs were used for the Psychology Club's 22 Vet Memorial, which took place February 1, 2016. The memorial was to honor the memory of an estimated 22 veterans that commit suicide every day. The Campbell ROTC placed 21 pairs of military boots on the three rungs of the stairs individually to signify each of the individuals that would lose their life that day and then a candle was lit to signify the one person who would commit suicide during the time of presentation.
- Cabinets and Countertops were built for FTCC Security.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the Building Trades Construction Projects for 2016-2017. The motion was unanimously approved by the Board.

**Human Resources Committee** The Human Resources Committee met at 10:55 a.m. prior to this meeting. Mr. Crosby presented the Committee's Report to the Board.

### **Update on the Employee/Student Assistance Program**

The Employee/Student Assistance Program (ESAP) provides referral counseling services for students, College employees and their family members at no cost to the students, employees or family members. The services provided by Mr. John Sutton and his staff at Cape Fear Valley's Employee Assistance Program (CFVEAP) have been beneficial to our students and employees during the 2015-16 academic year. Mr. Sutton and his staff provided quick counseling services and student/employee support throughout the year and in many of the cases provided same day services. Non-emergency support was provided within a day or so scheduled at the convenience of the student or employee's calendar/schedule.

The ESAP contract will automatically renew on October 1, 2016 with no additional costs to the College. CFVEAP officials have agreed to continue service delivery at the previous year contracted rate of \$31,000 for the 2016-17 academic year.

### **Recommend Changes to the Policies Related to Free Speech (Attachment A)**

- Employment and Affirmative Action Manual – Paragraph VI-9.3.2 related to Illegal Discrimination and Sexual Harassment/Violence Prevention Procedures.
- Administrative Procedures Manual – I-21.10.7 entitled Internet/Email Usage Standards.
- Administrative Procedures Manual – I-22.19.1 entitled Free Speech and Public Assembly.
- Administrative Procedures Manual – I-21.10.3 entitled General Acceptable Usage Guidelines (and corresponding change in the Student Handbook).
- Academic Procedures Manual - III-6 entitled Student Code of Conduct (and corresponding change in the Student Handbook).

On recommendation of the Human Resources Committee, Mr. Crosby moved to approve changes to the Policies Related to Free Speech. The motion was unanimously approved by the Board.

**Finance Committee** The Finance Committee met at 11:20 a.m. prior to this meeting. Mr. Wellons presented the Committee's Report to the Board.

### **Acceptance of the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for Fiscal Year Ended June 30, 2016**

The audited financial statements of the Fayetteville Technical Community College Foundation, Inc. were determined to be accurate and in sound financial condition.

On the recommendation of the Finance Committee, Mr. Wellons moved to accept the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for Fiscal Year Ended June 30, 2016. The motion was unanimously approved by the Board.

### **Approval of Revised Academic Procedures Manual III-4.2 Tuition/Fee Waivers**

#### **III-4.2 Tuition/Fee Waivers**

- (1) High school students enrolled in a community college curriculum course under the Career and College Promise program are exempt from tuition.

High school students in the Career and College Promise program are also exempt from the CAPS fee. In addition, high school students in these programs are exempt from the activity fee and technology fee when the course location is the high school. The activity fee and technology fee is paid by Cumberland County Schools when the student attends high school in the public school system. Private and home school students pay the activity fee and technology fee under the Career and College Promise program.

- (2) When an employer, other than the Armed Services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
- (3) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the Armed Forces, for employment may be eligible for tuition payment at the in-state rate.
- (4) Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.
- (5) Members of the Armed Forces that register through the GoArmyEd website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.
- (6) 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.
- (7) Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee.
- (8) Volunteer fireman, municipal, county or state fire department personnel; volunteer EMS or rescue and lifesaving department personnel; municipal, county or state EMS or rescue and lifesaving department personnel; municipal, county or state law enforcement officers are exempt from tuition and registration fees when enrolled in courses requested by their organization in support of that organization's training needs.
- (9) Students enrolled in Human Resources Development programs are exempt from continuing education registration fees.
- (10) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.
- (11) Law enforcement officers employed by a municipal, county, or state agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.

- (12) Eligible survivors of a law enforcement officer, firefighter, volunteer, firefighter, or rescue squad worker killed in the line of duty, are exempt from tuition and registration fees.
- (13) An eligible spouse or child of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is totally and permanently disabled, as a result of an injury sustained in the line of duty, is exempt from tuition and registration fees.
- (14) An eligible ward of the state is exempt from tuition and registration fees not covered by other financial aid.
- (15) (Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

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

#### **Request approval of Combined Budget (DCC 2-1 Form) for Fiscal Year 2016-2017**

The Combined Budget of \$135,557,237.00 (State, County and Institutional funds) is required by the NC Community College System for State Board approval.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Combined Budget (DCC 2-1 Form) for Fiscal Year 2016-2017. The motion was unanimously approved by the Board.

**Planning Committee** The Planning Committee met at 1:00 p.m. prior to this meeting. Dr. Freeman presented the Committee's Report to the Board.

#### **Recommend Approval of the 2016-17 Strategic Plan and Institutional Goals**

- The Strategic Plan, including the College Mission Statement and Institutional Goals, were provided as information at the August 15, 2016 Board of Trustees meeting.
- No comments or requested updates were received during the review period of August 15 to September 7, 2016.

Upon the recommendation of the Planning Committee, Dr. Freeman moved to approve the 2016-17 Strategic Plan and Institutional Goals. The motion was unanimously approved by the Board.

#### **Recommend Reaffirmation of Policies in the College Handbooks and Manuals**

- The College's Handbooks and Manuals were provided on a CD as information to the Board of Trustees at the August 15, 2016 meeting.
- No comments or requested updates were received during the review period of August 15 to September 7, 2016.

On the recommendation of the Planning Committee, Dr. Freeman moved to reaffirm the Policies in the College Handbooks and Manuals. The motion was unanimously approved by the Board.

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#### **Special Trustees' Business**

**Mr. Charles E. Koonce, Chairman**

NC Association of Community College Trustees (NCACCT) 2016 Leadership Seminar – September 7-9, 2016, Charlotte, NC. Mr. Charles E. Koonce, Dr. Dallas Freeman, Mr. Hilton T. Hutchens, Jr., Dr. Linwood Powell, Mr. William Wellons, Jr., and Dr. Larry

Keen attended the Seminar. The Trustees reported on the meetings they attended. There were 55 of the 58 community colleges represented at the Seminar.

Association of Community College Trustees (ACCT) 2016 Leadership Congress – October 5-8, 2016, New Orleans, LA.

### **President's Report**

**Dr. J. Larry Keen, President**

Next Board Meeting: Monday, September 19, 2016.

See Written Report: (1) The SGA and Student Activities office will hold Spirit Week at FTCC the week of September 26-30. The Spirit Week events are designed to call attention to the new athletics programs (basketball and golf) being offered this fall. (2) Congratulations to the FTCC Grounds staff for a cheer which was published in the September 12 edition of *The Fayetteville Observer*. (3) On September 12, FTCC hosted a Regional Reception for Dr. Williamson, NCCCS President. (4) Dr. Keen served on a Reaffirmation Committee for Hinds Community College in Mississippi.

### **SGA Report**

**Mr. Christopher Haywood, SGA President**

- The new SGA logo is "Your Voice, Your Choice, Your SGA."
- Constitution Day was held on September 16 at Spring Lake and main campus.
- Trojan Week will be held September 26-30. Each day will highlight one of the athletic teams.
- Fall Festival will be held on October 5.
- The NCSGA State Conference will be held October 28-30.

### **Focus: FTCC Success Closet**

**Mrs. Daisy Foxx, Business Instructor**

- The Success Closet was launched in 2011 to provide access to FTCC students to professional attire for job interviews and class presentations.
- Students serviced include Paralegal, SGA, Work-study, Funeral Service and HRD.
- The Success Closet has partnered with a church to donate clothing that cannot be used.
- Work-study students operate the Success Closet.
- Hours of operation: Monday-Thursday from 9:00 a.m. – 4:00 p.m., General Classroom Building, Room 222-A, Phone: 910-678-0144.

### **Adjournment**

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Mr. Charles E. Koonce, Board Chair

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Mr. Hilton T. Hutchens, Jr., Secretary