

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

## October 19, 2015

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

### Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Mr. Hilton T. Hutchens, Jr., Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr., and Student Government Association President Sherita Ashford.

### FTCC Personnel Present

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 FTCC Foundation Lorna Ricotta, and Executive Assistant to the President Kay Williams.

### Members Absent

Mr. David McCune and Mr. David R. Williford.

### Call to Order

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

### Recognition of Guests

Mr. Koonce recognized Senator Wesley Meredith, Former Administrative Assistant to the President Ms. Betty Shackelford, Foundation Board Chair Mr. Dan Dederick, FTCC Ambassadors: Mr. Jimmie Cassie, Ms. Mariah Hopkins, Mr. Christopher Miller, and Ms. Nakisha Mitchell, Media Production Specialist Brad Losh, *Fayetteville Observer* Reporter Mr. Michael Futch, and Director of Military Programs Jason MacDonald.

### Ethics Awareness and Conflict of Interest Statement

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

### September 21, 2015 Meeting

On a motion by Mr. Wellons and seconded by Mrs. Lewis, the minutes of the September 21, 2015 Board meeting were unanimously approved.

### Introduction of Ambassadors

Executive Director of the FTCC Foundation Lorna Ricotta introduced the 2015-16 Student Government Ambassadors: Mr. Jimmie Cassie, Ms. Mariah Hopkins, Mr. Christopher Miller, and Ms. Nakisha Mitchell.

### Special Presentation

Senator Wesley Meredith presented former Administrative Assistant to the President Betty Shackelford the Order of the Long Leaf Pine for her record of service to the State.

### Swearing-In Ceremony

Mr. Ronald Crosby, Jr., was sworn in by North Carolina Senator Wesley Meredith. Mr. Crosby has been appointed by the Cumberland County Board of Education to a four-year term to expire June 30, 2019.

### Recognition

Dr. Keen recognized and presented former FTCC Board Chair Dr. Marye J. Jeffries with a gavel plaque in honor of her years of service as Board Chair.

## **COMMITTEE REPORTS**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:30 a.m. prior to this meeting. Dr. Dallas M. Freeman presented the Committee's report to the Board.

### **Update on Public Safety and Security**

An update on Public Safety and Security was presented in a PowerPoint presentation. Trustees were provided a copy of the presentation. The following items were reviewed:

- FTCC Public Safety and Security Mission Statement.
- FTCC Security is composed of full-time employees, contract security officers, and contract police officers.
- FTCC Security supports the main campus, Spring Lake campus, Collision Repair and Refinishing Technology Center, Horticulture Education Center, Re-Store Warehouse, Tallywood Cosmetology Training Site, and Cliffdale Plaza Training Site.
- There 224 exterior building cameras and 196 interior building cameras for a total of 420. Of the 420, 122 are server based and 298 are digital video recorders.
- Security Systems – Automatic locking doors and building card entry system.
- Emergency Notification System – Giant voice, internal building speakers/strobes, text message system and video messaging.
- Emergency Training and Exercises.
- Close working relationship with the Fayetteville Police Department, Spring Lake Police Department and Fayetteville State University Police Department.
- Goal: To make FTCC the best working and safest learning environment possible.

**Curriculum Committee** The Curriculum Committee met at 11:12 a.m. prior to this meeting. Dr. Dallas M. Freeman, Chairman, presented the Committee's report to the Board.

### **Approval to Offer a New Associate Degree Program in Intelligence Studies (AXXXX) to Begin Summer 2016**

On September 21, the FTCC Board of Trustees gave approval to pursue a new Associate in Applied Science in Intelligence Studies.

- FTCC plans to submit an application to the NCCCS office for approval to offer the program starting the 2016 Summer Semester.
- This degree provides instruction in the multidisciplinary field of intelligence studies and is designed for students who are currently employed or wish to pursue positions as military, civilian, or corporate intelligence specialists. The program's core courses impart substantive knowledge and analytic skills required by all professionals in the intelligence community. Concentrated studies in several functional areas of intelligence sub-fields may be pursued by students.
- A three-year accountability report must be submitted by the College three years after the program implementation. The report must include information on enrollment, completers, employment, licensure/accreditation and other pertinent information.

On a recommendation of the Curriculum Committee, Dr. Freeman moved to approve the new Associate Degree program in Intelligence Studies (AXXXX) to begin Summer 2016. The motion was unanimously approved by the Board.

### **Acceptance of FTCC's Continuing Education Accountability Plan Term Report for May 16, 2015- August 15, 2015**

- This past term there were 603 Continuing Education classes visited by appropriate staff.
- FTCC's Accountability and Credibility Policy and Guidelines states – at least 50% of off-campus and 25% of on-campus classes are visited for verification

- Short Courses – 12 hours or less – are visited on a random basis rather than being required to visit each class.
- The Associate Vice President is required to conduct at least 10% unannounced visits – we exceed that amount with daily visits by our Associate Vice President.
- Total classes for this term 1,065: 558 Occupational Extension; 254 Self-Supporting; 251 College/Career Readiness; 2 other.
- Based upon the Guidelines: 603 classes were visited and found in compliance.
- Verification was made for: Instructor presence; proper course titles; accurate number of students registered and present, and attendance sheets were checked, location/time and start/end dates were accurate.

On a recommendation of the Curriculum Committee, Dr. Freeman moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2015 – August 15, 2015. The motion was unanimously approved by the Board.

**Finance Committee** The Finance Committee met at 11:25 a.m. prior to the meeting. Mr. William S. Wellons, Jr., Chairman, presented the Committee's report to the Board.

**Write off of Uncollectible Accounts** The following accounts have been referred to the appropriate collection agencies and have been returned as uncollectible. It is recommended that these accounts be written off as bad debts.

<b>Type of Accounts</b>	<b>Number of Accounts</b>	<b>Total Amount</b>
FTCC Unrestricted Loans	20	\$10,876.49
Returned Checks	2	1,178.13
Financial Aid Debt	392	226,867.27
<b>Totals</b>	<b>414</b>	<b>\$238,921.89</b>

On a recommendation of the Finance Committee, Mr. Wellons moved to approve the write off of uncollectible accounts. The motion was unanimously approved by the Board.

**Acceptance of Unaudited Annual Financial Statements (Subject to Audit) for Fiscal Year Ended June 30, 2015** The unaudited annual financial statements are required by the General Statutes and are subject to review by the state auditors. A copy of the unaudited financial statements for fiscal year ended June 30, 2015 was provided to each Board Member.

On a recommendation of the Finance Committee, Mr. Wellons moved to accept the unaudited annual financial statements (subject to audit) for fiscal year ended June 30, 2015. The motion was unanimously approved by the Board.

**Approval of Athletic Budget** The amount of the proposed athletic budget for 2015-16 is \$130,000. This amount includes: Salaries and benefits - \$110,888; Rental of facilities - \$3,000; Travel - \$7,500; Other costs (supplies, equipment etc.) - \$8,612. The \$130,000 budget would be funded from student activity fees.

On a recommendation of the Finance Committee, Mr. Wellons moved to approve the athletic budget for 2015-16 in the amount of \$130,000. The motion was unanimously approved by the Board.

**Human Resources Committee** The Human Resources Committee met at 11:53 a.m. prior to this meeting. Mr. Ronald C. Crosby, Jr., Chairman, presented the Committee's report to the Board.

**Status of Title IX at FTCC – Department of Education Checklist** (Information only) The College began updating policies and implementing procedures in July 2014 to comply with Title IX, Violence Against Women Act, and the Jeannie Clery Act. The College has addressed all items on the Title IX Compliance Checklist, actions have been taken and implemented.

## **Demonstration of Title IX Training Video – Faculty, Staff, Students and Visitors**

The training video was presented to the Trustees for information only.

## **Special Trustees' Business**

**Report on the 2015 ACCT Leadership Congress held in San Diego, California, October 14-17, 2015** The Trustees reported that the conference was very informative and that FTCC has a lot to offer nationally. The college presentations were well attended and well received.

## **President's Report**

### **Next Board Meeting – Monday, November 16, 2015**

Dr. Keen briefed the Board on the Community Colleges 2015 Legislative Session.

**See Written Report** Dr. Keen referred to the President's Report dated October 19, 2015. (1) FTCC ranks number two nationally in *Military Times* Best for Vets. (2) FTCC was selected as top school in 2016 MAE&T (Military Advanced Education and Transition) Guide to Colleges and Universities. (3) Candidates' Forum was held on October 8 in the Tony Rand Student Center Multipurpose Room.

### **Focus: FTCC Foundation Paradigm 2015**

Executive Director for the FTCC Foundation Lorna Ricotta gave an update on the Foundation.

- 2014-2015: Awarded more than \$100,000 in scholarships, the largest amount to date.
- 2015-2016: Expect to award more than \$200,000.
- Selected Goals: Increase the level and quantity of private and corporate gifts to support student scholarships and the academic environment; Increase alumni engagement; Manage a dynamic volunteer board to promote fundraising.
- 2015 Inaugural Chair's Gala: Net Income - \$13,502.
- 2014-15 Golf Tournament: Net Income - \$26,357.29.
- July 1, 2014 – June 30, 2015: \$524,935 total income was generated for scholarships, book funds, mini-grants, and campus funds.
- As of June 30, 2015, FTCC Foundations manages 68 endowed funds, 69 restricted funds, and 29 college organizations & department funds.
- Planned gift agreement was signed with donor for \$169,000 property and bequest.
- Alumni Membership 2015-2016 total is 48.
- Current Investments: Merrill Lynch \$3,430,461.91; Money Market \$201,765.39; Business Account: \$71,075.49.

**Adjournment** The meeting was adjourned at 2:25 p.m.

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Mr. Charles Koonce, Board Chair

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Mr. Hilton T. Hutchens, Jr., Secretary