

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

November 17, 2014

Held in Room 170 of the Thomas R. McLean Administration Building at 1:00 p.m.

Members Attending

Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Delores P. Ingram, Dr. Breeden Blackwell, Mr. Ronald C. Crosby, Jr., Mr. Hilton T. Hutchens, Jr., Dr. Marye J. Jeffries, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr., and Mr. David R. Williford.

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 Lorna Ricotta, Administrative Assistant to the President Betty Shackelford and Secretary to the President Kay Williams.

Members Absent

Mrs. Sheryl J. Lewis and Student Government President Christina Alvarez.

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: Ms. Kristina Noriega and Ms. Ann Marie Famulari.

Ethics Awareness and Conflict of Interest Statement

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

October 20, 2014 Meeting

On a motion by Mr. McCune and seconded by Mr. Wellons, the minutes of the October 20, 2014 meeting were unanimously approved.

Special Recognition

Dr. Freeman and Dr. Keen presented Ms. Noriega and Ms. Famulari a framed letter of appreciation for their assistance with Special Operations Associate Degree program at Fort Bragg.

COMMITTEE REPORTS

Curriculum Committee The Curriculum Committee met at 11:10 a.m. prior to this meeting. Dr. Marye Jeffries, Chairwoman, presented the report to the Board.

Acceptance of FTCC's Continuing Education Accountability Plan Term Report for May 26, 2014 – August 15, 2014 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 the Continuing Education staff. All of the 606 classes visited were in compliance.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 26, 2014 – August 15, 2014. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

Approval of Captive and Co-Opted Location – Great Expectations Day Facility & Enrichment Program The NC Community College System requires approval for the Basic Skills and Occupational Extension course offering with controlled groups.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Captive and Co-Opted Location – Great Expectations Day Facility & Enrichment Program. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

Approval of Revised 1-1.5 “Open Door” Policy

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the following revision to the Administrative Procedures Manual 1-1.5 “Open Door” Policy. The motion was seconded by Mr. McCune and unanimously approved by the Board.

The College is authorized to refuse admission to any student who is not a resident of North Carolina when the student:

1. Seeks admission into a distance education course; and
2. Resides in a state in which the College is not authorized to provide distance education.

Finance Committee The Finance Committee met at 11:30 a.m. prior to this meeting. Mr. William Wellons, Jr., Chairman, presented the report to the Board.

Update on State Budget as of October 31, 2014 (Information Only) The original budget allocation was \$65,991,940.00. Total net increase to budget was \$2,250,624.00 for a total allocation of \$68,242,564.00 as of October 31, 2014.

Update on Grant Funds (Information Only) The total of all externally funded grants awarded to FTCC for 2014-2015 is \$3,513,240.56.

Approval of revised Administrative Procedures Manual 1-22.2 Policy for Fees on Self Supporting Programs

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the revision to the Administrative Procedures Manual 1-22.2. Policy for Fees on Self Supporting Programs. The motion was seconded by Dr. Blackwell and unanimously approved by the Board. (See Attachment A for a copy of the policy.)

Building and Grounds Committee The Building and Grounds Committee met at 11:40 a.m. prior to this meeting. Mr. David McCune, Chairman, presented the report to the Board.

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

- Curtis Construction Company (Kinston, NC) started work on October 6, 2014.
- Contractor may bring on a second crew to start work on Horace Sisk Gym while work continues on CBI building.
- Project is scheduled to be completed February 2, 2015.

Update on the Student Center Renovation

- M&E Contracting (Fayetteville, NC) started renovation work on June 30, 2014.
- Work performed in the last four weeks:

- Electrical in wall rough-in ongoing.
- Wall framing continues.
- Plumbing rough-in continues.
- Work to be performed in the next four weeks:
 - One finish coat of paint.
 - Run ceiling grid.
- Project is scheduled to be completed May 31, 2015.

Update on Auto Collision Repair and Refinishing Technology Building

- Construction Systems, Inc., Fayetteville, NC, started renovation on October 1, 2014.
- Work completed in the last four weeks:
 - Framing and sheet rock ongoing.
 - Digging pits for booth.
 - Installation of lifts.
- Work to be completed in the next four weeks:
 - Electrical rough-in.
 - Installation of paint booth.
 - Framing and sheet rock.
 - Renovation is scheduled to be completed January 12, 2015.

Special Trustees Business

Report on 2014 Association of Community College Trustees 45th Annual Leadership Congress – October 22 – 25, 2014- Chicago, IL 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.

Upcoming conference: ACCT Community College National Legislative Summit – February 9-12, 2015, Washington, D.C. Trustees that plan to attend the Legislative Summit should notify Betty Shackelford or Kay Williams by the December 1, 2014.

President’s Report

Next Board Meeting – Tuesday, January 20, 2015

See Written Report Dr. Keen referred to the President’s Report dated November 17, 2014. He reported (1) FTCC is hosting 1 Million Cups, a weekly opportunity held on Wednesdays to provide a welcoming environment for discussion of entrepreneurship issues. (2) The All American Veterans Center presented an Open House on November 10 featuring representatives from veterans’ agencies including DAV, VFW, WWP, and Marine Legion to share information about the services they offer. (3) FTCC hosted “Harvest Your Health” on November 5 and 6. Services provided included blood pressure, blood sugar, and cholesterol screenings, along with education and counseling services on topics such as family planning, fitness assessment, healthy eating, smoking cessation, and substance abuse. (4) FTCC held a blood drive on campus November 5 for Cape Fear Valley Blood Doner Center. (5) The FTCC Foundation held its dinner theater on Friday, November 14, in conjunction with the Performing Arts Department’s presentation of *Meet Me in St. Louis*. (6) The Student Government Association and Office of Student Activities will present a Winter Solstice Holiday Celebration with Seasonal Music and Stories from Celtic Lands on Thursday, December 4, at 7:00 p.m. at Cumberland Hall Auditorium.

Focus - Student Success: Financial Aid and Federal Direct Student Loans Dr. Brand reported that default management is the overall coordination of “best practices” designed to lower an educational institution’s student loan default rate. The following topics were discussed:

- Student Loan Default.
- When is the School Sanctioned?

- FTCC Borrower Profile.
- Federal Loans Offered.
- FTCC's Default Rate Trend.
- Calculation of FTCC 2011 Default Rate.
- FTCC Strategies to Lower Rate.
- Role of Default Management Task Force.
- Services Provided by FTCC.
- Withdrawn Student Efforts.
- Contract with USA Funds.

Adjournment The meeting was adjourned at 1:55 p.m.

Dr. Dallas M. Freeman

Mrs. Delores P. Ingram

ATTACHMENT A

I-22.2 Policy for Fees on Self-Supporting Programs

In accordance with Subchapter 600 of the State Board of Community Colleges Code, Fayetteville Technical Community College is permitted to offer self-supporting classes. Students shall be charged a fee upon enrollment in any self-supporting class. For the purposes of this policy, direct and indirect costs shall be defined as they are defined in 1E SBCCC 600.1.

I-22.2.1 Curriculum Self-supporting Fees

Curriculum self-support fees shall be established by the College using either the “Pro-rata Share Method” or the “Transparent Rate Method” described in 1E SBCCC 600.3. The decision as to which method shall be used shall be made by the President of the College, or the President’s designee, depending on which method the President deems to be in the best interest of the College and its students given the circumstances surrounding the particular course to be offered. Any curriculum course offered as a self-supporting course shall be expected to generate sufficient revenues to offset the direct and indirect costs of the course incurred by the College.

In the event the “Transparent Rate Method” is deemed in the best interest for the College for a particular course and the College anticipates collecting excess fee receipts for the particular course, the College may use a portion of the excess fee receipts as a grant to any student who is charged a fee as an out-of-state resident when that student’s fees are to be paid by a third party governmental entity. This grant shall not exceed twenty-five percent (25%) of the total fee charged and the grant shall not result in the College incurring a deficit for offering the particular course.

I-22.2.2 Continuing Education Self-supporting Fees

Self-supporting fees for any continuing education course shall be set on a course-by-course basis and shall be at or below the local market rate for such a course. Any continuing education class offered as a self-supporting class shall be expected to generate sufficient revenues to offset direct and indirect costs of the course and incurred by the College.

I-22.2.3 Use of Excess Receipts

Excess receipts shall be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, loans, and grants), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvement and real property acquisition. Excess receipts shall not be used for supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.