

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
MINUTES OF BOARD OF TRUSTEES MEETING**

**August 21, 2017**

**Held at the Tony Rand Student Center at 12:55 p.m.**

**Members Attending**

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Mr. Charles J. Harrell, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. William S. Wellons, Jr., Mr. David R. Williford, and SGA President Christopher Haywood.

**Members Absent**

Dr. Dana Haithcock

**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 Technologies 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, Executive Assistant to the President Kay Williams, Associate Vice President for Business and Finance Robin Deaver, and Media Production Specialist Brad Losh.

**Call To Order**

**Mr. Charles E. Koonce, Board Chair**

**Recognition of Guests**

**Mr. Koonce**

Mr. Koonce recognized Chairman of the Cumberland County Commissioners Glenn Adams, Commissioner Larry Lancaster, Superior Court Judge Jim Ammons, and Mr. Mack Tucker.

**Ethics Awareness and Conflict of Interest Statement**

**Mr. Koonce**

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

**Approval of Minutes of June 19, 2017 Meeting**

**Mr. Koonce**

On a motion by Dr. Powell and seconded by Mr. Wellons the minutes of the June 19, 2017, meeting were unanimously approved by the Board.

**Swearing-In Ceremony**

**The Honorable Jim Ammons  
Superior Court Judge**

**The Honorable Larry Lancaster  
Cumberland County Commissioner**

**Mr. William L. Hedgepeth, II – Appointed by the Governor to a Four-year Term to Expire on June 30, 2021.**

**Mrs. Suzannah Tucker – Appointed by the Cumberland County Board of Commissioners to a Four-year Term to Expire on June 30, 2021.**

**Mrs. Delores Ingram – Reappointed by the Cumberland County School Board to a Four-year Term to Expire on June 30, 2021.**

**Committee Reports**

**Finance Committee** The Finance Committee met at 11:13 a.m. prior to this meeting.

Mr. Wellons reported.

**Approval of Student Services Budget**

The proposed 2017-2018 Student Services Budget is \$281,926.00. (Attachment A)

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the Student Service Budget for 2017-2018 in the amount \$281,926.00. The motion was unanimously approved by the Board.

**Approval of the Miscellaneous Current General Funds Budget**

The Miscellaneous Current General Funds Budget for Fiscal Year 2017-2018 provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions. (Attachment B)

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

**Approval of the Athletic Budget**

<b>EXPENSES</b>	
Salaries & Benefits	160,502
Supplies & Repairs	11,450
Travel	31,900
Uniforms	13,000
Accident Insurance	24,729
Misc Service Contracts	4,270
Tax - Ticket Sales	455
Membership Dues	4,463
	<b>250,769</b>
<b>REVENUE</b>	
Ticket Sales	6,500
Student Activity Fee / Transfer In	244,269
	<b>250,769</b>

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the Athletic Budget. The motion was unanimously approved by the Board.

**Cumberland County Adopted Funding for 2017-2018**

Approved funding for fiscal year 2017-2018 is \$11,172,379.00.

**Approval of Revision of the Administrative Procedures Manual 1-17.3 Reimbursement for Subsistence, Effective August 1, 2017**

Maximum reimbursement from state funds for daily subsistence is indicated in the following chart.

	In-State Travel	Out-of-State Travel
<b>Meals</b>	<b>State</b>	<b>State</b>
<b>Breakfast</b>	8.40	8.40
<b>Lunch</b>	11.00	11.00
<b>Dinner</b>	<u>18.90</u>	<u>21.60</u>
<b>Total Daily Meals</b>	38.30	41.00
<b>Lodging</b> (actual, up to)	<u>71.20</u> plus tax	<u>84.10</u> plus tax
<b>DAILY TOTAL</b>	<u>109.50</u>	<u>125.10</u>

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the revision of the Administrative Procedures Manual 1-17.3 Reimbursement for Subsistence, effective August 1, 2017. The motion was unanimously approved by the Board.

**Approval of Revision to the Academic Procedures Manual III-4.2 Tuition/Fee Waivers**

**III-4.2 Tuition/Fee Waivers**

- (1) High school students enrolled in community college courses under the Career and College Promise programs, as follows, are exempt from tuition and course registration fees.
  - a. Cooperative innovative high school program
  - b. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate, diploma, or State or industry-recognized credential and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.
  - c. College transfer certificates requiring successful completion of thirty semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.

High school students in the Career and College Promise programs 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, state or NC military installation fire department personnel; volunteer EMS or rescue and lifesaving department personnel; municipal, county, state or NC military installation 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.

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

#### **Approval of Salary and Benefit Increases for Faculty and Staff 2017-2018**

The General Assembly appropriated approximately \$22 million in recurring funds in a compensation increase reserve to support recurring salary increases for community college employees. This amounts to around \$1,000 per full-time employee. The Appropriations Act mandates a \$1,000 salary increase for most state employees, however, community colleges have flexibility to use these funds in providing salary increases. These funds cannot be used for bonuses.

Based on our local Board of Trustee's approval, the increase for most full-time employees will be \$1,000 or 3%, whichever is greater. Raises will be approved by the president, as he deems appropriate. Department heads will share with the individual departments any exceptions. The increase will become a part of the base salary. The increase will be retro-active to July 1 and will be reflected in the August pay. To be eligible for the increase, an employee must have been employed full-time as of June 30, 2017 and still employed as of August.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve Salary and Benefit Increases for Faculty and Staff 2017-2018. The motion was unanimously approved by the Board.

**Building and Grounds Committee** The Building and Grounds Committee met at 10:45 a.m. prior to this meeting.

Mr. Harrell reported.

### **Update on the Law Enforcement and Emergency Management Training Center Renovation**

- Gordon Johnson Architecture, (Fayetteville, NC) is the designer.
- M&E Contracting, Inc., (Fayetteville, NC) is the contractor.
- Notice to proceed was June 5, 2017.
- Projected cost is \$452,035.
- Request to carpet ten rooms was received August 16.
- Carpet installation to be completed August 24.
- Building inspection projected August 18.
- Certificate of Occupancy projected August 21.

### **Update on YMCA Renovation**

- The YMCA requested a reduced rent in order to pay for several renovation projects.
- The Board approved monthly rent of \$8,100 (\$97,200 annually) at the July 19, 2017 meeting.
- FTCC agreed to complete desired renovations with cost of repairs coming out of collected rent payments.
- Coordination has been established to incorporate building trade students into renovation construction/repairs.
- Work will be coordinated with the YMCA to minimize impact on their daily operations.
- Projected cost of this project is \$122,150.

**Curriculum Committee** The Curriculum Committee met at 10:33 a.m. prior to this meeting.

Dr. Freeman reported.

### **Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for January 1, 2017 through May 15, 2017**

This past term there were 643 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 or his/her designee conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.
- Total Classes for this term 1,241: 726 Occupational Extension; 255 Self-Supporting; 203 College/Career Readiness; 25 Customized Training; 32 Human Resources Development.

- Based upon the Guidelines: 643 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.
- Findings of the Internal Audit are presented to you for information and acceptance.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to accept FTCC's Continuing Education's Accountability Plan Term Report for January 1, 2017 through May 15, 2017. The motion was unanimously approved by the Board.

### **Approval of Revision to the Continuing Education's Accountability and Credibility Policy and Guidelines**

- The policy and guidelines were last updated May 2008.
- The guidelines have been updated to reflect current FTCC titles in Corporate and Continuing Education and a change has been made to Section I. A. *On-Site Visits to Each Class*.
- Under the old guidelines, the class visit was officially recorded by signing and dating the class roster and having the instructor initial the signature. With the new guidelines, the class visit will be officially recorded by signing and dating the XAIR Report (Classroom Visitation Report).
- This change has been made due to a recommendation from the Compliance Examiners, formerly State Auditors.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve the Revision to the Continuing Education's Accountability and Credibility Policy and Guidelines. The motion was unanimously approved by the Board.

### **Information on Summerscapes 2017**

Summerscapes 2017 was successful and a variety of courses were offered. The money generated from Summerscapes will be used for scholarships.

**Planning Committee** The Planning Committee met at 11:40 a.m. prior to this meeting.

Dr. Freeman reported.

### **Strategic Plan and Institutional Goals**

The 2017-2022 Strategic Plan and Institutional Goals are submitted for your review prior to the September meeting.

Please notify Kay Williams, by September 7, 2017, if you desire any modifications or revisions to the Strategic Plan or the Institutional Goals.

### **Annual Board of Trustee Self-Assessment:**

On July 26, 2017, Dr. Belle S. Wheelan, President of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) released an email notification to all Chancellors and Presidents. Included in that email was an announcement that the SACSCOC Board of Trustees approved at their June 2017 meeting proposals to revise accreditation standards and put have the College Delegate Assembly vote on these revisions on December 2017 at the annual SACSCOC meeting.

One of the new standards is an annual self-assessment by the Board of Trustees reading as follows: ***“The (College’s) governing Board defines and regularly evaluates its responsibilities and expectations (Board Evaluation)”***.

Additional information:

- The Association of Community College Trustees has also recommended self-assessments for the past several years. The ACCT has created a Guide to Board Self-Assessments that is included in your handout as information. The ACCT also provided a self-assessment bank of possible items for Board of Trustees to consider adopting as part of their self-assessment instrument. That self-assessment item bank is also included in your handout as information. Note: ACCT recommends 30 to 40 items plus a few open-ended questions.
- Wayne Community College’s Board of Trustees have already created and begun using their “Board of Trustees Self-Evaluation”. They have provided us with a copy of their self-assessment included in your packet as information.
- Request the Board of Trustees consider the items contained in the ACCT Self-Assessment Item Bank and select the desired questions meeting this SACSCOC accreditation compliance requirement. Note: This is not a self-evaluation of individual Board of Trustee members but instead a self-evaluation of the Board as a whole.
- Items selected by Board members from the Item Bank can either be:
  - Check-marked in your handout and given to the VP of Human Resources at the conclusion of today’s meeting (**or**)
  - Submitted via survey link released following today’s meeting with the survey designed to allow electronic check-box submission.
  - Request the Board’s decision on which method is preferred. The Board requested the release of an electronic survey for their method of question selection.
  - Upon receipt of the Board’s self-assessment items desired, the Institutional Effectiveness Office will create the FTCC Board of Trustee Self-Assessment document and bring it back to the Board in September 2017 for further discussion and/or approval consideration.

### **Handbooks and Manuals**

The official Handbooks and Manuals are submitted for your information and review prior to the September meeting. Copies of the official manuals and handbooks are included on a CD inserted in your notebooks.

### **Special Trustees’ Business**

**Mr. Charles E. Koonce**

**2017 NCACCT Leadership Seminar, August 23-25, 2017, Wilmington, NC.**

**2017 ACCT Leadership Congress, September 25-28, 2017, Las Vegas, NV.**

### **Election of Officers for 2017-2018**

**Board Chair** – Mr. Koonce, Board Chair, opened the floor for nominations for Board Chair for the 2017-2018 year. Mr. Koonce nominated Mr. Ron Crosby for Board Chair. No further nominations were presented. Mr. Koonce moved that nominations be closed and Mr. Crosby be named Chair. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

**Vice Chair** – Mr. Crosby, Board Chair, opened the floor for nominations for the office of Vice Chairman. Dr. Jeffries nominated Dr. Linwood Powell for the office of Vice Chairman. Mr. Harrell nominated Mrs. Delores Ingram for the office of Vice Chairman. Mr. Koonce moved to close the nominations. The motion was seconded by Mr. Williford and unanimously approved by the Board. By written ballot, Dr. Powell was elected Vice Chairman.

**Secretary** – Mr. Crosby opened the floor for nominations for the office of Secretary. Dr. Freeman nominated Mrs. Delores Ingram for the office of Secretary. No further nominations were presented. The motion was seconded by Dr. Jeffries and unanimously approved by the Board.

**SGA Report**

**Mr. Christopher Haywood, SGA President**

- The SGA served breakfast to students on first day of book day at the FTCC Bookstore.
- SGA officers directed new students on first day of class.
- FTCC SGA will host state meeting on September 23, 2017.

**President's Report**

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

Next Board Meeting: Monday, September 18, 2017.

See Written Report: Dr. Keen referred to President's Report dated August 21, 2017. (1) Classes began today for the 16-week semester. (2) Health programs achieved 100% pass rate by the 2017 graduating students. (3) New Spanish Cosmetology program will begin September 7. (4) Media Services staff member Jae Nixon received a 2017 Silver People's Telly Award for his work in creating the FTCC Foundation Fundraiser spot promoting this year's golf tournament and silent auction. (5) The annual Defense Trade Show was held at the Fayetteville Tech campus on Monday, August 7.

**Adjournment**

Mr. Koonce moved to adjourn. The motion was seconded by Mr. Hedgepeth and unanimously approved by the Board.

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Mr. Ronald C. Crosby, Jr., Board Chair

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Mrs. Delores P. Ingram, Secretary



(Attachment A)

**05-770-96108**  
**2017-2018**

<b>Description</b>	<b>2016-2017 Approved Budget</b>	<b>2016-2017 Total Expenditures</b>	<b>2017-2018 Proposed Budget</b>
<b>EXPENSES</b>			
Salaries & Benefits	128,172	128,612.98	132,120
SGA Admin Expense	150	0.00	150
Travel	15,175	8,343.65	14,350
Student Events (Includes intramural/club support)	96,285	75,334.10	92,085
First Aid Supplies	100	0.00	100
Inst Membership Dues	1,449	649.00	1,449
SGA Officers Stipend	2,100	1,700.00	2,100
ID Card Equip Maintenance and Supplies	30,472	24,785.41	38,572
Equipment / Furniture	2,500	0.00	
Software	1,000	102.72	1,000
	<b>277,403</b>	<b>239,527.86</b>	<b>281,926</b>
<b>REVENUE</b>			
Cash Carry Forward	14,000		28,725
Student Activity Fee / Transfer In	263,403		253,201
	<b>277,403</b>		<b>281,926</b>

## (Attachment B)

**Miscellaneous Current General Funds  
Special Fund Budget  
July 1, 2017 - June 30, 2018**

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:**

	2016-2017 Approved Budget	2016-2017 Expenditures	2017-2018 Proposed Budget
<b>Employee Assistance Program (39500):</b>	\$31,000		\$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.	\$38,000	\$43,456.76	\$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.	\$37,000	\$35,583.48	\$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.	\$1,500	\$1,060.00	\$1,500
<b>Phi Theta Kappa Support and other clubs as deemed by the President (82100):</b> Support for travel expenses to the National Conference.	\$3,500	\$0.00	\$3,500
<b>Distinguished Staff and Excellence in Teaching Awards (11300-18600)</b> \$500 each for four Distinguished Staff, four Excellence in Teaching recipients. State nominees for Staff and Faculty receive an additional \$500.	\$4,750	\$5,495.62	\$6,250
<b>Employee Retiree Gifts</b>	\$8,750	\$6,903.15	\$8,750
<b>Special Activities: (39570) Contingency</b>	\$10,000	\$0.00	\$10,000
<b>Total Expenditures:</b>	\$134,500	\$92,499.01	\$136,000

**REVENUES:**

	2016-2017 Approved Budget		2017-2018 Proposed Budget
<b>Interest Earned:</b>	\$30		\$30
<b>Transfers In:</b>			
Bookstore	\$24,800		\$24,800
Vending Commissions	\$101,670		\$91,170
Unexpended Fund Balance	\$8,000		\$20,000
<b>Total Revenues:</b>	\$134,500		\$136,000