

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

**April 15, 2024**

Held at the Tony Rand Student Center Board Room at 10:00 a.m.

**Members Present**

Mr. William L. Hedgepeth, Mr. Ron C. Crosby Jr., Ms. Caroline Gregory, Mr. Charles E. Koonce, Mrs. Esther R. Thompson, Ms. Tammy Thurman, Mrs. Suzannah Tucker, SGA President Erin Fredericks.

**Members Absent**

Mr. Charles J. Harrell, Mr. Adam Phillips, Mr. Chandan Shankar, Mr. W. Lockett Tally, Mr. David R. Williford

**FTCC Personnel Present**

President Dr. Mark Sorrells, Board Attorney and Vice President for Legal & Administrative Services David Sullivan, Senior Vice President for Academic and Student Services Murtis Worth, Vice President for Business and Finance Debbie Todd, Vice President of Human Resources and Institutional Effectiveness Carl Mitchell, Vice President of Facilities and Support Services Kevin Paul, Vice President of Academic Support & Diversity, Equity & Inclusion Services DeSandra Washington, Chief of Staff/Vice President of Strategic Initiatives Tiffany Watts, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation and Institutional Advancement Sandy Ammons, Executive Director of Procurement and Equipment Todd Dunn, Executive Assistant to the President Tracy Verrier, and Secretary to the President Michelle Johnson.

**Call to Order**

**Mr. William Hedgepeth, Board Chair**

**Ethics Awareness and Conflict of Interest Statement**

**Mr. William Hedgepeth, Board Chair**

Mr. Hedgepeth read the Ethics Awareness and Conflict of Interest Statement. No conflicts of interest were identified.

**Approval of Minutes**

**Mr. William Hedgepeth, Board Chair**

Mr. Koonce moved to approve the Board of Trustees Meeting Minutes from March 18, 2024. The motion was seconded by Ms. Gregory and unanimously approved by the Board.

**Committee Reports:**

**Building and Grounds Committee**

**Mr. Charles J. Harrell, Chair**

Due to Mr. Harrell's absence, Mr. Koonce acted as Chair for the Building and Grounds Committee.

Mr. Paul reported:

**1. For Information: Nursing Education and Simulation Center Phase II (Project #2615)**

- All ductwork is installed. Insulation of ductwork is in process.
- Installation of fencing at the dumpster pad is complete. The dumpster gates will be completed this month.
- Insulation has been completed. Insulation inspection passed on 4/2/2024. Drywall to follow.
- Chillers to arrive in late May.
- The project is 67% complete. Target completion is 8/1/2024.

**2. For Information: Tiny Town Renovation (Project # 2676)**

- Rough-in electrical work continues in April.
- Ground mounted Roof Top Unit (RTU) slab installed. Roof Top Unit (RTU) curb has been placed.
- Exterior Insulation Finishing System (EIFS) installation has started.
- The project is 70% complete. Target completion is 7/16/2024.

**3. For Information: Tiny Town Renovation Phase II (Project 2819)**

- We are currently in the planning stages for the interior layout of this building. Designer solicitation will be sent out once planning is complete.
- Target completion TBD.

**4. For Information: Cumberland County Regional Fire and Rescue Phase II (Project #2634)**

- The Construction Documents were submitted to the State Construction Office and FTCC for review on 2/15/2024.
- State Construction Office review of the Construction Documents continued through 4/10/2024.
- Preliminary target start for this project is July 2024.
- Target completion of the project is July 2025.

**5. For Information: Neill Currie HVAC Renovation (Project # 2636)**

- Our HVAC contractor has placed a Conex in parking lot 22A for project materials.
- Air handler units are ordered and target delivery is 9/13/2024. Target completion is January 2025.

**6. For Information - Thomas McLean Administration Building HVAC (Project #2767)**

- Phase I in the cashier's section of the Administration Building is complete. New ceiling grid installed. New LED light fixtures installed. Ceiling tiles installed.
- The legal, payroll, and procurement sections of the Thomas McLean building started ceiling and HVAC demo on 3/4/2024. Target completion of these sections is 4/18/2024. We will then move to complete additional phases of HVAC repair in the left side business and finance offices. To complete the project, we will move to the mechanical room and the roof of the Thomas McLean Administration building.

- The air handler unit has been received and is in storage awaiting installation in May.
- The project is 35% complete. Target completion of the project is July 2024.

**7. For Information - Building Trades Center Renovation (Project #2699)**

- FTCC submitted the project plans to the City of Fayetteville for review. Plan review by the City of Fayetteville to be completed by 4/30/2024.
- A pre-bid meeting for the project occurred on 3/26/2024. Twenty general contractors participated.
- A bid opening meeting is scheduled for 4/11/2024. Contractor selection to follow.
- Once the project is awarded, the projected time in construction will be 8 months.

**8. For Information – Regional Truck Driver Training Center (Project #2635)**

- We are currently in the schematic design (SD) phase for phase 1 of this project. FTCC received SD plans from Crawford Design Company on 2/6/24.
- Phase 1 of the project will consist of parking facilities, sidewalks, drives, 10 acre driving pad, stormwater controls, grading, utilities, landscaping, and associated items.
- Value engineering in process. We will be moving into the design development (DD) phase with the State Construction Office in April.
- Boring sample collection for environmental testing is complete. We expect to receive the test results in April.
- Target completion is TBD.

**9. For Information: Continuing Education Center Roof Replacement (Project #2825) \$1.5MM**

- This roof replacement project was approved by the State Board in March. The new roof will be a PVC roofing system.
- A solicitation for designer was published on 3/5/2024. The solicitation closed on 3/28/2024.
- Designers will be interviewed between 4/12/2024 and 4/16/2024. Designer selection to follow.
- Total roof budget is \$1,500,000.00. Design \$125,000.00. Construction \$1,275,000.00. Contingency \$100,000.00
- Target completion is TBD.

**Finance Committee**

**Mr. Chandan Shankar, Chair**

Due to Mr. Shankar's absence, Ms. Gregory acted as Chair for the Finance Committee.

Ms. Todd and Mr. Dunn reported:

**1. For Acceptance: FTCC Financial Statement Audit Report for fiscal year ended June 30, 2023.**

The Financial Statement Audit Report for the year ended June 30, 2023 was presented to the Board. The results of the audit disclosed no deficiencies in internal control over financial reporting that the auditor considers to be material weaknesses in relation to the audit scope or any instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The audit opinion stated that the College's financial statements present fairly, in all material respects, the financial position of the College as of June 30, 2023, and the changes in financial position and cash flows for the year ended were in accordance with accounting principles generally accepted in the United State of America.

Mr. Koonce moved to accept the FTCC Financial Audit Report for fiscal year ended June 30, 2023. The motion was seconded by Mrs. Tucker and was unanimously approved by the Board.

## **2. For Approval: FTCC 2024-2025 County Budget Request**

The College is seeking approval to request an increase of \$400,000 for the 2024-2025 County Budget for deferred maintenance.

Mrs. Tucker moved to approve the 2024-2025 County Budget Request. The motion was seconded by Ms. Thurman and was unanimously approved by the Board.

## **3. For Information: Monthly Capital Project Update**

The Monthly Capital Projects Summary lists all current formal projects and their total budgets and details the current design contract, construction contract, and other miscellaneous amounts associated with the projects. The summary includes total committed costs and available funding to commit, as well as total costs spent as a percentage of the approved project budget amounts. The report also includes capital funding balances and future capital funding needs. There are currently a total of approximately 55 million in active projects.

## **4. For Approval: Amended Project - NCCCS 3-1 Project # 2699, Building Trades Center Renovation – Increase \$320,000; Total Budget: \$3,820,000 NCCCS SCIF**

FTCC opened general contractor bids on April 11, 2024. All bids came in higher than the designers cost estimate and our current budget. The College seeks approval to increase the budget by \$320,000, which will allow FTCC to move forward with the lowest bidder.

Mrs. Tucker moved to approve amendment of the NCCCS 3-1 Project # 2699, Building Trades Center Renovation. The motion was seconded by Mr. Koonce and was unanimously approved by the Board.

## **Human Resources**

**Mr. Ronald Crosby Jr., Chair**

Mr. Carl Mitchell reported:

### **Closed Session to Discuss Honorary Trustee Nominations**

Mr. Crosby moved to go into Closed Session to discuss Honorary Trustee nominations. The motion was seconded by Ms. Thurman and was unanimously approved by the Board.

Mr. Crosby moved to come out of Closed Session. The motion was seconded by Mr. Koonce and was unanimously approved by the Board.

**1. For Information: 2024 Honorary Trustee Update**

On March 18, 2024 an electronic nomination form was released to the Board of Trustees. The open nomination period was established for March 19 to March 28, 2024. The Board requested nominations received during the nomination period shall be provided to the Board of Trustees at the April 15, 2024 Board meeting for review, discussion and/or consideration.

**2. For Information: Semi-Annual Job Vacancy Status Report**

The Job Vacancy Report reflects vacant positions during the last 6 months. The data is provided for analysis of time required to fill each position.

**SGA Report**

**Ms. Erin Fredericks, SGA President**

**President's Report**

**Dr. Mark Sorrells**

**Next Board Meeting – Monday, May 20, 2024**

**See Written Report**

**Adjournment**

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Mr. William Hedgepeth, Chair