

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

## May 15, 2017

Held at the Wesley A. Meredith Horticulture Educational Center.

### Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Dr. Dallas Freeman, Mr. Hilton T. Hutchens, Dr. William D. Haithcock, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mr. William S. Wellons, Jr., Mr. David R. Williford, and SGA President Christopher Haywood.

### 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 Learning 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, 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

There were no guests attending the meeting.

### Ethics Awareness and Conflict of Interest Statement

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

### Approval of Minutes of April 18, 2017 Meeting

On a motion by Mr. Hutchens and seconded by Mr. Harrell the minutes of the April 18, 2017, meeting were unanimously approved by the Board.

Mr. Wellons made a motion to amend agenda for approval of the revised Conflict of Interest Policy. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

## COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:16 a.m. prior to this meeting

Mr. Harrell reported.

### Discussion of YMCA Lease Renewal

During the Building and Grounds Committee meeting, Mr. Rick Houp, YMCA Director, reviewed with the Trustees the programs that the YMCA offer.

#### Discussion

- The Trustees of Fayetteville Technical Community College and the Young Men's Christian Association of the Sandhills, Inc. entered into a lease agreement July 1, 2011.
- The lease was extended for three years, July 1, 2014 through June 30, 2017.
- Currently, the YMCA is paying \$75,000 annually in twelve (12) equal monthly payments of \$6,250.
- The YMCA desires to update locker rooms, showers, restrooms, vanities, and tile work.

- The YMCA is requesting the Board reduce its rent to \$2500.00 per month over the next three (3) years to provide funding for building improvements.
- The YMCA Board meets May 23 and will not meet again until August.
- The YMCA Board would like to know what lease payments are expected over the next three (3) years.

Upon recommendation of the Building and Grounds Committee, Mr. Harrell moved that that the Building and Grounds will meet on Monday, May 22 at 3:00 p.m. for further discussion on YMCA lease renewal and that Mr. Rick Houpp and YMCA Board Chair will be invited to attend. The motion was unanimously approved by the Board.

**Approval of the Law Enforcement and Emergency Management Training Center Renovation Contractor**

- Gordon Johnson (Gordon Johnson Architecture, Fayetteville, NC) is the designer.
- Project bid opening was held May 2, 2017.
- Four (4) bids were received:
 

- M&E Contracting, Inc. (Fayetteville, NC)	\$223, 076
- Ben Stout Real Estate Services, Inc. (Fayetteville, NC)	\$250,000
- Hayes Construction, Inc. (Fayetteville, NC)	\$261,816
- Shaw Construction Company, Inc. (Spring Lake, NC)	\$313,877
- Recommend M&E Contracting, Inc. (Fayetteville, NC) be approved as the contractor for the Law Enforcement and Emergency Management Training Center renovation with a bid of \$223,076.

Upon recommendation of the Building and Grounds Committee, Mr. Harrell moved to approve M&E Contracting, Inc. (Fayetteville, NC) be approved as the contractor for the Law Enforcement and Emergency Management Training Center renovation with a bid of \$223,076. The motion was unanimously approved by the Board.

**Update on the Student Center Parking Lot Renovation**

- Projected cost \$300,000.
- Gordon Rose (Draper Arden Associates, Fayetteville, NC) is the designer.
- Highland Paving (Fayetteville, NC) is the contractor.
- Notice to proceed is May 15, 2017.
- Work is to be completed by June 15, 2017.

**Update on the Expansion of the Dental Assisting Lab**

- Projected cost \$169,772.
- The designer is Progressive Design Collaborative (Raleigh, NC).
- The contractor is Hayes, Inc. (Fayetteville, NC).
- This project is scheduled to be completed June 2017.

**Curriculum Committee** The Curriculum Committee met at 10:07 a.m. prior to this meeting.

Dr. Freeman reported.

**Approval to Conduct a Needs Assessment for an Associate of Applied Science Degree in Cancer Information Management (A45130)**

**Curriculum Description:**

The Cancer Information Management curriculum is designed to provide individuals with the knowledge and skills necessary to maintain a cancer data collection system that is consistent with medical, administrative, ethical, legal and accreditation requirements.

Students will analyze health records according to standards set by various agencies, compile, maintain, monitor, and report cancer data for research, quality management, facility planning and marketing; abstract and code clinical data; and obtain survival data through yearly follow-up.

Graduates may be eligible to take the national certifying examination given by the National Cancer Registrars Association to become a Certified Tumor Registrar (CTR). Employment opportunities include health care facilities, data organizations, and government agencies.

### Job Outlook

The Bureau of Labor Information:

- 2016 Median Pay: \$38,040 per year / 18.29 per hour
- Number of Jobs, 2014: 188,600
- Job Outlook, 2014-2024: 15% increase (much faster than average)
- Cancer Registrars are expected to continue to be in high demand as more types of special purpose registries are needed.
  
- Associate Degree Information
  - The program could start by Fall 2019.
  - Courses will be offered online, hybrid, and face-to-face.
  
- Resources Required
  - One full-time instructor position will be needed to accommodate the management of the program, recruitment, advising, and instruction of courses.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve conducting a Needs Assessment for an Associate of Applied Science Degree in Cancer Information Management (A45130). The motion was unanimously approved by the Board.

### **Approval of the High School-to-Community College Articulation Agreement between Cumberland County Schools and Fayetteville Technical Community College**

Goal: Student will make a seamless transition to identified courses from secondary to postsecondary education for college credit.

The Cumberland County Partnership Articulation Agreement will build on the statewide articulation agreement by responding to new and emerging industries, providing for programs unique to the partnership, and including additional articulated courses and pathway alignments.

Ten FTCC programs may receive students from the areas of:

- Agricultural Education
- Business, Finance and Information Technology Education
- Family and Consumer Science Education
- Health Science Education
- Marketing and Entrepreneurship Education
- Trade and Industrial Education
- Technology Engineering & Design Education

The agreement was last approved March 2012.

Upon approval, the agreement will be effective July 1, 2017.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve the High School-to-Community College Articulation Agreement between Cumberland County Schools and Fayetteville Technical Community College. The motion was unanimously approved by the Board.

### **Information on the Presidents for Entrepreneurship Pledge College of Excellence Award**

- FTCC has been named by the National Association of Community College Entrepreneurship (NACCE) as the national winner of the *Presidents for Entrepreneurship Pledge* College of Excellence Award for demonstrating entrepreneurial excellence in “Increasing Entrepreneurs Engagement in Community Colleges.”
- The award was presented to Dr. Keen at the NACCE President’s and Chancellor’s breakfast at the AACC Conference on April 24 in New Orleans.
- FTCC will receive a feature article in NACCE’s quarterly journal, be highlighted as an innovator on NACCE’s social media platforms, and be identified as a subject-matter expert for future articles, speaking events and other venues.

### **Information on SkillsUSA**

- SkillsUSA state competitions were held April 26-28, 2017 in Greensboro.
- Fifteen students participated in 7 different areas of competitions.
  - Fantasy Hair & Makeup
  - Hair Coloring
  - Prepared Speech
  - Collision Repair
  - Autobody Refinishing Technology
  - Welding Sculpture
  - Welding Fabrication
- Four FTCC Students placed
  - 1<sup>st</sup> Place – Fantasy Hair & Makeup – Lourdes Asturias
  - 4<sup>th</sup> Place – Collision Repair – Christopher Abraham
  - 4<sup>th</sup> Place – Welding Sculpture – Brianna Livingston
  - 5<sup>th</sup> Place – Hair Coloring – Jocelyn Fox

**Finance Committee** The Finance Committee did not meet prior to the Board meeting.

Mr. Wellons reported.

### **Approval of Scholarships from Self-Supporting Funds**

Request approval of scholarships from self-supporting funds not to exceed \$240,000 for 2017-18 academic year. Increase from \$200,000 to \$240,000 additional funds needed in order to assist out of state veterans and be designated a Yellow Ribbon College.

Mrs. Ingram made motion to approve scholarships from self-supporting funds not to exceed \$240,000. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

### **Approval of Revised NCCCS 3-1 Form for Renovation of Cosmetology Building**

State equipment funds will be the source of funds supporting the project. Total funds - \$36,800.00.

The following rooms will require additional plumbing and electrical in order to support growth. Room 4 will be adding Color Station, Room 10 will be replacing Nail Tech Workstations, Room 19 will be adding 28 Styling Stations and 4 Shampoo Stations which will require 28 dedicated circuits and the installation of plumbing to support Shampoo Stations.

Dr. Haithcock moved to approve the Revised NCCCS 3-1 Form for Renovation of Cosmetology Building. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

**Approval to use County Funds for Renovation of Recently Acquired Property at 1038 McKenzie Road, Spring Lake Instead of Bond Funds**

Bond funds were approved by the Board for this project at the April 2017 Board meeting. By using County funds we can start renovation sooner, and complete the project for fall semester.

Mr. Harrell moved to approve the use of County Funds for renovation of recently acquired property at 1038 McKenzie Road, Spring Lake instead of Bond Funds. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

**Approval of Revised I-22 Miscellaneous Services/Information (1-22.1 Conflict of Interest Policy (Attachment A)**

Mr. Hutchens moved to approve the revised I-22 Miscellaneous Services/Information (I-22.1 Conflict of Interest Policy). The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

**Human Resources Committee** The Human Resources Committee did not meet prior to the Board meeting.

Mr. Crosby reported.

**Revision of Voluntary Shared Leave Program, Administrative Procedures Manual** (Attachment B)

The highlighted revisions align the College's policy with a rule change approved by the State Board of Community Colleges in April 2017 and became effective May 1, 2017.

Mrs. Lewis moved to approve the revised Voluntary Shared Leave policy. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

**Request Approval to Add Employee Definitions to the Employee and Affirmative Action Manual** (Attachment C)

Adding the definitions will improve clarity of the different FTCC employee categories.

Mrs. Lewis moved to approve request to add employee definitions to the Employee and Affirmative Action Manual. The motion was seconded by Mr. Hutchens and unanimously approved by the Board.

**Special Trustees' Business**

**Mr. Charles E. Koonce**

The ACCT Leadership Congress 2017 is scheduled for September 25-28, 2017 in Las Vegas, NV. The early bird registration ends July 21.

Notification of Expiration of Trustee Terms – June 30, 2017 and Appointing Agency

- Hilton T. Hutchens, Jr. – Governor
- Mrs. Delores Ingram – School Board (Reappointed) 2017-2021
- Mrs. Sheryl J. Lewis – Board of County Commissioners

**SGA Report**

**Mr. Christopher Haywood, SGA President**

Christopher Haywood was re-elected SGA President for the 2017-2018 academic year.

**President's Report**

Next Board Meeting – Monday, June 19, 2017

Graduation – May 19, 2017

See Written Report: Dr. Keen referred to the President's Report – (1) FTCC Psychology students placed 2<sup>nd</sup> in Carolina's Psychology Conference Jeopardy. (2) Advertising and Graphic Art students presented their portfolios during the Dogwood Festival. (3) Katrina Simpson, Program Coordinator for Sterile Processing, received the 2017 Bill Dennis Memorial Merit Award. (4) Foundation raised \$52,000 during fund raisers. (5) Cosmetology held a successful Career Day on May 1. (6) FTCC Chapter of National Society of Leadership and Success held induction and awards ceremony on May 4. (7) FTCC student's placed 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> at the 2017 SkillsUSA State Conference. (8) Dr. Vincent Castano has been selected as AIR IPEDS Educator. (9) First athletic banquet was held on April 26. (10) Dr. David Brand has been selected for the 2017-2018 Aspen Presidential Fellowship.

**Focus** Wesley A. Meredith Horticulture Educational Center Dedication

**Adjournment**

Mr. Hutchens moved to adjourn. The motion was seconded by Mr. Williford and unanimously approved by the Board.

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Mr. Charles E. Koonce, Board Chair

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Mr. Hilton T. Hutchens, Jr., Secretary

**(Attachment A)**

**I-22 MISCELLANEOUS SERVICES/INFORMATION**

**I-22.1 Conflict of Interest Policy**

Per Community College Law 115D-26, all employees must adhere to the conflict of interest provisions found in G.S. 14-234. G.S. 14-234 states that an employee may not act as an agent or have a pecuniary interest in a business that supplies merchandise to be used by the College and may not be rewarded for his\her influence in recommending or procuring the use of any merchandise by the College.

This legislation prohibits any employee from participating in an activity in which financial or other personal considerations may compromise, or have the appearance of compromising, the employee's judgment in performing his or her duties. Any employee who participates in activities that might be construed as involving conflict or potential conflict of interest, or may do so in the future, should report this information to the Vice President for Legal Services. Failure to do so could result in sanctions by the College. An administrative board will review each reported case and make a recommendation to the President regarding possible conflict of interest.

As required by the Department of Defense, the College, its agents, and its employees are prohibited from providing anything valued greater than \$10.00 to any person being recruited to enroll at Fayetteville Technical Community College. This prohibition shall apply to gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals and any other item having a monetary value. This prohibition shall not limit the College's ability to grant scholarships to its students.

Employees will sign a Code of Ethical Conduct Statement upon employment with the College, which will be maintained in their personnel file. The Statement is as follows:

**Code of Ethical Conduct**

All employees and contractors working for the College should adhere to legal, moral and professional standards of conduct in the fulfillment of their responsibilities. Standards of ethical conduct as set below are promulgated in order to enhance the performance of all persons engaged in working for the College.

**I. Personal Standards**

College employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of governing officials, other public officials, employees, and of the public.

- They shall devote their time, skills and energies to their office both independently and in cooperation with other employees.
- They shall abide by approved practices and recommended standards.

**II. Responsibility as Public Employees**

College employees shall recognize and be accountable for their responsibilities as professionals in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.

- They shall uphold both the letter and the spirit of the constitutions of the United States of America and the State of North Carolina, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

### **III. Professional Development**

College employees shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those engaged in life-long learning. College employees shall promote excellence in the public service and educational base of society.

### **IV. Professional Integrity-Information**

College employees shall demonstrate professional integrity in the issuance and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of federal, state, or local government policy.

### **V. Professional Integrity-Relationships**

College employees shall act with honor, integrity and virtue in all college relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the College they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices.

### **VI. Conflict of Interest**

College employees shall actively avoid the appearance of or the fact of conflicting interests.

They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.

They shall not, directly or indirectly, seek or accept personal gain that would influence, or appear to influence, the conduct of their official duties.

They shall not use public property or resources for personal or political gain.



## (Attachment B)

### I-8.8 Voluntary Shared Leave Program

#### I-8.8.1 Purpose

The purpose of the Voluntary Shared Leave Program is to allow an employee to donate leave to an employee who has been approved to receive leave through the Voluntary Shared Leave Program because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

#### I-8.8.2 General Guidelines

- (1) In cases of a prolonged medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee, from the sick leave or vacation account of an immediate family member as defined below or from the sick leave account of a non-family member.
- (2) For purposes of this policy, prolonged medical condition means medical condition that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the college may waive the requirement that the employee be absent from duty for a period of 20 consecutive workdays to participate in the program.
- (3) An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.
- (4) Participation in the voluntary shared leave program shall be limited to 1,040 hours, (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, the College President may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if the College would have otherwise granted leave without pay.
- (5) An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.
- (6) The employee shall exhaust all available leave before using donated leave.
- (7) **Non-qualifying conditions:** This leave does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated as determined by the college president or the college president's designee. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this policy and must be applied consistently and equitably.
- (8) For purposes of this Section, immediate family means:
  - a. Spouse: A husband or wife
  - b. Parent:
    - (i) a biological or adoptive parent; or
    - (ii) an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child; or

- (iii) a step-parent; or
  - (iv) in-law relationships;
  - c. Child: A son or daughter who is:
    - (i) a biological child; or
    - (ii) an adopted child; or
    - (iii) a foster child (a child for whom the employee performs the duties of a parent as if it were the employee's child); or
    - (iv) step-child (a child of the employee's spouse from a former marriage); or
    - or
    - (v) a legal ward (a minor child placed by the court under the care of a guardian); or
    - (vi) a child of an employee standing in loco parentis; or
    - (vii) in-law relationships;
  - d. Sister or brother - biological, adoptive (including step-, half- or in-law relationships);
  - e. Grandparents, great grandparents, grandchildren, great grandchildren (including step relationships); and
  - f. Other dependents living in the employee's household.
- (9.) **Administration** Leave shall be donated on a one-to-one personal basis. The college does not maintain a leave "bank" for use by persons who not already approved for participation in the Voluntary Shared Leave Program.
- (10) **Qualifying to Participate in Voluntary Shared Leave Program:** To participate in the Voluntary Shared Leave Program, an employee shall meet the following conditions:
- a. A donor or recipient shall have a half-time or more permanent, probationary, or time-limited appointment (The limitation and leave balance for permanent part-time employees shall be prorated);
  - b. A recipient shall apply or be nominated by a fellow employee to participate in the program;
  - c. A recipient shall produce medical evidence to support the need for leave beyond the available accumulated leave; and
  - d. The parent college shall review the merits of the request and approve or disapprove according to this policy:

### **I-8.8.3 Recipient Guidelines**

- (1) A prospective recipient may make application for voluntary shared leave at such time as medical evidence is provided to the College to support the need for leave beyond the employee's available accumulated leave.
- (2) Recipients of shared (donated) leave may receive a maximum of 40 sick leave hours from any one donor who is not an Immediate Family Member. 3. Recipients of shared (donated) leave shall not receive a combine total of more than 160 sick leave hours during any fiscal year from donors who are not Immediate Family Members.
- (3) Participation by full-time employees in this program is limited to 1,040 sick or vacation hours (pro-rated for part-time employees who earn leave from FTCC), either continuously or, if for the same condition, on a recurring basis. However, FTCC may grant employee continuation in the program, month by month for a maximum of 2,080 hours, if FTCC would have otherwise granted leave without pay. Part-time employees who earn leave from FTCC shall be eligible to participate.
- (4) Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or

treatment period, less the employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.

- (5) Leave donated to a recipient's leave account is exempt from the maximum accumulation carry over restrictions at calendar year end.
- (6) At the expiration of the medical condition, as determined by FTCC, any unused leave in the recipient's donated leave account shall be treated as follows:
  - a) The vacation and sick leave account balance shall not exceed a combined total of 40 hours.
  - b) Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.
- (7.) If a recipient separates from FTCC and does not become affiliated with another state agency, participation in the program ends. Donated leave shall be returned to the donor(s) on a pro rata basis.

#### **I-8.8.4 Donor Guidelines**

- (1) A FTCC employee may donate vacation, bonus or sick leave to an immediate family member in any State agency, public school or North Carolina community college. A FTCC employee may donate vacation or bonus leave to a coworker's immediate family member who is an employee in a state agency or public school provided the employee and coworker are at the same college. A FTCC employee may donate vacation, bonus or sick leave to another employee at a community college who is qualified to participate in the Voluntary Shared Leave Program in accordance with the provisions of the donee's college's voluntary shared leave policy.
- (2) A FTCC employee may donate up to 40 hours of sick leave to a non-immediate family member employee of any North Carolina community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 160 hours per year. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. Specifically, employees shall be informed: *"As a member of the Teachers and State Employee's Retirement System with an earned sick leave balance receives an additional month of service credit for each 20 days or portion thereof. The additional service credit increases the retirement benefit for the remainder of the life of the retiree."*
- (3) The minimum amount of sick leave or vacation leave to be donated is four hours. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce their sick leave account below 40 hours.

- (4) The maximum amount of vacation leave allowed to be donated by one individual is the amount of the individual's annual accrual rate. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.
- (5) An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. The donation of leave is confidential, and only those individuals authorized under G.S. 115D-29 to access employee personnel file information may view donation information consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave. The employee donating leave shall not receive remuneration for the leave donated.

## (Attachment C)

### VI-4 EMPLOYMENT PROCEDURES

#### VI-4.1 Introduction

Employment procedures are designed to establish a uniform recruiting and selection procedure throughout the Fayetteville Technical Community College campuses. It is designed to ensure that the recruiting and selection processes are fair, equitable, and in compliance with the Americans with Disabilities Act, the Office of Civil Rights, and Equal Employment Opportunities Commission rules, regulation and statutes. This manual provides the administrative staff with procedures for recruiting and selecting the most qualified employees. Uniform recruitment and selection procedures will help to ensure diversity throughout the College. Definitions of employee status are as follows:

**Full-time Permanent Employees:** A Full-time Permanent Employee is defined as an employee who works the equivalent of 40 or more hours per week and holds a position which is intended to exist for an indefinite period of time. Any such employee shall receive the employee benefits described in the Administrative Procedures Manual. Full-time Permanent Employees have no right to continued employment for any period except that stated in the employee's contract, if any.

**Full-time Temporary Employees:** A Full-time Temporary Employee is defined as an employee who works the equivalent of 40 or more hours per week and holds a position which exists for no more than 4 months during any 12 month period. Any such employee shall receive none of the employee benefits described in the Administrative Procedures Manual. Full-time Temporary Employees have no right to continued employment for any period of time except that stated in the employee's contract, if any.

**Part-time Permanent Employees:** A Part-time Permanent Employee is defined as an employee who works less than 40 hours per week and holds a position which is intended to exist for an indefinite period of time. An employee working 30 or more hours per week shall receive a pro-rata share of the employee benefits described in the Administrative Procedures Manual. Part-time Permanent employees who work less than 30 hours per week receive none of the employee benefits described in the Administrative Procedures Manual. Part-time Permanent Employees have no right to continued employment for any period of time except that stated in the employee's contract, if any.

**Part-time Temporary Employees:** A Part-time Temporary Employee is defined as an employee who works less than 40 hours per week and holds a position which exists for no more than 4 months during any 12 month period. A Part-time Temporary Employee working 30 or more hours per week shall receive a pro-rata share of the benefits described in the Administrative Procedures Manual. A Part-time Temporary Employee who works less than 30 hours per week shall receive none of the benefits described in the Administrative Procedures Manual. Part-time Temporary Employees have no right to continued employment for any period of time except that stated in the employee's contract, if any.