

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF THE BOARD OF TRUSTEES

August 20, 2018

Held at the Tony Rand Student Center Board Room at 12:57 p.m.

Members Attending

Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Dr. William D Haithcock, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Mr. Charles E. Konce, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. Williams S. Wellons, Jr., Mr. David R. Williford, and Mr. Brian Clark.

Members Absent

Mr. William Hedgepeth, II

FTCC Personnel Present

President J. Larry Keen, Board Attorney and Vice President for Legal Services and Risk Management David Sullivan, Senior Vice President for Business and Finance Robin Deaver, Vice President for Administrative Services Joe Levister, 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 Student Services Rosemary Kelly, Associate Vice President of Corporate and Continuing Education Jolee Marsh, and Dean of Public Service Linda Novak.

Call To Order

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

Recognition of Guests

Mr. Crosby

Mr. Crosby recognized Commissioners Larry Lancaster and Dr. Jeanette Council, Mr. Thomas Council, Superintendent of Cumberland County Schools Dr. Connelly, Chancellor James Anderson and the following FSU staff - Dr. Jon Young, Darnette Hall, Danti Wise, Sarah Baker, Ulisa Bowles, Thalia Wilson, Jeffrey Womble, and Pamela Jackson.

FTCC Staff – Dr. DeSandra Washington, Dr. Jolee Marsh, Ms. Linda Novak, Dr. Rosemary Kelly, Brad Losh, Jason Jones, Joe Talarico, Justin Langley, and Janan Warren.

Ethics Awareness and Conflict of Interest Statement

Mr. Crosby

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

Focus: 2018-2019 State of the College Video

Memorandum of Understanding (\$10,000 Degree Pathway) with Fayetteville State University Signing Ceremony

**Dr. J. Larry Keen, President
Chancellor James Anderson**

Dr. Larry Keen and Chancellor James Anderson signed a Memorandum of Understanding between Fayetteville Technical Community College and Fayetteville State University to offer one of the nation's most affordable pathways to a bachelor's degree. The \$10,000 Degree Pathway makes it possible for FTCC graduates to complete a bachelor's degree at FSU for a maximum total "out-of-pocket costs" of \$10,000 if they begin in the first year.

Honoree Trustee**Dr. Keen, President**

Dr. Jeanette Council was recognized and honored by the FTCC Board of Trustees as an Honorary Trustee on the Wall of Honor.

Swearing-In Ceremony**The Honorable Larry Lancaster
Chairman, Cumberland County Commissioners**

Mr. Charles E. Koonce – Reappointed by the Cumberland County School Board to a Four-year Term to Expire on June 30, 2022.

Approval of Minutes of June 18, 2018 Meeting**Mr. Crosby**

On a motion by Mrs. Tucker and seconded by Dr. Powell the minutes of the June 18, 2018 meeting were unanimously approved by the Board.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:35 a.m. prior to this meeting.

Dr. Freeman reported.

Update on the Health Technologies Center Roof Replacement

- Fleming and Associates (Fayetteville, NC) is the designer for this roof replacement.
- Triangle Roofing Services, Inc. (Zebulon, NC) was approved as the Contractor at the June 18th Board meeting.
- Project costs are:

- Design	\$ 32,000
- Construction	264,400
- Contingency	<u>20,000</u>
- Total	\$ 316,400
- The notice to proceed was provided July 23, 2018.
- The project is expected to be completed on or before September 20, 2018.

Update on Parking Lot #1 Renovation

- Draper Aden (Fayetteville, NC) was the designer for this renovation.
- Project changed to crack repair, re-seal, and stripe.
- Diamond Constructors (Fayetteville, NC) was approved as project contractor on May 21, 2018.
- Notice to Proceed was May 28, 2018.
- A change order was submitted to include repair of the parking lot behind the Administration Building at cost of \$12,604.72.
- Project costs are:

- Design	\$20,750.00
- Construction	57,516.27
- Contingency	<u>5,000.00</u>
- Total	\$83,266.27

- Estimated completion date is August 30, 2018.

Update on the YMCA Renovation

- FTCC agreed to complete desired renovations at the YMCA with repair costs coming out of collected YMCA rent payments.

- Projected cost of renovations \$122,150.

- Pool ceiling repair costs are summarized:

- Projected Cost	\$40,000
- Final Cost	<u>34,774</u>
- Savings	\$ 5,226

• Ben Stout (Contractor) for YMCA renovation	\$65,000
- Change Order #1 for pool ramp repair	1,627
- Change Order #2 for lobby front desk	<u>6,400</u>
- Contract Total	\$73,027

- FTCC Student Renovations Costs:

- Lockers	\$9,372.04
- Lumber	966.27
- Plumbing Fixtures	3,186.55
- Ceiling Tiles	754.93
- Counter Tops	<u>8,099.90</u>
- Total	\$22,379.69

- Total Project Cost:

- Pool Ceiling Repair	\$34,774.00
- Ben Stout Contract Repair	73,027.00
- FTCC Student Repair	<u>22,379.69</u>
- Total Project Cost	\$130,180.69

Approval of M&E Contracting for the Horace Sisk Hallway Renovation

- HH Architecture was approved for the design of the Horace Sisk Hallway renovation.

- Bids for this project were received June 28, 2018.

- M&E Contracting (Fayetteville, NC)	\$97,899
- Shaw Construction (Spring Lake, NC)	\$98,750
- Spruill Construction (Linden, NC)	\$119,000

- Additional funds (\$64,140.83) will need to be approved in the Finance Committee to fund this project.

- Project costs are summarized:

- Design Costs	\$11,500
- Construction	97,899
- Contingency (5%)	<u>4,895</u>
- Total Cost	\$114,294

- Request approval of M&E Contracting (Fayetteville, NC) as the Contractor of the Horace Sisk Hallway Renovation with a bid of \$97,899.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve M&E Contracting for the Horace Sisk Hallway Renovation. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Approval of Lease Extension for the YMCA for the period July 1, 2020 – June 30, 2021

- Rick Houp, Director of the YMCA, met with Dr. Keen to request an extension of one year to its lease.
- Current lease ends on June 30, 2020, at a monthly rental of \$8,100 per month (\$97,200 annually).
- The college cannot extend the lease beyond June 30, 2021 without additional legal requirements.
- Request approval of YMCA lease extension for the period July 1, 2020 - June 30, 2021 at current lease of \$8,100 per month (\$97,200 annually).

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve lease extension for the YMCA for the period July 1, 2020 – June 30, 2021. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

Curriculum Committee The Curriculum Committee met at 10:50 a.m. prior to this meeting.

Mrs. Ingram reported.

Approval to Conduct an Impact Assessment for a New Program, Natural Hair Care Specialist Certificate (CXXXXX), to Begin the Fall 2019 Semester

The Natural Hair Care certificate program will provide individuals the training required to become licensed Natural Hair Care Specialist and gain eligibility to take the Natural Hair Care Certification Examination. FTCC will seek approval for the certificate through the North Carolina Community College System. This will be a new stand-alone certificate to the North Carolina Community College System.

Purpose of Implementation

- To provide individuals with formal training in Natural Hair Care.
- To meet NC State Board of Cosmetic Arts requirements for Natural Hair Care
- To offer High School Connections certificate.

Program Need

- Qualified Natural Hair Care Specialist are in demand due to the increase of health conscious individuals that are seeking a more natural holistic approach to hair care without the use of harsh chemicals.
- A survey of 422 potential Natural Hair Care Specialists in North Carolina showed that only 59% of the testing candidates successfully passed the exam without formal training (2014).
- According to the NC Cosmetic Arts Board Statistics for 2017, the ratio of Natural Hair Care Specialist does not meet the ratio of other Cosmetology programs. This is due in part to the lack of instructional programs.
- Due to newly passed G.S. 88B – 14 Bill stating that individuals must be licensed in the field of Natural Hair Care in order to practice in the state of North Carolina.

Program Information

- One semester certificate program to start in the fall 2019 semester.
- Will offer morning, afternoon and evening classes to curriculum and high school students. High School students will complete in two semesters
- Clinical and concept education courses offered face-to-face with traditional options.
- Program will be Financial Aid eligible
- A one-time cost of under \$200 to High School Students includes uniform, work kit, book

Resources Required

- Instructor to teach the course.
- Instructional supplies
- Milady Standard Natural Hair Care & Braiding.
- **Textbook ISBN 13:9781133693680 Workbook ISBN 13:9781133765653 Course Management guide ISBN 13:9781133765622 DVD series 13:9781133765639**
- **Instructional Mannequins.**
- Practical and all other equipment used for this program already exists.

On recommendation of the Curriculum Committee, Mrs. Ingram moved to approve conducting an Impact Assessment for a new program, Natural Hair Care Specialist Certificate (CXXXXX), to begin the fall 2019 semester. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for January 1, 2018 through May 15, 2018

- This past term there were 476 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 1,244: 758 Occupational Extension; 282 Self-Supporting; 161 College/Career Readiness; 19 Customized Training; 24 Human Resources Development.
- Based upon the Guidelines: 476 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.

On recommendation of the Curriculum Committee, Mrs. Ingram moved to accept FTCC's Continuing Education Accountability Plan Term Report for January 1, 2018 through May 15, 2018. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Information on Summerscapes 2018 and Continuing Education Summer Semester (Information only)

- Summerscapes for 2018 was a huge success. There were 98 classes offered with over 1,030 school-aged students enrolled. Revenue increased by 9%.

Summerscapes					
	2016	2017	% (+/-)	2018	% (+/-)
Enrollment	899	1024	13.90%	1024	0.00%
Classes	85	90	5.88%	98	8.89%

- The Corporate and Continuing Education CE2 or Summer Term is almost complete. At the end of the summer session in 2017, the total FTE was 535. This summer with two weeks remaining our FTE is 726 (191 FTE above last summer). The enrollment for summer 2018 thus far is 5,442.

Curriculum Summer and Fall Semester Report (Information only)

- Breakdown of enrollments for summer 2018.
 - Summer start was down 7% FTE.
 - We recovered and ended 4% up in FTE due to multiple start dates.
- Cumulative total 2017 summer end 5,234. Cumulative total 2018 summer end 5,269.
- High School Connections numbers.
 - High School Connections ended fall 2017 at 1,184.
 - As of today 1,119 and still have, a start date at end of month.
- Cumulative total 2017 fall start 11,035. Cumulative total 2018 fall start 9,828.
- Fall start is 4% down in FTE but we have start dates in September, October, November and December.

Finance Committee The Finance Committee met at 11:16 a.m. prior to this meeting.

Mr. Williford reported.

Approval of Revision to Administrative Procedures Manual I-12, Sound Fiscal and Management Practices, Effective August 1, 2018

I-12 SOUND FISCAL AND MANAGEMENT PRACTICES

The Board of Trustees adopts policies that assure sound fiscal and management practices. Sound fiscal and management policies include the following:

- (1) The College shall spend funds prudently and consist with the College's approved budget.
- (2) The College shall demonstrate stewardship of state financial resources by effectively executing the College's budget to ensure that the percentage of state current operating funds remaining unexpended does not exceed five percent or five times the system-wide percentage, whichever is greater.
- (3) The College shall ensure that institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance after the posting of all accrual entries shall be reviewed. In the event the negative balance is not due to a planned reason, the College shall develop a plan to rectify the negative balance, and the information shall be reported to the Board of Trustees at its first scheduled meeting following year-end.
- (4) The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual.

(5) The College shall provide financial reports to the Board of Trustees at intervals determined by the Board of Trustees. Scheduled financial reporting is as follows:

August: Student services budget, miscellaneous general funds budget, athletic budget, biannual pension spiking report

September: Foundation audit reports

October: Write-offs of uncollectible funds report

November: College prepared financial statements report

January: Annual internal equipment audit report

February: Biannual pension spiking report

March: State budget update

April: Recommended county budget for subsequent fiscal year

May: Scholarships paid from self-supporting funds report

June: Status of childcare center

Other financial reports shall be presented to the College's Board of Trustees when available. These reports include, but are not limited to the annual state budget, annual salary and benefit changes, policy updates, changes in tuition and/or fees, capital project reports, and financial statement/other audits.

(6) The College shall maintain a system of internal controls as prescribed by G.S. 143D-7.

(7) The College shall not overdraw accounts. The College shall ensure bank accounts are reconciled, and identify any discrepancies and a plan for resolution within 30 business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board of Trustees at its first scheduled meeting following the month of non-compliance.

(8) The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline.

(9) The College shall ensure that audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.

(10) The College shall address any finding identified in audits, compliance reviews, SACSCOC reviews, and other monitoring reviews.

(11) The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence.

(12) The College shall monitor faculty and staff turnover by providing a biannual employee vacancy report for information to the Board of Trustees during the October and April meetings.

On recommendation of the Finance Committee, Mr. Williford moved to approve revision to Administrative Procedures Manual I-12, Sound Fiscal and Management Practices, Effective August 1, 2018. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Approval of the 2018-19 Miscellaneous General Funds Proposed Budget

The Miscellaneous Current General Funds Budget for Fiscal Year 2018-2019 provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions. The proposed budget for 2018-2019 is \$136,000.00.

On recommendation of the Finance Committee, Mr. Williford moved to approve the 2018-19 Miscellaneous General Funds Proposed Budget of \$136,000.00. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Approval of the 2018-19 Student Services Proposed Budget

STUDENT SERVICES SUPPORT BUDGET

05-770-96108

2018-2019

Description	2017-2018 Approved Budget	2017-2018 Expenses	2018-2019 Proposed Budget
Salaries and Benefits	\$132,120.00	\$118,040.32	(1) \$112,800.00
SGA Administrative Expense	150.00	-	150.00
Travel	14,350.00	11,387.45	14,675.00 (2)
Student Events (includes intramural/club support)	92,085.00	81,029.75	82,000.00
First Aid Supplies	100.00	-	100.00
Membership Dues	1,449.00	350.00	1,449.00
SGA Officers Stipend	2,100.00	2,225.00	2,225.00 (3)
ID Card Equipment Maintenance and Supplies	38,572.00	31,006.90	33,072.00 (4)
Equipment/Furniture	-	-	-
Software	1,000.00	-	1,000.00
Total Expenses	281,926.00	244,039.42	247,471.00
 Cash Carry Forward	28,725.00		37,769.00
Student Activity Fee Transfer	253,201.00		209,702.00
Funding	281,926.00		247,471.00

(1) Part-time employee changed to full-time Student Athletics Technician November 2017; currently paid from Athletic Programs budget

(2) FTCC SGA President serving as 2018-19 Eastern Division Rep for NCSGA (meet monthly)

(3) Under budgeted for 2017-18

(4) Decreased based on spending history

On recommendation of the Finance Committee, Mr. Williford moved to approve the 2018-2019 Student Services Support Budget of \$247,471.00. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Approval of the 2018-19 Athletic Proposed Budget

ATHLETIC PROGRAMS BUDGET				
05-770-96111/96112/ 96113/96114/96115/96116/96117/96118/96119				
2018-2019				
Description	2017-2018 Approved Budget	2017-2018 Expenses	2018-2019 Proposed Budget	
Salaries and Benefits	\$ 160,502.00	\$ 169,940.23	\$ 295,134.00	(1)
Supplies and Repairs	11,450.00	18,809.05	33,200.00	(2)
Travel	31,900.00	20,666.90	59,350.00	(3)
Uniforms	13,000.00	10,079.94	30,550.00	(4)
Accident Insurance	24,729.00	24,729.00	36,642.00	(5)
Miscellaneous Service Contracts	4,270.00	12,115.00	27,715.00	(6)
Tax - Ticket Sales	455.00	281.75	560.00	
Membership Dues	4,463.00	2,180.98	2,600.00	
Equipment	-	10,236.69	3,000.00	
Facility Rental			10,000.00	(8)
Total Expenses	250,769.00	269,039.54	498,751.00	
 Ticket Sales	6,500.00		8,000.00	
Student Activity Fee Transfer	244,269.00		490,751.00	
Funding	250,769.00		498,751.00	

(1) Athletic Technician, Trainer, Media Specialist, 3 Coaches and 3 Asst. Coaches for new sports, 1 Asst. Coach for Men's Basketball, and annual raise
(2) Supplies for 3 new sports; under budgeted for prior year needs
(3) Travel for 3 new sports; \$3,000 for National Tournament for one golfer; \$15,000 for National Tournament for one team
(4) Uniforms for 3 new sports
(5) Increased insurance for additional sports
(6) Increased official expense for new sports
(7) One time equipment expense
(8) Swampdogs field

On recommendation of the Finance Committee, Mr. Williford moved to approve the 2018-19 Athletic proposed budget of \$498,751.00. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Approval of NCCCS 3-1 - Amended Project Request - Horace Sisk Interior Hall Upgrade, Project # 2381

The amended project included upgrade of interior finishes in hallways of the main (central) building. Total cost of project is \$114,294.00.

On recommendation of the Finance Committee, Mr. Williford moved to approve the NCCCS 3-1 – Amended Project Request – Horace Sisk Interior Hall Upgrade, Project #2381. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Approval to Exempt Cumberland County Schools, College and Career Promise Students from \$8 Increase in Student Activity Fee for One Fiscal Year

On recommendation of the Finance Committee, Mr. Williford moved to approve exempting Cumberland County Schools, College and Career Promise students, and any other College and Career Promise students who pay their own fees or are sponsored by anyone other than Cumberland County Schools, from the \$8 increase in student activity fee for one fiscal year. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Approval of the College's Recommendation of Award for Banking Services

On recommendation of the Finance Committee, Mr. Williford moved to approve the college's recommendation of award of banking services to Capital Bank. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Biannual Pension Spiking Report (Information only)

The report is based on contribution-based benefit cap. The college has three employees that were listed on the report. They were flagged due to a promotion with increase in salary and additional instructional contracts. The employees and contributions are regularly checked by the college.

Approval of Salary and Benefit Increases for Faculty and Staff 2018-2019

The General Assembly appropriated approximately \$24 million in recurring funds in a compensation increase reserve to support recurring salary increases for community college employees. The amount appropriated is equivalent to the cost of providing an across-the-board salary increase of 2% per full-time employee. Section 35.11 of the 2018 Appropriations Act provides flexibility to community colleges to use these funds for merit adjustments, across-the-board adjustments, retention adjustments, market adjustments, or other adjustments authorized by local College policy. Compensation reserve funds may not be used for bonuses, unless the bonus is for recruitment.

The College is able to match the 2% allocated by the General Assembly. As a result, the increase for most full-time employees will be 4%. Department heads will share any exceptions with individual employees. The increase will become a part of the base salary. The increase will be retroactive to July 1 and will be reflected in the August payroll.

On recommendation of the Finance Committee, Mr. Williford moved to approve the salary and benefit increases for faculty and staff for 2018-2019. The motion was seconded by Mr. Konce and unanimously approved by the Board.

Planning Committee The Planning Committee met at 1:50 p.m.

Mr. Williford reported.

Approval of Minor Revision to the College's Mission Statement

Current Mission Statement:

Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.

Requested Mission Statement modification:

*Serve our community as a learning-centered institution to build a globally competitive workforce **that supports** economic development.*

On recommendation of the Planning Committee, Mr. Williford moved to approve the revised College's Mission Statement. The motion was seconded by Dr. Powell and unanimously approved by the Board.

2018-2023 Strategic Plan, General Education Core Competencies and Institutional Goals (Information only)

The 2018-2023 Strategic Plan, General Education Core Competencies and Institutional Goals are provided for your information and review. These documents will be returned for your approval at the September 2018 Board of Trustees meeting.

Please notify Kay Williams or Carl Mitchell prior to September 7, 2018 if you desire any modifications or revisions to the Strategic Plan, General Education Core Competencies, or the Institutional Goals.

College's Official Handbooks and Manuals (Information only)

The College's Official Handbooks and Manuals are provided for your information and review on a flash drive. The official Handbooks and Manuals will be returned for your approval at the September 2018 Board of Trustees meeting.

Special Trustees' Business

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

2018 NCACCT Leadership Seminar – September 5- 7, 2018, Asheville Renaissance Hotel, Asheville, NC

ACCT Leadership Congress, October 24-27, 2018, New York City (Early Bird Registration Deadline is August 17, 2018)

Election of Officers for 2018-2019

Board Chair – Mr. Crosby, Board Chair, opened the floor for nominations for Board Chair for the 2018-2019 year. Dr. Powell nominated Mr. Ron Crosby for Board Chair. Mrs. Ingram moved that nominations be closed and Mr. Crosby be named Chair by acclamation. The motion was seconded by Mr. Williford and unanimously approved by the Board.

Vice Chair – Mr. Crosby, Board Chair, opened the floor for nominations for the office of Vice Chairman. Mr. Crosby nominated Dr. Linwood Powell for the office of Vice Chairman. Mrs. Tucker moved that the nominations be closed and Dr. Powell be approved as Vice Chair by acclamation. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Secretary – Mr. Crosby opened the floor for nominations for the office of Secretary. Dr. Powell nominated Mrs. Delores Ingram for the office of Secretary. Mrs. Tucker moved that the nominations be closed and Mrs. Ingram be approved as the Secretary by acclamation. The motion was seconded by Mr. Williford and unanimously approved by the Board.

SGA Report

Mr. Brian Clark, SGA President

- SGA provided breakfast, snacks, and refreshments on the first day of book charge.
- Classes started today and the SGA members were stationed around the campus to greet and assist students.
- SGA is creating a map with points of interest for the N4CSGA Conference that will be held in October at the Ramada Plaza in Fayetteville.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, September 17, 2018

See Written Report: Dr. Keen referred to the President's Report. (1) Classes began today for 16-week fall semester. (2) Dr. Keen was appointed President of the National Technical Honor Society Board of Directors. (3) NC Military Business Center Defense Trade Show was held on August 7 and over 600 representatives from business, federal, state, and military organizations attended the event. (4) Fall Convocation was held August 17. Dr. Mark Milliron of Civitas Learning served as guest speaker. (5) Five students graduated from the initial class of the Commercial Driver's License Truck Driver Training Program on July 27.

Adjournment

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

Mr. Ronald C. Crosby, Jr., Chair

Mrs. Delores P. Ingram, Secretary