

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

**September 24, 2018**

Held at the Tony Rand Student Center Board Room at 1:15p.m.

**Members Attending**

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

**Members Absent**

Dr. Dallas Freeman

**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 of Corporate and Continuing Education Jolee Marsh, Associate Vice President for Academic Support DeSandra Washington, Dean of Public Service Linda Novak, Dean of Health Susan Ellis, Dean of Arts and Humanities Antonio Jackson, and Dean of Engineering and Applied Technologies Pam Gibson.

**Call To Order**

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

**Recognition of Guests**

**Mr. Crosby**

Director of Media Services Janan Warren, Senior Media Production Specialist Joe Talarico, Senior Media Production Specialist Jason Jones, Media Production Specialist Brad Losh, Audio Visual Technician Justin Longley, Carpentry Department Chair Keith Carter, Plumbing Department Chair Stephen Bullard, Vocational Student Lee Troutman and Vocational Student Jonathan Bohan.

**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 – Building and Trades Programs**

The Board viewed a video highlighting the work and accomplishments of the Building and Trades Programs. Dr. Keen thanked them for their effort, hard work and accomplishments.

**Swearing-In Ceremony**

**The Honorable Jimmy Keefe  
Cumberland County Commissioner**

Mr. David R Williford – Appointed by the Cumberland County Commissioners to a four-year term to expire on June 30, 2022.

The Swearing-in Ceremony was conducted prior to the Board meeting due to time restraints.

**Approval of Minutes of August 20, 2018 Meeting**

**Mr. Crosby**

On a motion by Mr. Koonce and seconded by Mr. Williford the minutes of the August 20, 2018 meeting were unanimously approved by the Board.

## **COMMITTEE REPORTS**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:40 a.m. prior to this meeting.

Mr. Harrell 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 18 Board meeting.
- The notice to proceed was provided July 23, 2018.
- Project costs are summarized:

- Design	\$ 32,000
- Construction	264,400
- Contingency	<u>20,000</u>
- Total	\$ 316,400
- This project is scheduled to be completed September 28, 2018

### **Discussion of Property Acquisition**

On behalf of the Building and Grounds Committee, Mr. Harrell stated that the Committee had met in Closed Session during the Committee meetings.

**Finance Committee** The Finance Committee met at 12:00 p.m. prior to this meeting.

Mr. Williford called the meeting to order.

### **Acceptance of the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Inc., for Fiscal Year Ended June 30, 2018.**

The independent auditor's opinion states that the financial statements present fairly, in all material respects, the financial position of Fayetteville Technical Community College Foundation, Inc., as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

On recommendation of the Finance Committee, Mr. Williford moved to accept the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Inc. for Fiscal Year Ended June 30, 2018. The motion was seconded by Dr. Powell and unanimously approved by the Board.

### **Acceptance of the Independent Auditor's Report and Audited Financial Statements for the FTCC Innovation Center for Fiscal Year Ended June 30, 2018**

The independent auditor's opinion states that the financial statements present fairly, in all material respects, the financial position of the FTCC Innovation Center as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

On recommendation of the Finance Committee, Mr. Williford moved to accept the Independent Auditor’s Report and Audited Financial Statements for the FTCC Innovation Center for Fiscal Year Ended June 30, 2018. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

**Approval of the Combined Budget (DCC 2-1) for Fiscal Year 2018-2019**

The Combined Budget of \$147,847,727 (State, County and Institutional funds) is required by the NC Community College System for State Board approval.

On recommendation of the Finance Committee, Mr. Williford moved to approve the Combined Budget (DCC 2-1 Form) for Fiscal Year 2018-2019. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

**Approval of the NCCCS 3-1-P Form, Acquisition and/or Disposal of Real Property**

On recommendation of the Finance Committee, Mr. Williford moved to approve the NCCCS 3-1-P Form, Acquisition and/or Disposal of Real Property. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**Curriculum Committee**

**Report on the 2018 Performance Measures for Student Success** (Dr. Jackson reported.)

**NORTH CAROLINA COMMUNITY COLLEGE PERFORMANCE MEASURES FOR STUDENT SUCCESS COMPARISON CHART (2016-2017)**

Each year FTCC is assessed on seven Performance Measures. This annual performance report is created by the NC Community College System Office based on data compiled from the previous year (2016-2017).

1. Basic Skills Progress (Continuing Education)
2. Credit Student Success Rate in College-Level English Courses (Curriculum)
3. Credit Student Success Rate in College-Level Math Courses (Curriculum)
4. First Year Student Progression (Curriculum)
5. Curriculum Student Completion (Curriculum)
6. Licensure and Certification Passing Rate (Curriculum and Continuing Education)
7. College Transfer Performance (Curriculum)

Year	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Passing Rate	Transfer Performance
2018	55.0% (-4.9%)	43.7% (+6.8%)	21.8% (+3.2%)	65.1% (+1.9%)	41.3% (-1.1%)	87.0% (-1.4%)	83.9% (+.6%)
2017	59.9%	36.9%	18.6%	63.2%	42.4%	88.4%	83.3%

We have identified the factors that contributed to the three declining scores and are working to turn those areas around.

The four areas where we are up provide evidence that we are helping our students succeed in English and math, which are most difficult courses measured in the performance report. Improvement in these courses indicates that our students are learning what they need to learn to be successful.

Basic Skills Progress decreased by 4.9% primarily due to changes in test formats for the higher learners in English as Second Language. We have put more focus on faculty training associated with those changes to enhance student performance and improvement in this area in the 2019-20 academic year.

The curriculum completion rate was down 1.1% due to a slight decrease in the number of students that transferred to four-year colleges. The number of students transferring fluctuates from year to year. The College did have a 1.9% increase in First-Year Progression indicating an enhanced focus on completion; therefore, we anticipate a corresponding increase in next year's curriculum completion rate as those students complete their studies. Our transfer performance rates increased by .6% further indicating the increase focus by the faculty on student success following their transfer or seeking employment.

The Licensure Passing Rate is down due to two programs, cosmetology and esthetics. Actions are underway to improve the passing rates in these two programs in coming years. Both programs, formerly under continuing education, have been integrated with curriculum supervision. The students that brought our scores down slightly have since completed program.

FTCC increased scores in four of the seven measures and only slightly decreased in the remaining three. All of our scores remain above the North Carolina Community College Baseline Scores.

**Approval of Building Trades Major Construction Projects for 2018-2019** (Mrs. Gibson reported.)

- FTCC started the partnership with Habitat for Humanity in 1988.
- For 2018-2019, Habitat for Humanity has invited the Building Trades programs to be involved in the construction of more Habitat homes. The number is to be determined.

On recommendation of Curriculum Committee, Mrs. Tucker moved to approve the Building Trades Major Construction Projects for 2018-2019. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**Information on the New Degree – Leadership Studies** (Mrs. Novak reported.)

- Approval from the System Office received in August 2018.
- Currently writing SACSCOC letter and developing curriculum packet for FTCC Curriculum Committee.
- Seven new courses with a focus on Leadership are being developed:
  - Introduction to Leadership
  - Evidence-Based Leadership and Decision Making
  - Leadership Capacity Assessment
  - Extreme Leadership
  - Leading Change
  - Global Leadership
- It is expected that many military will need to enroll in 13-19 credit hours to complete this A.A.S degree.
- Begin offering Leadership courses in Fall 2019.

**Information on the Program and Course Outcomes Project with Dr. Loraie Roukema and Dr. Margaret Morgan** (Mrs. Novak reported.)

The goals of this yearlong project are:

- Create a comprehensive approach to faculty development.
- Initiative 1: Student Success Troubleshooting – a cadre of seventeen instructors are receiving intensive professional development and one-on-one support to enhance instruction.

- Initiative 2: Blackboard best practices – develop a quality assessment tool.
- Initiative 3: Topical Faculty Seminars (ongoing from August 2018 – May 2019)
  - Effective Discussion Board Prompts
  - Writing a Good Assignment
  - Developing Valid Assessments
  - Diverse Learners
  - Learning Styles, Increasing Motivation to Learn
  - Rubrics
  - Curriculum Mapping Project to develop solid program, course, and module outcomes to prove learning through rigor and quality, not quantity.

**Information on Spring Lake Campus Programs** (Dr. Washington reported.)

**Spring Lake Campus**

- Major paradigm shift to meet economic needs
- Needs of the local community
- Needs globally
- Happy medium so all stakeholders may benefit from the changes

Historically Courses and Services Offered

General Education courses

- Select Continuing Education programs
- Student services
- Testing
- Counselor
- Registration
- Business Office

Current Services

- Student Services additions
- Call center
- Part time counselor
- Elimination of General Education Courses
- Limited enrollment
- Health Programs
- Welding
- LEEM

**Law Enforcement and Emergency Management (LEEM)**

- LEEM building since September 2017.
- Forty-three cadets graduated the FTCC BLET Program.
- Hosted other agencies due to the caliber of equipment such as the shoot simulator and law enforcement-driving simulator that some agencies just cannot afford. We took advantage and offered the training.
- State Bureau of Investigation and Cumberland County Sheriff's Office in the past has partnered with FTCC to have their new hires trained at our BLET Academy.
- Getting ready to generate future classes around six or seven for out-of-state law enforcement agencies.
- Company hired classes only offered specific time-like regional hosting somewhat like a regional event never hosted before.
- Students have gone on to work for the following agencies below:
- Spring Lake Police Department
  - Cumberland County Sheriff's Office
  - Fayetteville Police Department
  - Hope Mills Police Department

- State Bureau of Investigation
- Alcohol Law Enforcement
- North Carolina Special Police
- Hoke County Sheriff's Office
- Chief Hawkins of Fayetteville Police Department graduated May 2018 from the FTCC BLET Program as a lateral officer.
- Types of training:
  - Use of Force / Driver Operator / Open Source Intelligence/Courthouse Security / Traffic Stops / Radar Operator Certification / General Instructor Course/Basic Narcotics Investigations / and CPR Refresher training

### **EMS and Health Programs**

- Major need of EMS and Health Professionals
  - Interest by military
  - Interest by local community
- Biggest impact for the need to have space has been
  - Military Interest (Transition Students existing the military to find new careers) Sponsorships through Workforce Development
  - Military: Changing the directions and job classification for 68W- Army Health Care Specialist (Combat Medics)
- Partnership formed with FTCC/Womack Medical Center
  - Military Paramedic Training at FTCC – News across the US to all (Army, Navy, Air force and Marine Bases)
  - Wait list for Paramedic and Critical Care training at Fort Sam Houston Army post in San Antonio, Texas
  - Fort Bragg would like to be the “Hub” for Paramedic training on the Eastern side of U.S
  - Pentagon has been tracking progress of program at FTCC
- FTCC Spring Lake Perfect location due to
  - Location near Fort Bragg and surrounding counties (Harnett, Hoke, Lee, & Moore)
  - Clean, friendly environment
  - Convenient parking
  - Classroom capacity varies (20-30 students)

### **Welding**

Part of Transition Tech (1 of 13 programs)

- Instructor Matt Clark retired military welder in the Army
  - NCCER National Center for Construction Education and Research
  - Cannot stop talking about how amazing the program is
  - Matt stated the most fascinating thing coming from different MOS's from the Army
- SLC Welding for Ingalls (CSP)-hiring agency
- Sixteen week welding (NCCER) program (Matt teaches a 16 week course normally takes two years (civilian))
- Normally takes five years of experience to be a pipe/SHIP welder
- Certified pipe welder once course is completed passing Ingalls test
- Fifty soldiers enrolled over 1 fiscal year –
  - 47 out of 50 passed licensure to become a Certified Ship/Pipe Welder
- Six cohorts ranging from 15-20 students
  - currently six students
  - class will end December 18<sup>th</sup>
  - Five students to go on to specialty welding
- 94% hire rate
- Average Earnings on ship yard \$42,000 (first year)

**The North Carolina Community College System Conference** (Dr. Washington reported.)

The conference will be held October 7 – 9, 2018 at the Raleigh Convention Center. FTCC will be sending approximately sixty-five faculty and administrators. The culinary students will be participating in the culinary schools showcase during the conference.

**FTCC Faculty and Staff Presenting at Conference**

Dr. Larry Keen Mr. Carl Mitchell Dr. Vincent Castano	Getting the Story Right Use of common data sets
Dr. DeSandra Washington	FTCC Excellence in Teaching and New Employee Orientation – Pathways to Success
Dr. Jolee Marsh	FTCC Military and Veteran Programs – Transition Tech (Roundtable)
Dr. Rosemary Kelly Mr. Casey Groover	ADA Compliance Advancement Using Accredited Quality Matters Checklist
Dr. Louanna Castleman	One “A” Really Can Make a Difference
Dr. Antonio Jackson Dr. Pia Duncan	Eliminating Road Blocks! Creating a Seamless Transfer Pathway Program
Dr. Antonio Jackson Ms. Abby Parcell (DTCC) Ms. Kara Battle (MDC)	Transferring Success: Structuring Community College Transfer to Support Upward Economic Mobility
Dr. Margaret Morley Mr. Brian Wagoner	Accessing Career Education – Providing Training Opportunities to Students with Low Literacy Levels to Include Students with Diverse Disabilities

**Human Resources Committee**

Mr. Mitchell reported.

**Information on the Employee/Student Assistance Program:** The Employee/Student Assistance Program (ESAP) provides counseling services to students, employees, and/or employee family members at no cost to the referred participant.

- Mr. John Sutton and his staff at Cape Fear Valley’s Employee Assistance Program (CFVEAP) have provided excellent service during FY 2017-18 to Faculty, Staff and students. The average number of intervention counseling hours was between 4 to 5 hours for each person seeking assistance provided in multiple counseling sessions.
- Timeliness of providing appointments during times of emergencies or crisis was excellence. Mr. Sutton and his staff provided emergency/crisis counseling services to FTCC students/employees support within just a couple of hours from initial contact for emergency referrals.
- Appointments for Non-emergency situations were scheduled at a time convenient to the student or employee calendar/schedule. These appointments were scheduled and convened in a timely manner.

- CFVEAP has provided the College with a recap of services provided in the year of 2017-18 in support of the faculty, staff and students (see attached report).
- The ESAP contract automatically renews on October 1, 2018. CFVEAP is not seeking an increase in fees or other costs to the College. CFVEAP officials have agreed to continue service delivery at the previous contracted rate of \$31,000 for the 2018-19 academic year.

### **Planning Committee**

Mr. Mitchell reported.

### **Approval of the 2017-18 Strategic Plan and Institutional Goals:**

The Strategic Plan and Institutional Goals were provided to the Board of Trustees as information at the August 20, 2018 meeting for review and requested updates by September 7, 2018. No comments or requested updates were received during the review period of August 20 to September 7, 2018.

On recommendation of the Planning Committee, Mr. Williford moved to approve the 2017-18 Strategic Plan and Institutional Goals. The motion was seconded by Dr. Powell and unanimously approved by the Board.

### **Reaffirmation of the College's General Education Core Competencies:**

The General Education Core Competencies were provided to the Board of Trustees as information at the August 20, 2018 meeting for review and requested updates by September 7, 2018. No comments or requested updates were received during the review period August 20 to September 7, 2018.

On recommendation of the Planning Committee, Mr. Williford moved to reaffirm the College's General Education Core Competencies. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

### **Reaffirmation of the College Handbooks and Manuals:**

The College's Handbooks and Manuals were provided on a flash drive at the August 20, 2018 meeting. Trustees were requested to review the Handbooks and Manuals and, if desired, to submit questions or recommendations by September 7, 2018. No questions or recommendations were received from the Board Members.

The Board of Trustees previously approved policies in the Handbooks and Manuals when those policies were originally created or prior to posting later revisions of the policies.

On recommendation of the Planning Committee, Mr. Williford moved to reaffirm the College's Handbooks and Manuals. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

### **Special Trustees' Business**

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

### **Report on the 2018 NCACCT Leadership Seminar – September 5- 7, 2018, Asheville Renaissance Hotel, Asheville, NC**

Dr. Keen, Mr. Koonce, Mr. Wellons, Dr. Powell and Dr. Marsh attended the Seminar. Meetings were informative and positive. Dr. Marsh presented at the Seminar.

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



**SGA Report**

**Mr. Brian Clark, SGA President**

- The SGA will meet Wednesday, September 26, to assess reported needs of Hurricane Florence.
- Constitution Day is scheduled for Thursday, September 27.
- N4CSGA Conference will be held October 19-21 at the Ramada Inn in Fayetteville.

**President's Report**

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

**Next Board Meeting – Monday, October 15, 2018**

**Foundation Gala**

**Mrs. Lorna Ricotta, Executive Director for the Foundation**

The FTCC Foundation will hold its annual Chair's Gala on Thursday, October 4, from 6-9 p.m. at the Tony Rand Student Center Multipurpose Room. Tickets are \$100 each, and sponsored tables are available. The Foundation will honor Dr. Dallas Freeman and the Honorable Jim Ammons at this year's Gala.

**Adjournment**

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

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Mr. Ronald C. Crosby, Jr., Chair

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Mrs. Delores P. Ingram, Secretary