

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

January 19, 2016

Held in the Board Room of the Tony Rand Student Center at 12:50 p.m.

Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mr. David McCune, Dr. Linwood Powell, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr., and Student Government Association President Sherita Ashford.

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 Technology Bob Ervin, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Assistant to the President Kay Williams, and Secretary to the President Monika Morris.

Members Absent

Mr. Hilton T. Hutchens, Jr. and Mr. David R. Williford.

Call to Order

The meeting was called to order by Board Chair Mr. Charles E. Koonce.

Recognition of Guests

Mr. Koonce recognized *Fayetteville Observer* Reporter Catherine Pritchard, Audio Visual Engineer Ernie Rivas, Webmaster Mary Mitchell, and Digital Content and Social Media Specialist Mallory Cerda.

Ethics Awareness and Conflict of Interest Statement

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

November 16, 2015 Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Ingram, the minutes of the November 16, 2016 meeting were unanimously approved.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:30 a.m. prior to this meeting. Mr. McCune presented the report to the Board.

Update on Mae Rudd Williams Elementary School Renovation (Information only)

- Cumberland County Schools approved the use of Mae Rudd Williams Elementary School by Fayetteville Technical Community College at its December Board meeting.
- This agreement will be a three-year lease.
- This facility is located at 901 Lillington Highway in Spring Lake, NC.
- This facility consists of two buildings.
 - The main building has 19,381 square feet.
 - The hut building has 2,352 square feet.
- It will be used for auto collision repair classes.
- Renovations are projected to be completed to allow classes to start March 8, 2016.

Update on College Facility Use (Information only)

- FTCC Administrative Procedures Manual, Paragraph I-22.10 states, "Use of facilities is limited to state agencies or non-profit organizations and private businesses that loan or donate equipment and do not charge fees for such use."
- Summaries of facility use for fiscal years 2013-2014 and 2014-2015 were reviewed.

Curriculum Committee The Curriculum Committee met at 10:45 a.m. prior to this meeting. Dr. Freeman presented the report to the Board.

Information on the Adult Basic Education Classes Moving to Cumberland County Schools' Pauline Jones Middle School Location (Information only)

- The college will lease the school during the summer.
- There will be no rent but the college will assume operational expenses.
- The college will need to purchase adult size furniture.
- The school will allow for the expansion of 18 classrooms, media room and a stage.
- Adult Basic Education classes will be held there beginning August 2016.
- Security will be present.

Finance Committee The Finance Committee met at 11:00 a.m. prior to this meeting. Mr. Wellons presented the report to the Board.

Annual Internal Equipment Audit for 2014-2015 The Annual Internal Equipment Audit for 2014-2015 determined that FTCC's losses were 0.00% by item and 0.00% of acquisition cost of equipment.

Approval of Final NCCCS 3-1 for the Roof Replacement of Center for Business and Industry and Horace Sisk The last approved cost was \$837,400.00, minus changes of \$49,789.00, equals a revised total cost of \$787,620.00

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Final NCCCS 3-1 for the Roof Replacement of Center for Business and Industry and Horace Sisk. The motion was unanimously approved by the Board.

Approval of Amended NCCCS 3-1 for the Elevator Upgrade for Cumberland Hall and YMCA The estimated cost for the elevator upgrade for Cumberland Hall and the YMCA is \$187,780.00.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Amended NCCCS 3-1 for the Elevator Upgrade for Cumberland Hall and YMCA. The motion was unanimously approved by the Board.

Update on Child Care Center (Information only)

- Ms. Alecia Paschal, Director of the Childcare Center, has 25 years of experience in child care and has increased the capacity from 142 to 160.
- Total income for the first six months was \$571,371.00.
- Estimated income for the next six months with 80% capacity is \$569,238.00, 90% capacity is \$635,640.00, and 95% is 668,841.00.
- Estimated gross income for 2015-16 with 80% capacity is \$1,140,610.00, 90% capacity is \$1,207,012.00 and 95% capacity is \$1,240,213.00.
- Estimated expenses for 2015-16 with 80%, 90%, and 95% capacity are \$1,365,665.00
- Estimated net loss for 2015-16 with 80% capacity is \$225,055.00, 90% capacity is \$158,653.00, and 95% capacity is \$125,452.00.
- Estimated expenses for 2016-17 with 80%, 90%, and 95% capacity are \$1,406,635.00.

- Estimated net loss for 2016-17 with 80% capacity is \$243,803.00, 90% capacity is \$109,262.00, and 95% capacity is \$41,991.00.

Dr. Keen announced to the Board that Mrs. Smith had been awarded the State Controller's Fiscal Integrity Award. The award is presented each year to a state employee or agency that has demonstrated a record of exemplary adherence to the ethical principles of fiscal integrity and honesty, worked to sustain open government, and has an earned reputation for fairness and service to the citizens of the State.

Human Resources Committee The Human Resources Committee met at 11:22 a.m. prior to this meeting. Mr. Crosby presented the report to the Board. (Information only)

2014-15 Duplicated and Non-Duplicated Graduates:

- 3,081 duplicated 2014 graduates compared to 2,596 in 2013-14.
- 2,163 unduplicated graduates compared to 1,850 in 2013-14.

2014-15 Job Placement Report

- 93.7% College Job Placement Rate compared to 93.4% in 2013-14.
- 66% employed in Cumberland County compared to 65.1% in 2013-14.
- 41.7% working in their curriculum field of study compared to 60.1% in 2013-14.
- \$35,568 unduplicated salary average compared to \$37,300 in 2013-14.
- 34 Graduates reported they are self-employed compared to 16 in 2013-14.
- 514 graduates decided to continue their education in lieu of seeking a job.
- 86 students are not seeking employment at this time.
- 194 graduates could not be contacted (telephone, address and email changed).

2014-15 Military and Veteran Graduates:

- 364 military active duty compared to 317 in 2013-14.
- 381 veterans compared to 397 in 2013-14.

2014-15 Graduate and Employer Satisfaction Rates

- 98.7% of graduates were satisfied with the quality of their academic program.
- 97.8% of graduates accomplished their goals while at FTCC.
- 97.7% of employers were satisfied with recent FTCC graduates they hired.
- 97.7% of employers would consider hiring future FTCC graduates.

Planning Committee The Planning Committee met at 11:43 a.m. prior to this meeting. Dr. Freeman presented the report to the Board.

Notification of the 2015-16 Strategic Planning Cycle

- The College's 2015-2016 Strategic Planning Cycle began July 1, 2015.
- The 2015-2016 Strategic Plan was approved by Board of Trustees on September 11, 2015.
- Following Strategic Plan approval, each program and staff function created their annual assessment plan with projected outcomes, achievement targets, and measurements of assessment. Assessment Plan activities align with the approved Strategic Plan and Institutional Goals.
- The current Strategic Planning Cycle will continue until June 30, 2016 at which time assessment plan outcomes will be measured, analyzed, and reported upon, setting the stage for projected goals and achievement targets for the next annual planning cycle.
- The 2016-2017 annual planning cycle will launch on July 1, 2016.

Review of the FTCC Mission Statement, Purpose Statement, Institutional Goals, and General Education Core Competencies

As part of the annual planning cycle, the FTCC Mission Statement, Purpose Statement, Institutional Goals, and General Education Core Competencies are provided to the Board of Trustees at the January meeting each year.

- Any comments, suggestions, or recommended changes should be sent to Kay Williams by February 3, 2016.
- The documents will be returned to the Board of Trustees at the February 2016 meeting for reaffirmation consideration.
- See attachments that were last reaffirmed at the September 11, 2015 Board of Trustees meeting:
 - Mission Statement
 - Purpose Statement
 - Institutional Goals
 - General Education Core Competencies

Special Trustees' Business

The Association of Community College Trustees National Legislative Summit will be held February 8-11, 2016, Washington, D.C.

Next Board Meeting – Monday, February 15, 2016

See Written Report Dr. Keen referred to the President's Report dated January 19, 2016. (1) Spring Semester 16-week classes began January 11. Registration for Spring II is under way. (2) Mike Neal has been named the new Athletic Director for FTCC. (3) Professional Women of Fayetteville presented a \$1,000 donation to the FTCC Foundation for their scholarship. (4) The Culinary Arts students received bronze medal in the American Culinary Federation Competition December 2015 in Charlotte. (5) The Society of American Military Engineers presented at FTCC in December on solar energy.

Focus: FTCC's Redesigned Website.

Mr. Brent Michaels presented a PowerPoint presentation on steps and processes for the website redesign.

Research Core Team: Mallory Cerda – Project Lead, Mary Mitchell – College Webmaster, Web Editors – Selected from Key Areas (5), David Brand, and Brent Michaels.

Set Goals

- Redesign FTCC website with emphasis on user experience and navigability.
- Create a universal and cohesive look and feel throughout the website.
- Streamline and simplify site navigation.
- Develop a solution that establishes uniformity across all departments.
- Marry art and code to insure robust site.
- Implement the new website on a Content Management System to empower website administrators to make changes quickly and efficiently to the website without prior coding knowledge.
- Reach and speak to both prospective and current students alike.

Select Vendor / Content Management System (CMS)

- Retained O3 Strategies, Inc. as vendor.
 - Three phase development process and rollout.
 - Hosting and maintaining website on their server.
- Using WordPress as CMS.
 - Free / open-source.
 - Maintained / updated by O3.

Set Target Dates

- Phase I / Strategy & Creative Milestones.
 - April – June 2015.
 - Information gathering.
 - Analysis.
 - Creative exploration & expedition.
 - Developed Home Page.
 - Developed 13 major landing pages.
- Phase II /Implementation & Testing.
 - July – October 2015.
 - Developed 170 content pages / templates.
 - Posted on Staging Server.
 - Tested & vetted all pages.
- Phase III / Launched New Website.
 - November 14, 2015.
 - Daily updates / Mallory & Mary.
 - Web request form implemented for requested updates.
 - All requests processed by Marketing & PR department for vetting & consistency.
 - Improved & updated on a daily basis.

Adjournment Upon motion by Mr. Wellons, seconded by Mrs. Lewis, and unanimously approved by the Board, the meeting was adjourned at 1:50 p.m.

Mr. Charles Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary