

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

**January 16, 2018**

Held at the Tony Rand Student Center Board Room at 1:07 p.m.

## **Members Attending**

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Dr. William D. Haithcock, Mr. Charles J. Harrell, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. Williams S. Wellons, Jr., and SGA President Christopher Haywood.

## **Members Absent**

Mr. David R. Williford

## **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, Associate Vice President for Business and Finance Charles Smith, 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, and Executive Assistant to the President Kay Williams.

## **Call To Order**

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

## **Recognition of Guests**

**Mr. Crosby**

Mr. Crosby recognized Audio Visual Engineer Joe Frydl, Dean of Computer and Information Technology Tenette Prevatte, and Department Chair for Systems Security and Analysis Chris Herring.

## **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.

## **Approval of Minutes of November 20, 2017 Meeting**

**Mr. Crosby**

On a motion by Dr. Freeman and seconded by Mr. Koonce the minutes of the November 20, 2017 meeting were unanimously approved by the Board.

## **Approval of Minutes of April 18, 2016 Closed Session Meeting**

On a motion by Dr. Powell and seconded by Mrs. Ingram the minutes of the April 18, 2016 Closed Session meeting were unanimously approved by the Board.

## **COMMITTEE REPORTS**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:37 a.m. prior to this meeting.

Dr. Freeman reported.

## **Approval of H-H Architecture as the Designer for Horace Sisk Hallway Renovations**

- H-H Architecture was approved for the design of previous Horace Sisk hallway renovations.
- Funds were not available to complete initial design due to contractor bids.

- The project scope has been modified to use available funds to renovate hallways in the front of the building.
- Projected cost is \$50,153.17.
- Recommend H-H Architecture be approved as the designer for Horace Sisk hallway renovations.

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve H-H Architecture as the Designer for Horace Sisk Hallway renovations. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

### **Update on the YMCA Renovations**

- FTCC agreed to complete desired renovations with cost of repairs coming out of collected YMCA rent payments.
- Projected cost of renovations \$122,150.
- FTCC building trade students will
  - Replace lockers in locker rooms
  - Build benches in locker rooms
  - Replace bathroom stalls
  - Replace acoustical tile in dressing areas
  - Replace worn lavatories
- Renovations to the lobby and main floor will be contracted.
- Work is projected to start January 24, 2018, and end April 30, 2018.

Discussion was held concerning the engineer's report on the YMCA ceiling in pool area.

**Curriculum Committee** The Curriculum Committee met at 10:55 a.m. prior to this meeting.

Mrs. Ingram reported.

### **Approval to offer a new Associate of Applied Science Degree in Leadership Studies (A25XXX)**

- On November 20, 2017 the FTCC Board of Trustees gave approval to pursue a new Associate in Applied Science in Leadership Studies.
- FTCC plans to submit an application to the NCCCS office for approval to offer the program starting the Summer Semester 2018.
- The Associate in Applied Science in Leadership Studies program is specifically designed for students who wish to advance their career in a new job or assume a higher leadership position within their current organization. According to the US Bureau of Labor Statistics, leadership degree majors can be found in any industry. Leadership degree programs prepare students for positions in fields such as education, entertainment, government, religious organizations, retail businesses, healthcare, business, sports, politics and non-profits.
- A three-year accountability report must be submitted by the College three years after the program implementation. The report must include information on enrollment, completers, employment, licensure/accreditation and other pertinent information.

Upon recommendation of the Curriculum Committee, Mrs. Ingram moved to approve the offer of a new Associate of Applied Science Degree in Leadership Studies (A25XXX). The motion was seconded by Mr. Koonce and unanimously approved by the Board.

### **Information on the Funeral Service Education**

- The FSE department is on the upswing in customer service to students and an increase in course offerings:
  - FA 17 additional Embalming Lab added to meet needs of graduating students.
  - SP 18 two additional labs have been added to meet needs of graduating students.
  - 21 sections are offered SP 18 up from 16 sections in SP 17.
- Hired Shawna Rodabaugh to replace Mike Landon, Shawna formerly managed the Embalming Lab for University of Chicago Medical School.
- Shawna has initiated discussions with Fort Bragg about enrolling military into FSE and working together about Embalming Needs.
- Lynn Montgomery, FSE Department Chair, has added key personnel to Advisory Board for more in-depth feedback into program, students are also now included.
- The Department has mailed over 700 Funeral Homes in North Carolina promoting our Embalming Services. We have had a strong response from Funeral Homes that cannot serve someone due to financial circumstances, or the demand is too great at their business. This helps the Department have enough donors available to meet greater student need.
- The Department has contacted all medical schools in NC to make them aware of our program, currently we serve East Carolina University only, in process of making follow-up contacts.
- Most importantly student satisfaction has greatly increased with positive feedback verbally to the Department Chair, student evaluations, and positive emails to the Dean concerning the program.
- Shawna is incorporating technology into the program by creating a national group of embalmers who are available to the students to share experiences through a private Facebook page.
- We have updated the Merchandise Room, in the process of purchasing a ceiling mounted body lift, and have plans to update the Embalming Lab to meet OSHA Standards, an updated classroom space is planned for FA18.
- Enrollment has grown 5% from this time last year and the number of inquiries has increased.
- Examining adding Soft Cure Embalming process to the program to expose students to latest procedures occurring in the field.

### **Information on the Project Success**

Fayetteville Technical Community College (FTCC) was chosen by the Department of Education to be the recipient of service offerings through ECMC Group for free over the next 3 years. The ECMC Group and its family of companies provide financial tools and services to help students succeed and achieve their academic and professional goals.

FTCC is currently using ECMC solutions. In the past, the College used USA Funds and paid \$9,000 a month for their services. Not only is it a cost savings for FTCC, but ECMC provides grace counseling, 31+ days delinquency counseling, forbearance counseling, cohort default rate management and LoanTracker software. Our projected default rate for 2015 is 16.98% down from 23.2% from 2014.

Recently, FTCC was awarded \$20,000 for Emergency Aid for students. The Emergency Aid Program is designed to assist students with unforeseen financial obstacles in the form of gift cards for food, automobile repairs, or any type of aid deemed eligible by the program managers.

### **Information on IPEDS**

Since 2010, according to the National Center for Education Statistics, the on-time graduation rate for first-time, full-time students at FTCC has increased from 7% to 18%. The total number of completions rose from 1,363 to 2,495, which represents a substantial increase of 1,132.

According to the College Affordability and Transparency Center, the average net price for attending FTCC decreased by \$6,000 since tracking such costs began, which makes FTCC one of the most affordable two-year, public colleges to attend regionally. According to institutional data, within-term retention rates increased by 10% since 2010, to 78%.

The high quality, low-cost educational benefits of attending FTCC are best represented by the substantial increase in completions, on-time graduation rates, within-term retention rates, and decreases with net price. In this same time period the number of students defaulting on student loans has dropped from nearly 27% to almost 16%.

### **Information on FTCC Ranked #1 Nationally by Military Friendly® Schools and Victory Media**

December 18, 2017 - Fayetteville Technical Community College (FTCC) announced today that it has been ranked #1 nationally in the Top 10 Gold Category College Award (large community colleges) for 2017-18 by Military Friendly® Schools and Victory Media. Now in its 16<sup>th</sup> year, the Military Friendly® Schools list provides a comprehensive guide for veterans and their families using data sources from federal agencies, veteran students, and proprietary survey information from participating organizations.

The Military Friendly® Schools list is created each year based on extensive research using public data sources for more than 8,800 schools nationwide, input from student veterans, and responses to the proprietary, data-driven Military Friendly® Schools survey from participating institutions. For the first time, student survey data was taken into consideration for the designation.

### **Cumberland Polytechnic High School**

Dr. Brand distributed and presented the Cumberland Polytechnic High School Fall 2017 Student Grade Distribution for information.

**Finance Committee** The Finance Committee met at 11:10 a.m. prior to this meeting.

Dr. Freeman reported.

### **Approval of NCCCS 3-1 Form for Horace Sisk Interior Hall Upgrade**

NCCCS 3-1 Form for Horace Sisk interior hall upgrade for \$50,153.17 was presented for approval. State equipment funds will be the source of funds supporting the project.

Upon recommendation of the Finance Committee, Dr. Freeman moved to approve the NCCCS 3-1 Form for Horace Sisk interior hall upgrade. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

### **Annual Internal Equipment Audit Report for Fiscal Year Ended June 30, 2017**

The Annual Internal Equipment Audit for Fiscal Year Ended June 30, 2017 determined that FTCC's total number and value of items reported lost/stolen were five (5) and cost was \$4,975.81.

### **Fiscal Year Ended June 30, 2017 Financial Statement Audit Status** (Information Only)

The NC Office of the State Auditors began audit fieldwork related to the financial statement audit for the fiscal year ended June 30, 2017 on Monday, January 8. The state auditors expect to be on campus for approximately three weeks.

**Human Resources Committee** The Human Resources Committee met at 11:35 a.m. prior to this meeting.

Dr. Powell reported.

### **2017 Job Placement Report** (Information Only)

- 2,479 unduplicated curriculum graduates
- 1,318 actively seeking employment with 1,221 obtaining employment within 6 months of graduation
- 123 were not seeking immediate employment
- 597 elected to continue their educational goals
- 441 could not be located
- Job Placement Rate = 92.6%

**Planning Committee** The Planning Committee met at 11:50 a.m. prior to this meeting.

Dr. Powell reported.

### **Board of Trustee Self-Assessment for 2017-18** (Information Only)

- The Self-Assessment fill-in form was released electronically after the November 2017 Board meeting.
- Twelve Board members completed the self-assessment from November 21 to December 31, 2017.

### **Review of the FTCC Mission Statement, Purpose Statement, Institutional Goals, General Education Core Competencies and 2018 Planning Assumptions** (Information Only)

As part of the College's Strategic Planning Cycle, the planning documents are provided as information every January.

- Suggestions, comments, or recommended changes should be sent to Kay Williams by February 2, 2018.
- The following planning documents and any requested changes will be returned to the Board of Trustees at the February Board meeting for approval.

- Purpose Statement
- Mission Statement
- Institutional Goals
- General Education Core Competencies

**Special Trustees' Business**

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

The 2018 Community College Legislative Summit will be held in Washington, DC, February 11-14, 2018.

Mr. Crosby stated the Board Agenda and attachments will be emailed instead of mailed to the Trustees for review beginning February 2018.

**SGA Report**

**Mr. Christopher Haywood, SGA President**

- The SGA participated in the MLK Parade.
- The SGA served coffee/breakfast to students on the first day of class.
- Aqua Massage vendor will be on campus on January 30.

**President's Report**

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

Next Board Meeting – Monday, February 19, 2018

Mr. Bob Ervin, Vice President for Technology, retired effective January 1, 2018. The technology area has been reorganized. Dr. Brand will be responsible for BlackBoard. Media Services will report to Mr. Michaels. IT (MIS) will report to Mr. Levister. Mrs. Lorraine Williams will report to Mrs. Ricotta.

Mr. David Sullivan updated the trustees on the lawsuit. Depositions will begin next week.

Foundation Update – Mrs. Lorna Ricotta

- Giving was up at the end of December 2017.
- Donor Celebration - March 9, 2018.
- Auction/Gala and Golf Tournament - April 26-27, 2018.
- As of today, 76 students have applied for the Cape Fear Valley Nursing Scholarship.

**Focus: Cyber Security**

Ms. Tenette Prevatte, Dean of Computer and Information Technology and Mr. Chris Herring, Department Chair for Systems Security and Analysis, brief the Trustees on the Cyber Security program.

Fayetteville Technical Community College is in the application process to become a DHS and NSA recognized Center of Academic Excellence in Cyber Defense Education.

FTCC is a National Cyber Security Awareness Month 2017 Champion.

FTCC has been awarded membership in the National CyberWatch Center as a higher education institution. The National CyberWatch Center is a consortium of over 300 higher education institutions, public and private schools, businesses, and government agencies focused on collaborative efforts to advance cybersecurity education and strengthen the national cybersecurity workforce.

**Adjournment** 1:55 p.m.

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

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Mrs. Delores P. Ingram, Secretary