

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

February 15, 2016

Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.

Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Mr. Hilton T. Hutchens, Jr., Dr. Dallas Freeman, Mrs. Delores P. Ingram, Mr. David McCune, Dr. Linwood Powell, Mr. William S. Wellons, Jr., Mr. David R. Williford, 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 Human Resources and Institutional Effectiveness Carl Mitchell, and Executive Assistant to the President Kay Williams.

Members Absent

Dr. Marye J. Jeffries, Mrs. Sheryl Lewis, and Mrs. Esther R. Thompson.

Call to Order

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

Recognition of Guests

Mr. Koonce recognized Public Relations and Marketing Assistant Wanda Dail, I-CAR Program Coordinator Paul Gage, Dean of Engineering and Applied Technology Pam Gibson, Chair of the North Carolina Nursing Board Martha Ann Harrell, *Fayetteville Observer* Reporter Catherine Pritchard.

Ethics Awareness and Conflict of Interest Statement

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

January 19, 2016 Meeting

On a motion by Mr. Hutchens and seconded by Dr. Freeman, the minutes of the January 19, 2016 meeting were unanimously approved.

Dr. Keen introduced Mrs. Martha Ann Harrell, Chair of the North Carolina Nursing Board. Mrs. Harrell shared a success story about one of FTCC's Licensed Practical Nursing students.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:40 a.m. prior to this meeting. Mr. McCune presented the report to the Board (information only).

Update on CBI Building Renovation for Economic Development Corporation

On November 16, the Board approved lease of 1,448 square feet in the Center for Business and Industry Building.

- The space will be leased to the County on lease with three one-year renewal options.
- County will reimburse the College for operational costs.
- Economic Development Corporation will be operational in the CBI Building March 1, 2016.

Update on Mae Rudd Williams Elementary School Renovation

- Cumberland County Schools approved the use of Mae Rudd Williams Elementary School by Fayetteville Technical Community College at its December 2015 Board meeting.
- This agreement began January 1, 2016 and will end January 31, 2019.
- Building will be used for auto collision repair classes.
- Coordination has been made to rezone property from residential to commercial.
- Classes are projected to be held in the facility fall 2016.

Curriculum Committee The Curriculum Committee met at 10:50 a.m. prior to this meeting. Dr. Freeman presented the report to the Board.

Approval to offer a new Certificate in Surgical First Assistant (CXXXX)

- On October 20, 2014, the FTCC Board of Trustees gave approval to pursue a new stand-alone certificate.
- FTCC plans to submit an application to the NCCCS office for approval to offer the program starting the 2016 Spring Semester.
- The certificate will allow the College to provide qualified surgical personnel an opportunity to advance in their career opportunities.
- With the growing aging population, the Association of American Medical Colleges estimates there will be a shortage of 91,500 doctors by 2020. Surgical Assistants can help fill the shortage by providing highly-trained personnel to fill the gap.
- Currently, North Carolina does not have any schools which offer CAAHEP accredited Surgical First Assistant training. This is a great opportunity for FTCC to become a part of this “cutting edge” profession.
- 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.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the offer of a new certificate in Surgical First Assistant (CXXXX). The motion was unanimously approved by the Board.

Approval of Operations at Kings Bay Naval Submarine Base, Kings Bay, Georgia

In November of 2015, FTCC was asked by the United States Navy to submit an application to be an On Base Provider of Education for the Kings Bay Submarine Base in Kings Bay, Georgia, and a partner in the Navy College Program. On January 29, 2016, FTCC was notified by the United States Navy that we had been selected from among more than 50 colleges and universities. The next step in the process is a site visit that is planned for the week of February 22, 2016.

FTCC will provide an on base presence to include the following services:

- Recruitment
- Counseling and Placement
- Face to Face, Hybrid and Distance Education Classes

Kings Bay Naval Submarine Base is home to Trident Nuclear Submarines and to active duty personnel from the Navy, Marines, and Coast Guard. In addition to the Sailors assigned to the submarines and sub support units, there is a contingency of Marines and Sailors responsible for security and a Coast Guard unit responsible for Maritime Protection.

The Commanding Officer permits civilians living in the surrounding areas of Camden County and the communities of St. Mary's and Kingsland to attend classes aboard the installation. While not included in the base needs assessment, local community leaders have informed us the community holds similar educational interests in the areas of high tech, computers, law enforcement, etc.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve operations at Kings Bay Naval Submarine Base, Kings Bay, Georgia. The motion was unanimously approved by the Board.

Approval of Air Force ROTC Program and Partnership with Fayetteville State University

FTCC and FSU have partnered to start the process to officially designate FTCC as an approved Air Force Reserve Officer Training Corps school. FSU and FTCC have met to discuss the process and we expect a fall 2016 start date. The applications have been submitted and verbally approved by the United States Air Force. Students will attend leadership training at FSU while attending FTCC and may be selected to attend the final two years at FSU that will lead to an Air Force commission.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the Air Force ROTC Program and Partnership with Fayetteville State University. The motion was unanimously approved by the Board.

Finance Committee The Finance Committee met at 11:15 a.m. prior to this meeting. Mr. Wellons presented the report to the Board (information only).

State Budget Reversion of \$485,345.00, Approximately 0.75% of Formula Budget

The College was required to revert \$485,345.00 which is approximately 0.75% of the formula budget.

Update on State Budget as of February 5, 2016

The original allocation was \$66,946,991.00 with a net increase of \$2,185,558.00 for a total revised budget allocation of \$69,132,549.00.

Human Resources Committee The Human Resources Committee met at 11:20 a.m. prior to this meeting. Mr. Crosby presented the report to the Board (information only).

Distribution of 2016 Honorary Trustee Award Nomination Forms and Information Related to the Award Process

Nomination forms for the Honorary Trustee Award were disseminated and criteria and procedures were reviewed.

Advanced Notification of the Annual Evaluation of President J. Larry Keen

The annual evaluation of President J. Larry Keen will be conducted at the March 21, 2016 Board meeting.

Planning Committee The Planning Committee met at 11:40 a.m. prior to this meeting. Dr. Freeman presented the report to the Board.

Request reaffirmation of FTCC Purpose Statement, Mission Statement, Institutional Goals and Core Competencies (Attachments)

The planning documents were provided to the Board of Trustees, as information, on January 19, 2016 requesting review and notification of any desired changes by February 3, 2016. No changes were received.

On the recommendation of the Planning Committee, Dr. Freeman moved to reaffirm the FTCC Purpose Statement, Mission Statement, Institutional Goals and Core Competencies. The motion was unanimously approved by the Board.

Release of the 2015-2016 Planning Assumptions

Any recommendations, changes, or modifications to the 2015-2016 Planning Assumptions are requested to be provided to Kay Williams or Carl Mitchell prior to February 26, 2016. The Planning Assumptions will be returned to the Board of Trustees at the March 21, 2016 meeting for approval.

Special Trustees' Business

Update on the Association of Community College Trustees National Legislative Summit, February 8-11, 2016, Washington, D.C – The Trustees reported the conference was very informative and the college had good representation. Dr. Keen, Mr. Koonce, Mrs. Ingram, Dr. Jeffries, Mr. McCune, Mrs. Thompson, and Ms. Ashford attended the Summit.

The 2016 NCACCT Law/Legislative Seminar will be held April 20-22, 2016, Raleigh Marriott Crabtree Valley.

President's Report

Next Board Meeting – Monday, March 21, 2016

State of Economic Interest (SEI) is due April 15, 2016.

The Foundation Auction and Golf Tournament will be held April 21-22, 2016.

The college has signs for pickup promoting the Connect NC Bond.

Legislators are meeting on campus today on voter redistricting.

Focus: Paul Gage, Program Coordinator for Collision Repairing and Refinishing, gave an update on the Ford MLR Program.

- Program will start on March 10.
- Automotive Systems will have five starts per year.
- Board of Advisors is comprised of the local Ford dealers.
- All the automotive services classes will be moved into the MLR Program.
- Program will be expanded to include business students in courses such as estimation.

Adjournment Upon motion by Mr. Wellons, seconded by Mr. Hutchens and unanimously approved by the Board, the meeting was adjourned at 2:00 p.m.

Mr. Charles Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary

I-3 PURPOSE STATEMENT AND MISSION STATEMENT

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, business and industry, general education, college transfer, and continuing education programs, which meet the needs and desires of its diverse students and economic development needs for the community. To improve the educational base of society, FTCC encourages life-long learning and strives to prepare students for further workforce and educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his/her abilities and interests. The College is in partnership with the public school system through College Tech Prep and other programs. Further, agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-centered college, FTCC offers courses and programs at times and places convenient to students in a variety of delivery modes. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to contribute effectively to society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other avocational or practical skills required for the rapidly changing technological advances in the community.

Approved: FTCC Board of Trustees, April 27, 1992

Provided as information January 19, 2016 with reaffirmation at the February 2016 meeting

Note: The Administrative Procedures Manual publishes the most current official Purpose Statement for FTCC. Any reprint of the FTCC Purpose Statement must use this source, verbatim and in its entirety.

FTCC MISSION STATEMENT

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

Approved by the FTCC Board of Trustees August 2008

Provided as information January 19, 2016 with reaffirmation at the February 2016 meeting

FTCC Institutional Goals

- 1. Respond to student and community needs through measurable goals**
- 2. Establish a culture of quality customer service**
- 3. Ensure fiscal responsibility, accountability and financial stability**
- 4. Focus on workforce preparedness to support economic development**

Originally adopted by the FTCC Board of Trustees, September 16, 2013.

Provided as information January 19, 2016 with reaffirmation at the February 2016 meeting