

BOT FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

February 20, 2017

Held in the Board Room of the Tony Rand Student Center at 1:10 p.m.

Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Dr. William D. Haithcock, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mr. William S. Wellons, Jr., and Mr. David R. Williford.

Members Absent

Mr. Charles J. Harrell, Mr. Hilton T. Hutchens, and Mr. Christopher Haywood.

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 Director for the Foundation Lorna Ricotta, and Executive Assistant to the President Kay Williams.

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 Alicia Banks.

Ethics Awareness and Conflict of Interest Statement

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

Approval of Minutes of January 17, 2017 Meeting

On a motion by Dr. Freeman and seconded by Mr. Williford, the minutes of the January 17, 2017, meeting were unanimously approved.

COMMITTEE REPORTS

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

Mr. Wellons reported.

Update on the Horace Sisk Building Renovation

- Projected cost is \$450,000.
- Progressive Contracting Company, Sanford, NC, is the contractor.
- Notice to proceed was November 7, 2016.
- This project will be completed on February 20, 2017.

Update on the Student Center Parking Lot Renovation

- Projected cost is \$300,000.
- Gordon Rose, Draper Allen Associates, Fayetteville, NC, is the designer.
- Highland Paving, Fayetteville, NC, is the contractor.
- Notice to proceed date is May 11, 2017 and it is projected to be completed June 15, 2017.

Update on the Advanced Technology Center Cooling Tower Replacement

- Projected cost is \$90,000.
- Bass Heating and Air is the contractor.
- Work started February 3 and the system was operational on February 8, 2017.

Finance Committee The Finance Committee met at 10:45 a.m. prior to this meeting.

Mr. Wellons reported.

Request Approval of Specific Fees (IE SBCCC 700.5) to Support the Associate Degree Nursing Program

The course specific fee in the amount of \$35 per semester gives the student access to ExamSoft software.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the specific fees (IE SBCCC 700.5) to support the Associate Degree Nursing Program. The motion was unanimously approved by the Board.

Annual Internal Equipment Audit for 2016-2017

The Annual Internal Equipment Audit for FY 2016 determined that FTCC's losses were 0.00% by item and 0.00% of acquisition cost of equipment.

Approval of NCCCS 3-1-P for Purchase of Two Properties

The college must submit NCCCS 3-1-P form to purchase 16,355 sq. ft. facility for \$650,000, plus estimated \$3,000 in closing costs and 1.60 acre plot for \$175,000, plus back taxes for 2016 at \$2,000 and estimated closing costs of \$3,000. Both properties are contiguous to the FTCC Spring Lake Campus. The facility will house Continuing Education instruction and the land will be used for associated parking.

On recommendation of the Finance Committee, Mr. Wellons moved to approve the NCCCS 3-1-P for Purchase of Two Properties. The motion was unanimously approved by the Board.

Approval of NCCCS 3-1 for Renovation of Dental Assisting Lab in Health Technology Building

Equipment funds in the amount of \$169,772 will be used for capital improvements necessary to accommodate additional dental lab equipment.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the NCCCS 3-1 for renovation of the Dental Assisting Lab in the Health Technology Building. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:00 a.m. prior to this meeting.

Mr. Crosby reported.

Non-Discrimination and Equal Opportunity Policy Statement

The VI-1 Non-Discrimination and Equal Opportunity Policy Statement was revised to include Genetic Information as an additional non-discrimination protected group classification.

VI-1 NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY STATEMENT

The Trustees of Fayetteville Technical Community College is committed to providing a non-discriminatory and harassment-free environment for faculty, staff, students, and visitors at the College. Accordingly, it is the policy of Fayetteville Technical Community College (FTCC) to prohibit all forms of illegal discrimination and to foster a campus environment which empowers individuals to bring forth claims of illegal discrimination without fear of retaliation. No form of illegal discrimination shall be tolerated whether it arises in the employment environment or arises in some manner which impedes the ability of students, employees, and others to access any service offered by the College. FTCC shall place a special emphasis on providing training designed to help faculty, staff, and students recognize, intervene, prevent, and end illegal discrimination based on sex or gender, including sexual harassment, sexual violence, sexual assault, sexual orientation and/or gender identity, stalking, domestic violence, dating violence, or other forms of intimate partner violence.

In the event an allegation of illegal discrimination is made, FTCC shall:

- Inform the alleged victim of options and assistance which may be available to them;
- Maintain confidentiality to the fullest extent permitted by law;
- Thoroughly and impartially investigate the allegation;
- When reasonably necessary, provide interim remedy(ies) pending a final resolution;
- Provide all parties involved in the allegation a prompt and equitable determination of the merits of the claim;
- Decide whether the allegations are more likely than not to have occurred (preponderance of the evidence standard); and,
- If it is more likely than not that the allegations occurred, resolve the allegations in a manner designed to end the discrimination, prevent its reoccurrence, remedy the effects upon the victim and the community, and impose reasonable sanctions on any party found to have engaged in behavior prohibited by this policy.

Illegal discrimination shall be defined as any action or decision that interferes or denies a person employment or participation in any educational program/activity at FTCC based upon race, color, national origin, religion, sex/gender, age, **genetic information**, disability, political affiliation. Sexual harassment, sexual assault, stalking, domestic violence, dating violence, or other forms of intimate partner violence are prohibited and considered to be forms of sex/gender based discrimination.

FTCC faculty, staff, students, and visitors to the College shall be permitted to bring forth claims of illegal discrimination without fear of retaliation. It shall be a violation of this policy for any faculty, staff, student, or visitor to retaliate against an individual bringing forth such claims or defending themselves against an allegation of misconduct. It shall also be a violation of this policy to knowingly make false claims or statements regarding illegal discrimination.

On the recommendation of the Human Resources Committee, Mr. Crosby moved to approve the revised Non-Discrimination and Equal Opportunity Policy Statement. The motion was unanimously approved by the Board.

Distribution of 2017 Honorary Trustee Award Nomination Fill-in Forms

Nomination forms and procedures were distributed to the Trustees.

Nominations may be submitted to Carl Mitchell or Kay Williams at any time prior to the next Board of Trustees meeting or nominations may be submitted during the March 2017 Board meeting.

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

The President's annual evaluation is scheduled to be completed during the March 2017 Board of Trustees meeting.

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

Dr. Freeman reported.

Request Reaffirmation of the FTCC Purpose Statement, Mission Statement, Institutional Goals, and Core Competences

The planning documents were provided to the Board of Trustees, as information, on January 17, 2017 requesting review and notification of any desired changes by February 3, 2017. 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.

Response to the 5th Year Compliance Report

Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) notified Dr. Keen that the Commission's Committee on Compliance and Reports have reviewed FTCC's 5th Year Compliance Certification report (submitted to SACSCOC in September 2016). Findings were as follows:

Quality Enhancement Plan (QEP) Impact Report: The report was accepted as submitted.

Comprehensive Standard 3.13.1 (Policy compliance with "Accrediting Decisions of other Agencies"). This standard was addressed in the September 2016 5th Year Compliance Report; however, SACSCOC requested additional supporting evidence via a referral report by April 3, 2017:

- The College stated that it described its purpose, governance, programs, degrees, diplomas, certificates, personnel, finances and constituencies to its other accrediting agencies in the same manner as it describes itself to the SACSCOC, evidence was not provided.
- The requirement to include supporting evidence to this standard for separate accrediting agencies recognized by Department of Education was not required in previous compliance report submissions. It is now required to demonstrate compliance with CS 3.13.1.
- In a telephone call to the SACSCOC Vice President assigned to FTCC, (Dr. Steven Sheeley), we were advised the College should provide copies of our separate accreditation agency compliance reports, along with the accreditation agency's responses when submitting our referral report. The evidence reports are needed for separate accreditation agencies recognized by Department of Education.
- We have identified that 7 of our programs of study have separate accreditations listed on the DOE website. We have already collected copies of those submissions and the responses we received from those accrediting agencies. A team consisting of faculty, staff, and deans are preparing our response. We will attach PDF versions of our most recent separate accreditation agency submissions and the separate accreditation agency responses. With the submission of the referral report and evidence described above, the College believes we will have demonstrated full compliance.

- The referral response will be released prior to the April 3, 2017 due date.
- The 7 programs of study with separate accreditation agencies that are DOE recognized are as follows:
 - Associate Degree Nursing
 - Funeral Service Education
 - Paralegal Technology
 - Physical Therapist Assistant
 - Radiography
 - Dental Hygiene
 - Dental Assisting

Upon acceptance of the referral report and copies of the separate accreditation agency reports/responses, our next compliance report will be the 10th year submission due March 2020.

Special Trustees' Business

Mr. Charles E. Koonce, Board Chair

Update on the Community College National Legislative Summit – February 13-16, 2017 Washington, D.C. Mr. Charles Koonce, Mrs. Delores Ingram, Mr. Christopher Haywood and Dr. Larry Keen attended the National Legislative Summit. The Summit was informative and SGA President Christopher Haywood represented the college well.

Upcoming - 2017 NCACCT Law/Legislative Seminar – March 29-31, 2017, Raleigh, N.C.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, March 20, 2017

Statement of Economic Interest (SEI) is due April 15, 2017.

Foundation Auction and Golf Tournament – April 27-28, 2017

Focus – Meeting with the Legislative Delegation

Legislators: Senators Ben Clark and Wesley Meredith, Representatives Elmer Floyd, Marvin Lucas, William Richardson and John Szoka were in attendance.

The College had an opportunity to thank them for all they do for Fayetteville Technical Community College and the NCCCS. Dr. Keen presented to the legislators the NCCCS 2017 Budget Recommendations.

Adjournment

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

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary