

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

March 20, 2017

Held in the Board Room of the Tony Rand Student Center at 12:42 p.m.

Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Dr. William D. Haithcock, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Mrs. Sheryl J. Lewis, Mr. William S. Wellons, Jr., Mr. David R. Williford, SGA President Christopher Haywood.

Members Absent

Mr. Hilton T. Hutchens, Dr. Marye J. Jeffries, and Dr. Linwood Powell.

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 February 20, 2017 Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Ingram, the minutes of the February 20, 2017, meeting were unanimously approved by the Board.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:33 a.m. prior to this meeting

Mr. Wellons reported.

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 work is projected to be completed June 15, 2017.

Update on the Expansion of the Dental Assisting Lab

- The dental assisting lab needs to expand to meet Accreditation Board suggestions.
- This project will expand the lab by adding seven (7) dental chairs and cabinetry.
- The designer is Progressive Design Collaborative, Raleigh, NC.

- Bid open was held March 8, 2017
 - M & E Contracting, Fayetteville, NC \$262,111
 - Hayes, Inc., Fayetteville, NC \$257,000
- Recommend Hayes, Inc., Fayetteville, NC, be approved as contractor with a bid of \$257,000.

On the recommendation of the Building and Grounds Committee, Mr. Harrell moved to approve Hayes, Inc., as contractor with a bid of \$257,000. The motion was unanimously approved by the Board.

Update on the Purchase of Spring Lake Property

- Authorization to negotiate the purchase of property at 108 McKenzie Road (Koala Day Care) and 31 Duncan Road (vacant lot) was provided by the Board at the January 17, 2017, meeting.
- Contracts have been signed for this purchase:
 - 108 McKenzie Road \$650,000
 - 31 Duncan Road \$175,000
- Property closing is projected March 30, 2017.
- State Board approval to purchase these two properties was received March 17, 2017.
- Coordination is ongoing to convert this facility into a Law Enforcement and Emergency Management Center.
- Renovations are to be completed by August 1, 2017.

Curriculum Committee The Curriculum Committee met at 10:42 a.m. prior to this meeting.

Dr. Freeman reported.

Approval to offer a new certificate in Early Childhood Administration (C55850)

- The Early Childhood Administration Certificate (C55850) curriculum title and standards have been approved by the State Board of NC Community Colleges for the Special Application program application process upon college approval.
- FTCC plans to submit an application to the NC Community College System office for approval to offer the certificate starting Fall Semester 2017.
- The program will prepare individuals pursuing administration roles in diverse settings to effectively work with children, families and teachers.
- Students enrolling in this certificate will also satisfy course requirements of the Early Childhood Associate degree program.
- The five courses to be offered are as follows for a total of 16 credits.
 - EDU 119 – Intro to Early Childhood Education
 - EDU 131 – Child, Family and Community
 - EDU 261 – Early Childhood Administration I
 - EDU 153 – Health, Safety and Nutrition
 - EDU 262 – Early Childhood Administration II
- The certificate also provides an opportunity to obtain the North Carolina Early Childhood Credential Certificate.
- 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 recommendation of the Curriculum Committee, Dr. Freeman moved to approve the offer of a new certificate in Early Childhood Administration (C55850). The motion was unanimously approved by the Board.

Approval to offer a new certificate in Early Childhood Preschool (C55860)

- The Early Childhood Preschool Certificate (C55860) curriculum title and standards have been approved by the State Board of NC Community Colleges for the Special Application program application process upon college approval.

- FTCC plans to submit an application to the NC Community College System office for approval to offer the certificate starting Fall Semester 2017.
- The program will prepare individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge and practice in actual settings with preschool children.
- Students enrolling in this certificate will also satisfy course requirements of the Early Childhood Associate degree program.
- The five courses to be offered are as follows for a total of 16 credits.
 - EDU 119 – Intro to Early Childhood Education
 - EDU 131 – Child, Family and Community
 - EDU 145 – Child Development II
 - EDU 146 – Child Guidance
 - EDU 153 – Health, Safety and Nutrition
- The certificate also provides an opportunity to obtain the North Carolina Early Childhood Credential Certificate.
- 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 recommendation of the Curriculum Committee, Dr. Freeman moved to approve a new certification in Early Childhood Preschool (C55860). The motion was unanimously approved by the Board.

Approval to offer a new certificate in Ophthalmic Surgical Assistant (CXXXX)

- On August 15, 2016 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 2018 Fall Semester.
- The certificate will allow the College to provide qualified ophthalmic personnel an opportunity to advance in their career opportunities.
- OSAs will have the needed credentials to be able to scrub and assist during ophthalmic surgical procedures.
- Presently, this role is being performed by surgical technologists; however, many surgical technologists do not wish to specialize in the field of Ophthalmology.
- Based on data from the Joint Commission on Allied Health Personnel in Ophthalmology there are only 689 OSAs. Most of these professionals are being report in the United States.
- The US Bureau of Labor Statistics predicts a much faster than average growth the rate of 30% in physician assistants' jobs during 2014-2024 decade - Physician assistants and surgical staff, such as Ophthalmic Surgical Assistants.
- PayScale.com report in December 2014 that most Ophthalmic Surgical Assistants earned between \$30,677 and \$57,746 per year, including overtime and bonuses. Hourly wages ranged from \$14.13 to \$24.88.
- Must be a Certified Ophthalmic Assistant (COA) or Certified Ophthalmic Technician (COT) to enroll in the certificate.
- The didactic portion of the certificate program will be online with evening laboratory classes. This will enable currently practicing clinicians to receive training.
- 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 recommendation of the Curriculum Committee, Dr. Freeman moved to approve offer of a new certificate in Ophthalmic Surgical Assistant (CXXXX). The motion was unanimously approved by the Board.

Information on American Honda PACT Partnership

Honda America and FTCC have entered an agreement that will make FTCC the first college to have an agreement to teach technicians to repair Honda and Acura vehicles.

Information on Partnership with Department of Education Financial Aid Department

Based on our gains in student success – The DOE and specifically the Federal Financial Aid program has selected FTCC as a participant in a new initiative to help the DOE better understand how they can support colleges in helping students succeed. We will receive financial and technical support from the DOE and we will be asked to share our ideas and best practices that can be shared with other colleges.

Information on the 2016 CIHS Application Process

We are pleased to inform you that the State Board of Education and the State Board of Community Colleges have approved Cumberland Polytechnic High School to receive Cooperative Innovative High School funding for the 2017-18 school year. The funding amount will be approximately \$300,000 depending on final approval by the General Assembly. This funding will be used by Cumberland Polytechnic High School to fund support staff, instructional supplies and materials (such as laptops with charging carts), professional development, etc. Cumberland Polytechnic High School has enjoyed an outstanding first year of operation so far, with students and staff seamlessly integrated into the FTCC family. We are excited that enrollment is expected to nearly double for the 2017-18 school year.

Information on becoming a Yellow Ribbon College

FTCC is working through the process to be designated a Yellow Ribbon School by the U.S. Department of Veterans Affairs (VA). The designation would allow FTCC to provide financial assistance to student veterans, with matching funds contributed by the VA.

An example of this is FTCC would contribute up to \$1,200 to qualified, non-NC-resident students, both full-time and part-time, who are veterans. The VA will match FTCC's contribution, affording each student up to \$2,400 for tuition and fees not covered by the Post 9/11 GI Bill[®]. Yellow Ribbon awards will be granted on a first-come first-served basis.

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

Mr. Wellons reported.

Update on State Budget as of February 28, 2017

Since August 2017, the total net increase to budget is \$3,816,867.00. The original allocation was \$68,514,730.00. The total allocation is now \$72,331,597.00.

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

After bids were reviewed, based on the need for additional transformer, electrical panel, access hole, and wiring, it was determined that \$292,622 of equipment funds are needed to transfer to capital improvements.

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

Approval to Purchase Spring Lake Property with Bookstore Funds and Replace with Bond Money after Closing

On recommendation of the Finance Committee, Mr. Wellons moved to approve the purchase Spring Lake property with Bookstore funds and replace with Bond money after closing. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:19 a.m. prior to this meeting.

Mr. Crosby reported.

Annual Evaluation of President J. Larry Keen

Dr. J. Larry Keen, President, received a superior rating.

Approval of Letter to the State Board of Community Colleges on the Evaluation of President Keen

Upon recommendation of the Human Resources, Mr. Crosby moved to approve letter to the State Board of Community Colleges on the evaluation of President Keen. The motion was unanimously approved by the Board.

Honorary Trustee Award Nomination(s)

No nominations were made.

Special Trustees' Business

Mr. Charles E. Koonce, Board Chair

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

SGA Report

Mr. Christopher Haywood, SGA President

- **The NC4SGA State Conference is scheduled for April 7-9, 2017.**
- **The SGA hosted a Jazz Concert and Lecture on the History of Jazz on February 27.**
- **Trojan Basketball season has ended and the Golf has begun.**

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Tuesday, April 18, 2017

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

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

See Written Report: Dr. Keen referred to the President's Report dated March 20, 2017. (1) Over 1,300 students attended the 2017 Science Olympiad held on February 25. (2) Psychology Club presented Sheila Harriman Reid as a guest speaker for the February 25th Out of Darkness Speaker Series. (3) FTCC student Crystal Byrd was crowned Miss Fayetteville. (4) Art Gallery is opened Mondays from 9 a.m. to 3:00 p.m., Wednesdays from 12 noon to 3 p.m., and Fridays from 11 a.m. to 5 p.m. (5) College Transfer Day was held March 2. (6) Culinary has two evening meals planned for March 30 and April 13. Tickets are \$12.96 each and available through cashier's office. (7) Spring II 8-week classes begin March 20. (8) A graduation ceremony was held for nine soldiers who graduated from Caliber Collision's Changing Lanes Program. (8) The Education Center ribbon cutting ceremony will take place on Thursday, March 23, at 10 a.m. (9) Community College Day – Sandhills Zone will be held Monday, March 27, on FTCC's campus. (10) The Grand Opening for Innovation and Entrepreneurship will take place Thursday, April 6, at 4 p.m. at the General Classroom Building.

Focus – United Way Report: United We Stand – FTCC and Our Community

Adjournment

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

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary