

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

## March 21, 2016

Held in the Board Room of the Tony Rand Student Center at 1:05p.m.

### Members Attending

Mr. Charles E. Koonce, Mr. Hilton T. Hutchens, Jr., Dr. Dallas Freeman, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr., and 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, 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.

### Members Absent

Mr. Ronald C. Crosby, Jr., and Dr. Linwood Powell.

### 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.

### Ethics Awareness and Conflict of Interest Statement

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

### February 15, 2016 Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Ingram, the minutes of the February 15, 2016 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. McCune presented the report to the Board.

### **Authorization to Lease Space to the County School System for an Early College Program and Declaration of Classrooms and Offices in the Continuing Education Center as Temporarily Unnecessary for College Purposes**

- A memorandum of understanding is being coordinated with the County School System to move Howard Health to FTCC.
- Classes to support this training will be held on the second floor of the Continuing Education Center.
- Approximately 10,248 square feet of this building will be used for classes and administrative support.
- Request the Board authorize the lease of approximately 10,248 square feet in the Continuing Education Center and declare the classrooms and offices as temporarily unnecessary for college purposes.

Upon recommendation of the Building and Grounds Committee, Mr. McCune moved to approve Authorization to Lease Space to the County School System for an Early College Program and Declaration of Classrooms and Offices in the Continuing Education Center as Temporarily Unnecessary for College Purposes. The motion was unanimously approved by the Board.

#### **Update on Pauline Jones School**

- The College and Career Readiness and Adult Basic Education programs will move from the Continuing Education Center to Pauline Jones School.
- This move will relocate:
  - 250 students
  - 18 faculty
  - 15 support staff
- Classes will begin at Pauline Jones on August 15, 2016.

#### **Update on Mae Rudd Williams School**

- Collision repair classes will be held at the Mae Rudd Williams School.
- Projected renovation cost \$319,000.
- Hayes, Inc. (Fayetteville, NC) has been selected as the contractor for this renovation.
- Classes are scheduled to start there August 2016.

**Curriculum Committee** The Curriculum Committee met at 10:48 a.m. prior to this meeting and no action was taken. Dr. Freeman presented the report.

#### **Approval of an Addition to the Academic Procedures Manual to Comply with a New State Rule Limiting Enrollment in Some Classes Requiring Gun Possession**

**Mr. Sullivan reviewed the policy.**

#### **Academic Procedures Manual:**

##### **III-1.2.6 Enrollment into Programs Requiring Possession of Firearms**

As required by section 1D SBCCC 400.2 of the State Board Code, enrollment into any program or course which requires possession of a firearm shall be denied to any person who is not lawfully authorized to possess a firearm. Persons wishing to enroll in any such program or course shall provide Acceptable Proof of their legal authorization to possess a firearm at the time of enrollment, but no later than the first day of the program or course. Acceptable Proof shall be defined as providing to the Chief of Public Safety (or designee) and to the Program Chair of the applicable program or course any one of the following:

- i) A current and valid North Carolina issued permit to purchase a firearm;
- ii) A current and valid North Carolina issued concealed carry permit;
- iii) A current and valid concealed carry permit issued by a state with a reciprocal concealed carry agreement with the state of North Carolina; or,
- iv) Proof of an exemption from permit requirements pursuant to G.S. 14-415.25.

In the event the prospective student does not have Acceptable Proof as defined above, the person shall, at least two weeks prior to the first day of the course or program and at the prospective student's expense, authorize the College to conduct a background check of him/herself for the sole purpose of determining whether that person can lawfully possess a firearm in North Carolina. Authorization to conduct a background check shall be presented to the college's Chief of Public Safety (or designee). The Chief of Public Safety (or designee) shall cause a background check to be conducted to determine whether the authorizing applicant can lawfully possess a firearm pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3 and G.S. 14-415.25.

Any student who is unable to provide Acceptable Proof as defined above, or whose background check fails to establish legal authorization to possess a firearm, shall be denied admission into the program or course requiring legal authorization to possess a firearm and shall be administratively withdrawn from the program or course prior to the first day of the program or course.

Mrs. Lewis moved to approve an addition to the Academic Procedures Manual to comply with a new state rule limiting enrollment in some classes requiring gun possession. The motion was seconded by Mr. McCune and unanimously approved by the Committee.

Upon the recommendation of Curriculum Committee, Dr. Freeman moved to approve an addition to the Academic Procedures Manual to comply with a new state rule limiting enrollment in some classes requiring gun possession. The motion was unanimously approved by the Board.

### **Acceptance of FTCC's Continuing Education Accountability Plan Term for August 15, 2015 through December 31, 2015**

- This past term there were 660 Continuing Education classes visited by appropriate staff.
- FTCC's Accountability and Credibility Policy and Guidelines states – at least 50% of off-campus and 25% of on-campus classes are visited for verification.
- Short Courses – 12 hours or less – are visited on a random basis rather than being required to visit each class.
- The Associate Vice President is required to conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.
- Total classes for this term 1,268: 754 Occupational Extension; 288 Self-Supporting; 151 College/Career Readiness; 75 other.
- Based upon the guidelines: 660 classes were visited and found in compliance.
- Verification was made for: Instructor presence; proper course titles; accurate number of students registered and present, and attendance sheets were checked, location/time and start/end dates were accurate.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to accept FTCC's Continuing Education Accountability Plan Term for August 15, 2015 through December 31, 2015. 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.

### **Travel Mileage Rate Changes/New State Term Contract for Rental Vehicles (Information only)**

Vehicle usage 75 miles round trip or less:

- Use a college owned vehicle to maximize the usage.
- Use a rental car – utilizing State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz.
- If employee elects to use a personal vehicle and the actual round trip mileage is 75 miles or less, actual mileage can be reimbursed using the IRS rate (54 cents) - or a rate adopted by the college's board of trustees that is more restrictive.

Vehicle usage over 75 miles round trip:

- If the college is located in an area in which the State term contract with Enterprise Rent-A-Car, National Car Rental, or Hertz is available.
  - Use a college owned vehicle to maximize the usage.
  - Use a rental car – utilizing State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz.

- If employee elects to use personal vehicle and the actual round trip mileage is over 75 miles, actual mileage must be reimbursed no more than 34 cents per mile – or a rate adopted by the college’s board that is more restrictive.

**Approval of Revision to Administrative Procedures Manual I-17, Procedures for Travel Allowances**

The revised policy in the Administrative Procedures Manual 1-17 that addressed vehicle usage 75 miles round trip or less and vehicle usage over 75 miles round trip was presented to the Committee for approval.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the revision to Administrative Procedures Manual 1-17, Procedures for Travel Allowance. The motion was unanimously approved the Board.

**Approval to Increase Student Support Services Fees (Effective Fall 2016)**

	<u>Current Fees</u>	<u>Proposed Fees</u>
Fall	\$14	\$17
Spring	\$14	\$17
Summer	\$10	\$17

The increase will complement the funding to support our sports program budget.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the Increase of Student Support Services Fees. The motion was unanimously approved by the Board.

**Acceptance of the Financial Statement Audit Report Prepared by the Office of the State Auditor for the Year Ended June 30, 2015**

The College received a clean financial audit and there were no exceptions.

Upon recommendation of the Finance Committee, Mr. Wellons moved to accept the Financial Statement Audit Report Prepared by the Office of the State Auditor for the Year Ended June 30, 2015. The motion was unanimously approved by the Board.

**Human Resources Committee** The Human Resources Committee met at 11:20 a.m. prior to this meeting. Mr. Hutchens presented the report to the Board.

**Annual Evaluation of President J. Larry Keen**

Mr. Hutchens reported that Dr. Keen received a superior rating.

**Approval of Letter to State Board of Community Colleges on Evaluation of President J. Larry Keen**

Upon recommendation of the Human Resources Committee, Mr. Hutchens moved to approve the letter to the State Board of Community Colleges on the Evaluation of FTCC President Dr. J. Larry Keen. The motion was unanimously approved by the Board.

**Honorary Trustee Award Nominations**

Mr. Hutchens moved that pursuant to G.S. 143-318.11(a)(2) that the Board goes into closed session to discuss an honorary award. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

**CLOSED SESSION**

**OPEN SESSION**

**Planning Committee** The Planning Committee met at 11:15 a.m. prior to this meeting. Dr. Freeman presented the report to the Board.

### **Approval of the 2015-16 Planning Assumptions**

Draft planning assumptions were provided as information to the Board of Trustees on February 15, 2016 for their review and submission of any desired changes. No changes were submitted.

Upon recommendation of the Planning Committee, Dr. Freeman moved to approve the 2015-16 Planning Assumptions. The motion was unanimously approved by the Board.

### **College Accomplishments Report** (Information only)

This report includes the major initiatives, successes, and outcomes for the College and it also includes individual awards and recognitions for Administrators, Faculty, Staff and Students.

### **Special Trustees' Business**

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

### **President's Report**

Next Board Meeting – Monday, April 18, 2016

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

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

**See Written Report** Dr. Keen referred to the President's Report dated March 21, 2016. (1) Dr. Keen participated in 17 public speaking events in the community concerning the Connect NC Bond. (2) The Success Closet at FTCC has now been in operation for five years. (3) High School Connections Open House was held on February 25. (4) FTCC Fine Arts presented "The Diary of Anne Frank" during the months of February and March. (5) Service Source provided a \$7,000 gift through the Warrior Bridge Program for use with Transition Tech. (6) Registration for Spring II 8-week classes is currently under way. (6) FTCC will be participating with the Coffee with a Cop Program on March 22. (7) Culinary Technology will be offering evening meals during the spring semester. (8) Heidi Cruz visited FTCC's campus and All American Veterans Center on March 14. (9) FTCC is a sponsor for the All American Marathon on April 3.

**Focus:** Cumberland County Legislative Delegation

**Legislators** Senators Ben Clark and Wesley Meredith, Representatives William Richardson and John Szoka.

The College had an opportunity to thank them for all they do for Fayetteville Tech and the NCCCS. Dr. Keen presented to the legislators the NCCCS 2016 Budget Recommendations.

- Improve student completion rates by investing in student supports (tutoring labs, supplemental instruction, etc.).
- Support recruitment and retention of quality faculty and staff.
- Increase enrollment in key community college programs by promoting student and family awareness of North Carolina workforce needs and career paths.
- Support development of competency-based education (CBE) programs and a uniform system for granting credit for prior learning.

**Adjournment** Upon motion by Mrs. Thompson seconded by Mr. Williford and unanimously approved by the Board, the meeting was adjourned at 2:00 p.m.

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Mr. Charles Koonce, Board Chair

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Mr. Hilton T. Hutchens, Jr., Secretary