

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

April 22, 2014

Held at Highland Country Club at 1:00 p.m.

Members Attending

Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mr. Dohn B. Broadwell, Jr., Mr. Ronald C. Crosby, Jr., Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr.

FTCC Personnel Present

President J. Larry Keen, Senior Vice President for Academic and Student Services David Brand, Senior Vice President for Business and Finance Betty Smith, Vice President for Legal Services and Risk Management David Sullivan, Vice President for Administrative Services Joe Levister, Vice President for Technology Bob Ervin, Vice President for Human Resources/Workforce Development/Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director of the FTCC Foundation Zanna Swann, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Dr. Breeden Blackwell and Student Government President Karnella F. Fobbs.

Call to Order

The meeting was called to order by Board Chair Dr. Dallas Freeman.

Recognition of Guests

Dr. Freeman recognized all guests and welcomed them to the meeting.

Ethics Awareness and Conflict of Interest Statement

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. Mr. Dohn Broadwell, Jr. stated he had a potential conflict with the Discussion of Real Estate and would recuse himself from any discussion and voting. He will leave the room during the discussion/vote.

March 17, 2014 Meeting

On a motion by Mr. Wellons and seconded by Mrs. Lewis, the minutes of the March 17, 2014 meeting were unanimously approved.

2014 Golf Invitational Tournament and Gala Dinner Auction and Raffle FTCC Foundation Executive Director Zanna Swann reminded Trustees of the Gala on April 29, 2014 and the Golf Tournament on April 30, 2014. Raffle tickets and golf information were available for Trustees.

COMMITTEE REPORTS

Finance Committee The Finance Committee met at 10:45 a.m. prior to this meeting. Mr. Charles Harrell, Chairman, presented the report to the Board.

Approval of the Cumberland County Funds Budget Request for Fiscal Year 2014 – 2015 The proposed 2014-2015 Current Appropriation Budget Request of \$9,922,402 reflects a 3.87% (\$369,998) increase over the approved budget for the 2013-2014 (\$9,552,404) fiscal year. The increase is associated with Salaries (Cost of Living and Benefits) and Other Costs - Electricity and Heat, Property and Workers' Comp Insurance and Rent of Facilities (Tallywood Site). The 2011-2012 County Capital

Budget provided \$3,500,000 through installment financing. The following projects have been completed: YMCA Roof Replacement, Paul H. Thompson Roof Replacement, and Neill Currie Roof Replacement (\$1,000,000) and the Lafayette Hall Mechanical System Replacement (\$2,500,000).

On the recommendation of the Finance Committee, Mr. Harrell moved to approve the Cumberland County Funds Budget Request for fiscal year 2014-2015 as presented. 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, 2013 The results of the audit disclosed no deficiencies in internal control over financial reporting or any instances of noncompliance. It was a clean audit.

On the recommendation of the Finance Committee, Mr. Harrell moved to accept the Financial Statement Audit Report prepared by the Office of the State Auditor for the year ended June 30, 2013. The motion was unanimously approved by the Board. Trustees expressed appreciation to Mrs. Smith and her staff and all faculty and staff for the excellent report.

Human Resources Committee The Human Resources Committee met at 11:15 a.m. prior to this meeting. Mr. Ronald C. Crosby, Jr., Chairman, presented the report to the Board.

Approval of Reappointment of President for 2014 – 2015 Fiscal Year On the recommendation of the Human Resources Committee, Mr. Crosby moved to approve the reappointment of FTCC President Dr. J. Larry Keen for the 2014 – 2015 fiscal year. The motion was unanimously approved by the Board.

Approval of Reappointment of the Vice Presidents for 2014 – 2015, Based Upon the Recommendation of the President On the recommendation of Dr. Larry Keen and the Human Resources Committee, Mr. Crosby moved to approve the reappointment of the Vice Presidents for the 2014 – 2015 fiscal year. The motion was unanimously approved by the Board.

Repeal of Maternity Leave Policy On the recommendation of the Human Resources Committee, Mr. Crosby moved to repeal the current Maternity Leave Policy effective May 1, 2014 with a notation under Maternity Leave to see the Family Medical Leave Policy. The motion was unanimously approved by the Board.

Consideration of 2014 Honorary Trustee Award The Honorary Trustee designation recognizes individuals who have provided outstanding service to the College on the local, state or national level.

Mr. Crosby moved in accordance with General Statute §143-318.11 (a) (2) the Board of Trustees will go into closed session to prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

The Board did not select anyone to be designated as an Honorary Trustee for 2014.

Curriculum Committee The Curriculum Committee met at 11:30 a.m. prior to this meeting. Dr. Marye J. Jeffries, Chairwoman, presented the report to the Board.

Acceptance of FTCC's Continuing Education Accountability Plan Term Report for August 15, 2013 through December 31, 2013 FTCC's Accountability Plan for the Continuing Education Division is required by the North Carolina Administrative Code and includes class visitations each term by Continuing Education staff. Dr. Jeffries reported that all of the 875 classes visited were in compliance.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to accept FTCC's Continuing Education Accountability Plan for August 15, 2013 – December 31, 2013. The motion was unanimously approved by the Board.

Building and Grounds Committee The Building and Grounds Committee met at 11:45 a.m. prior to this meeting. Mr. David McCune, Chairman, presented the report to the Board.

Update on the Student Center Renovation and Approval of Contractor for Student Center Renovation Bid opening was held on April 3, 2014. Bids were received from ten contractors with M&E Contracting, Inc., (Fayetteville, NC) submitting the low bid of \$3,272,749.

On the recommendation of the Building and Grounds Committee, Mr. McCune moved to approve M&E Contracting, Inc. as the contractor for the Student Center renovation project with a bid of \$3,272,749. The motion was unanimously approved by the Board.

Discussion of Real Estate

Mr. McCune moved in accordance with General Statutes §143-318.11(a) (5), the Board of Trustees go into closed session to discuss a real estate matter. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Trustee Dohn Broadwell, Jr. recused himself from the discussion and voting and left the room.

CLOSED SESSION

OPEN SESSION

Special Trustees' Business

Trustee Training: The Role of Boards in Student Success – April 29, 2014 at Fayetteville Technical Community College (Fayetteville Technical Community College, Sampson Community College and Robeson Community College) The training will be in the Neill Currie Building Room 7A (I3D Room). Dr. Freeman encouraged Trustees to attend the Trustee Training.

Report on NCACCT 2014 Law/Legislative Seminar – April 9 – 11, 2014, Raleigh Marriott Crabtree Valley Hotel, Raleigh, NC Dr. Dallas Freeman, Mrs., Delores Ingram, Dr. Marye Jeffries, Mrs. Sheryl Lewis, Mr. William Wellons, Jr., Mr. David Sullivan and Dr. Larry Keen attended the Law/Legislative Seminar. They reported that it was a good seminar and well attended.

President's Report

Next Board Meeting – Monday, May 19, 2014

2014 Gala Dinner Auction and Reverse Raffle Tuesday, April 29 – 6:30 p.m. in the Horace Sisk Gymnasium

2014 Golf Invitational Tournament Wednesday, April 30, 2014 – Gates Four Golf and Country Club

Spring Graduation (Curriculum and Adult High School and General Education Development) Friday, May 16, 2014 – 6:30 p.m. at the Cumberland County Crown Coliseum

See Written Report Dr. Keen referred to the President's Report dated April 22, 2014. Vice President for Technology Bob Ervin reported on the Center for Digital Education Award for Technology (3rd place).

Focus: Report on Luncheon Meeting with County Commissioners Dr. Keen reported that it was an excellent luncheon meeting with County Commissioner Chairman Jeannette Council, Vice Chairman Kenneth Edge, Commissioners Marshall Faircloth and Ed Melvin, Interim County Manager Amy Cannon, Assistant County Manager James Lawson, Assistant County Manager Quentin McPhatter, Finance Director Melissa Cardinali, County Attorney Rick Moorefield, Public Information Officer Sally Shutt, Clerk to the Board Candice White and Deputy Clerk to the Board Kellie Beam. Dr. Keen thanked them for their support of the College and presented the proposed 2014 - 2015 Current Appropriation Budget Request of \$9,922,402 which reflects a 3.87% (\$369,998) increase over the approved budget for 2013 – 2014.

Adjournment The meeting was adjourned at 2:35 p.m.

Dr. Dallas M. Freeman, Board Chair

Mrs. Sheryl J. Lewis, Secretary