

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

May 16 2016

Held in the Board Room of the Tony Rand Student Center at 12:30 p.m.

Members Attending

Mr. Charles E. Koonce, Dr. Dallas Freeman, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mr. David McCune, Dr. Linwood Powell, Mrs. Esther Thompson, Mr. William S. Wellons, Jr., Mr. David R. Williford and SGA 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 Technology Bob Ervin, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, and Executive Assistant to the President Kay Williams.

Members Absent

Mr. Ronald C. Crosby, Jr. and Mr. Hilton T. Hutchens, Jr.

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 and newly elected Student Government President Chris Haywood.

Ethics Awareness and Conflict of Interest Statement

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

April 18, 2016 Board Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Thompson, the minutes of the April 18, 2016 meeting were unanimously approved.

Mr. Williford made a motion to amend the agenda for a special meeting after the Human Resources Committee report. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:37 a.m. prior to this meeting. Mr. David McCune, Chairman, presented the report.

Update on Mae Rudd Williams School Renovation (Information Only)

- Hayes, Incorporated, from Fayetteville, NC, is the contractor for this project.
- Projected cost of this renovation is \$239,000.
- A Notice to Proceed on construction was provided to the contractor on May 5, 2016.
- Construction is projected to be completed July 28, 2016.
- Coordination continues with Duke Power for transformer installation and Department of Transportation for site requirements.
- Collision repair classes are scheduled to be held there in August 2016.

Finance Committee The Finance Committee met at 10:50 a.m. prior to this meeting. Mr. Wellons, Chairman, presented the report.

Approval of Scholarships from Self-Supporting Funds

The request for approval of scholarships from self-supporting funds not to exceed \$200,000 for 2016-17 academic year was presented. The College will use the same criteria it has used in the past for awarding the scholarships. Additional scholarship categories includes the Howard Health students who become Cumberland Polytech students once they move to campus and college athletics.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve scholarships from self-supporting funds. The motion was unanimously approved by the Board.

Approval of Revised NCCCS 3-1 Form for Elevator Upgrade for Cumberland Hall and YMCA

The total estimated cost of project last approved was \$187,789.000. Changes total \$32,766.00. The new revised total is \$220,546.00.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Revised NCCCS 3-1 Form for elevator upgrade for Cumberland Hall and YMCA. The motion was unanimously approved by the Board.

Approval of Revision to the Administrative Procedures Manual 1-11.2 Pay Policies

I 11.2.4 Overtime - Non-Teaching Employees

Personnel employed in any ~~professional (annual contract)~~ position exempt from the Fair Labor Standards Act (FLSA) are not eligible for any overtime compensation. Any full-time, non-instructional employee exempt from the FLSA shall be eligible to work as an instructor for the College and receive additional remuneration for such work pursuant to a written contract for instructions authorized payment for overtime except when such overtime is performed in an instructional capacity. Instructions pertaining to payment for overload instructional duties are contained in the Faculty Handbook.

Employees who are not non-exempt from the Fair Labor Standards Act overtime provision shall not work any overtime unless such work is approved in writing by their supervisor before the overtime is performed. In the event overtime is approved, requiring compensation at a rate of not less than one and one-half times the regular rate of pay for all hours in excess of 40 in any workweek will receive this compensation for overtime shall be as follows:

- (1) ~~For all employees except housekeeping and security personnel, sSupervisors will be encouraged are authorized~~ to provide time off for any employee who works overtime, which is working more than forty hours during any one work week. the same pay period in which overtime hours are worked. Such time off will be granted on the basis of one and one-half (1-1/2) hours off for each overtime hour worked and supervisors are strongly encouraged to schedule time off for the employee in the same pay period during which an employee works overtime. Where overtime work is performed in a pay period during which time off is not and/or cannot be given, employees ~~will~~ shall take time off as near the pay period as possible but no later than 120 days from the pay period in which the overtime was earned. In the event employees have not taken earned time off within 90 days of working the overtime hours, the employee's immediate supervisor shall schedule such time off to ensure the time off is utilized within the 120 days permitted. In the rare event that time off cannot be taken within the required 120 day period due to unforeseen time-constrained and essential work requirements, the College supervisory chain may submit a request for exception to the President. The written explanation must be initialed by the appropriate (Senior) Vice President and if approved by the President the College shall pay the employee at a rate of one and one-half times the regular rate of pay and the earned time off for which pay is received, shall be void.

- (2) The College President is authorized to approve overtime pay. Overtime compensation not made with time off will be paid at a rate of one and one-half times the regular rate of pay in lieu of earned time off, when President reasonably believes such overtime work is necessary for the efficient operation of the College as supported by the (Senior) Vice President's explanation.

~~For employees who perform both exempt and non-exempt work, the overtime compensation provisions apply only to work non-exempt from the Fair Labor Standards Act provisions. Non-exempt, non-temporary employees required to work on recognized school holidays will be paid for those hours worked at the rate of time and a half.~~

In the event an employee earns time off as a result of working overtime, the Employee shall be required to take the earned time off prior to taking any other type of leave (i.e. sick leave, annual leave, bonus leave, community service leave, etc.) granted by the College. Supervisors shall monitor and ensure overtime work earned is properly requested by the employee prior to approving alternative forms of leave.

The Employee and his/her supervisor are jointly responsible for reporting any overtime hours worked or earned time off taken on the employee's monthly time sheet and attach to the timesheets advanced approved overtime forms. The timesheets also includes a section for calculation of compensatory time awarded for overtime worked and this section of the timesheet must be completed and signatures by the employee and the supervisor constitute agreement on those calculations.

All faculty and staff are responsible for being aware of what constitutes overtime, and must work to avoid overtime. For example, employees who are not exempt from the Fair Labor Standards Act must not engage in any type of work beyond their normal business hours. For example, during non-work hours, non-exempt employees must not check or respond to work e-mails and text messages, must not conduct research required by their job, must not eat lunch at their desk during their lunch hour, must not teach a class as an adjunct instructor, must not come into their offices during non-working hours, including weekends and holidays to perform any work-related activities such as office clean-up or filing of documents, etc. and must not engage in any similar activity on behalf of their supervisor or the College. Employees that violate this policy may be subject to disciplinary action and supervisors must not allow such work to occur without prior written approval of overtime as discussed previously in this policy.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the revision to the Administrative Procedures Manual 1-11.2 Pay Policies. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:15 a.m. prior to this meeting. Mrs. Sheryl J. Lewis presented the report.

Approval of Reappointment of Senior Vice Presidents and Vice Presidents for 2016-2017 Fiscal Year upon Recommendation of the President

Upon the recommendation of the Human Resources Committee, Mrs. Lewis moved to approve the reappointment of the Senior Vice Presidents and Vice Presidents for 2016-2017 fiscal year based upon recommendation of the President. The motion was unanimously approved by the Board.

Dr. Freeman moved to go into closed session pursuant to G.S. 143-318.11 (a)(6) to discuss two personnel matters. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Closed Session

Open Session

Mr. Wellons made a motion to increase Dr. Keen's salary by \$20,000. The motion was seconded by Mr. Williford and unanimously approved by the Board.

FTCC Foundation Activities

Dr. Larry Keen

FTCC Foundation, Inc. Silent Auction Dinner and Golf Tournament Events 2015 - 2016 Revenue Comparison

	2015	2016	+/-
Silent Auction Attendance	136	180	44
# of Auction Packages	33	82	49
# of Golf Tournament Players	104	128	24
Silent Auction \$ Raised	\$ 1,511.00	\$ 8,292.00	\$ 6,781.00
Golf \$ Raised	\$29,928.20	\$30,550.00	\$ 621.80
50/50 \$ Raised (2 Raffles)	\$ 990.00	\$ 1,370.00	\$ 380.00
Reverse Raffle \$ Raised	\$ 6,600.00	\$10,300.00	\$ 3,700.00
Dinner Tickets \$ Raised	\$ 735.00	\$ 770.00	\$ 35.00
Total \$ Raised	\$39,764.20	\$51,282.00	\$11,517.80

Special Trustees' Business

Mr. Charles E. Koonce

Report on the 2016 NCACCT Law/Legislative Seminar - April 20-22, 2016 Dr. Powell and Mrs. Ingram attend the seminar. They reported that the sessions were informative.

Registration for the 2016 ACCT Leadership Congress is open. This year's Congress is taking place in New Orleans, October 5-8, 2016. Early Bird deadline for discounted registration rate is August 1, 2016.

Notification of Expiration of Trustee Terms – June 30, 2016 and Appointing Agency

- Hilton T. Hutchens, Jr. – Governor
- Dr. Dallas M. Freeman – School Board
- Mr. David McCune – Board of County Commissioners
- Mrs. Esther R. Thompson - Governor

President's Report

Next Board Meeting – Monday, June 20, 2016

Report on Spring Graduation - May 13, 2016 at Cumberland County Crown Coliseum – Speaker: Representative John Szoka. The 2016 Graduation was the largest in the College's history with 2,818 graduates. Approximately 1,500 students marched. Graduation was very efficient and well coordinated. The Military Tribute was a show case event. Mr. Koonce thanked the Trustees for their participation in the graduation.

See Written Report: Dr. Keen referred to the President's Report dated May 16, 2016. (1) The editorial board of *The Fayetteville Observer* recently wrote an editorial on April 21, "Our View: Support for FTCC is Real Economic Development." Catherine Pritchard also wrote an article (April 19 edition of *The Fayetteville Observer*) on the topic of needed funding from Cumberland County. (2) FTCC chorus and ensemble students, presented an end-of-semester free concert on Thursday, May 5, at Cumberland Hall Auditorium. (3) The Spring Lake campus hosted the Greater Spring Lake Chamber's Business After Hours event on May 5. (4) FTCC Fine Arts will present "Stage Kiss" in June.

Adjournment Upon a motion by Mrs. Ingram and seconded by Mr. Williford and unanimously approved by the Board, the meeting was adjourned at 2:50 p.m.

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary