

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

May 21, 2018

Held at the Tony Rand Student Center Board Room at 1:00 p.m.

Members Attending

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Dr. William D Haithcock, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. Williams S. Wellons, Jr., and Mr. Christopher Haywood.

Members Absent

Mr. William Hedgepeth, II, Dr. Marye J. Jeffries, Mrs. Suzannah Tucker and Mr. David Williford.

FTCC Personnel Present

President J. Larry Keen, Board Attorney and Vice President for Legal Services and Risk Management David Sullivan, Vice President for Business and Finance Robin Deaver, Vice President for Administrative Services Joe Levister, Vice President for Human Resources and IEA 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

Mr. Ronald C. Crosby, Jr., Board Chair

Recognition of Guests

Mr. Crosby

Mr. Crosby recognized Program Coordinator for Psychology & Sociology Kenjuana McCray, Veteran Services Coordinator Cynthia Rodriguez, Associate Vice President for Corporate & Continuing Education Jolee Marsh, SGA President Elect Brian Clark, Media Production Specialist Natasha Brown, and Audio Visual Engineer Joe Frydl.

Ethics Awareness and Conflict of Interest Statement

Mr. Crosby

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

Approval of Minutes of April 16, 2018 Meeting

Mr. Crosby

On a motion by Mr. Koonce and seconded by Dr. Freeman the minutes of the April 16, 2018 meeting were unanimously approved by the Board.

Excellence in Teaching and Distinguished Staff Awards

Ms. Kenjuana McCray, Excellence in Teaching award winner and Ms. Cynthia Rodriguez, President's Distinguished Staff award winner were recognized and congratulated on their achievement. They will represent the college at the NCCCS awards ceremony.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:30 a.m. prior to this meeting.

Dr. Freeman reported.

Update on the Health Technologies Center Roof Replacement

- Fleming and Associates (Fayetteville, NC) is the designer for this roof replacement.
- Projected cost of this project \$452,000.
- Construction Bid Opening May 24, 2018.
- Recommended contractor to the Board on June 18, 2018 for approval.
- Construction is projected to be completed September 2018.

Update on the YMCA Renovation

- Ben Stout was awarded a contract for \$65,000 for the YMCA renovation.
- Renovation started March 7, 2018.
- Contractor work has been completed except for the lobby due to scheduling delay by sub-contractor.
- Subcontractor stated he can start work the end of June.
- Student trade classes started installation of benches and lockers in the locker rooms.

Approval of Contractor for the Renovation of Parking Lot #1

- Gordon Rose (Fayetteville, NC) is the designer for the parking lot renovation.
- Projected cost of this project is \$171,937.
- Two contractors showed up for the pre-bid and several others requested plans.
- Bid opening for this renovation was held May 15.
- Bid was received from Diamond Constructors (Fayetteville, NC) for \$44,911.55.
- Recommend approval of Diamond Constructors (Fayetteville, NC) with bid of \$44,911.55 as the contractor for the renovation of Parking Lot #1.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve Diamond Constructors with bid of \$44,911.55 as the contractor for the renovation of Parking Lot #1. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Finance Committee The Finance Committee met at 10:36 a.m. prior to this meeting

Mr. Koonce reported.

Approval of Revisions to the Administrative Procedures Manual I-8, Leave Policy

I-8 LEAVE POLICY

I-8.1 Leave Charges

For non-instructional personnel, only scheduled work hours shall be charged in calculating the amount of leave taken. Saturday, Sundays, and/or holidays are charged only if they are scheduled workdays. For sick leave purposes, a faculty workday shall be considered an 8-hour day.

The Board of Trustees authorizes the President to close the College when the President determines it to be in the best interest of the College. In these instances, employees in a no pay status will not be paid, and pay and/or leave requirements for employees in a pay status will be determined by the President.

I-8.2 Holidays and Other Administrative Absences

The Board of Trustees authorizes the President to schedule a maximum of 12 holidays per calendar year on the College calendar as permitted by SBCCC 200.94. Full-time employees who are eligible to earn leave shall receive pay for any such holiday. Non-temporary employees working less than full-time (but at least 30 hours) earn holiday leave on a pro-rata basis. The President shall annually establish and publish a College calendar. The calendar shall indicate College holidays for all employees, and shall indicate administrative leave days granted faculty pursuant to either an Annual Contract I or Annual Contract II. Administrative leave days for employees working pursuant to an Annual Contract III or Annual Contract IV shall be granted in a manner consistent with the employee's contract and applicable policies of the College. Employees who fail to return to work the first regular duty day following such holiday or administrative absence are subject to the provisions found in "Termination of Employment."

I-8.2.1 Other Uses of Vacation Leave

Vacation leave may be used for medical appointments and for personal or family illness. Vacation leave may be used for absences when the College remains open during adverse weather conditions.

Upon recommendation of the Building and Finance Committee, Mr. Koonce moved to approve revisions to the Administrative Procedures Manual I-8, Leave Policy. The motion was seconded by Mrs. Ingram and unanimously approved by the Committee.

Approval of College's Participation in the North Carolina Public School Teachers' and Professional Educators' Investment Plan - NC 403(b) Program for College Employees

The college would like to offer the new plan during open enrollment, effective January 1, 2019.

Upon recommendation of the Finance Committee, Mr. Koonce moved to approve the College's participation in the North Carolina Public School Teachers' and Professional Educators' Investment Plan – NC 403(b) Program for College Employees. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

Approval of Scholarships from Self-Supporting Funds

The college has requested approval of scholarships from self-supporting funds not to exceed \$240,000 for 2018-19 academic year.

Upon recommendation of the Finance Committee, Mr. Koonce moved to approve scholarships from Self-Supporting Funds not to exceed \$240,000 for the 2018-19 academic year. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Approval of Maintenance Fee for CDL Program

The college has requested approval of \$50 CDL program course fee to cover diesel fuel used in driving tractor trailers.

Upon recommendation of the Finance Committee, Mr. Koonce moved to approve maintenance fee of \$50 for CDL program. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:40 a.m. prior to this meeting.

Dr. Powell reported.

Approval of Addition to Essential Duties on President's Job Description

The Principles of Accreditation, adopted by the Southern Association of Colleges and Schools (SACSCOC) College Delegate Committee in December 2017, includes Accreditation Standard 5.2(b) stating, "*The Chief Executive Officer has ultimate responsibility for and exercises appropriate control over the institution's intercollegiate athletics program*".

The 2018 SACSCOC Resource Manual, third edition, includes sample documentation demonstrating compliance with Standard 5.2(b). The Resource Manual indicates the College may provide a copy of the President's Job Description reflecting this oversight role with the athletics program.

Request Board of Trustees approval to modify the essential duties section of the President's Job Description by adding the following statement:

"Provides oversight for the College's intercollegiate athletics program".

Upon recommendation of the Human Resources Committee, Dr. Powell moved to approve addition to essential duties on the president's job description. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Approval of Education Leave

Ms. Sheila Darden, Coordinator, Corporate and Continuing Education Cosmetology Program has requested Education Leave, with pay, from May 21, 2018 to August 1, 2018 for degree completion. She is pursuing her doctorate degree from Capella University and only has her capstone project remaining to earn the degree. She meets all eligibility requirements for education leave under the provisions of paragraph I-8.9.1 of the Administrative Procedures Manual. A copy of her request and an extract of paragraph, I-8.9.1 of the Administrative Procedures Manual is included in your notebooks as information.

The college requested approval for Education Leave, with pay, for Ms. Sheila Darden to complete a degree capstone project required for her doctoral degree with Capella University during the period May 21, 2018 to August 1, 2018.

Upon recommendation of the Human Resources Committee, Dr. Powell moved to approve Education Leave for Ms. Sheila Darden. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Special Trustees' Business

Mr. Ronald C. Crosby, Jr., Board Chair

ACCT Leadership Congress, October 24-27, 2018, New York City (Early Bird Registration Deadline is August 17, 2018)

Notification of Expiration of Trustee Terms – June 30, 2018 and Appointing Agency

- Dr. Marye J. Jeffries – Board of County Commissioners
- Mr. Charles E. Koonce – School Board (Reappointed July 1, 2018 – June 30, 2022)
- Mr. David R. Williford – Governor

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, June 18, 2018

See Written Report: Dr. Keen referred to the President's Report dated May 21, 2018. (1) FTCC students represented the college well at the state competition of Skills USA. (2) Sixteen individuals from FTCC (faculty, student, and parents) participated in the Carolinas Psychology Conference. (3) Women's Empowerment Day was held on May 1. (4) FTCC's Psychology Club presented Out of the Darkness Speaker Series on Saturdays to discuss various topics of interest. (5) The Mighty Male Mentoring and Criminal Justice Department presented Cumberland County Sheriff Ennis Wright as guest speaker on May 1 at the Tony Rand Student Center.

Focus: Corporate and Continuing Education Update

**Dr. Jolee Marsh,
Associate Vice President for
Continuing Education**

Occupation Extension

- First in FTE in the state for Occupation Extension
- Fourth largest for enrollment
- Offered over 3,500 classes

Industry Focus - 2017-2020 Initiative

- Credential Funding
- Tiered Funding
- 2017 - \$15,000 in Short-Term Training funds from the NCCCS
- 2018 - \$1.9 million in Short-Term Training funds

Small Business Center and CIE

- Awarded \$8,000 from Wells Fargo
- Leadership presentation on June 15 DGC
- Small Business Summit
- NACCE (October)
- MJ Soffe (CIE)

Streamline Process and Efficiency

Digital Presence:

- Web Attendance
- Increased online registration/Enroll Now option
- Merged online registration portals
- Student emails and accessibility (same login as CU)
- Increased Social Media/Digital Media presence for advertising
- Building a new online registration process for CCE
- Implemented Work Survey in courses 96 hours and above that are tied to industry credentials

2017- 42 New Course types were developed

- UAS Drone Training (SEF)
- PMP (SEF)
- Upholstery Sewing (FTE/Tier 2)
- Microsoft Word 2013 (FTE/Tier 3)
- Cosmetology (Spanish)
- Natural Hair Care (day)
- Barbering (evening)
- Train the Trainer PD for LET/FIRE

Hybrid/Online Courses

- Certified Personal Trainer – Hybrid (FTE/Tier 2)
- RMA 1 and 2- Hybrid (FTE/Tier 2)
- FTCC Effective Teacher Training- Online (SEF)
- Critical Care Transport – Hybrid (FTE/Tier 2)
- Emergency Medical Technician Initial-Hybrid (FTE/Tier 2)
- Mobile Integrated Health Care Part 1 Hybrid (FTE/Tier 2)

Summerscapes (2017)

- Enrollment - over 900
- Offered over 100 classes
- 25% increase in revenue
- Online registration

Transition Tech

- 2014 – 1 program – 80 students
- 2107 – 11 programs – 1600 students

Nominations and Recognition

- Bellwether (Top 10 Finalist)
- 2nd in NC for GED/HISET Testers
- Awarded \$16,000 HERSF Grant
- Awarded \$15,000 in Short Term WF Grant
- Awarded \$300,000 in NC Works monies for Allied Health
- Awarded \$8,000 grant from Wells Fargo for SBC

Adjournment

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

Mr. Ronald C. Crosby, Jr., Chair

Mrs. Delores P. Ingram, Secretary