

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

June 15, 2015

Held in Room 170 of the Thomas R. McLean Administration Building at 12:45 p.m.

Members Attending

Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Delores P. Ingram, Dr. Breeden Blackwell, Mr. Ronald C. Crosby, Jr., Mr. David McCune, Mrs. Esther Thompson, Mr. William S. Wellons, Jr., Mr. David R. Williford, and Student Government 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/Workforce Development/Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director of the FTCC Foundation Lorna Ricotta, and Executive Assistant to the President Kay Williams.

Members Absent

Mr. Hilton T. Hutchens, Jr., Dr. Marye J. Jeffries, and Mrs. Sheryl Lewis.

Call to Order

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

Recognition of Guests

Dr. Freeman recognized Media Production Specialist Ms. Natasha Brown, Dean of Health Programs Ms. Susan Ellis, and **Fayetteville Observer** Reporter Ms. Catherine Pritchard.

Ethics Awareness and Conflict of Interest Statement

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.

May 18, 2015 Meeting

On a motion by Dr. Blackwell and seconded by Mr. Koonce, the minutes of the May 18, 2015 meeting were unanimously approved.

Recognition of Trustee's Service

Dr. Breeden Blackwell – Cumberland County Commissioners – 2011-2015.

Notifications of Reappointments

Mr. Ronald Crosby – Cumberland County Schools – July 1, 2015 – June 30, 2019.

Mr. William S. Wellons, Jr. – Governor – July 1, 2015 – June 30, 2019.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:40 a.m. prior to this meeting. Mr. David McCune presented the Committee's report to the Board.

Update on the Horace Sisk (Partial Roof) and Center for Business and Industry (CBI) Roof Replacement

- Curtis Construction Company (Kinston, NC) started work on October 6, 2014.
- Revised contract completion date June 8, 2015.
- Awaiting State Construction Office final inspection.

Update on the Student Center Renovation

- M&E Contracting (Fayetteville, NC) started renovation June 30, 2014.
- Original contract completion date May 31, 2015.
- Beneficial Occupancy was received June 4, 2015.
- County Health Department inspection identified cafeteria shortcomings.
 - Issues with County Health Inspector have been resolved.
 - Working with architect, contractor, and State Construction Office to implement required modifications.
- Anticipate building to be operational August 1, 2015.

Finance Committee The Finance Committee met at 10:50 a.m. prior to this meeting. Mr. William Wellons presented the Committee's report to the Board.

Approval of College President's Travel A Request of Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2015-2016 was presented for approval. The Senior Vice President for Business and Finance will approve the President's travel reimbursement for compliance with reimbursement guidelines.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve Request of Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2015-2016. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

Status of County Budget 2015-2016 FTCC has requested \$10,104,516.00 from the County. The college should know something in about two weeks.

Annual Report on the Status of the Child Care Center

- There are 16 teacher positions (2 teachers are out on FMLA) and 16 teacher assistant positions. There is one cook position that is not filled.
- Max Capacity – 142; May 2015 Enrollment – 144.
- Average Enrollment for FY 2013-2014 – 118; FY 2014-2015 – 130.
- Sources of funding for the Child Care Center:
 - Tuition.
 - USDA Food Reimbursement Program.
 - Army Child Care in Your Neighborhood Partnership - \$26,000.
 - Smart Start Grant - \$145,125.
- NACCRRRA – 17 Army and 3 Air Force/Marine Families.
- Maintained "5 Star" Licensure status.
- Five staff members earned AAS in Early Childhood. One earned a BA in Birth to Kindergarten.
- Cost cutting methods:
 - Utilize work study students when available.
 - Business and Finance personnel perform financial reporting duties.
 - Receptionist position is funded by Student Services.
- Received a grant for two Imagination Playgrounds in a Cart by KaBoom! Inc. and Dr. Pepper Snapple Group.
- Nursing students perform their pediatrics rotation in the infant rooms. Dental Hygiene students talk to preschool children about dental health.
- Facilitated a practicum setting for 24 EDU-284 students completing 144 hours.
- Summer Camp begins June 15 and runs through August 21, 2015.
- The ECLC is planning to start an Afterschool Program in the Fall.
- The Army Child Care in Your Neighborhood (ACCYN) program ends September 30, 2015.

Approval to transfer funds from Vending to Child Care Center funds not to exceed \$115,000.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve transfer of funds from Vending to Child Care Center funds not to exceed \$115,000. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:33 a.m. prior to this meeting. Mr. Ronald Crosby presented the Committee's report to the Board.

Non-discrimination Annual Report

- On November 2, 2014, the Board of Trustees approved a revised non-discrimination and harassment-free environment policy statement.
- The revised policy statement added the requirement of an Annual Report to the Board of Trustees related to complaints filed by faculty, staff, administration and students at the June Board of Trustees meeting.
- A summary of complaints received alleging violations since the policy was approved November 2014 along with resolution actions, and identification of complainant's college status was provided.

Proposed revisions to VI-1 Policy Statement of the Employment and Affirmative Action Manual

- Change Title of Section VI-1 from Policy Statement to clarify that it is the Board of Trustees' policy statement related to Non-discrimination and Equal Opportunity.
- Add sexual orientation and/or gender identity as a protected classification in the policy.
- Add to the policy the Title IX Coordinator's position title, location, telephone number and email address, as required by the April 24, 2015 Dear Colleague letter from the Department of Education:

Requirement as written in above letter: "In addition, the recipient must always notify students and employees of the name, office address, telephone number, and email address of the Title IX coordinator, *including in its notice of nondiscrimination*. Because it may be unduly burdensome for a recipient to republish printed materials that include the Title IX coordinator's name and individual information each time a person leaves the Title IX coordinator position, a recipient may identify its coordinator only through a position title in printed materials and may provide an email address established for the position of the Title IX coordinator...." (*Note: italic emphasis was added by HR Office*)

On the recommendation of the Human Resources Committee, Mr. Crosby moved to approved proposed revisions to VI-1 Policy Statement of the **Employment and Affirmative Action Manual**. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

Special Trustees' Business

The 2015 ACCT Leadership Congress will be held October 14-17, 2015 in San Diego, California. Trustees should let Kay Williams know if they plan to attend.

President's Report

Next Board Meeting – Monday, August 17, 2015

See Written Report Dr. Keen referred to the President's Report dated June 15, 2015. (1) Registration for fall semester continues through August 14. (2) FTCC Student Services is hosting Open House on June 18 at the General Classroom Building. (3) All

American Veterans Center celebrates its one-year anniversary this month. (4) Two FTCC students were selected to be part of the All-USA Community College All Academic Team sponsored by *USA Today*. (5) Team 1 of FTCC's Collision Repair & Refinishing Technology program and two High School Connection students recently passed ICAR Steel Welding Certification. (6) FTCC's CNA students (combined with High School Connections and evening adult students) scored an 85 percent pass rate on skills, which is 25 percent higher than the state rate. (7) FTCC student Logal Tew qualified to represent FTCC and NC at the Phi Beta Lambda National Leadership Conference this month in Chicago.

Focus: FTCC Health Programs, Ms. Susan Ellis, Dean of Health Programs

- Most of FTCC's health programs currently have or are seeking national accreditation status.
- Clinical rotations are held at Fort Bragg, VA Center, local and regional hospitals and clinics.
- Associate Degree Nursing – 58 graduates (AP: 23, Traditional ADN: 25). Just beginning to sit for NCLEX-RN this week.
- Central Sterile Processing (Certificate) – 7 graduates; many of the graduates move to the diploma/degree health programs.
- Dental Assisting – 25 graduates; all have been successful on the first 2/3 portion of DANB.
- Dental Hygiene – 21 graduates; 100% pass National Board on 1st attempt. Bill was introduced by NC Dental Society to allow Dental Hygienists to administer local anesthesia; will need to add to curriculum.
- Emergency Medical Science – 22 graduates (9 associates, 13 certificates). Cumberland County EMS will hire every graduate we can provide.
- Health & Fitness Science – Relatively new associate degree. Enrolled first students fall 2013.
- Mammography – Certificate program began fall 2013. Must have radiology certification. Program is entirely online; students from North Carolina to Hawaii.
- Nuclear Medicine Technology – Associate degree offered by JCC; we have PSA and share FTEs.
- Nurse Aide – 19 graduates. Program was just updated by NCCC System; Nursing Assistant to Nurse Aide.
- Pharmacy Technology – 24 graduates; 100% pass rate on certification exam for 2014 graduates and 88.9% job placement for 2014 graduates.
- Practical Nursing – Womack hired 38 of 42 graduates. Will be offering evening section at the Spring Lake Campus beginning fall semester.
- Physical Therapist Assistant – 17 graduates; 90% (17/18) pass license exam on 1st attempt.
- Radiology – 19 graduates; 18/19 passed registry on 1st attempt.
- Respiratory Care Therapist – 15 graduates; 4 graduates unsuccessful on 1st attempt CRT credentialing, but will retake exam.
- Simulation – Facilitates utilization of SIM lab and vitals by all Health programs. High-fidelity manikins; safe environment for students to learn and make mistakes.
- Speech Language Pathology Assistant – 13 graduates; 100% pass rate on NC Registration Exam.
- Surgical Technology – 9 graduates (July); continues 100% pass rate National Exam, well above the national average of 69.7% - 74.4%.

Adjournment The meeting was adjourned at 1:50 p.m.

Dr. Dallas M. Freeman, Board Chair

Mrs. Delores P. Ingram, Secretary