

## **FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING**

### **June 16, 2014**

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. Sheryl J. Lewis, Dr. Breeden Blackwell, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. David McCune, and 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 Secretary to the President Kay Williams.

### **Members Absent**

Mr. Ronald C. Crosby, Jr., Mr. Charles J. Harrell, Mrs. Esther R. Thompson.

### **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. Special guests: Newly Appointed Trustee Mr. Hilton T. Hutchens, Jr. and The Fayetteville Observer reporter Gregory Phillips.

### **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 13, 2014 Special Meeting**

On a motion by Dr. Breeden Blackwell and seconded by Mr. Charles Koonce, the minutes of the May 13, 2014 meeting were unanimously approved.

### **May 19, 2014 Meeting**

On a motion by Dr. Breeden Blackwell and seconded by Mr. Charles Koonce, the minutes of the May 19, 2014 meeting were unanimously approved.

### **Special Trustees Business**

Dr. Dallas Freeman, Board Chair, recognized Dr. Marye J. Jeffries for her service on the Board. Dr. Jeffries has served on the Board for a total of twenty years (1992 – 2000 appointed by County Commissioners, 2000 – 2008 appointed by the School Board and 2010 – 2014 appointed by the County Commissioners).

Dr. Dallas Freeman, Board Chair, recognized Mr. Charles E. Koonce for his service on the Board. Mr. Koonce was appointed by the School Board and has served on the Board since 2006 (8 years).

Dr. Jeffries and Mr. Koonce were presented with a token of appreciation for their service on the Board.

Mr. Charles Harrell was appointed by the Governor and has served on the Board since 2000 (14 years). Mr. Harrell was unable to attend the meeting today and will receive his gift at a later date.

## **COMMITTEE REPORTS**

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

### **Update on Student Center Renovation**

- Contract with M & E Contracting was approved by State Construction Office June 11, 2014.
- Pre-Construction meeting will be held June 26, 2014.
- Notice to Proceed -- June 30, 2014.

### **Approval of Contractor for Horace Sisk (Partial Roof) and Center for Business and Industry Roof Replacement**

- Bid opening was held May 29, 2014.
- Six proposals were received.
- Curtis Construction Company (Kinston, NC) submitted low bid of \$593,487.

On the recommendation of the Building and Grounds Committee, Mr. McCune moved to approve Curtis Construction Company (Kinston, NC) with a bid of \$593,487 as the contractor for the Horace Sisk (Partial Roof) and Center for Business and Industry Roof Replacement project. The motion was unanimously approved by the Board.

### **Approval of Design Build Contractor for the Collision Repair and Refinishing Technology Building**

- Request for Proposals was released on June 1, 2014.
- Proposals were reviewed June 10, 2014.
- Administration recommends that Construction Systems, Inc. (Fayetteville, NC) be approved as the design build contractor.

On the recommendation of the Building and Grounds Committee, Mr. McCune moved to approve Construction Systems, Inc. (Fayetteville, NC) as the design build contractor for the Collision Repair and Refinishing Technology building. The motion was unanimously approved by the Board.

**Finance Committee** The Finance Committee met at 11:35 a.m. prior to this meeting. In the absence of Mr. Charles Harrell, Chairman, Mr. William Wellons presented the report to the Board.

**State Budget Revision Report as of May 31, 2014** Mrs. Smith reported that the allocation carried forward from the last report was \$65,102,916.00. Total net increase to the budget was \$15,323.00 for a total allocation of \$65,118,239.00 as of May 31, 2014.

**Approval of College President's Travel** The NCCCS requires that Trustees approve the college President's travel for 2014 - 2015. A blanket approval may be granted to FTCC President Dr. Larry Keen to travel as he deems appropriate for fiscal year 2014 – 2015. The Senior Vice President for Business and Finance will approve the President's travel reimbursement for compliance with reimbursement guidelines.

Mr. McCune moved that a blanket approval be granted to FTCC President Dr. Larry Keen to travel as he deems appropriate for fiscal year 2014 - 2015. The Senior Vice President for Business and Finance will approve the President's travel reimbursement for compliance with reimbursement guidelines. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

**Status of County Budget 2014 – 2015** Mrs. Smith reported that the County Manager recommended FTCC receive a one (1) percent increase of \$95,524 funding which is \$274,000 less than the College requested.

**Approval of Property and Casualty Insurance Program Carrier Effective July 1, 2014** Mr. Sullivan reported that the College had completed its review of responses to the College's Request for Quotes for insurance coverage for the next one to three years. The College received one quote for its property coverage, two quotes for its liability coverage, and six quotes for its workers compensation coverage. A three-person team reviewed and scored the quotes. The College recommends that the following insurance companies be secured to provide the indicated coverage to the College:

- Property – NC Department of Public Instruction
- Liability – EMC Insurance Company
- Workers Compensation – EMC Insurance Company

Mr. Wellons moved to approve the NC Department of Public Instruction for Property coverage and EMC Insurance Company for the Liability and Workers Compensation coverage effective July 1, 2014. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

**Annual Report on the Status of the Child Care Center** Mrs. Smith presented the report to Trustees. She reported the following.

- The average enrollment for 2013-2014 was 108 children.
- The Smart Start Grant for 2013-2014 was \$145,125.
- The Center maintained a "5 Star" licensure status.
- Received \$57,000 from the Army Child Care in Your Neighborhood (ACCYN) Partnership to assist military families in providing quality care off post. ACCYN provides \$1500 per Army child.
- Three staff members earned an AAS in Early Childhood.
- The College projects the Center will have a budget deficit for its current year operations.

**Approval to Transfer Funds from Unrestricted to Proprietary Funds** The administration recommends transferring funds not to exceed \$90,000 from vending to the Child Care Center fund to cover the deficit in the Child Care Center funds as of June 30, 2014.

Mrs. Lewis moved to transfer funds not to exceed \$90,000 from vending funds to the Child Care Center fund. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**Approval to Purchase Property on Procurement Circle** The administration is requesting approval to purchase property on Procurement Circle from County funds at a purchase price not to exceed \$2.9 million. Also, the administration is requesting approval of inter-fund borrowing in a transfer from Bookstore to Plant funds not to exceed \$2.9 million to front the facility expenditures prior to receipt of County funds.

Mr. Wellons moved to approve the purchase of property on Procurement Circle from County funds at a purchase price not to exceed \$2.9 million. He also moved to approve the inter-fund borrowing in a transfer from Bookstore to Plant funds not to exceed \$2.9 million to front the facility expenditures prior to receipt of County funds. The motions were seconded by Mr. Koonce and unanimously approved by the Board.

**Approval of Collateral for County Financing** The administration recommends that the Horticulture Center be used as collateral for County financing of the property on Procurement Circle.

Mr. Wellons moved to approve the Horticulture Center as collateral for County financing of the property on Procurement Circle. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**Curriculum Committee** The Curriculum Committee met at 10:50 a.m. prior to this meeting. Dr. Marye J. Jeffries, Chairman, presented the report to the Board.

**Report on 2012 Critical Success Factors** The NCCCS released the Performance Measures Summary for the institution's performance during the 2012 – 2013 academic year in May 2014. The 2012 – 2013 academic year was the second year under the new performance measures. The summary for FTCC was as follows: One (1) met or exceeded goal; Two (2) were above college average but below Goal 1; Five (5) were above baseline but below college average; and zero were below the baseline.

**Human Resources Committee** The Human Resources Committee met at 11:30 a.m. prior to this meeting. In the absence of Mr. Ronald C. Crosby, Jr., Chairman, Mrs. Sheryl J. Lewis presented the report to the Board.

**Approval of Revision to College Smoking Policy** The revised policy changes the title from "Smoking" to "Use of Tobacco Products and Nicotine Delivery Devices."

On the recommendation of the Human Resources Committee, Mrs. Lewis moved to approve the following revision to the College Smoking Policy. The motion was unanimously approved by the Board.

## **ADMINISTRATIVE PROCEDURES MANUAL**

### **I-23.3 Use of Tobacco Products and Nicotine Delivery Devices**

The use of tobacco products and nicotine delivery devices shall not be permitted in any FTCC vehicle or in any FTCC buildings that are owned or leased by the College. The President of the College shall be authorized to designate certain outdoor areas for the use of tobacco products and other nicotine delivery devices to reduce second-hand smoke/vapor at building entrances.

Tobacco products and nicotine delivery devices shall be defined to include the following:

- a. Any smokeless tobacco product, such as chewing tobacco, snuff, and similar items;
- b. Any device in which tobacco or tobacco products are burned such as cigarettes, cigars, tobacco pipes, cigarillos, blunts, bidis, hookahs, and other similar items; and,
- c. Any device which delivers nicotine to the user, such as electronic cigarette or other similar device which emits a vapor or smoke.

In order to assist persons desiring to end their use of tobacco products and nicotine delivery devices, the college shall permit the use of nicotine replacement patches, gum containing nicotine, and doctor prescribed smoking cessation nicotine delivery devices that do not emit smoke or vapor. Any North Carolina resident desiring assistance in quitting use of tobacco products may contact QuitlineNC for nicotine cessation services and coaching. Toll-free assistance and coaching is available 24/7 by calling 1-800-QUIT-NOW with language translation services available for those requiring translation assistance.

### **Special Trustees' Business**

#### **2014 ACCT Leadership Congress – October 22 – 25, 2014 in Chicago**

#### **President's Report**

#### **Next Board Meeting – Monday, August 18, 2014 (NO MEETING IN JULY)**

**See Written Report** Dr. Keen referred to the President's Report dated June 16, 2014. He reported: (1) Registration for fall semester continues through August 15. Classes begin August 18. Summer classes began May 27 and end July 22. Seven-week accelerated online class registration began June 2 and will continue through July 3; classes will begin July 7. (2) FTCC Student Services is hosting an Open House on Tuesday, June 17, at the Horace Sisk Gymnasium from 4 – 7 p.m. Representatives from Admissions, Financial Aid, Registration, Veterans Services, and all Curriculum programs will be on hand to respond to questions and provide assistance with registration. Representatives will also be available to share information about the Collision Repair and Refinishing Technology program. (3) The FTCC Graduation Ceremony was streamed live from the Crown Center. The Military Tribute video from the graduation ceremony was broadcast on FCE-TV (Fayetteville/Cumberland Education Television) throughout the Memorial Day weekend. The message by Guest Speaker Reverend Brian Thompson, Jr., was also broadcast separately. (4) The ribbon-cutting celebration for the All American Veterans Center will take place today at 2 p.m. (5) Dr. Keen attended a meeting at Nash Community College to discuss US Labor Department Grants to Expand Job-Driven Training Partnerships between Community Colleges and Employees on May 21. (5) Congratulations to Hutch Hutchens on his appointment to the FTCC Board of Trustees.

**Focus: Grand Opening Celebration of the All American Veterans Center – General Classroom Building** The ribbon-cutting celebration for the Center will take place at 2:00 p.m.

**Adjournment** The meeting was adjourned at 1:30 p.m.

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Dr. Dallas M. Freeman, Board Chair

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Mrs. Sheryl J. Lewis, Secretary