

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

August 18, 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, Mr. Ronald C. Crosby, Jr., Mr. Hilton T. Hutchens, Jr., Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr., Mr. David R. Williford, and Student Government President Christina Alvarez.

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, and Administrative Assistant to the President Betty Shackelford.

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: State Senator Wesley Meredith, Media Production Specialist Brad Losh and Media Production Specialist Joe Talarico.

Ethics Awareness and Conflict of Interest Statement

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

June 16, 2014 Meeting

On a motion by Dr. Blackwell and seconded by Mr. Koonce, the minutes of the June 16, 2014 meeting were unanimously approved.

Swearing-In-Ceremony

Mr. Hilton T. Hutchens, Jr., Mr. David R. Williford, Dr. Marye J. Jeffries, Mrs. Charles E. Koonce, and Ms. Christina Alvarez were sworn-in by North Carolina Senator Wesley Meredith. Mr. Hutchens has been appointed by Governor McCrory to a fill the unexpired term of Mr. Dohn Broadwell, Jr. His term will expire on June 30, 2017. Mr. Williford has been appointed by Governor McCrory to a four-year term to expire on June 30, 2018. Dr. Jeffries has been reappointed by the Cumberland County Board of Commissioners to a four-year term to expire June 30, 2018. Mr. Koonce has been reappointed by Cumberland County Schools to a four-year term to expire on June 30, 2018. Ms. Christina Alvarez is the 2014-2015 Student Government Association President and serves as an ex-officio member of the Board of Trustees.

COMMITTEE REPORTS

Curriculum Committee The Curriculum Committee met at 10:30 a.m. prior to this meeting. Dr. Marye Jeffries, Chairwoman, presented the report to the Board.

Approval of Renewal of Level-Three Instructional Service Agreement with Blue Ridge Community College (BRCC) for the Interpreter Education Degree (A55300)

Blue Ridge Community College is the originating college and Fayetteville Technical Community College is the receiving college. This is a renewal of the Level-Three Instructional Service Agreement that was originally signed in 2002. The last renewal was in 2010.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the renewal of the Level-Three Instructional Service Agreement with Blue Ridge Community College for the Interpreter Education Degree. The motion was unanimously approved by the Board.

Acceptance of FTCC's Continuing Education Accountability Plan Term Report for January 1, 2014 through May 15, 2014

FTCC's Accountability Plan for the Continuing Education Division is required by the State Board of Community Colleges Code and includes class visitations each term by Continuing Education staff. All of the 926 classes visited were in compliance.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to accept the Continuing Education Accountability Plan Term Report for January 1, 2014 through May 15, 2014. The motion was unanimously approved by the Board.

Acceptance of Education Program Audit from Spring Semester 2012 through Spring Semester 2013

The scope of the audit included a pre-audit review of selected records pulled from the Institutional Class Reports (ICR) programs, policies, and procedures for the period covered by the audit. The audit findings cited two exceptions and one area of concern.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to accept the Education Program Audit from Spring Semester 2012 through Spring Semester 2013. The motion was unanimously approved by the Board.

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

Approval of Student Services Budget Mrs. Smith reviewed the proposed 2014 – 2015 Student Services Budget for \$274,657 with Trustees at the committee meeting prior to this meeting.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the 2014 – 2015 Student Services Budget in the amount of \$274,657. The motion was unanimously approved by the Board.

Approval of the Miscellaneous Current General Funds Budget The Miscellaneous Current General Funds Budget in the amount of \$129,400 provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Miscellaneous Current General Funds Budget in the amount of \$129,400. The motion was unanimously approved by the Board.

Notification of Tuition Rate Increase Trustees were notified that tuition for in-state curriculum students increased from **\$71.50** to **\$72.00** per credit hour up to 16 credit hours or a maximum tuition charge from **\$1,144.00** to **\$1,152.00** per semester. Tuition for out-of-state curriculum students increased from **\$263.50** to **\$264.00** per credit hour up to 16 credit hours or a maximum tuition charge from **\$4,216.00** to **\$4,224.00** per semester. There were no changes in waivers and Continuing Education registration fees.

Approval of Revision to Purchasing Guidelines per Administrative Procedures Manual I-20 Mrs. Smith reviewed the revised Purchasing Guidelines at the Finance Committee meeting prior to this meeting. The College is requesting that the NCCCS increase FTCC's purchasing delegation from \$10,000 to \$25,000 for non-contract items.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the revision to Purchasing Guideline per Administration Procedures Manual I-20 to increase FTCC's purchasing delegation from \$10,000 to \$25,000 for non-contract items. The motion was unanimously approved by the Board

Cumberland County Adopted Funding for 2014 – 2015 The Board of County Commissioners approved \$9,647,928 for the Current Appropriations Budget for fiscal year 2014 – 2015 (a 1% increase). The College requested \$9,922,402 which reflected a 3.87% increase over the 2013 – 2014 budget.

Required Budget Reversion for Education Program Audit for 2012 – 2013 Conducted in Fiscal Year 2013 – 2014 (\$23,100) The required budget reversion for the Education Program Audit for 2012 – 2013 conducted in the 2013 – 2014 fiscal year is \$23,100. This audit exception was posted to decrease the college's 2013 – 2014 available budget by \$23,100.

Approval to Transfer \$400,000 of Bookstore Funds to the Tony Rand Student Center Renovation Funds and to Transfer \$400,000 of County Funds for the Tony Rand Student Center to the ICAR Building Renovation; Resulting in no net Change to the Cost of the Tony Rand Student Center Renovation On the recommendation of the Finance Committee, Mr. Wellons moved to approve the transfer of \$400,000 of Bookstore Funds to the Tony Rand Student Center Renovation Funds and to transfer \$400,000 of County Funds originally designated for the Tony Rand Student Center renovations to the ICAR Building renovation. The motion was unanimously approved by the Board.

Planning Committee The Planning Committee met at 11:15 a.m. prior to this meeting. Dr. Breeden Blackwell, Chairman, presented the report to the Board.

Distribution of Draft of Strategic Plan for 2014 – 2019 and Institutional Goals (Request Approval at the September 15, 2014 Board Meeting) A draft of the Strategic Plan is in each Trustee's notebook for information and to review prior to the September 15, 2014 Board meeting.

Distribution and Approval of College Handbooks and Manuals All policies included in the updated manuals for 2014-2015 have been previously approved by the Board. Copies of the updated manuals were provided on CD to each Trustee.

On the recommendation of the Planning Committee, Dr. Blackwell moved to reaffirm the College Handbooks and Manuals. The motion was unanimously approved by the Board.

2013 – 2014 End-of-Year Report (Provided as Information) The 2013 – 2014 End-of-Year report was provided on CD for Trustees to review.

Human Resources Committee The Human Resources Committee met at 11:30 a.m. prior to this meeting. Mr. Ronald Crosby, Chairman, presented the report to the Board.

Approval of Revision to Annual Contract III On the recommendation of the Human Resources Committee, Mr. Crosby moved to approve the revised Annual Contract III. The motion was unanimously approved by the Board. See revised policy below.

I-11.1.1.3 Annual Contract "III"

Such agreement shall include any employee who, with the approval of the President, is selected to work for a period not exceeding twelve months. Such employment may consist of up to forty (40) hours of assigned work weekly. ~~After completing one full year~~

~~of employment, employees may be granted ten (10) days of paid administrative leave to be used within one year after their anniversary date. Employees who are employed under an "Annual Contract III" for twelve months and who were employed during the previous College year under the same contract shall earn forty (40) hours of administrative leave on July 1 and forty (40) hours of administrative leave on January 1. All other employees employed for twelve months under an "Annual Contract III" shall receive twenty (20) hours of administrative leave after each ninety (90) days of employment. Employees working less than twelve (12) months under an "Annual Contract III" shall receive a pro rata share of the administrative leave granted above to such employees, dependent upon previous service to the College as indicated above. All administrative leave granted pursuant to this policy shall be forfeited if not used during the fiscal year in which the leave is granted. Administrative leave must be scheduled with the approval of the Associate Vice President.~~

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

- The project demolition started June 30, 2014.
- Monthly Construction meeting was held July 24, 2014.
 - Metal stud framing has started.
 - Project is 7.5% complete.

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

- Curtis Construction Company (Kinston, NC) was approved by the Board June 16 as contractor.
- State Construction is reviewing contract.
- Anticipate a pre-construction meeting in about two weeks.

Special Trustees' Business

NC Associate of Community College Trustees (NCACCT) 2014 Leadership Seminar – September 3 – 5, 2014 – Charlotte, NC

Association of Community College Trustees (ACCT) 45th Annual Leadership Congress October 22 – 25 2014 – Chicago, IL

Statement of Economic Interest The State Ethics Commission did not find an actual conflict of interest or the potential for a conflict of interest for Mr. Hilton T. Hutchens, Jr. or Mr. David R. Williford.

Election of Officers for 2014 – 2015

Board Chair – Dr. Freeman, Board Chair, opened the floor for nominations for Board Chair for the 2014 – 2015 year. Mr. Koonce nominated Dr. Dallas Freeman for Board Chair. The motion was seconded by Dr. Blackwell. No further nominations were presented. Dr. Blackwell moved that the nominations be closed and Dr. Freeman be declared Board Chair by acclamation. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Vice Chair - Dr. Freeman opened the floor for nominations for the office of Vice Chairman. Mr. Wellons nominated Mr. Charles Koonce for the office of Vice Chairman. Dr. Blackwell moved that the nominations be closed and that Mr. Charles Koonce be declared Vice Chairman by acclamation. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Secretary – Dr. Freeman opened the floor for nominations for the office of Secretary. Mrs. Lewis nominated Mrs. Delores Ingram for the office of secretary. Dr. Blackwell moved that the nominations be closed and that Mrs. Delores Ingram be declared Secretary by acclamation. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

OFFICERS FOR 2014 – 2015

Dr. Dallas M. Freeman – Board Chair
Mr. Charles E. Koonce – Vice Chairman
Mrs. Delores P. Ingram - Secretary

President's Report

Next Board Meeting – Monday, September 15, 2014

See Written Report Dr. Keen referred to the President's Report dated August 18, 2014. He reported: (1) The NC Military Business Center and FTCC co-hosted with Senator Kay Hagan and Senator Richard Burr the 13th Annual NC Defense Trade Show on August 5 at the Horace Sisk Gymnasium. This year's event was another success with over 800 attendees. (2) Aerospace Supplier and Advanced Manufacturing Summit hosted by Senator Richard Burr, the NC Military Business Center, NC Aerospace Initiative, NC Aerospace Alliance and NC Department of Commerce was held on August 6 and 7 at Benton Convention Center in Winston Salem, NC. (3) Fall Semester Convocation was held on Friday, August 15. (4) NCCCS President Dr. Scott Ralls, Robeson Community College President Dr. Pamela Hilbert and FTCC President Dr. Larry Keen led the Align4NCWorks Summit on FTCC's campus on August 12. Align4NC Works was developed as a strategic planning endeavor and response to better align partners involved in workforce efforts to discuss best practices as well as challenges and to identify strategies to bring North Carolina's workforce development into alignment. (5) The Auto Collision Repair Program will train students to keep up with changes in materials and engineering design of new vehicles by being able to repair them to pre-collision standards. Mr. Paul Gage is the director of the new program. (6) FTCC's All American Veterans Center was mentioned in a story August 3 by Susan Reynolds of *The Fayetteville Observer*. (7) Anna Rivera Scott, a Hope Mills South View High School teen, was featured in a story by Rodger Mullen of *The Fayetteville Observer*, "Welding Produces Success for Hope Mills Teen." Anna was enrolled in welding classes at FTCC through the High School Connections Program. (8) Jae Nixon, Senior Media Production Specialist, received the Silver Telly, the highest honor in Telly Awards, judged by online viewers, for a video he produced to promote FTCC's Cosmetology program. (9) Grand Opening and Open House for Esthetics, Natural Hair Care, and Manicuring/Nail Technology August 18 and 19 at Tallywood Shopping Center. (10) Meeting with Cape Fear Botanical Garden Executive Director Ry Southard regarding use of facilities. (11) Received \$25,000 donation from an anonymous donor. (12) Received check from Cumberland Community Foundation, Inc. for 24,500. (13) Met with Economic Development Board on August 6. (14) New Trustee Orientation was held on August 8.

Focus – 2014 State of the College Video Trustees viewed the 2014 State of the College Video.

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

Dr. Dallas M. Freeman, Board Chair

Mrs. Delores P. Ingram, Secretary