

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
MINUTES OF THE BOARD OF TRUSTEES**

**August 19, 2019**

Held at the Tony Rand Student Center Board Room at 1:40 p.m.

**Members Attending**

Mr. Ronald C. Crosby, Jr., Dr. Dallas M. Freeman, Dr. William D. Haithcock, Mr. Charles J. Harrell, Mrs. Delores P. Ingram, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. Chandan Y. Shankar, Mrs. Suzannah Tucker, Mr. William Wellons, Jr., and Mr. Jesse Watts.

**Members Absent**

Mr. William Hedgepeth and Mr. David R. Williford

**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 Mark Sorrells, Senior Vice President for Business and Finance Robin Deaver, Vice President for Administrative Services Joe Levister, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Interim Executive Director of Marketing and Public Relations Wanda Dail, Interim Executive Director for the Foundation Lauren Arp, and Executive Assistant to the President Kay Williams.

**Call to Order**

**Mr. Ronald C. Crosby, Jr., Chairman**

**Recognition of Guests**

Dr. Jeannette Council, Judge Tiffany Whitfield, Judge Cheri Siler-Mack, Charles Martin, Roderick Gooden, Janet Valds, Jordan McLean, Leonard Cobb, Justin Longley, and Brad Losh.

**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.

**State of the College Video**

**Focus: Convergent Nonprofit Solutions**

**Swearing-In Ceremony**

**The Honorable Tiffany Whitfield  
Cumberland County District Court Judge**

Mr. Ronald C. Crosby, Jr. – Reappointed by the Cumberland County School Board to a Four-year Term to Expire on June 30, 2023

Mr. William S. Wellons, Jr. – Reappointed by the Governor to a Four-year Term to Expire on June 30, 2023

**The Honorable Jeannette Council  
Chair, Cumberland County Board of Commissioners**

Dr. Linwood Powell – Reappointed by the Board of County Commissioners to a Four-year Term to Expire on June 30, 2023

Mr. Jesse Watts - 2019-2020 Student Government Association President (Ex-officio member)

**Tribute Video (FTCC 1999-2019) for Mr. Brent Michaels, Executive Director of Marketing and Public Relations**

**Approval of Minutes of June 17, 2019 Meeting**

On a motion by Mr. Shankar and seconded by Mr. Koonce the minutes of the June 17, 2019 meeting were unanimously approved by the Board.

**Election of Officers for 2019-2020**

**Board Chair** – Mr. Crosby, Board Chair, opened the floor for nominations for Board Chair for the 2019-2020 year. Mr. Wellons nominated Dr. Linwood Powell for Board Chair. Mr. Harrell seconded the nomination. Mr. Koonce moved that nominations be closed and Dr. Powell be named Chair by acclamation. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

**Vice Chair** – Dr. Powell, Board Chair, opened the floor for nominations for the office of Vice Chairman. Mrs. Ingram was nominated but declined. Mr. Harrell nominated Mr. William Wellons for the office of Vice Chairman. Mr. Crosby moved that the nominations be closed and Mr. Wellons be approved as Vice Chair by acclamation. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

**Secretary** – Dr. Powell opened the floor for nominations for the office of Secretary. Mrs. Tucker nominated Mrs. Delores Ingram for the office of Secretary. Mr. Crosby moved that the nominations be closed and Mrs. Ingram be approved as the Secretary by acclamation. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

**COMMITTEE REPORTS**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:35 a.m. prior to this meeting.

Dr. Freeman reported.

### **Update on the Horticulture Educational Center Greenhouse Replacement (Information Only)**

- The outdoor greenhouse needs to be replaced due to flooding from hurricanes.
- Gordon Rose (Fayetteville, NC) is the designer of the elevated foundation pad for the replacement greenhouse.
- Estimated cost \$123,550.
- Lee Design Building (Princeton, NC) was approved as the contractor for this project at the June 17 Board meeting with a bid of \$95,012.00
- The greenhouse is projected to be installed the end of August, once the pad is installed.
- Projected completion September 13.

### **Update on the Fire and Emergency Services Training Center (Information Only)**

- The Board approved the acquisition of two parcels of land (16.41 and 13.40 acres) totaling 29.81 acres as a donation from the County at the January 22, 2019 meeting.
- HH Architecture was approved as the designer for this project at the April 15, 2019 Board meeting.
- The project is currently in advanced planning.
- Once State Construction Office completes its review of advanced planning documentation, we can proceed to the design of the project.
- \$18,881,573 has been allocated for this project.
- This project has an estimated completion of November 2021.

### **Update on J.P. Riddle Stadium (Information Only)**

- The deed for this property was transferred from the County February 4, 2019.
- Gordon Rose was approved as the designer for field renovations and elimination of drainage issues.
- Phase I drainage improvements were initiated on February 5<sup>th</sup> for \$52,662.74.
- Improvements included

- Installation of drains at dugouts
  - Installation of drains at critical infield areas
  - Installation of drains in right field
- Phase II drainage improvements were estimated to cost \$165,000.
  - Presentation was made by Gates Four on June 27 to Dr. Keen for infield renovations with projected cost of \$28,000.
  - Gordon Rose was notified his services were no longer needed because of cost savings by Gates Four.

**Curriculum Committee** The Curriculum Committee met at 10:58 a.m. prior to this meeting.

Mrs. Ingram reported.

**Presented for Acceptance: FTCC's FY 2018-19 Compliance Review (2017-18 Reporting Period)**

A compliance review was conducted by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure compliance with NC General Statute 115D-5 and Title 1 of the State Board of Community Colleges Code. The purpose of the audit is to certify that data used allocate State funds were reported accurately for the 2017-18 reporting period.

The review of records for continuing education indicated a minimal material finding with non-compliant hours reported for budget FTE exceeding 1% of the total hours tested in the occupational extension sample class audit pool. The finding exceeded the minimal threshold of 1%, but was below the 5% error threshold for a material finding which requires a reversion of funds.

The audit recommendation directs the College to review all records of class hours reported since Spring Semester 2017 and make appropriate adjustments during the three-semester grace period. In addition, the College has contacted the Director of Accountability and Compliance Training as suggested in the compliance notification letter.

On recommendation of the Curriculum Committee, Mrs. Ingram moved to accept FTCC's FY 2018-19 Compliance Review (2017-18 Reporting Period). The motion was unanimously approved by the Board.

## **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Process (Information Only)**

The College is making good progress toward reporting compliance with *The Principles of Accreditation: Foundation of Quality Enhancement*. To date, FTCC's SACSCOC Committee has completed 40 (56%) of the standards with an additional 16 (23%) needing only updated documents to be classified as complete. The remaining 21% are in progress. The committee meets weekly to review statements and documentation to demonstrate the College's compliance with the accreditation principles. The Self Study report to SACSCOC is due March 15, 2020. The site visit is scheduled for October 5-8, 2020.

In addition to the Self Study, the College must develop a Quality Enhancement Plan (QEP). The topic for the QEP should focus on improving student learning and/or student success and emanate from the College's on-going, comprehensive, and evaluation process. The intent of the FTCC Coaching, Advising, Realizing, Engaging, and Succeeding (CARES) project is to create a culture of intentional advising and focused career counseling to improve student success.

Recently a team of five members from FTCC's SACSCOC committee attended the 2019 Institute on Quality Enhancement and Accreditation, which was held in Dallas, TX. The three-day conference agenda covered a number of relevant topics including: an overview of recently revised standards, networking sessions, Q&A with SACSCOC Vice Presidents, sessions on crafting a QEP, and compliance tips. Participation in the conference was a valuable use of time and helped confirm that we are on target with our report and a bit ahead of schedule in developing our QEP.

## **Jesse Watts, Jr., Elected as State SGA President (Information Only)**

FTCC SGA President Jesse Watts, Jr. was recently elected as the State SGA President. As such, he will serve on the North Carolina State Board of Trustees. Mr. Watts is the second FTCC student to serve in this capacity. Previously, Roderick Gooden held this position.

## **2019-20 SECU Bridge to Career Cohort (Information Only)**

The State Employees Credit Union Foundation Board has approved FTCC to participate in the 2019-20 SECU Bridge to Career Cohort program that runs from July 1, 2019 through August 31, 2020. The maximum funding made available for the program is \$18,000. Participating colleges are required to:

- Utilize the Identified Staff Member/ Navigator to guide the cohort of students through targeted programs of study throughout the educational and job seeking processes;
- Students awarded funds must complete course work prior to the end of the grant term;

- Submit quarterly reports on student data and use of funds to the NCCCS;
- Return unused funds to the SECU Foundation; and,
- Refer to the program as SECU Bridge to Career Cohort Program in marketing activity.

**Finance Committee** The Finance Committee met at 11:12 a.m. prior to this meeting.

Mr. Harrell reported.

**Approval of the 2019-20 Miscellaneous Current General Funds Proposed Budget**

The Miscellaneous Current General Funds Budget for Fiscal Year 2019-20 provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions. The proposed budget for 2019-20 is \$150,000.00.

**Approval of the 2019-20 Student Services Proposed Budget**

The Student Services proposed budget provides for salaries/benefits, SGA administrative expense, travel, student events (includes intermural/club support), first aid supplies, membership dues, SGA officers' stipend, ID card equipment maintenance and supplies, equipment/furniture and software. The proposed 2019-20 Student Services Budget is \$248,632.00.

**Approval of the 2019-20 Athletics Proposed Budget**

The 2019-20 Athletics proposed budget provides for salaries/benefits, supplies/repairs, travel, uniforms, accident insurance, miscellaneous service contracts, tax on ticket sales, membership dues, equipment, and facility rental. The proposed 2019-20 Athletics Budget is \$590,481.00.

**Approval of Revision to Administrative Procedures Manual I-19.3, *Reimbursement for Subsistence*; I-19.3.1, *Maximum Reimbursement*; and I-19.3.3, *Tips***

Maximum reimbursement from state funds for daily subsistence is indicated below.

	<b>In-State Travel</b>	<b>Out-of-State Travel</b>
<b>Meals</b>	<b>State</b>	<b>State</b>
<b>Breakfast</b>	8.40 <del>60</del>	8.40 <del>60</del>
<b>Lunch</b>	11.00 <del>30</del>	11.00 <del>30</del>
<b>Dinner</b>	18.90 <del>19.50</del>	21.60 <del>22.20</del>
<b>Total Daily Meals</b>	38.30 <del>39.40</del>	41.00 <del>42.10</del>

<b>Lodging</b> (actual, up to)	71.2075.10 plus tax	84.1088.70 plus tax
<b>DAILY TOTAL</b>	<del>\$109.50</del> <u>\$114.50</u>	<del>\$125.10</del> <u>\$130.80</u>

### I-19.3.3 Tips

~~Tips for handling baggage at common carrier terminals and tips for the handling of baggage when arriving at or departing from the place of lodging are authorized and must be itemized under "other expenses." These tips are not counted toward the authorized daily subsistence maximums. Tips for room service, valet, and other hotel services are not reimbursable. Waitress or waiter tips are to be included in and charged to the cost of the meal at which such tips were incurred.~~

Reimbursable gratuities or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. For further guidance, the following information is provided when calculating a tip:

- Airports: baggage handling/Skycaps = no more than \$2 per bag; shuttle drivers = no more than \$2 per bag.
- Parking/auto related: valets = \$2 per car when collecting the car; taxi or ride sharing service drivers = no more than \$5 per trip.

Tips for room service and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverages, "set-up," between-meal snacks or refreshments, and other personal expenses are not reimbursable.

On recommendation of the Finance Committee Mr. Harrell moved to approve the 2019-20 Miscellaneous General Funds proposed budget of \$150,000.00; the 2019-20 Student Services proposed budget of \$248,632.00; the 2019-20 Athletics proposed budget of \$590,481.00; and the Revision to Administrative Procedures Manual I-19.3, *Reimbursement for Subsistence*; I-19.3.1, *Maximum Reimbursement*; and I-19.3.3, *Tips*. The motion was unanimously approved by the Board.

### **Biannual Pension Spiking Report (Information Only)**

The report is based on contribution-based benefit cap. The college has three employees that were listed on the report. They were flagged due to a promotion with increase in salary and additional instructional contracts. The employees and contributions are regularly checked by the college.

**Human Resources Committee** The Human Resources Committee met at 11:33 a.m. prior to this meeting.

Dr. Powell reported.

**FTCC Employee Provide Notification of Application for Vacant District 6 Seat on the Cumberland County Schools Board of Education (Information Only)**

Ms. Pamela Gibson, Dean of Engineering and Applied Technologies, notified the President on August 12, 2019 of her application for the vacant District 6 seat on the Cumberland County School Board of Education. Under provisions of Paragraph VI-6, Employment and Affirmative Action Manual, Political Activities of Employees, the President submits the following information to the Board, as information:

- Ms. Gibson applied for Ms. Peggy Hall's seat vacated due to her recent resignation. The Cumberland County School (CCS) Board heard from each of the seat candidates at a special meeting on August 12, 2019. At their regularly scheduled August 13, 2019 meeting, the CCS Board voted on who will fill the vacant seat.
- Per Paragraph VI-6 of the Employment and Affirmative Action manual, Ms. Gibson acknowledged in writing on August 12, 2019 that she understood she was prohibited from soliciting support during her regular work hours, either on or off the College properties, unless she was on approved annual leave.

**Planning Committee** The Planning Committee met at 11:40 a.m. prior to this meeting.

Dr. Powell reported.

**2019-2024 Strategic Plan and Institutional Goals (Information Only)**

The 2019-2024 Strategic Plan and Institutional Goals were provided for information and will be returned for approval consideration at the September 2019 Board of Trustees meeting. There are requested revisions in the College's Institutional Goals, provided in a separate document, for approval consideration during the September 2019 meeting.

**College's Mission Statement, Purpose Statement, and General Education Core Competencies (Information Only)**

The College's Mission Statement, Purpose Statement, and General Education Core Competencies were provided as information and will be returned at the September 2019 meeting for reaffirmation consideration.



## **College's Official Handbooks and Manuals (Information Only)**

The College's Official Handbooks and Manuals were provided on a flash-drive for review and will be returned for reaffirmation of previously approved policies during the September 2019 Board of Trustees meeting.

Please notify Kay Williams or Carl Mitchell prior to September 4, 2019 if you desire any additional modifications or revisions to the Strategic Plan or the Institutional Goals or desire any changes to the Mission Statement, Purpose Statement, and/or the General Education Core Competencies.

### **Special Trustees' Business**

**Dr. Linwood Powell, Chair**

ACCT Leadership Congress - October 16-19, 2019, San Francisco, CA (Early Bird Registration Ended August 9, 2019).

### **SGA Report**

**Mr. Jesse Watts, SGA President**

- June 19 – Mini Punch Day
- On August 21, a Mini Fall Fest was held to welcome students back.
- Breakfast at the bookstore was held on August 13 for students purchasing books.
- First general council meeting is scheduled for August 28.
- The N4CSGA met in Winston-Salem July 18-20.

### **President's Report**

**Dr. J. Larry Keen, President**

Dr. Keen referred to the President's Report dated August 19, 2019: (1) Classes begin today for 16-week fall semester. (2) Senator Thom Tillis and Senator Richard Burr attended the Defense Trade Show held August 6. (3) Fall Convocation was held on Friday, August 16. (4) Windows 10 has been deployed across the campus. (5) Cosmetology student Crystal Thomas placed first in the Extemporaneous Speaking at the SkillsUSA state competition this summer.

**Next Board Meeting – Monday, September 16, 2019**

### **Adjournment**

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

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Dr. Linwood Powell, Chair

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Mrs. Delores P. Ingram, Secretary