

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

September 15, 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., Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, 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 Technology Bob Ervin, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director of the FTCC Foundation Loran Ricotta, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Mr. Hilton T. Hutchens, Jr., Mr. David McCune, Mrs. Esther R. Thompson, Mr. David R. Williford, and Student Government President Christina Alvarez.

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 guest: Mr. Paul Gage, FTCC Program Director I-CAR Collision Repair.

Ethics Awareness and Conflict of Interest Statement

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. Dr. Blackwell has a conflict with the Update on Employee/Student Assistance Plan. He will recuse himself from discussion and voting.

August 18, 2014 Meeting

On a motion by Mr. Wellons and seconded by Mr. Koonce, the minutes of the August 18, 2014 meeting were unanimously approved.

COMMITTEE REPORTS

Planning Committee The Planning Curriculum Committee met at 10:45 a.m. prior to this meeting. Dr. Breeden Blackwell, Chairman, presented the report to the Board.

Approval of the Institutional Goals and Strategic Plan for 2014 – 2019 Trustees received a draft copy of the Strategic Plan for 2014–2019 at the August 18, 2014 Board meeting. No recommendations/suggestions were received.

On the recommendation of the Planning Committee, Dr. Blackwell moved to approve the Institutional Goals and Strategic Plan for 2014 – 2019. The motion was seconded by Mrs. Lewis and unanimously approved by the Board. (See Attachment 1.)

Human Resources Committee The Human Resources Committee met at 10:55 a.m. prior to this meeting. Mr. Ronald Crosby, Jr., Chairman, presented the report to the Board.

Update on Employee/Student Assistance Plan (ESAP) The Employee/Student Assistance Plan (ESAP) provides referral counseling services for students, employees, and their family members. The services are provided by Mr. John Sutton and his staff

at Cape Fear Valley Employee Assistance Program. The program has been very beneficial to FTCC students, faculty and staff. The contract will automatically renew on October 1, 2014 for the 2014-2015 academic year at a cost of \$31,000 (no increase in cost from previous years).

Finance Committee The Finance Committee met at 11:40 a.m. prior to this meeting. Mr. Williams Wellons, Jr., Chairman, presented the report to the Board.

Approval of Combined Budget for Fiscal Year 2014 – 2015 Mrs. Smith reviewed the Combined Budget with Trustees at the Finance Committee meeting. The Combined Budget of \$134,653,878 (State, County and Institutional funds) is required by the NC Community College System for State Board approval.

Mr. Wellons moved to approve the Combined Budget of \$134,653,878 for the 2014-2015 fiscal year. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Acceptance of the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for Fiscal Year Ended June 30, 2014 The audit was performed by Buie, Norman and Company, P.A. They reported that the financial statements present fairly, in all material respects, the financial position of Fayetteville Technical Community College Foundation, Inc. as of June 30, 2014 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. (It was a clean audit.)

Mr. Wellons moved to accept the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for fiscal year ended June 30, 2014. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

Approval of College President's Contract for 2014 – 2015

Mr. Wellons moved that in accordance with General Statutes 143-318.11 (a)(6) the Board of Trustees will go into closed session to discuss a personnel matter. The motion was seconded by Mr. Koonce and unanimously approved by the Committee.

CLOSED SESSION

OPEN SESSION

Dr. Freeman moved to approve FTCC President Dr. Larry Keen's contract for 2014 – 2015 under the same terms and conditions as last year with a 10% salary increase effective July 1, 2014. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Dr. Keen expressed appreciation to the Trustees for their vote of confidence.

Curriculum Committee The Curriculum Committee met at 11:15 a.m. prior to this meeting. Dr. Marye Jeffries, Chairwoman, presented the report to the Board.

Approval of a New Program – Cosmetology Instructor Certificate (55160) to Begin Spring 2015 Semester The Cosmetology Instructor certificate has been approved by the State Board of Community Colleges for the special application process if the college has prior approval for the Cosmetology (A55140) program. Students enrolling in this certificate will have satisfied all coursework and assessments for the Associate in Applied Science in Cosmetology and state licensure by the NC State Board of Cosmetic Arts. Graduates will be prepared to take the NC Cosmetology State Board Cosmetology Instructor Licensing Exam and upon passing be qualified for employment in public or private cosmetology schools and businesses.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Cosmetology Instructor Certificate (55160) to begin Spring 2015 Semester. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Approval of a New Program – Esthetics Instructor Certificate (55270) to Begin Spring 2015 Semester

The Esthetics Instructor certificate has been approved by the State Board of Community Colleges for the special application process if the college has prior approval for the Cosmetology (A55140) program. Students enrolling in this certificate will have satisfied all coursework and assessments for the Esthetics Technology certificate and state licensure by the NC State Board of Cosmetic Arts.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Esthetics Instructor Certificate (55270) to begin Spring 2015. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Approval of a New Program – Gunsmithing (A30200) to Begin Fall 2015 Semester

The Board approved for the College to conduct a needs assessment for an Associate in Applied Science in Gunsmithing on October 21, 2013. A survey of local potential employers revealed that 100% of the respondents expressed an interest in employing graduates of the program. Average annual wages are estimated to be \$41,559 plus benefits. Montgomery Community College in Troy, NC is the only community college offering the program at this time.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve the Gunsmithing Program (A30200) to begin Fall 2015 Semester. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Building and Grounds Committee The Building and Grounds Committee met at 11:30 a.m. prior to this meeting. In the absence of Mr. David McCune, Chairman, Dr. Keen presented the report to the Board.

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

- Curtis Construction Company (Kinston, NC) was approved by the Board on June 16, 2014 as the contractor.
- The pre-construction meeting was rescheduled from September 4 to September 18, 2014.
- Anticipate a notice to proceed date the week of September 25, 2014.
- Construction is projected to be completed in late January 2015.

Update on the Student Center Renovation

- M&E Contracting (Fayetteville, NC) started building renovation on June 30, 2014.
- Monthly construction meeting was held on August 28.
 - Demolition is 98% complete.
 - Wall metal stud framing in ongoing.
 - Some door frames are set.
 - Exterior utilities from street to building for sprinkler system.
 - Rough in for electrical and under slab plumbing started.
- Meeting held September 8 with city building inspector on code changes affecting ceiling piping insulation.

Special Trustees' Business

Notification of 2014 – 2015 Committee Assignments Dr. Freeman expressed appreciation to Trustees for serving on the committees.

Report on NCACCT Fall Leadership Seminar – September 3–5, 2014 Charlotte, NC

Dr. Dallas Freeman, Mr. Hilton Hutchens, Jr., Mrs. Delores Ingram, Dr. Marye Jeffries, Mr. Charles Koonce, Mrs. Esther Thompson, Mr. William Wellons, Mr. David Williford, and Dr. Larry Keen attended the Seminar. Trustees reported on the meetings they attended. Trustees stated that the speakers were good and it was a very good seminar.

The North Carolina Community College PAC Dr. Blackwell disseminated information on the NC Community College PAC. Deadline for contributions is September 30, 2014.

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

President's Report

Next Board Meeting – Monday, October 20, 2014

See Written Report Dr. Keen referred to the President's Report dated September 15, 2014. He reported: The City-County Joint Appearance Commission presented FTCC with the 6th Annual Community Appearance Award for Best Non-Residential Landscaping Project.

Focus – Advanced Collision Repair and Refinishing Program – Mr. Paul Gage, Program Director, I-CAR Collision Repair

Mr. Gage reported that FTCC has partnered with Gerber Collision, Nationwide Insurance, PPG Coatings, the Inter Industry Conference for Automotive Collision Repair (I-CAR), and the NC Business Committee for Education to create a state-of-the-art collision industry associate degree program to provide employers with the resources they need to close the current skills gap. The degree program is career-oriented and includes nine certifications from the Inter-Industry Conference on Auto Collision Repair (I-CAR). Certifications include:

- Non-structural Repair Technician through Pro Level 3.
- Refinish Technician through Pro Level 3.
- Steel Structural Repair Technician through Pro Level 1.
- Aluminum Structural Repair Technician through Pro Level 1.
- Estimator through Pro Level 1.
- Auto Physical Damage Appraiser through Pro Level 1.
- Steel MIG Welding.
- Aluminum MIG Welding.
- Sectioning Welding.

Mr. Gage also reported that students will be trained in on-structural cosmetic repairs (plastics, composites, steel and aluminum) and will receive factory training on multiple welding techniques as well as steel and aluminum structural repair. They will learn refinish procedures and will be trained in estimating and repair planning, body shop operations, lean process, and the most advanced automotive computer technologies.

A graduate can expect to make a starting salary of approximately \$45,000. The most experienced technicians make up to \$100,000.

Adjournment The meeting was adjourned at 2:15 p.m.

Dr. Dallas M. Freeman, Board Chair

Mrs. Delores P. Ingram, Secretary

ATTACHMENT 1

FTCC Institutional Goals 2014-2019

- 1. Respond to student and community needs through measurable goals**
- 2. Establish a culture of quality customer service**
- 3. Ensure fiscal responsibility, accountability and financial stability**
- 4. Focus on workforce preparedness to support economic development**

**Originally adopted by the FTCC Board of Trustee, September 16, 2013.
Reaffirmed: September 15, 2014**