

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

September 21, 2015

Held in the Board Room of the Tony Rand Student Center at 12:35 p.m.

Members Attending

Mr. Charles E. Koonce, Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Mrs. Delores P. Ingram, Mrs. Sheryl J. Lewis, Mr. David McCune, Dr. Linwood Powell, Mr. William S. Wellons, Jr., Mr. David R. Williford, and Student Government Association 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 Business and Finance Betty Smith, Vice President for Administrative Services Joe Levister, Vice President for Technology Bob Ervin, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director of the FTCC Foundation Lorna Ricotta, Associate Vice President for Curriculum Programs, and Executive Assistant to the President Kay Williams.

Members Absent

Dr. Marye J. Jeffries, Mr. Hilton T. Hutchens, and Mrs. Esther Thompson.

Call to Order

The meeting was called to order by Board Chair Mr. Charles E. Koonce.

Recognition of Guests

Mr. Koonce recognized Former Board Member/Chair Harry Shaw, Cumberland County Public Health Director Buck Wilson, Regional Tobacco Control Manager Ockidde Harris, Cumberland County Health Board Member Barbara Stelly, FTCC Instructor Shane Wilson, Media Production Specialist Brad Losh, and **Fayetteville Observer** Reporter Paige Rentz.

Ethics Awareness and Conflict of Interest Statement

Mr. Koonce read the Ethics Awareness and Conflict of Interest Reminder. No Conflict of Interest was identified.

August 17, 2015 Meeting

On a motion by Mr. Wellons and seconded by Mrs. Lewis, the minutes of the August 17, 2015 meeting were unanimously approved.

Special Presentation

Dr. Keen recognized and presented former FTCC Board Chairs Mr. Harry Shaw, Mr. William Wellons, Jr., and Dr. Dallas Freeman with a gavel plaque in honor of their years of service as Board Chairs.

National SkillsUSA Conference

FTCC student Ms. Angela Hoskins was a Gold Medal Winner for the Early Childhood Education Program.

FTCC students Mr. John Hoskins and Ms. Breanna Cox placed 8th in Promotional Bulletin Board Competition.

Sigma Kappa Delta Recognition

Faculty members Mr. Shane Wilson, Ms. Lisa Grundy, and Ms. Karis King were recognized by Sigma Kappa Delta Board of Directors for an outstanding job promoting the English Honor Society and its mission on campus.

Building a Healthier Cumberland County – Tobacco-Free Campus Policies

Cumberland County Health Director Buck Wilson and Regional Tobacco Control Manager Ockidde Harris presented to the Board the benefits and what a 100% tobacco-free campus would mean for FTCC.

COMMITTEE REPORTS

Planning Committee The Planning Committee met at 10:37 a.m. prior to this meeting. Dr. Dallas M. Freeman, Chairman, presented the Committee's report to the Board.

Approval of the 2015-2020 Strategic Plan and Institutional Goals

A draft of the 2015-2020 Strategic Plan, including the mission statement and Institutional Goals was provided to the Trustees at the August 17, 2015, Board meeting. No comments or requested updates were received.

On the recommendation of the Planning Committee, Dr. Freeman moved to approve the 2015-2020 Strategic Plan and Institutional Goals. The motion was unanimously approved by the Board.

Reaffirmation of Policies in the College's Handbooks and Manuals

Copies of the official manuals and handbooks were provided on CD to Trustees for review at the August 17, 2015, Board meeting. No comments or requested updates were received.

On the recommendation of the Planning Committee, Dr. Freeman moved to reaffirm the Policies in the College's Handbooks and Manuals. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 10:42 a.m. prior to this meeting. Mr. Ronald C. Crosby, Jr., Chairman, presented the Committee's report to the Board.

Update on Employee/Student Assistance Plan (ESAP)

The Employee/Student Assistance Program (ESAP) provides referral counseling for students, employees, and their family members. The services provided by the Employee/Student Assistance Program by Cape Fear Valley Health Systems have been very beneficial to FTCC students, faculty, and staff throughout the 2014-15 year.

- There were 58 total cases, workplace consults and auxiliary service participants from October 1, 2014 to August 31, 2015.
- The ESAP Contract will renew automatically October 1, 2015, with no additional cost to the College. Cape Fear Valley Health Systems has agreed to maintain the previous year's contracted amount of \$31,000 for the 2015-16 academic year.

Finance Committee The Finance Committee met at 10:44 a.m. prior to this meeting. Mr. William S. Wellons, Jr., Chairman, presented the Committee's report to 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, 2015

The audited financial statements of the Fayetteville Technical Community College Foundation Incorporated were determined to be accurate and in sound financial condition.

On the recommendation of the Finance Committee, 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, 2015. The motion was unanimously approved by the Board.

Approval of Revised Academic Procedures Manual III-4.2 Tuition/Fee Waivers, III-4.3 Tuition Refunds, and III-4.3.1 Military Tuition Refund

III-4.2. Tuition/Fee Waivers

- (2) When an employer, other than the ~~armed services~~ **Armed Forces**, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
- (3) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the ~~military~~ **Armed Forces** for employment may be eligible for tuition payment at the in-state rate.
- (5) Members of the ~~a~~**Armed f**Forces that register through the GoArmyEd website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.
- (8) Volunteer firemen, ~~local~~**municipal, county or state** fire department personnel- volunteer **EMS or** rescue and lifesaving department personnel- ~~local~~**municipal, county or state EMS or** rescue and lifesaving department personnel- ~~local~~**municipal, county or state** law enforcement officers ~~enrolled in training course~~ are exempt from tuition and registration fees **when enrolled in courses requested by their organization in support of that organization's training needs.**

III-4.3 Tuition Refunds

- (1) A refund shall not be made except under the following circumstances:
 - a. **100 Percent Refund:** A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the College calendar **or prior to the first day of class for classes that are not consistent with the academic semester or term.** Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled ~~due to insufficient enrollment.~~
 - b. **75 Percent Refund:** A 75 percent refund shall be made if the student officially withdraws from ~~the class(es)~~ **a class** prior to or on the official 10 percent point of the ~~semester or term~~ **class.**
 - c. ~~For classes beginning at times other than the first week (seven calendar days) of the semester or term a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.~~
 - dc. **A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the College cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.**
- (4) For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the College shall adopt local refund policies. **Classes in this category are considered self-supporting and the College follows the same refund policies stated above.**

III-4.3.1 Military Tuition Refund

- (1) Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations ~~then taking place outside the state of North Carolina~~ that make it impossible for them to complete their course requirement; and

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the Revised Academic Procedures Manual III-4.2, Tuition/Fee Waivers, III-4.3 Tuition Refunds, and III-4.3.1 Military Tuition Refund. The motion was unanimously approved by the Board.

Community College Tuition: The Basics and Beyond (Information only) Mr. Wellons reported that Mrs. Smith reviewed the presentation “Community College Tuition: The Basics and Beyond” that was presented at the NCACCT Fall Conference on September 11, 2015. This was for information only.

Curriculum Committee The Curriculum Committee met at 11:25 a.m. prior to this meeting. Dr. Dallas M. Freeman, Chairman, presented the Committee’s report to the Board.

Approval to Pursue a New Associate Degree Program Intelligence Studies (AXXXX)

This degree provides instruction in the multidisciplinary field of intelligence studies and is designed for students who are currently employed or wish to pursue positions as military, civilian, or corporate intelligence specialists. The program's core courses impact substantive knowledge and analytic skills required by all professionals in the intelligence community. Students may also pursue concentrated studies in several functional areas or intelligence sub-fields.

- Program Information
 - A five semester Associate degree program with a projected start date of Summer 2016.
 - Certificates to allow for specialty areas.
 - To be offered in the classroom and online.
- Resources Required
 - One full-time Department Chair/Instructor with a background in Intelligence Studies or closely related field.
 - Additional part-time faculty to assure appropriate teaching loads and faculty to student ratios.
 - Faculty office space with appropriate equipment, supplies, and software to support specialty education.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the pursuit of new Associate degree program Intelligence Studies. The motion was unanimously approved by the Board.

Approval of Three Renewals and One New Level-Three Instructional Service Agreements with Catawba Valley Community College, Edgecombe Community College, Randolph Community College, and South Piedmont Community College for the AAS Funeral Education Program (A55260)

- Fayetteville Technical Community College (FTCC) is the host College.
- Renewal agreements with Catawba Valley Community College, Edgecombe Community College and Randolph Community College.
- Establish new agreement with South Piedmont Community College.
- FTCC will provide all instruction for FSE prefix and PSY 141 courses either via NC Information Highway (NCIH) or Online.
- The participating College will be responsible for providing the HCIH classroom, technological support, and a proctor for each class to monitor tests and classroom decorum.
- The participating college will provide test proctors as needed for online courses.
- FTE will be divided on a 50/50 basis between FTCC and the participating college for the students enrolled in a NCIH FSE and PSY 141 classes and attending at the participating college.
- FTCC will retain all FTE for online FSE and PSY 141 classes.
- Participating colleges will retain all FTE for students enrolled in general education or other related classes at their colleges.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the Three Renewals and One New Level-Three Instructional Service Agreements with Catawba Valley Community College, Edgecombe Community College, Randolph Community College, and South Piedmont Community College for the AAS Funeral Education Program (A55260). The motion was unanimously approved by the Board.

Special Trustees' Business

Report on 2015 NCACCT Leadership Seminar, September 9-11, 2015, in Wilmington, North Carolina

Dr. Dallas Freeman, Mrs. Delores Ingram, Mrs. Sheryl Lewis, Mr. David McCune, Dr. Linwood Powell, Mr. William Wellons, Jr., and Dr. Larry Keen attended the Seminar. The Trustees reported on the meetings they attended. Overall, the Seminar was good and the sessions attended were informative.

2015 ACCT Leadership Congress will be held October 14-17, 2015 in San Diego, California

President's Report

Next Board Meeting – Monday, October 19, 2015

See Written Report Dr. Keen referred to the President's Report dated September 21, 2015. (1) Associate Degree Nursing students' first-time pass rate on the NCLEX was 94.8%. (2) Two FTCC military spouses received educational grants from Corvias Foundation. (3) The Art Gallery is open during September on Mondays, Wednesdays, and Fridays from 9 a.m. – 12:00 p.m. (4) 9/11 Memorial Observance was held on campus on Friday, September 11 at 9 a.m. at the gazebo. (5) Auditions were held for "9 to 5 The Musical" on September 11 and 12. (6) The FTCC Chapter of Alpha Tau Phi of Phi Theta Kappa participated in the 2015 Alzheimer's Walk on September 12. (7) FTCC SGA presented U.S. Constitution Day on Thursday, September 17. (8) FTCC SGA and Global Education Committee are presenting "Around the World in 90 Minutes" with Marty Essen at FTCC on September 24. (9) The Culinary Arts will be offering evening meal services on Thursdays, October 8 and 22 and November 5 and 19. (10) Fall II registration has begun and class will begin October 15. (11) The FTCC Foundation Chair's Gala and Thirtieth Anniversary is planned for Saturday, October 3, at the Tony Rand Student Center.

Adjournment The meeting was adjourned at 2:00 p.m.

Mr. Charles Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary