

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

October 15, 2018

Held at the Tony Rand Student Center Board Room at 1:14 p.m.

Members Attending

Mr. Ronald C. Crosby, Jr., Dr. Dallas Freeman, Dr. William D Haithcock, Mr. Charles J. Harrell, Mr. William Hedgepeth, II, Mrs. Delores P. Ingram, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. Williams S. Wellons, Jr., and Mr. Brian Clark.

Members Absent

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 Business and Finance Robin Deaver, Vice President for Administrative Services Joe Levister, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director for the Foundation Lorna Ricotta, Executive Assistant to the President Kay Williams, Associate Vice President for Student Services Rosemary Kelly, Associate Vice President of Corporate and Continuing Education Jolee Marsh, Dean of Public Service Linda Novak, Dean of Computer Information Technologies Tenette Prevatte, and Public Safety Division Chair Kenneth Buckey.

Call To Order

Mr. Ronald C. Crosby, Jr., Board Chair

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

Focus – Plant Operations and Business and Finance.

Dr. Keen recognized and expressed his gratitude to the employees in Plant Operations and Business and Finance for their work during the recovery of Hurricane Florence.

Approval of Minutes of September 24, 2018 Meeting

On a motion by Dr. Powell and seconded by Mr. Koonce the minutes of the September 24, 2018 meeting were unanimously approved by the Board.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:34 a.m. prior to this meeting.

Dr. Freeman reported.

Approval to Lease Property at 3215 Bragg Boulevard

- The college became aware that the tenant has moved from Ski's Auto World, Inc.
- Desire to establish a short-term lease through June 2019.
- This facility will be used for collision repair training.
- The monthly rental fee is \$6,500.00 per month.

- Request approval of lease starting November 1, 2018.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve the lease of property at 3215 Bragg Boulevard. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Approval of Dr. Larry Keen, President, and Robin Deaver, Senior Vice President for Business and Finance, as the Primary and Secondary Applicant Agents for the Federal Emergency Management Agency (FEMA) for FTCC

- A meeting was held October 5, 2018 to discuss FEMA assistance.
- The deadline to submit requests for assistance is November 13, 2018.
- Approval of applicant's agents is required by the governing body of the organization to submit applicants for federal and/or state assistance.
- Request approval of Dr. Larry Keen and Robin Deaver as the primary and secondary applicant agents for FTCC for all matters related to disaster recovery.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve Dr. Larry Keen, President, and Robin Deaver, Senior Vice President for Business and Finance, as the Primary and Secondary Applicant Agents for the Federal Emergency Management Agency (FEMA) for FTCC. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Update on Recovery from Hurricane Florence

- The storm hit the Fayetteville area on September 14, 2018.
- Recovery activities started September 15, 2018.
- Classes resumed Monday, September 24, 2018.
- Power was out at the Fayetteville campus from 4:00 p.m. September 14 until 11:30 a.m. September 16.
- Damage to property totaled \$47,886.00 and included:
 - Numerous leaks to buildings from blowing rain.
 - Water damaged ceiling tiles.
 - Several documents were damaged in the library archive room.
 - Several damaged smoke detectors.
 - Health Technologies Center HVAC System cooling tower operator/drive was damaged by water.
 - Horticulture Education Center greenhouse was destroyed by flooding and parking lot was filled with silt from the Cape Fear River.
 - Thirteen trees were removed at various college locations.
- Awaiting other estimated costs (FTCC Greenhouse).

Update on Storm Drainage in Parking Lot #5

- Received call from Clark Reaves regarding concern about water runoff from College parking lot #5 onto his mothers' property at 2914 Skye Drive.
- A meeting was held between John Larch, Fayetteville City Engineering Division, Del Crawford, Crawford Engineering, Steven Arndt, FTCC Facilities, on September 21 to discuss the drainage issue.

- A meeting was held on September 25 with the Reaves family, Del Crawford, Dr. Keen and Joe Levister to discuss their concern about water runoff onto their property.
- It was agreed that we would meet no later than November 1, to discuss recommended solutions.
- Mr. Del Crawford briefed the Trustees on the water runoff onto the Reaves property.
 - The run off is basically during hurricanes and excess rain.
 - There was no runoff from the one inch of rain last week from Hurricane Michael.
 - Mr. Crawford stands by his report.

Curriculum Committee The Curriculum Committee met at 11:10 a.m. prior to this meeting.

Mrs. Ingram reported.

Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for May 16, 2017 through August 14, 2017

- This past term there were 527 Continuing Education classes visited by appropriate staff.
- FTCC's Accountability and Credibility Policy and Guidelines states – at least 50% of off-campus and 25% of on-campus classes are visited for verification.
- Short Courses – 12 hours or less – are visited on a random basis rather than being required to visit each class.
- The Associate Vice President or his/her designee conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.
- Total Classes for this term 963: 482 Occupational Extension; 248 Self-Supporting; 215 College/Career Readiness; 4 Customized Training; 14 Human Resources Development.
- Based upon the Guidelines: 527 classes were visited and found in compliance.
- Verification was made for: Instructor presence; proper course titles; accurate number of students registered and present, and attendance sheets were checked, location/time and start/end dates were accurate.
- Findings of the Internal Audit are presented to you for information and acceptance.

On recommendation of the Curriculum Committee, Mrs. Ingram moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2017 through August 14, 2017. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for May 16, 2018 through August 14, 2018

- This past term there were 440 Continuing Education classes visited by appropriate staff.
- FTCC's Accountability and Credibility Policy and Guidelines states – at least 50% of off-campus and 25% of on-campus classes are visited for verification.
- Short Courses – 12 hours or less – are visited on a random basis rather than being required to visit each class.

- The Associate Vice President or his/her designee conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.
- Total Classes for this term 971: 485 Occupational Extension; 262 Self-Supporting; 194 College/Career Readiness; 14 Customized Training; 16 Human Resources Development.
- Based upon the Guidelines: 440 classes were visited and found in compliance.
- Verification was made for: Instructor presence; proper course titles; accurate number of students registered and present, and attendance sheets were checked, location/time and start/end dates were accurate.
- Findings of the Internal Audit are presented to you for information and acceptance.

On recommendation of the Curriculum Committee, Mrs. Ingram moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2018 through August 14, 2018. The motion was seconded by Dr. Powell and unanimously approved by the Board.

Computer Technology Division Updates

- FTCC was selected as a “Champion of National Cyber Security Awareness Month” (NCSAM), and will be providing tips on maintaining a proper cyber security posture on the FTCC Cyber Defense Education Center website throughout the month of October (<https://www.faytechcc.edu/academics/computer-information-technology-programs/cyber-defense-education-center/>)
- Ilona Pelerin was selected to attend the Grace Hopper Celebration conference in Houston TX. The Grace Hopper conference is the world's largest gathering of women technologists.
- Chris Herring and Tenette Prevatte will be on the Southeast Region Cyber Security Summit & Technology Symposium panel (sponsored by the NC Military Business Center) in Chapel Hill on Thursday, October 11. NSA Director General Paul Nakasone will be the keynote speaker for the summit.
- FTCC's Cyber Defense Education Center, in coordination with National CyberWatch, are in the process of applying for a grant from the Department of Labor. This grant is geared towards providing apprenticeships for underrepresented population segments and transitioning Military service members, as well as other segments of the population.
- FTCC's Cyber Defense Education Center, in coordination with Robeson Community College, Public Schools of Robeson County, and the Cumberland County School System, are in the process of applying for a “Gen Cyber” grant from the NSA and NSF. This grant opportunity is designed to “inspire the next generation of cyber stars” by providing training to middle and high school students, as well as public school teachers and other employees.

Update on the Assistance Provided by FTCC after Hurricane Florence

Academics – Linda Novak and Susan Ellis

- Extended deadlines for completion of work in online assignments.
- Rescheduling times for Friday afternoons and Saturdays for programs that need to meet hours, for example Cosmetology and Basic Law Enforcement.
- Previewing all student withdrawals from class to capture those students who may not have reached out for assistance but still need it.
- Extended due dates for assignments.
- Provided hard copies of assignments prior to event, understanding that folks (faculty/students) may lose power.

- Students provided optional lab days upon return to campus.
- Provided optional scheduling (when possible) upon return for faculty/students who needed to meet with insurance adjusters.
- Referred students to Foundation for financial assistance related to event.

Continuing Education – Jolee Marsh

- Most continuing education courses were extended to make up the time.
- Additional hours were added on to courses that end in November-December.
- For classes that have an online component, makeup assignments were issued online.
- Students with extenuating circumstances were handled case-by-case.

Student Services – Rosemary Kelly

- Partnering with the Foundation to assist with ECMC emergency funding as well as Emergency Loans.
- FTCC Food Drive sponsored by the SGA.
- Additional funding for 2018-19 in Federal Supplemental Educational Opportunity Grant (FSEOG).

Foundation – Lorna Ricotta

- Project Success Funds from ECMC (Emergency/Non-school related support)
 - 178 students submitted 203 applications
 - 48 students were approved a total of \$20,000
 - 130 students were denied for lack of documentation or funding.
- Foundation Emergency Applications
 - Since returning from Hurricane Florence on September 24, 2018, three students were awarded \$914.00 Foundation Emergency college and book funds.
 - Between July 1 and October 9, 2018:
 - 29 students applied for emergency assistance
 - 17 students have been awarded \$8,108.53

Finance Committee The Finance Committee met at 11:39 a.m. prior to this meeting.

Mr. Hedgepeth reported.

Approval to Write-off Uncollectible Accounts

Collection agencies returned the following accounts to the College as uncollectible. The Office of Business and Finance recommends write-off of these accounts:

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Amount</u>
FTCC Unrestricted Loans	4	\$ 846.64
Returned Checks	3	843.97
Financial Aid Debt	429	232,092.63
Total	436	\$ 233,783.24

On recommendation of the Finance Committee, Mr. Hedgepeth moved to approve the write-off of uncollectible accounts in the amount of \$233,783.24. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Approval to use \$79,931.00 of Bookstore Funds as the College’s Dollar-for-Dollar Match of State Allocated Funds for Two Career Coaches

On recommendation of the Finance Committee, Mr. Hedgepeth moved to approve the use of \$79,931.00 of bookstore funds as the college's dollar-for-dollar match of state allocated funds for two career coaches. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:50 a.m. prior to this meeting.

Dr. Powell reported.

The Biannual Faculty and Staff Turnover Report (Information)

The Board of Trustees approved a revision to paragraph I-12 of the Administrative Procedures Manual with an effective date of August 1, 2018. The report covers the period of April 1, 2018 to September 30, 2018.

- The Administrative Procedures Manual revision specifies, "*The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence. The College shall monitor faculty and staff turnover by providing a biannual employee vacancy report for information to the Board of Trustees during the October and April meetings*".
- The October 2018 faculty and staff turnover report for the period April 1, 2018 to September 30, 2018 was provided to the Trustees.
- The next report due to the Board of Trustees in April 2019 will cover the period October 1 2018 to March 31, 2019

Planning Committee The Planning Committee met at 11:55 a.m. prior to this meeting.

Dr. Powell reported.

Annual Board Self-Assessment Survey (Information)

- In October 2017, the Board of Trustees approved the annual self-assessment questions contained in the attached questionnaire template.
- The annual Board Self-Assessment Survey is a self-reflective assessment of the Board as a whole and not an evaluation of individual board members.
- The Board of Trustees requested this survey be released via SurveyMonkey® software. The 2018 survey will released on October 16, 2018.
- Board Members should complete the survey prior to November 2, 2018 allowing time for survey tabulation and return of survey results at the November 2018 Board meeting. Tabulated results will be provided for self-reflective analysis, review and discussion.

Special Trustees' Business

Mr. Ronald C. Crosby, Jr., Board Chair

ACCT Leadership Congress, October 24-27, 2018, New York City.

- Mr. Ronald C. Crosby, Jr., will be the voting delegate at the Leadership Congress.

Culinary Technology Luncheon – November 16, 2018, 11:30 a.m., Horace Sisk Dining Facility.

SGA Report**Mr. Brian Clark, SGA President**

- Constitution Day was held on September 26.
- SGA hosted a Game Show Day.
- Fall Festival was held on October 9.
- Food Drive for hurricane relief began October 9 and will end on October 31.
- SGA Conference will be held in Fayetteville this week October 19-21.

President's Report**Dr. J. Larry Keen, President****Next Board Meeting – Monday, November 19, 2018**

See Written Report : Dr. Keen referred to the President's Report. (1) Open enrollment for insurance coverage for employees is currently under way. (2) Faculty and Staff Council members have been selected for the 2018-2019 academic year. (3) September Blood Drive was a great success. (4) Disaster unemployment assistance information has been shared with the faculty and staff. (5) 1 Million Cups celebrates four years at FTCC.

Adjournment

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

Mr. Ronald C. Crosby, Jr., Chair

Mrs. Delores P. Ingram, Secretary