

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

October 17, 2016

Held in the Board Room of the Tony Rand Student Center at 12:55 p.m.

Members Attending

Mr. Charles E. Koonce, Dr. Dallas Freeman, Mr. Charles J. Harrell, Mr. Hilton T. Hutchens, Jr., Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Dr. Linwood Powell, Mr. William S. Wellons, Jr., and SGA President Christopher Haywood.

Members Absent

Mr. Ronald C. Crosby, Jr., Mrs. Sheryl J. Lewis, Mrs. Esther R. Thompson, 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 David Brand, 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 for the Foundation Lorna Ricotta, and Executive Assistant to the President Kay Williams.

Call to Order

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

Mr. Hutchens moved to amend the agenda to add item permitting consideration of a change to the Community Service Policy. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Recognition of Guests

Mr. Koonce recognized FTCC Athletics Director Mike Neal.

Athletics Program

Mr. Mike Neal, Athletics Director

Coaches: Brian Hurd, Men's Basketball, Eric Tucker, Women's Basketball, and John Michael Cole, Golf.

Academics – Students must be a high school graduate or equivalent, a full-time student with a 2.0 GPA, and must maintain academic progress. Students transferring will be evaluated for eligibility.

There are 10 colleges in the NJCAA Region.

Ethics Awareness and Conflict of Interest Statement

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

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 11:10 a.m. prior to this meeting.

Mr. Harrell reported.

Update on the Horace Sisk Building Renovation

- Projected cost is \$450,000.
- Progressive Contracting Company (Sanford, NC) has submitted contracts for review.

- Construction schedule will be provided by contractor.

Update on the Student Center Parking Lot Renovation

- Projected cost is \$300,000.
- Gordon Rose, Draper Allen Associates, (Fayetteville, NC) is the designer.
- Meeting was held with potential contractors to go over contract specifications.
- Bid opening projected in two weeks.
- Project construction completion in December.

Update on Mae Rudd Williams School Parking

- Additional parking is needed for collision repair students.
- Projected cost to establish parking lot exceeds \$400,000.
- Plans are being established to park students at Spring Lake Campus.
- Plans are being made to shuttle students to Mae Rudd Williams for classes.

Curriculum Committee The Curriculum Committee met at 11:17 a.m. prior to this meeting.

Dr. Freeman reported.

Approval to offer an Associate in Applied Science degree in Industrial Systems Technology to begin Fall 2017

- On April 18, 2016, the FTCC Board of Trustees gave approval to pursue an Associate in Applied Science degree in Industrial Systems Technology.
- FTCC plans to submit an application to the NCCCS office for approval to offer the program starting the 2017 Fall Semester.
- The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems. Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered. Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.
- A three-year accountability report must be submitted by the College three years after the program implementation. The report must include information on enrollment, completers, employment, licensure/accreditation and other pertinent information.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the Associate in Applied Science Degree in Industrial Systems Technology to begin Fall 2017. The motion was unanimously approved by the Board.

Acceptance of FTCC's Continuing Education Accountability Plan Term Report for May 16, 2016 – August 14, 2016

- This past term there were 589 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 is required to conduct at least 10% unannounced visits – we exceed that amount with daily visits by our AVP.

- Total Classes for this term 1,018: 490 Occupational Extension; 271 Self-Supporting; 213 College/Career Readiness; 2 Customized Training; 42 Human Resources Development.
- Based upon the Guidelines: 589 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 the recommendation of the Curriculum Committee, Dr. Freeman moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2016 – August 14, 2016. The motion was unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:34 a.m. prior to the meeting.

Mr. Hutchens called the meeting to order.

Recommended Change to the Academic Procedures Manual

Recommend that Directory Information, Paragraph III-12.8, be amended to designate directory information that FTCC may, at its discretion, disclose without obtaining a student's prior consent. This includes public information such as name, mailing address, phone listing, email address and dates of attendance at FTCC. Students will be afforded the opportunity to request in writing that the information not be disclosed by notifying the Registrar.

III-12.8 Directory Information

FTCC designates the following personally identifiable information contained in student records as "directory information." FTCC may, at its discretion, disclose directory information without a student's further prior consent:

- (1) (4) Name
 - (2) Mailing Address
 - (3) Phone Listing
 - (4) E-mail Address
 - (5) Dates of Attendance
-
- (~~2~~ 5) Curriculum
 - (~~3~~ 6) Enrollment Status
 - (4 7) Dates of Enrollment
 - (~~5~~ 8) Degree Received

FTCC will publish, in the FTCC Student Handbook, the above list or a revised list of the items classified as directory information. Students will be advised at that time that they have the right to request that directory information not be disclosed. Any student who objects to release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

Mr. Wellons moved to approve the recommended change to the Academic Procedures Manual. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Approval to Amend Community Service Leave Policy

1-8.10 Community Service Leave Policy

1-8.10.1 Purpose

The purpose of community service leave is to promote full-time employee's engagement in volunteer service.

1-8.10.2 Amount of Leave

A full-time employee is eligible for 24 hours of community service leave on July 1 of each year; earning 2 hours per month. An employee's leave taken shall not exceed the annual cumulative amount earned without prior approval from the Vice President. Upon employment, new employees earn leave at a rate of 2 hours per month for the remaining months of the fiscal year. Leave that is not taken is forfeited; it shall not be carried into the next fiscal year and shall not be paid upon separation of employment.

For the 2016 – 2017 college year, all of the 24 hours of community service leave which has not been earned as of October 15, 2016 is deemed earned by employees when such leave is used to aid in the recovery from Hurricane Matthew. This paragraph shall apply only to the 2016 – 2017 college year and shall expire on June 30, 2016.

1-8-10.3 Purpose of Leave Request

- (1) To meet with a teacher or administrator concerning the employee's child or grandchild.
- (2) To attend any function sponsored by the school, including a licensed child day care, elementary school, middle school, and high school, in which the employee's child or grandchild is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program. For the purposes of this paragraph, attendance at a function sponsored by an institution of higher education is not permitted use of community service leave.
- (3) To perform, school approved volunteer work approved by a teacher, school administrator, or program administrator.
- (4) To perform a service for a community service organization. (A nonprofit, non-partisan community organization which is designated as an IRS Code 501 (C) (3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth and the elderly. Note: Although religious organizations may be 501 (C) (3) agencies, this leave does not apply to activities designed to promote religious beliefs.)
- (5) To perform volunteer work for a state agency that is approved by the agency head or his/her designee.

(6) During the 2016 – 2017 College year, employees may use community service leave for Hurricane Matthew recovery efforts. This paragraph shall expire on June 30, 2017.

1-8.10.4 Approval of Leave

Employees must receive approval from their supervisor to use this leave. The supervisor may require that the leave be taken at a time other than the one requested, based on the needs of the office. Community service leave taken shall be listed under the appropriate column of the time sheet or appropriately marked as community service leave on the report of absence form. The signed community service designating proof of acceptable service must be attached to the time sheet or report of absence for the month the leave is taken.

Supervisors who approve such leave shall maintain records indicating the number of hours taken per employee. The official record will be maintained in the Human Resource Office.

Partisan political activity is not eligible for community service leave.

Mr. Hutchens moved to amend the Community Service Leave Policy. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

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

Mr. Wellons reported.

Write off of Uncollectible Accounts

The following accounts have been referred to the appropriate collection agencies and have been returned as uncollectible. It is recommended that these accounts be written off as bad debts.

<u>Type of Accounts</u>	<u>Number of Accounts</u>	<u>Total Amount</u>
FTCC Unrestricted Loans	42	\$22,833.95
Returned Checks	5	1,780.46
Financial Aid Debt	386	206,986.80
Totals	433	\$231,601.21

Mrs. Ingram moved to approve the write off of uncollectible accounts in the amount of \$231,601.21. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Request Approval of Specific Fees (IE SBCCC 700.5) to Support the Collision U Program (Attachment A)

Course specific fees in the amount of \$400.00 are required for certifications and licensure fees in the program. See excerpt from I-CAR Agreement attached. Effective date – Spring Semester 2017.

Dr. Freeman moved to approve specific fees (IE SBCCC 700.5) to support Collision U. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Special Trustees' Business

Mr. Koonce

The Trustees gave an update on the Association of Community College Trustees (ACCT) 2016 Leadership Congress, October 5-8, 2016, held in New Orleans, LA. The Trustees reported the sessions were well attended and were very informative.

The Community College National Legislative Summit is scheduled for February 13-16, 2017, Washington, D.C.

The Trustees are invited to the Culinary Technology meals on October 28 and November 4 at 11:30 a.m.

SGA Report

Mr. Christopher Haywood, SGA President

- The Fall Festival for the student body was a huge success.
- The SGA will be fully integrated with the upcoming basketball games by encouraging students to attend and support the Trojans.
- The N4CSGA Conference will be held October 29 at Atlantic Beach, NC.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting Monday, November 21, 2016

See Written Report: Dr. Keen referred to the President's Report dated October 17, 2016. (1) Fall registration continues. (2) Instructor Debra Baker, Registered Medical Assistant Program Chair, was recognized by WQSM Radio through weekly award program to honor outstanding teachers. (3) Scott Dorney of NCMBC was interviewed by Carolina Business Review. (4) *The Story of Clean Energy* wrote about FTCC's Solar-Ready Vets program. (5) Select Bank and Trust made an endowment of \$15,000 for a scholarship for Accounting or Business Administration students. (6) FTCC hosted the 16th Annual Cumberland County Emergency Services Memorial on October 1. (7) The Lady Trojans Golf Team won the CenCarolina Invitational/Cougar Classic. (8) Trojan Athletics Kickoff is scheduled for October 28 at Reid Ross Classical High School. (9) FTCC Dental Assisting and Hygiene students will be volunteering at the NC Missions of Mercy Free Adult Dental Clinic on October 28. (10) FTCC Technology will host a Fall Open House on October 31.

Adjournment

Mr. Charles E. Koonce, Board Chair

Mr. Hilton T. Hutchens, Jr., Secretary

Attachment A

TERMINATION AND BREACH. In the event of a material breach of this Agreement by either party, the party not responsible for the breach shall provide the other party (the "breaching party") with written notice of the breach, specifying therein the details of the breach and stating that in the absence of a timely cure, the party not responsible for the breach intends to terminate this Agreement on the date that is one month (30 days) following the date of such notice. If the breaching party shall not promptly and in good faith commence the curing of any such breach and pursue the same with due diligence, or if the breaching party shall have promptly and in good faith commenced the curing of such breach and shall have pursued the same with due diligence but nevertheless shall not have completed the cure within the one month period following the notice, then the Agreement shall terminate on the date that is one month following the date on which the notifying party provided such notice.

* 1. PAYMENT

- 1.1. This agreement is an all-inclusive arrangement whereby all services and deliverables are included in the fees described here within this agreement.
- 1.2. The annual licensing fee for the I-CAR Professional Development Program – Education Edition Curriculum Package including Intro to Collision Repair, NST ProLevel 1 and REF ProLevel 1, as well as NST ProLevels 2 & 3, SST ProLevel 1, REF ProLevels 2 & 3, and Steel and Aluminum Welding Training and Certifications is \$1,100.
- 1.3. For each starting student FTCC will pay I-CAR \$50 at the time of registering each student for the Intro to Collision Repair series.
- 1.4. For each student completing their first full year of training FTCC will pay I-CAR \$200 per student.
- ✓ 1.5. Prior to graduation of each student, FTCC will pay I-CAR \$200 for a student graduating (NST ProLevel 1, 2 & 3; REF ProLevel 1, 2, & 3; EST ProLevel 1; and SST ProLevel).
- ✓ 1.6. Additionally, FTCC will pay I-CAR \$200 for each student completing the I-CAR Steel and Aluminum Welding Training & Certifications at time of completion, but prior to graduation.

2. SERVICES AND CURRICULUM

- 2.1. **Curriculum Updates:** I-CAR shall provide up-to-date curriculum for the modules required by I-CAR for FTCC to deliver to its students to earn the agreed upon I-CAR Platinum Certificates, as well as any additional modules being delivered as part of the FTCC collision repair program ("Program").
- 2.2. **Educator Support:** I-CAR agrees to provide training, at no additional cost to FTCC or its employees or students, so that FTCC Educators are trained by I-CAR to deliver the modules and training agreed upon herein.
 - 2.2.1. I-CAR will provide training for PDP – Education Edition to all FTCC Educators in order to deliver the PDP – Education Edition Curriculum.
 - 2.2.2. I-CAR will require completion of Instructor Technical Evaluation for each course taught by FTCC Educators to become ITE certified.
 - 2.2.3. I-CAR will provide at no charge to each FTCC Educator annually two (2) I-CAR professional development courses delivered through the inter-industry.
- 2.3. **Materials:** I-CAR agrees to provide to FTCC, its employees and students, at no