

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

## **October 20, 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. Delores P. Ingram, Dr. Breeden Blackwell, Mr. Ronald C. Crosby, Jr., Mr. Hilton T. Hutchens, Jr., Dr. Marye J. Jeffries, Mr. David McCune, Mrs. Esther R. Thompson, Mr. William S. Wellons, Jr. and Mr. David R. Williford.

### **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 Administrative Services Joe Levister, Vice President for Technology Bob Ervin, Vice President for Human Resources/Workforce Development/Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director of the FTCC Foundation Lorna Ricotta, and Administrative Assistant to the President Betty Shackelford.

### **Members Absent**

Mrs. Sheryl J. Lewis 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.

### **Ethics Awareness and Conflict of Interest Statement**

Dr. Freeman read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.

### **September 15, 2014 Meeting**

On a motion by Dr. Blackwell and seconded by Mr. Wellons, the minutes of the September 15, 2014 meeting were unanimously approved.

## **COMMITTEE REPORTS**

**Human Resources Committee** The Human Resources Committee met at 10:45 a.m. prior to this meeting. Mr. Ronald Crosby, Jr., Chairman, presented the report to the Board.

**Approval of Revision to the Employment and Affirmative Action Policy** The revisions to the Employment and Affirmative Action Policy and the Board of Trustees policy statement: (It is the policy of FTCC to prohibit all forms of illegal discrimination and to foster a campus environment which empowers individuals to bring forth claims of illegal discrimination without fear of retaliation) were reviewed at the Committee meeting. Sexual harassment, sexual assault, stalking, domestic violence, dating violence and other forms of intimate partner as defined by Title IX and Clery Act are forms of sex/gender based discrimination and are specifically added to the policy.

Under the revised policy, the administration provides the Board of Trustees with an annual report of allegations and/or complaints filed by employees and/or students. This report will be provided to Trustees at the June meeting each year. The revised policy also includes the required Title IX compliance information. Mr. Carl Mitchell is the Title IX Coordinator and Ms. Barbara Driscoll is the Deputy Coordinator.

On the recommendation of the Human Resources Committee, Mr. Crosby moved to approve the revision to the Employment and Affirmative Action Policy. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

**College's Implementation Procedures for the Employment and Affirmative Action Policy** Trustees were informed of the College's implementation procedures for the Employment and Affirmative Action Policy.

**Curriculum Committee** The Curriculum Committee met at 11:10 a.m. prior to this meeting. Dr. Marye Jeffries, Chairwoman, presented the report to the Board.

**Approval to Conduct a Needs Assessment for a Certificate in Surgical First Assistant (CXXXXX)** Surgical First Assistants provide aid in exposure, hemostasis, closure and other intraoperative technical functions that help the surgeon carry out a safe operation with optimal results for the patient.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to grant approval for the College to conduct a Needs Assessment for a certificate in Surgical First Assistant. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

**Approval to Renew the Cooperative Innovative High School Program between Fayetteville Technical Community College (FTCC) and Cumberland County Schools (CCS)** The Cooperative Innovative High School program provides a flexible, customized program of instruction for students who benefit from accelerated, higher level coursework. Howard Health and Life Sciences High School is an innovative school designed to prepare students for post-secondary education and careers in health related fields.

On the recommendation of the Curriculum Committee, Dr. Jeffries moved to approve for the College to renew the Cooperative Innovative High School Program between Fayetteville Technical Community College and Cumberland County Schools. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**Finance Committee** The Finance Committee met at 11:25 a.m. prior to this meeting. Mr. William Wellons, Jr., Chairman, presented the report to the Board.

**Write-off of Uncollectible Accounts** All required procedures have been followed in an attempt to collect these funds. The accounts have been through two tax seasons.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the write-off of the following uncollectible accounts: FTCC Unrestricted Loans in the amount of \$10,876.49, returned checks in the amount of \$1,178.13, and Financial Aid Debt in the amount of \$226,867.27 for a total write-off of \$238,921.89. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

**Acceptance of Unaudited Annual Financial Statements (subject to audit) for Fiscal Year Ended June 30, 2014** The unaudited annual financial statements are required by the General Statutes and are subject to review by the state auditors. A copy of the unaudited annual financial statements for fiscal year ended June 30, 2014 was provided to each Board Member.

On the recommendation of the Finance Committee, Mr. Wellons moved to accept the unaudited annual financial statements for fiscal year ended June 30, 2014. The motion was seconded by Dr. Blackwell and unanimously approved by the Board.

**Approval of Revision to Administrative Procedures Manual I-7.1.2 Tuition/Required Fee Reimbursement** Under the revised policy and if funds are available, the College may reimburse the employee up to \$700 each fall and spring semester for a total of \$1,400 per fiscal year for tuition and required fees (employees under the current (1670)

policy can receive up to \$500 per fiscal year). Course work must culminate in the attainment of either a degree beyond the current level degree held or completion of additional graduate hours that meet SACS/College Transfer credit requirement. The program of study must support the mission of the College. This benefit is limited to one degree at each level (associate, bachelor, master or doctorate) per employee during his/her tenure with FTCC.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the revision to the Administrative Procedures Manual I-7.1.2. The motion was seconded by Mrs. Thompson and unanimously approved by the Board. (See Attachment A for a copy of the policy.)

**Approval of Revision to Administrative Procedures Manual I-7.4.6 Faculty Merit Increase for Educational Achievement and I-7.4.7 Staff Merit Increase for Educational Achievement** The current policy will be rescinded effective January 1, 2015. Employees approved under the Merit Increase Policy prior to it being rescinded, will continue to receive the agreed upon benefits as originally approved (\$500 per fiscal year for tuition and required fees plus a 5% or 7% pay increase). Employees who wish to receive the increased tuition reimbursement (\$1,400 per fiscal year) may opt out of the original agreement by submitting a request through their supervisory chain.

On the recommendation of the Finance Committee, Mr. Wellons moved to approve the revision to the Administrative Procedures Manual I-7.4.6 Faculty Merit Increase for Educational Achievement and I-7.4.7 Staff Merit Increase for Educational Achievement. The motion was seconded by Mrs. Thompson and unanimously approved by the Board. (See Attachment B for a copy of the policy.)

### **Building and Grounds Committee**

**Update on Horace Sisk(Partial Roof) and Center for Business and Industry Roof Replacement** Mr. Levister gave the following report.

- Curtis Construction Company (Kinston, NC) started work on October 6, 2014.
- The Contractor work sequence will be – Center for Business and Industry, Horace Sisk Gymnasium and Horace Sisk Culinary Arts.
- Work is scheduled to be completed February 2, 2015.

**Update on the Student Center Renovation** Mr. Levister reported that work performed in the last four weeks included the following.

- Finished wall framing in east and west areas.
- Started hanging and finishing sheetrock in each area.
- Working on HVAC, electrical, sprinkler, and telecom rough-in on east side.
- Completed plumbing rough-in on east side.

### **Special Trustees Business**

**Association of Community College Trustees 45<sup>th</sup> Annual Leadership Congress – October 22 – 25, 2014- Chicago, IL**

### **President's Report**

**Next Board Meeting – Monday, November 17, 2014**

**FTCC FOUNDATION Dinner Theater** FTCC Foundation Executive Director Mrs. Lorna Riccota reported that the annual dinner theater (in conjunction with FTCC Performing Arts' presentation of *Meet Me in St. Louis*) will be held on Friday, November 14, 2014. Dinner will be served in the Culinary Dining Room featuring food prepared by FTCC's culinary students. Tickets are \$50 and may be reserved by contacting the FTCC Foundation office. Trustees were encouraged to participate in this event.

**See Written Report** Dr. Keen referred to the President's Report dated October 20, 2014. He reported (1) Cindy Himmelhaver, a FTCC student and military spouse received a \$5,000 grant from the Corvias Foundation. She was one of four Fort Bragg spouses to receive the grant. (2) FTCC placed second in the nation in the category of Career and Technical Colleges in *Military Times'* Best for Vets. (3) Fayetteville Tech has been awarded the designation of Military Friendly School by Victory Media, Inc. (4) On October 1, FTCC began presenting 1 Million Cups "Entrepreneurship Talk" through the Kauffman Foundation. 1 Million Cups is an educational program designed to engage the community by inviting a founder to present his/her startup to a diverse audience of mentors, advisors, and entrepreneurs. (5) Fall Fest for Students was held on October 7. (6) FTCC's October Art Exhibit will feature the work of Fiber Artist Leslie Pearson who lives in Fayetteville. (7) Candidates' Forum presented in part by the Fayetteville/Cumberland County Chamber of Commerce was held in FTCC's Auditorium on October 16. (8) FTCC's Dean of Health Programs Susan Ellis is coordinating this year's "Harvest Your Health" Wellness Fair on November 5 and 6 at the Horace Sisk Gym. (9) Recent personnel announcements: Erin Hinson, Associate Degree Nursing Department Chair; Michelle Ping, Dental Hygiene Department Chair; Mark McGee, Director of the FTCC Bookstore; Robert Antill, overseeing as one organization the FTCC Library and Student Learning Center; Bill Buckner, Associate Vice President for Military and Veterans Programs and Susan Ellis, Dean of Health Programs.

**Adjournment** The meeting was adjourned at 1:40 p.m.

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Dr. Dallas M. Freeman

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Mrs. Delores P. Ingram

Provided funds are available, the College may reimburse the employee up to \$700 each fall and spring semester for a total of \$1,400 per fiscal year for tuition and required fees. Course work must culminate in the attainment of either a degree beyond the current level degree held or completion of additional graduate hours that meet SACS/College Transfer credit requirements. The program of study must support the mission of the College. This benefit is limited to one degree at each level (associate, bachelor, master, or doctorate) per employee during his/her tenure with FTCC. Certifications and Licensures must support the mission of the College and will be reimbursed on an as-needed basis.

To qualify for tuition reimbursement, the employee must obtain written approval through his/her supervisory chain that the program, certification, or licensure is supportive of the mission of the College prior to beginning the program of study or at the time of employment if the program is already in progress. The employee must submit a "Request for Program Approval," which includes an explanation of how the program of study supports the College mission. A copy of the written approval must be filed in the employee's personnel file in the Human Resources Office. Employees are expected to complete his/her degree, certification, or licensure within six years of the program start date. Extensions may be granted by submitting a memo of justification explaining why an extension is needed through the supervisory chain to the appropriate vice president/senior vice president.

If reimbursement is expected, the employee must submit a "Request for Course Approval" and receive approval from his/her supervisor and appropriate vice president/senior vice president before enrolling in a course. Upon completion of the course(s), the employee must submit a "Request for Tuition Reimbursement," and attach a copy of approval to enroll in the course, proof of payment, and evidence of satisfactory completion of the course to the Vice President for Human Resources/Workforce Development and Institutional Effectiveness within 30 days of course completion. Satisfactory Progress is defined as a "C" or better for an undergraduate course, and "B" or better for a graduate course. Employees are expected to continue their employment with the College for a minimum of one full year (12 months) after receiving tuition/required fee reimbursements. In the event the employee resigns during this time period, he/she will refund the College the tuition/required fee reimbursement paid to him/her the previous year.

The increase in tuition reimbursement/required fees associated with the above policy replaces the former Merit Increase Policy. If you were approved under the Merit Increase Policy prior to it being rescinded, you will continue to receive the agreed upon benefits as originally approved (\$500 per fiscal year plus a 5% or 7% pay increase). Employees may not be approved into both the former Merit Increase Policy and the increased tuition reimbursement program (\$1,400 per year) at the same time.

If you wish to receive the increased tuition reimbursement (\$700 each fall and spring semester for a total of \$1,400 per fiscal year), you may opt out of your original agreement by submitting a request through your supervisory chain.

Exceptions to this policy may be approved by the President.

#### **I-7.4.6 Faculty Merit Increase for Educational Achievement ATTACHMENT B**

**This policy has been rescinded effective January 1, 2015. If you were approved under the Merit Increase Policy prior to it being rescinded, you will continue to receive the agreed upon benefits as originally approved (\$500 per fiscal year plus a 5% or 7% pay increase). Employees may not be approved into both the former Merit Increase Policy and the increased tuition reimbursement program (\$1,400 per year) outlined in the Administrative Procedures Manual I-7.1.2. If you wish to receive the increased tuition reimbursement (\$1,400 per fiscal year), you may opt out of your original agreement by submitting a request through your supervisory chain.**

#### **I-7.4.7 Staff Merit Increase for Educational Achievement ATTACHMENT B**

**This policy has been rescinded effective January 1, 2015. If you were approved under the Merit Increase Policy prior to it being rescinded, you will continue to receive the agreed upon benefits as originally approved (\$500 per fiscal year plus a 5% or 7% pay increase). Employees may not be approved into both the former Merit Increase Policy and the increased tuition reimbursement program (\$1,400 per year) outlined in the Administrative Procedures Manual I-7.1.2. If you wish to receive the increased tuition reimbursement (\$1,400 per fiscal year), you may opt out of your original agreement by submitting a request through your supervisory chain.**