

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

## MINUTES OF THE BOARD OF TRUSTEES

**October 21, 2019**

Held at the Tony Rand Student Center Board Room at 12:50 p.m.

### **Members Attending**

Dr. Dallas M. Freeman, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. Chandan Y. Shankar, Mrs. Suzannah Tucker, Mr. William Wellons, Jr., and Mr. Jesse Watts.

### **Members Absent**

Mr. Ronald C. Crosby, Jr., Dr. Dana Haithcock, Mr. Charles Harrell, 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 Mark Sorrells, 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, Interim Executive Director of Marketing and Public Relations Wanda Dail, Interim Executive Director for the Foundation Lauren Arp, Executive Assistant to the President Kay Williams and Senior Media Productions Specialist Joe Talerico.

### **Call to Order**

**Dr. Linwood Powell, Board Chair**

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

**Dr. Powell**

Dr. Powell read the Ethics Awareness and Conflict of Interest Reminder. No Conflict of Interest was identified.

### **Special Guests**

**Dr. Powell**

Mr. Robert Van Geons, President/CEO, Fayetteville Cumberland Economic Development Corporation

### **Focus:**

**Mr. Robert Van Geons**

Mr. Robert Van Geons, President/CEO, Fayetteville Cumberland Economic Development Corporation, discussed the current Cumberland County Economic Development Partnerships.

### **Approval of Minutes of September 16, 2019 Meeting**

**Dr. Powell**

Mr. Wellons moved to approve the September 16, 2019 Board minutes. The motion was seconded by Mrs. Tucker and unanimously approved by the Board.

### **Committee Reports:**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:30 a.m. prior to this meeting.

Mr. Wellons reported.

### **Introduction of John Casey as Director of Facility Services**

- John Casey assumed the duties of Director of Facility Services on October 1, 2019.

- Prior to coming to FTCC, he was the Engineering Manager for the City of Lakeland, Florida.
- He received his Bachelor of Science degree in Civil Engineering from the University of Arizona and his Master of Science degree in Civil Engineering from the University of California.
- John is a licensed civil engineer in five states, including North Carolina.
- A copy of his biography is included in your briefing book.
- We are excited to have John as a part of our team.

**Update on the Master Facilities Plan (Presentation by O'Brien Atkins Associates) (Information Only)**

- O'Brien Atkins was approved by the Board on March 18, 2019, to develop our ten-year master plan.
- This plan cost \$175,000.
- It is required for our accreditation by the Southern Association of Colleges and Schools Commission on Colleges
- O'Brien Atkins will give a short summary of our master plan development.

**Update on the Regional Fire and Rescue Training Center (Information Only)**

- HH Architecture was approved April 15, 2019, as the designer for this project.
- State Construction Office approved advanced planning documents from the designer on September 12, 2019.
- A request for qualifications for a Construction Manager at Risk was released and closed on October 14, 2019.
- The selected Construction Manager at Risk will work with the designer throughout the design phase to help reduce costs and eliminate construction issues.
- This project is scheduled to be completed December 2021.

**Finance Committee** The Finance Committee met at 10:58 a.m. prior to this meeting.

Mr. Hedgepeth reported.

**Acceptance of the June 30, 2019, Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Inc.**

The independent auditor's opinion states that the financial statements present fairly, in all material respects, the financial position of Fayetteville Technical Community College Foundation, Inc., as of June 30, 2019, 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.

On recommendation of the Finance Committee, Mr. Hedgepeth moved to accept the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Inc. for Fiscal Year Ended June 30, 2019. The motion was unanimously approved by the Board.

**Acceptance of the June 30, 2019, Independent Audit Report and Audited Financial Statements for the FTCC Innovation Center**

The independent auditor’s opinion states that the financial statements present fairly, in all material respects, the financial position of the FTCC Innovation Center as of June 30, 2019, 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.

On recommendation of the Finance Committee, Mr. Hedgepeth moved to accept the Independent Auditor’s Report and Audited Financial Statements for the FTCC Innovation Center for Fiscal Year Ended June 30, 2019. The motion was unanimously approved by the Board.

**Acceptance of the June 30, 2019, Fayetteville Technical Community College Financial Statements (Unaudited)**

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 financial statements for fiscal year ended June 30, 2019 was provided to each board member.

On recommendation of the Finance Committee, Mr. Hedgepeth moved to accept the unaudited annual financial statements for fiscal year ended June 30, 2019. The motion was unanimously approved by the Board.

**Approval of the Revised 3-1, Construction Project 2457, Horticulture Education Center- Capital Hurricane Project**

Due to Hurricane Florence, the College lost use of its greenhouse located at the Horticulture Education Center. The location of the greenhouse is susceptible to flooding. FTCC desires to elevate the land, build a retaining wall, and replace the greenhouse. The greenhouse is used as part of the College’s horticulture education programs.

On recommendation of the Finance Committee, Mr. Hedgepeth moved to approve the Revised 3-1, Construction Project 2457, Horticulture Education Center - Capital Hurricane Project. The motion was unanimously approved by the Board.

**Approval of 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:

<b>Type of Account</b>	<b>Number of Accounts</b>	<b>Amount</b>
FTCC Unrestricted Loans	9	\$ 3,731.98
Returned Checks	1	260.00
Financial Aid Debt	518	213,459.35
<b>Total</b>	<b>528</b>	<b>\$ 217,451.33</b>

On recommendation of the Finance Committee, Mr. Hedgepeth moved to approve the write-off of uncollectible accounts in the amount of \$217,451.33. The motion was unanimously approved by the Board.

**Human Resources Committee** The Human Resources Committee met at 11:37 a.m. prior to this meeting.

Mr. Shankar reported.

### **Biannual Employee Vacancy Report (Information Only)**

- The Board of Trustees revised paragraph I-13(11)(12) of the Administrative Procedures Manual on August 1, 2018 requesting a biannual faculty and staff turnover report.
- The above 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 as information to the Board of Trustees during the October and April meetings*”.
- The Board members were provided a copy of the October 2019 Employee Vacancy Report covering the period April 1 to September 30, 2019.
- The next report will be provided April 2020 covering the period October 1, 2019 to March 31, 2020.

**Planning Committee** The Planning Committee met at 11:34 a.m. prior to this meeting.

Mr. Koonce reported.

### **Annual Board of Trustees Self-Assessment Survey (Information Only)**

- In October 2017, the Board of Trustees approved questions contained in the attached self-assessment survey to be conducted annually.
- The Annual Board of Trustees Self-Assessment Survey is designed as a self-reflective evaluation of the Board as a whole and is not designed as an evaluation of individual Board members.
- The Board of Trustees in previous years requested the survey be released via SurveyMonkey® software.
- At the pleasure of the Board, the College is prepared to electronically release this year’s self-assessment survey and keep it active for submissions during the period October 22 to October 29, 2019. Completion of the survey during the open time window will enable results to be tabulated, formatted, and returned for your review, analysis and discussion during the November 2019 Board of Trustees meeting.

**Program Committee** The Program Committee met at 11:37 a.m. prior to this meeting.

Mr. Koonce reported.

### **Acceptance of FTCC’s Continuing Education Accountability Plan Term Report for May 16, 2019 through August 14, 2019**

- During the summer semester, FTCC offered a total of 998 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 490 Occupational Extension; 255 Self-Supporting; 230 Career & College Readiness; 10 Customized Training; and 13 Human Resources Development Courses.
- FTCC’s Accountability and Credibility Policy and Guidelines states – at least 25% of on-campus and 50% of off-campus classes are to be visited for verification. The number of classes requiring verification under the Continuing Education Accountability and Credibility Guidelines for the term was 445 (341 on-campus & 104 off-campus).
- CCE staff visited a total of 472 continuing education classes, which exceeds the required target for verification visits. All were found to be in compliance.

- Verification criteria used during the compliance visits included: instructor presence; proper course titles; accurate headcount of students registered and present; attendance sheets were checked; and location and time as well as start/end dates for classes were confirmed.

On recommendation of the Program Committee, Mr. Koonce moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2019 through August 14, 2019. The motion was unanimously approved by the Board.

**Presented for Information only: Success Story (Information Only)**

Marc Barnes found his dream job with assistance from FTCC.

Marc was homeschooled and had a plan to pursue post-secondary education. In his junior year of high school, Marc met with the FTCC High School Connections Coordinator to learn how he could get a head start on his future. When asked about his interests, Marc said "I want to do something with my hands". The counselor told him about the Collision Repair and Refinishing Technology program. Marc, a car enthusiast, quickly agreed to give it a shot and signed up to start taking college level courses at FTCC through Career and College Promise (CCP).

Thanks to North Carolina's CCP program, Marc was able to complete the first of the five semesters while still in high school. Upon graduating high school in 2017, he enrolled at FTCC. Marc was exposed to many local employers while in the program and obtained a job with ABRA Autobody and Glass while in college.

During Draft Days, a hiring rodeo where employers visit the FTCC campus to draft future employees from the graduating class, Marc was offered a position by three employers who competed against one another for his future services! In the end, Marc selected Priority Collision based out of Richmond, VA. The company agreed to pay off his existing student loans and purchase his tools. In addition to offering him a salary of just over \$70,000, Marc was offered a 6-month housing allowance to help with relocation.

**Special Trustees' Business/Comments**

**Dr. Linwood Powell, Board Chair**

Report on ACCT Leadership Congress, October 16-19, 2019, San Francisco, CA - The conference was very informative. FTCC was the only North Carolina college to present.

Culinary Technology Meals – November 15, 2019, Horace Sisk Culinary Dining Facility, 11:30 a.m.

**SGA Report**

**Mr. Jesse Watts, SGA President**

- The SGA attended the Eastern Division meeting held at Pitt Community College on September 28, 2019.
- Fall Festival was held on October 9, 2019. There were over 300 students in attendance.
- The N4CSGA met on October 19, 2019.
- The Student Leadership Development Program will meet in Raleigh on November 1-2 for the fall mini session.

**President's Report**

**Dr. J. Larry Keen, President**

**Next Board Meeting – Monday, November 18, 2019**

**Adjournment**

Dr. Powell moved to adjourn. The motion was unanimously approved by the Board.

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Dr. Linwood Powell, Chair

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Mrs. Delores P. Ingram, Secretary