

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MINUTES OF THE BOARD OF TRUSTEES**

November 18, 2019

Held at the Tony Rand Student Center Board Room at 1:02 p.m.

Members Attending

Mr. Ronald C. Crosby, Jr., Dr. Dallas M. Freeman, Mr. Charles Harrell, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. William Wellons, Jr., Mr. David R. Williford, and Mr. Jesse Watts.

Members Absent

Dr. Dana Haithcock, Mr. Charles E. Koonce, and Mr. Chandan Y. Shankar.

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, Executive Director of Marketing and Public Relations Catherine Pritchard, Interim Executive Director for the Foundation Lauren Arp, Director of Marketing Wanda Dail, and Executive Assistant to the President Kay Williams.

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.

Focus:

**Jamiya Burke
Cumberland Polytechnic High School**

Approval of Minutes of October 21, 2019 Meeting

Dr. Powell

Mr. Wellons moved to approve the October 21, 2019 minutes. The motion was seconded by Mr. Harrell and 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.
Mr. Wellons reported.

Update on the Central Mechanical Building Cooling Tower Replacement (Information Only)

- Stanford White, Inc., (Raleigh, NC) was selected as the designer for this project.
- Bass Air Conditioning Company (Fayetteville, NC) was selected as the contractor.
- Project Costs:

Design	\$ 24,000
Construction	\$ 349,000
Contingency	<u>\$ 17,450</u>
Total	\$ 390,450
- Tower 1 was installed June 7, 2019.

- Tower 2 installation was delayed due to increasing daily temperatures.
- Tower 2 installation is scheduled to start December 19, 2019, with projected completion January 2, 2020.

Approval of the Construction Manager-at-Risk for the Fayetteville Technical Community College, Cumberland County Regional Fire and Rescue Training Center

- HH Architecture (Raleigh, NC) was approved as the designer for this project on April 15, 2019.
- A request for qualifications for a Construction Manager-at-Risk was released and closed on October 15, 2019.
- Eight companies provided responses.
- The company qualifications were reviewed and three companies were selected for interviews:
 1. Barnhill Contracting Company (Rocky Mount, NC)
 2. Resolute Building Company (Chapel Hill, NC)
 3. Monteith Construction Corporation (Wilmington, NC)
- Request approval of Barnhill Contracting Company (Rocky Mount, NC) as the Construction Manager-at-Risk.

On recommendation of the Building and Grounds Committee, Mr. Wellons moved to approve the Construction Manager-at-Risk for the Fayetteville Technical Community College, Cumberland County Regional Fire and Rescue Training Center. The motion was unanimously approved by the Board.

Finance Committee The Finance Committee met at 10:50 a.m. prior to this meeting.

Mr. Williford reported.

Approval of the Revised 3-1, Construction Project 2441, Fire & Emergency Services Center (Update Name to “Fayetteville Technical Community College, Cumberland County Regional Fire and Rescue Training Center”)

The 3-1 was amended to change the name of Project 2441 to Fayetteville Technical Community College, Cumberland County Regional Fire and Rescue Training Center.

On recommendation of the Finance Committee, Mr. Williford moved to approve the Revised 3-1, Construction Project 2441, Fire & Emergency Services Center to update name to Fayetteville Technical Community College, Cumberland County Regional Fire and Rescue Training Center. The motion was unanimously approved by the Board.

State Budget Update (House Bill 966, Senate Bill 61, House Bill 231, and Senate Bill 354) (Information Only)

Mrs. Deaver gave an update on each House Bill and Senate Bill and how it pertains to the College.

Financial Statement Audit and Financial Aid Audit Update, Fiscal Year Ended 6/30/2019 (Information Only)

Mrs. Deaver provided a Financial Statement Audit and Financial Aid Audit Update for Fiscal Year Ended June 30, 2019.

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

Mr. Crosby reported.

Annual Board of Trustees' Self-Assessment Survey Results

The survey link was released to the Board of Trustees on October 21, 2019 and remained open for completion of self-assessment through November 7, 2019.

The tabulated results are included in your notebooks and provided for your consideration and discussion.

After discussion, because only 10 of 13 trustees completed the self-assessment, the Board decided to redo the assessment.

Mrs. Ingram moved that the Self-Assessment Survey be resent to the Board for completion. The motion was seconded by Mrs. Tucker and unanimously approved by the Board.

On recommendation of the Human Resources Committee, Mr. Crosby moved to increase Dr. Keen's yearly salary by \$11,500 and by an amount equal to the percentage increase Dr. Keen may grant to the majority of the college's full-time employees during this fiscal year. The motion was unanimously approved by the Board.

Program Committee The Program Committee met at 11:45 a.m. prior to this meeting.

Mrs. Tucker reported.

Approval to Submit to the North Carolina Community College System Office (NCCCS) Fayetteville Technical Community College's (FTCC) Curriculum Program Application for the Natural Hair Care Certificate Program

- On August 20, 2018, the FTCC Board of Trustees voted to approve the Cosmetology Department's request to conduct a needs assessment for a new certificate program in Natural Hair Care.
- Surveys were used to collect data on potential student and employer interest in the program. Based on the data collected, the department projects a cohort of 12 students for the initial classes. Interest by employers indicate graduates from the program will be employable in full time, entry-level positions paying approximately \$25,000 per year.
- The Natural Hair Care certificate will train students to become a licensed Natural Hair Care Specialist and be eligible to sit for the State licensure exam. According to the Bureau of Labor Statistics, employment in the field of cosmetology is anticipated to grow 13% from 2016 to 2026, which represents higher growth rate than the average for all occupations.
- The certificate program is a new certificate program for the NCCCS that is only offered through continuing education at the present time. A curriculum offering will allow enrollment of high school students and allow students enrolled in the program to apply for financial aid
- FTCC plans to apply to the NCCCS for approval to begin the program in the Fall of 2020.
- Due to the program being a stand-alone certificate program, a 3-year accountability report is required by the NCCCS from FTCC after program

implementation. The report must include information on enrollment, program completers, employment, licensure/accreditation, and other relevant information.

On recommendation of the Program Committee, Mrs. Tucker moved to approve submitting the request to the North Carolina Community College System Office (NCCCS) Fayetteville Technical Community College's (FTCC) Curriculum Program Application for the Natural Hair Care Certificate Program. The motion was unanimously approved by the Board.

Presented for Information Only: Fall 2019 and Spring 2020 Enrollment

- Fall 2019 enrollment numbers are up compared to 2018 at the same point in time. As of November 8th, the College's curriculum programs indicated enrollment of 12,257 students and FTE of 9,094. This represents growth of 5% in headcount and 7% FTE. Enrollment in Continuing Education is up 15% over FA 2018 with 7,011 students. Total CU & CE enrollment as of November 8, 2019 was 19,268.
- Disaggregated data as of November 1, 2019 shows positive growth the following categories:
 - Total All Military, Dependents, and Veterans (+3%)
 - Fall High School Connections (+28%)
 - Students Awarded Financial Aid (+4%)
 - High School Transcripts Received for the month of October (+110%)
 - Approved into Curriculum Programs of Study (+26%)
 - External Transcripts Received for October (+79%)
- Enrollment in continuing education has also shown growth during the Fall 2019 term with 14% growth compared to the prior year.
- Spring enrollment data as of November 10, 2019 shows early registration is off to a strong start with enrollment trending ahead of last year's figures at this time with headcount up 39% compared to FA 2018 and FTE up 32%.

Presented for Information only: Success Stories (Information Only)

- **Marvin Aguado FTCC student in Hospitality Management.**

Marvin is a veteran that is currently enrolled in the Hospitality Management program at FTCC. In addition to his studies, Marvin works as a front desk clerk for the Residence Inn & Suites of Marriott in Fayetteville. Marvin's supervisor stated that he is an excellent employee that "goes above and beyond daily work expectations" in his present position. He recently interviewed for and accepted the Director of Sales position for Town Suites Marriott. Marvin shared that his course work, case studies, and work-based learning opportunities have been instrumental in preparing him for success in the hospitality industry.

- **Robert Turner attended FTCC from the Fall of 2016-18 graduating with two degrees.**

Robert always had a desire to pursue a career in engineering, but was undecided what discipline within the field to pursue. After graduation, he considered attending a university however he eventually realized this was out of the question and decided to look for an Associate's degree option. He made the decision to study Civil Engineering. During the Civil Engineering program, Robert was introduced to surveying and quickly became so interested that he completed two degrees (Associates in Applied Science: Civil Engineering Technology and Geomatics Technology).

Since graduating from FTCC, Robert has obtained a position as drafting technician for the Fayetteville Public Works Commission where he has been employed for 1 year and 4 months. His duties include drafting for both the water and sewer system, easement maps along with encroachment maps for NCDOT, working with the engineers to design the best possible routes for new water mains/sewer mains, scanning and storing drawings for water and sewer projects, and helping the survey crew with surveying and staking for projects.

The surveying courses Robert took gave him field experience but also required the data points to be transferred back into the CAD design software, which increased his understanding of data collected in the field when drawing plans. It also improved his ability to communicate with survey crews if additional information was needed. His future plans include continuing to pursue a bachelor's degree in Geomatics at North Carolina A&T University's online program through an articulation agreement with FTCC. He also intends to complete the additional math and sciences credits from FTCC and transfer credits to the university. His career goal is to become dual licensed as a Professionally Licensed Surveyor and Professional Engineer.

Special Trustees' Business/Comments

Dr. Linwood Powell, Board Chair

2020 Community College National Legislative Summit, February 9-12, Washington, DC. Early bird registration ends December 21, 2019. The hotel deadline for the Washington Marriott Marquis is January 10, 2020.

SGA Report

Mr. Jesse Watts, SGA President

- The N4CSGA Fall Convention was held at Forsyth Technical Community College, November 16-17.
- Thirty-four (34) of the 58 community colleges were represented with 250 in attendance.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Tuesday, January 21, 2020

President's Holiday Reception - Tuesday, December 17, 2019, Horace Sisk Gymnasium from 11:00 a.m. – 1:00 p.m.

See Written Report: Dr. Keen referred to the President's Report. (1) Spring classes begin January 13. (2) Fayetteville Technical Community College ranked 5th in the nation by Military Times in the Best for Vets. (3) FTCC hosted the annual Martin Luther King Jr. Banquet on November 15. (4) Open application period for Cumberland County Polytechnic High School is November 12 through January 10. (5) Fayetteville Tech's Rex Perry passed away on October 25. Rex began his employment with FTCC in 2006.

Adjournment

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

Dr. Linwood Powell, Chair

Mrs. Delores P. Ingram, Secretary