

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

## **November 20, 2017**

Held at the Law Enforcement and Emergency Management Training Center.

### **Members Attending**

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Dr. William D. Haithcock, Mr. Charles J. Harrell, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Dr. Marye J. Jeffries, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Suzannah Tucker, Mr. Williams S. Wellons, Jr., Mr. David R. Williford, and SGA President Christopher Haywood.

### **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 Robin Deaver, Vice President for Administrative Services Joe Levister, Vice President for Technologies 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**

**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 conflicts of interest were identified.

### **Approval of Minutes of October 16, 2017 Meeting**

On a motion by Mr. Williford and seconded by Dr. Haithcock the minutes of the October 16, 2017, meeting were unanimously approved by the Board.

## **COMMITTEE REPORTS**

**Building and Grounds Committee** The Building and Grounds Committee met at 10:35 a.m. prior to this meeting.

Dr. Freeman reported.

### **Approval of Gordon Rose as the Designer for the Renovation of Parking Lot 1**

A total \$171,937 has been allocated from County money for the design and partial paving of Parking Lot 1.

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve Gordon Rose as the Designer for the renovation of parking lot 1. The motion was seconded by Dr. Powell and unanimously approved by the Board.

### **Request from Piedmont Natural Gas for an Easement along Hull Road**

- A meeting was held October 17, 2017 with representatives of Piedmont Natural Gas and Fayetteville Technical Community College to discuss a requested easement to replace the gas line along Hull Road.
- Subsequent meeting on October 19, 2017, proposed that the grass strip between the sidewalk and street curb be used to run the replacement gas line on City property.

- November 6, 2017 notice was received that the easement is no longer needed.
- The proposed grass strip will be used to install the replacement gas line.
- Gas line installation will be initiated within the January – March time frame and will take about four to six weeks to complete.

**Curriculum Committee** The Curriculum Committee met at 10:40 a.m. prior to this meeting.

Mrs. Ingram reported.

### **Update of Building Trades Major Construction Projects**

Building Construction Technology, Carpentry and Plumbing have been involved in the following projects:

#### **Building Construction Technology:**

- Completing installation of kitchen, bath cabinets and countertops on Habitat for Humanity home on Sessoms Street, Fayetteville, NC. This was one of the flood damaged homes from Hurricane Matthew.
- Installing Interior doors and trim on Habitat for Humanity home on Sessoms Street, Fayetteville, NC. This also was one of the flood damaged homes from Hurricane Matthew.
- Since the Building Construction Technologies involvement with Habitat for Humanity to help with the damaged homes, we have currently worked on a total of seven homes. Work has included: replacement of wall insulation, replacement of drywall, replacement of interior trim and doors, replacement of exterior vinyl siding, replacement of exterior stairs, replacement of areas of roof, replacement of some studs, and replacement of kitchen and bath cabinets and countertops.
- The Building Construction Technology and Carpentry students have also been renovating a Church located off of Gillespie Street. This has included: exterior stairs, attic insulation, drywall replacement, floor replacement.
- The General Maintenance evening program students have been working on replacing the electrical lab with new walls and studs for teaching purposes. Also they have been working in Plumbing Lab by adding new sink and vanity base areas.

#### **Plumbing:**

- The Plumbing class has also been actively involved with repairing the flood damaged Habitat for Humanity homes. The Plumbing class has worked on 8 of these homes on Sessoms and Montgomery Streets in Fayetteville, NC. Work has included: replacing damaged pvc piping to include fittings, p-traps, etc., replacing lavatories, replacing kitchen sinks, repairing or replacing damaged water heaters, replacing hot and cold water lines to fixtures. These classes will be working on final installation as they are made available.
- The Plumbing class has roughed-in a new build Habitat for Humanity home off of Link Street in Fayetteville, NC.

### **Approval to Conduct a Needs Assessment for an Associate in Applied Science Degree in Anesthesia Technology (AXXXXX)**

#### **Program Purpose**

- To prepare Anesthesia Technicians/Technologists (AT) which are integral members of the operating room team and work under the direction of the anesthesia care providers.

#### **Program Need**

- No accredited programs are located in N.C.

- The U.S. Bureau of Labor Statistics (BLS), job opportunities for surgical technologists and technicians, such as anesthesia technicians, were expected to grow much faster than average ([www.bls.gov](http://www.bls.gov)). The BLS pointed to the aging population, which may require more surgery, as the reason for the expected 25% increase during the decade 2008-2018.

### **Program Information**

- The program will be designed to try to obtain currently working medical professionals that are interested in career advancement.
- Associate Applied Science Degree

### **Resources Required**

- Program Coordinator
- Additional adjunct faculty to assume appropriate teaching loads
- Software to support specialty education
- Additional laboratory equipment
- Funding/support to seek program accreditation

Upon recommendation of the Curriculum Committee, Mrs. Ingram moved to moved to approve conducting a Needs Assessment for an Associate in Applied Science Degree in Anesthesia Technology (AXXXXX). The motion was seconded by Mr. Wellons and was unanimously approved by the Board.

### **Approval to Conduct a Needs Assessment for an Associate in Applied Science Degree in Leadership Management (AXXXXX)**

#### **Program Purpose**

- To prepare governmental and non-governmental technically trained professionals with the skills necessary to assume leadership roles. In addition to local and state government employees, this degree will provide a transferable degree option for service members of all branches of the military.

#### **Program Need**

- No accredited programs are located in N.C.
- In the Leadership Studies program, students learn many of the same core principles as learned in a business management program, but the focus is more on the people than the business. It also focuses more on topics like leadership theory, cultural implications of leadership, and influence.

#### **Program Information**

- The Leadership Studies degree will include stackable credentials that allow the students to earn four Leadership Certificates as they earn credits toward the degree.

##### Sample Courses

LDR 110 Intro to Leadership

LDR 115 Evidence-Based Leadership & Decision Making

LDR 210 Assessing Your Leadership Capacity

LDR 220 Strategic Leadership

LDR 230 Leadership and Change

#### **Resources Required**

- Program Coordinator
- Additional adjunct faculty to assume appropriate teaching loads

Upon recommendation of the Curriculum Committee, Mrs. Ingram moved to approve conducting a Needs Assessment for an Associate in Applied Science Degree in Leadership Management (AXXXXX). The motion was seconded by Mr. Hedgepeth and unanimously approved by the Board.

**Finance Committee** The Finance Committee met at 11:18 a.m. prior to this meeting.

Mr. Williford reported.

**Acceptance of Unaudited Annual Financial Statements (Subject to Audit) for Fiscal Year Ended June 30, 2017**

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, 2017 was provided to each board member.

Upon recommendation of the Finance Committee, Mr. Williford moved to accept the unaudited annual financial statements (subject to audit) for fiscal year ended June 30, 2017. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

**Planning Committee** The Planning Committee met at 11:32 a.m. prior to this meeting.

Mr. Williford reported.

**Board Assessment Survey**

The Self-Assessment Survey has been created incorporating the questions selected by the Board of Trustees at the October 16 meeting and includes open-ended questions as recommended by the Association of Community College Trustees. A copy is provided for your review and comments.

- The survey was also created in SurveyMonkey® in case the Board of Trustees prefers to complete the annual survey electronically in lieu of using the paper copy assessment form.
- The College uses the WEAVEonline Assessment Management System® for other annual College self-assessments. This software includes a document repository for retention of self-assessment documents.
- During which month does the Board wish to conduct the annual self-assessment and by which method (*paper survey* during planning committee meetings or *electronic* via SurveyMonkey® link)?
- Tabulated results of the self-assessments will be provided to the Board of Trustees in the month following their completion for review and/or discussion.
- Following that review of the tabulated results, if it is the pleasure of the Board, the FTCC Board of Trustees' self-assessment documents can be stored in the WEAVEonline College-wide Assessment Management System® for records retention purposes along with the other College assessment plans and supporting documents.

Upon recommendation of the Planning Committee, Mr. Williford moved to approve conducting the Board Self-Assessment Survey electronically by the end of December 2017. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

**Special Trustees' Business**

**Mr. Crosby**

2018 Community College Legislative Summit, Washington, DC, February 11-14, 2018.

Mr. Crosby encouraged the Trustees to visit campus and follow the life of a student for a day.

Dr. Powell reported on the search for System President. Job announcement was issued today. The next meeting in January will be to review applicants. Interviews will be conducted in February 2018.

**SGA Report**

**Mr. Christopher Haywood, SGA President**

November 21 – Virtual Reality Simulators on Drunk Driving

**President's Report**

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

Next Board Meeting – Tuesday, January 16, 2018

President's Holiday Reception – Monday, December 18, 2017 in the Horace Sisk Gymnasium from 11:00 a.m. – 1:00 p.m.

See Written Report : Dr. Keen referred to the President's Report dated November 20, 2017. (1) Spring classes begin January 16. (2) College Transfer Day was held on October 26 with approximately 40 university representatives on campus. (3) High school principals and counselors event will be held Friday, December 1. (4) Trojan Basketball – Women – 0 losses. Men – 1 loss. (5) National Apprenticeship Week was celebrated with an informational Breakfast/Open House on November 17. (6) Veterans Day Celebration was held on Friday, November 11.

**Focus**

Law Enforcement and Emergency Management Training Center Tour and Ribbon Cutting Ceremony

**Adjournment**

Mr. Koonce moved to adjourn. The motion was seconded by Mr. Hedgepeth and unanimously approved by the Board.

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

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Mrs. Delores P. Ingram, Secretary