

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

**September 19, 2022**

Held at the Tony Rand Student Center Board Room at 10:00 a.m.

**Members Present**

Mr. David R. Williford, Mr. William L. Hedgepeth, Mr. Ron C. Crosby Jr., Mr. Charles J. Harrell, Mr. Charles E. Koonce, Dr. Linwood Powell, W. Lockett Tally, Mrs. Esther R. Thompson, Ms. Tammy Thurman, Mrs. Suzannah Tucker, Mr. William S. Wellons, and SGA President Heather Spexarth.

**Members Absent**

Mr. Chandan 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 Human Resources and Institutional Effectiveness Carl Mitchell, Vice President for Facilities and Support Services Richard Lee, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation Sandy Ammons, Secretary to the President Michelle Johnson, Administrative Assistant/Coordinator of Events Amanda Colores, and Audio Visual Engineer Justin Longley.

**Special Guests**

Cumberland County Commissioner Glen Adams, The Honorable Larry Lancaster, The Honorable Cull Jordan, The Honorable Jim Ammons, Mr. & Mrs. Thurman, Apostle Virges Pearson and Mrs. Brenda Pearson, Ms. Betty Smith, and Ms. LaShonda Lewis

**Call to Order**

**Mr. David R. Williford, Board Chair**

**Ethics Awareness and Conflict of Interest Statement**

**Mr. David R. Williford, Board Chair**

Mr. Williford read the Ethics Awareness and Conflict of Interest Reminder. No conflict of interest was identified.

**Approval of Minutes September 19, 2022 Meeting**

**Mr. David R. Williford, Board Chair**

Mr. Harrell moved to approve the Board of Trustees Meeting Minutes. The motion was seconded by Mr. Koonce and was unanimously approved by the Board.

**Swearing-In Ceremony**

**The Honorable Larry Lancaster**

Mrs. Suzannah Tucker – Appointed by the Cumberland County Board of Education to fill the unexpired term of Ms. Elaina Ball to expire on June 30, 2024.

Mr. Charles Koonce - Appointed by the Cumberland County Board of Education to fill a four-year Term to expire on June 30, 2026.

**The Honorable Cull Jordan III**

Ms. Tammy Thurman - Appointed by the Cumberland County Board of Education to fill a four-year Term to expire on June 30, 2026.

**The Honorable Jim Ammons**

Mr. David Williford - Appointed by the Board of County Commissioners to a four-year Term to expire on June 30, 2026.

**Committee Reports:**

**Building and Grounds Committee**

**Mr. Charles J. Harrell, Chair**

Mr. Lee reported:

**1. Update on the FTCC Cumberland County Regional Fire and Rescue Training Center Phase I (Project #2441) (Information Only)**

Work to be performed in the next 10 days:

- Complete punch list items
- Complete all closeout documents
- Complete all warranty paperwork

**2. Update on the Nursing Education and Simulation Center Phase I (Project #2546) (Information Only)**

Work to be performed in the next 30 days:

- Start and complete floor prep
- Start luxury vinyl tile
- Finish mechanical, electrical, and plumbing overhead

- Complete ceiling grid
- Finish prime painting and first coat of finish paint
- Certificate of Occupancy October 24, 2022

**3. Update on Nursing Education and Simulation Center Phase II (Project #2615) Information Only**

- Drawing design is 75% complete and under review
- Project on track to bid for general contractor in October

**4. Update on Softball Field (Project #2592) (Information Only)**

Work to be performed in the next 15 days:

- Finish final coat of paint
- Install all flooring
- Install plumbing fixtures
- Install electrical interior fixtures
- Startup HVAC equipment
- Certificate of Occupancy October 3, 2022

**5. Update on Culinary Renovation (Project #2556) (Information Only)**

Work to be performed in the next 22 days:

- Prime and coat all walls
- Install ceiling grid
- Start installation of all lights and HVAC equipment in ceiling grid
- Certificate of Occupancy October 10, 2022

**6. Update on Horace Sisk Roof Replacement (Project #2576) (Information Only)**

Work to be performed in the next 10 days:

- Complete all warranty paperwork
- Complete closeout paperwork

**7. Approval of Engineering Services for Advanced Technology Building Roof Replacement (project #2659)**

Mr. Tally moved to approve Engineering Services for Advanced Technology Building Roof Replacement. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Mrs. Deaver reported:

**1. Approval of Cape Fear Valley Health System Student and Employee Assistance Program**

The College recommends approval of \$31,000 for cost of services. The hospital has continued to keep our previous year's contracted rate for services in the upcoming period of October 1, 2022 to September 30, 2023.

Mr. Hedgepeth moved to approve Cape Fear Valley Health System Student and Employee Assistance Program. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

**2. Approval of Combined Budget (DCC 2-1) for Fiscal Year Ended June 30, 2023**

The College recommends approval of the proposed College FY 2022 – 2023 Combined Budget.

Mr. Hedgepeth moved to approve Combined Budget (DCC 2-1) for Fiscal Year Ended June 30 2023. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

**3. Approval of State Mandated Salary Increase of 3.5% for the President**

The College recommends approval of 3.5% salary increase for the President based off the state mandated salary increase.

Mr. Williford moved to approve state mandated salary increase of 3.5% for the President. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

**4. Approval of General Contract for Swift Water Rescue Trainer, NCCCS Project #2605**

The College recommends approval of Metcon as General Contractor for Swift Water Rescue Trainer, NCCCS Project #2605.

**5. Approval of Design Contract for Advanced Technology Center Roof Replacement, Project #2659**

The College recommends approval of Fleming & Associates Design Contractor for Advanced Technology Center Roof Replacement, Project #2659.

Mr. Hedgepeth moved to approve the general contract for Swift Water Rescue Trainer, NCCCS Project #2605 and the design contract for the Advanced Technology Center Roof Replacement, Project #2659. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

**6. Approval of Required Policies for Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF)**

- Allowable Cost Policy
- Conflict of Interest Policy
- Eligibility Determination Policy
- Nondiscrimination Policy
- Record Retention Policy
- Subaward and Monitoring Policy
- Uniform Guidance Policy

The College recommends approval of Allowable Cost, Conflict of Interest, Eligibility Determination, Nondiscrimination, Record Retention, Subaward and Monitoring, and Uniform Guidance Policies.

Mr. Hedgepeth moved to approve Required Policies for Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The motion was seconded by Mr. Koonce and unanimously approved by the Board.

### **Human Resources Committee**

**Dr. Linwood Powell**

### **Update on Employee/Student Assistance Program (Information Only)**

The Employee/Student Assistance Program (ESAP) provides counseling services to students, employees and/or family members at no cost to referred participants.

**1. July 1, 2021 to August 31, 2022 ESAP Services:**

Mr. John Sutton and his staff at Cape Fear Valley Health System's Employee Assistance Program (CFVHS-EAP) have continued to provide excellent and timely support during the 2021-2022 year to our students, faculty, and staff.

**2. Total new and reopened cases:**

- Employee Cases: 7
- Student Cases: 24

**3. Pre-existing cases with new activity:**

- Employee Cases: 5
- Student Cases: 3

**4. Average timeliness in getting appointments: 1.5 hours (usually the same day). The average hours per client was 3 hours.**

5. The CFVHS-ESAP automatically renews on October 1 and the hospital has continued to keep our previous year's contracted rate for services in the upcoming period of October 1, 2022 to September 30, 2023.

## **Planning Committee**

**Mr. Charles E. Koonce, Chair**

### **1. Approval of 2022 – 2027 Strategic Plan**

The College recommends approval of the 2022-2027 Strategic Plan. The Plan was provided at the August 15, 2022 Board of Trustees meeting for review.

Mr. Koonce moved to approve the 2022-2027 Strategic Plan. The motion was seconded by Mr. Tally and unanimously approved by the Board.

### **2. Approval of Official Handbooks and Manuals**

The College recommends approval of the official handbooks and manuals, which reflect all policy changes previously approved by the Board of Trustees.

Mr. Koonce moved to approve the Official Handbooks and Manuals. The motion was seconded by Mr. Powell and unanimously approved by the Board.

### **3. Update on the Annual Board of Trustees Self-Assessment Survey (Information Only)**

- A copy of the self-assessment survey used during previous years is provided for your information and review.
- If you desire any additional questions, deletion of questions, or any other changes, please submit those revisions to Mr. Carl Mitchell on or prior to October 4, 2022.
- If requested, changes or revisions will be provided to the Board of Trustees at the October 2022 Board meeting for another review prior to launching the electronic survey.
- Following previous year timelines, the 2022-2023 self-assessment survey will be released for completion the day after the October 2022 Board of Trustees meeting. The tabulated results will be provided at the November 2022 meeting for Board of Trustees discussion.

Dr. Sorrells reported:

**1. Approval of 2023-2026 Accountability and Integrity Plan for FTCC's Corporate & Continuing Education**

Accountability within the North Carolina Community College System's (NCCCS) Workforce Continuing Education division encompasses an array of concepts including governance, institutional values, programs, industry sectors, and community partners. The NCCCS is mandated through the State Board of Community College Code (1B SBCCC 400, 1D SBCCC 300.4) to review the programs provided, ensuring that occupational training is relevant to the workforce, responsive to training needs, and utilizes state funds responsibly. In addition to SBCCC requirements, colleges are responsible to a number of external agencies for maintaining documentation regarding program compliance. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies, and various grant entities. The Plan encompasses three primary areas to include Governance Priorities, Academic Integrity/Program Accountability, and Market Demand.

The College recommends approval of the 2023-2026 Accountability and Integrity Plan.

Mr. Koonce moved to approve the Accountability and Integrity Plan for FTCC's Corporate & Continuing Education. The motion was seconded by Mr. Powell and unanimously approved by the Board.

**2. Approval of Submission to the North Carolina Community College System Office (NCCCS) the Curriculum Program Application for Mechatronics Engineering Technology (A40350)**

On November 15, 2021, the FTCC Board of Trustees voted to approve a request from the division of Engineering and Applied Technology to conduct a needs assessment for a new associate degree program in Mechatronics Engineering Technology.

Mechatronics Engineering Technology is a course of study that prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. The program includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

The College recommends submission of the Curriculum Program Application for Mechatronics Engineering Technology.

Mr. Koonce moved to approve the submission of the Mechatronics Engineering Technology Application. The motion was seconded by Mr. Powell and unanimously approved by the Board.

**Special Trustees' Business/Comments**

**Mr. David R. Williford, Board Chair**

**Consideration for Candidate for President**

**Mr. Koonce moved that pursuant to GS 143-318.11(a)(2), the Board of Trustees go into closed session to discuss the Presidential Candidates. The motion was seconded by Mr. Tally and unanimously approved by the Board.**

**Closed Session**

**Open Session**

Mr. Williford moved to approve Dr. Mark Sorrells as the President of FTCC effective January 1, 2023 at an annual salary of \$300,000. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**President's Report**

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

**ACCT Meeting Reminder - October 26–29, 2022 New York**

**See Written Report**

**Next Board Meeting – Monday, October 17, 2022**

**Adjournment**

Mr. Koonce moved that the meeting be adjourned. The motion was seconded by Ms. Thurman and unanimously approved by the Board.

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David R. Williford, Chair