

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

September 18, 2017

Held at the Tony Rand Student Center at 1:25 p.m.

Members Attending

Mr. Ronald C. Crosby Jr., Dr. Dallas Freeman, Dr. William D. Hatihcock, 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. David R. Williford, and SGA President Christopher Haywood.

Members Absent

Mr. William S. Wellons, Jr.

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

Recognition of Guests

Mr. Crosby

Mr. Crosby recognized the NC Military Business Center staff Scott Dorney, Courtney Smedick and Joe Tew; and Media Services staff Janan Warren, Justin Longley, Jae Nixon, Joe Frydl, Joe Talarico, Brad Losh, Jason Jones, and Natasha Brown.

Ethics Awareness and Conflict of Interest Statement

Mr. Crosby

Mr. Koonce read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.

Approval of Minutes of August 21, 2017 Meeting

Mr. Crosby

On a motion by Dr. Powell and seconded by Mr. Harrell the minutes of the August 21, 2017, meeting were unanimously approved by the Board.

Focus

2017 State of the College Video
NC Military Business Center Video

Committee Reports

Building and Grounds Committee

The Building and Grounds Committee met at 10:37 a.m. prior to this meeting.

Dr. Freeman reported.

Update on the Law Enforcement and Emergency Management Training Center

- Gordon Johnson Architecture (Fayetteville, NC) is the designer.
- M&E Contracting, Inc. (Fayetteville, NC) is the contractor.
- Notice to Proceed was June 5, 2017.
- Certificate of Occupancy was received August 23, 2017.
- A bid of \$223,076 was approved for construction.
- Change orders were approved for \$186,180.51.

- Renovation Cost Summary:
 - Design Fees \$ 61,680.00
 - Construction Bid 223,076.00
 - Change Orders 186,180.51
 - Total 470,936.51

Update on the YMCA Pool Ceiling

- Steve Fleming and Associates agreed on May 31, 2017 to perform an assessment of the ceiling over the YMCA pool.
- Due to extreme temperatures and scheduling conflicts with the YMCA, there was a delay in inspecting above the ceiling.
- This area was inspected and evaluated on August 23, 2017.
- A report was received September 11, 2017, indicating:
 - Moderate corrosion was observed on the metal lath, cross furring, main runners and 18 gauge wire that fastens the plaster ceiling to the cross furring.
 - A reduction of wire diameter of 16% was measured in one location.
 - The reduced wire diameter equates to a 35 percent reduction in wire cross-sectional area and equivalent strength.
 - Corrosion of the wire may be greater in the plaster where it is not exposed to view due to increased exposure to humidity and chemicals in the pool area.
 - Without conducting more extensive investigation with the removal of an area of the ceiling to test exposed wires, the ceiling is recommended to be replaced.
 - Estimated cost including demolition:

Construction Cost	\$250,000
10% Contingency	25,000
15% Engineering Fee	<u>37,500</u>
	\$312,500

Curriculum Committee The Curriculum Committee met at 10:55 a.m. prior to this meeting.

Mrs. Ingram reported.

Report on the 2017 Performance Measures for Student Success

**NORTH CAROLINA COMMUNITY COLLEGE PERFORMANCE MEASURES
FOR STUDENT SUCCESS COMPARISON CHART (2016-2017)**

Each year FTCC is assessed on Seven (7) Performance Measures. This annual performance report is created by the NC Community College System Office based on data compiled from the previous year (2016-2017).

1. Basic Skills Progress (Continuing Education)
2. Credit Student Success Rate in College-Level English Courses Curriculum)
3. Credit Student Success Rate in College-Level Math Courses (Curriculum)
4. First Year Student Progression (Curriculum)
5. Curriculum Student Completion (Curriculum)
6. Licensure and Certification Passing Rate (Curriculum and Continuing Education)
7. College Transfer Performance (Curriculum)

Year	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Passing Rate	Transfer Performance
2017	59.9% (+6.3%)	36.9% (+2.5%)	18.6% (+1.0%)	63.2% (+7.5%)	42.4% (-1.6%)	88.4% (-1.3%)	83.3% (-6.2%)
2016	53.6%	34.4%	17.6%	55.7%	44%	89.7%	89.5%

We have identified the factors that contributed to the three declining scores and are working to turn these areas around.

The four areas where we are up are evidence that we are helping our students succeed and that they are learning what they need to learn to be successful.

The Licensure Passing Rate is down due to one specific program (Massage Therapy). The State has changed how they measure this specific program which should result in this performance measure increasing over the next year.

The curriculum completion rate as shown here is for the 2010 cohort of students. Our rates for 2012 forward are higher and will be reflected in these numbers when that cohort is reviewed.

The transfer performance rate for the 2010 cohort is reflected in this measure and as with the Completion Rate – the performance for the 2012 cohort will show higher numbers.

All of our scores remain above the North Carolina Community College Baseline Scores.

Information on Early Childhood Education

- FTCC's AAS Early Childhood Education program has been ranked #12 in the United States by AffordableColleges.com.
- AffordableColleges.com's goal is to help prospective students find schools and programs that match their educational interests while still being affordable.
- The site is a free resource designed to help everyone address the costs of college while pursuing their goals.

Information on Surgical Technology

- The Surgical Technology program's last 2017 graduate tested and passed her CST certification.
- The program has a 100% passing rate.

Finance Committee The Finance Committee met at 11:13 a.m. prior to this meeting.

Mr. Williford reported.

Acceptance of the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for Fiscal Year Ended June 30, 2017

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, 2017, 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.

Upon recommendation of the Finance Committee, Mr. Williford 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, 2017. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Acceptance of the Independent Auditor's Report and Audited Financial Statements for the FTCC Innovation Center for Fiscal Year Ended June 30, 2017

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, 2017, 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.

Upon recommendation of the Finance Committee, Mr. Williford moved to accept the Independent Auditor's Report and Audited Financial Statements for the FTCC Innovation Center for Fiscal Year Ended June 30, 2017. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

Request approval of Combined Budget (DCC 2-1 Form) for Fiscal Year 2017-2018

The Combined Budget (DCC 2-1 Form) for Fiscal Year 2017-2018 of \$143,222,926 (State, County and Institutional funds) is required by the NC Community College System for State Board approval.

Upon recommendation of the Finance Committee, Mr. Williford moved to approve the Combined Budget (DCC 2-1 Form) for Fiscal Year 2017-2018. The motion was seconded by Mr. Koonce and unanimously approved by the Committee.

The Finance Committee was adjourned.

Planning Committee The Planning Committee met at 11:40 a.m. prior to this meeting.

Mr. Williford reported.

Approval of the Strategic Plan and Institutional Goals

- The Strategic Plan, including the College Mission Statement and Institutional Goals, were provided to the Trustees at the August 21, 2017 Board meeting.
- No comments or recommendations were received during the review period of August 21 to September 7, 2017.

On recommendation of the Planning Committee, Mr. Williford moved to approve the Strategic Plan and Institutional Goals. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Reaffirmation of the College Handbooks and Manuals

- The College's Handbooks and Manuals were provided on CD at the August 21, 2017 meeting.
- Trustees were encouraged to review the Handbooks and Manuals and submit any comments or recommendations by September 7, 2017.
- No comments or recommendations were received since the last Board meeting.
- The Board of Trustees previously approved the policies in these Handbooks and Manuals when the policies were originally created or when revised.

Upon recommendation of the Planning Committee, Mr. Williford moved to approve the reaffirmation of the College Handbooks and Manuals. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Board Self-Assessment

A survey was released to the Board of Trustees following the August 21, 2017 meeting. The survey provided the Association of Community College Trustee's recommendations of possible questions for inclusion and consideration in FTCC's BOT Self-Assessment document. ACCT recommends 30 to 40 questions, including a few open-ended questions. A proposed self-assessment was provided to the Board for review.

The Board selected questions desired through a survey instrument so staff could create the self-assessment document and provide the template to the Board of Trustees at the October 2017 meeting for approval or revision. The survey will be re-opened for 10 days for those that did not complete survey.

Human Resources Committee The Human Resources Committee met at 11:55 a.m. prior to this meeting.

Dr. Powell reported.

Employee/Student Assistance Program

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

- The services provided by Mr. John Sutton and his staff at Cape Fear Valley's Employee Assistance Program (CFVEAP) have been beneficial to our students and employees during the 2016-17 academic year.
- Mr. Sutton and his staff provided emergency counseling services to FTCC students/employees support within just a couple of hours for emergency referrals.
- Non-emergency appointments were scheduled at a time convenient to the students or employee's calendar/schedule and provided in a timely manner.
- The ESAP contract automatically renews on October 1, 2017. CFVEAP is not seeking an increase in fees or other costs to the College. CFVEAP officials have agreed to continue service delivery at the previous year's contracted rate of \$31,000 for the 2017-18 academic year.

Approval of an Amendment to College Policy I-25 Drug and Alcohol Prevention Policy (Attachment A)

On recommendation of the Human Resources Committee, Dr. Powell moved to approve the Amendment to College Policy I-25 Drug and Alcohol Prevention Policy. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Board Members and I-9 Form

Each board member must complete the I-9 Employment Eligibility Verification form, which is a requirement of the IRS for submission to the Department of Homeland Security.

Special Trustees' Business

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

Notification of Committee Assignments: The Trustees were provided a list of the new committee assignments for 2017-2018.

Report on 2017 NCACCT Leadership Seminar, August 23-25, 2017, Wilmington, NC – The trustees reported that the Leadership Seminar was beneficial and the breakout sessions received high remarks.

Upcoming - 2017 ACCT Leadership Congress, September 25-28, 2017, Las Vegas, NV.

SGA Report**Mr. Christopher Haywood, SGA President**

- Constitution Day is tomorrow and miniature versions of the Constitution will be distributed.
- SGA is hosting the Eastern SGA Division on campus Saturday.
- On October 13 the SGA will host a Halloween costume party.

President's Report**Dr. J. Larry Keen, President**

Next Board Meeting – Monday, October 16, 2017

See Written Report: Dr. Keen referred to the President's Report dated September 18. (1) The Student Activities office is offering "Worth Your Weight" Wellness Program. (2) The Funeral Service Department held a grand opening on August 31 to spotlight the Merchandise Room. (3) The 9/11 Observance Ceremony was held on 9/13 due to the inclement weather. (4) The Financial Aid department is planning an "All Techs on Deck" Financial Aid night for October 3. (5) 5th Annual Faculty Art Exhibition is on display through September 22 at the General Classroom Building. (6) FTCC Foundation's Chair Gala is Friday, October 20 from 6:00-9:00 p.m. (7) Additional fall classes are available for students, starting October 19, November 6, and December 1.

Dr. Keen referred to an inquiry received on leasing the 60 acres in the western part of county and stated the property was purchased with bond funds and cannot be leased.

Adjournment

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

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

Mrs. Delores P. Ingram, Secretary

~~I-25 DRUG AND ALCOHOL PREVENTION POLICY~~

I-25 PREVENTION OF DRUG AND ALCOHOL ABUSE

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, the public at large, and result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of this College that the use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, is prohibited while in the College workplace, on College premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

FTCC does not differentiate among users, pushers or sellers of drugs or alcohol. Any employee or student who possesses, uses, sells, gives or transfers a controlled substance or alcoholic beverage to another person while in the College workplace, on College premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion, and referral for prosecution.

The term "controlled substance" means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, "crack", and marijuana. They also include "legal drugs" which are not prescribed by a licensed physician. Drugs, not including marijuana, prescribed by a licensed physician to an employee or student may be used and possessed by that employee or student while on campus.

The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. ~~Specifically, any such person who is convicted of a felony, or of a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to employees and State or Federal law which may apply). Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment.~~ Any such person charged with a violation of these policies concerning illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Office of Human Resources determines that the continued presence of such person within the College community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry. All employees and students of the College are currently eligible and are encouraged to participate without cost in an employee assistance program which offers among its many services, drug and alcohol abuse counseling.

Each employee or student is required to inform the Office of the Vice President for Human Resources and Institutional Effectiveness at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of **nolo contendere**) and the imposition of a judgment by a judge sitting with or without a jury in any federal

or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

The Office of the Vice President for Human Resources and Institutional Effectiveness must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is available in the offices of the Vice President for Human Resources and Institutional Effectiveness and the Vice President for Legal Services.

The following are limited exceptions to the prohibitions of this policy:

1. The President of the College is authorize to waive the prohibition on the use, possession, distribution, and/or dispensation of beer and/or non-fortified wine for campus events which do not involve significant student participation.
2. The President of the College may authorize courses requiring the use, possession, distribution, dispensation and/or manufacturing of beer and/or non-fortified wine.
3. Unopened (sealed) alcoholic beverages, in their original containers, are permitted in personally owned vehicles parked on college property.

~~The President of the College is authorized to temporarily waive the prohibition on the use, possession, distribution, or dispensation of beer or non-fortified wine for campus events which do not involve significant student participation.~~

~~Unopened (sealed) alcoholic beverage containers are permitted in personally owned vehicle located on College property.~~