

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

March 20, 2023

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, Mr. Chandan Shankar, W. Lockett Tally, Mrs. Esther R. Thompson, Ms. Tammy Thurman, Mrs. Suzannah Tucker, Mr. William S. Wellons.

Members Absent

Dr. Tiffany Watts
SGA President Angelina Robinson

FTCC Personnel Present

President Dr. Mark Sorrells, Board Attorney and Vice President for Legal Services and Risk Management David Sullivan, Senior Vice President for Business and Finance Robin Deaver, Senior Vice President for Academic and Student Services Murtis Worth, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Vice President for Facilities and Support Services Richard Lee, Vice President for Academic Support and Diversity, Equity, and Inclusion Dr. DeSandra Washington, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation Sandy Ammons, Executive Assistant to the President Tracy Verrier, Secretary to the President, Michelle Johnson, Audio Visual Engineer Justin Longley.

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

Mr. David R. Williford, Board Chair

Mr. Harrell moved to approve the Board of Trustees Meeting Minutes from February 20, 2023. The motion was seconded by Dr. Powell and was unanimously approved by the Board by roll call vote.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

Mr. Lee reported on the following:

1. **Update on Swift Water Rescue Trainer (project #2605)**

Work to be performed in the next 30 days:

- Complete brick veneer
- Start install of swift water tank
- Complete PVC roofing
- Continue site grading work
- Start installing all finishes

This is provided for information.

2. **Update on Regional Truck Driver Training Center (project #2635)**

- Site plans are under review by College
- Red lines will be back to designer by March 27th

This is provided for information.

3. **Update on Tiny Town Renovations (project #2676)**

- Out to Bid TBD

This is provided for information.

4. **Update on Cumberland Hall HVAC Equipment and Electrical Replacement**

- HVAC system was installed 1966
- Main electrical service is from 1966
- Both of these are 50+ years past useful life

This is provided for information.

5. **For Approval: Roofing Contractor for Advanced Technology Building Roof Replacement (project #2659)**

- Request Board of Trustees approval of AAR of North Carolina Inc. from Kernersville, NC for \$682,450.00

6. **For Approval: General Contractor for Nursing Education and Simulation Center Phase II (project #2615)**

- Request Board of Trustees approval of M and E Contracting Inc. from Fayetteville, NC for \$3,204,666.00

Mr. Harrell moved to approve AAR as the Roofing Contract for Advanced Technology Building Roof Replacement and M&E as the General Contractor for Nursing Education and Simulation Center Phase II. The motion was seconded by Mr. Shankar and was unanimously approved by the Board by roll call vote.

Finance Committee

Mr. William L. Hedgepeth II, Chair

Mrs. Deaver reported:

1. Approval of Roofing Contract for Advanced Technology Building Roof Replacement (project # 2659)

The College recommends AAR of North Carolina as the Roofing Contractor for the Advanced Technology Building Roof Replacement at the bid of \$682,450.00.

2. Approval of General Contract for Nursing Education and Simulation Center Phase II (project # 2615)

The College recommends M&E Contracting Inc. as the General Contractor for the Nursing Education and Simulation Center Phase II at the bid of \$3,204,666.00.

Mr. Hedgepeth moved to approve AAR of North Carolina as the Roofing Contractor for the Advanced Technology Building Roof Replacement and M&E Contracting Inc. as the General Contractor for the Nursing Education and Simulation Center Phase II. Mr. Harrell seconded the motion and was unanimously approved by the Board by roll call vote.

3. For Approval: Revision to Administrative Procedures Manual I-1.1, Cash Management Policy

The College recommends approval of Revisions to the Administrative Procedures Manual 1-1.1, Cash Management Policy.

4. For Approval: Revision to Administrative Procedures Manual I-9.11, Military Leave

The College recommends approval of Revisions to the Administrative Procedures Manual 1-9.11 Military Leave. This procedure was revised to make reference in the College's policy to the current authoritative guidance.

Mr. Hedgepeth moved to approve the Revisions to the Administrative Procedures Manual I-1.1, Cash Management Policy and the Revisions to the Administrative Procedures Manual 1-9.11, Military Leave. Mr. Shankar seconded the motion and it was unanimously approved by the Board by roll call vote.

5. For Approval: FTCC 2022-2023 County Budget Request

The College recommends approval of FTCC's 2022-2023 County Budget Request.

Mr. Hedgepeth moved to approve the FTCC 2022-2023 County Budget Request. Mr. Shankar seconded the motion and it was unanimously approved by the Board by roll call vote.

Human Resources Committee

Mr. Ronald C. Crosby, Jr., Chair

Mr. Mitchell reported:

1. For Approval: President's Annual Appraisal

The President's Annual Appraisal is normally conducted at the March Board of Trustees meeting. The College recommends moving the date of completion from March 20 to June 19 to allow time for a six-month rating period for the President's initial appraisal. The College also requests continuing this revised appraisal period in year two and thereafter (July 1 to June 30).

Mr. Crosby moved to approve moving the President's Annual Appraisal date to June 19 and to continue the revised appraisal period thereafter. Dr. Powell seconded the motion and it was unanimously approved by the Board by roll call vote.

2. For Information: 2023 Honorary Trustee Nomination Period

- The nomination procedures include a statement indicating that no more than one Honorary Trustee can be approved per year but it is not necessary to have an awardee every year
- Recommend a nomination period of March 21 to April 10 with staff releasing an electronic nomination form following the March 20, 2023 meeting
- To facilitate nominations, the following documents were provided to the Board of Trustees:
 - Honorary Trustee Procedure
 - Honorary Trustee Nomination Form (paper version)

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Worth reported:

1. For Approval: FTCC's Continuing Education Accountability Plan Term Report for August 15, 2022 through December 31, 2022.

- a) During the fall semester, FTCC offered a total of 1,245 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 759 Occupational Extension; 311 Self-Supporting; 146 Career & College Readiness; 14 Customized Training; and 15 Human Resources Development Courses.
- b) 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 507 (315 on-campus & 192 off-campus).
- c) CCE staff visited a total of 590 (361 on-campus & 229 off-campus) continuing education classes, which exceeds the required target for verification visits. All were found to be in-

compliance.

- d) 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.

2. For Information Only: Corporate & Continuing Education 20 Week Military Paramedic Program

The Fayetteville Technical Community College (FTCC), Corporate and Continuing Education (CCE) EMS program is the largest within the North Carolina Community College System and is in the top 3% of the largest programs in the United States. In 2016, Dean Cathy Baxley partnered with Womack Army Medical Center (WAMC) to develop an accelerated 20-week National Registry Paramedic program of study in order to meet the unit operational needs of the Combat Medic. The US Army has created an identifier rank that is specific to the 68 Whiskey Combat Medics that have successfully completed the Paramedic Program. The 20-week training is critical for Combat Medics to mitigate the 25 percent of Operation Iraqi Freedom and Operation Enduring Freedom soldiers who died of wounds and were deemed potentially survivable. This equates to almost 1,000 service members. The military's future operating environments may require field care lasting hours to days before evacuation can be achieved, whereas past evacuation times were minutes to hours. This is why this training partnership is so vital to the advancement of prehospital military field medicine.

Mr. Koonce moved to approve FTCC's Continuing Education Accountability Plan Term Report for August 15, 2022 through December 31, 2022. Dr. Powell seconded the motion and it was unanimously approved by the Board by roll call vote.

SGA Report

Ms. Angelina Robinson, SGA President

President's Report

Dr. Mark Sorrells

Next Board Meeting – Monday, February 20, 2023

See Written Report

Adjournment

Dr. Powell moved that the meeting be adjourned. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

David R. Williford, Chair