

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

May 16, 2022

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

Members Present

Mr. David R. Williford, Mr. Chandan Shankar, Mrs. Elaina L. Ball, Mr. Ron C. Crosby Jr., Mr. Charles J. Harrell, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. W. Lockett Tally, Mrs. Esther R. Thompson, and Mr. William S. Wellons

Attending via Phone

Mr. William L. Hedgepeth

Members Absent

Mrs. Delores P. Ingram, and SGA President Heather Spexarth

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, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation Sandy Ammons, Associate Vice President for Facilities and Support Services Richard Lee, Executive Assistant to the President Monika Morris, and Audio Visual Engineer Joe Frydl

Call to Order

Mr. David R. Williford, Board Chair

Ethics Awareness and Conflict of Interest Statement

Mr. Williford

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

Approval of Minutes for April 19, 2022 Meeting

Mr. Williford

Mr. Harrell moved to approve the April 19, 2022 minutes. The motion was seconded by Mr. Koonce. A roll call was taken and the motion was unanimously approved by the Board.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

Mr. Lee reported:

1. Update on the Fire/Rescue Training Center (Project #2441) (Information Only)

Work performed in the last 30 days:

- Started window frames.
- Completed all precast and piping at Trench Rescue.
- Closed 90% of walls in Classroom Building.
- Completed CMU walls in Burn Building.
- Completed stairs in Burn Building.
- Completed roof at Training Tower at East Site.
- Washed all brick at East Site.
- Caulked all exterior joints at Classroom Building.
- Completed exterior CMU at Restroom Building.
- Completed electrical underground at Burn Building and Restroom Building.
- Completed all roof drains.
- Completed overhead at Apparatus Bay.
- Project is 63% completed.

Work to be performed in the next 30 days:

- Paint Apparatus Bay overhead and Clearstory overhead.
- Install Apparatus Bay doors.
- Install balance of curb and gutter.
- Install heavy-duty paving.
- Start sidewalks at Classroom Building.
- Install roof at Restroom Building.
- Complete all exterior frames.
- Install all aluminum frames.
- Run gas line to memorial.
- Complete memorial precast and brick.
- Install permanent power to Classroom Building.
- Complete Trench Rescue area including concrete pad.
- Complete exterior surface at Burn Building.
- Start acoustical ceiling grid at Classroom Building.

This is provided for information.

2. Update on Nursing Renovation – Phase I (Project #2546) (Information Only)

- Notice to proceed is May 23, 2022.

This is provided for information.

3. Update on the Swift Water Rescue Trainer (Project #2605) (Information Only)

- Architect completed construction documents.
- Drawings are with Cumberland County Inspections Department for review.

This is provided for information.

4. Update on the Nursing Education and Simulation Center Phase 2 (Project #2615) (Information Only)

- Becker Morgan (designer) kickoff meeting was held May 9, 2022.

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

- All existing asphalt is removed.
- Storm drains are installed.
- Sand clay is being installed.
- Curb and gutter are being installed.
- Existing power to baseball locker room and score board was relocated from under the new locker room.

This is provided for information.

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

- All material is on site.
- Contractor started removal and installation May 2, 2022

This is provided for information.

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

- Contractor started May 9.

This is provided for information.

8. Approval of Designer for Neil Currie Building and Thomas McLean Administration Building HVAC Renovation

- The College recommends awarding design contract to Dewberry.
- Design contract is \$220,000.

Mr. Harrell moved to approve the designer for Neil Currie Building and Thomas McLean Administration Building HVAC renovation. The motion was seconded by Mr. Crosby. A roll call was taken and the motion was unanimously approved.

Finance Committee

Mr. William L. Hedgepeth II, Chair

Mrs. Deaver reported:

1. Approval of 3-1, NCCCS Project #2659, Advanced Technology Center Roof Replacement, New Project

FTCC will remove and replace 32,549 square feet of roofing on the Advanced Technology Center building. The roof is twenty years old. The roof type is PVC single ply. The new roof type will be PVC single ply. This facility houses instructional programs and support services that include some of the College's Engineering and Applied Technologies programs and the College's Management Information Services department. \$750,000 of SCIF funds will be used for this project.

Mr. Hedgepeth moved to approve NCCCS Project #2659, Advanced Technology Center Roof Replacement, New Project. The motion was seconded by Mr. Shankar. A roll call was taken and the motion was unanimously approved.

2. Approval of Agreement between FTCC and Designer, NCCCS Project #2636, Neil Currie and Thomas McLean HVAC Renovations

The Board approved the designer Dewberry for the Neil Currie and Thomas McLean HVAC renovation in the Building and Grounds Committee meeting. The budget for the project is \$2,500,000.00 and will be funded with HEERF funds. Ms. Deaver presented the agreement between FTCC and Dewberry to the Board. The College is asking for approval of the agreement.

Ms. Ball moved to approve the agreement between FTCC and Dewberry, NCCCS Project #2636, Neil Currie and Thomas McLean HVAC renovations. The motion was seconded by Mr. Wellons. A roll call was taken and the motion was unanimously approved by the Board.

3. Approval of 2022-2023 Academic Year, Scholarships from Self-Supporting Funds, Not to Exceed \$265,000

Ms. Deaver presented the FY 2022 Scholarship Reconciliation Report to the Board. The FY22 Scholarship Budget was \$265,000.00. Total scholarships disbursed were \$151,359.57. This leaves a remaining balance of \$113,640.43.

Ms. Thompson moved to approve the 2022-2023 Academic Year, Scholarships from Self-Supporting Funds, not to exceed \$265,000. The motion was seconded by Ms. Ball. A roll call was taken and the motion was unanimously approved by the Board.

4. 2022-2023 Academic Year, \$888,216.36, Estimated Perkins Allocation (Information Only)

The estimated 2022 – 2023 Academic Year Perkins Allocation is \$888,216.36. This is \$31,986.59 less than the current fiscal year.

5. Approval of 3-1P, NCCCS Project # 2638, Tiny Town Property Acquisition, Revised Project

The Board approved the purchase of Tiny Town property at the April 19, 2022 Board of Trustees meeting with undesignated SCIF funds. The NCCCS office required more information from OSBM before making a decision as to whether SCIF funds could be used for a property acquisition that was not going into immediate use or immediate renovation. In order to continue with the purchase, the College will use regular county funds for the purchase.

Mr. Tally moved to approve the purchase of Tiny Town property with county funds. The motion was seconded by Mr. Koonce. Mr. Shankar identified a conflict of interest and did not participate in any discussion or vote about the matter. A roll call was taken and the motion was approved by the Board.

Human Resources Committee

Mr. Ron C. Crosby, Jr., Chair

1. Approval of Presidential Profile and Job Vacancy Announcement

The Presidential Search Committee met from 9 AM to 10 AM, May 16, 2022 to discuss Community Forum comments/desires and Survey responses. The committee also decided to submit the Presidential Profile and Job Vacancy announcement to the full board for approval. The Presidential Search Committee asks the Board's approval to post the Presidential Profile and Job Vacancy announcement following today's meeting.

Mr. Crosby moved to approve the Presidential Profile and Job Vacancy announcement with the proposed changes by the Search Committee. The motion was seconded by Mr. Harrell. A roll call was taken and the motion was unanimously approved.

2. Title IX Report for 2021-2022 (Information Only)

- The College had four Title IX cases in 2021-2022, as reflected in the attached report.
- The College had an increase of three cases when comparing results with number of cases from the previous year. For comparison purposes, the College had four cases 2019-2020; one case in 2021-2022; and four cases this year.
- Actions Taken:
 - Voluntary dismissals (2)
 - Non-renewal of employment (1)
 - Letter of concern (with no future contact directive)

3. Honorary Trustee Notification (Information Only)

- Letter was prepared following the April 19, 2022 Board of Trustee meeting and signed by the Board Chairman.
- Dr. Marye J. Jeffries was notified of her selection on April 29, 2022.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Sorrells reported:

1. Approval to Submit the Curriculum Program Application for Histotechnology (A45370) to the North Carolina Community College System Office (NCCCS).

- The Histotechnology (HTO) program is designed to provide individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures. Course work emphasizes scientific concepts related to laboratory testing, quality assurance, histology, microscopy, and other related topics. Graduates may be eligible to apply to take the national examination given by the Board of Registry of the American Society for Clinical Pathology. Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories. The U.S. Bureau of Labor Statistics (BLS) has also reported growth of 9% over next 10 years. Additional labor market information shows an 11% increase, with annual projected job openings averaging 25,000 positions. Starting pay is currently between \$21.00 - \$30.00/hour at most laboratories.

- Graduates of the Medical Laboratory Technician program would be able to enter the HTO program with approximately 30 credit hours, shortening the length of time required for students to complete the HTO program from 5 semester to 2 semesters.
- Alamance Community College (ACC), Davidson Community College (DCC) and Vance-Granville Community College (VGCC) are currently approved to offer this program.
- VGCC did not agree with the impact assessment but was supportive of FTCC applying for the program. VGCC did not want to lose Cape Fear Valley Health System as a clinical site. FTCC's Dean of Allied Health Technology Programs discussed the clinical site with VGCC's Dean of Health Sciences and both parties agreed to share the clinical site.
- The program will require a program coordinator, additional adjunct faculty to assume appropriate teaching loads, additional laboratory equipment, and funding to seek program accreditation.
- FTCC plans to apply to the NCCCS for approval to start the new program in the Fall of 2023.

Mr. Koonce moved to approve to submit the Curriculum Program application for Histotechnology (A45370) to the North Carolina Community College System Office. The motion was seconded by Dr. Powell. A roll call was taken and the motion was unanimously approved.

2. Approval to Conduct a Needs Assessment for Ophthalmic Medical Personnel Program (A45210)

The Ophthalmic Medical Personnel Program prepares individuals to perform ophthalmic procedures under the supervision of a licensed physician specializing in Ophthalmology. Course work includes lecture, laboratory, and clinical training in ocular measurements; ocular testing; lensometry; administering topical and oral medications; eye care; and caring for instruments.

Graduates are employed in medical institutions, clinics, or physician practices.

Graduates may qualify as candidates to take the Joint Commission on Allied Health Personnel, Ophthalmology National Certification Exam. Diploma graduates may be eligible for Certified Ophthalmic Medical Assistant certification and associate degree graduates may be eligible for Certified Ophthalmic Medical Technician certification.

Program Need

- Dr. Woodcock from Carolina Vision Center has stressed the need for certified ophthalmic medical assistants in Cumberland County.
- Four accredited programs currently exist in NC (Caldwell CC; Central Piedmont CC; Edgecombe CC; Sandhills CC).
- The BLS has also reported an expected growth in demand of 12% from 2020 to 2030 for individuals with these skills and certifications. This is much faster than the national average for most other professions.

- According to Salary.com, the average NC salary range for COAs typically falls between \$41,586 and \$54,406.

Program Information/Target Audience

- Currently FTCC has an Ophthalmic Surgical Assistant program, which can be an add-on certificate for the graduates of the Ophthalmic Medical Personnel program
- Diploma graduates may be eligible for Certified Ophthalmic Medical Assistant certification and associate degree graduates may be eligible for Certified Ophthalmic Medical Technician certification.
- The program will begin with a single cohort of approximately 10 diploma students.

Resources Required

- Program Coordinator
- Software to support specialty education
- Additional laboratory equipment
- Funding/support to seek program accreditation (Internal Council of Accreditation - ICA)
- The program will share laboratory space within the Surgical Services Department

Mr. Koonce moved to approve to conduct a needs assessment for Ophthalmic Medical Personnel Program (A45210). The motion was seconded by Dr. Powell. A roll call was taken and the motion was unanimously approved.

Recognition

Dr. Sorrells recognized Dr. Keen for receiving an Honorary Doctorate from Methodist University for his services to Fayetteville, Cumberland County and surrounding areas.

Special Trustees' Business/Comments

Mr. David R. Williford, Board Chair

Mr. Williford thanked everyone that participated on the forums.

SGA Report

Ms. Heather Spexarth, SGA President

No SGA report due to Mrs. Spexarth's absence.

President's Report

Dr. J. Larry Keen, President

Dr. Keen gave a report on 2022 Graduation. He thanked Marlina Pinero and her staff; Richard Lee and his housekeeping and facilities staff; Security, the Board Chair and Board Members that attended Graduation.

Dr. Keen, Dr. Sorrells, Ms. Robin Deaver, Mr. Richard Lee, Mr. Eric Smith and Mr. Stephen Drew went to Oklahoma May 3 – 6, 2022. They visited and toured several Career Tech, Fire Rescue Training and Truck Driving Centers.

See Written Report.

Dr. Keen referred to the President's Report. (1) Graduation, (2) KnowBe4 Training, (3) Bookstore Yard Sale, (4) First Annual Theo Awards, (5) Number of Scholarship Applications Increased by 10%

Next Board Meeting – Monday, June 20, 2022

Adjournment

Mr. Williford adjourned the meeting.

Mr. David Williford, Chair

Mr. Chandan Shankar, Secretary