

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

October 18, 2021

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

Members Present

Mr. David R. Williford, Mrs. Elaina Ball, Mr. Ron C. Crosby, Mr. Charles J. Harrell, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Esther Thompson, Mr. William S. Wellons, and SGA President Jordan McLean

Members Absent

Mr. William L. Hedgepeth II, Mrs. Delores P. Ingram, Mr. Chandan Shankar, and Mr. Lockett Tally

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 Administrative Services Joe Levister, 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, Executive Assistant to the President Monika Morris, Audio Visual Engineer Joe Frydl, and Audio Visual Technician Justin Longley

Special Guests

The Honorable Patricia Timmons-Goodson, Former Associate Justice NC Supreme Court

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. Mrs. Elaina Ball announced she would recuse herself from the Approval of Easement for Public Works Commission at the Fire/Rescue Training Center because of a conflict of interest.

Approval of Minutes for September 20, 2021 Meeting

Mr. Williford

Mr. Harrell moved to approve the September 20, 2021 minutes. The motion was seconded by Mr. Koonce. A roll call vote was taken and the motion was unanimously approved by the Board.

Swearing-In Ceremony

**The Honorable Patricia Timmons-Goodson
Former Associate Justice NC Supreme Court**

Mrs. Esther Thompson – Appointed by the Board of County Commissioners to a four-year Term to expire on June 30, 2025

Mrs. Elaina Ball – Appointed by the Cumberland County Board of Education to fill the unexpired term of Dr. Dallas Freeman to expire on June 30, 2025.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

Mr. Levister reported:

1. Update on the Horace Sisk Building Roof Replacement (Sections A, B and C) (Information Only)

- Fleming and Associates (Fayetteville, NC) is the project designer.
- Project cost \$1,500,000.
- Reroofing of 53,925 square feet of the center (Sections A, B, and C) of the Horace Sisk Building.
- Advertisement for bids September 29, 2021.
- Mandatory pre-bid meeting for Prime Bidders, November 8, 2021 at the project site.
- Bid opening November 17, 2021.
- Recommended contractor will be provided to Board for approval upon completion of bid process.
- This is provided for information.

2. Update on the Fire/Rescue Training Center

- HH Architecture (Raleigh, NC) is the project designer.
- Barnhill Contracting Company is the Construction Manager-at-Risk for this project.
- Project Cost \$20,449,180.
- Work performed in last 30 days:
 - Complete concrete foundations at Classroom Building.

- Complete concrete masonry unit foundations at Restroom Building.
- Continue installation of storm boxes and pipe.
- Poured footings and first wall at Burn Building.
- Started concrete masonry unit at Training Tower.
- Ran temporary power to east site at Restroom Building.
- Started underground rough-in at Classroom Building.
- Work to be performed in the next 30 days:
 - Complete underground rough-in at Classroom Building.
 - Pour slab on grade at Classroom Building.
 - Complete load bearing concrete masonry unit at apparatus bay.
 - Continue on Training Tower concrete masonry unit.
 - Prep and pour slab on grade at Burn Building.
 - Continue sanitary sewer, water and fire lines.
- This is provided for information.

3. Approval of Easement for Public Works Commission at the Fire/Rescue Training Center

- HH Architecture (Raleigh, NC) developed construction drawing identifying water, sewer, and fiber optic cable installation requirements. H&H drawings designate locations for these utilities
- Fayetteville Public Works Commission requires a 20 ft easement be given to them before they begin installation of water, sewer, and fiber optic cable to serve the Fire/Rescue Training Center according to H&H designs.
- These utilities are essential to the daily operations of the center.

Request approval of the Fayetteville Public Works Commission 20 ft easement for the installation of water, sewer, and fiber optic cable at the Fire/Rescue Training Center.

Mr. Harrell moved to approve the Easement for Public Works Commission at the Fire/Rescue Training Center. The motion was seconded by Mr. Wellons. Mrs. Ball recused herself from voting due to conflict of interest. A roll call vote was taken and the motion was unanimously approved by the Board.

Finance Committee

Mr. William L. Hedgepeth II, Chair

Mrs. Deaver reported:

1. Acceptance of Fayetteville Technical Community College Financial Statements for the Fiscal Year Ended June 30, 2021 (Unaudited)

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, 2021 was provided to each board member.

Mr. Wellons moved to accept Fayetteville Technical Community College Financial Statements for the Year Ended June 30, 2021 (Unaudited). The motion was seconded by Mr. Crosby. A roll call vote was taken and the motion was unanimously approved by the Board.

2. Approval of Write-Off Uncollectible Accounts

The following accounts have been referred to the appropriate collection agencies and were returned as uncollectible. It is recommended that these documents be written off as bad debts.

Type of Account	Number of Accounts	Amount
FTCC Unrestricted Loans	3	\$582.44
Returned Checks	2	\$846.53
Financial Aid Debt	478	\$231,411.68
Total	483	\$232,840.65

Mr. Wellons moved to approve write-off of Uncollectible Accounts in the amount of \$232,840.65. The motion was seconded by Mr. Harrell. A roll call vote was taken and the motion was unanimously approved by the Board.

3. Approval of MIS Policies for Cybersecurity Maturity Model Certification (CMMC) for 17 Domains

The College is asking for approval of MIS policies for Cybersecurity Maturity Model Certification (CMMC), which address the following 17 domains:

- Access Control
- Asset Management
- Audit and Accountability
- Awareness and Training
- Configuration Management
- Identification and Authentication
- Incident Response
- Maintenance
- Media Protection
- Personnel Security
- Physical Protection
- Recovery
- Risk Management
- Security Assessment
- Situational Awareness

- System and Communication Protection
- System and Information Integrity

Mr. Wellons moved to approve the 17 MIS Policies for Cybersecurity Maturity Model Certification (CMMC). The motion was seconded by Mr. Harrell. A roll call vote was taken and the motion was unanimously approved by the Board.

Human Resources Committee

Ronald C. Crosby, Jr., Chair

Mr. Mitchell reported:

1. Biannual Employee Vacancy Report (Information Only)

- On August 1, 2018, the Board of Trustees revised the Administrative Procedures Manual requesting a biannual faculty and staff turnover report.
- The Board of Trustees specified “*The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence. The College shall monitor faculty and staff turnover by providing a biannual employee vacancy report as information to the Board of Trustees during the April and October Board meetings*”.
- The College’s Employee Vacancy Report is provided covering the period April 1, 2021 to September 30, 2021. This report is provided as information.
- The next report will be provided in April 2022.

Planning Committee

Mr. Charles E. Koonce, Chair

Mr. Mitchell reported:

1. Annual Board of Trustees Self-Assessment Survey (Information Only)

A copy of last year’s self-assessment survey was e-mailed to members and was provided for information and review at the previous Board of Trustees meeting. No modifications were requested by Board of Trustee members as of October 6, 2021.

The College will release this year’s survey via SurveyMonkey software following today’s Board of Trustees meeting for electronic completion and submission. Board Members are asked to complete the electronic survey on or prior to October 29, 2021 so the results can be tabulated in preparation for the November Board of Trustees meeting.

Dr. Keen will share the tabulated results during the November 2021 meeting.

Dr. Sorrells reported:

1. Acceptance of FTCC's Continuing Education Accountability Plan Term Report for May 16, 2021 through August 14, 2021

- a) During the summer semester, FTCC offered a total of 909 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 458 Occupational Extension; 263 Self-Supporting; 175 Career & College Readiness; 5 Customized Training; and 8 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 369 (237 on-campus & 132 off-campus).
- c) CCE staff visited a total of 406 (273 on-campus & 133 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.

Dr. Powell moved to accept the FTCC's Continuing Education Accountability Plan Term Report for May 16, 2021 through August 14, 2021. The motion was seconded by Mrs. Ball. A roll call vote was taken and the motion was unanimously approved by the Board.

2. NC Reconnect Adult Learner (Information Only)

On October 6, 2021, Dr. Keen and Dr. Sorrells attended a J.M. Belk Endowment (JMBE) convening on the NC Reconnect initiative. The objective of the daylong event was to look at what was learned from the work and capitalize on those lessons by sustaining momentum into the spring and to scale the work by bringing 5 additional partners on line in the Fall 2022 term. Preliminary findings indicated the pilot colleges were: 1) using evidence-based decision-making during program implementation, 2) utilizing creative strategies to engage students, 3) demonstrating a recommitment to adult learners through connections with Success Coaches and focusing the educational journey on outcomes, and 4) were able to identify gaps in processes in onboarding adult learners.

The initiative implemented an NC Reconnect Adult Learner advertising campaign using the branding message BETTER SKILLS / BETTER JOBS, which generated 364 unique click throughs (FTCC generated 36%). Ninety percent (90%) of the traffic came from mobile devices with a cost per response 40% below the industry average and a click-thru-rate (6%) higher than the industry average. FTCC achieved a conversion rate of 10%,

which is 200% of the industry benchmark. Key lessons learned included: 1) timely follow-up, 2) personalized messages, 3) embrace incentive messaging, 4) reinforce Better Skills/Better Jobs with Better Pay or Better Opportunities tags to follow, 5) target specific pathways, 6) create employment demand association, and 7) adults are interested in good paying jobs and need accelerated learning opportunities. Campaign impact Refer to Power Point Presentation.

Additionally, JMBE contracted with Inside Track to assist the colleges with prospecting students who had stopped out over the prior five years to learn what factors were drivers to pausing their educational journey and providing coaching to help students navigate the steps required to reconnect.

3. FTCC's Paramedic Program 2019 CoAEMSP Annual Reports (Information Only)

Under the leadership of Dean Cathy Baxley, the College's Continuing Education Paramedic program submitted its 2019 Annual Report to Committee on Accreditation of Educational Programs for the Emergency Management Services Professions. We are happy to announce that the CoAEMSP Quality Improvement subcommittee completed a review of the 2019 Annual Report and has notified us that all Outcome Thresholds were met. The program achieved the following performance metrics: 1) National Registry EMT/State Written Exam 80%, 2) Retention 87.3%, and 3) Job Placement 100%

The CoAEMSP Quality Improvement subcommittee also completed its review of FTCC's Curriculum EMS program Annual Report. Based on the outcomes reported for 2019, the program did not meet one of the three required Outcome thresholds requiring an outcome of 70% or higher. This is the second notice for failure to meet the established Outcomes threshold for program Retention. Reported Outcomes for 2019 were as follows: 1) National Registry EMT/State Written Exam 80%, 2) Retention 50%, and 3) Job Placement 90.9%. Any CoAEMSP accredited program that does not meet Outcome thresholds for three (3) consecutive years may be recommended for probation. The academic dean and department chair are working on a detailed retention plan to assist and address the increased number of withdrawals by students for nonacademic reasons.

4. Success Stories – Dr. Andrea Jackson and Dr. Christa Evangelisto

Dr. Andrea Jackson, Instructional Coach, received her Ed.D. in Instructional Leadership from North Central University. Title: *Why Black Female Teachers Remain at Title I Urban High Schools*

Results of the study:

The findings are consistent with the Self-Determination Theoretical (SDT) framework (Deci & Ryan, 1996). The SDT proposes self-motivation is the result of basic human

psychological needs such as autonomy, competency, and relatedness being fulfilled. Teachers overall job satisfaction was based upon feelings. The environment was another source of connection to the students in these urban schools, which also provided motivation and is supported by the theoretical framework. Teachers develop a sense of cultural connection to students and community which in turn increases self-motivation. In addition, teachers developed feelings of obligation to teach and support Black students which fueled their need to remain in urban schools. Ultimately, when basic human psychological needs are met, Black female teachers feel motivated to remain in urban schools.

Dr. Christa Evangelisto, Biology Instructor, received her Ph.D. in Education with a specialization in Postsecondary and Adult Education from Capella University. In the April -June 2021 edition of the Journal of STEM Education, Dr. Evangelisto had an article published entitled *Critical Thinking in STEM: A Qualitative Study of Community College Teaching Techniques*. She has a second article that is pending publication.

Special Trustees' Business/Comments

Mr. David R. Williford, Board Chair

Welcome to New Board Members

Mr. Williford welcomed the new Board Members Mrs. Esther Thompson and Mrs. Elaina Ball. Mrs. Thompson and Mrs. Ball introduced themselves to the board.

SGA Report

Mr. Jordan McLean, SGA President

Mr. McLean had to leave the board meeting early to attend class. There was no SGA report.

President's Report

Dr. J. Larry Keen, President

See Written Report.

Dr. Keen referred to the President's Report. (1) Start of Second 8-week Fall Classes, (2) Annual Emergency Services Memorial, (3) Open Enrollment for Employees Insurance Coverage.

Mrs. Ammons gave an update about upcoming Foundation events.

Next Board Meeting – Monday, November 15, 2021

Adjournment

Mr. Williford adjourned the meeting.

Mr. David Williford, Chair

Mr. Chandan Shankar, Secretary