

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

April 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, Mrs. Elaina L. Ball, Mr. Charles J. Harrell, Mr. Charles E. Koonce, Dr. Linwood Powell, Mrs. Esther R. Thompson, Mr. William S. Wellons, and SGA President Heather Spexarth

Members Absent

Mr. Chandan Shankar, Mr. Ron C. Crosby Jr., Mrs. Delores P. Ingram, and W. 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 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.

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:

- Completed roof assembly at restroom building
- Poured 2nd and 3rd floor stairs at burn building
- Completed all in-wall rough-ins
- Started to hang and finish drywall at classroom building
- Completed high bay framing at apparatus bay
- Closed up classroom building with temp windows
- Set light poles around site and pulled wire
- PWC Electric ran conduits for service to TT panel and RR panel

Work to be performed in the next 30 days:

- Set window frames and glass at classroom building
- Close all walls at classroom building
- Complete all grading at west site in order for irrigation and landscaping to begin
- Start tile in bathrooms at classroom building
- Start HD concrete paving on west and east sites
- Start concrete sidewalks at classroom building
- Complete CMU at restroom building
- Complete all roofing at classroom building

This is provided for information.

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

- State Construction Office started contract for General Contractor on April 5. Most recently, this has taking approximately 2 ½ weeks to complete.

This is provided for information.

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

- Architect will have schematic design drawings to FTCC by April 22, 2022.

This is provided for information.

4. Approval of Architect for the Nursing Education and Simulation Center Phase 2 (Project #2615)

Three firms were interviewed and the College recommends awarding the design contract to Becker Morgan Group.

Mr. Harrell moved to approve to award the design contract to Becker Morgan Group. The motion was seconded by Mrs. Ball and unanimously approved by the Board.

Finance Committee

Mr. William L. Hedgepeth II, Chair

Mrs. Deaver reported:

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

The College is asking the Board's approval to purchase property located on 3015 Fort Bragg Road, Fayetteville, NC 28303. The purchase price is \$1,350,000 and undesignated SCIF funds will be used.

Mr. Hedgepeth moved to approve the purchase of the property, including the current owner's occupation of the property through the end of 2022, located on 3015 Fort Bragg Road, Fayetteville, NC 28303. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

2. Approval: 3-1, NCCCS Project #2638, Tiny Town Property Acquisition, New Project

FTCC would like to purchase property located on 3015 Fort Bragg Road, Fayetteville NC 28303. The property contains on retail building with 35,704 square feet. The College intends to repurpose this space for its plant operations. The renovated facility will house housekeeping, maintenance, print shop, mailroom, and limited warehouse operations. Renovations will include roof replacement, a brick façade, and repair of parking lot. Interior walls and floors will be replaced/repared as needed.

The College is asking the approval of 3-1. NCCCS Project #2638, Tiny Town Property Acquisition, New Project.

Mr. Hedgepeth moved to approve 3-1. NCCCS Project #2638, Tiny Town Property Acquisition, New Project. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

3. Acceptance of FTCC FTE Reversion for Literacy (Basic Skills)/Career and College Readiness Audit, Fiscal Year 2020-2021

The State Board conducted a Compliance Review of FTCC's Literacy (Basic Skills)/College and Career Readiness and was found non-compliant in hours reported to budget FTE due to missing or inconsistent documentation.

The College has to revert \$9,155 and is asking the Board's acceptance.

Mr. Hedgepeth moved to approve the acceptance of FTCC FTE Reversion for Literacy/Career and College Readiness Audit, Fiscal Year 2020-2021. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

4. Approval of Revision to Administrative Procedures Manual I-1.1, Cash Management Policy

FTCC revised its Cash Management Policy. There were no substantive changes to the policy. Minor changes were made to correct grammar, reflect personnel title changes, change references from WebAdvisor to Self-Service, update the name of the army portal, and update the number of pcard holders.

The College recommends approval of these changes.

Mr. Hedgepeth moved to approve the Revision to the Administrative Procedures Manual I-1.1, Cash Management Policy. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

5. Approval of Revision to Administrative Procedures Manual I-19.2.2, Travel by Private Car

The Administrative Procedures Manual I-19.2.2, Travel by Private Car, was revised to reflect the increase of the IRS rate of 58.5 cents per mile.

Mr. Hedgepeth moved to approve the Revision to the Administrative Procedures Manual I-19.2.2, Travel by Private Car. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

6. 3-1, NCCCS Project #2592, Softball Field, Amended Project (Information Only)

The project had an initial budget of \$1,500,000.00. Due to supply and fuel increases, the bids came in higher than anticipated. The new budget for Project #2592, Softball Field is \$1,932,313.00.

This is for information only. The project increase was approved at a called meeting of the Board of Trustees on April 4, 2022. The 3-1 was shared at this meeting for those members who were not present on April 4, 2022.

7. Approval of Agreement Between FTCC and Designer, NCCCS Project #2615, Nursing Renovation

The Board previously approved Becker Morgan Group as the designer for NCCCS Project #2615, Nursing Renovation. The College is asking for approval of the agreement between FTCC and Becker Morgan Group.

Mr. Hedgepeth moved to approve the agreement between FTCC and Designer for NCCCS Project #2615, Nursing Renovation. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Human Resources Committee

Mr. Ron C. Crosby, Jr., Chair

1. Approval of the 2022 Honorary Trustee Nominations

Dr. Powell moved that pursuant to GS 143-318.11(a)(2), the Board of Trustees go into closed session to discuss the 2022 Honorary Trustee Nominations. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Closed Session

Open Session

2. Approval of Re-Appointments

- Request approval of Dr. J. Larry Keen's reappointment as the College President through his projected retirement date of January 1, 2023.
- Based upon the recommendation of the President, request reappointment of the Senior Vice Presidents and Vice Presidents for the 2022-2023 year.

Dr. Powell moved to approve the reappointment of the President and the reappointments of the Senior Vice Presidents and Vice Presidents. The motion was seconded by Mrs. Ball and unanimously approved by the Board.

3. Biannual Employee Vacancy Report for October 1, 2021 to March 31, 2022

- On August 18, 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 meetings.*”
- The attached report covering the period Oct 1, 2021 to Mar 31, 2022 is provided as information.
- Next report will be submitted at the October 2022 Board of Trustees meeting.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Sorrells reported:

1. Approval of North Carolina Community College System Compliance Review Final Report for Fayetteville Technical Community College: Fiscal Year 2020-21

The Compliance Services Division of the North Carolina Community College System (NCCCS) conducted a compliance review of Fayetteville Technical Community College to ensure data used to allocate State resources among community colleges were reported accurately for the term Summer 2019 through Spring 2020. The assessment was conducted using a selected sample of data for the period under review.

Based on the review, staff from Compliance Services noted a material finding in the area of college and career readiness (CCR). A review of records from CCR resulted in a material finding from non-compliant hours reported for budget FTE exceeding 5% of the total hours evaluated in the CCR course sample. Since the sample included non-compliant hours which exceeded the 5% threshold, a reversion of funds is required.

The records review resulted in the following overreporting of hours in CCR:

- **Missing or Inconsistent Documentation** – Documentation was missing or inconsistently recorded resulting in a total of 220 hours being overreported.
- **Missing Sign In/Out Sheets** – Proper documentation for sign in/out sheets were either missing or identified by college staff as having been discarded by the instructor of recorded, which involved a total 996 hours overreported.

Based on the audit of CCR course records, a total 1,216 course hours or 9.4% of the total number of career and college readiness course hours pulled for the audit sample were determined to be non-compliant and thus overreported. The following recommendations were made to remedy the deficiencies found:

- Procedures should be established to ensure sign in/out sheets and attendance records

are consistently reviewed for accuracy and retained with course files.

- Staff should review internal controls to ensure proper internal controls are in place and being followed to verify course records are set up properly and course hours reported are consistently reported per Title 1 of the State Board Code.
- A review of records used to report regular budget FTE should be completed for all course records since Spring 2020 and adjustments made based on the three-semester grace period as needed.

Meetings have taken place between FTCC's Compliance Officer and staff from Corporate and Continuing Education to review course records, establish new procedures and process check lists, ensure proper checks and balances are in place and consistently followed, and receive training in the new work flow procedures. A review of course records for class hours reported for FTE purposes since Spring 2020 is in process.

Approval of Minutes for

Mr. Williford

Board Retreat, March 16 – 18, 2022

Board of Trustees Meeting, March 21, 2022

Special Called Board Meeting, April 4, 2022

Dr. Powell moved to approve the Board Retreat, March 16-18, 2022 minutes, the Board of Trustees Meeting, March 21, 2022 minutes and the Special Call Board Meeting, April 4, 2022 minutes. The motion was seconded by Mr. Koonce and was unanimously approved by the Board.

Special Trustees' Business/Comments

Mr. David R. Williford, Board Chair

ACCT Leadership Congress, New York, NY, October 26-29, 2022

SGA Report

Ms. Heather Spexarth, SGA President

The SGA cohosted the Makerspace Grand Opening in celebration of National Library Week. Makerspace lab contains 3-D printers, a vinyl cutting machine as well as 3-D pens, all free to use for students.

April events included Spring Fling at Spring Lake and on main campus, circus performers, and a magician that connected with the students through his creative use of technology within his magic show. We will be attending and volunteering at the 5K Color Run on April 30th.

Dr. Kelly and the SGA traveled to Durham for the N4CSGA Conference. The team learned a lot, had the opportunity to network with other SGA's and had the privilege of having Mr. Stith as the keynote speaker. Dr. Kelly led the team on a 6-mile walking scavenger hunt. Time spent with the AVP of Student Services reaffirmed her dedication to the SGA and to the students of FTCC.

Ms. Spexarth was nominated for 5 awards and attended interviews for each one. She received the **Daryl Mitchell Award for Outstanding Students Award**. Students honored with this award demonstrate the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship and the **Dr. Michael Taylor Award**. This award is given to a student whose work has enhanced the growth of others in their organization, increased teamwork and personal involvement, while helping the organization reach its potential. This student exemplifies a desire to lead by serving others in their community, on their campus, or in the community college system.

SGA election for next year will be held at the end of this month. Ms. Spexarth will run for re-election. In case she does not get re-elected, she thanked the Board and staff for accepting her and allowing her to learn from the opportunity to serve on the Board of Trustees.

President's Report

Dr. J. Larry Keen, President

See Written Report.

Dr. Keen referred to the President's Report. (1) Annual Spring Plant Sale, (2) FTCC Arts presented a Play and a Concert, (3) Community History Lecture Series on Blackbeard, (4) Radiography Students Compete in Annual State Competition, (5) Number of Scholarship Applications Increased by 10%

Next Board Meeting – Monday, May 16, 2022

Adjournment

Mr. Williford adjourned the meeting.

Mr. David Williford, Chair

Mr. Chandan Shankar, Secretary