

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

April 21, 2025

Held at the Tony Rand Student Center Board Room at 10:30 a.m.

Members Present

Mr. William L. Hedgepeth, Mr. Ron C. Crosby Jr., Ms. Caroline Benavente, Mr. Christopher Bullard, Dr. Andrea Dickerson, Mr. Charles E. Koonce, Mr. Adam Phillips, Mrs. Esther R. Thompson, Ms. Tammy Thurman, Mr. David R. Williford

Members Absent

Mr. Ralph Huff, Mr. Chandan Shankar, Mr. Jeremy Hidalgo

FTCC Personnel Present

President Dr. Mark Sorrells, Board Attorney and Vice President for Legal & Administrative Services David Sullivan, Senior Vice President for Academic and Student Services Dr. Murtis Worth, Vice President for Business and Finance Debbie Todd, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Vice President for Facilities and Support Services Kevin Paul, Vice President for Academic Support Services & Civic Engagement Dr. DeSandra Washington, Chief of Staff/Vice President for Strategic Initiatives Dr. Tiffany Watts, Executive Director for Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation and Institutional Advancement Sandy Ammons, Associate Vice President for Business and Finance - Operations Todd Dunn, Secretary to the President Michelle Johnson and Audio Visual Engineer Joe Frydl.

Attendees

Jessie Bellflowers – Faculty Council Chairperson
Amanda Colores – Staff Council Chairperson

Call to Order

Mr. William Hedgepeth, Board Chair

Ethics Awareness and Conflict of Interest Statement

Mr. William Hedgepeth, Board Chair

Mr. Hedgepeth read the Ethics Awareness and Conflict of Interest Statement. No conflicts of interest were identified.

Addition of Finance Item to the Agenda

Mr. Koonce made a motion to add an item to the Finance Agenda. The motion was seconded by Mr. Williford and unanimously approved by the Board by roll-call vote.

For Approval: Spring Lake Roof Replacement Contractor Selection

The College is seeking approval of a motion authorizing the College President to select a contractor to replace the roof on the Spring Lake building from one of the three lowest bidders and then authorize the President to enter into a contract with that vendor.

- Sealed bids were opened on Thursday.
- The three lowest bids were from:
 - Bar Roofing
 - Triangle Roofing
 - ARS Extreme
- Triangle Roofing is currently replacing a roof for FTCC and Triangle Roofing's performance meets expectations

Mr. Koonce moved to approve the President's authorization to select a contractor for the Spring Lake roof replacement. The motion was seconded by Mr. Crosby and unanimously approved by the Board by roll-call vote.

Approval of Minutes

Mr. William Hedgepeth, Board Chair

Mr. Koonce moved to approve the Board of Trustees Meeting Minutes from the March 28, 2025 Meeting. The motion was seconded by Mr. Williford and unanimously approved by the Board by roll-call vote.

Committee Reports:

Building and Grounds Committee

Mr. David Williford, Chair

Mr. Paul reported:

1. For Information: Tiny Town Renovation Phase II (Project # 2819)

- The Schematic Design and Design Development phases for the interior of the Tiny Town project continue.
- A meeting was held on April 2nd between HH Architecture and FTCC to review and discuss floor, wall, and ceiling finishes for the project.
- Another meeting between HH Architecture and FTCC was held on April 16th to review additional finish options for final selection.
- Our goal is to have the Design Development phase of this project submitted to the State Construction Office on May 19, 2025.

2. For Information: Cumberland County Regional Fire and Rescue Phase II (Project #2634)

- Barnhill Contracting continues to install fire lining on the second floor of the apartment burn building. Site concrete has been poured around the existing burn building up to the new apartment burn building.
- Insulation is being installed in the residential burn building. The assembly of the prefabricated metal building continues. Electrical install for the metal building started in April. The burn pit and spill way concrete along with the assembly of the storage shelter will start in April.
- This project is 60% complete. Project milestone dates include completion of the residential burn building in May 2025, completion of the storage & shelter buildings in June 2025, and completion of the apartment burn building in July 2025. The target completion for the project as a whole is August 2025.

3. For Information: Neill Currie HVAC Renovation (Project # 2636)

- M&E Contracting received the overhead inspection approval for the mechanical and electrical work. The acoustical ceiling grid and acoustical ceiling tiles have been installed. The insulation of the piping will be completed in April.
- Labeling for piping and ducts will be completed in April. Testing and balancing for the air handler units will continue into May. A punch list for the contractor will be created in April with the punch list completion and owner training expected to be completed in May.
- This project is 93% complete. The target completion for this project is May 2025.

4. For Information: Building Trades Center Renovation (Project #2699)

- Riley Contracting Group will complete the install of the aluminum composite material panels on the exterior of the building in April.
- Interior painting continues. Installation of cabinets will be completed in April. The ceiling grid has been installed. The overhead inspection is set to occur in April. Once that is complete, the ceiling tile installation will occur.
- The Building Trades Center received permanent power in April. Flooring installation is set to start in April and complete in May. Fire alarm testing will be this month. The installation of interior doors and hardware will complete in May.
- This project is currently 73% complete. The target completion is set for June 2025.

5. For Information: Regional Truck Driver Training Center (Project #2635)

- Phase one of the project will consist of parking facilities, sidewalks, drives, 13 acre driving pad, stormwater controls, grading, utilities, landscaping, and associated items.
- The State Construction Office (SCO) issued the project award letter to Allen Grading Company on March 11, 2025. SCO sent the information required for the project contract to the North Carolina Attorney General in April.
- A notice to proceed will be issued to Allen Grading Company in April. Clearing of the project site will begin as soon as the notice to proceed is issued.
- Phase one of this project will take 8 months to complete. The target start is set for April 2025, and the target completion is set for December 2025.

6. For Information: Spring Lake Center Roof Replacement (Project #2898)

- The Spring Lake Center roof replacement project will consist of removing the existing roof membrane and replacing it with a PVC roofing system.
- Fleming & Associates completed all design phases of this project in March. FTCC and Fleming & Associates held a pre-bid meeting for contractors interested in the project on April 8th. Twenty-three contractors attended. The bid opening meeting was scheduled for April 17, 2025. A recommendation for contractor selection and approval will follow once the low bid is verified.
- The target start date and target completion date for this project will be determined once a contractor is selected and approved by the FTCC Board of Trustees.

Due to Mr. Shankar's absence, Mr. Williford acted as Chair for the Finance Committee.

Ms. Todd and Mr. Dunn reported:

1. For Approval: Final Project Closeout - NCCCS 3-1 Project # 2615 Nursing Education and Simulation Center – Total Final Cost: \$3,563,252.72

The College requests approval for closeout of the NCCCS 3-1 Project #2615 Nursing Education and Simulation Center project and finalization of the project cost and sources of funding section of the 3-1.

Mr. Williford moved to approve the closeout of the NCCCS 3-1 Project #2615 Nursing Education and Simulation Center project. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

2. For Approval: Final Project Closeout – NCCCS 3-1 Project # 2676 Tiny Town Renovation – Total Final Cost: \$2,440,700.18

The College requests approval for closeout of the NCCCS 3-1 Project #2676 Tiny Town Renovation project and finalization of the project cost and sources of funding section of the 3-1.

Mr. Williford moved to approve the closeout of the NCCCS 3-1 Project #2676 Tiny Town Renovation project. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

3. For Approval: Final Project Closeout – NCCCS 3-1 Project #2767 Thomas McLean Administrative Building HVAC – Total Final Cost: \$1,091,458.23

The College requests approval for closeout of the NCCCS 3-1 Project #2767 Thomas McLean Administrative Building HVAC project and finalization of the project cost and sources of funding section of the 3-1.

Mr. Williford moved to approve the closeout of the NCCCS 3-1 Project #2767 Thomas McLean Administrative Building HVAC project. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

4. For Information: Monthly Capital Projects Update

Fayetteville Technical Community College
Monthly Finance Capital Projects Update
April 2025

NCCCS Project #	Project Name	Phase	Total Approved Project Budget	Current Design Contract	Current Construction Contract	Other Misc Contracts	Total Committed	Available To Commit	Total Committed as % of Budget	Total Project Expense To Date	Total Project Expense as a % of Budget	Construction Progress Completion	Estimated Completion Date
2634	FTCC, Cumberland County Regional Fire and Rescue Center (Phase 2)	Under Construction	\$ 14,375,000.00	\$ 1,068,350.00	\$ 11,553,414.00	\$ 248,848.99	\$ 12,870,612.99	\$ 1,504,387.01	90%	\$ 6,639,943.60	46%	60%	Aug-25
2635	Regional Truck Driver Training Center	PHI: Under Construction PHI: Design	\$ 21,220,277.94	\$ 946,000.00	\$ 9,937,400.00	\$ 563,052.93	\$ 11,446,452.93	\$ 9,773,825.01	54%	\$ 491,384.43	2%	0%	Dec-25
2636	Neill Currie HVAC Renovation	Under Construction	\$ 2,108,400.00	\$ 135,500.00	\$ 1,886,397.00	\$ 1,021.22	\$ 2,022,918.22	\$ 85,481.78	96%	\$ 1,651,187.59	78%	93%	May-25
2699	Building Trades Center	Under Construction	\$ 3,820,000.00	\$ 252,000.00	\$ 3,451,657.80	\$ 33,336.11	\$ 3,736,993.91	\$ 83,006.09	98%	\$ 2,316,465.91	61%	73%	Jun-25
2819	Tiny Town Phase II (Interior)	Design	\$ 7,200,000.00	\$ 645,900.00	\$ -	\$ -	\$ 645,900.00	\$ 6,554,100.00	9%	\$ 75,285.00	1%	0%	TBD
2898	Spring Lake Roof Replacement	Design	\$ 650,000.00	\$ 56,113.00	\$ -	\$ 443.05	\$ 56,556.05	\$ 593,443.95	9%	\$ -	0%	0%	TBD
Totals			\$ 49,373,677.94	\$ 3,103,863.00	\$ 26,828,868.80	\$ 846,702.30	\$ 30,779,434.10	\$ 18,594,243.84	62%	\$ 11,174,266.53	23%		

Fayetteville Technical Community College
Monthly Finance Capital Funding Update
April 2025

NCCCS SCIF

	Beginning Balance	\$20,000,000.00
2615	Nursing PH II	(\$459,052.00)
2615	Nursing PH II (Closed-Out)	\$459,052.00
2635	Truck Driving	(\$2,989,288.00)
2636	Neill Currie HVAC	(\$1,954,400.00)
2659	ATC Roof Replacement (Closed-out)	(\$929,934.76)
2677	HOS Chiller (Closed-out)	(\$933,104.32)
2699	Building Trades	(\$3,820,000.00)
2767	T. McLean HVAC	(\$250,012.00)
2767	T. McLean HVAC (Closed-out)	\$23,553.77
2825	CEC Roof Replacement (Closed-out)	(\$590,708.05)
2819	Tiny Town Phase II	(\$6,200,000.00)
	Current Balance	\$2,356,106.64
2635	Truck Driving	\$0.00
2636	Neill Currie HVAC @ Closeout	\$85,481.78
2699	Building Trades @ Closeout	\$83,006.09
2819	Tiny Town Phase II	\$0.00
	Potentially Available After Closeouts	\$2,524,594.51

Funding Need

Project #	Project Name	Low	High
N/A	Cumberland Hall Reno or Rebuild	\$20,000,000.00	\$37,000,000.00
N/A	Gym Expansion	\$3,800,000.00	\$4,000,000.00
	Total Need	\$23,800,000.00	\$41,000,000.00

County Capital Funds (Reimbursed)

	FY24-25 Yearly Allocation	\$1,250,000.00
	FY23-24 Carryforward	\$1,633,779.50
	FY23-24 Beginning Balance	\$2,883,779.50
2605	Swift Water Reimbursed	(\$274,897.64)
2819	Tiny Town Phase II	(\$1,000,000.00)
2898	Spring Lake Roof Replacement	(\$650,000.00)
	Currently Available to Allocate	\$958,881.86

5. For Acceptance: OSBM SCIF Financial Statements for the year ended June 30, 2024.

This was the audit on the financial statement for the Office of State Budget and Management State Capital Infrastructure Funds (SCIF), year ended June 30, 2024. The audit was conducted by S. Preston Douglas & Associates in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. The financial statements are intended to present the financial position of the SCIF funds. At June 30, 2024 the total assets were \$36,113,139.97, liabilities were \$695,239.5 and total net position at \$35,417,900.62. The change in net position shows investment income of R1,135,221.94 for the year ended June 30, 2024. The auditors reported no deficiencies in internal control that they considered to be material weaknesses and the results of tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Mr. Williford moved to accept the OSBM SCIF Financial Statements for the year ended June 30, 2024. The motion was seconded by Dr. Dickerson and unanimously approved by the Board by roll-call vote.

6. For Acceptance: Sound Fiscal Management Practices Report Calendar Year 2024

The Sound Fiscal Management Practices report for Calendar Year 2024 was issued by the North Carolina Community System Office as required by State Board Code. The College is evaluated on the items of Unexpended Funds Report, Annual Survey of Fees, Budget Allocation, Office of State Controller Submissions, College Financial Audit Finding Summary, and Compliance Review

Findings. Each item evaluated has a benchmark to meet and FTCC was evaluated as “Meets” on all, with one of those as “Meets with coaching”.

Mr. Williford moved to accept the Sound Fiscal Management Practices Report Calendar Year 2024. The motion was seconded by Dr. Dickerson and unanimously approved by the Board by roll-call vote.

7. For Approval: I-8.4.3 Direct Deposit Policy Update

I-8.4.3 Direct Deposit – Direct deposit of payroll checks is ~~available-mandatory~~ for all employees. ~~Payroll checks can only be deposited to who have~~ an account at a U.S. financial institution. ~~Direct deposit is mandatory for all full-time employees and optional for temporary employees.~~ Additional information and enrollment forms may be obtained from the Payroll Office.

The updated Direct Deposit Policy is effective beginning July 1, 2025.

Mr. Williford moved to approve the I-8.4.3 Direct Deposit Policy Update. The motion was seconded by Mr. Crosby and unanimously approved by the Board by roll-call vote.

8. For Approval: I-12.1 Employment Contracts Update

Annual Contract “II”

Such agreement shall serve as the employment contract of any employee who, with approval of the President, is selected to work during the fall and spring semesters in an instructional capacity. Employees employed pursuant to an Annual Contract II shall not earn any vacation leave. In lieu of vacation leave, the College grants five (5) paid days of administrative leave to employees under such contract who have been continuously employed since the first day of that academic year’s fall semester and whose employment continues through the last day of the spring semester.

The College may grant additional days of administrative leave as indicated on the College’s official academic calendar. All administrative leave granted pursuant to this paragraph shall be used on the dates indicated on the College’s official calendar and shall not accumulate. The College shall compensate any Contract II employee for any Administrative Leave earned if the Contract II employee is unable to take the Administrative Leave due to the employee’s acceptance of work at the College during the Summer semester.

At the discretion of the President, the College may offer new faculty an 11-month contract starting in July for onboarding purposes and based on the needs of the College. This contract would be subject to all of the above terms. After the first year, which ends at the conclusion of the Spring term, the contract would revert to the standard 10-month duration.

Mr. Williford moved to approve the I-12.1 Employment Contracts Update. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

9. For Approval: I-12.2.5 Pay Period

Pay Period

All employees of the College will be paid ~~in accordance with pay dates established by the state.~~ Typically, payment is made on the last working date of the month.

Mr. Williford moved to approve the I-12.2.5 Pay Period Policy. The motion was seconded by Mr. Bullard and unanimously approved by the Board by roll-call vote.

Human Resources Committee

Mr. Ronald C. Crosby Jr., Chair

1. For Approval: President's Annual Performance Appraisal

- Request the President's Annual Performance Appraisal be completed electronically during the period April 23, 2025 to April 30, 2025.
- Notice of the appraisal completion is due to NCCCS office by June 30th.
- Moving the appraisal to the May 2025 Board of Trustees meeting will provide six weeks for notification to the System Office of the annual appraisal completion.

2. For Information: 2025 Honorary Trustee Nomination Period

- The nomination procedures include a statement indicating 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 April 21, 2025 to May 1, 2025, with the HR staff releasing an electronic nomination form to the Board of Trustees, following today's meeting.
 - Nominations received will be provided to the Board of Trustees at the May 2025 Board meeting for further consideration.
- To facilitate nominations, attached are the:
 - Honorary Trustee Procedures approved the Board of Trustees.
 - Paper copy of the Honorary Trustee Nomination Form.
 - The paper copy form has been uploaded into SurveyMonkey and the survey link will be released following today's meeting.
 - Request Board of Trustees submit nominations using the survey link by May 1, 2025.

Foundation

Ms. Sandy Ammons

1. For Information: Foundation Updates

- Foundation Events
- Scholarship Cycle Results
- Corporate Donors

SGA Report

Mr. Jeremy Hidalgo, SGA President

The SGA report was not given in Mr. Hidalgo's absence.

- Gearing up for executive board elections for the upcoming semester.
- Attended student events such as Spring Fling and Karaoke.
- Collaborating with the Math and Science Division and Early Education for an Earth Day Celebration on April 22nd.
- Hosting an Outdoor Movie for faculty, staff, and students on April 22nd at the Trojan baseball field. We are showing Mufasa: The Lion King.
- Collaborating with Support Services for Mental Health Awareness Week April 29th - May 1st.
- Pizza with the President on May 5th.

Reminder that if you would like to see all the hard work of Student Activities to check out our Instagram page!

President's Report

Dr. Mark Sorrells

Dr. Sorrells gave an update of College activities.

Next Board Meeting –Monday, May 19, 2025

Adjournment

Mr. William Hedgepeth, Chair