

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

August 19, 2024

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

Members Present

Mr. William L. Hedgepeth, Mr. Ron C. Crosby Jr., Ms. Caroline Gregory (Zoom), Mr. Christopher Bullard, Mr. Ralph Huff, Mr. Charles E. Koonce, Mr. Adam Phillips, Mr. Chandan Shankar, Mrs. Esther R. Thompson, Mr. David R. Williford.

Members Absent

Mr. Charles J. Harrell, Ms. Tammy Thurman, and Mr. Jeremy Hildago.

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 of Human Resources and Institutional Effectiveness Carl Mitchell, Vice President of Facilities and Support Services Kevin Paul, Vice President of Academic Support Services & Civic Engagement Dr. DeSandra Washington, Chief of Staff/Vice President of Strategic Initiatives Dr. Tiffany Watts, Executive Director of Marketing and Public Relations Catherine Pritchard, Director for the Foundation and Institutional Advancement Sandy Ammons, Executive Director of Procurement and Equipment Todd Dunn, Executive Assistant to the President Tracy Verrier, and Secretary to the President Michelle Johnson.

Special Guests

Former Board of Trustee Member Suzannah Tucker
Associate Vice President for Student Services Ms. Doris Munoz

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.

Approval of Minutes

Mr. William Hedgepeth, Board Chair

Mr. Shankar moved to approve the Board of Trustees Meeting Minutes from June 17, 2024 and Special Called Board Meeting Minutes from July 15, 2024. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

Election of Officers 2024-2024

Mr. Hedgepeth asked Mr. Crosby to preside over the election of the Chairman. Mr. Crosby asked for nominations for the position of Board Chair. Mr. Williford was recognized and nominated Mr. Hedgepeth as Chairman and Mr. Huff seconded the nomination. Mr. Shankar made a motion to close nominations and accept Mr. Hedgepeth as Board Chair. Mr. Koonce seconded the motion and it was unanimously approved by the Board following a roll-call vote.

Mr. Crosby returned the role of presiding officer back to Mr. Hedgepeth. Mr. Hedgepeth asked for nominations for the position of Board Vice-Chair. Mr. Koonce nominated Mr. Crosby as Vice-Chair. Mr. Shankar moved to close nominations and accept Mr. Crosby as Vice Chair. Mr. Huff seconded the motion and it was unanimously approved by the Board following a roll-call vote.

Mr. Hedgepeth sought nominations for the position of Board Secretary. Mr. Williford nominated Ms. Gregory as Secretary. The nomination was seconded by Mr. Shankar. Mr. Crosby moved to close nominations and accept Ms. Gregory as Board Secretary. Mr. Huff seconded the motion and it was unanimously approved by the Board following a roll-call vote.

Recognition of Trustees

Dr. Mark Sorrells

The Board welcomed our two new trustees, Mr. Ralph Huff and Mr. Christopher Bullard.

The Board presented a token of appreciation to Mrs. Suzannah Tucker in recognition of her years of service as an FTCC Board Trustee serving from 2017 – 2021 and 2022 – 2024.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

Due to Mr. Harrell's absence, Mr. Shankar acted as Chair for the Building and Grounds Committee.

Mr. Paul reported:

1. For Information: Nursing Education and Simulation Center Phase II (Project #2615)

- Two new chillers have been installed and are operational.
- Plumbing fixtures have been installed.
- Ceiling tiles, luxury vinyl plank (LVP), and carpet square flooring to be installed in August. Final painting touch-ups to follow.
- The project is 91% complete. Target completion is August 2024.

2. For Information: Tiny Town Renovation (Project # 2676)

- Exterior Insulation Finishing System (EIFS) final coats are being applied. Coping installation to follow.
- Transformer installed by PWC. Power service has been provided to the building.
- Light fixtures installed.
- HVAC equipment and alarm system start-up to occur in August.
- The project is 95% complete. Target completion is August 28, 2024.

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

- HH Architecture was selected as the designer for phase II.
- Designer awaiting program selections for the building from FTCC to proceed with schematic design.

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

- There was an issue obtaining the site plan and the North Carolina Department of Environmental Quality permit approval in July. Those issues were resolved with the assistance of Chief Freddy Johnson and Barnhill Contracting.
- As a result, the target start date for this project was delayed to August 22, 2024. Target completion of the project is set for August 2025.
- 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 burn tower buildings in July 2025.

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

- The HVAC contractor has placed a storage container in parking lot 22A for project materials.
- Air handler units are ordered with target ship date of October 29, 2024. Target completion is April 2025.

6. For Information: Thomas McLean Administration Building HVAC (Project #2767)

- Installation of light fixtures, ceiling grid, and ceiling tiles in the Financial section of the Administration building was completed in July.
- The air handler unit (AHU) installation is complete.
- Final punch list and closeout documents remain to fully complete the project.

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

- Riley Contracting is the general contractor for this project. A stop-work notice was issued to Riley Contracting for this project on July 1, 2024 due to indoor air quality concerns.
- FTCC received a proposal from Terracon Consultants Inc. for pressure field extension testing, Sub Slab Depressurization System (SSDS) design, and a construction cost estimate on August 2, 2024.
- Air quality sequencing meeting held with FTCC, C Design, Terracon, and Riley Contracting on August 8, 2024. Logistics of the SSDS installation discussed.
- The projected time in construction will be 8 months. Target start date and completion date will be contingent on SSDS installation.

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

- Phase I of the project will consist of parking facilities, sidewalks, drives, 13 acre driving pad, stormwater controls, grading, utilities, landscaping, and associated items.
- We are in the construction documents (CD) stage of plan review with the State Construction Office (SCO) on this project. FTCC expects CD submittal to SCO from Crawford Design in August.
- Phase I will take 8 months to complete. Target start date and target completion dates are TBD.

9. For Information: Continuing Education Center Roof Replacement (Project #2825)

- The roof replacement project was approved by the State Board in March. The new roof will be a PVC roofing system. Additional repairs include demo and repair of the mechanical screen wall, sealant of joints on the roof, and pressure washing of the Continuing Education Center.
- Fleming and Associates is the designer. Triangle Roofing is the contractor. Triangle Roofing to issue an updated certificate of insurance before a notice to proceed can be issued.
- Target start for this project will be in September 2024 and the target completion date is January 2025.

Finance Committee

Mr. Chandan Shankar, Chair

Ms. Todd and Mr. Dunn reported:

1. For Information: Monthly Capital Project Update

The Monthly Capital Projects Summary lists all current formal projects including total budgets and details the current design contract, construction contract, and other miscellaneous amounts associated for each project. The summary includes total committed costs and available funding to commit, as well as total expenditures as a percentage of the approved project budget amounts. The report also includes capital fund balances and future capital funding needs.

2. For Approval: Request to add Course Level Fee for Specific Fire Training Course

The College recommends the assignment of a \$450 fee to be assigned at course level to recoup instructional costs associated with using propane gas for live-fire practical exercises using the airplane fuselage. This amount will allow for market fluctuations and unforeseen variables in propane costs. Nationwide courses are offered at a cost of \$950 - \$1,495. North Carolina Airport Firefighter (FIP 4731) certification course would be fee exempt for in-state students.

Mr. Crosby moved to approve the \$450 Fire Training Course level fee. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

3. For Information: 2024-2025 State Budget Update

The 2024-2025 State Budget continues to be a challenge in the times of increased enrollment. State legislators did not take action on approving an adjusted budget covering enrollment growth funds. The 2024-2025 budget will be based on the budget amount approved last year in the second year of the 2023-2025 Biennium. FTCC's allotted FTE budget for last year was based on 12,694 FTE. FTCC will be funded on 12,698 FTE for 2024-2025 due to not having an adjustment approved for the biennium budget. The amount of additional funds for 2024-2025 will be \$2,636,074 which equates to 3% more than last year and is enough to fund the salary increase approved in the budget. The portion of enrollment growth not funded is \$2,047,102. The NC Community College System Office Board did approve the FTE base budget allocation for this year. We are awaiting final notification.

4. For Information: Vending and Café Operations

The Vending, Café and Trojan Fan Shop sales for the year ending June 30, 2024 were \$514,256.75 for vending, \$156,516.77 for the Café, \$13,895.19 for the Trojan Fan Shop for a total of \$684,668.71. After the cost of goods sold at \$362,301.87, the profit margin was at \$322,366.84 which was an increase of \$50,094.35 over the prior year.

5. For Information: Biannual Pension Spiking Report

Pension spiking occurs when the compensation of a retirement member increases significantly late in their career. This creates an unforeseen liability to the Retirement System to pay a monthly benefit. Employees hired before Jan 1, 2015 and who’s average final compensation is \$130,764.73 (current threshold) or greater are subject to this provision. When the annual maximum benefit amount is greater than the contribution-based benefit cap, the College is required to make up the difference at the time the employee retires.

	Average final compensation (avg of 4 highest years)		
X	0.182 multiplier		Contributions / Annuity Factor (based on age)
X	years of service	X	CBBC Factor (currently 4.5)
	Annual maximum benefit amount	>	Contribution-based benefit cap

The biannual pension spiking report is regularly monitored by the College’s Office of Business and Finance. FTCC receives a monthly list of potential spikers and uses the most current information, while the Retirement System uses the most recent annual benefit statement (Dec. 31 of prior year). On the July 2024 Pension Spiking Report, the College has identified 10 employees with 6 as potential spikers based on our calculation. The Office of Business and Finance believes that the College has financial resources available to cover all such costs in the event of the retirement of all employees identified in the report.

Human Resources

Mr. Ronald Crosby Jr., Chair

Mr. Carl Mitchell reported:

1. For Approval: Replacement of the Current College Title IX Policy with the revised Title IX Policy.

The revised policy includes updated policies required by the 2024 Title IX rules. The College must replace the current Title IX Policy with the revised model to meet Federal requirements.

Mr. Crosby moved to approve the replacement of the updated Title IX Policy. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll-call vote.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Murtis Worth reported:

1. For Acceptance: FTCC’s Continuing Education Accountability Plan Term Report for January 1, 2024 through May 15, 2024.

The College’s Continuing Education Accountability and Integrity Plan was last reviewed and adopted in September 2022. The plan defines a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establishes a framework for defining program quality and improvement procedures. A class visitation plan is required as part of the Continuing Education Accountability and Integrity Plan as referenced in 1G SBCCC 400.3(c)(2).

- During the spring semester, FTCC offered a total of 1254 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 837 Occupational Extension; 292 Self-Supporting; 94 Career & College Readiness; 15 Customized Training; and 16 Human Resources Development Courses.
- 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 390.
- CCE staff visited a total of 529 continuing education classes, which exceeds the required target for verification visits. All were found to be in-compliance.

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.

Mr. Koonce moved to accept FTCC’s Continuing Education Accountability Plan Term Report for January 1, 2024 through May 15, 2024. The motion was seconded by Mr. Shankar and unanimously approved by the Board by roll-call vote.

2. For Approval: 2024 NCCCS Performance Measures for Student Success

Fayetteville Technical Community College’s (FTCC’s) performance scores as reflected in the current report, representing the 2022-23 academic year, are illustrated below.

Standard	Basic Skills	Credit English Success*	Credit Math Success*	First Year Progression	Curriculum Completion Rate**	Licensure Pass Rate Index	Transfer Performance
System Excellence Level	1.216	1.174	1.204	1.063	1.094	1.073	1.031
Average Band Max.	1.104	1.099	1.114	1.036	1.048	1.029	1.012
Average Band Min.	0.880	0.950	0.934	0.981	0.956	0.942	0.974
System Baseline	0.543	0.727	0.665	0.899	0.817	0.811	0.917
FTCC 2023	0.751	0.978	0.804	0.922	1.028	0.999	0.956

* Represents Fall 2020 cohort **Represents Fall 2019 cohort

The North Carolina Community College System (NCCCS) reviews the measures and methods used for evaluation purposes annually to ensure they are current and remain focused on improving student outcomes. The current method for evaluating the performance measures was approved in 2021 with modifications to the evaluation levels in 2022 and 2023 respectively. The performance

summaries for each college are evaluated and compared across the NC community college system using the following indicators of success:

- Met or Exceeded Excellence Level
- Greater than or equal to Average Band Max., Below Excellence
- Greater than or equal to Average Band Min., Below Average Band Max.
- Greater than or equal to System Baseline, Below Average Band Min.
- Below Baseline Level

In the 2024 Performance Measures, FTCC achieved the following:

- Two performance measures were above the average band minimum but below the average band max (Credit English Success, Curriculum Completion and Licensure Pass Rates)
- Three performance measures were above the system baseline but below the average band minimum (Basic Skills, Credit Math Success, First Year Progression Rates and Transfer Performance).

FTCC’s performance as reported in the 2024 NCCCS Performance Measures for Student Success represents an improvement in two areas (Credit English Success and Credit Math Success). All performance areas were ranked above the baseline with the College. A trend analysis has been completed comparing performance over the past four years, which will be shown during the Program Committee’s presentation.

Mr. Koonce moved to approve the 2024 NCCCS Performance Measures for Student Success. The motion was seconded by Mr. Huff and unanimously approved by the Board by roll-call vote.

3. For Information: Spring 2024 Grade Distribution Report (GDR)

Spring 2024 Curriculum Grade Distribution Report (GDR) by Division

Spring 2024	Percent Pass	Percent Fail	Percent Withdraw	Percent Inc.
College Average	81%	7%	12%	0%
Allied Health	95%	1%	4%	0%
Arts & Humanities	77%	8%	14%	0%
Business	83%	7%	10%	0%
Computer Information Technology	79%	9%	11%	0%
Engineering & Applied Technology	94%	2%	4%	0%
Math & Science	66%	10%	22%	0%
Nursing	96%	2%	1%	0%
Public Service	85%	5%	9%	0%

Note: Due to rounding, total percent may vary by ± 1 percentage point.

Spring 2024 Curriculum Grade Distribution Report (GDR) by Modality

Spring 2024	Percent Pass	Percent Fail	Percent Withdraw	Percent Inc.
College Average	81%	7%	12%	0%
Blended	83%	7%	9%	0%

Face-to-Face	90%	3%	7%	0%
Hybrid	77%	10%	12%	0%
HyFlex	76%	16%	8%	0%
Online	76%	8%	15%	0%

Note: Due to rounding, total percent may vary by ± 1 percentage point.

Comparatively, the College continues to improve the course achievement outcomes of students over last year's results.

Foundation

Ms. Sandy Ammons

Ms. Sandy Ammons reported:

1. For Information: Foundation Update

- A FTCC Trustee Scholarship is being developed. A letter was sent to all current and former members of the Board of Trustees asking them to contribute to the new Trustee Legacy Scholarship. The letter was signed by Mr. Hedgepeth, Mr. Crosby, and Mr. Koonce. The hope is that this will be an annual appeal and will grow to be an endowed fund providing multiple scholarships each year.
- Campus Fund Drive runs August 1 and ends September 6. The goal for the campaign is 500 donors. As of Aug. 19, 364 donors have given more than \$80,000 which surpasses last year's total.
- The Color Run is scheduled for October 12. We are hoping to have 600 participants this year. Mercedes Benz is the presenting sponsor.
- Estate Planning luncheon will be held on September 25, 2024. This is the second annual event. It is co-sponsored by First Citizens Wealth Management. The luncheon and seminar are free to attend. Faculty, staff, board members, retirees, and donors will be invited to attend.

President's Report

Dr. Mark Sorrells

See Written Report

Next Board Meeting – Monday, September 16, 2024

Adjournment

Mr. William Hedgepeth, Chair