

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

June 17, 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, Mr. Charles J. Harrell, Mr. Charles E. Koonce, Mr. Adam Phillips, Mr. Chandan Shankar (Zoom), Mr. W. Lockett Tally, Mrs. Esther R. Thompson, Ms. Tammy Thurman, Mrs. Suzannah Tucker, Mr. David R. Williford 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 & Civil Engagement Dr. DeSandra Washington, Chief of Staff/Vice President of Strategic Initiatives Dr. Tiffany Watts, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director of Procurement and Equipment Todd Dunn, Executive Assistant to the President Tracy Verrier, and Secretary to the President Michelle Johnson.

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. Harrell moved to approve the Board of Trustees Meeting Minutes from April 15, 2024. The motion was seconded by Ms. Thurman and unanimously approved by the Board.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

Mr. Paul reported:

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

- Painting of the walls to be complete this month.
- Ceramic tile installation completed. Plumbing fixtures to follow.
- Ceiling grid and lighting install will occur in June.
- FTCC received notification of chillers being shipped. Chillers to arrive by 6/17/2024. Chiller pad installed and awaiting delivery of chiller.
- The project is 78% complete. Target completion is 8/8/2024.

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

- Electrical service is complete. Transformer pad installed. Transformer installation will be completed by the end of June by PWC.
- Light fixtures installed.
- New roof top unit curb is being stored in the building. Curb to be installed and roof top unit to be set in place this month.
- Exterior Insulation Finishing System (EIFS) final coats are in process. Target completion of EIFS is by the end of June.
- The project is 82% complete. Target completion is 7/23/2024.

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

- Designer interviews occurred on 5/24/2024. HH Architecture was selected to be the designer for this phase.
- Design proposal received in June.

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

- Preliminary Guaranteed Maximum Price provided by Barnhill Contracting in the amount of \$13,466,725.00. FTCC is seeking State Construction Office (SCO) approval of the Preliminary Guaranteed Maximum Price in June.
- Barnhill Contracting conducted a subcontractor pre-bid meeting on 5/29/2024. The subcontractor bid opening meeting is scheduled for 6/18/2024.
- Preliminary target start for this project is still July 2024, and target completion of the project is July 2025.

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

- The HVAC contractor has placed a Conex in parking lot 22A for project materials.
- Air handler units are ordered and target delivery is 9/13/2024. Target completion is January 2025.

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

- Installation of light fixtures, ceiling grid, and ceiling tile in the Business and Finance section of the Administration building occurred in June. FTCC received a Temporary Certificate of Occupancy for phase III. Repairs in the Financial Aid section of the Administration building continue.
- The air handler unit (AHU) installation is in progress. FTCC expects to have control of the AHU and air flow on 6/17/2024.
- The project is 80% complete. Target completion of the project is 6/30/2024.

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

- Riley Contracting is the general contractor for this project. Preconstruction meeting held with Riley Contracting on 5/28/2024.
- The start date for the project is 7/1/2024. The projected time in construction will be 8 months. Completion date set for 3/3/2025.
- Air quality, groundwater, and sub slab vapor tests were conducted by Terracon on the Building Trades Center building in April of 2024 as part of FTCC's annual inspection check on the natural attenuation of contaminants known to be onsite. A plan is being formulated to address those contaminants

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

- Phase I of the project will consist of parking facilities, sidewalks, drives, 10 acre driving pad, stormwater controls, grading, utilities, landscaping, and associated items.
- We are in the design development stage with SCO for the plans on this project.
- FTCC decided to terminate its contract with Bordeaux Construction. Bordeaux Construction has been notified of the contract termination.
- Phase I will take 8 months to complete. Target completion is 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.
- Fleming and Associates is the designer. Design development (DD) drawings received by FTCC for owner review in June. FTCC to conduct a pre-bid meeting for a roofing contractor 6/18/24. The bid opening meeting for roofing contractor bid reveal will be 7/2/24 at 2:00 p.m.
- Total roof budget is \$1,500,000.00. Design \$125,000.00. Construction \$1,275,000.00. Contingency \$100,000.00
- Target completion is TBD.

10. For Approval: FTCC Fleet Policy and Procedures

- Seeking approval to incorporate the FTCC Fleet policy and procedure into the FTCC Administrative Procedures Manual under the existing Facilities Services section 1-23.13.
- Building and Grounds is also seeking approval for revisions made to the FTCC Fleet policy to include approved drivers, reserving a fleet vehicle, travel logs, rates and billing, fleet operations and services, maintenance and care of fleet vehicles, and fleet vehicle use. Please see the blue lined version of the FTCC Fleet Policy and Procedures with updates in the supporting documents. The policy was separated from procedure to more align with the Administrative Procedures Manual. Additional details were added to almost every section of this document to make the FTCC Fleet Policy and Procedures clearer and more concise.

Mr. Harrell moved to approve incorporation of FTCC Fleet Policy and Procedures into the FTCC Administrative Procedures Manual under the existing Facilities Services section. The motion was seconded by Mr. Williford and unanimously approved by the Board by roll call vote.

Finance Committee

Mr. Chandan Shankar, Chair

Due to Mr. Shankar's presence through Zoom, Mr. Phillips acted as Chair for the Finance Committee.

Ms. Todd and Mr. Dunn reported:

1. For Information: FTCC Construction Delegation form 3-8

The College is submitting to the North Carolina Community College System Office form 3-8 for Capital Improvement Projects.

2. For Information: Monthly Capital Project Update

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

3. For Approval: Designer Selection and Contract for Project #2819, Tiny Town Renovation Phase II – HH Architecture - \$282,200

The College is seeking approval of HH Architecture as designer for Tiny Town Renovation Phase II at a cost of \$282,200.

Mr. Phillips moved to approve HH Architecture as designer for Tiny Town Renovation Phase II. The motion was seconded by Mr. Crosby and unanimously approved by the Board by roll call vote.

4. For Approval: Amended #1 – NCCCS 3-1 Project #2819, Tiny Town Renovation Phase II – Increase Identified Funding to \$282,200, and \$1,717,800 as Unidentified

The College is seeking approval to increase identified funding to \$282,200 for the NCCCS 3-1 for Tiny Town Renovation Phase II Project #2819 and Unidentified funds of \$1,717,800.

Ms. Gregory moved to approve the increase of identified funding to \$282,200 and unidentified funds of \$1,717,800 for NCCCS 3-1 for Tiny Town Renovation Phase II Project #2819. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll call vote.

5. For Approval: Final Project Closeout - NCCCS 3-1 Project #2677, Horace Sisk Chiller Replacement – Total Final Cost: \$933,104.32

The College request approval for closeout of the NCCCS 3-1 Horace Sisk Chiller Replacement project #2677 and finalization of the project cost and sources of funding section of the 3-1.

Ms. Gregory moved to approve the Horace Sisk Chiller Replacement project closeout. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll call vote.

6. For Approval: Final Project Closeout - NCCCS 3-1 Project #2659, ATC Roof Replacement – Total Final Cost: \$929,934.76

The College request approval for closeout of the NCCCS 3-1 Project #2659 ATC Roof Replacement project and finalization of the project cost and sources of funding section of the 3-1.

Ms. Gregory moved to approve the ATC Roof Replacement project closeout. The motion was seconded by Mr. Koonce and unanimously approved by the Board by roll call vote.

7. For Approval: Blanket Approval for President’s Travel Deemed Appropriate for Fiscal Year 2024-2025.

The President’s Blanket Travel is for travel deemed by the President as appropriate for fiscal year 2024-2025. The Vice President for Business and Finance will review and approve the President’s travel reimbursements for compliance with reimbursement guidelines.

Mr. Phillips moved to approve the President’s Blanket Travel for Fiscal Year 2024-2025. The motion was seconded by Ms. Gregory and unanimously approved by the Board by roll call vote.

8. For Approval: 2024-2025 Student Government Association Proposed Budget

The Student Services proposed budget provides for SGA administrative expenses, travel, student events (includes intermural/club support), membership dues, SGA officers’ stipend, ID card equipment maintenance and supplies, equipment/furniture and software. The proposed 2024-2025 Student Services Budget is \$291,880.00.

Mr. Phillips moved to approve the 2024-2025 Student Government Association Proposed Budget. The motion was seconded by Ms. Gregory and unanimously approved by the Board by roll call vote.

9. For Approval: 2024-2025 Miscellaneous General Funds Proposed Budget

The Miscellaneous General Funds Budget for Fiscal Year 2024-2025 provides payment of appropriate expenditures approved by the President. Revenues to fund this budget include interest income and vending commissions. The proposed budget for 2024-2025 is \$145,755.00.

Mr. Phillips moved to approve the 2024-2025 Miscellaneous General Funds Proposed Budget. The motion was seconded by Ms. Gregory and unanimously approved by the Board by roll call vote.

10. For Approval: 2024-2025 Athletics Proposed Budget

The 2024-2025 Athletics proposed budget provides for salaries and benefits, contracted services, advertising, insurance, uniforms, other supplies, travel, copying/printing, software, membership dues, and equipment. The proposed 2024-2025 Athletics Budget is \$750,000.00.

Mr. Phillips moved to approve the 2024-2025 Athletics Budget. The motion was seconded by Ms. Gregory and unanimously approved by the Board by roll call vote.

11. For Information: Approved 2024-2025 County Operating and Capital Funding

The Cumberland County Manager submitted FY 2025 budget recommendations to the Board of County Commissioners in May of 2024. FTCC received a letter from Cumberland County recommending funding for fiscal year 2024 – 2025 in the amount of \$15,468,600 and 2025 Capital Funding in the amount of \$1,250,000.

Human Resources

Mr. Ronald Crosby Jr., Chair

Mr. Crosby moved that pursuant to GS 143-318.11(a) (20), The Board of Trustees go into closed session to discuss a personnel matter and nominees for the 2024 Honorary Trustee as permitted by N.C.G.S. § 143-318.11(a)(2) and (a)(6). The motion was seconded by Ms. Gregory and unanimously approved by the Board by roll call vote.

Closed Session

Open Session

Dr. Murtis Worth reported:

1. For Approval: North Carolina Community College System Compliance Review Report for Fayetteville Technical Community College: Fiscal Year 2022-2023

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 2022 through Spring 2023. The assessment was conducted using a selected sample of data for the period under review.

Based on the review, staff from Compliance Services noted minimal findings in the area of Corporate & Continuing Education (CCE) and College and Career Readiness (CCR). The review of records yielded documentation showing minimal findings with non-compliant hours reported for budget FTE exceeding 1% of the total number of hours included in the CCE and CCR samples of classes reviewed. The finding exceeded 1% but was under the threshold of 5% for a material finding warranting a reversion of funds.

Based on the audit of CCE and CCR course records a total of 10,863 hours was identified for the finding which equals 3.70% of the total number of Continuing Education course hours included in the sample. A total of 87 hours was identified for the finding which equal 1.23% of the total number of College and Career Readiness course hours included in the sample.

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.

Mr. Koonce moved to approve the North Carolina Community College System Compliance Review Report for Fayetteville Technical Community College: Fiscal Year 2022-2023. The motion was seconded by Mr. Lockett and unanimously approved by the Board by roll call vote.

SGA Report

Mr. Jeremy Hidalgo, SGA President

Mr. Hidalgo reported:

June has begun for the Student Government Association! Although I don't have much to report since it is summer, I can say that we are excited about the upcoming collaborative events with community partners, campus departments, and the many clubs and organizations.

We are currently working towards making our feminine hygiene project come true. The hope is to make these products available for students throughout campus.

I understand that there are a lot of changes going on and that I am new to the role of SGA President, but I am still FTCC, WE are FTCC. Change is inevitable and I understand that with change comes hesitation or concerns. Allow me to be the one to say that I am excited for what this change is bringing because it means that we have a duty to fulfill and a legacy to. Thank you for letting me do my part.

President's Report

Dr. Mark Sorrells

See Written Report

Next Board Meeting – Monday, August 19, 2024

Adjournment

Mr. William Hedgepeth, Chair