

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

May 20, 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., Mr. Charles J. Harrell, Mr. Charles E. Koonce, Ms. Tammy Thurman, Mrs. Suzannah Tucker, Mr. David R. Williford, SGA President Erin Fredericks.

Members Absent

Ms. Caroline Gregory, Mr. Adam Phillips, Mr. Chandan Shankar, Mr. W. Lockett Tally, Mrs. Esther R. Thompson

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 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 DeSandra Washington, Chief of Staff/Vice President of Strategic Initiatives Tiffany Watts, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive 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.

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. Williford moved to approve the Board of Trustees Meeting Minutes from April 15, 2024. The motion was seconded by Mr. Koonce 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)

- Drywall installation is under way and will be complete in May. Ceramic tile installation to follow.
- Connection corridor has been demoed.
- Chillers to arrive May 15th-20th. Chiller pad installed and awaiting delivery of chiller.
- The project is 75% complete. Target completion is 8/8/2024.

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

- Electrical service is complete. Transformer pad will be installed by May 15th. Transformer install will be complete by the end of May.
- New roof top unit curb has arrived and is being stored. Curb to be installed, and roof top unit to be set in place this month.
- Exterior Insulation Finishing System (EIFS) base coat complete. Primer coat in process. Target completion of EIFS by the end May.
- Light fixtures expected to be delivered and installed by the end of the month.
- The project is 75% complete. Target completion is 7/23/2024.

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

- Solicitation issued for Designer on 4/18/2024.
- Designer request for qualifications (RFQ) meeting occurred on 5/9/2024. Designer selection to follow.

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

- Final State Construction Office review of the Construction Documents continued through 5/10/2024. Barnhill Contracting working on guaranteed maximum price. Preliminary target start for this project is July 2024, and target completion of the project is July 2025.

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

- Our 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)

- Phase II in the legal, payroll, and procurement sections of the Thomas McLean building is complete. New ceiling grid and ceiling tiles installed. New LED light fixtures installed.
- The furniture has been removed and demo has started in the business and finance sections of the Thomas McLean building. Ducting, overhead electrical, and installation of the variable air volume system will follow. The air handler is in storage and is set to be installed starting with demo of the old unit on 5/16/2024. Target completion of these sections is 5/28/2024. To complete the project, we will move to the mechanical room and the roof of the Thomas McLean Admin building.
- The project is 55% complete. Target completion of the project is July 2024.

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

- Plans were approved by the City of Fayetteville to complete by 4/8/2024.
- Riley Contracting is the low bidder.
- The projected time in construction will be 8 months.

8. For Approval: General Contractor Selection of Building Trades Center Renovation (Project #2699)

- The Building and Grounds committee is seeking approval by the Board of Trustees to select Riley Contracting Group as the General Contractor for Project #2699. Riley Contracting Group was the low bidder for this project at \$3,366,800.00. The Bid opened on 4/11/2024 at 2 p.m.
- C-Design, the Designer on this project, recommends Riley Contracting Group, Inc. for award of the construction contract.

Mr. Harrell moved to approve the selection of Riley Contracting Group as the General Contractor for the Building Trades Center Renovation. The motion was seconded by Ms. Thurman and unanimously approved by the Board.

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

- The schematic design phase of phase 1 of this project has been completed and the project is moving to the design development stage.
- Phase 1 of the project will consist of parking facilities, sidewalks, drives, 10 acre driving pad, stormwater controls, grading, utilities, landscaping, and associated items.
- FTCC received phase II pricing in May for the classroom, lab space, service bay, and office building in the amount of \$8,826,489.
- Boring sample collection for geotechnical testing is complete. Results showed no issues.
- Target start date at this time is in the fall of 2024. Phase 1 will take 8 months to complete. Target completion is TBD.

The Board recommended negotiating out of the current contract with Bordeaux. Mr. Harrell motioned to authorize staff to begin negotiations to end the contract with Bordeaux Construction due to continual cost increases and lengthy wait times for action. The motion was seconded by Mr. Williford and unanimously approved by the board.

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

- This roof replacement project was approved by the State Board in March. The new roof will be a PVC roofing system.
- Designers were interviewed between 4/12/2024 and 4/16/2024.
- Boring samples have been completed on the CEC roof. No issues were discovered.
- 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.

11. For Approval: Designer Selection of Continuing Education Center Roof Replacement (Project #2825)

- The Building and Grounds committee is seeking approval by the Board of Trustees to select

Fleming & Associates, PA as the Designer for this project.

Mr. Harrell moved to approve Fleming & Associates, PA as the Designer for the Continuing Education Center Roof Replacement. The motion was seconded by Mr. Williford and unanimously approved by the Board.

12. For Information: Transportation Complex Building One Project Update

- FTCC is considering entering into a public/private partnership with Caliber Holdings of North Carolina LLC or its parent company for renovations associated with real property located at 3211 Fort Bragg Road Fayetteville, NC, in accordance with the terms as follows.
- Title to the real property shall remain with The Trustees of Fayetteville Technical Community College.
- At least eighty percent (80%) of the cost of renovating the Facility located at 3203 Fort Bragg Road shall be incurred by Caliber Holdings of North Carolina LLC;
- Caliber Holdings of North Carolina LLC may select its own designer/architect and general contractor to renovate the Facility, subject to all relevant building codes;
- The Trustees of Fayetteville Technical Community College is authorized to lease the Facility to Caliber Holdings of North Carolina LLC for a term of ten years without a monthly rental rate;
- Caliber Holdings of North Carolina LLC shall be permitted to use no more than twenty-five percent (25%) of the renovated areas of the Facility to operate a retail establishment during the term of any lease;
- Seventy-five percent (75%) of the renovated areas of the Facility shall be used jointly by the College and Caliber Holdings of North Carolina to expand employment pathways that prepare students for high demand employment positions in the automotive technology repair and maintenance sector.

13. For Information: Solar Farm Project Update

- The FTCC Solar Farm will be located at 561 Cunningham Street Fayetteville, NC 28301.
- A survey of the property was completed. Fortress Fencing is donating a 7 ft chain link fence to enclose the solar farm. Blue Ridge Power is donating a solar training rack.
- Pine trees have been removed from the property to allow for additional space to operate the solar training facility. Fortress Fencing is working to obtain the fence permit from the City of Fayetteville at this time.

14. 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.

The Board deferred this item to the next Board meeting to allow time for verbiage to be added addressing Commercial Driving License requirements (CDL's). Verbiage for busses will also be added.

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

Ms. Todd and Mr. Dunn reported:

1. 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.

2. For Approval: Design Contract for Continuing Education Center Roof Replacement (Project # 2825) – Fleming & Associates - \$103,950

The College is seeking approval of Fleming & Associates as the Design Contractor for the Continuing Education Center Roof Replacement with a bid of \$103,950.

Mr. Crosby moved to approve Fleming & Associates as Design Contractor for Continuing Education Roof Replacement. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

3. For Approval: General Contractor for Building Trades Center Renovation – Riley Contracting Group - \$3,366,800

The College is seeking approval of Riley Contracting Group as the General Contractor for the Building Trades Center with a bid of \$3,366,800.

Mr. Crosby moved to approve Riley Contracting Group as the General Contractor for the Building Trades Center. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

4. For Information: Financial Statement Audit History

The College's Financial Statement Audit History back to 2001, reveals findings in only one year, which was 2007.

5. For Acceptance: Perkins Grant Allotment Option and Statement of Assurances for 2024-2025 fiscal year

The North Carolina Community College System recommends the 2024-2025 Postsecondary Perkins Allocation for FTCC to be \$967,759. The funds are to enhance Career and Technical Education Programs.

Ms. Thurman moved to accept the Perkins Grant Allotment and Statement of Assurances for 2024-2025 fiscal year. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

6. For Approval: 2024-2025 Academic Year, Scholarships from Self-Supporting Funds, Not to Exceed \$240,000

Ms. Todd presented the FY 2024 Scholarship Reconciliation Report to the Board. The FY 2024 Scholarship Budget was \$240,000. Total scholarships dispersed were \$180,997.61 which leaves a remaining balance of \$59,002.39.

Ms. Tucker moved to approve the 2024-2025 Academic Year, Scholarships from Self-Supporting Funds, Not to Exceed \$240,000. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

7. For Information: Performance Based Bonus

Per G.S. 115D-31.3(g), a college may use Performance Based allocation funds, including any allocated performance-based carry forward funds, for one-time, performance-based bonuses for faculty and staff. A bonus awarded using these funds is not subject to retirement. The College's state performance-based funding for fiscal year ending 2024 is \$835,481.00 (\$659,271 allocated in FY2024 budget + \$176,210 carry-forward). County and Institutional funds will be used to pay bonuses to staff funded with those sources.

Dr. Sorrells plans to provide a performance-based bonus to full-time staff and faculty. The College cannot give an across the board bonus to all staff and faculty. The bonus must be tied to employee performance. Executive Council is working with their leadership teams to recommend staff and faculty. Faculty that will be recommended to receive a bonus are those that did not receive the nursing salary adjustment and those faculty that will not be receiving the recruitment and retention funds as a one-time bonus. Once eligible staff and faculty are determined, the bonus amounts will be finalized. Recommendations will be made to Dr. Sorrells for his final approval. Bonuses will be included in the June pay.

The Board of Trustees is responsible for determining whether Dr. Sorrells receives a performance-based bonus.

Human Resources

Mr. Ronald Crosby Jr., Chair

Mr. Carl Mitchell reported:

1. For Information: Title IX Report for 2023 - 2024

The College processed four Title IX complaints during 2023-2024. Details related to each reported complaint are provided below.

Student vs Student: Sexually harassing jokes – both parties agreed to an informal resolution process that included a mutual agreement between both parties. Both consented to avoid the other person. There have been no further problems with either student.

Student vs Student: Unwanted hug(s) attempted – both parties agreed to an informal resolution process. Offending student agreed to enroll in only on-line classes beginning Spring 2024.

Student vs Employee: Resolved via formal process. Sexual Assault. Employee responded he was just joking around; but due to the nature of the offensive behavior, employment contract was not renewed.

Employee vs Employee: Resolved via formal process. One employee made inappropriate sexual comments to another employee. Offending employee elected to immediately/voluntarily resign employment which was accepted.

2. For Information: Annual Performance Appraisal for President Mark Sorrells

Discussion of the President's annual performance has been moved to the next Board meeting. Following completion and signature by the Board Chair on a transmittal letter, the completed appraisal will be mailed to the NC Community College System Office.

3. For Information: Honorary Trustee Nominations

- The 2024 Honorary Trustee Nomination period was open from March 19-28, March 28, 2024. Honorary
- Trustee procedures and nomination forms were provided as information.
- The nomination form was released to the Board electronically.
- Discussion of nominated individuals occurred during the April Board Meeting.

Mr. Crosby moved that pursuant to GS 143-318.11(a) (20, The Board of Trustees go into closed session to discuss the 2024 Honorary Trustee Nomination. The motion was seconded by Mr. Williford.

Closed Session

Open Session

Planning Committee

Mrs. Suzannah Tucker, Chair

Mr. Carl Mitchell reported:

- 1. For Information:** In October 2023, NC Session Law 2023-132 went into effect, prohibiting UNC institutions and NC Community Colleges from receiving institutional accreditation by the same accreditation agency for consecutive accreditation cycles. The College's next ten-year accreditation is scheduled for 2031.
 - In December 2023, both UNC and NC Community College system offices issued a joint Request for Information (RFI), seeking agencies' interest in adding NC institutions to their portfolios.
 - In January 2024, System Offices staff met with the U.S. Department of Education (USED) staff to discuss timelines and processes.
 - In February 2024, only 3 of 6 possible alternative agencies provided an interest response to the December 2023 RFI document. Those interested agencies are:
 - Accrediting Commission for Community and Junior Colleges (AACJC)
 - Higher Learning Commission (HLC)
 - Middle States Commission on Higher Education (MSCHE)
 - The RFI responses resulted in information contained in **attachment 1**.

- In late February until the end of March 2024, FTCC staff reviewed the compliance standards of the 3 accrediting agencies indicating an interest in NC Community Colleges joining their accreditation agency. Staff developed a comparison matrix of accreditation standards that will be useful in the coming months.
- As we prepare for this conversion of leaving SACSCOC and joining one of the 3 agencies, we understand it will be a lengthy process as shown in **attachment 2**.
- The College is required to provide a status update to the NC Community College System (NCCCS) Office by June 30, 2024.
 - NCCCS is asking us to indicate if we have identified our preferred accreditation agency.
 - The College will also provide an estimated timeline for requesting approval from the U.S. Department of Education.
 - This estimated timeline will include our projected steps to apply no later than 5 years prior to the end of our current SACSCOC accreditation cycle (occurring in 2031).

Program Committee

Mr. Charles E. Koonce, Chair

1. For information Only: FTCC's Funeral Service Education Program Receives Re-accreditation.

The Committee on Accreditation (COA) of the American Board of Funeral Service Education (ABFSE) met on Wednesday, April 10, 2024. At that time, the COA reviewed the self study document, site visit report and institutional response to the site visit submitted as part of the re-accreditation process. James Bullard, Program Director and Murtis Worth, SVP for Academics and Student Services attended the meeting and provided oral responses to the committee.

The college received a letter on April 25, 2024, granting a three (3) year period of re-accreditation with no stipulations.

The Funeral Service Education continues to show growth and interest in the program. The Fall/Spring growth for the current academic year was up 13.26 FTE with 2022-2023 at 110.06 FTE compared to 2023-2024 at 123.32 FTE.

The Funeral Service Education program has signed partnership agreements with four Community Colleges this year: Richmond, Robeson, Wayne and Vance Granville.

SGA Report

Ms. Erin Fredericks, SGA President

Ms. Fredericks introduced the new incoming SGA President, Jeremy Hidalgo, to the Board of Trustees.

President's Report

Dr. Mark Sorrells

Next Board Meeting – Monday, June 17, 2024

See Written Report

Adjournment

Mr. William Hedgepeth, Chair