

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

November 20, 2023

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

Members Present

Mr. William L. Hedgepeth, Ms. Caroline Gregory, Mr. Charles E. Koonce, Mr. Adam Phillips, Mr. Chandan Shankar, Mr. W. Lockett Tally (via Zoom), Ms. Tammy Thurman (via Zoom), Mrs. Suzannah Tucker, Mr. David R. Williford and SGA President Erin Fredericks.

Members Absent

Mr. Ron C. Crosby Jr., Mr. Charles J. Harrell, Mrs. Esther R. Thompson

FTCC Personnel Present

President Dr. Mark Sorrells, Board Attorney and Vice President for Legal & Administrative Services David Sullivan, Associate Vice President for Business and Finance Debbie Todd, Senior Vice President for Academic and Student Services Murtis Worth, Vice President for Human Resources Carl Mitchell, Vice President of Facilities and Support Services Kevin Paul, Vice President of Academic Support & Diversity, Equity & Inclusion Services DeSandra Washington, Chief of Staff/Vice President of Strategic Initiatives Tiffany Watts, Executive Director of Procurement and Equipment Todd Dunn, Executive Director of Marketing and Public Relations Catherine Pritchard, Executive Director for the Foundation and Institutional Advancement Sandy Ammons, 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

Ms. Thurman moved to approve the Board of Trustees Meeting Minutes from September 18, 2023. The motion was seconded by Mr. Koonce and unanimously approved by the Board through a roll-call vote.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

In Mr. Harrell's absence, Mr. Lockett Tally acted as Committee Chair.

Mr. Paul reported:

1. For Information: Nursing Education and Simulation Center Phase 2 (project #2615)

- The exterior sheathing has been installed and covered with a thermal air barrier.
- The roof, interior framing, rough-in plumbing, and electrical work are substantially completed. Insulating foam has been sprayed on the outside.
- Brick has been delivered and masonry work has started.
- Initial HVAC work will begin soon, but much of the initial work will occur during the Winter break.
- Occupancy of building is still expected during late Spring or early Summer dependent on delivery of HVAC chillers and air handling systems.

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

- Demolition of roof and interior is complete and roof decking has been replaced.
- Roof insulation is being installed and roof membrane is expected to be nearing completion by the end of the month.
- Rough-in electrical and mechanical is underway or will begin soon.

3. For Approval: Sewer Line Easement Granting Rights to PWC for Service to Swift Water Rescue

- The Swift Water Rescue Building construction included a connection to the PWC sewer system. The sewer pipes installed during the construction were designed to meet PWC standards.
- PWC requests FTCC grant PWC an easement as indicated by the blue line in the attached layout to allow PWC to “go in and build, construct, reconstruct, operate, and maintain water, sanitary sewer, and fiber optic (any and all lines).

Mr. Tally moved to approve the Sewer Line Easement Granting Rights to PWC for service to Swift Water Rescue. Mr. Shankar seconded the motion and it was unanimously approved by the Board by roll-call vote.

Finance Committee

Mr. Chandan Shankar, Chair

Ms. Todd and Mr. Dunn reported:

1. For Approval: NCCCS 3-1 FTCC Regional Truck Driver Training Center Revision

The revision includes a \$500,000 grant from the Golden LEAF Foundation to help pay for the CDL pad and \$325,456,91 of interest that has collected from OSBM SCIF funds for FY22, FY23, and July through October of FY24.

Mrs. Tucker moved to approve the Regional Truck Driver Training Center revision. The motion was seconded by Ms. Gregory and was unanimously approved by the Board by roll-call vote.

2. For Information: Monthly Capital Projects Update

The Monthly Capital Projects Update lists all current projects and the percentage of costs for each along with the approved budget amounts, and expected completion dates.

Fayetteville Technical Community College
Monthly Finance Capital Projects Update

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)	Design/Pre-Construction	\$ 20,000,000.00	\$ 997,300.00	\$ 86,689.00	\$ 213,753.43	\$ 1,297,742.43	\$ 18,702,257.57	6%	\$ 754,559.24	4%	0%	TBD
2605	Swift Water Rescue Trainer	Under Construction	\$ 4,819,246.00	\$ 274,625.00	\$ 4,492,867.30	\$ 50,558.36	\$ 4,818,050.66	\$ 1,195.34	100%	\$ 4,517,307.57	94%	95%	Oct-23
2615	Nursing Education and Simulation Center (Phase 2)	Under Construction	\$ 3,999,999.00	\$ 270,252.50	\$ 3,234,025.00	\$ 1,823.11	\$ 3,506,100.61	\$ 493,898.39	88%	\$ 1,290,096.89	32%	44%	Jul-24
2677	Horace Sisk Chiller Replacement	Under Construction	\$ 1,000,000.00	\$ 48,000.00	\$ 883,546.00	\$ 1,110.82	\$ 932,656.82	\$ 67,343.18	93%	\$ 611,921.68	61%	69%	May-24
2635	Regional Truck Driver Training Center	Design/Pre-Construction	\$ 13,000,000.00	\$ 946,000.00	\$ 93,480.00	\$ 2,843.75	\$ 1,042,323.75	\$ 11,957,676.25	8%	\$ 71,693.75	1%	0%	Feb-25
2636	Neill Currie HVAC Renovation	Under Construction	\$ 2,108,400.00	\$ 135,500.00	\$ 1,868,400.00	\$ 1,021.22	\$ 2,004,921.22	\$ 103,478.78	95%	\$ 144,719.55	7%	0%	May-24
2676	Tiny Town Renovation	Under Construction	\$ 2,750,000.00	\$ 285,300.00	\$ 1,962,198.00	\$ 104,369.06	\$ 2,351,867.06	\$ 398,132.94	86%	\$ 770,584.67	28%	39%	Jul-24
2659	Advanced Technology Building Roof Replacement	Under Construction	\$ 975,000.00	\$ 88,112.00	\$ 682,450.00	\$ 1,637.76	\$ 772,199.76	\$ 202,800.24	79%	\$ 588,496.37	60%	95%	Dec-23
2699	Building Trades Center	Design	\$ 2,500,000.00	\$ 252,000.00	\$ -	\$ 15,363.25	\$ 267,363.25	\$ 2,232,636.75	11%	\$ 92,363.25	4%	0%	TBD
2766	Cumberland Hall HVAC & Electrical	N/A	\$ 8,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000,000.00	0%	\$ -	0%	0%	TBD
2767	Thomas McLean HVAC Project	Under Construction	\$ 1,115,012.00	\$ 135,500.00	\$ 889,775.00	\$ 53,758.39	\$ 1,079,033.39	\$ 35,978.61	97%	\$ 88,199.10	8%	0%	May-24

3. For Information: Bereavement Leave Usage

As of the end of October 2023, Bereavement Leave has been used by 74 employees with a total of 1,427.75 hours taken. The average hours used per employee is 19.

4. For Information: Student Fees

The current fee schedules for Curriculum and Continuing Education were provided.

Curriculum Fees	
Activity Fee (per semester)	\$ 35.00
Technology Fee (per semester)	\$ 48.00
CAPS Fee (per semester)	\$ 15.00
Nursing 111 (per semester)	\$ 35.00
Nursing 114 (per semester)	\$ 35.00
Nursing 212 (per semester)	\$ 35.00
Nursing 213 (per semester)	\$ 35.00
Collision Repair TRN-180 (per semester)	\$ 200.00
Collision Repair AUB-132 (per semester)	\$ 100.00
Collision Repair AUB-141 (per semester)	\$ 100.00

Continuing Education Fees	
CDL Fee (per course)	\$ 50.00
Continuing Education Technology Fee (per course)	\$ 2.00
Swift Water Rescue Course Day In-State (per day)	\$ 30.00
Swift Water Rescue Course Evening In-State (per day)	\$ 15.00
Swift Water Rescue Course Day Out-of-State (per day)	\$ 239.00
Swift Water Rescue Course Evening Out-of-State (per day)	\$ 120.00

5. For Information: JP Riddle Cost Benefit Analysis

The charts provided below show the income generated versus the cost of salaries, cost of supplies, and maintenance costs, as requested by the Board in October.

J.P. RIDDLE STADIUM
Cost Benefit Analysis

Rental of Facility						
	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24 1st Qtr</u>	<u>Total</u>
Rental Income	12,450.00	32,100.00	27,720.00	11,500.00	13,000.00	96,770.00
Sponsor	4,500.00	-	8,500.00	6,500.00	-	19,500.00
Total Income	16,950.00	32,100.00	36,220.00	18,000.00	13,000.00	116,270.00
Salary/Benefit Expense	39,594.17	100,867.84	100,286.46	102,560.50	27,846.97	343,308.97
Supplies/Misc Expenses	-	-	3,036.26	4,472.38	-	7,508.64
Total Expenses	39,594.17	100,867.84	103,322.72	107,032.88	27,846.97	350,817.61
LOSS on RENTAL	(22,644.17)	(68,767.84)	(67,102.72)	(89,032.88)	(14,846.97)	(234,547.61)

Expenses paid from County Operating Funds						
	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24 1st Qtr</u>	<u>Total</u>
Lawn & Grounds Services		81,475.00	84,250.00	109,000.00	40,050.00	314,775.00
Misc Grounds Services & Supplies		19,341.65	36,168.56	25,551.94	3,060.20	84,122.35
Housekeeping		53,879.18	56,647.95	80,445.09	26,565.90	217,538.12
Maintenance		11,766.60	49,023.92	52,278.00	1,395.04	114,463.56
Security		6,600.72	-	-	-	6,600.72
TOTAL		173,063.15	226,090.43	267,275.03	71,071.14	737,499.75

Planning Committee

Ms. Suzannah Tucker, Chair

Carl Mitchell reported:

1. For Information: Annual Board of Trustees Self-Assessment Questionnaire

The tabulated results of the Self-Assessment Questionnaire were discussed. All trustees engaged in conversation related to the questionnaire results.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Worth reported:

1. For Approval: Submission to the NCCCS Office the Curriculum Program Application for the Manicuring Instructor Certificate (C55380).

The Cosmetology Instructor certificate has been approved by the State Board of Community Colleges for the special application process.

FTCC plans to submit an application to the NCCCS office for approval to offer the certificate starting Fall Semester 2024.

Mr. Koonce moved to approve the submission of the Program Application for the Manicuring Instructor Certificate to the NCCCS Office. The motion was seconded by Mr. Williford and unanimously approved by the Board by a roll-call vote.

2. For Information: FTCC's Corporate and Continuing Education – Fire Training & Rescue Enrollment Information since September 2022

FTR Enrollment Information:

Total Students Enrolled: 3,784

Unduplicated Head Count: 1,326

Students/Residents of Cumberland County: 721

Students/Non-Residents of Cumberland County: 605

3. For Information: Fall Term First 8-week session Grade Distribution Report

Fall 2023 1st 8-Week Grade Distribution Report (GDR) by Percent

Division	Pass	Fail	Withdraw	Incomplete
College Average	84%	7%	9%	1%
Allied Health	95%	0%	5%	0%
Arts & Humanities (includes all course sections)	83%	8%	9%	0%
Business	84%	6%	8%	2%
Computer Information Technology	86%	7%	7%	0%
Engineering & Applied Technology	95%	1%	3%	1%
Math & Science (includes all course sections)	64%	15%	17%	4%
Nursing	N/A	N/A	N/A	N/A
Public Service	88%	3%	8%	0%

Source: Ellucian Colleague®

Note: Total percent by division may vary by ± 1 percentage point due to rounding

Fall 2023 1st 8-Week GDR for Dev ENG and Dev Math by Percent

Dev ENG and MAT	Pass	Fail	Withdraw	Incomplete
All ENG Courses and Sections	77%	11%	12%	0%
ENG without Dev ENG 002 Sections	82%	6%	12%	0%
Dev ENG 002	69%	20%	11%	0%
All MAT Courses and Sections	62%	22%	11%	5%
MAT without Dev MAT 003 Sections	69%	12%	14%	5%
Dev MAT 003 Sections	51%	38%	5%	7%

Source: Ellucian Colleague®

Note: Total average percent by row may vary by \pm 1 percentage point due to rounding.

Fall 2023 1st 8-Week GDR for ACA and ACA-CTE by Percent

ACA Courses	Pass	Fail	Withdraw	Incomplete
All ACA-122 Courses and Sections	84%	11%	6%	0%
All ACA-120 (CTE) Courses and Sections	86%	7%	7%	0%

Source: Ellucian Colleague®

Note: Total average percent by row may vary by \pm 1 percentage point due to rounding.

Fall 2023 1st 8-Week (GDR) by Modality (Percent)

Modality	Pass	Fail	Withdraw	Incomplete
College Average	84%	7%	9%	1%
Face-to-Face	95%	0%	4%	1%
Blended	86%	8%	6%	0%
Hybrid	82%	9%	8%	1%
Online	82%	7%	10%	1%
Dev ENG Hybrid	66%	26%	8%	0%
Dev ENG Online	71%	14%	15%	0%
Dev Math Blended	85%	12%	3%	0%
Dev Math Online	48%	37%	8%	7%

Source: Ellucian Colleague®

Note: Total average percent by modality may vary by \pm 1 percentage point due to rounding; no blended ENG courses were offered during the 1st 8-Week semester; no hybrid MAT courses were offered during the 1st 8-Week semester.

4. For Information: Crime Lab Mobile Unit

The Crime Lab Mobile Unit was parked behind the Student Center and available for the Trustees to tour.

SGA Report

Ms. Erin Fredericks, SGA President

President's Report

Dr. Mark Sorrells

Presidents Reception – Tuesday, December 19

Next Board Meeting – Tuesday, January 16, 2024

See Written Report

Adjournment

Mr. Hedgepeth moved to adjourn the meeting. The motion to adjourn was seconded by Mr. Shankar.

Mr. William Hedgepeth, Chair