

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

November 18, 2024

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, Mr. Ralph Huff, Dr. Andrea Dickerson, Mr. Charles E. Koonce, Mr. Chandan Shankar, Ms. Tammy Thurman, Mr. David R. Williford, Mr. Jeremy Hidalgo.

Members Absent

Mr. Adam Phillips and Mrs. Esther R. Thompson

FTCC Personnel Present

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, Executive Director for the Foundation and Institutional Advancement Sandy Ammons, Associate Vice President for Business and Finance - Operations Todd Dunn, Executive Assistant to the President Tracy Verrier, and Secretary to the President Michelle Johnson.

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.

Approval of Minutes

Mr. William Hedgepeth, Board Chair

Mr. Huff moved to approve the Board of Trustees Meeting Minutes from October 21, 2024. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Added to Agenda

1. For Approval: NCCCS 3-1 Capital Improvement Project Amendment

Transfer of funds from Project #2634 Firefighter Facility Center to Project #2635 FTCC Regional Truck Driver Training Center contingent that the general assembly approves the funds to be moved.

Mr. Shankar moved to approve NCCCS 3-1 Capital Improvement Project Amendment - Transfer of funds from Project #2634 Firefighter Facility Center to Project #2635 FTCC Regional Truck Driver Training Center. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

2. For Approval: NCCCS 3-1 Capital Improvement Project Amendment of Project #2635

Transfer \$7 million in funds appropriated for the Regional Fire and Rescue Training Center in section 43.2(a) of S.L. 2021-180, contingent general assembly approval to move the funds.

Mr. Shankar moved to approve NCCCS 3-1 Capital Improvement Project Amendment - Transfer of funds from Project #2634 Firefighter Facility Center to Project #2635 FTCC Regional Truck Driver Training Center. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

Committee Reports:

Building and Grounds Committee

Mr. David Williford Chair

Mr. Paul reported:

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

- A Certificate of Occupancy was obtained in September. Building signage has been installed on the exterior of the building.
- Contractor final punch list repair items and closeout documentation remain to fully complete the project. The target completion for the punch list and closeout documentation is November.

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

- A new paint color for the Exterior Insulation Finishing System (EIFS) had to be selected and the EIFS repainted. EIFS final painting to be complete in November. The project is 95% complete.
- Target completion is November 2024.

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

- HH Architecture and FTCC held a value engineering update and floor plan review meeting on October 30, 2024. Additional adjustments to the floor plan are being completed by HH Architecture in November in an attempt to keep the project budget in line.
- The Schematic Design (SD) phase of the interior of the Tiny Town building will continue through November 30, 2024.

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

- Barnhill Contracting continues grading on the east and west construction sites. The concrete pour for the first-floor walls of the apartment burn building occurred in October. The forming of the first-floor walls of the residential burn building started in October.
- Pouring of the slab on grade for the apartment burn building and the residential burn building will take place in November. Barnhill Contracting will also start the expansion of the existing retention pond. This project is 16% 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 burn building in July 2025.

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

- Faculty and staff have been moved from Neill Currie to other locations on campus.
- Asbestos abatement was completed in the crawl space of Neill Currie in October. Once a clearance letter is obtained from the asbestos abatement inspector, electrical work on the interior of the building will begin.
- Air handler units arrived on November 4, 2024. This project is 19% complete. Target completion for this project is April 2025.

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

- The final punch list for this project is complete. Closeout documents are all that remain to fully complete the project.

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

- Riley Contracting Group completed the exterior storefront and glass demo in October. Framing for the walls will follow. The lower roof section of the building is 90% complete. The roof curbing for the roof top units will be installed in November.
- Ductwork and above ceiling electrical conduit installation are under way. The vents, membrane, grout, and concrete pour for the sub slab depressurization system (SSDS) will be complete in November.
- The projected time in construction will be 8 months. This project is currently 25% complete. A target completion date will be contingent on the complete of the 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.
- The Designer received comments on the construction document plan (CD) from the State Construction Office (SCO) on October 22, 2024. The Designer responded to the comments on November 4, 2024. SCO has fifteen days to respond. FTCC is awaiting CD approval from SCO. Once approval is received from SCO, FTCC will solicit for contractor bids.
- Our goal is to have this project ready for contractor bid solicitation in November.
- Phase one 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 is complete. New sealant has been installed at the vertical wall joints. The mechanical screen wall replacement is complete. Pressure washing of the Continuing Education Center has also been completed.
- The certificate of final completion was received from the Designer on November 4, 2024. Close out documentation is all that remains to fully complete this project.

10. For Information – Spring Lake Center Roof Replacement (Project #2898)

- The State Board of Community Colleges approved this roof replacement project on October 18, 2024. The new roof will be a PVC roofing system.
- A request for qualifications for a Designer was published on October 8, 2024 with a closing date of October 24, 2024. Designer interviews will be conducted by FTCC in November.
- The total roof replacement budget is \$600,000.00. Design \$200,000.00. Construction \$300,000.00. Contingency \$100,000.00.
- Target start date and target completion date to be determined.

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: NC Career Coach Budget 2024 -2025.

The NC Career Coach Budget for the year July 1, 2024 – June 30, 2025 in the amount of \$139,812.00 provides funding for coaches that work with high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. FTCC is not required to provide matching funds.

Mrs. Benavente moved to approve the NC Career Coach Budget 2024-2025. The motion was seconded by Mr. Bullard and unanimously approved by the Board.

FORM: NCCCS 2-34

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
BUDGET APPROVAL

NC Career Coach

PROJECT TITLE

Fayetteville Technical Community College 56-0791849

ORGANIZATION NAME & FEDERAL ID #

July 1, 2024 - June 30, 2025

EFFECTIVE DATES

Upon recommendation of the North Carolina Community College System, the following budget is allotted for the above indicated purpose and period.

A. Salaries, Instructional	\$	-
B. Salaries, Non-Instructional	\$	81,920.00
C. Employer's Retirement	\$	19,694.00
D. Employer's Social Security	\$	6,267.00
E. Employer's hospitalization	\$	6,072.00
F. Supplies and Materials	\$	8,859.00
G. Equipment (must be pre-approved)	\$	-
H. Contractual Services	\$	-
I. Staff Travel	\$	12,000.00
J. Staff Training	\$	5,000.00
Total	\$	139,812.00


College Chief Financial Officer 10/23/24 Date

NCCCS, Program Director Date


College Chief Administrative Officer 10.24.24 Date

NCCCS, AVP Student Services Date

Signatures are required.

Planning Committee

Mrs. Caroline Benavente, Chair

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

- The Board of Trustees self-assessment survey was released to the Board members on October 21, 2024 for review and completion. The results of this annual survey are used to document the annual completion of the self-assessment with our accrediting agency during the 5th Year and 10th Year accreditation reviews.
- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) includes a compliance standard that reads “*The governing board defines and regularly evaluates its responsibilities and expectations*”.
- A tabulation of the 2023-2024 self-assessment survey is provided for your information and discussion. See **Appendix A**.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Murtis Worth reported:

1. For Information Only: Summer 2024 Grade Distribution Report (GDR)

Summer 2024 Curriculum Grade Distribution Report by Division (Percentage)

Summer 2024	Pass	Fail	Withdraw	Incomplete
College Average	83%	7%	9%	1%
Allied Health	99%	1%	1%	0%
Arts & Humanities	81%	9%	11%	0%
Business	82%	8%	9%	1%
Computer Information Technology	82%	9%	9%	0%
Engineering & Applied Technology	91%	4%	5%	1%
Math & Science	71%	10%	18%	2%
Nursing	96%	1%	3%	0%
Public Service	88%	4%	8%	0%

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

Summer 2024 Curriculum Grade Distribution Report by Modality (Percentage)

Summer 2024	Pass	Fail	Withdraw	Incomplete
College Average	83%	7%	9%	1%
Blended	88%	5%	7%	0%
Face-to-Face	94%	2%	4%	1%
Hybrid	84%	8%	9%	0%
HyFlex	N/A	N/A	N/A	N/A
Online	80%	8%	11%	1%

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

The overall pass rate for Curriculum courses in Summer 2024 was 83%, an improvement when compared to an 82% pass rate in Summer 2023. By Division, a two percent pass rate improvement was realized in Computer Information Technology, Math & Science and Public Service. By Modality, a four percent increase in pass rates was noted in Blended and Hybrid courses. Overall, the report highlights positive trends in student success in Summer class offerings.

Foundation

Ms. Sandy Ammons

1. For Information: Foundation Update

- Cumberland Community Foundation's Giving Tuesday will be held November 25 – December 4.
- Save the date for the FTCC Foundation Scholarship and Donor Appreciation Luncheon on March 7, 2025.
- FTCC Foundation received a grant from the McKesson Foundation for \$49,164 for Pharmacy Technology.
- The mural entitled "the Spirit of FTCC" has been completed. This project was funded by grants from the Arts Council of Fayetteville/Cumberland County and FTCC Foundation.

SGA Report

Mr. Jeremy Hidalgo, SGA President

We have an upcoming Karaoke event on November 21st which has been the number one requested event that students have asked for over the last year, so being able to provide it means so much.

We had a very successful Halloween Bingo that students gave great feedback from.

To help with the damage caused to our sister schools over in Western NC, we have begun to come up with ways to assist them. After hearing that FTCC has adopted Blue Ridge Community College, SGA started a donation drive competition with the clubs and organizations to help support them.

In addition to having these ideas, we have also been collaborating with other clubs and showed our support with the goal of creating more of a community rather than separate clubs within OUR FTCC.

We had a successful blood drive on November 7th with Cape Fear Valley Health System.

We continue to show support to our Trojan Athletes by attending various sporting events. We hosted Trojan Night on November 13th where we handed out rally towels and had a 3-point shot competition at halftime.

In honor of Veterans Day, we the SGA want to say thank you to any and every board member for either serving or being a partner or dependent of someone who is/has served.

Our SGA Executive Board has doubled in size since our last meeting and we have a few more applications to look over, so hopefully I will be able to stand before our next meeting with a full board. We have come up with two motions we are planning on tackling and are currently working on creating a survey for students to fill out and gather the necessary information needed before pursuing these ideas. Hopefully, by our next meeting I will be able to share this with you.

President's Report

Dr. Mark Sorrells

Dr. Sorrells gave an update of College activities.

Next Board Meeting – Monday, January 20, 2025

2025 ACCT National Legislative Summit

Sunday, February 9 – Wednesday, February 12, 2025 Washington DC, Marriott Marquis

2025 NCACCT Law-Legislative Seminar

Wednesday, March 19 – Friday, March 21, 2025 Raleigh, Marriott City Center

Adjournment

Mr. William Hedgepeth, Chair

Appendix A

The Trustees of Fayetteville Technical Community College Self-Evaluation (2024)

The Trustees of Fayetteville Technical Community College conducted a self-evaluation. The purpose of this annual self-evaluation is to assess Board activities in the spirit of continuous improvement. This assessment is an evaluation of the Board of Trustees as a whole and is not used as an evaluation of individual Board members. A copy of the completed self-assessments will be placed in the College's Assessment Management System for retention purposes.

Instructions: Place a check at the appropriate rating according to the following scale.							
Rating Scale:							
5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree N/A = Not Applicable or No Opinion							
A. Board Organization	5	4	3	2	1	N/A	# of Respondents
1. The board operates as a unit.	86.0%	14.0%	-	-	-	-	7
2. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.	86.0%	14.0%	-	-	-	-	7
3. Board members understand that they have no legal authority outside board meetings.	100.0%	-	-	-	-	-	7
4. The meeting agendas are relevant to the work of the board.	100.0%	-	-	-	-	-	7
5. Board members uphold the final majority decision of the board.	100.0%	-	-	-	-	-	7
6. Board committees have clear and appropriate responsibilities.	86.0%	14.0%	-	-	-	-	7
B. Policy Role	5	4	3	2	1	N/A	# of Respondents
7. The board periodically reviews and evaluates its policies.	86.0%	14.0%	-	-	-	-	7
8. The board understands that the primary function of the board is to establish the policies by which the community college is to be administered.	100.0%	-	-	-	-	-	7
9. The board focuses on policy in board discussions, not administrative matters.	86.0%	14.0%	-	-	-	-	7
10. The board has clarified the difference between its policy role and the roles of the President and staff.	100.0%	-	-	-	-	-	7
C. Community Relations	5	4	3	2	1	N/A	# of Respondents
11. Board members maintain good relationships with community leaders.	100.0%	-	-	-	-	-	7
Rating Scale:							

5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree N/A = Not Applicable or No Opinion							
D. Policy Direction	5	4	3	2	1	N/A	# of Respondents
12. The board is knowledgeable about the mission and purposes of the institution.	86.0%	14.0%	-	-	-	-	7
13. The board is appropriately involved in defining the vision, mission and goals.	100.0%	-	-	-	-	-	7
14. The board encourages partnerships and other cooperative agreements with business, government, community agencies, and other educational institutions.	100.0%	-	-	-	-	-	7
15. The board is familiar with the general strategic and master plans of the institution.	100.0%	-	-	-	-	-	7

E. Board-President Relationship	5	4	3	2	1	N/A	# of Respondents
16. The board sets clear expectations for the President.	86.0%	14.0%	-	-	-	-	7
17. The board effectively evaluates the President.	86.0%	14.0%	-	-	-	-	7
18. The board and President have a positive, cooperative relationship.	100.0%	-	-	-	-	-	7
19. The board clearly delegates the administration of the college to the President.	100.0%	-	-	-	-	-	7
20. A climate of mutual trust and respect exists between the board and President.	100.0%	-	-	-	-	-	7

F. Standards for College Operations	5	4	3	2	1	N/A	# of Respondents
21. The board is knowledgeable about the educational programs and services of the college.	86.0%	-	14.0%	-	-	-	7
22. The board understands the fiscal condition of the organization.	86.0%	14.0%	-	-	-	-	7

Rating Scale:							
5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree N/A = Not Applicable or No Opinion							
G. Institutional Performance	5	4	3	2	1	N/A	# of Respondents
23. The board monitors the effectiveness of the college in fulfilling the mission.	86.0%	-	14.0%	-	-	-	7
24. The board requires the college to regularly evaluate program effectiveness.	100.0%	-	-	-	-	-	7
25. The board understands the financial audit and its recommendations.	86.0%	14.0%	-	-	-	-	7

H. Board Leadership	5	4	3	2	1	N/A	# of Respondents
26. The board has a clear description of board roles and responsibilities.	100.0%	-	-	-	-	-	7
27. The board maintains confidentiality of privileged information.	100.0%	-	-	-	-	-	7
28. The board adheres to a code of ethics or standards of practice.	100.0%	-	-	-	-	-	7

I. Board Education	5	4	3	2	1	N/A	# of Respondents
29. The board periodically evaluates itself.	86.0%	-	-	-	-	14.0%	7
30. New members receive an orientation to the board and the institution.	100.0%	-	-	-	-	-	7

J. Comments (Optional)
31. What are the board's greatest strengths?
Diversity among community leaders.
Work as a team.
Teamwork.
How we communicate and cooperate with one another.

32. What are the areas in which the board could improve?
Board retreat to develop relationships with new members.
Expert knowledge across specialties. This will enable new ideas.
More participation in college events.

33. If you have any additional comments, please use the space below:
None