

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

October 16, 2023

Held at the Fire Training and Rescue Center at 10:00 a.m.

Members Present

Mr. William L. Hedgepeth, Ms. Caroline Gregory, Mr. Charles J. Harrell, Mr. Charles E. Koonce, Ms. Tammy Thurman, Mrs. Suzannah Tucker, and SGA President Erin Fredericks.

Members Absent

Mr. Ron C. Crosby Jr., Mr. Adam Phillips, Mr. Chandan Shankar, Mr. W. Lockett Tally, Mrs. Esther R. Thompson, and Mr. David R. Williford.

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, 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.

Special Guests

Mr. Kevin Paul, Mr. Richard McDonald, Y.E.S. Initiative Participants- Joshua Farley, Allie-Rae Harty, Darius Rose, Zyaire Bell, and Romelo Hanna.

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 Reminder. 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. Harrell and unanimously approved by the Board.

Committee Reports:

Building and Grounds Committee

Mr. Charles J. Harrell, Chair

Mr. Sullivan reported:

1. For Information: Swift Water Rescue Trainer (project #2605)

- Certificate of Occupancy issued
- Pump Testing conducted
- Soft opening planned in November

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

- Concrete pad poured
- Framing underway – expect completion soon
- Plumbing, electrical, and HVAC rough-in underway
- Project completion expected in July 2024

3. For Information: Advance Technology Center Roof Replacement (project # 2659)

- Metal coping substantially in place
- Skylight work expected to be completed soon
- Project completion expected late October 2023

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

- Demolition underway
- Roof, electrical, and HVAC to be replaced

5. For Approval: Amendment to the Following Sections of the Administrative Procedures Manual (See Attachment)

- a. I-24.10 (Scheduling Use of College Facilities)
- b. I-24.17 (Facilities Usage Fees as Allowable by the Umstead Act)
- c. I-24.19 (Free Speech and Public Assembly)

Mr. Harrell moved to approve the Amendment to the Administrative Procedures Manual as indicated in the attachment to these minutes. Mrs. Tucker seconded the motion and it was unanimously approved by the Board.

Finance Committee

Mr. Chandan Shankar, Chair

Due to Mr. Shankar's absence, Mr. Charles Harrell acted as Chair.

Ms. Todd and Mr. Dunn reported:

1. Approval of Uncollectible Accounts – Write Offs

Uncollectible accounts have been referred to the appropriate collection agencies and have been returned as uncollectible. It is recommended that these accounts be written off as bad debts.

Type of Account	Number of Accounts	Total Amount
FTCC Unrestricted Loans	3	\$605.48
Returned Checks	0	-
Financial Aid Debt	218	\$153,550.65
Total	221	\$154,156.13

Mr. Harrell moved to approve the Uncollectible Accounts-Write Offs. The motion was seconded by Ms. Thurman and it was unanimously approved by the Board.

2. Acceptance of FTCC’s Unaudited Financial Statements for Fiscal Year Ending June 30, 2023

The unaudited annual financial statements are required by General Statute and are subject to review by the state auditors. A copy of the unaudited financial statements for fiscal year ended June 30, 2023 was provided to each board member.

Mr. Harrell moved to accept Fayetteville Technical Community College Unaudited Financial Statements for the year ended June 30, 2023. The motion was seconded by Ms. Thurman and unanimously approved by the Board.

3. For Information: Monthly Capital Projects Update

The Monthly Capital Projects Summary lists all current projects and their percentage of costs from the approved project budget amounts which have been expended.

Human Resources Committee

Mr. Ronald C. Crosby, Jr., Chair

Due to Mr. Crosby’s absence, Mrs. Suzannah Tucker acted as Chair.

Mr. Mitchell reported:

1. For Information: April 1, 2023 to September 30, 2023 Job Vacancy Report

The Job Vacancy Report is provided to the Board of Trustees semi-annually and indicates that the College has filled positions in a timely manner.

2. For Information: Employee Assistance Report related to services during 2022-2023

Cape Fear Valley Hospital’s Employee Assistance Program (EAP) has provided their annual report of EAP services provided to students, faculty and staff from July 1 2022 to June 30, 2023.

The Utilization Report, refer to the table below from Cape Fear Valley Hospital's EAP staff reflects the number of faculty, staff, administration, and/or family members assisted during the 2022-2023 year, including notation that 21 cases are continuing and remain open at this time.

Utilization Report

For Fayetteville Technical Community College

For the Period: July 1, 2022 – June 30, 2023

	Number:
Total New and Reopened Cases	28
Employee Cases	8
Student Cases	17
Child	1
Spouse	2
Contact Hours for Cases in Period	171.42
Cases Currently Open	21

3. Acceptance of: The President's selection to fill vacant position # S45-33, Vice President of Facilities

Mrs. Tucker moved that pursuant to GS 143-318.11(a)(2), the Board of Trustees go into closed session to discuss the President's selection to fill vacant position # S45-33, Vice President of Facilities. The motion was seconded by Ms. Gregory and unanimously approved by the Board.

Closed Session

Open Session

Ms. Tucker moved to approve the selection of Mr. Kevin Paul as the Vice President for Facilities starting November 15, 2023. The motion was seconded by Ms. Gregory and unanimously approved by the Board.

Planning Committee

Ms. Suzannah Tucker, Chair

Carl Mitchell reported:

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

The Self-Assessment Questionnaire will be discussed at the November Board of Trustees Meeting. A copy of the self-assessment survey used during previous years is provided for your information and review. The tabulated results will be discussed at the November 20, 2023 meeting for Board of Trustees.

Dr. Worth reported:

1. For Acceptance: FTCC's Continuing Education Accountability Plan Term Report for May 16, 2023 through August 14, 2023.

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 SBCCC400.3(©)(2).

Mr. Koonce moved to approve FTCC's Continuing Education Accountability Plan Term Report for the Summer 2022-2023 term. The motion was seconded by Mrs. Tucker and unanimously approved by the Board.

2. For Information: FTCC Buddy Program – Student Highlight

The FTCC Buddy Program is a new component of the Y.E.S. Initiative (You + Effort = Success). The primary objective of the FTCC Buddy Program is to provide support through mentoring, coaching, and helping students feel a keen sense of Hope, Unity, and Belonging. Interested students are paired with an FTCC Faculty or Staff Buddy (Mentor) or a Student Peer Buddy. The FTCC Buddy Program launched this fall semester. Currently, we have 46 Faculty/Staff Buddies; 4 Student Peer Buddies; and 93 students participating in the Buddy Program. Twenty-six of these 93 students are still waiting to be paired with an FTCC Buddy. The FTCC Buddy program needs more volunteers to serve as an FTCC Buddy to a deserving FTCC Student.

On September 28, 2023, the Y.E.S. Initiative was honored to have Governor Cooper and other special guests tour the Y.E.S. Student Lab during their campus visit with Dr. Sorrells. Y.E.S. students were so excited to have the opportunity to hear the Governor of North Carolina share his excitement for their pursuit of career and educational goals. Three Y.E.S. students had the opportunity to take a photo with Dr. Sorrells and Governor Cooper at the Governor's Press Conference.

3. For Information: Clean Energy Program Highlights

Governor Roy Cooper visited Fayetteville Technical Community College to celebrate Clean Energy Week and highlight the College's innovative military workforce training programs. Dr. Mark Sorrells provided a guided tour of a solar panel demonstration, an electric vehicle class, and FTCC's All American Veterans Center.

FTCC has expanded its clean energy workforce training programs, which include a solar power construction course for high school students in collaboration with Blue Ridge Energy and Cumberland County Schools and a hybrid-electric transportation course embedded in the Automotive Systems Technology diploma and associate degree programs.

President's Report

Dr. Mark Sorrells

Next Board Meeting – Monday, November 20, 2024

See Written Report

Adjournment

Mr. Koonce moved to adjourn the meeting. The motion to adjourn was seconded by Ms. Thurman.

Mr. William Hedgepeth, Chair