

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

October 21, 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 Gregory, Mr. Christopher Bullard, Mr. Ralph Huff, Dr. Andrea Dickerson, Mr. Charles E. Koonce, Mr. Adam Phillips, Ms. Tammy Thurman, Mr. David R. Williford, Mr. Jeremy Hildago.

Members Absent

Mr. Chandan Shankar 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, 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.

Special Guests

Cumberland County Commissioner Chairman, Glenn Adams

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.

Swearing in Ceremony

Mr. Glenn Adams, County Commissioner Chair

Dr. Andrea Dickerson was appointed by the Cumberland County Board of Commissioners to a Four-Year term to expire June 30, 2028, and was sworn in by Mr. Glenn Adams, County Commissioner Chair.

Approval of Minutes

Mr. William Hedgepeth, Board Chair

Mr. Crosby moved to approve the Board of Trustees Meeting Minutes from September 16, 2024. The motion was seconded by Ms. Gregory and unanimously approved by the Board.

Committee Reports:

Building and Grounds Committee

Mr. Chandan Shankar

Due to Mr. Shankar's absence, Mr. Williford acted as Chair for the Building and Grounds Committee.

Mr. Paul reported:

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

- Certificate of Occupancy was obtained in September. Faculty and staff move in has been completed.

- The final punch list items and closeout documents must be completed before the project can be closed out.

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

- Final coats of paint for the exterior insulation finishing system (EIFS) will be completed this month. The roof coping installation is complete.
- Fire alarm monitoring permit and final inspection to be completed in October.
- Target completion is October 2024.

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

- HH Architecture and FTCC conducted a floor plan review meeting on September 25, 2024. An overall floor plan for the project was selected. Adjustments to the floor plan are being completed by HH Architecture.
- A Finish Selections Review meeting was held between HH Architecture and FTCC at the project site on October 16, 2024. Physical samples of paint colors, materials, and other finishes were provided by HH Architecture.
- The Schematic Design (SD) phase of the interior of the Tiny Town building will continue through November 12, 2024.

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

- The groundbreaking ceremony occurred on October 1, 2024.
- Barnhill Contracting Company completed the installation of their construction trailer in October. Grading in the burn village for the residential building pad, material storage building pad, and future parking lot is ongoing. The apartment building foundation has been poured and inspected. The first-floor wall concrete pour for the apartment building to occur in October.
- 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 tower building in 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. Faculty and staff have been moved from Neill Currie to other locations on campus.
- The notice to proceed for M&E Contracting was issued on October 6. Asbestos abatement to begin in the crawlspace this month.
- Air handler units are ordered and the target ship date is October 29, 2024. Target completion is April 2025.

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

- The final punch list items and closeout documents must be completed before the project can be closed out.

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

- Riley Contracting Group has completed roof demo. New metal decking is being installed. Concrete sidewalk installation next to the feeder road to Ft. Bragg Road will be completed in October. Underground plumbing installation is underway inside the Building Trades Center. A six-inch plumbing gate valve and box will be installed on the main water line under Eden Cross Street in October.
- Terracon Consultants Inc. located five extraction points within the Building Trades Center. Three-inch holes were drilled at each extraction point, five vent riser locations were installed, and initial testing was completed. A first draft of the sub slab depressurization system (SSDS) was received in October from Terracon Consultants.
- The projected time line for construction will be 8 months. A target completion date will be contingent on 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 construction documents (CD) for Phase I of this project were submitted to the State Construction Office (SCO) on August 30, 2024. FTCC is awaiting CD approval from SCO. NCDEQ and NCDOT Street and Driveway Access permit applications are being processed by Crawford Design. FTCC and Crawford Design attended a Technical Review Committee meeting with the City of Fayetteville on October 2, 2024.
- Our goal is to have this project ready for bidding in November.
- Phase I 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)

- Triangle Roofing completed rock removal from the roof in September. The coverboard and membrane installation is 95% complete on the main roof. New sealant is being installed at the vertical wall joints. The Mechanical screen wall demo is complete, and the rebuild is underway. Pressure washing of the Continuing Education Center has also been completed.
- Target completion is in January 2025.

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

- Seeking roof replacement approval by the State Board in October. The new roof will be a PVC roofing system.
- The solicitation for a designer on the project to be published in October.
- Total roof budget is \$525,000.00: Design \$125,000.00; 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: Combined Budget (DCC 2-1) for Fiscal Year Ended June 30, 2025.

The Combine Budget reflects funds for State, County and Institutional that are available for 2024-2025. Table 1 reflects the budget available for Capital Improvements for a total of \$42,138,895. Table 2 reflects a budget available for operations, excluding capital projects, for a total of \$181,972,26.

Ms. Gregory moved to approve the Combined Budget (DCC 2-1) for Fiscal Year Ended June 30, 2025. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

College Name: <u>Fayetteville TCC</u>				
Institution Number: <u>832</u>				
	1	2	3	4
	State	County	Institutional	Total
Capital Improvement Revenues				
State Funds (funds reimbursed by System Office)*				\$ -
County Funds				
County Appropriation for CI Projects		\$ 928,833		\$ 928,833
County GO Bond Funds				\$ -
Other County Revenue/Financing				\$ -
Fund Balance for CI Projects				\$ -
County Subtotal		\$ 928,833		\$ 928,833
Institutional Funds				
Federal Grant				\$ -
Private Gift/Donation				\$ -
Private Grant(s) and Other Sources (list below):				\$ -
Golden Leaf			\$ 500,000	\$ 500,000
SCIF (OSBM & NCCCSO Administered)			\$ 39,644,611	\$ 39,644,611
SCIF Interest			\$ 1,065,451	\$ 1,065,451
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				\$ -
Institutional Subtotal			\$ 41,210,062	\$ 41,210,062
Total Capital Improvement Project Revenues	\$ -	\$ 928,833	\$ 41,210,062	\$ 42,138,895
Capital Improvement Expenditures				
910 Buildings and Grounds				\$ -
Repairs and Renovations/New Construction		\$ 928,833	\$ 41,210,062	\$ 42,138,895
Total Expenditures	\$ -	\$ 928,833	\$ 41,210,062	\$ 42,138,895
NET (Est. Revenues - Expenditures)	\$ -	\$ -	\$ -	\$ -

College Name: <u>Fayetteville TCC</u>				
Institution Number: <u>832</u>				
	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Summary of Revenues (excluding capital improvement projects)				
State*	\$ 99,482,260			\$ 99,482,260
County Funds		\$ 15,484,750		\$ 15,484,750
Institutional Funds			\$ 66,214,793	\$ 66,214,793
Operating Revenue Subtotal	\$ 99,482,260	\$ 15,484,750	\$ 66,214,793	\$ 181,181,803
Fund Balance Appropriated		\$ 790,464	\$ -	\$ 790,464
Total Funds Available	\$ 99,482,260	\$ 16,275,214	\$ 66,214,793	\$ 181,972,267
Summary of Expenditures (excluding capital improvement projects)				
1XX Institutional Support	\$ 15,175,792	\$ 1,748,906	\$ 167,380	\$ 17,092,078
2XX Curriculum Instruction	\$ 43,574,719	\$ -	\$ 11,713,045	\$ 55,287,764
3XX Continuing Education	\$ 15,165,111	\$ -	\$ 385,799	\$ 15,550,910
4XX Academic Support	\$ 8,328,180	\$ 8,500	\$ -	\$ 8,336,680
5XX Student Support	\$ 8,167,154	\$ -	\$ 62	\$ 8,167,216
6XX Plant Operations & Maint.	\$ -	\$ 14,517,808	\$ -	\$ 14,517,808
7XX Proprietary/Other	\$ -	\$ -	\$ 9,108,388	\$ 9,108,388
8XX Student Aid	\$ -	\$ -	\$ 44,840,119	\$ 44,840,119
9XX Capital Outlay (excluding capital improvements)	\$ 9,071,304	\$ -	\$ -	\$ 9,071,304
Total Budgeted Expenditures	\$ 99,482,260	\$ 16,275,214	\$ 66,214,793	\$ 181,972,267
Net (Est. Revenues - Expenditures)	\$ -	\$ -	\$ -	\$ -

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

3. For Approval: 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	5	\$1,016.16
Returned Checks	0	-
Financial Aid Debt	634	541,649.65
Totals	639	\$ 542,665.81

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

4. For Acceptance: FTCC's Unaudited Financial Statements for the Fiscal Year Ending June 30, 2024

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, 2024 was provided to each board member.

Ms. Gregory moved to accept Fayetteville Technical Community College Unaudited Financial Statements for the year ended June 30, 2024. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

Planning Committee

Mrs. Suzannah Tucker, Chair

Due to Mrs. Tucker's departure from the board, Ms. Gregory acted as Chair for the Planning Committee.

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

Annual Board of Trustees Self-Assessment

- The Board of Trustees are provided an electronic annual self-assessment during the Fall Semester of each year. The results of this annual survey are used to document annual completion of the self-assessment with our accrediting agency during the 5th Year and 10th Year accreditation reviews.
- The survey will be released electronically to all Board Members on October 22, 2024, requesting electronic completion and submission by November 8, 2024. This will allow time for survey tabulation and return of the self-assessment results at the November 2024 meeting for the Board's review and discussion.

Program Committee

Mr. Charles E. Koonce, Chair

Dr. Murtis Worth reported:

1. For Acceptance: FTCC's Continuing Education Accountability Plan Term Report for May 16, 2024 through August 14, 2024.

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(C)(2).

- During the summer semester, FTCC offered a total of 851 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 506 Occupational Extension; 257 Self-Supporting; 68 Career & College Readiness; 12 Customized Training; and 8 Human Resources Development Courses.
- FTCC's Accountability and Credibility Policy and Guidelines states – at least 25% of on-campus and 50% of off-campus classes are to be visited for verification. The number of classes requiring verification under the Continuing Education Accountability and Credibility Guidelines for the term was 262.
- CCE staff visited a total of 372 continuing education classes, which exceeds the required target for verification visits. All were found to be in-compliance.

Verification criteria used during the compliance visits included: instructor presence; proper course titles; accurate headcount of students registered and present; attendance sheets were checked; and location and time as well as start/end dates for classes were confirmed.

Mr. Huff moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2024 through August 14, 2024. The motion was seconded by Mr. Williford and unanimously approved by the Board.

2. For Approval: Program Termination – Esthetics Instructor Certificate (C55270)

The College intends to notify the Southern Association of Colleges and Schools Commission on Colleges and the North Carolina Community College System Office of the intent to terminate the Esthetics Instructor Certificate Program (C55270) in Spring 2025. Over the last several years, this program has experienced consistently low enrollment and low graduation rates. The Esthetics Instructor and Cosmetology Instructor certificate programs are very similar, yet there has historically been a greater interest in the Cosmetology Instructor Certificate Program. This preference arises from its broader acceptance; the Cosmetology Instructor Certificate qualifies instructors for all programs under the Cosmetology umbrella, including Esthetics, Manicuring/Nail Technology, and Natural Hair Care.

Mr. Huff moved to approve the Program Termination – Esthetics Instructor Certificate (C55270). The motion was seconded by Ms. Thurman and unanimously approved by the Board.

Foundation

Ms. Sandy Ammons

Ms. Sandy Ammons reported:

1. For Information: Foundation Update

- FTCC Foundation presented the Trojan Fit 5K Color Run/Walk on October 12 at the beautiful campus of FTCC with more than 500 in attendance.
- Donations may be made to Cumberland Community Foundation on behalf of FTCC Foundation for the Giving Tuesday campaign November 25 – December 4.
- Donations have been received from current and former trustees for the FTCC Trustee Endowed Scholarship.

SGA Report

Mr. Jeremy Hidalgo, SGA President

President's Report

Dr. Mark Sorrells

See Written Report

Next Board Meeting – Monday, November 18, 2024

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