

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES MEETING

June 19, 2017

Held at the Tony Rand Student Center at 1:42 p.m.

Members Attending

Mr. Charles E. Koonce, Dr. Dallas Freeman, Mr. Hilton T. Hutchens, Dr. William D. Haithcock, Mrs. Delores P. Ingram, Mrs. Sheryl J. Lewis, Dr. Linwood Powell, Mr. William S. Wellons, Jr., Mr. David R. Williford, and SGA President Christopher Haywood.

Members Absent

Mr. Ronald C. Crosby, Mr. Charles J. Harrell, and Dr. Marye J. Jeffries.

FTCC Personnel Present

President J. Larry Keen, Board Attorney and Vice President for Legal Services and Risk Management David Sullivan, Senior Vice President for Academic and Student Services David Brand, Senior Vice President for Business and Finance Betty Smith, Vice President for Administrative Services Joe Levister, Vice President for Learning Technologies Bob Ervin, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Executive Director for the Foundation Lorna Ricotta, Executive Assistant to the President Kay Williams, Dean of Health Programs Susan Ellis, ADN Department Chair April Hrabar, and Associate Vice President for Business and Finance Robin Deaver.

Call To Order

Mr. Charles E. Koonce, Board Chair

Recognition of Guests

Mr. Koonce

Mr. Koonce recognized Dean of Health Programs Susan Ellis, ADN Department Chair April Hrabar, and Associate Vice President for Business and Finance Robin Deaver.

Ethics Awareness and Conflict of Interest Statement

Mr. Koonce

Mr. Koonce read the Ethics Awareness and Conflict of Interest Reminder. No Conflict of Interest was identified.

Approval of Minutes of May 15, 2017 Meeting

Mr. Koonce

On a motion by Mr. Hutchens and seconded by Mrs. Lewis the minutes of the May 15, 2017, meeting were unanimously approved by the Board.

Committee Reports

Building and Grounds Committee The Building and Grounds Committee met at 10:34 a.m. prior to this meeting.

Dr. Freeman reported.

Update on the Expansion of the Dental Assisting Lab

- Projected cost \$169,772.00.
- The designer is Progressive Design Collaborative (Raleigh, NC).
- The contractor is Hayes, Inc. (Fayetteville, NC).
- Installation of dental equipment was completed on June 16.

Update on the Student Center Parking Lot Renovation

- Projected cost \$300,000.00.
- Gordon Rose (Draper Arden Associates, Fayetteville, NC).
- Highland Paving (Fayetteville, NC) is the contractor.

- Notice to Proceed was May 15, 2017.
- Parking lot was completed May 26, 2017.
- Final construction cost was \$153,619.50.
- Removal of extra asphalt was not required after initial surface removal and testing.

Update on the Law Enforcement and Emergency Management Training Center Renovation

- Gordon Johnson (Gordon Johnson Architecture, Fayetteville, NC) is the designer.
- M&E Contracting, Inc. (Fayetteville, NC) is the contractor.
- Projected cost \$223,076.00.
- Notice to proceed was June 5, 2017.
- Renovation of the existing air conditioning/heating systems is required for optional efficiency in the building.
- Projected cost for this system renovation is \$154,138.59.
- Value engineering is taking place for possible cost reductions.
- Projected renovation completion is August 1, 2017.

Update/Approval of the YMCA Lease Renewal

- The Trustees of Fayetteville Technical Community College and the Young Men's Christian Association of the Sandhills, Inc. entered into a lease agreement July 1, 2011.
- The lease was extended for three years, July 1, 2014 through June 30, 2017.
- This lease has a remaining three-year option from July 1, 2017 through June 30, 2020.
- Current rent is \$6,250.00 monthly (\$75,000 annually).
- Per discussion with Rick Houpp, Director of the YMCA, a proposed rent increase to \$8,100.00 per month (\$97,200.00 annually) is acceptable.
- Recommend the Board approve YMCA lease renewal for \$8,100.00 monthly (\$97,200.00 annually)

Upon recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve the proposed YMCA rent increase to \$8,100.00 per month (\$97,200.00 annually). The motion was unanimously approved by the Board.

Curriculum Committee The Curriculum Committee met at 10:50 a.m. prior to this meeting.

Dr. Freeman reported.

Approval to offer a new Associate of Applied Science Degree in Entrepreneurship (A25490)

The Entrepreneurship (A25490) curriculum title and standard have been approved by the State Board of North Carolina Community Colleges for the Special Curriculum Program Application.

Curriculum Description:

- The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.
- Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computes and economics.

- Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own business.
- The program would start by Fall 2019 with courses offered online, hybrid, and face-to-face.
- One full-time instructor position will be needed to accommodate the management of the program, recruitment, advising, and instruction of courses.
- A three-year accountability report must be submitted by the College three years after the program implementation. The report must include information on enrollment, completers, employment, licensure/accreditation and other pertinent information

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve the offer of a new Associate of Applied Science Degree in Entrepreneurship (A25490). The motion was unanimously approved by the Board.

Approval of the Corporate and Continuing Education's Accountability and Integrity Plan

The State Board of Community College Code directs North Carolina community colleges to monitor the quality and viability of all its programs and services as well as to develop a Continuing Education Internal Accountability Plan.

- *1B SBCCC 400.98(a) Each college shall monitor the quality and viability of all its programs and services. Each curriculum program, each program area within continuing education, including Basic Skills, occupational extension, and community service, and each service area shall be reviewed at least every five years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.*
- *1D SBCCC 300.4(a)(1) Each college's local board of trustees shall adopt a Continuing Education Internal Program Accountability Plan. At a minimum, the Continuing Education Internal Program Accountability Plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.*

The Fayetteville Technical Community College's Accountability and Integrity Plan encompasses three primary areas:

- Governance Priorities.
- Academic Integrity/Program Accountability.
- Market Forces.

The plan adheres to the FTCC Strategic and Technology Plans in effort to:

- Review programs for relevancy, rigor and quality.
- Develop goals for growth and sustainability
- Ensure state budget compliance.
- The plan will be reviewed for approval every three years.

Upon recommendation of the Curriculum Committee, Dr. Freeman moved to approve the Corporate and Continuing Education's Accountability and Integrity Plan. The motion was unanimously approved by the Board.

Finance Committee The Finance Committee met at 11:10 a.m. prior to this meeting.

Mr. Wellons reported.

Approval of College President's Travel

A Request of Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2017-2018 was presented for approval. The Senior Vice President for Business and Finance will review the President's travel reimbursement for compliance with reimbursement guidelines.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve Request of Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2017-2018. The motion was unanimously approved by the Board.

Annual Report on the Status of the Child Care Center

- There are 16 teacher assistants, 16 teachers, and 1 cook position.
- Total May 2017 Enrollment – 154.
- Sources of Funding – Tuition and USDA Food Reimbursement Program.
- The center has 54 military families, 16 employee families, 32 student families, 27 Cumberland County families served by DDS, and 3 families that have received Child Care Solutions grants.
- Four staff members earned AAS Early Childhood in 2016-2017.
- Students from Allied Health, Early Childhood and ASL worked with ECEC students. Practicum students were able to gain experience in a model early childhood environment. Nursing students completed their pediatric rotation in the infant rooms.
- Cost cutting methods that are being employed: Work Study students and 24 Early Childhood Practicum students worked in the Center at approximately 144 hours per student.
- The annual report was submitted to the NAEYC. The center is currently in its 4th year of being accredited by the NAEYC and must be renewed every 5 years.
- The After-School program begins its third year on August 2017.
- Thirty-five children have enrolled in the summer camp program.
- New policies and procedures have been incorporated into the Children's Center such as the Emergency Preparedness Plan and Prevention of Shaken Baby and Abusive Head Trauma Policy. Center staff completed 20 hours of health and safety training this spring to meet and maintain compliance with the newest DHHS DCDEE rules.
- Two grants were earned: The Professional Development Grant administered through Child Care Services Association for \$3,000 and Preventing Obesity by Design 4 through the National Learning Initiative for \$2,000.

Approval to Transfer Funds from Vending to Child Care Center Funds to Cover Year-End Shortage

A request to transfer funds from Vending to Child Care Center Funds to cover year-end shortage in the amount of \$86,000.00 was presented.

Upon recommendation of the Finance Committee, Mr. Wellons moved to transfer funds from Vending to the Child Care Center Funds to cover year-end shortage in the amount of \$86,000. The motion was approved by the Board.

Approval of NCCCS 3-1 for Bond Funds to Cover the Roof Replacement of the Health Technology Center

The Bond Funds would cover replacement of approximately 33,500 square feet of roof on the Health Technology Center. The total estimated cost of project is \$452,000.

Upon recommendation of the Finance Committee, Mr. Wellons moved to approve the NCCCS 3-1 for Bond Funds to cover roof replacement of the Health Technology Center at an estimated cost of \$452,000. The motion was unanimously approved by the Board.

Status of County Budget 2017-2018

The County Budget has not been finalized.

Human Resources Committee The Human Resources Committee did not meet prior to the Board meeting.

Mr. Mitchell reported.

Annual Non-Discrimination Report

- In 2014-15, the Board of Trustees modified the College's Non-discrimination Policy Statement and added a provision to receive an annual Non-Discrimination Report.
- The first report (2014-15) was provided at the June 2015 Board of Trustee meeting including 19 reported cases.
- The second report (2015-16) was provided at the June 2016 Board of Trustee meeting including 8 reported cases (*reduction of 58% from previous year*).
- Attached is the third report covering the period 2016-17 providing a summary of one Title IX complaint received and the College's actions as a result of that single complaint (*reduction of 87.5% from the previous year*).
- Report reflects a steady decline in the number of reported cases from the initial reporting year to the current year.
- Three-year trend: 19 cases in 2014-15; 8 cases in 2015-16; and 1 case in 2016-17. The single case in 2016-17 was initially reported as a Title IX case but after investigation was determined, it did not to meet the provisions and requirements of a Title IX situation.
- While not associated with Title VII or Title IX, a civil lawsuit was filed in 2016-17 by six former employees alleging the College violated Whistleblower protection laws. At this time, the College remains actively engaged in the discovery process providing documentation in defense against those allegations.

Mr. Wellons moved that pursuant to G.S. 143-318.11(a)(6) that the Board goes into closed session to discuss a personnel matter. The motion was seconded by Mr. Williford and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Approval of the Candidate for the Senior Vice President for Business and Finance Position

Mrs. Robin Deaver has been recommended for approval as the Senior Vice President for Business and Finance effective September 1, 2017.

Mr. Hutchens moved to approve Mrs. Robin Deaver as the Senior Vice President for Business and Finance effective September 1, 2017. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Special Trustees' Business

Mr. Charles E. Koonce

Notification of Expiration of Trustee Terms – June 30, 2017 and Appointing Agency

- Hilton T. Hutchens, Jr. – Governor
- Mrs. Delores Ingram – School Board (Reappointed) 2017-2021
- Mrs. Sheryl J. Lewis – Board of County Commissioners

The NCACCT 2017 Leadership Seminar will be held August 23-25, 2017, at the Hilton Riverside in Wilmington, NC.

SGA Report

Mr. Christopher Haywood, SGA President

- The annual Open House is tomorrow in the Tony Rand Student Center.
- A luncheon for all at the college is scheduled for June 21 in the Horace Sisk Gymnasium.
- The State SGA is looking at FTCC to host conference.

President's Report

Next Board Meeting – Monday, August 21, 2017

See Written Report: Dr. Keen referred to President's Report dated June 19, 2017. (1) Fall registration is currently under way. (2) FTCC has received notification of approval to be a participant in the Yellow Ribbon Program. (3) The Foundation received a \$15,000 gift from Lafayette Ford Lincoln on June 6.

Focus

Ms. Susan Ellis, Dean of Health

Update on Health Programs:

- Associate Degree Nursing – 42 graduates.
- Central Sterile Processing – Eight graduates and four have taken certification exam and passed first attempt.
- Dental Assisting – Clinic expansion should be complete this week. DANB consists of three components and according to the DANB report for last year's scores, FTCC students scored higher than the state national average on all three components.
- Dental Hygiene – 100% pass rate on the Dental Hygiene National Board Exam first attempt.
- Emergency Medical Science – New ambulance simulator in class/lab.
- Mammography – 14 graduates.
- Nurse Aide – Anticipate doubling size of high school connections class. Typical class – 20, qualified for fall – 65 and will probably enter 40.
- Pharmacy Technology – Donation by CVS Health to update entire lab area to reflect current community pharmacy practice.
- Physical Therapist Assistant – 14 graduates; 12 have taken the licensure exam and passed.
- Practical Nursing – 42 summer graduates and 93 entering fall class.
- Radiography – Renovating lab to open space and to become more streamlined with our "state of the art" digital x-ray equipment; 20 graduates for spring and 17 have taken boards with 100% pass rate.
- Respiratory Therapy – Accreditation site visit scheduled for September 21-22. Seven out eight graduates passed registry on first attempt, which is above national average.
- Speech Language Pathology Assistant – 15 graduates with AAS and 4 completed Fast Track requirements = 19 eligible to take the state board.
- Surgical Technology – 14 graduates (10 degree; 4 bridging).

Adjournment

Mr. Williford moved to adjourn. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Board Chair

Secretary