

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

**October 17, 2022**

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

**Members Present**

Mr. David R. Williford, Mr. Ron C. Crosby Jr., Mr. Charles J. Harrell, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. Chandan Shankar, Ms. Tammy Thurman, Mrs. Suzannah Tucker, Mr. William S. Wellons, and SGA President Heather Spexarth.

**Members Absent**

Mr. William L. Hedgepeth  
W. Lockett Tally  
Mrs. Esther R. Thompson

**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 Mark Sorrells, Senior Vice President for Business and Finance Robin Deaver, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Vice President for Facilities and Support Services Richard Lee, Executive Director of Marketing and Public Relations Catherine Pritchard, Secretary to the President Michelle Johnson, Administrative Assistant/Coordinator of Events Amanda Colores, Audio Visual Engineer Joe Frydl and Computer Support Technician Jeff McGaw.

**Call to Order**

**Mr. David R. Williford, Board Chair**

**Ethics Awareness and Conflict of Interest Statement**

**Mr. David R. Williford, Board Chair**

Mr. Williford read the Ethics Awareness and Conflict of Interest Reminder. No conflict of interest was identified.

**Approval of Minutes September 19, 2022 Meeting**

**Mr. David R. Williford, Board Chair**

Mr. Harrell moved to approve the Board of Trustees Meeting Minutes. The motion was seconded by Mr. Koonce and was unanimously approved by the Board.

**Committee Reports:**

**Building and Grounds Committee**

**Mr. Charles J. Harrell, Chair**

Mr. Lee reported:

**1. Update on the FTCC Cumberland County Regional Fire and Rescue Training Center Phase I (Project #2441) (Information Only)**

Job closeout debrief:

- Total budget \$20,449,180

- Project savings \$779,241.14
- Scheduled completion date August 23, 2022. Actual date: September 9, 2022

**2. Update on the Nursing Education and Simulation Center Phase I (Project #2546) (Information Only)**

Work to be performed in the next 17 days:

- Finish installing millwork and counter tops
- Complete install of luxury vinyl tile flooring
- Call for mechanical, electrical, plumbing and fire marshal final inspections
- Install ceiling tile
- Complete finish coat painting
- Certificate of Occupancy anticipated on November 3, 2022

**3. Update on Softball Field (Project #2592) (Information Only)**

Work to be performed in the next 18 days:

- Finish installing new asphalt on baseball side of parking lot
- Completion date November 4, 2022

**4. Update on Culinary Renovation (Project #2556) (Information Only)**

Work to be performed in the next 30 days:

- Complete punch list items
- Certificate of Occupancy expected on October 24, 2022

**5. Update on Horace Sisk Roof Replacement (project #2576) (Information Only)**

Job closeout debrief:

- Total budget \$1,500,000
- Project savings \$277,422.58
- Scheduled completion date October 23, 2022. Actual date: September 1, 2022

**6. YMCA Basement Flood (Information Only)**

- YMCA's pool filtration line separated and flooded the basement at the YMCA building
- Main switchgear and boiler submerged

**7. Approval of General Contractor – Horace Sisk Chiller Replacement (project #2677)**

The College recommends approval of a general contractor for Horace Sisk chiller replacement.

Ms. Tucker made a motion to approve M&E Contracting, Inc. as the general contractor for the Horace Sisk chiller replacement. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

**8. Approval of Engineering Services for Tiny Town Renovations (project #2676)**

The College recommends approval of Fleming & Associates (Fayetteville, NC) for engineering services for renovations to the Tiny Town property.

Mr. Harrell moved to approve Fleming & Associates (Fayetteville, NC) for engineering services. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

## **9. Approval of Fleet Vehicle Maintenance Policies and Procedures**

The College recommends approval of Fleet Vehicle Maintenance Policies and Procedures. Fleet vehicle procedures existed but were not in an official policy. Policies created meets audit requirements from the state and provide for efficient management, maintenance, repair and storage of College-owned vehicles.

Mr. Harrell moved to approve Fleet Vehicle Maintenance Policies and Procedures. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

### **Finance Committee**

**Mr. William L. Hedgepeth II, Chair**

Mrs. Deaver reported:

#### **1. Approval of Fayetteville Technical Community College Financial Statements for the fiscal year ended June 30, 2022 (Unaudited)**

The College recommends approval of Fayetteville Technical Community College Financial Statements for the fiscal year ended June 30, 2022 (Unaudited).

Mr. Harrell moved to approve the College's Financial Statements. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

#### **2. Approval of Write-off uncollectible accounts**

The College recommends approval of writing-off uncollectible accounts. The 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.

Mr. Harrell moved to approve the writing-off 444 uncollectible accounts in the amount of \$448,557.42. The motion was seconded by Ms. Thurman and unanimously approved by the Board.

#### **3. Approval of Design Contract for Tiny Town, Project #2676**

The College recommends approval of Fleming & Associates, PA as the Design Contractor for Tiny Town.

Mr. Harrell moved to approve the Design Contract with Fleming & Associates. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

#### **4. Approval of General Contract for Horace Sisk Chiller Replacement, Project # 2677**

The College recommends approval of M&E Contracting Inc. as General Contractor for Horace Sisk Chiller Replacement.

Mr. Harrell moved to approve M&E as General Contractor for Horace Sisk Chiller Replacement. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

#### **5. Approval of 3-1, NCCCS Project #2634, FTCC, Cumberland County Regional Fire and Rescue Center (Phase 2), Revision**

The source of funds for this project have been updated to include OSBM administered 2022 SCIF funds.

Mr. Harrell moved to approve the revision of funds for the FTCC Cumberland County Regional Fire and Rescue Center (Phase 2). The motion was seconded by Mr. Shankar and unanimously approved by the Board.

#### **6. Closed Session in Consideration of an honor**

Mr. Harrell moved that pursuant to GS 143-318.11(a)(6) the Board of Trustees go into closed session to discuss consideration of an honor as permitted by). The motion seconded by Mr. Koonce and unanimously approved by the Board.

**Closed Session**

**Open Session**

**Human Resources Committee**

**Dr. Linwood Powell**

Mr. Mitchell reported:

**Update on Job Vacancy Report for April 1, 2022 to September 30, 2022 (Information Only)**

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.

**Planning Committee**

**Mr. Charles E. Koonce, Chair**

Mr. Mitchell reported:

**Update on the Annual Board of Trustees Self-Assessment Survey (Information Only)**

A copy of the self-assessment survey used during previous years is provided for your information and review. Any requests for revisions were asked to be submitted to Mr. Carl Mitchell on or prior to October 4, 2022. The tabulated results will be provided at the November 2022 meeting for Board of Trustees discussion

**Program Committee**

**Mr. Charles E. Koonce, Chair**

Dr. Sorrells reported:

**1. Approval of Submission to the North Carolina Community College System Office (NCCCS) the Curriculum Program Application for the Elementary Education Residency Licensure (EPP) Certificate (C55490).**

The Elementary Education Residency Certificate curriculum provides a course of study of 18 semester hours leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction. On April 17, 2020, the Elementary Education Residency Licensure Certificate (EPP) Certificate (C55490) was approved by the State Board of Community Colleges.

Mr. Koonce moved to approve the Submission of the Curriculum Program Application for the Elementary Education Residency Licensure (EPP) Certificate (C55490). The motion was seconded by Mrs. Tucker and unanimously approved by the Board.

**2. Approval of Submission to the North Carolina Community College System Office (NCCCS) the Curriculum Program Application for the Baking and Pastry Arts Degree (A55130).**

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry. The FTCC Culinary Arts and Hospitality Management Advisory Committee has recommended more coursework and training related to baking and pastry arts to support local businesses. Current and past FTCC students are interested in specializing in this field. The College recommends submission of the Application for the Baking and Pastry Arts Degree (A55130).

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Mr. Koonce moved to approve the submission of the Baking and Pastry Arts Degree (A55130) application. The motion was seconded by Mr. Williford and unanimously approved by the Board.

**3. Acceptance of FTCC's Continuing Education Accountability Plan Term Report for May 16, 2022 through August 14, 2022.**

During the summer semester, FTCC offered a total of 904 classes through Corporate & Continuing Education (CCE). 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.

Mr. Koonce moved to accept FTCC's Continuing Education Accountability Plan Term Report for May 16, 2022 through August 14, 2022. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

**4. FTCC awarded \$170,613 for the Underserved Student Outreach & Advising Project. (Information Only)**

According to the American Association of Community Colleges (2022), approximately 51% of community college students are from ethnic minority or multiracial backgrounds, 29% are first-generation students, 15% are single parents, 20% have disabilities, 8% are non-U.S. citizens, and 4% are veterans. The student population at Fayetteville Technical Community College (FTCC) mirrors these figures. Many FTCC students are also veterans, first-generation college students, language minorities, and from low-wealth backgrounds.

Funds available from the grant will be used to provide necessary technology for the new advising centers and to upgrade the technology in existing centers. We also intend to utilize these funds to hire, promote, and train personnel to assist our diverse student population.

**SGA Report**

**Ms. Heather Spexarth, SGA President**

Ms. Spexarth will be bringing the incoming SGA President to the November 21<sup>st</sup> Board Meeting.

**President's Report**

**Dr. J. Larry Keen, President**

**ACCT Leadership Meeting Reminder – October 26-29, 2022**

**Mr. Shankar will be the voting Representative in place of Mr. Williford at the ACCT Leadership Meeting in NY.**

**See Written Report**

**Next Board Meeting – Tuesday, November 21, 2022**

**Additional Comments**

Foundation Giving Gala honoring Dr. Keen will be held on November 16 at Highland Country Club.

**Adjournment**

Mr. Koonce moved that the meeting be adjourned. The motion was seconded by Mr. Crosby and unanimously approved by the Board.

