

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

May 20, 2019

Held at the Tony Rand Student Center Board Room at 1:15 p.m.

Members Attending

Mr. Ronald C. Crosby, Jr., Mr. William Hedgepeth, Mrs. Delores P. Ingram, Mr. Charles E. Koonce, Dr. Linwood Powell, Mr. Chandan Y. Shankar, Mrs. Suzannah Tucker, Mr. William Wellons, Jr., Mr. David R. Williford, and Mr. Brian Clark.

Members Absent

Dr. Dallas M. Freeman, Dr. William D. Haithcock, and Mr. Charles J. Harrell.

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 Administrative Services Joe Levister, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Brent Michaels, Interim Executive Director for the Foundation Lauren Arp, and Executive Assistant to the President Kay Williams.

Call To Order

Mr. Ronald C. Crosby, Jr., Board Chair

Recognition of Guests

Mrs. Stacey Tally, Mr. Jesse Watts, Mrs. Sharon Seaford, Mr. Sam Zahran, and Mr. Bruce Elmore.

Ethics Awareness and Conflict of Interest Statement

Mr. Crosby

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

Focus: Profile of Success

Mr. Bruce Elmore, FTCC student and Trojan baseball player, presented to the Board his story of transitioning from the military to enrolling at FTCC. He gave special recognition to Mrs. Sharon Seaford and Mr. Sam Zahran, two of his instructors at the college that have helped and encouraged him along the way.

Approval of Minutes of April 15, 2019 Meeting

On a motion by Mr. Shankar and seconded by Dr. Powell the minutes of the April 15, 2019 meeting were unanimously approved by the Board.

COMMITTEE REPORTS

Curriculum Committee The Curriculum Committee met at 10:33 a.m. prior to this meeting.

Mrs. Ingram reported.

Program Termination - Information Technology/Mobile & Web Programming (A25590M) (Information Only)

The College has notified the Southern Association of Colleges and Schools Commission on Colleges of intent to terminate the Associate in Applied Science Degree in Information Technology/Mobile & Web Programming (A25590M). This is a local degree under the

Information Technology umbrella. Since inception, the program had low enrollment. The last cohort of students enrolled in August 2018 will complete all course requirements by May 2020.

Contract Solicitation from Fort Bragg through HQ US Army Special Operations Command (Information Only)

FTCC is working to complete and submit a 4-year contractual obligation for the Funeral Services Education (FSE) program to provide up to 80 cadavers for medical training of Special Operations Forces. FSE will provide non-dissected and dissected standard embalmed and non-dissected and dissected soft cure embalmed cadavers to assist the medical team at Fort Bragg with training for special operations forces. The value of the contract work provided by the college will approximate \$300,000 to \$400,000. This work is being coordinated by Dean Linda Novak and Shawna Rodabaugh, FSE instructor.

In advance of the contract, the College has been asked to conduct a train-the-trainer session for the Fort Bragg medical team on campus. Shawna Rodabaugh will be leading the session with FSE students to train the team in prepping cadavers for simulated trauma sessions such as vascular trauma. This will generate an additional \$14,000+ for the program.

Congratulations also are extended to Dean Novak and program staff Ronald Montgomery and Shawna Rodabaugh for their hard work in improving the 3-year average NBE pass rates. This has resulted in the American Board of Funeral Service Education voting to remove the probationary status for program accreditation and return it to a program in good standing.

USO STEM Days June 21 and July 12 (Information Only)

FTCC is partnering with USO to offer two on-campus STEM experiences this summer for middle school students of military families. We expect up to 100 students and family to be on campus each day to participate in hands-on STEM learning experiences that span each department of the College. These two events will generate approximately \$18,000 in revenue through self-support programming.

Increased Interest and Activity in Work-Based Learning (Information Only)

During Spring Semester, a total of 132 students were placed in work based learning experiences with 105 businesses and FTCC. This is slightly higher than the number placed in SP 2018. There are several new partnerships which FTCC is forming with local and regional businesses to increase number and variety available of applied learning experiences for students through WBL courses, internships, and apprenticeship programs. A few examples are:

- Cyber Security Workforce Pipeline with ISG and Booz Allen
- Computer Programming – Immersion Media
- Automotive Technician – NAPA, Harrell's Automotive
- Paralegal Technology – Hutchins Law Firm, Cumberland County Courthouse, Thorpe & Clark, Bradford, Scott & Hancock .
- Culinary – Walk-Ons, Antonella's, Dirt Bags Ales (PBL), Operation In-As-Much, Blue Pineapple Bakery, Clean Eat, VA Hospital, SwampDogs
- Building Trades Programs – Students have completed renovation and repair work (construction, plumbing, and HVAC) for a number of projects including roof repairs and interior and exterior renovations at two area churches and for United Way during the spring semester. Future projects include assisting Habitat for Humanity with repair flood damaged homes in the Spring Lake area, renovating homes for struggling military families, and building storage units for Conex to assist veterans with PTSD.

FTCC Student Success Stories (Information Only)

Radiology Technology students (Sherri Broglin, Rebekah Maples, Jennifer Shank, and Jeffrey Treaster) competed and won the technical bowl competition at the North Carolina Society of Radiologic Technologists conference and received the Rita K. Harlowe Memorial Award. In addition, Jennifer Shank had the highest mock registry score out of 275 students that sat for the exam (88%). She will have her name placed on the Winslow Cup, which will be at FTCC for a year.

Students from the FTCC Skills USA Chapter competed in the Skills USA State Competition in Greensboro in April. A number of students did exceptionally well and placed in the top five. Crystal Thomas was awarded 1st Place in the Extemporaneous Speaking category qualifying her to compete at the national level. Other winners include:

- 2nd Place: Dwayne Moore, Dominic Basile, Joshua Turlington – Welding Fabrication (team event)
- 2nd Place: Harlem Gutierrez / Nitchie Eldridge (model) – Fantasy Overall Look
- 3rd Place: Sergio Torres – Electrical Construction Wiring
- 3rd Place: Kassidy Bahr – Haircoloring
- 4th Place: Lincoln Follette – Collision Damage Appraisal
- 5th Place: Danielle Petrie – Beginner Cosmetology
- 5th Place: Elizabeth Reid / Brandon LaFayette (model) – Esthetics

FTCC's Barbering Program (Corporate & Continuing Education) competed in state competitions resulting in the following award recognitions:

- 1st-, 2nd-, and 3rd-place prizes at the NC State Cosmetology Association competition
- 1st-, 2nd-, and two 3rd-place prizes at the One Stop Barber Academy competition
- 1st prize at the NC Barber and Beauty Association

Building and Grounds Committee The Building and Grounds Committee met at 10:55 a.m. prior to this meeting.

Dr. Powell reported.

Update on the Central Mechanical Building Cooling Tower Replacement (Information Only)

- Stanford White, Inc., (Raleigh, NC) is the designer for this project.
- Bass Air Conditioning, Co., (Fayetteville, NC) is the Contractor.
- Project Costs:

Design	\$ 24,000
Construction	\$ 349,000
Contingency	\$ 17,450
Total	\$ 390,450
- Tower replacement started April 16, 2019.
- Cooling Tower #1 is projected to be operational the week of May 20, 2019.
- Due to increasing daily temperatures, Cooling Tower #2 will be installed in November; date to be determined.

Update on the Horticulture Educational Center Greenhouse Replacement (Information Only)

- The outdoor greenhouse has flooded twice recently due to hurricanes Matthew and Florence.

- The area around the greenhouse needs to be raised and the greenhouse replaced.
- Gordon Rose, (Fayetteville, NC) is the project designer.
- Project Costs:

Design	\$ 21,550
Construction	\$ 86,000
Contingency	<u>\$ 16,000</u>
Total	\$ 123,550
- Contractor Pre-Bid Conference is May 20, 2019.
- Contractor Bid Opening is May 30, 2019.
- Contractor approval by the Board June 17, 2019.

Finance Committee The Finance Committee met at 11:00 a.m. prior to this meeting.

Mr. Williford reported.

Approval of Revision to Administrative Procedures Manual I-20.4, Determination of Equipment vs. Supply Item, Effective July 1, 2019

Any one item costing \$5,000.00 (including tax) or more is considered capitalized equipment, unless the item is expendable, such as software. Some grants require that items of lower dollar amount be considered equipment. High-risk items such as data processing and networking equipment, servers, computers, laptops, portable projectors, i-pads and other tablets, and guns costing less than \$5,000.00 will be purchased from equipment supply funds and recorded on inventory as high risk items.

~~Any non-consumable, non-high risk item more than \$2,499.99 and less than \$5,000.00 will be expensed from equipment funds, but will not be included on inventory.~~

Any one item costing less than ~~\$5,000~~ 2,500.00 (including tax) is considered a supply item. Supplies are consumable and have a useful life of less than two years.

On recommendation of the Finance Committee, Mr. Williford moved to approve the revision to the Administrative Procedures Manual I-20.4, Determination of Equipment vs. Supply Item, effective July 1, 2019. The motion was seconded by Mr. Hedgepeth and unanimously approved by the Board.

Approval of Revision to Administrative Procedures Manual I-20.6, "Requests for Supplies" Form, Effective July 1, 2019

On recommendation of the Finance Committee, Mr. Williford moved to approve revision the Administrative Procedures Manual I-20.6, "Requests for Supplies" Form, effective July 1, 2019. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

Approval of 2019-2020 Academic Year, Scholarships from Self-Supporting Funds not to Exceed \$265,000

On recommendation of the Finance Committee, Mr. Williford moved to approve the 2019-2020 Academic Year, Scholarships from Self-Supporting Funds not to exceed \$265,000. The motion was seconded by Mrs. Ingram and unanimously approved by the Board.

2019-2020 Estimated Perkins Allocation - \$753,072 (Information Only)

Mr. Williford reported the 2019-2020 estimated Perkins Allocation is \$753,072.

Childcare Center Report (Information Only)

The FTCC Children's Center announced a per child/per month average rate increase of \$125 in April 2019, to go into effect August 1, 2019. Robin Deaver provided information regarding approved DSS market rates in Cumberland County, staffing levels at the Childcare Center, Childcare Center employee benefits, classroom ratios, and costs of operating the Childcare Center. This report was for information only and no action was required or taken.

Human Resources Committee The Human Resources Committee met at 12:05 p.m. prior to this meeting.

Dr. Powell reported.

Acceptance of the 2018-19 Non-Discrimination Report

Ten Title VII and/or Title IX allegations were made during the 2018-19 year. All cases were addressed and resolved.

On recommendation of the Human Resources Committee, Dr. Powell moved to accept the 2018-19 Non-Discrimination Report. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

Approval of VI-11.2 Professional Development Policy

VI-11.2 Professional Development

Professional development is essential for all faculty and staff to grow and increase effectiveness in performance of their jobs. In keeping with this philosophy, full-time faculty are required to complete 30 hours of professional development annually, and full-time staff are required to complete 12 hours of professional development annually. Part-time faculty and staff are encouraged to attend professional development sessions as their work schedules permit. The College offers online professional development opportunities for those who work at distant locations or have schedule conflicts preventing attendance at face-to-face sessions. Attendance and/or credit for any professional development session is approved/disapproved by the immediate supervisor. Employees are responsible for tracking his/her own professional development hours using the Employee Professional Development Form P-14. The supervisor and the employee should review the Form P-14 during the closeout of the performance appraisal and attach it to the Employee Performance Appraisal Form E-32.

Professional development activities are defined as:

- Attending professional development sessions sponsored by the College
- Preparing and presenting professional development sessions at the College
- Continuing education related to one's career field
- Pursuing advanced degrees that support the mission of the College
- Attending any training related to their career field
- Attending or presenting at conferences, seminars, webinars, and workshops
- Holding memberships and/or offices in professional/academic organizations
- Preparing articles and/or books

On recommendation of the Human Resources Committee, Dr. Powell moved to approve the VI-11.2 Professional Development Policy. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

Planning Committee

Mr. Williford reported.

FTCC SACSCOC Compliance Team's Newsletter (Information Only)

A copy of the newsletter was provided to the Board.

Special Trustees' Business

Mr. Ronald C. Crosby, Jr., Board Chair

ACCT Leadership Congress - October 16-19, 2019, San Francisco, CA (Early Bird Registration Ends August 9, 2019).

Notification of Expiration of Trustee Terms – June 30, 2019 and Appointing Agency:

- Mr. Ronald C. Crosby, Jr. – School Board
- Dr. Linwood Powell – Board of County Commissioners
- Mr. William S. Wellons, Jr. – Governor

SGA Report

Brian Clark, SGA President

- SGA presented Earth Day to the students on April 17.
- The Holographic Crystals event was held on April 18.
- May 8 was Endless Ice Cream and Sundae Bar.
- SGA elections were held on May 8. Mr. Jesse Watts was elected SGA President and will assume duties as of June 1.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, June 17, 2019

See Written Report: Dr. Keen referred the President's Report. (1) FTCC student Andrea Chavis received a \$5,000 scholarship from the SR Education Group (a leading education research publisher, Kirkland, WA). (2) Spring graduates from the Advertising and Graphic Arts program presented their portfolios on May 2 at the Harry F. Shaw Virtual College Center. (3) Corporate and Continuing Education's Alive at 25 Defense Driving course was ranked number one in the state. (4) The Foundation surpassed the \$55,000 goal from the efforts of the golf tournament and BBQ Silent Auction. (5) Courtney Smedick, NC Military Business Center, was selected to receive the Military Spouse and Leadership Award. (6) Faculty and staff had an opportunity on May 9 to participate in an informal discussion with representative completing the College's Master Facilities Plan. (7) The college migration to Windows 10 began on May 16.

Adjournment

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

Mr. Ronald C. Crosby, Jr., Chair

Mrs. Delores P. Ingram, Secretary