

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

June 17, 2019

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

Members Attending

Dr. Dallas M. Freeman, Dr. William D. Haithcock, 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. Jesse Watts.

Members Absent

Mr. Ronald C. Crosby, Jr. 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

Dr. Linwood Powell, Vice Chairman

Recognition of Guests

Ms. Cathy Baxley, Dr. Vincent Castano, , Ms. Veronica Guions, Ms. Rhiannon Holley, Mrs. Denise Kinnison, Ms. Lindsay Lee, Ms. Marlina Pineiro, Ms. Tenette Prevatte, Ms. Torie Quismundo, Mrs. Amy Samperton, Mrs. Sharon Seaford, Ms. Roseann Thomas, and Ms. Natasha Brown.

Ethics Awareness and Conflict of Interest Statement

Mrs. Ingram

Mrs. Ingram read the Ethics Awareness and Conflict of Interest Reminder. No Conflict of Interest was identified.

Approval of Minutes of May 20, 2019 Meeting

On a motion by Mr. Hedgepeth and seconded by Mr. Koonce the minutes of the May 20, 2019 meeting were unanimously approved by the Board.

Special Recognition

Trustee Reappointments – July 1, 2019 - June 30, 2023 and Appointing Agency: Mr. Ronald C. Crosby, Jr. – School Board, Dr. Linwood Powell – Board of County Commissioners, and Mr. William S. Wellons, Jr. – Governor.

NISOD Excellence Award Recipients: Ms. Cathy Baxley, Dr. Vincent Castano, Ms. Veronica Guions, Ms. Rhiannon Holley, Mrs. Denise Kinnison, Ms. Lindsay Lee, Ms. Marlina Pineiro, Mrs. Amy Samperton, and Mrs. Sharon Seaford.

The Order of the Long Leaf Pine: The highest award for state service granted by the Office of the Governor was presented to Ms. Rosanne Thomas.

COMMITTEE REPORTS

Building and Grounds Committee The Building and Grounds Committee met at 10:35 a.m. prior to this meeting.

Dr. Dallas M. Freeman reported.

Approval of Contractor for the Horticulture Educational Center Greenhouse Replacement Building Pad

- The outdoor greenhouse needs to be replaced due to flooding from Hurricanes Matthew and Florence,
- Gordon Rose (Fayetteville, NC) is the designer of the elevated foundation pad for the replacement greenhouse,
- Estimated cost is \$123,550,
- Construction bids were received June 12,
 - Lee Design Building (Princeton, NC) \$95,012.00
 - Bridge Point Civil (Goldsboro, NC) \$133,030.50
- Recommend Lee Design Building (Princeton, NC) as the contractor for the Horticulture Educational Center greenhouse replacement building pad with a bid of \$95,012.00.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve Lee Design Building as the contractor for the Horticulture Educational Center. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Approval of Contractor for the JP Riddle Stadium Field Renovation

- Gordon Rose (Fayetteville, NC) is the designer for field renovations with consultant from Fit Fields (Extensive experience in planning and designing athletic facilities).
- Estimated project cost \$165,000.
- Contractor Selection
 - Advertise June 11, 2019
 - Board Approval July 10, 2019
- Board telephonic approval of contractor will be required in July to avoid construction delay (Board does not meet in July).
- Request Board authorization to coordinate telephonic approval of contractor in July.

On recommendation of the Building and Grounds Committee, Dr. Freeman moved to approve authorization of the Building and Grounds Committee to meet and approve, on behalf of the Board, a contractor to renovate the J.P. Riddle Stadium. The motion was seconded by Dr. Haithcock and unanimously approved by the Board.

Dr. Freeman moved that in accordance with General Statutes 143-318.11(a) (3), the Board will go into closed session to consult with our attorney.

Closed Session

Open Session

Curriculum Committee The Curriculum Committee met at 11:05 a.m. prior to this meeting.

Mrs. Ingram reported.

Presented for Acceptance: FTCC's Continuing Education Accountability Plan Term Report for January 1, 2019 through May 15, 2019

- During the spring semester, FTCC offered a total of 1,379 classes through Corporate & Continuing Education (CCE). The breakdown is as follows: 855 Occupational Extension; 293 Self-Supporting; 196 Career & College Readiness; 12 Customized Training; and 23 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 465 (345 on-campus & 120 off-campus).
- CCE staff visited a total of 522 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.
- Findings of the Internal Audit are presented to you for information and acceptance by the committee.

On recommendation of the Curriculum Committee, Mrs. Ingram moved to accept FTCC's Continuing Education Accountability Plan Term Report for January 1, 2019 through May 15, 2019. The motion was seconded by Mrs. Tucker and unanimously approved by the Board.

Presented for Information Only: Grade Distribution for Spring 2019

Program Area	AVE % Pass	AVE % Fail	AVE % W/D	AVE % Incomplete
Allied Health	92	4	3	0
Arts & Humanities	94	5	2	0
Fort Bragg	79	7	14	0
Business	82	8	10	1
Computer Tech.	81	8	10	0
Cumberland PolyTech.	89	11	0	0
Eng. & Applied Tech.	93	3	4	0
Horticulture	95	4	2	0
Public Service	83	10	6	1
Math & Science	66	14	18	1
Work-Based Learning	94	1	3	0
Spring Lake	94	5	1	0
Overall Online	77	11	11	1
Overall Hybrid	83	8	8	1
Overall seated	82	8	10	1

Presented for Information Only: Summer Internship Program

The College has eleven (11) interns on campus this summer. The six-week internship started with an orientation that included an overview of the college and its mission, the current labor market needs in our area, completing a career assessment, learning about academic and financial planning, and touring all programs on campus. A list of the students and the positions where they were placed are listed below.

- Lamoye Augustus Student Learning Center Assistant
- Daniel McNeil Lab Assistant Automotive and Collision Repair
- Jayla Green Innovation & Entrepreneurship Center Assistant
- Julian Posten Biology & Chemistry Lab Assistant
- Curtis Robertson Finance and Accounting Assistant
- Justin Robinson Biology & Chemistry Lab Assistant
- Tyrese Gardner Admissions Assistant
- Ashanti Smith Admissions Assistant
- Tyesla Eslinger Cosmetology Assistant
- Gabriel Burgos Library Assistant

Presented for Information Only: Civitas Learning

FTCC is embarking on a partnership with Civitas Learning to improve student outcomes through data informed decision-making. This initiative represents a mission critical strategy designed to improve our response to enrollment, retention, and workforce development goals embedded in our strategic plan. Civitas delivers a comprehensive Student Success Suite that uses institutional data to develop a predictive model to identify opportunities and empower decision-making. These analytical models unlock the predictive and prescriptive power of data to improve communication across all levels (leadership, advisors, faculty, staff and students) and drive collaborative action around measures that affect student outcomes. The predictive modeling platform equips colleges and universities with the tools needed to harness the power of intelligence to drive coordinated, data-informed action to help students achieve their educational goals and graduate.

Finance Committee The Finance Committee met at 11:28 a.m. prior to this meeting.

Mr. David R. Williford reported

Approval of College President's Travel for Fiscal Year 2019-2020

A Request for Blanket Travel Authorization for FTCC's President for travel he deems appropriate for fiscal year 2019-2020 was presented. The Senior Vice President for Business and Finance will review the President's travel reimbursement for compliance with reimbursement guidelines.

On recommendation of the Finance Committee, Mr. Williford moved to approve Blanket Travel Authorization for FTCC's President for fiscal year 2019-2020. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Status of County Budget 2019-2020 (Information Only)

The County Budget for 2019-2020 is \$12,184,126.

Status of Financial Statement and Financial Aid Audits for Fiscal Year Ending June 30, 2019 (Information Only)

The auditors are on campus. The entrance meeting is scheduled for June 18, 2019.

Annual Report on the Status of the Center

May 2019 enrollment compared to May 2018 enrollment increased overall by 4 children. The change was driven mostly by an increase in the afterschool program.

Military families decreased by 4. Military families receiving assistance decreased by 4. FTCC employee families decreased by 7.

FTCC student families remained consistent. PFHE grant recipient families increased by 4. DSS supported families remained consistent.

There are 46 children enrolled in summer camp in 2019 compared to 35 children enrolled in 2018. This is the 5th year of the camp. Summer camp no longer has to be advertised to be filled.

The afterschool program increased by 11 children. Pickup locations include Alma Easom, Ashley, Capitol Encore, Clifdale, Glendale Acres, Margaret Willis, and Vanstony Hills.

A total of 22 FTCC students used the Children's Center as an instructional lab in fiscal year ended June 30, 2019.

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

A request to transfer a maximum of \$33,000 from the College's Vending Fund to the Children's Center Fund to cover the deficit in the Children's Center Fund was presented.

On recommendation of the Finance Committee, Mr. Williford moved to approve transfer a maximum of \$33,000 from vending funds to the childcare center fund to cover year-end shortage. The motion was seconded by Mr. Hedgepeth and unanimously approved by the Board.

Human Resources Committee The Human Resources Committee met at 11:43 a.m. prior to this meeting.

Dr. Powell reported.

Results of Employment Benefit Analysis (Information Only)

The College's Benefits Committee just completed an analysis of employee benefits. This analysis included consideration of comments and suggestions provided by faculty, staff and administrators. The analysis studied the current benefit offerings, providing the committee with information for possible future benefit additions or deletions.

Special Trustees' Business

Dr. Linwood Powell, Vice Chair

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

SGA Report

Mr. Jesse Watts, SGA President

- The SGA sponsored the Shaved Ice event on May 29.
- A picnic for students, faculty and staff was held on June 12.
- Punch Day in conjunction with the Blood Drive will be held on June 19.
- Mr. Watts was elected Vice President for the N4CSGA.

President's Report

Dr. J. Larry Keen, President

Next Board Meeting – Monday, August 19, 2019

See Written Report: Dr. Keen referred the President's Report. (1) Registration for fall semester continues through August 17, with classes beginning August 19. (2) Young Entrepreneur's Camp will be held June 17-21 at the Center for Business and Industry. (3) Deployment of Windows 10 has begun. (4) FTCC Media Services has upgrade 50 digital signage players, displays, and software across campus and off campus. (5) Women in Construction Open House will be held Thursday, June 20 at Cumberland Hall. (6) Student Services Open House will be held on June 15. (7) Baseball team tryouts will be held on June 15.

Adjournment

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

Mr. Ronald C. Crosby, Jr., Chair

Mrs. Delores P. Ingram, Secretary