

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

January 22, 2008	Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.
Members Present	Dr. Marye J. Jeffries, Mr. Charles J. Harrell, Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, Mr. Thornton W. Rose, Mr. William S. Wellons, Jr., and SGA President Christine Dunavant.
FTCC Personnel Present	President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Financial Services Betty M. Smith, Vice President for Administrative Services Joseph W. Levister, Jr., Vice President for Institutional Advancement Barbara Copeland, Associate Vice President for Learning Technologies Bob Ervin, Director of Research and Planning Carl Mitchell, Director of Media Services Joe Alley, Accounting Manager Audrey Berry, and Assistant to the President Ed Jackson.
Members Absent	Mr. Robert T. Barnes, Jr. and Mrs. Esther R. Thompson
Call to Order	The meeting was called to order by Dr. Marye J. Jeffries, Board Chair.
Ethics Awareness and Conflict of Interest Statement	Dr. Jeffries read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Dr. Jeffries recognized all guests and welcomed them to the meeting. Special guests: NCCCS Assistant to the President for Legal Affairs David Sullivan and Paul Dordal, Executive Director, BRAC Regional Task Force.
November 19, 2007 Meeting	On a motion by Mr. Rose and seconded by Mr. Koonce, the minutes of the November 19, 2007 meeting were unanimously approved.
Committee Reports	
Building and Grounds	The Building and Grounds Committee met at 11:15 a.m. prior to this meeting. Mr. William S. Wellons, Jr., Chairman, presented the report to the Board.

Approval of Long Range Plan. Mr. Levister reported that in September 2007, the NCCCS required all colleges to develop and submit a Long Range Plan to the System Office by January 1, 2008. The Plan was to focus upon projected academic program requirements. The College contracted with Martin Boal Anthony and Johnson to develop the Plan. Comments from the System Office regarding the Plan were received on January 15. The contractor is providing responses to the comments. A DVD of the Plan was available for Trustees to review. The revised Long Range Plan will be presented to the Board for approval at the February Board meeting.

Update on Horticulture Educational Center. Mr. Levister reported that Tarheel Roofing is replacing the roof at the Horticulture Educational Center.

Discussion of Real Estate. There was no discussion of real estate at this meeting.

Finance Committee

The Finance Committee met at 10:45 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revision. State Budget Revision S08-15 reallocates performance funding to instructional other cost for start-up costs for a new curriculum program--Interactive 3-Dimensional Tech-nology. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revision S08-15. The motion was unanimously approved by the Board.

Human Resources Committee

The Human Resources Committee met at 10:55 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman presented the report to the Board.

Approval of Vice President for Human Resources. Dr. Keen reported that all hiring procedures were followed. Dr. Keen recommended Mrs. Audrey Berry for the position of Vice President for Human Resources. Mrs. Berry received her Master of Business Administration from Fayetteville State University. She has been employed at FTCC as an Accounting Manager since 1993. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve Mrs. Audrey Berry as

Vice President for Human Resources. The motion was unanimously approved by the Board.

Dr. Keen introduced Mrs. Berry to the Board. She expressed appreciation to the Board for the opportunity to serve as Vice President for Human Resources.

Approval of Vice President for Legal Services and Risk Management (Board Attorney). Dr. Keen reported that all hiring procedures were followed. Dr. Keen recommended Mr. David Sullivan for the position of Vice President for Legal Services and Risk Management. Mr. Sullivan received his Juris Doctor from Campbell University. He has been employed as General Counsel at the NC Community College System since 2004. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve Mr. David Sullivan as Vice President for Legal Services and Risk Management. The motion was unanimously approved by the Board.

Dr. Keen introduced Mr. Sullivan to the Board. Mr. Sullivan expressed appreciation to the Board for the opportunity to serve as Vice President for Legal Services and Risk Management.

Approval of Title Change - Vice President for Learning Technologies. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve a title change for Mr. Bob Ervin from Associate Vice President for Learning Technologies to Vice President for Learning Technologies. Mr. Ervin received his Master of Business Administration from Campbell University. He has been employed at FTCC since 1989 and has been Associate Vice President for Learning Technologies since 2000.

Mr. Ervin expressed appreciation to the Board for the opportunity to serve as Vice President for Learning Technologies.

Approval of New Position - Controller. Dr. Keen reported that the Controller's position was upgraded to Vice President for Financial Services and the Controller's position eliminated on July 1, 1998. Since 1998, the College's combined budget has doubled and the number of employees in Financial Services has increased approximately 48%. The oversight of the Bookstore,

Cafeteria, Property Control and Shipping and Receiving has been added to the Vice President's area of responsibility. Adding the Controller's position will permit closer and timely monitoring of funds, increase accountability, provide for succession planning, and allow the Vice President to perform at a higher level.

On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the new position of Controller. The motion was unanimously approved by the Board.

Approval of Revision to *Administrative Procedures Manual - I-10.5.7 Transfer of Vacation Leave*. The current policy allows a new employee who transfers between institutions of the community college system or between any local or state governmental agency to transfer in up to 240 hours of vacation leave. The College is requesting to revise its policy to allow new employees to transfer in up to 40 hours of vacation leave (no bonus leave). On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the revision to the *Administrative Procedures Manual I-10.5.7* allowing a new employee to transfer in up to 40 hours of vacation leave (no bonus leave). The motion was unanimously approved by the Board. The revision will be effective February 1, 2008.

I-10.5.7 Transfer of Vacation Leave

The College may transfer in up to 40 hours of unused vacation leave (no bonus leave) when an employee transfers between institutions of the community college system or between any local or state governmental agency. Exception to this policy is authorized only by the President of the College.

Planning Committee

Notification of the Strategic Planning Cycle for 2008-2013. Trustees were notified of the Strategic Planning Cycle for 2008-2013.

Review of the FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes. Trustees received a draft copy of the FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes to review before the February meeting.

Any suggestions or recommendations should be made to Betty Shackelford prior to February 12, 2008.

Special Trustees' Business

Evaluation of Statement of Economic Interest for Dr. Mike W. Choe. Dr. Jeffries reported that correspondence was received from the NC Board of Ethics reference *Evaluation of Statement of Economic Interest* filed by Dr. Mike W. Choe. There was no actual conflict of interest for Dr. Choe.

ACCT 2008 Community College National Legislative Summit - February 11-13, 2008, Washington, D.C.

NC State Breakfast - 7:00 a.m. - 8:30 a.m. Tuesday, February 12, 2008, at Marriott Wardman Park Hotel (Washington 1 Room, Exhibition Level).

Report on Installation for Dr. J. Larry Keen - November 29, 2007. Dr. Jeffries reported that it was an excellent event. She expressed appreciation for everyone's assistance and participation with the Installation. Mr. Harrell expressed appreciation to Dr. Jeffries for her assistance and planning. Dr. Keen thanked everyone for their hard work.

President's Report

Next Board Meeting - Monday, February 18, 2008.

Dr. Keen referred to the President's Report dated January 22, 2008. He reported on the following: (1) Dr. Keen attended the BRAC Regional Task Force Agreement Signing on November 21. (2) Dr. Keen met with District Attorney Ed Grannis regarding the Alive at 25 Program on December 4. (3) Dr. Keen and staff met with the representatives from the State Board of Nursing on January 15. (4) Dr. Keen attended a meeting and Open House with EON Reality on January 16 and 17.

Focus

Partnership with BRAC Regional Task Force and Fayetteville Technical Community College - Paul Dordal, Executive Director. Paul Dordal outlined the BRAC changes at Ft. Bragg and Pope AFB.

- Ft. Bragg is the largest Army post in the country
 - More than 65,000 soldiers and employees
 - Includes BRAC actions, Army Transformation, and Grow the Army initiatives

- U.S. Army Forces Command and Army Reserve Command Headquarters (2,700) transfer from Atlanta
- Pope AFB transfer to the Army
- Projecting more than 35,000 additional people
- FORSCOM/USARC Headquarters will be the catalyst for attracting defense companies
 - Senior decision makers that decide how to organize and equip the entire U.S. Army
 - Manage more than \$30 billion of DOD budget
- Market and promote Southeastern North Carolina “All-American Defense Corridor” to attract new defense companies to the region.

Adjournment

The meeting was adjourned at 2:10 p.m.

Dr. Marye J. Jeffries, Board Chair

Mrs. Esther R. Thompson, Secretary