

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

- February 18, 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, Mrs. Esther R. Thompson, Mr. Robert T. Barnes, Jr., Mr. J.Gary Ciccone, Ms. Lula G. Crenshaw, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, and Mr. Thornton W. Rose
- FTCC Personnel Present President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Financial Services Betty Smith, Vice President for Legal Services and Risk Management David Sullivan, Vice President for Administrative Services Joseph W. Levister, Jr., Vice President for Human Resources Audrey Berry, Vice President for Institutional Advancement Barbara Copeland, Director of Media Services Joe Alley, Funeral Service Department Chair Mike Landon, and Assistant to the President Ed Jackson
- Members Absent Mr. Charles E. Koonce, Mr. William S. Wellons, Jr., and SGA President Christine Dunavant
- 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 guest: Corey Johnson *The Fayetteville Observer* reporter.
- January 22, 2008 Meeting On a motion by Mr. Harrell and seconded by Mrs. Pugh, the minutes of the January 22, 2008 meeting were unanimously approved.

Committee Reports

Planning Committee

The Planning Committee met at 11:00 a.m. prior to this meeting. In the absence of Mr. Charles E. Koonce, Chairman, Dr. Marye J. Jeffries presented the report to the Board.

Approval of FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes. On the recommendation of the Planning Committee, Mr. Rose made a motion to approve the FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes. The motion was unanimously approved by the Board.

Curriculum Committee

The Curriculum Committee met at 10:50 a.m. prior to this meeting. Mrs. Susie S. Pugh, Chairman, presented the report to the Board.

Approval of Cosmetology Contracts Between Fayetteville Technical Community College and Montgomery's Hairstyling Academy and Fayetteville Beauty College. The College has participated in this agreement since 1974. Contract dates for Montgomery's Hairstyling Academy are July 1, 2008 to June 30, 2009. Contract dates for Fayetteville Beauty College are July 1, 2008 to August 16, 2008. Effective July 1, 2008, the cost will increase from \$1.35 per hour to \$1.45 per hour. On the recommendation of the Curriculum Committee, Ms. Pugh made a motion to approve the cosmetology contracts between Fayetteville Technical Community College and Montgomery's Hairstyling Academy and Fayetteville Beauty College. The motion was unanimously approved by the Board.

Approval to Conduct a Needs Assessment for an Associate in Applied Science Degree in Simulation and Game Development. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve for the College to conduct a Needs Assessment for an Associate in Applied Science Degree in Simulation and Game Development (A25450). The motion was unanimously approved by the Board.

Approval of In-Plant Training Class at Cutler-Hammer/Eaton Corporation “Troubleshooting Electrical Motor Controls” February 18, 2008 - June 4, 2008. On the recommendation of the Curriculum Committee, Ms. Pugh made a motion to approve the In-Plant Training Class at Cutler-Hammer/Eaton Corporation “Troubleshooting Electrical Motor Controls” offered February 18, 2008 - June 4, 2008. The motion was unanimously approved by the Board.

Building and Grounds

The Building and Grounds Committee met at 11:15 a.m. prior to this meeting. In the absence of Mr. William S. Wellons, Jr., Chairman, Mr. Charles Harrell presented the report to the Board.

Approval of College Long Range Plan. In September 2007, the NCCCS required all colleges to develop and submit a College Long Range Plan by January 1, 2008. FTCC’s plan was developed in coordination with Martin Boal Anthony and Johnson through analysis of CC Benefits Data, Faculty and Staff Surveys, Enrollment Projections, and Listening Forums. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion to approve the College Long Range Plan. The motion was unanimously approved by the Board.

Approval of Contractor for ADA and Life Safety Renovation. FTCC was awarded a state facilities grant of \$400,000 to make needed upgrades and improvements for disabled students and enhance campus safety and security. Stanford White Associates (Raleigh, NC) was approved as the designer for the project. Bids were received from seven contractors on January 29, 2008. The low bid of \$389,000 was submitted by E.B. Davis Electric Company (Lumberton, NC). The College recommends that E. B. Davis Electric Company be approved as the contractor for the project. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion to approve E.B. Davis Electric Company as the contractor for the ADA and Life Safety Renovation Project. The motion was unanimously approved by the Board.

Approval of Administrative Procedures Manual I-24
College Free Speech and Public Assembly Policy.

Currently the College does not have a written policy on free speech and public assembly. With increased interest by individuals and groups to exercise their rights to free speech and assembly, the College needs a written policy. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion to approve the College Free Speech and Public Assembly Policy I-24 *Administrative Procedures Manual*. The motion was unanimously approved by the Board. A copy of the policy becomes a permanent part of the minutes of this meeting. (See attachment)

Update on Horticulture Educational Center. The Bonding Company (Penn National) has proposed mediation to bring closure to contract issues with the Horticulture Educational Center. Representatives from the State Construction Office, the State Attorney General's Office, The Yarborough Law Firm, and FTCC met on February 24, 2008 to discuss the mediation process. Mediation is projected on April 10, 2008 at Poyner & Spruill LLP in Raleigh, NC. The mediator will be John L. Shaw.

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

Approval to Purchase Real Property. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion that FTCC acquire from Mr. Chalmas Craig Stewart and Mrs. Johnnie Renee Stewart the real property located at 2813 Fort Bragg Road for a price of \$525,000 plus appraisals and closing costs. The acquisition to be by "friendly" condemnation will include a lease back to the Seller's for a 12-month period. The motion was unanimously approved by the Board.

Finance Committee

The Finance Committee met at 10:40 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S08-16 reallocates the Nursing Allied Health budget from current expense to capital where necessary. Budget Revision S08-17 reflects mid-year budget revisions

to reallocate budget from areas of surplus to areas of need. Budget Revision S08-18 reflects reallocation of the Military Business Center budget to increase Coastal Carolina Community College's budget and reallocation of Craven Community College's budget and reallocation of funds to equipment for computers and printers. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-16, S08-17 and S08-18. The motion was unanimously approved by the Board.

Approval of Revision to Student Support Services Budget. Budget Revision I08-1 increases the Student Support Services Budget for three Tru Photo Camera Packages for the Student ID Card System. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve Budget Revision I08-1. The motion was unanimously approved by the Board.

Approval of NCCCS Form 3-2 for the ADA and Life Safety Improvements Project. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the NCCCS Form 3-2 for the ADA and Life Safety Improvements Project. The motion was unanimously approved by the Board.

Approval of Funds for Purchase of Real Property and NCCCS Form 3-2. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve funds of \$525,000 to purchase the real property at 2813 Fort Bragg Road and to approve the NCCCS Form 3-2 for the property. The motion was unanimously approved by the Board.

Approval for President to Negotiate Lease Renewal Contract with the Young Men's Christian Association of Fayetteville (YMCA). The Current One (1) Year Contract Expires at Midnight on the 28th Day of February 2008. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to authorize the President to negotiate and execute the 2008-2009 lease renewal with the Young Men's Christian Association of Fayetteville (YMCA). The motion was unanimously approved by the Board.

Human Resources CommitteeThe Human Resources Committee met at 11:45 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Approval of Controller (Financial Services). Ms. Crenshaw reported that the Human Resources Committee approved Mrs. Robin K. Deaver for the position of Controller for Financial Services. Mrs. Deaver has a Master of Accounting from NC State University. She is currently employed as an Audit Supervisor for the North Carolina Office of the State Auditor. Mrs. Audrey Berry introduced Mrs. Deaver to the Board. Mrs. Deaver expressed appreciation for the opportunity to serve as Controller for the College.

Distribution of Honorary Trustee Award Procedures and Forms. Ms. Crenshaw reported that the guidelines and nomination forms for the Honorary Trustee Award are included in each Trustee's notebook. Nomination forms are due by March 17, 2008.

Special Trustees' Business NCACCT 2008 Law Seminar - April 2-4, 2008, Sheraton Imperial Hotel, Research Triangle Park.

Report on ACCT 2008 Community College National Legislative Summit - February 11 - 13, 2008, Washington, D.C. Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, Mr. Charles E. Koonce, and Dr. Larry Keen attended the summit. They reported that it was an excellent conference and well attended.

FTCC Foundation, Inc. Golf Tournament - May 7, 2008.

Presentation of Certificate of Completion for Trustee Orientation - Robert T. Barnes, Jr., Sheryl J. Lewis, and Marye J. Jeffries. Certificates of Completion for Trustee Orientation were presented to Mr. Robert Barnes, Jr., Mrs. Sheryl Lewis and Dr. Marye J. Jeffries.

Distribution of 2007 Edition of Community College Laws of North Carolina. Copies of the 2007 edition were distributed to Trustees.

Dr. Keen referred to the President's Report dated February 18, 2008. He reported on the following: (1) FTCC has been awarded a \$525,000 grant from the NCCCS to develop a "technology center" for the community college system. The grant will provide funds for three years allowing the college to create a center that will focus on identifying, testing, and implementing technology that enhance online education. The technology center will be led by Bob Ervin, Vice President for Learning Technologies. Initial partners in the technology center consortium are Wake Technical Community College, Asheville-Buncombe Technical Community College, South Piedmont Community College, Craven Community College, Carteret Community College, and Rockingham Community College. (2) The Student Activities Office, African-American Heritage Club, and Student Government Association are hosting several events on campus in celebration of Black History Month. (3) On February 8, Author Bradley Schiller (*The Economy Today*) spoke at FTCC on "global poverty." (4) On February 9, Financial Aid Services sponsored a Free Application Federal Student Aid Day (FASA). (5) The FTCC Children's Center received a 5-Star License/Award from the State of NC. (6) FTCC announced the new certificate program in Interactive 3D Programming. The College is planning a Grand Opening for the Interactive Digital Center in April or May. (7) FTCC hosted "A Conversation with Bob Etheridge" on February 11 in the Tony Rand Student Center. (8) The Fine Arts Department will present the Pulitzer-Prize Winning Play "Picnic" in the Cumberland Hall Auditorium on February 22, 23, 24, 29, and March 1 and 2. (9) The College should receive the final audit report for the Information Technology Audit on February 22, 2007. The audit for the period September 12, 2007 through November 5, 2007 was conducted by the Office of the State Auditor. Results of the audit will be presented at the March Board meeting. (10) Dr. Keen met with Helen Parker, Regional Administrator for the Department of Labor, on February 8, 2007. Mrs. Parker visited Fort Bragg and FTCC's campus. She was very impressed with everything FTCC is doing.

Focus

Funeral Service Education - Mr. Michael Landon, Department Chair. Mr. Landon reported that the program was established in 1974 and is accredited by the American Board of Funeral Service Education (ABFSE). The College offers an AAS Degree in Funeral Service Education and a NC Funeral Director Diploma Program. In 1997, FTCC was the first college of funeral service in the nation to offer classes via on-line instruction. The College was re-accredited by the ABFSE Committee on Accreditation with no stipulations in 2002. The next accreditation visit will be in November 2009. There were 41 AAS Degree graduates and 38 NC Funeral Director Diploma graduates in 2007.

Adjournment

The meeting was adjourned at 1:45 p.m.

Dr. Marye J. Jeffries, Board Chair

Mrs. Esther R. Thompson, Secretary

ADMINISTRATIVE PROCEDURES MANUAL

I-24.17 Free Speech and Public Assembly

Fayetteville Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Fayetteville Technical Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the College including but not limited to instruction, College business, or actions which interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

I-24.17.1 Registration and Use of Designated Free Speech Area

Designated Free Speech/Expression Area

The College hereby designates the following areas as Free Speech/Expression areas:

X	Main Campus	Student Center Gazebo
X	Spring Lake Campus	Grass Area on end of Western Wing of Bldg
X	Horticulture Education Center	Grass Area on Eastern end of Parking Lot

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas except requests for the Gazebo will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Requests for Free Speech

Individuals or groups wishing to exercise their free speech should submit a written and signed request to the Director of Student Activities at least three working days prior to the desired date. The following information must be included in this written request.

- X Name of the person or organization submitting the request
- X Address, email, and phone number
- X Date and times requested
- X List of planned activities (i.e., speech, signs, distribution of literature)
- X Anticipated number of participants and attendance
- X Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Director of Student Activities will notify the Director of Public Safety and Security of any approved Free Speech event.

I-24.17.2 Guidelines for Speech and Public Assembly

(1) Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.

(2) The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

(3) Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Student Activities.

Picketing is not permitted inside College buildings.

(4) Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.

(5) Marches: Campus marches are permitted on campus only with the approval of the Director of Student Activities per coordination with the Director of Public Safety and Security.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

I-24.17.3 Conduct and Manner

(1) Those who exercise free speech as a part of this policy must not

- X Threaten passers-by
- X Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- X Interfere with or disrupt any other lawful activity in the same general location at the same time.
- X Commit any act likely to create an imminent safety or health hazard.
- X Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Director of Student Activities.
- X Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.

(2) Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the FTCC Student Code of Conduct are prohibited.

(3) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

(4) A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.

(5) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

I-24.17.4 Interference with Free Speech or Public Assembly

Persons shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.