



## Committee Reports

### Human Resources Committee

The Human Resources Committee met at 10:30 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Nominations for Honorary Trustee Award Due March 17, 2008. Ms. Crenshaw reported that no nominations were received for the Honorary Trustee Award.

Notification of Political Activities of Employee. In accordance with Board policy, Notification of Intent to Run for Office has been received from Mr. Jessie Bellflowers, Business Administration Instructor. Mr. Bellflowers is a candidate for the Cumberland County Board of Commissioners. Mr. Bellflowers certifies that he will not campaign or otherwise engage in political activities during his regular work hours or involve the college in his political activities.

Annual Evaluation of the President. Ms. Crenshaw moved that in accordance with General Statutes 143-318.11(a)(6) the Board of Trustees will go into closed session to evaluate the President. The motion was seconded by Mrs. Pugh and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Dr. Jeffries reported that Dr. Keen received a superior rating. Dr. Keen expressed appreciation to the Board for his evaluation.

Approval of Letter to the State Board of Community Colleges on the Evaluation. Mr. Rose made a motion that the letter to the State Board be signed and forwarded acknowledging completion of the presidential evaluation of Dr. Keen on March 17, 2008. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

## Building and Grounds

The Building and Grounds Committee met at 11:00 a.m. prior to this meeting. Mr. William S. Wellons, Jr. presented the report to the Board.

### Acceptance of IT Audit by Office of the State Auditor.

The audit was conducted from September 12, 2007 to November 5, 2007. The primary objective was to evaluate information systems' general controls at the College. The audit included general security, access controls, systems software, physical security, and disaster recovery. No significant weaknesses were identified in general security, systems software, physical security, or disaster recovery. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to accept the IT Audit by the Office of the State Auditor. The motion was unanimously approved by the Board.

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

## Curriculum Committee

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

Acceptance of Continuing Education Accountability Plan Term Report for Period August 15, 2007 - December 31, 2007. The College is required by the NC Administrative Code to have an internal audit plan for the Continuing Education Division. The plan includes class visitations by Continuing Education staff each term. According to FTCC's guidelines, 50% of off-campus and 25% of on-campus classes are visited for verification. Short courses (12 hours or fewer) are visited on a random basis. The Associate Vice President is required to conduct at least 10% of unannounced visits. All of the 793 classes visited were in compliance. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to accept the Continuing Education Accountability Plan term report for August 15, 2007 - December 31, 2007. The motion was unanimously approved by the Board.

Acceptance and Report on Institutional Audit from Spring Semester 2006 through Spring Semester 2007. Mrs. Pugh reported that the findings of the

audit cited no exceptions and no concerns. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to accept the Institutional Audit from Spring Semester 2006 through Spring Semester 2007. The motion was unanimously approved by the Board.

Approval to Offer Cosmetology Diploma Program on FTCC's Campus Beginning Spring 2009 (In Addition to Continuing the Program at Montgomery's Hairstyling Academy). On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve for the College to offer the Cosmetology Diploma Program on FTCC's campus beginning Spring 2009. The motion was unanimously approved by the Board. The College will continue the program at Montgomery's Hairstyling Academy.

Approval of In-Plant Training Class at Cutler-Hammer/Eaton Corporation: "Advanced Troubleshooting Electrical Motor Controls" - April 7, 2008 to July 17, 2008. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the in-plant training class "Advanced Troubleshooting Electrical Motor Controls" - April 7, 2008 to July 17, 2008 at Cutler-Hammer/Eaton Corporation. The motion was unanimously approved by the Board.

Update on Student Financial Aid Services. Corrective action has been taken in response to recommendations of the College's audit of federal compliance with financial aid standards. There was no financial assessment.

#### Finance Committee

The Finance Committee met at 11:55 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 S08-19 allocates the Vocational Education allotment (Perkins) to equipment and to reallocate original budget from instructional salaries to equipment. Budget Revision S08-20 reallocates Health Sciences

funding from salaries (57) to equipment (59) for necessary mid-year budget revisions for 2007-2008. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-19 and S08-20. The motion was unanimously approved by the Board.

Special Trustees' Business

NCACCT 2008 Law Seminar - April 2 - 4, 2008, Research Triangle Park, NC.

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

President's Report

Next Board Meeting - Monday, April 21, 2008.

Culinary Luncheon - Friday, March 28, 2008 (11:30 a.m. - 12:30 p.m.)

Culinary Luncheon - Friday, April 11, 2008 (11:30 a.m. - 12:30 p.m.)

Dr. Keen referred to the President's Report dated March 17, 2008. He reported on the following items: (1) The system-wide average for the HUB (Historically Underutilized Businesses) is 12.16 percent. FTCC's utilization efforts are 22.98 percent, the fourth highest of all the colleges. (2) The Science Olympiad held on February 23 was a success with 1,200 students from over 40 schools participating. (3) A SACS Kickoff meeting was held on March 12 for faculty and staff. The SACS visit is planned for 2010-2011. (4) FTCC held Career Day 2008 on March 14 in the Horace Sisk Gymnasium. Employer representatives from over 60 businesses/agencies attended. (5) Two Biotechnology students, Covadas McLean and Marisol Waters, recently received scholarships from North Carolina Central University. (6) The President of the American Dental Hygiene Association is scheduled to speak to FTCC's first and second-year Dental Hygiene students today. (7) The FTCC Foundation, Inc. Board Meeting is scheduled for April 1, 2008. (8) The 10<sup>th</sup> Annual FTCC Foundation, Inc. Student Benefit Golf Tournament is scheduled for May 7, 2008. (9) Dr. Keen attended the BRAC Regional Task Force Community Impact Briefing and Board of Directors meeting on February

29. (10) Dr. Keen participated in a conference call with Mark Elliott regarding Army Wounded Warrior Careers on March 6. (11) Dr. Keen attended the i3D presentation for Lt. Governor Beverly Perdue, Representative Margaret Dickson, and others on March 14. (12) The first pilot class for i3D was March 13.

Death of FTCC's First President Howard E. Boudreau. The Board recognized Mr. Howard E. Boudreau who served as FTCC President from 1963 to 1983. Mr. Boudreau passed away on March 11, 2008. The visitation will be Tuesday, March 18, from 11:30 a.m. to 1:30 p.m. at O'Quinn and Peebles Funeral Home in Lillington, NC. The burial service will follow at 2:00 p.m. at Sandhills State Veterans' Cemetery in Spring Lake, NC. Trustees extended their sympathy to the Boudreau family.

Statement of Economic Interest (SEI). Mr. David Sullivan reminded Trustees that their SEI's are due by April 15, 2008. All covered persons subject to the SEI filing requirement must file a complete SEI (Long Form).

Focus

Report on Luncheon Meeting with State Legislators. Dr. Keen reported that it was an excellent luncheon meeting today with members of our local delegation Senator Tony Rand, Representatives Margaret Dickson, Marvin Lucas, and William Brisson. We had an opportunity to thank them for all they do for Fayetteville Tech and the NCCCS. We also had an opportunity to discuss our budget needs for 2008-2009. State Board member Linwood W. Powell also attended the luncheon and expressed appreciation to the legislators for all they do for the NCCCS.

Adjournment

The meeting was adjourned at 1:50 p.m.

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Dr. Marye J. Jeffries, Board Chair

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Mrs. Esther R. Thompson, Secretary