

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

June 16, 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., Dr. Mike W. Choe, Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mr. Charles E. Koonce, Mrs. Susie S. Pugh, Mr. Thornton W. Rose, and Mr. William S. Wellons, Jr.
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, Vice President for Learning Technologies Bob Ervin, Assistant to the President Ed Jackson, and Administrative Assistant to the President Betty Shackelford
Members Absent	Mrs. Sheryl J. Lewis
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, <i>The Fayetteville Observer</i> , reporter.
May 19, 2008 Meeting	On a motion by Mr. Wellons and seconded by Mr. Koonce, the minutes of the May 19, 2008 meeting were unanimously approved.
Special Trustees' Business	<u>Recognition of Trustees' Service.</u> Dr. Keen presented plaques to Dr. Marye J. Jeffries, Mrs. Esther R. Thompson and Mr. Thornton W. Rose. Dr. Jeffries served on the Board from 1992 - 2008. Mrs. Thompson served on the

Board from 2006 - 2008. Mr. Thornton Rose served on the Board from 1961 - 1975 and from 1976 - 2008.

Committee Reports

Building and Grounds

The Building and Grounds Committee met at 10:00 a.m. prior to this meeting. Mr. William S. Wellons, Jr., Chairman, presented the report to the Board.

Approval of Master Facilities Plan Update. Mr. John Thomas from Martin Boal Anthony and Johnson reviewed the Master Facilities Plan Update at the Building and Grounds Committee meeting. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the Master Facilities Plan Update as presented. The motion was unanimously approved by the Board. The College's three priority projects are listed below:

1. Satellite Campus
2. Former Service Merchandise Building Renovation
3. New Industry Training Center

Approval of Service Merchandise Building Renovation Plan. Representatives from HH Architecture, Alice Reece, Dave Carey, and Chris Horner, reviewed the elevation studies for Schemes A, B, and C for the Service Merchandise Building Renovation Plan at the Committee meeting. They also reviewed the site plan, floor plan, building elevation, and costs for renovation. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve Scheme A. The motion was unanimously approved by the Board.

Discussion of Real Estate. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the 60 acre tract located off the northern margin of Old Raeford Road as the Board's first choice for a western campus. (Will Gillis is the Property Owner.) The motion was unanimously approved by the Board.

Mr. Wellons moved that in accordance with General Statutes 143-318.11 (a) (5) the Board of Trustees will go into closed session to discuss a real estate matter. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Finance Committee

The Finance Committee met at 11:40 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revisions S08-21 Through S08-25. State Budget Revision S08-21 reallocates budget for the Disadvantaged Nursing Grant. Budget Revision S08-22 reallocates funds from areas of surplus to areas of need for necessary year-end budget revisions. S08-23 moves unexpended equipment budget to Current Expense in HRD Career Start - Matching Funds. Budget Revision S08-24 moves unexpended equipment budget to Current Expense HRD Career Start - Federal Funds. Budget Revision S08-25 is the end of year budget revision for Longevity. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-21, S08-22, S08-23, S08-24, and S08-25. The motion was unanimously approved by the Board.

Acceptance of the Financial Statement Audit Report Prepared by the Office of the State Auditor for the Year Ended June 30, 2007. Mrs. Smith reviewed the report with the Trustees at the Finance Committee meeting. On the recommendation of the Finance Committee, Mr. Wellons made a motion to accept the Financial Statement Audit Report prepared by the Office of the State Auditor for the year ended June 30, 2007. The motion was unanimously approved by the Board. (See Audit Findings and FTCC's Responses Attachment.)

Annual Report on the Status of the Child Care Center (Information Only). The Center received a "5 Star" licensure status in January 2008. The capacity for the Center is 152 children. The average enrollment for 2007-2008 was 144 children. Effective July 1, 2008 tuition will increase \$25 a month for all ages. The proposed amount of funding from the Smart Start Grant for 2008-2009 is \$215,000. The Center is expected to "break even" this year.

Report on the County Budget (Information Only). Mr. Ciccone reported that the College has received

correspondence that the County Commissioners approved \$8,283,893 (a 3.8 percent increase over the 2007-2008 approved budget) for the Current Appropriations Budget for fiscal year 2008-2009. The College requested \$8,461,321 (a 6.07 percent increase over the 2007-2008 approved budget).

Curriculum Committee

The Curriculum Committee met at 12:05 prior to this meeting. Mrs. Susie S. Pugh, Chairwoman, presented the report to the Board.

Approval of In-Plant Training Class at Cutler-Hammer/Eaton Corporation: “Advanced Trouble-shooting Electrical Motor Controls” - June 16, 2008 - October 1, 2008. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the in-plant training class at Cutler-Hammer/Eaton Corporation: “Advanced Trouble-shooting Electrical Motor Controls” - June 16, 2008 - October 1, 2008. The motion was unanimously approved by the Board.

Approval of Level-Three Instructional Service Agreement (ISA) with Randolph Community College for Funeral Service Education (A55260). On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the Level-Three Instructional Service Agreement with Randolph Community College for Funeral Service Education (A55260). The motion was unanimously approved by the Board.

Human Resources Committee

The Human Resources Committee met at 12:10 p.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Contracts for Faculty and Staff (Information Only). Ms. Crenshaw reported that Mr. Sullivan reviewed a draft of the revised contracts for faculty and staff with Trustees at the Committee meeting.

Special Trustees’ Business

2008 ACCT Leadership Congress - October 29 - November 1, 2008 - New York City, New York.

Reception for Mr. Thornton W. Rose - June 16, 2008 at 2:00 p.m. in the Multi-Purpose Room.

President’s Report

Next Board Meeting - Monday, August 18, 2008.

SACS Update. See Attachment A for Dr. Keen's Update.

Report on Spring Graduation - May 22, 2008. Dr. Keen reported that there were 1018 graduates. FTCC President Larry Keen was the graduation speaker.

Report on the Adult High School and General Education Development Graduation - June 5, 2008. Dr. Keen reported that the Adult High School Program had 32 graduates and the General Education Development Program had 110 graduates. FTCC President Larry Keen was the graduation speaker.

Report on VIP and Grand Opening for the Interactive Three Dimensional (i3D) Center on June 2, and June 3, 2008. Mr. Bob Ervin reported that the events were well attended and feedback has been positive. *Up & Coming* weekly magazine included an article about FTCC and i3D technology in the June 4-10 edition, and Henry Cunningham of the *Fayetteville Observer* wrote about the program in his weekly BRAC column on June 5. An article about FTCC's involvement with i3D technology is scheduled to appear in the July edition of *Business North Carolina* magazine.

Adjournment

The meeting was adjourned at 1:25 p.m.

Acting Board Chair

Mrs. Esther R. Thompson, Secretary

ATTACHMENT A

- Dr. Keen participated in a SACS Leadership Team meeting to discuss several SACS Compliance Certification issues / 2.4 & 3.1.1, concerning the college's Mission Statement.
- Dr. Keen participated in a SACS Leadership Team meeting to discuss the acquisition of the WEAVEonline software as follows:
 - Transparent model of planning, assessment, and strategic planning for the entire College community.
 - Validates compliance with standards set forth by SACS.
 - "Completes the Loop" with 1) Assessment; 2) SACS Compliance Certification; 3) Institutional Reporting; 4) Strategic Planning; 5) Strategic Planning; 6) Budgeting.
 - Multi-year record of Institutional Effectiveness reporting.
 - WEAVEonline is a web-based service with all training, maintenance, upgrades, data storage, and technical assistance included in the product package.
 - Costs / \$32,000 for Year 1, with \$12,000 / annual renewals options.

72/75 (96%) of the Academic Assessments Units were developed and approved by the SACS/Ambassadors of Assessment by May 30, 2008.

75/75 (100%) of the Academic Assessments Units were developed and approved by the SACS/Ambassadors of Assessment by June 3, 2008.

12/18 (67%) of the Support Assessments Units are developed and approved by the SACS/Ambassadors of Assessment by today, June 11, 2008. The due date is Friday, June 13, 2008.

87/93 (94%) of the College's Assessment Units are developed and approved by the SACS/Ambassadors of Assessment by today, June 11, 2008, **in 51 calendar days!!**

Two examples of Academic Assessments Plans:

- Pharmacy Technology / Dina Adams
 1. Students will be able to use information to analyze problems and make logical decisions in the aseptic preparation of parenteral solutions.
 2. Students will be able to correctly perform calculations required to properly prepare medication orders.
 3. Clinical site preceptors will be satisfied with the student's educational preparation for the workplace environment.
- Biotechnology / Kimberly McDaniel
 1. Students will use information to analyze problems and make logical decisions to isolate chromosomal DNA from *Bacillus licheniformis*.
 2. Students will be able to perform calculations required to prepare buffer solutions.
 3. Students will demonstrate their ability to use micropipettes with accuracy.

Two examples of Support Units Assessment Plans:

- Management Information Services (MIS) / Rod Brower
 1. Use information to analyze problems and make logical decisions in the assessment of the Administrative Systems (Datatel) Production Server uptime.

2. Use available software to determine effectiveness in completing work orders in a timely manner.
 3. Maintain network accessibility to critical application/services. This includes assessment of access to the internet, Datatel, GroupWise and user resources
- Purchasing and Accounting / Robin Deaver, Controller
 1. Use student accounts receivable aged trial balance reports to analyze student accounts receivable balances in order to make logical decisions on ways to reduce the annual increases that result from financial aid over awards.
 2. Financial Services employees will receive various training sometime between July 1, 2008, and May 15, 2009, in order to obtain a better understanding of effective internal controls and fiscal accountability.
 3. Financial Services will increase the number of part-time employees paid via direct deposit in order for the College to save the cost associated with preparing, printing, and mailing pay checks.

Electronic Credentials Database is near completion by the SACS / Document Control Process Team with Co-Chairs, Anthony Cameron and Mae Rogers.

Writing Style Guide is near completion by the Writing Format & Editing Co-Chairs, Roger Dostall and Wanda Dail. This document will be adopted as a long-term college-wide writing guide.

The SACS Leadership Team has created a draft FTCC/SACS website @ <http://www.faytechcc.edu/sacs2011/draft.htm>

The 19 SACS Teams and the SACS Leadership Team are using a designated SACS/Bb site as their medium for all communications, assessment plans, compliance certification documentation, and document creation.