

been reappointed by Governor Mike Easley to a four-year term to expire June 30, 2012.

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.

Approval of Veterans Policy VI-4.2 *Employment and Affirmative Action Manual*. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the Veterans Policy VI-4.2 *Employment and Affirmative Action Manual*. The motion was unanimously approved by the Board. (See Attachment A for Approved Veterans Policy.)

Approval of Request for Educational Leave for Renee Ellis, Practical Nursing Instructor, from January 2009 – May 2009 at East Carolina University (Masters Degree in Nursing). On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the Request for Educational Leave for Practical Nursing Instructor Renee Ellis from January 2009 to May 2009 (16 weeks with pay) at East Carolina University to pursue a Masters Degree in Nursing. The motion was unanimously approved by the Board. (Due to a potential conflict of interest, Mr. Harrell recused himself from voting.)

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 January 1, 2008 – May 15, 2008. 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 less) are visited on a random basis. The Associate Vice President is required to conduct at least 10% of unannounced visits. All of the 748 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 January 1, 2008 - May 15, 2008. The motion was unanimously approved by the Board.

Approval of Work Station Occupational Skills Training Class (In-Plant Training Class) at Cutler-Hammer/ Eaton Corporation: "Troubleshooting Electrical Motor Controls" August 4, 2008 to November 13, 2008. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the Work Station Occupational Skills Training Class at Cutler Hammer/Eaton Corporation "Trouble-shooting Electrical Motor Controls" August 4, 2008 to November 13, 2008. The motion was unanimously approved by the Board.

Report on 2006-2007 Critical Success Factors. Dr. Tansey reported that FTCC met the standards required, but did not meet the new exceptional performance standard percentage rates in two areas.

- Performance of College Transfer Students – Exceptional Standard this year was 87% and FTCC achieved an 86% performance rate.
- Passing Rates on Licensure and Certification Exams – Exceptional Standard requires a passing rate of 70% or more on all licensure exams, FTCC had one exam (EMT Intermediate Exam) with a passing rate of 53%.

Building and Grounds Committee

The Building and Grounds Committee met at 11:05 a.m. prior to this meeting. Mr. William S. Wellons, Jr., presented the report to the Board.

Update on the Bulla Property Parking Lot.

Mr. Wellons gave the following report to the Board.

- Construction started May 2008.
- Cost \$621,400.
- Final inspection by State Construction Office was August 15, 2008.
- Provides an additional 400 parking spaces.

Approval of Option to Renovate Service Merchandise Building. Mr. Wellons reported that the Building and Grounds Committee will meet prior to the September Board meeting to review the options and make a recommendation to the Board.

Approval of Criminal Justice Center Renovation.

- Building mechanical renovations were designed by Stanford White, Inc.
- M&E Contracting was chosen as contractor (\$1,259,944).
- H&H Architect was chosen as designer to renovate the building and relocate cosmetology program.
- Estimated cost of renovations to relocate the cosmetology program is \$950,000 (including design fees, construction costs, and contingency).

On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the renovation and modifications to the existing contract as presented. The motion was unanimously approved by the Board.

Update on Horticulture Educational Center.

Mr. Wellons gave the following report to the Board.

- Penn National filed a lawsuit in the North Carolina Superior Court and a tort claim with the North Carolina Industrial Commission for \$479,389.47.
- A hearing on the claim was held on July 23 at the State Construction Office.
- The College better understands the basis for Penn National's allegations/complaints.
- Ad Winters, The Yarborough Law Firm, is coordinating the College's defense for the lawsuit.

Discussion of Option to Purchase Property. Mrs. Lewis 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 County Budget Revision. The County allows the College to submit one budget revision at the end of the fiscal year. Budget Revision C08-1 reflects necessary budget adjustments for year-end. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve County Budget Revision C08-1. The motion was unanimously approved by the Board.

Approval of State Budget Revisions. State Budget Revision S08-26 reallocates Perkins Budget to equipment from surplus curriculum salaries, special populations and counselor salaries. Budget Revision S08-27 reallocates funds from areas of surplus to areas of need for necessary year-end budget revisions. Budget Revision S08-28 reallocates funds from areas of surplus to areas of need for necessary year-end budget revisions for the Military Business Center and for Coastal Carolina and Craven Community Colleges to move budget from supplies and

travel to salaries to cover areas of need. Budget Revision S08-29 is to correct S08-22, salaries and other costs were reversed on end of year budget revision. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-26, S08-27, S08-28, and S08-29. The motion was unanimously approved by the Board.

Approval of the Miscellaneous Current General Funds Budget. The Miscellaneous Current General Funds Budget provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the Miscellaneous Current General Funds Budget in the amount of \$85,000. The motion was unanimously approved by the Board.

Approval of Student Services Budget. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the Student Services Budget in the amount of \$250,284 for 2008-2009. The motion was unanimously approved by the Board.

Approval of College President's Travel. On the recommendation of the Finance Committee, Mr. Ciccone made a motion that a blanket approval be granted for FTCC's President to travel as he deems appropriate for fiscal year 2008-2009. The Vice President for Business and Finance will approve the President's travel reimbursement for compliance with reimbursement guidelines. The motion was unanimously approved by the Board.

Approval of Revised NCCCS Form 3-2 for Criminal Justice Center Mechanical Renovations. On the recommendation of the Finance Committee, Mr. Wellons made a motion to approve the revised NCCCS Form 3-2 for the Criminal Justice Center Mechanical Renovations. The motion was unanimously approved by the Board.

Approval to Transfer \$2 Million from Bookstore Funds to the Former Service Merchandise Account for Funding Renovations. No action was taken.

Approval of Revised NCCCS Form 3-1 for Former Service Merchandise Building. No action was taken.

Planning Committee

The Planning Committee met at 12:10 p.m. prior to this meeting. Mr. Charles Koonce, Chairman, presented the report to the Board.

Approval of College Mission Statement and FTCC Competencies. New SACS core requirements mandate that all colleges have a “clearly defined, comprehensive, and published mission statement.” The College is recommending the following Mission Statement for FTCC. “Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.”

New SACS Comprehensive Standard 3.5.1 requires all colleges to identify “college-level general education competencies and the extent to which graduates have attained them.” FTCC historically used “learning outcomes” which included both general education competencies and some non-general competencies with the statement. Recommended FTCC Core Competencies were reviewed.

On the recommendation of the Planning Committee, Mr. Koonce made a motion to approve the College Mission Statement and FTCC Core Competencies as presented. The motion was unanimously approved by the Board. (See Attachment B for the approved Mission Statement and Attachment C for the approved FTCC Core Competencies.)

Distribution and Approval of College Handbook and Manuals 2008-2009. All policy changes approved by the Board this past year are included in the 2008-2009 College Handbook and Manuals. On the recommendation of the Planning Committee, Mr. Koonce made a motion to approve the College Handbook and Manuals for 2008-2009. The motion was unanimously approved by the Board. Copies and CD's of the Handbook and Manuals for 2008-2009 were available for Trustees. (The Veteran's Policy which was approved today will be included in the 2008-2009 Handbook and Manuals.)

Distribution of Draft of the Strategic Plan for 2008-2013. Mr. Koonce requested that Trustees review the Strategic Plan for 2008-2013 before the September Board meeting. If anyone has any changes or recommendations, please contact Betty Shackelford by September 10, 2008.

Special Trustees' Business

Election of Board Chair for 2008-2009. Dr. Marye Jeffries was elected as Board Chair in May 2008. Dr. Jeffries was not reappointed to the Board; therefore, the Board needs to elect a new Board Chair.

Mrs. Esther Thompson, Secretary, opened the floor for nominations for Board Chair. Mrs. Lewis nominated Mr. Charles Harrell. Mr. Koonce seconded the motion. No further nominations were presented; therefore, Mr. Koonce moved that the nominations be closed and Mr. Harrell declared Board Chair by acclamation. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

Since Mr. Harrell was Vice Chair, Mrs. Thompson opened the floor for nominations for Board Vice Chair. Mrs. Pugh nominated Mr. Gary Ciccone. Mr. Barnes seconded the motion and moved that the nominations be closed and Mr. Ciccone be declared Vice Chair by acclamation. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Officers for 2008-2009.

Mr. Charles J. Harrell, Board Chair
Mr. J. Gary Ciccone, Vice Chair
Mrs. Esther R. Thompson, Secretary

Notification of 2008 ACCT (Association of Community College Trustees) Community College Leadership Congress – October 29, 2008 – November 1, 2008.

Notification of NCACCT (North Carolina Association of Community College Trustees) Leadership Seminar – September 10 – 12, 2008.

Discussion of Board Retreat. Trustees discussed having a Board Retreat. A retreat will allow Trustees an opportunity to conduct business, interact, and network with one another. Several locations were recommended. Staff will contact several hotels in the Southern Pines/Pinehurst area and determine the availability of dates for a retreat.

Thank You Letter From Mr. Thornton W. Rose. Mrs. Thompson read a Thank You Letter from Mr. Thornton Rose. Mr. Rose expressed appreciation to the Board for the reception in his honor and gifts received on June 16, 2008.

President's Report

Next Board Meeting – September 15, 2008

SACS Update. Dr. Keen gave the following report.

- Team is running ahead of schedule.

- SACS Leadership Team and 20 SACS Teams have been created.
- A draft of the FTCC/SACS website has been created @ <http://www.faytechcc.edu/sacs2011/draft.htm>
- 75/75 (100%) of the Academic Assessments Units are developed and approved for Phase I.
- 18/18 (100%) of the Support Assessments Units are developed and approved for Phase I.
- Electronic Credentials Database is near completion.
- Writing Style Guide is near completion as a college-wide writing guide.
- Acquired the WEAVE online software.
- Registering for CCSSE – Community College Survey of Student Engagement – Survey to be conducted in during Spring 2009.

President’s Report. Dr. Keen referred to the President’s Report dated August 18, 2008. He reported that he was still working with BRAC.

Focus

State of the College Video 2007-2008. Trustees will review the video at the September Board meeting.

Adjournment

The meeting was adjourned at 2:00 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

ATTACHMENT A

Employment and Affirmative Action Manual **VI-4.2 Veterans Policy**

In recognition of the sacrifices made by veterans and their families on behalf of this nation, this state, and even this college, Fayetteville Technical Community College shall make reasonable efforts to recruit veterans, their spouses, and spouses of active duty service members for employment opportunities at the College. In making hiring decisions, the College shall hire an applicant who is a veteran or the veteran’s spouse when the veteran or veteran’s spouse is determined, by and through the application, interview, and other hiring processes, to be equally or better qualified than all other candidates who applied for the position.

For the purposes of this policy the following definitions apply. The word “veteran” shall be defined as a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions. The term “veteran’s

spouse” shall be defined as either (a) the legal spouse of a veteran; or (b) the surviving spouse of a veteran; or (c) the surviving spouse of a service member who died directly or indirectly as the result of active duty military service.

This preference applies to initial employment with Fayetteville Technical Community College and extends to other employment events including subsequent hiring, promotion, reassignment, and lateral transfer.

ATTACHMENT B

FTCC MISSION STATEMENT

“Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.”

** This statement will be incorporated in the next planning cycle.
Approved by Board of Trustees on August 18, 2008**

ATTACHMENT C

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE CORE COMPETENCIES

FTCC provides programs to meet the technical, vocational, and general education needs of its students and the surrounding community. Graduates of FTCC, regardless of program area, should possess a common core of general education competencies that promote success in the work place, facilitate the learning of technical skills, and ease the transition to further higher education. Achievement of these core competencies should also serve to enhance quality of life. In reviewing the required courses for all degree and diploma programs at the College, certain commonly embedded competencies within the general education core have been identified. These core competencies are defined as follows.

- **Communicate effectively in speaking, writing, reading, and listening.**
- **Use critical thinking to analyze problems and make logical decisions**
- **Demonstrate socialization skills that support cultural awareness and a global perspective.**
- **Demonstrate quantitative competencies.**
- **Demonstrate computer literacy**

Approval by the FTCC Board of Trustees on August 18, 2008.