

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF BOARD OF TRUSTEES

September 15, 2008	Held in the Board Room of the Tony Rand Student Center.
Members Present	Mr. Charles J. Harrell, Mr. Robert T. Barnes, Jr., Dr. Mike W. Choe, Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mr. David McCune, Mrs. Susie S. Pugh, Mr. William S. Wellons, Jr., and SGA President Jamie Malcolm, ex-officio.
FTCC Personnel Present	President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Business and Finance Betty Smith, Vice President for Legal Services and Risk Management David Sullivan, Vice President for Administrative Services Joseph W. Levister, Jr., Vice President for Institutional Advancement Barbara Copeland, Director of Media Services Joe Alley, and Administrative Assistant to the President Betty Shackelford.
Members Absent	Mrs. Esther R. Thompson
Call to Order	The meeting was called to order by Board Chair Charles J. Harrell.
Ethics Awareness and Conflict Of Interest Statement	Mr. Harrell read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Mr. Harrell recognized all guests and welcomed them to the meeting.
August 18, 2008 Meeting	On a motion by Mr. Wellons and seconded by Mr. Koonce, the minutes of the August 18, 2008 meeting were unanimously approved.
Committee Reports	
Planning Committee	The Planning Committee met at 10:30 a.m. prior to this meeting. Mr. Charles E. Koonce, Chairman, presented the report to the Board. <u>Approval of Strategic Plan for 2008-2013.</u> Mr. Koonce reported that the Planning Committee reviewed the Strategic Plan at today's meeting. The Committee recommended that several changes be made to the Strategic Plan. On the recommendation of the Planning Committee, Mr. Koonce

moved that the Strategic Plan for 2008-2013 be approved with changes from the Planning Committee included in the Strategic Plan for 2008-2013. The motion was unanimously approved by the Board.

Human Resources Committee

The Human Resources Committee met at 10:50 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Approval of Employee/Student Assistance Plan. The College recommended the proposal from Cape Fear Valley Health System. The cost of the Employee/Student Assistance Plan will be \$29,000 - \$31,000 annually. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the Employee Student Assistance Plan with Cape Fear Valley Health System effective October 1, 2008. The motion was unanimously approved by the Board.

Notification of Retirement – Mrs. Barbara Copeland, Vice President for Institutional Advancement, Effective January 1, 2009. Ms. Crenshaw reported that Mrs. Copeland will retire effective January 1, 2009. She has been employed at Fayetteville Tech since August 1983. She has served in her current position of Vice President for Institutional Advancement since August 2001. Trustees and Dr. Keen expressed appreciation to Mrs. Copeland for the outstanding job she has done at the College and for being such a loyal and faithful employee.

Building and Grounds

The Building and Grounds Committee met at 11:10 a.m. prior to this meeting. Mr. William S. Wellons, Jr., Chairman, presented the report to the Board.

Approval of Option to Renovate Service Merchandise Building. Mr. Wellons reported that the Building and Grounds Committee met on August 25, 2008 and reviewed all options for the Service Merchandise Building. The Committee recommended Option 1-B from HH Architecture. The projected cost is \$13,189,000 a savings of \$1,162,300. The colonnades would be bid as an alternate. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion that Option 1-B from HH Architecture be approved for renovations to the Service Merchandise Building. The motion was unanimously approved by the Board.

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

Discussion of Penn National Claim. Mr. Wellons moved that in accordance with General Statutes 143-318.11(a) (3), the Board of Trustees will go into closed session to consult with the Board attorney. The motion was seconded by Mr. Ciccone and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Finance Committee

The Finance Committee met at 12:05 p.m. prior to this meeting. Mr. Robert T. Barnes, Jr., Chairman, presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S09-1 reallocates 100% of the Vocational Education allotment for the fiscal year 2008-2009 budget. Budget Revision S09-2 reallocates monies from areas originally allotted by NCCCS to areas where monies will be spent. S09-3A through S09-3I provides for the distribution of non-formula state allotments as follows: S09-3A State Child Care, S09-3B Customized Training for Productivity Enhancement, S09-C Small Business Center, S09-D Compensatory Education, S09-E Faculty Upgrade, S09-F Multi Campus, S09-G Nursing Allied Health Programs, S09-H Disadvantaged Nursing Allocation, S09-I Health Services. Budget Revision S09-4 allocates the Technical Education funding for 2008-2009. Budget Revision S09-5 allocates the 2008-2009 Tech Prep funding. S09-6 allocates the Learn and Earn On-Line funding earned Spring 2008.

On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve State Budget Revisions S09-1, S09-2, S09-3A, S09-3B, S09-3C, S09-3D, S09-3E, S09-3F, S09-3G, S09-3H, S09-3I, S09-4, S09-5, and S09-6. The motion was unanimously approved by the Board.

Approval of Combined Budget for Fiscal Year 2008-2009. On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve the Combined Budget (State, County, Plant, and Institutional Funds) in the amount of \$104,050,431 for fiscal year 2008-2009. The motion was unanimously approved by the Board. A copy of the Combined Budget will be submitted to the NCCCS and the State Board.

Approval of Revised NCCCS Form 3-1 for Former Service Merchandise Building. The revised NCCCS Form 3-1 reflects the change to the Service Merchandise Building

renovations project approved at today's Board meeting. On the recommendation of the Finance Committee, Mr. Barnes moved that the revised NCCCS Form 3-1 for the former Service Merchandise Building be approved. The motion was unanimously approved by the Board.

Approval to Transfer Funds from the Bookstore Account to the Former Service Merchandise Account for Funding Renovations. Mr. Barnes reported that the College is requesting to transfer \$2 million from the Bookstore Account to the former Service Merchandise Account for funding renovations. On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve the transfer of \$2 million from the Bookstore Account to the former Service Merchandise Account for funding renovations. The motion was unanimously approved by the Board.

Approval to Transfer \$18,648 from Vending to Miscellaneous Current General Funds to Fund the Increase in Cost for the Employee/Student Assistance Program. The Employee/Student Assistance Program with Cape Fear Valley Health System will cost an additional \$18,648. On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve the transfer of \$18,648 from Vending to Miscellaneous Current General Funds to fund the increase in cost for the Employee/Student Assistance Program. The motion was unanimously approved by the Board.

Special Trustees' Business

Notification of 2008-2009 Committee Assignments. See Attachment A for a list of Committee assignments for 2008-2009.

Report on North Carolina Association of Community College Trustees Leadership Seminar—September 10-12, 2008 (NCACCT). Mr. Charles Harrell, Mr. Gary Ciccone, Dr. Mike Choe, Dr. Dallas Freeman, Mr. David McCune, and Dr. J. Larry Keen attended the seminar. All attendees stated that it was an informative seminar. Both gubernatorial candidates gave a presentation at the seminar.

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

Discussion of Board Retreat. The Board Retreat will be held on October 20 and 21, 2008 at Mid Pines in Southern Pines, NC.

President's Report

Introduction of SGA President Jamie Malcolm. SGA President Jamie Malcolm was introduced to Trustees. Ms. Malcolm is an Associate in Arts student. After graduating with an Associate in Arts, she plans to transfer to North Carolina State University to study Architecture.

Next Board Meeting – October 20, 2008. The October 20 Board meeting will be held at Mid Pines prior to the Retreat.

SACS Update. See Attachment B.

President's Report. Dr. Keen referred to the President's Reported dated September 15, 2008. He reported on the following items: (1) The Fine Arts Department held auditions for the play, *Fiddler on the Roof*. Performance dates are Fridays and Saturdays, October 31, November 1, 7, 8, 14, and 15 at 7:00 p.m. and Sundays, November 2, 9, and 16 at 2:00 p.m. (2) The following students will serve as Student Ambassadors for 2008-2009: Ronald Boose (Biotechnology), Luther Hilbert (Associate in Arts and Air Conditioning, Heating and Refrigeration), Gwen Jones (Associate in Arts), Chad Murray (Electrical Technology), William Moreno (Electronics Engineering), Barbie Papillo (Information Systems Security), Cynthia Rodriguez (Business Administration and Associate in Arts), and Brenda Webb (Early Childhood Education). (3) Twelve-week curriculum classes will begin September 16. (4) The 2008 Campus Fund Drive--August 27 to September 30, 2008. As of September 11, a total of \$26,385 had been collected and/or pledged to the campaign. (5) The FTCC Foundation, Inc. Board Meeting will be held on September 25, 2008.

Focus

State of the College Video 2007-2008. Trustees reviewed a copy of the State of the College video for 2007-2008.

Adjournment

The meeting was adjourned at 2:15 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
STANDING COMMITTEES
BOARD OF TRUSTEES
FISCAL YEAR 2008-2009

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

Building and Grounds

Mr. William S. Wellons, Jr., Chairman
Mr. J. Gary Ciccone
Ms. Lula G. Crenshaw
Mr. Charles E. Koonce
Mrs. Esther R. Thompson
Mr. Charles J. Harrell, Ex-Officio

Curriculum Committee

Mrs. Susie S. Pugh, Chairwoman
Mr. Robert T. Barnes
Dr. Mike W. Choe
Dr. Dallas M. Freeman
Mrs. Sheryl J. Lewis
Mr. Charles J. Harrell, Ex-Officio

Finance Committee

Mr. Robert T. Barnes, Chairman
Dr. Mike W. Choe
Mr. J. Gary Ciccone
Mr. Charles E. Koonce
Mr. David McCune
Mrs. Esther R. Thompson
Mr. Charles J. Harrell, Ex-Officio

Human Resources Committee

Ms. Lula G. Crenshaw, Chairwoman
Dr. Dallas M. Freeman
Mrs. Sheryl J. Lewis
Mr. David McCune
Mrs. Susie S. Pugh
Mr. William S. Wellons, Jr.
Mr. Charles J. Harrell, Ex-Officio

Planning Committee

Mr. Charles E. Koonce, Chairman
Mr. Robert T. Barnes
Ms. Lula G. Crenshaw
Mrs. Susie S. Pugh
Mr. William S. Wellons, Jr.
Mr. Charles J. Harrell, Ex-Officio

Executive Committee

Mr. Charles J. Harrell
Mr. J. Gary Ciccone
Mrs. Esther R. Thompson
Mrs. Susie S. Pugh
Mr. William S. Wellons, Jr.
Dr. J. Larry Keen, Ex-Officio

Revised 8-29-08

ATTACHMENT B

SACS UPDATE TO BOARD OF TRUSTEES SEPTEMBER 15, 2008

1. Dr. Tansey provided a SACS Update at the August 11, 2008, Fall 2008 Semester Staff and Faculty Meeting.
2. Dr. Tansey and Brent Michaels facilitated a SACS Committee Meeting for the 170+ members of the 19 SACS Committees to emphasize and reach agreement on the following:
 - The 8 SACS COC / Compliance Committees agreed to the following:
 - All Pre-Audits for the 81 COC / Compliance Statements must be completed by December 1, 2008.
 - Any Non-compliance Statements will then be addressed with the SACS Leadership Team and Executive Council during the 1st Quarter / 2009.
 - Action plans to bring all Non-compliance Statements into Full-compliance will be created and implemented during the 2nd & 3rd Quarters / 2009.
 - The 10 SACS Special Assignment Subcommittees agreed that their projects are to be completed and ready for implementation by December 1, 2008.
 - Faculty Credentials Process/Database
 - Credit for Prior Learning Handbook
 - Online Instruction Handbook
 - Advisory Committee Handbook
 - Document Control Process (Redwood / Report to Web)
 - Program Review Process
 - Community Services Repository
 - Consortia/Contracts Repository
 - Online Audit Process
 - Curriculum Revision/Approval Process
3. Three new SACS Committees were established and will launch on the following dates:
 - Program Review Process Special Subcommittee
 - 9.10.08
 - Quality Enhancement Plan Team (QEP)
 - 9.17.08
 - CCSSE (Community College Survey of Student Engagement)
 - 9.30.08

4. The Institutional Effectiveness Department implemented the Assessment Plans into WEAVEonline, for the 75 Instructional Units and the 21 Support Units.
5. The College Writing Style Guide has been completed by the SACS / Writing Format & Editing Co-Chairs, Roger Dostall and Wanda Dall, and is ready to be presented to the Executive Council for adoption.
6. The SST committee will facilitate a SACS Leadership Training Session for the 40+ Co-Chairs of the 22 SACS committees and teams during November 2008.