

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

October 20, 2008 Held at the Conference Center at Mid Pines, North Carolina at 9:30 a.m.

Members Present Mr. Charles J. Harrell, 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, Mrs. Esther R. Thompson, 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 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 Human Resources Audrey Berry, Vice President for Institutional Advancement Barbara Copeland, and Administrative Assistant to the President Betty Shackelford.

Members Absent Mr. Robert T. Barnes, Jr., Dr. Mike W. Choe, and SGA President Jamie Malcolm, ex-officio.

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 expressed appreciation to Trustees and staff for making arrangements to attend this meeting and retreat.

September 15, 2008 Meeting On a motion by Mr. Koonce and seconded by Mrs. Pugh, the minutes of the September 15, 2008 meeting were unanimously approved.

September 22, 2008 Meeting On a motion by Mr. Koonce and seconded by Mrs. Pugh, the minutes of the September 22, 2008 meeting were unanimously approved.

Committee Reports
Finance Committee Acceptance of the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for Fiscal Year Ended June 30, 2008. Mr. Ciccone reported that the audit performed by Buie, Norman and Company, P.A. was a clean audit. Mr. Ciccone made a motion to accept the Independent Auditor's Report and Audited Financial Statements for the Fayetteville Technical Community College Foundation, Incorporated for fiscal year ended June 30, 2008. The motion was seconded by Mrs. Crenshaw and unanimously approved by the Board.

(1430)

Acceptance of Unaudited Annual Financial Statements (subject to audit) for Fiscal Year Ended June 30, 2008. Mrs. Smith reported that the unaudited annual financial statements are required by the General Statutes and are subject to review by the state auditors. On a motion by Mr. Ciccone and seconded by Mr. Koonce, the Board unanimously accepted the Unaudited Annual Financial Statements for fiscal year ended June 30, 2008.

Approval of State Budget Revisions. Mrs. Smith reported that State Budget Revision S09-7 is a mandatory 2% budget reversion from Equipment, Curriculum Instructional Salaries and part-time salaries in Basic Skills. (Decrease in enrollment in 07-08 necessitates reversion from Basic Skills and equipment.) Budget Revision S09-8 allots HRD-Career Start Federal Grant of \$98,050 to full-time and part-time administrative salaries, and part-time instruction. Budget Revision S09-9 reverts fund-required match from Purpose 310 Occupational Extension for Purpose 351 HRD Career Start Federal Grant Project. Budget Revision S09-10 allots College match of \$98,050 to the HRD-Career Start Federal Grant (50/50 match) for part-time instruction, portion of full-time administrative staff salaries, travel, and supplies. Budget Revision S09-11 moves HRD Career Start Matching funds from current expense to capital for educational equipment. Budget Revision S09-12 moves HRD Career Start Federal funds from current expense to capital for educational and office equipment. Budget Revision S09-13 allocates HB 275 Equipment Carryover for FY 2008-2009 Budget. Budget Revision S09-14 allocates the 2008-2009 Equipment Carryover funds. Budget Revision S09-15 distributes 2008-2009 Longevity funds.

Mr. Ciccone made a motion to approve State Budget Revisions S09-7, S09-8, S09-9, S09-10, S09-11, and S09-12. S09-13. S09-14. and S09-15. The motion was seconded by Mrs. Thompson and unanimously approved by the Board.

Write Off of Uncollectible Accounts. Mr. Ciccone reported that all required procedures have been followed in an attempt to collect these funds. The accounts have been through two tax seasons. Mr. Ciccone made a motion to approve the write off of the following uncollectible accounts: FTCC Unrestricted Loans in the amount of \$10,628.86, Returned Checks in the amount of \$802.49, and Financial Aid Debit in the amount of \$90,654.14 for a total write off of \$102,085.49. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Approval of the Annual Internal Equipment Audit Summary Report for Fiscal Year 2007-2008. Mr. Ciccone reported that the 2007-2008 audit determined that FTCC's losses were 0.01 percent by item and 0.01 percent of acquisition cost of equipment. This is below the system average of (1429)

0.28 percent by item and 0.22 percent by acquisition cost. On a motion by Mr. Ciccone and seconded by Mrs. Thompson the Board unanimously approved the Annual Internal Equipment Audit Summary Report for fiscal year 2007-2008.

Curriculum Committee

Acceptance of Continuing Education Accountability Plan for Period May 16, 2008 – August 14, 2008. Dr. Tansey reported that 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 536 classes visited were in compliance. Mrs. Pugh made a motion to accept the Continuing Education Accountability Plan for May 16, 2008 – August 14, 2008. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

Approval of Work Station Occupational Skills Training Class at Cutler Hammer/Eaton Corporation "Schematic Reading and Continuity Testing" October 20, 2008 through February 17, 2009. On a motion by Mrs. Pugh and seconded by Dr. Freeman, the Board unanimously approved the Work Station Occupational Skills Training Class "Schematic Reading and Continuity Testing" at Cutler Hammer/Eaton Corporation October 20, 2008 through February 17, 2009.

Approval of Level-One Instructional Service Agreement for Nash Community College to provide the Emergency Medical Dispatch (EMD) course to the Emergency County Communications, 131 Dick Street, Fayetteville, NC. Dr. Tansey reported that FTCC does not have a certified instructor for this course. On a motion by Mrs. Pugh and seconded by Dr. Freeman, the Board unanimously approved the Level-One Instructional Service Agreement for Nash Community College to provide the Emergency Medical Dispatch course to the Emergency County Communications.

Building and Grounds

Update on Western Campus. Mr. Levister gave the following report to the Board.

- The contract with Mr. Will Gillis for \$2,850,000 with \$150,000 security deposit was signed on September 24, 2008.
- A letter was sent to the State Board on September 26, 2008 requesting approval to purchase the property.
- The State Board's Policy Committee heard the request during its October 15 meeting and had not questions about the acquisition.
- Anticipate final approval from the State Board on November 21, 2008.

(1428)

- All required action for property survey, appraisals, and environmental studies have been initiated and should be completed before the November State Board meeting.
- The College will be ready to close no later than December 19, 2008. (Anticipate a closing date prior to December 19, 2008.)

Update on the Horticulture Educational Center. Mr. Levister gave the following report to the Board.

- Negotiations to settle the Penn National claim are ongoing.
- Penn National has made an offer of \$97,500 to settle.
- FTCC made a counter offer of \$72,000.
- Hope to settle between the \$90,000 to \$95,000 range.
- Walter Vick gave us his proxy to settle.

Discussion on College Emergency Planning and Training Exercise.

- On October 30, 2008, the College will have a Scenario Event Driven Emergency Exercise in Continuing Education Center, Room 118.
- Exercise participants will include Executive Council, Associate Vice Presidents, Deans, support staff, and selected faculty.
- Members of the City of Fayetteville (Police and Fire Departments), Cumberland County EMS, and Fayetteville Transit will be participating. (Member of Fayetteville State University Public Safety will be an observer.)
- Initiated National Incident Management System (NIMS) training for College critical personnel.

Special Trustees' Business

2008 ACCT (Association of Community College Trustees) Community College Leadership Congress – October 29, 2008 – November 1, 2008. Dr. Dallas Freeman, Mr. Charles Koonce, Mr. David McCune, and President Larry Keen will attend the Leadership Congress.

President's Report

Next Board Meeting – November 17, 2008.

SACS Update.

- Dr. Keen submitted a letter on October 7, 2008 to Dr. Belle Wheelan, President Southern Association of Colleges and Schools, addressing the issue of the Substantive Change Process currently being utilized at Fayetteville Technical Community College.
- WEAVEonline, our newly installed assessment management system is now fully operational and ready for use by all of the FTCC stakeholders.
- The College's Writing Style Guide has been adopted by the Executive Council and is ready to be disseminated for use by all members of the FTCC community.
- The SACS/COC Compliance Committees have submitted 16 Pre-Audits Numbered Statements Reports for review to the QIP Leadership Team. The remaining 65 Pre-Audits Numbered Statements (1427)

Reports will be completed and presented by December 2008.

- Brent Michaels is the SACS Leadership Team Chair. There are approximately 200 individuals involved with the SACS team.

Dr. Keen referred to the President's Report dated October 20, 2008. He reported on the following items: (1) The FTCC Children's Center raised \$3,100 at a Silent Auction on October 3. Approximately 30 families participated in the event. (2) Dr. Cynthia Bioteau, President of Salt Lake Community College, visited FTCC's main campus on October 9. During her visit, she saw i3D demonstrations and had an opportunity to discuss the i3D programs. (3) As of October 10, the Campus Fund Drive has resulted in \$31,676 for the FTCC Foundation. (4) FTCC had a group of walkers participating in the 2008 Heart Walk on October 11 in downtown Fayetteville's Festival Park. FTCC Advertising and Graphic Arts student, Less Huntley, designed the artwork for FTCC's T-shirts. (5) Fall break for students and faculty was October 14 and 15. (6) Dr. Keen, staff and faculty attended the NCCCS Conference in Raleigh October 12, 13 and 14, 2008. (7) DeSandra Washington, Director of Counseling Services, has been selected to participate in the NCCC Leadership Program class of 2008-2009. (8) Fall curriculum classes for the 8-week second session started on October 16. (9) An admissions representative from UNC-Pembroke visited with students on October 17. (10) The NC Board of Funeral Service from Raleigh will meet in the Tony Rand Student Center Board Room on October 23. (11) A Health Forum for students interested in pursuing education in health-related curricula will be held on October 25 in the Center for Business and Industry Room 129 from 8:00 a.m. to 2:00 p.m. (12) FLU shot clinics will be held on October 30 at the Tony Rand Student Center Multipurpose Room and Tuesday, November 18, at the Health Technologies Building - Room 143. (13) The Fine Arts Department will present "Fiddler on the Roof" in the auditorium October 31 - November 16 (Friday and Saturday performance at 7:00 p.m. and Sunday performance at 2:00 p.m.) (14) Dr. Tansey and Dr. Keen met with Dr. Bill Harrison on October 7 to discuss College Connections and Career and Technical Education Training on FTCC's campus.

Adjournment

The meeting was adjourned at 10:40 a.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

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