

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

February 16, 2009

Held in the Board Room of the Tony Rand Student Center.

Members Attending

Mr. Charles J. Harrell, Mr. J. Gary Ciccone, Mrs. Esther R. Thompson, Mr. Robert T. Barnes, Jr., Dr. Mike W. Choe, Ms. Lula G. Crenshaw, Dr. Dallas M. Freeman, Mrs. Sheryl J. Lewis, Mr. David McCune, Mrs. Susie S. Pugh, 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 Brent Michaels, Administrative Assistant to the President Betty Shackelford, and Secretary to the President Kay Williams.

Members Absent

Mr. Charles E. Koonce and SGA President Jamie Malcolm.

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. Special guests Mr. Will Gillis and Mr. Crawford MacKethan.

November 17, 2008 Meeting

On a motion by Mrs. Lewis and seconded by Mrs. Thompson, the minutes of the November 17, 2008 meeting were unanimously approved.

Focus

Mr. Harrell introduced Mr. Will Gillis and Mr. Crawford MacKethan. He expressed appreciation to Mr. MacKethan for his assistance with the negotiations for the property for the western campus. Mr. Harrell expressed appreciation to Mr. Gillis for selling to the college a portion of the land owned by several generations of his family. The property will become the college's western campus.

COMMITTEE REPORTS

Human Resources Committee

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

Report on Approval of Candidate for Vice President for Institutional Advancement.

Mrs. Berry reported that the Human Resources Committee approved Mr. Brent R. Michaels as Vice President for Institutional Advancement on Wednesday, December 17, 2008. Mr. Michaels was introduced to Trustees at the Human Resources Committee meeting earlier today.

Report on Approval of Candidate for Dean of Health Programs.

Mrs. Berry reported that the Human Resources Committee approved Mrs. Mary G. Johnson as Dean of Health Programs on Tuesday, January 27, 2009. Mrs. Johnson will be introduced to the Board at the March meeting.

Distribution of Honorary Trustee Award Procedures and Forms.

Honorary Trustee Award Procedures and forms were distributed to Trustees. Ms. Crenshaw requested that Trustees review the procedures and submit their nominations for the award by the March Board meeting.

Finance Committee

The Finance Committee met at 10:40 a.m. prior to this meeting. Mr. Robert T. Barnes, Chairman, presented the report to the Board.

Approval of State Budget Revisions.

State Budget S09-16 allocates the 2008-09 Military Business Center appropriation. Budget Revision S09-17 allocates the 2008-09 Military Business Center carryover funds. Budget Revision S09-21 shows the mandatory 1% budget reversion from administrative and curriculum salaries and curriculum other costs. Budget Revision S09-22 allocates the Minority Male Mentoring Grant for fiscal year 2008-09. Budget Revision S09-23 reflects mid-year budget revisions to reallocate budget from areas of surplus to areas of need. Budget Revision S09-24 allocates the carryover for the additional Vocational Education (Perkins) funding 2008-2009. Budget Revision S09-25 allocates the original Vocational Education allotment from instructional salaries and supportive (tutors/note takers) to instructional supplies and equipment.

On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve State Budget Revisions S09-16, S09-17, S09-21, S09-22, S09-23, S09-24, and S09-25. The motion was unanimously approved by the Board.

Approval of Revised NCCCS 3-2 Form for Purchase of Western Property.

The NCCCS 3-2 Form for purchase of the western property has been revised to include other costs in the amount of \$62,689.00 to reflect survey, appraisal, title search and other closing cost. The total of the 3-2 Form was revised from \$2,850,000 to \$2,912,689 to reflect the change.

On the recommendation of the Finance Committee, Mr. Barnes moved to approve the revised NCCCS 3-2 Form for the purchase of the western property from \$2,850,000 to

\$2,912,689 to include other cost in the amount of \$62,689.00. The motion was unanimously approved by the Board.

Approval to Extend Bank Services with First Citizens through 2011.

Bank services with First Citizens were approved for two years with an option for two one-year extensions. The second year of bank services with First Citizens ends June 2009. The College is requesting approval to request First Citizens to extend FTCC's bank services through June 2011.

On the recommendation of the Finance Committee, Mr. Barnes moved to authorize the College to approach First Citizens seeking an extension of the contract through June 2011. The motion was unanimously approved by the Board.

Approval of NCCCS Form 3-1 for \$90,000 Planning Funds for the New Satellite Campus/Health Technologies Center Renovation.

On the recommendation of the Finance Committee, Mr. Barnes moved to approve the NCCCS Form 3-1 for \$90,000 for Planning Funds for the new satellite campus/Health Technologies Center renovation. The motion was unanimously approved by the Board.

Approval for President to Negotiate Lease Renewal Contract with the Young Men's Christian Association of Fayetteville (YMCA).

On the recommendation of the Finance Committee, Mr. Barnes made a motion to authorize the President to negotiate and execute the 2009-2010 lease renewal with the Young Men's Christian Association of Fayetteville (YMCA). The motion was unanimously approved by the Board.

Discussion on Budget Management Measures Directive from North Carolina Community College System (Information Only).

Mrs. Smith reviewed the Budget Measures Directive from the NC Community College System Office at the Finance Committee meeting prior to this meeting.

Building and Grounds Committee

The Building and Grounds Committee met at 11:05 prior to this meeting. Mr. Wellons presented the report to the Board.

Update on Horticulture Educational Center.

Mr. Levister reported:

- On November 17, 2008, the FTCC Board of Trustees approved, in closed session, a \$95,000 settlement with Penn National and the \$5,000 settlement with LSV in satisfaction of all claims Penn National and LSV Architects may have against FTCC. The \$5,000 settlement with LSV includes payment of all remaining contract balances.
- A settlement has been reached in accordance with the Board's authorization. FTCC, Penn National, LSV, and State Contracting Office have all signed the settlement agreement.

Update on Purchase of Property for Western Campus.

- Approval of purchase of 60 acres was received from the State Board on November 21, 2008.

- Property closing was held on December 16, 2008.
- \$90,000 was provided by the State for advanced planning for the College's Master Plan priority one (Western Campus).
- Advertised for topographical site survey (letters of interest are due February 16, 2009).
- Advertised for architect to develop Western Campus Master Plan (closing date February 20, 2009).

Update on Salon and Spa Services Educational Center Renovation.

- Building inspection by Cosmetology Board was conducted on January 16, 2009.
- Classes started on January 21, 2009.

Naming of Former Service Merchandise Building.

Guidelines for Naming Facilities were distributed to Trustees. Mr. Wellons requested that Trustees review the guidelines and make their recommendation at the March 16, 2009 Board meeting.

Curriculum Committee

The Curriculum Committee met at 11:15 a.m. prior to this meeting. Mrs. Susie Pugh, Chairwoman, presented the report to the Board.

Report on College Connection Academies.

The College Connections partnership between Cumberland County Schools (CCS) and FTCC is designed to:

- Provide expanded opportunities for more students to participate in career and technical curriculum.
- Maximize CCS and FTCC services through shared resources.
- Expose students to a variety of high skill career options.
- Increase the number of students transitioning to higher education upon graduation.
- Address the needs of the BRAC expansion for a trained workforce.
- Career and Technical Offerings include Automotive Fabrication Repair Certificate, Basic A/C, Heating and Refrigeration Certificate, Demi-Chef Certificate, Digital Graphics Certificate, Gaming Design/Web Technologies Certificate, and Teacher Education—Elementary (certificate not currently available).
- Six to ten Advanced Placement reciprocal courses taught by CCS teachers on FTCC campus.

Report on FTCC Salon and Spa Services Educational Center.

- The North Carolina State Board of Cosmetic Arts approved the Center for licensure on January 22, 2009.
- Received a sanitation score of 98% out of 100%.
- Total of 57 students consisting of 20 full-time advanced and 17 full-time beginners.
- Part-time evening program has 4 part-time advanced students and 16 part-time beginner students.
- Projected FTE for the Spring 2009 semester at 49.29.
- Instructional team consists of 2 full-time and 6 part-time faculty members.
- The salon clinic opened its doors to patrons on February 10, 2009.

Approval of Curriculum Program Application for Esthetics Technology (C55230).

The Esthetics Technology certificate will provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Courses will be taught in the Salon and Spa Services Education Center.

On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the Curriculum Program Application for Esthetics Technology (C55230). The motion was unanimously approved by the Board.

Planning Committee

The Planning Committee met at 11:25 a.m. prior to this meeting. In the absence of Mr. Charles Koonce, Chairman, Mr. Charles Harrell presented the report to the Board.

Notification of the Strategic Planning Cycle for 2009-2014.

Mr. Levister reported that the College Strategic Planning Cycle for 2009-2014 began in November 2008.

Discussion and Approval of the FTCC Mission Statement, Purpose Statement, Institutional Goals, Core Competencies, and Planning Assumptions.

Mr. Levister reported that copies of the FTCC Mission Statement, Purpose Statement, Institutional Goals, Core Competencies, and Planning Assumptions were mailed to Trustees for their review. Any comments/suggestions were due to Betty Shackelford prior to the February Board meeting. No comments/suggestions were received.

On the recommendation of the Planning Committee, Mr. Harrell made a motion to approve the FTCC Mission Statement, Purpose Statement, Institutional Goals, Core Competencies, and Planning Assumptions. The motion was unanimously approved by the Board.

Special Trustees' Business

Report on February 9, 2009 Event --- "A Congressional Community Conversation—Strengthening Our Bridge to Washington."

Mr. Harrell reported that it was a successful event with Congressmen Mike McIntyre, Bob Etheridge, Larry Kissell, and NC Senator Tony Rand. Trustees had an opportunity to visit with the congressmen and express concern for needs for community colleges. Hopefully, we can have Senator Burr and Senator Hagan on campus at a later date. (Senator Kay Hagan was scheduled to attend the February 9 event but had to cancel due to a vote on the Economic Stimulus Bill.) Mr. Harrell expressed appreciation to all Trustees attending the event.

New Business

There was no discussion of new business at this meeting.

President's Report

Next Board Meeting – Monday, March 16, 2009. The local delegation will be invited to the March Board meeting.

SACS Update – (Brent Michaels)

SACS Leadership Team Chair Brent Michaels gave the SACS update. He reviewed the time line for the Class of 2011 and reported on the SACS Orientation Leadership Team meeting in Atlanta on January 26, 2009. (See attachment A.)

Basic and Refresher Ethics Training – (David Sullivan)

Mr. Sullivan reported that Trustees who did not attend Ethics Training at the North Carolina Association of Community College Trustees Leadership Seminar—September 10-12, 2008 (NCACCT) need to attend a Refresher Ethics Training session. He reviewed dates for the training and indicated that an on-line refresher course would probably be available before the end of the year. Training will also be available at the NCACCT meetings.

Mr. Sullivan also reminded Trustees that their Statement of Economic Interest Statements (SEI) needs to be completed by April 15, 2009.

See Written Report

Dr. Keen referred to the President's Report dated January 20, 2009 and February 16, 2009. Copies of the reports were included in the Trustees notebooks.

Adjournment

The meeting was adjourned at 1:30 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

**ATTACHMENT A
 FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
 SACS REAFFIRMATION OF ACCREDITATION TIMELINE / 2009-2011
 CLASS of 2011**

| YEAR | MONTH | ACTIVITY | ASSIGNMENT |
|-------------|---------------|---|--|
| 2009 | | | |
| | January 26 | SACS Orientation of Leadership Team / Atlanta | Dr. Keen, B. Tansey, B Smith, B. Michaels, C. Mitchell |
| 2010 | | | |
| | March 15 | Compliance Certification Due | Leadership Team |
| | May 11-14 | Off-Site Peer Review Conducted | SACS / COC |
| | July | Focus Report | Leadership Team |
| | August | Quality Enhancement Plan Due | Leadership Team |
| | October 19-21 | On-Site Peer Review Conducted | SACS / COC |
| | | | All FTCC Stakeholders |
| 2011 | | | |
| | June 21-23 | Review by COC for Reaffirmation | SACS / COC |
| | December 6 | Announcement by COC of Reaffirmation | SACS / COC |

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