

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

September 21, 2009

Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.

Members Attending

Mr. Charles J. Harrell, Mr. J. Gary Ciccone, Mrs. Esther R. Thompson, Ms. Lula G. Crenshaw, Mr. Ronald Crosby, Mr. Charles E. Koonce, 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 Joe Levister, Vice President for Learning Technologies Bob Ervin, Vice President for Human Resources Audrey Berry, Vice President for Institutional Advancement Brent Michaels, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Dr. Mike W. Choe, Dr. Dallas M. Freeman and Student Government President James Tolson.

Call to Order

The meeting was called to order by Board Chair Charles J. Harrell.

Recognition of Guests

Mr. Harrell recognized all guests and welcomed them to the meeting.

Ethics Awareness and Conflict of Interest Statement

Mr. Harrell read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.

Board Resolution Regarding Executive Order 21

On a motion by Mr. Ciccone and seconded by Mr. Wellons, the Board unanimously approved adding the Approval of Board Resolution Regarding Executive Order 21 on the Board Agenda for this meeting. (Added under Special Trustees Business.)

August 17, 2009 Meeting

On a motion by Mr. Koonce and seconded by Mr. Wellons, the minutes of the August 17, 2009 meeting were unanimously approved.

COMMITTEE REPORTS

Planning Committee

The Planning Committee met at 11:00 a.m. prior to this meeting. Mr. Charles E. Koonce, Chairman, presented the report to the Board.

Approval of Strategic Plan for 2009 – 2014. On the recommendation of the Planning Committee, Mr. Koonce moved to approve the Strategic Plan for 2009 – 2014 as presented at the August 17, 2009 Board meeting. The motion was unanimously approved by the Board.

Finance Committee. The Finance Committee met at 11:10 a.m. prior to this meeting. In the absence of Dr. Mike Choe, Chairman, Mr. Gary Ciccone presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S10-1 allots the unexpended balance of HB275 funds for the 2009-2010 budget. State Budget Revision S10-2 reallocates funding from areas originally allotted by NCCCS to areas where monies will be spent for 2009-2010. State Budget Revision S10-3A through S10-3L provides for the distribution of non-formula state allotments as follows: S10-3A State Child Care, S10-3B Customized Training for Productivity Enhancement, S10-3C Small Business Center, S10-3D, Multi Campus Allotment, S10-3E Health Sciences Grant, S10-3F Technical Education, S10-3G Tech Prep, S10-3H Botanical Lab, S10-3I Equipment, S10-3J Books, S10-3K Military Business Center, and S10-3L Vocational Education. State Budget Revision S10-4 allocates the JobsNow 12 in 6 allotments for fiscal year 2009-2010. State Budget Revision S10-5 allocates the Mandatory Management Flexibility Reduction 2009-2010.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve State Budget Revisions S10-1, S10-2, S10-3A, S10-3B, S10-3C, S10-3D, S10-3E, S10-3F, S10-3G, S10-3H, S10-3I, S10-3J, S10-3K, S10-3L, S10-4, and S10-5. The motion was unanimously approved by the Board.

Approval of Combined Budget for Fiscal Year 2009-2010. The Combined Budget (DCC 2-1) is required by the NC Community College System. On the recommendation of the Finance Committee, Mr. Ciccone moved to approve the Combined Budget (State, County, Plant, and Institutional Funds) in the amount of \$114,412,255 for the 2009-2010 fiscal year. The motion was unanimously approved by the Board.

Human Resources Committee. The Human Resources Committee met at 11:20 a.m. prior to this meeting. In the absence of Dr. Dallas Freeman, Chairman, Ms. Lula Crenshaw presented the report to the Board.

Update on Employee/Student Assistance Plan. The Employee/Student Assistance Plan provides referral counseling services for students, employees, and their family members. The initial contract period with Cape Fear Valley Medical Center was

October 1, 2008 through September 20, 2009. The contract automatically renews effective October 1, 2009 for one year. The services have been excellent.

Building and Grounds Committee. The Building and Grounds Committee met at 11:25 a.m. prior to this meeting. Mr. William Wellons, Chairman, presented the report to the Board.

Approval of College Electronic Signature Policy Administrative Procedures Manual I-24.20. The expanding use of computers and technology necessitates a College Electronic Signature Policy. The College does not have an existing policy for electronic signatures.

On the recommendation of the Building and Grounds Committee, Mr. Wellons moved to approve the College Electronic Signature Policy Administrative Procedures Manual I-24.20. The motion was unanimously approved by the Board. A copy of the policy becomes a permanent part of the minutes of this meeting. See Attachment A.

Discussion of Real Estate.

- (a) **Western Campus Update**
- (b) **Former Service Merchandise Building**

The Board did not consider these items at the Board meeting.

Special Trustees' Business

Notification of 2009-2010 Committee Assignments. A copy of the Committee Assignments for 2009-2010 is attached. (See Attachment B)

40th Annual Association of Community College Trustees Leadership Congress – October 7 – 10, 2009, San Francisco, California. Ms. Lula Crenshaw, Mrs. Susie S. Pugh, Dr. Dallas M. Freeman, Mr. David McCune, and Dr. Larry Keen will be attending the Leadership Congress.

NC Community College State Board Meeting – October 14 – 16, 2009 at Fayetteville Technical Community College. Trustees will be invited to several events with State Board members.

Approval of Resolution to the Governor Requesting that NC Community Colleges be Exempt from Executive Order 21. Mr. Sullivan reported that the NCACCT sent a letter to the governor requesting that community colleges be exempt from Executive Order 21 (an additional 5% cut for state agencies). NCACCT Executive Director Donny Hunter encouraged Trustees to pass a Resolution of Support for the request. The Resolution should be sent to the governor.

Mr. Ciccone moved to approve the Resolution Requesting that NC Community Colleges be exempt from Executive Order 21. The motion was seconded by Mr. Koonce and

unanimously approved by the Board. A copy of the Resolution becomes a permanent part of the minutes of this meeting. (See Attachment C)

President's Report

Next Board Meeting – Monday, October 19, 2009.

SACS Update. SACS Leadership Team Chair Brent Michaels gave the following report:

- We are in the Final Stages of collecting and writing responses to the 81 Principle Statements.
- As responses are presented and approved by the SACS Leadership Team, they are being forwarded to the Writing and Editing Team for the completion of the Compliance Document.
- The phase will be completed by December 2009.
- Final Editing and approvals are scheduled for January - February 2010.
- The completed Compliance Document is to be mailed and received by SACS before March 15, 2010.

See Written Report. Dr. Keen referred to the President's Report dated September 21, 2009. A copy of the report was included in each Trustees notebook.

Dr. Keen reminded Trustees of the Fort Bragg STEM Community Kick-off Tuesday, September 22, 2009 from 6:00 – 8:00 p.m. at 71st High School. STEM is an innovative approach to education that uses Science, Technology, Engineering, and Mathematics to cultivate creativity in all students.

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

Charles J. Harrell, Board Chair

Esther R. Thompson, Secretary

ADMINISTRATIVE PROCEDURES MANUAL I-24.20
Electronic Signature Policy

Fayetteville Technical Community College (FTCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

An electronic signature is considered valid when one of the following conditions is met:

Condition 1: Student/Employee Log in ID and Personal Identification Number (PIN)

- Institution provides student or employee with a unique PIN
- Student or employee sets his or her own PIN
- Student or employee logs into a secure site using both the Log in ID and PIN

Condition 2: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their PIN and their password private so others cannot use their credentials. This is further explained in Section I-23.10: Access Account Guidelines of the Administrative Procedures Manual.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. FTCC will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
STANDING COMMITTEES
BOARD OF TRUSTEES
FISCAL YEAR 2009-2010

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
Dr. Mike W. Choe
Mr. Ron Crosby
Dr. Dallas M. Freeman
Mrs. Sheryl J. Lewis
Mr. Charles J. Harrell, Ex-Officio

Finance Committee

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

Human Resources Committee

Dr. Dallas M. Freeman, Chairman
Ms. Lula G. Crenshaw
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
Dr. Mike W. Choe
Dr. Dallas M. Freeman
Mrs. Susie S. Pugh
Mr. William S. Wellons, Jr.
Mr. Charles J. Harrell, Ex-Officio

**RESOLUTION
OF
THE BOARD OF TRUSTEES OF
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

WHEREAS, the North Carolina Community College System is designated as the primary lead agency for delivering workforce development training, adult literacy training, and adult education programs in the State; and,

WHEREAS, Fayetteville Technical Community College believes the road to our state's economic recovery begins at the doors of our state's community colleges; and,

WHEREAS, Fayetteville Technical Community College is the third largest community college in the North Carolina Community College System providing access to affordable, quality education to over 40,000 students every year; and,

WHEREAS, Fayetteville Technical Community College's curriculum programs have grown by about four percent this academic year and our continuing education programs have grown by more than twenty-five percent this academic year; and,

WHEREAS, Fayetteville Technical Community College expects to grow dramatically during the next several years with the significant expansion of Fort Bragg; and,

WHEREAS, Fayetteville Technical Community College respects its duty and responsibility, as a public entity, to be a good steward of the financial resources allocated to it; and,

WHEREAS, Fayetteville Technical Community College's reduced its budget this fiscal year by holding open vacant positions, delaying necessary expenses, asking our faculty to temporarily accept additional work and classes and increasing the number of students in classes; and,

WHEREAS, Fayetteville Technical Community College believes that it has accomplished the required budget cuts in a manner that minimizes the effect of the cuts on our students; and,

WHEREAS, Fayetteville Technical Community College is unable to absorb additional budget cuts without dramatically affecting our students and jeopardizing the role we hope to play in growing the Cumberland County economy as Fort Bragg expands.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Fayetteville Technical Community College calls upon Governor Beverly E. Perdue to exempt North Carolina's community colleges from Executive Order Number 21 and to protect community colleges from additional budget cuts in both this and next fiscal year.

Adopted this the twenty-first day of September, 2009.

Charles Harrell
Chairman, FTCC Board of Trustees

Esther Thompson, Secretary,
FTCC Board of Trustees