

Announcement of New Dental Department Chairperson. Mrs. Mary G. James, Dean of Health Programs, introduced Dr. James J. Pilgrim, Dental Department Chairperson, to the Board.

Notification of the Retirement of Mrs. Mary G. James, Dean of Health Programs (1969 - 1999) and Resolution of Appreciation for Mrs. Mary G. James. Mr. Shaw presented a Resolution of Appreciation to Mrs. Mary G. James. Mrs. James, Dean of Health Programs, is retiring January 1, 2000. She has been employed at FTCC for 30 years.

Report on the Approval of Candidate for the Position of Dean of Health Programs. Mrs. Crenshaw reported that the Human Resources Committee approved Mrs. Alisa Debnam for the position of Dean of Health Programs effective January 4, 2000. The action was reported to the Board for information. Mrs. Sharon Morrissey introduced Mrs. Debnam to the Board.

Special Trustees' Business

Remarks by Mr. Perry Y. Newson, Executive Director of the North Carolina Board of Ethics. Mr. Newson met with Trustees at 11:00 a.m. prior to this meeting. At that time he gave a presentation on "Ethics Education and Awareness." Mr. Newson expressed appreciation for the opportunity to meet with the Trustees. He encouraged Board members to contact him if he could be of assistance or if they had questions or concerns.

Reaffirmation of Code of Ethics for FTCC Board of Trustees. On a motion by Mr. Satsky, seconded by Mr. Yarborough, the Board unanimously reaffirmed the Code of Ethics for FTCC's Board of Trustees. A copy of the Code of Ethics becomes a permanent part of the minutes of this meeting.

Committee Reports:

Building and Grounds

The Building and Grounds Committee met at 11:30 a.m. prior to this meeting with the following members present: Mr. Yates, Chairman, Mr. Davidson, Mr. Rose, Dr. Tally, Mrs. Tinney, and Mr. Shaw, Ex-Officio. Also attending were: Dr. Jeffries, Ms. Crenshaw, Mr. Satsky, Mr. Yarborough, Dr. Norris, Dr. Powell, Mrs. Morrissey, Mrs. Smith, Mr. Levister, and Mrs. Copeland. Mr. Yates called the meeting to order.

Approval of Design of the Fire and Emergency Medical Services Memorial. Dr. Powell presented the proposed design for the Fire and Emergency Medical Services Memorial (Monument) to the Board. The design was developed by Mr. Dan Hicks and the Architectural Technology students. The monument will be located between Lafayette Hall and the Cumberland Hall Auditorium. The associations will raise the funds for the materials and FTCC's masonry students will construct the monument. On a motion by Mr. Rose, seconded by

Mr. Satsky, the Board unanimously approved the design of the Fire and Emergency Medical Services Memorial.

Progress Report on Construction and Renovation Projects. Dr. Powell reported that all projects are on schedule. The renovation to Cumberland Hall and the Financial Services Building should be completed by the first of the year.

The groundbreaking for the Early Childhood Educational Center is scheduled for January 10, 2000. Contracts will be submitted to the Department of Construction as soon as possible.

The low bidder for air conditioning the gym, Atkins Electrical Heating and Air Conditioning, did not respond. We are in the process of negotiating with the second lowest bidder. Mr. Weaver will pursue collection of the bid bond.

Progress Report on the Electronically Operated Marquee. Dr. Powell reported that the design for a new electronic marquee to replace the existing sign on the corner of Hull and Devers was approved at a previous meeting. The project will be sent out for bids. Construction should be completed this spring.

Curriculum Committee

Approval of In-Plant Training Class. Mr. Satsky made a motion to approve the in-plant training class "Schematic Reading and Continuity Testing" from October 20, 1999 to December 13, 1999, at Cutler-Hammer OEM. The motion was seconded by Mr. Yates and unanimously approved by the Board.

Finance Committee

Report on Fiscal Audit, Year Ended June 30, 1999. Mr. Satsky reported that the College received an official letter dated October 26, 1999, from the Office of the State Auditor stating that the results of their tests disclosed no instances of noncompliance and no material weaknesses in internal controls which require disclosure herein under *Government Auditing Standards*. Mr. Satsky expressed commendations to the College, Mrs. Smith, and staff in the Financial Services office for the excellent audit. Mr. Satsky made a motion to accept the report on the fiscal audit for year ended June 30, 1999. The motion was seconded by Mr. Davidson and unanimously approved by the Board.

Approval of Corporate Credit Card Policy. Mr. Satsky reported that the corporate credit card is issued to the President of the College, he has the sole authority to charge to the card, and the card may be used for college business only. Receipts and/or invoices, approved by the President, clearly stating the purpose of the charge and those in attendance, must be submitted to the Vice President for Financial Services for payment. A motion was made by Mr. Satsky to

approve the Corporate Credit Card Policy. The motion was seconded by Dr. Tally and unanimously approved by the Board.

Approval of Corporate Cellular Phone Policy. Mr. Satsky reported that cellular phones will be assigned to personnel as determined by the President of the College. Each employee assigned a cellular phone must sign a statement attesting that the phone will be used for FTCC business only (with the exception of an accident or family emergency). The list of individuals assigned cellular phones, along with their signed statement, will be maintained in the Office of the Facilities Services Director and a copy furnished to the Vice President for Financial Services. (FTCC's cellular phones are assigned to the President, Vice President for Administrative Services, and Security.) Mr. Satsky made a motion to approve the Corporate Cellular Phone Policy. The motion was seconded by Dr. Tally and unanimously approved by the Board.

Approval of Revision of Travel Reimbursement Policy. Mrs. Smith reported that revisions to the Travel Reimbursement Policy include the following: (1) To be eligible for reimbursement for breakfast - an individual must depart the duty station prior to 7:00 a.m. (2) To be eligible for reimbursement for lunch - an individual must depart the duty station prior to noon. (3) To be eligible for dinner - an individual must depart duty station prior to 5:00 p.m. Mr. Satsky made a motion to approve the revision to the Travel Reimbursement Policy. The motion was seconded by Mr. Davidson and unanimously approved.

Approval of State Budget Revision S-008. Mr. Satsky reported that State Budget Revision S-008 reverts one-half of one percent back to the System Office as mandated by Governor Hunt due to Hurricane Floyd. Mr. Satsky made a motion to approve State Budget Revision S-008. The motion was seconded by Mr. Yarborough and unanimously approved by the Board.

Approval of State Budget Revision S-009. Mrs. Smith reported that colleges will receive one half of the funds originally allotted for the health insurance increase. (The amount of the increase is \$43.38 per employee.) The remainder of the cost must come from the original budget. Revision S-009 distributes the health insurance allotment. On a motion by Mr. Satsky, seconded by Mrs. Tinney, the Board unanimously approved Budget Revision S-009.

Planning Committee

ACCT Legislative Seminar February 27-29, 2000 in Washington, D.C. Mr. Yarborough encouraged Trustees to attend the Legislative Seminar in February.

President's Report

President's Christmas Reception: Friday, December 17, 1999, 11:30 a.m. - 1:00 p.m., Student Center Multi-Purpose Room.

Chamber of Commerce 100th Annual Dinner, Saturday, January 8, 2000, at the Charlie Rose Expo Center.

January Board Meeting, January 10, 2000 (Second Monday).

Groundbreaking for the Early Childhood Educational Center, Monday, January 10, 2000, at 11:00 a.m.

Culinary Technology Luncheon Thursday, November 18, at 11:30.

Dr. Norris referred to the President's Report dated November 15, 1999. He reported on the following: (1) FTCC Paralegal Instructors, Associate Degree Nursing Instructors, and their students assisted with the flood relief effort as volunteers at the Edgecombe County Food Distribution Center. (2) Pharmacy Technology graduates had a 100% passing rate on Certification Exams; Radiography Technology graduates and Associate Degree Nursing graduates had a 100% passing rate on State Boards. (3) Mamie Griffin, English Instructor, attended the North Carolina Association for Developmental Educators in Boone and was recognized as the recipient of the Kellogg Award. (4) The Phi Theta Kappa Induction Ceremony was held on November 4 with 111 students being inducted. (5) The National Vocational-Technical Honor Society Induction Ceremony will be held on November 18 with 71 students being inducted. (6) A Veterans Day Ceremony was held on November 11 at the Student Terrace. (7) The Job Placement Office is hosting a College Transfer Day on November 15. (8) The NCCCS Curriculum Student Completion Report for 1998-99 shows FTCC as the top community college in the number of students completing associate degrees, diploma, and certificate programs. A total of 1,166 students completed programs in 1998-99: 777 Associate Degree completers, 188 Diploma completers, and 201 Certificate completers. (9) Attended exit interview with fiscal auditors on October 18. (10) Met with Charles Jenkins (UNC-P), Willis McLeod (FSU), and Eva Hansen (Smart Start) on October 19. (11) FTCC has entered into a partnership with Duke University to become the Fayetteville site for the Duke University Certificate Program in Non-Profit Management beginning January 2000.

Focus

Presentation of the Job Placement Report for 1998-1999. Mrs. Cathy Barkley, Job Placement Coordinator, reported that 96% of the 940 graduates who graduated in 1999 and were available for employment found

employment within four months of graduation. The average salary was \$26,131, which is a 5% increase over last year.

Adjournment

The meeting adjourned at 2:00 p.m.

Harry F. Shaw, Chairman

Dr. Marye J. Jeffries, Secretary

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
CODE OF ETHICS**

As a trustee and keeper of the public trust, I will:

1. Become knowledgeable so that I can execute my duties and carry out my responsibilities in a creditable manner.
2. Place high priority on attendance and punctuality at all board meetings.
3. Cooperate with my fellow board members and respect their differences of opinion.
4. Vote my honest conviction on all issues based on fact and concern for all persons affected rather than on personal bias or political or other outside pressure.
5. Support all policy votes of a board regardless of how I voted.
6. Remember that the president, board chairman or the board as a whole are the only official spokespersons for the institution.
7. Support the president as chief administrative officer of the institution.
8. Direct to the president all complaints or criticisms brought to me about either the institution or the president.
9. Resist the temptation to use my position for personal gain.
10. Place as high a priority on the educational programs of the institution as I do on the business of college operation.
11. Function as a policy-maker and not an administrator of the institution.
12. Understand and abide by the Open Meetings Laws by encouraging attendance of interested citizens, organizations, and the media when current institution operations and future plans are being discussed.
13. Solicit support of county commissioners, legislators and private companies in obtaining funds for the operation and maintenance of the institution.
14. Support the state and national community college trustees associations.
15. Strive constantly toward ideal conditions for the most effective board service.

*Advocated by the North Carolina Association of Community College Trustees.