



FAYETTEVILLE TECHNICAL
COMMUNITY COLLEGE

FUTURE
STUDENTS

CURRENT
STUDENTS

MILITARY
STUDENTS

CONTINUING
EDUCATION

DISTANCE
LEARNING

EMPLOYMENT
AT FTCC

ABOUT
FTCC



**BOARD OF TRUSTEES
MINUTES**

- Assessment
- Course Evaluations
- Fact Book
- Facts At A Glance
- Fill-In Forms
- FTCC Charter
- FTCC Info
- Handbooks/Manuals
- Plans
- Planning Guide
- Reports
- IEA Home
- FTCC Home
- < Previous Page

BOARD OF TRUSTEES MINUTES 2008-2009		
2008	<u>January 22</u>	<u>August 18</u>
	<u>February 18</u>	<u>September 15</u>
	<u>March 17</u>	<u>September 22</u>
	<u>April 21</u>	<u>October 20</u>
	<u>May 19</u>	<u>November 17</u>
	<u>June 16</u>	
2009	<u>February 16</u>	<u>September 21</u>
	<u>April 20</u>	<u>October 19</u>
	<u>May 18</u>	<u>November 16</u>
	<u>June 15</u>	
	<u>August 17</u>	

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Revised: April 1, 2009.

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

January 22, 2008	Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.
Members Present	Dr. Marye J. Jeffries, Mr. Charles J. Harrell, Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, Mr. Thornton W. Rose, Mr. William S. Wellons, Jr., and SGA President Christine Dunavant.
FTCC Personnel Present	President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Financial Services Betty M. Smith, Vice President for Administrative Services Joseph W. Levister, Jr., Vice President for Institutional Advancement Barbara Copeland, Associate Vice President for Learning Technologies Bob Ervin, Director of Research and Planning Carl Mitchell, Director of Media Services Joe Alley, Accounting Manager Audrey Berry, and Assistant to the President Ed Jackson.
Members Absent	Mr. Robert T. Barnes, Jr. and Mrs. Esther R. Thompson
Call to Order	The meeting was called to order by Dr. Marye J. Jeffries, Board Chair.
Ethics Awareness and Conflict of Interest Statement	Dr. Jeffries read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Dr. Jeffries recognized all guests and welcomed them to the meeting. Special guests: NCCCS Assistant to the President for Legal Affairs David Sullivan and Paul Dordal, Executive Director, BRAC Regional Task Force.
November 19, 2007 Meeting	On a motion by Mr. Rose and seconded by Mr. Koonce, the minutes of the November 19, 2007 meeting were unanimously approved.
Committee Reports	
Building and Grounds	The Building and Grounds Committee met at 11:15 a.m. prior to this meeting. Mr. William S. Wellons, Jr., Chairman, presented the report to the Board.

Approval of Long Range Plan. Mr. Levister reported that in September 2007, the NCCCS required all colleges to develop and submit a Long Range Plan to the System Office by January 1, 2008. The Plan was to focus upon projected academic program requirements. The College contracted with Martin Boal Anthony and Johnson to develop the Plan. Comments from the System Office regarding the Plan were received on January 15. The contractor is providing responses to the comments. A DVD of the Plan was available for Trustees to review. The revised Long Range Plan will be presented to the Board for approval at the February Board meeting.

Update on Horticulture Educational Center. Mr. Levister reported that Tarheel Roofing is replacing the roof at the Horticulture Educational Center.

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

Finance Committee

The Finance Committee met at 10:45 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revision. State Budget Revision S08-15 reallocates performance funding to instructional other cost for start-up costs for a new curriculum program--Interactive 3-Dimensional Technology. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revision S08-15. The motion was unanimously approved by the Board.

Human Resources Committee

The Human Resources Committee met at 10:55 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman presented the report to the Board.

Approval of Vice President for Human Resources. Dr. Keen reported that all hiring procedures were followed. Dr. Keen recommended Mrs. Audrey Berry for the position of Vice President for Human Resources. Mrs. Berry received her Master of Business Administration from Fayetteville State University. She has been employed at FTCC as an Accounting Manager since 1993. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve Mrs. Audrey Berry as

Vice President for Human Resources. The motion was unanimously approved by the Board.

Dr. Keen introduced Mrs. Berry to the Board. She expressed appreciation to the Board for the opportunity to serve as Vice President for Human Resources.

Approval of Vice President for Legal Services and Risk Management (Board Attorney). Dr. Keen reported that all hiring procedures were followed. Dr. Keen recommended Mr. David Sullivan for the position of Vice President for Legal Services and Risk Management. Mr. Sullivan received his Juris Doctor from Campbell University. He has been employed as General Counsel at the NC Community College System since 2004. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve Mr. David Sullivan as Vice President for Legal Services and Risk Management. The motion was unanimously approved by the Board.

Dr. Keen introduced Mr. Sullivan to the Board. Mr. Sullivan expressed appreciation to the Board for the opportunity to serve as Vice President for Legal Services and Risk Management.

Approval of Title Change - Vice President for Learning Technologies. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve a title change for Mr. Bob Ervin from Associate Vice President for Learning Technologies to Vice President for Learning Technologies. Mr. Ervin received his Master of Business Administration from Campbell University. He has been employed at FTCC since 1989 and has been Associate Vice President for Learning Technologies since 2000.

Mr. Ervin expressed appreciation to the Board for the opportunity to serve as Vice President for Learning Technologies.

Approval of New Position - Controller. Dr. Keen reported that the Controller's position was upgraded to Vice President for Financial Services and the Controller's position eliminated on July 1, 1998. Since 1998, the College's combined budget has doubled and the number of employees in Financial Services has increased approximately 48%. The oversight of the Bookstore,

Cafeteria, Property Control and Shipping and Receiving has been added to the Vice President's area of responsibility. Adding the Controller's position will permit closer and timely monitoring of funds, increase accountability, provide for succession planning, and allow the Vice President to perform at a higher level.

On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the new position of Controller. The motion was unanimously approved by the Board.

Approval of Revision to *Administrative Procedures Manual - I-10.5.7 Transfer of Vacation Leave*. The current policy allows a new employee who transfers between institutions of the community college system or between any local or state governmental agency to transfer in up to 240 hours of vacation leave. The College is requesting to revise its policy to allow new employees to transfer in up to 40 hours of vacation leave (no bonus leave). On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the revision to the *Administrative Procedures Manual I-10.5.7* allowing a new employee to transfer in up to 40 hours of vacation leave (no bonus leave). The motion was unanimously approved by the Board. The revision will be effective February 1, 2008.

I-10.5.7 Transfer of Vacation Leave

The College may transfer in up to 40 hours of unused vacation leave (no bonus leave) when an employee transfers between institutions of the community college system or between any local or state governmental agency. Exception to this policy is authorized only by the President of the College.

Planning Committee

Notification of the Strategic Planning Cycle for 2008-2013. Trustees were notified of the Strategic Planning Cycle for 2008-2013.

Review of the FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes. Trustees received a draft copy of the FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes to review before the February meeting.

Any suggestions or recommendations should be made to Betty Shackelford prior to February 12, 2008.

Special Trustees' Business

Evaluation of Statement of Economic Interest for Dr. Mike W. Choe. Dr. Jeffries reported that correspondence was received from the NC Board of Ethics reference *Evaluation of Statement of Economic Interest* filed by Dr. Mike W. Choe. There was no actual conflict of interest for Dr. Choe.

ACCT 2008 Community College National Legislative Summit - February 11-13, 2008, Washington, D.C.

NC State Breakfast - 7:00 a.m. - 8:30 a.m. Tuesday, February 12, 2008, at Marriott Wardman Park Hotel (Washington 1 Room, Exhibition Level).

Report on Installation for Dr. J. Larry Keen - November 29, 2007. Dr. Jeffries reported that it was an excellent event. She expressed appreciation for everyone's assistance and participation with the Installation. Mr. Harrell expressed appreciation to Dr. Jeffries for her assistance and planning. Dr. Keen thanked everyone for their hard work.

President's Report

Next Board Meeting - Monday, February 18, 2008.

Dr. Keen referred to the President's Report dated January 22, 2008. He reported on the following: (1) Dr. Keen attended the BRAC Regional Task Force Agreement Signing on November 21. (2) Dr. Keen met with District Attorney Ed Grannis regarding the Alive at 25 Program on December 4. (3) Dr. Keen and staff met with the representatives from the State Board of Nursing on January 15. (4) Dr. Keen attended a meeting and Open House with EON Reality on January 16 and 17.

Focus

Partnership with BRAC Regional Task Force and Fayetteville Technical Community College - Paul Dordal, Executive Director. Paul Dordal outlined the BRAC changes at Ft. Bragg and Pope AFB.

- Ft. Bragg is the largest Army post in the country
 - More than 65,000 soldiers and employees
 - Includes BRAC actions, Army Transformation, and Grow the Army initiatives

- U.S. Army Forces Command and Army Reserve Command Headquarters (2,700) transfer from Atlanta
- Pope AFB transfer to the Army
- Projecting more than 35,000 additional people
- FORSCOM/USARC Headquarters will be the catalyst for attracting defense companies
 - Senior decision makers that decide how to organize and equip the entire U.S. Army
 - Manage more than \$30 billion of DOD budget
- Market and promote Southeastern North Carolina “All-American Defense Corridor” to attract new defense companies to the region.

Adjournment

The meeting was adjourned at 2:10 p.m.

Dr. Marye J. Jeffries, Board Chair

Mrs. Esther R. Thompson, Secretary

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

February 18, 2008	Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.
Members Present	Dr. Marye J. Jeffries, Mr. Charles J. Harrell, Mrs. Esther R. Thompson, Mr. Robert T. Barnes, Jr., Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, and Mr. Thornton W. Rose
FTCC Personnel Present	President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Financial Services 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, Director of Media Services Joe Alley, Funeral Service Department Chair Mike Landon, and Assistant to the President Ed Jackson
Members Absent	Mr. Charles E. Koonce, Mr. William S. Wellons, Jr., and SGA President Christine Dunavant
Call to Order	The meeting was called to order by Dr. Marye J. Jeffries, Board Chair.
Ethics Awareness and Conflict of Interest Statement	Dr. Jeffries read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Dr. Jeffries recognized all guests and welcomed them to the meeting. Special guest: Corey Johnson <i>The Fayetteville Observer</i> reporter.
January 22, 2008 Meeting	On a motion by Mr. Harrell and seconded by Mrs. Pugh, the minutes of the January 22, 2008 meeting were unanimously approved.

Committee Reports

Planning Committee

The Planning Committee met at 11:00 a.m. prior to this meeting. In the absence of Mr. Charles E. Koonce, Chairman, Dr. Marye J. Jeffries presented the report to the Board.

Approval of FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes. On the recommendation of the Planning Committee, Mr. Rose made a motion to approve the FTCC Purpose Statement, Institutional Goals, Planning Assumptions, and Learning Outcomes. The motion was unanimously approved by the Board.

Curriculum Committee

The Curriculum Committee met at 10:50 a.m. prior to this meeting. Mrs. Susie S. Pugh, Chairman, presented the report to the Board.

Approval of Cosmetology Contracts Between Fayetteville Technical Community College and Montgomery's Hairstyling Academy and Fayetteville Beauty College. The College has participated in this agreement since 1974. Contract dates for Montgomery's Hairstyling Academy are July 1, 2008 to June 30, 2009. Contract dates for Fayetteville Beauty College are July 1, 2008 to August 16, 2008. Effective July 1, 2008, the cost will increase from \$1.35 per hour to \$1.45 per hour. On the recommendation of the Curriculum Committee, Ms. Pugh made a motion to approve the cosmetology contracts between Fayetteville Technical Community College and Montgomery's Hairstyling Academy and Fayetteville Beauty College. The motion was unanimously approved by the Board.

Approval to Conduct a Needs Assessment for an Associate in Applied Science Degree in Simulation and Game Development. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve for the College to conduct a Needs Assessment for an Associate in Applied Science Degree in Simulation and Game Development (A25450). The motion was unanimously approved by the Board.

Approval of In-Plant Training Class at Cutler-Hammer/Eaton Corporation “Troubleshooting Electrical Motor Controls” February 18, 2008 - June 4, 2008. On the recommendation of the Curriculum Committee, Ms. Pugh made a motion to approve the In-Plant Training Class at Cutler-Hammer/Eaton Corporation “Troubleshooting Electrical Motor Controls” offered February 18, 2008 - June 4, 2008. The motion was unanimously approved by the Board.

Building and Grounds

The Building and Grounds Committee met at 11:15 a.m. prior to this meeting. In the absence of Mr. William S. Wellons, Jr., Chairman, Mr. Charles Harrell presented the report to the Board.

Approval of College Long Range Plan. In September 2007, the NCCCS required all colleges to develop and submit a College Long Range Plan by January 1, 2008. FTCC’s plan was developed in coordination with Martin Boal Anthony and Johnson through analysis of CC Benefits Data, Faculty and Staff Surveys, Enrollment Projections, and Listening Forums. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion to approve the College Long Range Plan. The motion was unanimously approved by the Board.

Approval of Contractor for ADA and Life Safety Renovation. FTCC was awarded a state facilities grant of \$400,000 to make needed upgrades and improvements for disabled students and enhance campus safety and security. Stanford White Associates (Raleigh, NC) was approved as the designer for the project. Bids were received from seven contractors on January 29, 2008. The low bid of \$389,000 was submitted by E.B. Davis Electric Company (Lumberton, NC). The College recommends that E. B. Davis Electric Company be approved as the contractor for the project. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion to approve E.B. Davis Electric Company as the contractor for the ADA and Life Safety Renovation Project. The motion was unanimously approved by the Board.

Approval of Administrative Procedures Manual I-24
College Free Speech and Public Assembly Policy.

Currently the College does not have a written policy on free speech and public assembly. With increased interest by individuals and groups to exercise their rights to free speech and assembly, the College needs a written policy. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion to approve the College Free Speech and Public Assembly Policy I-24 *Administrative Procedures Manual*. 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)

Update on Horticulture Educational Center. The Bonding Company (Penn National) has proposed mediation to bring closure to contract issues with the Horticulture Educational Center. Representatives from the State Construction Office, the State Attorney General's Office, The Yarborough Law Firm, and FTCC met on February 24, 2008 to discuss the mediation process. Mediation is projected on April 10, 2008 at Poyner & Spruill LLP in Raleigh, NC. The mediator will be John L. Shaw.

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

Approval to Purchase Real Property. On the recommendation of the Building and Grounds Committee, Mr. Harrell made a motion that FTCC acquire from Mr. Chalmas Craig Stewart and Mrs. Johnnie Renee Stewart the real property located at 2813 Fort Bragg Road for a price of \$525,000 plus appraisals and closing costs. The acquisition to be by "friendly" condemnation will include a lease back to the Seller's for a 12-month period. The motion was unanimously approved by the Board.

Finance Committee

The Finance Committee met at 10:40 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S08-16 reallocates the Nursing Allied Health budget from current expense to capital where necessary. Budget Revision S08-17 reflects mid-year budget revisions

to reallocate budget from areas of surplus to areas of need. Budget Revision S08-18 reflects reallocation of the Military Business Center budget to increase Coastal Carolina Community College's budget and reallocation of Craven Community College's budget and reallocation of funds to equipment for computers and printers. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-16, S08-17 and S08-18. The motion was unanimously approved by the Board.

Approval of Revision to Student Support Services Budget. Budget Revision I08-1 increases the Student Support Services Budget for three Tru Photo Camera Packages for the Student ID Card System. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve Budget Revision I08-1. The motion was unanimously approved by the Board.

Approval of NCCCS Form 3-2 for the ADA and Life Safety Improvements Project. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the NCCCS Form 3-2 for the ADA and Life Safety Improvements Project. The motion was unanimously approved by the Board.

Approval of Funds for Purchase of Real Property and NCCCS Form 3-2. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve funds of \$525,000 to purchase the real property at 2813 Fort Bragg Road and to approve the NCCCS Form 3-2 for the property. 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). The Current One (1) Year Contract Expires at Midnight on the 28th Day of February 2008. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to authorize the President to negotiate and execute the 2008-2009 lease renewal with the Young Men's Christian Association of Fayetteville (YMCA). The motion was unanimously approved by the Board.

Human Resources CommitteeThe Human Resources Committee met at 11:45 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Approval of Controller (Financial Services). Ms. Crenshaw reported that the Human Resources Committee approved Mrs. Robin K. Deaver for the position of Controller for Financial Services. Mrs. Deaver has a Master of Accounting from NC State University. She is currently employed as an Audit Supervisor for the North Carolina Office of the State Auditor. Mrs. Audrey Berry introduced Mrs. Deaver to the Board. Mrs. Deaver expressed appreciation for the opportunity to serve as Controller for the College.

Distribution of Honorary Trustee Award Procedures and Forms. Ms. Crenshaw reported that the guidelines and nomination forms for the Honorary Trustee Award are included in each Trustee's notebook. Nomination forms are due by March 17, 2008.

Special Trustees' Business NCACCT 2008 Law Seminar - April 2-4, 2008, Sheraton Imperial Hotel, Research Triangle Park.

Report on ACCT 2008 Community College National Legislative Summit - February 11 - 13, 2008, Washington, D.C. Dr. Marye J. Jeffries, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, Mr. Charles E. Koonce, and Dr. Larry Keen attended the summit. They reported that it was an excellent conference and well attended.

FTCC Foundation, Inc. Golf Tournament - May 7, 2008.

Presentation of Certificate of Completion for Trustee Orientation - Robert T. Barnes, Jr., Sheryl J. Lewis, and Marye J. Jeffries. Certificates of Completion for Trustee Orientation were presented to Mr. Robert Barnes, Jr., Mrs. Sheryl Lewis and Dr. Marye J. Jeffries.

Distribution of 2007 Edition of Community College Laws of North Carolina. Copies of the 2007 edition were distributed to Trustees.

Dr. Keen referred to the President's Report dated February 18, 2008. He reported on the following: (1) FTCC has been awarded a \$525,000 grant from the NCCCS to develop a "technology center" for the community college system. The grant will provide funds for three years allowing the college to create a center that will focus on identifying, testing, and implementing technology that enhance online education. The technology center will be led by Bob Ervin, Vice President for Learning Technologies. Initial partners in the technology center consortium are Wake Technical Community College, Asheville-Buncombe Technical Community College, South Piedmont Community College, Craven Community College, Carteret Community College, and Rockingham Community College. (2) The Student Activities Office, African-American Heritage Club, and Student Government Association are hosting several events on campus in celebration of Black History Month. (3) On February 8, Author Bradley Schiller (*The Economy Today*) spoke at FTCC on "global poverty." (4) On February 9, Financial Aid Services sponsored a Free Application Federal Student Aid Day (FASA). (5) The FTCC Children's Center received a 5-Star License/Award from the State of NC. (6) FTCC announced the new certificate program in Interactive 3D Programming. The College is planning a Grand Opening for the Interactive Digital Center in April or May. (7) FTCC hosted "A Conversation with Bob Etheridge" on February 11 in the Tony Rand Student Center. (8) The Fine Arts Department will present the Pulitzer-Prize Winning Play "Picnic" in the Cumberland Hall Auditorium on February 22, 23, 24, 29, and March 1 and 2. (9) The College should receive the final audit report for the Information Technology Audit on February 22, 2007. The audit for the period September 12, 2007 through November 5, 2007 was conducted by the Office of the State Auditor. Results of the audit will be presented at the March Board meeting. (10) Dr. Keen met with Helen Parker, Regional Administrator for the Department of Labor, on February 8, 2007. Mrs. Parker visited Fort Bragg and FTCC's campus. She was very impressed with everything FTCC is doing.

Focus

Funeral Service Education - Mr. Michael Landon, Department Chair. Mr. Landon reported that the program was established in 1974 and is accredited by the American Board of Funeral Service Education (ABFSE). The College offers an AAS Degree in Funeral Service Education and a NC Funeral Director Diploma Program. In 1997, FTCC was the first college of funeral service in the nation to offer classes via on-line instruction. The College was re-accredited by the ABFSE Committee on Accreditation with no stipulations in 2002. The next accreditation visit will be in November 2009. There were 41 AAS Degree graduates and 38 NC Funeral Director Diploma graduates in 2007.

Adjournment

The meeting was adjourned at 1:45 p.m.

Dr. Marye J. Jeffries, Board Chair

Mrs. Esther R. Thompson, Secretary

ADMINISTRATIVE PROCEDURES MANUAL

I-24.17 Free Speech and Public Assembly

Fayetteville Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Fayetteville Technical Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the College including but not limited to instruction, College business, or actions which interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

I-24.17.1 Registration and Use of Designated Free Speech Area

Designated Free Speech/Expression Area

The College hereby designates the following areas as Free Speech/Expression areas:

X	Main Campus	Student Center Gazebo
X	Spring Lake Campus	Grass Area on end of Western Wing of Bldg
X	Horticulture Education Center	Grass Area on Eastern end of Parking Lot

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas except requests for the Gazebo will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Requests for Free Speech

Individuals or groups wishing to exercise their free speech should submit a written and signed request to the Director of Student Activities at least three working days prior to the desired date. The following information must be included in this written request.

- X Name of the person or organization submitting the request
- X Address, email, and phone number
- X Date and times requested
- X List of planned activities (i.e., speech, signs, distribution of literature)
- X Anticipated number of participants and attendance
- X Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Director of Student Activities will notify the Director of Public Safety and Security of any approved Free Speech event.

I-24.17.2 Guidelines for Speech and Public Assembly

(1) Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.

(2) The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

(3) Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Student Activities.

Picketing is not permitted inside College buildings.

(4) Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.

(5) Marches: Campus marches are permitted on campus only with the approval of the Director of Student Activities per coordination with the Director of Public Safety and Security.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

I-24.17.3 Conduct and Manner

(1) Those who exercise free speech as a part of this policy must not

- X Threaten passers-by
- X Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- X Interfere with or disrupt any other lawful activity in the same general location at the same time.
- X Commit any act likely to create an imminent safety or health hazard.
- X Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Director of Student Activities.
- X Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.

(2) Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the FTCC Student Code of Conduct are prohibited.

(3) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

(4) A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.

(5) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

I-24.17.4 Interference with Free Speech or Public Assembly

Persons shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF THE BOARD OF TRUSTEES

March 17, 2008	Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.
Members Present	Dr. Marye J. Jeffries, Dr. Mike W. Choe, Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, Mr. Thornton W. Rose, Mr. William S. Wellons, Jr., and SGA President Christine Dunavant.
FTCC Personnel Present	President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Financial Services 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 Assistant to the President Ed Jackson
Members Absent	Mr. Robert T. Barnes, Jr., Mr. Charles J. Harrell, and Mrs. Esther R. Thompson
Call to Order	The meeting was called to order by Dr. Marye J. Jeffries, Board Chair.
Ethics Awareness and Conflict of Interest Statement	Dr. Jeffries read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Dr. Jeffries recognized all guests and welcomed them to the meeting. Special guest: Corey Johnson, <u><i>The Fayetteville Observer</i></u> , reporter.
February 18, 2008 Meeting	On a motion by Mr. Rose and seconded by Mr. Wellons, the minutes of the February 18, 2008 meeting were unanimously approved.
Swearing-In Ceremony	Dr. Mike W. Choe was sworn in by The Honorable Tony Rand, Senate Majority Leader. Dr. Choe has been appointed by the Governor to a four-year term to expire June 30, 2011. (Dr. Choe was sworn in at the luncheon with legislators before the Board meeting.)

Committee Reports

Human Resources Committee

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

Nominations for Honorary Trustee Award Due March 17, 2008. Ms. Crenshaw reported that no nominations were received for the Honorary Trustee Award.

Notification of Political Activities of Employee. In accordance with Board policy, Notification of Intent to Run for Office has been received from Mr. Jessie Bellflowers, Business Administration Instructor. Mr. Bellflowers is a candidate for the Cumberland County Board of Commissioners. Mr. Bellflowers certifies that he will not campaign or otherwise engage in political activities during his regular work hours or involve the college in his political activities.

Annual Evaluation of the President. Ms. Crenshaw moved that in accordance with General Statutes 143-318.11(a)(6) the Board of Trustees will go into closed session to evaluate the President. The motion was seconded by Mrs. Pugh and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Dr. Jeffries reported that Dr. Keen received a superior rating. Dr. Keen expressed appreciation to the Board for his evaluation.

Approval of Letter to the State Board of Community Colleges on the Evaluation. Mr. Rose made a motion that the letter to the State Board be signed and forwarded acknowledging completion of the presidential evaluation of Dr. Keen on March 17, 2008. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

Building and Grounds

The Building and Grounds Committee met at 11:00 a.m. prior to this meeting. Mr. William S. Wellons, Jr. presented the report to the Board.

Acceptance of IT Audit by Office of the State Auditor.

The audit was conducted from September 12, 2007 to November 5, 2007. The primary objective was to evaluate information systems' general controls at the College. The audit included general security, access controls, systems software, physical security, and disaster recovery. No significant weaknesses were identified in general security, systems software, physical security, or disaster recovery. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to accept the IT Audit by the Office of the State Auditor. The motion was unanimously approved by the Board.

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

Curriculum Committee

The Curriculum Committee met at 10:50 a.m. prior to this meeting. Mrs. Susie S. Pugh, Chairwoman, presented the report to the Board.

Acceptance of Continuing Education Accountability Plan Term Report for Period August 15, 2007 - December 31, 2007. 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 793 classes visited were in compliance. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to accept the Continuing Education Accountability Plan term report for August 15, 2007 - December 31, 2007. The motion was unanimously approved by the Board.

Acceptance and Report on Institutional Audit from Spring Semester 2006 through Spring Semester 2007. Mrs. Pugh reported that the findings of the

audit cited no exceptions and no concerns. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to accept the Institutional Audit from Spring Semester 2006 through Spring Semester 2007. The motion was unanimously approved by the Board.

Approval to Offer Cosmetology Diploma Program on FTCC's Campus Beginning Spring 2009 (In Addition to Continuing the Program at Montgomery's Hairstyling Academy). On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve for the College to offer the Cosmetology Diploma Program on FTCC's campus beginning Spring 2009. The motion was unanimously approved by the Board. The College will continue the program at Montgomery's Hairstyling Academy.

Approval of In-Plant Training Class at Cutler-Hammer/Eaton Corporation: "Advanced Troubleshooting Electrical Motor Controls" - April 7, 2008 to July 17, 2008. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the in-plant training class "Advanced Troubleshooting Electrical Motor Controls" - April 7, 2008 to July 17, 2008 at Cutler-Hammer/Eaton Corporation. The motion was unanimously approved by the Board.

Update on Student Financial Aid Services. Corrective action has been taken in response to recommendations of the College's audit of federal compliance with financial aid standards. There was no financial assessment.

Finance Committee

The Finance Committee met at 11:55 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S08-19 allocates the Vocational Education allotment (Perkins) to equipment and to reallocate original budget from instructional salaries to equipment. Budget Revision S08-20 reallocates Health Sciences

funding from salaries (57) to equipment (59) for necessary mid-year budget revisions for 2007-2008. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-19 and S08-20. The motion was unanimously approved by the Board.

Special Trustees' Business

NCACCT 2008 Law Seminar - April 2 - 4, 2008, Research Triangle Park, NC.

FTCC Foundation, Inc. Golf Tournament - May 7, 2008.

President's Report

Next Board Meeting - Monday, April 21, 2008.

Culinary Luncheon - Friday, March 28, 2008 (11:30 a.m. - 12:30 p.m.)

Culinary Luncheon - Friday, April 11, 2008 (11:30 a.m. - 12:30 p.m.)

Dr. Keen referred to the President's Report dated March 17, 2008. He reported on the following items: (1) The system-wide average for the HUB (Historically Underutilized Businesses) is 12.16 percent. FTCC's utilization efforts are 22.98 percent, the fourth highest of all the colleges. (2) The Science Olympiad held on February 23 was a success with 1,200 students from over 40 schools participating. (3) A SACS Kickoff meeting was held on March 12 for faculty and staff. The SACS visit is planned for 2010-2011. (4) FTCC held Career Day 2008 on March 14 in the Horace Sisk Gymnasium. Employer representatives from over 60 businesses/agencies attended. (5) Two Biotechnology students, Covadas McLean and Marisol Waters, recently received scholarships from North Carolina Central University. (6) The President of the American Dental Hygiene Association is scheduled to speak to FTCC's first and second-year Dental Hygiene students today. (7) The FTCC Foundation, Inc. Board Meeting is scheduled for April 1, 2008. (8) The 10th Annual FTCC Foundation, Inc. Student Benefit Golf Tournament is scheduled for May 7, 2008. (9) Dr. Keen attended the BRAC Regional Task Force Community Impact Briefing and Board of Directors meeting on February

29. (10) Dr. Keen participated in a conference call with Mark Elliott regarding Army Wounded Warrior Careers on March 6. (11) Dr. Keen attended the i3D presentation for Lt. Governor Beverly Perdue, Representative Margaret Dickson, and others on March 14. (12) The first pilot class for i3D was March 13.

Death of FTCC's First President Howard E. Boudreau. The Board recognized Mr. Howard E. Boudreau who served as FTCC President from 1963 to 1983. Mr. Boudreau passed away on March 11, 2008. The visitation will be Tuesday, March 18, from 11:30 a.m. to 1:30 p.m. at O'Quinn and Peebles Funeral Home in Lillington, NC. The burial service will follow at 2:00 p.m. at Sandhills State Veterans' Cemetery in Spring Lake, NC. Trustees extended their sympathy to the Boudreau family.

Statement of Economic Interest (SEI). Mr. David Sullivan reminded Trustees that their SEI's are due by April 15, 2008. All covered persons subject to the SEI filing requirement must file a complete SEI (Long Form).

Focus

Report on Luncheon Meeting with State Legislators. Dr. Keen reported that it was an excellent luncheon meeting today with members of our local delegation Senator Tony Rand, Representatives Margaret Dickson, Marvin Lucas, and William Brisson. We had an opportunity to thank them for all they do for Fayetteville Tech and the NCCCS. We also had an opportunity to discuss our budget needs for 2008-2009. State Board member Linwood W. Powell also attended the luncheon and expressed appreciation to the legislators for all they do for the NCCCS.

Adjournment

The meeting was adjourned at 1:50 p.m.

Dr. Marye J. Jeffries, Board Chair

Mrs. Esther R. Thompson, Secretary

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

April 21, 2008	Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.
Members Present	Dr. Marye J. Jeffries, Mr. Charles J. Harrell, Mrs. Esther R. Thompson, Mr. Robert T. Barnes, Jr., Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, and Mr. Thornton W. Rose
FTCC Personnel Present	President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Financial Services 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 Learning Technologies Bob Ervin, and Administrative Assistant to the President Betty Shackelford.
Members Absent	Dr. Mike Choe, Mr. William S. Wellons, Jr., and SGA President Christine Dunavant
Call to Order	The meeting was called to order by Dr. Marye J. Jeffries, Board Chair.
Ethics Awareness and Conflict of Interest Statement	Dr. Jeffries read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Dr. Jeffries recognized all guests and welcomed them to the meeting. Special guest: Corey Johnson, <i><u>The Fayetteville Observer</u></i> , reporter.
March 17, 2008 Meeting	On a motion by Mr. Barnes and seconded by Mr. Koonce, the minutes of the March 17, 2008 meeting were unanimously approved.
Committee Reports	
Finance Committee	The Finance Committee met at 10:30 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board. <u>Approval of Cumberland County Funds Budget Request for Fiscal Year 2008-2009.</u> The proposed Current Appropriation Budget Request of \$8,461,321 reflects a 6.07% (\$484,306) increase over the approved budget for the 2007-2008 fiscal year. The Capital Appropriation Budget will be applied to the \$5,000,274 installment loan the County secured to provide the remaining bond matching funds for the College. On the recommendation of the Finance

Committee, Mr. Ciccone made a motion to approve the Cumberland County Funds Budget request of \$8,461,321 for fiscal year 2008-2009. The motion was unanimously approved by the Board.

Approval to Transfer Funds from Bookstore to Parking Fund for Nine (9) Security Call Boxes for Approximately \$44,000. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to transfer \$44,000 from the Bookstore to the Parking Fund to replace nine security call boxes. The motion was unanimously approved by the Board.

Update on Available 2000 State Bond Funds and Capital Projects. The College received \$38,491,174 in state bond funds. The balance of unobligated state bond funds available is \$7,711,636.

Building and Grounds

The Building and Grounds Committee met at 10:50 a.m. prior to this meeting. In the absence of Mr. William S. Wellons, Jr., Chairman, Mr. Charles J. Harrell presented the report to the Board.

Update on Horticulture Educational Center. There was no report at this meeting.

Approval of Contractor for Thomas R. McLean Administration Building Addition. The designer for the project is Shuller, Ferris, Lindstrom and Associates. Bids were received from ten contractors for this project. The low bid of \$1,326,000 was received from Cole Construction Company (Sanford, NC). On the recommendation of the Building and Grounds Committee, Mr. Ciccone made a motion to approve Cole Construction Company with a bid of \$1,326,000 as the contractor for the Thomas R. McLean Administration Building addition. The motion was unanimously approved by the Board.

Update on Bulla Parking Lot. Construction for the project is scheduled to begin the first week of May and scheduled to be completed by July 31, 2008.

Update on MacKethan Pharmacy Property. The Board approved the purchase of the property for \$525,000 on February 18, 2008. The closing was completed on April 4, 2008.

Update on Master Facilities Plan. NCCCS requires an update to the College Master Facilities Plan by June 1, 2008. The College contracted with Martin Boal Anthony and Johnson (Raleigh, NC) to update the Plan. The top three projects for the College must be submitted to the System Office by May 31, 2008. The projects must be related to the College Long Range Plan. The Master Facilities Plan and the administration's recommendation for the top three projects for the college will be provided at next month's meeting for Board approval.

Human Resources Committee

The Human Resources Committee met at 11:30 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Approval of Reappointment of the President for the 2008-2009 Fiscal Year. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the reappointment of FTCC President J. Larry Keen for the 2008-2009 fiscal year. The motion was unanimously approved by the Board.

Approval of Reappointment of Full-Time Faculty and Staff for the 2008-2009 Fiscal Year. On the recommendation of Dr. Keen and the Human Resources Committee, Ms. Crenshaw made a motion that all current non-temporary staff and faculty members be employed for the 2008-2009 academic year with the exception of those resigning, retiring, or otherwise not returning. The motion was unanimously approved by the Board.

Curriculum Committee

The Curriculum Committee met at 11:45 a.m. prior to this meeting. Mrs. Susie S. Pugh, Chairwoman, presented the report to the Board.

Approval of Revision to College Catalog and Academic Procedures Manual III-1.5 Admission of Undocumented Aliens. (The revision was directed by the NCCCS Office memo CC07-275.) On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the revision to the College Catalog and *Academic Procedures Manual III-1.5 Admission of Undocumented Aliens*. The motion was unanimously approved by the Board. Revised policy below.

III-1.5 Admission of Undocumented Aliens

Applicants for admission to FTCC who are neither citizens of the United States nor lawfully admitted to the United States shall be admitted as a Special Credit Student on a rolling basis and will be classified as out-of-state for tuition purposes. To be approved into a program of study, applicants will adhere to standard curriculum approval procedures and policies and will be classified as out-of-state for tuition purposes.

Special Trustees' Business

State Board of Community Colleges will meet on FTCC's Campus in October 2009. Dr. Jeffries reported that the State Board will meet on FTCC's campus in October 2009. Dr. Denise Wyatt, Associate Vice President for Off-Campus Programs, will be the liaison with State Board Staff on the meeting logistics.

Distribution of Proposed Changes to NCACCT By-Laws. Copies of the proposed changes from Dr. Donny Hunter, NCACCT Executive Director, were distributed to Trustees for their review before the NCACCT Business Meeting on June 27, 2008.

Approval of Resolution Supporting the Local Option Quarter Cent Sales Tax. At the luncheon for Cumberland County Commissioners and County Staff prior to this meeting, Chairman Breeden Blackwell requested that FTCC Trustees consider adopting a resolution supporting the local option of a quarter cent sales tax that will be on the ballot in May 2008 and the reduction of property taxes in the amount of 2 cents, if the referendum is approved.

On a motion by Mr. Ciccone and seconded by Mr. Harrell, the Board unanimously approved a Resolution Supporting the Local Option Quarter Cent Sales Tax. (See Attachment 1)

President's Report

Next Board Meeting - Monday, May 19, 2008.

SACS Update. Dr. Keen gave the following SACS Status Report.

Time Line

- I. May 2010 - Off Site Peer Review
- II. September 2010 - On Site Peer Review
- III. December 2011 - COC Reaffirmation Announced

SACS Leadership Team Organized - Members consist of the following

- I. Two Vice Presidents
- II. One Associate Vice President
- III. Two Faculty Members
- IV. Two Staff Directors
- V. Two Staff Members
- VI. One Support Staff

20 SACS Teams, Committees, and Subcommittees consist of the following

- I. Curriculum Programs - 81 participants
- II. Continuing Education - 12 participants
- III. Administrative - 60 participants
- IV. Total of 153 Participants

Spring Graduation - Thursday, May 22, 2008, at 7:30 p.m. at Cumberland County Crown Coliseum. Speaker: Dr. J. Larry Keen, Fayetteville Technical Community College President.

Adult High School and General Education Development Graduation Thursday, June 5, 2008, 7:30 p.m. at Fayetteville Technical Community College's Gymnasium - Speaker: Dr. J. Larry Keen.

Grand Opening for the Interactive Three Dimensional (i3D) Center Tuesday, June 3, 2008 from 2:00 - 4:00 p.m. (Located in the Harry Shaw Virtual College Center).

Dr. Keen referred to the President's Report dated April 21, 2008. He reported on the following items: (1) Death of FTCC employee Gill Tyrrell Smith. Visitation for Mr. Smith will take place on

Monday, April 21, at Wiseman Mortuary from 6:00 - 8:00 p.m. Funeral Service will be held on Tuesday, April 22, at 12:00 noon at Lewis Chapel Missionary Baptist Church. (2) Democratic Presidential Candidate Barack Obama visited FTCC's Campus on March 19. The event received local, national, and international media attention. (3) FTCC received the following three awards at the 2008 NC College Tech Prep Conference in Greensboro. Grimsley-James-Stogner College Tech Prep Platinum Award for Worksite Learning, Grimsley-James-Stogner College Tech Prep Silver Award for Excellence in Partnership, and Grimsley-James-Stogner College Tech Prep Silver Award for Overall Excellence. (4) Nine students and three advisors represented FTCC at the NC Phi Beta Lambda State Leadership Conference in Raleigh April 10-13. (5) FTCC hosted the 59th Annual American Water Works Association Collection and Distribution School March 24-28. Approximately 780 students attended this statewide school. (6) Excellence in Teaching and President's Distinguished Staff Award Recipients for 2008:

Excellence in Teaching Award Recipients

Terry Herring (Surgical Technology Department Chair)
Diploma/Certificate Programs (Nominee for State Competition)
Mary Cam Boudreau (Dental Hygiene Clinical Coordinator)
Associate Degree Programs
Karis King (English Instructor) General Education
Stella King (Basic Skills Instructor) Continuing Education Programs

President's Distinguished Staff Award Recipients

Amy Samperton (Accounts Receivable Manager) Administrative Staff
Paula Cochran (Senior Accounts Technician) Support Staff
Betty Shackelford (Administrative Assistant to the President)
Operational Staff (Nominee for State Competition)
(7) FTCCAEOP Awards Banquet will be held Tuesday, April 22, at 5:30 p.m. in the Tony Rand Student Center. (8) In recognition of Administrative Professionals Day on April 23, a workshop for secretaries will be held on Friday, April 25, from 9 a.m. to 11:00 a.m. in the Tony Rand Student Center. (9) The Fine Arts Department will present Tom Stoppard's "The Real Inspector Hound" play April 25 - 27 and May 2 - 4 in the Cumberland Hall Auditorium. (10) FTCC Employee Monika Morris is the recipient of the Excellence Award by the 2008 National Institute for Staff and Organizational Development (NISOD). (11) Pharmacy Technology Department Chair Dina Adams was chosen as one of the top fifteen item writers for the National Certification Exam. (12) The Basic Law Enforcement Training Graduation is scheduled on Wednesday, May 7, from 6:00 - 7:00 p.m. with a reception beginning at 5:00 p.m. in the Tony Rand Student Center Multipurpose Room. (13) Dr. Keen attended the visitation and service for former FTCC President Howard E. Boudreau on March 18. (14) On March 27, Dr. Keen participated in the i3D Presentation for Angelo Huggins from Goodyear. (15) Hosted Fayetteville-Cumberland County

Economic Development Action Plan Steering Committee meeting on March 28. (16) Dr. Keen attended the NCACCT Law Seminar at Research Triangle Park on April 3 and 4.

Focus

Report on Luncheon Meeting with the Cumberland County Commissioners, County Manager, and Staff. Dr. Keen reported that it was an excellent luncheon meeting with County Commissioner Chairman Breeden Blackwell, Commissioners Dr. Jeannette Council, Mr. Kenneth Edge, Dr. John Henley, Jr., Mr. Billy R. King, Mr. Ed Melvin, County Manager James Martin, Clerk to the Board Marsha Fogle, Deputy Clerk to the Board Marie Colgan, County Attorney Grainger Barrett, and Director of Public Information Sara Vanderclute. We had an opportunity to thank them for their support of the College. Dr. Keen reviewed the 2008-2009 County Fund Budget Request for \$8,461,321 which reflects a 6.07% (\$484,306) increase over the approved budget for the 2007-2008 fiscal year. County Commissioner Chairman Breeden Blackwell requested that the Trustees consider adopting a resolution supporting the local option quarter cent sales tax that will be on the ballot in May 2008. *The Fayetteville Observer* reporters John Ramsey and Corey Johnson also attended the luncheon.

Adjournment

The meeting was adjourned at 1:40 p.m.

Dr. Marye J. Jeffries, Board Chair

Mrs. Esther R. Thompson, Secretary

**RESOLUTION SUPPORTING THE LOCAL OPTION
QUARTER CENT SALES TAX**

WHEREAS, the 2007 State Appropriation Act (HI473) in its provisions implementing a Medicaid swap between the State and counties, authorizes county boards of commissioners to place before the voters of a county either or both of two referenda on additional revenue sources to meet local needs, including local school and infrastructure needs; and

WHEREAS, the Board of Commissioners of the County of Cumberland has determined that the issue of a local option one-quarter cent sales and use tax should be submitted to the voters of Cumberland County at the May, 2008 election; and

WHEREAS, the Cumberland County Board of Commissioners, at its meeting on February 7, 2008, passed a Resolution requesting the Cumberland County Board of Elections place the issue of a local option quarter cent sales tax on the May, 2008 ballot; and

WHEREAS, the Cumberland County Board of Commissioners resolved that it would reduce the property tax rate in the FY08-09 budget by two cents if said referendum is approved.

NOW, THEREFORE, BE IT RESOLVED that the FTCC Board of Trustees supports the local option quarter cent sales tax that will be on the ballot in May, 2008 and the reduction of property taxes in the amount of 2 cents, if the referendum is approved.

Adopted this 21st of April, 2008.

Dr. Marye J. Jeffries, Board Chair

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MINUTES OF BOARD OF TRUSTEES**

June 16, 2008	Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.
Members Present	Dr. Marye J. Jeffries, Mr. Charles J. Harrell, Mrs. Esther R. Thompson, Mr. Robert T. Barnes, Jr., Dr. Mike W. Choe, Mr. J. Gary Ciccone, Ms. Lula G. Crenshaw, Mr. Charles E. Koonce, Mrs. Susie S. Pugh, Mr. Thornton W. Rose, 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 Financial Services 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, Vice President for Learning Technologies Bob Ervin, Assistant to the President Ed Jackson, and Administrative Assistant to the President Betty Shackelford
Members Absent	Mrs. Sheryl J. Lewis
Call to Order	The meeting was called to order by Dr. Marye J. Jeffries, Board Chair.
Ethics Awareness and Conflict of Interest Statement	Dr. Jeffries read the Ethics Awareness and Conflict of Interest Reminder. No conflicts of interest were identified.
Recognition of Guests	Dr. Jeffries recognized all guests and welcomed them to the meeting. Special guest: Corey Johnson, <i>The Fayetteville Observer</i> , reporter.
May 19, 2008 Meeting	On a motion by Mr. Wellons and seconded by Mr. Koonce, the minutes of the May 19, 2008 meeting were unanimously approved.
Special Trustees' Business	<u>Recognition of Trustees' Service.</u> Dr. Keen presented plaques to Dr. Marye J. Jeffries, Mrs. Esther R. Thompson and Mr. Thornton W. Rose. Dr. Jeffries served on the Board from 1992 - 2008. Mrs. Thompson served on the

Board from 2006 - 2008. Mr. Thornton Rose served on the Board from 1961 - 1975 and from 1976 - 2008.

Committee Reports

Building and Grounds

The Building and Grounds Committee met at 10:00 a.m. prior to this meeting. Mr. William S. Wellons, Jr., Chairman, presented the report to the Board.

Approval of Master Facilities Plan Update. Mr. John Thomas from Martin Boal Anthony and Johnson reviewed the Master Facilities Plan Update at the Building and Grounds Committee meeting. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the Master Facilities Plan Update as presented. The motion was unanimously approved by the Board. The College's three priority projects are listed below:

1. Satellite Campus
2. Former Service Merchandise Building Renovation
3. New Industry Training Center

Approval of Service Merchandise Building Renovation Plan. Representatives from HH Architecture, Alice Reece, Dave Carey, and Chris Horner, reviewed the elevation studies for Schemes A, B, and C for the Service Merchandise Building Renovation Plan at the Committee meeting. They also reviewed the site plan, floor plan, building elevation, and costs for renovation. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve Scheme A. The motion was unanimously approved by the Board.

Discussion of Real Estate. On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the 60 acre tract located off the northern margin of Old Raeford Road as the Board's first choice for a western campus. (Will Gillis is the Property Owner.) The motion was unanimously approved by the Board.

Mr. Wellons moved that in accordance with General Statutes 143-318.11 (a) (5) the Board of Trustees will go into closed session to discuss a real estate matter. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Finance Committee

The Finance Committee met at 11:40 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of State Budget Revisions S08-21 Through S08-25. State Budget Revision S08-21 reallocates budget for the Disadvantaged Nursing Grant. Budget Revision S08-22 reallocates funds from areas of surplus to areas of need for necessary year-end budget revisions. S08-23 moves unexpended equipment budget to Current Expense in HRD Career Start - Matching Funds. Budget Revision S08-24 moves unexpended equipment budget to Current Expense HRD Career Start - Federal Funds. Budget Revision S08-25 is the end of year budget revision for Longevity. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-21, S08-22, S08-23, S08-24, and S08-25. The motion was unanimously approved by the Board.

Acceptance of the Financial Statement Audit Report Prepared by the Office of the State Auditor for the Year Ended June 30, 2007. Mrs. Smith reviewed the report with the Trustees at the Finance Committee meeting. On the recommendation of the Finance Committee, Mr. Wellons made a motion to accept the Financial Statement Audit Report prepared by the Office of the State Auditor for the year ended June 30, 2007. The motion was unanimously approved by the Board. (See Audit Findings and FTCC's Responses Attachment.)

Annual Report on the Status of the Child Care Center (Information Only). The Center received a "5 Star" licensure status in January 2008. The capacity for the Center is 152 children. The average enrollment for 2007-2008 was 144 children. Effective July 1, 2008 tuition will increase \$25 a month for all ages. The proposed amount of funding from the Smart Start Grant for 2008-2009 is \$215,000. The Center is expected to "break even" this year.

Report on the County Budget (Information Only). Mr. Ciccone reported that the College has received

correspondence that the County Commissioners approved \$8,283,893 (a 3.8 percent increase over the 2007-2008 approved budget) for the Current Appropriations Budget for fiscal year 2008-2009. The College requested \$8,461,321 (a 6.07 percent increase over the 2007-2008 approved budget).

Curriculum Committee

The Curriculum Committee met at 12:05 prior to this meeting. Mrs. Susie S. Pugh, Chairwoman, presented the report to the Board.

Approval of In-Plant Training Class at Cutler-Hammer/Eaton Corporation: “Advanced Trouble-shooting Electrical Motor Controls” - June 16, 2008 - October 1, 2008. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the in-plant training class at Cutler-Hammer/Eaton Corporation: “Advanced Trouble-shooting Electrical Motor Controls” - June 16, 2008 - October 1, 2008. The motion was unanimously approved by the Board.

Approval of Level-Three Instructional Service Agreement (ISA) with Randolph Community College for Funeral Service Education (A55260). On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the Level-Three Instructional Service Agreement with Randolph Community College for Funeral Service Education (A55260). The motion was unanimously approved by the Board.

Human Resources Committee

The Human Resources Committee met at 12:10 p.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Contracts for Faculty and Staff (Information Only). Ms. Crenshaw reported that Mr. Sullivan reviewed a draft of the revised contracts for faculty and staff with Trustees at the Committee meeting.

Special Trustees’ Business

2008 ACCT Leadership Congress - October 29 - November 1, 2008 - New York City, New York.

Reception for Mr. Thornton W. Rose - June 16, 2008 at 2:00 p.m. in the Multi-Purpose Room.

President’s Report

Next Board Meeting - Monday, August 18, 2008.

SACS Update. See Attachment A for Dr. Keen's Update.

Report on Spring Graduation - May 22, 2008. Dr. Keen reported that there were 1018 graduates. FTCC President Larry Keen was the graduation speaker.

Report on the Adult High School and General Education Development Graduation - June 5, 2008. Dr. Keen reported that the Adult High School Program had 32 graduates and the General Education Development Program had 110 graduates. FTCC President Larry Keen was the graduation speaker.

Report on VIP and Grand Opening for the Interactive Three Dimensional (i3D) Center on June 2, and June 3, 2008. Mr. Bob Ervin reported that the events were well attended and feedback has been positive. *Up & Coming* weekly magazine included an article about FTCC and i3D technology in the June 4-10 edition, and Henry Cunningham of the *Fayetteville Observer* wrote about the program in his weekly BRAC column on June 5. An article about FTCC's involvement with i3D technology is scheduled to appear in the July edition of *Business North Carolina* magazine.

Adjournment

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

Acting Board Chair

Mrs. Esther R. Thompson, Secretary

ATTACHMENT A

- Dr. Keen participated in a SACS Leadership Team meeting to discuss several SACS Compliance Certification issues / 2.4 & 3.1.1, concerning the college's Mission Statement.
- Dr. Keen participated in a SACS Leadership Team meeting to discuss the acquisition of the WEAVEonline software as follows:
 - Transparent model of planning, assessment, and strategic planning for the entire College community.
 - Validates compliance with standards set forth by SACS.
 - "Completes the Loop" with 1) Assessment; 2) SACS Compliance Certification; 3) Institutional Reporting; 4) Strategic Planning; 5) Strategic Planning; 6) Budgeting.
 - Multi-year record of Institutional Effectiveness reporting.
 - WEAVEonline is a web-based service with all training, maintenance, upgrades, data storage, and technical assistance included in the product package.
 - Costs / \$32,000 for Year 1, with \$12,000 / annual renewals options.

72/75 (96%) of the Academic Assessments Units were developed and approved by the SACS/Ambassadors of Assessment by May 30, 2008.

75/75 (100%) of the Academic Assessments Units were developed and approved by the SACS/Ambassadors of Assessment by June 3, 2008.

12/18 (67%) of the Support Assessments Units are developed and approved by the SACS/Ambassadors of Assessment by today, June 11, 2008. The due date is Friday, June 13, 2008.

87/93 (94%) of the College's Assessment Units are developed and approved by the SACS/Ambassadors of Assessment by today, June 11, 2008, **in 51 calendar days!!**

Two examples of Academic Assessments Plans:

- Pharmacy Technology / Dina Adams
 1. Students will be able to use information to analyze problems and make logical decisions in the aseptic preparation of parenteral solutions.
 2. Students will be able to correctly perform calculations required to properly prepare medication orders.
 3. Clinical site preceptors will be satisfied with the student's educational preparation for the workplace environment.
- Biotechnology / Kimberly McDaniel
 1. Students will use information to analyze problems and make logical decisions to isolate chromosomal DNA from *Bacillus licheniformis*.
 2. Students will be able to perform calculations required to prepare buffer solutions.
 3. Students will demonstrate their ability to use micropipettes with accuracy.

Two examples of Support Units Assessment Plans:

- Management Information Services (MIS) / Rod Brower
 1. Use information to analyze problems and make logical decisions in the assessment of the Administrative Systems (Datatel) Production Server uptime.

2. Use available software to determine effectiveness in completing work orders in a timely manner.
 3. Maintain network accessibility to critical application/services. This includes assessment of access to the internet, Datatel, GroupWise and user resources
- Purchasing and Accounting / Robin Deaver, Controller
 1. Use student accounts receivable aged trial balance reports to analyze student accounts receivable balances in order to make logical decisions on ways to reduce the annual increases that result from financial aid over awards.
 2. Financial Services employees will receive various training sometime between July 1, 2008, and May 15, 2009, in order to obtain a better understanding of effective internal controls and fiscal accountability.
 3. Financial Services will increase the number of part-time employees paid via direct deposit in order for the College to save the cost associated with preparing, printing, and mailing pay checks.

Electronic Credentials Database is near completion by the SACS / Document Control Process Team with Co-Chairs, Anthony Cameron and Mae Rogers.

Writing Style Guide is near completion by the Writing Format & Editing Co-Chairs, Roger Dostall and Wanda Dail. This document will be adopted as a long-term college-wide writing guide.

The SACS Leadership Team has created a draft FTCC/SACS website @ <http://www.faytechcc.edu/sacs2011/draft.htm>

The 19 SACS Teams and the SACS Leadership Team are using a designated SACS/Bb site as their medium for all communications, assessment plans, compliance certification documentation, and document creation.

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MINUTES OF BOARD OF TRUSTEES**

August 18, 2008	Held in the Board Room of the Tony Rand Student Center.
Members Present	Mr. Charles J. Harrell, Mrs. Esther R. Thompson, 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, 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, Vice President for Learning Technologies Bob Ervin, Director of Media Services Joe Alley, Senior Audio Visual Technician Brian Bird, and Administrative Assistant to the President Betty Shackelford.
Call to Order	The meeting was called to order by Mr. Charles J. Harrell, Board Vice Chair.
Ethics Awareness and Conflict Of Interest Statement	Mr. Harrell read the Ethics Awareness and Conflict of Interest Reminder. Due to a potential conflict of interest, Mr. Harrell will excuse himself from voting on the Approval of Educational Leave for Practical Nursing Instructor Renee Ellis.
Recognition of Guests	Mr. Harrell recognized all guests and welcomed them to the meeting. Special guests: NC Senate Majority Leader Tony Rand, Mrs. Brenda Freeman, and Mr. Corey Johnson, <u>The Fayetteville Observer</u> reporter.
June 16, 2008 Meeting	On a motion by Mrs. Crenshaw and seconded by Mrs. Pugh, the minutes of the June 16, 2008 meeting were unanimously approved.
Swearing-In Ceremony	Dr. Dallas Freeman, Mr. David McCune, and Mrs. Esther Thompson were sworn-in by Senate Majority Leader Tony Rand. Dr. Freeman has been appointed by the Cumberland County Board of Education to a four-year term to expire June 30, 2012. Mr. McCune has been appointed by the Cumberland County Board of County Commissioners to a four-year term to expire June 30, 2012. Mrs. Thompson has

been reappointed by Governor Mike Easley to a four-year term to expire June 30, 2012.

Committee Reports

Human Resources Committee

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

Approval of Veterans Policy VI-4.2 *Employment and Affirmative Action Manual*. On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the Veterans Policy VI-4.2 *Employment and Affirmative Action Manual*. The motion was unanimously approved by the Board. (See Attachment A for Approved Veterans Policy.)

Approval of Request for Educational Leave for Renee Ellis, Practical Nursing Instructor, from January 2009 – May 2009 at East Carolina University (Masters Degree in Nursing). On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the Request for Educational Leave for Practical Nursing Instructor Renee Ellis from January 2009 to May 2009 (16 weeks with pay) at East Carolina University to pursue a Masters Degree in Nursing. The motion was unanimously approved by the Board. (Due to a potential conflict of interest, Mr. Harrell recused himself from voting.)

Curriculum Committee

The Curriculum Committee met at 10:50 a.m. prior to this meeting. Mrs. Susie S. Pugh, Chairwoman, presented the report to the Board.

Acceptance of Continuing Education Accountability Plan Term Report for Period January 1, 2008 – May 15, 2008. 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 less) are visited on a random basis. The Associate Vice President is required to conduct at least 10% of unannounced visits. All of the 748 classes visited were in compliance. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to accept the Continuing Education Accountability Plan term report for January 1, 2008 - May 15, 2008. The motion was unanimously approved by the Board.

Approval of Work Station Occupational Skills Training Class (In-Plant Training Class) at Cutler-Hammer/ Eaton Corporation: "Troubleshooting Electrical Motor Controls" August 4, 2008 to November 13, 2008. On the recommendation of the Curriculum Committee, Mrs. Pugh made a motion to approve the Work Station Occupational Skills Training Class at Cutler Hammer/Eaton Corporation "Trouble-shooting Electrical Motor Controls" August 4, 2008 to November 13, 2008. The motion was unanimously approved by the Board.

Report on 2006-2007 Critical Success Factors. Dr. Tansey reported that FTCC met the standards required, but did not meet the new exceptional performance standard percentage rates in two areas.

- Performance of College Transfer Students – Exceptional Standard this year was 87% and FTCC achieved an 86% performance rate.
- Passing Rates on Licensure and Certification Exams – Exceptional Standard requires a passing rate of 70% or more on all licensure exams, FTCC had one exam (EMT Intermediate Exam) with a passing rate of 53%.

Building and Grounds Committee

The Building and Grounds Committee met at 11:05 a.m. prior to this meeting. Mr. William S. Wellons, Jr., presented the report to the Board.

Update on the Bulla Property Parking Lot.

Mr. Wellons gave the following report to the Board.

- Construction started May 2008.
- Cost \$621,400.
- Final inspection by State Construction Office was August 15, 2008.
- Provides an additional 400 parking spaces.

Approval of Option to Renovate Service Merchandise Building. Mr. Wellons reported that the Building and Grounds Committee will meet prior to the September Board meeting to review the options and make a recommendation to the Board.

Approval of Criminal Justice Center Renovation.

- Building mechanical renovations were designed by Stanford White, Inc.
- M&E Contracting was chosen as contractor (\$1,259,944).
- H&H Architect was chosen as designer to renovate the building and relocate cosmetology program.
- Estimated cost of renovations to relocate the cosmetology program is \$950,000 (including design fees, construction costs, and contingency).

On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the renovation and modifications to the existing contract as presented. The motion was unanimously approved by the Board.

Update on Horticulture Educational Center.

Mr. Wellons gave the following report to the Board.

- Penn National filed a lawsuit in the North Carolina Superior Court and a tort claim with the North Carolina Industrial Commission for \$479,389.47.
- A hearing on the claim was held on July 23 at the State Construction Office.
- The College better understands the basis for Penn National's allegations/complaints.
- Ad Winters, The Yarborough Law Firm, is coordinating the College's defense for the lawsuit.

Discussion of Option to Purchase Property. Mrs. Lewis moved that in accordance with General Statutes 143-318.11 (a) (5) the Board of Trustees will go into closed session to discuss a real estate matter. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Finance Committee

The Finance Committee met at 11:40 a.m. prior to this meeting. Mr. J. Gary Ciccone, Chairman, presented the report to the Board.

Approval of County Budget Revision. The County allows the College to submit one budget revision at the end of the fiscal year. Budget Revision C08-1 reflects necessary budget adjustments for year-end. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve County Budget Revision C08-1. The motion was unanimously approved by the Board.

Approval of State Budget Revisions. State Budget Revision S08-26 reallocates Perkins Budget to equipment from surplus curriculum salaries, special populations and counselor salaries. Budget Revision S08-27 reallocates funds from areas of surplus to areas of need for necessary year-end budget revisions. Budget Revision S08-28 reallocates funds from areas of surplus to areas of need for necessary year-end budget revisions for the Military Business Center and for Coastal Carolina and Craven Community Colleges to move budget from supplies and

travel to salaries to cover areas of need. Budget Revision S08-29 is to correct S08-22, salaries and other costs were reversed on end of year budget revision. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve State Budget Revisions S08-26, S08-27, S08-28, and S08-29. The motion was unanimously approved by the Board.

Approval of the Miscellaneous Current General Funds Budget. The Miscellaneous Current General Funds Budget provides for payment of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds and vending commissions. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the Miscellaneous Current General Funds Budget in the amount of \$85,000. The motion was unanimously approved by the Board.

Approval of Student Services Budget. On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the Student Services Budget in the amount of \$250,284 for 2008-2009. The motion was unanimously approved by the Board.

Approval of College President's Travel. On the recommendation of the Finance Committee, Mr. Ciccone made a motion that a blanket approval be granted for FTCC's President to travel as he deems appropriate for fiscal year 2008-2009. The Vice President for Business and Finance will approve the President's travel reimbursement for compliance with reimbursement guidelines. The motion was unanimously approved by the Board.

Approval of Revised NCCCS Form 3-2 for Criminal Justice Center Mechanical Renovations. On the recommendation of the Finance Committee, Mr. Wellons made a motion to approve the revised NCCCS Form 3-2 for the Criminal Justice Center Mechanical Renovations. The motion was unanimously approved by the Board.

Approval to Transfer \$2 Million from Bookstore Funds to the Former Service Merchandise Account for Funding Renovations. No action was taken.

Approval of Revised NCCCS Form 3-1 for Former Service Merchandise Building. No action was taken.

Planning Committee

The Planning Committee met at 12:10 p.m. prior to this meeting. Mr. Charles Koonce, Chairman, presented the report to the Board.

Approval of College Mission Statement and FTCC Competencies. New SACS core requirements mandate that all colleges have a “clearly defined, comprehensive, and published mission statement.” The College is recommending the following Mission Statement for FTCC. “Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.”

New SACS Comprehensive Standard 3.5.1 requires all colleges to identify “college-level general education competencies and the extent to which graduates have attained them.” FTCC historically used “learning outcomes” which included both general education competencies and some non-general competencies with the statement. Recommended FTCC Core Competencies were reviewed.

On the recommendation of the Planning Committee, Mr. Koonce made a motion to approve the College Mission Statement and FTCC Core Competencies as presented. The motion was unanimously approved by the Board. (See Attachment B for the approved Mission Statement and Attachment C for the approved FTCC Core Competencies.)

Distribution and Approval of College Handbook and Manuals 2008-2009. All policy changes approved by the Board this past year are included in the 2008-2009 College Handbook and Manuals. On the recommendation of the Planning Committee, Mr. Koonce made a motion to approve the College Handbook and Manuals for 2008-2009. The motion was unanimously approved by the Board. Copies and CD's of the Handbook and Manuals for 2008-2009 were available for Trustees. (The Veteran's Policy which was approved today will be included in the 2008-2009 Handbook and Manuals.)

Distribution of Draft of the Strategic Plan for 2008-2013. Mr. Koonce requested that Trustees review the Strategic Plan for 2008-2013 before the September Board meeting. If anyone has any changes or recommendations, please contact Betty Shackelford by September 10, 2008.

Special Trustees' Business

Election of Board Chair for 2008-2009. Dr. Marye Jeffries was elected as Board Chair in May 2008. Dr. Jeffries was not reappointed to the Board; therefore, the Board needs to elect a new Board Chair.

Mrs. Esther Thompson, Secretary, opened the floor for nominations for Board Chair. Mrs. Lewis nominated Mr. Charles Harrell. Mr. Koonce seconded the motion. No further nominations were presented; therefore, Mr. Koonce moved that the nominations be closed and Mr. Harrell declared Board Chair by acclamation. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

Since Mr. Harrell was Vice Chair, Mrs. Thompson opened the floor for nominations for Board Vice Chair. Mrs. Pugh nominated Mr. Gary Ciccone. Mr. Barnes seconded the motion and moved that the nominations be closed and Mr. Ciccone be declared Vice Chair by acclamation. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Officers for 2008-2009.

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

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

Notification of NCACCT (North Carolina Association of Community College Trustees) Leadership Seminar – September 10 – 12, 2008.

Discussion of Board Retreat. Trustees discussed having a Board Retreat. A retreat will allow Trustees an opportunity to conduct business, interact, and network with one another. Several locations were recommended. Staff will contact several hotels in the Southern Pines/Pinehurst area and determine the availability of dates for a retreat.

Thank You Letter From Mr. Thornton W. Rose. Mrs. Thompson read a Thank You Letter from Mr. Thornton Rose. Mr. Rose expressed appreciation to the Board for the reception in his honor and gifts received on June 16, 2008.

President's Report

Next Board Meeting – September 15, 2008

SACS Update. Dr. Keen gave the following report.

- Team is running ahead of schedule.

- SACS Leadership Team and 20 SACS Teams have been created.
- A draft of the FTCC/SACS website has been created @ <http://www.faytechcc.edu/sacs2011/draft.htm>
- 75/75 (100%) of the Academic Assessments Units are developed and approved for Phase I.
- 18/18 (100%) of the Support Assessments Units are developed and approved for Phase I.
- Electronic Credentials Database is near completion.
- Writing Style Guide is near completion as a college-wide writing guide.
- Acquired the WEAVE online software.
- Registering for CCSSE – Community College Survey of Student Engagement – Survey to be conducted in during Spring 2009.

President’s Report. Dr. Keen referred to the President’s Report dated August 18, 2008. He reported that he was still working with BRAC.

Focus State of the College Video 2007-2008. Trustees will review the video at the September Board meeting.

Adjournment The meeting was adjourned at 2:00 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

ATTACHMENT A

Employment and Affirmative Action Manual **VI-4.2 Veterans Policy**

In recognition of the sacrifices made by veterans and their families on behalf of this nation, this state, and even this college, Fayetteville Technical Community College shall make reasonable efforts to recruit veterans, their spouses, and spouses of active duty service members for employment opportunities at the College. In making hiring decisions, the College shall hire an applicant who is a veteran or the veteran’s spouse when the veteran or veteran’s spouse is determined, by and through the application, interview, and other hiring processes, to be equally or better qualified than all other candidates who applied for the position.

For the purposes of this policy the following definitions apply. The word “veteran” shall be defined as a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions. The term “veteran’s

spouse” shall be defined as either (a) the legal spouse of a veteran; or (b) the surviving spouse of a veteran; or (c) the surviving spouse of a service member who died directly or indirectly as the result of active duty military service.

This preference applies to initial employment with Fayetteville Technical Community College and extends to other employment events including subsequent hiring, promotion, reassignment, and lateral transfer.

ATTACHMENT B

FTCC MISSION STATEMENT

“Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.”

** This statement will be incorporated in the next planning cycle.*

*Approved by Board of Trustees on August 18, 2008**

ATTACHMENT C

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE CORE COMPETENCIES

FTCC provides programs to meet the technical, vocational, and general education needs of its students and the surrounding community. Graduates of FTCC, regardless of program area, should possess a common core of general education competencies that promote success in the work place, facilitate the learning of technical skills, and ease the transition to further higher education. Achievement of these core competencies should also serve to enhance quality of life. In reviewing the required courses for all degree and diploma programs at the College, certain commonly embedded competencies within the general education core have been identified. These core competencies are defined as follows.

- **Communicate effectively in speaking, writing, reading, and listening.**
- **Use critical thinking to analyze problems and make logical decisions**
- **Demonstrate socialization skills that support cultural awareness and a global perspective.**
- **Demonstrate quantitative competencies.**
- **Demonstrate computer literacy**

Approval by the FTCC Board of Trustees on August 18, 2008.

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.

Approval of Strategic Plan for 2008-2013. 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

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.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF BOARD OF TRUSTEES

September 22, 2008	Held in the Board Room of the Tony Rand Student Center at 10:00 a.m.
Members Present	Mr. Charles J. Harrell, Mr. Robert T. Barnes, Jr., 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, 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 Learning Technologies Bob Ervin, Vice President for Institutional Advancement Barbara Copeland, and Administrative Assistant to the President Betty Shackelford.
Members Absent	Dr. Mike W. Choe, Mrs. Esther R. Thompson, and SGA President Jamie Malcolm.
Call to Order	The meeting was called to order Board Chair Charles J. Harrell. Mr. Harrell expressed appreciation to Trustees attending this Special 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.
Recognition of Guests	Mr. Harrell recognized all guests and welcomed them to the meeting.
Committee Reports	
Building and Grounds	<u>Approval to Purchase Real Estate.</u> Mr. Wellons reported that he and Mr. Crawford MacKethan had a very successful meeting with Mr. Will Gillis, his attorney and his CPA. They presented the following options to Mr. Gillis.

- Option 1 - \$3 million (\$150,000 in earnest money and close within twelve (12) months. Mr. Gillis declined the offer.
- Option 2 - \$2,850,000 million and close by December 2008. Mr. Gillis accepted the offer of \$2,850,000 and close by December 2008.

The contract will also include the following:

- FTCC will honor and recognize Duncan Alexander Gillis, father of Will Gillis, in the name of the first building larger than 10,000 square feet constructed on the property.
- FTCC will not object to any attempt by Mr. Gillis to rezone the 35.4 acres of property located across the road from the 60-acre tract for most light commercial purposes.

Mr. Wellons reported that the property is currently zoned for agriculture use. FTCC may want to leave it zoned for agriculture use until they are ready to start building on the property.

Mr. Wellons moved to approve the purchase of the 60-acre tract located off the northern margin of Old Raeford Road owned by Mr. Will Gillis for \$2,850,000 and close by December 2008. The motion was seconded by Mr. Koonce unanimously approved by the Board (show of hands).

Approval of Off Campus Center. Mr. Sullivan reported that the College needs to request approval from the State Board for an Off-Campus Center. He reviewed the criteria for an Off-Campus Center. On a motion by Mr. Barnes and seconded by Mrs. Lewis, the Board unanimously approved the proposal to be submitted to the State Board for a Western Campus Off-Campus Center.

Finance Committee

Approval to Adjust Transfer of Funds from the Bookstore Account to the Former Service Merchandise Account for Funding Renovations—Transfer of \$3 Million Rather than \$2 Million. Mrs. Smith reported that the Board approved the transfer of \$2 million from the Bookstore Account to the Former Service Merchandise Account for funding

renovations. Bookstore funds can be used to construct a new Bookstore. The College is requesting to amend the transfer of funds from \$2 million to \$3 million from the Bookstore Account to the former Service Merchandise Account for funding renovations relating to the replacement Bookstore located in the Service Merchandise Building. On a motion by Mrs. Lewis and seconded by Mr. Koonce, the Board unanimously approved to increase the transfer from \$2 million to \$3 million.

Approval of Revised NCCCS Form 3-1 for Former Service Merchandise Building. Mrs. Smith reported that the revised NCCCS Form 3-1 reflects the transfer of \$3 million in lieu of \$2 million. On a motion by Mr. Barnes and seconded by Mr. Wellons, the Board unanimously approved the revised NCCCS 3-1 Form for the former Service Merchandise Building.

Approval of NCCCS Form 3-2 for the Purchase of Western Property; Purchase Price of \$2,850,000 Plus Additional Cost to Include Closing Cost. Mrs. Smith reported that the College will use State Bond funds to purchase the 60-acre tract located off the northern margin of Old Raeford Road for a western campus. This will exhaust the bond funds. On a motion by Mr. Barnes and seconded by Mr. Koonce, the Board unanimously approved the NCCCS Form 3-2 for the purchase of the 60-acre tract located off the northern margin of Old Raeford Road for a western off-campus center—the purchase price of \$2,850,000 plus additional costs required to close the transaction.

Adjournment

The meeting was adjourned at 10:55 a.m.

Mr. Charles J. Harrell, Board

Mrs. Esther R. Thompson, Secretary

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.

- 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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

November 17, 2008	Held in the Board Room of the Tony Rand Student Center.
Members Present	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, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mr. David McCune, 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 Learning Technologies Bob Ervin, Vice President for Human Resources Audrey Berry, Vice President for Institutional Advancement Barbara Copeland, Associate Vice President for Student Services Valeria Collins, Director of Media Services Joe Alley, Business Management Division Chair and SACS Leadership Team Chair Brent Michaels, Job Placement and Cooperative Education Coordinator Karen Atkinson, and Secretary to the President Kay Williams.
Members Absent	Mrs. Susie S. Pugh 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.

October 20, 2008 Meeting

On a motion by Mrs. Thompson and seconded by Mr. Koonce, the minutes of the October 20, 2008 meeting were unanimously approved.

Committee Reports

Finance Committee

The Finance Committee met at 11:00 a.m. prior to this meeting. Mr. Robert T. Barnes, Chairman, presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S09-8 (revised) allocates HRD-Career Start Federal Grant of \$83,050 to full-time and part-time administrative salaries, and part-time instruction. Budget Revision S09-9 (revised) reverts \$83,050 for required match from Purpose 310 (Occupational Extension) for Purpose 351 (HRD-Career Start Federal Grant Project). Budget Revision S09-10 (revised) allocates College match of \$83,050 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 S09-14 (revised) allocates the 2008-2009 Equipment Carryover funds. Budget Revision S09-18 allocates the 2008-2009 Equipment Reserve funding. Budget Revision S09-19 allocates enrollment growth funds to occupational extension salaries. Budget Revision S09-20 allocates Performance Funding allotment for FY 2008-2009.

On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve State Budget Revisions S09-8, S09-9, S09-10, S09-14, S09-18, S09-19, and S09-20. The motion was unanimously approved by the Board.

Curriculum Committee

The Curriculum Committee met at 11:35 a.m. prior to this meeting. In the absence of Mrs. Susie Pugh, Chairwoman, Mrs. Sheryl Lewis presented the report to the Board.

Approval of Amendment to the *Academic Procedures Manual III-12.9 Disclosure of Educational Records.* The current policy states *FTCC will release transcripts and other information from educational records only upon the written request of the student except (11)*

To the parent or guardian of a minor student. Item 11 must be removed from the policy as it is in violation of federal law.

On the recommendation of the Curriculum Committee, Mrs. Lewis made a motion to approve amending the Academic Procedures Manual III-12.9 Disclosure of Educational Records by deleting item (11) *To the parent or guardian of a minor student.* The motion was unanimously approved by the Board.

Approval of Memorandum of Understanding Between Fayetteville Technical Community College and Fayetteville State University. The Memorandum of Understanding (MOU) establishes a formal agreement that Fayetteville Technical Community College and Fayetteville State University will work collaboratively to advance the mission of each institution. The MOU acknowledges that the two public institutions of higher education in Cumberland County (FSU and FTCC) bear a special responsibility to work together to meet the higher education needs of this region and meet the individual mission of each institution.

On the recommendation of the Curriculum Committee, Mrs. Lewis made a motion to approve the Memorandum of Understanding between Fayetteville Technical Community College and Fayetteville State University. The motion was unanimously approved by the Board.

Building and Grounds

The Building and Ground Committee met at 11:45 a.m. prior to this meeting. Mr. Williams S. Wellons, Jr., presented the report to the Board.

Update on Administration Building Addition.

- Project will add 8,000 square feet of space.
- Cost \$1,708,000.
- Construction started on July 28, 2008.
- Projected completed date is April 27, 2009.

Update on Gillis Property Purchase.

- Contract signed with Mr. Gillis on September 24, 2008.
- Expect State Board approval on November 21, 2008.
- Property appraisal was completed by Cedar Creek Appraisal Company at the end of October specifying a

market value of \$3,000,000 (Predicated upon the assumption of a zoning change from agricultural to high-density residential).

- Phase I Environmental Study revealed that an asphalt plant previously was on the property and a buried piece of iron indicated possible dumping on the site.
- Phase II Environmental Study was initiated on November 4, 2008.
- The College is required to close by December 19, 2008.

Update on Horticulture Educational Center.

Mr. Koonce moved that In accordance with General Statutes 143-318.11 (a) (3), the Board of Trustees will go into closed session to discuss settlement of a claim pending against the college. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

CLOSED SESSION

OPEN SESSION

Approval of Name Change for the Criminal Justice Center. The Criminal Justice Center is being renovated to establish the Cosmetology program on campus. The construction will be completed by December 19, 2008. Classes are projected to begin in January 2009.

On the recommendation of the Building and Grounds Committee, Mr. Wellons made a motion to approve the name change from the Criminal Justice Center to **Salon and Spa Services Educational Center**. The motion was unanimously approved by the Board.

Approval of the Commissioning Agent for Service Merchandise Renovation. The College advertised for a Commissioning Agent on October 13, 2008. Fifteen responses were received. Interviews have been completed and the administration recommends EMC Engineers, Inc., Raleigh, NC as the Commissioning Agent.

On the recommendation of the Building and Grounds Committee, Mr. Wellons recommended that EMC Engineers, Inc. (Raleigh, NC) be approved as the Commissioning Agent for the Service Merchandise

renovation. The motion was unanimously approved by the Board.

Special Trustees' Business

Report on October 20 – 21, 2008 FTCC Board Retreat at Mid Pines, NC. Mr. Harrell expressed appreciation to Trustees for their participation in the Board Retreat at Mid Pines, NC.

Report on 2008 Association of Community College Trustees (ACCT) Leadership Congress – October 29, 2008 – November 1, 2008. Trustees Charles Koonce, Dallas Freeman, David McCune, and FTCC President Larry Keen attended the Leadership Congress in New York. They reported that it was an excellent conference and well attended.

2009 Community College National Legislative Summit February 9 - 11, 2009 in Washington, D.C.

FTCC Nursing Program. Dr. Tansey reported on FTCC's Nursing programs. FTCC needs to get their story out about the quality their programs.

President's Report

Next Board Meeting – Tuesday, January 20, 2009.

President's Holiday Reception – Wednesday, December 17, 2008, 11:30 a.m. – 1:00 p.m.

Ceremony Honoring Dr. John Standridge, Fayetteville Area Industrial Education Center Director, (later name changed to Fayetteville Technical Institute) will be held at 10:30 a.m. on Wednesday, December 17, 2008 prior to the Holiday Reception.

Holiday Reception at Dr. and Mrs. Keen's Home on December 10, 2008.

SACS Update. Mr. Brent Michaels, SACS Leadership Team Chair gave the SACS update. See Attachment A.

Dr. Keen referred to the President's Report dated November 17, 2008. He reported on the following:
(1) FTCC launched a new addition to its ongoing assessment process called WEAVEonline on November 3. WEAVEonline is an online assessment

management system designed to walk the user through an easy five-step process of self-assessment. (2) The United Way Fund Drive closed on November 5 with \$10,958 pledged or donated. (3) The FTCC Foundation, Inc. Dinner/Theatre event was held on November 7. Following the meal prepared by FTCC's culinary students, the Department of Fine Arts presented "Fiddler on the Roof" to an audience of over 225. (4) FTCC's Veterans Services office conducted a memorial ceremony honoring all veterans on November 11 at the Student Center Terrace. (5) FTCC received the 2008 Reader's Choice Award from *The Fayetteville Observer* in the category of "Best Landscaping." (6) Spring Semester classes begin on January 12, 2009. (7) The FTCC Foundation Board meeting will be held on November 20, 2008. (8) The Basic Law Enforcement Training (BLET) graduation ceremony will take place on November 25 in the Tony Rand Multi-purpose Room. (9) Dr. Keen met with representatives from Boeing on November 4.

Update on i3D. Mr. Ervin briefed Trustees on the status of i3D since June 2008.

Focus

2008 Job Placement Report, Ms. Karen Atkinson, Job Placement and Cooperative Education Coordinator. Ms. Atkinson reported that the job placement rate for 2008 was 84%. She reported that of the 1218 degree/diploma/certificate graduates in 2008, 851 graduates were available for employment and 718 were working. The average salary was \$30,917.00.

Adjournment

The meeting was adjourned at 2:00 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

**FTCC / SACS REAFFIRMATION
BOARD OF TRUSTEES
MEETING
November 17, 2008**

FTCC / SACS REAFFIRMATION

- SACS
 - Commission on Colleges / COC
 - Reaffirmation of Accreditation
 - 2010 – 2011

FTCC / SACS REAFFIRMATION

- Launched 22 SACS Teams
- 180 Participants
- 26% / Staff & Faculty

■ **Began Assessment Process**

- 75 Academic Units
- 25 Support Units
- Metrics

FTCC / SACS REAFFIRMATION

- Launched Compliance Teams
 - Conducting 81 Pre-Audits (PA)
 - Complete PA / January 2009
 - Certification to SACS / March 2010

FTCC / SACS REAFFIRMATION

- Opened Dialogue - SACS/COC
 - Reported Updates
 - Responding to Requests
 - Responses from SACS - Cordial

FTCC / SACS REAFFIRMATION

- Next Steps
 - SACS/COC Orientation
 - January 2009

- Launch Quality Enhancement Plan (QEP)
 - February 2009
 - Faculty-Driven

FTCC / SACS REAFFIRMATION

- 2010
 - Compliance Certification
 - Quality Enhancement Plan / QEP
 - SACS/COC Peer Reviews

- 2011
 - COC Review / Reaffirmation

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

April 20, 2009

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

Members Attending

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, 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, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Mr. Robert T. Barnes, Dr. Mike W. Choe, Mr. Charles J. Harrell, Mrs. Esther R. Thompson, and SGA President Jamie Malcolm.

Call to Order

The meeting was called to order by Board Vice Chair J. Gary Ciccone.

Ethics Awareness and Conflict of Interest Statement

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

Recognition of Guests

Mr. Ciccone recognized guests and welcomed them to the meeting. Special guest: *The Fayetteville Observer* Reporter Sarah Reid.

March 16, 2009 Meeting

On a motion by Mr. Koonce and seconded by Mrs. Pugh, the minutes of the March 16, 2009 meeting were unanimously approved.

COMMITTEE REPORTS

Finance Committee

The Finance Committee met at 10:45 a.m. prior to this meeting. In the absence of Mr. Robert Barnes, Chairman, Mr. J. Gary Ciccone presented the report to the Board.

Approval of the Cumberland County Funds Budget Request for Fiscal Year 2009-2010.

The proposed 2009-2010 Current Appropriation Budget Request of \$8,573,663 reflects a 3.5% (\$289,770) increase over the approved budget for the 2008-2009 fiscal year. The increase of \$289,770 is for the following Other Costs: Generator Replacement (\$210,000), Retro Commissioning of Buildings (\$39,600), Property Tax for the Service Merchandise Building, McKeithan Property and Western Campus Property (\$33,450), and Heating (\$6,720). The Capital Appropriation Budget will be applied to the \$5,000,274 installment loan the County secured to provide the remaining bond matching funds for the College. The College has gone through three years on the installment loan and has two more years to go.

On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve the Cumberland County Funds Budget Request in the amount of \$8,573,663 for fiscal year 2009-2010. The motion was unanimously approved by the Board.

Approval of Life Insurance Policy for FTCC President Larry Keen.

Mr. Ciccone reported that the Human Resources Committee approved the reappointment of Dr. Larry Keen as FTCC's president for 2009-2010. The Committee also recommended approval of compensation for a \$1 million life insurance policy for Dr. Keen in addition to his annual salary. The guaranteed annual premium for 15 years will be \$7,840. When Dr. Keen leaves FTCC, he will be responsible for the premium.

On the recommendation of the Finance Committee, Mr. Ciccone made a motion to approve additional compensation in the form of a \$1 million life insurance policy for Dr. Keen. The guaranteed annual premium for 15 years will be \$7,840. Dr. Keen will be responsible for the policy when he leaves FTCC. The motion was unanimously approved by the Board.

Human Resources Committee

The Human Resources Committee met at 11:00 a.m. prior to this meeting. Ms. Lula Crenshaw, Chairwoman, presented the report to the Board.

Approval of Reappointment of the President for the 2009-2010 Fiscal Year. On the recommendation of the Human Resources Committee, Ms. Crenshaw moved to approve the reappointment of Dr. J. Larry Keen as FTCC President for the 2009-2010 fiscal year. The committee also recommended approval of a \$1 million life insurance policy for Dr. Keen in addition to his annual salary. The guaranteed annual premium for 15 years will be \$7840. The effective date of policy would be July 1, 2009. The motion was unanimously approved by the Board.

Approval of Reappointment of Full-Time Faculty and Staff for the 2009-2010 Fiscal Year. On the recommendation of Dr. Keen and the Human Resources Committee, Ms. Crenshaw moved that all current non-temporary staff and faculty members be employed for the 2009-2010 academic year with the exception of those resigning, retiring, or otherwise not returning. The motion was unanimously approved by the Board.

Approval of Revision to Administrative Procedures Manual I-13.2.8 Secondary Employment. Mr. Sullivan reported that at the March 16, 2009 meeting, Trustees approved a revision to the policy requiring employees to request approval for secondary employment each semester. Under the current policy if approval for secondary employment is provided, it cannot involve use of any College time, property, equipment, etc. Under the proposed revised policy if approval of secondary employment is provided, it cannot involve use of any College time, property, equipment, etc. unless the secondary employer has a written agreement with the College for the use of College property and/or equipment. The revision is necessary due to a long standing agreement with Southeastern Regional AHEC.

On the recommendation of the Human Resources Committee, Ms. Crenshaw made a motion to approve the revision to the Administrative Procedures Manual I-13.2.8 Secondary Employment as presented. The motion was unanimously approved by the Board. A copy of the revised policy becomes a permanent part of the minutes to this meeting. (See Attachment A.)

Approval of Revision to Employment and Affirmative Action Manual VI-6 Reduction in Force Policy. Ms. Crenshaw reported that the Reduction in Force Policy would not be presented to the Board at this time.

Curriculum Committee

The Curriculum Committee met at 11:20 a.m. prior to this meeting. Mrs. Susie Pugh, Chairwoman, presented the report to the Board.

Approval of Level-Three Instructional Service Agreements with Bladen Community College, James Sprunt Community College and Sandhills Community College for Physical Therapist Assistant Program (A45620). On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the Level-Three Instructional

Service Agreements with Bladen Community College, James Sprunt Community College and Sandhills Community College for the Physical Therapist Assistant Program (A45620). The motion was unanimously approved by the Board.

Approval of New Program Therapeutic Massage (A45750) to Begin Fall 2009 Semester. On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the curriculum program application for Therapeutic Massage (A45750) to begin Fall 2009. The motion was unanimously approved by the Board.

Approval of New Program Simulation and Game Development (A25450) to Begin Fall 2009 Semester. On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the curriculum program application for Simulation and Game Development (A25450) to begin Fall 2009. The motion was unanimously approved by the Board.

Update on Summer 2009 Classes. Due to the budget restrictions, the number of summer classes offered (381) is down significantly from the number of classes offered in the past. Classes offered are part of the program of study and will be taught by 12-month faculty. Community colleges do not receive FTE for summer curriculum classes.

Building and Grounds Committee

The Building and Grounds Committee met at 11:35 a.m. prior to this meeting. Mr. William Wellons, Chairman, presented the report to the Board.

Architect Update on Former Service Merchandise Building Renovation. Representatives from HH Architecture, Kristen Hess, David Carey, and Chris Horner briefed Trustees on the building renovations and projected timeline for the Service Merchandise Building project at the Building and Grounds Committee meeting today. They estimated a savings of \$2 million by not tearing down the building and starting from scratch. They reported that their objectives were:

- Provide a building that is a quality signature statement
- Deliver the project on time
- Deliver the project within budget.

Approval of Name of the Former Service Merchandise Building. Mr. Levister reported that the Planning Committee will develop guidelines and procedures for naming FTCC buildings. The naming of the Service Merchandise Building will be delayed until the guidelines and procedures are approved.

Notification of Architect Selected for Western Campus Master Plan and Building. The College received 48 responses to the advertisement for an architect to develop a Western Campus Master Plan and design the first building on the Western Campus. At the March 16, 2009 Board meeting, the Building and Grounds Committee was authorized to interview and select an architect. The Committee interviewed five candidates on April 8, 2009. The Committee selected HH Architecture (Raleigh, NC) to develop the Western Campus Master Plan and design the first building on the Western Campus.

On the recommendation of the Building and Grounds Committee, Mr. Wellons moved to approve HH Architecture to develop the Western Campus Master Plan and design the first building on the Western Campus. The motion was unanimously approved by the Board.

Special Trustees' Business

Approval of Revised FTCC Board By Laws

Mr. Sullivan reported that the revised By Laws require that nine members be present to make any changes to the By Laws. Since there are eight members present at today's meeting, the revised By Laws will be presented at the May 18, 2009 meeting.

Report on 2009 NCACCT Law Seminar April 16-17, 2009, Research Triangle Park, NC. Dr. Keen reported that it was a very good seminar. Due to travel restrictions, the seminar was much smaller than usual. Mr. Charles Harrell, Mr. Gary Ciccone, Mrs. Esther Thompson, Dr. Dallas Freeman, Mr. William Wellons, Dr. Larry Keen, and Mr. David Sullivan attended the seminar.

FTCC Foundation, Inc. Golf. Mr. Koonce reported that the tournament will be held on Wednesday, April 29, at Gates Four. He encouraged Trustees to attend the event.

President's Report

Next Board Meeting – Monday, May 18, 2009..

SACS Update.

SACS Leadership Team Chair Brent Michaels gave the following SACS update.

- The SACS / COC Compliance Committees are continuing to submit their pre-audit Principle Statements to the QIP Leadership Team.
- The pre-audit phase for the 81 Principle Statements will be completed by June 2009.
- At this time, the QIP Leadership Team has not identified any non-compliance risk with the 81 Principle Statements.
- Dr. Barbara Tansey's involvement with a SACS Off-site Review Team has provided invaluable insight for the College's pre-audit phase.

Spring Graduation (Curriculum and Adult High School and General Education Development) Friday, May 15, 2009 – 7:30 p.m. at the Cumberland County Crown Coliseum. Speaker: Lt. Governor Walter Dalton.

See Written Report.

Dr. Keen referred to the President's Report dated April 20, 2009. A copy of the report was included in the Trustees notebooks.

Focus: Report on Luncheon Meeting with County Commissioners and County Staff. Dr. Keen reported that it was an excellent luncheon meeting with County Commissioner Chairwoman Dr. Jeannette Council, Commissioners Breeden Blackwell, Kenneth Edge, Marshall Faircloth, Billy R. King, Jimmy Keefe, Ed Melvin, County Manager James Martin, Deputy County Manager Juanita Pilgrim, Assistant County Manager Amy Cannon, Clerk to the Board Marsha Fogle, County Attorney Grainger Barrett, and Deputy County Attorney Harvey Raynor. *The Fayetteville Observer* reporter Sarah Reid also attended the luncheon.

Dr. Keen thanked them for their support of the College and reviewed FTCC's 2009-2010 County Fund Budget Request. The Current Appropriation Budget Request of \$8,573,663 reflects a 3.50% (\$289,770) increase over the approved budget for the 2008-2009 fiscal year.

Adjournment

The meeting was adjourned at 1:40 p.m.

Mr. Charles J. Harrell, Chairman

Mrs. Esther R. Thompson, Secretary

Administrative Procedures Manual

I-13.2.8 Secondary Employment

Employment at Fayetteville Technical Community College is the employee's primary job. Any additional employment must be approved in advance by submitting a Secondary Employment Approval Form through the appropriate supervisory chain to the President or his designee. Approval for secondary employment for the President is requested from the Board of Trustees. Secondary employment is treated confidentially.

If approval for secondary employment is provided, it cannot:

- Derogate from the employee's obligation to commit time, skills, and attention to the employee's primary position at the College.
- Create a conflict of interest with the primary job.
- Interfere with the ability to make decisions or be objective with the primary job.
- Involve use of any College time, property, equipment, etc. unless the secondary employer has a written agreement with the College for the use of College property and/or equipment.

Request for approval for secondary employment must be submitted each semester and approval may be withdrawn at any time.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF BOARD OF TRUSTEES

May 18, 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, Mr. Robert T. Barnes, Dr. Mike W. Choe, Ms. Lula G. Crenshaw, 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 Joseph W. Levister, Jr., 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. Dallas M. Freeman 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 guests and welcomed them to the meeting.

April 20, Meeting

On a motion by Mr. Koonce and seconded by Mrs. Pugh, the minutes of the April 20, 2009 meeting were unanimously approved.

COMMITTEE REPORTS

Finance Committee

The Finance Committee met at 10:30 a.m. prior to this meeting. Mr. Robert Barnes, Chairman, presented the report to the Board.

Approval of State Budget Revision. State Budget Revision S09-28 is the mandatory 1% reversion (\$420,835). Colleges have reverted 4 ½% this year; however, with the severe budget restrictions it amounts to a 9% reversion. On the recommendation of the Finance Committee, Mr. Barnes moved to approve State Budget Revision S09-28. The motion was unanimously approved by the Board.

Approval of Scholarships from Self-Supporting Funds. This is the ninth year the College has requested to transfer funds from Self-Supporting Funds for scholarships for Curriculum and Continuing Education students. For the 2009-2010 academic year, the College is requesting to transfer funds not to exceed \$160,000 for scholarships. The College will use the same criteria it has used for the past eight years for awarding the scholarships. (1) Scholarship for the registration fee for one occupational extension course for currently enrolled GED/AHS or ESL students in their last semester. (2) Scholarship for recent FTCC GED/AHS students for tuition and fees for curriculum programs up to 16 credit hours instate plus fees. (3) Scholarship for Nursing Assistant I students to continue training to Nursing Assistant II. (4) Scholarships for Curriculum

students in high demand/critically needed programs: Air Conditioning, Heating and Refrigeration, Building Construction Technology, Carpentry, Electrical/Electronics Technology, Horticulture Technology/Management, Industrial Maintenance Technology, Basic Landscape Maintenance, Machining Technology, Plumbing, Welding Technology, Biotechnology, and other miscellaneous scholarships. (5) For student refunds that are deemed administrative errors. (6) Pay the increase in tuition for students using military tuition assistance (CTAM and e-ArmyU) for 16-week and first 8-week classes for Fall 2009. (The College is anticipating a tuition increase and the electronic load for tuition assistance for military students takes place in June. The College cannot change the tuition rate once classes are loaded.)

On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve the transfer of funds not to exceed \$160,000 from Self-Supporting Funds for scholarships as presented. The motion was unanimously approved by the Board.

Approval of Cafeteria and Vending Operations Contracts. The College is currently contracting with Classic Food Services. Trustees reviewed bids at the Finance Committee meeting earlier today. On the recommendation of the Finance Committee, Mr. Barnes made a motion to approve First Management Services for the cafeteria operation and Canteen for the vending services. The motion was unanimously approved by the Board.

Approval of Interlocal Agreement for Use of School Facilities Between Fayetteville Technical Community College and Cumberland County Schools. The agreement for 2009-2010 is identical to the 2008-2009 agreement. Classroom rental for classes in the local high schools in the evenings will remain at \$10.50 per classroom hour. On the recommendation of the Finance Committee, Mr. Barnes moved to approve the Interlocal Agreement for use of school facilities between FTCC and Cumberland County Schools. The motion was unanimously approved by the Board.

Approval to Amend the YMCA Contract. The YMCA is requesting to amend the "Shared Utility" cost agreement in the current lease. Currently the YMCA pays 75% of all utility cost between the two buildings and FTCC pays 25%. Since FTCC started offering cosmetology classes, the cost of the monthly utility has increased from \$7,000 to \$12,500. The YMCA is requesting that the utility cost be amended with the YMCA paying 50% and FTCC paying 50% of the utility cost retroactive to February 2009. The College staff recommended approval of the 50/50 split and an effective date of April 2009 in lieu of February 2009.

On the recommendation of the Finance Committee, Mr. Barnes moved to approve the amendment to the YMCA contract with the YMCA paying 50% and FTCC paying 50% of the utility cost effective April 2009. The motion was unanimously approved by the Board.

Approval of Policy to Implement Executive Order Issued by the Governor. Due to the Executive Order issued by Governor Beverly Perdue on April 28, 2009 the annualized base salaries of state employees will be reduced by .5 percent (1/2 %) by the end of the fiscal year. In return employees whose salaries are reduced, shall receive ten (10) hours of furlough leave to be taken at times designated by the employing agency prior to December 31, 2009.

The College is requesting approval of the Administrative Procedures Manual I-13.2.9 Salary Reductions/Furlough Policy. On the recommendation of the Finance Committee, Mr. Barnes moved to approve the following Salary Reductions/Furlough Policy.

The salary or hourly rate of pay of any or all employees (full-time or part-time, whether contractual or at-will) may be reduced if the College is lawfully ordered to reduce salaries or hourly rates of pay by any branch of the federal, state, or local governments. To the extent permitted by law or lawful order, the College Administration may offer any employee

whose salary is reduced as a result of a lawful order, leave in an amount proportional to the reduction in salary. The College President or designee may limit when employees may use said leave in accordance with the operational needs of the College.

Approval of Identity Theft Prevention Policy. The policy outlines procedures the College takes to protect against identity theft. On the recommendation of the Finance Committee, Mr. Barnes moved to approve the Identity Theft Prevention Policy. 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.)

Human Resources Committee

The Human Resources Committee met at 11:05 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Approval of Revision to Employment and Affirmative Action Manual V16-Reduction in Force Policy. Trustees reviewed the Reduction in Force Policy at the Committee meeting prior to this meeting. On the recommendation of the Human Resources Committee, Ms. Crenshaw moved to approve the Revision to Employment and Affirmative Action Manual V16-Reduction in Force Policy. The motion was unanimously approved by the Board. (See Attachment B.)

Curriculum Committee

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

Approval of Building Trades Major Construction Projects for 2009-2010 (Construct Up to Four Houses for Fayetteville Area Habitat for Humanity). The College began the partnership with Habitat for Humanity in 1988. Since 1988, FTCC has completed 29 houses and 28 partial house projects. On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve for the College to partner with Fayetteville Area Habitat for Humanity to construct up to four houses as the Building and Trades major construction project for 2009-2010. The motion was unanimously approved by the Board.

Approval of Captive/Co-Opted Location – Academy for Life Skills Development, 1047 Murchison Road, Fayetteville, NC 38201. The NC Community College System requires approval for Basic Skills and Occupational Extension course offerings with controlled groups. On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the Captive/Co-Opted Location - Academy for Life Skills Development, 1047 Murchison Road, Fayetteville, NC. The motion was unanimously approved by the Board.

Approval of 2009-2010 Cooperative Program Agreements Between Fayetteville Technical Community College and Cumberland County Schools, Berean Baptist Academy, The Fayetteville Academy, Fayetteville Christian School, Northwood Temple Academy, and Village Christian Academy. FTCC calls the program “College Connections.” Tuition is free to the students. Students pay for textbooks and required fees. There were 867 unduplicated students in Fall 2008 and 899 unduplicated students in Spring 2009. On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the 2009-2010 Cooperative Program Agreements between Fayetteville Technical Community College and Cumberland County Schools, Berean Baptist Academy, The Fayetteville Academy, Fayetteville Christian School, Northwood Temple Academy, and Village Christian Academy.

Building and Grounds Committee

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

Update on the Thomas R. McLean Administration Building Addition. The designer for the project is Shuller, Ferris, Lindstrom and Associates and the general contractor is Cole Construction. This project will add 8,000 square feet of space at a cost of \$1,708,000. Construction started on July 28, 2008 and was scheduled to be completed on May 1, 2009. A delay in construction resulted from time required to flush out heating and cooling pipe lines to the central chiller system. The revised completion date is June 4, 2009.

Update on the Horticulture Education Center. The \$95,000 settlement has been completed per Board approval. Final payment of \$5,000 has not been made to LSV architects because final documents have not been provided to the State Construction Office by LSV. The College must get approval from the State Construction Office before final payment can be made to LSV.

Notification of Planning Campus Emergency Exercise. A joint emergency planning exercise with FTCC, the Fayetteville Police Department and Emergency Operations Center is scheduled for Thursday, June 11, 2009 from 2:00 – 5:00 p.m. This is a follow-up to National Incident Management System training. Faculty, staff, students, media, and the public will be notified of the training exercise. Please notify Betty Shackelford by May 28 if you would like to observe this exercise.

Planning Committee

The Planning Committee met at 11:35 a.m. Mr. Charles E. Koonce, Chairman, presented the report to the Board.

Continuity of Operations Plans for Possible H1N1 Virus. Mr. Levister reviewed procedures the College will take in the event of a possible H1N1 Virus outbreak or an emergency situation.

Special Trustees' Business

Approval of Revised FTCC Board By Laws. Mr. Sullivan reported that an Ad Hoc Committee consisting of Mr. Charles Koonce, Dr. Dallas Freeman, Mrs. Sheryl Lewis, Mrs. Susie Pugh, and Mr. David Sullivan met and reviewed the current By Laws. The Committee is recommending approval of the revised By Laws which includes Electronic Meetings and moving the election of officers from May to August of each year. A draft copy of the revised By Laws was mailed to each Board member for their review.

On a motion by Mr. Barnes and seconded by Mrs. Pugh, the Board unanimously approved the revised By Laws. (See attachment C.)

Notification of Expiration of Trustee Terms – June 30, 2009 and Appointing Agency.

- J. Gary Ciccone – Governor
- Sheryl J. Lewis – County Commissioners
- Susie S. Pugh – School Board

President's Report

Next Board Meeting – Monday, June 15, 2009.

Report on Spring Graduation (Curriculum and Adult High School and General Education Development) Friday, May 15, 2009. Dr. Keen reported that there were 53 Adult High School Graduates, 157 General Education Development Graduates and 1015 Curriculum Graduates. Lt. Governor Walter Dalton was the speaker.

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

- The SACS Leadership Team reports that we are on schedule with our Reaffirmation of Accreditation Initiative.
- The Compliance Teams are on task with a completion date of June 26, 2009 for the pre-audits of the 81 Principle Statements noted in the Compliance Certification Document.
- As of this date, there are no major concerns with any non-compliance issues. The Compliance Certification Document will be completed during the Fall 2009 semester.
- The Compliance Certification Document is due to SACS/COC by March 2010.
- Dr. Barbara Tansey has completed a two month SACS off-site review for a three-institution cluster. Her disclosable findings have been invaluable to the FTCC reaffirmation initiative.

Report on the FTCC Foundation, Inc. Golf Tournament – Wednesday, April 29, 2009. Mr. Michaels reported that it was a successful tournament and raised \$12,000 for the Foundation.

Distribution of State Legislative Guide 2009-2010. Copies of the 2009-2010 Guide were distributed to Trustees.

Focus: Legislative/Budget Information. Dr. Keen gave the following report.

- We have an unprecedented shortfall over last year's collections. On April 15, final tax payments were down 40%. The last two recessions were down 20-21%.
- The General Assembly must generate an additional \$1.5 billion in cuts and/or revenues over the Governor's and Senate's budget for the 2009-2010 fiscal year.
- \$1.5 billion is larger than the total state dollars appropriated to the community college system and equals to approximately ½ the size of the university budget.
- The College's budget may be reduced by 20% from the July 2008 original budget.
- We have taken reductions from reversions and spending restrictions this year of approximately 9%. If an additional shortfall is applied uniformly across government, we may see an additional 11% reduction next year beyond what we experienced this year. If 100% of our growth is funded, this may net out.
- Colleges have been told to project a 5% reserve in case we have reversions next year. (Based on current budget, that would be \$4,194,175 that we could not budget and spend until funds are released.)
- FTCC has had some good years of 7% and 8% raises. Funds will not be allocated for raises or bonuses this year.

Adjournment – The meeting was adjourned at 1:15 p.m.

Mr. Charles J. Harrell, Chairman

Mrs. Esther R. Thompson, Secretary

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
IDENTITY THEFT PREVENTION POLICY**

I. BACKGROUND

As a result of the increasing instances of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA). Public Law 108-159. This amendment to the Fair Credit Reporting Act dictated that the Federal Trade Commission (FTC) promulgate rules to address identity theft. The rules promulgated by the FTC (Red Flag rules) require Fayetteville Technical Community College (College) to create and implement a written Identity Theft Prevention Program in order to tackle identity theft associated with new and existing accounts. As required, this Identity Theft Prevention Program is appropriate to the size and complexity of the College and the nature and scope of the College's activities in that the College has few "covered accounts" as defined by the rules and all accounts are already protected by the Federal Educational Rights and Privacy Act of 1974.

II. PURPOSE

Fayetteville Technical Community College adopts this Identity Theft Prevention Program to enact reasonable policies and procedures to protect students from damages associated with the compromise of sensitive personal information.

III. DEFINITIONS

- A. **Creditor** – Any organization, including community colleges, which regularly:
 - 1. extends, renews, or continues credit; or
 - 2. arranges for someone else to extend, renew, or continue credit; or
 - 3. is the assignee of a creditor involved in the decision to extend, renew, or continue credit.
- B. **Credit** - Deferral of payment of a debt incurred for the purchase of goods or services, including educational services.
- C. **Covered account** – An account with a creditor used by individuals, families, or households which involves multiple payments to that creditor. Examples include emergency loan accounts, scholarships which could involve repayment if the terms of the scholarship are not met, and deferred payment accounts approved by a colleges' trustees.
- D. **Financial institution** – Typically a bank, credit union, or other entity that holds for an individual an account from which the owner can make payments, and transfers.
- E. **Identifying information** – Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information includes name, social security number, date of birth, driver's license number, identification card number, employer or taxpayer identification number, biometric data, unique electronic identification numbers, address or routing code, or certain electronic account identifiers associated with telephonic communications.
- F. **Identity theft** – A fraud attempted or committed using identifying information of another person without proper authority.
- G. **Red Flag** – A pattern, practice, or specific activity which indicates the possibility of identify theft.
- H. **Sensitive information** – Personal information belonging to any student, employee, or other person with whom the college is affiliated.
- I. **Service provider** – Person providing a service directly to the financial institution or creditor.

IV. SCOPE – Activities in which Fayetteville Technical Community College is involved that result in the requirement that the College complies with the Red Flag Rules include:

- A. Participation in federal financial aid programs, including, but not limited to, Pell Grants, Direct Federal Loans, VA programs, etc.;
- B. Utilization of funds on deposit accounts and third party payor accounts;

- C. Issuance of any loans and/or scholarships which requires the recipient to sign a promissory note including, but not limited to, Tuition Book Loans and the Nursing Education Scholarship Loan Program;
- D. Permitting some students to charge their purchases from the bookstore to their accounts.

SECTION V. IDENTIFICATION OF RELEVANT RED FLAGS

Red Flag Category	Examples of Red Flags
<p>The presentation of suspicious documents</p>	<p>Documents provided for identification, including drivers license, student id, or other government issued identification, appear to have been altered or forged.</p>
	<p>The photograph/physical description on driver's license, student id, or other identification is not consistent with the appearance of the applicant or customer presenting the identification.</p>
	<p>Information on identification or other document is not consistent with information provided by the person opening a new covered account or customer presenting the identification.</p>
	<p>Information on the identification or other document is not consistent with readily accessible information on file with the College's Business and Finance Office or Financial Aid Office.</p>
<p>The unusual use of, or other suspicious activity related to, a covered account</p>	<p>An application appears forged.</p>
	<p>Any student account is used in a manner commonly associated with fraud including: charges to a students account for multiple copies of the same textbook or charges for a textbook not required or recommended by student's courses.</p>
	<p>Non-payment on loan coupled with an incorrect address and continued account activity.</p>
<p>Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the College</p>	<p>Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.</p>
	<p>The College is notified that the customer is not receiving paper account statements.</p>
	<p>The College is notified of unauthorized charges or transactions in connection with a customer's covered account.</p>
	<p>A customer is attempting to access information about a deceased student.</p>
<p>The College is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.</p>	

Red Flag Category	Examples of Red Flags
	A student, borrower, law enforcement personnel or service provider notifies the College of unusual activity related to a covered account. This includes discrepancies in the social security number to a student's name (provided typically by the NC Department of Revenue from the debt set-off unit); address is not a valid address (provided typically by the NC Attorney General's Office), and/or payment plan provider having a discrepancy of data between College and responsible party.
Requests for access to information	A student or customer does not know personal information that they should know, i.e. social security number, date of birth, student identification number.

VI. DETECTING RED FLAGS

A. Opening a Covered Account

Prior to opening any covered account, an individual must apply for admission to the College and then must register for classes. Individuals are permitted to apply for admission and register for classes in person or through electronic means. Once admitted and registered for classes, an account is created for the student and the student becomes liable for paying the costs of tuition, fees, and other expenses. However, the account is not a "covered account" unless and until the student pays the cost of tuition, fees, and/or books using one or more of the activities identified in "Section IV – Scope" above.

The keys to detecting a red flag when a covered account is being opened is to attempt to verify the identity of the student and to examine the information provided by the student with information already contained in the student's educational record.

The verification of the student's identity can occur using any of several different methods including, but not limited to:

1. Examination of the student's government or College issued picture identification;
2. Confirmation that information on the picture identification matches the information contained in the College's Datatel database;
3. Confirmation that the information provided by the student seeking to open one of these types of accounts matches the information contained in the College's Datatel database.
4. Confirmation that the information (most importantly the student's social security number) in the College's Datatel database matches the information reported to the College by the U.S. Department of Education federal financial aid office.

To the extent that any inconsistency is found, a red flag is detected.

B. Existing Covered Account

Red flags are detected when inconsistencies exist between information in the student's educational record and information provided by the student when seeking assistance from the Office of Business and Finance or from the Financial Aid office, as identified in section VI (A.) above. In addition, red flags are detected when:

1. An individual, without any picture identification, seeks to charge purchases from the bookstore to a student's account.
2. A student, College employee, or entity such as the US Department of Education, the Attorney General, and others notifies the College that a student's identity or other information contained in a student's educational record has been compromised.
3. The US Department of Education substantiates a student's complaint against the College alleging a violation of the Federal Educational Rights and Privacy Act that involves information which could be used to steal a student's identity.

4. A student seeks a replacement check from the College when the check was mailed to the mailing address on file for the student.
5. The College receives information identified as “Examples of Red Flags” in Section V above not otherwise repeated in Section VI.

VII. PREVENTING AND MITIGATING IDENTITY THEFT

Strict compliance with the Federal Educational Rights and Privacy Act (FERPA) serves as the College’s primary method of preventing educational records from being used by an individual to steal another person’s identity. FERPA requires that all educational records, which includes all financial and other records maintained by the College about a student, be maintained as confidential and not released except under specific circumstances. Adherence to FERPA applies to all accounts regardless of whether they are new or existing. Generally, FERPA requires that anytime information is sought from an educational record by a student or other individual, College personnel must confirm the identity of the individual seeking the information and confirm that the individual is authorized to access the information. Generally, a student can access their own educational record and the College Registrar maintains a list of other individuals authorized to access an educational record.

Additional prevention measures include:

1. Student Services personnel shall not issue a College student identification card to any newly admitted student unless the individual presents a government issued identification card that includes the individual’s photograph. The College student identification card shall be issued only in the name contained in the government issued identification card, unless appropriate documentation is provided establishing a legal name change. The College may issue a replacement College student identification card without the presentation of some other identification card when the photograph in the College’s file matches the student seeking a replacement card.
2. The College bookstore shall not permit any student to charge bookstore purchases to a student’s account without confirming the identity of the student through the examination of a College or other government issued photo identification card.
3. The Office of Business and Finance shall, to the fullest extent possible, mail any payment made to a student to the student’s mailing address contained in Datatel. To the extent extenuating circumstances exist and the College hand delivers a check to a student, College personnel must confirm the identity of the student prior to the delivery of the check. Excepted from this policy are checks made payable to a student as remuneration for work performed for the College.
4. In the event that a student requests a replacement check, College personnel must confirm the identity of the student prior to the check being re-issued.
5. The office of Management and Information Services shall ensure that all reasonable and practical efforts are made to protect the College’s databases from unauthorized access.
6. The office of Financial Aid shall verify the identity of students who seek account services through that office. Verification of identity may be accomplished by checking a College or other government issued photo identification card, requiring the notarization of processing requests from remote locations, verifying the identity of student’s through electronic means, or verification of the student’s identity by using some other means by which the office of Financial Aid believes reasonably verifies the student’s identity. The identity of student requests submitted to the College using the student’s College assigned e-mail account shall be deemed to be verified.

VIII. RESPONDING TO DETECTION OF RED FLAGS

When any red flag is detected, the employee detecting the red flag shall not transact any business related to the applicable student’s account unless the employee is able to positively establish the identity of the student. If the employee is unable to verify the identity of a student, the employee shall refer the matter to the employee’s immediate supervisor. The immediate supervisor shall review the matter and determine what additional measures are required to verify the student’s identity. Should the immediate supervisor be unable to verify the identity, the matter shall be brought to the attention of the appropriate Vice President. The appropriate Vice President shall determine what additional action should occur and whether the matter should be referred to law enforcement. In instances where it is concluded that identity theft has

occurred, the college will make reasonable efforts to contact the victim and provide the victim with information about the theft and recommendations as to how to protect themselves

IX. UPDATE OF IDENTITY THEFT PROGRAM

This policy shall be reviewed and updated, if necessary, at least once every two years. In the event that an incident of identity theft occurs involving one or more of the College's covered account, the College shall consider whether the incident warrants a review of this policy earlier than is otherwise required.

X. PROGRAM ADMINISTRATION

A. Program Oversight

The Vice President for Business and Finance, the Vice President for Legal Services, and the Director of Financial Aid shall be responsible for the implementation and oversight of this policy.

B. Staff Training

Each Vice President shall be responsible for ensuring that their division employees shall be aware of their responsibilities under this policy. In addition, the Vice President for Legal Services shall incorporate training on this policy into any FERPA training provided to College employees.

C. Oversight of Service Providers

To the limited extent service providers may be utilized, service providers shall be required to provide a copy of their identity theft program and the Vice President for Legal Services shall ensure that the provider's program is sufficient to protect the College and its students from identity theft.

ATTACHMENT B

VI-6 Reduction in Force Policy

VI-6.1 Intent of the Board of Trustees

It is the intent of the Board of Trustees of Fayetteville Community College to avoid, through prudent budgeting and fiscal constraint, any financial crisis that would require the College to reduce the number of persons employed by the College through implementation of this Reduction in Force Policy. However, the Board of Trustees reserves the right for itself to implement this policy in order to ensure that during a financial crisis, the college fulfills its mission to the fullest extent possible using the financial resources made available to it. Whenever it is necessary to implement this policy, the implementation will be accomplished without regard to race, color, nationality, religion, age, sex, disability, or political affiliation of any employee.

VI-6.2 Declaration of a Financial Crisis

If the President of the College, in consultation with the Vice President for Business and Finance, determines the existence of a financial crisis, the President shall report the nature, the extent, and the cause of the crisis to the Board of Trustees. Said report shall include a certification that, in the President's professional opinion, the college took all reasonable and prudent actions to avert the crisis, and that such actions were insufficient to avert the crisis. Upon its receipt of the President's notice, the Board of Trustees may authorize the implementation of a reduction in force as provided in VI-6.3 below.

The President, in consultation with the Vice President for Business and Finance, may also determine the existence of a limited financial crisis when the college loses a grant or other special appropriation used to fund a specific function(s) of the college. In the event of a limited financial crisis, the Board of Trustees may authorize the implementation of a reduction in force as provided in VI-6.3 below, but under a limited financial crisis, only employees whose positions were funded through the lost revenue stream can be terminated.

VI-6.3 Reduction in Force

Upon the determination of the Board of Trustees that a financial crisis exists, the President shall be authorized to unilaterally alter the terms and/or conditions of the employment of any College employee. If the Employee has an employment contract with the College, the President is authorized to unilaterally amend the contract. The authorization to unilaterally alter the terms and/or conditions of employment and the employment contract, if any, includes, but is not limited to, the authorization to immediately terminate an individual's employment with the College, the authorization to furlough an employee, the authorization to reduce or eliminate any

employee benefit, when the benefit is not required by law, and the authorization to otherwise change contract provisions to alleviate the financial crisis.

VI-6.4 Notice of Termination to Individual Employees

The President will give written notice to the employee(s) being terminated due to the implementation of a reduction in force. The notice shall either be hand delivered to the employee(s) or delivered by registered or certified mail, return receipt requested. If hand delivered, the employee shall be given opportunity to remove their personal belongings from their work station at that time. If the notice is delivered by registered or certified mail, the employee(s) shall schedule an appointment with their supervisor to remove their personal belongings from their work station. Decisions to terminate employment pursuant to these provisions will not be the result of discriminatory action against an employee based upon his/her race, national origin, color, religion, gender, disability, age or political affiliation.

VI-6.5 Employee Rights Upon Termination

1) Severance Pay

Salaried employees terminated pursuant to these provisions shall receive severance pay in an amount equal to one month's salary. Employees paid per hour worked shall receive severance pay equal to their hourly wage multiplied by 173.33 hours. Any terminated employee who has a negative leave balance at the time of termination shall have their severance pay reduced in an amount that fully compensates the College for the negative leave balance.

2) Payout of Vacation and Bonus Leave

Employees terminated pursuant to these provisions shall receive a lump sum payment of their accumulated vacation leave up to a maximum of 240 hours and any accumulated bonus leave balances as of the date of termination. Any vacation leave in excess of 240 hours accumulated by an employee at the time of termination pursuant to this policy shall be converted to sick leave.

3) Health Care Coverage

To the extent required by law, the College shall continue to make its contribution to the State Health Plan on behalf of the terminated employee.

State law, as of July 1, 2009, required payment of benefits for a period of no more than twelve months, as long as the employee has twelve or more months of service and the employee was covered by the State Health Plan at the time of separation from service with the College.

If permitted by the State Health Plan, Employees terminated pursuant to this policy may continue coverage for their eligible dependents during this 12-month period at their expense. The College will be responsible for collecting and remitting any applicable premiums.

The State Health Plan will allow employees who have been terminated pursuant to these provisions to change their health plan coverage and coverage type as long as the request is made within 30 days from the date of termination.

Employees who elect not to continue coverage under this policy immediately following termination may not obtain coverage through the College at a later date, unless re-employed by the College.

After one year, the terminated employees and their eligible dependents may continue health coverage on a fully contributory basis. Employees who do not have twelve months of consecutive service may continue health care coverage at full cost under COBRA (for themselves and any eligible dependents).

4) Right of First Refusal

For one year after the effective date of a termination pursuant to these provisions, the President will not fill a position vacated by an employee terminated pursuant to this policy without first offering that position to the terminated employee.

The offer of reemployment will be made by registered or certified mail, return receipt requested, and the employee must accept in writing within fifteen (15) calendar days of the date the offer was mailed by the College. Failure to respond within the provided fifteen (15) calendar days shall be deemed a rejection of the offer of employment and any and all rights to reemployment shall expire.

VI-6.6 College Obligations with Respect to Reemployment or Other Employment

An employee terminated pursuant to this Policy who is vested in the State Retirement System and who is hired/rehired by the College within 5 years of termination shall have all sick leave accumulated at the time of termination restored upon returning to employment with the college. Any employee who is not vested with the State Retirement System who is hired/rehired by the College within 1 year of termination pursuant to this policy shall have all sick leave accumulated at the time of termination restored upon returning to employment with the college.

VI-6.7 Review of Individual Terminations

Employees are not entitled to an administrative review of any termination made pursuant to this Reduction in Force Policy. However, any employee who is terminated pursuant to these provisions may request a review of the action if he/she believes the termination was the result of discriminatory action against the employee based upon his/her race, national origin, color, religion, gender, disability, age or political affiliation. The employee must request the review of the action in writing and addressed to the President. It must specify the grounds on which it is contended that the decision was the result of discriminatory action against the employee based upon his/her race, national origin, color, religion, gender, disability, age or political affiliation. It must include a short, plain statement of facts that the employee believes support the contention. Upon receipt of the request, a thorough review will be conducted by one or more designees of the President. If it is determined that the termination was based on some illegal discrimination, the employee shall be reinstated and compensated for lost wages.

REVISED MAY 18, 2009

**BYLAWS OF
BOARD OF TRUSTEES OF
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**ARTICLE I
NAME**

SECTION I. OFFICIAL TITLE. The official title of this Board shall be "The Trustees of Fayetteville Technical Community College." Such title shall be the official corporate name of the Institution.

SECTION II. DEFINITIONS. Whenever in these Bylaws the terms "College" or "Institution" shall be used, same shall be deemed to mean "Fayetteville Technical Community College." The use of the terms "Board of Trustees" or "Board" shall be deemed to refer to the Board of Trustees of the College.

**ARTICLE II
BOARD OF TRUSTEES**

SECTION I. JURISDICTION AND RESPONSIBILITY.

- A) The Board of Trustees is a body corporate established pursuant to Chapter 115D of the General Statutes of North Carolina. The Board shall possess all powers granted to it under the provisions of North Carolina law including, but not limited to:
 - i) The power to acquire, hold, and transfer real and personal property;
 - ii) The power to enter into contracts;
 - iii) The power to institute and defend legal actions; and,
 - iv) The power to exercise such other rights and privileges as may be necessary for the management and administration of the College in accordance with the provisions and purposes of state law.
- B) The Board of Trustees shall establish the mission of the College and shall establish policies that provide direction to the President and other College employees engaged in the day-to-day operations of the College. All policies shall comply with the provisions of law and the regulations of the State Board of Community Colleges.
- C) Consistent with the accreditation criteria of the Commission on Colleges of the Southern Associations of Colleges and Schools, the Board shall not permit itself to be subjected to undue pressure from external entities.

SECTION II. MEMBERSHIP.

- A. The Board of Trustees of the College shall consist of thirteen (13) members duly appointed pursuant to N.C. General Statute § 115D-12 and duly qualified pursuant to Chapter 128 of the N.C General Statutes.
- B. The term of office of a member of the Board of Trustees shall be determined by N.C. General Statute § 115-13. However, trustees will continue to serve beyond the expiration of their term until their successor is appointed and duly qualified.
- C. As an ex-officio, non-voting member of the Board, the President of the Student Government Association shall enjoy all rights and privileges of membership on the Board, except the right to vote.
- D. Vacancies in the membership of the Board of Trustees shall be filled in accordance with the provisions of N.C. General Statute § 115D-12.

SECTION III. REMOVAL FROM OFFICE.

- A) The Board of Trustees shall not declare as vacant the office of a member of the Board of Trustees unless that member:
 - i) Fails, without justifiable excuse, to attend three consecutive, regularly scheduled meetings; or,
 - ii) Fails, without justifiable excuse, to attend an orientation session of the North Carolina Association of Community College Trustees within six (6) months of the member being sworn into office; or,
 - iii) Fails to discharge the duties of the members office as required by law or lawful regulation; or
 - iv) Is guilty of immoral or disreputable conduct.

- B) The Board of Trustees may declare as vacant the office of a member of the Board of Trustees only upon a two-thirds majority vote of all voting members of the Board of Trustees.

SECTION IV. COMPENSATION, INDEMNIFICATION, AND REIMBURSEMENT.

- A. No member of the Board shall receive compensation for services rendered as such, but shall be entitled to receive reimbursement according to regulations adopted by the State Board of Community Colleges for costs of travel, meals, and lodging while performing official duties. However, prior to incurring any expense, the Chair, or his/her designee, shall approve the expense as being incurred pursuant to the official duties of the member.
- B. Any approved expenses incurred by a Trustee which are not reimbursed by state funds may be reimbursed by county or institutional funds.
- C. Any person who at any time serves or has served as a Trustee or officer of the College shall be indemnified by the College and be reimbursed to the fullest extent permitted by law against:
 - (1) reasonable expenses, including attorney's fees, actually and necessarily incurred by such person in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, seeking to hold such person liable by reason of the fact that such person is or was acting in such official capacity; and
 - (2) be reimbursed for reasonable payments made by such person in satisfaction of any judgment, money decree, fine, penalty, or settlement for which such person may have become liable in any such action, suit or proceeding when such person is or was acting in their official capacity.
- D. The Board shall take all such action as may be necessary and appropriate to authorize the College to pay the indemnity and reimbursement required by these Bylaws, including, without limitation, to the extent needed, making a good faith evaluation of the manner in which the claimant for indemnity and/or reimbursement acted and of the reasonable amount of indemnity or reimbursement due such person.
- E. Any person who at any time after the adoption of these Bylaws serves or has served in any of the foregoing capacities for or on behalf of the College shall be deemed to be doing or to have done so in reliance upon, and as a consideration for, the right of indemnification and reimbursement provided herein. Such right shall inure to the benefit of the legal representative of any person and shall not be exclusive of any other rights to which such person may be entitled apart from the provision of these Bylaws.

**ARTICLE III
OFFICERS AND THEIR DUTIES**

SECTION I. ELECTION AND TERM OF OFFICE.

- A. The officers of the Board of Trustees shall be the Chair, the Vice Chair, and the Secretary.
- B. The Chair, Vice Chair and Secretary shall be elected by the Board of Trustees from its membership.
- C. All three officers of the Board shall be elected for a period of one (1) year and shall be eligible for reelection by the Board.
- D. The President of the College shall be the Executive Officer of the Board and shall serve on appointment by and at the pleasure of the Board.
- E. The officers of the Board shall be elected at the annual meeting of the Board in August of each year, or at such other time as the Board of Trustees shall select for an annual meeting. Officers shall be elected for a term of one (1) year.

SECTION II. THE CHAIR OF THE BOARD OF TRUSTEES. The Chair shall appoint the members of all committees and serve as an ex-officio voting member of all committees of the Board. The Chair shall propose an agenda for each Board meeting, preside at all meetings of the Board, call meetings of the Board, execute official documents as authorized by the Board, and discharge any and all other functions delegated to the Chair by the Board.

SECTION III. VICE CHAIRMAN OF THE BOARD OF TRUSTEES. The Vice Chair shall preside at meetings of the Board in the absence of the Chair, perform all duties of the Chair with full authority during the absence or disability of the Chair, and discharge any and all other functions delegated to the Vice Chair by the Board. In the event of the death, permanent disability or resignation of the Chair, the Vice Chair shall assume the office of Chair of the Board of Trustees until the next annual meeting of the Board.

SECTION IV. SECRETARY OF THE BOARD OF TRUSTEES. The Secretary of the Board shall record the minutes of the meetings of the Board, be custodian of the corporate seal, affix it to official documents which require the Secretary's attestation by signature, and, upon appropriate direction, issue notices of all Board meetings. The Secretary shall also perform such other duties as shall be delegated by the Board.

SECTION V. PRESIDENT OF THE COLLEGE.

- A. The President of the College shall be qualified by training, experience, habits and philosophy to develop and maintain a comprehensive institution of high quality in accordance with state law, regulations, and sound public educational theory and practice.
- B. The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except when the President's absence is expressly desired.
- C. The President shall be responsible for all administrative and managerial aspects of the development and operation of the College under the policies and rules and regulations of the Board of Trustees and of the State Board of Community Colleges and within the budgets approved by the Board.
- D. The President shall be elected by the Board in April of each year to take office the following July 1.
- E. The President shall serve as an advisor to the Board and each of its committees. The President shall ensure that the Board and its Committees are provided with the information and advice necessary for it to make timely, well-informed decisions.
- F. The President is authorized to enter into contracts on behalf of the Board without the specific consideration of the Board, except contracts related to matters over which the Buildings and Grounds Committee has jurisdiction including and limited to matters involving: the acquisition or disposal of real property; construction of new facilities; and major renovations to existing college facilities. Should any contract require the transfer of funds from one budgeted area to another, the President shall seek Board approval for the transfer of funds prior to the execution of the contract.
- G. The President shall be responsible for employing all faculty and staff pursuant to the employment policies of the Board, except the employment of a vice president shall require Board approval of the President's recommended candidate. The President is encouraged to invite a trustee to participate in interviews of applicants for a vice presidency. As used in this paragraph, the phrase "faculty and staff" shall not include the position of college president.
- I. The President shall discharge any other functions which the Board may delegate to the President.

**ARTICLE IV
COMMITTEES**

SECTION I. TYPES OF COMMITTEES AND METHOD OF APPOINTMENT. The Board may establish such standing and ad hoc committees as it deems necessary to secure and protect the College's welfare. The Chairman shall appoint the members of all committees.

SECTION II. LIMITATION OF AUTHORITY OF COMMITTEES. Unless otherwise herein provided, committee actions shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting; provided, however, that in the event the Board expressly authorizes a committee to act on behalf of the full Board on a matter referred to it, the committee shall be authorized to act on behalf of the Board and any action taken by the committee, within the scope of the authority granted by the Board, shall be deemed to have concluded the matter as if the Board had actually voted on the matter. The chairman of such committee shall report within a reasonable time to the Board as to the action taken by the committee.

SECTION III. STANDING COMMITTEES. The following committees shall be considered as standing committees: Buildings and Grounds, Curriculum, Finance, Human Resources, and Planning.

- A) APPOINTMENT. The Chair of the Board of Trustees shall annually appoint at least three (3) members of the Board of Trustees to each standing committee and shall name the Chair of each committee. The Chairman shall be an ex-officio voting member of each committee.

- B) CALLING A MEETING. The Chair of the Board of Trustees may call a meeting of any committee when a matter within the jurisdiction of the committee requires attention. The Chair of any committee can call a meeting of the committee which they chair when a matter within the jurisdiction of the committee requires attention. Notice, consistent with the Open Meetings Law, shall be given prior to any committee meeting.

- C) JURISDICTION OF COMMITTEES
 - i) Building and Grounds Committee. The Building and Grounds Committee shall consider and make recommendations to the Board regarding:
 - (a) major renovations of facilities on campus;
 - (b) acquisition of additional land or facilities;
 - (c) construction of new facilities and the planning for the same;
 - (d) hiring of architects and campus planners;
 - (e) securing and granting of easements and rights of way; and,
 - (f) such other functions as may be assigned to the Committee at the discretion of the Board Chair.

 - ii) Curriculum. The Curriculum Committee shall consider and make recommendations to the Board of Trustees regarding:
 - (a) curriculum changes;
 - (b) addition of new curricula;
 - (c) termination of existing curricula;
 - (d) receive reports on minor curriculum changes; and,
 - (e) such other functions as may be assigned to the Committee at the discretion of the Board Chair.

 - iii) Finance. The Finance Committee shall consider and make recommendations to the Board regarding all financial matters including:
 - (a) fiscal policies and financial stability of the College;
 - (b) annual county current expense and capital outlay budgets;
 - (c) state operational and capital outlay budgets;
 - (d) any special or unusual expenditures of any type;
 - (e) expense reports on county funds, special fund accounts, and line item transfers for county and state budgets;
 - (f) providing of adequate insurance coverage of buildings and their contents and other facilities;
 - (g) establish policies regarding investments of surplus funds and restricted monies and an appropriate bonding policy for employees entrusted with funds; and,
 - (h) such other functions as may be assigned to the Committee at the discretion of the Board Chair.

 - iv) Human Resources: The Human Resources Committee shall consider and make recommendations to the Board of Trustees regarding:
 - (a) employment policies, including, but not limited to, those policies required by the State Board of Community Colleges;
 - (b) the employment of vice presidents;

- (c) the evaluation of the President;
 - (d) requests for educational leave;
 - (e) acceptance of resignations when tendered by the president or any vice presidents;
 - (f) approval of annual salary plans for instructional, administrative, non-teaching and secretarial personnel;
 - (g) act on employee grievances/appeals brought to the Board in accordance with the policies of the Board; and,
 - (h) such other functions as may be assigned to the Committee at the discretion of the Board Chair.
- v) Planning: The Planning Committee shall consider and make recommendations to the Board of Trustees regarding:
- (a) Trustee education programs including, but not limited to an annual Trustee retreat;
 - (b) an orientation program for newly appointed Trustees;
 - (c) participation in ACCT conferences and seminars, both state and national;
 - (d) all required state and Sacs planning and assessment instruments and tools, including institutional goals, general education core competencies, planning assumptions, strategic plan, and institutional mission and purpose statement; and,
 - (e) such other functions as may be assigned to the Committee at the discretion of the Board Chair.

ARTICLE VI MEETINGS

SECTION I. REGULAR MEETINGS. Regular meetings of the Board shall be held on the third Monday of each month, except a regular meeting shall not be held during the months of July and December. Each regularly scheduled meeting shall be conducted in the Board of Trustees Room on the campus of Fayetteville Technical Community College, unless a different location is announced in the "Notice of Meetings" as defined below in Section III. The regular meeting in August of each year shall be the annual meeting at which time officers shall be elected and other business ordinarily transacted at an annual meeting shall be conducted. Upon request submitted to the Chair of the Board of Trustees, the Chair may permit members of the Board of Trustees to participate in any regular meeting by non-disruptive electronic means.

SECTION II. SPECIAL AND EMERGENCY MEETINGS.

The time, place and purpose of a special or emergency meeting may be fixed by the Chairman, Vice Chairman, or President. The business that can be transacted is strictly limited to the business specified in the "Notice of Meetings" as described below in Section III. Upon request submitted to the Chair of the Board of Trustees, the Chair may permit a Member of the Board of Trustees to participate in any special or emergency meeting by non-disruptive electronic means.

SECTION III. NOTICE OF MEETINGS.

- A. Members and officers of the Board and the President shall be notified in writing of the time and place of all regular meetings at least ten (10) days in advance. The agenda and support information for regular meetings shall be provided at least seventy-two (72) hours prior to the meeting.
- B. Members and officers of the Board and the President shall be notified in writing of the time, place and purposes of special meetings which may be called by the Chairman or the President as early as possible, but not less than forty-eight (48) hours prior to the meeting.
- C. Members and officers of the Board and the President shall be notified in writing of the time, place and purposes of an emergency meetings which may be called by the Chairman or the President as early as possible and in accordance with the notice procedures provided in N.C. General Statute § 143-318.12.

SECTION IV. QUORUM.

- A. Seven (7) members of the Board of Trustees in actual attendance at meetings shall constitute a quorum for the transaction of business. The President of the Student Government Association, if present, shall be counted as a member in actual attendance for the purposes of constituting a quorum. No business shall be transacted without an affirmative vote of at least four (4) members of the Board.

- B. A majority vote of all of the members of the Board shall be required for the election of a President, and for the establishment or discontinuation of curricula or services of the College.

SECTION V. AGENDA.

The Chair of the Board of Trustees shall receive agenda items from the President, Board members, administrative staff members, faculty, and all other sources at least four (4) days prior to the meeting for which they were prepared. The Chair shall present at the beginning of each meeting, for the Board's approval, a proposed agenda.

SECTION VI. ORDER OF BUSINESS.

- A. The regular order of business at meetings of the Board shall be:

- (1) Quorum call.
- (2) Approval of the Agenda
- (3) Consideration and disposition of the minutes.
- (4) Report of the standing committees, in order selected by the Chair.
- (5) Report of special committees.
- (6) Unfinished business.
- (7) Other new business.
- (8) Report by the President of special items.

SECTION VII. PARLIAMENTARY RULES. The latest edition of Robert's Rules of Order shall be followed in conducting the meetings of the Board unless otherwise provided by the Board.

SECTION VIII. INDIVIDUAL OR GROUP HEARINGS. Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesperson. The statement shall be filed with the Chairman at least four (4) days in advance of the meeting at which the appearance is desirable in order that it may be included in the agenda for the meeting. Nothing contained in this Section shall be deemed to prohibit the Board from recognizing a group or individual at any Board meeting who wishes to be heard.

SECTION IX. TYPE OF MEETINGS.

- A. All official meetings of the Board of Trustees shall be open to the public in accordance with the provisions of North Carolina General Statute 143-318.10.
- B. Public notice of official Board meetings shall be provided in accordance with North Carolina General Statute 143-318.12
- C. An executive session may be held by the Board of Trustees or a committee only in accordance with North Carolina General Statute 143-318.11. An executive session may be held only upon motion made and adopted at an open meeting. The motion shall state the general purpose of the executive session and must be approved by a vote of the majority of those present and voting.

**ARTICLE VII
ADMINISTRATION WITHIN THE COLLEGE**

SECTION I. COORDINATION WITHIN THE COLLEGE. All unreasonable duplication of programs and services of the College and all waste shall be avoided. The College shall provide to the citizens of Cumberland County and the State of North Carolina educational programs of high quality on the basis of justified need. Programs which are appropriate to a comprehensive technical college may be authorized to serve the needs of citizens of Cumberland County, adjoining counties, and all of the State of North Carolina.

SECTION II. PERSONNEL. It shall be the purpose of the Board of Trustees at all times to ensure that all employees of the College shall be of such character, habits, philosophy and

competence that their influence upon the students, each other, and upon the various publics of the College is wholesome and constructive.

SECTION III. ACADEMIC FREEDOM RESPONSIBILITY. The College is dedicated to the dissemination of knowledge, the engineering and development of skills, competencies and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objectives of the College.

ARTICLE VIII POLICIES, RULES AND REGULATIONS

SECTION I. GENERAL PROVISIONS. By an affirmative vote of a majority of all of the members of the Board, the Board may make or amend such policies, rules and regulations as may be authorized by law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the College.

SECTION II. NOTIFICATION AND PUBLICATION. The Secretary of the Board of Trustees shall be responsible for providing to each member of the Board and the President a copy of all current Bylaws, policies, rules and regulations.

ARTICLE IX ADOPTION AND AMENDMENT

SECTION I. ADOPTION. Adoption of these Bylaws shall be by affirmative vote of at least nine (9) voting members of the Board of Trustees at a regular meeting, provided that each member shall have received at least fifteen (15) days, notice of the meeting at which they are to be considered, together with a copy of these Bylaws.

SECTION II. AMENDMENTS. Amendments to these By-Laws may be proposed by any voting member of the Board of Trustees at any regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least nine (9) voting members of the Board of Trustees at the meeting.

AMENDMENTS TO ORIGINAL BY-LAWS

Repealed old by-laws and adopted new by-laws at the Annual Meeting of the Board of Trustees on May 23, 1988.

Article V (Committees) Section III B (6). Added the responsibilities and duties of the Planning Committee. Amended on February 17, 1992.

Article V (Committees) Section III B (5). Changed requiring the Personnel Committee of the Board to approve positions at the director's level and above to requiring such approval for positions at the dean's level and above. Amended on October 27, 1997.

Article V (Committees) Section III B (5). Change the name of the Personnel Committee to the Human Resources Committee. Amended on August 16, 1999.

Substantial Amendments to Bylaws adopted May 18, 2009.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE MINUTES OF BOARD OF TRUSTEES

June 15, 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, Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, 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 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

Mr. Robert T. Barnes, Jr., Dr. Mike W. Choe and Mr. David McCune

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 guests and welcomed them to the meeting.

May 18, 2009 Meeting

On a motion by Mrs. Pugh and seconded by Mr. Koonce, the minutes of the May 18, 2009 meeting were unanimously approved.

Special Trustees' Business

Recognition of Trustees' Service. Mr. Harrell, Board Chair, presented plaques to Mrs. Sheryl J. Lewis, Mrs. Susie S. Pugh, and Mr. J. Gary Ciccone. Mrs. Lewis was recognized for serving on the Board since 2007. Mrs. Pugh was recognized for serving on the Board since 2001. Mr. J. Gary Ciccone was recognized for serving on the Board since 2005.

Mrs. Lewis has been reappointed to a four-year term by the Board of County Commissioners and Mrs. Pugh has been reappointed to a four-year term by the School Board.

COMMITTEE REPORTS

Finance Committee

The Finance Committee met at 11:30 a.m. prior to this meeting. In the absence of Mr. Robert Barnes, Chairman, Mr. Gary Ciccone presented the report to the Board.

Approval of State Budget Revisions. State Budget Revision S09-29 allocates the 08-09 State Fiscal Stabilization Funds to faculty and staff salaries for expenditures of \$2,471,177.65. Budget Revision S09-30 is the reversion of funds to offset the State Fiscal Stabilization allotment fiscal 08-09 expenditures totaling \$2,471,177.65. Budget

Revision S09-31 reallocates Perkins Budget to equipment from surplus tutors and notetakers, also to Placement Coordinator Salary from surplus Special Populations Counselor Salary. Budget Revision S09-32 reallocates funds from areas of excess to areas of need for necessary year-end budget revisions. Budget Revision S09-33 moves HRD Career Start Matching funds from equipment excess funds to salaries. Budget Revision S09-34 moves HRD Career Start Federal funds from equipment excess funds to salaries.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve State Budget Revisions S09-29, S09-30, S09-31, S09-32, S09-33, and S09-34. The motion was unanimously approved by the Board.

Annual Report on the Status of the Child Care Center (Information Only). The capacity for the Center is 152 children. The average enrollment for 2008-2009 was 140 children. The USDA Food Reimbursement Program increased 21.8% in 2008-2009 over 2007-2008. The Center raised \$3,163.00 through a silent auction. The Center is expected to be slightly above the “break even” point for the second year in a row. The proposed amount of funding from the Smart Start Grant for 2009-2010 is \$193,500 (10% decrease).

Approval of Change to the Administrative Procedures Manual I.13.2.5 Pay Period. Current policy reads: “All employees of this College will be paid on the last working day of each month. Salary checks will be released on the 20th for the month of December, except when the 20th falls on a holiday or weekend. When this occurs, paychecks will be released on the last regular working day for the College immediately preceding such date.”

The revised policy reads: “**All employees of this College will be paid in accordance with pay dates established by the state. Typically, payment is made on the last working date of the month.**”

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve the revised policy as presented. The motion was unanimously approved by the Board.

Approval of Administrative Procedures Manual I-1.7 Reporting Fraud and Misrepresentations of Management Policy. Mr. Sullivan reported that the College would be well advised to have a policy in place by June 30, 2009.

On the recommendation of the Finance Committee Mr. Ciccone moved to approve the following Reporting Fraud and Misrepresentations of Management Policy. The motion was unanimously approved by the Board.

“To the extent any College employee reasonably believes that the College leadership is engaged in fraud or is otherwise attempting to deceive the College community or the public through misrepresentations, the College employee shall report the fraud, errors in financial reporting, or misrepresentations to the State Auditor. Reports to the State Auditor may be made anonymously by contacting the State Auditors hotline at 1-800-730-8477 or at www.watchdognc.com.”

Report on the County Budget (Information Only). The 2009-2010 County budget has not approved.

Building and Grounds Committee

The Building and Grounds Committee met 11:45 a.m. prior to this meeting. Mr. William Wellons, Chairman, presented the report to the Board.

Update on Thomas McLean Administration Building Addition.

- The project will add 8,000 square feet of space at a cost of \$1,708,000.
- Construction was to be completed on June 4, 2009.

- The City Fire Marshal completed his inspection on June 5 and provided a Certificate of Occupancy on June 8, 2009.
- Anticipate move into new office space on June 29, 2009.

Update on June 11, 2009 Campus Emergency Training Exercise.

- The exercise was a follow-up to National Incident Management System (NIMS) Training.
- Provided training for college faculty, staff and students and evaluated the college's notification procedures and training for facility security requirements.
- The Fayetteville Police Department evaluated the exercise.
- A debriefing was held after the exercise.

Approval of Easement to City of Fayetteville to Build Water Retention Basin in Parking Lot Behind Cumberland Hall. The City of Fayetteville requested the easement to reduce storm water run-off on campus and the surrounding neighborhood. The easement document is being drafted by the City and FTCC's Vice President for Legal Services and Risk Management. We are working with the City to ensure that the easement can be terminated if the Board of Trustees decides to construct some facility on that property. The project is in the best interest of the City and does not significantly harm FTCC. The City is applying for a grant to install a larger retention basin elsewhere on campus that will allow the College to utilize storm water for campus irrigation. The second project would significantly benefit FTCC.

On the recommendation of the Building and Grounds Committee, Mr. Wellons moved to approve the easement for the City of Fayetteville to build a water retention basin in the parking lot behind Cumberland Hall. The motion was unanimously approved by the Board.

Special Trustees' Business

40th Annual Association of Community College Trustees Leadership Congress – October 7-10, 2009, San Francisco, California.

President's Report

Next Board meeting Monday, August 17, 2009.

SACS Update – SACS Leadership Team Chair Brent Michaels reviewed the SACS Reaffirmation of Accreditation Timeline with Trustees. (See Attachment A.)

See Written Report. Dr. Keen referred to the President's Report dated June 15, 2009. A copy of the report was included in the Trustees notebooks.

Fayetteville State University - Dr. Keen reported that FTCC is collaborating with Fayetteville State University for a special "one time" admission of ten students into FTCC's Associate Degree Nursing program. The ten students were previously deemed eligible for FSU's nursing program. Discussions have focused on FSU providing funding to FTCC for additional part-time faculty and allowing utilization of the simulation lab and faculty as a clinical site. FSU will work with FTCC to assure that students admitted meet FTCC's admissions criteria.

Cape Fear Valley Health System - Dr. Keen reported that he sent a letter of support for Cape Fear Valley Health System's Certificate of Need Application for the construction of a hospital on US 401 near the Cumberland-Hoke County border and a new outpatient diagnostic center in Raeford to better serve the population of that growing part of our community.

Federal Interactive Congressional Demonstration - Dr. Keen invited Trustees to a Federal Interactive Congressional Demonstration Thursday, June 25, from 5:00 – 6:00 p.m.

Guidelines for Naming Facilities. Mr. Koonce disseminated a draft of the proposed revised guidelines for Trustees to review. Any suggestions/concerns should be sent to Mr. Koonce or Mr. Sullivan.

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

Charles J. Harrell, Chairman

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, Barbara Tansey, Betty Smith, Brent Michaels, Carl Mitchell
2010			
	March 15	Compliance Certification Document Due	Leadership Team
	May 11-14	The Off-Site Peer Review	SACS / COC
	July	Focus Report	Leadership Team
	August	Quality Enhancement Plan (QEP) Document Due	Leadership Team
	October 19-21	The On-Site Peer Review	SACS / COC All FTCC Stakeholders
2011			
	June 21-23	Review by the Commission on Colleges (COC)	SACS / COC
	December 6	Announcement by COC of Reaffirmation	SACS / COC

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF BOARD OF TRUSTEES

August 17, 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, Dr. Mike W. Choe, Ms. Lula G. Crenshaw, Mr. Ronald Crosby, Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mr. David McCune, Mr. William S. Wellons, Jr., and Student Government President James Tolson.

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

Mrs. Susie S. Pugh

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 Senator Tony Rand and SGA President James Tolson and welcomed them to the meeting.

June 15, 2009 Meeting

On a motion by Mrs. Crenshaw and seconded by Mr. Koonce, the minutes of the June 15, 2009 meeting were unanimously approved.

Swearing In Ceremony

Mr. Ronald Crosby and Mrs. Sheryl Lewis were sworn-in by Senate Majority Leader Tony Rand. Mr. Crosby has been appointed by the Cumberland County Board of Education to fill the unexpired term of Mr. Robert Barnes. The term for Mr. Crosby will expire June 30, 2011. Mrs. Sheryl Lewis has been reappointed by the Cumberland County Board of Commissioners to a four-year term to expire June 30, 2013.

COMMITTEE REPORTS

Finance Committee

The Finance Committee met at 10:30 a.m. prior to this meeting. Mr. J. Gary Ciccone presented the report to the Board.

Approval of County Budget Revision. The County allows the College to submit one budget revision at the end of the fiscal year. Budget Revision C09-1 reflects necessary budget adjustments for year-end.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve County Budget Revision C09-1. The motion was unanimously approved by the Board.

Approval of State Budget Revisions. State Budget Revision S09-35 reallocates Longevity funds from areas of excess to areas of need for necessary year-end budget revisions. State Budget Revision S09-36 moves budget allocated for Disadvantaged Nursing to appropriate purpose code from Associate Degree Nursing to Practical Nursing. State Budget Revision S09-37 moves excess funds in equipment to supplies for the Military Business Center for end-of-year budget revisions.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve State Budget Revisions S09-35, S09-36 and S09-37. The motion was unanimously approved by the Board.

Approval of the Miscellaneous Current General Funds Budget. The Miscellaneous Current General Funds Budget of \$103,648 provides for payments of appropriate expenditures as approved by the President. Revenues to fund this budget include interest income, bookstore funds, and vending commissions.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve the 2009-2010 Miscellaneous Current General Funds Budget in the amount of \$103,648. The motion was unanimously approved by the Board.

Approval of Student Services Budget. On the recommendation of the Finance Committee, Mr. Ciccone moved to approve the 2009-2010 Student Services Budget in the amount of \$252,833. The motion was unanimously approved by the Board.

Approval of College President's Travel. On the recommendation of the Finance Committee, Mr. Ciccone moved that a blanket approval be granted for FTCC's President to travel as he deems appropriate for fiscal year 2009-2010. The Vice President for Business and Finance will approve the President's travel reimbursement for compliance with reimbursement guidelines. The motion was unanimously approved by the Board.

Approval of Revised NCCCS Form 3-1 for Western Property. The NCCCS Form 3-1 for the western property has been revised to include \$7100 that was not used for the Facilities Master plan.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve the revised NCCCS Form 3-1 for the western property. The motion was unanimously approved by the Board.

Approval of Revision to the Administrative Procedures Manual I-19.3.1 Travel Policy Maximum Reimbursement. On the recommendation of the Finance Committee, Mr. Ciccone moved to approve the following changes to the Administrative Procedures Manual I-19.3.1 Travel Policy Maximum Reimbursement. Effective September 1, 2009, the maximum reimbursement from state funds for the In-State breakfast meal will increase from \$7.50 to **\$7.75**, lunch meal will increase from \$9.75 to **\$10.10**, dinner meal will increase from \$16.75 to **\$17.30**, and the lodging will increase from \$63.75 to **\$65.90**. The Out-of-State breakfast meal will increase from \$7.50 to **\$7.75**, lunch meal will increase from \$9.75 to **\$10.10**, dinner meal will increase from \$19.00 to **\$19.65**, and the lodging will increase from \$75.50 to **\$78.05**. A copy of the policy becomes a permanent part of the minutes of this meeting. See Attachment A.

The motion was unanimously approved by the Board.

Cumberland County Adopted Funding for 2009-2010. Mr. Ciccone reported that the Board of County Commissioners approved \$8,573,663 for the Current Appropriations Budget for fiscal year 2009-2010. This is a 3.5% (\$289,770) increase over the 2008-2009 approved budget.

Building and Grounds Committee

The Building and Grounds Committee met at 10:50 a.m. prior to this meeting. Mr. William S. Wellons presented the report to the Board.

Approval of Easement for Storm Water Collection and Retention System (Phase II). The City of Fayetteville requested the easement to reduce storm water run-off on campus and the surrounding neighborhood.

The Board approved the easement for construction of Phase I of a water retention system behind Cumberland Hall at the June 15, 2009 Board meeting. Phase I was completed on August 15. (The easement for Phase I could be terminated after 25 years.)

The projected start date for construction for Phase II is October 2009. It will take approximately 60 calendar days to complete. Based on federal funding source guidance, the easement for Phase II will be required for 50 years. Approximate dimensions for this easement are 193' x 197' with construction costs projected to be \$557,000. Design of this project will incorporate capabilities to utilize storm water for campus irrigation.

On the recommendation of the Building and Grounds Committee, Mr. Wellons moved to approve Phase II of the water retention system. The motion was unanimously approved by the Board.

Approval of Lease of Office Space to BRAC. The College signed an agreement with BRAC (Base Realignment and Closure Regional Task Force) to establish the Center for Workforce Innovation. The agreement requires FTCC to provide office space for one BRAC employee to manage day-to-day operations for the Center for Workforce Innovation. The office space is located in the Virtual College Center. The office space is temporarily unnecessary for the college's own use and necessary for lease to BRAC to strengthen the relationship between BRAC, FTCC, and the Center for Workforce Development.

On the recommendation of the Building and Grounds Committee, Mr. Wellons moved to approve the lease of office space to BRAC. The motion was unanimously approved by the Board.

Mr. Wellons moved to go into closed session pursuant to NC General Statute 143-318.11 (a)(3) to discuss with the Board Attorney a potential cause of action involving the College and several real estate issues. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

CLOSED SESSION

Approval to Initiate Condemnation Procedures for Major Appliance Center Right of Way Easement. The Board did not consider this matter during Open Session.

Approval to Authorize the Building and Grounds Committee to Act on Behalf of the Board for the Major Appliance Center Right of Way Easement Purchase and Authorization to get Appraisal. The Board did not consider this matter during Open Session.

Discussion of Western Campus. The Board did not consider this matter during Open Session.

OPEN SESSION

Curriculum Committee

The Curriculum Committee met at 11:35 a.m. prior to this meeting. In the absence of Mrs. Susie Pugh, Chairwoman, Dr. Dallas Freeman presented the report to the Board.

Acceptance of Accountability Plan for Period January 1, 2009 – May 15, 2009 for the Continuing Education Division. 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 (1461)

guidelines, 50% of off-campus and 25% of on-campus classes are visited for verification. Short courses (12 hours or less) are visited on a random basis. The Associate Vice President is required to conduct at least 10% of unannounced visits. All of the 717 classes visited were in compliance.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to accept the Continuing Education Accountability Plan for the period January 1, 2009 – May 15, 2009. The motion was unanimously approved by the Board.

Approval of College Tech Prep Articulation Agreement Between Cumberland County Schools and Fayetteville Technical Community College. The College's goal is for students to make a seamless transition of identified courses from secondary to postsecondary education. The agreement will build on existing College Tech Prep Courses of Study. Eleven FTCC Programs may receive students with College Tech Prep Courses. The agreement was last approved in August 2005.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to approve the College Tech Prep Articulation Agreement between Cumberland County Schools and Fayetteville Technical Community College. The motion was unanimously approved by the Board.

Report on the 2007-2008 Critical Success Factors. Dr. Tansey reported that FTCC met seven of the eight performance standards. FTCC did not meet the performance standard for passing rates in developmental courses. The standard requires a 75% passing rate and FTCC achieved a 66% passing rate. The College has set procedures in place to correct the situation.

Human Resources Committee

The Human Resources Committee met at 11:45 a.m. prior to this meeting. Ms. Lula G. Crenshaw, Chairwoman, presented the report to the Board.

Approval of Revision to Administrative Procedures Manual I-10 Leave Policy. The revision addresses (1) who earns leave and (2) leave for a teaching employee who leaves an instructional position and immediately begins working in a non-instructional position with FTCC.

On the recommendation of the Human Resources Committee, Ms. Crenshaw moved to approve the revision to the Administrative Procedures Manual I-10 Leave Policy as presented. The motion was unanimously approved by the Board. A copy of the Revised Leave Policy becomes a permanent part of the minutes of this meeting. See Attachment B.

Approval of Revision to Administrative Procedures Manual I-13.1 Employment Contracts. The revision addresses the number of administrative leave days faculty are granted and when faculty can take the leave. Administrative leave shall be used on dates indicated on the College's official calendar.

On the recommendation of the Human Resources Committee, Ms. Crenshaw moved to approve the revisions to the Administrative Procedures Manual I-13.1 Employment Contracts as presented by Mr. Sullivan. The motion was unanimously approved by the Board. A copy of the Revised Employment Contracts becomes a permanent part of the minutes of this meeting. See Attachment C.

Planning Committee

The Planning Committee met at 11:55 a.m. prior to this meeting. Mr. Charles E. Koonce, Chairman, presented the report to the Board.

Distribution and Approval of College Handbook and Manuals 2009-2010. All policy changes approved by the Board this past year are included in the 2009-2010 College Handbook and Manuals.

On the recommendation of the Planning Committee, Mr. Koonce moved to approve the College Handbook and Manuals for 2009-2010. The motion was unanimously approved by the Board. CD's of the 2009-2010 Handbook and Manuals were available for Trustees.

(1460)

Distribution of Draft of Strategic Plan for 2009-2014. Mr. Koonce requested that Trustees review the Strategic Plan for 2009-2014 before the September Board meeting. Please contact Betty Shackelford by September 15, 2009 if you have any recommendations or changes.

Approval of Naming Guidelines for College Facilities. Trustees received a draft of the revised guidelines for review at the June 15, 2009 Board meeting. Mr. Sullivan reviewed the revisions at the Planning Committee meeting prior to this meeting.

On the recommendation of the Planning Committee, Mr. Koonce moved to approve the revised Naming Guidelines for College Facilities. The motion was unanimously approved by the Board. A copy of the Naming Guidelines becomes a permanent part of the minutes of this meeting. See Attachment D.

Special Trustees' Business

NCACCT 2009 Leadership Seminar – September 9 – 11, 2009 has been CANCELLED.

40th Annual Association of Community College Trustees Leadership Congress – October 7 – 10, 2009, San Francisco, California.

NC Community College State Board Meeting – October 14 – 16, 2009 at FTCC.

Resignation of FTCC Board Member Robert T. Barnes, Jr. (Appointed by Cumberland County Board of Education).

Election of Officers for 2009 – 2010. Dr. Keen opened the floor for nominations for Board Chair for the 2009-2010 year. Mr. Wellons nominated Mr. Charles Harrell as Chairman. The motion was seconded by Mr. Koonce. No further nominations were presented. Mr. Koonce moved that the nominations be closed and Mr. Charles Harrell be declared Board Chairman. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

Mr. Harrell opened the floor for nominations for the office of Vice Chairman. Mr. Koonce nominated Mr. Gary Ciccone as Vice Chairman. The motion was seconded by Mr. Wellons. No further nominations were presented. Mr. Wellons moved that the nominations be closed and Mr. Gary Ciccone be declared Vice Chairman. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

Mr. Harrell opened the floor for nominations for the office of Secretary. Mrs. Lewis nominated Mrs. Esther Thompson as Secretary. The motion was seconded by Mr. Wellons. No further nominations were presented. Mr. Wellons moved that the nominations be closed and Mrs. Esther Thompson be declared Secretary. The motion was seconded by Mr. Koonce and unanimously approved by the Board.

OFFICERS FOR 2009-2010.

Mr. Charles J. Harrell, Board Chairman

Mr. J. Gary Ciccone, Vice Chairman

Mrs. Esther R. Thompson, Secretary.

President's Report

Next Board Meeting – Monday, September 21, 2009.

(1459)

See Written Report. Dr. Keen referred to the President's Report dated August 17, 2009. A copy of the report was included in each of the Trustees notebook.

Department of Education Audit. Dr. Keen reported that auditors from the Department of Education would be on campus on August 31, 2009. The audit is for 2007-2008 and 2008-2009.

Focus

2008-2009 State of the College Video. Trustees reviewed a copy of the State of the College Video for 2008-2009.

Adjournment. The meeting was adjourned at 2:10 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

I-19.3.1 Maximum Reimbursement

Maximum reimbursement from state funds for daily subsistence is indicated below.

	In-State Travel	Out-of-State Travel
Meals	State	State
Breakfast	7.75	7.75
Lunch	10.10	10.10
Dinner	<u>17.30</u>	<u>19.65</u>
Total Daily Meals	35.15	37.50
Lodging (actual, up to)	<u>65.90</u> plus tax	<u>78.05</u> plus tax
DAILY TOTAL	<u>\$101.05</u>	<u>\$115.55</u>

Excess lodging expenses, both in-state and out-of-state, will be paid from state funds only. Authorization for excess lodging expenses must be received in advance from the President or his designee. The "Request for Travel" form is used for this purpose.

I-10 LEAVE POLICY

Non-temporary individuals employed for at least 30 hours per week for a minimum of *nine months on a continuous basis are eligible for State Retirement and Health Benefit Plans.*

I-10.1 Vacation and/or Sick Leave - General Provisions

Absences from work during scheduled working hours shall be charged to the appropriate leave account of the employee. Administration of the leave program within the scope of established policy shall be the responsibility of the institution's President.

I-10.1.1 Who Earns Leave

Employees, except temporary employees, earn leave as provided for below. Each employee eligible to earn leave shall earn leave only if he works or is on paid leave one-half or more of the scheduled work days in a month. For non-temporary employees working less than full-time (but at least 30 hours) leave is earned on a pro-rata basis. The leave shall be computed as a percentage of the total amount earned by a full-time employee.

I-10.5 Vacation Leave Policy

I-10.5.1 Specific Provisions

Vacation leave is annual leave covering time away from work. The term vacation leave is intended to reinforce the primary philosophy of vacation time and also to reflect a secondary purpose: paid leave for personal time away from work. Vacation leave may be taken in units of 15 minutes.

The President is authorized to grant teaching employees administrative leaves of absence, in lieu of vacation leave, in accordance with the terms of their individual contracts, the regular school calendar, and at such other times as their presence for instructional duties is not required. If a teaching employee leaves an instructional position with FTCC and immediately begins working in a non-instructional position with FTCC, the College shall permit a limited amount of

administrative leave to be converted into vacation leave. The amount of administrative leave which can be converted shall be the lesser of:

- (1) the total number of vacation hours the employee is eligible to earn, as provided in I-1.5.2, during the employee's next twelve months of service; or,
- (2) a pro rata share, rounded up to the nearest whole day, of any unused administrative leave the employee would have been eligible to use at the end of the last semester indicated in the employee's then current instructional contract. If the employee's instructional contract is an Annual Contract "I", the pro rata share shall be calculated based upon the summer semester being deemed to be one-fifth of the academic year.

I-10.5.8 Separation - Payment of Vacation Leave

An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when he/she is separated from institutional service due to RESIGNATION, DISMISSAL, REDUCTION IN FORCE, DEATH, SERVICE RETIREMENT, LEAVE WITHOUT PAY FOR MILITARY PURPOSES. Should an employee be separated before he/she has earned all of the vacation leave taken, it will be necessary to make deductions from his/her final salary check for overdrawn leave on a day-for-day basis. Payment for vacation leave may be made on the regular payroll or on a supplemental payroll. A separate check must be issued for any travel due.

An employee who resigns from a non-instructional position and immediately accepts employment under a Contract I, Contract II, or Contract III with FTCC shall be paid a lump sum for accumulated leave, not to exceed a maximum of 240 hours, with any remaining leave being converted into sick leave, or said employee shall be permitted to convert all accumulated leave into sick leave.

Payment of vacation leave will be based on the number of hours of accumulated leave multiplied by the hourly pay rate of the employee. No check will be issued for any leave less than one hour.

During the period of terminal leave, an employee ceases to earn leave and ceases to be entitled to take leave.

Retirement deduction shall be made from all terminal leave payments. Receipt of lump sum leave payment and retirement benefits shall not be considered as dual compensation. In the case of a deceased employee, payment for unpaid salary, terminal leave and travel must be made payable to the estate of the deceased employee.

ADMINISTRATIVE PROCEDURES MANUAL

ATTACHMENT C

I-13.1 *Employment Contracts*

I-13.1.1 Appointment of Faculty

Recommendations are made to the President by the Vice President for Academic and Student Services. The term of employment is governed by the type of contract specified. No employment contract of the College extends beyond one year. While the College hopes that it can offer employment contracts at the beginning of each fall semester to those employees under contract during the preceding Spring Semester, no employee shall have an expectation of continued employment beyond the date(s) stated in the employment contract. As governed by

General Statutes, the Community College System does not have a faculty tenure system.

Period of Contract:

I-13.1.1.1 Annual Contract "I"

Such agreement shall serve as the employment contract of any employee, who with approval of the President, is selected to work in an instructional capacity for twelve (12) months including fall, spring and summer semesters. Employees employed pursuant to an Annual Contract I shall not earn any vacation leave. In lieu of vacation leave the College grants four (4) weeks (twenty (20) work days) of administrative leave to employees who have been continuously employed since the first day of that academic year's fall semester and whose employment continues through the last day of the summer semester. The College may grant additional days of administrative leave as indicated on the College's official academic calendar. All administrative leave granted pursuant to this paragraph shall be used on the dates indicated on the College's official calendar and shall not accumulate.

I-13.1.1.2 Annual Contract "II"

Such agreement shall serve as the employment contract of any employee who, with approval of the President, is selected to work during the fall and spring semesters in an instructional capacity. Employees employed pursuant to an Annual Contract II shall not earn any vacation leave. In lieu of vacation leave, the College grants five (5) paid days of administrative leave to employees under such contract to employees who have been continuously employed since the first day of that academic year's fall semester and whose employment continues through the last day of the spring semester.

All administrative leave granted pursuant to this paragraph shall be used on the dates indicated on the College's official calendar and shall not accumulate. The College shall compensate any Contract II employee for any Administrative Leave earned if the Contract II employee is unable to take the Administrative Leave due to the employee's acceptance of work at the College during the Summer semester.

I-13.1.1.3 Annual Contract "III"

Such agreement shall include any employee who, with approval of the President, is selected to work for a period not exceeding twelve months. Such employment will consist of up to forty (40) hours of assigned work weekly. After completing one full year of employment, employees may be granted ten (10) days of paid administrative leave to be used within one year after their anniversary date. Leave scheduled must be approved by the Associate Vice President.

I-24.8 Naming Guidelines for College Facilities

The Board of Trustees of Fayetteville Technical Community College shall retain for itself the right to bestow the honor of naming any of its facilities after any organization or person(s), living or deceased. The Board of Trustees may name a facility upon its own motion or upon its receipt of a nomination from any member of the Board of Trustees, from any college employee, from any member of the FTCC Foundation Board, or from the Foundation Board itself. Nominations should be reserved for those individuals who have distinguished themselves through extraordinary service to the College or through substantial and generous donations to the College or the College's Foundation.

The Fayetteville Technical Community College Foundation Board may indicate to potential donors that naming of a facility in their honor will be recommended by the Foundation to the Board of Trustees in recognition of their gifts to the College, especially when their gifts make the construction of a facility or the furnishing of a facility possible. However, the Foundation shall make it clear to potential donors that the Board of Trustees retains for itself the right to name a facility.

Nominations for consideration should be submitted on a "Facility Naming Recommendation Form" (see I-28 Appendix: List of Forms) to the College President. The President will forward the Form to the Board Chairperson who may place the nomination on the Board's agenda for consideration. Prior to the Board's consideration of the nomination, the President may initiate a thorough review of the nominee's background and service to the College. A majority vote of the Board shall be required for final approval.

Upon the Board's decision to name a facility, the College shall coordinate the facility dedication ceremony and the facility shall bear the selected name in perpetuity unless the Board determines that extraordinary circumstances justify the renaming of the building. If a facility is to be renamed, the College shall make reasonable efforts to contact family of the individual(s) after whom the building was originally named to inform them of the decision.

Nominations made to the Board to honor a deceased person shall not be submitted until one year after the death of the nominated person. Facilities will not be named in honor of members of the Board of Trustees, Foundation, or employees of the College until at least one year after such relationship with the college is concluded.

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

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MINUTES OF BOARD OF TRUSTEES**

October 19, 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 C. Crosby, Jr., Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mrs. Sheryl J. Lewis, Mr. David McCune, Mrs. Susie S. Pugh, and SGA President James Tolson

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 and Mr. William S. Wellons, Jr.

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.

September 21, 2009 Meeting

On a motion by Mr. Koonce and seconded by Dr. Freeman, the minutes of the September 21, 2009 meeting were unanimously approved.

COMMITTEE REPORTS

Curriculum Committee

The Curriculum Committee met at 11:00 a.m. prior to this meeting. Mrs. Susie S. Pugh, Chairwoman, presented the report to the Board.

Acceptance of Accountability Plan for the Continuing Education Division for May 16, 2009 – August 14, 2009. 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 less) are visited on a random basis. The Associate Vice President is required to conduct at least 10% of unannounced visits. All of the 474 classes visited were in compliance.

On the recommendation of the Curriculum Committee, Dr. Freeman moved to accept the Continuing Education Accountability Plan for the period May 16, 2009 – August 14, 2009. The motion was unanimously approved by the Board.

Acceptance of Curriculum Program Termination of the Phlebotomy Certificate (C45600). To address low enrollment and to reduce curriculum budget costs, the Phlebotomy program will be offered through Continuing Education beginning November 2009. Two classes will be offered simultaneously (day/evening) with 15 students per class and multiple start dates throughout the year.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the curriculum program termination for the Phlebotomy Certificate (C45600). The motion was unanimously approved by the Board.

Approval of Revision to Administrative Procedures Manual I-23.4.2 Intellectual Property Rights Policy. Mr. Sullivan reviewed the revision to the Intellectual Property Rights Policy at the Curriculum Committee prior to this meeting. Intellectual property created without funds, resources, or college facilities belongs to the faculty or staff member. Intellectual property created with support of the College is the College's property. Support includes college facilities, college funds, college resources, grant funds provided by the College, release time, and salary.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the revision to the Administrative Procedures Manual I-23.4.2. Intellectual Property Rights Policy. 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.)

Approval of Revision to Student Handbook and the Academic Procedures Manual III-6 Student Rights, Responsibilities and Judicial Procedures. This item was not presented to the Board.

Building and Grounds Committee.

The Building and Grounds Committee met at 11:45 a.m. prior to this meeting. In the absence of Mr. William Wellons, Chairman, Mr. Charles Koonce presented the report to the Board.

Update on Right-of-Way Joint Use Agreement Between FTCC and B & B Bowling Lanes. The right-of-way joint use agreement was provided to property owners (Howard Baum) on October 12, 2009. The owners were scheduled to meet with their attorney on October 16, 2009. FTCC continues to work in good faith toward mutual agreement.

Update on Former Service Merchandise Building Renovation. The Higher Education Bond Oversight Committee met on October 5. The Committee was concerned about bond money that would not be spent by 2010. Dr. Keen briefed the Oversight Committee on FTCC's Service Merchandise Building renovation. He reviewed the renovation schedule and reported that the renovation is scheduled to be completed in August 2011. Dr. Keen informed the Committee that all efforts would be made to compress this schedule and minimize delays to meet projected building completion.

Finance Committee

The Finance Committee met at 11:55 a.m. prior to this meeting. In the absence of Dr. Mike Choe, Chairman, Mr. Gary Ciccone presented the report to the Board.

Acceptance of Unaudited Financial Statements (subject to audit) for Fiscal Year Ended June 30, 2009. The unaudited annual financial statements are required by the General Statutes and subject to review by state auditors.

On the recommendation of the Finance Committee, Mr. Ciccone moved to accept the unaudited financial statements for fiscal year ended June 30, 2009. The motion was unanimously approved by the Board.

Approval of State Budget Revisions. State Budget Revision S10-6 is the mandatory 5% budget reversion from administrative and curriculum salaries. State Budget Revision S10-7 allocates the Professional Development Activities Grant funding for 2009-2010. State Budget Revision S10-8 allocates the Virtual Learning Community Center Grant for 2009-2010. State Budget Revision S10-9 allocates the Teaching Excellence Centers Grant for 2009-2010. State Budget Revision S10-10 allocates the CASAS Training Grant funding for 2009-2010.

On the recommendation of the Finance Committee, Mr. Ciccone moved to approve State Budget Revisions S10-6, S10-7, S10-8, S10-9, and S10-10. The motion was unanimously approved by the Board.

Write off of Uncollectible Accounts. All required procedures have been followed in an attempt to collect these funds. The accounts have been through two tax seasons.

Mr. Ciccone moved to approve the write off of the following uncollectible accounts: FTCC Unrestricted Loans in the amount of \$6,025.69, Returned Checks in the amount of \$1,000.03, and Financial Aid Debt in the amount of \$100,956.69 for a total write off of \$108,016.41. The motion was unanimously approved by the Board.

Special Trustees' Business

Report on 40th Annual Association of Community College Trustees Leadership Congress – October 7 – 10, 2009, San Francisco, California. Ms. Lula Crenshaw, Mrs. Susie Pugh, Dr. Dallas Freeman, Mr. David McCune, and Dr. Larry Keen attended the 40th Annual ACCT Leadership Congress. Each trustee reported on the sessions they attended. Trustees reported that it was a very good and informative conference. Mr. Harrell expressed appreciation to Trustees for representing the College.

Report on NC Community College State Board Meeting – October 14 – 16, 2009 at Fayetteville Technical Community College. Dr. Keen reported that it was a very good meeting. State Board members and NCCCS staff expressed appreciation for the hospitality they received at FTCC. The College had the opportunity to use its telepresence equipment for the State Board. Presenter Diane Troyer with the Gates Foundation was scheduled for a presentation on Post-Secondary Education Goals on Thursday, October 15. She was unable to attend the meeting in person but gave her presentation via telepresence from Seattle, Washington.

President's Report

Next Board Meeting – Monday, November 16, 2009.

Culinary Luncheon – Friday, October 23, 2009 (11:30 a.m. – 12:30 p.m.)

See Written Report. Dr. Keen referred to the President's Report dated October 19, 2009. A copy of the report was included in each of the Trustees' notebook.

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

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

ADMINISTRATIVE PROCEDURES HANDBOOK

Replace the entire policy with the following:

I-23.4.2 Intellectual Property Rights

Fayetteville Technical Community College values an active intellectual environment where creative ideas develop into creative products that enhance the educational offerings of the College. The College recognizes that such creative products are protected by intellectual property rights. Because College employees and students may create original works of a printed or other nature or produce inventions or discoveries the College has established the following policy to clarify intellectual property rights for all parties involved.

1. DEFINITIONS:

- a. **Intellectual Property:** Any creative work which qualifies for protection under the copyright or patent laws of the United States of America. Title 17 of the United States Code defines federal copyright protections, describes protections granted original works of authorship, and outlines the process for protecting such works. Title 35 of the United States Code defines patent protection, describes inventions and discoveries protected by law, establishes conditions for patentability, and spells out the process for the granting of patents.
- b. **Independent Works:** Intellectual property created by an employee or student of the College when the employee or student created the intellectual property outside of the course or scope of his/her employment and without the support of the College. An independent work must meet the following criteria:
 - The work is the result of individual initiative. It is not the product of a specific contract or assignment made as a result of employment with the College;
 - The work is not a product of the employee's job duties;
 - The work is produced by an employee at times the employee is not expected to be fulfilling the employee job responsibilities; and,
 - The work is produced by an employee or by any person (including students of the College) without funds, resources, or facilities owned or controlled by the College.
- c. **College-Supported Works:** Intellectual Property created or produced by an employee or student of the College within the scope of his/her employment or intellectual property created or produced with the support of the College. For the purpose of this policy, support of the College is defined to mean any support given by or taken from the College of a material or financial nature. Support includes, among other things,

instruction, the use of college facilities, college funds, colleges resources, grant funds provided by the College, release time, salary supplements, and leave with pay. College support is intended to be interpreted broadly. Any intellectual property which is created pursuant to a contract with the College is deemed a "Work for Hire" and shall be a College-Supported work.

2. **Ownership of Intellectual Property**

- a. **Independent Works:** Unless ownership is specifically granted to the College, the College possesses and claims no ownership of an Independent Work. The creator of an independent work qualifying for copyright or patent protection under the appropriate U.S. Code owns all intellectual property rights to that work. This includes the right to voluntarily transfer intellectual property ownership, in whole or in part, through a formal written agreement signed by the creator of the independent work.
 - b. **College-Supported Works:** Unless otherwise provided for in a written agreement, the College owns all intellectual property rights in a College-Supported Work that qualifies for copyright or patent protection. This includes the right to voluntarily transfer intellectual property ownership, in whole or in part, through a formal written agreement.
3. **DISTRIBUTION OF REVENUES AND OTHER BENEFITS:** The College retains and controls any and all rights to license or sell any Intellectual Property owned by the College. Any licensing or sales of Intellectual Property must be by written agreement. Any revenues which are generated from Intellectual Property owned by the College shall be Institutional funds. Such revenues may be used to support any College department or division instrumental in the creation of the Intellectual Property, or budgeted in accordance with the needs of the College. Revenues may be shared with any employee responsible for creating the intellectual property in accordance with a written agreement as described below.
4. **WRITTEN AGREEMENT:** Notwithstanding the College's ownership rights in a College-Supported Work, the President may enter into a written agreement with an employee or student for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. In all such cases, the agreement shall provide that the College will have a perpetual license to use the work without compensation to the employee for such use.

The College recognizes that the research and development of an idea frequently requires the expenditure of time and money as well as the use of lab space, equipment, or other campus facilities. In order to assist worthy projects, Fayetteville Technical Community College may enter into a written agreement with a College employee or student whose research or other work has demonstrable merit in order to assist that individual. Examples of assistance are: financial assistance for the purchase of supplies, payment of patent fees, and

other costs deemed necessary to the successful development of the individual's idea, concept, design, or invention. In all such cases, the agreement shall provide for the College a basis of ownership, or an agreement to reimburse the College for its costs and support as agreed upon by the employee or student and the College Board of Trustees. In no circumstances, however, shall the College agreement deprive, diminish, or abrogate the rights of the College as specified herein.

5. **GRANT-SUPPORTED WORKS:** Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the College, the ownership provisions of the grant shall prevail.
6. **CONSULTING:** Subject to prior approval by the College and to the provisions of College policies, College employees may consult for outside organizations. Any consulting agreement should include a statement that the employee has obligations to the College as described in this Intellectual Property Policy, and this policy should be attached to the consulting agreement. In the event that there is any conflict between the consultant's obligations to this Intellectual Property Policy and that consultant's obligations to the entity for which he/she consults, the obligations to this Intellectual Property Policy shall control.

7. **Intellectual Property Committee:**

a. **PURPOSE:**

- i. **Policy Development** — The Committee shall monitor and review technological and legislative changes affecting intellectual property policy and shall report to relevant faculty, staff, and administrative bodies, when such changes affect existing policies. The committee shall serve as a forum for the receipt and discussion of proposals to change existing institutional policies related to intellectual property
- ii. **Rights Determination** — Disputes over ownership, and the attendant rights, of intellectual property will be reviewed by the Intellectual Property Policy and Rights Committee. The committee shall make an initial determination of whether the College or any other party has rights to the work qualifying for copyright or patent protection and if so, the basis and extent of those rights. The committee shall also make an initial determination on resolving competing claims to ownership when the parties cannot reach an agreement on their own.
- iii. **Management Recommendations** — The committee will review the merits of College-owned intellectual property and make recommendations for its management, including development, patenting, and exploitation.

- b. **MEMBERSHIP:** The Intellectual Property Policy and Rights Committee will be composed of members appointed by the President and equally

apportioned between faculty, staff, and administration. The committee members shall elect a chair from among themselves each year.

- c. **RIGHT OF APPEAL:** When a person claiming to be a creator of intellectual property covered by this policy disagrees with the decision of the Intellectual Property Policy and Rights Committee on issues including but not limited to ownership rights, he/she may appeal to the College President.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF BOARD OF TRUSTEES

November 16, 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, Dr. Mike W. Choe, Ms. Lula G. Crenshaw, Mr. Ronald C. Crosby, Jr., Dr. Dallas M. Freeman, Mr. Charles E. Koonce, 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, Director of Institutional Effectiveness and Assessment Carl Mitchell, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Mrs. Sheryl J. Lewis and SGA 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. Guests: Director of Media Services Joe Alley, Institutional Effectiveness and Assessment employees Monika Morris and Sonja Sawyer.

Ethics Awareness and Conflict of Interest Statement

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

October 19, 2009 Meeting

On a motion by Mr. Koonce and seconded by Mr. McCune, the minutes of the October 19, 2009 meeting were unanimously approved.

FOCUS – 2009 Job Placement Report: Presenter - Mr. Carl Mitchell, Director of Institutional Effectiveness and Assessment. Mr. Mitchell reported that the job placement rate for 2009 was 78%. He reported that 736 of the 1020 degree/diploma/certificate graduates were available for employment and 569 found employment within three months of graduation. The average salary was \$31,092. (See Attachment A)

Board Chair Charles Harrell recommended that future reports include a statistical analysis of job placement rates for colleges similar in size to FTCC for enhanced comparison purposes. The Director of IEA agreed to include that analysis in the future.

COMMITTEE REPORTS

Curriculum Committee

Approval of New Program, Manicuring/Nail Technology Certificate (C55400) to Begin Fall Semester 2010. Students enrolled in Cosmetology receive basic training in nail technology. The Manicuring/Nail Technology certificate will enhance their skills to be more successful in the job market. Graduates of the certificate may apply for licensure by the State Board of Cosmetic Arts as a Nail Technician.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the new program, Manicuring/Nail Technology Certificate (C55400) to begin Fall Semester 2010. The motion was unanimously approved by the Board.

Approval of Revision to Student Handbook and Academic Procedures Manual III-6 Student Rights, Responsibilities and Judicial Procedures. Students are given the right to appeal to the appropriate Associate Vice President, Student Appeals Committee, Vice President for Academic and Student Services, President, and the Board of Trustees whose decision is final.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the Revision to the Student Handbook and Academic Procedures Manual III-6 Student Rights, Responsibilities and Judicial Procedures. The motion was unanimously approved by the Board. The policy becomes a permanent part of the minutes of this meeting. (See Attachment B)

Approval of Revision to the Faculty Handbook II-3.4 Academic Freedom and Responsibility. The policy is not intended to limit the rights of faculty or students in discussing any matter outside the academic setting. However, no college employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized official of the College.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to approve the revision to the Faculty Handbook II-3.4 Academic Freedom and Responsibility. The motion was unanimously approved by the Board. The policy becomes a permanent part of the minutes of this meeting. (See Attachment C)

Finance Committee

Approval of State Budget Revisions. State Budget Revision S10-11 distributes Longevity for FY 2009-2010. Budget Revision S10-12 is the allocation of the Learn and Earn On-Line funding for Spring 2009. Budget Revision S10-13 is a reallocation of the Military Business Center budget from excess salaries to supplies and travel for a part-time Coordinator. Budget Revision S10-14 reallocates budget from administrative funds to LRC media budget for cable service at the Spring Lake Campus. Budget Revision S10-15 moves budget from contracted services to software to reallocate funds where needed in the Virtual Learning Community Tech

Center Grant for 2009-2010. Budget Revision S10-16 reallocates excess budget from contracted services to software to cover NCNET Grant 2009-2010 virtual training software expense. Budget Revision S10-17 allocates the 2% Reversion Relief 2009-2010 back to the area where reverted—Administrative/Faculty salaries, Military Business Center and Botanical Gardens Lab. Budget Revision S10-18 awards the 2% Reversion Relief funding for the VLC Technology Center to Contracted Services.

On the recommendation of the Finance Committee, Dr. Choe moved to approve State Budget Revisions S10-11, S10-12, S10-13, S10-14, S10-15, S10-16, S10-17, and S10-18. The motion was unanimously approved by the Board.

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, 2009. The audit performed by Buie, Norman & Company, P.A. was a clean audit.

On the recommendation of the Finance Committee, Dr. Choe moved 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, 2009. The motion was unanimously approved by the Board.

Approval of Revision to Academic Procedures Manual III-4.1 Tuition/Fees and Books. On the recommended of the Finance Committee, Dr. Choe moved to approve the revision to the Academic Procedures Manual III-4.1 Tuition/Fees and Books. The motion was unanimously approved by the Board. The policy becomes a permanent part of the minutes of this meeting. (See Attachment D)

Approval of Revision to Academic Procedures Manual III-4.2 Tuition/Fee Waivers. On the recommendation of the Finance Committee, Dr. Choe moved to approve the revision to the Academic Procedures Manual III-4.2 Tuition/Fee Waivers. 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 D)

Acceptance of the Annual Internal Equipment Audit Summary Report for Fiscal Year 2008-2009. The 2008-2009 audit determined that FTCC's losses were 0.02% by item and 0.01% of acquisition cost of equipment. This is below the system average of 0.10% by item and 0.07% by acquisition cost. The two items reported missing have been located. The College had no losses for 2008-2009.

On the recommendation of the Finance Committee, Dr. Choe moved to accept the Annual Internal Equipment Audit Summary for Fiscal Year 2008-2009. The motion was unanimously approved by the Board.

Building and Grounds Committee

Advanced Technology Center Building Generator Replacement. Stanford White was selected as the design engineer to replace the Advance Technology Building generator. Three bids were received from contractors for the project. The low bid of \$175,000 was submitted by T & H Electrical Corporation (Wilson, NC).

Demolition of King Rental Building, MacKethan Pharmacy and Horace Sisk Annex. Five bids ranging from \$57,600 to \$112,700 were received. The low bid was from CST Environmental (Charlotte, NC).

Update on Horticulture Educational Center. The College received a letter from the State Construction Office on October 22, 2009 authorizing final payment to LSV Architects for the Horticulture Educational Center. Final payment of \$5,975 was sent on November 3, 2009. This closes the Horticulture Educational Center project.

Update on Phase II Water Retention Basin. The water retention system was funded by a grant from the American Recovery and Reinvestment Act. It will be installed by the City to reduce storm water run off on campus and the surrounding neighborhood. The City must advertise the project for bids. Project construction is estimated to take approximately 60 days and should be completed in March 2010.

Approval of Right of Way Joint Use Agreement Between FTCC and B & B Bowling Lanes. Property owners met with their attorney on November 10, 2009 to review the joint use agreement. We are waiting final revision of agreement.

Special Trustees' Business

Evaluation of Statement of Economic Interest Mr. Harrell reported that correspondence was received from the State Ethics Commission reference Evaluation of Statement of Economic Interest filed by the Trustees listed below. There was no actual conflict of interest for these Trustees. Trustees with the potential for a conflict of interest will rescue himself/herself from any matters coming before the Board for official action or business from the entities listed in the correspondence from the State Ethics Commission. A copy of the correspondence becomes a permanent part of the minutes of this meeting.

- **Dr. Mike W. Choe**
- **Mr. J. Gary Ciccone**
- **Ms. Lula G. Crenshaw**
- **Mr. Charles E. Koonce**
- **Mrs. Sheryl J. Lewis**
- **Mr. David McCune**
- **Mrs. Susie S. Pugh**
- **Mrs. Esther R. Thompson**
- **Mr. William S. Wellons, Jr.**

Community College National Legislative Summit – February 7-10, 2010, Washington, DC

Please let Betty Shackelford know by Friday, November 20, 2009 if you are interested in attending this summit.

NCACCT 2010 Law Seminar – April 8 - 9, 2010, Research Triangle Park. New and reappointed Trustee training sessions will be a part of this seminar.

President's Report

Next Board Meeting – Tuesday, January 19, 2010

Reception – Wednesday, December 9, 2009 – Home of Dr. and Mrs. Larry Keen.

President’s Holiday Reception – Wednesday, December 16, 2009 – 11:30 a.m. – 1:00 p.m. – Horace Sisk Gymnasium

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

- Due diligence and writing of the Pre-Audit phase for the SACS Compliance Statements is completed.
- Final Editing of the SACS Compliance Statements will be completed by mid-December 2009.
- Completed Compliance Document Presentation will be ready for the January 2010 Board of Trustees meeting.
- The approved SACS Compliance Document is to be forward to SACS/COC before March 15, 2010.

May 2010	Off-site Review
July 2010	Focus Review
August 2010	Quality Enhancement
October 2010	On-Site Review
- Six FTCC employees (including Dr. Keen, Dr. Tansey, and Mr. Michaels) will be attending the Annual SACS meeting in Atlanta December 2009.
- FTCC’s SACS On-Site Committee Chair is Dr. Calhoun-French.

See Written Report Dr. Keen referred to the President’s Report dated November 16, 2009. A copy of the report was included in each of the Trustees’ notebook.

Adjournment The meeting was adjourned at 1:35 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

1. Data Collection Methodology:

- Now using a multi-tiered contact method that include the program coordinators and department chairs, along with initial contact during cap/gown pick-up and follow-up calls placed by the IEA Office Staff.
- Validity and Reliability measured – used SPSS to verify numbers on the report.
- Modified Report Format – more comparative data for the program coordinators and chairs to use in their forward planning.
- Showed an example of one of the program areas (Bus Admin/HR Management) to demonstrate the new comparative feature.
- Contact Rate increased from 93% to 95% from the 2008 vs the 2009 academic year.

2. College Placement Data:

- 1020 unduplicated graduates (1330 duplicated)
- 736 actively sought employment
- 569 found jobs within 3 months of graduation
- Resulting in 78% College Placement
 - 174 decided to continue their education
 - 54 graduates could not be located

3. Where graduates found employment: Seventy-three (73) percent are working in Cumberland County with 27% working outside the county. Major local employers included (1) Cape Fear Valley Health Systems (2) FTCC (3) City of Fayetteville (4) Cumberland County Schools and (5) U.S. Army.

4. Placement Rate vs. Unemployment Rate: There is a correspondence inverse relationship rate between the annual placement rate (78%) and the annual unemployment rate (10.2%). As unemployment rises, our graduates are finding it more difficult to obtain employment. This corresponds with national rates and is a reflection of the tightening economy.

5. Improvements Anticipated: The College sees future improvements based upon (1) addition employers from BRAC initiatives (2) more emphasis on short term job training programs/certificates (3) increased emphasis on CO-OP and Internships to help students get their foot in the door (4) increased meetings by the Advisory Committees (5) incorporation of more information on job interviewing skills with all programs of study.

6. Transfer Information: 174 graduates chose to continue their education with 58 of 174 deciding to remain at FTCC and pursue an additional degree, diploma or certificate.

7. By Program Graduates: There was an increase of total “duplicated” graduates from 1218 in 2008 to 1330 in 2009. Seventy-two percent found employment within their curriculum area with only 28 percent working outside their curriculum program of study.

8. Curricula with the Most Graduates: Showed slides of the curricula that were at 100% placement rate and discussed that the 100% placements included some certificate, diploma and degree programs.

9. Salary Trends: Regardless of the tightening economy, FTCC graduate salary rose slightly from the previous year (2008 - \$30,917 vs 2009-\$31,184). Discussed the top paying curricula,

ranging from \$56,000 down to \$36,092) and some special factors that caused some curricula to be higher than expected.

10. Satisfaction Surveys: Discussed the following satisfaction surveys:

- 98.1% of graduates were satisfied with academic program quality
- 99% were satisfied with the overall college
- Almost 100% reported they felt they had met their educational goals while at FTCC
- 94% of employers were satisfied with FTCC graduates they have employed and 98% would consider hiring more FTCC graduates

Presenter: Carl Mitchell, Director of Institutional Effectiveness and Assessment

III-6 STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES

III-6.1 Preamble

Students enrolled at FTCC are encouraged to develop the capacity for critical judgment and to engage in both an instructor led and an independent search for knowledge. Free inquiry and free expression are essential to developing these skills; however, students should exercise this academic freedom with responsibility. Students are required to follow all College guidelines, including the Student Code of Conduct, and to obey all laws when on any FTCC campus or when participating in any campus sponsored or supported event.

Students who violate College regulations are subject to the disciplinary penalties of the College. If the student's behavior violates both the law and College regulations, the College may take disciplinary action independent of that taken by legal authorities.

III-6.2 Student Rights

- (1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of their rights, which are more fully described under the section on Disciplinary Action.
- (2) Students have the right to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- (3) Students have the right to freedom of expression, inquiry and assembly so long as it is not disruptive to a learning environment.
- (4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.
- (5) Students and former students have the right to review their official records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are described more fully in this Handbook under the section on Student Records.

III-6.3 Student Code of Conduct

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Students are expected to act and dress appropriately for a college environment. Neither actions nor dress should distract others from concentrating on their course of study. The College has established the following Code of Conduct to ensure that an appropriate college environment is maintained. Violation of one or more of these regulations may result in disciplinary penalties. Students are not

permitted to engage in any of the following activities while on campus, participating in a College-sponsored event, or while in a College owned vehicle.

- (1) Academic dishonesty, including:
 - a. Obtaining test information, research papers, notes and other academic material without authorization;
 - b. Receiving or giving help during tests or projects unless specifically authorized by the instructor; and,
 - c. Plagiarism, which is taking credit for another's ideas or works as if they were your own.
- (2) Theft, vandalism, or misuse of College property wherever it is located.
- (3) Possession, use, or distribution of alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.
- (4) Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.
- (5) Physical violence against another person or threaten physical violence against another person.
- (6) Harass or intimidate any other person, including but not limited to sexual harassment or intimidation.
- (7) Participate in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not disrupt or interfere with the College's educational processes or College functions. Students shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.
- (8) Violate any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments, leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student's instructor. Refer to the detailed policy regarding Weapons on Campus in Section I-26 of the Administrative Procedures Manual.
- (9) Tampering with a fire alarm or other safety equipment belonging to the College.
- (10) Gambling.
- (11) Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus on Section I-25.3 of the Administrative Procedures Manual.
- (12) Altering or misusing College documents, records or instruments of identification with intent to deceive.
- (13) Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.
- (14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.

- (15) Failing to follow instructions of College employees.
- (16) Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.
- (17) Unauthorized use of any electronic device, such as cell phones, recorders, cameras, i-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.
- (18) Permitting any person under the age of sixteen (16) and who is not a FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.
- (19) Violating any College rule, regulation, policy and/or procedure.
- (20) Violating any local, state or federal law or regulation.
- (21) This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

III-6.4 *Disciplinary Action*

III-6.4.1 Immediate Suspension

Disruptive behavior or conduct that is an immediate threat to the health or safety of any member of the academic community requires immediate action. This includes, but is not limited to, obscene and /or disruptive language, threatening acts or blocking or restricting access to College classes, offices and programs. Therefore, the College has established that this behavior will be dealt with in the following manner.

An instructor or administrative officer may direct the student to stop the behavior and advise him or her that failing to do so will result in immediate suspension and/or removal from the campus. If the behavior continues, the instructor may suspend the student from class until further notice. An administrative officer may suspend the student from class or have the student removed from campus until a resolution of the matter can be made.

As soon as possible, but no later than two working days after the incident, the instructor or administrative officer invoking the suspension will notify the program area Dean/Director in writing of the name of the individual involved, the behavior that resulted in suspension, the time, place and date of the incident, and the names of person(s) directly involved and/or witnesses.

Upon notification, the Dean/Director may make a decision that the student will be allowed to return to class or campus pending the outcome of an inquiry into the allegations made against the student. Any such decision shall be communicated to the student as soon as is reasonably possible.

Within five working days after the Dean/Director's written notification of the incident, an inquiry into the allegations will be completed by FTCC Security or some other appropriate college official. Upon completion of the appropriate inquiry, the Dean/Director will schedule a conference with the student to discuss the incident.

At the conference the Dean/Director will discuss the alleged violation of the Student Code of Conduct and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his/her favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address the student gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of any of the penalties listed in Sections III-6.4 or III-6.5 below;
- c. Referral of the student to a College office or community agency.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.

III-6.4.2 Violations Not Resulting in Immediate Suspension

Any administrative official, faculty/staff member or student may file charges with the FTCC Security Office or with some other appropriate College official against a student or student organization believed to have violated the Code of Conduct.

The individual making the charge must complete a charge form. This form requires the following information:

- a. Name of the student involved;
- b. Specific violation of the Code of Conduct claimed to have been committed;
- c. Time, place and date of the incident; and
- d. Names of person(s) directly involved and/or witnesses to the incident.

The completed form will be forwarded directly to the appropriate Dean/Director while Security or some other appropriate College official conducts an inquiry into the allegations.

Within five working days after the charge has been filed, a conference between the student and the Dean/Director will be scheduled.

At the conference the Dean/Director will discuss the violation claimed to have been committed and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address he gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;

- b. Imposition of penalties;
- c. Referral of the student to a College office or community agency for services.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.

III-6.5 Sanctions

- (1) Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- (2) General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- (3) Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.
- (4) Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
- (5) Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- (6) Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- (7) Withholding grade reports, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- (8) Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean before returning to campus.
- (9) Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Services.

- (10) Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- (11) Group Restriction: Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- (12) Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

FACULTY HANDBOOK

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

II-3.4 *Academic Freedom and Responsibility*

Fayetteville Technical Community College values the freedom of its faculty and students to engage in academic discourse. Accordingly, the College recognizes and commits itself to maintaining an educational environment which enables and encourages faculty and students to fully explore the subject matter of any course in which they are engaged, even when the exploration includes discussion of controversial topics.

To further this policy, the College shall vigorously protect the right of faculty and students to exercise their academic freedom and responsibilities, as described in this policy, without being subjected to undue pressure to restrict their speech. In addition, any faculty or student who believes their academic freedom is being infringed upon has the right to file a grievance in accordance with the grievance procedures established in the College Employment and Affirmative Action Manual.

In order to encourage a full exploration of the subject matter, both faculty and students shall respect the expression of differing opinions, both in the right of one to express a differing opinion and the right of one to adopt a differing opinion. In the academic setting, faculty shall refrain from insisting upon the adoption of any particular point of view as authoritative in controversial issues. Engaging in personal attacks during any discussion has a chilling affect on those discussions and shall be avoided.

Faculty shall refrain from using or discussing materials which have little or no relationship to the subject matter of the course in which the faculty member is engaged. Faculty shall encourage students to do likewise.

This policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no college employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized official of the College.

ACADEMIC PROCEDURES MANUAL

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

III-4 FINANCIAL INFORMATION**III-4.1 Tuition, Fees, and Books**

(1) Tuition:

- a. In-State Tuition: \$800.00 per semester, or;
 \$1,600.00 (2 semesters), or;
- *Under 16 hours: \$50.00 per credit hour
- b. Out-of-State Tuition: \$241.30 per credit hour
 \$3,860.80 for 16 or more credit hours per semester

(2) Fees

- a. Certain curricula require additional costs to cover items which may include uniforms, instruments, tools, malpractice insurance, and dues to student association groups.
- b. On-campus parking is described in the Parking Regulations Bulletin. Parking stickers are issued on payment of fees at registration. **STUDENTS ARE HELD RESPONSIBLE FOR ALL PARKING REGULATIONS AS STATED IN THE PARKING REGULATIONS BULLETIN.**
- c. All prospective graduates will be charged a graduation fee of \$25.00; a fee of \$10.00 will be charged for each additional certificate or diploma when paid concurrently. Adult high school graduates will be charged a fee of \$35.00 for a current diploma and a fee of \$45.00 for a back-dated diploma.
- d. Replacement of lost or stolen ID card fee of \$5.00.
- e. Continuing Education Registration Fees:

<u>Course Length</u>	<u>Registration Fee</u>
0-24 Hours	\$ 65.00
25-50 Hours	\$120.00
50+ Hours	\$175.00

Certain Continuing Education programs require specific fees to cover additional costs associated with the program.

- f. Student Activity Fee of \$14.00 per semester for Fall and Spring terms and \$10.00 for Summer term.
- g. Technology Fee of \$16.00 per semester.
- (3) Books (Estimated): \$550 per semester

III-421 Tuition/Fee Waivers

- (1) Senior citizens, age 65 or over and who are legal residents of North Carolina, are exempt from:
 - a. Up to 6 credit hours of credit instruction per semester; the student activity fee and technology fee will be charged when total credit hours per semester exceeds 6 credit hours.
 - b. Up to 96 contact hours of non-credit instruction per semester
- (2) High school students enrolled in a community college curriculum course under the Huskins (T90970) or dual Enrollment (T90980) programs are exempt from tuition when courses are technical, vocational, or begin with the following prefixes: AST, BIO, CHM, CIS, GEL, IMS, MATH, PHS, PHY, and SCI

High school students in these programs are also exempt from the technology fee and are exempt from the activity fee when the course location is the high school. The activity fee is paid by Cumberland County Schools when the activity is charged under the Huskins program.
- (3) High school students enrolled in a community college curriculum course as Other Innovative High School students are exempt from tuition and the technology fee. The activity fee is paid by Cumberland County Schools.
- (4) High School Students enrolled in a community college curriculum course under the Learn and Earn Online program are exempt from tuition and the student activity fee. The technology fee may be reimbursed to the College by the North Carolina Community College System, subject to the availability of funds.
- (5) When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
- (6) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment may be eligible for tuition payment at the in-state rate.
- (7) Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.
- (8) Members of the armed forces that register through the GoArmyEd website are exempt from the activity fee and technology fee based on the agreement between the College and contractual agency.
- (9) Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee.
- (10) Volunteer fireman, local fire department personnel, volunteer rescue and lifesaving department personnel, local rescue and lifesaving department personnel, local law enforcement officers enrolled in training course are exempt from tuition and registration fees.
- (11) Students enrolled in Health and Human Services Development programs are exempt from continuing education registration fees.

- (12) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.
- (13) Full-time college staff members are exempt from tuition and registration fees for one curriculum or continuing education course per semester.
- (14) Law enforcement officers employed by a municipal, county, state, or federal law enforcement agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.
- (15) Tuition/fee waivers are not applicable to courses established on a self-supporting basis.