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# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**MINUTES OF THE BOARD OF TRUSTEES**

**April 20, 2020**

Held at the Tony Rand Student Center Board Room Telephonically.

**Members Present**

Dr. Linwood Powell

**Telephonically**

Mr. Ronald C. Crosby, Jr., Dr. Dallas M. Freeman, Dr. Dana Haithcock, Mr. Charles Harrell, Mr. William Hedgepeth, Mrs. Delores P. Ingram Mr. Charles E. Koonce, Mr. Chandan Y. Shankar, Mrs. Suzannah Tucker, Mr. William Wellons Jr., Mr. David R. Williford, and Mr. Jesse Watts.

**FTCC Personnel Present**

President J. Larry Keen and Executive Assistant to the President Kay Williams.

**Telephonically**

Board Attorney and Vice President for Legal Services and Risk Management David Sullivan, Senior Vice President for Academic and Student Services Mark Sorrells, Senior Vice President for Business and Finance Robin Deaver, Vice President for Administrative Services Joe Levister, Vice President for Human Resources and Institutional Effectiveness Carl Mitchell, Executive Director of Marketing and Public Relations Catherine Pritchard, and Executive Director for the Foundation Sandy Ammons.

**Call to Order Dr. Linwood Powell, Board Chair**

**Ethics Awareness and Conflict of Interest Statement Dr. Powell**

Dr. Powell read the Ethics Awareness and Conflict of Interest Reminder. No Conflict of Interest was identified.

**Approval of Minutes of March 16, 2020 Meeting Dr. Powell**

Mr. Koonce moved to approve the March 16, 2020 minutes. The motion was seconded by Mr. Wellons and unanimously approved by the Board.

**COMMITTEE REPORTS**

**Building and Grounds Committee**

Mr. Levister reported.

**Update on COVID-19 Mitigation Activities (Information Only)**

* March 3, 2020 initiated actions to update Continuity of Operations Plan for COVID-19.
* Coordination was established to determine faculty and staff needing virtual private network (VPN) access and laptops.
* March 23, 2020 the College initiated online instruction for all students with a few exceptions.
* COVID-19 actions include
* Increased sanitizing cleaning of facilities
* Issue of computers and VPN access for faculty/staff
* Issue of computers to students

(1990)

* Maintaining open labs for student access
* Daily coordination of activities by Executive Council members
* All areas of College responsibilities continue
* We established the plan and are working the plan.

**Update on the Fire and Rescue Training Center (Information Only)**

* HH Architecture (Raleigh, NC) is the project designer.
* Barnhill Contracting Company (Rocky Mount, NC) is the Construction Manager-at-Risk.
* Project scope
* 22,500 square foot Training Center Building
* One 1,500 square foot restroom
* 3-story burn building with an attached 4-story tower (3,500 – 5,000 sf)
* 4-story training tower (3,500 sf)
* State Construction Office approved schematic design March 17, 2020.
* Revised construction cost
* Project Budget $20,000,000
* Additional Schematic Design 114,390
* Additional Soil Testing 1,500
* Revised Total $20,115,890

**Finance Committee**

Mrs. Deaver reported.

**Approval of NCCCS 3-1, Capital Improvement Project for Amended Project #2441, Fire and Emergency Services Center**

**Approval of NCCCS 3-1P, Acquisition of Real Property for Amended Project #2427, Transportation Technology Building**

Amended project to increase total budget by $115,890.00. This will bring the total cost of Project #2441 to $20,115,890.00. Increase is the result of greater design costs than originally budgeted.

Requesting to reallocate Project #2441 funds by source. Decreasing self-supporting institutional funds by $2,510,000. Increasing NC Connect Bonds by $2,510,000. The College would like to switch Connect NC Funds from Project #2427, Transportation Technology Building to this project, #2441. The College will use institutional funds to purchase Transportation Technology Building Property so future use of that property is not limited by Connect NC Bond restrictions.

Mr. Hedgepeth moved to approve the NCCCS 3-1, Capital Improvement Project for Amended Project #2441, Fire and Emergency Services Center and the NCCCS 3-1P, Acquisition of Real Property for Amended Project #2427, Transportation Technology Building. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

**State of Emergency Special Leave Policy (Information Only)**

Consistent with usual work schedules, up to 96 hours of paid leave for the following reasons may be granted during the period of March 16 – 31, 2020, and no balance will be carried over beyond March 31:

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* Full-time and part-time employees who cannot work because they have childcare or eldercare needs due to COVID-19-related closings will receive paid State of Emergency Special Leave up to the maximum hours allowed.
* In the event employee access to the College’s campuses is limited by order of the President, full-time and part-time employees who have not been authorized by their supervisor to continue to report to work, or employees who are unable to telework because their position duties cannot reasonably or productively be performed remotely, will receive paid State of Emergency Special Leave up to the maximum hours allowed.
* For part-time employees with irregular schedules, paid State of Emergency Special Leave will be based upon the employee’s average hours per week over the course of a month. In no case shall paid State of Emergency Special Leave exceed 40 hours per week.
* Full-time and part-time employees who are sick due to symptoms consistent with COVID-19 or who are caring for a dependent with such symptoms will receive State of Emergency Special Leave up to the maximum hours allowed. All other medically related absences will utilize regular sick, vacation, bonus, or previously approved shared leave.
* Full-time and part-time employees who were on other pre-approved leave, choose not to work, or are unavailable for reasons other than provided for in this State of Emergency Special Leave provision must use available and applicable leave types; e.g. vacation leave, bonus leave, or compensatory time.

This policy is subject to modification at any time.

During the March meeting, the Board of Trustees authorized Dr. Keen to implement necessary policies in response to the COVID-19 outbreak, therefore approval is not required at this meeting.

**State of Emergency Leave #2 Policy (Information Only)**

The following is the College’s State of Emergency Leave #2 Policy in response to the COVID-19 event and is available for use, subject to the availability of funding. These provisions are subject to modification or discontinuation at any time based on COVID-19 developments and Executive Orders. This State of Emergency Leave #2 Policy is per the employee’s regular or typical work schedule and does not include overtime or other special pay provisions.

Mandatory (essential) employees are those employees who are directed by their supervisor to report to work or remain at work at the College, rather than their personal residence, at regular and/or specific dates and times. These employees include, but are not limited to, employees in positions that directly impact public health and safety and operation of critical infrastructure and facilities, and employees in positions whose onsite presence is essential in order for the College to fulfill its duty to serve students, faculty, staff, and the community.

Special consideration may be given to mandatory (essential) employees who are determined to be “high risk” for experiencing complications with COVID-19 (i.e., over 65 years of age; have underlying health conditions such as heart disease, lung disease, or diabetes; have a weakened immune system) or who are providing care to someone at high risk. The College may allow these employees to telework or apply other leave as deemed appropriate.

All employees who have not been directed by their supervisor to work onsite at any particular date and time may continue to be assigned work and are expected to telework, unless otherwise directed by their supervisor. The College may also reassign an individual to complete other work assignments that are not a part of their normal duties and responsibilities.

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While the College will consider individual personal circumstances, the College has the discretion to deny or defer State of Emergency Leave #2 Policy provisions (below) for mandatory (essential) employees whose onsite presence is determined necessary to address urgent public health, public safety, or other critical College needs.

**State of Emergency Leave #2 Policy Provisions**

Consistent with usual work schedules, up to a maximum of 168 hours of paid State of Emergency Leave #2, may be granted during the period of April 1 – April 30, 2020, and no balance will be carried over beyond April 30, 2020:

* Employees who are sick due to symptoms consistent with COVID-19 or who are caring for a dependent with such symptoms will receive State of Emergency Leave #2 up to the maximum hours allowed.
* Employee who cannot work because they have childcare or eldercare needs due to COVID-19 related facility closings may receive State of Emergency Leave #2 for the period of time they are unavailable. If more than one person in the household is a College or state employee, then the employees are expected to work with their supervisors to determine how to allocate paid State of Emergency Leave #2 to avoid inappropriate overlap of leave usage.
* Employees may receive paid State of Emergency Leave #2 if they cannot telework because their position and duties cannot be performed remotely, and reasonable alternative remote work is not feasible or productive. For clarity, during any period a mandatory (essential) employee is assigned to work on campus, this type of leave may not be for that period.
* Employees who were on other pre-approved leave, choose not to work, or are unavailable for reasons other than provided for in the special COVID-19 provisions must use available and applicable leave types such as vacation leave, bonus leave, compensatory time, or take leave without pay.
* For part-time employees with irregular schedules, paid State of Emergency Leave #2 will be based upon the employee’s average hours per week over the course of a month. In no case shall paid State of Emergency Leave #2 exceed 40 hours per week.

During the March meeting, the Board of Trustees authorized Dr. Keen to implement necessary policies in response to the COVID-19 outbreak, therefore approval is not required at this meeting.

**High Risk Mandatory/Essential Employee Policy (Information Only)**

Any part-time employee who is designated by the College as a mandatory / essential employee and who cannot work as a result of being at “high risk” for complications due to COVID-19 shall be considered by the College as an employee for whom no work currently exists. The College shall fully support efforts by these employees to seek unemployment benefits from the State of North Carolina. For the purposes of this policy, “high risk” for complications due to COVID-19 include those who are over 65 years of age; have underlying health conditions such as heart disease, lung disease, or diabetes; have a weakened immune system; or who are providing care to someone at high risk.

Full-time, mandatory employees who are also at high risk for complications due to COVID-19 shall be similarly deemed as eligible to seek unemployment benefits, but only after the employee exhausts any and all of their accrued leave.

During the March meeting, the Board of Trustees authorized Dr. Keen to implement necessary policies in response to the COVID-19 outbreak, therefore approval is not required at this meeting.

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**Quarterly Childcare Center Update (Information Only)**

**Monthly Surplus (Deficit):**



* College receipted two months of food program income in December and none in November, due to the timing of the payment and the Thanksgiving holiday. The College earns approximately $4,650 per month from the food program.
* In December, College transferred $29,160.80 of state funds to reduce expenses in the Childcare Center. Transfer represents Early Childhood Education students who completed lab hours in the Center during Fall 2019 term.

**Classroom Breakdown:**



* Childcare Center currently employs 3 additional full-time employees who float to cover classroom ratio requirements.
* Childcare Center currently employs a Director, Assistant Director, and Cook.
* There are twice the number of children in the second 4-year old classroom because it is a NC PreK subsidized class.

**Monthly Enrollment Subsequent to 2019 Rate Increase:**



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* Recent increases have been in the 2 and 3-year old classrooms.

**COVID-19 Closure Related Items:**

* Refunded $23,897.77 due to Center closure effective March 23.
* Food program income will cease until Center reopens (based on attendance).
* Received payment for DSS sponsored children for March, but there has been no communication regarding subsequent months.
* NC PreK will pay through May 2020, regardless of whether the Center is open. Center receives $11,700 monthly. This will be the Center’s only revenue stream during closure.
* Projected salary/benefit expenses per month for Center approximates $96,595.
* Assuming Center remains closed and incurs only salary/benefit expenses, estimated net monthly deficit while Center is closed is $84,895 (11,700-96,595).

Projected deficit at end of April = $154,619.04

Projected deficit at end of May = $239,514.04

Projected deficit at end of June = $324,409.04

* Projected benefits only expense per month for Center approximates $30,670.
* Assuming Center remains closed and incurs only benefit expenses, estimated net monthly deficit while Center is closed is $18,970 (11,700-30,670).

Projected deficit at end of April = $88,694.04

Projected deficit at end of May = $107,664.04

Projected deficit at end of June = $126,634.04

* Three children withdrew from Center after COVID-19 closing.
* As of the end of March, families of 27 children expressed interest in the summer camp enrollment. Thirteen paid to secure their child’s spot. Forty-six children attended summer camp in Summer 2019.

**Human Resources Committee**

**Mr. Crosby moved that pursuant to GS 143-318.11(a)(6) (a)(2) the Human Resources Committee go into closed session to conduct the annual evaluation of President J. Larry Keen and to discuss Honorary Trustee Award Nomination(s). The motion was seconded by Mrs. Tucker and unanimously approved by the Board.**

**Closed Session**

**Open Session**

**Approval of Reappointment of the President for 2020-2021**

Mr. Crosby moved to approve reappointment of the President for 2020-2021. The motion was seconded by Dr. Freeman and unanimously approved by the Board.

**Approval of Reappointment of the Senior Vice Presidents and Vice Presidents Based Upon the Recommendation of the President for 2020-2021**

Mrs. Ingram moved to approve reappointment of the Senior Vice Presidents and Vice Presidents based upon the recommendation of the President for 2020-2021. The motion was seconded by Mr. Shankar and unanimously approved by the Board.

**Program Committee**

Dr. Sorrells reported.

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**Curriculum and Continuing Education Transition during COVID-19 (Information Only)**

FTCC got an early start on transitioning to online delivery beginning with an initial “what if” planning session with Dr. Keen on February 28th during the Academic and Student Services team meeting. This jumpstart gave us 3 weeks lead time to craft and implement a roadmap to guide the transition. The advanced preparation allowed time for faculty to front-load hands-on activities in courses that were lab intensive like welding, machining, cosmetology, automotive technology, collision repair, or required field placement in clinic settings in healthcare programs. This proved to be a tremendous advantage in making the move to online instruction a relatively seamless shift. Faculty were able to accelerate lab instruction, move content that could be delivered in an online format to later in the course, and convert as much of the hands-on learning as possible to virtual experiences.

On March 23rd when the NC Community College System (NCCCS) recommended that colleges convert to on-line instruction, we were prepared. In anticipation of challenges with some students not having computers and Internet access at home, FTCC decided that the library, the Student Learning Center, and a few computer labs would remain open to students as essential units in continuing operations and serving students. Currently, these facilities remain open Monday – Friday 8AM to 5PM with the library opening on a limited schedule on Saturday (9A to 12 noon). Staff in these facilities are monitoring use to ensure students are spacing themselves apart using social distancing guidelines and disinfecting between use and after closing. During the first week of the transition, Student Services remained open for students, but they too started telework duties March 31st. FTCC has also created a hot spot in the parking lot surrounding the General Classroom Building and implemented a computer loaner program to provide additional options to our students.

Since making the transition, we have encountered a few bumps in the road, but have been able to manage the shift with limited disruptions. The majority of staff are teleworking with a few reporting to campus. Spring enrollment (11,322) and FTE (8,534) have both held steady since the fourth purge on March 19, 2020. This represents 0% growth in head count and 4% increase in FTE. The college reported the following FTE estimates to the system office in March:

* Continuing Education: SP 2020 FTE estimate was 1,109 compared to 971 for SP 2019, resulting in an increase of 138 FTE (+14%) for the term.
* The FTE estimate for curriculum was 5,617 for SP 2020 vs. 5,311 for 2019, which equates to an increase of 306 FTE (+5.7%) for the term.

Thus far, Summer enrollment has also kept pace with 2019 numbers. Currently, headcount is up 5% and FTE is up 11% over last year’s numbers as of April 2, 2020. The NCCCS has indicated it would use either actual or estimated FTE, whichever is higher, to calculate revenue for the spring term.

**CURRICULUM PROGRAMS:**

Approximately 95% of our classes successfully transitioned to fully online on March 23rd. Programs in public service and health programs were allowed to continue offering face to face instruction by the NC Community College System. These courses are rotating sessions with small groups of less than 10 students each. Instructors and staff are following CDC guidelines regarding social distancing and disinfecting spaces between uses. A number of our programs have gotten creative in converting hands-on learning to online delivery through simulation, use of Net Lab Technology, and videotaping science lab experiments to create virtual experiences that allow students to learn content and build skills. In other areas, simulation is only applicable to some aspects of course

(1984)

content. Several of these courses have suspended course work until face to face instruction can resume. To create space in the academic calendar for make-up time, the college has planned a second term during the summer semester (June 15 – August 10). This will provide approximately a month of instruction for instructors that suspended course work to finish out spring activities prior to beginning the second summer term. All other courses will be scheduled over the regular 8-week summer term which starts May 26th and runs through July 21st.

**CONTINUING EDUCATION:**

All classes that could be converted to web-based instruction have done so or faculty have used hybrid models to continue instruction. Many continuing education courses were suspended or canceled due to having significant face-to-face instruction and applied learning requirements that are tied to business and industry. Some flexibility has been granted by licensing boards in Certified Nursing, Barbering, Cosmetology, Message Therapy and other programs to allow the theory portion of classes to be delivered through online modalities, with the hands-on portions delayed until face to face instruction can resume. Others like CDL have been delayed. FTCC is working with Durham Tech to develop on-line HRD courses in interviewing and resume writing. We have also initiated additional third-party vendor courses like Career Step to help business and industry with training needs. Continuing education is the area where we have faced the majority of challenges. Students in classes that were suspended or delayed will receive an incomplete with makeup scheduled between spring and summer terms. The CCE staff continues to find creative ways to offer course work and has transitioned its manual registration to an online process. Staff from CCE are working to move more industry focused classes online and recently started online electronics and welding classes for Spanish speaking individuals.

**FTCC Awarded Golden LEAF $961,200.00 (Information Only)**

On April 2, FTCC was notified that the Golden LEAF Board of Directors had awarded full funding in support of the “Enhancing the Healthcare Talent Pipeline in Cumberland County and the Sandhills Prosperity Zone.” The total cost of the project is approximately $2.4 million, which will go toward renovating existing classroom space in Cumberland Hall and purchasing equipment to establish a dedicated simulation suite for our nursing programs (ADN, LPC, CNA). This enhancement is needed to support additional training capabilities that will allow additional students to be enrolled in our nursing programs.

**College Provides Personal Protective Equipment (PPE) to Cape Fear Valley Hospital and the NC Veterans Home (Information Only)**

The following supplies were provided to Cape Fear Valley Hospital.

* 383 boxes of disposable gloves
* 50 face shields
* 298 isolation gowns
* 9 bags of lab coats & 4 bags of aprons
* 44 boxes of masks & 400 N95 masks
* Loan 4 ventilators

In addition, the following items were donated NC Veterans Home.

* 8 boxes of gloves
* 150 Level I masks

**Special Trustees’ Business/Comments Dr. Linwood Powell, Board Chair**

NCACCT Law and Legislative Seminar, June 15-17, 2020, Raleigh, North Carolina.

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**SGA Report** **Mr. Jesse Watts, SGA President**

* All events for spring semester have been canceled due to COVID-19.
* The SGA will hold a virtual meeting on April 29 to conduct elections.
* The N4CSGA has a forum set up on its webpage that has been facilitating discussion between students and allowing the sharing of ideas.
* The N4CSGA held a virtual mini conference. Topics included: financial education, preparing for the workforce, and personal hygiene.
* The SGA would like to thank the college for allowing continued access to the library and computer labs during the pandemic.

**President’s Report Dr. J. Larry Keen, President**

Next Board Meeting – Monday, May 18, 2020

Dr. Keen referred to President’s Report dated April 20, 2020. (1) On March 23, all FTCC employees except for limited essential personnel began working from home. (2) Representatives from the Paul H. Thompson Library worked with EBSCO to provide 90-day access to Flipster Digital Magazines to support online learning for students, faculty, and staff. (3) Cengage Higher Ed provided the following resources: Free Access to Unlimited: free access to entire catalog – all online learning platforms and eTexts through end of semester. (4) Student Learning Center (SLC) continues to operate and students may also contact the center via phone or email. (5) Training is being provided for instructors needing assistance with Blackboard. (6) FTCC Bookstore maintains operations. (7) Robin Deaver shared information with FTCC employees on the CARES Act. (8) Graduation has been postponed to December 10. (9) Registration for summer and fall classed is current. (10) The FTCC family mourns the death of student Brittany Irwin who had just completed her online session to meet state licensure requirements to be a nail technician.

**Adjournment**

Dr. Powell moved to adjourned. The motion was seconded by Mr. Harrell and unanimously approved by the Board.

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Dr. Linwood Powell, Chair

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Mrs. Delores P. Ingram, Secretary

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