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# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**MINUTES OF THE BOARD OF TRUSTEES**

**May 18, 2020**

Held at the Tony Rand Student Center Board Room.

**Members Present**

Dr. Linwood Powell, Dr. Dana Haithcock, Mr. Charles Harrell, Mr. Charles E. Koonce, and Mr. David R. Williford.

**Telephonically**

Mr. Ronald C. Crosby, Jr., Dr. Dallas M. Freeman, Mr. William Hedgepeth, Mrs. Delores P. Ingram, Mr. Chandan Y. Shankar, Mrs. Suzannah Tucker, Mr. William Wellons Jr., and Mr. Jesse Watts.

**FTCC Personnel Present**

President J. Larry Keen, 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, Executive Director for the Foundation Sandy Ammons, Executive Assistant to the President Kay Williams and Senior Network Communications Technician Derek Davis.

**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 April 20, 2020 Meeting Dr. Powell**

Mr. Koonce moved to approve the April 20, 2020 minutes. The motion was seconded by Dr. Haithcock. A roll call vote was taken and the motion unanimously approved by the Board.

**COMMITTEE REPORTS**

**Building and Grounds Committee**

Mr. Levister reported.

**YMCA Request to Reduce YMCA Monthly Rent**

* The YMCA property was purchased in March 2003.
* The College has agreed to lease the property to the YMCA through June 30, 2021.
* The most recent lease was $8,100 per month ($97,200 annually). Lessee responsible for utilities. Currently paying zero for rent.
* On May 7, 2020, the YMCA requested rent be reduced to $4,500 monthly between June 1, 2020 until the end of the existing lease.
* This $4,500 monthly rent would be paid along with existing utility costs that range from $4,000 - $7,000 monthly.

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* This request is made due to the impact of COVID-19 on YMCA operations and membership resulting in:
* A $2.2 million military contract has been lost.
* 42% loss in membership revenue.
* 73% loss in contributions.
* 100% loss in program revenue.

Mr. Wellons moved to approve request to reduce YMCA monthly rent to $4,500. The motion was seconded by Mr. Harrell. A roll call vote was taken and the motion unanimously approved by the Board.

**Approval of Easement for Natural Gas Line for Piedmont Natural Gas at the Auto Collision Repair Center**

* This request was brought to the Board January 21, 2020.
* Piedmont Natural Gas had requested a 20-foot easement next to the existing 30-foot easement to extend a low pressure gas line.
* They proposed paying $24,800 for the easement.
* This proposal was tabled to obtain an appraisal of the proposed easement.
* Subsequent conversations with Piedmont Natural Gas led to a proposal to:
* FTCC would immediately grant a new 20-foot wide easement adjacent to the existing 30-foot easement. The new easement will be located on the Coalition Boulevard side on the existing easement. A new underground pipeline will be placed in the area of the new easement.
* Piedmont Natural Gas will decommission the gas line in the existing 30-foot easement. An edge of the 30-foot easement passes inches away from one corner of the College’s building.
* After the line is decommissioned, Piedmont Natural Gas will transfer a 20-foot wide portion of the existing easement to the College. The 20-foot wide portion would be the portion of the easement closest to the building.
* Once the exchange is complete, Piedmont Natural Gas will have a 30-foot wide easement that contains less FTCC acreage than the existing easement.
* Piedmont Natural Gas would pay $1,300.00 to FTCC for a temporary work space.
* Piedmont Natural Gas would be responsible for repairs to asphalt, curbing, and landscaping if construction damage occurs.
* Request Board approval of the exchange of easement property to establish the requested gas line.

Mr. Wellons moved to approve easement for natural gas line for Piedmont Natural Gas at the Auto Collision Repair Center. The motion was seconded by Mr. Harrell. A roll call vote was taken and the motion unanimously approved by the Board.

**Update on the Renovation of Cumberland Hall Rooms 354-359 for ADN Simulation Labs (Information Only)**

* ADN Program needs additional space for simulation labs.

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* Cumberland Hall rooms 354 through 359 have been identified for renovation.
* Projected cost $961,200.
* Golden Leaf grant funds will be used for this project.
* Projected completion May 2021.

**Human Resources Committee**

**The 2019-2020 Title VII and Title IX Annual Report (Information Only)**

Four Title VII and/or Title IX allegations were made during the 2019-2020 year. All cases were addressed and resolved.

**Job Vacancy Report for Period October 1, 2019 to April 30, 2020 (Information Only)**

The Job Vacancy Status Report listed faculty/staff positions, date posted/closed, department, hire date, and replacement or expansion for the period of October 1, 2019 through April 30, 2020.

**Program Committee**

Dr. Sorrells reported.

**Approval of Accountability and Integrity Plan for FTCC’s Corporate & Continuing Education**

The Accountability and Integrity Committee consists of representatives from the following areas of the College: College and Career Readiness, Corporate and Continuing Education Occupational Extension, Workforce/Industry, Records and Registration, Public Service, Health Programs, and the College’s Internal Compliance Officer. The purpose of the committee is to provide guidance on planning and assessment practices across all Corporate and Continuing Education programs to ensure sound practices and validity of courses.

Accountability within the North Carolina Community College System’s (NCCCS) Workforce Continuing Education division encompasses an array of concepts including governance, institutional values, programs, industry sectors, and community partners. The NCCCS is mandated through the State Board of Community College Code (1B SBCCC 400, 1D SBCCC 300.4) to review the programs provided, ensure that occupational training is relevant to the workforce, responsive to training needs, and is a good steward of state resources.

This document represents a local plan that will be monitored and reviewed at least twice per year and on an on-going basis by the internal Corporate and Continuing Education Committee. The plan is scheduled to be reviewed and updated for approval by the FTCC Board of Trustees every three (3) years. This is intended to replace the division’s internal audit plan. It outlines accountability procedures to monitor and support internal control processes and best business practices. Due to the amount of changes for Continuing Education at the state level, FTCC has decided to place a heavy emphasis on compliance measures for state budget reporting. The accountability and integrity framework provided in this plan encompasses three primary areas:

* Governance Priorities
* Academic Integrity/Program Accountability
* Market Demand

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Additionally, the framework adheres to the FTCC Strategic and Technology Plans in an effort to:

* Review programs for relevancy, rigor, and quality
* Develop goals for growth and sustainability
* Ensure state budget compliance

The plan contains the following Accountability and Credibility Policy and Guidelines:

1. On-Site Visits – Director/Dean or assigned professional staff will visit at least 50% of off campus and 25% of on campus classes to confirm the existence of each class reported and to verify the instruction presented is consistent with the purpose of each class as presented. All new faculty are observed by the immediate supervisor during the first term of employment and all other faculty are evaluated annually.
2. Student Membership Verification – Associate Vice President of Corporate and Continuing Education (AVP of CCE) reserves the right to conduct a random phone sample of individuals registered in a course to verify enrollment and attendance.
3. Instructor Verification – It is the responsibility of each Director/Dean to validate, by signature, a monthly time sheet (or an approved substitute form) for each instructor for every class taught.
4. Institutional Approval Process for Conducting a Corporate and Continuing Education Class – It is the responsibility of the AVP of CCE to approve course processes prior to the beginning of all new courses.
5. Institutional Responsibility for Accuracy in Reporting – The President of FTCC has overall authority to oversee and ensure that the audit plan is maintained and reviewed and that the College complies with its procedures. Term reports of all activities accomplished will be submitted through the Senior Vice President of Academic and Student Services to the President to preserve Institutional Accountability and Credibility Guidelines.

Mr. Koonce moved to approve the Accountability and Integrity Plan for FTCC’s Corporate & Continuing Education. The motion was seconded by Mrs. Ingram. A roll call vote was taken and the motion unanimously approved by the Board.

**Approval of Name Change of the Computer Literacy Core Competency to Digital and Information Literacy and to change the FTCC Core Competencies to FTCC General Education Core Competencies**

The General Education Assessment Committee proposes changing the name of the Computer Literacy Competency to Digital and Information Literacy. Fayetteville Technical Community College (FTCC) is an innovative and progressive community college that is always ahead of current trends. The scope of instruction and learning at the institution goes far beyond the use of computers, and to meet current and future workforce demands, it is imperative that we make this change to better reflect the skills, knowledge, and abilities students need to be assessed on and master while earning a degree from FTCC to effectively enter the workplace.

It is also proposed that the title of the competencies be changed from FTCC Core Competencies to FTCC General Education Core Competencies.

Mr. Koonce moved to approve name change of the Computer Literacy Core Competency to Digital and Information Literacy and to change the FTCC Core Competencies to FTCC General Education Core Competencies. The motion was seconded by Dr. Freeman. A roll call vote was taken and the motion unanimously approved by the Board.

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**Approval to Submit to the North Carolina Community College System Office (NCCCS) Fayetteville Technical Community College’s (FTCC) Abbreviated Curriculum Program Applications for the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T)**

On April 17, 2020, the State Board of Community Colleges approved the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T).

The two degrees shall be granted according to planned programs of study that consist of a minimum of 60 semester hours of credit (SHC) from college transfer courses. Within the degree program, the institution shall include opportunities to achieve competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of the two-year associate in arts and associate in science programs to matriculate to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and possess an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The teaching shortage in NC is well publicized. School districts across the state are finding it harder and harder to hire qualified teacher candidates to educate our children. There has been a 41% decline in the numbers of students enrolling in UNC System’s Colleges of Education. The severe shortage of math and science teachers and middle school teachers in all subjects is a critical and growing problem. The resulting impact on our schools is detrimental to our economic future as children are receiving a less than stellar educational experience. This inability to educate students with highly qualified teachers results in a future workforce that cannot meet the needs of a modern economy.

North Carolina has experienced a shortage of teachers over the last few years and has struggled to increase the talent pipeline sufficient to meet demand. Representatives from both community colleges and 4-year institutions have worked diligently to put a plan in place to reach interested people starting at the high school level. The NCCCS and the UNC System created two new courses for this degree, EDU 187 and EDU 279, based on mutually agreed upon transferable courses. The students that come through our School Aged program have matriculated to 4-year programs without the necessary requirements needed to proceed straight into the Elementary Education degree programs. FTCC’s Education department has worked with FSU, ECU, and UNC-P to make the pathways a little easier for our students. FTCC has funneled potential teachers through the Birth to Kindergarten program and the A10300 General Education degree in order to get graduates better prepared for transfer prior to entering 4-year institutions. The two new degrees are seamless solutions to the patchwork programs stitched together in the past to support students in meeting career goals. The School Aged program currently offered at FTCC is obsolete in nature and will be phased out. Students will be encouraged to transfer into one of the two new degree programs.

FTCC receives calls daily about its teacher readiness programs. The question has been and still is, “Does your School Age program prepare students for teacher licensure and does the lateral entry program offer all of the courses needed for lateral entry licensure”. These new programs will give students the ability to matriculate into the licensure program with the advantage of having taken the majority of the required general education courses while also gaining classroom experience to help ensure that teaching is the career path that best fits the individual student.

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All members of FTCC’s education faculty hold master degrees or higher. There are four former elementary education teachers in the department with one that still maintains her teaching license. Another faculty member holds an Ed.D. with teaching experience in early childhood and elementary education. The department also has more than 12 adjunct faculty who have taught either in Early Childhood classrooms or Elementary Education classrooms. Several are still licensed to teach in NC. The EDU courses that will be deployed in these degrees will be taught by highly qualified faculty.

Mr. Koonce moved to approve submitting to the North Carolina Community College System Office (NCCCS) Fayetteville Technical Community College’s (FTCC) Abbreviated Curriculum Program Applications for the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T). The motion was seconded by Dr. Freeman. A roll call vote was taken and the motion unanimously approved by the Board.

**Approval to Submit to the North Carolina Community College System Office (NCCCS) Fayetteville Technical Community College’s (FTCC) Abbreviated Curriculum Program Applications for two Career and College Promise (CCP) College Transfer Pathways allowing high school students to enroll in the Associate in Arts in Teacher Preparation (P1012T) and the Associate in Science in Teacher Preparation (P1042T) Programs**

On April 17, 2020, the State Board of Community Colleges approved two new CCP College Transfer Pathways which allow high school students to enroll in the Associate in Arts in Teacher Preparation (P1012T) and the Associate in Science in Teacher Preparation (P1042T) pathway programs.

The two Career and College Promise College Transfer Pathway programs of study consist of a minimum of 40 semester hours of credit (SHC) in college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The NC state legislature has been working on eliminating the gaps in pay by reinstating teacher benefits that have been lost, fully funding classrooms across the state so that teachers have what they need to provide high quality education, and restoring the respect for the teaching profession. All of these concerns are being addressed statewide which should help increase the ability to recruit talent and retain our best teachers.

Representatives from both community colleges and 4-year institutions have worked diligently to craft a plan to reach and motivate people, starting with high school students, to pursue a career in teaching. Students that have come through FTCC’s CCP Associate in Arts and Associate in Science programs have matriculated to 4-year programs without the necessary requirements needed to enter Elementary Education degree programs at the university level. The two new degrees provide a seamless solution to encourage high school students to pursue a career in teaching.

Mr. Koonce moved to approve submitting to the North Carolina Community College System Office (NCCCS) Fayetteville Technical Community College’s (FTCC) Abbreviated Curriculum Program Applications for two Career and College Promise (CCP) College Transfer Pathways allowing high school students to enroll in the Associate in Arts in Teacher Preparation (P1012T) and the Associate in Science in Teacher Preparation (P1042T) Programs. The motion was seconded by Mrs. Ingram. A roll call vote was taken and the motion unanimously approved by the Board.

**Finance Committee**

Mrs. Deaver reported.

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**Revision to the College’s State of Emergency Leave #2 Policy (Information Only)**

The College’s State of Emergency Leave Policy was revised to extend through May 22, 2020.

**Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding (Information Only)**

Student Emergency Grant $2,956,887.00

Institutional Grant $2,956,887.00

Strengthening Institutional Programs Grant $ 286,484.00

Total Federal Grant Funds $6,203,258.00

**State Budget Restrictions (Information Only)**

Due to the COVID-19 crisis, effective April 27, 2020, budget restrictions were put into place over purchasing, travel, hiring and salary increase. Cash management is critical through the end of this fiscal year.

**2020-2021 Academic Year, $811,599.25 Estimated Perkins Allocation (Information Only)**

The estimated Perkins allocation for 2020-2021 is $811,599.25.

**Approval of Revisions to Administrative Procedures Manual I-20, Cash Management Policy**

Annual review of cash management plan was completed. Minor edits were made to wording, titles, etc. Cash management of athletic funds was added.

Mr. Williford moved to approve the revisions to the Administrative Procedures Manual I-20, Cash Management Policy. The motion was seconded by Mr. Harrell. A roll call vote was taken and the motion unanimously approved by the Board.

**Approval of NCCCS 3-1, New Project - Renovation of Existing Facility; Project #2546, Cumberland Hall Nursing Renovation**

Approval is requested for renovation of Cumberland Hall facility in support of the college’s nursing program.

Mr. Williford moved to the NCCCS 3-1, New Project - Renovation of Existing Facility; Project #2546, Cumberland Hall Nursing Renovation. The motion was seconded by Dr. Haithcock. A roll call vote was taken and the motion unanimously approved by the Board.

**Approval of the 2020-2021 Academic Year, Scholarships from Self-Supporting Funds not to Exceed $265,000**

The 2019-2020 scholarship report through April 2020 was provided. Current year budget is $305,500. Scholarships totaling $270,368.99 have been spent through April 2020. A scholarship budget of $265,000 for the fiscal year 2020-2021 from self-supporting funds is requested.

Mr. Williford moved to approved the 2020-2021 Academic Year, Scholarships from Self-Supporting Funds not to Exceed $265,000. The motion was seconded by Dr. Haithcock. A roll call vote was taken and the motion unanimously approved by the Board.

**Acceptance of Fayetteville Technical Community College – Statewide Federal Compliance Audit Report, Fiscal Year Ended June 30, 2019**

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The College’s Statewide Federal Compliance Audit Report for fiscal year ended 6/30/2019 was presented. There were no audit findings and the audit did not identify any deficiencies in internal control over compliance that are considered to be material weaknesses.

Mr. Williford moved to accept the Fayetteville Technical Community College – Statewide Federal Compliance Audit Report, Fiscal Year Ended June 30, 2019. The motion was seconded by Dr. Haithcock. A roll call vote was taken and the motion unanimously approved by the Board.

**Childcare Center Update (Information Only)**

A report on the Childcare Center was presented in order to discuss the impact of the Center’s closure due to COVID-19 and to discuss the long-term impact of the Center’s deficits on institutional funds.

Mr. Williford moved to amend agenda from Childcare Center Update to Closure of Childcare Center. The motion was seconded by Mr. Harrell. A roll call vote was taken and Mrs. Tucker and Mr. Shankar abstained. The motion was approved by the majority of the Board.

Mr. Williford moved to approve closing the Childcare Center effective June 30, 2020. The motion was seconded by Dr. Haithcock. A roll call vote was taken and Mrs. Tucker and Mr. Shankar abstained. The motion was approved by the majority of the Board.

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

The NCACCT Law and Legislative Seminar, June 15-17, 2020, Raleigh, North Carolina, has been canceled.

Notification of Expiration of Trustee Terms – June 30, 2020 and Appointing Agency

* Dr. Dallas Freeman – School Board
* Dr. William D Haithcock – Governor
* Mr. Charles J. Harrell – Board of County Commissioners

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

The SGA held elections on April 22, 2020, for the upcoming school year. Two new members were elected, while others were re-elected to retain their previous positions.

The SGA members have been discussing ideas on how to serve FTCC and our students for the upcoming fall semester. We are looking at events to help our students transition into the new norm and develop programs that can help our students to be successful in completing their journey for higher education. With the pandemic affecting the country economically and reshaping how everyday life is conducted, community colleges tend to see an increase in enrollment when prospective students are financially hindered. We want to help ease the burden for current and potential students anyway we can. During the summer, we will be looking into programs that other colleges have implemented to see if such resources will benefit our own, as well as sharing our own ideas and suggestions. Mrs. Pinero, our interim advisor, has been providing us with excellent ideas, suggestions, and guidance on how we can be more effective. She has been a very valuable and indispensable resource for us and we are looking forward to continuing to work with her.

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

Next Board Meeting – Monday, June 15, 2020

**Adjournment**

Mr. Koonce moved to adjourned. The motion was seconded by Mr. Harrell. A roll call vote was taken and the motion 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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