

Fayetteville Technical Community College

Detailed Assessment Report 2015-2016 Vice-President's Office (Legal Services and Risk Management) *As of: 8/01/2016 01:15 PM EST*

Mission / Purpose

To oversee, organize and direct the legal and risk management affairs of the College to include laws governing community colleges, employment, affirmative action, insurance, real estate issues, internal auditing of fiscal, inventory and enrollment systems and health and safety programs. Will provide highly complex and responsible legal assistance to the College President, the Board of Trustees and other members of the College community.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Reporting Findings, and Action Plans

O/O 1: Timely Review of Contracts

Contracts being reviewed by the office of Legal Services and Risk Management will be reviewed within three days of arrival and negotiations, if required, shall begin immediately upon the completion of the initial review.

Relevant Associations:

Institutional Goals Associations

3 Ensure fiscal responsibility, accountability and financial stability.

Strategic Objectives Associations

FTCC

35 Ensure appropriate communication among affected areas.

43 Enhance outreach to business/industry to understand and define existing and future workforce training needs.

Related Measures

M 1: Timely Review of Contracts

What: The Vice President for Legal Services and Risk Management will monitor the period of time contract review requires with the goal of completing the initial review and initiating contract negotiations within three days of the contract's arrival into the office for Legal Services and Risk Management. Contracts which are time sensitive shall be completed earlier when required.

Why: Efficient processes in the Office for Legal Services and Risk Management will reduce delays during the multifaceted contract process of the College (and state).

How/When: This will be an ongoing process that occurs as we receive contracts. It is understood that some contracts can be processed quickly because of standardization and others are more complex and require much more attention to detail. It is also understood that the Office of Legal Services and Risk Management is only one of several offices involved in the contracting process.

Who: Vice President for Legal Services and Risk Management shall review and negotiate contracts; The Paralegal/ Executive Secretary shall maintain a log of the period between the arrival of a contract and completion of the initial review and start of negotiations.

Source of Evidence: Efficiency

Target:

Ninety percent of all contracts will be reviewed and negotiations will be initiated within 3 business days.

Reporting Finding (2015-2016) - Target: Met

At least 90% of all contracts were reviewed and negotiations initiated within three business days.

Connected Document

[Legal Contract-PSA Status Report - Weave Online](#)

Reporting Finding (2014-2015) - Target: Not Met

While my office feels confident we did meet this target, there was no documentation kept in order to prove that such a turnaround occurred.

Reporting Finding (2013-2014) - Target: Not Met

The Vice-President for Legal Services and Risk Management was able to process all contracts in a timely manner such that intended start dates were not delayed. The 4 day projected outcome for simple contracts was not met; instead those contracts averaged 6 days which has proven to be a more feasible time period for completion of such contracts involving non-FTCC parties. The more complex contracts were also not met and in fact, is an unreasonable projected outcome in that FTCC has no control over the length of time it takes to negotiate such contracts when a non-FTCC is involved.

While this is marked as not met, based upon the above, there is no action plan that can be created to lessen the time it takes to complete contracts for the reasons cited.

O/O 2: Affordable Care Act Compliance

The College shall offer health care insurance coverage to all employees who provide an average of 130 hours of service per month to the College and avoid substantial fines and penalties for failing to provide such coverage to less than 95% of eligible employees.

Relevant Associations:

Institutional Goals Associations

3 Ensure fiscal responsibility, accountability and financial stability.

Strategic Objectives Associations

FTCC

35 Ensure appropriate communication among affected areas.

37 Consistently review the salary plan and hiring scale to keep salaries for staff and faculty comparable to market.

38 Communicate with all levels of the College to stay abreast of the future needs of the community and forecast future funding needed to meet these needs.

Related Measures

M 2: Affordable Care Act Compliance

What: The Vice President for Legal Services and Risk Management shall continue efforts to ensure the College complies with all aspects of the Affordable Care Act without substantially increasing the College's costs of providing health insurance to its employees. During the 2015-16 assessment cycle, appropriate procedures and processes will be incorporated into appropriate manuals.

Why: The Affordable Care Act imposes substantial penalties on entities that fail to offer health insurance to employees who meet certain standards. Fayetteville Technical Community College could be forced to endure substantial budgetary constraints if such penalties were imposed on the College.

How/When: The process of implementing the requirements of the Affordable Care Act began in 2012/13 and will continue beyond the 2015/16 College year until processes are in place to adequately ensure the College's ongoing compliance with the Affordable Care Act.

Who: Vice-President for Legal Services and Risk Management; Vice-President for Human Resources, Workforce Development, and Institutional Effectiveness; Senior Vice- President for Business and Finance; Senior Vice President for Academic and Student Services.

Source of Evidence: Existing data

Target:

ACA processes and procedures will be published in manuals and handbooks on or prior to June 30, 2016.

Reporting Finding (2015-2016) - Target: Not Met

This target was not met. We have established operating procedures and those procedures are being followed. On a monthly basis, the data is reviewed to confirm compliance. However, they are not published in Handbooks and Manuals. Since the College decided to initiate the actions necessary for ACA compliance, we have decided to close out this target.

Reporting Finding (2014-2015) - Target: Not Met

The College decided not to input the ACA processes and procedures into FTCC manuals and handbooks until it was decided that the internal processes developed by FTCC worked well for the College.

Related Action Plans (by Established cycle, then alpha):

Handbooks and Manuals

Established in Cycle: 2015-2016

The College established policies and standard operating procedures regarding ACA compliance. However, it was decided that instead...

For full information, see the *Details of Action Plans* section of this report.

O/O 3: Occupational Health and Safety Compliance

To ensure that the College operates within occupational health and safety requirements.

Relevant Associations:

Institutional Goals Associations

3 Ensure fiscal responsibility, accountability and financial stability.

Strategic Objectives Associations

FTCC

35 Ensure appropriate communication among affected areas.

51 Provide a safe and secure learning environment.

53 Provide well maintained and safe campuses demonstrating our pride in FTCC.

Related Measures

M 3: Occupational Health and Safety Compliance

What: Establish a systematic process to ensure that all College facilities are compliant with the applicable occupational safety and health regulations.

Why: The safety of faculty, staff, and students is dependent upon having a safe environment in which to learn and work.

How: Through annual inspections of College facilities, documentation of any violations, and re-inspection of the area within one month.

When: During the 2015-16 Assessment Cycle.

Who: Vice-President for Legal Affairs and Risk Management and OSHA Coordinator.

Source of Evidence: Document Analysis

Target:

1. To inspect all FTCC facilities twice per year to ensure compliance with the applicable occupational safety and health regulations. 2. Provide occupational safety and health regulation training to FTCC employees. 3. If any violations are found, ensure that such violations are corrected within one month.

Reporting Finding (2015-2016) - Target: Met

All FTCC facilities were inspected twice per year and occupational and safety/health regulation training to FTCC employees. No violations noted.

Connected Documents

[Inspections 2015_16](#)

[Professional Development 2015_16](#)

Details of Action Plans for This Cycle (by Established cycle, then alpha)

Adding ACA Processes and Procedures into FTCC Handbooks and Manuals

The ACA processes developed internally by FTCC were not input into FTCC Handbooks and Manuals prior to June 30, 2015 until it was decided that the process, along with checks and balances, worked correctly. The ACA processes and procedures will be input into the handbooks and manuals prior to June 30, 2016.

Established in Cycle: 2014-2015

Implementation Status: Finished

Priority: High

Implementation Description: The ACA processes and procedures will be presented to the Board of Trustee's for approval. Once approved, the handbooks and manuals will be updated.

Projected Completion Date: 06/2016

Responsible Person/Group: Senior Vice-President for Budgets and Finance, Vice-President for Human Resources/Institutional Effectiveness, and Vice-President for Legal Affairs and Risk Management

Documentation of Contracts and Negotiations

We were not able to indicate that the target was met due to the lack of documentation. This office recognizes the need for better record-keeping to support future measures and targets.

Established in Cycle: 2014-2015

Implementation Status: Finished

Priority: High

Implementation Description: We will carry this objective, measure, and target forward into the 2015-16 cycle. More accurate documentation will be kept internally as the contracts and negotiations have been initiated.

Projected Completion Date: 06/2016

Responsible Person/Group: Vice-President for Legal Affairs and Risk Management and Paralegal staff.

Handbooks and Manuals

The College established policies and standard operating procedures regarding ACA compliance. However, it was decided that instead of placing the regulations in handbooks and manuals, the College would simply implement those procedures. The actions taken thus far have worked very well. The College has not been required to offer any part-time employee health insurance. A compliance team across the College closely monitors compliance.

Established in Cycle: 2015-2016

Implementation Status: Terminated

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Affordable Care Act Compliance | **Outcome/Objective:** Affordable Care Act Compliance

Implementation Description: The action plan is hereby terminated since the College decided to simply initiate and carry out the actions needed for compliance.

Projected Completion Date: 06/2016

Responsible Person/Group: Vice-President for Legal Affairs and Risk Management.

Analysis Questions and Analysis Answers

What were the strengths of your assessment process?

The assessment helped my department focus our energies on implementing the desired solutions and meeting targets in a timely manner.

What were the weaknesses of your assessment process?

We found that it is important to continuously review these objectives, measures, and targets to ensure we do not lose focus of our plan.

What was learned as a result of your assessment process?

We learned the importance of keeping documentation throughout the assessment cycle to show progress regarding our targets.

How will what was learned impact the direction and emphasis of your academic or support unit?

Our assessment will continue to focus on improvement the rate at which we process documents and research issues for our clients, as well as document compliance with federal and state laws.

Annual Report Section Responses

Program Review (Academic Units)

Support entities are not required to have program reviews.

Advisory Comm. Minutes (Academic Units)

Support entities are not required to have advisory committee meeting minutes.

End Of Year Reports (VPs, AVPs, Deans)

Strategic Plan (2015-2020) and other related documents

Connected Document

[Strategic Plan 2015-2020](#)

July 1, 2015					
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.
Cape Fear Regional Theatre	7/1/2015	7/6/2015		4	1
Lee Montrose	6/30/2015	7/7/2015	7/3/2015	5	2
Cumberland County Civic Center	7/9/2015	7/10/2015		2	3
Gill Security	7/9/2015	7/9/2015		1	4
Economic Modeling LLC X 2	7/13/2015	7/13/2015		1	5
CollegeBoard Companion - Order Form	7/16/2015	7/17/2015		2	6
Fayetteville Public Works Commission	7/20/2015	8/4/2015		12	7
Environmental Marketing Services	7/20/2015	8/4/2015		12	8
SIGMAnet - Redhat	7/20/2015	8/6/2015		14	9
FreeMoveA	7/27/2015	8/6/2015		9	10
RedShelf Bookstore Agreement	7/29/2015	8/6/2015		7	11
Vistelar MOU	7/21/2015	8/6/2015		13	12
C-Step MOU	7/30/2015	8/6/2015		6	13
Total Processing Time				88	
Average Monthly Processing Time				6.77	13
August 1, 2015					
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.
Streetlevel Media	8/3/2015	8/6/2015		4	14
Construction and Renovation Project	8/3/2015	8/4/2015		2	15
Around the World in 90 Minutes - Encante	8/4/2015	8/6/2015		3	16
SDC Café Name Reveal Ceremony (MC)	8/3/2015	8/3/2015		1	17
Fayetteville Ambulatory Surgery Ctr	8/3/2015	8/4/2015		2	18
WP Engine	8/6/2015	8/7/2015		2	19
Career Services Central - College Central Network	8/6/2015	9/1/2015		19	20
I-CAR Training Material License Agreement	8/5/2015	8/6/2015		2	21
Stericycle - Acknowledgement & Certification of Non-hazardous	8/11/2015	8/13/2015		3	22
MTI Production Contract	8/10/2015	8/13/2015		4	23
Wilmington Convention Center	8/12/2015	8/13/2015		2	24

O3 Strategies, Inc.	8/21/2015	8/24/2015		2	25		
Shutterstock Photos	8/18/2015	8/25/2015		6	26		
Emerson	8/25/2015	8/25/2015		1	27		
Troxell	8/25/2015	9/1/2015		6	28		
Kaplan Testing	8/26/2015	9/1/2015		5	29		
K3 Enterprises	8/28/2015	9/1/2015		3	30		
Timber Licensing Agreement	8/31/2015	8/31/2015		1	31		
Wal Greens	8/31/2015	9/1/2015		2	32		
Total Processing Time				70			
Average Monthly Processing Time				3.68	19		
September 1, 2015							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Lockhead Martin Corporation (filed)	9/2/2015	9/3/2015		2	33		
U.S. Health Works Medical Group of NC	9/2/2015	9/3/2015		2	34		
DiversityComm	9/10/2015	9/21/2015		8	35		
IBM SPSS	9/10/2015	9/28/2015		13	36		
Truven Health Analytics	9/11/2015	9/29/2015		13	37		
Coalfire Systems, Inc.	9/14/2015	9/24/2015		9	38		
Lockhead Martin Corporation	9/16/2015	9/16/2015		1	39		
Heffron Talent International	9/17/2015	9/23/2015		5	40		
Lynda.com	9/25/2015	9/30/2015		4	41		
Orringer-Lamm Events Inc.	9/28/2015	9/28/2015		1	42		
Ford Training Vehicle Acceptance Agrmnt	9/24/2015	10/22/2015		21	43		
MXRSourceOne	9/29/2015	9/29/2015		1	44		
Pharmacy Technician Externship Trainig Agreement "Clinical Enternships"	9/29/2015	9/29/2015		1	45		
Total Processing Time				81			
Average Monthly Processing Time				6.23	13		
October 1, 2015							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Carolina Advanced Digital, Inc.	10/1/2015	10/2/2015		2	46		
Lafayette Hall Renovations	10/6/2015	10/6/2015		1	47		

McCarter Electrical UPS Installation	10/6/2015	10/7/2015		2	48		
Carolina Advanced Digital, Inc.	10/9/2015	10/15/2015		5	49		
National Association of Minority Co. (NAMCO) Strategic Alliance Memorandum	10/8/2015	10/21/2015		10	50		
Everything But the Mime, Inc.	10/16/2015	10/20/2015		3	51		
Career Step	10/22/2015	10/27/2015		4	52		
EIS Quote and PSA - EIS Data Systems	10/29/2015	11/2/2015		3	53		
Carolina Advanced Digital, Inc.	10/23/2015	10/26/2015		2	53		
Total Processing Time				32			
Average Monthly Processing Time				3.56	9		
November 1, 2015							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Erickson Acoustics, Inc.	11/5/2015	11/5/2015		1	54		
Strtegic Alliance Memorandum	11/10/2015	11/10/2015		1	59		
Apple Inc. Education Price Quote	11/13/2015	11/18/2015		4	55		
WakeMed Facilities - Surgical Technology	11/17/2015	12/2/2015		12	56		
Independent Mailing Systems, Inc. Equipment Maintenace Contract - Pitney Bowes Connect and Scale equipment	11/18/2015	11/19/2015		2	57		
Event Power	11/19/2015	11/19/2015		1	58		
Miffin Harcourt Publishing	11/20/2015	11/23/2015		2	61		
Round-A-Bout Skate Center	11/23/2015	11/23/2015		1	60		
Integrated Media Strategies	11/30/2015	12/10/2015		9	62		
Business Credit Notification	11/30/2015	11/30/2015		1	63		
Total Processing Time				34			
Average Monthly Processing Time				3.40	10		
December 1, 2015							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Motorcycles Safety Foundation Rider Recognition Program	12/1/2015	12/2/2015		2	64		
Academic Partner Amendment Career Step	12/1/2015	12/1/2015		1	65		
Riskless Rental Inventroy Affiliate Agreement	12/2/2015	12/2/2015		1	66		

Career Step - Terms and Conditions	12/2/2015	12/10/2015		7	67		
.	12/2/2015	12/3/2015		2	68		
Career Step - Website Terms of Use	12/2/2015	12/10/2015		7	69		
The Griffon	12/4/2015	12/4/2015		0	70		
Logo Release (See folder with note)	12/8/2015	12/10/2015		3	71		
Part-time contract - Frederick W. Knobloch	12/9/2015	1/5/2016	12/25/2015	19	72		
Southeastern Regional Medical Center - Physical Therapist Assistant	12/10/2015	12/11/2015		2	73		
Pharmacy Technician Externship Trainig Agreement "Clinical Enternships" CVS	12/10/2015	12/14/2015		3	74		
Itcap Addendum	12/15/2015	12/16/2015		2	75		
Give an Hour	12/15/2015	12/16/2015		2	76		
Softdocs, Inc.	12/18/2015	12/18/2015		1	77		
Total Processing Time				52			
Average Monthly Processing Time				3.71	14		
January 1, 2016							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Clear Channel Airports	1/4/2016	1/6/2016		3	78		
Work-Based Learning Academic Internship Program - Healthcare Management Technology	1/4/2016	1/7/2016		4	79		
Wayne Health Corporation Affiliation Agreeem	1/12/2016	1/14/2016		3	80		
Jabali Afrika - Kramer Entertainment	1/13/2016	1/14/2016		2	81		
Archery Battle Tag Event - Question	1/13/2016			0	82		
Robert Halt International - Accountemps	1/13/2016	1/14/2016		2	83		
Point of Service Merchant Agreement	1/13/2016	1/14/2016		2	84		
Hamner Conference Center (NCMBC) - Warfighter Symposium	1/14/2016	1/14/2016		1	85		
Jane S. McKimmon Conference & Training Center (NCMBC) - Warfighter Symposium	1/14/2016	1/14/2016		1	86		
Cape Fear Valley Affiliation - Amendment	1/14/2016	1/14/2016		1	87		
I Image SkingCare - liability release form	1/19/2016	1/29/2016		9	88		
03 Strategies, Inc.	1/21/2016	1/21/2016		1	89		

FTCC Personal Protective Equipment Program	1/19/2016			0	90		
Save - A - Life Tour B - Kramer Entertainment	1/20/2016	1/26/2016		5	91		
Matt the Knife - Kramer Entertainment	1/20/2016	1/26/2016		5	92		
Home2 Suites Fayetteville - Group Sales Agree	1/20/2016	1/21/2016		2	93		
CCPS - Cumberland County Schools	1/25/2016	2/1/2016		6	94		
Associated Health Education Affiliation	1/27/2016	1/27/2016		1	95		
City of Fayetteville - Fire Training Facility	1/29/2016	2/1/2016		2	96		
QSS- Quality Staffing Specialist	1/29/2016	1/29/2016		1	97		
Total Processing Time				51			
Average Monthly Processing Time				2.83	20		
February 1, 2016							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Aeorspace - Summit contract (Benten Convention Center) (Embassy Suites)	2/8/2016	2/17/2016		8	98		
Pauline Jones Facility Use Agreement	2/11/2016	3/17/2016		0	99		
Multiple Measures for Placement Program	2/12/2016	2/19/2016		6	100		
Double Tree Advance Tech Symposium	2/16/2016	2/17/2016		2	101		
FEDCON 2016 Summit Contracts	2/18/2016	2/19/2016		2	102		
Double Tree Advance Tech Symposium	2/19/2016	2/19/2016		1	103		
DIMCO-Defense Imagery Operations Center	2/22/2016	3/21/2016		21	104		
FEDCON 2016 Summit Contracts	2/22/2016	2/22/2016		1	105		
Straight Path Spectrum, LLC - Master . . .	2/22/2016	3/7/2016		11	106		
Faircountmediagroup	2/23/2016	2/29/2016		5	107		
Chi Evironmental School Program	2/23/2016	3/1/2016		6	108		
Park University Enterprises, I	2/25/2016	2/29/2016		3	109		
Total Processing Time				66			
Average Monthly Processing Time				5.50	12		
March 1, 2016							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
03 Strategies, Inc.	3/1/2016	3/3/2016		3	110		
Fred Pryor Semionars & Career Track	3/3/2016	3/3/2016		1	111		
Immersion Media	3/3/2016	3/3/2016		1	112		

Borrower Connect (USA Funds)	3/3/2016	3/25/2016		17	113		
Swamp Dogs	3/11/2016	3/16/2016			114		
Orringer-Lamm Events Inc.	3/14/2016	3/16/2016		3	115		
Everything But the Mime, Inc.	3/14/2016	3/16/2016		3	116		
Siemens Buildig Automotion Systems - Siemens Service Agreement	3/14/2016	3/21/2016		6	117		
Trojan / Spartus Images for Trademark	3/15/2016	3/21/2016		5	118		
Warrior4Wireless (W4W)	3/10/2016	3/21/2016		8	119		
Solar Ready Vets Training Program	3/10/2016	3/16/2016		5	120		
First Health - Work Based Learning	3/10/2016	3/10/2016		1	121		
First Health - Work Based Learning	3/16/2016	3/16/2016		1	122		
Delaney Radiologistst - Mammography Program	3/15/2016			0	123		
Installation Access Policy	3/17/2016			0	124		
Sightline Media Group	3/17/2016	3/21/2016		3	125		
License to Use Facilities - Foundation	3/22/2016	4/1/2016		9	126		
The Douglas Stewart Co.	3/23/2016	3/25/2016		3	127		
Siemens Service Proposal	3/23/2016	3/30/2016		6	128		
Oak Grove	3/24/2016	3/25/2016		2	129		
USA Funds (Borrower Connect)	3/30/2016	4/7/2016		6	130		
Motorcycles Safety Foundation Rider Recogni	3/30/2016	4/1/2016		3	131		
Total Processing Time				86			
Average Monthly Processing Time				4.53	22		
April 1, 2016							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Marco Publishing, LLC	4/12/2016	4/19/2016		6	132		
Community College Bookstore Vender	4/13/2016	4/20/2016		6	133		
Etouches	4/14/2016	4/27/2016		10	134		
Patterson Dental	4/15/2016	4/19/2016		3	135		
Whispering Pines CAN agreement	4/18/2016	4/19/2016		2	137		
Siteimprovement, Inc.	4/19/2016	4/27/2016		7	138		
HOV Services	4/20/2016	4/27/2016		6	139		
Waste Management	4/20/2016	4/29/2016		8	140		
Emerson	4/20/2016	4/29/2016		8	141		

Siemens	4/20/2016	4/29/2016		8	142		
Brady - Preventive Maintenance - Main Campu	4/20/2016	4/29/2016		8	143		
Brady - Preventive Maintenance - SLC/HEC	4/20/2016	4/29/2016		8	144		
Website - Creative Sign Off	4/25/2016	4/27/2016		3	145		
Siemens Technical Support Program	4/27/2016	4/27/2016		1	146		
MET Laboratories	4/27/2016	4/27/2016		1	147		
IBM Logo Use	4/28/2016	4/28/2016		1	148		
Total Processing Time				86			
Average Monthly Processing Time				5.38	16		
May 1, 2016							
Contract/Agreement Name	Date of Receipt	Outgoing	Holiday 1	Processing Time	# of Doc.		
Packaging Solutions Inc	5/2/2016			0	149		
Cape Fear Valley Health System - EMS. . .	5/3/2016	5/18/2016		12	150		
Dex Media - Yellow Pages	5/5/2016	5/5/2016		1	151		
SimplexGrinnell	5/6/2016	5/13/2016		6	152		
ThyssenKrupp Elevators - Cumberland Hall and YMCA	5/12/2016	5/13/2016		1	153		
People Admin	5/17/2016	5/17/2016		1	154		
CE Rental	5/17/2016	5/20/2016		4	155		
Tutoring Services Agreement	5/17/2016	5/18/2016		2	156		
ACT Career Curriculum	5/17/2016	5/20/2016		4	157		
Dex Media - Yellow Pages	5/17/2016	5/18/2016		2	158		
Uniform Sales & USE Tax Certificate	5/19/2016	5/19/2016		1	159		
Lamar	5/20/2016	5/23/2016		2	160		
Donmark Publications - Relocation Guide	5/20/2016	5/23/2016		2	161		
Up & Coming Weekly Publications	5/20/2016	5/23/2016		2	162		
Harland Technology Services	5/24/2016	5/26/2016		3	163		
Pinehurst Medical Clinic - Agreement	5/24/2016	5/26/2016		3	164		
EMSI - Economic Modeling, LLC of Moscow, Idaho	5/31/2016	6/3/2016		4	165		
Total Processing Time				50			
Average Monthly Processing Time				3.13	17		
June 1, 2016							

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Spring Lake Campus (SLC)

Date May 6, 2011

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Inter-Industry Conference on Auto Collision Repair (I-CAR)

Date May 6, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~N/A~~ Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- N/A ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes _____

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Early Childhood Education Center (ECC)

Date April 21, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Cumberland Hall (CUH)

Date April 15, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. McMillian

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Waiting approval from the President for the first aid kits.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building La Fayette Hall (LAN)

Date March 14, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Waiting on approval of First aid Kits from the
President.

Fayetteville Technical Community College OSHA General Building Inspection Checklist

Building Spring Lake Campus (SLC)

Date March 14, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P. B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Waiting on approval from the President for the
first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Health Technologies Center (HTC)

Date March 14, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P. B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Performed air quality test on inside & outside of building. Mold that was visible in January has been removed.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Inter-Industry Conference on Auto Collision Repair (I-CAR)

Date February 24, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. McMillian

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~NA~~ Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- Are caution labels and signs used to warn of hazardous or dangerous substances?
- Are Safety Data Sheets (SDS) readily accessible?
- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- N/A* Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes _____

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Early Childhood Education Center (ECC)

Date February 23, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B.M.M.

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- ~~N/A~~ Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~N/A~~ Are fume hoods inspected annually?
- ~~N/A~~ Are eyewash stations inspected according to local regulations?

Fayetteville Technical Community College OSHA General Building Inspection Checklist

Building Spring Lake Campus (SLC)

Date January 8, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McM

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- Are caution labels and signs used to warn of hazardous or dangerous substances?
- Are Safety Data Sheets (SDS) readily accessible?
- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Horticulture Educational Center (HEC)

Date January 8, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. McMillian

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- N/A Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Advanced Technologies Center (ATC)

Date January 6, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. New

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

N/A Are caution labels and signs used to warn of hazardous or dangerous substances?

N/A Are Safety Data Sheets (SDS) readily accessible?

☐ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?

☐ Do extension cords have a ground prong?

☐ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?

☐ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College OSHA General Building Inspection Checklist

Building Tony Award Student Center (SDC)

Date January 6, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. NEKE

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- ~~N/A~~ Are combustible scrap, debris and waste stored safely?
- ~~N/A~~ Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~N/A~~ Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

~~N/A~~ Are caution labels and signs used to warn of hazardous or dangerous substances?

~~N/A~~ Are Safety Data Sheets (SDS) readily accessible?

- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes NO first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building General Classroom Building (GCB)

Date January 6, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- N/A Are combustibles scrap, debris and waste stored safely?
- N/A Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- N/A Are fume hoods inspected annually?
- N/A Are eyewash stations inspected according to local regulations?

~~N/A~~ Are caution labels and signs used to warn of hazardous or dangerous substances?

~~N/A~~ Are Safety Data Sheets (SDS) readily accessible?

- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Center for Business & Industry (CBI)

Date January 6, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B.M.E.M.

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- N/A Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Cosmetology Services Educational Center (CSEC)

Date January 6, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~N/A~~ Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College OSHA General Building Inspection Checklist

Building Horace Sisk Building (HOS)

Date January 6, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~N/A~~ Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Health Technologies Center (HTC)

Date January 6, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. McMillian

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- ~~N/A~~ Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ✓ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ✓ Are Safety Data Sheets (SDS) readily accessible?
- ✓ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ✓ Do extension cords have a ground prong?
- ✓ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ✓ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Received reports of problem with mold throughout the building. Visible mold can be seen at certain locations throughout the building. Received reports that the air/heat is turned off during the weekends & long breaks. Dehumidifiers are being used in some offices but there is a request for more.

Fayetteville Technical Community College OSHA General Building Inspection Checklist

Building Continuing Education Center (CEC)

Date January 4, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B.M.M.

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?

~~N/A~~ Are combustible scrap, debris and waste stored safely?

~~N/A~~ Is all regulated waste discarded according to federal, state and local regulations?

- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?

Are fume hoods inspected annually?

~~N/A~~ Are eyewash stations inspected according to local regulations?

~~N/A~~ Are caution labels and signs used to warn of hazardous or dangerous substances?

~~N/A~~ Are Safety Data Sheets (SDS) readily accessible?

Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?

Do extension cords have a ground prong?

Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?

Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building La Fayette Hall

Date January 4, 2014

Performed By Patrick McMullin, OSHA Services Coordinator, P.B. McM.

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ✓ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ✓ Are Safety Data Sheets (SDS) readily accessible?
- ✓ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ✓ Do extension cords have a ground prong?
- ✓ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ✓ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Cumberland Hall

Date January 4, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B.M.

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☉ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☉ Are Safety Data Sheets (SDS) readily accessible?
- ☉ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☉ Do extension cords have a ground prong?
- ☉ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☉ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes NO first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Paul H. Thompson Library

Date January 4, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. McMillian

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- N/A Are combustibles scrap, debris and waste stored safely?
- N/A Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- N/A Are fume hoods inspected annually?
- N/A Are eyewash stations inspected according to local regulations?

~~N/A~~ Are caution labels and signs used to warn of hazardous or dangerous substances?

~~N/A~~ Are Safety Data Sheets (SDS) readily accessible?

- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes no first aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Harry F. Shaw Virtual College Center (VCC)

Date January 4, 2016

Performed By Patrick McMillian, OSHA Services Coordinator, P.B. McMillian

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- N/A Are combustible scrap, debris and waste stored safely?
- N/A Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- N/A Are fume hoods inspected annually?
- N/A Are eyewash stations inspected according to local regulations?

~~N/A~~ Are caution labels and signs used to warn of hazardous or dangerous substances?

~~N/A~~ Are Safety Data Sheets (SDS) readily accessible?

- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes NO First aid kits

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Thomas R. McLean Administration Building (ADM)

Date January 4, 2016

Performed By Patrick McMillan, OSHA Services Coordinator, P.B. McMillan

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

~~N/A~~ Are caution labels and signs used to warn of hazardous or dangerous substances?

~~N/A~~ Are Safety Data Sheets (SDS) readily accessible?

Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?

Do extension cords have a ground prong?

~~N/A~~ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?

Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes No readily accessible first aid kits. Will work on ordering some & placing them throughout the building.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Thomas B. McLean Administration Building

Date 12-2-2015

Performed By Patrick McMillian OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- N/A Are caution labels and signs used to warn of hazardous or dangerous substances?
- N/A Are Safety Data Sheets (SDS) readily accessible?
- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- N/A Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes In mechanical room, boxes & trash dumpsters blocking access to service panels. (clearly in the restricted area lines).

Portable fire extinguisher #2 not serviced or inspected (last done 9/18/15. Last service 10/2014).

No first aid kits in building

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Continuing Education Center

Date 11-17-2015

Performed By Patrick McMillian, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ① Are caution labels and signs used to warn of hazardous or dangerous substances?
- ① Are Safety Data Sheets (SDS) readily accessible?
- ① Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ① Do extension cords have a ground prong?
- ① Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ⊗ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Need to check status of portable fire extinguisher inspections. Appears to be serviced annually, not monthly.

Portable heater in room #252 plugged into extension cord & not into a proper outlet.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Health Technologies Center

Date 11-17-2015

Performed By Patrick McMillian, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ☑ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ☑ Are Safety Data Sheets (SDS) readily accessible?
- ☑ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ☑ Do extension cords have a ground prong?
- ☑ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ☑ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Need to check status of portable fire extinguisher inspections.
Appears to be serviced annually, not monthly.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Cumberland Hall

Date 11-17-2015

Performed By Patrick McMillian, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ① Are caution labels and signs used to warn of hazardous or dangerous substances?
- ① Are Safety Data Sheets (SDS) readily accessible?
- ① Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ① Do extension cords have a ground prong?
- ① Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ① Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Need to check status of portable fire extinguisher inspections.
Appears to be serviced annually, not monthly.

Auditorium (room # 360A) has exit door blocked with musical instruments
& equipment.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building LoFayette Hall

Date 9-10-15

Performed By Patrick McMillian, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- Are caution labels and signs used to warn of hazardous or dangerous substances?
- Are Safety Data Sheets (SDS) readily accessible?
- Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- Do extension cords have a ground prong?
- Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Physics Lab, room #130 has NO SDS/MSDS on hand
Machine Shop, room #137 had fire extinguisher by garage door
blocked by equipment but was removed by a student.

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Thomas R. McLean (Administration)

Date 9-10-2015

Performed By Patrick McMillan, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

Are caution labels and signs used to warn of hazardous or dangerous substances?

Are Safety Data Sheets (SDS) readily accessible?

Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?

Do extension cords have a ground prong?

Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?

Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes _____

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Tony Rand Student Center

Date 8/18/15

Performed By Patrick McMillan, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ✓ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ✓ Are Safety Data Sheets (SDS) readily accessible?
- ✗ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ✓ Do extension cords have a ground prong?
- ✓ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ✓ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes Fire extinguisher in room #2 (Financial Aid Service Center) has
NO tag

Room #110 has food in a bag on the floor

Room #110A has refrigerator plugged into an extension cord & a wall outlet

Room #110C has refrigerator & microwave plugged into an extension cord.

Room #110D needs general housekeeping done

Room #111 needs general housekeeping done under desk

Fayetteville Technical Community College

OSHA General Building Inspection Checklist

Building Advanced Technology Center

Date 8/18/15

Performed By Patrick McMillian, OSHA Services Coordinator

- Are portable fire extinguishers provided in adequate number and type?
- Are portable fire extinguishers mounted in readily accessible locations?
- Are portable fire extinguishers inspected monthly?
- Are all offices and work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate measures taken to ensure surfaces are slip-resistant?
- Are combustible scrap, debris and waste stored safely?
- Is all regulated waste discarded according to federal, state and local regulations?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are first aid kits readily accessible?
- Is the work area's ventilation system appropriate for the work being performed?
- Are fume hoods inspected annually?
- Are eyewash stations inspected according to local regulations?

- ✓ Are caution labels and signs used to warn of hazardous or dangerous substances?
- ✓ Are Safety Data Sheets (SDS) readily accessible?
- ✓ Are electrical appliances – such as refrigerators, coffee pots, vacuum cleaners, polishers, and vending machines – grounded?
- ✓ Do extension cords have a ground prong?
- ✓ Do flexible cords or cables have strain relief at plug ends *and* is the cord jacket securely held in place?
- ✓ Are portable heaters in a proper location, properly grounded and have tip-over protection?

Notes _____

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 11/15

Chemical Hygiene

Training conducted by: Online Training Program

Location: FTCC Website

	Name (Signature)	Name (Print Neatly - First, MI, Last)	MM/DD/YY	Department
1				
2			11/11/2015	
3			11/24/2015	
4			11/30/2015	
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 11/20/2015

Chemical Hygiene

Training conducted by: RB WEN

Utility Cart Safety

Location: ATC Bldg. Room # 116

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2			Admin - CFCAL
3			
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 10/9/2015

Chemical Hygiene

Training conducted by:

Location:

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2			Humanities (Misses)
3			
4			T-Cat
5			Biology
6			Biology
7			Biology
8			
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25			

Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 08/15

Chemical Hygiene

Training conducted by: Online Training Program

Location: FTEC Website

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2		8/10/15	
3		8/13/15	
4		8/13/15	
5		8/13/15	
6		8/13/15	
7		8/13/15	
8		8/14/15	
9		8/14/15	
10		8/14/15	
11		8/14/15	
12		8/16/15	
13		8/17/15	
14		8/17/15	
15		8/17/15	
16		8/18/15	
17		8/18/15	
18		8/18/15	
19		8/25/15	
20		8/25/15	
21		8/26/15	
22		8/27/15	
23		8/28/15	
24		8/28/15	
25		8/31/15	
		8/31/15	

Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 08/15
 Chemical Hygiene

Training conducted by: Online Training Program

Location: FTC Website

	Name (Signature)	Name (Print Neatly - First, MI, Last)	MM/DD/YY	Department
1				
2			8/31/15	
3			8/31/15	
4			8/31/15	
5			8/31/15	
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

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Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MMIDDY: 08/14/15

Chemical Hygiene

Training conducted by: Patrick McMillan

OSHA Services Coordinator P.B. McMillan

Location: AIC Room # 116

1	Name (Signature)	Name (Print Neatly - First, Middle, Last)	Department
2			CHEM
3			Bi.ology
4			Chemistry
5			Art / Pharmacy
6			HORTICULTURE
7			Auto Body
8			BIOLOGY
9			Biology
10			Biology
11			Biology
12			Biology
13			Automotive
14			Dental Hygiene
15			Dental Hygiene
16			Dental Hygiene
17			AUTO BODY
18			Firearm Service Education
19			Found. Gen. Educ.
20			Dental Hygiene
21			Dental Assisting
22			Dental Hygiene
23			Chemistry
24			PHOTOCOPY
25			PHYSICAL SCIENCE - CHEMISTRY

Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Page 2

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 08/14/15

Chemical Hygiene

Training conducted by:

Patrick McMillan OSHA Services Coordinator P.B. McMillan

Location: ATE Room H 116

1	Name (Signature)	Name (Print Neatly)	First, MI, Last	Department
2				Chemistry
3				Physical Science
4				Chemistry
5				Biology
6				PEP/HEA
7				Chemistry
8				Chemistry
9				Chemistry
10				Biology
11				Anatomy
12				Biology
13				Autoclave
14				Autoclave
15				Library
16				Continuing Education
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 08/12/15

Chemical Hygiene

Training conducted by: Patrick McMillan, OSHA Services Coordinator, PB, New Location: Spring Lake Campus Rm. # 105

Sl. No.	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			STUDENT SERVICES
2			Student Services
3			Security
4			Student Services SL116
5			CLT-BUS PAGES
6			Student Services
7			Student Services
8			HRD
9			HRD INSTRUCTOR
10			BIOLOGY
11			MA WORKING
12			BLET
13			RMA
14			EMS, PHARMEDS
15			Student Services SL118
16			Housekeeping
17			Biology
18			Biology
19			Biology
20			Work Studies
21			Citizenship/FAFSA
22			Health Services / Microscope
23			Student Services
24			
25			

Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 05/2016
 Chemical Hygiene

Training conducted by: Cashier Training Program

Location: _____

	Name (Signature)	Name (Print Neatly - First, MI, Last)	MM/DD/YY	Department
1				
2	<i>C</i>		<u>5-3-2016</u>	
3	<i>A.W.</i>		<u>5-17-2016</u>	
4	<i>F</i>		<u>5-17-2016</u>	
5			<u>5-22-2016</u>	
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 04/2016
 Chemical Hygiene

Training conducted by: Oblique Training Program

Location: FTCC Website

	Name (Signature)	Date	First Name	Last Name	Department
1					
2		4/4/2016			
3		4/6/2016			
4		4/14/2016			
5		4/18/2016			
6		4/19/2016			
7		4/19/2016			
8		4/20/2016			
9		4/21/2016			
10		4/22/2016			
11		4/27/2016			
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 04/15/2016

Chemical Hygiene

Personal Protective Equipment

Location: LAH 102

Training conducted by: Patrick McMillan, P.E., OSHA Services Coordinator

1	Name (Signature)	Print Name (First, Middle, Last)	Department
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 03/20/16

Chemical Hygiene

Training conducted by: Online Training Program

Location: FTCC Website

	Name (Signature)	Name (Print Neatly - First, MI, Last)	MM/DD/YY	Department
1				
2			3/24/2016	
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: March 31, 2016

Chemical Hygiene

Personal Protective Equipment

Training conducted by: Deborah McMillan, OSHA Services Coordinator P.B. McMillan

Location: AIC Room # 116

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2			Division Ref & Refinish
3			College & Career Resources
4			MIS
5			MIS
6			MIS
7			Donsdale
8			Car Ed - two office
9			Bus & Finance
10			Conced
11			Well Clinic
12			ATC/IB Computers
13			Science Dep KATH-20
14			
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 02/29/2016

Chemical Hygiene

Training conducted by: Robert McMillan, OSHA Services Coordinator

Location: ATC Rm # 116

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1	[Signature]	[Name]	Housekeeping
2	[Signature]	[Name]	Housekeeping
3	[Signature]	[Name]	Housekeeping
4	[Signature]	[Name]	Housekeeping
5	[Signature]	[Name]	Housekeeping
6	[Signature]	[Name]	Housekeeping
7	[Signature]	[Name]	Housekeeping
8	[Signature]	[Name]	Housekeeping
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 02/19/2016

Chemical Hygiene

Training conducted by: Robert McMillan

OSHA Services Coordinator: Robert McMillan

Location: ATC Rm # 116

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2			Housekeeping
3			Housekeeping
4			Housekeeping
5			Housekeeping
6			Housekeeping
7			Housekeeping
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Rosler

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 02/12/2016

Chemical Hygiene

Training conducted by: Patrick McMillan, OSHA Services Coordinator P.S.M.M. Location: AIC Room # 116

Serial Number	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 02/05/16

Chemical Hygiene

Training conducted by: Patrick McMillian, OSHA Services Coordinator

PKM/K Location: ATC Room # 116

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2			Chemistry/Physics
3			CHEM/PHYSICS
4			ADN
5			Admissions
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

- Bloodborne Pathogens
- Lockout/Tagout

- Hazard Communications
- Respiratory Protection

MM/DD/YY: 01/2016
 Chemical Hygiene

Training conducted by: Online Training Program

Location: FCC Website

Sl. No.	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
1			
2		1-4-16	
3		1-13-16	
4		1-27-16	
5		1-27-16	
6		1-27-16	
7		1-27-16	
8		1-27-16	
9		1-27-16	
10		1-27-16	
11		1-27-16	
12		1-27-16	
13		1-27-16	
14		1-27-16	
15		1-28-16	
16		1-28-16	
17		1-28-16	
18		1-28-16	
19		1-28-16	
20		1-28-16	
21		1-28-16	
22		1-28-16	
23		1-29-16	
24		1-29-16	
25		1-29-16	
		1-29-16	
		1-29-16	

Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

Fayetteville Technical Community College OSHA Class Roster

Check Classes given below:

Bloodborne Pathogens

Lockout/Tagout

Hazard Communications

Respiratory Protection

MM/DD/YY: 01/20/16
 Chemical Hygiene

Training conducted by: Online Training Program

Location: FICC Workplace

	Name (Signature)	Name (Print Neatly - First, MI, Last)	Department
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2		1-29-16	
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Distribution: 1 copy must be sent to Auxiliary Service Coordinator and Human Resources within 2 day of class.

OSTIA Training

4/15/14

Housekeeping

LAH 102

PPE

Fayetteville Technical Community College

STRATEGIC PLAN 2015-2020



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

**P.O. Box 35236
2201 Hull Road
Fayetteville, North Carolina 28303-0236
www.faytechcc.edu**



FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

P.O. BOX 35236 • FAYETTEVILLE, NORTH CAROLINA 28303-0236

September 21, 2015

Dear Friends of Fayetteville Technical Community College:

Fayetteville Technical Community College (FTCC) weaves a multifaceted pattern of positive influence that is far reaching and widely encompassing throughout the greater communities we serve. FTCC's uniqueness is reflected in a number of ways ranging from the educational perspective that opens its doors to all who seek hope, opportunity, and a brighter tomorrow via intellectual growth and job success by offering meaningful educational opportunities which changes lives for the better. Manifestation of this goal is reflected in the most recent college commencement in which we graduated our largest class of 1,985 students who launched their lives to more positive outcomes and possibilities.

FTCC is one of the largest employers in Cumberland County, which provides an outstanding place to work in an atmosphere that bolsters beauty, diversity, encouragement, and respect. In addition, FTCC's graduates and staff engage in our communities, across the nation, and internationally by contributing their skills, talents, volunteer time, and leadership skills through many avenues which fuels economic prosperity and service. The spiraling effect of all these combined characteristics is impressive and certainly something to celebrate. However, in our quest to resist the status quo and to continue to pursue greater excellence, we re-examine ourselves and how we serve others, setting our sights for more impressive achievement and higher benchmarks for successful service.

The 2015-2020 Strategic Plan centers on institutional goals which universally revolve around four primary areas: establishment of measurable goals in response to meeting student and community needs; establishment of a culture reflecting quality customer service; sustainability of excellent fiscal responsibility, accountability, and stability; and continued support of economic development through a greater focus on workforce preparedness. We approach these institutional goals with passion, enthusiasm, and expectation of a greater awareness of ourselves as a structured unit—openly recognizing our strengths and shortcomings—and responding by developing, implementing, and monitoring our executions to measure results.

The outcome of our efforts will, in turn, result in greater service to our students and others whom we serve through our College mission. Embracing teamwork with positive interactions which build on the strengths of each individual's talents will position us to achieve success and will enhance the educational experience to make it more meaningful and productive.

I welcome you to the next phase of our journey and thank you for your continued enthusiasm, support and engagement!

Sincerely,

A handwritten signature in cursive script, reading "J. Larry Keen".

J. Larry Keen, Ed.D.
President

**FTCC Institutional Goals
2015-2020**

- 1. Respond to student and community needs through measurable goals**
- 2. Establish a culture of quality customer service**
- 3. Ensure fiscal responsibility, accountability and financial stability**
- 4. Focus on workforce preparedness to support economic development**

Institutional Goals were originally adopted by the FTCC Board of Trustees, on September 16, 2013 and reaffirmed the goals on September 21, 2015.

Institutional Goal: 1 Respond to student and community needs through measurable goals

1. FTCC will increase graduation rates to 25% by 2018.
2. Increase headcount enrollment by 3% annually.
3. Increase gainful employment (employment in field of study) of students.
4. Meet or exceed the NCCCS Performance Measures goals.
5. Achieve 90% satisfaction rate on all surveys and course evaluations.

Strategies:

- Promote student successes and College Best Practices with a targeted goal of 50+ information releases and/or presentations annually (2)
- Use the Educational TV channel to provide timely information/programming to the community (2)
- Partner with community organizations to connect students to potential employers (3)
- Engage stakeholders to develop and expand College funding opportunities melding community and student needs. (1, 2, 3)
- Align the FTCC Foundation, Inc. goals and outcomes to support the College. (2, 3)
- Reduce the number of students testing into developmental classes. (1, 2)
- Administer student course evaluations to assess the satisfaction rates for course and programs of study. (1, 5,)
- Administer an annual non-returning student survey to assess the reasons for not continuing studies at FTCC. (1, 5,)
- Administer an annual graduate survey to assess satisfaction rates for courses and programs of study. (1, 5,)
- Improve assessment plans with documented evidence of outcomes. (1)
- Create and administer a professional development program to support academic quality for student success. (1-5)

- Promote the use of research such as Economic Modeling Specialists International (EMSI) studies to identify and benchmark successes at FTCC as well as other colleges that could be replicated. (1-5)
- Maintain memberships in relevant professional organizations and groups. (1-5)
- Promote faculty-staff engagement in public relations, community service, and College activities. (1, 2, 3, 5)
- Encourage faculty and staff to complete higher levels of relevant education and/or degree completion. (1, 2)
- Encourage Return to Industry Training. (1, 2)
- 100% of new instructors will successfully complete the Excellence in Teaching course prior to teaching their first class. (1, 5)
- More clearly define and articulate expectations for the role of instructional leaders. (1, 5)
- Create an effective Instructional Leaders course. (1, 5)
- Standardize blackboard shells to ensure more active learning for students. (1, 5)
- Increase Work-Based Learning and intern work opportunities for students (1, 2, 3)
- Provide a safe and secure learning environment. (5)

Institutional Goal: 2 Establish a culture of quality customer service

1. Success of our students is our number one priority
2. Competition for services requires that we maintain the highest standards and responsiveness to the needs of our customers and stakeholders.
3. Create a welcoming and service oriented culture delivering support with minimal referrals.
4. Achieve 90% satisfaction rate on customer service survey.
5. Consistency of service and information will be maintained across the College.

Strategies:

- Explore the development of an Excellence in Service (EIS) course. (1-5)
- Ensure that faculty and staff understand their individual responsibility to provide high quality customer service. (1-5)
- Provide well maintained and safe campuses demonstrating our pride in FTCC. (4)
- Resolve customer needs with minimal referral to others. (3)
- Answer the phone within 3 rings. (1-5)
- Educate all employees on functions and activities of College departments to minimize referrals. (2)
- Incorporate advanced technology that can help to eliminate or reduce on-campus visits and lines. (1, 4, 5)
- Triage lines to move customers to appropriate College locations quickly. (3, 4)
- Ensure signage is visible, adequate and accurate directing visitors to correct locations. (3, 4)
- Require all hiring managers to include one or more interview questions focused on customer service. (1-5)
- Create and implement incentive program to recognize employees that excel in providing customer service. (1-5)
- Conduct annual surveys of faculty, staff and students to provide data related to the College climate and customer service/support. (4)

- Create and deliver professional development classes to educate employees on quality customer services standards and expectations. (1-5)
- Continue to refine the two FTCC website portals. One website is focused for students, ensuring it remains user-friendly and focused to student needs while the other website is focused for internal faculty/staff use and required mandatory reporting elements under the Higher Education Act and other local, State and Federal legislation requirements. (1, 3)
- Promote equal employment opportunities in all aspects of the hiring process. Ensure one DDI targeted selection STAR criteria evaluates customer service orientation of all prospective candidates. (2, 3, 5)
- Include quality customer service and support as a measured item on annual performance appraisals. (5)
- Provide adequate training to employees to ensure the Continuity of Operations (Safety) and Emergency Preparedness Plan can be implemented quickly and accurately in times of emergency. (2)

Institutional Goal: 3 Ensure fiscal responsibility, accountability and financial stability

1. Plan and prepare annual budgets that enable the College to be responsive to community needs.
2. Maximize strained resources by enhancing productivity and accountability.
3. Focus resources on the core mission of teaching by strategically budgeting funds in areas that result in the greatest return on investments.
4. Streamline operations with a focus on efficiencies.
5. Monitor current spending and forecast future funding requirements to sustain financial stability.
6. Institute a data-driven decision process based through assessment of needs.

Strategies:

- Submit accurate budget decision packages in a timely manner to support division operations and support an institutional goal related to the request for funding. Initial decision packages will be submitted annually in May. (1-6)
- Ensure appropriate communication among affected areas. (1, 2, 4)
- Monitor monthly budget reports and submit a budget reconciliation mid-year. (2, 4, 5, 6)
- Consistently review the salary plan and hiring scale to keep salaries for staff and faculty comparable to market. (1-6)
- Communicate with all levels of the College to stay abreast of the future needs of the community and forecast future funding needed to meet these needs. (1-6)
- Standardize technology across the campus to reduce maintenance cost and maximize replacement parts. (2, 4)
- Cascade technology when replacements are made to reduce cost. (2, 4)
- Communicate the College's needs to the FTCC Foundation. (2)
- Create an effective grant and external funding program. (3)

Institutional Goal: 4 Focus on workforce preparedness to support economic development

1. Strengthen economic development in the College's service area.
2. Establish an effective job placement office.
3. Expand veterans support services.
4. Analyze Academic Programs to modify program/course offerings to meet employer needs.

Strategies:

- Align curriculum and continuing education programs of instruction/course offerings with reported needs of employers, as reflected in the annual employer survey. (4)
- Expand student use of Career Coach and Internship.com during the admissions, registration and advising processes. (1)
- Analyze Academic Advisory Committee data, retention and graduation trends by program, GAP studies, Labor Market information by program area, and annual employer surveys. (1-5)
- Enhance outreach to business/industry to understand and define existing and future workforce training needs. (1)
- Expand the use of customized industry training funds. (1, 3, 4)
- Engage with the Economic Alliance in the recruitment, expansion and retention of businesses. (1, 4)
- Seek additional funding for the NC Military Business Center to better engage businesses winning government contracts and providing post-contract assistance. (1, 3)
- Create career pathways for students and graduates to engage with employers to include defense contractors. (2, 3)
- Promote and solicit scholarship and funding opportunities that parallel employer needs and student curriculum. (1-4)
- Continue enhancements to support services and academic programs to meet the changing needs of the military and veteran students. (3)

Approved FTCC Board of Trustees on September 21, 2015