

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

MINUTES OF BOARD OF TRUSTEES

March 15, 2010

Held in the Board Room of the Tony Rand Student Center at 12:45 p.m.

Members Attending

Mr. Charles J. Harrell, Dr. Mike W. Chloe, Ms. Lula G. Crenshaw, Mr. Ronald C. Crosby, Jr., Dr. Dallas M. Freeman, Mr. Charles E. Koonce, Mr. John M. Lennon, Mrs. Sheryl J. Lewis, Mr. David McCune, Mrs. Susie S. Pugh, and Mr. William S. Wellons, Jr.

FTCC Personnel Present

President J. Larry Keen, Vice President for Academic and Student Services Barbara Tansey, Vice President for Business and Finance Betty Smith, Vice President for Legal Services and Risk Management David Sullivan, Vice President for Administrative Services Joe Levister, Vice President for Human Resources Audrey Berry, Vice President for Institutional Advancement Brent Michaels, and Administrative Assistant to the President Betty Shackelford.

Members Absent

Mrs. Esther R. Thompson and SGA President James Tolson

Call to Order

The meeting was called to order by Board Chair Charles J. Harrell.

Recognition of Guests

Mr. Harrell recognized all guests and welcomed them to the meeting. Guest: FTCC Controller Robin Deaver

Ethics Awareness and Conflict of Interest Statement

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

February 15, 2010 Meeting

On a motion by Mr. Koonce and seconded by Ms. Crenshaw, the minutes of the February 15, 2010 meeting were unanimously approved.

Committee Reports

Human Resources Committee

Nominations for Honorary Trustee Award Due March 15, 2010. On the recommendation of the Human Resources Committee, Ms. Crenshaw moved to suspend the rule for 2010 that reads "Members of the Board of Trustees are not eligible for this award until they have been off the Board for at least four years." The motion was unanimously approved by the Board. The Committee reported the nomination of Mr. Thornton Rose to the Board.

On the recommendation of the Human Resources Committee, Ms. Crenshaw moved to approve Former Trustee Thornton W. Rose for the Honorary Trustee award. The motion was unanimously approved by the Board.

Mr. Rose was among a group of local leaders instrumental in establishing the Fayetteville Area Industrial Center (known today as Fayetteville Technical Community College). He was appointed to the Center's first Board of Trustees and graciously served on the FTCC Board of Trustees for 46 years.

Approval of Request for Educational Leave for Karis King, Program Coordinator – English, from August 2010 – December 2010. Mrs. King has been employed at the College since January 2, 2001. Educational leave for Mrs. King will allow her to complete her written and oral comprehensive exams for a Ph.D. in English.

On the recommendation of the Human Resources Committee, Dr. Freeman moved to approve the request for educational leave from August 2010 – December 2010 for Mrs. Karis King. The motion was unanimously approved by the Board.

Annual Evaluation of President Larry Keen. Dr. Freeman reported that all required procedures for the annual evaluation of the president were followed.

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

Approval of Letter to the State Board of Community Colleges on the Evaluation of President Larry Keen. Dr. Freeman read the letter to the State Board of Community Colleges on the evaluation of President Larry Keen.

Dr. Freeman moved to approve the letter to the State Board of Community Colleges on the evaluation of President Larry Keen. The motion was seconded by Mrs. Lewis and unanimously approved by the Board.

Finance Committee

Approval of State Budget Revisions. State Budget Revision S10-27 moves budget from instructional supplies to software for the VLC Tech Center Grant.

On the recommendation of the Finance Committee, Dr. Choe moved to approve State Budget Revision S10-27. The motion was unanimously approved by the Board.

Approval to Implement a Campus Access, Parking, Security (CAPS) Student Fee of \$15 Effective Fall Semester 2010. The CAPS/parking fee shall be used to support the college's parking facilities, campus security and enforcement. It will be a required fee payable each semester.

On the recommendation of the Finance Committee, Dr. Choe moved to approve the CAPS/ parking fee of \$15.00 payable each semester effective Fall Semester 2010. The motion was unanimously approved by the Board.

Approval of Policy for Use of Vending Machine Concessions – Administrative Procedures Manual I-23.19. On the recommendation of the Finance Committee, Dr. Choe moved to approve the following Vending Machine Concessions Policy. The motion was unanimously approved by the Board.

- **I-23.19 Vending Machine Concessions Policy**

In accordance with 115.D-58.13 for the budgeting, accounting and expenditure of funds generated through vending machines, funds may be used as follows:

1. Support the operating expenses of the vending machines.
2. Student aid and/or scholarships.
3. Other expenditures of direct benefit to students.
4. Other similar expenditures authorized by the Board of Trustees. Authority to expend funds may be assigned to the College President.
5. Funds shall not be used to supplement the salary of any College President.

- All expenditures shall be consistent with the mission and purpose of Fayetteville Technical Community College.

Acceptance of the Financial Statement Audit Report Prepared by the Office of the State Auditor for the Year Ended June 30, 2009. The audit disclosed no deficiencies in internal control over financial reporting or any instances of noncompliance. It was a clean audit.

On the recommendation of the Finance Committee, Dr. Choe moved to accept the Financial Statement Audit Report prepared by the Office of the State Auditor for the year ended June 30, 2009. The motion was unanimously approved by the Board.

Board members expressed appreciation to Mrs. Betty Smith, Mrs. Robin Deaver, the Business and Finance Staff, and all FTCC faculty and staff for the excellent audit.

Curriculum Committee

Acceptance of FTCC's Continuing Education Internal Audit Plan for Period August 15, 2009 – December 31, 2009. FTCC's Internal Audit Plan for the Continuing Education Division is required by the North Carolina Administrative Code and includes class visitations each term by Continuing Education staff. All of the 642 classes visited were in compliance.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to accept FTCC's Continuing Education Internal Audit Plan for August 15, 2009 – December 31, 2009. The motion was unanimously approved by the Board.

Acceptance of Institutional Audit from Spring Semester 2008 through Spring Semester 2009. The report cited one preliminary concern in cooperative education and a management letter concerning the skills lab. The scope of the audit included a pre-audit review of selected records pulled from Institution Class Reports (ICR), programs, policies, and procedures for the period covered by the audit.

On the recommendation of the Curriculum Committee, Mrs. Pugh moved to accept the Institutional Audit for Spring Semester 2008 through Spring Semester 2009. The motion was unanimously approved by the Board.

Building and Grounds Committee

Update on Phase II of Retention Basin. Construction for the project began on March 1, 2010. The 197 feet by 193 feet basin is being installed in the parking lot behind Cumberland Hall. During construction, 126 student parking spaces will temporarily be lost to students. The project is scheduled to be completed on April 30, 2010.

Update on the Service Merchandise Building Renovation. Architect comments on construction drawings were submitted to the State Construction Office on March 12, 2010. The State Construction Office will repond to the architect within two weeks. Bids from approved pre-qualified contractors will be requested in April. A contractor will be recommended to the Board in May or June.

Approval of Contractors for the Service Merchandise Renovation Project. Solicitations for pre-qualified contractor proposals opened on January 20 and closed on February 12, 2010. Twenty five contractor proposals were received. Proposals were reviewed by a screening committee. A list of the contractors was provided to Trustees.

On the recommendation of the Building and Grounds Committee, Mr. McCune moved that the top ten contractors plus two additional contractors (total of 12) be approved to submit bid proposals for the Service Merchandise Building Renovation Project. The motion was unanimously approved by the Board.

Special Trustees' Business

NCACCT Law Seminar – April 7 - 9, 2010, Sheraton Imperial Hotel & Convention Center, 4700 Emperor Blvd, Durham, NC. Information was provided to Trustees who will be attending the seminar.

Statement of Economic Interest Forms – Due April 15, 2010. Trustees were reminded to submit their forms by April 15, 2010.

President's Report

Next Board Meeting – Monday, April 19, 2010.

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

See Written Report. Dr . Keen referred to the President's Report dated March 15, 2010. A copy of the report was included in each Trustee's notebook.

Focus – Report on Luncheon with State Legislators. Dr. Keen reported that it was an excellent luncheon meeting today with members of our local delegation Senator Margaret Dickson and Representatives Marvin Lucas and William Brisson. We had an opportunity to thank them for all they do for Fayetteville Tech and the NCCCS. We discussed our budget needs for 2010-2011.

Former Senator Tony Rand attended the luncheon. Mr. Harrell thanked Senator Rand for his leadership and all he did for Fayetteville Tech and Cumberland County during his tenure in the senate. Mr. Harrell presented Senator Rand with a token of appreciation from Trustees and FTCC.

Senator Larry Shaw was unable to attend today's luncheon. A token of appreciation from Trustees and FTCC will be presented to Senator Larry Shaw who is retiring this year.

State Board member Linwood W. Powell also attended the luncheon.

FTCC Golf Tournament. Mrs. Sheryl Lewis reminded Trustees of the FTCC Golf Tournament on April 28, 2010 at Gates Four County Club. She encouraged Trustees to participate and sponsor a hole (\$100).

Adjournment. The meeting was adjourned at 1:55 p.m.

Mr. Charles J. Harrell, Board Chair

Mrs. Esther R. Thompson, Secretary

ATTACHMENT A

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
 SACS REAFFIRMATION OF ACCREDITATION TIMELINE /
 2010
 CLASS of 2011

YEAR	MONTH	ACTIVITY	ASSIGNMENT
2010			
	March 15 (Completed 3.3.10)	Compliance Certification Document Due	Leadership Team
	May 11-14	Off-Site Peer Review	SACS / COC
	June 15-16	COC/SACS Visit / Dr. Sheeley	Leadership Team Dr. Keen
	July	Focus Report	Leadership Team
	August	Quality Enhancement Plan (QEP) Due	Leadership Team
	September	On-Site Peer Review Chairperson Visit	Leadership Team Dr. Keen
	October 19-21	On-Site Peer Review	SACS / COC All FTCC Stakeholders