

DURHAM TECHNICAL COMMUNITY COLLEGE

Regular Meeting of the Board of Trustees

March 1, 2011

-Minutes-

Dr. Mary Ann Peter, Chair, called the regular meeting of the Board of Trustees to order at 4:02 p.m. By reading the State Government Ethics Act Statement, no members indicated either a conflict of interest or the appearance of a conflict of interest with any item on the agenda. The meeting was held in the Robert L. Lyon Board Room on the main campus. The Board members present were:

Dr. Mary Ann Peter, Chair
Ms. MaryAnn E. Black, Vice Chair
Mr. Edward F. "Ted" Conner
Mr. Willie L. Covington
Mr. David L. Dodson
Ms. Valerie Foushee
Mr. W. Barker French
Mrs. Susan O. Griffin
Mr. Lee Johnson, Jr.
Mr. Aaron M. Nelson
Dr. Terri Rowland
Ms. Donna E. McNally, Student Trustee

The Board members absent were:

Mr. John F. Burness
Mr. Charles T. "Chuck" Wilson, Jr.

Also present at the Board table was Dr. Bill Ingram.

Observed in the gallery were Dr. Valarie Evans, Theresa Fine-Pawsey, Jamie Glass, Dr. Constanza Gómez-Joinés, Dr. Thomas Gould, Tom Jaynes, Dr. Teri Kaasa, Dr. Christine Kelly-Kleese, Irene Laube,

Wanda Maggart, Ed Moore, Angela Perry, Melissa Ockert, Gayle Sims, Susan Sutton, Dr. Peter Wooldridge, and Nell Yates.

Approval of the Minutes

The next item on the agenda was the approval of the minutes from the November 30, 2010 meeting (Appendix A). Upon a motion by Mr. Johnson and a second by Mr. French, the minutes were unanimously approved by the Board members present.

Budget and Finance Committee Report

Mr. French presented the Budget and Finance Committee report. He stated that the Budget and Finance Committee met on February 16, 2011. There are no action items to report.

Dr. Ingram and Mr. Moore provided the Committee with an update on the current budget. In January, the college was required to revert approximately \$390,000 in state funds. This was an unusual situation. Under normal circumstances, the Governor can only call for a reversion if the state is facing a financial emergency, which is not the case in the 2010-11 fiscal year. There are adequate funds to support the entire state budget this year. However, in January the General Assembly enacted legislation that gave the Governor the authority to call for a reversion this year to help mitigate the projected deficit in the 2010-11 fiscal year. As you may recall, the administration set aside funds for this purpose so we were able to meet this reversion without reducing the institutional operating budget. A summary of the college's operating budget through January 31 (Appendix B) shows that we have expended 59.4% of the state budget through 58.3% of the fiscal year. This is not a problem because we have purchased many instructional supplies and materials for the entire spring semester by this time.

Dr. Ingram and Mr. Moore also discussed our local budget needs for 2011-12. We will be preparing a request to the Durham County Commissioners to restore the three and one-half percent cut that we experienced last year. Our request to the Orange County Commissioners will include an increase only if we are able to demonstrate increased costs to operate the Orange County Campus.

Dr. Ingram and Mr. Moore also reported that the biennial financial audit is underway and should be completed by the end of March.

Dr. Ingram discussed the 2011-12 State Budget forecast and reported several activities related to the Durham Tech Foundation, which he will include in his report.

Buildings and Grounds Committee Report

Mr. Conner then presented the Buildings and Grounds Committee report. He stated that the Budget and Finance Committee met on February 16. He noted that two items would be discussed in Executive Session.

Mr. Conner then presented an update on our Campus Improvement Project consisting of security, wayfinding, external signage, and landscaping. O'Brien/Atkins Associates, led by Project Manager Kevin Montgomery, held its Kick-Off Meeting on January 27, 2011 with a group of college employees that Ms. Maggart had been pulling together as a working task force in this effort for over a year. They identified goals and objectives for the project, discussed how the project relates to the college's Strategic Plan, and reviewed and confirmed the scope of the project for Phase I. They also heard an overview of how the design team will work and met those representing the different work areas, reviewed a project schedule and set times for future meetings with the task force. They then reviewed existing conditions at the Main Campus and Northern Durham Center.

In reviewing the scope of the project for Phase I, O'Brien/Atkins Associates noted that the \$1 million project amount will not be able to address interior signage – only general discussion about that as interior signage affects exterior signage and wayfinding. The task force sessions with O'Brien/Atkins Associates will end April 28. They will then develop their plan of work to present for our consideration.

Mr. Richard McKown is working with a general contractor on the renovation of space in Northgate Mall for our Nursing Assistant program. We hope to finish the work by the end of March, with CNA instructional areas up and ready for use by mid to late April.

The college received word that the second public hearing regarding the rezoning of the strip of land at the western edge of our West Parking Lot is scheduled for Monday, March 21, before Durham City Council. The first hearing, before the Planning Commission, took place on February 8. We do not anticipate any problems with the rezoning.

Personnel, Curriculum, and Student Affairs Committee Report

Mrs. Griffin presented the Personnel, Curriculum, and Student Affairs Committee report. She stated that the Committee met on February 18. There are no action items to report.

Dr. Ingram updated the Committee on possible changes to the legislation regarding the college's participation in the Federal Student Loan program.

Dr. Ingram also discussed the college's ongoing participation in the Achieving the Dream initiative.

Nursing Assistant Training Program Report

Ms. Glass presented a report on the Nursing Assistant training program. She stated that we offer four types of Nursing Assistant I courses: traditional, fast track, weekend, and hybrid. We also offer a traditional Nursing Assistant Refresher course and a traditional Nursing Assistant II course.

Ms. Glass stated that the Nursing Assistant I course prepares students to sit for the NC Nurse Aide Competency Evaluation for listing on the NC Nurse Aide I Registry. Once on the NC Nurse Aide I Registry, the title of Certified Nursing Assistant (CNA) is applicable.

Ms. Glass stated that our Nursing Assistant I Training Program provides 165 hours of classroom, laboratory, and clinical instruction compared to the 75 hours that are required by the NC Division of Health Services Registry. Our Program also provides 69 skills proficiency requirements compared to the 24 skills proficiency requirements required by the NC Division of Health Services Registry.

Beginning Summer 2011, we will offer a Human Resources Development orientation/introduction course. The course will provide an overview of duties, responsibilities, and tools for succeeding in the classroom. It will also provide an understanding of the career path and teach the students how and where to look for jobs. Ms. Glass stated that a bronze level Career Readiness Certification (CRC) will be a required prerequisite beginning in Summer 2011.

Ms. Glass then reviewed the prerequisites and program content for the Nursing Assistant I program.

Ms. Glass stated that, in 2010, 255 students registered for the course, 211 (or 83%) students completed and passed the course. During the first quarter of 2010, 70% of the students passed the state evaluation. During the second quarter of 2010, 87% of the students passed the state evaluation.

Concerns with the Nursing Assistant I program include: 1) the ability to maintain an adequate pool of quality instructors with less pay than the surrounding area colleges, 2) turnover rates for instructors and the cost to train new instructors, and 3) the time between when a student finishes the course and takes the state competency evaluation.

Ms. Glass stated that the Nursing Assistant Refresher course is for individuals familiar with Nursing Assistant I skills and concepts, and it consists of 28 hours of instruction. A student must provide verification of a previous listing on North Carolina's or another state's Nurse Aide Registry within the past five years.

Ms. Glass stated that the Nursing Assistant II course prepares individuals to perform more complex and invasive patient care skills, as well as continue to provide basic nursing care for adults. It consists of 160 hours of classroom instruction, laboratory work, and clinical rotations.

Ethics Update

Ms. Sutton then presented an ethics update. She stated that the Statements of Economic Interest no longer have to be notarized. All public officials must complete the long form this year because the form has been updated. Public officials making less than \$60,000 do not have to complete a Statement of Economic Interest. She reminded the Board members that the Statements of Economic Interest are due to the State Ethics Commission by April 15. She also reminded the Board members that newly appointed trustees must complete ethics education training within six months of their appointment. Trustees must then complete a refresher of the ethics education every two years.

Achieving the Dream Update

Mr. Jaynes and Dr. Kelly-Kleese then presented an update on the Achieving the Dream (AtD) initiative. They stated that over 130 colleges in 24 states are participating in the Achieving the Dream initiative. Mr. Jaynes noted that the ACA 122 college success course is required for all degree-seeking students. The course shows the students how to study and gets them oriented to the college culture. Students take the course during the first semester, and those who complete the course usually have a clear

educational plan. A student that has 12 credit hours that are transferrable from another college would not have to take the course. Mr. Jaynes noted that the ACA courses are also offered as electives for all students.

Mr. Jaynes and Dr. Kelly-Kleese then reviewed the College Success Course Intervention document (Appendix C).

Dr. Ingram stated that we contributed \$10,000 this year for our continued participation with the AtD initiative.

Research, Evaluation, Assessment, and Planning (REAP) Report

Dr. Kaasa then directed the Board members' attention to the enrollment report (Appendix D). She stated that adult and continuing education headcount declined from Fall Semester 2009 to Fall Semester 2010. Ms. Glass attributed the decrease to classes no longer being offered at FCI-Butner.

Dr. Kaasa stated that all program enrollments increased from Spring Semester 2010 to Spring Semester 2011 with the exception of the Automotive Systems Technology classes. Again, the decrease is mostly likely because the classes are no longer offered at FCI-Butner.

Dr. Kaasa noted that the average age for a curriculum student is 30.

Dr. Kaasa stated that there has been a decrease in continuing education enrollment in Orange County. Dr. Ingram noted that fewer English as a Second Language classes are being held in Orange County because of a consolidation of classes at several churches in Chapel Hill

Dr. Kaasa reviewed the Fall to Fall Enrollment and Persistence document (Appendix D). She noted that the persistence rates include those students who graduated or who successfully transferred to other colleges or universities.

Student Senate Report

Ms. McNally then presented a report from the Student Senate. She stated that the North Carolina Comprehensive Community College Student Government Association (N4CSGA) meeting was held at

Alamance Community College. The students completed a community service project a nearby nursing home.

Ms. McNally announced that two students on the Student Senate would like to run for state positions next year.

Ms. McNally stated that the Student Senate is in the processing of getting officer positions set up in the operational guidelines. New officers will be elected at the end of March.

Ms. McNally reminded the Board members that the guidelines for reaffirmation and funding were approved last year. She stated that clubs will begin submitting their budgets early in the year, and the Student Senate will decide how the money should be disbursed.

Ms. McNally stated that, as a gift for the college's 50th anniversary, the Student Senate plans to give \$48,000 to O'Brien/Atkins Associates for the campus wayfinding and signage project. They would like to designate the funds for recreational activities for students.

Ms. McNally noted that the Student Senate has not been able to kick off its Campus Clean-up initiative. The Student Senate's Social Committee will kick off the initiative at Spring Fling.

Ms. McNally stated that the Student Senate will be helping erect a playground in east Durham. A "build day" will be held on May 14.

The Student Senate plans to decide on a fundraiser once the new officers have been elected.

Dr. Ingram thanked Ms. McNally for her service on the Board as well as on the Student Senate. He commended her on her leadership skills. He noted that Ms. McNally would be graduating in May.

Dr. Ingram introduced Ms. Sims, Director, Development and Executive Director of the DTCC Foundation.

President's Report

Dr. Ingram then presented his report (Appendix E).

Upon a motion by Ms. Foushee and a second by Ms. Black, the meeting was convened into executive session for the purpose of discussing real estate transactions, and personnel and legal matters (G.S. 143-318.11).

Upon a motion by Mr. Dodson and a second by Mrs. Griffin, the meeting was convened into open session to discuss the 2011-12 Academic Calendar (Appendix F). Mr. Nelson made a motion to give the college's administration authority to approve academic calendars. The motion was seconded by Ms. Foushee and unanimously approved by the Board members present.

The meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Mary Ann Peter, Chair

William G. Ingram, Secretary