

Board Highlights

Hilda Pinnix-Ragland, Chair

H. Martin Lancaster, NCCCS President

Volume 98
July 21, 2006

**SUMMARY OF OFFICIAL BUSINESS –
STATE BOARD OF COMMUNITY COLLEGES (SBCC)
07-21-2006**

(For details, see official minutes or contact the Office of Board Affairs.)

Summary of Chair Pinnix-Ragland's Remarks

- Welcomed those in attendance and recognized special guests including North Carolina Supreme Court Associate Justice Patricia Timmons-Goodson, Steve Johnson, and Jonathan Smith.
- Congratulated and thanked the members and college constituents for their work with the members of the General Assembly, noting that their help made a difference in receiving some great incentives for our entire system.
- Advised members that the process for evaluating the System president is underway, and asked that they complete the evaluation form and return it to her. The feedback will be compiled by August, and will then be shared with President Lancaster at the October fall retreat.
- Thanked Dr. Bill Lewis and Isothermal CC for hosting the SBCC fall retreat and board meeting that will be held October 18-20. The retreat will be held at the 1927 Lake Lure Inn with the committee and board meetings being held at the college. Board members will be contacted regarding topics they would like to see discussed at the retreat.
- Announced that Mary Gardner is now a Notary Public.
- Thanked SBCC members for their patience and leadership displayed during the meeting and for all that they contribute as it is critical to the State of NC and the educational system.

Summary of President Lancaster's Report:

- In the interest of time, referred members to his written report and asked that any questions be directed to him via telephone or e-mail.

The Board received and approved the following:

- Resolution honoring Steve O. Johnson for his outstanding service to the State Board of Community Colleges
- Sandhills Community College Request to designate the Westmoore Community location of as an off-campus center
- Wake Technical Community College's request to approve the designation of a Western Wake Off-Campus Center at 3434 Kildaire Farm Road
- Curriculum Standard Applications (NS): Lenoir CC *Automotive Customizing Technology* (A60xxx) and Pitt CC *Medical Dosimetry (Diploma)* (D45xxx)

- Curriculum Program Applications (FTFA): Asheville-Buncombe Technical CC *Cosmetology* (A55140) and *Therapeutic Massage* (A45750), Cape Fear CC *Surgical Technology* (A45740), Central Piedmont CC *Surgical Technology* (A45740), Gaston College *Biotechnology* (A20100), Johnston CC *Criminal Justice Technology/Latent Evidence* (A5518A), Lenoir CC *Agricultural Biotechnology* (A20100), Nash CC *Culinary Technology* (A55200), Stanly CC *Simulation and Game Development* (A25450), and Tri-County CC *Criminal Justice Technology* (A55180). (See Attachment Prog. 10)
- Curriculum Standard Revisions: Brunswick CC *Health Information Technology* (A45360), Central Piedmont CC *Geographic Information System/ Global Positioning System Technology* (A40220), Forsyth Technical CC *Criminal Justice Technology/Latent Evidence* (A5518A) and *Radiation Therapy Technology* (A45680), Randolph CC *Photographic Technology/Biomedical Photography* (A3028A), and Southwestern CC *Office Systems Technology/Virtual Office Assistance* (A2536C). (See Attachment Prog. 11)
- Courses of Instruction to Captive/Co-opted Groups:

Basic Skills

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	COURSE TITLE	CONTACT HOURS
Durham Technical CC	Orange Correctional Center	2	BSP P 2000 BSP P 2000	ABE GED	1500 1500
Fayetteville Technical CC	The Arc of Cumberland County	N/A	BSP S 2000	CED	1500
Guilford Technical CC	Bell House	N/A	BSP S 2000	CED	1500
Guilford Technical CC	LifeSpan/Dundas	N/A	BSP S 2000	CED	1500

Continuing Education

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	COURSE TITLE	CONTACT HOURS
Craven CC	Craven Correctional Institution	2	HRD P 3003	Career Planning and Assessment (Thinking to Handle Change)	6
Durham Technical CC	Orange Correctional Center	2	HRD P 3001 HRD P 3004	Employability Skills Career Readiness/Pathways (Career Readiness)	115 72
Lenoir CC	Maury Correctional Institution	4a	AUT P 3125 CAR P 3112 CAS P 3120 HOR P 3307 HOR P 3307 HOR P 3307 HOS P 3005 HOS P 3043 HOS P 3045 HRD P 3001 HRD P 3004 OSC P 3602	Gasoline Engine Mechanic (Gasoline Engine Repair) Light Construction Building Trades Integrated Software: Computer Applications Horticulture (Basic Horticulture Skills) Horticulture (Green and Hardscapes) Horticulture (Green Industry Management) Equipment Use and Care Custodial Training/Environmental Sciences Introduction to Housekeeping Employability Skills Career Readiness/ Pathways (Pathway to a Career in Industrial Cleaning) Office Practices	72 480 108 48 48 48 36 360 18 115 66 235
McDowell Technical CC	Marion Correctional Institution	3	ANS P 3011 CAS P 3060	Veterinary Assisting Computer Graphics (Computer Graphic Design)	144 64
Pamlico CC	Pamlico Correctional Institution	3	TEX P 3117	Upholstery	312
Vance-Granville CC	Federal Correctional Institution II	**	AHR P 3129 AUT P 3200 CAR P 3112	New Refrigerant and Equipment Regulations (EPA Refrigerant Recovery/Recycling Certification) Small Engine Mechanic Light Construction Building Trades (Carpentry)	21 240 400

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	COURSE TITLE	CONTACT HOURS
			CAS P 3010	Introduction to Keyboarding (Computer Keyboarding)	60
			CAS P 3050	Spreadsheets (Excel-Level I)	60
			CAS P 3050	Spreadsheets (Excel-Level II)	60
			CAS P 3060	Computer Graphics (PowerPoint)	60
			ELC P 3119	Commercial/Residential Wiring	240
			ELC P 3130	Major Appliance Repair (Small and Major Appliance Repair)	90
			FLI P 3710	Conversational Spanish	40
			HOS P 3043	Custodial Training/Environmental Services (Commercial Cleaning)	330
			HOS P 3043	Custodial Training/Environmental Services (Custodial Training)	96
			HOS P 3072	Food Service Sanitation and Safety (Serv Safe)	33
			HRD P 3001	Employability Skills (Employment Readiness)	96
			ISC P 3036	Principles of Industrial Safety (Occupational Safety and Recycling)	80
			MLS P 3209	How To Start Your Own Business	30
			NUR P 3240	Nurse Aide Level I (Daily Living Assistant)	160
			OSC P 3643	Basic Typing/Word Processing (Microsoft Word)	60
			OSC P 3643	Basic Typing/Word Processing (Microsoft Word II)	60
			TEX P 3103	Industrial Sewing	160
Wake Technical CC	Central Prison	4b	HOS P 3043	Custodial Training/Environmental Services (Custodial Training)	96
Wayne CC	Neuse Correctional Institution	2	CAS P 3020	Operating Systems (A+ Basic)	72
			CAS P 3020	Operating Systems (Microsoft Office 2003)	60

Curriculum Program of Study Applications

Lenoir CC at Maury Correctional Institution *Horticulture Technology* (A15240), Roanoke-Chowan CC at Odom Correctional Institution *Building Construction Technology* (C35140), and Stanly CC at Albemarle Correctional Institution *Business Administration* (D25120)

Curriculum Program of Study Revisions

Central Carolina CC at Harnett Correctional Institution *Business Administration* (A25120); Mayland CC at Avery-Mitchell Correctional Institution *Computer Engineering Technology* (D40160) and *Computer Information Technology* (D25260), and at Mountain View Correctional Institution *Computer Engineering Technology* (D40160) and *Computer Information Technology* (D25260); Pamlico CC at Pamlico Correctional Institution *Computer Information Technology* (A25260); South Piedmont CC at Anson Correctional Institution *Carpentry (Diploma)* (D35180) and *Masonry (Diploma)* (D35280), and at Brown Creek Correctional Institution *Computer Programming* (A25130), *Masonry (Diploma)* (D35280), and *Mechanical Engineering Technology* (A40320); Western Piedmont CC at Foothills Correctional Institution *Business Administration* (A25120)

- Continuing Education Master Course List:

Course Approvals

Course Number	Course Title	Rec. Hrs.	Program Area
BTC3401	Bioprocessing in the Workplace	128	P40 Biotechnology
BTN3105	Pharmaceutical Water Quality	24	X40 BioNetwork
EGY3000	Renewable Energy	60	P35 Industrial Occupations
EDU3000	Lateral Entry-Orientation	80	J77 Teacher Methodology

FIP 5550	Rescue Technician (RT) Trench	64	R30 Fire and Rescue
FIP 5551	RT Trench-Incident Planning	4	R30 Fire and Rescue
FIP 5552	RT Trench-Personal Protective Equipment	6	R30 Fire and Rescue
FIP 5553	RT Trench-Rescue Equipment	6	R30 Fire and Rescue
FIP 5554	RT Trench-Load Stabilization Systems	9	R30 Fire and Rescue
FIP 5555	RT Trench-Mechanical Advantage Systems	6	R30 Fire and Rescue
FIP 5556	RT Trench-Anchor Systems	6	R30 Fire and Rescue
FIP 5557	RT Trench-Protective Systems	20	R30 Fire and Rescue
FIP 5558	RT Trench-Victim Removal	4	R30 Fire and Rescue

Course Modifications:

Program Area	Course Number	Course Title	Curr. Hours	Rec. Hours
F30 Computer Science	CAS3030	Geographic Information Systems (GIS) <i>Change to</i> Geospatial Technology	16	200
L30 Health Occupations	NUR3235	Medical Terminology	60	120

- Curriculum Improvement Projects (CIP) for 2006-2007–Request for Funding: allocation of \$250,000 to be divided between Wake Technical CC and Forsyth CC for CIP projects
- Allocation Request to Fund Three Regional Centers for Teaching Excellence 2006-2007: allocation of \$105,000 to be divided to continue support of 3 regional centers for teaching excellence at Fayetteville Technical CC, Martin CC, and Southwestern CC
- CORD Service Agreement (Contract Renewal with Amendment): one-year contract renewal with amendments with the Center for Occupational Research and Development (CORD) to add additional vocational and technical topics to the NC Network for Excellence in Teaching (NC-NET)
- CORD Service Agreement for 2 + 2 Initiative (Contract Renewal with Amendment): one-year contract renewal with amendments with CORD to complete year two of a multi-year initiative in the development of on-line professional development programs for student development services personnel
- 2006-2007 Scholarship Guide Eligibility Criteria and Guidelines for Scholarship Administration: scholarships and grant allocations to be administered by NCCCS totaling \$7,559,558 for the 2006-2007 academic year
- The 2006-2007 State Financial Aid Allocation Tables for Targeted Assistance (High Demand/Low Enrollment Programs) and Less Than Half-Time Enrolled Students: 2006-2007 State Financial Aid Allocation for Targeted Assistance (High Demand/Low Enrollment Programs) and Less Than Half-Time Enrolled Students.
- Use of 2005-2006 Board Reserve Funds (Year-End Report): semi-annual report on the expenditures made from State Board reserve funds to be presented to the Education Oversight Committee indicating that of the \$425,165.00 available, \$377,926.92 has been expended and \$47,238.08 remains unexpended
- Construction/Property/Bond Authorization Report: July 21, 2006 Construction and Property Report including one project approval each for Central Piedmont CC, College of The Albemarle, Edgecombe CC, Fayetteville Technical CC, Haywood CC, Johnston CC, Rockingham CC, Rowan-Cabarrus CC, Southeastern CC, and Vance-Granville CC; two projects each for Coastal Carolina CC, Lenoir CC, Pitt CC and Surry CC; and three projects for Blue Ridge CC; acquisition of real property by Mitchell CC and Sandhills CC; disposal of real property by Wilson Technical CC; and, the Bond Authorization Report of July 21, 2006
- Approval of Proprietary School: licensure to Health Care Options Medical Institute to offer

Nurse Aide I, 90 clock hours

- Hearing Officer's Report: Adoption of the proposed Rule 23 NCAC 02C .0209 entitled "Evaluation of Presidents" and Rule 23 NCAC 02E .0204 entitled "Courses and Standards for Curriculum Programs"
- Service Agreement with Strategic Training and Resources, Inc., On-Line Professional Development: service agreement with Strategic Training and Resources, Inc. to continue working with Basic Skills in the development of a model for on-line professional development and accompanying resources to expand current professional development opportunities
- New Allocation of Resources to Select College Small Business Centers for Project NOW for 2006-2007: allocation of \$120,000 to Small Business Centers to incorporate the activities of the New Opportunities for Workers (NOW) Program, to be allocated to Cape Fear CC, Cleveland CC, Fayetteville Technical CC, Lenoir CC, Robeson CC, Rowan-Cabarrus CC, Sandhills CC, South Piedmont CC, Stanly CC, Vance-Granville CC, Western Piedmont CC, Wilkes CC, Blue Ridge CC, College of The Albemarle, and Wilson Technical CC
- Contract Agreement between North Carolina Community College System and the Department of Health and Human Services– Division of Social Services and CAREER START – Food Stamp Employment and Training Program – Allocation to Colleges: receipt and allocation of funds for the CAREER START-Food Stamp Employment and Training Program.
- New Contract with the North Carolina State Education Assistance Authority: contract with the NC State Education Assistance Authority for Project Health supporting 10 Nursing fellowships in the amount of \$20,000 per year per recipient in the pursuit of master's degrees to enable them to teach
- Professional Service Agreement for BioNetwork Grant Evaluator, Dr. Pamela George; Professional Service Agreement for BioNetwork Distance Learning Contractor, Jane Steelman; and, NCCCS BioNetwork Validation Academy, Service Agreement with SJOW, Inc.
- *Accounting Procedures Manual* Revision – Section 5 - "Travel, Transportation, and Allowances"
- 2006-2007 College Budget Discussion: authorized the Financial and Capital Needs Committee (FCNC) to meet to give tentative approval to the budget allocations to community colleges for fiscal year 2006-07 on Thursday, August 10, 2006
- Contractual Services—Affiliated Computer Services (ACS) Release 18 Migration (College Information Systems Project): contract with Affiliated Computer Services (ACS) for the Release 18 Migration
- Approval of President of Catawba Valley Community College: Dr. Garrett Hinshaw effective August 1, 2006
- Salary Increase for Exempt Personnel: a 5.5% increase in the salaries of NCCCS exempt personnel employees. consistent with the increases approved by the General Assembly for other State employees
- Minutes of the May 19, 2006 and June 16, 2006 SBCC meeting

The following items were presented to the Board for information:

- Report on Performance Measures for 2004-2005
- Special Application Approvals By System President: Asheville-Buncombe Technical CC

Industrial Systems Technology [A50240], *Bladen CC Lateral Entry (Certificate)* [C55430], *Blue Ridge CC Infant/Toddler Care (Certificate)* [C55290], *Central Piedmont CC Lateral Entry (Certificate)* [C55430], *Cleveland CC Lateral Entry (Certificate)* [C55430], *Davidson County CC Infant/Toddler Care (Certificate)* [C55290], *Gaston College Lateral Entry (Certificate)* [C55430], *Halifax CC Lateral Entry (Certificate)* [C55430], *Johnston CC Infant/Toddler Care (Certificate)* [C55290], *Lenoir CC Lateral Entry (Certificate)* [C55430], *Robeson CC Lateral Entry (Certificate)* [C55430], and *Rockingham CC Infant/Toddler Care (Certificate)* [C55290]

- Special Termination Approvals By System President: *Blue Ridge CC Real Estate* [A25400], *Carteret CC Business Administration/ Electronic Commerce* [A2512I] and *Therapeutic Recreation* [A45760], and *Haywood CC Web Technologies* [A25290].
- 2005 Passing Rates for Nursing Graduates in the NCCCS
- Report on the NCCCS Scholarships and Grant Allocations
- Final Receipts Reports – 2005-06 (through June 30, 2006)
- 1993 Bond Status Report (as of June 30, 2006)
- Historically Underutilized Businesses (HUB) State Bond Utilization Report as of March 31, 2006
- System Office Contract Report as of June 30, 2006
- CIS Project Discussion and Implementation Update: Release 18 Migration contract plan of work clearly states who is responsible for what and establishes the necessary timelines.
- Evaluations of Community College Presidents: annual evaluations have been received from all but three colleges who have been contacted

The following items were presented to the Board for future action:

- Validation of Placement Test Scores Recommendation: placement testing policy and placement test scores to establish proficiency levels for students entering college level courses
 - 2006 Cooperative Innovative High School Programs (Addendum): addendum to the Memorandum of Agreement for the governance of the Davidson Early College High School
 - New and Expanding Industry Training Annual Report 2005-2006
 - Customized Industry Training Annual Report 2005-2006
 - Curriculum Standard Applications (NS): *Central Piedmont CC Nondestructive Examination Technology* (A50xxx) and *Forsyth Technical CC Financial Services* (A25xxx)
 - Curriculum Standard Revisions: *Southwestern CC Cyber Crime Technology* (A55210) and *Wake Technical CC High Performance Computing* (A25230)
 - Interim Report on Investigation, Request for Records, and Withholding of State Financial Support from Blue Ridge Community College: heard a report from Dr. Marvin Joyner, who is conducting the investigation into allegations of improper activity at Blue Ridge CC on behalf of the Board. Following the report, Ms. Knighton made the following motion which was seconded by Mr. Watkins and unanimously approved by the SBCC.
1. All trustees in the NCCCS shall receive a letter stating that the SBCC is exercising its authority of oversight into serious matters raised in three problematic, regular financial audits and two special audits by the State Auditor and the recent action by the State Controller to withdraw the check signing authority of President David Sink and Dean Earl Medlin. In no way is the exercise of this authority intended to expand in any way those

authorities already granted to the SBCC by the North Carolina General Assembly or to infringe upon the authority of the local Board of Trustees.

2. On the agenda for the meeting of July 21, 2006, was an item on the Personnel Committee agenda with regard to withholding funds from Blue Ridge CC. That item will remain on the agenda for action at the August meeting with a final determination of whether or not funds will be withheld based on cooperation in the investigation between today's date and that meeting. A special called meeting of the State Board may be convened to withhold funds before the August meeting if there is any interference with or failure to cooperate fully in the investigation.
3. It is recommended by the State Board that the Board of Trustees of Blue Ridge CC place Dr. David Sink on administrative leave pending the completion of this investigation.
4. The Vice-President for Business and Finance is directed to withhold funds approved by the General Assembly for President Sink's pay raise pending the completion of this investigation.
5. The State Board requests that the North Carolina State Bureau of Investigation, the North Carolina Attorney General, the District Attorney for the Judicial District of which Henderson County is a part, and the State Auditor open or continue the investigation of allegations of misconduct at Blue Ridge CC which have already been made or which may be made in the future.
6. Dr. Marvin Joyner shall have complete and unfettered access to all staff, students, books, and records of Blue Ridge CC without interference by any Trustee or staff member of Blue Ridge CC. In the furtherance of that access, a communication shall be sent to every member of the Blue Ridge CC staff and made available to every student informing them that their cooperation in this investigation is encouraged and can be provided without fear of retaliation or retribution.
7. Dr. Marvin Joyner may choose and use such staff as he deems necessary to assist in his work without interference or denial by any Trustee or member of staff at Blue Ridge CC.
8. At the conclusion of his investigation, Dr. Marvin Joyner shall provide his findings of fact to the Joint Committee and the SBCC.
9. Dean Frank Byrd's involvement in the investigation shall be limited to coordinating access to staff, students, books, and records. He will not be present for interviews, on the examination of books or records.
10. Neither the SBCC, the System Office staff, the Blue Ridge CC Trustees, nor the staff of Blue Ridge CC will have communications with the press with regard to investigation until it is completed. So long as the Trustees and staff of Blue Ridge CC abide by this commitment, the State Board and the System Office staff will abide by it as well. If any Trustee or staff member of Blue Ridge CC makes comments to the news media, a

member of the SBCC or a member of the System Office staff may respond to those new media comments.

Other Reports/Presentations:

Administering Oath of Office to Jonathan Smith, N4CSGA President

NC Association of Community College Presidents (NCACCP) Report, Dr. Gordon Burns

NC Association of Community College Trustees, Helen Newsome

N4CSGA, Jonathan Smith

Telly Award: NCCCS BioNetwork Director Susan Seymour and Marketing and Recruitment Director Norman Smit presented to the SBCC and System President Lancaster the Telly Award, one of the most prestigious awards in advertising, film and video production, received by Mr. Smit the producer of the biotechnology television recruiting commercials “Stories of Hope”

Date of Next Meeting(s):

August 17-18, 2006, NCCCS Raleigh, NC

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