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**North Carolina Community College System**  
*Preparing North Carolina's World-Class Work Force*

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**State Board of Community Colleges**  
**Raleigh, North Carolina**

**August 20, 2004**  
**9 a.m.**

**CALL TO ORDER**

The regular meeting of the State Board of Community Colleges was called to order. The following members were present:

James J. Woody, Jr., Chair  
James "Jim" Daniels  
Stuart B. Fountain  
Bob H. Greene

Gordon "Buddy" Greenwood  
Sandra L. Hayes  
Anne-Marie Knighton  
Estell C. Lee  
Chester P. Middlesworth

John McLawhorn representing  
Treasurer Richard H. Moore  
Thomas Norman  
Tamara Jones representing  
Lt. Governor Beverly Perdue  
Hilda Pinnix-Ragland  
Linwood Powell  
B. Joanne Steiner  
Norma Turnage  
Ann T. Turlington  
Herbert Watkins

The following members were unable to attend: Jeannette M. Council and William N. Acosta.

**APPROVAL OF MINUTES**

On a motion by Mr. Middlesworth, seconded by Ms. Steiner, the Board approved the minutes of the July 16, 2004 meeting, and on a motion by Vice Chair Pinnix-Ragland, seconded by Mr. Watkins, the Board approved the minutes of the August 3, 2004 telephonic meeting.

**CHANGES IN AND APPROVAL OF AGENDA**

On a motion by Dr. Greene, seconded by Mr. Middlesworth, the Board suspended the rules and moved from For Future Action to For Action Attachment Prog. 1 "New and Expanding Industry Training 2003-2004 Annual Report." Without objection, Chairman Woody granted a request by Mr. Watkins to add Attachment FC-12 "NCCCS Statewide College Allotment Comparison" to the agenda for information. On a motion by Dr. Greene, seconded by Ms. Pinnix-Ragland, the agenda was approved as amended.

**APPROVAL OF THE CONSENT AGENDA**

On a motion by Dr. Fountain, seconded by Dr. Greene, the consent agenda was approved.

## **REPORTS/PRESENTATIONS**

### **NC Association of Community College Trustees (NCACCT), Helen Dowdy**

- The NCACCT Leadership Seminar will be held August 26-27, and SBCC members are invited to attend.
- Hal Miller will represent the trustees on the SBCC FTE study committee.
- NCACCT recently assisted the Surry Community College Board of Trustees with a retreat, and are scheduled to assist Roanoke-Chowan with a retreat on October 1-2, 2004.
- The NCACCT Executive Board will meet on August 25 where concerns on presidential salaries and further action regarding those salaries will be discussed.

### **NC Association of Community College Presidents (NCACCP), Dr. Katherine “Kathy” Johnson**

- NCACCP held its summer meeting in July, sponsored by Brunswick CC, where they heard presentations on enhancing private fund raising efforts at their institutions, received a legislative update including the issues that the association was dealing with through their legislative efforts, and a budget overview from Kennon Briggs and his staff. New officers were elected. They are:
  - President, Dr. Kathy Johnson, Nash CC
  - Vice-President, Dr. Gordon Burns, Wilkes CC (President Elect)
  - Treasurer, Dr. Don Reichard, Johnston CC
  - Secretary, Dr. Frank Sells, Surry CC
  - SBCC Liaisons: Policy-Dr. Kathy Johnson, Legislative-Dr. Larry Norris, Finance and Capital Needs-Dr. Brantley Briley, and Program Services-Dr. Steve Thornburg from Nash, Fayetteville Technical, Lenoir, and Cleveland Community Colleges respectively.
- The first executive committee meeting of the new leadership was held August 19, where they delineated some issues and plans in preparation for the 2005-07 Biennium Budget.
- Classes are underway for the fall semester, and a quick verbal survey indicated that enrollment is up.
- NCACCP appreciated the prompt response of the State Board to the 2004-2005 budget which allowed colleges to get their contracts ready for faculty and staff, with many of them coming within the week.
- NCACCP is particularly pleased with the salary plan that was designated in the legislative language for faculty and professional staff that we all agree is long overdue.
- NCACCP believes that as an organization, they were more effective in their legislative lobbying efforts this year because they were able to stay on target, sang from the same song sheet, kept legislators informed, and did not confuse them.
- NCACCP is planning their fall meeting in conjunction with the 2004 NCCCS Conference to be held in Greensboro, October 10-12.
- On behalf of the NCACCP, Dr. Johnson thanked the SBCC for their service to the System as a whole and recognized them for their services to the students throughout the NCCCS.

## **Issues Luncheon (August 19, 2004)**

Academic and Student Services Vice President Dr. Delores Parker, Director Eldon Meacham, and Program Coordinator Carolyn Snell gave an excellent presentation on the Cooperative Education Procedures Manual.

## **CONSENT AGENDA**

### **PROGRAM SERVICES COMMITTEE, Bob Greene, Chair For Action**

#### Cooperative Education Procedures Manual

The Board approved a new Cooperative Education Procedures Manual, a collaborative effort of the NCCC System Office and a committee of select Cooperative Education Directors and Coordinators from colleges throughout the state.

#### Curriculum Program Applications (FTFA)

The Board approved the following curriculum program applications: Isothermal CC *Surgical Technology* (D45740); McDowell Technical CC *Surgical Technology* (D45740); and, Robeson CC *Radiography* (A45700) Curriculum Standard Revisions: Central Carolina CC *Library and Information Technology* (A55310) and Pitt CC *Healthcare Management Technology* (A25200).

#### Curriculum Standard Revisions

The Board approved the following curriculum standard revisions: Central Carolina CC *Library and Information Technology* (A55310) and Pitt CC *Healthcare Management Technology* (A25200).

#### Curriculum Program Terminations

The Board approved the following curriculum program terminations: College of The Albemarle *Community Spanish Interpreter* (D55370), Craven CC *Manicuring/Nail Technology* (C55400) and *Real Estate* (A25400), Guilford Technical CC *Real Estate* (A25400), Haywood CC *Wood Products Technology* (A15440), and Wilson Technical CC *Business Administration/Operations Management* (A2512G), *Emergency Medical Science* (A45340), *Manufacturing Engineering Technology* (A40300), and *Real Estate* (A25400).

#### Course of Instruction to Captive/Co-opted Groups/Basic Skills

The Board approved Craven CC to offer BSP P2000 *Adult Basic Education* at Craven Correctional Institution.

#### Course Approval Continuing Education Master Course List

The Board approved the following courses for placement on the Master Course List:

Program Area	Course Title	Course Number	Recommended Hours
C-30 Agriculture and Natural Resources	Sustainable Agriculture	AGR 3001	64
R-21 Criminal Justice Non-mandated	Less Lethal Weapons/Devices	CJC 3831	10
L-30, Health Occupations	Health Care Basics	NUR 3101	40

## Course Modification Continuing Education Master Course List

The Board approved the following modifications to the Master Course List:

Program Area	Course Title	Course Number	Current Hours	Recommended Hours
N-50 Management, Supervision, and Leadership	Non-Profit Management	MLS 3710	12	36
L-30 Health Occupations	Healthcare Billing and Coding	MED 3030	80	150

## **FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair**

### **For Action**

#### NC Community College Leadership Program

The Board approved \$10,000 in funding for the North Carolina Community College Leadership Program to develop future community colleges leaders. Funding will be provided through State Board Reserve funds, and are to be expended during the period of August 20, 2004 through June 30, 2005.

#### Virtual Learning Community

The Board approved \$155,000 to fund the Virtual Learning Community Centers. The funds will be allocated to Surry CC, Nash CC, Fayetteville Technical CC, and Mayland CC for the academic year 2004-2005. \$85,000 will come from the Carl D. Perkins Vocational and Technical Education Act of 1998 (State Leadership Activities) and \$70,000 will come from State Board Reserve Funds. Operation of the centers is contingent upon the availability of qualified faculty developers from the colleges.

#### NC Real Contract Renewal

The Board approved a renewal contract in the amount of \$150,000 with NC REAL Enterprises for the period July 1, 2004 through June 30, 2005. Funding is through a legislative special provision under the Worker Training Trust Fund Appropriation, Section 12.6 (b).

#### Service Agreement with the University of Michigan

The Board approved a Service Agreement with the University of Michigan in the amount of \$17,673 for the continuation of Project Ideal for the period August 20, 2004 through June 30, 2005. Federal monies through the Adult Basic Education (ABE) Program will be the funding source.

#### Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report including one project approval for Beaufort County CC, one for Blue Ridge CC, two for Caldwell CC & TI, two for Cape Fear CC, five for Central Carolina CC, three for Central Piedmont CC, one for Forsyth Technical CC, two for Johnston CC, one for Rowan-Cabarrus CC, and three for Wake Technical CC; acquisition of real property by Durham Technical CC; and, disposal of real property by Wilkes CC. The Bond Authorization Report of August 20, 2004 was also approved. (See Attachment FC-10)

## **REGULAR AGENDA**

### **POLICY COMMITTEE, Anne-Marie Knighton, Chair**

#### **For Information**

##### **Report on Performance Measures**

At the request of Ms. Knighton, Keith Brown reported to the board for information an overview of the results of the Report on Performance Measures for the 2002-2003 reporting period. The implementation of the performance measures has made a dramatic impact in the classroom.

- Six colleges showed significant improvement on the 12 performance measures approved by the SBCC to assess community college accountability. Money is available for the first time in three years to reward colleges who received superior ratings. 36 colleges received a rating of superior this year compared to 31 last year.
- The real estate exam continues to trip up college ratings related to passing rates for first time test takers for licensure/certification exams; however, the top ten performing schools on real estate licensing exams were community colleges. Overall institutional passing rates for all licensure/certification testing to work in NC is 80%, and 20 of our colleges met this standard.
- College transfer shows great improvement. 27 colleges met the standard for NCCCS college transfer students who have been in the University System for one year to have a 2.0 GPA and match or exceed that of native University system sophomores and juniors. Our students are performing above the national average for community college transfer students.

In response to a question by Mr. Norman regarding the setting of standards compared with national accountability standards, Mr. Brown advised that when data is available it is used in setting the standards; however, we have set the performance of college transfer students considerably higher. We have a Standards Accountability Monitoring Committee, chaired by Mr. Fred Williams, that reviews measures and standards annually. Staff then researches comparable national data where available. The committee then looks at the data to see if changes need to be made.

#### **For Future Action**

The Board received for consideration of future action the following:

##### **Request for Temporary Exemption from 2003-04 Annual Reporting Plan Delinquency Penalty**

The Board received a request for temporary exemption from the delinquency penalty policy for the eight CIS Phase I colleges for fiscal year 2003-2004 due to CIS project software issues.

##### **Request for Temporary Exemption from 2004-05 Annual Reporting Plan Delinquency Penalty**

The Board received a request for temporary exemption from the delinquency penalty policy for the eight CIS Phase I colleges for fiscal year 2004-2005 due to CIS project software issues.

### Approval of Proprietary Schools

The Board received a request to consider licensure for South College-Asheville and Miller-Motte Technical College, Cary, NC for the period September 17, 2004 through June 30, 2005 as outlined in Attachment Pol. 4.

### Approve the Hearing Officer's Report for Rule 23 NCAC 02C .0109, 23 NCAC 02D .0101, 23 NCAC 02D .0312, 23 NCAC 02E .0204, and 23 NCAC 3A

The Board was advised that the Hearing Officers Report is being prepared and will be recommended for adoption at the September Board meeting. The current recommendations include adoption of 02C .0109, 02D .0101 and 3A with clarifying changes, and adoption of 02D .0312 and 02E .0204 without changes.

### **For Action**

#### Adopt Additional Amendments to Rule 23 NCAC 02D .0202 Tuition and Fees for Curriculum Programs

On a motion by Ms. Knighton, seconded by Mr. Daniels, the Board adopted additional amendments to the proposed text to 23 NCAC 02d .0202 as recommended by the Rules Review Commission.

### **PROGRAM SERVICES COMMITTEE, Bob Greene, Chair**

#### **For Future Action**

The Board received the following for consideration of future action:

#### Curriculum Program Application (New to the System)

The Board received a request for approval of a curriculum program application for Forsyth Technical CC to offer a program entitled *Nanotechnology* (A20---) that is new to the system.

#### Curriculum Standard Revision

The Board received a request for a curriculum standard revision from South Piedmont CC for *Metallurgical Science Technology* (A40340).

#### Curriculum Program Termination

The Board received a request for a curriculum program termination from Fayetteville Technical CC for *Media Integration Technology* (A25300).

### **For Action**

#### New and Expanding Industry Training Report 2003-2004 Annual Report

On a motion by Dr. Greene, seconded by Mr. Middlesworth, the Board approved the New and Expanding Industry Training Report 2003-2004 Annual Report to be presented to the Joint Legislative Education Oversight Committee on September 1. (See Attachment Prog. 1)

### **FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert L. Watkins, Chair**

#### **For Information**

#### 1993 Bond Status Report

The Board was given the 1993 Bond Project Status Report-Ongoing Projects as of August 20, 2004 with 40% of funds expended and 92% of funds committed.

### Carry Forward From 2003-04 to 2004-05

The Board received a report on the funds carried forward from 2003-2004 to 2004-2005 beyond our reversion requirement totaling \$18,565,102 as outlined in Attachment FC-2. We received all of our carry forward money for the first time in three years.

### Timeline for the Completion of the 2005-07 Consensus Budget Request

The Board received information on the timeline for submission of the 2005-07 consensus (expansion) budget request. This timeline has been shared with the Presidents Association, and will be shared with the Trustees Association and Faculty Association next week. The Board will receive a preliminary budget request in September, a final request in October prior to sending it to the Governor by October 31, and then it will go on to the General Assembly.

(At the request of Chairman Watkins, the Board then reviewed and voted on Attachment FC-5 as indicated under for action.)

### CIS Project Discussion and Implementation Update-Mr. Herbert L. Watkins, Chair

Progress is good, and we continue to be on schedule. At the request of Mr. Watkins, Dr. Williams reported that from a technical perspective ARCR is complete, however testing will continue until the academic business cycle is complete to be sure all is working correctly. All Phase II C colleges are live with finance and HR Implementation on schedule, and it should be noted that training for this part of the project was done by the System Office. A hardware issue was encountered at one college, but is being worked on. Mr. Watkins advised the Board that he remains increasingly confident that we will complete the project successfully, but does advise caution in publicly voicing success, as unforeseen problems could still occur.

### **For Action**

#### Budget Issues for the 2005-07 Consensus Budget Request

On a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the Board approved the Budget Issues for the 2005-07 Consensus Budget Request as outlined in Attachment FC-5 with the top priorities being 1) enrollment growth; 2) salary plan implementation; and 3) equipment. Discussion of budget concerns followed. Mr. Greenwood questioned the existence of budget funding for the BioTechnology Initiative as opposed to grant funding. Mr. Briggs responded that if the General Assembly wanted this project to continue, they would have to appropriate funding, as the funds from Golden Leaf Foundation were start-up funding and would expire at the end of the biennium. Mr. Norman asked Treasurer Moore about the budget outlook for next year. Treasurer Moore responded that it did not look as good as this year, adding there is little excitement about the economy doing any better than it is right now and no runaway growth is expected. Treasurer Moore then advised the Board that he is disturbed that principal from the escheats on unclaimed property that funds financial assistance for qualifying needy individuals was used in the budget push in the 2003-2004 General Assembly session to honor a request by the UNC Board of Governors. This resulted in a \$40 million drawdown in principal from this funding source. If this practice continues, the funding will be depleted with 5-7 years. For this reason, he will encourage them and us to live within our means. Dr. Greene asked if information was

available on the percentage of funding for college transfer programs versus vocational education programs, noting he had received concerns relating to our mission. Mr. Briggs advised that while he did not have those percentages readily available, he is sure that we are still clearly driven by Vocational Education, and advised that he would get back with accurate data. Dr. Greene also requested that the request for Instructional Support Personnel be moved up in priority on the budget request. Mr. Watkins advised that the recommendation was duly noted, and assured the Board that major items/needs would be presented with the priority based upon the consensus of all stakeholders.

#### NCEITA Contract

Acting upon a directive from the General Assembly, Mr. Watkins motioned, Ms. Pinnix-Ragland seconded, and the Board approved a grant to the NC Electronics and Information Technologies Association (NCEITA) in an amount not to exceed \$200,000 to develop a proposal for the development and operation of a homeland security business incubator. The funding source is a general funds appropriation, and is for the period August 20, 2004 through June 30, 2005.

#### **PERSONNEL COMMITTEE, Stuart B. Fountain, Chair**

On a motion by Dr. Fountain, seconded by Ms. Hayes, the Board convened in closed session to discuss personnel issues. The Board convened in open session.

On a motion by Dr. Fountain, seconded by Dr. Greene, the Board approved to extend the term of Dr. Hartwell Fuller as Interim President of Edgecombe CC for the period August 31 through December 31, 2004.

Dr. Fountain asked that Ms. Joanne Steiner, Chair of the I.E. Ready Awards Committee report to the Board. On a motion by Ms. Steiner, seconded by Mr. Norman, the Board approved the committee's recommendation of Mr. William "Bill" Disher (posthumously) and Mr. Thomas Lambeth as recipients of the 2004 I.E. Ready Award.

#### **PRESIDENT'S REPORT, H. Martin Lancaster**

*(The full text of the President's remarks is available on the NCCCS Web site.)*

- Things have settled down at the System Office since the General Assembly went home; however, we are now already at work on next year.
- The President attended and spoke at the 20<sup>th</sup> Anniversary meeting of the Institutional Information Processing System in Charlotte. They have been especially challenged during the implementation of our College Information System.
- The President presided at the Council of Community College State Directors' summer meeting in Austin Texas. The meeting had a slightly different format this year, and had each of the state directors/presidents report on a significant achievement in their state during the previous year. President Lancaster spoke on our BioNetwork initiative. He stated that he heard many good ideas from other State Directors; however, is still convinced that we have the best System in the country.
- The President participated in the roll out of the Eastern Broadband Initiative in Greenville. This initiative will create a great new capacity for Northeastern NC. We will be able to fully utilize our wireless licenses that community colleges have

obtained to go from where the fiber optic ends to homes and businesses not otherwise served.

- Dr. Larry Keen and staff welcomed more than 130 participants from across the System for the Career Readiness Certificate Program using ACT/Work keys. This will be a regional initiative with Virginia, South Carolina, and Alabama to begin working towards a credential workers can take with them from job to job.

**CHAIR'S REMARKS, James J. Woody, Jr.**

- Chairman Woody reminded the group that the good budget recently received and as shown in FC-12, is in part the result of the work that was done by this group, the NCACCP and NCACCT. It is most important to remember that it is primarily the result of the work done by the schools, instructors, and the performance of the students as shown in the Success Factors. With this in mind, we cannot let up and must continue to fight for the funding to meet the needs of our colleges and students.
- Reminded members of the September 15-17, 2004 retreat to be held at Cape Fear Community College, where Ms. Estell Lee will host a dinner as part of the activities. Chairman Woody asked Ms. Lee to comment on the retreat. Ms. Lee invited everyone to attend, noting that time is allowed on Thursday afternoon to enjoy the area.
- Chairman Woody reminded members of the Joint Governing Boards meeting scheduled for September 7 from 10 a.m. until 2 p.m. at UNC-Chapel Hill. Any thoughts on items for the agenda should be shared with Dr. Tim Brewer.
- Chairman Woody applauded the members for good meeting attendance while noting its importance.

**DATES OF NEXT MEETING**

- Fall SBCC Retreat, September 15, 2004, Cape Fear CC, Wilmington, NC
- SBCC Meeting, September 16-17, 2004 Cape Fear CC, Wilmington, NC

**ADJOURNMENT**

By acclamation, the Board adjourned at 11:20 a.m.

RESPECTFULLY SUBMITTED BY:  
*Secretary*

APPROVED BY:

H. Martin Lancaster, System President

James J. Woody, Jr., *Chair*

Agenda attachments referenced in this document were previously mailed and therefore are not attached to these minutes. If copies are needed, please contact the Office of State Board Affairs, North Carolina Community College System, 200 West Jones Street, Raleigh, NC 27603-1379, (919) 807-6969