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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**  
**UNC-TV**  
**10 T.W. Alexander Drive**  
**Research Triangle Park, North Carolina**

**February 12, 2004**  
**1:15 p.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  
Carolyn M. Davis  
James "Jim" Daniels  
Stuart B. Fountain  
Bob H. Greene  
Sandra L. Hayes  
Anne-Marie Knighton  
Chester P. Middlesworth

Thomas Norman  
Donice Harbor representing  
Lt. Governor Beverly Perdue  
Hilda Pinnix-Ragland  
Linwood Powell  
B. Joanne Steiner  
Norma Turnage  
Herbert Watkins

The following members were unable to attend: Jeanette M. Council, Gordon "Buddy" Greenwood, Treasurer Richard H. Moore, Estell C. Lee, and Ann T. Turlington.

**APPROVAL OF MINUTES**

On a motion by Mr. Middlesworth, seconded by Dr. Greene, the Board approved the minutes of the January 16, 2004 meeting.

**CHANGES IN AND APPROVAL OF AGENDA**

Without objection, Chairman Woody approved a request by Mr. Watkins to suspend the rules and to move Attachment FC-13, "Two Percent Transfer Restrictions," to the agenda For Action (removing it from the Consent Agenda). On a motion by Dr. Fountain, seconded by Ms. Steiner, the Board approved the Agenda as amended.

**APPROVAL OF THE CONSENT AGENDA**

On a motion by Dr. Greene, seconded by Vice Chair Pinnix-Ragland, the Board unanimously approved the Consent Agenda as amended.

## **REPORTS**

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

- NCCCTA representatives attended the annual Association of Community College Trustees and American Association of Community Colleges combined legislative summit February 9-11. Approximately 1,000 people attended the summit marking the highest attendance on record and making their presence felt in Washington, DC. The NC Congressional Breakfast had good attendance by congressmen or their assistants. The delegation also met with staff in Senator Edwards and Senator Dole's offices outlining the needs for community colleges. The highlight of the summit was a speech by Senator Hillary Clinton who is very supportive of community colleges. Senator Clinton stated she would continue to work very hard on their behalf.
- NCACCT Annual Law Seminar is scheduled for March 7-8, 2004. Bob Joyce is helping them to coordinate this meeting, and has chosen some important legal issues for discussion.

### **NC Association of Community College Presidents (NCACCP), Dr. Jim Owen**

- Presidents are thrilled with the opportunity to be able to expend 1 percent of the 2.5 percent reversion money being held, particularly since there is a great need for equipment upgrades.
  - NCACCP discussed and endorsed the contract extension for the College Information System Project. They also voted to support the 2004-2005 budget proposal that is included on today's Board agenda. NCCBI, NC Economic Developers and the State Economic Board have essentially adopted the majority of our legislative program to carry forward in their legislative session, and we feel this will make it exceedingly meaningful to members of the General Assembly.
  - NCACCP is working with two areas of growth for community colleges, the Gates Foundation New Schools project and opportunities in the area of Homeland Security.
  - NCACCP participated this past week in the ACCT- AACC National Legislative Summit where they met with Congressmen Burr, Price and Brad Miller and the Executive Assistants of Senators Dole and Edwards. Issues discussed included the reauthorization of the Higher Education Act and its importance to community colleges, raising the maximum on Pell Grants, and concerns were voiced about the continued need for funding projects included in the Perkins Act, which includes College Tech Prep, and the Workforce Investment Act, to make sure we can support our one-stop centers and to help with the dislocated workers.
  - Presidents are pleased to see the action allowing some of the bond issue projects to move forward which will be very beneficial to students and to the State in terms of construction costs.
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- **Revised State Board of Community Colleges Meeting Calendar**  
On a motion by Mr. Middlesworth, seconded by Mr. Daniels, the Board approved the revised calendar which changed the April meeting dates to April 14-15, 2004 at which time meetings will be held at Central Piedmont Community College in Charlotte, NC.

## **CONSENT AGENDA**

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

- A. New and Expanding Industry Training 2003-2004 Semi-Annual Report  
The Board approved the report as submitted for forwarding to the General Assembly by March 1, 2004.
- B. Curriculum Program Applications (FTFA)  
The Board approved the following curriculum program applications: Haywood CC *Pulp and Paper Technology* (A50430), and Roanoke-Chowan CC *Medical Office Administration* (A25310).
- C. Curriculum Standard Revisions  
The Board approved curriculum standard revisions as requested by the Transfer Advisory Committee (TAC) to the following: *Associate in Science* (A10400), *Associate in Science/Biology and Biology Education* (A1040A), *Associate in Science/Chemistry and Chemistry Education* (A1040B), *Associate in Science/Computer Science* (A1040C), *Associate in Science/Engineering* (A1040D), *Associate in Science/Mathematics* (A1040E), and *Associate in Science/Mathematics Education* (A1040F).
- D. Curriculum Program Terminations  
The Board approved the following curriculum program terminations: Central Carolina CC *Manicuring Instructor* (C55380) and *Manicuring Nail Technology* (C55400), Fayetteville Technical CC *Industrial Management Technology* (A50260), Randolph CC *Historic Preservation Technology* (A35110), Sandhills CC *Manufacturing Engineering Technology* (A40300), Southeastern CC *Human Services Technology/Gerontology* (A4538B), and Wilkes CC *Machining Technology* (A50300).
- E. Course of Instruction to Captive/Co-opted Groups/Basic Skills  
The Board approved Gaston College to offer two courses at one facility. (See *Attachment Prog. 9*)
- F. Course of Instruction to Captive/Co-opted Groups/Continuing Education  
The Board approved the following: Gaston College to offer one course at Gaston Correctional Center, Piedmont CC to offer one course at Caswell Correctional Center, Orange Correctional Center and Dan River Prison Work Farm, Wake Technical CC to offer one course at NC Correctional Institution for Women, and Western Piedmont CC to offer five courses at Western Youth Institution. (See *Attachment Prog. 10*)
- G. Program of Study Revision for Captive/Co-opted Group  
The Board approved Piedmont CC to offer *Office Systems Technology* (C25360) at Dan River Prison Work Farm, and Western Piedmont CC to offer *Furniture Upholstery (Diploma)* (D50220) at Foothills Correctional Institute.

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

- A. Basic Skills English Literacy/Civics Projects  
The Board approved the funding of fourteen English Literacy/Civics projects in the amount of \$315,050 for the period February 12-June 30, 2004. Funds for this contract are appropriated through federal funds that are provided from the US

Department of Education (USDOE) through the Adult Education and Family Literacy Act State Grant Program, authorized by the Workforce Investment Act, Title II, and are subject to availability. Projects were approved for Alamance CC, Caldwell CC and Technical Institute, Catawba Valley CC, Central Piedmont CC, Haywood CC, Lenoir CC, Mayland CC, Mitchell CC, Wake Technical CC, and Wilkes CC, and community-based organizations Cape Fear Literacy Council, Harnett County Literacy Council, Literacy Council of Union County, and Motherread.

B. Service Agreement with Payne and Associates - Learning Disabilities and Special Learning Needs Training

The Board approved a new service agreement with Payne and Associates to develop a statewide training and implementation plan addressing the provision of services for those who have learning disabilities and special learning needs. The contract in an amount not to exceed \$25,000 is to cover a period of March 1-June 30, 2004. This is the first of three parts of this two-year project. Funding for this project is appropriated through federal funds from the USDOE through the Adult Education and Family Literacy Act State Grant Program authorized by the Workforce Investment Act, Title II.

C. CAREER START - Food Stamp Employment and Training Program (Contract Agreement Between NCCCS and the Department of Health and Human Services, Division of Social Services)

The Board approved a contract with the Department of Health and Human Services, Division of Social Services, to provide services outlined in the CAREER START - Food Stamp Employment and Training Program. The fiscal period for this allocation in the amount of \$376,799 is February 1-June 30, 2004, and is subject to the availability of funds from the NC Department of Health and Human Services, Division of Social Services (federal funding through the US Department of Agriculture). The allocation requires a 50/50 match. NCCCS will use state appropriated funds (Human Resources Development [HRD] and Continuing Education) to provide the 50 percent match. \$278,022 will be allocated to the colleges and \$98,777 to the System Office for program administration.

D. CAREER START - Food Stamp Employment and Training Program (Allocation to Colleges)

The Board approved an allocation in the amount of \$278,022 to 15 HRD programs to provide services outlined in the CAREER START project. Funding for the period February 1-June 30, 2004 was allocated to: Catawba Valley CC, Cleveland CC, Edgecombe CC, Isothermal CC, Lenoir CC, Piedmont CC, Richmond CC, Roanoke-Chowan CC, Robeson CC, Rockingham CC, Sandhills CC, Southeastern CC, Stanly CC, Vance-Granville CC, and Wilkes CC.

E. Professional Service Agreement for Ms. Q. Elizabeth Isler

The Board approved a contract with Q. Elizabeth Isler for services to plan and implement the 2004 Community College Conference. The contract will be from February 12 to June 30, 2004 in an amount not to exceed \$3,000 per month for 40 hours per month or \$15,000 over the contract period plus a maximum allowance of \$350 over the contract period for subsistence and transportation. Funding will be state appropriated from lapsed salary funds.

- F. Renewal with Amendment of Service Agreement for Wakeford and Associates, Inc NC Transfer Assistance in the Biomedical Sciences (NC TABS) Program  
The Board approved a contract renewal with amendment with Wakeford and Associates to provide NCCCS with information to assist in determining the effectiveness of the NC TABS programs throughout the State. The contract in the amount of \$5,000 is for the period of February 12-June 30, 2004, and funding will be through a grant sponsored by the National Institutes of Health.
- G. Construction/Property/Bond Authorization Report  
The Board approved the Construction and Property Report as of February 12, 2004 including one project approval for Central Carolina CC, two for Central Piedmont CC, two for Durham Technical CC, two for Fayetteville Technical CC, one for Haywood CC, one for Martin CC, two for Mayland CC, and one for Rockingham CC and the Bond Authorization Report as of February 12, 2004.

## **REGULAR AGENDA**

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

#### **For Future Action**

The Board received the following for consideration of future action:

- A. Central Carolina CC Request for Off-Campus Center Designation of a Site in Harnett County  
A request from Central Carolina CC to designate a 15-acre site in Western Harnett County Industrial Park as an Off-Campus Center.
- B. Proprietary Schools Fee Changes  
A proposal to approve an increase in proprietary school licensing fees.

#### **For Action**

Initiate the Rule-Making Process to amend Title 23 of the NC Administrative Code by Approving the Proposed Text to amend 23 NCAC 02C .0210 Local College Personnel Policies

On a motion by Ms. Knighton, seconded by Dr. Fountain, the Board approved the request to initiate the rule-making process to amend Title 23 of the NC Administrative Code by approving the proposed text to amend 23 NCAC 02C .0210 Local College Personnel Policies.

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

#### **For Information**

- A. Special Application Approval  
Surry CC requested and received approval by the System President to offer *Internet Technologies* (A25290).

B. Curriculum Review Committee (Curriculum Standard Revision) Approval by Vice President

A curriculum standard revision recommended by the Curriculum Review Committee was approved by the Vice President of Academic and Student for Services for *Emergency Preparedness Technology (A55420)* which is being offered at Caldwell CC and Technical Institute, Durham Technical CC, and Nash CC.

**For Future Action**

The Board received the following for consideration of future action:

A. Curriculum Program Application (New to the System)

A curriculum program application received from Central Carolina CC to offer *Community Journalism (A30---*).

B. Curriculum Program Terminations

A request received from Craven CC to terminate offering the programs *Electrical/Electronics Technology (A35220)* and *Electronic Servicing Technology (A50120)*.

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

**For Information**

A. 1993 Bond Status Report

The Board was given the 1993 Bond Project Status Report-Ongoing Projects as of January 31, 2004 with 70% of funds expended and 95% of funds committed.

B. Estimated Receipts

The Board received the Estimated Tuition and Fees Report as of January 31, 2004 indicating 79.57% collected for the fiscal year 2003-04.

C. Requested Information Regarding the Virtual Learning Community

The Board received information previously requested on the VLC Course plan and an estimate of the funds saved through online instruction.

D. Release of 1 Percent of the Current Funds (2.5 Percent) Held for Reversion

President Lancaster determined that the release of 1 percent of the 2.5 percent of funds being held for reversion could be and were released effective February 1, 2004. The remaining 1.5 percent is to be held in reserve in the event they are needed for reversion.

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

Mr. Watkins advised that the contract extension was not yet ready to be presented to the Board. Items outside of the contract extension are proceeding, and based on the work sessions, there are no issues with the current contract that require attention.

**For Future Action**

The Board received the following for consideration of future action:

A. 2004-2005 Consensus Budget Request

Mr. Briggs presented an overview of the 2004-2005 Consensus Budget Request to include the following priorities: 1) Enrollment Growth, Salary Adjustments and Formula Restoration \$58.7 million; 2) Equipment Funding \$223.5 million; 3) Services to

Business and Industry \$17.1 million; and, 4) Multi-Campus Colleges and Off-Campus Centers \$10.9 million. In follow-up to the budget overview, it was noted that last year the public schools, because of excellent performance, justified significant bonus dollars for the schools, and the Governor found the funding to honor that commitment. According to performance indicators, we also performed very well, but were not allowed to carry forward that money to reward our colleges that performed at a superior level. The funding had to be reverted. When the accountability system was put in place, superior performance was to be rewarded. In the three years that this has been in place, we have received the money only one year, and two years those funds had to be reverted to meet the budget shortfall. It is time that our colleges are rewarded for their superior performance in educating adults in NC. Should this same situation exist next year, we need to prevail on the Governor to make certain our colleges are rewarded as well for superior performance. Help is needed in working with the Governor to make sure this money is not taken away from us, and that he has the same commitment to us that he has shown Public Schools in making sure those rewards follow the performance. Much discussion followed regarding how we can convey our needs to the Governor, General Assembly, and particularly the Appropriations Committee.

It was noted that securing funding must be a top priority of the SBCC, and our best option to receive the needed funding requests is to have them included in the Governor's short session budget. Also, we will be allowed to make a presentation to the Appropriations Committee and will need a show of support during that presentation. Personal contact with the Governor's Office and members of the General Assembly to make them aware of our needs will be a key to obtaining the needed funds. It was recommended that members meet with the editors of their newspapers, providing them with a copy of the budget request and discussing it in detail. SBCC members asked for a brief "hot points" summary (one page) to justify the requests for their use in personal contacts. A diskette giving a brief, concise illustration and justification of our needs was recommended to assist our Board members in their efforts to give a clear understanding of the problems we are facing. It was discussed that while we are helping a tremendous number of individuals, emphasis should be placed on the individuals that we are not able to help, the classes/programs that we must cancel because of lack of funds, and the number of employees we are losing because of the salary equity issue. A concern was voiced on effectively making closure on such requests with members of the General Assembly, and a suggestion was made that the SBCC consider whether the assistance of someone with skill and expertise in this area is needed. (See Attachment FC-6)

## **For Action**

### **A. Two Percent Transfer Restriction**

On a motion by Mr. Watkins, seconded by Mr. Middlesworth, the Board approved a policy change in the management of 2 percent transfers to amend the current policy guidelines for the current fiscal year to include salary increases and equipment purchases. The Board then approved on a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the transfer requests in excess of 2 percent for February 2004 from Alamance CC, Blue Ridge CC, Cape Fear CC, Catawba Valley CC, Cleveland CC, College of The Albemarle, Craven CC, Davidson County

CC, Durham Technical CC, Halifax CC, Isothermal CC, James Sprunt CC, Johnston CC, Mayland CC, Pitt CC, Randolph CC, Richmond CC, Sampson CC, Southeastern CC, Southwestern CC, Surry CC, Tri-County CC, Western Piedmont CC, Wilkes CC, and Wilson Technical CC. The Board also approved the report of 2 percent transfers processed through January 2004.

**B. Contract Extension with Amendment Affiliated Computer Services (ACS) - College Information Systems Project**

Mr. Watkins stated that the Contract Extension with Amendment with Affiliated Computer Services (ACS) is not yet ready to bring to the SBCC for action. He advised that that all stakeholders involved have not provided the needed assurances to confirm their needs, requirements, and specific functions will be met by the proposed contract.

**PERSONNEL COMMITTEE, Stuart Fountain, Chair**

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

The Board reconvened in open session.

On a motion by Dr. Fountain, seconded by Dr. Powell, the Board approved the appointment of Dr. Hartwell Fuller as Interim President of Edgecombe CC effective March 1- August 31, 2004 while the college seeks his successor. Dr. Fuller will retire as President on February 29, 2004.

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

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

- Informed members that as a result of a salary equity study and the funds recently allocated by the Governor for this purpose, we were able to give 38-39 people raises, and are getting close to having implemented the salary equity study findings.
- Advised that our biotechnology initiative is well on its way to implementation. We will be hiring three staff persons within the coming weeks and will meet in the near future to discuss with college personnel responses to the RFP for the six centers to be established throughout the state. It is hoped the locations selected for housing the centers will be presented to the SBCC in May.
- Voiced a concern that we have already used all of the funds in the budget for New and Expanding Industry and Focused Industrial Training. The Governor's Office has requested that we continue to make commitments to provide services due to the importance of getting companies to stay, expand, or locate here. Therefore, we will continue to make commitments with the assurance from the Governor's Office that we will not be penalized for these over-commitments.
- Encouraged attendance at the issues luncheon scheduled for the March meeting. The Distance Learning Strategic Plan that we have been working hard to develop will be presented during that luncheon.

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

- Thanked members for their participation in the NC Joint Governing Boards meeting.
- Advised that he is looking forward to the work of the new task group on higher education partnerships. The group will include Dr. Stuart Fountain, Joanne Steiner, Norma Turnage, Dr. Bob Greene, Dr. Tim Brewer, other NCCCS staff members as called upon, and Dr. Larry Norris representing the President's Association.
- Welcomed Donice Harbor, representing Lieutenant Governor Perdue, to the meeting, and David Sullivan to the System Office staff as Assistant to the President for Legal Affairs.
- Thanked UNC-TV, Tom Howe, and his staff for hosting this meeting, where they provided us with a very informative luncheon presentation. The Issues Luncheon hosted by UNC-TV provided the SBCC with information about its new digital broadcasting capabilities, and how this increased capacity affords new opportunities for educational and civic collaborations and partnerships with other public service agencies and organizations throughout North Carolina. Included in the presentation were two videos – one explaining the fundamental capabilities of digital broadcasting technology, and one intended to stimulate further thought and discussion about the potential collaboration opportunities created by UNC-TV's digital services. He thanked them for their assistance along with System Office staff, in planning and making this meeting a success.

**DATES OF NEXT MEETING**

- March 18-19, 2004 Raleigh, NC

**ADJOURNMENT**

By acclamation, the Board adjourned at 3:20 p.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.