



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

State Board of Community Colleges
Raleigh, North Carolina

January 16, 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
Carolyn M. Davis
Stuart B. Fountain
Bob H. Greene
Sandra L. Hayes
Anne-Marie Knighton
Chester P. Middlesworth

Thomas Norman
Lt. Governor Beverly Perdue
Linwood Powell
B. Joanne Steiner
Ann T. Turlington
Norma Turnage
Herbert Watkins

The following members were unable to attend: George Battle, Jeanette M. Council, James "Jim" Daniels, Gordon "Buddy" Greenwood, Treasurer Richard H. Moore, Estell C. Lee, and Hilda Pinnix-Ragland.

REPORTS:

NC Community College Trustees Association, Helen Dowdy

- Relayed holiday greetings from the Association, Carl Byrd and Bill Disher, adding that Mr. Disher is looking forward to our April meeting at Central Piedmont Community College where he hopes he will be able to join us.
- Stated that the NCCCTA Executive Board is meeting tonight and Ken Boham and Fred Williams will join them to discuss issues that affect all of us.
- Announced that letters should be forthcoming on their law seminar scheduled for March 7-8, 2004. Bob Joyce is helping them to coordinate this meeting, which should add good insight into the planning, and will also be a program participant.
- Advised they are looking forward to their attendance at the ACCT Legislative Summit to be held in Washington, DC on February 9-11 and their Congressional Breakfast at the Capitol Hill Club on February 10. Because of this, they regret they will not be able to attend the Joint Governing Boards meeting, but hope to attend the February SBCC meetings.

NC Association of Community College Presidents, Dr. Ken Boham

- Shared that work continues on the weighted grades issue, and it appears that the RFP will go out for the study on the Comprehensive Articulation Agreement. He and Dr. Jim Owen appeared before the Education Oversight Committee this past week and gave a brief report on their work on these issues.
- Advised that NCCCPA will have a meeting next week at Richmond CC, and he will meet with the NCACCT Executive Board tonight representing the President's Association.

SPECIAL RECOGNITIONS

- Matt Smith, Chairman of the Board of Trustees of McDowell Technical CC, proudly introduced their new president, Dr. Bryan Wilson.

APPROVAL OF MINUTES

On a motion by Mr. Middlesworth, seconded by Ms. Steiner, the Board approved the minutes of the December 11, 2003 meeting.

CHANGES IN AND APPROVAL OF AGENDA

On a motion by Mr. Watkins, seconded by Ms. Hayes, the Board suspended the rules and approved a request to move Attachment FC-9 "Warehouse and Distribution/Logistics Course Development: A New Allocation to Lenoir CC" and Attachment FC-13 "Construction/Property/Bond Authorization Report" to the agenda For Action (removing these from the Consent Agenda). On a motion by Dr. Greene, seconded by Dr. Fountain, the Board approved the Agenda as amended.

APPROVAL OF THE CONSENT AGENDA

On a motion by Dr. Powell, seconded by Dr. Fountain, the Board unanimously approved the Consent Agenda as amended including the following.

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

A. Curriculum Program Applications (FTFA)

The Board approved the following curriculum program applications: Brunswick CC *Associate Degree Nursing (Integrated)* (A45100), Fayetteville Technical CC *Criminal Justice Technology/Financial Crime/Computer Fraud* (A5518B), and Mayland CC *Practical Nursing* (D45660).

B. Curriculum Program Terminations

The Board approved the following curriculum program terminations: Carteret CC *Medical Transcription* (D25320); College of The Albemarle *Boat Building* (D35120), *Electronics Engineering Technology* (A40200), *General Occupational Technology* (A55280), and *Paralegal Technology* (A25380); Fayetteville Technical CC *Real Estate* (A25400) and *Real Estate Appraisal* (C25420); and James Sprunt CC *Health Information Technology* (A45360).

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

The Board approved the following: Four courses were approved to be offered by Blue Ridge CC, one course by Guilford Technical CC, and two courses by South Piedmont CC. (See Attachment Prog. 7)

D. Course of Instruction to Captive/Co-opted Groups/Continuing Education

The Board approved the following: Carteret CC to offer one course at Carteret Correctional Center; Mayland CC to offer three courses at Mountain View Correctional Facility and three courses at Avery/Mitchell Correctional Institution; Vance-Granville CC to offer four courses each at Federal Prison Camp, Federal Correctional Institute, and Low Security Correctional Institute, and one course at Polk Youth Institution; and Wake Technical CC to offer two courses at Wake Correctional Center. (See Attachment Prog. 8)

E. Program of Study Revision for Captive/Co-opted Group

The Board approved Western Piedmont CC to offer *Mechanical Drafting Technology* (A50340) at Foothills Correctional Institute

F. Course Approval Continuing Education Master Course List

The Board approved the following additions to the course list:

PROGRAM AREA	COURSE TITLE	COURSE NUMBER	RECOMMENDED HOURS
J38	Chinese	FLI 3720	30
L30	Horticultural Therapy Certification Program	MED 3000	180
R21	Juvenile and Cultural Sensitivity Training	CJC 3950	10
R21	Rapid Deployment	CJC 3951	10
R40	Emergency Response to Terrorism – Awareness Train-the-Trainer	EME 3100	24
R40	Emergency Response to Terrorism – Awareness	EME 3101	16
R40	Emergency Response to Terrorism – Performance Train-the-Trainer	EME 3200	40
R40	Emergency Response to Terrorism – Performance	EME 3201	40
R40	Emergency Response to Terrorism – Planning and Management	EME 3300	40
R40	Emergency Response to Terrorism – Specialized Training	EME 3400	24
V40	OBD Repair Technician	AUT 3151	40

G. Course Modification Continuing Education Master Course List

The Board approved the following modifications to the course list:

PROGRAM AREA	COURSE TITLE	COURSE NUMBER	CURRENT HOURS	RECOMMENDED HOURS
J75	Fundamental Skills for Teacher Assistants	EDU 3010	83	30

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

A. Public Health Preparedness and Response for Bioterrorism Cooperative Agreement U90/CCU416979-04-3 New Contract

The Board approved a cooperative agreement for Phase II of a Public Health Preparedness Response for Bioterrorism grant to be awarded to the NCCCS by the NC Department of Health and Human Services (DHHS), Division of Public Health. The amount of the contract, not to exceed \$200,000, will be granted to NCCCS for Phase II project activities. The contract is for the period January 1 – August 30, 2004 and does have a provision to extend the contract period if mutually agreed upon through a written amendment between NCCCS and DHHS.

B. General Educational Development (GED) Annual Scoring Site Contract

The Board approved a contract with the GED Testing Service of the American Council on Education for the NCCCS System Office to be an authorized scoring site for the GED tests with the exception of the essay component. The contract is in the amount of \$750.00 for the period January 1-December 31, 2004, and is funded through appropriated federal funds provided from the US Department of Education through the Adult Education and Family Literacy Act State Grant Program, Workforce Investment Act, Title II.

C. Skill Standard for Bio-Informatics Technicians: A New Allocation to Craven Community College

The Board approved the allocation of funds to Craven CC to develop the first national skill standard for Bio-Informatics technicians in the amount of \$18,500 for the period January 16-June 30, 2004. Funding will be from funds available from the 2002-03 carry forward funding from the Worker Training Trust Fund approved in Section 12.6(d) of House Bill 397.

D. State Board Reserve Projects – January 2004 Expenditure Report

The Board approved the State Board Reserve Project Mid-Year Report for the period July 1-December 31, 2003 indicating \$135,327.93 expended.

E. Two Percent Transfer Restriction

The Board approved the Two Percent Transfer Restriction Report through December 2003. The Board also approved requests received from Central Piedmont CC, Guilford Technical CC, Lenoir CC, Roanoke-Chowan CC, and Sandhills CC in January 2004. (Attachment FC-12)

REGULAR AGENDA

PROGRAM SERVICES COMMITTEE, Bob H. Greene, Chair

For Information

A. Special Application Approvals

The Board received information on the Special Application Approvals by System President for Cape Fear CC *Community Spanish Interpreter (A55370)* and Piedmont CC *Internet Technologies (A25290)*.

For Future Action

The Board received for review and consideration at the February 12, 2004 meeting the following:

A. New and Expanding Industry Training 2003-2004 Semi-Annual Report

Colleges are to submit data to the System Office in January. Once compiled, the report will be prepared and available to the Board in February for their review and approval. After approval, it will be forwarded to the General Assembly to meet the March 2004 reporting requirement.

B. Curriculum Standard Revisions

Curriculum Standard Revisions as requested by the Transfer Advisory Committee (TAC) including: *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)*.

C. 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)*.

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 December 31, 2003 with 79% of funds expended and 97% of funds committed.

B. Historically Underutilized Businesses (HUB) State Bond Utilization Report as of September 30, 2003

The Board received the Historically Underutilized Businesses (HUB) State Bond Utilization Report as of September 30, 2003 indicating 11.15% of funds expended.

C. Estimated Receipts

The Board received the Estimated Tuition and Fees Report as of December 31, 2003 indicating 60.22% collected for the fiscal year 2003-04.

D. Annual Survey of Fees 2002-2003

The Board received the Annual Survey of Fees 2002-2003 Report that included expenditures for 2002-03 and fund balances as of June 30, 2003 for optional fees including computer use and technology, student activity, and parking fees. This was the first report to the SBCC since the adoption of the rule in July 2002 requiring college Presidents to report optional fees established by local college Trustees and Presidents to the System Office's Division of Business and Finance.

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

An update was given by Mr. Watkins and Dr. Sandra Williams to inform SBCC members of CIS activities that have occurred since the December 11, 2003 meeting.

Dec. 18	Met with external stakeholders to review the contract extension and receive input.
Jan. 5	Met with TAPSE, and we are no longer on the IRMC Needs Agency Attention List, and are now in the normal reporting cycle.
Jan. 13	Met with the Attorney General's (AG) Office to review the contract, and are awaiting their input. The AG's office and vendor's attorneys will negotiate the specific language of the contract before it is returned to the SBCC.
Jan. 14	Met with ACS to revisit specifics of scope of work and further define roles and responsibilities; and, presented to the Joint Legislative Oversight Committee on project.
Jan. 15	Anticipated date the contract will be received back from the AG's office, which should allow us to present it at the next SBCC board meeting.
Jan 20	Software fix for ARCR is scheduled for delivery for beta testing. Testing should be completed by July allowing us to go live in December.
General	Phase 2-A colleges are live with Finance and HR; 2B are live with Finance and slowly going live with HR in January; 2C are either preparing for or are in training; and all colleges are doing conversions of data over from the old system to the new system.

Lt. Governor Perdue asked several questions relating to total cost, final implementation date, and how CIS will work [perform]. Mr. Briggs advised the projected cost is \$82 million not including the Data Warehouse. The original award was \$42 million; however, we knew there would be enhancements, and these will cost approximately \$15 million, the ARCR fix will cost \$3.9 million, and the contract extension for three years will cost \$26 million. Mr. Watkins advised the projected completion date is December 2007, and represents a two-year extension because of the ARCR situation, our own staffing problems, and the need for additional time, i.e., because of college operations every time you extend a scheduled date, you must

basically extend it by and absorb costs for a year. Mr. Watkins advised that from his perspective and involvement, schools that have installed and are operating under the system are extremely positive about the functions being provided and the capabilities to add efficiencies to the college's operations. Even with the problems that occurred and the pain they have encountered getting there...we are hearing from the colleges that the IT system is good for the schools and the functions and capabilities being provided are what they need...The manual financial procedures that we put in place to fix the cash module are working, ...and we are using that manual financial module as the basis for that design." Mr. Briggs added "We will have financial capabilities in reporting and accounting that we have not had before. It will be linked to the Human Resources package...and will track faculty, staff and all records that go with HR...but most importantly the reason we went into this system was for a student system – one student–one record. It tracks the performance success, the transferability, and can monitor and track the student where ever the student goes within our system or on to the university, and is fully integrated...The State's return on their investment is the first comprehensive system in the United States for an entire system...a fully integrated comprehensive system that will feed to the State Controller, State Auditor's information they have to have...one student-one record, a student management tool on the campus for security, parking, auxiliary, and bookstores." Lt. Governor Perdue asked that staff generate a one-page fact paper to be used to respond to questions she and other Board members will receive in their communities "to show the benefits and to show that this is just a natural cost of doing business, ...and that the system is going to outlast the life span...most systems are antiquated after seven or eight years...In 2007 when it is up and running ...the point should be made that this system will not be antiquated." Mr. Norman added that he felt it should include the beginning date and how we got to this point to show that if divided by the total number of years involved it [cost] is not as bad as it might initially appear. Mr. Watkins added he felt "the project is being managed well, and stated that the problems are fundamental in what happens when you buy a software package that is pre-designed and make significant changes to it. This package has been extremely tailored to the laws and statutes of North Carolina...the alternative is a grounds-up development effort which generally costs you two and one-half times your installation cost...Finance and Capital Needs is having a work session on the extended contract on February 9...to offer a final opportunity for all stakeholders to be sure their concerns are taken care of in the statement of the contract extension...to be presented to ACS..."

For Action

A. Contract Amendment Affiliated Computer Services (ACS) - Change Request to Modify Software Deliverables (College Information Systems Project)

This item was initially presented for information to amend the contract with ACS to modify the software deliverables in the contract currently in place for the development and implementation of the CIS. The amendment included two no-costs change requests. After discussion, it was determined that an amendment to a contract required approval from the Board. On a motion by Mr. Watkins, seconded by Ms. Hayes, the Board suspended the rules and requested this contract amendment be presented for action. The Board then approved the no-cost Change Request for Issue 1584 and no-cost Change Request 2002-22.

B. Warehouse and Distribution/Logistics Course Development: A New Allocation to Lenoir Community College

On a motion by Mr. Watkins, seconded by Ms. Steiner, the Board approved a new allocation for the development of a logistics orientation course for new employees and a logistics course for incumbent workers in Warehouse and Distribution in the amount of \$13,000 for the period January 16 through June 30, 2004. The funding is supported by the 2002-03 carry forward funding from the Worker Training Trust Fund approved in Section 12.6.(d) of House Bill 397 administered through the Bureau of Training Initiatives program in the Division of Economic and Workforce Development. Funding must be expended by June 30, 2004.

A. Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report as of January 16, 2004 including four project approvals for Central Carolina CC, one for Central Piedmont CC, one for Cleveland CC, one for Fayetteville Technical CC, three for Guilford Technical CC, two for Halifax CC, two for Lenoir CC, one for Pamlico CC, one for Pitt CC, one for South Piedmont CC, one for Surry CC, two for Wake Technical CC, two for Western Piedmont CC, and one for Wilkes CC. Also approved was the acquisition of real property by Mayland CC, disposal of real property by Catawba Valley CC, Mayland CC and Pamlico CC, and one acquisition and disposal of real property in a "swap" as requested by Central Piedmont CC. (See Attachment FC-13)

PERSONNEL COMMITTEE, Stuart Fountain, Chair

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

The Board reconvened in open session.

- A. On a motion by Dr. Fountain, seconded by Mr. Middlesworth, the Board approved David Sullivan as Assistant to the President for Legal Affairs effective February 1, 2004, at an annual salary of \$67,628.

PRESIDENT'S REPORT, H. Martin Lancaster

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

- Thanked the Board for their attendance at the reception honoring Clay Hines, System General Counsel, who retired after more than 30 years of service marked by dedication and excellence.
- Shared that Chancy Kapp, Foundation Chair Dwight Allen, and he joined the W. Dallas Herring Fellows and the contributors to that endowment for an excellent discussion with Dr. Herring about the program and his vision for the future.
- Informed members that we have been working with a couple of consulting firms to discuss the prospects of an economic impact study for each of our colleges with

aggregated data on the impact of the entire System on the state. The Community College Foundation and colleges will pay for this study.

- Briefed members on the recent visit of the leadership team of the SC Technical College System hosted by NCCCS. This included overviews and one-on-one discussions.
- Advised that work continues on our Biotech Initiative with Golden LEAF funded positions being advertised. It is hoped that by the next meeting we will be able to announce that those persons are in place and the initiative is underway. The first item of business will be to develop the RFP's for the Biotech centers that will be established across the state.
- Expressed a positive feeling that NCCCS will have an important role in the development and implementation of ways to reform high schools in NC. This was the result of a meeting that he and other staff attended with Dr. Tony Habit to discuss the "New Schools Project" funded by the Gates Foundation grant.
- Acknowledged that this week had been busy from a legislative perspective as we reported to Education Oversight and Governmental Operations on a number of issues. These issues included weighted grades, a comprehensive articulation study, CIS, and the Textile Center.
- Commended Transfer Advisory Committee Chair Person Dennis King (Asheville-Buncombe Technical CC) on resolution of long-standing community college issues at a meeting of that committee in December to include much needed changes to the Comprehensive Articulation Agreement.
- Commented on the progress of the CIS project, thanking Mr. Watkins, Dr. Williams and Mr. Briggs for their efforts in resolving many issues with the vendor to allow the extension of the contract and continued implementation of the system.
- Reported that Kennon Briggs and his staff reported to the Higher Education Bond Oversight Committee in December that NCCCS had expended \$122.3 million of the bond funds on approximately 200 projects.
- Congratulated Dr. Stephanie Deese on her appointment to the National Association of Workforce Development Professionals Board of Directors. He also congratulated Keith Brown who was selected by the US Department of Education as one of two community college representatives to serve on a technical review panel to develop variables for the IPEDS Peer Review Analysis System.

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

- Called upon Tommy Norman to discuss the April SBCC meeting which will be held at Central Piedmont Community College in Charlotte.
- Thanked Ms. Steiner and Dr. Fountain for working on the legislative contact list. Members that have not submitted their contact list should provide the needed information to Dr. Fountain.
- Announced with regret, the resignation this past week of SBCC member George Battle due to family and business obligations.
- Advised that he and staff continue to receive requests from members to attend meetings by telephone. As a result, an executive decision has been made that there will be no telephonic meetings with the exception of special called meetings

where it is deemed necessary by the Board Chairman and System President and the meeting can be conducted effectively by telephone.

DATES OF NEXT MEETING

Chairman Woody announced the following:

- Wednesday, February 11, 2004: NC Education Joint Governing Boards
Advised members they should be receiving invitations within the week to the North Carolina Joint Governing Boards Meeting to be held on Wednesday, February 11, 2004, beginning at 12 noon (registration at 11:30) at the Friday Center, University of North Carolina at Chapel Hill. The Chairman requested that Dr. Bob Greene brief the Board on the upcoming meeting. The meeting will concentrate on a comprehensive statewide plan for all systems in the recruitment, preparation, and retention of quality teachers/instructors. The keynote speaker will be former West Virginia Governor Gaston Caperton who is now the President of the National Education Board. Attendance was strongly encouraged as the issues to be discussed are of major importance to our System and Board.
- Thursday, February 12, 2004: SBCC Committee and Board Meetings
Chairman Woody announced that the February SBCC meetings have been rescheduled and will now be a one-day meeting to begin at **8:30 a.m.** on Thursday, **February 12** to coordinate with the Joint Governing Boards meeting. The meeting will be hosted and held at UNC-TV in Research Triangle Park. Committee meetings will be held in the morning followed by a presentation made by UNC-TV, lunch, and the Board meeting that should start at approximately 1:15 p.m.

ADJOURNMENT

By acclamation, the Board adjourned at 10:37 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.