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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**

**March 19, 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  
Jeannette M. Council  
Carolyn M. Davis  
James "Jim" Daniels  
Stuart B. Fountain  
Bob H. Greene  
Gordon "Buddy" Greenwood  
Sandra L. Hayes  
Anne-Marie Knighton

Chester P. Middlesworth  
John McLawhorn representing  
Treasurer Richard H. Moore  
Lt. Governor Beverly Perdue  
Hilda Pinnix-Ragland  
Linwood Powell  
B. Joanne Steiner  
Norma Turnage  
Herbert Watkins

The following members were unable to attend: Estell C. Lee, Thomas Norman, and Ann T. Turlington.

**APPROVAL OF MINUTES**

On a motion by Mr. Middlesworth, seconded by Dr. Greene, the Board approved the minutes of the February 12, 2004 meeting.

**CHANGES IN AND APPROVAL OF AGENDA**

On a motion by Ms. Knighton, seconded by Dr. Fountain, the Board suspended the rules and approved the addition of Attachment Pol. 7 "South Piedmont Community College request to move Union County campus designation from Brewer Drive site to the Old Charlotte Highway site" and Attachment Pol. 8 "Resolution on the Brown v. Board of Education's 50<sup>th</sup> Anniversary" to the Action Agenda. On a motion by Dr. Greene, seconded by Mr. Middlesworth, the Board suspended the rules and moved from Future Action to Action on the Agenda Attachment Prog. 2 "Basic Skills Revised State Plan." On a motion by Mrs. Pinnix-Ragland, and without objection, Chairman Woody agreed to remove from the Agenda Attachment FC-10 "Homeland

Security/Law Enforcement and Public Awareness Cooperative Agreement (New Agreement)," Attachment FC-11 "Homeland Security/Law Enforcement Professional Services Agreement: Christopher Wayne Merritt," and Attachment FC-12 "Homeland Security/Law Enforcement Professional Services Agreement: Matt Chytka" and move from the Consent Agenda to the Regular Agenda Attachment FC-18 "Construction/Property/ Bond Authorization Report. Dr. Fountain requested, and without objection Chairman Woody granted the request to move Personnel Committee to the first standing committee report. On a motion by Ms. Pinnix-Ragland, seconded by Dr. Powell, the agenda was approved as amended.

### **APPROVAL OF THE CONSENT AGENDA**

On a motion by Dr. Greene, seconded by Ms. Hayes, the Board unanimously approved the Consent Agenda as amended.

### **REPORTS/PRESENTATION**

#### **GEAR-UP Partnership, Anthony Locklear**

- Anthony Locklear, University of North Carolina, gave a presentation on GEAR-UP (Gaining Early Awareness for Undergraduate Programs). GEAR-UP, a \$15 million federally funded, state-administered program, is designed to stimulate interest in college attendance, awareness of college entrance requirements and knowledge about available financial aid by middle school students. Locklear told the Board that the program is active in twenty counties and has seen tremendous results. He presented the Board a print of a quilt symbolizing the GEAR UP partners.

#### **Small Business Center Network Awards for Excellence, Gayle Harvey**

- Gayle Harvey, Small Business Center Network Director, presented the Small Business Center Network Awards for Excellence. The Eastern Regional winner was Lenoir Community College Small Business Center, Alice Tingle SBC Director; Western Regional winner was Wilkes Community College Small Business Center, Robin Phillips SBC Director; and the Central Regional and the Small Business Center Statewide Excellence winner was Central Carolina Community College's three Small Business Centers, Jim Felton, Nancy Blackman and Leon Tongret are the Directors.

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

- Advised staff from NCACCT attended the dedication of the Central Piedmont CC Administration Building as the "J.W. Disher Administration Building" in honor of Bill Disher and his contributions to community colleges. This was a moment of great pride and honor to Bill and his family members who were present at the dedication.
- Reported on the annual NCACCT Law Seminar that was held on March 7-8. The seminar was attended by 190 people that represented trustees, college presidents, and college attorneys throughout the State. Attorneys who attended earned continuing legal education credits.

- Distributed a resolution that was passed by the NCACCT Executive Board at their March meeting to show their support of legislation to endorse the funding of the shortfall that has been continuously endured by NC community colleges with multiple campuses.

**NC Association of Community College Presidents (NCACCP), Dr. Ken Boham**

- Presidents attended the NCACCT Law Seminar which was a good meeting.
- The Executive Committee of NCACCP recently met in a lengthy meeting in which they made progress in putting together a system-wide economic impact study. The study will be a great utility to the system in talking to the General Assembly regarding the impact of institutions on the state and can be utilized at the local level as well.
- NCACCP will meet in April at Johnston CC.
- In an effort to keep members of the General Assembly briefed on the budget and community college needs, three NCACCP members will be meeting with a chief counsel for Speaker Morgan to discuss requirements for next year.

**CONSENT AGENDA**

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

A. Central Carolina Community College Request for Off-Campus Center Designation of a Site in Harnett County

The Board approved a request from Central Carolina CC for off-campus designation for a 15-acre site in the Western Harnett County Industrial Park.

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

A. Curriculum Program Application (*New to System*)

The Board approved a curriculum program application (*new to the System*) as requested by Central Carolina CC to offer *Community Journalism* (A30---).

B. Curriculum Program Terminations

The Board approved the following curriculum program terminations: Craven CC *Electrical/Electronics Technology* (A35220) and *Electronic Servicing Technology* (A50120).

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

The Board approved the following: South Piedmont CC-two courses at Lanesboro Correctional Center, and Vance-Granville CC-one course at Federal Prison Camp.

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

A. Two Percent Transfer Restriction

The Board approved the Two Percent Transfers processed through February 2004 and a March request received from Isothermal CC.

B. Travel Subsistence Rate Revision - New and Expanding Industry Training (NEIT) Program

The Board approved a request to change NEIT program guidelines authorizing an in-state and out-of-state per diem rate consistent with the prevailing rate established by the Office of State Budget and Management (OSBM).

C. Public Health Preparedness and Response for Bioterrorism Project Allocation to Select Community Colleges

The Board approved an allocation of resources in the amount of \$200,000 to select colleges to serve as lead colleges to identify and modify and/or develop, produce and disseminate courses that target counterterrorism issues. The funding source is a grant from the NC Department of Health and Human Services, Division of Public Health. Colleges selected to receive allocations include Asheville-Buncombe Technical CC, Blue Ridge CC, College of The Albemarle, Davidson County CC, Gaston College, and Wake Technical CC. (See Attachment FC-14.)

D. Biotechnology Training Initiative Professional Service Agreement with Andrew Rothschild – FY 2004-2005

The Board approved a professional service agreement with Andrew Rothschild not to exceed \$42,000 for the period March 19-September 30, 2004 to provide technical assistance and expertise in planning the equipment, laboratories, and facility enhancement requirements for training facilities related to biomanufacturing and the biotechnology cluster. Dr. Rothschild is to be reimbursed at a rate of \$175 per hour, not to exceed 240 hours. The agreement is funded from the Golden LEAF Biotechnology Training Initiative-NCCCS BioNetwork funds.

E. Professional Service Agreement for Career Start Program Assistant - Carla Dancy

The Board approved a professional service agreement with Carla Dancy as a Career Start Program Assistant. The contract will be from March 22-June 30, 2004 for an amount not to exceed \$10,833 over the contract period. The pay rate is \$12.50 per hour with a 40-hour work week. Federal funding from the NC Department of Health and Human Services, Division of Social Services is the funding source.

F. Professional Service Agreement for Career Start Program Coordinator - Kamala Uzzell

The Board approved a professional service agreement with Kamala Uzzell as a Career Start Program Coordinator. The contract will be from March 22-June 30, 2004 for an amount not to exceed \$16,677 over the contract period. The pay rate is \$25.00 per hour with a 40-hour work week. Federal funding from the NC Department of Health and Human Services, Division of Social Services is the funding source.

## **REGULAR AGENDA**

### **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 Ms. Steiner, the Board approved the appointment of Dr. Brantley Briley as President of Lenoir CC effective May 10, 2004. Dr. Grady Bethel, Chairman of the Board of Lenoir CC, introduced Dr. Briley who then thanked the Board for their support in his selection as Lenoir CC President.

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

### **For Information**

A. Review of the Rule-Making Process, Status Report on Pending Amendments to the NC Administrative Code, Status Changes Relative to Unlicensed Proprietary Schools and Status of Action on Proprietary School Fee Changes

David Sullivan provided to the Board a review of the rule-making process, a status report on pending amendments to the NC Administrative Code, status changes relative to unlicensed proprietary schools, and an update on the status of action on proprietary school fee changes

### **For Future Action**

A. Approval of Proprietary Schools

The Board received for future action a recommendation to approve for licensure the following proprietary schools to offer the programs as listed for each in Attachment Pol. 2: Priority Nursing Academy in Greensboro, Inova Tech Inc. in Fayetteville, Lake Norman School of Dental Chairside Assisting in Mooresville, and Caduceus Nightingale Academy in Winston-Salem.

B. Establishment of an Off-Campus Center in Northwest Forsyth County

The Board received for future action a request from Forsyth Technical CC for an off-campus center for a site in the Big Oaks Business Park located near the town of King.

### **For Action**

A. Initiate the Rule-Making Process to Amend All Rules and Adopt a New Rule by Approving the Proposed Text in Subchapter 3A of Title 23 of the NC Administrative Code Entitled Proprietary Schools

On a motion by Ms. Knighton, seconded by Dr. Fountain, the Board approved a motion to initiate the rule-making process to amend all rules and adopt a new rule by approving the proposed text in Subchapter 3A of Title 23 of the NC Administrative Code entitled Proprietary Schools to correct minor changes and additions to the text as originally approved in November.

B. Initiate the Rule-Making Process to Amend Title 23 of the NC Administrative Code by Approving the Proposed Text to Amend 23 NCAC 02E .0204(3) Courses and Standards for Curriculum Programs

On a motion by Ms. Knighton, seconded by Ms. Pinnix-Ragland, the Board approved a motion to initiate the rule-making process amend Title 23 of the NC Administrative Code by approving the proposed text to amend 23 NCAC 02E .0204(3) Courses and Standards for Curriculum Programs. Ms. Knighton did advise members that the University System was able to approve their rule-making

change in less than 60 days; however, because the Community College System is under the Administrative Code and must adhere to its rule-making process, it can take us many months to get approval. As a result the Policy Committee was re-energized to try to bring this issue to the General Assembly to enable us to act more efficiently. Chairman Woody requested any help members could provide to assist the Board in this effort.

C. South Piedmont CC request to move Union County campus designation from Brewer Drive site to the Old Charlotte Highway site

On a motion by Ms. Knighton, seconded by Dr. Fountain, the Board approved a request to move the Union County campus designation from the Brewer Drive site to the Old Charlotte Highway site.

D. Resolution Honoring the 50<sup>th</sup> Anniversary of the Landmark of the Brown v. Board of Education Decision

On a motion by Ms. Knighton, seconded by Dr. Greene, the Board adopted the resolution as presented in Attachment Pol. 8.

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

### **For Information**

A. Economic and Workforce Development 2002-2003 Annual Report

Larry Keen, Vice President of Economic and Workforce Development, gave an overview to the Board of the information contained in The Economic and Workforce Development 2002-2003 Annual Report as presented in Attachment Prog. 1.

### **For Future Action**

A. Strategic Plan for Distance Learning 2003-2004 through 2008-2009

The Board received for consideration of future action the Strategic Plan for Distance Learning 2003-2004 through 2008-2009. (See Attachment Prog. 3.)

B. Curriculum Program Terminations

The Board received for consideration of future action the following curriculum program terminations: Beaufort County CC *Welding Technology/Underwater* (A5042A), College of The Albemarle *Business Administration/Electronic Commerce* (A2512I) and *Mechanical Drafting Technology* (A50340). Davidson County CC *Business Administration/Electronic Commerce* (A2512I), and Western Piedmont CC *Office Systems Technology/Legal* (A2536A).

### **For Action**

A. Basic Skills Revised State Plan

On a motion by Dr. Greene, seconded by Mr. Middlesworth, the Board approved the Basic Skills Revised State Plan for presentation to the Governor's Office by April 1, 2004. The plan does not include major changes but extends the contract for a year.

**FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert L. Watkins, Chair**  
(In the absence of Chairman Watkins, Vice-Chair Pinnix-Ragland gave the report.)

**For Information**

A. 1993 Bond Status Report

The Board was given the 1993 Bond Project Status Report-Ongoing Projects as of February 29, 2004 with 70% of funds expended and 95% of funds committed.

B. Historically Underutilized Businesses (HUB) State Bond Utilization Report as of December 31, 2003

The Board received the report for Historically Underutilized Businesses Report as of December 31, 2003, which indicates an increase in participation, now at 12.36%.

C. Advancing Bond Projects

The Board received the report on the advancing of bond projects as of February 29, 2004.

D. Estimated Receipts

The Board received the Estimated Tuition and Fees Report as of February 29, 2004 indicating 82.84% collected for the fiscal year 2003-04.

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

Vice Chair Pinnix-Ragland reported that work continues on the project as scheduled. It is hoped that the revised contract can be brought to the Board in April.

F. One to Three Percent Budget Reductions

At the request of Vice-Chair Pinnix-Ragland, Mr. Briggs advised the Board of the receipt of a request form the State Budget Officer to: 1) solicit expansion budget requests, and 2) to provide a list of budget reduction options totaling one to three percent. A survey was taken to assess the impact that our colleges would take in the budget reduction request. It was determined that the reduction would have to come from the State Aid Formula with changes to the instructional formula allocations, the base allotment, enrollment allotment, and the System Office.

G. "A Report on Transfer in Excess of Two Percent from Instructional Salaries"

The Board received for information the report on transfers in excess of two percent from instructional salaries through February 2004 where a large percentage of the transfers went to equipment.

**For Action**

A. 2004-2005 Consensus Budget Request

On a motion by Ms. Pinnix-Ragland, seconded by Ms. Steiner, the Board approved the 2004-2005 Consensus Budget Request to include the following priorities: 1) Enrollment Growth, Salary Adjustments and Formula Restoration \$55.8 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 as outlined in Attachment FC-9 with the inclusion of adjustments by the staff to reflect changes discussed in the Finance and Capital Needs Committee meeting on March 18, 2004 regarding enrollment figures; context is not to be revised.

B. Construction/Property/Bond Authorization Report

On a motion by Ms. Pinnix-Ragland, seconded by Mr. Greenwood, the Board approved the construction and property report as of March 19, 2004 to include three project approvals for Asheville-Buncombe Technical CC; one for Central Piedmont CC, two for Piedmont CC, one for Pitt CC, one for Sandhills CC, three for Vance-Granville CC, one for Wayne CC, and the acquisition of real property by Central Carolina CC and South Piedmont CC, the disposal and acquisition in a swap of real property by South Piedmont CC, and the disposal of real property by Wilkes CC.

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

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

- Advised that he relayed to legislators this past week his concern that increased enrollments in the colleges have pushed the System Office staff (which has undergone drastic cuts) to the limit, and he is not sure how long staff can continue to provide the needed support to the colleges at the current level. Any additional cuts will be reflected at the colleges by less programs offered, more student enrollment caps, and communities served at less than the current level. He fears taxpayers will not be properly served. SBCC members were again encouraged to contact legislators, the Governor, the Lieutenant Governor, and members of the Appropriations Committee concerning our budget situation.
- Informed SBCC members that the Bio-Network Forum organized by BioNetwork Director Susan Seymour with the assistance of Board Member Joanne Steiner was held to introduce the BioNetwork Initiative. It was a huge success with approximately 175 people attending and 30 colleges represented. Meetings have been held with various colleges to assist them in preparing responses to the RFP's. Three staff members have been hired, and one position remains to be filled.
- Conveyed information to SBCC members on the Wachovia Partnership East, an exciting program of degree completion in teacher preparation that will create four regional hubs to deliver the last two years of a teacher education degree on community college campuses. Wachovia Bank, in partnership with East Carolina University, announced a \$1 million gift to the university to assist prospective teachers in Eastern NC in obtaining their educational objectives.
- Announced that Brunswick CC has been awarded a grant from Mexico to fund a Hispanic Center. Helga Mattei, director of the Hispanic/Latino initiative, continues to meet with individuals and colleges across the state to determine the program needs and where the program support lies.
- Encouraged trustees, college presidents and students to meet with their legislators to relay the critical issues included in our budget request, noting that students are often the best spokesperson to relay our message of a need for more funding and no budget cuts this session.

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

- Reiterated the President's request that members contact their legislators and governmental officials to discuss the critical points in the 2004-2005 Consensus Budget.

- Thanked Joanne Steiner for her work on the BioNetwork Initiative.
- Congratulated Hilda Pinnix-Ragland on her recent appointment as Chair Person for the American Association for Blacks in Energy.

**DATES OF NEXT MEETING**

- April 14-15, 2004 at Central Piedmont Community College, Charlotte, NC

**ADJOURNMENT**

By acclamation, the Board adjourned at 11:05 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.