



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

State Board of Community Colleges
Raleigh, North Carolina

May 21, 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
Anne-Marie Knighton
Estell C. Lee
Chester P. Middlesworth

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

The following members were unable to attend: Sandra L. Hayes and Herbert Watkins.

APPROVAL OF MINUTES

On a motion by Mr. Middlesworth, seconded by Mrs. Steiner, the Board approved the minutes of the April 15, 2004 meeting, and on a motion by Dr. Greene, seconded by Dr. Fountain, the Board approved the minutes of the May 4, 2004 telephonic meeting.

CHANGES IN AND APPROVAL OF AGENDA

On a motion by Dr. Fountain, seconded by Mr. Norman, the Board suspended the rules and moved from For Future Action to For Action Attachment Pol. 1 "Initiate the Rule-Making Process to Amend Title 23 of the North Carolina Administrative Code by Approving the Proposed Text to 23 NCAC 02D .0312 Bookstore: Vending Machine," and Attachment Pol. 2 "Relicensing of Proprietary Schools for the Fiscal Year 2004-2005." By consensus, the agenda was approved 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.

REPORTS/PRESENTATION

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

- NCACCT President Carl Byrd, Hal Miller and she attended the NCCBI legislative conference last week and were pleased that the legislative leaders were so vocal in their support for community colleges and hope that will translate into much needed funding. Carl Byrd, is now employed as the Director of the New Hanover Human Relations Commission, however, he is still active in the NC Economic Developers Association and continues to solicit support for community colleges.
- NCACCT staff will be at the General Assembly each day that members are in attendance, and will provide a legislative update every two weeks (or as often as needed) that can be accessed online at www.ncacct.com.
- SBCC members are invited to attend the NCACCT Annual Convention to be held June 10-11 at the Sheraton Imperial Hotel in RTP where Dr. Jeff Hockaday will give a report on his research concerning community college presidential salaries.
- The ACCT Southern/Central and Northeast Regional meeting will be held June 23-26 in Baltimore, MD, with the NC breakfast to be held on Friday, June 25, and SBCC members are invited to attend.

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

(In the absence of Dr. Boham, the report was given by Dr. Katherine Johnson, President, Nash Community College.)

- Campuses are busy celebrating many recognitions during this time of year, with the more noteworthy being the Academic Excellence Awards and campus graduation ceremonies. Dr. Johnson thanked Vice Chair Pinnix-Ragland for being a guest at their graduation when they graduated their first electric lineman.
- Presidents are pleased with the Governor's budget and feel this is a good start. It is hoped that the House and Senate will continue in this positive direction. Dr. Johnson commended Mr. Briggs on his presentation to the Joint House and Senate Appropriations Committee, noting that Mr. Briggs is highly respected by the Committee which gives our System a lot of credibility. Presidents are optimistic about the budget process during this short session, and will continue to work with our local legislative delegation to make sure they are aware of our needs.
- NCACCP met and unanimously approved a resolution of support for House Bill 1404 being presented by Representatives Tolson and McLawhorn that supports increasing salaries of community college faculty and professional staff. This is an issue of concern with faculty statewide. It is imperative that salary scales are improved, or we are going to be losing our best and our brightest, and NCACCP is extremely interested in voicing support for this need. The resolution will go to the legislative offices, and NCACCP is going to encourage the Senate to have a mirror bill as well.

- The NCACCP Annual Summer Meeting will be held on July 21-23 at Brunswick Community College. At that time, Dr. Johnson will be serving as the new President for the upcoming year.
- Colleges are now focusing efforts on summer term for which there are little or no funds, and continue planning for the 2004-2005 academic year.

CONSENT AGENDA

POLICY COMMITTEE, Anne-Marie Knighton, Chair

For Action

- A. Guilford Technical Community College Request for Multi-Campus Designation for the High Point Off-Campus Center
 The Board approved a request from Guilford Technical CC to change the designation of the High Point Off-Campus Center to Multi-Campus Site as it now qualifies for this designation based upon enrollment growth and the expansion of programs offered.

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

For Action

- A. Curriculum Program Application (New to System)
 The Board approved the following *New to the System* Curriculum Program Applications: Asheville-Buncombe Technical CC *Computer-Aided Drafting Technology* (A50---) and *Digital Media Technology* (A25---).
- B. Curriculum Program Application (FTFA)
 The Board approved the following *FTFA* Curriculum Program Applications: Carteret CC *Culinary Technology* (A55200), Craven CC *Information Systems Security* (A25270) and *Medical Assisting* (A45400), Johnston CC *Nuclear Medicine Technology* (A45460), Montgomery CC *Human Services Technology* (A45380), and Roanoke-Chowan CC *Barbering* (D55110).
- C. Curriculum Standard Revisions
 The Board approved the following Curriculum Standard Revisions: Davidson County CC *Associate Degree Nursing (Integrated)* (A45100), Durham Technical CC *Emergency Preparedness Technology* (A55420), and Southeastern CC *Early Childhood Associate* (A55220), *Early Childhood Associate/Special Education* (A5522A), and *Early Childhood Associate/Teacher Associate* (A5522B).
- D. Curriculum Program Terminations
 The Board approved the following Curriculum Program Terminations: Asheville-Buncombe Technical CC *Business Administration/Operations Management* (A2512G), Fayetteville Technical CC *Recreation and Leisure Studies* (A55360), Richmond CC *Associate in Fine Arts* (A10200), and Wayne CC *Human Services Technology/Gerontology* (A4538B).

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

The Board approved the following Basic Skills Courses of Instruction to Captive/Co-opted Groups: Catawba Valley CC to offer three courses at Alexander Correctional Institution and Sampson CC to offer one course at East Pointe-Opportunities Unlimited ADVP. (See Attachment Prog. 5.)

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

The Board approved the following Continuing Education Courses of Instruction to Captive/Co-opted Groups: Catawba Valley CC to offer eight courses at Alexander Correctional Institution, Coastal Carolina CC to offer one course at Camp Lejeune Base Brig, Mayland CC to offer one course at Mountain View Correctional Institution and one course at Avery/Mitchell Correctional Institution, and South Piedmont CC to offer one course at Lanesboro Correctional Institution. (See Attachment Prog. 6.)

G. Course Approval Continuing Education Master Course List

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

Program Area	Course Title	Course Number	Recommended Hours
F10, Accounting	Accounting Specialist	ACC 3120	160
P90, Welding	National Center for Construction Education and Research - Welding		
	WOL-Welding Level I	WOL 3200	478
	WOL-Welding Level II	WOL 3201	308
	WOL-Welding Level III	WOL 3202	363
H30, Construction Occupations	National Center for Construction Education and Research – Pipefitting		
	WOL-Pipefitting Level I	WOL 3400	165
	WOL-Pipefitting Level II	WOL 3401	153
	WOL-Pipefitting Level III	WOL 3402	155
	WOL-Pipefitting Level IV	WOL 3403	148
H30, Construction Occupations	National Center for Construction Education and Research – Concrete Finishing		
	WOL-Concrete Finishing Level I	WOL 3501	160
	WOL-Concrete Finishing Level II	WOL 3502	165
H30, Construction Occupations	National Center for Construction Education and Research - Mobile Crane Operations		
	WOL-Mobile Crane Ops Level I	WOL 3601	147
	WOL-Mobile Crane Ops Level II	WOL 3602	170
	WOL-Mobile Crane Ops Level III	WOL 3603	155

H. Course Modification Continuing Education Master Course List

The Board approved the following course for modification on the Continuing Education Master Course List:

Program Area	Course Title	Course Number	Current Hours	Recommended Hours
V40, Aircraft Maintenance	Aircraft Structural Training	AVI 3009	240	320

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

A. Contract Renewal with Employment Security Commission of NC for NC STARS and Career Compass

The Board approved a contract renewal in the amount of \$645,000 with Employment Security Commission of NC for NC STARS and Career Compass for the period July 1, 2004 through June 30, 2005. The funding source is the Workforce Investment Act of 1998 (WIA) with funding issued through the Division of Employment and Training (DET), NC Department of Commerce. Approval is contingent upon the availability of the federal funds being awarded to NCCCS.

B. Basic Skills Pathways to Employment Programs

The Board approved allocations totaling \$300,734 for the Basic Skills Pathways to Employment Programs for the period July 1, 2004 through June 30, 2005. The funding source is federal funds provided through the US Department of Education (DOE), Workforce Investment Act, Title II. The allocations approved are to be awarded to Central Piedmont CC, Guilford Technical CC, Pitt CC, Tri-County CC, and Wilkes CC. (See Attachment FC-6.)

C. Basic Skills Comprehensive Family Literacy Programs

The Board approved allocations totaling \$790,700 for Basic Skills Comprehensive Family Literacy Programs for the period July 1, 2004 through June 30, 2005. Funding is provided through the US DOE, Workforce Investment Act, Title II. The allocations approved are to be awarded to Asheboro City Schools-Even Start, Blue Ridge CC, Caldwell CC and Technical Institute, Central Piedmont CC, Craven CC, Lenoir CC, Mayland CC, McDowell Technical CC, Sandhills CC, Southeastern CC, Surry CC, and Wilkes CC. (See Attachment FC-7.)

D. Adult Basic Education Funds for Community-Based Organizations

The Board approved allocations totaling \$820,800 for Adult Basic Education Funds for Community-Based Organizations for the period July 1, 2004 through June 30, 2005. Funding is provided through the US DOE, Workforce Investment Act, Title II. The allocations are to be awarded to various non-profit private agencies as listed in the attachment. (See Attachment FC-8.)

E. Basic Skills English Literacy Civics Projects

The Board approved funding totaling \$909,100 for the Basic Skills English Literacy/Civics Projects for the period July 1, 2004 through June 30, 2005. The funding source is appropriated federal funds provided by the US DOE through the Adult Education and Family Literacy Act State Grant Program, authorized by the Workforce Investment Act, Title II, and approval is subject to availability of funds. Projects were approved for funding at Alamance CC, Burke County Literacy, Caldwell CC and Technical Institute, Cape Fear Literacy Council, Catawba Valley CC, Central Piedmont CC, Davidson County CC, Gaston Literacy Council, Harnett County Literacy Council, Haywood CC, Isothermal CC, Lenoir CC, Literacy Council of Buncombe County, Literacy Council of Union County, Literacy Council of Wake County, Mayland CC, Mitchell CC, MOTHERREAD, Robeson County Church and Community Center, Wake Technical CC, and Wilkes CC. (See Attachment FC-9.)

F. Basic Skills Family Literacy Initiative

The Board approved allocations in the amount of \$118,760 to MOTHERREAD and \$66,500 to the NC Center for Family Literacy for continuation of the Basic Skills Family Literacy Initiative for the period July 1, 2004 through June 30, 2005. The funding source is the US DOE Adult Basic Education (ABE) grant, and approval is subject to availability of funds.

G. Basic Skills Compensatory Education Program's Project: SUCCEED

The Board approved second year funding in the amount of \$124,000 for the Basic Skills Compensatory Education Program's Project SUCCEED for the period July 1, 2004 through June 30, 2005. The funding source is federal funds provided from the US DOE through the Adult Education and Family Literacy Act State Grant Program, authorized by the Workforce Investment Act, Title II. Grants were awarded for a one-year period to Davidson County CC, Forsyth Technical CC, Wake Technical CC, and Mitchell CC. (See Attachment FC-11.)

H. SOLINET Contract Amendment

The Board approved a contract amendment with SOLINET to continue the support services provided to Learning Technology Systems (formerly Library Resources) and the colleges within the NCCCS for the period July 1, 2004 through June 30, 2005 at a cost not to exceed \$78,317. The funding source is funds allocated in the Contractual Services line item of the Learning Technology Systems' annual budget.

I. Contract with Blackboard, Inc.

The Board approved a uniform pricing contract with Blackboard, Inc. for the period July 1, 2004 through June 30, 2005 with fees as outlined in Appendix B of Attachment FC-13. Blackboard, Inc. is the online course management system used by 56 of the NC community colleges in the delivery of their distance learning programs/courses. Each community college will be invoiced annually by Blackboard, Inc. based on the services selected by the college. Approval is contingent upon approval of the State Information Technology and Procurement Office. (See Attachment FC-13.)

J. Allocation of Funds for a Pilot Training Program to Assess, Retrain, Certify and Place Displaced Textile Workers in Jobs Represented by the Boat Building and Support Industries – FY 2003-2004

The Board approved the allocation of funds totaling \$20,000 to College of The Albemarle for a pilot training program to assess, retrain, certify and place displaced textile workers in jobs represented by the boat building and support industries for the period May 21 through June 30, 2004. The source of funding is funds made available from the Worker Training Trust Funds.

K. Allocation of Funds for the North Carolina Motorcycle Safety Education Program (NCMSEP) FY 2004-2005

The Board approved the allocation of funds to Lenoir Community College for the North Carolina Motorcycle Safety Education Program (NCMSEP) in the amount not to exceed \$437,145 for the period July 1, 2004 through June 30, 2005. Funding is

generated by a three-dollar tax imposed on each private motorcycle registered in the State in accordance with General Statute 115-72 and 20-87(6).

L. Entrepreneurship Training for the Thai Community College System

The Board approved a contract, not to exceed \$32,698, with Kenan Institute Asia (KIASIA) for the entrepreneurship training for the Thai Community College System for the period May 21 through June 8, 2004. Approval is contingent upon receiving a contract from the US Agency for International Development (USAID) through Kenan Institute of Asia (KIASIA).

M. Contract with NC REAL for Thai Entrepreneurship Training

The Board approved a new contract with NC REAL for Thai entrepreneurship training and instructor certification in an amount not to exceed \$27,100 for the period May 21 through June 8, 2004. Approval is contingent upon receiving funding for this project from the USAID through the KIASIA.

N. Two Percent Transfer Restriction

The Board approved the 2% Transfers Processed through April 2004 Report and May requests for transfers from all requesting colleges provided the colleges will continue to hold one percent as required by the System Office. (See Attachment FC-20.)

O. Environmental, Safety and Health Compliance Services Contract Renewal

The Board approved a contract renewal (second one-year period renewal) with Blue Ridge CC to provide environmental, safety and health compliance services not to exceed \$200,000 for the period July 1, 2004 through June 30, 2005. Funding is through State appropriations.

P. Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report to include three project approvals for Catawba Valley CC, two for Central Piedmont CC, one for Craven CC, two for Guilford Technical CC, two for Piedmont CC, one for Sampson CC, one for Surry CC, one for Vance-Granville CC, three for Wayne CC, and three for Wilkes CC, disposal of real property by Durham Technical CC and Halifax CC, and acquisition of real property by Lenoir CC. The Bond Authorization Report as of May 21, 2004 was also approved. (See Attachment FC-22.)

REGULAR AGENDA

POLICY COMMITTEE, Anne-Marie Knighton, Chair

(Report given by Vice-Chair Fountain at the request of Mrs. Knighton.)

For Future Action

A. Southwestern Community College Request for Multi-Campus Designation in Macon County

The Board received a request for future action from Southwestern Community College to request multi-campus designation for a site in Franklin which will consolidate the operation of their off-campus center and the new campus to offer complete Associate degree programs.

For Action

A. Initiate the Rule-Making Process to Amend Title 23 of the North Carolina Administrative Code by Approving the Proposed Text to 23 NCAC 02D .0312 Bookstore: Vending Machine

On a motion by Dr. Fountain, seconded by Mr. Middlesworth, the Board approved the request to initiate the rule-making process to amend Title 23 of the North Carolina Administrative Code by approving the proposed text to 23 NCAC 02D .0312 Bookstore: Vending Machine

B. Relicensing of Proprietary Schools for the Fiscal Year 2004-2005

On a motion by Dr. Fountain, seconded by Mrs. Steiner, the Board approved 33 proprietary schools for relicensing for the period July 1, 2004 through June 30, 2005 as required by Article 8, Chapter 115D of the NC General Statutes. (See Attachment Pol. 2)

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert L. Watkins, Chair
(In the absence of Chair 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 April 30, 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 April 30, 2004 indicating 90.84% collected for the fiscal year 2003-04.

C. College Information System (CIS) Project Discussion and Implementation Update

At the request of Vice Chair Pinnix-Ragland, the CIS Project Discussion and Implementation Update was given by Dr. Saundra Williams. Dr. Williams reported that IT Procurement recommended that the CIS Contract Extension with ACS be approved for one year. It has been determined by staff that this would be detrimental to the project overall, would add an additional five years to the project's implementation, and increase the cost by more than four million dollars. As a result of the report, the Board unanimously passed a motion that the recommendation of Statewide IT Procurement Office to approve the CIS Contract Extension with ACS for one-year is unacceptable and the SBCC will continue to insist that the three-year contract be approved.

For Future Action

A. Community College Travel Reimbursement Rate Increase

The Board received for future action a request to amend the wording in the "Accounting Procedures Manual" (Section 5, #III) to increase the maximum allowable community college travel reimbursement rate.

For Action

A. Economic Impact Study – CC Benefits Corporation (State Board Reserve Funds)

On a motion by Mrs. Pinnix-Ragland, seconded by Mr. Norman, the Board approved funding in an amount not to exceed \$15,200 (State Board Reserve Funds) for an economic impact study to be conducted by CC Benefits Corporation to determine the benefits provided by the colleges within NCCCS to the State of NC.

B. Business License Information Office Function Transfer

On a motion by Mrs. Pinnix-Ragland, seconded by Mr. Daniels, the Board approved (1) Consultative Function-interim use of State Board Reserve Funds in the amount of \$26,516 to cover the expenses associated with training due to the function transfer of the BLIO to NCCCS; and (2) Data Migration-a contract with Information Technology Services in an amount not to exceed \$120,000 for data migration from BLIO for the period May 21-June 30, 2004. *(Each was approved with reservations voiced unanimously by SBCC members.)*

C. Contractual Services--Project Coordination Services--New Contract (College Information System Project)

On a motion by Mrs. Pinnix-Ragland, seconded by Mrs. Steiner, the Board approved a new contract for the services of two project coordinators for CIS Project for the fiscal year for the 2004-05 not to exceed \$456,500. The selection of the project coordinators will be made from a list of companies that are qualified to provide these services under a statewide supplemental staffing convenience contract administered by Information Technology Services (ITS). Approval of the contract is contingent upon approval by ITS. Funding is from fiscal year 2004-05 state funds appropriated for the CIS project.

D. Contractual Services -- Software License -- Contract Amendment --Affiliated Computer Services (CIS Project)

On a motion by Mrs. Pinnix-Ragland, seconded by Mr. Daniels, the Board approved a contract with amendment not to exceed \$40,611 with Affiliated Computer Services (CIS Project) for software license for Datatel's Instant Enrollment WebWorkflow for Web Advisor. The contract includes perpetual software license, first year maintenance, and training/consulting for staff from Phase 1 colleges who will then train staff from Phase 2 colleges. The software license, associated training and maintenance will be paid from state appropriated CIS funds; Phase 1 colleges will reimburse the project for \$18,444 training costs.

PERSONNEL COMMITTEE, Stuart Fountain, Chair

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

The Board reconvened in open session. Dr. Fountain reported that there were no items that require Board action at this time.

PRESIDENT'S REPORT, H. Martin Lancaster

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

- Progress is being made on our budget needs in the General Assembly. The Governor's Budget is the best we have had in seven years, and includes significant increases in salary for faculty and professional staff, as well as significant funding and restructuring of our customized industrial training. The House will be reporting their bill out to the subcommittees next week with the full action in the House expected next weekend. The preliminary information that has been received from the Education Subcommittee is that they will be improving on the Governor's budget. It is felt that comments from the leadership to the rank-in-file have been uniformly praising the incredible role NCCCS has played in turning the economy around. There are exceptions in the proposed budget that generate concern, with the Business License Information Office (BLIO) being one of those; however, work continues on these areas.
- The Governor asked for an emergency appropriation that passed the House this week and will be in the Senate next week. The appropriation will replenish the One NC Fund (the Governor's fund for economic development) and will replace the funds that have already been encumbered by NCCCS for customized industrial training (funds that were taken away in the last session). With these funds replaced, NCCCS will no longer be in jeopardy of not being able to follow through on the commitments previously made. As mentioned earlier, the Governor's budget and the House budget will approve the funding and reorganization of the customized industrial training program, all very positive steps for NCCCS.
- A list of presenters at the American Association of Community Colleges held in Minneapolis in April included an incredible number of presenters from North Carolina opposed to other states. This is representative of the expertise, leadership, and faculty throughout NCCCS, and confirms the belief that we have the best community college system in the country.
- UNC President Molly Broad, Dr. Leslie Alexandre (President and Chief Executive Office, NC Biotechnology Center), Secretary Norris Tolson (NC Department of Revenue) and he met with a Congressional Delegation in Washington, DC regarding the biotechnology initiative. The group was very well received, and it is hoped the meeting will result in federal funding for NC to assist in this initiative.
- Congratulations are due to Dr. Delores Parker who recently received the I.E. Ready Distinguished Graduate Award for 2004 from NC State University Department of Adult and Community College Education, and representing the State of NC, received the Pacesetter Award presented by The Stennis Center as one of 13 outstanding women in government and leadership in the South.

- Asked members to keep his assistant, Pia McKenzie, in their thoughts and prayers as she recently lost her mother after a brief illness.

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

- He extended sympathy from the SBCC to Dr. Jeanette Council and her family on the loss of her mother, Mae B. Melvin.
- Carole Davis, N4CSGA President and SBCC member, is to be congratulated on her recent graduation from Central Carolina CC where she graduated with honors.
- Former president and SBCC member, Sharon Wright-Watson, also recently graduated from NC Central University and is now serving in the U.S. Navy.
- Lieutenant Governor Beverly Perdue, who also is an SBCC member, recently had a building named in her honor at Craven Community College, and he extended congratulations to her on behalf of the Board.
- Members are encouraged to review the NC Community College Fact Book received earlier in the month that is stockpiled with information, and is an excellent resource for the services provided by NCCCS.
- He recently appointed a task force to look at the need to establish (or continue) a study similar to the Commission on the Future. The recommendations of the Commission on the Future were for 15 years, with that 15-year period now nearing an end. Since things have changed considerably during the past 15 years, it is felt that the future direction of the NCCCS needs to be revisited. The task force will determine if the Commission needs to be re-established and if funding is available. Task force members are Dr. Stuart Fountain, Anne-Marie Knighton, Chester Middlesworth, Joanne Steiner, and Norma Turnage.
- The fall SBCC workshop location is yet to be determined; however, the location should be available by the next SBCC meeting.

DATES OF NEXT MEETING

- July 15-16, Raleigh, NC

ADJOURNMENT

By acclamation, the Board adjourned at 10:35 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.