



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

State Board of Community Colleges
Raleigh, North Carolina

November 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
Tammy Eudy for William N. Acosta
Jeannette M. Council
James W. "Jim" Daniels
Stuart B. Fountain
Bob H. Greene
Gordon "Buddy" Greenwood
Sandra L. Hayes
Anne-Marie Knighton
Estell C. Lee
Chester P. Middlesworth

Pam Wortham representing
Treasurer Richard Moore
Tamara Jones representing
Lt. Governor Beverly Perdue
Hilda Pinnix-Ragland
Linwood Powell
B. Joanne Steiner
Ann T. Turlington
Norma Turnage
Herbert Watkins

The following member was unable to attend: Thomas Norman.

APPROVAL OF MINUTES

On a motion by Mr. Middlesworth, seconded by Ms. Turnage, the Board approved the minutes of the October 15, 2004 meeting.

CHANGES IN AND APPROVAL OF AGENDA

The Board suspended the rules and approved the following changes in the agenda. On a motion made by Ms. Knighton, seconded by Dr. Fountain, the Board moved Attachment Pol. 1 " Initiate the Rulemaking Process to Amend 23 NCAC 03A .0100 *Licensing Schools* and 23 NCAC 03A .0102 *Application for Renewal of License*" from For Future Action to For Action. On a motion by Ms. Turnage, seconded by Ms. Hayes, the Board moved from For Future Action to the Consent Agenda Attachment Prog. 1 " College Tech Prep Articulation Agreement for NC" and Attachment Prog. 2 " NCCCS Annual Curriculum Approval/Termination Report to the General Assembly." On a motion by Mr. Watkins, seconded by Ms. Lee, Attachment FC-16 "BioNetwork Round 2 Grant Award Recommendations" and Attachment FC-17 "BioNetwork Recruitment Advertising Campaign: Phase I" were moved from For Action to the Consent Agenda. Chairman Woody granted a request by Dr. Fountain that the Personnel

Committee be the first standing committee report given. On a motion by Vice Chair Pinnix-Ragland, seconded by Mr. Daniels, the agenda was approved as amended.

APPROVAL OF THE CONSENT AGENDA

On a motion by Mr. Daniels, seconded by Dr. Fountain, the consent agenda was approved as amended.

REPORTS/PRESENTATIONS

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

- The National ACCT meeting will be held March 14-16, 2005, where congressional issues will be discussed with senators and representatives in Washington, DC. The NC Breakfast will be held in conjunction with the meeting.
- The NCACCT Annual Law Seminar will be held in March. Program planning is scheduled for December, and topic suggestions should be given to Ms. Dowdy.

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

- The NCACCP Executive Committee met yesterday and received system updates on the reversion for hurricane relief that all of the institutions will be experiencing, the CC Benefits economics survey, Computer Information System (CIS) Project, and Workforce Development.
- A formal response is being prepared as to the NCACCP concerns on recommendations of the Taskforce on Nursing.
- Several adhoc committees are looking at public service training related to Homeland Security and BLE training hours.
- NCACCP approved the underwriting of the NCCC Student Leadership Institute with funding from each institution based on their level of enrollment, and created a special committee to study the possibility of creating a NCACCP-sponsored Student Leadership Award.
- Legislative strategy regarding the 2005-2007 budget is currently being reviewed.
- Dr. Johnson announced that she has accepted and will be assuming a position in Florida in January. Dr. Gordon Burns, President of Wilkes CC and current NCACCP Vice President, has agreed to assume the position of NCACCP President upon her departure.

N4CSGA, Billy Acosta, President

(In the absence of Mr. Acosta, Ms. Tammy Eudy, Central Division N4CSGA Chairperson, gave the report.)

- The N4CSGA Fall Conference was held October 22-24, 2004. The conference included two business sessions. During those two sessions, two adhoc committees were formed. One committee will review the FTE funding formula, and the other will review the high cost of textbooks. Conference attendance included 380 people representing 48 colleges.

CONSENT AGENDA

POLICY COMMITTEE, Anne-Marie Knighton, Chair

For Action

Approval of Proprietary School-Microhard Technical Institute

The Board approved the licensing of Microhard Technical Institute, Morrisville, NC, as a proprietary school to offer the programs outlined in Attachment Pol. 4.

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

For Action

College Tech Prep Articulation Agreement for North Carolina

The Board approved the NC College Tech Prep High School to Community College Articulation Agreement as outlined in Attachment Prog. 1.

NCCCS Annual Curriculum Approval/Termination Report to the General Assembly

The Board approved the annual report of curriculum program approvals and terminations for the period January-December, 2004 that is to be delivered to the General Assembly prior to December 31, 2004.

2004 Excellence in Teaching Awards

The Board received and approved the Committee's recommendations for the 2004 Excellence in Teaching Awards. Gerald J. Ittenbach was the 2004 winner and other finalists were Stephen C. Anderson, Barbara H. Cole, Heather Hebert, and Joyce Smith.

General Occupational Technology [A55280]

The Board approved the revised guidelines and curriculum standard revisions for the General Occupational Technology [A55280] curriculum program.

Curriculum Program Applications (FTFA)

The Board approved curriculum programs applications as received from Davidson County CC for *Information Systems Security* [A25270] and South Piedmont CC for *Basic Law Enforcement Training (Certificate)* [C55120].

Curriculum Standard Revisions

The Board approved curriculum standard revisions as requested by: Asheville-Buncombe Technical CC, *Mechanical Engineering Technology* [A40320], and South Piedmont CC, *Medical Assisting* [A45400].

Courses of Instruction to Captive/Co-opted Groups/Continuing Education

The Board approved continuing education courses to be offered by Catawba Valley CC, Durham Technical CC, Robeson CC, Southeastern CC and Western Piedmont CC as outlined in Attachment Prog. 7.

Curriculum Program Applications for Captive/Co-opted Groups

The Board approved curriculum program applications for Montgomery CC to offer *Office Systems Technology* [A25360] at Southern Correctional Institution and Vance-Granville CC to offer *Electrical/Electronics Technology* [C35220] at Warren Correctional Institution.

Course Approval Continuing Education Master Course List

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

Program Area	Course Title	Course Number	Recommended Hours
L-30, Health Occupations	Anatomy & Physiology	HEA 3002	80 hours

Course Modification Continuing Education Master Course List:

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

Program Area	Course Title	Course Number	Current Hours	Recommended Hours
C30, Agriculture and Natural Resources	Equine Studies & Management	ANS 3411	33	240
R21, Criminal Justice-Non- Mandated	Tactical Rescue Operations	CJC 3995	14	80

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

For Action

Service Agreement with the Center for Development and Learning at UNC-Chapel Hill

The Board approved a service agreement with the Center for Development and Learning at UNC-Chapel Hill in the amount of \$15,000 for the period January 2- June 30, 2005. The funding is federally appropriated and provided by the US DOE through the Adult Education and Family Literacy Act, Workforce Investment Act, Title II. Approval is subject to availability of funds.

2004-2005 Baccalaureate Education Program Allocations

The Board approved the allocation of the funding appropriated by the NC General Assembly for financial assistance to faculty to obtain a baccalaureate degree. The 2004-2005 Baccalaureate Education Program assistance in the amount of \$95,302 was allocated for instruction received that began after July 1, 2004 and will be completed by June 30, 2005 as outlined in Attachment FC-7.

Professional Service Agreement for Performance Incentive Grant Project – Karen Cafferty Rogers

The Board approved a professional service agreement for the Performance Incentive Grant Project with Karen Cafferty Rogers in an amount not to exceed \$20,160 for the period from November 19, 2004 to June 30, 2005, and is based on a 20-hour week.

Funding is subject to the availability of funds from the Department of Commerce, Division of Employment and Training through the US DOL.

Extension of Professional Service Agreement for Career Start Program Assistant – Sharon Ashe

The Board approved an extension of Ms. Sharon Ashe's contract as the Career Start Program Assistant. The contract, not to exceed \$1800 over the contract period, is for the period November 22-December 17, 2004. Federal funding will be through the NC Department of Health and Human Services, Division of Social Services.

Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report including project approvals for Central Piedmont CC (2), Cleveland CC (3), College of The Albemarle (1), Durham Technical CC (4); Fayetteville Technical CC (1); Forsyth Technical CC (2); Isothermal CC (2), Lenoir CC (1), McDowell Technical CC (1), Pamlico CC (1), Pitt CC (1), Randolph CC (1), Rockingham CC (1), Rowan-Cabarrus CC (2), Stanly CC (1), Surry CC (3), Tri-County CC (2), and Wilson Technical CC (1); acquisition of property by Cape Fear CC and Fayetteville Technical CC; disposal of real property by Western Piedmont CC; and, the Bond Authorization Report as of November 19, 2004. (See Attachment FC-13.)

BioNetwork Round 2 Grant Award Recommendations

Attachment A - Biotechnology Innovation Funds

Attachment B - Biotechnology Equipment and Related Facility Enhancement Fund

The Board approved the allocation of \$87,560 in BioNetwork Innovation Fund grant awards to Fayetteville Technical CC, Gaston College, and Sampson CC as outlined in Attachment FC-16A. The Board also approved the allocation of \$1,048,682 in BioNetwork Biotechnology Equipment and Related Facility Enhancement Fund grant awards to Alamance CC, Asheville-Buncombe Technical CC, Central Carolina CC, Durham Technical CC, Fayetteville Technical CC, Forsyth Technical CC, Piedmont CC, Pitt CC, Sampson CC, and Wayne CC as outlined in Attachment FC-16B. The timeline for the completion date for the grants is May 31, 2005. Awards are subject to the approval of the Golden LEAF Foundation. (See Attachment FC-16.)

BioNetwork Recruitment Advertising Campaign: Phase I

Attachment A – Contractual Service Agreement for Production of BioNetwork Recruitment Advertising Commercials

Attachment B – Adbuy - Advertisement Placement Cost

The Board approved an amount not to exceed \$32,500 for contractual service agreements/purchase orders for the production of bionetwork recruitment television advertising commercials. The Board also approved an amount not to exceed \$300,000 to place Adbuy advertisements in print, flight television, and radio advertisements in the first part of 2005. The buying will be handled by the Agency for Public Telecommunications (APT) at the Department of Administration. Procurement will be in accordance with the practices for the State of NC. Both advertising purchases are in line with the BioNetwork marketing plan. The funding source will be Golden LEAF funds awarded for the BioNetwork Initiative.

REGULAR AGENDA

PERSONNEL COMMITTEE, Stuart B. Fountain, Chair

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

On a motion by Dr. Fountain, seconded by Dr. Council, the Board approved Dr. Lawrence Rouse as President of James Sprunt CC effective January 1, 2005.

Ms. Zettie Williams, Chairman of the Board of Trustees of James Sprunt CC introduced Dr. Rouse to the SBCC. Dr. Rouse then thanked the SBCC and the Board of Trustees of James Sprunt CC for this opportunity.

On a motion by Dr. Fountain, seconded by Dr. Greene, Dr. Michael Reaves was appointed to serve as Interim President at Brunswick CC effective January 1, 2005-June 30, 2005, or until a successor is selected.

On a motion by Dr. Fountain, seconded by Ms. Lee, the Board approved the Executive Vice President and Chief Operating Officer Fred Williams to act on behalf of the NCCCS President during the President's educational leave. Mr. Williams will receive a 5% increase in pay for the period December 1, 2004-January 15, 2005.

POLICY COMMITTEE, Anne-Marie Knighton, Chair

For Future Action

The Board received the following for consideration of action at a future date:

- A request by Fayetteville Technical CC for redesignation of the Spring Lake Off-Campus Center as a multi-campus center; and,
- An application received from Breakthrough Hypnosis, Asheville, NC, for approval of a proprietary school license.

For Action

Initiate the Rulemaking Process to Amend 23 NCAC 3A .0100 "Licensing Schools" and 23 NCAC 3A .0102 "Application for Renewal of License"

On a motion by Ms. Knighton, seconded by Ms. Steiner, the Board approved the initiation of the rulemaking process to amend 23 NCAC 03A .0100 and 23 NCAC 03A .0102 as outlined in Attachment Pol. 1.

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

For Information

The Board received the following for information:

1993 Bond Status Report

The Board was given the 1993 Bond Project Status Report-Ongoing Projects as of October 15, 2004 with 83% of funds committed.

Estimated Receipts

The Estimated Tuition and Fees Report as of October 31, 2004 indicated 41.53% collected, a decrease of 0.97% from the previous year.

2003-2004 NC Community College Grant Transfer Student Funds Report

The Board received the NCCC Grant Program Transfer Student Funds Report for the 2003-2004 academic year. \$8,281,731.41 were awarded to students throughout the 58 colleges. Of the total, transfer students were awarded \$2,576,897.73 and non-transfer students were awarded \$5,704,833.68.

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

Mr. Watkins reported that the CIS project is currently maintaining schedule and issues are becoming fewer. The rollout status and position of ARCR were recently reviewed, and progress is steady and moving toward objection in both areas. 2A colleges have been approved to proceed with the student module implementation to go live in December 2004.

For Action

Memorandum of Understanding (MOU) between the NCCCS and Jobs for the Future

On a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the Board approved a MOU between the NCCCS and Jobs for the Future whereby Jobs for the Future will make a \$75,000 grant annually to NCCCS for up to 5 years to accomplish the work and meet responsibilities specified in the MOU as part of the Achieving the Dream Initiative. (See Attachment FC-5.)

Survey of Adjunct Faculty

As directed by the SBCC, the survey of adjunct faculty was administered between September 20 and November 5. The survey indicated that the preferred method of pay was by contact hour ranging from \$2.12 to \$3.09/hour. The average rates of pay were in excess of the minimums; however, one college was paying below the minimum and five paying exactly the minimum. 44 (76%) of the colleges pay and 14 do not pay for reasonable effort outside of the classroom. Those that do reported paying a rate higher than the minimum to adjuncts. On a motion by Mr. Watkins, seconded by Mr. Middlesworth, the Board approved a motion to endorse the sending of letters to the 15 colleges not currently in compliance with SBCC guidelines related to adjunct faculty pay. The letters will address their lack of compliance and plans to become compliant.

Installment Purchase Contract – Haywood Community College

On a motion by Mr. Watkins, seconded by Ms. Hayes, the Board approved a three-year lease purchase agreement to be entered into by Haywood CC with University Lease for 120 Gateway computers at Haywood CC. The agreement will require a total payout amount of \$135,458.

Allocation of Enrollment Reserve

On a motion by Mr. Watkins, seconded by Ms. Lee, the Board approved a one-time allocation in the amount of \$314,906 for Rowan-Cabarrus CC as a result of an increase in enrollment growth in excess of 10% for the fall semester. The method for determining the allocation is outlined in Attachment FC-12. Funding is through

contingency reserve funds designated for this purpose through a special provision passed by the General Assembly.

Contractual Services—Software Annual Maintenance Agreement—Contract Amendment—Affiliated Computer Services (ACS) [CIS Project]

On a motion by Mr. Watkins, seconded by Ms. Lee, the Board approved a contract amendment with ACS for CIS software maintenance for the period of July 1, 2004 through June 30, 2005 in the amount of \$1,556,266 to be funded from the Management Information System appropriation. SBCC Approval is contingent upon the State IT Procurement Office approval.

Contractual Services—Technical Training—Contract Amendment—ACS (CIS Project)

On a motion by Mr. Watkins, seconded by Ms. Pinnx-Ragland, the Board approved a contract amendment with ACS in an amount of a minimum of \$155,500 and not to exceed \$253,000 for the period December 1, 2004-June 30, 2005 for on-site technical training for the System Office and selected CIS Phase I college staff members for the CIS project during 2004-2005. The motion included that supporting documentation be changed to read "will not exceed \$253,000" instead of "will not exceed \$155,500" under the Fund Availability section on page 2 of Attachment FC-15; and, SBCC approval is contingent upon ITS' approval of ACS as the secured source. The funding source will be the CIS project budget for the System Office and the CIS Phase I colleges will reimburse the System Office for their share of the cost based on the number of participants.

NCCCS BioNetwork Validation Academy

Attachment A – License Agreement between the International Society of Pharmaceutical Engineering, Inc. (ISPE) and the NCCCS

Attachment B – Service Agreement, SJOW, Inc.

Attachment C – Professional Service Agreement with Sandy Thomas

Attachment D – Professional Service Agreement with Patricia Yvonne Hill

On a motion by Mr. Watkins, seconded by Ms. Steiner, the Board approved a motion to approve Attachments A, B, C, and D as presented to include the revisions in documents 18A and 18B which were revised on 11/18 and 11/17 respectively.

Attachment A is a request for a license agreement between ISPE and NCCCS not to exceed a total \$120,000 for the first year from November 19, 2004 to November 18, 2005. The agreement will include an annual renewal option for an additional 2 years with a license fee of \$50,000 per year for years two and three and discounted ISPE Base-line Guide Documents at \$50/each. Attachment B is a request for a service agreement with SJOW, Inc. in an amount up to \$63,000 at a rate of \$150/hour for the period of November 22, 2004 to May 31, 2005 for the Phase I planning and development of the NCCCS BioNetwork Validation Academy. Attachments C and D are for professional service agreements with Sandy Thomas and Patricia Hill to provide instructional design services in an amount up to \$10,000 each at a rate of \$50 per hour for the period December 1, 2004 to March 31, 2005. Funding for each of the above is through federal funds appropriated to the NC Department of Commerce, Division of Employment and Training.

PRESIDENT'S REPORT, H. Martin Lancaster

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

- Reported that he and other delegation members left for the United Kingdom after the last meeting to continue the exchange between North Carolina and the United Kingdom two- and four-year higher educational institutions. It was an excellent exchange, and the delegation felt that relationships would be established formally between the institutions leading to the significant enhancement of programs in both countries. The exchange was privately funded.
- Reported that he recently attended a meeting in Chicago where he became a member of the College Board Community College Advisory Committee. Deborah Harmon, Asheville-Buncombe Technical CC (AB Tech) made an excellent presentation at the meeting on ACCUPLACER, the assessment tool developed by the College Board for community colleges to determine whether remediation is needed in Reading, Writing, and Math. AB Tech has successfully used ACCUPLACER as a tool for reducing required remediation by offering this test to high school students so they can determine and correct deficiencies prior to college enrollment. This idea should be explored as a way to reduce the high remediation rates we are currently facing. The same effect could be felt widespread if high school students were administered the ACCUPLACER and COMPASS tests prior to their senior year to identify and correct their weak subject areas. Ms. Harmon will present at the January meeting of NCACCP.
- Reported that the process has begun to implement the recommendations of the study on the NC Textile Center. Meetings were held with Senator David Hoyle, Representative Debbie Clary, and others from Gaston County to discuss how to proceed. It appears legislation will be required to make sure that benefits to the textile industry are maximized and to make changes as soon as possible.
- Reported that he was a speaker at the League for Innovation in Community Colleges Technology Conference. He was accompanied to the conference by Kristi Snuggs, Bill Randall, Darryl McGraw and teams from Blue Ridge CC and Central Piedmont CC that did presentations.
- Reported that Phil Albano is working on a plan to accelerate bond projects to enable colleges to build projects faster and to obtain reimbursements more quickly.
- Reported that we are working through a couple of studies, the Funding Study being done by Hockaday, Hunter and Associates and the legislatively mandated study on economic development programs and facilities for community colleges and universities. Work continues on putting together a team for the latter study.
- Reported that he will begin his educational leave on December 1, and thanked the SBCC for the opportunity and System Office staff for their support/assistance during his leave.
- Extended holiday greetings to the SBCC members, staff, and their families.

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

- Welcomed Dr. Gordon Burns as President of NCACCP and extended best wishes to Dr. Kathy Johnson as she assumes her new position in Florida.
- Reported that Hilda Pinnix-Ragland, Stuart Fountain, Bob Greene, Joanne Steiner, and Linwood Powell agreed to serve on a committee that has already begun

reviewing the Institute of Medicine Study Report. The committee will come up with recommendations that will likely be brought to the SBCC at a telephonic meeting on December 16 or 17. Ms. Pinnix-Ragland is chairing the committee.

- Reported the SBCC will be hosting the Joint Governing Boards Liaison Committee on Wednesday, January 19. Committee members and any other board members who wish to attend are encouraged to do so.
- Welcomed Ms. Pam Wortham who attended the meeting to represent Treasurer Moore, and Ms. Tammy Eudy who represented Mr. Acosta and the N4CSGA.
- Reminded members that the Day of Recognition banquet will be held at the RBC Center following the meeting.

DATES OF NEXT MEETING

- January 20-21, 2005, Raleigh, NC
- Joint Governing Boards Liaison Committee, January 19, 2005, NCCCS, Raleigh, NC

ADJOURNMENT

By acclamation, the Board adjourned at 10:30 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.