



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

State Board of Community Colleges
Cape Fear Community College
Wilmington, North Carolina

September 17, 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
William N. Acosta
Jeannette M. Council
Stuart B. Fountain
Bob H. Greene
Gordon "Buddy" Greenwood
Sandra L. Hayes

Estell C. Lee
Nancy Marks representing
Lt. Governor Beverly Perdue
Hilda Pinnix-Ragland
Linwood Powell
Herbert Watkins

The following members were unable to attend: "Jim" Daniels, Anne-Marie Knighton, Chester P. Middlesworth, Treasurer Richard H. Moore, Thomas Norman, B. Joanne Steiner, Norma Turnage, and Ann T. Turlington.

APPROVAL OF MINUTES

On a motion by Dr. Greene, seconded by Dr. Fountain, the Board approved the minutes of the August 20, 2004 meeting.

CHANGES IN AND APPROVAL OF AGENDA

On a motion by Dr. Fountain, seconded by Dr. Powell, the Board suspended the rules and moved from For Future Action to For Action Attachment Pol. 4 "Request for Permission to Hire A Private Consulting Firm(s) to Conduct a Comprehensive Study of the Mission and Education Program Needs for the UNC System and NCCCS as Required by House Bill 1264." On a motion by Mr. Watkins, seconded by Vice Chair Pinnix-Ragland, the Board suspended the rules and moved from For Action on the Regular Agenda to the Consent Agenda Attachment FC-13 "Adjunct Faculty Salary Survey." Without objection, Chairman Woody granted a request by Mr. Watkins to move Attachment FC-16 "Construction/Property/Bond Authorization Report" from the Consent Agenda to For Action on the Regular Agenda. On a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the Board suspended the rules and removed from the Regular Agenda Attachment FC-17 "Contractual Services-Software Annual Maintenance Agreement - Contract Amendment - Affiliated Computer Services (College Information Systems Project)."

On a motion by Dr. Fountain, seconded by Dr. Greene, the agenda was approved as amended.

APPROVAL OF THE CONSENT AGENDA

On a motion by Dr. Fountain, seconded by Ms. Pinnix-Ragland, the consent agenda was approved.

REPORTS/PRESENTATIONS

Cape Fear Community College (CFCC), Dr. Eric McKeithan, President

- Dr. McKeithan welcomed the members of the State Board of Community Colleges and NCCCS staff to CFCC.
- Dr. McKeithan reiterated some of his remarks presented to the SBCC at the retreat on September 15. That presentation included accomplishments over the last decade, the increased emphasis on quality instruction and resulting successes, their role in industry recruitment, and special requests presented to the SBCC related to needs in Marine Technology and Truck Driver Training programs at CFCC.

NC Association of Community College Trustees (NCACCT), Carl Byrd, Sr., President

- Mr. Byrd welcomed the SBCC to Cape Fear CC and New Hanover County. He commended Dr. Eric McKeithan for his work in attracting business and industry to New Hanover County and the State Board as well as NCCCS for their efforts in being a catalyst to industrial development in NC by attracting new industry to the State. He further noted that community colleges are extremely important in maintaining existing industry, allowing its growth and in training the citizens of NC for jobs in which they can obtain a salary to adequately provide for their needs and the needs of their families, even if they do not have a college degree.
- The NCACCT Leadership Conference was held August 26-27, with an attendance of 230 plus. He thanked program participants for their participants including SBCC members Billy Acosta, State Treasurer Richard Moore, and NCCCS staff members Kennon Briggs, Dr. Delores Parker, Dr. Larry Keen, and Ray Harrington.
- NCACCT is looking forward to working with the SBCC and NCCCS as they prepare the 2005-2007 Budget request to the General Assembly.
- Mr. Byrd and NCACCT thanked Chairman Woody for meeting with our Executive Board on August 25 to discuss concerns regarding the salaries of community college presidents. He noted that NCACCT has serious concerns and requested SBCC assistance with them. NCACCT feels this is important because: (1) NC needs to attract and retain excellent leaders for our community colleges; (2) small towns have little or no money for supplements; and, (3) NC must offer salaries competitive with other states in order to attract exceptionally good candidates, and to retain those we often lose to other states for this reason.

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

- The NCACCP is working with the System Office as they implement the budget allocations for 2004-2005 and in the creation the 2005-2007 biennial budget.
- Legislatively, NCACCP is planning to show their appreciation to members of the General Assembly to thank them for their support during the last session.
- 39 presidents attended the NCACCT Leadership Conference on August 26-27.

- A select group of presidents are working with a group out of Chapel Hill on Homeland Security First Responder Training.
- The NCACCP fall meeting will be held in conjunction with the 2004 NCCCS Conference scheduled for October 10-12 in Greensboro.
- Thanked the SBCC for their inclusion in the retreat, and thanked Dr. McKeithan, Cape Fear CC, and Ms. Estell Lee for their gracious hospitality.

CONSENT AGENDA

POLICY COMMITTEE, Anne-Marie Knighton, Chair

For Action

Approval of Proprietary Schools

The Board approved South College-Asheville and Miller-Motte Technical College, Cary, NC to offer the programs listed in Attachment Pol. 6.

Request for Temporary Exemption from 2003-04 Annual Reporting Plan Delinquency Penalty

The Board approved a temporary exemption from the delinquency penalty policy for the eight CIS Phase I colleges for fiscal year 2003-2004.

Request for Temporary Exemption from 2004-05 Annual Reporting Plan Delinquency Penalty

The Board approved a temporary exemption from the delinquency penalty policy for the eight CIS Phase I colleges for fiscal year 2004-2005.

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

For Action

Curriculum Program Applications (FTFA)

The Board approved a program application by Davidson County CC to offer *Business Administration/Operations Management* (A2512G).

Curriculum Program Applications (New to the System Program)

The Board approved a curriculum program application (new to the System) for Forsyth Technical CC to offer Nanotechnology (A20---).

Curriculum Standard Revisions

The Board approved a curriculum standard revision as requested by South Piedmont CC for *Metallurgical Science Technology* (A40340).

Curriculum Program Terminations

The Board approved a curriculum program termination as requested by Fayetteville Technical CC for *Media Integration Technology* (A25300).

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

The Board approved College of The Albemarle to offer one course at Pasquotank Correctional Institution.

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

The Board approved Haywood CC to offer one course at Haywood Correctional Center.

Program of Study Revisions for Captive/Co-opted Groups

The Board approved captive/co-opted programs of study requests as follows: Pamlico CC *Horticulture Technology (Diploma)* [D15240] at Pamlico Correctional Facility; Vance-Granville CC *Information Systems* [C25260] at Warren Correctional Institution; Western Piedmont CC

Business Administration [A25120], Information Systems [A25260], Mechanical Drafting Technology [A50340], and Furniture Upholstery (Diploma) [D50220] at Foothills Correctional Institution.

Course Approval Continuing Education Master Course List

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

Program Area	Course <i>Title</i>	Course Number	Recommended Hours
L15, Emergency Medical Services	Assessment-Based Patient Care	EMS 3002	30 hours
R 30, Fire/Rescue Services	Surface Water Rescue Technician	FIP 5520	40 hours

Course Modification Continuing Education Master Course List (Prog 12)

The Board approved modification to the Continuing Education Master Course List as follows:

Program Area	Course <i>Title</i>	Course Number	Current Hours	Recommended Hours
F20, Banking, Finance and Credit	Bank Teller/Customer Service Representative	BAF 3249	36	90

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

For Action

Service Agreement with INTELECOM

The Board approved a service agreement with INTELECOM in the amount of \$7,800 for the period from September 17, 2004 through December 30, 2004 for training to instructors in the Basic Skills field. Funding is appropriated by federal funds from the USDOE, Adult Education and Family Literacy Act, Workforce Investment Act, Title II and are subject to availability.

Adjunct Faculty Salary Survey

The Board approved a survey instrument to be used to assess adjunct faculty salaries. The survey will be administered September 20-October 8, 2004, and results will be reported to the SBCC at their October 15 meeting.

Budget Allocations for 2-1 Summary – FY 2004-05

The Board approved the college budget requests and allocations for fiscal year 2004-2005 totaling \$1,712,460,281.

REGULAR AGENDA

POLICY COMMITTEE, Anne-Marie Knighton, Chair

(In the absence of Ms. Knighton, Vice-Chair Dr. Stuart Fountain gave the report.)

For Future Action

Literacy Education Information System (LEIS) Data Entry Policy

The Board received for future action a request that Basic Skills programs submit LEIS data to the System Office three times annually.

Durham Technical Community College Request for Off-Campus Center Site Designation in Orange County

The Board received for future action a request for Off-Campus Center designation for a 20-acre site in the Waterstone development near the Town of Hillsborough.

Approval of Proprietary School

The Board received a request for licensure of a proprietary school, Millwright and Crane Inspection School as outlined in Attachment Pol. 3.

For Action

Request for Permission to Hire a Private Consulting Firm(s) to Conduct a Comprehensive Study of the Mission and Education Program Needs for the UNC System and NCCCS as Required by House Bill 1264

On a motion by Dr. Fountain, seconded by Ms. Hayes, the Board approved a request to authorize the President of the NCCCS to enter into a joint contract with the Board of Governors of the University of NC to hire a private consulting firm(s) to conduct a comprehensive study of the mission and education program needs for the University System and NCCCS as required by HB 1264.

Approve the Hearing Officer's Report for Rule 23 NCAC 02C .0109, 23 NCAC 02D .0101, 23 NCAC 02D .0312, 23 NCAC 02E .0204, and 23 NCAC 3A

On a motion Dr. Fountain, seconded by Dr. Council, the Board approved the Hearing Officers Report and adopted the proposed text of 02C .0109 (including clarifying changes), and amended 02D .0101, 02D .0312, 02E .0204, and 3A (with clarifying changes).

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

For Information

The Board received for information the following:

Special Application Approval

Davidson County CC requested and the System President approved a special application to offer *Community Spanish Interpreter* (A55370).

Curriculum Program Terminations

The following colleges requested and received approval to terminate the programs listed: Randolph CC *Business Administration/Banking and Finance* (A2512A); Randolph CC *Desktop Publishing (Diploma)* [D25180], Western Piedmont CC *Business Administration/Banking and Finance* (A2512A), *Business Administration/Marketing and Retailing* (A2512F), and *Business Administration/Public Administration* (A2512H).

For Future Action

Curriculum Standard Revisions

The Board received for consideration of future action a curriculum standard revision from Surry CC for *Viticulture and Enology Technology* [A15430].

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 September 17, 2004 with 51% of funds expended and 92% of funds committed.

Historically Underutilized Businesses (HUB) State Bond Utilization Report

The Historically Underutilized Businesses (HUB) State Bond Utilization Report as of June 30, 2004 indicated 12.35% of total funds expended.

Capital Improvement Funds Expended or Obligated

The Capital Improvement Funds Expended or Obligated Report as of June 30, 2004 indicated a total of \$2,023,019,799 expended or obligated.

Estimated Receipts

The Estimated Tuition and Fees Report as of August 31, 2004 indicated 34.31% collected, a decrease of 1.30% from the previous year.

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

Mr. Watkins advised there had been some programming issues that will require a fix to the software, however the functionality is there. A minor problem has been reported regarding FTE, and work is already underway to correct the problem.

For Future Action

"Draft" 2005-2007 Expansion Budget Request

The Board received for future action the draft of the 2005-2007 Expansion Budget Request. Mr. Briggs gave a detailed report of the request as outlined in Attachment FC-6.

For Action

New Allocation of Resources to the Select Small Business Centers – 2004

On a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the board approved the allocation of funding in the amount of \$137,500 to select Small Business Centers for project NOW to be evenly divided by Blue Ridge CC, Cape Fear CC, Cleveland CC, College of The Albemarle, Davidson County CC, Fayetteville Technical CC, Halifax CC, Isothermal CC, James Sprunt CC, Johnston CC, Lenoir CC, Robeson CC, Rockingham CC, Rowan-Cabarrus CC, Sandhills CC, South Piedmont CC, Stanly CC, Tri-County CC, Vance-Granville CC, Western Piedmont CC, Wilkes CC, and Wilson Technical CC. Funds are from the Federal Workforce Investment Act of 1998 from the Division of Employment and Training.

Spanish Language Package for Community College Libraries in North Carolina (CCLINC)

On a motion by Mr. Watkins, seconded by Ms. Hayes, the Board approved funding in the amount of \$11,325 from State Board Reserve funds to provide CCLINC access to the Spanish Language page via Unicorn/WebCat.

Funding Allocations to Colleges Participating in the NC TABS Program

On a motion by Mr. Watkins, seconded by Ms. Hayes, the Board approved funding allocations in the amount \$159,533 to colleges participating in the NCTABS program. Colleges to receive allocations as outlined in Attachment FC-10 include Durham

Technical CC, Fayetteville Technical CC, Guilford Technical CC, Halifax CC, Mitchell CC, Piedmont CC, Pitt CC, and Wayne CC.

Professional Service Agreement for BioNetwork Grant Management Associate – Ms. Libby Stucky and Professional Service Agreement for BioNetwork Grant Evaluator – Dr. Pamela George

On a motion by Mr. Watkins, seconded by Dr. Powell, the Board approved professional service agreements with Ms. Stucky and Dr. George as outlined in Attachment FC-11 and FC-12, respectively, for the period September 17, 2004 through June 30, 2005 to be funded through Training Initiative funds.

Two Percent Transfer Restriction

On a motion by Mr. Watkins, seconded by Dr. Council, the Board approved requests for transfers in excess of two percent as received from Craven CC, Isothermal CC, James Sprunt CC, and Johnston CC. The Board also received and approved the Budget Flexibility 2% Transfer Percentages for Fiscal Year 2004-05 Established by HB 1414 Report and the NCCCS Curriculum and Non-Curriculum Salary and Fringe Benefits Transfers Processed Through August 2004 Report.

Construction/Property/Bond Authorization Report

On a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the Board approved the Construction and Property Report as of September 17, 2004 including project approvals for Caldwell CC (one), Craven CC (one), Johnston CC (one), Nash CC (one), NC Center for Applied Textile Technology (one), Pamlico CC (one), Piedmont CC (one), Pitt CC (one), Southwestern CC (five), Stanly CC (one), and Wake Technical CC (three); and, exchange of property by Cape Fear CC along with disposal of the building located on the property to be received in the exchange. The Board also approved the Bond Authorization Report as of September 17, 2004. In a second motion made by Mr. Watkins, seconded by Dr. Powell, the Board approved Halifax CC to lease, on a short-term basis, office space to Congressman G.K. Butterfield along with a **strong letter of reprimand** to be issued on behalf of the SBCC to Halifax CC emphasizing that a violation of a State Statute had occurred by Halifax CC's failure to adhere to the requirement of prior SBCC approval before entering into a lease agreement; and, secondly, that the lease be specified to end not later than February 1, 2005, at a rate of \$1100 per month with the stipulations in Attachment FC-16, item 2(B). It was noted that Congressman Butterfield was aware of the probability of a lease ending date earlier than motioned, and that the lease rate is thought to be at fair market value or above.

College Training Center Contract for 2004-05 (College Information Systems Project) -- Guilford Technical Community College

On a motion by Mr. Watkins, seconded by Ms. Hayes, the Board approved a contract renewal with extension with Guilford Technical CC Technical Training Center for the period October 1, 2004 through June 30, 2005 in an amount not to exceed \$127,695 funded within the CIS Project budget.

PERSONNEL COMMITTEE, Stuart B. Fountain, Chair

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

Southeastern Community College President

On a motion by Dr. Fountain, seconded by Dr. Greene, the Board approved Dr. Kathleen S. Matlock as President of Southeastern Community College to begin no later than November 1, 2004, and October 18, 2004 if possible.

Educational Leave for President Martin Lancaster

On a motion by Dr. Fountain, seconded by Mr. Watkins, the Board approved Educational leave for President Martin Lancaster for one month, at a time of his choosing between November 21 and prior to the SBCC meeting in January 2005, at an adjusted salary in accordance with the rules related to educational leave.

PRESIDENT'S REPORT, H. Martin Lancaster

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

Summary of President Lancaster's report: *(The full text of the President's remarks is available on the NCCCS Website)*

- We continue our work with the NC Rural Center of NC related to economic development and entrepreneurial training initiatives, and recently participated in a summit on economic development.
- The Biotechnology Coordinating Council had its first meeting, and will be responsible for coordinating the biotechnology initiative (leadership of the UNC system, the NCCCS, business and industry and the NC Biotechnology Center make up the council).
- In our cooperative efforts with the University and DPI, many of our staff have recently attended a series of counselor workshops held across the state, worked with the School of Public Health in Chapel Hill, and worked collaboratively on the Homeland Security Issue.
- Drs. Jeff Hockaday and Donny Hunter are working with us on our funding study.
- University and community college leadership developed a RFP for the consultant that will do the study of programmatic and facility needs to meet the workforce development needs of the state.
- The NC Center for Public Policy and Research has voted to make community colleges their emphasis this year. President Lancaster met with them last week to discuss their interest and possible research topics.
- The Governor announced "Learn to Earn," an initiative that in conjunction with the Gates Foundation money previously announced will make it possible to create smaller high schools that will be located on community college or university sites. This will enable a person to complete their high school and associate degree requirements in 13 years. 12 of the 15 sites will be on community college campuses.
- We now have more than 300 commercial vineyards, 40 wineries, and 5 more set to open in the next few months. If the tobacco buy-out goes through, we anticipate a significant number of farmers will use their buy-out money to go into the wine business, especially in the Yadkin Valley area.

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

- The NCCCS Conference will be held in Greensboro October 10-12, 2004.
- The UNC/NCCCS Task Force Meeting will hold what is expected to be their last meeting Monday, September 20, 2004 at UNC General Administration beginning at 1 p.m. Chairman Woody thanked the committee members for their work and Dr. Fountain for his leadership on this committee. Dr. Fountain added that significant recommendations would be coming forward in the near future and thanked fellow members, Dr. Bob Greene, Ms. Norma Turnage, and Dr. Larry Norris for working on this committee.
- A meeting of the Joint Governing Boards Liaison Committee has tentatively been scheduled for January 12, 2004, at the NCCCS. Any thoughts on items for the agenda should be shared with Dr. Tim Brewer.
- The Joint Governing Boards Annual Meeting is scheduled for February 16, 2005, and will be hosted by the Department of Public Instruction at the NC State University Murphy Center at Carter Finley Stadium in Raleigh.
- Ms. Hilda Pinnix-Ragland, Chair, Dr. Linwood Powell and Mr. Tommy Norman will serve on the Calendar Committee.
- Chairman Woody thanked Nancy Marks for her attendance representing Lt. Governor Beverly Perdue. Ms. Marks shared that as a former school counselor, she appreciated the work being done to allow easier career paths for students, especially in the area of articulation and open communication between the entities of the educational system in NC. Ms. Marks noted that a great deal of work has been done in these areas by many people, and on behalf of the young people and those who need more training, she is thankful for these improvements.
- Chairman Woody thanked Cape Fear CC, Dr. McKeithan and his staff, and Ms. Estell Lee for their wonderful hospitality, noting this had been a well planned and very enjoyable meeting and retreat.

DATES OF NEXT MEETING

- October 15, 2004, Raleigh, NC

ADJOURNMENT

By acclamation, the Board adjourned at 11:15 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