



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

State Board of Community Colleges
Raleigh, North Carolina

March 18, 2005

1:30 p.m.

CALL TO ORDER

The meeting of the State Board of Community Colleges was called to order by Chairman Woody. The following members were present:

James J. Woody, Jr., Chairman
James W. "Jim" Daniels
Stuart B. Fountain
Gordon "Buddy" Greenwood
Sandra L. Hayes
Anne-Marie Knighton
Estell C. Lee
Mani Memari

Chester P. Middlesworth
Treasurer Richard Moore
represented by Pam Wortham
Lt. Governor Beverly Perdue
Hilda Pinnix-Ragland
B. Joanne Steiner
Norma Turnage
Herbert Watkins

The following members were unable to attend: Jeannette M. Council, Bob H. Greene, Thomas Norman, Linwood Powell, and Ann T. Turlington.

APPROVAL OF MINUTES

On a motion by Mr. Middlesworth, seconded by Ms. Steiner, the Board approved the minutes of the February 17, 2005, meeting with correction to the spelling of February on page 1.

CHANGES IN AND APPROVAL OF AGENDA

The Board suspended the rules and approved the following changes in the agenda. In separate motions by Ms. Knighton, seconded by Dr. Fountain, Attachment Pol. 1 "Approve the Hearing Officer's Report for Rule 23 NCAC 02E. 0306" was removed from the agenda, and Attachment Pol. 5 "Hearing Officer's Report for Rules 23 NCAC 03A .0101 and 03A .0102" and Attachment Pol. 6 "Legislative Issue from UNC General Administration Concerning H-771 UNC/Dual Office Holding" was added to the regular agenda for action. On a motion by Ms. Turnage, seconded by Mr. Middlesworth, Attachment Prog. 11 "NC Community College Nursing Programs Update " was added to the regular agenda for information. On a motion by Ms. Turnage, seconded by Ms. Pinnix-Ragland, Attachment Prog. 4 "Basic Skills Revised State Plan" was moved from for future action to for action on the regular agenda. On a motion by Mr. Daniels, seconded by Ms. Steiner, the agenda was approved as amended.

APPROVAL OF THE CONSENT AGENDA

On a motion by Ms. Knighton, seconded by Ms. Pinnix-Ragland, the consent agenda was approved as amended.

REPORTS/PRESENTATIONS

Small Business Center Network Awards for Excellence, Willa Dickens

Willa Dickens, Director of the NCCCS Small Business Center (SBC) Network presented the 2005 SBC Network Awards for Excellence for 2005. Forsyth Technical CC was the recipient of the State Award. The contributions of Sue Marion, Acting SBC Director, Nell Perry, SBC Coordinator, and President Gary Green were acknowledged. Craven CC was the recipient of the East Regional award, and Robert Erickson, SBC Director and President Scott Ralls were acknowledged for their contributions. Asheville-Buncombe Technical CC received the West Regional award. Contributions acknowledged included those of Russ Yelton, SBC Director, Harry Ponder, former SBC Director, and President K. Ray Bailey.

NC Association of Community College Trustees Report, Helen Dowdy

- Congratulations were extended to the recipients of the SBC awards on behalf of NCACCT.
- The NCACCT annual law seminar was held on March 6-7. Speakers chosen by the NCACCT Continuing Education Committee included NCCCS General Counsel David Sullivan and a former McDowell Technical CC student who shared her success story. CLE credit was available for attorneys who attended.
- Hal Miller is attending legislative meetings relative to community college issues daily, and the NCACCT Legislative Report can be found on the web at ncacct.com.
- NCACCT has recently participated in the NCCCS orientation for new presidents, NCACCP Executive Committee Meeting, and NCCBI Annual Meeting.
- NCACCT representatives will attend the April 1 retreat for the Alamance CC Board of Trustees to discuss legislative issues as per their request.

NC Association of Community College Presidents Report, Dr. Gordon Burns

- NCACCP held the first of two "Dead Ham" breakfasts for members of the Joint Appropriations Committee, and spoke with the Joint Education Appropriations Subcommittee.
- NCACCP participated in the NCACCT Annual Law Conference, participated in three UNC/NCCC listening tours, met informally with Lt. Governor Beverly Perdue, and continue to meet individually with local representatives in support of the Consensus Biennial Budget Request.
- Standing committees continue with their programs of work including assessment and study of the environmental safety and health services contract, appropriate compensation for part-time faculty who work outside of the classroom, self-supporting curriculum courses in the summer term relative to the under-realized receipts issue and subsequent reversion, institutional secondary employment policies, FTE auditing practices and procedures, medication aide programs, and the planning of the second "Dead Ham" breakfast to be held in May.
- The NCACCP Executive Committee met March 17, and endorsed in-state tuition rates for children of immigrants without appropriate documentation that are graduates of NC high schools or the NCCCS AHS Diploma or GED programs, and endorsed in concept, the draft developed by the Systems Office Finance staff in response to the presidents' salary studies reported by MGT of America, Inc. and by Hockaday and Associates.

- Planning is ongoing for the NCACCP Spring quarterly meeting that will be hosted by Durham Technical CC in Durham scheduled for April 27-29.
- Presidents are accomplishing these tasks/activities while continuing to maintain smooth operations at their colleges.

N4CSGA, Mani Memari

- The N4CSGA Spring Conference was held on March 4-6 at the Sheraton in Raleigh. 396 people attended, including 52 advisors and 344 students. 10 college presidents attended the Saturday night banquet.
- Steve Johnson was elected President, and Mary Kinlaw was elected Vice President for the 2005-2006 Academic Year.
- During the business session, the budget was approved by the delegation, and a motion was approved to form an ad hoc athletic committee inside of N4CSGA to research the possibilities of starting or restarting athletic programs in community colleges.

SBCC Committee to Review the Recommendations of the Institute of Medicine (IOM) Task Force, Hilda Pinnix-Ragland

- At an earlier teleconference, the SBCC made a decision not to support the recommendation for the use of medication aides, opposing the recommendation of the IOM Task Force. During the interim period, the committee received a considerable amount of feedback on the issue. Therefore on March 17, a public hearing was held and nine speakers shared their views on this issue. Two speakers were from within the community college system. Of the nine presentations, five supported the decision of the SBCC. Based upon the presentations, the committee decided it was not in the best interest of the SBCC to consider a change in position. The primary reasons for this decision included:
 1. There is no legislation in place, although there is a bill underway. Currently there are only 24 hours of training required for a medication aide.
 2. More information is needed in regard to the classifications of CNA I, CNA II and LPN.
 3. The consensus of the committee was that this practice could negatively impact patient safety and geriatric care.
- At Ms. Pinnix-Ragland's request, both Dr. Fountain and Ms. Steiner shared their concerns that the legislation is broadly written, and nurses who spoke at the hearing indicated a problem regarding their liability if the delivery of medication was delegated to an aide. This indicated a conflict of opinions between the practicing nurses and the Board of Nurses. The committee's level of concern was heightened by the information received at the hearing.

Issues Session/Luncheon on March 18, 2005

"Status Report on the Transition of the Center for Applied Textile Technology to Gaston College"

Senator David Hoyle and Kennon Briggs shared information with the SBCC concerning the background, action taken through January 2005, the work of the transition team, remaining issues, work completion timeline of March 31, 2005, and final report to the SBCC on the transition of the Center for Applied Textile Technology to Gaston College.

"What has Happened to Tuition and Fee Receipt Collections"

The Division of Business and Finance shared information on the legal authority to establish and regulate fees by the SBCC, tuition charges, budget write-ups, occupational continuing education fee adjustments, tuition waivers, and their effects on receipt collections. It was

suggested that possibly the SBCC should call upon the Governor and General Assembly to make adjustments to allow NCCCS to continue the current level of training as reflected in the 1995 language without requiring the loss of a substantial part of its budget.

CONSENT AGENDA

POLICY COMMITTEE, Anne-Marie Knighton, Chair

Davidson County Community College's Request for Redesignation of the Davie County Off-Campus Center

The Board approved a request from Davidson County CC to redesignate the Davie County Off-Campus Center as a multi-campus site.

Approval of Proprietary Schools for Licensure

The Board approved the following proprietary schools for licensure as outlined in Attachment Pol. 4: HealthCore Resource, Inc, Raleigh, and ECPI College of Technology, Spring Lake.

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

Curriculum Program Application (*New to the System*)

The Board approved requests from Catawba Valley CC and Pitt CC to offer *Polysomnography* [C45---], Davidson County CC to offer *Histotechnology* [A45---], and Sandhills CC to offer *Resort and Spa Management* [A55---].

Curriculum Program Applications (*FTFA*)

The Board approved curriculum program applications received from Fayetteville Technical CC to offer *Emergency Preparedness Technology* [A55420], and Montgomery CC to offer *Dental Assisting (Diploma)* [D45240].

Curriculum Standard Revision

The Board approved a request from Lenoir CC to revise the curriculum standard for *Court Reporting and Captioning* [A25140].

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

The Board approved Cleveland CC to offer at Cleveland Correctional Center and Sandhills CC to offer at Open Arms Rest Home two courses each, ABE and GED as outlined in Attachment Prog. 9.

Course Modification Continuing Education Master Course List

The Board approved the modification of HOS 3060 *Special Events and Convention Planning* as outlined in Attachment Prog. 10.

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

Two Percent Transfer Restriction Reports

The Board approved the Requests to Transfer in Excess of Two Percent Report as outlined in Attachment FC-6. The report included requests from Caldwell CC and Cleveland CC for transfers, Budget Flexibility 2% Transfer Percentages for FY 2004-05 Established by HB 1414, and Curriculum and Noncurriculum Salary and Fringe Benefits Transfers Processed through February, 2005.

Construction/Property/Bond Authorization Report

The Board approved the Construction and Property Report as of March 18, 2005 including 11 project approvals for Brunswick CC, two each for Guilford Technical CC, Halifax CC, Wake Technical CC, and Western Piedmont CC, one each for Carteret CC, Central Carolina CC, College of the Albemarle, Durham Technical CC, Lenoir CC, Pitt CC, and Robeson CC.

Lenoir CC was granted permission to acquire property, and the Bond Authorization Report as of March 18, 2005 was approved. (See Attachment FC-7)

REGULAR AGENDA

PERSONNEL COMMITTEE, Stuart B. Fountain, Chair

Dr. Fountain reported there were no personnel items that required discussion.

POLICY COMMITTEE, Anne-Marie Knighton, Chair

For Future Action

The Board received the following for future action.

Establishment of an Off-Campus Center in Cabarrus County

The Board received for future action a request from Rowan-Cabarrus CC for designation of an off-campus center location at 660 Parkway Avenue in Concord, NC.

For Action

Approve the Hearing Officer's Report for 23 NCAC 03A .0101 and 03A .0102

On a motion by Ms. Knighton, seconded by Ms. Pinnix-Ragland, the Board approved the adoption of the rules included in the Hearing Officer's Report for 23 NCAC 03A .0101 "Definitions and Application for Initial License" and 23 NCAC 03A .0102 "Application for Renewal of License" with further instructions to allow the rule making coordinator to make non-substantive changes as needed.

Legislative Issue from UNC General Administration concerning H-771 UNC/Dual Office Holding

On a motion by Ms. Knighton, seconded by Mr. Daniels, the Board approved the endorsement of a request received from the UNC General Administration concerning H-771, UNC/Dual Office Holding, that would allow the spouses of members of the UNC Board of Governors and the State Board of Community Colleges to be employed by state agencies, provided spouses are employed by an agency other than that on which the board member sits. (See Attachment Pol. 6)

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

(In the absence of Dr. Greene, the report for the Program Services Committee was given by Vice Chair Norma Turnage.)

For Future Action

The Board received in writing the following item for consideration of future action.

Curriculum Standard Revisions

Requests have been received from Gaston College for a curriculum standard revision to *Industrial Engineering Systems* [A40240], and from the NC Real Estate Appraisal Board to revise *Real Estate Appraisal (Certificate)* [C25420].

For Action

Basic Skills Revised State Plan

On a motion by Ms. Turnage, seconded by Mr. Middlesworth, the Board approved the Basic Skills Revised State Plan to extend it through the 2005-2006 program year as outlined in Attachment Prog. 4.

Once approved by the SBCC, the plan will then be reviewed by the Governor and submitted to US Department of Education by April 1, 2005.

PROGRAM SERVICES COMMITTEE, Bob Greene, Chair

For Information

The Board received the following for information:

Special Application Approval By System President

Alamance CC requested and was approved by the System President to offer *Community Spanish Interpreter* [A553700].

Special G.O.T. Approval By System President

Haywood CC requested and was approved the by System President to offer *General Occupational Technology* [A55280].

Curriculum Program Terminations By System President

The following colleges requested and were approved by the System President to terminate the following programs: James Sprunt CC *Esthetics Instructor (Certificate)* [C55270], *Esthetics Technology (Certificate)* [C55230], and *Real Estate* [A25400], and Western Piedmont, *Industrial Engineering Technology* [A40240].

NC Community College Nursing Programs Update for Programs with less than a 75% Pass Rate on NCLEX

Ms. Turnage reported that 4 of the 5 presidents from the community colleges with less than a 75% pass rate on the NCLEX presented their corrective action plans to the Program Services Committee on Thursday. The NCCCS Office Accountability Monitoring Committee requires this. The presidents reporting on their ADN programs were from Craven CC, Robeson CC, Surry CC and Western Piedmont CC. Durham Technical CC, who had a low pass rate on their PN program, will report at a later date. Several recurring contributing factors were reported, and imply corrective measures could affect how the SBCC sets policy. Factors raised included the need for continued funding-particularly in the area of remediation; for leadership development, review of staff proficiencies; and curriculum review. The community college open-door policy possibly has a negative impact on the pass rate. This is further complicated by the current demand on support services staff. Students proficient in Math and Science upon arrival to the system will generally complete the course work in a satisfactory manner. Those who are less proficient will often not be successful. The SBCC may want to review entrance requirements and funding of remedial coursework. A greater challenge will arise as we expand into the bionetwork industry. Dr. Parker emphasized this report is only for colleges with unacceptable pass rates, and expects a very positive report of statewide results for NCCCS Nursing programs to be presented in April or May.

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

For Information

The Board received the following for information:

1993 Bond Status Report

The 1993 Bond Project Status Report - Ongoing Projects as of March 18, 2005 indicated 100% of the bond funds are committed to a project and 38% are expended.

Historically Underutilized Businesses (HUB) State Bond Utilization Report as of December 31, 2004

The HUB 2000 State Bond Utilization Report indicated that 11.89% of the total funds are expended for the period November 7, 2000- December 31, 2004. We are finally nearing our 12% objective, but will continue to focus on those colleges with 0% expended.

Estimated Receipts

The Estimated Tuition and Fees Report through February 28, 2005 showed \$137,340,278 (80.28%) collected, indicating a decrease of 2.56% from the previous year.

Governor's 2005-2007 Expansion Budget Recommendations

The 2005-07 Expansion Budget Tracking Chart was received, and currently indicates the Governor's recommendation of \$20,776,438. (See Attachment FC-4)

Computer Information System (CIS) Project Discussion and Implementation Update—Mr. Herbert L. Watkins, Chair

Mr. Watkins reported this item would be incorporated into the discussion of Attachment FC-12, the proposed contract amendment with Affiliated Computer Services (ACS).

For Action

Professional Service Agreement for Ms. Q. Elizabeth Isler

On a motion by Mr. Watkins, seconded by Ms. Steiner, the Board approved a professional service agreement with Ms. Q. Elizabeth Isler to assist in the planning of the 2006 Community College Conference. The agreement is for the period March 18, 2005, through May 20, 2005, and is not to exceed \$3,000 per month nor more than \$6,000 over the agreement period.

New Contract with the John Tyler Community College Foundation for the Center for Entrepreneurial Development, Community College Workforce Alliance

The Board approved a new contract with John Tyler Community College Foundation for the center for Entrepreneurial Development, Community College Workforce Alliance, on a motion by Mr. Watkins, seconded by Ms. Lee. The contract shall not exceed \$50,000 for the period March 18, 2005 through June 30, 2005. The contract will be funded using carry-forward Training Initiatives funds.

Contract with NC Department of Health and Human Services Office of Long Term Care

On a motion by Mr. Watkins, seconded by Ms. Pinnix-Ragland, the Board approved a contract with the NC Department of Health and Human Services (DHHS) Office of Long Term Care in the amount of \$5,000 for the production of two videos for the recruitment of long term healthcare workers in the State. The contract will be in effect until June 15, 2005, and will be funded using federal Workforce Investment Act of 1998 funds from the NC Department of Commerce, Commission on Workforce Development.

Performance Incentive Grant Project – Pathways to Employment: Biotechnology/ Pharmaceutical Careers

On a motion by Mr. Watkins, seconded by Mr. Daniels, the Board approved an allocation of \$350,000 to be distributed to five colleges as outlined in Attachment FC-11 for demonstration projects for the "Pathways to Employment: Biotechnology/ Pharmaceutical Careers" grants. The selected sites are Central Carolina CC, Durham Technical CC, Johnston CC, Pitt CC, and Wilson Technical CC. The grant period is March 18, 2005 through March 31, 2006. It will be funded by federal funds from the Department of Commerce, Commission on Workforce Development. Approval of the allocation is subject to funding availability.

Contractual Services—Improve Student Access to Services and Optimize Registration Resources Project—Contract Amendment with Affiliated Computer Services (College Information Systems Project)

On a motion by Mr. Watkins, seconded by Mr. Greenwood, the Board granted permission to the Finance and Capital Needs (FCN) Committee to go into a work session(s) to establish the details of a contract amendment with ACS for contractual services to enhance the CIS Project to allow web-based registration in Colleague. The approved motion included permission for the Committee to then approve the request to submit the contract amendment at the April 2005 meeting of the SBCC for action. This enhancement is currently expected to cost \$520,000; however, Central Piedmont CC has agreed to fund \$145,000 of that amount for the detailed specification work. There remains a budget gap for the balance. An analysis of the project indicated it could not be done in-house. The FCN Chair will call a work session of the committee to iron out the details of the amendment.

PRESIDENT'S REPORT, H. Martin Lancaster

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

- Reported the following legislative activity:
 1. The Legislature is back in session, and a lot of requests for information are being received.
 2. Dinners hosted by President and Mrs. Lancaster have been completed for freshmen members of the General Assembly, and they were well received.
 3. The legislative strategy group has met twice, and the third meeting is scheduled for next week.
 4. NCACCP hosted a very successful breakfast, and will host another at a later date.
 5. President Lancaster and Dr. Molly Broad testified before the Joint Appropriations Committee. Dr. Gordon Burns, Dr. Deborah Lamm, and students followed that afternoon in their address to the Education Appropriations Subcommittee. Only positive comments have been heard from legislators who participated in the two sessions.
 6. The Faculty Association has begun organizing its curriculum demonstrations for the Legislative Building. These have been very successful in the past.
 7. All of our bills have been introduced as far as we know, and are working their way through the system.
- Reported that President Broad and he continue their efforts to increase cooperation between the NCCCS and the UNC System, especially in regards to the study mandated by the General Assembly on the role of higher education and economic development. The listening tour has been completed, and there have been multiple meetings between senior staff of the two systems.
- Reported that the Governor's budget has been released, and three NCCCS top priorities are included in his budget. These include full funding for enrollment, an extra increment for faculty and professional staff salaries (including a good deal of the funds needed for the second-year portion of the five-year plan to bring salaries to the national average), and a plan to infuse equipment funding with an additional \$10 million at the end of the year. The joint request made with the University for funding for collaboration between the systems in teacher preparation is also included. There is great concern regarding the funding for the continuation of our bionetwork initiative, which is not included in the budget. This program was initially funded with Golden LEAF funds, and it is hoped they will continue to provide

funding. However, they have stated it was clear they were to provide start-up funding only, and they would expect the State to continue the operation. A bill has been introduced to provide funding for the bionetwork initiative.

- Reported he recently participated in a conference in NY on the role of community colleges in teacher preparation.
- Reported that a very successful orientation was held for the new presidents in March at the System Office.
- Reported that the final round of Golden LEAF grants for innovation and equipment have now been awarded, and those grants will no longer be available unless funding is continued by the Legislature.
- Reported that Mr. Briggs has done a magnificent job in chairing the Transition Team of the Center for Applied Textile Technology to Gaston College, and he believes that we will now provide a more effective program of service to the NC textile industry.
- Reported that Dr. Garry Green and Mr. Briggs have been working with Senator Linda Garrou on the implementation of the high-cost allied health programs as recommended by Hockaday, Hunter and Associates. The need for additional student services discussed earlier is also a recommendation included in this report.
- Reported that he is pleased with the success of the university and community college faculty committee articulating degrees from the community college to the university online. They are near completion on degrees in communications, business administration, liberal studies, criminal justice, and information and computer technology.
- Reported that we continue to be proud of Dr. Delores Parker, recipient of the 2005 International Leadership Award presented by NISOD at the University of Texas.
- Reported that the Appropriations Subcommittee has been given a \$221 million cut that will come out of education budgets. This means NCCCS is likely to endure a 4% cut in the existing appropriation. Because of this, there is a great need for members to participate in our legislative efforts. We do not know how we can make the necessary adjustments without negatively affecting the classroom, as instruction is the only area left to cut. There is recognition of our contributions to the economy of NC and an understanding of our needs; however, the consensus is that there will not be a source for additional revenues. If there are any, they will have a dedicated purpose, and the appropriation cut is likely to occur.

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

- Encouraged members to help with our legislative efforts by making personal contacts, by joining President Lancaster on his daily appointments, or allowing President Lancaster to schedule a joint appointment to include the member, the contact, and President Lancaster. Members were reminded to keep the President and staff informed of any legislative efforts or information they should know. Ms. Steiner advised that the previous contact list could be updated, and encouraged the support of N4CSGA in these efforts.
- Congratulated Ms. Pinnix-Ragland on her selection as "Tarheel of the Week" by the *News and Observer*.
- Welcomed Mr. Richard Sullins as the Executive Director of the State Board of Community Colleges who came to the System Office from Mayland Community College.
- Reported on the trip to Thailand that Dr. Tim Brewer, Mr. Fred Williams, Dr. Stuart Fountain, and he participated in during February. Their four-year old community college system now has 8,000 people enrolled in 10 community colleges. They anticipate opening

seven more within the next 12 months. Three two-day training sessions were provided for their trustees. They are very excited about their community-based program and the opportunity to make decisions locally.

- The Academic Excellence Awards Luncheon is to be held on April 27 in Raleigh, and the April SBCC meeting will be held at Stanly CC in Albemarle. Attendance plans need to be reported to the staff. Mr. Watkins extended an invitation to a reception at the Watkins' home as a part of the activities of the SBCC meeting on Thursday evening, April 21, and relayed that Dr. Mike Taylor and his staff are looking forward to the visit.

DATES OF NEXT MEETING

April 21-22, 2005 at Stanly Community College, Albemarle, NC

ADJOURNMENT

By acclamation, the Board adjourned at 10:55 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.