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

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**State Board of Community Colleges**  
**Raleigh, North Carolina**

**September 16, 2005**  
**1:45 p.m.**

**CALL TO ORDER**

The meeting of the State Board of Community Colleges was called to order by Chair Pinnix-Ragland at 1:45 p.m. The following members were present:

Hilda Pinnix-Ragland, Chair  
Linwood Powell, Vice Chair  
Stuart B. Fountain  
Raichelle Glover  
Bob H. Greene  
Sandra L. Hayes  
Steve O. Johnson  
Estell C. Lee  
Chester P. Middlesworth

Treasurer Richard Moore  
represented by Pam Wortham  
Thomas Norman  
Lt. Governor Beverly Perdue  
represented by Mike Arnold  
B. Joanne Steiner  
Norma Turnage  
Herbert Watkins

The following members were unable to attend: James W. "Jim" Daniels, Gordon "Buddy" Greenwood, Anne-Marie Knighton, and Ann T. Turlington. Two newly appointed members, Nancy Brenner and John Shaw, Jr. were not present and plan to attend their first meeting in October. They will be administered the oath of office at that meeting.

**ADMINISTERING OF THE OATH OF OFFICE**

The oath of office was administered to Raichelle "Rai" Glover by NC Supreme Court Associate Justice Mark Martin. Ms. Glover is Senior Vice President and Market Development Manager for Bank of America's Global Business and Financial Services covering headquarters in Charlotte and North Carolina.

**APPROVAL OF MINUTES**

On a motion by Mr. Middlesworth, seconded by Mr. Norman, the Board approved the minutes of the August 19, 2005, meeting.

**CHANGES IN AND APPROVAL OF AGENDA**

The Board suspended the rules and approved the following changes in the agenda based upon recommendations of the respective committees. On a motion by Dr. Fountain, seconded by Ms. Hayes, "Approval of Proprietary School" Attachment Pol. 1 was moved from For Future Action

to For Action on the Regular Agenda. On a motion by Dr. Fountain, seconded by Dr. Greene, the Board approved the addition of a Resolution of the SBCC to assist victims of Hurricane Katrina as Attachment Pol. 5 to the Regular Agenda for Action. On a motion by Ms. Steiner, seconded by Dr. Fountain, the Board approved the agenda as amended.

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

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

### **REPORTS/PRESENTATIONS**

#### **NC Association of Community College Presidents (NCACCP) Report, Dr. Gordon Burns**

- Presidents and business managers met in Raleigh earlier this month to receive their formula and non-formula allocations allowing us to proceed with our plans to implement our programs of work at the colleges. Again we will do so much with so little!
- Fall semesters are underway, and is all consuming for all of our colleges with all looking forward to their educational journeys.
- Most colleges are experiencing a modest enrollment growth of 1% to 3% this year, which is down from previous past years. A couple of colleges have indicated their growth is up 5% to 10%, qualifying them for enrollment growth funding.
- Most of our colleges have experienced something similar to the Pillowtex situation, with colleges embracing displaced workers at a time of limited resources. During those times we experienced significant increases in enrollment and FTE's, and likewise as these students complete their programs and transition, we are institutionally experiencing the reverse of that, a drop or leveling off of our enrollments and FTE's. Many campuses are returning to their enrollment trends of the pre-millennium years in which we had increasing numbers of part-time students who brought new demands to us, especially in the instructional support areas and our traditional full-time students. To contrast the traditional student with the displaced worker, the displaced worker wanted to know how heavy of a load can I carry, and the more traditional will ask what is the minimum I can take to be full-time. When displaced workers are entering, essentially they are doubling the FTE bounce in terms of subsequent budgets, and this is also significant when those students are transitioning. This should be monitored closely, as it has many implications, with one of priority being the receipts issue as well as the FTE funding that is affected by it at the colleges.

In response to this concern, Mr. Watkins asked if we know where the break-even point is as it would relate to the minimum number of hours we would permit a student to take and if we should look at adjusting the numbers. Mr. Briggs responded to the question stating that the General Assembly basically directs the number of hours they can be funded at FTE –the basic curriculum program is 512 hours or 256 hours per semester – 256 hours taken cumulatively generates 1 FTE. Keith Brown monitors the average student load, and that information can be generated. Dr. Burns' point is that we serve them one at a time, so the implication for Student Services is regardless of the number of hours students take, it creates an increased workload, and perhaps the formula does not generate money to sustain. However, how FTE is calculated and to what the General Assembly will fund is dictated by an agreement with the Legislature. To do anything differently would take more money. Dr. Burns added that the average full-time student course load pre-2001-2003 was 13 hours, 2001-2003 17 hours, and post-2003 is re-approaching 13 hours.

- Presidents continue to interact with our legislators to thank them for their efforts on our behalf and to educate them on our system needs as we develop our budget for this coming year. Among those are reversion from the receipts shortfall, the 1% permanent cut, and the likely 1½% reversion before year-end, and the employment separation issue, and the System's increasing liability caused by the unfunded mandates of additional annual leave days from the system. Wilkes CC, an average college, now has a new budget line item of \$50,000 which represents a ½% recurring budget cut.
- The issue of special bills introduced that awarded 22 of our colleges a total of over \$20 million continue to be discussed.
- NCACCP will meet Thursday coinciding with the NCACCT meetings to maximize the use of our time and travel. Standing committees have now been established, new chairs and vice-chairs are now assuming their roles. The issues to be monitored are summer term self-supporting courses as it relates to unrealized receipts. We are actively recruiting nominations for both the Future CC Administrator's Institute and NCCC Leadership Program. We are committed to "growing our own." We are scheduling a meeting of the Auditing Task Force who will review the current practices and purposes of the auditing program, and hopefully identify improvements in the rules and address the surprising new language that was included in this year's budget bill related to auditing.
- To allow us to become better fundraisers, presidents and other college staff will participate in a SAS workshop in November 16 on institutional advancement and resource development.
- NCACCP is committed to addressing and establishing guidelines for textbook sales that was promoted by the N4CSGA's resolution.
- NCACCP is identifying the six regional finalists for the first Robert W. Scott Student Leadership Award. The finalists will receive \$100 and the winner will receive \$500 cash award and a plaque recognizing their leadership involvement.
- The fall quarterly meeting is scheduled for next month at Forsyth Technical CC, and members of the SBCC are invited and encouraged to attend.

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

(In the absence of Ms. Dowdy, the report was given by Hal Miller.)

- Thanks to President Lancaster and Kennon Briggs for their help in allowing trustees and presidents to attend the ACCT Annual Leadership Congress recently held in Seattle, WA. Approximately 200 NC trustees attended, approximately 12% of the attendance, representing the third largest community college system in the nation.
- Lynda Stanley, Chair of the Brunswick CC Board of Trustees, was elected ACCT Board of Directors Vice Chair, and is now in line to become Chair Elect in 2006, and Chair in 2007. Jim Corbett, Coastal Carolina CC, is also a member of the ACCT Board of Directors.
- The NCACCT Leadership Conference was in jeopardy, however, through Bryan Conrad's assistance, we were able to receive a waiver as our sessions are statutorily mandated by G.S.115-D. It will be held September 22-23, at the Sheraton Imperial Hotel, RTP. SBCC members are welcome and encouraged to attend.

## **N4CSGA, Steve O. Johnson**

- N4CSGA has been planning the Fall Conference provided for the 58 colleges in NC. It will be held October 28-30 at the North Raleigh Hilton. SBCC members are invited and encouraged to attend.
- The September 24 Annual Fall Division meetings were postponed in response to Governor Easley's restrictions on travel. The meetings will be rescheduled in the Spring.
- The Executive Board has decided to direct conference fundraising efforts to Katrina Relief. James Bynum, a Student Activity Coordinator for Wayne CC, has been named as the third Advisor to the N4CSGA Executive Board.
- The next meeting of the N4CSGA Executive Board will be October 8 at 9 a.m. at the Wake Technical CC campus.

## **Issues Session**

### **"From Textiles to Textbooks"**

Jeanie Moore, Vice President, Continuing Education Programs at Rowan-Cabarrus Community College presented "From Textiles to Textbooks," an update on the status of the Pillowtex Project which received national acclaim as the winner of the US Department of Labor Employment and Training Administration's award for recognizing special populations in the workforce. 1,967 students (duplicated numbers) were assisted in Basic Skills, (ABE, GED), ESL, Short Term Occupational (Continuing Education), and Curriculum programs. As of May 2005, retention rates were high at 83.2%, 74 students had received certificates, 81 received one-year diplomas, and 27 had received Associate Degrees (one by a student who received outstanding designation). The success of the program is credited to 1) career training, 2) job placement in the field of training, and 3) creation of a career ladder (lifelong learner). Carolyn Helms, Special Assistant to the Pillowtex Project and former Pillowtex employee who is now employed by Rowan-Cabarrus Community College assisted in the presentation along with college President Richard L. Brownell.

## **CONSENT AGENDA**

The Board approved the following items on the Consent Agenda

### **PROGRAM SERVICES COMMITTEE, Norma B. Turnage, Chair**

#### **Information Technology Curriculum Improvement Project (IT CIP)**

The Board approved the following request of the IT CIP:

##### **Attachment A - Curriculum Standard Revisions (IT CIP)**

*Computer Programming [A25130], Database Management [A25150], Information Systems [A25260], Information Systems Security [A25270], Internet Technologies [A25290], and Networking Technology [A25340]*

##### **Attachment B - Curriculum Standard – New to the System (IT CIP)**

*Information Systems Security/Security Hardware [A2527x], Information Systems Security/Operating Systems [A2527x]*

##### **Attachment C - Conversion of Curriculum Program (IT CIP)**

*From Information Systems/Network Administration and Support [A2526D] to Networking Technology [A25340]*

The IT CIP is a two-year project hosted by Craven CC that involved a number of people who adjusted curriculum programs to the national standards and focuses on major changes that are occurring in a specific area. (See Attachment Prog. 4)

Curriculum Standard - New to the System and Addition to Special Curriculum Application Approvals List

After collaboration with the NCCCS Early Childhood Departments throughout the 58 colleges, the NCCCS requested and the SBCC approved a new curriculum standard entitled *Infant/Toddler Care (Certificate)* [C55xxx] and also approved it to be added to the list of current programs that follow the special curriculum application process. (See Attachment Prog. 5 and Prog. 6)

Addition to Special Curriculum Application Approvals List – Information Systems Security

Upon the approval of Attachment Prog. 4, the Board approved a request to add *Information Systems Security* [A25270] to the list of current programs that follow the Special Curriculum Application process.

Curriculum Program Application (New to the System)

The Board approved a curriculum program application request from Southeastern CC to offer *Agriculture Biotechnology* [A20xxx].

Curriculum Program Applications (FTFA)

The Board approved a curriculum program application request from Davidson County CC to offer *Therapeutic Massage* [A45750].

Curriculum Standard Revisions

The Board approved curriculum standard revisions as requested by Asheville-Buncombe Technical CC for *Real Estate Appraisal* [A25420] and the Criminal Justice Standards Commission for *Basic Law Enforcement Training (BLET) (Certificate)* [C55120]. (Attachment Prog. 10)

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

The Board approved Halifax CC to offer HRD P3001 at Caldonia Correctional Institution and Sandhills CC to offer CAS P 3120 at Hoke Correctional Institution. (See Attachment Prog. 11)

Course Approval Continuing Education Master Course List

The Board approved the addition of Point of Care Technician [PBT3030] to the Continuing Education Master Course List. (See Attachment Prog.12)

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

For Action

2005-2006 Budget Allocations

While this item was on the Consent Agenda, Chair Watkins took privilege to make a motion, seconded by Ms. Lee, and the Board ratified the actions taken by the Financial and Capital Needs Committee at its meeting of August 31 in approving the budget allocations totaling \$941,013,220 as presented in Attachment FC-8.

Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report that included project approvals for Fayetteville Technical CC (2), Guilford Technical CC (2) Isothermal CC (1), James Sprunt CC (1), Johnston CC (2), Nash CC (1), Sandhills CC (1), Surry CC (1), Vance-Granville CC (1), Wake Technical CC (2), Wayne CC (5); disposal of property by Caldwell CC and Technical Institute; lease of property by Gaston College; and, the *Bond Authorization Report as of September 16, 2005*. ( See Attachment FC-9)

Personal Service Agreement for BioNetwork Grant Evaluator – Dr. Pamela George

The Board approved a Professional Service Agreement with Dr. Pamela George for services as a BioNetwork Grant Evaluator in an amount not to exceed \$45,000 for the period September 22, 2005-June 30, 2006 to be funded using BioNetwork State Funds.

## **REGULAR AGENDA**

### **POLICY COMMITTEE, Stuart Fountain, Chair**

#### **For Future Action**

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

#### **Initiate the Rulemaking Process to Amend Rule 23 NCAC 02C .0209 "Evaluation of Presidents"**

Because of legality concerns voiced by the NCAACP, the Policy Committee recommended this item be returned to the SBCC at the October meeting to remain on the agenda For Future Action and further discussion. The Committee did feel there is a need for the SBCC to know how a president is performing. (Attachment Pol. 1)

#### **Establishment of an Off-Campus Center in Surry County**

The Board will be asked to consider a request for Off-Campus Center designation for a Workforce Development Center in Surry County at 1218 State Street, Mount Airy.

#### **Resolution Honoring William A. Dudley**

The Board will be asked to consider a request to approve a resolution honoring William A. Dudley, Chief Deputy Secretary of the NC Department of Crime Control and Public Safety who was of great assistance in the NCCCS attaining the funding from the Governor's Crime Commission to finance the Minority Male Mentoring Initiative at six community colleges.

#### **For Action**

#### **Approval of Proprietary School** (Attachment Pol. 2)

On a motion by Dr. Fountain, seconded by Ms. Hayes, the Board approved iPEC Coaching, Manalapan, NJ, as a proprietary school to offer the programs outlined in Attachment Pol. 2.

#### **Resolution of the NC State Board of Community Colleges to Assist Victims of Hurricane Katrina**

On a motion by Dr. Fountain, seconded by Mr. Norman, the Board approved the Resolution of the NC State Board of Community Colleges to Assist Victims of Hurricane Katrina attached as Attachment Pol. 5

### **PROGRAM SERVICES COMMITTEE, Norma B. Turnage, Chair**

#### **For Information**

The Board received the following for information:

#### **Special Termination Approvals By System President**

The following colleges requested and received approval to terminate the program(s) listed: Central Piedmont CC *Human Service Technology/Gerontology* [A4538B].

#### **For Future Action**

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

#### **Curriculum Program Application - New to the System**

The Board will be asked to approve a request by Catawba Valley CC and Pitt CC to offer *Polysomnography* [A45xxx], and Central Piedmont CC to offer *Simulation and Game Development* [A25xxx]. (See Attachment Prog. 2)

### Curriculum Standard Revisions

The Board will be asked to approve the curriculum standard revision as requested by Central Carolina CC for *Sustainable Agriculture* [A15410]. (See Attachment Prog. 3)

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

### **For Information**

The Board received the following for information:

#### 1993 Bond Status Report

The 1993 Bond Status Report as of September 16, 2005, indicated 100% percent of bond funds committed to a project and 54 % expended. (See Attachment FC-1)

#### Historically Underutilized Businesses (HUB) State Bond Utilization Report as of June 30, 2005

The Historically Underutilized Businesses (HUB) State Bond Utilization Report as of June 30, 2005, indicated 11.53% of total HUB funds expended. (See Attachment FC-2)

#### Capital Improvement Funds Expended or Obligated

The Capital Improvement Funds Expended or Obligated indicated \$2,209,226,141 total funds expended or obligated. (See Attachment FC-3)

#### Estimate Receipts

The Estimated Tuition and Fees Report as of August 31, 2005, indicated \$55,330,792 (30.99%) collected of the budgeted \$178,541,903. This is a decrease in receipts collected of 3.32% from the previous year. (See Attachment FC-4)

#### CIS Project Discussion and Implementation Update—Mr. Herbert L. Watkins, Chair

The project is on schedule with no major issues to be reported.

### **For Action**

#### Sprint Telecommunication Scholarship and Agreement (Renewal)

On a motion by Mr. Watkins, seconded by Dr. Powell, the Board approved a renewal agreement with Sprint Telecommunication, Incorporated to contribute \$23,800 in scholarships for the 2005-2006 academic year for distribution by community colleges in the Sprint local service territories as outlined in Attachment FC-6.

#### Start-up of Continuing Education Certification Program for Community College Business Offices

On a motion by Mr. Watkins, seconded by Mr. Middlesworth, the Board approved \$30,000 to fund a project to develop the framework for a Professional Development Institute. The funding source will be State Board Reserve funds. (See Attachment FC-7)

#### Wake Technical Community College Lease Purchase

On a motion by Mr. Watkins, seconded by Ms. Steiner, the Board approved an Installment Purchase Contract as requested by Wake Technical CC to purchase 377 Dell OptiPlex desktop computers as arranged through University Lease, a Division of California First National Bank. The total payout over the three-year period is \$425,933 and the funding source will be student technology fees collected by Wake Technical CC. (See Attachment FC-10)

#### Funding Allocations to Colleges Participating in the NC/TABS Program

On a motion by Mr. Watkins, seconded by Ms. Steiner, the Board approved \$164,393 in funding allocations to colleges participating in the NC Tabs Program. Allocations were made to Fayetteville Technical CC, Guilford Technical CC, Halifax CC, Mitchell CC, Piedmont CC, Pitt CC, Wayne CC, and Durham Technical CC as outlined in Attachment FC-12.

2005-2006 Funding for Academic Services to Nursing Students from Disadvantaged Backgrounds

On a motion by Mr. Watkins, seconded by Ms. Lee, the Board approved the allotment of \$80,000 to colleges as outlined in Attachment FC-13 to provide academic assistance to nursing students from disadvantaged backgrounds. The funding source is appropriated funds and the allotments are for the 2005-2006 academic year.

**PERSONNEL COMMITTEE, Linwood Powell, Chair**

On a motion by Dr. Powell, seconded by Mr. Norman, the Board convened in closed session. The Board reconvened in open session.

Textile Center Advisory Board

On a motion by Dr. Powell, seconded by Ms. Turnage, Tedd Smith, Fred Henneke, and Billy Reginald were approved as the three appointments of the State Board of Community Colleges to the Textile Center Advisory Board. Dr. Powell then motioned, Mr. Middlesworth seconded, and the Board unanimously approved that the SBCC Chair designate the terms of each of the three members.

Coordinator of Foundation Support and Alumni Affairs

On a motion by Dr. Powell, seconded by Mr. Middlesworth, the SBCC approved Ms. Barbara Currier as Coordinator for Foundation Support and Alumni Affairs, an EPA position, at a salary of \$70,560 effective at a date to be agreed upon in October or November.

I.E. Ready Award Nominees

On a motion by Dr. Powell, seconded by Ms. Lee, the Board approved the recipients of the 2005 I.E. Ready Award, former SBCC Chair James J. Woody, Jr. and former Vice President of Finance, Mr. Tom King as recommended by the Selection Committee of Joanne Steiner, Chair, Gordon "Buddy" Greenwood, Estell Lee, and Herbert Watkins

Halifax Community College Response and Approval

In a motion by Dr. Powell, seconded by Ms. Lee, the Board unanimously approved by a show of hands the following:

"The Chair person of the State Board of Community Colleges is hereby authorized to respond fully to the Halifax Board of Trustees Chairperson Lillie Solomon's letter of September 6, 2005, to elaborate on the following.

The Halifax Board Meeting held to appoint an investigatory committee was unlawfully convened, and therefore, a lawful, convened meeting shall be held by the Halifax Board to elect, by a majority vote of the Halifax Board, a committee to conduct the investigation.

Dr. Gasper and his administrative assistant, Faye Pepper, shall be immediately upon receipt of your letter (SBCC Chair) be placed on administrative leave until the State Board has acted on the report of the investigation.

Failure to comply will result in the withholding of State funds."

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

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

- President Lancaster talked with his community college counterparts in Alabama, Mississippi, and Louisiana about their needs resulting from Hurricane Katrina. They said that, as you know, community college students are notoriously uninsured or under-insured. Many of them work in positions where plant closings due to flooding will mean no paycheck, and the best way to help is with monetary contributions. Therefore, President Lancaster has solicited contributions from within the building to assist the students and staff who are victims of Katrina. If board members wish to assist, they should make a check payable to the NC Community Colleges Foundation. Checks should be marked for Katrina Relief. Once the monies are gathered, the Foundation will distribute them based on each state's portion of the loss, meaning 40% to Louisiana, 40% to Mississippi, and 20% to Alabama. All of these states have set up a relief fund for their students and staff. Their System President has assured President Lancaster that no money will be held for administration and all donated will be distributed to needy students and staff.
- Because of the length of the meeting, the President referred members to the written report distributed at the meeting for additional comments.

## **SUMMARY OF CHAIR PINNIX-RAGLAND'S REMARKS:**

- The SBCC Fall Retreat is in October, and room reservations need to be made by September 30. Wednesday and Thursday are casual dress and Friday is regular business attire.
- Travel restrictions puts in place by Governor Easley have been eased slightly, thus allowing us to meet today, as we are required to do 10 times a year.
- 233 people stayed at Pamlico CC shelter due to Hurricane Ophelia, and reports indicate that Pamlico CC as well as Brunswick, Cape Fear, Bladen and Southeastern CC's received little damage from the storm.
- As a governing board, we are reminded that Constitution Day is September 17.

## **DATES OF NEXT MEETING**

October 19-20, 2005 SBCC Retreat, Sandhills CC, Pinehurst, NC

October 20-21, 2005 SBCC Committee and Board Meetings, Sandhills CC, Pinehurst, NC

## **ADJOURNMENT**

On a motion by Mr. Middlesworth, seconded by Ms. Steiner, the Board voted to adjourn at 4:58 p.m.

RESPECTFULLY SUBMITTED BY:

*Secretary*

APPROVED BY:

H. Martin Lancaster, System President

Hilda Pinnix-Ragland, 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.