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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**  
**200 West Jones Street**  
**Raleigh, NC**

**January 20, 2006**  
**9 a.m.**

**CALL TO ORDER**

The meeting of the State Board of Community Colleges was called to order by Chair Pinnix-Ragland at 9 a.m. The following members were present:

Hilda Pinnix-Ragland, Chair  
Linwood Powell, Vice Chair  
Nancy M. Brenner  
James W. "Jim" Daniels  
Jimmie E. Ford  
Bob H. Greene  
Gordon "Buddy" Greenwood  
Sandra L. Hayes  
Estell C. Lee

Chester P. Middlesworth  
Treasurer Richard Moore  
Represented by Pam Wortham  
Lt. Governor Beverly Perdue  
John Shaw, Jr.  
Norma Turnage  
Herbert Watkins  
Steve O. Johnson

Mike Arnold, Policy Director, Office of the Lt. Governor, also attended.

The following members were unable to attend: Stuart B. Fountain, Raichelle Glover, Anne-Marie Knighton, Thomas Norman, and B. Joanne Steiner.

**APPROVAL OF MINUTES**

On a motion by Mr. Middlesworth, seconded by Mr. Ford, the Board approved the minutes of the November 18, 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 Mr. Watkins, seconded by Ms. Lee, Attachment FC-8, Attachment FC-9, and Attachment FC-10 were moved to the Consent Agenda. In a second motion, Mr. Watkins requested the removal of Items Attachment FC-15 Attachment A and Attachment B from agenda. The Chair granted the request to remove, noting that a motion was not necessary for removal. On a motion by Mr. Greenwood, seconded by Mr. Shaw, the Board approved the agenda as amended.

## **APPROVAL OF THE CONSENT AGENDA**

On a motion by Dr. Greene, seconded by Ms. Hayes, the consent agenda was approved as amended.

The Board approved the following items on the Consent Agenda.

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

#### Allocation of Funds for Base Realignment and Closure Commission (BRAC) Project

The Board approved an allocation of \$200,000 from the NC Department of Commerce (NC DOC), Division of Employment and Training (DET) to fund a Base Realignment and Closure Commission (BRAC) project at Coastal Carolina CC, Craven CC, Fayetteville Technical CC, and Wayne CC. The allocation as outlined in Attachment FC-8 is for the period January 1, 2006-June 30, 2006, and is funded by the National Emergency Grant (NEG) through the NC DOC-DET through a Notice of Fund Availability.

#### Contract with The Manufacturing Institute for the Dream It! Do It! Campaign for North Carolina

The Board approved a contract received from the NC DOC-DET to fund a *Dream It! Do It!* Campaign for the period of February 1-September 30, 2006. The contract shall not exceed \$275,000 and approval is contingent upon fund availability from the NC DOC DET through a Notice of Fund Availability. (See Attachment FC-9)

#### Grant Agreement with the North Carolina Tobacco Trust Fund Commission: Project "SKILL-UP"

The Board approved entering into a grant agreement with the NC Tobacco Trust Fund Commission to provide services outlined in the Project "Skill-Up" application. The grant agreement is to cover the fiscal period January 1-December 31, 2006, in the amount of \$184,000, and is subject to the availability of funds from the Tobacco Trust Fund Commission. (See Attachment FC-10)

#### State Board Reserve Projects – January 2006 Expenditure Report

The Board approved the mid-year report on the expenditures made from State Board Reserve funds that is required semi-annually. The report indicated \$116,645.69 expended with an unexpended balance of \$278,519.31. (See Attachment FC-12)

#### Two Percent Transfer Restriction

The Board approved a transfer request received from Cape Fear CC and reports including the Budget Flexibility Transfer Percentages for FY 2005-06, and NCCCS Curriculum and Noncurriculum Salary and Fringe Benefits Excess Transfer Requests for January 2006, FY 2005-06 as outlined in Attachment FC-13.

#### Construction/Property/Bond Authorization Report

The Board approved one project each for Alamance CC, College of The Albemarle, Isothermal CC, Vance-Granville CC, Wake Technical CC, three projects for Pitt CC, leasing of property by Catawba Valley CC and Halifax CC, disposal of property by Mayland CC and the sale of 1.5 acres of timber, transfer of property to the NC Highway Patrol by McDowell Technical CC, and a request from Mitchell CC to acquire one-half acre of land and dispose of the undesirable dwelling on same property, and to also acquire additional property that is to be leased as described in Attachment FC-14.

## **REPORTS/PRESENTATIONS**

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

- Spring semester is underway at all colleges, and polls will be taken next week to determine enrollments, but there is an indication that enrollments seem to be level to slightly increasing. The ending of the Fall semester has also brought on the challenges and opportunities over the past 45 days as well. Startup and ending of a semester is an all-consuming effort, and is also core to our business.
- Dr. Ed Wilson and Dr. Gordon Burns spoke with the Joint Legislative Education Oversight Committee requesting that the General Assembly reconsider and redefine separation from retirement to 30 days instead of the currently required 6 months due to the adverse effects to the colleges and education in general during a time when there is a documented teacher shortage. After the presentation, Ed Oversight did appoint a subcommittee to reconsider and review the 6-month requirement.
- Many colleges are planning to attend the upcoming Federal Grants Workshop sponsored by Senator Richard Burr to increase awareness of opportunities and to enable colleges to compete more favorably for these funds.
- The NCACCP Winter Quarterly Meeting to be held on January 25-27 will be hosted by Dr. John McKay and South Piedmont CC in Monroe, NC. In addition to committee work, the full membership will address topics to include: placement tests validity studies, college risk management and business continuity plans, NCCCS Strategic Plan, status of EBS clear wire licenses and establishing guidelines for lease payments, consensus budget requests, annual audit process, lateral entry program, and intercollegiate athletics.
- Several presidents are serving as presenters at the Future Administrators Leadership Institute, with 26 future leaders currently enrolled.
- NCACCP is working closely with the SBCC Policy Committee and the NCACCT on the proposed changes to the NC Administrative Code related to the evaluation of presidents. Members are also serving on the Task Force to review the State Auditors Report and Recommendations.
- Colleges are bracing for what appears to be a likely reversion of ½% of their budgets. This is above the 1½% returned earlier in the Fall as necessitated by the receipts shortfall. This is a problem that needs to be fixed.

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

- NCACCT representatives will be attending the ACCT Legislative Summit in Washington, D.C. on February 5-8, 2006. A meeting is scheduled with Senator Elizabeth Dole and Senator Richard Burr, and trustees will speak with their local representatives to discuss community college needs/issues and to gain national support.
- The NCACCT Continuing Education Committee met with Bob Joyce, Attorney and Assistant Director of the UNC Institute of Government, to plan the annual law seminar to be held on March 19-20 at the Sheraton Imperial in the RTP. Topics will be:
  - NC Colleges – their Structures, Powers and Responsibilities
  - Divulging Student Information
  - Open Meetings Law

The annual seminar and business meetings on June 8-9 and the leadership seminar on September 24-25 will begin with special sessions for new trustees and reappointed trustees. New trustees are given information about duties and responsibilities including roles and

relationships with the staff, faculty and students, and receive a copy *Community College Laws*, a publication that includes N.C.G.S. §115-D.

- Sympathy is extended to the families of Ret. Major General David Barker, member of Coastal Carolina CC Board of Trustees, and Joseph Smith, Chair of Martin CC Board of Trustees, who died recently.

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

- N4CSGA is preparing for the Spring division meetings that were postponed because of travel restrictions. The meetings will be held this month in each division. Meeting locations are Rockingham CC in the Central Division, Wilkes CC in the Western Division, and Pitt CC in the Eastern Division. The students are embarking on a new direction for the conferences. The year's theme is BUILD, and workshops are targeted to build a better student leader to include the areas of finance, health, and community involvement. All members of the SBCC are invited to attend the meetings.
- The Board is working with the advisors to identify the colleges affected by last year's hurricanes. Due to the increased need brought on by the hurricanes, the Penny Wars were changed to Quarter Wars, with the proceeds to be given to an affected and worthy school. Reports of receipts indicate the amount collected to date has far exceeded the initial goal, and resulted in a new award, the Piggy Cup, to be presented at the conference to be held the last day of January.

#### **Introduction of New Presidents**

- Vice Chair of the Board of Trustees of Haywood Community College Peggy Melvin introduced Dr. Rose Harrell Johnson as their new president. Dr. Johnson thanked the Board for their support, adding that she is looking forward to her new role.

### **REGULAR AGENDA**

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

(In the absence of Dr. Fountain, the report was given by Jim Daniels, Acting Chair.)

The Policy Committee received a report and presentation by Dr. Betty Adams on the work that is being done by the NCCCS Strategic Planning Committee. Input has been received from all over the System and others, including Joe Tolson and John Sauls, to identify five critical issues facing the System. Goals have been developed to help NCCCS meet the challenges presented by these issues. Final objectives will be identified and developed during the next month, and the strategic process will be complete. The draft strategic plan is expected to be presented to the SBCC during the March or April meeting.

#### **For Future Action**

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

#### **Guidelines - NC Community Colleges Lateral Entry Teacher Certificate Program 2006-2007**

As a result of H.B. 563 ratified by the General Assembly in their last Legislative Session, and after much consultation with various education entities, including Representative Tolson, DPI staff and members of the State Board of Education, UNC staff, and staff from independent colleges and others, a set of guidelines under which NCCCS can offer this important program to help reduce the teacher shortage was presented in Attachment Pol. 1.

Revocation of Proprietary School License - New Horizons Computer Learning Center of Charlotte

The Board will be asked to consider the revocation of the licensure of New Horizons Computer Learning Center of Charlotte due to non-compliance with N.C.G.S. §115D-95 (i.e. guaranty bond assigned to the students or other approved financial instrument).

**For Action**

Initiate the Rule-making Process to Amend Title 23 of the North Carolina Administrative Code 23 NCAC 03A .0113 “Student Refund”

On a motion by Mr. Daniels, seconded by Dr. Greene, the Board approved the initiating of the rule-making process to amend 23 NCAC 03A .0113 “Student Refund” in the NC Administrative Code as presented in Attachment Pol.-3. The proposed Rule grew out of a proposal initially made by the proprietary schools, and will allow refunds to be made up to 25% of the semester, offering better protection for proprietary school students who must withdraw.

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

**For Information**

The Board received the following for information:

Associate in General Education Approval by System President

The System President approved a request from Edgecombe CC to offer the *Associate in General Education (AGE)* [A10300] program.

Application Approvals By System President

The System President approved the following program applications as requested by the following colleges: Bladen CC, Craven CC, Piedmont CC, Western Piedmont CC *Infant/Toddler Care Certificate* [C55290], Nash CC *Cosmetology Instructor (Certificate)* [C55160], Tri-County CC *Early Childhood Education/Special Education* [A5522A], Vance-Granville CC *Information Systems Security* [A25270], and Wilson Technical CC *Information Systems Security* [A25270] and *Networking Technology* [A25340].

Termination Approvals By System President

The System President approved the following request to terminate the curriculum program listed: Edgecombe CC *Motorcycle Mechanics (Diploma)* [D60260], and Western Piedmont CC *Cabinetmaking (Diploma)* [D35160] and *Environmental Science Technology/Water Resources Management* [A2014A].

Curriculum Standard Revision Approval By Vice President, Academic and Student Services

The Vice President of Academic and Student Services approved the revision to the curriculum standard for *Paralegal Technology* [A25380] as a result of CRC action.

**For Future Action**

The Board received for consideration of future action:

2006 Cooperative-Innovative High School Programs Approval (Part I) (Attachment Prog. 5)

The Board will be asked to approve eight community college applications for designation as a Cooperative-Innovative High School pursuant to N.C.G.S. §115C-238.53(f). Colleges recommended for the 2006 designation include Asheville-Buncombe Technical CC, Caldwell CC and Technical Institute, Catawba Valley CC, Durham Technical CC, Guilford Technical CC, Johnston CC, Nash CC, and Wayne CC. (See Attachment Prog. 5)

### Program/Course Modifications

The Board will be asked to approve a request from Central Piedmont CC to consider the modification of *Simulation and Gaming Development* [A25450] as outlined in Attachment Prog. 6.

### Curriculum Standard Revisions

The Board will be asked to approve a request from Pitt CC to revise the curriculum standard for *Polysomnography* [A45670] as outlined in Attachment Prog. 7.

### Curriculum Standard – New to the System

The Board will be asked to approve a curriculum standard that is new to the System for *Lateral Entry (Certificate)* [C55xxx] as presented in Attachment Prog. 8.

### Addition to Special Curriculum Application Approvals List

Upon approval of the curriculum standard, the Board will be asked to approve the addition of *Lateral Entry (Certificate)* [C55xxx] to the Special Curriculum Application Approvals List.

## **For Action**

### Curriculum Program Application (FTFA)

On a motion by Ms. Turnage, seconded by Mr. Middlesworth, the Board approved the following curriculum applications at the colleges listed: Catawba Valley CC *Fire Protection Technology* [A55240], Cleveland CC *Biotechnology* [A20100], Stanly CC *Medical Laboratory Technology* [A45420], and Vance-Granville CC *Culinary Technology* [A55200] as presented in Attachment Prog. 10.

### Courses of Instruction to Captive/Co-opted Groups

**Basic Skills:** On a motion by Ms. Turnage, seconded by Ms. Lee, the Board approved the offering of Basic Skills courses as outlined in Attachment Prog. 11 including requests from: Caldwell CC and TI to offer *BSP S 2000 CED* at Gateway Opportunities, Nash CC *BSP N 2000 ABE* at South Village Nursing Facility, Rowan-Cabarrus CC *BSP S 2000 CED* at LifeSpan, Inc., and South Piedmont CC *BSP P2000 ABE and GED* at Union Correctional Center.

**Continuing Education:** On a motion by Ms. Turnage, seconded by Mr. Ford, the Board approved the offering of Continuing Education courses as outlines in Attachment Prog. 12 including requests from: Cape Fear CC to offer one course at New Hanover Correctional Center; Mayland CC two courses at Mountain View Correctional Institution; Richmond CC one course at Morrison Correctional Institution; Robeson CC two courses at Robeson Correctional Center; and, Wilkes CC one course at Wilkes Correctional Center.

### Continuing Education Master Course List

**Course Approval:** On a motion by Ms. Turnage, seconded by Mr. Middlesworth, the Board approved the addition of the following courses for placement on the Continuing Education Master Course List: HSE 3266, COD 3108, COD 3112, COD 3123, COD 3133, and COD 3143 as outlined in Attachment Prog. 13.

**Course Modifications:** On a motion by Ms. Turnage, seconded by Ms. Hayes, the Board approved the modification of the following course(s) currently on the Continuing Education Master Course List: CJC3938, and renaming of NUR3264 *Activity Coordinator Training for Long Term Care Facilities* to HSE3264 *Activity Coordinator-Basic* as outlined in Attachment Prog. 14.

Ms. Turnage reported that the Program Services Committee began the discussion of lateral entry, with Dr. Parker sharing information on Senate Bill 622, the \$1 million that is dual funding for the University System and NCCCS. These items will come before the SBCC at a later date.

## **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 December 30, 2005, indicated 100% of bond funds committed to a project and \$16,968 authorized, and \$0 expended. (See Attachment FC-1)

#### Higher Education Bond Oversight Committee Report – January 23, 2006

The Higher Education Bond Oversight Committee Report was received as it will be presented to the Higher Education Oversight Committee on January 23, 2006. The report included the Bond Authorization Report as of November 18, 2005, Bond Projects \$10 Million or More, Matching Requirements, 2000 State Bond Utilization (HUB) Report, Project Classifications, Bond Projects Status Report, and Inflation Impact Statement. (See Attachment FC-2)

#### Estimated Receipts

The tuition and fees receipts reported as of December 31, 2005, indicate a collected total of \$100,316,958; uncollected \$78,224,945; and a decrease of 1.17% in collections from the previous year. (See Attachment FC-3)

#### System Office Contract Report as of December 31, 2005

The mid-year report of contracts meeting the requirements for approval by the System President was presented as outlined in Attachment FC-4.

#### 2006-07 Consensus Budget Request

The Board gave verbal approval of the budget headings so that staff may continue to work on the preparation of the budget. The Board will review the budget package at the February meeting for final approval. The headings included are 1) Access and Affordability, 2) The Costs of Compensation, 3) Student Services and Support, 4) Economic and Workforce Development, and 5) Technology. Mr. Watkins did ask that members consider the extreme stress that exists in the System Office in terms of numbers and salaries, adding this situation appears to be worsening and may deserve Board attention.

#### Report on 2005 Capital Needs Assessment

The *Report on 2005 Capital Needs Assessment: Report as of December 12, 2005*, was provided for information indicating the total estimated costs of capital needs to be repaired and renovation cost of \$40,171,782 in recurring funds, and repair and renovation of \$357,113,467 non-recurring plus new construction costs of \$2,223,087,405 non-recurring, for totals of \$40,171,782 recurring and \$2,416,506,859 non-recurring funds. (See Attachment FC-6)

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

As requested by Mr. Watkins, Dr. Sandra Williams provided members with the CIS Update. Phase 2B colleges are getting ready to go live with the Student System and the web registration issues revealed in November have been fixed. 2C colleges are starting financial aid training and because of experience, they now have a Student Implementation Manager in addition to an Overall Project Manager. This is working very well. The Improved Student Access Course Override Project (program that assists in web-based registration) is on tract and should be delivered as expected to be available for all colleges by late summer. NCCCS took overall

ownership of the minor release process (software updates, etc.) as of January 1, 2006. We are comfortable in assuming this ownership as the testing of several processes including the Helpdesk, Tier I and Tier II, Software Development and Design, and Virgin Management Process (quality assurance, beta testing and releasing the overall patch to the colleges), has gone very well. Mr. Watkins commented that great progress has been made on the CIS Project schedule, we continue to do amazing things with limited funding, and Dr. Williams is to be commended for her leadership.

### **For Action**

#### **Revisions to the Accounting Procedures Manual**

After undergoing close examination by the Financial and Capital Needs Committee, Mr. Watkins motioned, Ms. Lee seconded, and the Board approved the Revisions to Section 4 of the Accounting Procedures Manual as outlined in Attachment FC-11.

#### **Senate Bill 622, Section 9.5 UNC/NCCCS 2+2 E-Learning Initiative Funds**

On a motion by Mr. Watkins, seconded by Dr. Greene, the Board approved Attachment FC-15 Attachment C-UNC-General Administration Teacher Education Module Enhancements for CFNC.org , a new contract with UNC-GA, in an amount not to exceed \$65,000 for the period February 1, 2006-June 30, 2006. The contract is to be funded through state appropriated monies and is for the purpose of enhancing the Teacher Education module on CFNC.org.

#### **Amended College Training Center Contracts for 2005-06 (College Information Systems Project)**

On a motion by Mr. Watkins, seconded by Mr. Ford, the Board approved amendments to contracts with Central Piedmont Community College and Wayne Community College (CIS Training Centers) and Guilford Technical Community College (CIS Technical Training Center) to increase the contracts by \$47,320, for a new total amount not to exceed \$786,827.75 for the three colleges. The contracts are for the period July 1, 2005-June 30, 2006, and will be funded from the MIS Appropriation.

### **PERSONNEL COMMITTEE, Linwood Powell, Chair**

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

#### **President of Western Piedmont CC**

On a motion by Dr. Powell, seconded by Ms. Turnage, the SBCC approved Dr. Jim Burnett as president of Western Piedmont CC.

#### **Salary Adjustment for EPA Position 6800-1300-0073-000**

On a motion by Dr. Powell, seconded by Mr. Greenwood, the Board approved a salary increase of \$10,000, retroactive to July 1, 2005, to the annual salary of Kennon Briggs, Vice President of Business and Finance.

#### **Update on Halifax CC**

Dr. Powell advised the Board that the Halifax CC Board of Trustees voted to terminate Dr. Ted Gasper for cause, and the Board is in the process of considering applicants for the Interim President.

### **Audit of Blue Ridge Community College**

Upon SBCC review of Attachment SBCC-1, "State Auditor's Special Review of Blue Ridge CC," Dr. Powell made a motion, seconded by Mr. Daniels, and the Board approved the sending of a letter to each member of the Board of Trustees of Blue Ridge CC requesting the resolution of the recommendations in the audit, and a copy of their audit response sent to the SBCC prior to the SBCC February meeting.

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

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

- Due to the fact that President Lancaster had to depart for a meeting in Salisbury, he presented his written report to members for their review. Prior to his departure, he relayed that collaboratively speaking, the taking of office by former Senator Erskin Bowles as President of the UNC System is an exciting development for both UNC and NCCCS. Chair Pinnix-Ragland and President Lancaster were at President Bowles' first meeting with the UNC Board of Governors. He made, and continues to make, comments that indicate a personal interest in a closer relationship with community colleges and the removal of all impediments to a seamless system of higher education in NC. NCCCS is excited to have the opportunity to work with President Bowles.

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

- During the meeting, the Chair:
  - Recognized guests including Dr. Lawrence Rouse and members of the James Sprunt Leadership Academy and doctoral students visiting from East Carolina University.
  - Offered condolences to Mr. Chet Middlesworth on the loss of his mother.
  - Advised members that while attending the UNC Board of Governors meeting with President Lancaster, he was received with great respect attributed to the great job that he is doing with and for NCCCS.
  - Reminded members of upcoming meetings as listed on the agenda, noting that the times are different from the regular schedule. New SBCC members were reminded of the importance of their attendance at the upcoming orientation and experienced members were offered the opportunity to attend as well even if they had previously attended.

### **DATES OF NEXT MEETINGS**

February 15-16, 2006 New SBCC Members Orientation

February 16, 2006 Joint Meeting of the North Carolina Education Governing Boards

February 17, 2006 SBCC Meetings (Committee Meetings begin at 9 a.m., followed by the Issues Luncheon at 11:30 a.m., and the full Board Meeting begins at 1 p.m.)

### **ADJOURNMENT**

On a motion by Mr. Watkins, seconded by Ms. Lee, and approved by the Board, the meeting adjourned at 11:05 a.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.