



Preparing North Carolina's World-Class Work Force

**State Board of Community Colleges
Caswell Building, 200 West Jones Street
Raleigh, North Carolina**

**February 16, 2007
12 Noon**

CALL TO ORDER

Following proper public notification and a determination that a quorum was present, the meeting of the State Board of Community Colleges (SBCC) was called to order by Chair Pinnix-Ragland at 12 Noon. The following members were present:

Hilda Pinnix-Ragland, Chair
Linwood Powell, Vice Chair
Jimmie E. Ford
Stuart B. Fountain
Gordon "Buddy" Greenwood
Sandra L. Hayes
Anne-Marie Knighton
Estell C. Lee

Chester P. Middlesworth
Treasurer Richard Moore
Represented by Pam Wortham (via telephone)
Bently C. Pagura
Lt. Governor Beverly Perdue
Represented by Mike Arnold
John Shaw, Jr.
Norma Turnage

The following members were unable to attend: Nancy M. Brenner, James W. Daniels, Raichelle Glover, Bob H. Greene, Thomas Norman, B. Joanne Steiner, and Herbert Watkins.

SUMMARY OF THE CHAIR'S OPENING REMARKS

- The Chair welcomed those in attendance to the February meeting. Prior to calling for the standing committee reports, she requested that SBCC members identify any conflicts of interest present. Having so requested and hearing none identified, the Chair asked that the record reflect no conflict of interests were found.

APPROVAL OF MINUTES

Mr. Middlesworth moved, Dr. Fountain seconded, and the Board approved the minutes of the January 19, 2007, SBCC meeting.

CHANGES IN AND APPROVAL OF AGENDA

The Board suspended the rules and amended the agenda based upon Committee recommendations. Dr. Fountain moved, Mr. Ford seconded, and the Board approved to move from for future action to

action Attachment Pol. 2. The Chair granted a request by Dr. Fountain to remove Attachment Pol. 4 from the Consent Agenda. 4 and a request by Ms. Turnage to remove Attachment Prog. 4 from the agenda. Ms. Lee moved, Mr. Shaw seconded, and the Board approved to move to the Consent Agenda Attachments FC-6, FC-7, and FC-8. The Chair approved a request by Ms. Lee to remove Attachment FC-11 from the Agenda.

Mr. Shaw moved, Ms. Hayes seconded, and the Board approved the agenda as amended.

APPROVAL OF THE CONSENT AGENDA

Mr. Ford moved, Dr. Fountain seconded, and the consent agenda was approved as amended. The consent agenda included the items that follow.

PROGRAM SERVICES COMMITTEE, Ms. Norma Turnage, Chair

Curriculum Standard Revision

The Board approved a request from Guilford Technical CC to revise the curriculum standard for *Entertainment Technologies* [A25190].

Curriculum Program Applications (FTFA)

The Board approved the curriculum programs to be offered at the colleges listed: Forsyth TCC *Healthcare Management Technology* [A25200], Lenoir CC *Polysomnography* [A45670], and Wake TCC *Criminal Justice/Latent Evidence* [A5518A].

Courses of Instruction to Captive/Co-opted Groups:

The Board approved the following courses of instruction to Captive/Co-opted Groups:

BASIC SKILLS COURSES

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	COURSE TITLE	CONTACT HOURS
South Piedmont CC	Lake Monroe Group Home	**	BSP D 2000	Compensatory Education (CED)	1500

CONTINUING EDUCATION COURSES

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	COURSE TITLE	CONTACT HOURS
Randolph CC	Randolph Correctional Ctr.	2	HRD P 3006	Employability Motivation and Retention	30
Southeastern CC	Columbus Correctional Inst.	2	CAS P3120	Integrated Software: Computer Applications (Microsoft Access & PowerPoint)	72
			ELN P 3006	Computer Repair (Personal Computer Repair)	86
Surry CC	Forsyth Correctional Ctr./ Dobson Education Ctr.	3	HRD P 3001	Employability Skills (Career Exploration)	108

Continuing Education Master Course List

The Board approved the following changes to the Master Course List:

COURSE APPROVALS

COURSE NUMBER	COURSE TITLE	RECOMMENDED HOURS	PROGRAM AREA
EPT4800	ICS-800	4	R40 – Govt. Regs.
EPT5100	Emergency Operations Center	24	R40 – Govt. Regs.
EPT5101	EOP-Homeland Security Appendix	22	R40 – Govt. Regs.
EPT5102	EOP-Multi-Hazards in Schools	12	R40 – Govt. Regs.
EPT5200	Community Mass Care Mgmt	12	R40 – Govt. Regs.
EPT5201	Mass Fatalities Response	17	R40 – Govt. Regs.
EPT5300	Public Information Officer	12	R40 – Govt. Regs.
EPT5301	Joint Information Center	24	R40 – Govt. Regs.
EPT5302	Warn Notice-Weather Service	10	R40 – Govt. Regs.
EPT5400	Mitigation for Emergency Managers	18	R40 – Govt. Regs.
EPT5500	Resource Management	12	R40 – Govt. Regs.

COURSE MODIFICATIONS

COURSE NUMBER	COURSE TITLE	MODIFICATION REQUEST(S)
MKT-3438	Customer Service	Increase the recommended hours from 110 to 192

FINANCE AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

2007-2008 NC Community College Grant and Lottery Payment Schedule

The Board approved the official payment schedule for the 2007-2008 NC Community College Grant Program including the Lottery Payment Schedule that will include a maximum award of \$3,200 with \$900 Community College Grant and \$2,300 Lottery Scholarship. Total community college grant expenditures are estimated to equal \$12.3 million. (See Attachment FC-5)

2006-2007 Baccalaureate Education Program Allocations – Additions

The Board approved three additional requests from applicants for financial assistance to obtain a baccalaureate degree. A total of \$2,642 was distributed to three individuals, one from Central Piedmont CC, one from Piedmont CC, and one from Southwestern CC as outlined in Attachment FC-6. Monies appropriated by the NC General Assembly will be the funding source.

Agreement – LiteracyPro Systems, Inc., for LACES

The Board approved a renewal agreement with LiteracyPro Systems, Inc. for continued technical support, training and data management, and for the purchase of software to convert from Literacy Pro to LACES. The agreement will not exceed \$79,920 for a period beginning March 1-June 30, 2007. Federal funding provided from the US Department of Education (USDOE) through the Workforce Investment Act, Title II, will be the funding source.

Agreement with Payne and Associates - Effective Instruction for All Students

The Board approved an agreement with Payne and Associates, Inc. to provide a statewide training for a period from April 1-December 31, 2007, to address the need to provide effective instruction for all adult education students. The funding source for the agreement is monies from the USDOE through the Adult Education and Family Literacy Act State Grant Program authorized by the Workforce Investment Act, Title II, and is not to exceed \$29,350.

Two Percent Transfer Restriction

The Board approved the *Budget Flexibility Transfer Percentages for FY 2006-07 Established by SB 1741*, the *NCCCS Curriculum and Noncurriculum Salary and Fringe Benefits Allowable Two*

Percent Transfer Totals for February 2007, and a transfer request from Western Piedmont CC as outlined in Attachment FC-9

Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report as of February 16, 2007, including one project approval for Guilford TCC, two projects for Central Piedmont CC, and acquisition and lease of property by Mitchell CC. (See Attachment FC-13)

UNC/NCCCS 2 + 2 E-Learning Initiative Funds Allocation: Contractual Services – Project Management Services

The Board approved a revision with additional funds to the MOU with State Information Technology Services for short-term project management services through June 30, 2007, for the Learning Object Repository in the amount of \$30,636. The funding source will be State appropriated monies for the 2+2 E-Learning Initiative. (See Attachment FC-14)

REPORTS/PRESENTATIONS

NC Association of Community College Presidents (NCACCP) Report, Dr. Don Reichard

- NCACCP had a very productive meeting at Cleveland CC in January yielding several committee recommendations.
 1. The Legislative Committee recommended that NCACCP use the personal dues account to fund three activities to include dinners for the black caucus, work with the women's caucus, and to possibly sponsor one of the dead ham breakfasts during this session of the General Assembly.
 2. The Personnel Committee recommended and NCACCP adopted a revised Quality Assurance Handbook. Page 5 outlines a process in section 2 as to how NCACCP may help resolve, upon request, any conflicts that may emerge or issues that cause the college or system any undue negative public relations. Presidents are unanimous in their commitment to assist the System in staying excellent. Copies of the handbook were distributed to SBCC members.
 3. The Program Committee brought up the issue of basic law enforcement training accreditation. After running into stumbling blocks in working with the commission, NCACCP voted to schedule meetings for basic law enforcement training as well EMS and Fire Service to make sure that everyone understands the process that colleges go through. While some problems may be the result of internal communication between the BLET Coordinators, Deans, and Presidents, it is also felt there is some misunderstanding between the colleges and the system as to what the commissions are expecting.
- The Lateral Entry Teacher Program adopted two years ago is encountering difficulties and revisions will be necessary if we are to conduct effective teacher training.
- There was further discussion about the statute for Dr. Dallas Herring, and NCACCP has proposed that they look at alternate fund raising opportunities. Chancy Kapp has agreed to work with the CORD Association to identify other fundraising strategies before we proceed further. Additionally, another sculptor from Central CC is being interviewed and appears to be a good candidate for the project.
- A considerable amount of time was spent talking about intercollegiate athletics. Considering that only 18 colleges have intercollegiate athletic programs, the presidents fully support the decision made by the Policy Committee to form a system-wide athletic task force to take the

next year to learn more about how intercollegiate athletic programs work in other states. Intercollegiate athletics is a student activity and as such “has to be something that is planned as part of the total student development program. SACS and our System requirements for institutional effectiveness mandate that new activities be preceded by sound educational planning.” Following this being done with the help of the task force, a financial model to support intercollegiate athletics should be reviewed. The presidents are “in full support of taking it slow, learning as much as we can, and doing it right.”

In follow up to Dr. Reichard’s concern, Dr. Fountain asked what was wrong with the lateral entry program. Dr. Reichard said many presidents just walked away from it because it was not do-able. President Lancaster was asked to respond further, and said that in order to get the legislation passed, NCCCS made significant concessions that have made it difficult, if not impossible, to work, i.e., the person had to be out of college for 5 years, employed by a school system, and, two of the five modules had to be offered by the University in partnership with us. With different leadership in the University, the question now is whether we might be able to make modifications. This needs to be explored, and so President Lancaster proposed that it be placed on the agenda at the next quarterly meeting of the Senior Staff of the two systems. If these restrictions were lifted, it could have a significant impact in the state with our military personnel, and we have been requested by the program coordinator for Troops to Teachers to seek modification, particularly in the school employment requirement. Since this is one of the changes our University partners insisted upon, this will need to be discussed with them. Dr. Reichard added that at the local level, the school districts could offer three of the eight courses, and if the students did that, they would not complete enough courses to get the credential that NCCCS offers which would result in a lot of non-completers. Dr. Parker commented that colleges are losing interest because they are not getting the students. Central Piedmont CC had 1,000 students enrolled at one time and now have three enrolled.

NC Association of Community College Trustees

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

- NCACCT President Newsome and Executive Director Dowdy attended the National Legislative Summits sponsored by AACC and ACCT in Washington this past week. While they were unable to attend all of the meetings because of weather conditions, President Lancaster and others were able to make visits during the visit to Capitol Hill. There were 102 representatives including trustees and presidents that did attend the meeting. The breakfast held on Tuesday morning was well attended; however, Representative Brad Miller was the only congressional member able to attend. The purpose was to honor members of the NC delegation that were members of the community college caucus. President Newsome did read the resolution honoring all the members and copies will be mailed to them. The breakfast afforded a good discussion of the legislative priorities trustees were going to take to Capitol Hill. Senator Burr met with approximately 30 trustees; however, the meeting with Senator Dole was cancelled due to the weather conditions. The evening reception had good attendance in spite of the weather.

- The NCACCT Law Seminar will be held March 11-12 with Frank Perry from State Board of Ethics and Bob Joyce from the Institute of Government making presentations that will meet the ethics training requirements in addition to trustee orientation and training.
- The NCACCT Annual Convention and Business Meeting will be held June 14-15, and will be the last meeting for Executive Director Dowdy who will retire the end of June. A search for her replacement is underway by a committee. The deadline for applying is February 23, 2007.
- Ms. Dowdy, Ms. Lloyd, and Mr. Miller attended the NC Education Governing Boards Meeting in Cary and thoroughly enjoyed the visit.
- Responding to a question as to numbers on the trustees who have resigned because of the new ethics forms, Mr. Miller replied that he had gotten reports from five or six colleges and about eight or ten members have already resigned and a number have indicated that they are contemplating resignation. They have been advised to hold off on submitting resignations before the filing deadline in March in anticipation that there could be an adjustment to the law.

REGULAR AGENDA

POLICY COMMITTEE, Stuart Fountain, Chair

For Future Action

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

Proposed Amendment to Article XII of the Bylaws of the State Board of Community Colleges

A proposed amendment was received to amend Article XII of the Bylaws of the State Board of Community Colleges to add a standing committee "The Committee on Accountability and Audit".

Approval of Proprietary School Licensure

A request to grant licensure to Blue Ridge Motion Pictures Film Institute, Asheville, NC to offer the program listed in Attachment Pol. 3 was received.

For Action

Comprehensive Articulation Agreement Revision

Dr. Fountain moved, Mr. Ford seconded, and the Board approved a revision to the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System as outlined in Attachment Pol. 2.

Approval of Proprietary School Licenses

Dr. Fountain moved, Ms. Lee seconded, and the Board approved the following proprietary schools for licensure for the programs outlined in Attachment Pol. 4: Thomas Health Care Institute, Inc. of Greensboro, Greensboro; Nurse Aide Institute of Excellence, Charlotte; Blue Cliff College-Winston Salem, Winston Salem; and, Sunrise School of Dental Assisting, Raleigh. TARTT Technical Institute, Fayetteville was not approved because additional documentation is needed.

PROGRAM SERVICES COMMITTEE, Norma B. Turnage, Chair

For Information

The Board received the following for information:

Special Application Approvals By System President

The following community college requested and received approval to offer the curriculum program listed: Stanly CC *Infant/Toddler Care (Certificate)* [C55290]

Special Termination Approvals By System President

The following community college requested and received approval to terminate the program listed: Wake TCC *Electronic Engineering Technology/Instrumentation* [A4020A]

For Future Action

The Board received the following for consideration of future action:

2007 Cooperative Innovative High School Programs-Part I

A request was received to approve three community college applications representing three LEA's for designation as Cooperative Innovative High Schools including The Early College Academy at Guilford TCC; Craven Early College – Craven Community College; and Schools within Schools – Scotland High School and Richmond CC as outlined in Attachment Prog. 3.

Curriculum Standard Revisions

A request was received to revise the curriculum standards for Electrical Related CIP including *Electrical/Electronics Technology* [A35220], *Computer Engineering Technology* [A40160], *Electrical Engineering Technology* [A40180], *Electronics Engineering Technology* [A40200], and *Telecommunication and Networking Engineering* [A40400]. (See Attachment Prog. 5)

FINANCIAL AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

(Vice Chair Estell Lee gave the report in the absence of Chair Watkins.)

For Information

The Board received the following for information:

Estimated Receipts

The Board received the Report of Estimated Tuition and Fees Collected through January 31, 2007, which indicated 71.78% of budget, \$121,864,075, collected which is a decrease of 5.25% from the amount collected at the same time during FY 2005-2006. (See Attachment FC-1)

Higher Education Bond Oversight Committee Report (HEBOC)

The Board received the Higher Education Bond Oversight Committee Report as presented to the Committee on January 22, 2007, and as reflected in Attachment FC-2.

North Carolina Community College System Office - Fiscal Control Audit

At the request of Ms. Lee, Mr. Briggs reported to the Board that the a fiscal control audit was conducted by the State Auditor's Office in accordance with the standards contained in Government Auditing Standards issued by the Comptroller General of the United States, and to Mr. Briggs' knowledge was the "first of its kind" conducted within NC State Government. The purpose of the audit was to gather and evaluate evidence about internal control over selected fiscal matters (such as financial accounting and reporting), compliance with finance-related laws,

regulations, and provisions of contracts or grant agreements, and/or management of financial resources. Mr. Briggs reported that the results of the audit disclosed no internal control deficiencies or instances of noncompliance or other matters that were considered reportable – i.e. a clean audit, for which he thanked his team. The Chair and Board applauded and complimented President Lancaster, Mr. Briggs and his team of Alice Smith, Kim Van Metre, Bobbie Jo Moore, Annette Dishner, and Sharon Rosado for an outstanding job. (See Attachment FC-3)

CIS Project Discussion and Implementation Update

As requested by Ms. Lee, Dr. Williams gave an update on the CIS Project. Phase 2C colleges are going live with the remainder of their project components, putting us on the ending of the implementation project and expect that all of the 58 colleges will have completed the implementation by July of this year, and we will be fully implemented with Release 17 (R-17). Release 18 (R-18) is on target, and we are working on getting a DVD to the colleges that will allow them to move from R-17 to R-18. The target date is May 1. The vendor is aware that this is a critical date so that the colleges can be successful in moving towards R-18 before the change of semesters. The six pilot colleges are providing issues to be ironed out before we introduce the upgrade. Responding to a question in reference to the amount of live testing before R18 is released, Dr. Williams said that a set of testing will be done by the vendors, one will be done jointly by the System Office and vendor, and finally the actual cohorts will be testing from the time they receive the DVD until August. Dr. Fountain commended Dr. Williams on the outstanding manner in which she represented NCCCS at the NC Education Governing Boards Meeting in her presentation on the UNC/NCCCS 2+2 E-Learning Initiative.

For Action

Contract with MGT of America, Inc., for Library Book Formula Revision

Ms. Lee moved, Mr. Shaw seconded, and the Board approved an allocation for a contract with MGT of America, Inc., to conduct a study to review, revisit and revise the “library book” formula. The contract will not exceed \$9,940, and a draft report will be completed in late February, with a final report completed by March 31, 2007. State Board Reserve Funds will be the funding source.

Blue Ridge Community College - Refund of Expense

At the request of Ms. Lee, Mr. Briggs provided the Board with a report on the communication and work processes to reach agreement on the amount of monies to be refunded to the State by Blue Ridge CC as a result of the investigation of their intercollegiate athletics program. Following the presentation, Ms. Lee moved, Mr. Greenwood seconded, and the Board approved to adopt the report as outlined in Attachment FC-12 and its’ findings from BRCC which includes repayment of \$100,381.23 to be repaid to the state fund over a 3-year period in equal amounts of \$33,460.41 beginning in 2006-07 and ending in 2008-09.

Contractual Services—Project Management Services—Revised ITS Memorandum of Understanding

Ms. Lee moved, Mr. Shaw seconded, and the Board approved increasing the hours on a MOU approved previously with State Information Technology Services for the period December 31, 2006 through June 30, 2007 from 30 to 40 hours, at an additional cost of up to \$15,318 for a revised “not to exceed” total of \$78,202 for January through June, 2007, and a fiscal year total

not to exceed \$141,044. Funding will be from lapsed salary funds for a vacant project manager position and from the budgets of new projects. This is not related to the CIS Project. (See Attachment FC-15)

PERSONNEL COMMITTEE, Linwood Powell, Chair

For Action

Salary of Blue Ridge CC President

Since resolution has been reached on the Blue Ridge CC investigation, the Board reviewed the issue of the Presidential salary increase being withheld until closure of that investigation. In accordance with the recommendation of the Personnel Committee, Dr. Powell moved, Ms. Lee seconded, and the Board approved President Sink's salary increase to be restored retroactive to July 1, 2006, however it is not to exceed the salary cap for presidents as set forth in Policy by the SBCC.

Dr. Powell moved, Ms. Hayes seconded, and the Board convened in closed session. The Board reconvened in open session.

Bionetwork Corporate Liaison

Dr. Powell moved, Mr. Middlesworth seconded, and the Board approved that Mr. Philip L. Sheridan be employed effective March 5, 2007, as Bionetwork Corporate Liaison with an annual salary of \$90,000.

PRESIDENT'S REPORT, H. Martin Lancaster

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

- The Legislators are back in town and our legislative efforts have begun with numerous meetings already held with leaders and individual members. The Ethics Commission has authorized the President's small dinners for freshmen members and they are scheduled.
- NCCCS is presenting its most ambitious budget request ever, and assistance will definitely be needed from SBCC members to achieve approval. Each member is encouraged to contact five or six legislators known to them to begin the process of educating legislators on our needs and requesting that they approve them. The presidents have done a good job in their education efforts. After having met with them and their local trustees, legislators have demonstrated knowledge of our request and our priorities, and now it is time for the Board's help.
- The area of Allied Health is our largest request, and in an effort to enlist the people who benefit from our Allied Health training, we hosted a meeting of associations and lobbyists for Allied Health. About 75 representatives met with us to hear our proposal and we enlisted their support. We are sending to them a proposed resolution for adoption by their association(s) and talking points to use in advocating for us.
- The Emerging Issues Forum held recently was very good, and we were pleased that Phail Wynn, Scott Ralls and President Lancaster had roles on the program as did Erskine Bowles, and national and internationally known speakers on education.

- President Lancaster attended the ACCT Legislative Summit earlier in the week in Washington. North Carolina had good trustee and president participation despite the weather. President Lancaster was able to spend two good days on Capitol Hill talking with members of Congress and their staff. It was a very positive series of meetings and positive support for community colleges was found wherever the President went. He met personally with Senator Burr, David Price, Brad Miller, Bob Etheridge, Mike McIntyre, Howard Coble, G.K. Butterfield, and Heath Shuler, with staff of other Congressional members, and had the opportunity to see members of Congress from other states including Speaker Nancy Pelosi.
- President Lancaster added his congratulations to Kennon Briggs and his staff on the clean fiscal control audit.
- The Economic and Work Force Division has finally obtained a \$1.3 million grant for Homeland Security. From the grant, 80% will be used for training, 20% will be used for equipment to do the training. While in Washington, President Lancaster spoke with David Price, Chairman of the Homeland Security Appropriations Subcommittee, and with Bob Etheridge who is a member of the Authorizing Committee for Homeland Security, and it appears that they might want to take a look at funding priorities in respect to the amount provided for training vs. equipment.
- In response to a question as to the best timing for SBCC members to do legislative visits, the President said that it is a bit early for serious discussion; however, any contact to lay the ground work will be helpful. The Governor's budget proposal is expected by the end of next week, after which we will be scheduling our first legislative strategy meeting to determine where our attention needs to be focused. The budget will originate in the House, and attention should first be directed there.

Additionally anyone speaking to a member of Congress should be aware that the big issue at the federal level is always the Pell Grant increase. Funding for this year will continue basically at last year's level with a few minor changes. One of the changes was an increase of \$250 in the Pell Grant. The President has asked for another \$550 increase. Additionally, the Higher Education Authorization Act and the Workforce Investment Act are almost five years out of date and it is anticipated they will be passed this year, so encourage those contacts to look out for community colleges. Talking points are available upon request. Mr. Pagura requested that a copy be sent to the N4CSGA.

SUMMARY OF CHAIR PINNIX-RAGLAND'S CLOSING REMARKS

- The Chair thanked the members for their attendance at the February meetings and reminded them that the next SBCC meeting is March 15-16 when the regular schedule will be resumed. Members were reminded to plan to stay for the President's Art Reception, and to bring their checkbooks as pieces of art will be available for sale.

NEW BUSINESS

The Chair asked for other business or comments. Upon determining there was no further business to be discussed, she called for a motion to adjourn.

ADJOURNMENT

Mr. Ford moved, Ms. Hayes seconded, and the Board approved to adjourn the meeting at 1:32 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.