



Preparing North Carolina's World-Class Work Force

**State Board of Community Colleges
Halifax Community College
100 College Drive, Halifax, North Carolina
October 19, 2007 9 a.m.**

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 9 a.m. She welcomed those in attendance. The following members were present:

Hilda Pinnix-Ragland, Chair
Linwood Powell, Vice Chair
Jimmie E. Ford
Stuart B. Fountain
Bob H. Greene
Sandra L. Hayes
Thomas Houlihan
Anne-Marie Knighton

Chester P. Middlesworth
Treasurer Richard Moore
Represented by Pam Wortham
Lt. Governor Beverly Perdue,
Represented by Mike Arnold
John Shaw, Jr.
Herbert L. Watkins

The following members were unable to attend: Nancy M. Brenner, James W. Daniels, Raichelle Glover, Gordon "Buddy" Greenwood, Estell Lee Harrelson, Bently C. Pagura, B. Joanne Steiner, and Norma Turnage.

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

The Chair advised members of the ethical requirements for those who serve as public servants and requested they identify any conflicts of interest present. Having so requested and hearing none, she asked that the record reflect no conflicts of interest were identified.

APPROVAL OF MINUTES

Mr. Middlesworth moved, Mr. Shaw seconded, and the minutes of the September 21, 2007, SBCC meeting were approved.

CHANGES IN AND APPROVAL OF AGENDA

The Board suspended the rules and approved amending the agenda based upon Committee recommendations as follows. Dr. Fountain requested to remove Attachment Pol. 3 and Mr. Watkins requested to remove Attachment FC-3 from the agenda, and the

Chair granted their requests. Dr. Greene made a motion seconded by Ms. Hayes to move Attachments Prog. 4 and Prog. 5 from Future Action to Action. No changes were reported for the Personnel or Accountability and Audit Committees. Mr. Ford then moved, Dr. Fountain seconded, and the Board approved the agenda as amended.

APPROVAL OF THE CONSENT AGENDA

Dr. Fountain moved, Ms. Hayes seconded, and the Board approved the consent agenda as amended which included the items that follow.

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

Request for Temporary Exemption from 2007-08 Annual Reporting Plan Delinquency Penalty

The Board approved a request for temporary exemption from the 2007-2008 Annual Reporting Plan delinquency penalty if the delinquency was directly caused by College Information System software issues.

PROGRAM SERVICES COMMITTEE, Ms. Norma Turnage, Chair

2007 Excellence in Teaching Awards

The Board approved the selection process for the 2007 Excellence in Teaching Awards. Nominees were submitted from 49 colleges and the names of the five finalists were provided to the SBCC. The award will be presented in November.

Curriculum Procedures Reference Manual Revisions

The Board approved revisions to Section 4 and Section 12 of the Curriculum Procedures Reference Manual as presented in Attachment Prog. 7.

Curriculum Standard Revisions

At the request of College of The Albemarle, the Board approved a curriculum standard revision to *Marine Sciences* [A15310], and at the request of the NCCC System Office approved revision to *General Occupational Technology* [A55280]. (See Attachment Prog. 8)

Curriculum Program Applications (FTFA)

The Board approved the curriculum programs at the colleges listed on the conditions listed in Attachment Prog. 9: McDowell TCC *Dialysis Technology* (Diploma) [D45300] and Rowan-Cabarrus CC *Agricultural Biotechnology* [A20110] and *Biotechnology* [A20100].

Courses of Instruction to Captive/Co-opted Groups: Basic Skills Courses and Program of Study Revision

The Board approved the following Basic Skills courses as indicated in Attachment Prog. 10:

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	COURSE TITLE	CONTACT HOURS
Fayetteville TCC	ME2	**	BSP R 2000	Compensatory Education	1500
Fayetteville TCC	Beyond Boundaries	**	BSP R 2000	Compensatory Education	1500
Forsyth TCC	My Sister Place	**	BSP R 2000	Compensatory Education	1500

The Board also approved a program of study revision for *Industrial Systems Technology* [A50240] as requested by Martin CC to be taught at Bertie Correctional Institution as outlined in Attachment Prog. 11 and a program of study revision for *Foodservice Technology* [D55250] as outlined in Attachment Prog. 12 at the request of College of The Albemarle, Lenoir CC, and Richmond CC to be taught at Pasquotank, Eastern, and Morrison Correctional Institutions, respectively.

Continuing Education Master Course List – Course Approvals and Modifications

The Board approved the following additions to the Continuing Education Master Course List as outlined in Attachment Prog. 13:

COURSE NUMBER	COURSE TITLE	RECOMMENDED HOURS	PROGRAM AREA
CJC3942	Telecommunicator Certification	47	R20 Criminal Justice Mandated
LEX 5000	Legal Issues and Updates	33	N50 Management, Leadership and Supervision
NUR 3252	Geriatric Nurse Aide	120	L30 Health Occupations

The Board approved the following modifications as outlined in Attachment Prog. 14 to the Continuing Education Master Course List :

COURSE NUMBER	COURSE TITLE	CURRENT RECOMMENDED HOURS	MODIFICATION INCREASE RECOMMENDED HOURS TO...	PROGRAM AREA
ACC3107	Account Specialist/Bookkeeping	66	160	F10 Accounting and Bookkeeping
APP3200	HVAC /Refrigeration Apprentice	72	605	P20-Heating, Ventilation, Air Condition
APP3500	Carpentry Apprentice	42	330	H30-Construction
DFT3099	Drafting	66	320	P10-Drafting
EDU3005	Instructional Technology	25	160	J75-Teacher Re-certification
ELC3014	Basic Electricity and Electronics	55	220	K35-Electrical/Electronic Occupations
ELS3018	Lineman Training	40	220	H30-Construction
ENV3100	Environmental Education	70	120	C30-Agricultural & Natural Resources
HEA3029	Substance Abuse Education	40	270	L30-Health Occupations
HEC3109	Early Childhood Education	40	160	J30-Childcare
HOS4010	Food and Beverage Operations	30	75	T75-Service Occupations
HSE3266	Activity Director	66	180	L30-Health Occupations
MEC3010	Machine Shop Practices	88	330	P60-Metalworking
MKT3419	Sales, Marketing, & Retail	33	90	F50-Marketing
MLS3808	Leadership/Supervision Skills	52	120	N50-Management, Supervision and Leadership
MLS3931	Purchasing	30	90	F50-Marketing
MNT3065	Maintenance Mechanics	240	330	P35-Industrial & Manufacturing

FINANCIAL AND CAPITAL NEEDS COMMITTEE, Mr. Herbert Watkins, Chair

Budget Allocations for 2-1 Summary – FY 2007-08

The Board approved the college budget allocations totaling \$2,021,727,938 as outlined in Attachment FC-5.

Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report as of October 19, 2007. (See Attachment FC-9)

WELCOME

Dr. Ervin Griffin Sr. welcomed the group to Halifax Community College where “Learning Comes to Life in the Pursuit of Excellence.”

Chair Pinnix-Ragland thanked the Halifax CC Board of Trustees and Dr. Griffin, his staff and students for their very warm reception and the opportunity to witness the great things that are going on at Halifax CC. She invited members to Dr. Griffin’s investiture to be held later in the day beginning at 12 noon.

REPORTS/PRESENTATIONS

NC Association of CC Presidents (NCACCP) Report, Dr. Patricia Skinner

- The NCACCP held a successful meeting at Central Piedmont CC earlier in October that included a panel presentation on becoming a smoke-free campus.
- Presidents were and are pleased that a reversion of state monies has not yet been required.
- The Program and Legislative Committees met with representatives of the NC Nursing Program to discuss the impact of Rules NCAC 36.0303 and .0318 that will require national accreditation by December 31, 2015. The NCACCP agreed to support Rule .0303 but petition the legislature for the funding needed to implement the Rule. The second Rule .0318 requires that all nursing program instructors (including clinical) have a master’s degree or higher by January 1, 2015. The NCACCP recommended seeking legislation to suspend this proposed new Rule as it will increase the already difficult task of finding qualified instructors. A lesser number of instructors would result in fewer nursing programs being offered, reducing the number of student slots available and increasing the nursing shortage rather than decreasing it as is needed.
- The Legislative Committee has begun developing a strategy for the legislative campaign.
- The NCACCP supported the recommendations of the Athletic Task Force that were included in a report presented by Dr. Bob Keys, Task Force Chair.

NC Association of CC Trustees, Ms. Helen Newsome, President

- Ms. Newsome thanked the group for their support during her recent health challenges. She then shared her excitement about the future relationship of the NCACCT and the NCCCS, and requested that Dr. Donny Hunter provide the remainder of the NCACCT report.

- Dr. Hunter invited members to the NCACCT Leadership Seminar to be held next week that will include the first Community College Cabinet Meeting. NCACCT is also working with the NCACCP Professional Development Committee to create an institute for new presidents that will add to the orientation currently provided by the System Office and is tentatively scheduled for February.
- Dr. Hunter congratulated Dr. Stanley Edwards and the Halifax CC Board of Trustees on the manner in which they conducted their presidential search. They used a large search committee that included 25 people, encouraged a great deal of community involvement, and worked together without a glitch, all which led to a great conclusion with the selection of Dr. Ervin Griffin as president.

N4CSGA, Mr. Bently Pagura, President

- Chair Pinnix-Ragland reported the Mr. Pagura was attending the annual Fall N4CSGA Conference, and reminded members they were invited and encouraged attendance.

REGULAR AGENDA

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

For Future Action

The Board received the following for consideration of future action:

Forsyth Technical Community College Request to Establish an Off-Campus Center

The Board received a request from Forsyth TCC to establish an off-campus center on Patterson Avenue in Winston Salem as outlined in Attachment Pol. 1.

PROGRAM SERVICES COMMITTEE, Norma B. Turnage, Chair

For Information

The Board received the following for information:

Special Application Approvals by System President

Piedmont CC requested and received approval to offer the *Associate in Fine Arts* [A10200].

(Special Termination Approvals by System President

Carteret CC requested and received approval to terminate *Electrical/Electronics Technology* [A35220].

Special Curriculum Standard Revisions as a result of CRC Action

The curriculum standards listed have been revised to reflect core course revisions made by the Curriculum Review Committee on September 12, 2007, and approved by the Vice President of Academic and Student Services: Those standards are: *Automotive Restoration Technology (Diploma)* [D60140], *Business Administration/Electronic Commerce* [A2512I], *Court Reporting and Captioning* [A25140], *Digital Media Technology* [A25210], *Emergency Preparedness Technology* [A55420], *Library and Information Technology* [A55310], *Media Integration*

Technology [A25300], *Resort and Spa Management* [A55410], *Support Technologies* [A25430], and *Web Technologies* [A25290].

For Action

Request to Modify an Exemption in the Cooperative-Innovative High School Program “Gateway to College” as approved by the State Board of Community Colleges

After careful review of the ramifications that could result from a request by College of The Albemarle to modify two exemptions for students in the Gateway to College program approved by the Board on May 19, 2006, that placed a limit of 10% on the number of students that can be placed in developmental courses and reported for FTE purposes, it was the recommendation of the Program Services Committee to continue the existing policy and deny the request for modification. Dr. Greene so moved, Mr. Middlesworth seconded, and the motion carried by unanimous vote of the Board. (See Attachment Prog. 4)

Curriculum Standard Revisions

Dr. Greene moved, Mr. Middlesworth seconded, and the Board approved revision to the following curriculum standards as requested: Forsyth TCC *Automotive System Technology/Race Car Performance* [A6016A] and the NCCC System Office *Real Estate Appraisal* [A25450]. (See Attachment Prog. 5)

FINANCIAL AND CAPITAL NEEDS COMMITTEE, Herbert Watkins, Chair

For Information

The Board received the following for information:

Estimated Receipts

The Board received the report of the *Estimated Tuition and Fees Collected Through September 30, 2007*, as presented in Attachment FC-1 indicating \$69,501,566 collected and \$106,284,337 uncollected.

CIS Project Discussion and Implementation Update

The CIS project is proceeding with R18 with no significant issues to discuss.

For Action

Recommendations for Granting Virtual Learning Center (VLC) Grants - Round One

Mr. Watkins moved, Mr. Shaw seconded, and the SBCC approved a total allocation of \$560,000 to Southeastern CC, Wayne CC, Surry CC, and Fayetteville TCC to serve as NCCCS Centers for the VLC for 2007-2008. Fayetteville TCC was allocated \$110,000 and the other colleges were each allocated \$110,000 for their center. (See Attachment FC-4)

2006-2007 Facility Use Report, Senate Bill 565

Mr. Watkins moved, Dr. Greene seconded, and the Board approved the receipt of the 2006-2007 Facility Use Report as required to comply with Senate Bill 565. (See Attachment FC-6)

Student Activity Fee Restrictions

Mr. Watkins moved, Mr. Shaw seconded, and the Board approved to restrict the usage of student activity fees to be used to fund the positions of academic advisors, counselors, recruiters, admissions officers, and campus security, and further that exceptions for positions currently being funded using student activity fees are to be grandfathered and exempt from the restriction. (See Attachment FC-7)

Prison Education Funding

Mr. Watkins made two separate motions that were seconded by Mr. Shaw and approved by the SBCC. The first approved the receipt of \$50,000 from the NC Department of Corrections to allow small community colleges to provide education and training for inmates and the allocation of those funds to Beaufort, Carteret, Mayland, Montgomery, Pamlico, Roanoke-Chowan, and Sampson CC's as outlined in Attachment FC-8 pending receipt of the proper program approvals. The second motion approved the receipt of \$370,000 from the Department of Corrections and allocation to specific prisons including Asheville-Buncombe TCC, Central Carolina CC, and Robeson CC as outlined in the same attachment.

ACCOUNTABILITY AND AUDIT COMMITTEE, Mr. John Q. Shaw, Jr., Chair

Committee Update

Mr. Shaw reported the Accountability and Audit Committee had no items that required action; however, their information items had centered on increased security needs found in a few college audit reports. The System is in the process of preparing an outline to assist the colleges as to what should be done at the campus to avoid these exceptions. A system audit by the US Department of Education's Office of Vocational and Adult Education, Division of Adult Education and Literacy, yielded a request that we modify our System to enable reporting on our website. Staff are now working on that. Additionally, an audit report was presented on lost and stolen items, and considering that we have in excess of \$300 million in equipment, nothing was considered to be out of the ordinary in that report.

PERSONNEL COMMITTEE, Linwood Powell, Chair

For Information

The Board received the following for information:

System President Evaluation

Dr. Powell reported that the annual evaluation of System President Lancaster had been completed and shared the Board's thanks for his continuing to do a tremendous job.

Presidential Searches for Colleges

Dr. Powell requested that Mr. Sullins provide an update on the college presidential searches. Mr. Sullins said that recommendations from four colleges, Blue Ridge, Durham Technical, Surry, and Tri-County CCs, would be voted upon and the Board would receive the name of the three finalists from Richmond CC later in the meeting. The searches at Rowan-Cabarrus CC and Bladen CC remain open, and Cape Fear TCC has temporarily suspended its search.

Dr. Powell moved, Dr. Greene seconded the motion, and the Board convened in closed session to discuss personnel issues. Following the Board's discussion, it reconvened in open session.

For Action

Approval of College Presidents

Upon the recommendation of their local Boards of Trustees, four college presidents were approved by the SBCC at the college listed on motions presented by Dr. Powell and properly seconded. Approved were Dr. Donna Tipton-Rogers at Tri-County CC effective November 1, 2007, Dr. Deborah Freidman at Surry CC and Dr. Bill Ingram at Durham TCC effective January 1, 2008, and Dr. Molly Parkhill at Blue Ridge CC which removed her from interim status. Seconds for the individual motions were made by Dr. Greene, Dr. Fountain, Mr. Shaw, and Mr. Ford, respectively.

Approval of Special Assistant to the President

Dr. Powell moved, Mr. Middlesworth seconded, and the Board approved Jane Worsham as Special Assistant to the President for Board Of Education Affairs at a salary of \$2,000 per month retroactive to October 1, 2007.

PRESIDENTIAL SEARCH COMMITTEE, Mr. Herbert L. Watkins, Chair

Committee Update and Action

Committee Chair Watkins reported their last meeting was held October 17 where they agreed to proceed with the search plan as approved by the SBCC. First round interviews will be conducted by the Committee for seven (7) semi-finalists on October 31-November 1, 2007. The names of the three finalists will be announced on November 16. The Board approved a motion presented by Mr. Watkins and seconded by Dr. Greene to hold a called meeting of the SBCC on December 6, 2007, for the purpose of interviewing finalists for the next NCCCS President. The meeting will be closed until the vote but will convene in open session for the actual voting process. It is the intent that the selection process will be completed by the close of that meeting. Members were asked to send questions they wished to be included in the selection process instrument to be used during the interviews.

CALENDAR COMMITTEE, Dr. Linwood Powell, Chair

For Action

2008 SBCC Calendar

Dr. Powell moved, Ms. Hayes seconded, and the Board approved the calendar for the meetings of the SBCC during the 2008 calendar year. (See Appendix I)

NEW BUSINESS

Chair Pinnix-Ragland called for new business. Hearing no new business, the Chair called on President Lancaster for his report.

PRESIDENT'S REPORT, H. Martin Lancaster

(The full text of the President's report is available on the NCCCS Web site. The following items from that report were highlighted.)

- President Lancaster said that he was pleased to be at Halifax CC and even more pleased to see how well things are going under the leadership of Dr. Griffin. He commended both he and his staff and applauded the Board of Trustees on their presidential search and selection.
- Since the last meeting, President Lancaster traveled to the National ACCT Conference in San Diego and to Japan with the NC Department of Commerce. The ACCT Conference was full of educational sessions and was highlighted by the installation of Linda Stanley of Brunswick CC as National Chairperson of the ACCT. During the trip to Japan a week later with Commerce Secretary Fain, his staff, and a few NC business leaders, they attended the Southeast US/Japan Association meeting in Tokyo, recruited new companies to NC, and discussed expansion opportunities with companies already in NC that are Japanese owned. A number of meetings were held; however, long term relationships are incredibly important in Japan, making it difficult to know whether their efforts were successful until an announcement actually comes forward.

SUMMARY OF CHAIR 'S CLOSING REMARKS

- Chair Pinnix-Ragland thanked the staff of NCCCS and Halifax for a great job in hosting this off-site meeting, and in closing reminded members of several important meeting dates and encouraged their attendance:

3 p.m.	November 4	Building Dedication at Central Carolina CC Sanford, NC
9 a.m.	November 15-16	SBCC Meeting and Day of Recognition Luncheon, Raleigh, NC
11 a.m.	November 29	Installation of Fayetteville TCC President Dr. Larry Keen Fayetteville, NC
9 a.m.	December 6	SBCC Meeting Raleigh, NC

ADJOURNMENT

Mr. Ford moved, Mr. Shaw seconded, and the Board approved to adjourn the meeting at 10:45 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 CC System, 200 West Jones Street, Raleigh, NC 27603-1379, (919) 807-6969.

SBCC CALENDAR JANUARY – DECEMBER 2008		
MAIL TO SBCC	SBCC COMMITTEE MEETING	SBCC BOARD MEETING
Thursday, January 10	Thursday, January 17	Friday, January 18
Thursday, February 7*	Joint Governing Boards Meeting Thursday, February 14* SBCC Committee Meetings Friday, February 15 9:00 a.m.*	Friday, February 15 1 p.m.*
Thursday, March 6**	Thursday, March 13**	Friday, March 14**
Wednesday, April 9	Thursday, April 17 (Mitchell CC)	Friday, April 18 (Mitchell CC)
Thursday, May 8	Thursday, May 15	Friday, May 16
Thursday, June 12***	Thursday, June 19**	Friday, June 20***
Thursday, July 10	Thursday, July 17 (Boone)	Friday, July 18 (Boone)
Thursday, August 7	Thursday, August 14	Friday, August 15
Thursday, September 11	Thursday, September 18	Friday, September 19
Wednesday, October 8	SBCC Retreat – Alamance CC Wednesday, October 15 through Thursday October 16 (morning) SBCC Committee Meetings Thursday, October 16 (afternoon)	Friday, October 17 – Alamance CC
Thursday, November 13	Thursday, November 20	Friday, November 21
Thursday, December 11***	Thursday, December 18***	Friday, December 19***

* Dates for the February meeting are approximate as of this date. The exact date of the 2008 Joint Governing Boards Meeting is to be set by the University System, and the February SBCC meeting date will be established as the day following the JGB session.

** The Good Friday holiday will be observed on the third Friday in March (the 21st), and therefore the State Board meetings will be held the week before Easter weekend is observed.

*** The State Board of Community Colleges does not typically meet during the months of June and December. However there may be issues that require the State Board to meet during these months. Should this be the case, potential meeting dates have been placed on the calendar and highlighted in gray. Members are advised to hold these dates on their calendars until notified that they are no longer necessary.

*Editorial revisions made 10/30/07 to correct dates for packages to be mailed and to reflect correct intent.