



Preparing North Carolina's World-Class Work Force

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

**September 21, 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
James W. Daniels
Jimmie E. Ford
Stuart B. Fountain
Bob H. Greene
Gordon "Buddy" Greenwood
Estell Lee Harrelson
Sandra L. Hayes

Thomas Houlihan
Anne-Marie Knighton
Chester P. Middlesworth
Treasurer Richard Moore
Represented by Pam Wortham
Bently C. Pagura
B. Joanne Steiner
Norma Turnage
Herbert L. Watkins

The following members were unable to attend: Nancy M. Brenner, Raichelle Glover. Lt. Governor Beverly Perdue, and John Shaw, Jr.

CONSTITUTION DAY

Chair Pinnix-Ragland reminded members that Constitution Day was observed Monday, September 17, and that we must continue to remember the sacrifices made by so many for our freedom and especially for the right to vote.

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, Dr. Fountain seconded, and the minutes of the August 17 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 made a motion that was seconded by Mr. Ford to move Attachment Pol. 4 from future action to action. Dr. Fountain requested that Attachment Pol. 5 “Request to Modify Developmental Course Requirements in Cooperative-Innovative High School Programs and Generate FTE Reimbursement” be withdrawn from the Policy Committee and reassigned to the Program Services Committee. The Chair granted the request. Ms. Turnage made a motion that was seconded by Mr. Middlesworth to move from future action to action Attachments Prog. 7 and Prog. 8. Ms. Turnage then shared a letter received from Dr. Charles Chrestman, President of Robeson CC, on behalf of their Board of Trustees requesting that the college’s “Practical Nursing (program) application be withdrawn from further consideration effective 5 p.m. on September 20, 2007.” Ms. Turnage shared that receipt of this letter rendered the actions of the Program Services Committee moot. Therefore on behalf of the Committee, she requested Attachment Prog. 9 be removed from the agenda, and the Chair granted the request. No changes were requested by Mr. Watkins on behalf of the Financial and Capital Needs Committee, Ms. Knighton on behalf of the Accountability and Audit Committee, nor Dr. Powell on behalf of the Personnel Committee. Ms. Hayes then moved, Dr. Fountain seconded, and the Board approved the agenda as amended.

APPROVAL OF THE CONSENT AGENDA

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

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

Approval of Proprietary School: Atlantic Coast Healthcare Institute (Attachment Pol. 7)

The Board approved a proprietary school application from Atlantic Coast Healthcare Institute in Raleigh for the programs listed in Attachment Pol. 7.

PROGRAM SERVICES COMMITTEE, Ms. Norma Turnage, Chair

Curriculum Standard Application (NS)

As requested by Central Carolina CC, the Board approved the curriculum program *Alternative Energy Technology: Biofuels* [A20xxx] that is new to the System. (See Attachment Prog. 10)

Curriculum Standard Revisions As requested by Nash CC, the Board approved a curriculum standard revision for *Machining Technology* [A50300]. (See Attachment Prog. 11)

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

The Board approved the following:

COMMUNITY COLLEGE	FACILITY	MATRIX CLASS.	COURSE NUMBER	C o d e	COURSE TITLE	CONTACT HOURS
Forsyth TCC	Forsyth County Jail	---	AHR3030	J	Air Conditioning Systems	20
Forsyth TCC	Forsyth County Jail	---	AUT3109	J	Auto Body Repair (Intro to Auto Body Repair)	16
Forsyth TCC	Forsyth County Jail	---	ELC3014	J	Basic Electricity & Electronics (Intro to Electricity)	20
Forsyth TCC	Forsyth County Jail	---	PLU3024	J	Plumbing (Intro to Plumbing)	16
Mitchell CC	Priority House	---	HRD3002	A	HRD Employability Lab	115

Continuing Education Master Course List – Course Approvals

The Board approved the following additions to the Continuing Education Master Course List:

COURSE NUMBER	COURSE TITLE	RECOMMENDED HOURS	PROGRAM AREA
HEA3100	Athletic Training	100	L30 Health Occupations

Continuing Education Master Course List – Course Modifications

The Board approved the following modifications to the Continuing Education Master Course List:

COURSE NUMBER	COURSE TITLE	RECOMMENDED HOURS	PROGRAM AREA
MLS3209	How to Start Your Own Business	Increase hours from 30 to 60	N50 Management, Supervision, and Leadership

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

Service Agreement with Strategic Training and Resources, Inc.

The Board approved a service agreement in the amount not to exceed \$23,265 with Strategic Training and Resources, Inc. to continue implementation of online professional development and accompanying resources for Basic Skills. The agreement is for the period September 24, 2007-June 30, 2008. (See Attachment FC-5)

NCCCS BioNetwork Centers’ Allocations – Approval of the Budget Allocations for the Six BioNetwork Centers

The Board approved budget allocations totaling \$3,395,817 for allocation to BioNetwork Centers as follows: \$370,000 each to the BioAgriculture Center at Robeson CC, the BioBusiness Center at Asheville-Buncombe TCC, the BioProcessing Center at Pitt CC, the Pharmaceutical Center at Forsyth TCC and Guilford TCC; \$470,000 to the BioEducation Center at Gaston College; \$1,245,817 to the Capstone Center at the BTEC on the NCSU Centennial Campus; and, \$200,000 to the Validation Academy at the BTEC. The remainder of the total state appropriation of \$3,725,594 will be used to fund

the BioNetwork Innovation and Equipment grants and the BioNetwork System Office Operations. The allocations are for the period July 1, 2007-June 30, 2008. (See Attachment FC-6)

BioNetwork Grant Award Recommendations for Fiscal Year 2007-2008

The Board approved allocations totaling \$2,000,000 to 20 colleges for 28 projects as outlined in Attachment FC-7 for the BioNetwork Equipment and Innovation Fund initiative for the period September 21, 2007-June 30, 2008.

Contract With EMSI (formerly CCBenefits, Inc.) for Long-Range Plan Assistance

The Board approved an allocation of \$175,000 for a contract with EMSI to provide Data Reports and Analysis for the colleges' development of a long-range plan. The contract is presented in Attachment FC-9 and Board approval is contingent on the Division of Purchase and Contract's approval.

Annual Report on Multi-Campus College and Off-Campus Expenditures: 2006-2007

The Board approved the annual "Report on the Adequacy of Multi-Campus College and Off-Campus funds for 2006-2007" that substantiated funds were used for administrative purposes consistent with the laws of North Carolina. (See Attachment FC-11)

Construction/Property/Bond Authorization Report

The Board approved the Construction and Property Report and the Bond Authorization Report as of September 21, 2007. (See Attachment FC-12)

REPORTS/PRESENTATIONS

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

- NCACCP committees are hard at work, especially the Finance Committee as they are working on the criteria and process for the Facility Grants and organizing the committee to do the FTE formula study.
- At the August Executive Committee meeting, the Committee received a report that was followed by a lively discussion related to promoting community colleges to the U.S. presidential candidates. Ron Williams, Vice President of the College Board presented the report. Also discussed was the plan of work for the year that resulted in the decision that the top priorities for 2007-2008 would be a revision to NCACCP lobbying efforts to gather better results and inclusion in the education cabinet proposed by the NCACCT.
- Dr. Skinner recently served on the Selection Committee for the NC Leadership Program, a program she found to provide excellent opportunities for the faculty and staff on all of the college campuses.
- The quarterly meeting scheduled in October will be held at Central Piedmont CC, and will include a variety of topics on the agenda including a presentation on "Navigating the BLET Jungle" and one on nonsmoking campuses.

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

(Dr. Donny Hunter, NCACCT Executive Director, reported in the absence of Ms. Newsome.)

- Dr. Hunter extended SBCC members an invitation to the NCACCT Statewide Leadership Conference that will be held October 24-26, 2007. The conference will include topics to

enable attendees to be better trustees, particularly in the area of understanding questions to ask to be more effective in trustee roles. The agenda was discussed with emphasis on two sessions related to the lessons learned from the tragic incident at Virginia Tech.

- In conjunction with the conference, the first meetings will be held for the education cabinet, attorneys representing the NCCCS throughout NC to determine interest in establishing an association, and the joint legislative committee of the NCACCP and NCACCT. Dr. Hunter shared the latter will deal with issues particular to the colleges that the State Board and System Office may not be involved with and will not affect work with the State Board on the budget and other issues that are of a statewide nature. Dr. Powell and Ms. Steiner will attend the NCACCT Executive Board Meeting that coincides with the conference.

N4CSGA, Mr. Bently Pagura, President

- A N4CSGA training session for all officers will be held October 29 to help both the students and advisors. This session is the first of its kind for N4CSGA.
- The N4CSGA Fall meeting will be held in October, the same week as the SBCC retreat and meeting. Mr. Pagura revealed the agenda items and extended an invitation to any members who can work this into their schedule.
- The website has been updated and is now www.N4CSGA.org.

Ms. Pinnix-Ragland took a moment to remind members that Ms. Hayes is the liaison to the N4CSGA, Dr. Houlihan to the NCACCP, and Dr. Powell to the NCACCT.

REGULAR AGENDA

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

For Information

Name Change for Wilson Technical Community College (Attachment Pol. 1)

Wilson Technical Community College Board of Trustees approved a name change for the institution during their meeting held August 27, 2007. The college is now Wilson Community College.

Annual Report on Plan to Improve the Timeliness and Accuracy of Data Received from Community Colleges

The Board received the *Annual Report on Plan to Improve the Timeliness and Accuracy of Data Received from Community Colleges* as presented in Attachment Pol. 2.

For Future Action

Request for Temporary Exemption from 2007-2008 Annual Reporting Plan Delinquency Penalty

A request was submitted for temporary exemption from 2007-2008 Annual Reporting Plan Delinquency Penalty for any delinquency directly related to CIS software issues.

Approval of Proprietary School: American Academy of Healthcare, LLC

A request for proprietary school licensure was received for the American Academy of Healthcare, LLC as outlined in Attachment Pol. 6.

For Action

Lateral Entry Certificate Program Guidelines

Dr. Fountain moved, Mr. Daniels seconded, and the Board approved a revision to the program guidelines for *Lateral Entry (Certificate)* [C55430] that included removing the restrictions summarized below and as outlined in Attachment Pol. 4:

- Have completed the bachelors' degree at least five years before undertaking the program of study under this subsection G.S. 115C-296(c1).
- Hold a lateral entry teaching certificate and be employed as a teacher in a local school administrative unit.

PROGRAM SERVICES COMMITTEE, Norma B. Turnage, Chair

For Information

The Board received the following for information:

Special Application Approvals by System President

The following colleges requested and received approval to offer the programs listed: Alamance CC, Asheville-Buncombe Technical CC, Cape Fear CC, Catawba Valley CC, Cleveland CC, Isothermal CC, Rowan-Cabarrus CC, Southwestern CC, Tri-County CC, and Wake TCC, *Real Estate Licensing (Certificate)* [C25480]; Beaufort County CC *Lateral Entry (Certificate)* [C55430]; and, Randolph CC *Infant/Toddler Care (Certificate)* [C55290].

Special Termination Approvals by System President

The following college requested and received approval to terminate the curriculum programs listed: Gaston College *Business Administration/Electronic Commerce* [A2512I] and *Business Administration/International Business* [A2512D].

2006-2007 Summary of State Funded Financial Aid Programs for Community Colleges

The summary report of State funded financial aid programs for fiscal year 2006-2007 was presented identifying targeted assistance funds totaling \$471,274 disbursed to 54 colleges, \$219,044 to 48 colleges for less than half-time grants, \$146,888.08 in short-term loans with a balance of \$95,429.25 remaining balance on campuses, and a total of \$64,838.66 referred to the NC Department of Revenue for collection due to default. (See Attachment Prog. 3)

For Future Action

2007 Excellence in Teaching Awards

A synopsis of the 2007 Excellence in Teaching Awards selection process was presented by which the recipient will be chosen from the nominees submitted from 49 colleges. The award will be presented in November.

Curriculum Procedure Reference Manual Revisions

Revisions to the *Curriculum Procedures Reference Manual* for Section 4 “Curriculum Program Application Procedures for Captive/Co-opted Groups” and Section 12 “General Occupational Technology Procedures (GOT)” were presented as outlined in Attachment Prog. 5.

Curriculum Standard Revisions: *Marine Sciences* [A15310] and *General Occupational Technology* [A55280]

Curriculum standard revisions were received for *Marine Sciences* [A15310] and *General Occupational Technology* [A55280] as requested by College of The Albemarle and the NCCCS, respectively. (See Attachment Prog. 6)

For Action

Curriculum Standard Revision: *Therapeutic Massage* [A45750]

Ms. Turnage moved, Mr. Middlesworth seconded, and the Board approved the curriculum standard revision for *Therapeutic Massage* [A45750] as requested by Johnston CC. (See Attachment Prog. 7)

Curriculum Standard Revisions: Implementation of Amendment(s) to the NC Administrative Code

Ms. Turnage moved, Dr. Greene seconded, and the Board approved the implementation of guidelines into all curriculum standards to comply with 23 NCAC 02E .0204 *Courses and Standards for Curriculum Programs* effective August 1, 2007, in reference to “Other Required Hours” and “Other Major Hours”. (See Attachment Prog. 8)

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 August 31, 2007* as presented in Attachment FC-1 indicating \$50,806,003 collected and \$124,979,900 uncollected.

Capital Improvement Funds Expended or Obligated

The Capital Improvement Funds Expended or Obligated was presented in Attachment FC-2 that included \$2,556,620, 207 of which 53% were local, 43% state, 1% Vo-Ed, and 3% other federal dollars.

Historically Underutilized Businesses (HUB) State Bond Utilization Report as of June 30, 2007

The Historically Underutilized Businesses (HUB) State Bond Utilization Report as of June 30, 2007, was presented indicating 12.69% of total HUB funds expended. (See Attachment FC-3)

CIS Project Discussion and Implementation Update

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

For Action

Increase in the Student Activity Fee – Business Case Study

In response to a request from the NCACCP regarding the cap on student activity fees, a case study was completed by the Division of Business and Finance. After review of the study, Mr. Watkins moved to change the cap on student activity fees from \$38 to \$65. Mr. Greenwood seconded the motion. Following discussion, the Board voted to approve the increased cap. Mr. Briggs said it could be effective as early as the Spring semester for 2007-2008, but is more likely to be put in place with the beginning of the 2008-2009 Fall semester. (See Attachment FC-8)

Community College Facilities and Equipment Grant Funds – Request for Approval of Application, Guidelines, and Scoring Criteria

Mr. Watkins moved, Ms. Harrelson seconded, and the Board approved the application, guidelines, and scoring criteria as presented in Attachment FC-10 to award the 2007-2008 Community College Facilities and Equipment Grants. Several policy items were mentioned including that the 18 schools that received awards last year are not eligible this year.

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

(In the absence of Mr. Shaw, the report was presented by Vice Chair Anne-Marie Knighton.)

For Action

Accountability and Audit Committee Charter

Ms. Knighton moved, Mr. Ford seconded, and the Board approved the *Committee on Accountability and Audit Charter* as presented in Attachment Aud. 1.

PERSONNEL COMMITTEE, Linwood Powell, Chair

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

For Information

The Board received the following for information:

President and Staff Member of the Year

Dr. Powell reported that the candidate selected as president of the year is Dr. Donald Reichard, President of Johnston CC, and the staff member of the year is Robert Philpot, Dean of Vocational and Technical Education, of Cape Fear CC. Their awards will be presented in November.

Presidential Searches for Colleges

Upon request, Mr. Sullins shared the following update. Eight searches are ongoing. Four assessments were heard earlier in the day, Cape Fear has suspended their search until

further notice, Richmond CC has presented three finalists and candidate assessment is scheduled for October, Bladen will meet in October to determine what route they will take regarding a consultant, and Rowan-Cabarrus will select a consultant later this month.

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

For Information

The Board received the following for information:

Presidential Search Committee Update

Committee Chair Watkins reported that the committee met September 20 and received an interim report from Gold Hill Associates on applicants. It was confirmed there are a sufficient number and caliber of candidates to proceed within the process previously approved by the Board. The Committee will now select the five finalists and conduct interviews to determine the three finalists to be brought to the full Board. It is expected that a report of the finalists will be brought to the November meeting and the Board will interview and make their selection of those candidates in either December or January.

Chair Pinnix-Ragland thanked Mr. Watkins and members of the team for the process being used in the selection of the System President, emphasizing this is a critical decision for North Carolina.

NEW BUSINESS

Chair Pinnix-Ragland called for new business.

Committee to Respond to Concerns of the State Auditor Update

Ms. Steiner, Chair of the Committee to Respond to Concerns of the State Auditor, shared the Committee created a draft document for which input from the NCACCP has been requested, received, and incorporated. The draft will be presented to the NCACCT in October. Following that, the Committee will come to the Board with a request for action.

Hearing no additional 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.)

- Since the budget approval and adjournment of the Legislature, NCCCS staff are engaged fully in their assigned tasks. Those tasks are growing and more and more professional staff are being lured to the colleges as they can offer higher salaries. While appreciative of the salary raises provided for our campuses, increases for System Office personnel must be a future priority and should receive special emphasis in the short session of the Legislature.

- The Public Television special “Discounted Dreams” pointed out that the greatest problems faced by community colleges throughout the nation are resources and lack of respect, both problems that are also faced by NCCCS. President Lancaster was a guest at UNC-TV to respond to that special, and due to excellent work of our Public Information Office, he was also on the NC State Government News Network and WPTF yielding positive media coverage for the System.
- President Lancaster and NCCCS staff met with Norris Tolson, President and CEO of the NC Biotechnology Center. They also attended the dedication of the BTEC Center on the NCSU Centennial Campus where Susan Seymour, former NCCCS BioNetwork Director, was highly praised for her role in this project.
- President Lancaster recently returned from Northern Ireland and Scotland as work continues with them on their two-year post secondary education programs focusing on skills development for the workplace. A best practices conference to take place in the Spring was discussed that will include NCCCS presidents and their counterparts, Scottish Principals, and perhaps include participants from Northern Ireland. Dr. John Dempsey from Sandhills CC has agreed to take the lead role for the NCCCS presidents. President Lancaster also met with Scottish Enterprises, the equivalent of the economic development arm of the NC Department of Commerce. They want to know more about our biotechnology initiative and wish to convene a summit. President Lancaster shared that that Debbie Mitchell, Caldwell CCTI, will begin her faculty exchange at Greenmount College in Northern Ireland soon.
- The New and Expanding Industry Training and Customized Industry Training programs have increased dramatically and are great for the NC economy. Since July, \$2.5 million has been committed to new projects.

SUMMARY OF CHAIR 'S CLOSING REMARKS

- Information packages were distributed as a reminder of the upcoming SBCC Retreat at Halifax CC. Following the meeting of the State Board on Friday, Dr. Ervin V. Griffin, Sr. will be inaugurated as their new president, and attendance by the Board will show support for their initiative. As an additional point of interest, it is anticipated the SBCC will vote on the approval of four college presidents, the largest number voted upon during one meeting since the creation of the SBCC.
- Those who have not completed and returned the performance survey for President Lancaster to Chair Pinnix-Ragland should do so as quickly as possible.
- Members were asked to keep Rai Glover and Nancy Brenner who were absent due to family situations, and John Shaw who is recovering from surgery in their thoughts.
- The next meeting will be held at Halifax CC in Weldon on October 17-19, 2007.

ADJOURNMENT

Ms. Steiner moved, Mr. Daniels seconded, and the Board approved to adjourn the meeting at 10:40 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.