



Preparing North Carolina's World-Class Work Force

**State Board of Community Colleges
Caswell Building, 200 West Jones Street
Raleigh, North Carolina
August 15, 2008
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
Naomi W. Daggs
James W. Daniels
Jimmie E. Ford
Stuart B. Fountain
Raichelle Glover
Bob H. Greene
Gordon "Buddy" Greenwood

Thomas Houlihan
Edwin H. "Eddie" Madden, Jr.
Treasurer Richard Moore
 Represented by Pam Wortham
Lt. Governor Beverly Perdue
Anita R. Powers
B. Joanne Steiner
Norma B. Turnage
Jeana J. El Sadler

Absent : Anne-Marie Knighton, Chester P. Middlesworth, Herbert L. Watkins, and Allen Wellons

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

On behalf of the Board, Ms. Pinnix-Ragland welcomed those in attendance and recognized the new SBCC members, Naomi Daggs, Anita Powers, and Jeana El Sadler.

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 or potential conflicts of interest present. None were identified.

APPROVAL OF THE MINUTES

Dr. Greene moved to approve the minutes of the July 18, 2008 SBCC meeting. Ms. Steiner seconded the motion, and the minutes were approved by the Board.

CHANGES IN AND APPROVAL OF AGENDA

The Board suspended the rules and approved amending the agenda based upon Committee recommendations with the motions presented and approved as follows. Mr. Greenwood requested to remove Attachment FC-8 from for action, adding there would be an additional request related to this attachment. The Chair granted the request. Dr. Fountain requested the removal of Attachment Pol. 2, adding it had now been referred to Program Services, and the request was granted. In separate motions, Dr. Fountain requested to move from future action to action Attachment Pol. 3 and Attachment Pol. 4. Those motions were seconded by Dr. Greene and Mr. Ford, respectively. He then moved to add as Attachment Pol. 5 "Proposed Motion" (a motion related to undocumented students), and the motion was seconded by Ms. Steiner. Ms. Turnage moved and Dr. Greene seconded to add Attachment Prog. 12 "Customized Training Program Guidelines." Mr. Madden then moved for approval of the agenda, Dr. Fountain seconded, and the agenda was approved by the Board as amended.

APPROVAL OF THE CONSENT AGENDA

Dr. Fountain moved to approve the consent agenda. The Board approved the motion that had been seconded by Mr. Greenwood, thereby approving the items that follow.

FINANCIAL AND CAPITAL NEEDS COMMITTEE

For Action

2008-2009 Budget Allocations

The Board approved the 2008-2009 budget allocations totaling \$1,143,410,550 as presented in Attachment FC-9 "Budget and Policy Issues Included in the 2008 Appropriations Act".

Construction/Property/Bond Authorization Report

The Board approved the *Construction and Property Report* and the *Bond Authorization Report* as of July 18 and further outlined in Attachment FC-10.

The Learning Edge - Learning Object Repository (LOR)

The Board approved a contract renewal with The Learning Edge for \$231,250 for the NCCCS LOR for the period September 1, 2008-August 31, 2009. (See Attachment FC-11)

Contractual Services - Project Management Services - Extend ITS Memorandum of Understanding

The Board approved an extension of the MOU with State Information Technology Services for professional project management services in a capacity of 50% part time at a cost not to exceed \$65,500 for October 1, 2008 through June 30, 2009. (See Attachment FC-12) [CA]

PROGRAM SERVICES COMMITTEE

For Action

Curriculum Standard Revisions

The Board approved revisions to the curriculum standards as requested by the college listed as found in Attachment Prog. 7: Asheville-Buncombe TCC *Surgical Technology* [A47540], Blue Ridge CC *Automotive Restoration Technology* (Diploma) [D60140], Pitt CC *Computed Tomography and Magnetic Resonance Imaging Technology* (Diploma) [D45200], and at the request of the Transfer Advisory Committee *Middle Grades Education* [A1011A] *Associate in Arts Pre-Major*.

Curriculum Program Applications (Fast Track for Action)

The Board approved program applications for *Therapeutic Massage* [A45750] at Haywood CC and *Medical Office Administration* [A25310] and *Office Administration/Legal* [A2537A] at Southwestern CC. (See Attachment Prog. 8)

Courses of Instruction to Captive/Co-Opted Groups

The Board approved in Attachment Prog. 9 the following courses of instruction to captive/co-opted groups:

- A. Curriculum Application: Pamlico CC at Pamlico Correctional Institution (CI) - D35300
- B. Curriculum Program of Study Revisions: Beaufort County CC at Hyde CI - D35220, D15240, D50340, and D50420; and at Central Carolina CC at Harnett CI – A25120.
- C. Basic Skills: Southeastern CC at Tabor CI – BSP P 2000
- D. Continuing Education: Asheville-Buncombe TCC at Craggy CAS3120, Coastal Carolina CC at Camp Lejeune Brig CAS3040, Forsyth TCC at Forsyth Correctional Center PLU3024, AHR3030, ELC3014, and AUT3109.

OTHER PRESENTATIONS/REPORTS

Administration of the Oath of Office

Ms. Naomi W. Dags of Rockingham, appointed to the Board by the NC Senate (term to expire June 30, 2011), was administered the Oath of Office by Senator William R. Purcell.

Representative Russell E. Tucker followed Senator Purcell, and administered the oath to NC House appointee Ms. Anita R. Powers of Wallace (term to expire June 30, 2009) and to Ms. Jeana El Sadler of Reidsville, N4CSGA president (term to expire June 30, 2009).

Introduction of New College Presidents

Chair Pinnix-Ragland congratulated Dr. Spalding, Dr. Findt, and Dr. Chew, the three new college presidents to be introduced. Board of Trustees Chair Ray Paradowski introduced Dr. Carol S. Spalding, the third president of Rowan-Cabarrus Community College; former Board of Trustees Chair Pat B. Smith introduced Dr. William “Bill” Findt as the next president of Bladen Community College; and Dr. Catherine Chew, the new president of Craven Community College, was introduced by Board of Trustees Chair Daniel F. Pritchett

NCACCP, Dr. Patricia Skinner, 2007-08 President

- Dr. Skinner reported that Dr. Stephen Scott had requested that she report to the Board to present the NCACCP 2007-08 Program of Work Summary Report that is attached as Exhibit III. Dr. Skinner said this had been a year of great transition with new presidents that provided a lot of challenges and opportunities. While a great deal was accomplished in all areas, they are particularly pleased with the changes in the Nursing Rule.
- She thanked the NCACCP officers, committee chairs, and the membership and for their collaborative work and that of the System Office staff, SBCC, and NCACCT, and said that it had been a privilege and honor to serve and thanked the SBCC for their work and standards by which they operate.

NCACCT, Mr. George Regan, President

(In the absence of Mr. Regan, the report was given by Dr. Donny Hunter)

- The work of the Joint Legislative Committee of the Trustees and Presidents has now been joined by representatives of the State Board and System Office to produce a plan of action for the 2009 Legislative Session and is moving along nicely with a target date of September 12 for a final plan. Dr. Hunter thanked everyone who worked on the plan, noting it was a pleasure to work in such a cooperative spirit with great enthusiasm.
- The Community College Cabinet will meet on September 10 during the NCACCT Leadership Seminar being held on September 10-12. Both gubernatorial candidates will speak during the Seminar. SBCC members were encouraged to attend to listen and share thoughts on decisions the next Governor will make regarding community colleges.
- NCACCT extended their thanks and congratulations to Fred Williams for his service to the System and encouraged him to consider becoming a trustee in his retirement.

NC Comprehensive Community College Student Government Association, (N4CSGA), Ms. Jeana J. El Sadder, President

- Officers were installed when the N4CSGA Executive Board held their annual Bonding Retreat at Peace College July 13-16. N4CSGA thanked Dr. Ralls for joining the Board to discuss his plans and goals for the System and members and advisors talked about plans for the upcoming academic year. New Officer and Advisor Training will be held September 13 at Durham TCC.
- The Fall Conference will be held in Greenville NC. "N4CSGA, Celebrating 40 Years – The Gift of a Collective Voice" will take place October 31-November 2.
- The Advocacy Retreat is tentatively scheduled for February, where the Executive Board will focus more on advocating for increased funding for NCCCS.

STANDING COMMITTEE REPORTS

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

(In the absence of Mr. Watkins, the report was given by Mr. Gordon Greenwood, Acting Chair.)

The Board received upon the recommendation of the Financial and Capital Needs Committee:

For Action

CORD Service Agreement for Vocational and Technical Education Faculty

Mr. Greenwood moved, Ms. Glover seconded, and the Board approved the first year of a proposed three-year contract not to exceed \$270,000 for the period September 1, 2008 to June 30, 2009 with the Center for Occupational Research and Development (CORD) to maintain and expand the NC Network for Excellence in Teaching (NC-NET) for online professional development for vocational and technical education staff. (See Attachment FC-1)

BioNetwork Grant Award Recommendations for Fiscal Year 2008-2009

Dr. Greene seconded a motion by Mr. Greenwood to approve allocations totaling \$1,453,831 for the BioNetwork Equipment and Innovation Fund Initiative for FY 2008-09 and awarding the allocations to the colleges as recommended and further stipulated in Attachment FC-2.

BioNetwork Service Agreements to Wake Technical Community College and Fayetteville Technical Community College

Mr. Greenwood presented a motion, seconded by Ms. Steiner and approved by the Board, to approve professional service agreements further described in Attachment FC-3 with Wake TCC and Fayetteville TCC totaling \$150,000 (\$75,000 each) to collaborate on a joint project to develop an immersive learning development virtual studio.

Approval of the Budget Allocations for Six BioNetwork Centers

Mr. Greenwood moved to approve budget allocations totaling \$3,925,000 to Robeson CC, Asheville-Buncombe TCC, Gaston College, Pitt CC, Wake TCC, Forsyth TCC, and a Forsyth and Guilford TCC partnership for BioNetwork Centers for FY 2008-09 and further defined in Attachment FC-4. Ms. Powers seconded the motion that was then approved by the Board.

North Carolina State Education Assistance Authority

Mr. Greenwood moved, Mr. Daniels seconded, and the Board approved to renew a contract in an amount not to exceed \$175,312 for FY 2008-09 with the NC State Education Assistance Authority to administer the NCCC Grant Program as further described in Attachment FC-5.

Expansion of Community College Grant Program

Mr. Greenwood presented a motion to approve and expand the NCCC grant program for academic year 2008-09 to include the classification of “independent students” at an estimated total cost of \$3,550,050 so that those students would be less likely to have to obtain personal loans for college expenses. This amount is in addition to the \$13,981,202 appropriated by the General Assembly for FY 2008-09. Ms. Daggs seconded the motion, and the Board approved the program and the expansion that will be funded using carry forward appropriated funds. (See Attachment FC-6)

Revision to the Accounting Procedures Manual – Use of Overhead Receipts

Mr. Greenwood moved, Dr. Greene seconded, and the Board approved to amend Section Four, Subsection X of the Accounting Procedures Manual to make clear the authority to use overhead receipts for both the payment of audit costs and grants administration and student services. (See Attachment FC-7)

Approval of a Lease Agreement Between Rowan-Cabarrus Community College and Castle & Cooke Company

Mr. Greenwood shared that his request to remove this item from action was due to the need for additional time to resolve issues remaining with the lease before it could be approved; however, he requested permission for the FCN Committee to call a telephonic meeting upon

receipt of an acceptable lease agreement and for ratification of the Committee's actions by the Board at the Board meeting immediately following. Mr. Ford seconded the motion and the Board approved it. The Chair reminded Mr. Greenwood of the requirement that the called meeting comply with the Open Meetings Law. (Attachment FC-8)

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

The Board received upon the recommendation of the Policy Committee:

For Future Action

Approval of Proprietary School Licenses: Sunrise School of Dental Assisting and National Personal Training Institute of Charlotte

The Board will be asked to approve proprietary school licensure for Sunrise School of Dental Assisting and National Personal Training Institute of Charlotte for the programs listed in Attachment Pol. 1.

For Action

Initiate Rule Making to Amend 23 NCAC 02D .0304 "Expenditures of State Funds: Accreditation Expenses & Dues"

Dr. Fountain moved, Mr. Daniels seconded, and the Board approved to initiate Rule Making to amend 23 NCAC 02D .0304 "Expenditures of State Funds: Accreditation Expenses & Dues" as proposed in Attachment Pol. 3.

Withdraw from the Rule Making Process 23 NCAC 02C .0110 "Accountability and Audit Responsibilities"

Dr. Fountain explained that it was felt that the Rule proposed to add 23 NCAC 02C .0110 "Accountability and Audit Responsibilities" to the NC Administrative Code could be handled internally rather than require a Rule, and then presented a motion to withdraw this Rule from the Rule making process. Ms. Steiner seconded the motion and the Board approved the withdrawal. (Attachment Pol. 4)

Proposed Motion Re. Admission of Undocumented Students to Community Colleges

With the recent clarification from the US Department of Homeland Security received through the North Carolina Attorney General on the admission of undocumented students into community colleges, Dr. Fountain reported that the Policy Committee had an in-depth discussion on the topic. On behalf of the committee, he presented a written motion in Attachment Pol. 5 to conduct a study. Lt. Governor Perdue then requested and was granted permission to make a preliminary motion "to maintain the May 13, 2008 directive from the president that bans the admission of undocumented students to NC's community college system while the long-term policy is being examined." That motion was seconded by Dr. Houlihan. Chair Pinnix-Ragland called for a vote by a show of hands, and 11 members raised their hands in approval of the motion. Dr. Fountain then continued and presented the motion in Attachment Pol. 5 that was seconded by Mr. Ford to employ an independent consultant to study issues surrounding the admission of undocumented students into the NCCCS, and requested the System President and staff prepare a document outlining the scope of study further defined in the attachment, to move forward to procure and select a consultant through an RFP process for the study, that the study be delivered to the Policy Committee of the SBCC, and the study shall be funded by State Board Reserve funds. The

Chair then called for a *viva voce* vote on the motion included in Attachment Pol. 5 that had been made by Dr. Fountain. The Board unanimously approved the motion. Dr. Fountain thanked Dr. Ralls and General Counsel Martin who had provided a very informative issues session on immigration on Thursday and for their leadership as the Board continues to undertake this important issue.

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

The Board received upon the recommendation of the Program Services Committee:

For Information

General Application Approvals by System President

Program applications were approved by the System President for McDowell TCC to offer *Web Technologies* [A25290] and Montgomery CC *Welding Technology* [A50420].

Special Termination Approvals by System President

Approval was granted by the System President to terminate *Real Estate Appraisal* [A25420] and *Real Estate Licensing (Certificate)* [C25480] at Wake Technical CC.

For Future Action

Curriculum Procedures Reference Manual Revisions

The Board will be asked to consider approval of three program application procedures to be effective January 2009 listed in Attachment Prog. 3.

Curriculum Standard Template Revisions

The Board will be asked to consider approval of revisions to the curriculum standard template as requested in Attachment Prog. 4.

Curriculum Standard Revisions

The Board will be asked to consider approval of curriculum standard revisions for *Veterinary Medical Technology* [A45780] and *Cosmetology* [A55410] further described in Attachment Prog. 5.

First Addendum to Memorandum of Agreement for Davidson County Community College Early College High School

The Board will be asked to consider approval of the First Addendum to Memorandum of Agreement for Davidson County Community College and Davie County Board of Education for Davie Early College High School as presented in Attachment Prog. 6.

For Action

New and Expanding Industry & Customized Industry Training Reports

- In separate motions Ms. Turnage moved to approve the *New and Expanding Industry Training 2007-2008 Annual Report* as presented in Attachment Prog. 10 and *Customized Industry Training 2007-2008 Annual Report* as presented in Attachment Prog. 11 as required by N.C.G.S 115D-5.1(d). The motions were seconded by Dr. Greene and Mr. Ford, respectively, and approved by the Board.

Customized Training Program Guidelines

Ms. Turnage reported that the Committee had been provided a very detailed report on the Customized Training Program and recommended that it be the topic of an issues session in the near future. Per legislative action taken on H.B. 2436, Section 8.7(a) and (b), the New and Expanding Industry, Focused Industry, and Customized Industry Programs were consolidated into the Customized Training Program. Ms. Turnage moved for approval of the Customized Training Program Guidelines as presented in Attachment Prog. 12. Ms. Steiner seconded the motion that was then approved by the Board.

ACCOUNTABILITY AND AUDIT COMMITTEE, Ms. Anne-Marie Knighton, Chair

(In the absence of Ms. Knighton, the report was given by Ms. Raichelle Glover, Acting Chair.)

On behalf of the Accountability and Audit Committee, Ms. Glover reported there were no items that required the attention of the Board.

PERSONNEL COMMITTEE, Dr. Linwood Powell, Chair

Dr. Powell moved, Mr. Greenwood seconded, and the Board approved to go into closed session to discuss personnel matters. Following the Board's discussion, it reconvened in open session.

The Board received upon the recommendation of the Personnel Committee:

For Action

EPA Approvals

Dr. Powell presented separate motions to approve Kennon Briggs as NCCCS Executive Vice President and Chief of Staff at a salary of \$190,000, Jennifer Haygood as Vice President and Chief Financial Officer at a salary of \$130,000, and Jay Baucom as Associate Vice President for Information Resources and Technology at a salary of \$122,000. The motions were seconded by Mr. Madden, Ms. Turnage, and Mr. Ford, respectively, and all are effective September 1, 2008.

Resolution to Honor Fred G. Williams

To show its appreciation and esteem the Board approved a Resolution honoring Fred G. Williams, who has served as Executive Vice-President and Chief Operating Officer of the NCCCS since October 2002 and served at Robeson CC for 37 years prior to coming to the System Office. The resolution is attached as Exhibit II. The motion by Dr. Powell, seconded by Mr. Ford, was unanimously approved by the Board. Chair Pinnix-Ragland presented the resolution and applauded Mr. Williams for a phenomenal job and outstanding career as an educator and wished him well in his retirement. He will retire on August 31, 2008.

NEW BUSINESS

The Chair called for new business. Mr. Ford asked if consideration had been given to four-day work weeks to assist students with increasing transportation costs, and his concern was noted. Mr. Greenwood thanked members of the media for coming and invited them to return, especially when the Board is focusing more on other needs for the education of our future workforce.

PRESIDENT'S REPORT TO THE STATE BOARD OF COMMUNITY COLLEGES

President R. Scott Ralls' report to the Board is attached as Exhibit I and is available on the NCCCS website at:

http://www.nccommunitycolleges.edu/External_Affairs/prrpt071808.htm

SUMMARY OF CHAIR 'S CLOSING REMARKS

- Congratulations on a job well done were extended to Dr. Ralls who has completed his first 100 days as System President and to General Counsel Q. Shante' Martin on her extensive work on the issue of immigration.
- The Chair reminded members that the SBCC has a responsibility to have a policy on immigration and of the critical decision before them in dealing with this issue. She applauded them for their decision to request a study to gain a better understanding of surrounding issues before voting on such an important policy and urged that they continue to review the mass correspondence being received related to this issue. She requested that Ms. Martin and Mr. Sullins, NCCCS Staff, insure a response is sent to all letters and e-mails received by the SBCC related to admission of undocumented students.
- **NEXT MEETING:** Chair Pinnix-Ragland announced the next SBCC meeting will be September 18-19, 2008 in the Caswell Building located at 200 West Jones Street, Raleigh, NC.

ADJOURNMENT

Finding no further business to discuss, the Chair called for a motion to adjourn. Ms. Steiner moved, Mr. Ford seconded, and the Board approved to adjourn at 11:07 a.m.

RESPECTFULLY SUBMITTED BY:

Secretary

APPROVED BY:

Dr. R. Scott Ralls, 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.