



Preparing North Carolina's World-Class Work Force

**State Board of Community Colleges
NC Community College System
200 West Jones Street, Raleigh, NC 27699**

**May 16, 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
James W. Daniels
Jimmie E. Ford
Stuart B. Fountain
Raichelle Glover
Bob H. Greene
Gordon "Buddy" Greenwood
Thomas Houlihan

Anne-Marie Knighton
Chester P. Middlesworth
Treasurer Richard Moore
Represented by Pam Wortham
Lt. Governor Beverly Perdue
Represented by Michael Arnold
B. Joanne Steiner
Norma B. Turnage
Herbert L. Watkins
Allen Wellons

Unable to attend: Edwin H. "Eddie" Madden, Jr.

CHAIR'S OPENING REMARKS

The Chair welcomed those attending. She thanked Mr. and Mrs. Middlesworth for hosting the reception held during the meeting at Mitchell CC in April.

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

Mr. Middlesworth moved to approve the minutes of the April 18, 2008, SBCC meeting. Dr. Fountain seconded the motion, and the minutes were approved by the Board.

CHANGES IN AND APPROVAL OF AGENDA

Receiving no requests for change to the agenda, the Chair asked for its approval. Dr. Greene so moved, Mr. Ford seconded the motion, and the Board approved the agenda as presented.

APPROVAL OF THE CONSENT AGENDA

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

POLICY COMMITTEE

Redesignation of Stanly Community College's Western Stanly Center to a Multi-Campus Site

The Board approved the redesignation of Stanly CC's Western Stanly Center to a multi-campus site.

Captive Curriculum Program Approval: Review of State Board of Community Colleges Policy

The Board approved a revision to current policy and granted colleges the authority to offer programs in a captive environment that are not offered to students in the college's regular population if the proper approval is received to offer the curriculum program. (See Attachment Pol. 7)

Operating Procedures for the Enrollment of High School Students in Community College Courses

The Board approved revisions in the *Operating Procedures for the Enrollment of High School Students in Community College Courses* manual for collaborative high school programs in the NCCCS as outlined in Attachment Pol. 8.

PROGRAM SERVICES COMMITTEE

Curriculum Program Applications (Fast Track for Action)

The Board approved the programs listed in Attachment Prog. 6 for programs requested by Asheville-Buncombe Technical, Johnston, Rowan-Cabarrus, Sandhills, Tri-County, Wake Technical, and Wayne CC's.

Program Approval, Electrical Related CIP

The Board approved archiving *Electronic Servicing Technology* [A50120] and *Electronics Technology* [A50140] programs and allowing colleges approved to offer those programs to replace them with *Electronics Engineering Technology* [A40200] as outlined in Attachment Prog. 7.

Curriculum Procedures Reference Manual Revision, Section 9

The Board approved revisions to Section 9 of the *Curriculum Procedures Reference Manual* as presented in Attachment Prog. 8 to simplify language, reduce duplication, and reflect changes included in the NC Administrative Code.

Curriculum Standard Revision

The Board approved a revision to the curriculum standard for *Computer Information Technology* [A25260] as requested by Wake Technical CC in Attachment Prog. 9.

Courses of Instruction to Captive/Co-opted Groups

The Board approved the following courses of instruction to captive/co-opted groups: Basic Skills courses to be offered by Richmond and Southeastern CC's as found in Attachment Prog. 10 and Continuing Education courses to be offered by Durham Technical, Forsyth Technical, and Rowan-Cabarrus CC's as listed in Attachment Prog. 11.

Continuing Education Master Course List – Course Approvals

The Board approved the addition of *Locksmithing* (MEC4000) to the list. (See Attachment Prog. 12)

FINANCIAL AND CAPITAL NEEDS COMMITTEE

Adult Basic Education Funds for Community Based Organizations

The Board approved \$951,592 in allocations to fund 26 Adult Basic Education grants for community based organizations listed in Attachment FC-3.

Basic Skills Pathways to Employment Programs

The Board approved \$293,105 in allocations for eight Pathways to Employment Programs as identified in Attachment FC-4.

Basic Skills Project IDEAL – Distance Learning Grants

The Board approved allocations totaling \$182,800 for Project IDEAL distance learning grants to be distributed to 12 community colleges and two CBOs as listed in Attachment FC-5.

Basic Skills Family Literacy Initiative

The Board approved continuation grants in the amount of \$182,900 to MOTHERREAD and \$68,900 to the NC Center for Family Literacy to provide training, program support, etc. for family literacy programs as outlined in Attachment FC-6.

Service Agreement with the University of Michigan

The Board approved an agreement with the University of Michigan in the amount of \$22,000 for the sixth and final year of Project Ideal, a distance learning research project. (See Attachment FC-7)

CASAS (Basic Skills Comprehensive Adult Student Assessment System) Training Grants

The Board approved an allocation of \$64,300 to be distributed as outlined in Attachment FC-8 to Fayetteville Technical, Haywood, Isothermal, and Sandhills CC's to train Basic Skills State Certified Trainers for the Basic Skills Comprehensive Adult Student Assessment System. (See Attachment FC-8)

Basic Skills English Literacy/Civics Projects

The Board approved allocations totaling \$817,680 for 20 Basic Skills English Literacy/Civics education projects as listed in Attachment FC-9.

Basic Skills Comprehensive Family Literacy Programs

The Board approved allocations totaling \$650,000 for ten Comprehensive Family Literacy programs listed in Attachment FC-10.

Client Relationship Management System – Contract Renewal with Center Dynamics USA, LLC and the North Carolina Community College Small Business Center Network

The Board approved \$29,415 for the second year of a five-year contract with Center Dynamics USA, LLC for the delivery of a client relationship management system for the Small Business Center network per Attachment FC-13.

Two Percent Transfer Restriction

The Board approved the Two Percent Transfer Restriction Report as presented in Attachment FC-14 including transfer requests in excess of two percent from Alamance and Johnston CC's.

Environmental, Safety, and Health Compliance Services Contract

The Board approved a new contract with Blue Ridge CC in the amount of \$234,900 for environmental, safety and health service compliance services defined in Attachment FC-15.

Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report of May 16, 2008, as presented in Attachment FC-16.

Software Annual Maintenance and Support Services Agreement - Datatel -Contract Renewal with Amendment (College Information System)

The Board approved a contract renewal with amendment with Datatel, Inc., in the amount of \$5,656,105 for software maintenance and support services for the CIS per Attachment FC-19.

OTHER PRESENTATIONS/REPORTS

NCACCP, Dr. Patricia Skinner, President

- The Spring NCACCP Meeting took place at Davidson County CC and included a reception at the Bob Timberlake Gallery held concurrently with a visit to the campus by President Bill Clinton on Wednesday evening.
- Committee reports included the following: Finance is working on the FTE Formula Funding Study and received an update from Mr. Briggs on the budget, Personnel is addressing succession planning, Professional Development conducted a formal evaluation of the New President's Institute which indicated it has been extremely valuable for new presidents, and the Technology Committee is working to clarify issues associated with the CIS.
- Planning is underway for the NCACCP Summer meeting to be held at Carteret CC.

NCACCT, Ms. Helen Newsome, President

(In the absence of Ms. Newsome, the report was given by Dr. Donny Hunter)

- The Community College Cabinet met and decided to extend the projected length of meetings to allow sufficient time for discussion of the issues to come before them.

- The Executive Board approved the structural change that will allow for an additional three at-large members, and the recommendation will now go before the full association for their vote.
- Dr. Hunter applauded Dr. Ralls for his handling of the issues related to undocumented students, adding that he would encourage local boards to be cautious of adopting any local policies before the legal issues are resolved.

N4CSGA

- In the absence of a N4CSGA representative, a written report was presented and briefly reviewed by the Chair. The Summer Bonding Retreat will be held July 13-16 at Peace College where retreat officers will participate in leadership development activities.

STANDING COMMITTEE REPORTS

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

The Board received upon the recommendation of the Policy Committee:

For Future Action

Renewal of Proprietary Schools for Licensure

The Board will be asked to approve the renewal of licensure for 57 proprietary schools listed in Attachment Pol. 1.

Approval of Proprietary School Licenses

The Board will be asked to approve proprietary school licensure for the Dental Staff Institute and Mr. David's School of Hair Design (College of Wilmington) for the programs listed in Attachment Pol. 2.

Initiate Rule Making to Amend the NC Administrative Code

The Board will be asked to initiate Rule Making to add 23 NCAC 02C .0801 "Intercollegiate Athletics" and to amend 23 NCAC 02D .0202 "Tuition and Fees for Curriculum Programs" as requested in Attachment Pol. 3 and Attachment Pol. 4, respectively.

For Action

Initiate Rule Making to Add 23 NCAC 02C .0110 "Accountability and Audit Responsibilities"

Dr. Fountain moved to approve Attachment Pol. 5 to initiate Rule Making to add 23 NCAC 02C .0110 "Accountability and Audit Responsibilities" to the NC Administrative Code. Mr. Ford seconded the motion that was then approved by the Board.

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

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

For Information

Special Application Approvals by System President

The System President approved applications from Asheville-Buncombe Technical, Catawba Valley, and Randolph CC's to offer *Entrepreneurship* [A25490].

Special Termination Approvals by System President

The System President granted approval to Pitt CC to terminate *Early Childhood Education/Teacher Associate* [A5522B], *Insurance (Certificate)* [C25280], *Phlebotomy (Certificate)* [C45600], *Real Estate* [A25400] and *Real Estate Appraisal* [A25420], and Wake Technical CC to terminate *Automation Engineering Technology* [A40120].

Special Curriculum Standard Revision Approvals by Vice President

As a result of CRC action, the Board was advised of curriculum standard revision approvals by Vice President for: *Animal Care and Management Technology* [A55100], *Business Administration* [A25120], *Business Administration/Banking and Finance* [A2512A], */Customer Service* [A2512B], */Electronic Commerce* [A2512I], */Human Resources Management* [A2512C], */International Business* [A2512D], */Logistics Management* [A2512E], */Marketing and Retailing* [A2512F], */Operations Management* [A2512G], */Public Administration* [A2512H], and */Shooting and Hunting Sports Management* [A2512J]; *Court Reporting and Captioning* [A25140]; *Environmental Science Technology/Invasive Species Management* [A2014C]; *Landscape Architecture Technology* [A40260]; *Magnetic Resonance Imaging* [A45800]; *Medical Office Administration* [A25310]; *Medical Sonography* [A45440]; *Medical Transcription (Diploma)* [D25320]; *Physical Therapist Assistant (2-year program)* [A45620]; and, *Voice Writing Realtime Reporting* [A25460]. (See Attachment Prog. 3)

For Future Action

New to the System – Curriculum Standard – CIP

The Board will be asked to approve a new curriculum standard for colleges that are currently approved to offer *Associate Degree Nursing (Integrated)* [A45100] or (*Nonintegrated*) [A45120], archiving those and proposing a standard that does not differentiate between integrated and non-integrated. (See Attachment Prog. 4)

Curriculum Standard Revisions

The Board will be asked to approve curriculum standard revisions to *Emergency Preparedness Technology* [A55420]; *Interventional Cardiac and Vascular Technology* [A45410]; *Office Systems Technology* [A25360], */Legal* [A2536A] and */Virtual Office Assistance* [A2536C]; and *Therapeutic Recreation* [A45760]. (See Attachment Prog. 5)

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

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

For Information

Financial Report(s)

- *Estimated Tuition And Fees Collected through April 30, 2008* (Attachment FC-1)

For Action

Prior to the discussion of Attachment FC-2, citing a potential conflict of interest, Chair Pinnix-Ragland said that she would not participate in the discussion of this item and asked Dr. Powell to act as Chair until it could be disposed of.

Progress Energy Power Careers Program Scholarship and Renewal Contract

Mr. Watkins presented a motion to approve a renewal agreement between Progress Energy Power Careers Program Scholarship and the NCCCS for receipt of funding to provide scholarships to students in the Power Careers Programs at community colleges as outlined Attachment FC-2. Mr. Greenwood seconded the motion, and the Board approved it. Ms. Pinnix-Ragland abstained from the discussion and voting.

Following the disposition of FC-2, Ms. Pinnix-Ragland resumed as chair.

General Educational Development (GED) Microfilm Records Conversion

Mr. Watkins moved, Ms. Steiner seconded, and the Board approved a new contract in the amount of \$65,219.04 with Crowley Micrographics to convert microfilm images to text searchable PDF/Raw Text, a standard format. (See Attachment FC-11)

Curriculum Improvement Projects (CIP) for 2008-2010

Mr. Watkins presented a motion, seconded by Mr. Daniels, to approve first-year funding in the amount of \$125,000 to Wake Technical CC for the following curriculum improvement projects contingent upon the availability of funds: *Hotel and Restaurant Management* [A25240], *Culinary Technology* [A55200], and *Baking and Pastry Arts* [A55130] and \$125,000 to Wayne CC for *Machining Technology* [A50300] with the concentration of *Machining Technology/Tool, Die, and Mold Making* [A5030A]. (See Attachment FC-12)

Senate Bill 622, Section 9.5 UNC/NCCCS 2+2 E-Learning Initiative Funds: Open Source Collaboration - Moodle Pilot

Mr. Watkins presented a motion that was seconded by Ms. Glover and the Board then approved a new contract totaling \$170,000 with UNC General Administration to establish a software collaboration to investigate the scalability and online teaching capabilities of Moodle, a course management system, to summarize its viability as a replacement for BlackBoard. (See Attachment FC-17)

CIS Training Center Contracts for 2008-09 (College Information System)

Mr. Watkins moved and Mr. Greenwood seconded a motion that was then approved by the Board to enter contracts totaling \$550,500 for CIS centers with Central Piedmont & Wayne CC (CIS Application Training Center), Wake Technical CC (CIS Application & Technical Training Center), and Guilford Technical CC (CIS Technical Training Center) and further described in Attachment FC-18:

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

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

PERSONNEL COMMITTEE, Dr. Linwood Powell, Chair

Dr. Powell moved, Mr. Watkins 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 Information

College Presidential Searches

At the request of Dr. Powell, Richard Sullins reported that college presidential searches remain in progress at Bladen, Rowan-Cabarrus, Central Carolina and Craven CC's. Bladen and Rowan-Cabarrus selected their three finalists, and Craven and Central Carolina hope to have their searches narrowed by June 5.

Evaluations of College President

Mr. Sullins shared that evaluations of college presidents by their boards of trustees using the criteria set forth in the NC Administrative Code are due to the SBCC by June 30 of each year. He reported that about one-third of the colleges have submitted their evaluations and the remainder are expected to be received prior to June 30.

For Action

Interim President of Rowan-Cabarrus CC

Dr. Powell moved, Mr. Daniels seconded, and the Board approved Dr. Jarrett Chandler, Jr. as Interim President of Rowan-Cabarrus CC effective June 1, 2008.

Organizational Structure Changes within the NCCCS

Dr. Powell moved, Dr. Fountain seconded, and the Board approved organizational structure changes within the NCCCS as recommend by President Ralls and as per the organizational chart in **Appendix I**.

EPA Personnel Actions as a Result of the Organizational Changes

The following EPA personnel actions were approved by the Board in separate motions presented by Dr. Powell and seconded by various members as a result of the organizational changes. Mr. Wellons seconded the approval of Linda H. Weiner as Assistant to the President for Engagement and Economic Development effective May 16, 2008, at an annual salary of \$100,000; and effective June 1, 2008, Glynda Lawrence was approved as Associate Vice President for Customized Training (East) at a salary of \$100,000, Maureen Little as Associate Vice President for Customized Training (West) at a salary of \$100,000, Dr. Sandra Williams as Senior Vice President/Chief of Technology and Workforce Development at a salary of \$150,000, Richard Sullins as Executive Director of the State Board and Education Boards Liaison at a salary of \$78,750, and Pia McKenzie as Special Assistant to the President at a salary of \$45,516. The motions were seconded by Ms. Steiner, Dr. Fountain, Mr. Watkins, Mr. Middlesworth, and Mr. Daniels, respectively. Dr. Powell then presented a motion that was seconded by Mr. Watkins and approved by the Board which granted authority to President Ralls to hire a part-time Legislative Liaison at a time he deemed appropriate.

Instrument to Evaluate the NCCCS President

At the request of the Chair, Mr. Sullins reported that the instrument used to evaluate the System president had not been reviewed in some time. One task of the Presidential Search Committee was to rewrite the job description of the System President, and resulted in the recommendation that the evaluation instrument be reviewed and revised to be more reflective of the current job description. Chair Pinnix-Ragland appointed Dr. Powell, Chair, and Ms. Steiner, Mr. Watkins, and Ms. Turnage to serve on a committee to review and revise the instrument used to evaluate the System President. The next evaluation will be done in the fall and reviewed with the President at the October retreat.

PRESIDENT’S REPORT TO THE STATE BOARD OF COMMUNITY COLLEGES

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

http://www.ncccs.cc.nc.us/External_Affairs/presidents_report_may_2008.htm.

SUMMARY OF CHAIR 'S CLOSING REMARKS

- **Next Meeting:** The next SBCC meeting will be held June 19-20, 2008. Committee meetings on Thursday, June 19, will be via teleconference, and the Board meeting on Friday, June 20, will be via video-conference. Meetings will originate from the NCCCS, Caswell Building, 200 West Jones Street, Raleigh, NC. Further details will be announced by June 1, 2008.

ADJOURNMENT

Finding no further business to discuss, the Chair called for a motion to adjourn. Dr. Fountain moved, Ms. Steiner seconded, and the Board approved to adjourn at 10:24 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.

