



Preparing North Carolina's World-Class Work Force

State Board of Community Colleges
Caswell Building, 200 West Jones Street
Raleigh, North Carolina
November 21, 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 at 9 a.m. in the State Board Room. Vice Chair Powell served as Chair in the absence of Ms. Pinnix-Ragland and welcomed those in attendance. The following members were present:

Linwood Powell, Acting Chair
 Naomi W. Daggs
 Jeana El Sadler
 Stuart B. Fountain
 Raichelle Glover
 Gordon "Buddy" Greenwood
 Anne-Marie Knighton

Edwin H. "Eddie" Madden, Jr.
 Chester P. Middlesworth
 Treasurer Richard Moore
 Represented by Pam Wortham
 Anita R. Powers
 Norma B. Turnage
 Allen Wellons

Absent: James W. Daniels, Jimmie E. Ford, Bob H. Greene, Thomas Houlihan, Lt. Governor Beverly Perdue, Hilda Pinnix-Ragland, B. Joanne Steiner, and Herbert L. Watkins.

Dr. Powell introduced Megan George, the new Director of External Affairs for the NCCCS and recognized guests from Richmond CC.

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 October 17, 2008, SBCC meeting. Dr. Fountain 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. Ms. Turnage made separate motions to move from future action to action Attachment Prog. 5 and Attachment Prog. 6. Mr. Middlesworth seconded each motion. Dr. Fountain moved for approval of the agenda as amended, Mr. Greenwood seconded the motion, and the agenda was approved by the Board.

APPROVAL OF THE CONSENT AGENDA

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

POLICY COMMITTEE

Fayetteville Technical Community College Request to Establish an Off-Campus Center in Western Cumberland County

The Board approved a request by Fayetteville Technical CC to establish an off-campus center in Western Cumberland County near the intersection of Rielly Road and Old Raeford Road. (See Attachment Pol. 7)

PROGRAM SERVICES COMMITTEE

2006-2008 EDU Curriculum Improvement Project (CIP)

The Board approved the following action in Attachment Prog 7 as recommended in the 2006-2008 Early Childhood/Education Curriculum Improvement Project to be effective Fall 2009 semester and further described in Attachment Prog. 4 presented to the SBCC on October 17, 2008:

- A. Curriculum Standard Concentrations Archived: *Early Childhood Education/Special Education* [A5522A] and *Early Childhood Education /Teacher Associate* [A5522B];
- B. Curriculum Standard – New to the System: *School-Age Education* [A55XXX]; and,
- C. Curriculum Standard Revisions: *Early Child Education* [A55220] and *Infant/Toddler Care (Certificate)* [C55290].

Curriculum Standard Revisions

At the request of the college listed, the Board approved curriculum standard revisions as follows: Alamance CC *Medical Assisting* [A45400] and Wake Technical CC *Construction Management Technology* [A35190].

Curriculum Program Applications (Fast Track for Action)

The Board approved Forsyth Technical CC to offer *Pharmacy Technology* [A45580] and Rockingham CC to offer *Criminal Justice Technology/Financial Crime/Computer Fraud* [A5518B]. (See Attachment Prog. 9)

Courses of Instruction to Captive/Co-Opted Groups

The Board approved the following courses of instruction to captive/co-opted groups as further described in Attachment Prog. 10:

- A. Basic Skills: Gaston College to offer BSP 2000 *CED* at ComServ-Creative Opportunity and *GED* and *ABE* at Lincoln County Detention Center as listed in 10-A.
- B. Continuing Education: 24 courses were approved to be offered by Durham Technical CC, 1 by Haywood, 12 by Mayland, 1 by Piedmont, 1 by Roanoke-Chowan, and 9 by Vance-Granville CC at the facility listed in 10-B.
- C. Curriculum Programs of Study Revisions: Bladen CC at Bladen Correctional Center *Carpentry (Diploma)* [C35180] and Stanly CC at Albemarle Correctional Institute *Computer Engineering Technology* [C40160].

FINANCIAL AND CAPITAL NEEDS COMMITTEE

Allocation of Resources for the Career Readiness Certification Sites – 2008-2009

The Board approved an allocation of \$28,000 each to Bladen, Cape Fear, Coastal Carolina, Sandhills, Surry, Wake Technical, and Western Piedmont CC's for Career Readiness Certification implementation for the period January 1-December 31, 2009. (See Attachment FC-4)

Allocation of College Tech Prep Carryover Funds

The Board approved an allocation of College Tech Prep Carryover Funds in the amount of \$99,000 to Mitchell CC to fund an additional College Tech Prep consortium. Funds must be expended by May 31 and project must be completed by June 30, 2009. (See Attachment FC-6)

Student Success Activity Grants for Basic Skills Programs

The Board approved the awarding of \$25,000 in Student Success Activity Grants for Basic Skills Programs for the period November 21, 2008-June 30, 2009 to be distributed as listed in Attachment FC-7 to seven colleges including Blue Ridge, Craven, Gaston, James Sprunt, Sampson, South Piedmont, and Wilkes CC's.

General Educational Development (GED) Scoring Services Contract Renewal

The Board approved a contract renewal with the Oklahoma Scoring Service, Inc. to score the entire battery of the English, Spanish, and French Test editions as well as the multiple-choice ESL test components for the NCCCS. The contract in the amount of \$106,641 is for the period January 1-December 31, 2009 and is further described in Attachment FC-8.

2008-2009 Baccalaureate Education Program Allocations

The Board approved an allocation of \$112,654 to 33 community colleges to provide financial assistance for 58 full-time faculty members to obtain baccalaureate degrees per Attachment FC-9. The courses are to be completed by May 31, 2009. A balance of \$97 of the appropriated funds has not yet been allocated and is available for Fall 2009.

Enrollment Growth Reserve Allocations

The Board approved the method of allocation and the pro-rata distribution of \$2,500,000 from the Enrollment Growth Reserve for 2008-2009 to the 38 qualifying colleges listed in Attachment FC-12.

Construction/Property/Bond Authorization Report

The Board approved the Construction and Property Report and Bond Authorization Report as of November 21, 2008 as presented in Attachment FC-13.

OTHER PRESENTATIONS/REPORTS

NCACCP, Dr. Stephen Scott, President

- Dr. Scott shared that the NCACCP and college presidents continue to strategize to find ways to deal with enrollment growth and budget cuts. Both were among the topics addressed at the Fall meeting of the NCACCP hosted by Dr. Robert Keyes and his staff at Rockingham CC in October 2008. He thanked N4CSGA President ElSadder for her participation in the meeting also.
- The Executive Committee adopted a resolution in honor of Helen Newsome, former trustee at both Roanoke-Chowan and Martin CC's and past-president of the NCACCT who passed away earlier in the week. Ms. Newsome was a great advocate of community colleges and will be missed. Sympathy was extended to her family and to those in her extended family throughout both the NCACCT and NCCCS.

NCACCT, Mr. George Regan, President

- A representative of the NCACCT was not present, since funeral services for Ms. Helen Newsome were being held in the afternoon.

Introduction of Guests from Richmond Community College, Naomi Daggs, SBCC Member

Ms. Daggs, Board member and former member of the staff at Richmond CC, introduced President Sharon Morrissey, Past-president Diane Honeycutt, and the RCC SGA President Delia Michael who was attending the SBCC meeting for leadership development.

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

- N4CSGA Fall Conference was held in Greenville October 31-November 2, and was a great success. Dr. Ralls was the opening speaker, allowing students to meet him personally and hear his goals for the System. The students and advisors also attended several workshops on various topics to help them enhance and build upon their leadership skills and give them the tools to help motivate others within their campuses and the system as a whole. Students are eager to hear more about Dr. Ralls advocacy plan and want to advocate as much as possible for the students, their needs, and the system as a whole.
- The Student Leadership Institute fall mini-session was held recently in Raleigh. The participants and N4CSGA extended their thanks for the dedication that Joan McLendon and Karen Yerby tirelessly put into this wonderful program.

STANDING COMMITTEE REPORTS

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

The Board received upon the recommendation of the Policy Committee:

For Future Action

Accountability and Audit Responsibilities

As described in Attachment Pol. 1, the Board will be asked to: 1) withdraw from the Office of Administrative proposed Rule 23 NCAC 02C .0110 “Accountability and Audit Responsibilities” and the Rule will be replaced with guidelines; 2) guidelines will include “Must Know” items to be under the oversight of the local boards of trustees; 3) “Must Know” items will be defined by the Policy Committee and the State Board which will be delivered to the Accountability and Audit Committee of the State Board to determine the method that will be used by Program Audit Services to verify compliance by colleges; and, 4) the process of Rulemaking will be revisited if it is determined that guidelines are not sufficient or not properly administered (audit exceptions). Further, local boards must establish a process to review and discuss “Must Know” items each fiscal year to be verified in board minutes and “will include and are limited to:

- a. The ‘Financial Audit’ conducted by the State Auditor’s Office (annual or otherwise), and any special or investigative audit conducted thereby;
- b. The annual ‘Financial Statement’ submitted to the Office of the State Controller;
- c. The annual ‘Program Audit’;
- d. The annual ‘Report on Performance Measures’;
- e. The results of a ‘Southern Association of Colleges and Schools Review’;
- f. Periodic reports on the findings of ‘Internal Audits’;
- g. ‘Federal Audits’ and reviews by the U.S. Department of Education;
- h. ‘Strategic Plan’ and ‘Facilities Plan’.”

The revised guidelines will be considered by the Policy Committee at its January meeting.

Review for Approval of Proprietary School Licensure

The Board will be asked to approve proprietary school licensure to Miller-Motte College-Greenville Campus and Bess-Jackson Nurse Aide Training School, Inc. for the programs listed in Attachment Pol. 2.

Adopt 23 NCAC 02C .0110 “Intercollegiate Athletics”

The Board received for review and discussion two suggested versions of the proposed text to be adopted into the NC Administrative Code for Rule 23 NCAC 02C .0110 “Intercollegiate Athletics” as presented in Attachment Pol. 3.

Amend 23 NCAC 02D .0202 “Tuition and Fees for Curriculum Programs”

The Board will be asked to initiate Rule-making to amend 23 NCAC 02D .0202 “Tuition and Fees for Curriculum Programs” to include the proposed text in Attachment Pol. 4.

Amend 23 NCAC 02D .0304 “Expenditures of State Funds: Accreditation Expenses & Dues”

The Board received the proposed text and written comments received to be considered for adoption into the NC Administrative Code to amend 23 NCAC 02D .0304 “Expenditures of State Funds: Accreditation Expenses & Dues” as included in Attachment Pol. 5.

For Action**Initiate Rule-making to Amend 23 NCAC 02E .0204 “Courses and Standards for Curriculum Programs”**

Dr. Fountain moved, Ms. Daggs seconded, and the Board approved to initiate the Rulemaking process to amend 23 NCAC 02E .0204 “Courses and Standards for Curriculum Programs” as presented in Attachment Pol. 6.

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

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

For Information**2008 Legislative Report-Curriculum Program Approvals/Terminations**

The Board received the *2008 Legislative Report-Curriculum Program Approvals/Terminations* that is submitted annually to the NC General Assembly and includes approvals and terminations for the period January 1-December 31, 2008. (See Attachment Prog. 1)

Selected Applications/Terminations As Approved by the System President

The Board received the following applications and terminations further described in Attachment Prog. 2 including:

Special Applications: Program applications for Davidson County CC *Entrepreneurship* [A25490], Rowan-Cabarrus CC *Associate in Fine Arts* [A10200], and Wake Technical CC *Esthetics Technology (Certificate)* [C55230]

Terminations: Program terminations listed in the attachment for Davidson County, Halifax, Haywood, Wake Technical, and Wilson Technical CC's.

Selected Curriculum Standard Revisions as Approved by the Senior Vice President/Chief Academic Officer (Result of CRC Action, Fall 2008)

As a result of CRC action, the Board was advised of curriculum standard revision approvals by Sr. Vice President and Chief Academic Officer for the following:

Civil Engineering Technology	A40140
Clinical Trials Research Associate	A45190
English Education/Associate in Arts Pre-Major	A1010F
Fish and Wildlife Management Technology	A15160
Lateral Entry (Certificate)	C55430
Mathematics Education/Associate in Science Pre-Major	A1040F
Occupational Education Associate	A55320
Ophthalmic Medical Assistant (Diploma)	D45510
Parks and Natural Resource Management	A15360
Physical Fitness Technology	A45610
Simulation and Game Development	A25450
Web Technologies	A25290

For Future Action

Curriculum Standard Revisions

The Board will be asked to approve curriculum standard revisions as described in Attachment Prog. 6 and as requested by the college listed: Fayetteville Technical CC *Funeral Service Education* [A55260] and *Surveying Technology* [A40380], and Wake Technical CC Simulation and Game Development [A25450].

For Action

Memorandum of Understanding between the NCCCS and the NC Department of Revenue (NCDOR)

Ms. Turnage moved, Mr. Middlesworth seconded, and the Board approved a Memorandum of Understanding between the NCCCS and the NC DOR, Attachment Prog. 4, regarding the providing of taxpayer education to be taught by the NCDOR'S Taxpayer Assistance Program and offered free of charge through the Small Business Center Network of NCCCS. The agreement shall continue in effect from the last date signed until terminated per the conditions of the agreement in section IV of the attachment.

Addition to the Special Applications Approval List

Ms. Turnage presented a motion that was seconded by Ms. Daggs and approved by the Board to add *Human Services Technology/Social Services* [A4538D] to the programs eligible for approval on the Special Applications Approval List. (See Attachment Prog. 5)

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

(Allen Wellons served as Acting Chair in the absence of Mr. Watkins.)

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

For Information

Estimated Receipts

The Board received the report *Estimated Tuition and Fees Collected through October 31, 2008* indicating \$85,840,683 or 46.43 percent of budget collected. (See Attachment FC-1)

For Action

Service Agreement with the North Carolina Rural Center for the GATE Program

Mr. Wellons moved, Mr. Greenwood seconded, and the Board approved the first year of a three-year service agreement in the amount of \$289,149 with the North Carolina Rural Center, Inc. to operate the external portion of the Growing American through Entrepreneurship (GATE) project. The agreement for the period November 21, 2008-June 30, 2009 is further described in Attachment FC-2.

New Allocation of Resources to Select College Small Business Centers for Project GATE - 2008-2011

Ms. Glover seconded a motion by Mr. Wellons which was approved by the Board to allocate \$25,000 each to the Small Business Centers at Isothermal, Lenoir, Randolph, Richmond, Robeson, Rockingham, Surry, and Western Piedmont CC's to operate the Growing America through Entrepreneurship (GATE) Project for the period November 21, 2008-June 30, 2009. (See Attachment FC-3)

Small Business Center (SBC) Budget Flexibility for Fiscal Year 2008-2009

The Board approved a motion by Mr. Wellons and seconded by Ms. Dags to allow budget flexibility to the colleges for FY 2008-2009 for their SBC's to allow them to manage current and potential budget reversions and/or reductions by reducing the minimum expenditure for SBC instruction from \$9,000 to \$7,000 and eliminating the requirement that colleges expend \$1,000 to update/upgrade their SBC Resource Center. (See Attachment FC-5)

Prison Education Funds Allocation: Start-Up Funds for Small Colleges

Mr. Wellons moved, Mr. Greenwood seconded, and the Board approved allocations totaling \$50,000 as recommended by the Interagency Committee on Correctional Education to three small community colleges, Halifax, Haywood, and Mayland, to fund start-up costs associated with new instruction programming for inmate students at four Division of Prisons correctional facilities listed in Attachment FC-10 provided the proper approval from the State Board to offer the course/program has been granted. Funding from State General Funds is for the period July 1, 2008-June 30, 2009.

Prison Education Funds Allocation: Department of Correction Allocation for Increase Capacity or New Prisons

Dr. Fountain seconded a motion by Mr. Wellons to approve an allocation of \$473,000 to Southeastern CC to support start-up of educational programming at Tabor Correctional Institution. The Board approved the allocation for the period July 1, 2008-June 30, 2009 from the State General Funds targeted by the Department of Correction for this purpose at this newly constructed correctional institution. (See Attachment FC-11)

Study of Admission of Undocumented Students into the NC Community College System - Identification of the Consultant Selected and Award of Contract

The Board approved a motion by Mr. Wellons and seconded by Dr. Fountain to approve a contract with JBL Associates, Inc. for an amount not to exceed \$74,997 for the period November 21, 2008-April 16, 2009 to conduct an in-depth study of the issues surrounding the admission of undocumented students into NCCCS curriculum programs. Approval to fund this study using State Board Reserve monies was approved on August 15, 2008.

Mr. Middlesworth, who had been unable to attend the August meeting, requested that the record reflect his objection to this study and use of State funds for this purpose noting this is a decision with legal ramifications that should be made by other governmental entities and not the SBCC. (See Attachment FC-14)

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 reported there were no items from the Personnel Committee that required the attention of the Board.

OTHER BUSINESS

Dr. Powell asked if there was other business to come before the Board. Hearing none, he requested that Dr. Ralls provide his report.

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/President/President's%20Nov.%2008%20Report.pdf

SUMMARY OF CHAIR 'S CLOSING REMARKS

- Dr. Powell reminded members of the Day of Recognition Luncheon at the RBC Center beginning at 12 noon following the meeting today.
- At the request of Dr. Powell, Mr. Sullins shared that Mary Gardner accepted a position in Audit Services and this would be her last SBCC meeting. Marg Young will now be working in the Office of State Board Affairs and will assume the duties Mary previously handled.
- On behalf of the Chair and himself, Dr. Powell wished the member the Board, the staff and visitors a happy and safe holiday season.
- Next meeting: Thursday and Friday, January 15-16, 2009, to be held telephonically and via video-conference. Additional information will be provided by the Office of State Board Affairs.

ADJOURNMENT

Finding no further business to discuss, the Chair called for a motion to adjourn. Dr. Fountain moved, Ms. Glover seconded, and the Board approved to adjourn at 9:52 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.