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***Preparing North Carolina's World-Class Work Force***

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**State Board of Community Colleges  
Alamance Community College  
Carrington-Scott Campus, Wallace W. Gee Building  
1247 Jimmie Kerr Road  
Graham, NC 27253  
October 17, 2008  
9 a.m.**

**CALL TO ORDER**

Following proper public notification and a determination that a quorum was present, Chair Pinnix-Ragland called the meeting of the State Board of Community Colleges (SBCC) to order at 9 a.m. She thanked Dr. Martin Nadelman, his staff, and the Board of Trustees for their excellent work in Alamance County, for their invitation to the SBCC to meet on campus, and for the excellent hospitality shown during the meeting. The following members were present:

Hilda Pinnix-Ragland, Chair  
Linwood Powell, Vice Chair  
James W. Daniels  
Jimmie E. Ford  
Stuart B. Fountain  
Raichelle Glover  
G. Thomas Houlihan  
Anne-Marie Knighton

Chester P. Middlesworth  
Treasurer Richard Moore  
Represented by Pam Wortham  
Anita R. Powers  
B. Joanne Steiner  
Allen Wellons  
Jeana J. El Sadder

Absent: Naomi Daggs, Bob H. Greene, Gordon "Buddy" Greenwood, Edwin H. "Eddie" Madden, Jr., Lt. Governor Beverly Perdue, Norma B. Turnage and Herbert L. Watkins

**WELCOME, DR. MARTIN H. NADELMAN**

President Martin H. Nadelman thanked the SBCC for coming to Alamance CC to celebrate their 50<sup>th</sup> anniversary where many NCCCS "firsts" occurred. In addition to being the location of the first technical education college in NC, many programs began there including biotechnology, dental assisting, and business education processing which is now known as computer science. He praised his staff for their assistance in making all of this happen, and in closing said "May your decisions be wise and may you somehow figure out how to convince the powers that be that community colleges are the engine that will lead this state out of economic doldrums, but to do so will require adequate funding."

## **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 September 19, 2008 SBCC meeting. Mr. Daniels 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. Dr. Fountain made a motion that was seconded by Mr. Ford to move from future action to action Attachments Pol. 5, 6, 7, 8, 9, and Pol. 10. The Chair granted a request by Dr. Fountain to remove Attachment Pol. 12 from the agenda. Mr. Wellons presented a motion to remove Attachment FC-12 from the Consent Agenda and to place it on the regular agenda for action. Ms. Wortham seconded the motion. The Chair granted a request by Mr. Wellons to remove Attachment FC-4 from the agenda. Mr. Ford then moved for approval of the agenda, Ms. Glover seconded, and the agenda was approved by the Board as amended.

## **APPROVAL OF THE CONSENT AGENDA**

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

## **POLICY COMMITTEE**

### Approval of Proprietary School Licenses:

The Board approved proprietary school licensure for the School of Communication Arts of North Carolina, Inc. and CSB School of Broadcasting for the program(s) included in Attachment Pol. 13.

## **PROGRAM SERVICES COMMITTEE**

### 2008 Excellence in Teaching Awards

The Board approved the winner and four finalists for the 2008 NCCCS/R.J. Reynolds Excellence in Teaching Awards. Jessica Brown, a biology instructor at Central Carolina CC, was the winner and the other finalists were Katherine C. Allen of Blue Ridge CC, Cathy A. Cook of Rowan-Cabarrus CC, Timothy R. Haley of Sandhills CC, and Maria Orsini of Vance-Granville CC. They will be recognized at the Day of Recognition in November. (See Attachment Prog. 6)

### Curriculum Standard Revisions

The Board approved curriculum standard revisions as requested by Davidson County CC for *Cancer Information Management* [A45130] and *Motorcycle Mechanics (Diploma)* [D60260] and Guilford TCC for *Entertainment Technologies* [A25190]. (See Attachment Prog. 7)

### Courses of Instruction to Captive/Co-Opted Groups

The following courses of instruction were approved per Attachment Prog. 8:

- A. Basic Skills: Brunswick CC at Brunswick County Jail *ABE, Adult High School*, and *GED* [BSP J 2000].
- B. Continuing Education: Asheville-Buncombe TCC - *Economic Literacy* HRD3008 and *Introduction to Computer Skills* HRD 3005 (Basics and Empowerment) at Swannanoa Correctional Center; Central Carolina CC – *Cosmetology* COS3021 (Barbering Apprenticeship I, II, III, and IV) at Harnett Correctional Institution; and, Wake TCC – *Commercial Design* DES3000 at NC Correctional Institution for Women.

## **FINANCIAL AND CAPITAL NEEDS COMMITTEE**

### Virtual Learning Community Center Awards for 2008-2010

The Board approved an allocation totaling \$450,000 to three colleges to serve as NCCCS Course Development Centers for the VLC for 2008-2010. Recipients are Wake Technical, Surry, and Wayne CC's per Attachment FC-3.

### Budget Allocations for 2-1 Summary – FY 2008-09

The Board approved budget allocations to the colleges included in the total budget of \$2,253,904,148 as presented in Attachment FC-7.

## **OTHER PRESENTATIONS/REPORTS**

### **NCACCP, Dr. Stephen Scott, President**

- The fall NCACCP meeting will be held at Rockingham CC next week.
- Presidents are saying these are the best of times yet the worst of times for community colleges, - the best of times in that enrollments are up; however, funding is down at a time when colleges are being called on to do more. Presidents are working diligently but question how they will serve more people with fewer resources. It is their intention to join forces to gain those needed resources by working with the Joint Legislative Strategy Committee (NCACCP, NCACCT, NCCCS, and SBCC) and to also include the NCCC Faculty Association and N4CSGA/students throughout NC to help with legislative efforts.

### **NCACCT, Mr. George Regan, President**

(Dr. Donny Hunter, Executive Director, reported in the absence of Mr. Regan.)

- NCACCT and the Joint Legislative Strategy Committee have already been meeting with members of the General Assembly; however the upcoming Session does not look good and it has been said that we may have the perfect plan in the perfect way at the perfectly wrong time. While the plan is solid; it may be that we find that same-level funding rather than reduced funding compared to last year is an acceptable amount and successful effort in the upcoming legislative session. Hopefully, the two gubernatorial candidates on record as supporting community colleges will help in the receipt of adequate funding. NCACCT has assigned a contact at every college to talk to members of the General Assembly or other appropriate governmental officials at a moments notice to assist in the legislative process.
- The NCACCT would like to thank the SBCC Policy Committee for their decision to establish policy guidelines on Accountability and Audit rather than proceed with the Rule-making

process. The end result yielded seven or eight solid guidelines that training can and will be geared towards.

- On behalf of the NCACCT, Dr. Hunter recognized Chancy Kapp for the invaluable service she has provided to the NCCCS and State of NC during her tenure and wished her well on her upcoming retirement.

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

- The N4CSGA executive board and advisory council are finalizing plans for this year's fall conference. The Conference Planning Committee headed up by Vice President Jason Britt, has done an outstanding job in arranging this event. The agenda for conference includes a range of workshops, events, and entertainment and SBCCC members are invited to attend.
- Due to obligations at her campus, Manecia Cole resigned and Monica Dowe of Craven CC will now serve as N4CSGA Senior Advisor. N4C is very grateful for all of Mrs. Cole's hard work and dedication, but look forward to having Ms. Dowe take on this N4CSGA role.
- During the past month, President El Sadder was recognized by her local college foundation, gave several workshops at her local institution, and participated in speaking engagements to discuss the goals of the N4CSGA. It was quite rewarding to be acknowledged by so many organizations that realize the value of the N4CSGA.
- After conference, fellow student leaders will attend the Student Leadership Institute Mini-Session in Raleigh on November 7-9, and on a personal note, Ms. El Sadder is in the process of completing her application to UNC Chapel Hill where she will double major in Political Science and Middle Eastern Studies.

### **STANDING COMMITTEE REPORTS**

#### **POLICY COMMITTEE, Dr. Stuart Fountain, Chair**

The Board received upon the recommendation of the Policy Committee:

#### **For Information**

##### Accountability and Audit Responsibilities

The Board received a report on the displacement of the Rule related to the accountability and audit requirements for local boards of trustees and staff recommendations for proposed guidelines to replace that Rule to ensure boards of trustees provide proper oversight for accountability and audit responsibilities. (See Attachment Pol. 1)

##### 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**

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

The Board received a request from Fayetteville Technical CC to establish an off-campus center in Western Cumberland County near the intersection of Rielly and Old Raeford Roads. (See Attachment Pol. 3)

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

The Board received a request to initiate Rule-making to Amend 23 NCAC 02E .0204 “Courses and Standards for Curriculum Programs” to include the text as proposed in Attachment Pol. 4. Adopt 23 NCAC 02C .0110 “Intercollegiate Athletics”

The Board received the proposed text to amend Chapter 23 of the NCAC to include a new Rule 23 NCAC 02C .0110 “Intercollegiate Athletics”. (See Attachment Pol. 11)

## **For Action**

### Rule-making to Amend 23 NCAC to Comply with Legislation Related to the Customized Training Program

Dr. Fountain moved, Mr. Ford seconded, and the Board approved in a single motion to initiate Rule-making to make the necessary revisions in Chapter 23 of the NCAC to include changes related to the legislation combining the New and Expanding Industry and Focused Industrial Training programs into one program, the Customized Industry Training Program. Rules to be amended found in Attachments Pol. 5 through and including Attachment Pol. 10, respectively, include the following:

- 23 NCAC 02D .0301 Operating Budget Requests: Distribution of Funds;
- 23 NCAC 02D .0326 Budget FTE Funding;
- 23 NCAC 02D .0327 Reporting Student Membership Hours to the Department;
- 23 NCAC 02E .0101 Program Classification;
- 23 NCAC 02E .0205 Program Review; and,
- 23 NCAC 02E .0401 Training for New and Expanding Industry.

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

(Dr. Tom Houlihan served as Acting Chair in the absence of Ms. Turnage.)

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

## **For Information**

### Cecil G. Sheps Center-A Study of Associate Degree Nursing Program Success

The Board received the summary of findings of the study on the success of the associate degree in Nursing program in Attachment Prog. 1. (See Exhibit II)

### Selected Applications/Terminations As Approved by the System President

Special applications approved by the System President included approval for Richmond CC to offer *Entrepreneurship* [A25490] and *Welding Technology* [A54020] and Wake Technical CC to offer *Lateral Entry (Certificate)* [C55430]. (See Attachment Prog. 2)

BioNetwork: An Economic and Workforce Development Initiative of the North Carolina Community College System

The Board received the report *BioNetwork: An Economic and Workforce Development Initiative of the North Carolina Community College System* to be presented to the Joint Legislative Oversight Committee and the NC General Assembly pursuant to Section 8.6 of Session Law 2006-66. (See Attachment Prog. 3)

**For Future Action**

2006-2008 EDU Curriculum Improvement Project (CIP)

The Board received a request to approve the following action as recommended by the 2006-2008 Early Childhood/Education Curriculum Improvement Project to be effective Fall 2009 semester and further described in Attachment Prog. 4:

- 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

The Board will be asked to approve the following curriculum standard revisions as requested by the college listed: Alamance CC *Medical Assisting* [A45400] and Wake Technical CC *Construction Management Technology* [A35190]. (See Attachment Prog. 5)

**FINANCIAL AND CAPITAL NEEDS COMMITTEE, Mr. Herbert Watkins, Chair**  
(Vice-Chair Wellons presented the report 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 estimated tuition and fees collected through September 30, 2008 indicating \$108,854,927 or 41.12% of the budget collected. (Attachment FC-1)

**For Action**

General Educational Development (GED) Microfilm Records Conversion

Mr. Wellons moved, Ms. Glover seconded, and the Board approved a contract with Data Management International in the amount of \$39,900 for the period October 20, 2008-January 31, 2009 to convert microfilm images to text-searchable PDF/raw text. (See Attachment FC-2)

Customized Training Program 8% Regional Training Allocations

Mr. Wellons moved, Mr. Daniels seconded, and the Board approved an allocation totaling \$514,204 for the period November 1, 2008-June 30, 2009 to colleges that will serve as hosts for regional trainers for the Economic Development Customized Training Program. The allocation is to be distributed as stated in Attachment FC-5 to Craven, Cleveland, Carteret, and Gaston for two leadership/interpersonal skills trainers and to Edgecombe and Asheville-Buncombe Technical CC for two continuous improvement/quality trainers.

Contract Amendment with Cecil G. Sheps Center for Health Services Research

Mr. Ford seconded a motion by Mr. Wellons that was then approved by the Board to amend a contract through a Memorandum of Understanding with the Cecil G. Sheps Center for Health Services Research to add \$15,082 to complete data analysis on the Associate Degree Nursing program for Wake Technical and Wayne CC's that have now been submitted for Summer and Fall 2002 NUR 115 and were omitted from the original study approved on February 8, 2008. (See Attachment FC-6)

2009-2011 Biennial Budget Request

Mr. Wellons moved, Ms. Steiner seconded, and the Board approved the 2009-2011 Biennial Budget Request which included recurring funds of \$64,055,600 for FY 2009-2010 and \$110,930,932 for FY 2010-2011 as presented in Attachment FC-8.

Information Technology (IT) Expansion Budget - 2009-2011

Ms. Knighton seconded a motion by Mr. Wellons to approve the Information Technology (IT) Expansion Budget for 2009-2011 and to allow staff to make technical adjustments to the amounts provided they not exceed an increase of more than 15% to the top five IT priorities identified in Attachment FC-9. The summary included a request of \$2,314,350 (N) and \$180,000 (R) in year one and \$3,250,870 (R) in year two for those top five IT priorities.

Use of State Board Reserve Funds to Study the Admission of Undocumented Students - Identification of the Consultant Selected & Award of Contract

Mr. Middlesworth seconded a motion by Mr. Wellons to authorize the FCN Committee to meet in a special session to approve the selection of a consultant based upon the recommendation of the System President to study the admission of undocumented students. The motion was approved by the Board, and during discussion, the Chair granted a request to provide all SBCC members the documentation and call-in information for the meeting. (See Attachment FC-10)

Allocation of Funds to Pamlico Community College for Start-up of Plumbing Curriculum Program at Pamlico Correctional Institution

Mr. Wellons moved, Ms. Steiner seconded, and the Board approved an allocation of \$50,000 in start-up funding to allow Pamlico CC to offer the Plumbing curriculum at the Pamlico Correctional Institution for FY 2008-2009. Funding from the DOC's Inmate Welfare Funds from the NC DOC, Division of Prisons, has been received and are targeted for this program. (See Attachment FC-11)

Construction/Property/Bond Authorization Report

Mr. Wellons advised that Central Piedmont CC had requested that Project No. 1115 in 2-C and No. 1406 in 2-D be removed from the amended project approvals due to local bond issues. He then moved to approve Attachment FC-12 with the removal of these two projects. Ms. Steiner seconded the motion that was then approved by the Board. The Bond Authorization Report as of October 17, 2008 was also included and approved in this attachment.

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

The Board received upon the recommendation of the Accountability and Audit Committee:

Accountability and Audit Findings

Ms. Knighton reported that the committee had received and reviewed a compilation of the *Audit Findings for Fiscal Year 2007-2008 Exceptions and Concerns* as presented by Audit Services. The Committee was pleased to see only 17 exceptions and/or concerns. Most occurred in the area of Continuing Education which involve very complex reporting requirements and were from colleges that had experienced recent turnover in the Continuing Education area. Dr. John Pettitt,

Director of Audit Services, advised during committee that Audit Services staff are coaching college personnel in the areas necessary, concerns have been addressed, everything is now in very good order, and the colleges are to be commended for the great work that they are doing.

## **PERSONNEL COMMITTEE, Dr. Linwood Powell, Chair**

The Board received upon the recommendation of the Personnel Committee:

Dr. Powell reported on Dr. Greene's medical condition, and said Dr. Greene will see his regular physician today and wished to thank the members and staff for their assistance and prayers for his continued recovery.

### **For Information**

#### Presidential Evaluation

Dr. Ralls received his annual evaluation by members of the Board. His first evaluation included his performance over the first five months of his presidency. The results of that evaluation were shared with him on Thursday morning and he received an outstanding evaluation.

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

### **For Action**

#### EPA Action

Dr. Powell presented three motions regarding EPA personnel to be effective November 1, 2008, that were seconded by Dr. Fountain, Mr. Middlesworth, and Dr. Fountain, respectively, and then approved by the Board. Approvals included:

- A. A salary increase to \$150,000 annually for Dr. Delores A. Parker, Vice President of Academic and Student Services;
- B. Approval of Megan George as Director of Marketing and External Affairs at a salary of \$67,000; and,
- C. Approval of Jennifer Willis as the Director of Governmental Relations at a salary of \$83,000.

### **OTHER BUSINESS**

Mr. Daniels asked NACCP President Scott to share with the Board how presidents are dealing with the anticipated budget shortfalls brought about by the required reversion of 2% of their budget and the anticipation of an additional 1% before 2009. Dr. Scott said that the first option has generally been a hiring freeze as 80 to 90% of funding is used for salaries. Hiring for some positions is completely frozen while replacement in the instructional areas is being allowed, and personnel are being used in multiple capacities, i.e. administrators that can teach are being asked to do so, and release time is being reduced at some colleges (another way of saying teaching loads have been increased). Major travel restrictions have also been implemented, and purchases are being delayed or curtailed on capital and equipment needs. Dr. Scott said that the presidents were told in August to set aside 2% and to be prepared for a an additional 1% reversion which would probably come in December which had allowed most colleges to be

better prepared and many did some variation of not including those monies in their budgets. Presidents anticipate the effect of this will be felt more in the Spring semester and will have an increased effect as enrollments swell, even in the summer and 8-week mini-semesters which are often online, and contrary to belief, are as expensive to offer. Dr. Ralls added to Dr. Scott's comments, that problems escalate because we are a counter-cyclical institution – our business skyrockets as layoffs increase, and 85 % of layoffs came in September and we are seeing a daily pile up of layoffs that suggest Spring semester will be particularly difficult if reductions go beyond 3%, especially since there will be no summer school funding to pull from as was done when this last occurred.

Mr. Daniels added that presidents be reminded that as the economy worsens, security issues are likely to increase.

### **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](http://www.nccommunitycolleges.edu/External_Affairs/prrpt071808.htm)

### **SUMMARY OF CHAIR 'S CLOSING REMARKS**

- On behalf of the Board, Chair Pinnix-Ragland echoed Dr. Ralls' congratulations to Dr. Delores Parker and Ms. Chancy Kapp. Dr. Parker, Vice President of Academic and Student Services, and her staff were praised for the excellent 2008 NCCCS Conference recently held in Raleigh that provided professional development opportunities to more than 2,500 community college employees from throughout the State. Ms Kapp, Director of Marketing & External Affairs, will retire on October 31 after more than 30 years of service to the State of NC, service that was applauded and sincerely appreciated.
- The Chair said that while these are the best of times, they may also prove to be difficult times. Enrollment and awareness of the value of community colleges in today's economy are up; however, funding/resources are down and it seems we are expected to continually do more with less than needed funding. Regardless, this is the time to take our System to the next level and position ourselves so that we do not have to accept a reduction due to budget constraints, but receive increased funding due to the valuable role we play in increasing North Carolina's economy and creating success through hope, opportunity, and jobs for its citizens.
- The next SBCC meeting will be held Thursday, November 20, and Friday, November 21, at the NCCC System Office located at 200 West Jones Street in Raleigh, NC.

### **ADJOURNMENT**

Finding no further business to discuss, the Chair called for a motion to adjourn. Mr. Wellons moved, Mr. Ford seconded, and the Board approved to adjourn at 10:32 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.