



Preparing North Carolina's World-Class Work Force

**State Board of Community Colleges
Caswell Building, 200 West Jones Street
Raleigh, North Carolina
September 19, 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 welcomed those in attendance, and since members had been given the option to attend in Raleigh or by telephone, the roll was called. The following members were present:

Hilda Pinnix-Ragland, Chair	Chester P. Middlesworth
Linwood Powell, Vice Chair	Treasurer Richard Moore
Naomi W. Daggs	Represented by Pam Wortham
James W. Daniels (telephone)	Lt. Governor Beverly Perdue
Jimmie E. Ford	Represented by Mike Arnold
Stuart B. Fountain	Anita R. Powers
Raichelle Glover (telephone)	B. Joanne Steiner
Bob H. Greene (telephone)	Norma B. Turnage
Gordon "Buddy" Greenwood (telephone)	Herbert L. Watkins
Anne-Marie Knighton (telephone)	Allen Wellons
Edwin H. "Eddie" Madden, Jr.	Jeana J. El Sadder (telephone)

Absent: Thomas Houlihan

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.

Introduction of New College President

Dr. T. E. "Bud" Marchant, the new president of Central Carolina Community College was introduced to the SBCC by Bobby Powell, Chair of Central Carolina Board of Trustees.

APPROVAL OF THE MINUTES

Mr. Middlesworth moved to approve the minutes of the August 15, 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. Dr. Fountain made separate motions to move from future action to action Attachments Pol. 2 and Pol. 5. Those motions were seconded by Mr. Ford and Ms. Daggs, respectively. Mr. Middlesworth seconded a motion by Ms. Turnage to move Attachment Prog. 3 to action. Mr. Madden then moved for approval of the agenda, Mr. Daniels 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. Ford thereby approving the items that follow.

POLICY COMMITTEE, Dr. Stuart B. Fountain, Chair

Approval of Proprietary School Licenses

The Board approved Sunrise School of Dental Assisting and National Personal Training Institute of Charlotte for the programs listed in Attachment Pol. 6.

PROGRAM SERVICES COMMITTEE

Curriculum Program Application Procedures Revisions

The Board approved three application procedures for curriculum programs, special curriculum programs, and programs for captive/co-opted groups instructing colleges to contact SACS during the planning phase of the application process. (See Attachment Prog. 6)

Curriculum Standard Template Revisions

The Board approved revisions to the curriculum standard template as described in Attachment Prog. 7 to assist colleges in identifying curriculum programs that may exceed the maximum number of hours and to assist in the identification of when *Other Major Hours* and *Other Required Hours* may be utilized.

Davidson County Community College First Addendum to Memorandum of Agreement

The Board approved a First Addendum to Memorandum of Agreement between Davidson CC and the Davie County Board of Education for Davie Early College High School per Attachment Prog. 8.

Curriculum Standard Revisions

The Board approved the following curriculum standards: *Veterinary Medical Technology* [A45780] and *Cosmetology* [A55140] per Attachment Prog. 9.

Curriculum Program Applications (Fast Track for Action)

The Board approved curriculum program applications for *Human Services Technology* [A45380] at Davidson County CC and *Cosmetology* [A55140] at Randolph CC per Attachment Prog. 10.

▪ Continuing Education Master Course List

The Board approved changes to the Continuing Education Master Course List as recommended in Attachment Prog. 11.

A. Course Approvals: *Animal Trainer* ANS 3500

B. Course Modifications: *Professional Animal Care Technician* HOS3100

Courses of Instruction to Captive/Co-Opted Groups

The Board approved changes to the courses of instruction to Captive/Co-Opted Groups as recommended in Attachment Prog. 12.

A. Curriculum Program of Study Revisions: As requested by Cleveland CC to [D35180], [D35220], [D35300], and [D50420]; Pamlico CC [D35300]; and Stanly CC [D25120].

B. Basic Skills: Surry CC BSP S 2000 (CED) at one location; Wilkes CC BSP S 2000 (CED and ABE) at six locations as listed in the attachment.

C. Continuing Education: Catawba Valley CC to offer HOS3043 at Catawba Correctional Center, Piedmont CC to offer HRD3006 at Caswell Correctional Center, and Vance-Granville to offer HRD3008 at Polk Correctional Institution, and HEA3010 at FCI-Butner Low, Federal Prison Camp-Butner, and FCI-Butner Medium as further described in the attachment.

FINANCIAL AND CAPITAL NEEDS COMMITTEE

Allocation of 2008-2009 Minority Male Mentoring Grant Funding Appropriations

The Board approved an allocation of \$960,000 to award 32 Minority Male Mentoring grants to the colleges listed in Attachment FC-9 in the amount of \$30,000 each for the FY 2008-2009 to be funded from state appropriations.

2007-2008 Facility Use Report, Senate Bill 565

The Board approved the 2007-2008 Facility Use Report for forwarding to the Joint Legislative Oversight Committee by October 1 as presented in Attachment FC-10.

Annual Report on Multi-Campus College and Off-Campus Expenditures: 2007-2008

The Board approved the Annual Report on Multi-Campus College and Off-Campus Expenditures for 2007-2008 for forwarding to the Education Appropriations Subcommittee of the NC House and Senate, OSBM, and the General Assembly Fiscal Research Division by October 1 as presented in Attachment FC-12.

Construction/Property/Bond Authorization Report

The Board approved the Construction/Property/Bond Authorization Report as presented in Attachment FC-13.

OTHER PRESENTATIONS/REPORTS

NCACCP, Dr. Stephen Scott, President

- Dr. Scott shared that this is always a busy time of year with students returning to classes; and he was pleased with a news report that students are choosing community colleges because of quality and not cost.
- College presidents have assumed their NCACCP 2008-2009 leadership roles as follows: Presidents Steve Scott as President, Ron Lingle as Vice President, Mary Kirk as Secretary, Bob Keyes as Treasurer, and Committee Chairs, Steve Thornburg - Finance, Lynn Bunch - Legislative, Kathy Matlock - Personnel, Betty Young - Professional Development, Steve Greiner - Programs, and Bob Shackelford - Technology.

- The major issue the Association has concentrated on has been the new strategy for the upcoming legislative session, and they are pleased with their partnership with the SBCC, NCACCT leadership and members, and NCCCS staff. He thanked each of them for their active participation in this joint effort noting that with the election year at hand, community colleges are a hot topic and this group intends to use this opportunity to obtain more resources to better serve their students and community needs.

NCACCT, Mr. George Regan, President

- NCACCT President Regan shared his delight that three of five ACCT Southern Regional Award Winners were from North Carolina. The Trustee Leadership Award was presented to Dr. Stanley Edwards, Board Chair of Halifax CC, the Chief Executive Officer Award to Dr. Pat Skinner, President of Gaston College, and the Professional Board Staff Member Award to Ms. Wanda Brown of Randolph CC.
- The Joint Legislative Committee for the 2009 legislative session met at Johnston CC in a cooperative spirit, signed on to one course of action, and continues to work together towards that plan.
- At the Community College Cabinet meeting, five former members of the NC General Assembly critiqued the plan and furnished feedback which was very positive and is now being incorporated into the plan.
- The NCACCT Leadership Seminar held in September featured both candidates for Governor speaking to the issues and was a great success with record attendance. The support of the State Board and System Office was appreciated, and overall, we are certainly moving forward.

Chair Pinnix-Ragland thanked NCACCT President Regan for the cooperative nature of the partnership that has developed under his leadership that will keep us moving forward and congratulated the ACCT national award recipients.

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

- Ms. El Sadder reported that the New Officers and Advisors Training was held at Durham Technical CC on September 13. A great success with workshops that centered on the roles of each position in Student Government, the delegation shared conference events and campus issues to be shared at the Spring Conference and Advocacy Retreat.
- The Advocacy Retreat will be held after Spring Conference which is scheduled for March 5-8 in Raleigh. Additionally, Fall Conference planning and efforts to increase participation are underway.
- As President of N4CSGA, Ms. El Sadder will send a monthly report to N4CSGA advisors and presidents that will include N4C items, issues of importance to students discussed at the State Board meetings, and will request feedback on various items when needed.

STANDING COMMITTEE REPORTS

POLICY COMMITTEE, Dr. Stuart Fountain, Chair

The Board received upon the recommendation of the Policy Committee:

For Information

Report on Performance Measures

The Board received the Report on Performance Measures with seven colleges meeting the standards to qualify for exceptional institutional performance. The seven are Bladen, Coastal Carolina, Sandhills, Southwestern, Wayne, Western Piedmont, and Wilkes CC's. (See Attachment Pol. 1)

For Future Action

Adopt 23 NCAC 02D .0202 "Tuition and Fees for Curriculum Programs"

The Board received a request to adopt the text included in Attachment Pol. 3 to amend 23 NCAC 02D .0202 "Tuition and Fees for Curriculum Programs."

Approval of Proprietary School Licenses

The Board received a request to grant approval of Proprietary School licenses to the School of Communication Arts of North Carolina, Inc. and CSB School of Broadcasting per Attachment Pol. 4.

For Action

Wake Technical Community College's Request to Relocate the Western Multi-Campus Site

Dr. Fountain moved, Mr. Ford seconded, and the Board approved a request by Wake Technical Community College to relocate the Western Multi-Campus site to Highway 54 in Morrisville upon completion of the new site. (See Attachment Pol. 2)

Scope of Study for the Admission of Undocumented Students

Dr. Fountain presented a motion that was seconded by Mr. Daniels and approved by the Board to approve the scope of study for the admission of undocumented students as presented in Attachment Pol. 5. The target is to have this study in order to develop a Rule and policy prior to the beginning of the 2009-10 Fall semester. Mr. Watkins asked to clarify that both the Policy Committee and Financial and Capital Needs are in agreement that the preliminary findings will be reported in February and March, and Dr. Fountain confirmed they were in agreement.

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

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

For Information

A Summary of 2007-2008 State Funded Financial Aid Programs

The Board received a summary of 2007-2008 state funded financial aid programs including \$11,691,960 in community college grants to 21,262 students, \$573,451 in targeted assistance funds

to 53 colleges for disbursement, \$180,505 in less than half-time grants to 48 colleges, and 14 colleges issued 596 short-term loans totaling \$187,379. (See Attachment Prog. 1)

Special Applications/Terminations As Approved by the System President

The System President approved the following applications as requested by the college listed: Durham Technical CC *Entrepreneurship* [A25490], Cleveland CC *Associate in Fine Arts* [A10200], Wayne CC *Associate in General Education* [A10300] and Johnston CC *General Occupational Technology* [A55280]. Terminations were granted to Alamance CC for *Business Administration/Electronic Commerce* [A2512I], Piedmont CC for *Mechanical Drafting Technology* [A50340] and Wilkes CC for *Broadcasting and Production Technology* [A30120] and *Race Car Technology* [A60400] (See Attachment Prog. 2)

For Future Action

2008 Excellence in Teaching Awards

The State Board was advised of the names of the five finalists and the selection process for the 2008 Excellence in Teaching Awards. The winner will be announced at the Day of Recognition Luncheon in November. The 2007 winner was Caralyn House from Wake Technical CC. (See Attachment Prog. 4)

Curriculum Standard Revisions

The State Board will be asked to approve curriculum standard revisions for *Cancer Information Management* [A45130] and *Motorcycle Mechanics (Diploma)* [D60260] as requested by Davidson County CC and *Entertainment Technologies* [A25190] as requested by Guilford Technical CC. (See Attachment Prog. 5)

For Action

Cooperative Innovative High School Programs – Joint Advisory Committee

Ms. Turnage moved, Mr. Middlesworth seconded, and the Board approved the Director of Joint High School Partnership Program to serve as the NCCCS representative on the Joint Advisory Board for Cooperative Innovative High School Programs as required by N.C.G.S. 115C-238.51(c).

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

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

For Information

Reports Received by the SBCC

Capital Improvement Funds Expended or Obligated: Attachment FC-1 for the period July 1, 1963-June 30, 2008 totaling \$2,817,182,315.

Historically Underutilized Businesses (HUB) State Bond Utilization Report: Attachment FC-2 as of June 30, 2008 indicating \$657,609,446 or 11.99% of total funds expended.

2006 Facility and Equipment Grant Funds (HUB) Utilization Report: Attachment FC-3 indicating 27.66 HUB % of 2006 grant funds expended and as of June 30, 2008.

Preview of Information Technology (IT) Plan for the 2009-2011 Biennium

Since the Board will be asked to approve the expansion budget request in October 2008 which will likely include IT projects, the Board received a preview of the Information Technology (IT) Plan for the 2009-2011 Biennium as found in Attachment FC-4.

For Future Action

2009-2011 Biennial Budget Request – Outline

The State Board received for review and comments the strategic budget areas for the 2009-2011 Biennial Budget Request to enable staff to move forward with the development of the budget detail to be recommended to the Board at the October meeting. Dr. Ralls and Mr. Briggs made a presentation “Creating Success for NC” included as Exhibit II. As part of this process Chair Pinnix-Ragland appointed Dr. Tom Houlihan to chair the Strategic Planning Committee, an SBCC subcommittee. (See Attachment FC-5)

For Action

Allocation of Funds to Durham Technical Community College For Incumbent Worker Training AW-North Carolina, Inc.

Mr. Watkins moved, Mr. Wellons seconded, and the Board approved an allocation of \$50,000 for the period September 19, 2008-February 19, 2009 to Durham Technical CC to provide additional training and support to 400 incumbent workers at AW-North Carolina, Inc. (See Attachment FC-6)

Small Business Center Grant Award Recommendations for Fiscal Year 2008-2009

Mr. Watkins moved, Ms. Steiner seconded, and the Board approved allocations for Small Business Center Network grants for FY 2008-2009 including \$20,900 for innovative projects and \$12,000 for performance improvements. Further the approval included the allocation of those funds to colleges and projects listed in Attachment FC-7.

Ready for College

Mr. Watkins presented a motion to approve Attachment FC-8 including attachments A, B, and C for the Ready for College Grant Program that was seconded by Mr. Wellons and approved by the Board. An allocation of \$125,000, a contract as a Technical Assistance Partner, and grant evaluator were approved for the period October 1, 2008-September 27, 2009 as outlined in the following attachments:

- A. Allocation of Funds for Colleges in the NC “Ready for College” Grant Program
 - B. Contract Approval for Jobs for the Future as a Technical Assistance Partner for NC “Ready for College”
 - C. Award of Contract for the Grant Evaluator for NC “Ready for College” – Dr. Elisabeth Barnett
- #### North Carolina State Education Assistance Authority - Change in Fund Source

Mr. Greenwood seconded a motion made by Mr. Watkins that was subsequently approved by the Board for a contract approved by the Board on August 15 with the NC State Education Assistance Authority to administer the NCCC Grant Program. Since it was determined that escheat funds cannot be used, the funding source will be lapsed salaries from State appropriations. The contract shall not exceed \$175,312 for FY2008-2009. (See Attachment FC-11)

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

Additional time is need to resolve issues remaining with the lease agreement before requesting approval; however, Mr. Watkins requested permission for the FCN Committee to call a telephonic meeting upon receipt of an acceptable lease agreement for the purpose of review and approval of the

lease and for ratification of the Committee's actions at the next meeting of the full Board meeting. Mr. Middlesworth seconded the motion that was then approved by the Board. (See Attachment FC-14)

Contract with APT for Advocacy Awareness in Machining and Boat Building

Mr. Watkins moved, Mr. Wellons seconded, and the Board approved a contract not to exceed \$247,500 with the NC Agency for Public Television for advocacy awareness in Machining and Boat Building with the finished commercial to air during December 2008 and January 2009 as further described in Attachment FC-15.

Use of State Board Reserve Funds to Study the Admission of Undocumented Students

Mr. Watkins presented a motion which was seconded by Ms. Steiner and approved by the Board to use \$75,000 from State Board Reserve Funds to fund a study on the admission of undocumented students in the NCCCS as further described in Attachment FC-16. Approval is contingent upon approval by the Governor's Office and the Division of Purchase and Contract. Preliminary findings of the study are to be presented to the Board on February 19, 2009 and a final written report is to be presented to the Board by March 19, 2009.

For Information

Notice of Budget Reversion

Mr. Watkins asked Ms. Haygood to share with the Board information regarding a potential request to revert funds. Ms. Haygood stated that in a meeting earlier in the week with OSBM to discuss the continuation budget, staff were notified to expect a directive by the Governor to OSBM to ensure the budget is balanced by June 30, 2009, meaning that our authorized agency budget will be reduced by two percent immediately. This two percent reversion will include the colleges and the System Office (\$670,000 is the System Office portion). Another one percent reversion may be imposed around December 31. As soon as the official communication is received, the colleges will be notified of the need to revert two percent and to hold the additional one percent for the reversion expected in December.

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. Madden 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

H. Martin Lancaster as President Emeritus of the NCCCS

Dr. Powell moved to nominate former NCCC System President H. Martin Lancaster as President Emeritus. Ms. Steiner seconded and the Board unanimously approved the motion. The presentation will occur at the Day of Recognition in November.

Re-election of Dr. Ervin Griffin, Sr. as President of Halifax CC

Dr. Powell moved, Mr. Ford seconded, and the Board approved the re-election of Dr. Ervin Griffin, Sr. as President of Halifax CC.

For Information

Award Recipients to be Recognized at the Day of Recognition

The Board through committees selected Dr. Stephen Scott of Wake Technical CC as President of the Year and Ms. Louise Matthews of Carteret CC was selected as Staff Person of the Year. The five finalists for instructor of the year were interviewed for final selection. All of the recipients will be recognized at the Day of Recognition.

CALENDAR COMMITTEE, Ms. Raichelle Glover, Chair

For Action

2008-2009 SBCC Calendar

Ms. Glover moved to approve the 2008-2009 SBCC Calendar attached as Exhibit III. Mr. Middlesworth seconded the motion that was then approved by the Board.

OTHER BUSINESS

Evaluation of System President

The Chair advised members that the annual evaluation for President Ralls was included in their materials and should be completed and returned to her in the self-addressed and stamped envelope by Wednesday, October 8. The results will be shared with Dr. Ralls at the October meeting.

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

- Chair Pinnix-Ragland welcomed Mr. Briggs to his role as Executive Vice President and Chief of Staff and new employees Vice President and Chief Financial Officer Jennifer Haygood and Information Officer Jay Baucom. She also thanked Chancy Kapp and Marion Patrick for the excellent service they provided to the State of North Carolina for many years and wished them well in their retirement.
- **NEXT MEETING:** Chair Pinnix-Ragland announced the next SBCC retreat and meeting will be held Wednesday, October 15- Friday, October 17, at Alamance CC in Graham, with the Wednesday session beginning around 10 a.m. and the meeting will conclude around lunch on Friday, October 17. Attendance surveys are to be returned by September 29.

ADJOURNMENT

Finding no further business to discuss, the Chair called for a motion to adjourn. Mr. Madden moved, Mr. Daniels seconded, and the Board approved to adjourn at 11:19 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.