STATE BOARD OF COMMUNITY COLLEGES
Mr. Scott Shook, Chair
June 16, 2016

North Carolina Community College System
Dr. W. Dallas Herring State Board Room
Caswell Building, 200 West Jones Street
Raleigh, North Carolina

TELEPHONIC

Thursday, June 16, 2016
Call will originate from the following location:
9:00 a.m. Dr. W. Dallas Herring State Board Room

BOARD MEETING
❖ Call to Order
❖ Roll Call
❖ Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
❖ Approval of Minutes from May 20, 2016 Meeting
❖ Approval of Agenda

COMMITTEE REPORTS
PERSONNEL COMMITTEE, Ms. Janet Lowder, Chair
For Action
Candidate for Interim President – Roanoke Chowan Community College
Candidate for Interim President – Robeson Community College
Candidate for President – Pamlico Community College

POLICY COMMITTEE, Mr. Ernie Pearson, Chair
For Future Action
Review Public Comments for Title 1, Chapter A - State Board Governance (Attachment POL 1)

NEW BUSINESS

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS
The next State Board meeting is scheduled on Thursday, July 14, 2016 through Friday, July 15, 2016 in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, North Carolina. More information regarding this meeting will be communicated.
EXPIRING TERMS AND VACANCIES
There are currently no terms expiring and no vacancies for the membership of the State Board.

ADJOURNMENT
CALL TO ORDER
Following proper public notification, Chairman Scott Shook called the State Board of Community Colleges (SBCC) Meeting to order at 9:00 a.m. in the Dr. W. Dallas Herring State Board Room of the Caswell Building. Mr. Bryan Jenkins called the roll and the following members were present:

Ms. Priya Balakrishnan  Mr. Lynn Raye
Dr. Breeden Blackwell  Mr. Lee Roberts
Treasurer Janet Cowell  Dr. Darrell Saunders
Ms. Lisa Estep  Mr. Scott Shook
Representative Jimmie Ford  Ms. Yolanda Stith
Mr. Bobby Irwin  Mr. Clark Twiddy
Ms. Janet Lowder  Mr. Jerry Vaughan
Mr. Bill McBrayer  Mr. Hal Weatherman (Rep. for Lt. Governor Dan Forest)*
Mr. Ernie Pearson  Dr. Candler Willis
Dr. Samuel Powell

*Attended by telephone
Absent: Mr. Todd Johnson, Mr. James Rose

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST
Representative Ford reminded members of the Board of the ethical requirements for those who are public servants and requested that members identify any conflicts or potential conflicts of interest that they may have with respect to any item on the agenda. Having so requested, the Chair asked that the record reflect no conflicts.

Chairman Shook welcomed several guests in attendance: Scott Ralls with his wife Lisa and son Benjamin Ralls, Dr. Linwood Powell, President Laurence Rouse, James Sprunt Community College; and President-Elect Jimmie Williamson.

Chairman Shook, on behalf of the State Board, bestowed the title of President Emeritus on President Scott Ralls.
APPROVAL OF THE MINUTES
Representative Ford made a motion to approve the minutes of the April 15, 2016 meeting of the State Board of Community Colleges. Mr. Twiddy seconded the motion and the minutes were unanimously approved.

CHANGES TO AGENDA
The Chair polled the committee chairs as to any changes to the agenda and the results were as follows:

PERSONNEL COMMITTEE, Ms. Lowder, Chair
Ms. Lowder stated Personnel Committee has three items for consideration.

FINANCE COMMITTEE, Mr. Lynn Raye, Chair
Mr. Raye stated Finance Committee has no changes.

PROGRAM SERVICES COMMITTEE, Dr. Samuel Powell, Chair
Dr. Powell stated Program Services Committee will submit PROG 8a for consideration.

STRATEGIC PLANNING COMMITTEE, Dr. Darrell Saunders, Chair
Dr. Saunders stated Strategic Planning Committee has no changes.

POLICY COMMITTEE, Mr. Ernest Pearson, Chair
Mr. Pearson stated Policy Committee would like to move POL 3 and POL 4 from Future Action to Action.

LEGISLATIVE AFFAIRS COMMITTEE, Mr. Jim Rose, Chair
Mr. Rose stated Legislative Affairs Committee has no changes.

APPROVAL OF THE AGENDA
Mr. Raye made a motion to approve the agenda, Secretary Cowell seconded the motion, and the motion was unanimously approved by voice vote.

APPROVAL OF THE CONSENT AGENDA
Secretary Cowell made a motion to approve the consent agenda as recommended, Dr. Blackwell seconded the motion, and the motion was unanimously approved by voice vote.

Items approved on the Consent Agenda were as follows:
FINANCE COMMITTEE, Mr. Lynn Raye, Chair
Allocation for NC Motorcycle Safety Education Program (Attachment FC 4)
Service Agreement for Resources for Career and Technical Education Faculty (Attachment FC 5)
Service Agreement for Adult Basic Skills Professional Development (Attachment FC 6)
Service Agreement for Systemwide Diagnostic Assessment System (Attachment FC 7)
Contract for Environmental, Safety, and Health Compliance (Attachment FC 8)
Construction and Property (Attachment FC 9)
PROGRAMS COMMITTEE, Dr. Sam Powell, Chair
Curriculum Standard Revisions (Attachment PROG 5)
  Rockingham Community College – Electrical Systems Technology (A35130)
Curriculum Program Applications (Fast Track for Action) (Attachment PROG 6)
  Davidson County Community College – Dental Assisting (Diploma) (D45240)
Combined Course Library – Continuing Education (Attachment PROG 7)
  New Course Approvals, Modifications, and Tier Designations

REPORTS:
Dr. Robert Shackleford, President of North Carolina Association of Community College Presidents
President Shackleford reviewed the activities from the NCACCP meeting on Wednesday, May 18, 2016.
  o Professional Development committee discussed the following:
    o Establishment of task force to setup training for Financial Aid leadership/Director.
    o Addressed the need for training sessions about construction due to activity with Connect NC Bond.
  o Technology committee discussed the following:
    o Adopt an MOU regarding use of student information. Individual data belongs to the colleges, but the System Office is being asked for information based on that data. This would help us define how to handle this data.
  o Program committee discussed the following:
    o Inviting both gubernatorial candidates come speak at the System Conference.
    o Request time to analyze the data from the College Ready Graduate pilot schools before implementing throughout the system. The preference would be a three year implementation.
  o Finance Committee discussed the following:
    o With the removal of Basic Skills completion from the performance measure and the impact on the block grant, NCACCP would like to see the money reallocated. Ms. Haygood bring this issue to the board in the future.
    o The colleges want implement a refund policy if a student’s residency verification is delayed beyond the refund date. The student should not be held accountable if an external agency is not able to confirm in a timely manner.

President Shackleford stated it has been a great month with pinning ceremonies, award ceremonies, and graduation ceremonies. As students tell their stories, it reminds us why we do what we do.

Dr. Donny Hunter, President, North Carolina Association of Community College Trustees
Dr. Donny Hunter stated NCACCT held the Law/Legislative seminar this past month. Thanked those that were able to attend. The next statewide meeting is the Leadership Conference scheduled October 7-9 in Charlotte and the gubernatorial candidates will be invited to speak.

Dr. Hunter thanked Mary Shuping for keeping the association informed of what is going on during session and direction for needs to be done. Trustees are being asked to contact local Senators about our priorities.
Dr. Hunter thanked the board for inviting NCACCP Executive Staff to the reception on Wednesday evening. Chairman Shook thanked Dr. Hunter for the reception that the trustees had.

**N4CSGA, Ms. Priya Balakrishnan, President**

Ms. Balakrishnan shared that the N4CSGA was able to collect 1039 signatures on the petition on ‘Staff and Teacher’ pay and are working with System Office to arrange a meeting to present it to the General Assembly. Various students have met with their local Representatives to present the petition.

Interviews for remaining N4CSGA 2016-2017 board members will be held on Saturday, May 21 at Blue Ridge Community College. The Transition and Bonding retreat for the 2016-2017 Executive Board will be on June 5-7 in Efland, NC.

Ms. Balakrishnan thanked the State Board for their support of over 800,000 students within NCCCS. The board’s decisions and leadership has impacted various lives of North Carolina students. The N4CSGA 2015-2016 executive board has had many opportunities to help impact issues at the community colleges and are happy with the work that has been done.

Ms. Balakrishnan introduced her family along with Carlos Sanchez and Mario Hopkins, members of the N4CSGA Executive Board.

**COMMITTEE REPORTS**

**PERSONNEL COMMITTEE, Ms. Janet Lowder, Chair**

The Board went into closed session pursuant to North Carolina General Statute sections 143-318.11(a)(1) and 143-318.11 (a)(6) following a motion by Ms. Lowder, seconded by Mr. Raye, and approved via voice vote.

Ms. Lowder moved to go back into open session with second from Mr. Twiddy, approved via voice vote.

On behalf of the Personnel Committee, Ms. Lowder recommended and moved the following item be approved by the board:

**Approval of Dr. Mark Poarch as President of Caldwell Community College and Technical Institute**

The motion was unanimously approved by voice vote.

On behalf of the Personnel Committee, Ms. Lowder recommended and moved the following item be approved by the board:

**Approval of Dr. John Gossett as President of McDowell Technical Community College**

The motion was unanimously approved by voice vote.

**For Ratification**

At the meeting in April, the Board authorized the Personnel Committee to meet prior to the May meeting to take action on time sensitive system office personnel matters subject to the ratification by
the full board in May. The Personnel Committee met on May 4th and May 13th to consider two System Office personnel items, the Interim Vice President for Technical Solutions and Distance Learning and the Executive Director of Student Success.

On behalf of the Personnel Committee, Ms. Lowder recommended and moved the following item be ratified by the board:

Approval of Julie Batchelor as Interim Vice President for Technology Solutions and Distance Learning effective May 9, 2016 at a salary of $11,000 per month (May 4, 2016 Committee Meeting)

Approval of Roxanne Newton as Executive Director of Student Success effective June 1, 2016 at a salary of $90,000 per year for up to 3 years. (May 13, 2016 Committee Meeting)

The motion was unanimously approved by voice vote.

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Mr. Raye asked Ms. Haygood to give a budget update to the board. Ms. Haygood shared that the Budget Tracking sheet (Attachment FC 2) gives a summary of the House budget passed on Thursday, May 19, 2016 and the Senate will start its work on the budget.

- The Board discussed the proposed program in conjunction with the Treasurer’s office for community colleges to provide training programs for municipalities. Treasurer Cowell explained the reasoning behind the proposal and Margaret Roberton shared which colleges will be piloting the programs.

- There is an interesting provision in the IT portion of the budget. There are two components:
  - Begin planning and design of statewide ERP (Enterprise Resource Planning) system
  - Begin planning and design of our current ERP system (Colleague)

- House recommendation on NC Gap was to delay one year.

- A Senate budget may be released as early as next week.

On behalf of the Finance Committee, Mr. Raye recommended and moved that the following item be approved by the board:

State Board Reserve Funds: Compliance Services Expertise (Attachment FC 3)

The above item was approved by voice vote.

On behalf of the Finance Committee, Mr. Raye recommended and moved that the following item be approved by the board:
Authorize the Finance Committee to meet prior to the board’s July meeting to take action on time sensitive construction projects subject to the ratification by the full board in July.

The above item was approved by voice vote.

**PROGRAMS COMMITTEE, Dr. Sam Powell, Chair**

On behalf of the Programs Committee, Dr. Powell recommended and moved the following item be approved by the board with System Office recommendations included:

Review Public Comments for 1D Subchapter 300 – “Continuing Education” (Attachment 8a)

The item was updated with the recommended changes. Ms. Martin reviewed the process and stated no other public agency exempt from the rule making process has such a thorough commenting process.

The above item was approved by voice vote.

**STRATEGIC PLANNING COMMITTEE, Dr. Darrell Saunders, Chair**

No items for discussion on the agenda.

**POLICY COMMITTEE, Mr. Ernest Pearson, Chair**

On behalf of the Policy Committee, Mr. Pearson recommended and moved that the following item be approved by the board:

Recommendations for Initial Proprietary School Licensure (Attachment POL 3)

The above item was unanimously approved by voice vote.

On behalf of the Policy Committee, Mr. Pearson recommended and moved that the following item be approved by the board:

Recommendations for Renewal of Proprietary School Licensure (Attachment POL 4)

The above item was unanimously approved by voice vote.

On behalf of the Policy Committee, Mr. Pearson recommended and moved that the following item be approved by the board:

Amend 3C SBCCC 200.1 – “Rule Formatting Specifications” (Attachment POL 5)

The above item was unanimously approved by voice vote.
Representative Ford asked for an update on the Proprietary Schools becoming independent. Ms. Haygood provided a brief update to include the point that currently, there is no language from the General Assembly altering the current reporting structure.

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Vice-Chair
Dr. Blackwell asked Ms. Shuping to give an update.
  - Ms. Shuping shared one of the bills of interest is Senate Bill 873, Access to Affordable College Education Act.
  - The thought is the Senate budget will be done quickly. The Senate budget could be completed next week.
  - The committee discussed development of talking points.

NEW BUSINESS
Secretary Cowell spoke about a mobile app being developed by Full Measure Education for high school students and councilors to plan out their college information.

Ms. Weiner spoke about the upcoming regional visits with President-Elect Williamson.

Mr. Irwin shared news about scholarships in Allegany County.

PRESIDENT’S REPORT TO THE STATE BOARD OF COMMUNITY COLLEGES
Interim President Fouts recognized State Board Committee Clerks, Carol Bowers, Jerrie Farmer, Leslie Leake, and Carmen Cargill as MVT for the month of May 2016.

President Fouts’ Report was an overview of the accomplishments he has seen over the past year while serving as Interim President.

BOARD MEMBERS QUESTIONS/COMMENTS
The Board approved a Resolution honoring Interim President George Fouts and presented it to him. The Board thanked him for his service.

Mr. Shook thanked the NC Community College Foundation for funding the reception and the members who attended.

DATE OF NEXT MEETING
The next State Board Meeting will be held on Thursday, July 14, 2016 through Friday, July 15, 2016 in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, North Carolina. More information regarding this meeting will be communicated.
EXPIRING TERMS AND VACANCIES
There are currently no terms expiring and no vacancies for the membership of the State Board.

ADJOURNMENT
There being no further business to come before the Board, Representative Ford made the motion to adjourn, seconded by Mr. Raye at 11:05 a.m., unanimously approved by voice vote.

RESPECTFULLY SUBMITTED BY:  
Secretary

APPROVED BY:  
Mr. George Fouts, Interim System President  
Mr. Scott Shook, Chair
<table>
<thead>
<tr>
<th>Page and Line Number</th>
<th>Commenter</th>
<th>Public Comment</th>
<th>System Office Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Page 4, lines 20-21 and Page 5, lines 1-4.</td>
<td>Martin CC</td>
<td>The commenter recommended adding the township of Windsor to Martin CC’s service area. The commenter referenced a special provision listed in the <em>NCCCS Fact Book</em> and Section 18 of the <em>NCCCS Curriculum Procedures Reference Manual</em>. The special provision provides that “[i]n the case of offering courses within the town or township of Windsor, Martin CC has exclusive authority for offering curriculum and adult basic education courses and both Martin CC and Roanoke-Chowan CC are authorized to offer other continuing education courses.”</td>
<td><strong>MODIFICATION REQUESTED</strong> – The System Office’s recommendation is to add the township of Windsor to Martin CC’s service area and to Roanoke-Chowan CC’s service area for continuing education courses only. The System Office has notified both Martin CC and Roanoke-Chowan of its recommendation.</td>
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State Board of Community Colleges Code

TITLE 1 – COMMUNITY COLLEGES

CHAPTER A. STATE BOARD GOVERNANCE

SUBCHAPTER 100. DEFINITIONS

1A SBCCC 100.1 RESERVED FOR FUTURE CODIFICATION

SUBCHAPTER 200. STATE BOARD AUTHORITY

1A SBCCC 200.1 Mission of the Community College System

The mission of the North Carolina Community College System is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well being of individuals by providing:

(1)(a) education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;

(2)(b) support for economic development through services to and in partnership with business and industry; and

(3)(c) services to communities and individuals which improve the quality of life.

History Note: Authority G.S. 115D 1; 115D 4.1; 115D 5; 115D 8;

Eff. September 1, 1993;


1A SBCCC 200.2 State Planning

The State Board shall review the priorities of the system and adopt a system-level plan on at least a biennial basis, coordinated with the budget cycle. The plan shall take into account the current and future needs of the system and clarify the priorities essential to carrying out the mission of the system.
Note: Substance of former 23 SBCCC 2B.0204 was incorporated into this Rule.

History Note: Authority G.S. 115D-5;

SUBCHAPTER 300. COLLEGE SERVICE AREAS

1A SBCCC 300.1 Definitions
The following definitions apply to this Subchapter:
(a) Service Area: The geographic area to which the State Board of Community Colleges has assigned community colleges the authority and responsibility to provide education and training services for constituents within that geographic area.
(b) Home college: The community college located in the service area in which the military installation is based.

History Note: Authority G.S. 115D-5;
Eff. August 1, 2016.

4A SBCCC 300. 1A SBCCC 300.2 Establishing Service Areas for Colleges
(a) The State Board shall assign service areas to colleges for providing education and training services. The initial assignment of service areas to colleges shall take into account the past and present patterns of providing services, including existing agreements between colleges. The State Board may reassign a service area upon the recommendation of the System President. The recommendation shall be based upon an analysis of the service areas involved, including consultation with the presidents of the colleges and the county commissioners of the county(ies) that are affected.
(b) A college may offer education and training in an area assigned to another college using criteria set forth in 4A SBCCC 300.99; 4D SBCCC 300.97; 1D SBCCC 300.6 and 1D SBCCC 400.96.
(c) The State Board of Community Colleges shall review, at least every five years, service areas that include counties assigned to more than one community college to determine the feasibility of continuing to assign those counties to more than one community college. The State Board shall revise service areas as needed to ensure that counties are served effectively. The first review and any revisions shall be completed no later than March 1, 2016, and the State Board shall report its findings and any revisions to the Joint Legislative Education Oversight Committee no later than March 1, 2016. All subsequent reviews and revisions shall also be submitted to the Joint Legislative Education Oversight Committee.


1A SBCCC 300.3 Service Area Assignments

(a) The State Board of Community Colleges assigns college service areas as follows:

(1) Alamance Community College – Alamance County

(2) Asheville-Buncombe Technical Community College – Buncombe and Madison Counties

(3) Beaufort County Community College - Beaufort, Hyde, Tyrrell, and Washington Counties

(4) Bladen Community College – Bladen County

(5) Blue Ridge Community College – Henderson and Transylvania Counties

(6) Brunswick Community College – Brunswick County

(7) Caldwell Community College & Technical Institute – Caldwell and Watauga Counties

(8) Cape Fear Community College – New Hanover and Pender Counties

(9) Carteret Community College – Carteret County

(10) Catawba Valley Community College –Alexander and Catawba Counties

(11) Central Carolina Community College – Chatham, Harnett, and Lee Counties

(12) Central Piedmont Community College – Mecklenburg County
1. Cleveland Community College – Cleveland County
2. Coastal Carolina Community College – Onslow County
3. College of The Albemarle - Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans Counties
4. Craven Community College – Craven County
5. Davidson County Community College – Davidson and Davie Counties
6. Durham Technical Community College – Durham and Orange Counties
7. Edgecombe Community College – Edgecombe County
8. Fayetteville Technical Community College – Cumberland County
9. Forsyth Technical Community College – Forsyth and Stokes Counties
10. Gaston College – Gaston and Lincoln Counties
11. Guilford Technical Community College – Guilford County
13. Haywood Community College – Haywood County
14. Isothermal Community College – Polk and Rutherford Counties
15. James Sprunt Community College – Duplin County
16. Johnston Community College – Johnston County
17. Lenoir Community College – Greene, Jones and Lenoir Counties
18. Martin Community College – Bertie (Townships of Indian Woods, Merry Hill, Windsor), and Martin Counties
19. Mayland Community College – Avery, Mitchell, and Yancey Counties
20. McDowell Community College – McDowell County
21. Mitchell Community College – Iredell County
22. Montgomery Community College – Montgomery County
23. Nash Community College – Nash County
24. Pamlico Community College – Pamlico County
25. Piedmont Community College – Caswell and Person Counties
26. Pitt Community College – Pitt County
27. Randolph Community College – Randolph County
28. Richmond Community College – Richmond and Scotland Counties
(41) Roanoke-Chowan Community College – Bertie (Townships of Colerain, Mitchells, Roxobel, Snakebite, Whites, Windsor [continuing education courses only], and Woodville), Hertford, and Northampton (Townships of Jackson, Kirby, Rich Square, Roanoke, and Wiccacanee) Counties

(42) Robeson Community College – Robeson County

(43) Rockingham Community College – Rockingham County

(44) Rowan-Cabarrus – Cabarrus and Rowan Counties

(45) Sampson Community College – Sampson County

(46) Sandhills Community College – Hoke and Moore Counties

(47) South Piedmont Community College – Anson and Union Counties

(48) Southeastern Community College – Columbus County

(49) Southwestern Community College – Jackson, Macon, and Swain Counties

(50) Stanly Community College – Stanly County

(51) Surry Community College – Surry and Yadkin Counties

(52) Tri-County Community College – Cherokee, Clay, and Graham Counties

(53) Vance-Granville Community College – Franklin, Granville, Vance, and Warren Counties

(54) Wake Technical Community College – Wake County

(55) Wayne Community College – Wayne County

(56) Western Piedmont Community College – Burke County

(57) Wilkes Community College – Alleghany, Ashe, and Wilkes Counties

(58) Wilson Community College – Wilson County

History Note: Authority G.S. 115D-5:

Eff. August 1, 2016.

1A SBCCC 300.98 1A SBCCC 300.4 Establishing Military Service Areas

Educational programs offered by community colleges of the community college system of North Carolina on all military installations will be conducted by the home college. The home college is defined as that college located in the administrative area in which the military installation is based. The home college by written agreement may contract with
another college within the community college system to provide any additional educational services which may be required by the military installation located in the home college’s area. **When contracting with other colleges to provide additional educational services to military installations, home colleges shall give priority.** Priority will be given to adjacent colleges adjacent to the military installation to be served.

_History Note: Authority G.S. 115D-5;
Eff. September 30, 1977;
Amended Eff. August 1, 2016; September 1, 1993._

1A SBCCC 300.99 Instructional Service Agreements

REPEALED by the State Board of Community Colleges, eff. 1 November 2014.

_History Note: Authority G.S. 115D-5; S.L. 1993, 2nd session, c. 769, p. 18, s. 18; S.L. 1995, c. 625; Temporary Adoption Eff. October 31, 1994, for a period of 180 days or until the permanent rule becomes effective, whichever is sooner; Eff. May 1, 1995; Temporary Amendment Eff. June 1, 1997; Amended Eff. August 1, 2004; July 1, 1998; Repealed Eff. November 1, 2014._