



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans
President

22 January 2019

IMPORTANT INFORMATION

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Adoption of 1B SBCCC 200.3 – “Establishing Multi-Campus Centers”**

On 18 January 2019, the State Board of Community Colleges (“SBCC”) voted to initiate rulemaking to adopt 1B SBCCC 200.3 – “Establishing Multi-Campus Centers.” The State Board of Community Colleges’ Multi-Campus Study Committee recommended the proposed rule to codify the policies for establishing multi-campus centers. Many of the proposed provisions were already in place, but this proposed rule clarifies the standards for FTE enrollment and specifies what happens if a multi-campus center drops below the required FTE enrollment threshold.

The proposed adoption is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on February 21, 2019.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on February 6, 2019.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC19-002
E-mail Copy



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 22 January 2019

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Adopt 1B SBCCC 200.3
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
X		

Rationale for proposed adoption, amendment or repeal:	<p>The State Board of Community Colleges' Multi-Campus Study Committee recommended the proposed rule to codify the policies for establishing multi-campus centers. Many of the proposed provisions were already in place, but this proposed rule clarifies the standards for FTE enrollment and specifies what happens if a multi-campus center drops below the required FTE enrollment threshold.</p>
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Proposed Effective Date of Rule	April 1, 2019
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1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER B. COLLEGE OPERATIONS**

5
6 **SUBCHAPTER 200. PROGRAM ACCOUNTABILITY**

7
8 **1B SBCCC 200.3 Establishing Multi-Campus Centers**

9 (a) Definition. A multi-campus center (“MCC”) is a convenience location in the community
10 college service area to provide appropriate population and geographic access for
11 community outreach, testing, faculty and staff offices, as well as literacy, continuing
12 education, and curriculum instruction. Students may complete certificates, diplomas,
13 and associate degrees at MCC locations. Comprehensive instructional support
14 functions including, but not limited to libraries and student development services, are
15 parts of the operation. An MCC must provide students the opportunity to complete at
16 least one associate degree at the MCC.

17 (b) Purpose. The purpose of the SBCC’s policy on MCCs is to help ensure that
18 appropriate geographic access to community college programs and services is
19 provided to students while minimizing the unnecessary duplication and proliferation
20 of facilities and while minimizing the negative impact on existing community college
21 campuses and centers.

22 (c) Establishment and Maintenance. To establish and maintain an MCC designation,
23 colleges must satisfy all of the following criteria:

24 (1) The MCC is established in a location that provides geographic access to
25 community college programs and services in a location within the college service
26 area that is at least ten (10) miles from the main campus or other MCC locations
27 or the college must provide evidence that the MCC is established in a location
28 where the main campus or other MCC locations cannot adequately provide
29 community college programs and services. This provision only applies to MCCs
30 established after the effective date of this rule.

- 1 (2) Colleges shall provide programs and services based on evidence of student
2 demand and needs.
- 3 (3) Colleges shall obtain prior approval and maintain approval of the MCC from the
4 Southern Association of Colleges and Schools Commission on Colleges
5 (SACSCOC). Programs and services provided through MCCs shall comply with
6 The Principles of Accreditation: Foundation for Quality Enhancement of
7 SACSCOC.
- 8 (4) County government provides support for maintenance and operation of the MCC
9 physical plant.
- 10 (5) The college has developed an instructional program and services plan including,
11 but not limited to a description of programs, staffing, and instructional support
12 functions.
- 13 (6) The SBCC determines that the MCC is unlikely to have a significant negative
14 impact on institutions contiguous to the MCC. The college shall consult with
15 community college institutions contiguous to the MCC, and the community
16 college institutions that are contiguous to the MCC may provide evidence that the
17 MCC has or is likely to have a significant negative impact on college or program
18 specific enrollment.
- 19 (7) Students enrolled at an MCC must be able to complete at least one associate
20 degree at the MCC.
- 21 (8) Evidence that the duplication of instructional support and other cost expenses
22 are justifiable from cost effectiveness and quality of support services
23 perspectives.
- 24 (9) The MCC must enroll a minimum of 300 (curriculum, occupational extension, or
25 basic skills) budget FTE via face-to-face or hybrid instruction originating from and
26 delivered at that MCC location. If an MCC drops below the minimum budget FTE
27 (Level 1 MCC minimum is 300 and Level 2 MCC minimum is 1,201), the System
28 Office will provide the college president with a written notification that this drop
29 occurred after that year's budget allocations are approved by the State Board. If
30 the MCC's budget FTE remains below the minimum in the subsequent fiscal
31 year, for a Level 1 MCC, the budget allocation for that MCC will be reduced by

1 fifty percent (50%), and for a Level 2 MCC, the budget allocation will be reduced
2 by 50% of the difference between Level 2 and Level 1 funding. If the MCC's
3 budget FTE continues to remain below the minimum in the third fiscal year, the
4 budget allocation for a Level 1 MCC will be eliminated, and it will no longer be
5 designated as a MCC, and for a Level 2 MCC, the MCC will be categorized as a
6 Level 1 MCC. A college must follow the MCC approval process to re-establish
7 an MCC in any future year.

8 (10) The physical facility or facilities for the MCC must either be owned or leased
9 on a long-term basis by the college.

10 (d) The College of the Albemarle Dare County Campus and Gaston College Kimbrell
11 Campus and Textile Technology Center MCCs established by the General Assembly
12 are exempted from 1B SBCCC 200.3(c)(9).

13 (e) Colleges shall comply with the following steps to obtain approval for MCC
14 designation.

15 (1) Step 1 – Initial State Board Review and Recommendation. Community colleges
16 seeking a MCC designation must submit their application to the State Board of
17 Community Colleges (“State Board”) for approval by September 15th of each
18 year. Community colleges’ applications shall include information responding to
19 the criteria specified in 1B SBCCC 200.3(c)(1) - (c)(10).

20 (A) If a community college meets all of the criteria specified in 1B SBCCC
21 200.3(c), then the State Board shall recommend approval of the MCC
22 designation.

23 (B) If a community college does not meet all of the criteria specified in 1B SBCCC
24 200.3(c)(1) – (c)(10), but provides evidence of being able to meet all of the
25 criteria by the enactment of the budget for that fiscal year, the State Board
26 shall recommend conditional approval. The State Board's recommendation
27 for conditional approval shall specify the criteria in 1B SBCCC 200.3(c)(1) –
28 (c)(10) the college must satisfy to receive final State Board approval that is
29 contingent upon the General Assembly appropriating funds.

30 (2) Step 2 - Appropriation of Funds by the General Assembly. If the State Board
31 recommends the MCC for approval or for conditional approval, the System Office

1 shall include the State Board's recommendation in the budget request provided
2 to the Office of State Budget and Management and to the General Assembly. If
3 the General Assembly appropriates funds for the MCC, the State Board's
4 recommendation moves to Step 3. If the General Assembly does not appropriate
5 funds, the college shall annually certify in writing to the System Office by
6 September 15th that there are no changes in the MCC application, and the
7 System Office shall resubmit the college's MCC request as a part of the annual
8 budget process in subsequent years, unless the college withdraws its request.

9 (3) Step 3: State Board Approval. If the General Assembly appropriates recurring
10 funds to support the MCC consistent with the existing funding formula and if the
11 college satisfies any conditions specified by the State Board by the enactment of
12 the budget for that fiscal year, the State Board shall approve the MCC
13 designation. If the State Board approves the MCC designation, the State Board
14 shall allocate recurring funds to the college for the newly approved MCC.

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

17 Eff. _____.