

STATE BOARD OF COMMUNITY COLLEGES

Mr. Burr Sullivan, Chair

March 17, 2023

North Carolina Community College System

Dr. W. Dallas Herring State Board Room

Caswell Building, 200 West Jones Street

Raleigh, North Carolina 27603

Thursday, March 16, 2023

COMMITTEE MEETINGS

Legislative Committee	9:30 a.m. – 9:55 a.m.	Dr. W. Dallas Herring State Board Room
Personnel Committee	10:00 a.m. – 10:55 a.m.	Dr. W. Dallas Herring State Board Room
Marketing and Communications Committee	11:00 a.m. – 11:55 a.m.	J. Gregory Poole Conference Room

ISSUES LUNCHEON 12:00 p.m. – 1:25 p.m. Dr. W. Dallas Herring State Board Room

Advising in North Carolina Community Colleges

Presenters: Dr. Sarah Deal, Senior Researcher DVP-PRAXIS, Dr. Audrey Jaeger, Executive Director, Belk Center for Community College Leadership and Research, Dr. John J. Evans, Associate Director of Student Life, NCCCSO, Jennifer McLean, Associate Director of Student Support Services, NCCCSO

COMMITTEE MEETINGS

Finance Committee	1:30 p.m. – 2:10 p.m.	J. Gregory Poole Conference Room
Programs and Student Success Committee	2:15 p.m. – 3:05 p.m.	J. Gregory Poole Conference Room
Strategic Planning Committee	3:10 p.m. – 4:00 p.m.	Dr. W. Dallas Herring State Board Room
State Board Policy and Governance Committee	4:05 p.m. – 4:45 p.m.	Dr. W. Dallas Herring State Board Room

Friday, March 17, 2023

BOARD MEETING 9:00 a.m. Dr. W. Dallas Herring State Board Room

- Call to Order
- Pledge of Allegiance
- Moment of Reflection
- Roll Call
- Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- Approval of Minutes – February 17, 2023
- Approval of Agenda
- Approval of Consent Agenda (*Consent Agenda items are listed on the Consent Agenda and are designated by [CA] on the Full Agenda*)
- System Office Staff Recognitions

REPORTS

- NC Association of Community College Presidents, Dr. Jeff Cox, President
- NC Association of Community College Trustees, Ms. Julie Woodson, President
- NC Comprehensive Community College Student Government Association (N4CSGA), Ms. LaTasha Bradford, President
- NC Community College Foundation, Mr. Grant Godwin, Executive Director

PRESIDENTIAL SEARCH COMMITTEE, Dr. Shirley Carraway and Mr. Hari Nath, Co-Chairs

For Information

Presidential Search Committee Update

LEGISLATIVE COMMITTEE, Mr. Bill McBrayer, Chair

For Information

Legislative Update

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

For Action

PER Annual Meeting Calendar (Attachment PER 01)

For Information

System Office Vacancy Report – March 2023 (Attachment PER 02)

College Presidential Status Report – March 2023 (Attachment PER 03)

MARKETING AND COMMUNICATIONS, Mr. Tom Looney , Chair

For Information

Progress and Next Steps (Attachment MC 01)

Stakeholder Development (Discussion Only)

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

For Action

Allocation for Enrollment Growth Reserve (Attachment FC 01)

For Consent Approval

Revised Allocation to Support Rural College Broadband Access (Attachment FC 02)

Targeted Assistance and Less Than Half Time Grant Program (Attachment FC 03)

Construction and Property – March 2023(Attachment FC 04)

For Information

Estimated Receipts – February 2023 (Attachment FC 05)

NC Scholarship for Community Colleges Payment Schedule FY 2023-24 (Attachment FC 06)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Mr. Bobby Irwin, Chair

For Action

Curriculum Program Application – New to the System (Attachment PROG 01)

For Consent Agenda

Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)
Combined Course Library – Workforce Education & College and Career Readiness
(Attachment PROG 03)

For Information

Elementary Education Residency Licensure Certificate (C55490) and Educator Preparation Program (EPP)
Request as Approved by the System President (Attachment PROG 04)
Curriculum Program Applications as Approved by the System President (Attachment PROG 05)
Curriculum Program Terminations as Approved by the System President (Attachment PROG 06)
Correction – Legislative Reports for Career and College Promise (CCP) and Cooperative Innovative High
Schools (CIHS) (Attachment PROG 07)

STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair

For Information

Adult Learner Pilot Program Report (Attachment PLAN 01)
Strategic Planning Committee Calendar (Attachment PLAN 02)

STATE BOARD POLICY GOVERNANCE COMMITTEE, Hon. Ray Russell, Chair

For Future Action

Proposed Amendment of 1C SBCCC 200.94 – Local College Personnel Policies (Attachment SBPG 01)
Proposed Amendment of 1H SBCCC 100.1 – Definitions (Attachment SBPG 02)
Proposed Amendment of 1H SBCCC 200.2 – Allocation of Funds (Attachment SBPG 03)
ApprenticeshipNC Council Membership Calendar Year 2023 (Attachment SBPG 04)
Policy on Duties, Responsibilities, and Expectations of Board Members (Attachment SBPG 05)

For Action

2023 State Board Policy & Governance Committee Annual Meeting Calendar (Attachment SBPG 06)
Board Access to Information Policy (Attachment SBPG 07)

For Information

Report from Governance Subcommittee on Board Engagement

NCCCS PRESIDENT’S REPORT

NEW BUSINESS

EXPIRING TERMS AND VACANCIES

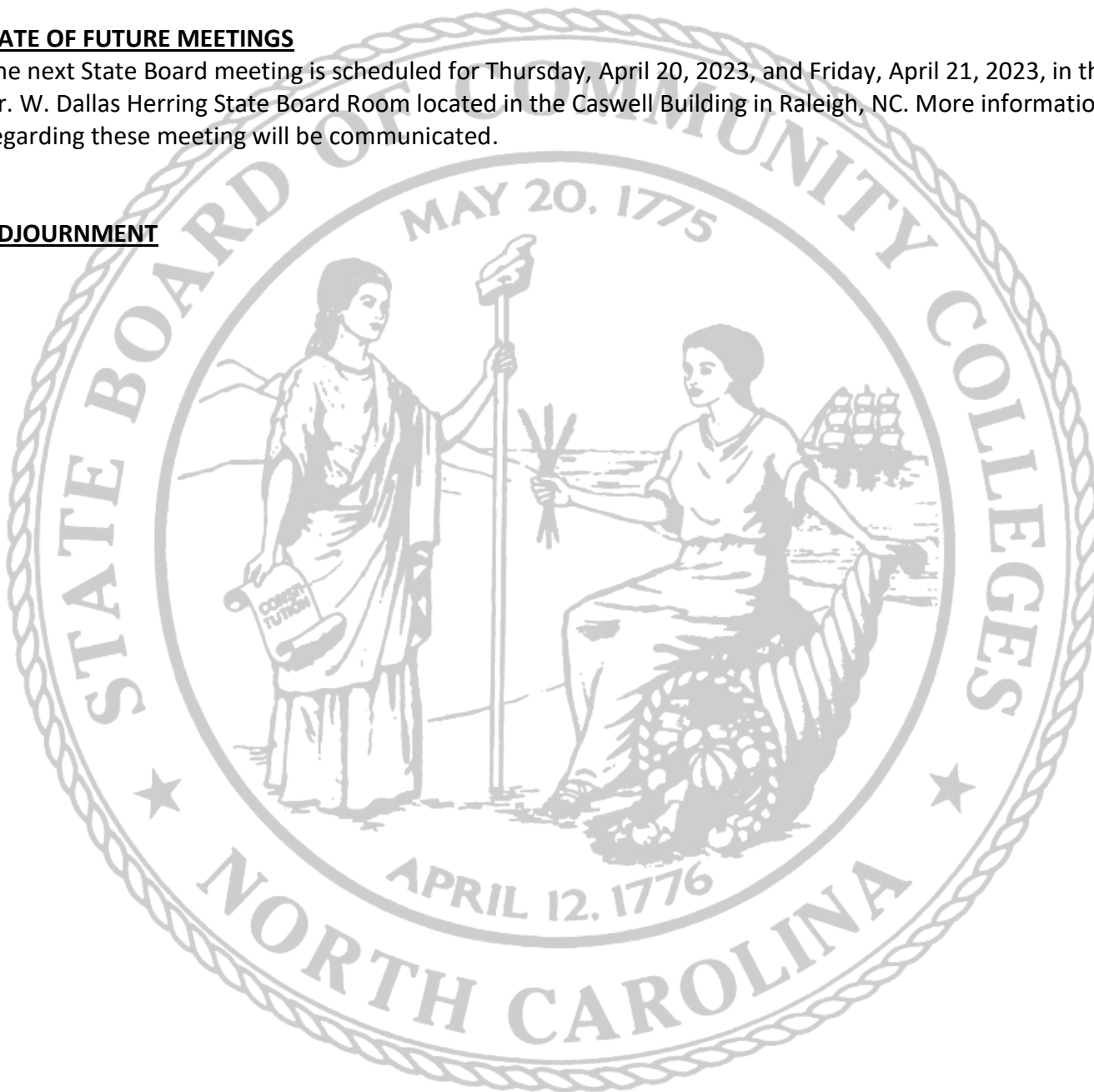
There is currently no expiring terms and one vacancy for the membership of the State Board.

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS

The next State Board meeting is scheduled for Thursday, April 20, 2023, and Friday, April 21, 2023, in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, NC. More information regarding these meeting will be communicated.

ADJOURNMENT



Questions relating to items on the Agenda should be addressed to the Office of State Board Affairs at (919) 807-6970 or by e-mail at stateboard@nccommunitycolleges.edu

CONSENT AGENDA

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

Revised Allocation to Support Rural College Broadband Access (Attachment FC 02)

Targeted Assistance and Less Than Half Time Grant Program (Attachment FC 03)

Construction and Property – March 2023(Attachment FC 04)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Mr. Bobby Irwin, Chair

Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)

Combined Course Library – Workforce Education & College and Career Readiness
(Attachment PROG 03)





State Board of Community Colleges

Caswell Building, 200 West Jones Street

Raleigh, North Carolina

February 17, 2022

9:00 a.m.

CALL TO ORDER

Following proper public notification, Chairman Burr Sullivan called the State Board of Community Colleges (SBCC) Meeting to order at 9:00 a.m. in Dr. W. Dallas Herring State Board Room of the Caswell Building. Chairman Sullivan welcomed the Board.

MOMENT OF REFLECTION AND PLEDGE OF ALLEGIANCE

Mr. Irwin led the Board in the pledge of allegiance. Chairman Sullivan shared a moment of reflection.

ROLL CALL

Ms. Artis called the roll, and the following members were present:

Ms. LaTasha Bradford

Dr. Grant Campbell

Dr. Shirley Carraway

Ms. Lisa Estep

Treasurer Dale Folwell

Mr. Jonathan Harris

(Lt. Gov. designee)

Mr. Bobby Irwin

Mr. Tom Looney

Mr. Bill McBryer

Mr. Mark Merritt

Mr. Hari Nath

The Hon. Ray Russell

Ms. Julie Ryan

(Labor Comr. designee)

The Hon. Sam Searcy

Mr. Burr Sullivan

Mr. Ray Trapp*

The Hon. Terry Van Duyn

Mr. Jerry Vaughan

Ms. Sarah West

Ms. Ann Whitford

* Attended via Zoom

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

Ms. Artis reminded members of the Board of the ethics requirements and requested members identify any conflicts or potential conflicts of interest. Mr. Harris noted he was abstaining a vote on PER item due to a conflict of interest.

There were no additional conflicts noted.

APPROVAL OF THE MINUTES

Mr. Sullivan asked for a motion to approve the minutes from January 20, 2023. Hon. Van Duyn motioned to approve, Mr. Irwin seconded the motion, and the motion was unanimously approved by voice vote.

APPROVAL OF THE AGENDA, AND CONSENT AGENDA

Chairman Sullivan asked for a motion to approve the amended February 17, 2023 agenda, Hon. Van Duyn made a motion to approve. Dr. Campbell seconded the motion, and the motion was unanimously approved by voice vote.

There were no changes to the Consent Agenda as presented. The following additional changes were requested to the agenda.

- PLAN – Ms. Whitford stated the committee has no changes.
- AUD – Mr. Merritt stated the committee has no changes.
- LEG – Mr. McBrayer stated the committee has no changes.
- PER – Mr. McBrayer stated the committee will have one item for closed session.
- PROG – Mr. Irwin stated the committee has no changes.
- SBPG – Mr. Vaughan stated the committee has no changes.
- FC – Ms. Estep stated the committee has three action items and one information item for closed session.

Chairman Sullivan asked for a motion to approve the January 20, 2023 Consent Agenda, Hon. VanDuyn made a motion to approve. Mr. Irwin seconded the motion, and the motion was unanimously approved by voice vote.

Items approved on the Consent Agenda were as follows:

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

Allocation for NC Career Coach Program (Attachment FC 06)
Allocation for Summer Accelerator Grant Program (Attachment FC 07)
Allocation for Finish Line Grants Administration (Attachment FC 08)
Service Agreement for Quality Acceptance Inspector (Attachment FC 09)
Construction and Property – February 2023 (Attachment FC 10)

STATE BOARD POLICY GOVERNANCE COMMITTEE, Mr. Jerry Vaughan, Chair

Recommendation for Initial Proprietary School Licensure (Attachment SBPG 02)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Mr. Bobby Irwin, Chair

Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)
Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 03)

INTRODUCTIONS:

Introduction of Dr. Patrena B. Elliott, President Halifax Community College

Mr. Michael F. Williams, Halifax Board of Trustees Chair, introduced President Elliott to the Board. He stated President Elliott is the sixth president of DTCC. After losing President Elam to cancer in early 2022, they conducted the search for a new leader with the help of ACCT. They found a leader who will help strengthen the college and the community. Dr. Elliott is a native of North Hampton County and has twenty-seven years in education. Dr. Elliott shared her background and experiences with the Board. Dr. Gold spoke about her hiring and working with Dr. Elliott at Robeson CC.

System Office Recognitions

Dr. Gold introduced Mr. Nathan Hardin as Executive Director of Communications. Mr. Hardin greeted the Board and introduced Ms. Marcy Gardner, Communications and Social Media Specialist.

Dr. Gold recognized Dr. Meyers who introduced Mr. Mark Hagenbuch, Deputy Director, Small Business Center Network and Rondra McMillan, Grant Director, Bio Network. Dr. Gold shared that Ms. McMillan had worked for finance so Ms. Andrews will work to backfill.

Dr. Gold recognized Mr. Fleming who introduced David Chappell, Information Security Officer.

Dr. Gold shared that the meeting was Ms. Tiffany Howell's last day and wished her luck. Chairman Sullivan thanked Ms. Howell for the work she had done.

REPORTS:

Dr. Jeff Cox, President of the North Carolina Association of Community College Presidents (NCACCP) and Dr. Jason Hurst, Legislative Chair for NCACCP

Dr. Cox greeted the Board and presented the following:

- President Cox acknowledged the other presidents in attendance and thanked them for being involved in the State Board meetings.
- President Cox provided an overview of the business conducted at the NCACCP quarterly meeting held at Carteret Community College.
- President Cox reminded the Board about the upcoming Community College Day on March 29, 2023.
- President Cox closed his report by sharing a success story about a student from Guilford Technical Community College.
- President Hurst provided a legislative update from NCACCP. Much work has been done to develop the legislative agenda, which was developed for 2022-2025. There are questions as to whether it is a big enough ask. This is the most aggressive request in the history of the North Carolina Community College System. He reviewed the asks versus what has occurred to date. There have been questions about student investment, which Ms. Andrews was able to help provide that information to the colleges.
- NCACCP continues to work with Mr. Fagg to assure that presidents are at legislative meetings that address community college funding.

- Working with staff to redesign the information card that will be used to share with legislators during Legislative Day. We need to continue to develop support.
- There is also focus on non-financial asks which will remove barriers to serving students.
- Chairman Sullivan said that members will be asked to participate in meetings with legislators at the colleges. Members should talk to Mr. Fagg to get additional information.

Ms. Julie Woodson, President of the North Carolina Association of Community College Trustees (NCACCT) Executive Board

Ms. Woodson greeted the Board.

- Ms. Woodson welcomed and congratulated President Elliott.
- Ms. Woodson provided additional details about the upcoming Community College Day. The House and Senate will recognize those in attendance from the System during session during the afternoon. The legislative reception is scheduled at the Marriott from 5:30 p.m. to 7:00 p.m.
- On March 30 and 31, 2023, the NCACCT will conduct the Law and Legislative Seminar. Ms. Woodson shared an outline of activities during the session. She asked that any members who want to participate, please let Ms. Jarvis know so that you can get registered.
- Ms. Woodson was happy to report that there were sixty-two leaders from across North Carolina who attended the National seminar in Washington DC. Those in attendance took time to meet individually with their representatives. The group met with Senator Tills together. Ms. Woodson shared her appreciation of Mr. Fagg, Dr. Carver, and Mr. Looney for their attendance. Dr. Carver stated he appreciated all the work that Ms. Woodson did to get the meetings with legislators scheduled.

Ms. LaTasha Bradford, President of the North Carolina Comprehensive Community College Student Government Association (N4CSGA)

Ms. Bradford greeted President Carver and the Board and discussed the following:

- Ms. Bradford provided an update about the divisional meetings as well as the spring conference. Mr. Vaughan was happy to see that one of the topics for the conference is food insecurity. He asked whether the issue has increased in the past few years. Ms. Bradford said that it has increased some, but a major issue is that students do not know about the resources available.
- Chairman Sullivan mentioned to Ms. Bradford that he looks forward to hearing more about the divisional meetings and the surveys. The Board needs to address the code items that create barriers that make it difficult for colleges and students.

Workforce Development Council

Dr. Gold reviewed what is being done at the System Office level to address needs with a Workforce Development Council. This allows laser focus to address needs, identify resources, and move forward. The council will meet monthly to discuss where there is a demand and critical needs. This council brings the people needed together in the building to assure we are addressing the needs. Dr. Gold reviewed who serves on the committee.

Chairman Sullivan said that the Board will be more involved through Marketing Committee and Workforce Development Committee. The new Workforce Development Committee will work with the

group. Next month the membership of the new committee and duties will be shared. Both new committees will be ad-hoc at first and eventually will be standing committees. Workforce Development Committee and WD Council will start meeting in April.

COMMITTEE REPORTS

PRESIDENTIAL SEARCH COMMITTEE

For Action

Presidential Search Committee Update

Dr. Carraway provided an update. The Committee is in the sourcing phase as Buffkin/Baker continues to speak to potential candidates. The search committee is scheduled to meet March 1st to vet candidates to determine which candidates will be interviewed. The sourcing information will be provided to the committee a week prior to the next meeting through a secure portal by Buffkin/Baker.

STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair

For Action

Update to State Performance Measures (Attachment PLAN 01)

Ms. Whitford stated this update to the performance measures will index the Gateway English, Gateway Math, First-Year Progression, and Curriculum Completion state performance measures to four student groups: Non-Pell/Non-Minority, Non-Pell/Minority, Pell/ Non-Minority, and Pell/Minority. Indexing was previously based on Pell and Non-Pell only.

On behalf of the Strategic Planning Committee, Ms. Whitford recommended and moved the approval of PLAN 01. The item was approved via voice vote with three members opposing: Mr. Harris, Dr. Campbell, and Mr. Nath.

For Information

Strategic Plan Communications Plan (Attachment PLAN 02)

Ms. Whitford shared a high-level overview. Mr. Hardin shared the goal is for more visibility to the Strategic Plan and initiatives. This will be done through collaboration within the office as well as working with college PIO offices to address trends, unified campaigns, and communications across platforms.

Update on Implementation of Strategic Plan

Ms. Whitford stated that the plan implementation is working with committee structure within System Office. Dr. Crane provided an update. Staff is working to develop a reporting structure for the State Board. Ms. Whitford said this is a different way of doing business which will provide a way to measure success. She looks forward to this helping address what we need from a potential new president.

Treasurer asked to get a list of which colleges have increasing or decreasing enrollment. Chairman Sullivan stated that staff can address.

ACCOUNTABILITY AND AUDIT COMMITTEE, Mr. Mark Merritt, Chair

For Information

College Financial Audit Report (Attachment AUD 01)

Mr. Merritt stated reports for this fiscal year have been received and will continue to be received through the spring. Staff will follow up with the colleges with findings have a plan to address the findings. Treasurer Folwell asked how many colleges use OSA versus a third-party vendor. Staff stated they will provide that information. The Treasurer stated he believes that the audits by the State Auditor are thorough. Ms. Estep stated in the past the final report included not only who did the audit, but the cost and hours spent.

Update on Internal Auditor Position

Mr. Merritt shared that the new internal auditor accepted the position offered, which should enable the System Office to meet upcoming deadlines.

LEGISLATIVE COMMITTEE, Mr. Bill McBrayer, Chair

For Information

Legislative Update

Mr. McBrayer provided an update on the legislative session. Earlier in the week, he joined staff at the Joint Appropriations Committee meeting at the Legislature. He encouraged members to continue to reach out and develop legislative relationships.

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

For Action

PER Annual Meeting Calendar (Attachment PER 01)

Mr. McBrayer stated that the committee chose to wait till next month to vote on this item.

Mr. McBrayer moved to enter closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute sections 115D-27 and 126-22. Additionally, pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual prospective public employees and to consider the conditions of appointment for an individual public employee. The motion was seconded by Treasurer Folwell.

The Board moved into closed session.

After returning from closed session Mr. McBrayer presented the following for action items as approved during closed session:

New Hire – Director of Research and Evaluation – Emily Smail:

Mr. McBrayer reviewed the recommendation to hire Ms. Smail.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

New Hire – AVP Workforce Strategies – Andrew Gardner:

Mr. McBrayer reviewed the recommendation to hire Mr. Gardner.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

New Hire – Legislative Liaison – Lillie Rhodes:

Mr. McBrayer reviewed the recommendation to hire Ms. Rhodes.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote. Mr. Harris abstained from voting on this item due to potential conflicts of interest.

The following items were presented as for information:

System Office Vacancy Report – February 2023 (Attachment PER 02)

College Presidential Status Report – February 2023 (Attachment PER 03)

Candidates for Wilson Community College - President

Mr. McBrayer stated that the recommendation for finalists for President of Wilson Community Colleges. Mr. McBrayer stated the College has requested the announcement of finalist be withheld until the College has announced.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

Mr. McBrayer took a point of personal privilege, Ms. Marcy Gardner started last month as the Communications and Social Media Specialist and has made a huge impact on the System's exposure in social media.

Mr. McBrayer shared that he would be going to Central Piedmont CC to speak to a group about the talent pipeline.

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Mr. Bobby Irwin, Chair

For Action

Legislative Reports for Career and College Promise (CCP) and Cooperative Innovative High Schools (CIHS) (Attachment PROG 01)

Mr. Irwin review Attachment PROG 01, and recommended that members take time to review the information. Dr. Brown highlighted information throughout the report. There has been growth based on the data provided (page 28), especially in Career Technical Education. The pathways remain strong and the average GPA for pathways is 3.14.

On behalf of the Programs Committee, Mr. Irwin recommended and moved the approval of PROG 01, approved via voice vote.

For Consent Agenda

Dr. Brown reviewed the following For Consent Agenda items:

- Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)
- Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 03)

For Information

Dr. Brown reviewed the following For Information items:

- Associate in Arts in Teacher Preparation (AATP) (A1010T) and Associate in Science in Teacher Preparation (ASTP) (A1040T) as Approved by the System President (Attachment PROG 04)
- Elementary Education Residency Licensure Certificate (C55490) and Educator Preparation Program (EPP) Request as Approved by the System President (Attachment PROG 05)
- Curriculum Program Applications as Approved by the System President (Attachment PROG 06)
- Curriculum Standard Revision as Approved by the System President (Attachment PROG 07)
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 08)

STATE BOARD POLICY GOVERNANCE COMMITTEE, Mr. Jerry Vaughan, Chair

For Future Action

2023 State Board Policy and Governance Annual Meeting Calendar (Attachment SBPG 01)

Mr. Vaughan asked members to review the calendar which will come back to be voted on in March.

For Action

Recommendation for Student Repayment (Attachment SBPG 02)

Mr. Vaughan reviewed Attachment SBPG 02.

On behalf of the State Board Policy Governance Committee, Mr. Vaughan recommended and moved the approval of SBPG 02 approved via voice vote.

Mr. Vaughan mentioned that the regular licensing information from Proprietary Schools will be presented on the Consent Agenda.

Mr. Vaughan stated that a report from the Governance Subcommittee on Board Engagement was discussed and will come back as an action item at a future meeting.

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

For Action

Allocation for Truck Driver Shortage Program (Attachment FC 01)

Ms. Estep reviewed Attachment FC 01 and stated that it is a sub-award of \$2M.

On behalf of the Finance Committee, Ms. Estep recommended and moved the approval of FC 01, approved via voice vote.

State Board Reserve Funds FY 2022-23 (Attachment FC 02)

Ms. Estep reviewed Attachment FC 02, which includes three recommendations including Master Teacher System Certification (\$25,000), Workforce Development Professional Development for System leaders (\$5,000), and a Strategy Consultant and Development of a Statewide Marketing and Communications Plan (\$130,000). This would take the balance down to \$15,000.

On behalf of the Finance Committee, Ms. Estep recommended and moved the approval of FC 02, approved via voice vote.

Amendment to Contract for College Information System Enhancement and Support Services Agreement (Attachment FC 03)

Contract for Extendable Identity Management Security Platform (Attachment FC 04)

Contract for Managed Services Support for Migration of System Office Applications (Attachment FC 05)

Analysis of Learning Management System Costs (Attachment FC 11)

Ms. Estep moved to go into closed session pursuant to North Carolina General Statutes 132-1.2(1)(c) and 143B-1350 and Title 9, Chapter 6, Subchapter 6B, Section 0103 and Section 0309 of the North Carolina Administrative Code, seconded by Treasurer Folwell.

The Board moved into closed session.

After returning from closed session, Ms. Estep reviewed the remaining items.

For Consent Agenda

- Allocation for NC Career Coach Program (Attachment FC 06)
- Allocation for Summer Accelerator Grant Program (Attachment FC 07)
- Allocation for Finish Line Grants Administration (Attachment FC 08)
- Service Agreement for Quality Acceptance Inspector (Attachment FC 09)
- Construction and Property – February 2023 (Attachment FC 10)

For Information

- State Board Reserve FY 2022-23 Mid-year Report (Attachment FC 12)
- Annual Survey of Fees FY 2021-22 (Attachment FC 13)
- System Office Contracts Report as of December 31, 2022 (Attachment FC 14)
- System Office Grants Awarded Report as of December 31, 2022 (Attachment FC 15)
- Delegated College Allocations Report as of December 31, 2022 (Attachment FC 16)
- Estimated Receipts – January 2023 (Attachment FC 17)

NCCCS PRESIDENT’S REPORT

President Carver greeted the Board and discussed the following:

- President Carver thanked the team who makes his job much easier.
- There are key words that we hear a lot today are workforce, adult learners, enrollment, new models, partners, and we are at a word transition with the crossroads of leadership and

technology that the agency is facing. Mr. Fagg will continue to beat the drum to find the funding. The System had been on a starvation diet when it comes to technology, but we have been improving. It sometimes isn't enough when we divide up resources, so there needs to be the big asks.

- President Carver shared highlights of his trips to High Point University, the trip to Washington DC to meet with legislators on the federal level. Conversations in both places discussed adult learners, which is the focus of the community colleges. The groups meeting talked about meeting students where they are, which Dr. Herring stated at the beginning of the community college system. We are proud to serve our adult learners.
- Having important discussions with Department of Public Instruction which will have a huge impact but could also mean a big ask. With this leadership it can be done. It is a tough journey, but the team is solid and the agency is ready to move forward. The people we have hired is uplifting. There is a greater appreciation of the agency.

Mr. Looney applauded the work to select new staff. Dr. Carver has built the respect of the presidents and the staff resulting in increased morale and energy of the staff. The work done in Washington DC and across the state is wonderful. President Carver has incredible institutional knowledge, leadership where needed, and always does it with a smile. He has shown the attributed needed and what we need to look for in the next System President.

NEW BUSINESS

There was no new business.

EXPIRING TERMS AND VACANCIES

There is currently no term expiring and one vacancy for the membership of the State Board.

DATE OF NEXT MEETING

The next State Board meeting is scheduled for Thursday, March 16, 2023, and Friday, March 17, 2023, in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, NC. More information regarding these meeting will be communicated.

ADJOURNMENT

The Board adjourned at 12:19 p.m.

RESPECTFULLY SUBMITTED BY:

Secretary

APPROVED BY:

Dr. Bill Carver, Interim System President

Mr. Burr Sullivan, Chair

SBCC
03/17/2023

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report

**STATE BOARD POLICY AND GOVERNANCE COMMITTEE**

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 1C SBCCC 200.94 – Local College Personnel Policies	Initiation of Rulemaking Process	March 17, 2023	PENDING
	Publication on NCCCS Website	March 21, 2023	
	Written Comment Period Ends	April 20, 2023	
	Review Comments with SBCC Committee	May 18, 2023	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	May 19, 2023	
	Prospective Effective Date of Rule	June 1, 2023	

STATE BOARD POLICY AND GOVERNANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 1H SBCCC 100.1 – Definitions	Initiation of Rulemaking Process	March 17, 2023	PENDING
	Publication on NCCCS Website	March 21, 2023	
	Written Comment Period Ends	April 20, 2023	
	Review Comments with SBCC Committee	May 18, 2023	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	May 19, 2023	
	Prospective Effective Date of Rule	June 1, 2023	

STATE BOARD POLICY AND GOVERNANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 1H SBCCC 200.1 – Allocated Funds	Initiation of Rulemaking Process	March 17, 2023	PENDING
	Publication on NCCCS Website	March 21, 2023	
	Written Comment Period Ends	April 20, 2023	
	Review Comments with SBCC Committee	May 18, 2023	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	May 19, 2023	
	Prospective Effective Date of Rule	June 1, 2023	

AGENDA
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Caswell Building, Gregory Poole Conference Room
Thursday, March 16, 2023, 9:30 a.m. – 9:55 a.m.
Mr. Bill McBrayer, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – February 16, 2023

For Information

- Legislative Update

New Business

Adjourn

MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, February 16, 2023

LEGISLATIVE COMMITTEE MEMBERS

Bill McBrayer, Chair	Mark Merritt	Jerry Vaughan*
Julie Ryan, Vice Chair*	Sam Searcy*	
Tom Looney	Terry Van Duyn	

*Attended via zoom

Absent: Ray Trapp

OTHER BOARD MEMBERS PRESENT

Chaz Beasley	Jonathan Harris*	Sarah West
Lisa Estep	Bobby Irwin	Ann Whitford

*Attended via zoom

COMMITTEE LIAISONS

Jason Hurst, President Cleveland CC
Greg McLeod, President Edgecombe CC

*Attended via zoom

OTHERS

Kimberly Gold	Sondra Jarvis	James Willamor
Patrick Crane	Bruce Mack	Jeff Cox, President NCACCP
Alex Fagg	Tiffany Howell	Hannah McClellan, EdNC

*Attended via zoom

CALL TO ORDER

Mr. McBrayer called the meeting to order at 10:30 a.m.

ROLL CALL

Mr. Fagg took the roll of the Legislative Affairs Committee members.

ETHICS STATEMENT

Mr. McBrayer read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, February 16, 2023

APPROVAL OF THE AGENDA AND MINUTES

Mr. McBrayer asked for a motion to approve the agenda for the meeting of January 19, 2023, Mr. Merritt moved, seconded by Mr. Irwin, approved via voice vote. Mr. McBrayer asked for a motion to approve the January 19, 2023, meeting minutes. The Mr. Merritt moved, seconded by Hon. Van Duyn, approved via voice vote.

FOR INFORMATION

Legislative Update

Mr. McBrayer shared that the Joint Education Appropriations Committee met prior to the committee meeting. Presidents and staff attended to listen to the presentation to the General Assembly by Fiscal Research staff which went well. It was interesting to hear the System's message being shared by Fiscal Research staff.

Mr. McBrayer provided highlights on the following activities:

- Continue to check emails for the legislative updates sent by Mr. Fagg.
- Long session at the General Assembly is moving quickly, quicker than in years past.
- The System Office hopes to have an additional legislative liaison in place soon. The position will be discussed in Personnel Committee.
- Legislative staff is presenting budget items for the Joint Legislative House and Senate Appropriations Committee.
- The Governor's budget has not come out yet, but it is expected sometime in March.
- Last week Tom Looney, Alex Fagg, and President Carver went to Washington DC to visit the Federal legislative delegation as part of a national conference. Mr. Fagg spoke about the relationship building on federal level with trips such as last week's trip to Washington DC. Had meetings several good meetings with the members from North Carolina. There was quite a bit of discussion about the importance of workforce. Worked to focus on creating that line of communication with the federal delegation.
- Working with Julie Woodson to finalize Community College Day on Wednesday, March 29th.

Mr. McBrayer asked President Hurst to share legislative updates from NCACCP meeting. President Hurst stated that the agenda is consistent with the agenda from last year. The System has stuck with the strategy set forth in the 2022-2025 agenda. President Hurst reviewed the information from the legislative agenda. Correspondence has gone to the colleges asking what they would do with the money if the requested allocation for student investment is approved. The bulk of the funding would go toward expanding existing programs or adding new programs that aren't currently at the local community colleges. North Carolina has been successful in recruiting business and industries to our state. North Carolina currently is the number one business state and has been in the top ten for the past ten years. Companies cannot continue to be recruited to North Carolina if the System cannot provide a skilled workforce and/or the training for the workforce. We are getting close to

MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, February 16, 2023

overpromising and under delivering. Across the state the demand is huge. President Hurst stated there is work being done related to the Legislative committee. President Hurst is working along with Mr. Fagg to coordinate efforts to assure that there is representation from NCACCP in legislative meetings where workforce is being discussed.

Mr. McBrayer asked about the casino that is being opened in western North Carolina and whether there have been communications between Gaston College and Cleveland Community College about providing services for that large amount of people. President Hurst said that the need is too large for any one college to address, so he and President Hauser are working together to provide a regional approach. There are several companies where there will need to be a regional approach.

Mr. Vaughan thanked President Hurst for his attendance and his work toward the legislative agenda. Mr. Vaughan stated he heard about salary increases and program expansion and shared concerns. Due to technical issues, it was agreed that the question would be discussed offline. President Hurst said that expansion money is for each individual college's use and gave examples of how the funding could be utilized. Mr. Fagg reminded the committee that colleges are funded in arrears and this funding would give the colleges the ability to have funding upfront to start programs. This would enable colleges to react quickly to needs of the community and industry for new programs.

Mr. McBrayer asked about interactions with legislators.

- Mr. McBrayer shared his updates and how the interactions led to further communications and relationships with the legislators.
- Ms. Whitford shared that she and Chairman Sullivan had a conversation with Rep Jon Hardister, he shared contact information, and stated he is looking forward to further conversations.
- Hon. Russell visited former colleagues at the General Assembly, and the community colleges are always a topic of conversation. Hon. Russell said that when the legislative agenda was passed, we did not predict the current inflation and wondered why that part of the agenda was not adjusted. Mr. McBrayer said that salaries were a topic during the Joint Education Appropriations Committee meeting, so we know it is on the mind of the legislators.
- Mr. Looney spoke about a bill being introduced where Computer Science will be a science and not an elective. This would be an incredible opportunity. Additionally, Mr. Looney observed the need for a look at the marketing of Apprenticeship to assure the system is looking at the future. Mr. Fagg did remind the committee the process the bill will need to go through to be passed.

Mr. Fagg reminded committee members to monitor email for information and that if possible to attend Community College Day. Mr. Fagg gave kudos to all the System Office team for the work to provide information he asks for quickly. Legislative relationships are the key to success for the System's legislative agenda. It makes a difference when members interact with the legislators.

MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, February 16, 2023

NEW BUSINESS

No new business was noted.

ADJOURN

Mr. McBrayer declared the meeting adjourned at 10:55 a.m.

Respectfully submitted,
Sondra Jarvis

AGENDA
State Board of Community Colleges
PERSONNEL COMMITTEE
Caswell Building, Gregory Poole Conference Room
Thursday, March 16, 2023 – 11:00 a.m. – 11:55 a.m.
Mr. Bill McBrayer, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – February 16, 2023

For Action

- PER Annual Meeting Calendar (Attachment PER 01)

For Information

- System Office Vacancy Report – February 2023 (Attachment PER 02)
- College Presidential Status Report – February 2023 (Attachment PER 03)

New Business

Adjourn

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, February 16, 2023

PERSONNEL COMMITTEE MEMBERS

Mr. Bill McBrayer, Chair	Mr. Bobby Irwin	The Hon. Sam Searcy*
Mr. Mark Merritt, Vice-Chair	Mr. Tom Looney	Mr. Ray Trapp*
Ms. Lisa Estep	The Hon. Ray Russell	

*Attended via Zoom

OTHER STATE BOARD MEMBERS PRESENT

Dr. Grant Campbell	Mr. Burr Sullivan	Ms. Ann Whitford
Dr. Shirley Carraway	Ms. Sarah West	

OTHERS IN ATTENDANCE

Pres. Bill Carver, NCCCS	Ms. Sondra Jarvis	Pres. Jeff Cox
Dr. Kimberly Gold	Ms. Dorothy Strickland	Pres. David Heatherly
Ms. Tawanda Foster Artis	Mr. James Whitmore	Ms. Julie Woodson, NCACCT

*Attended via Zoom

CALL TO ORDER

Mr. McBrayer called the meeting to order at 11:10 a.m. in the Gregory Poole Conference Room in the Caswell Building, Raleigh, NC.

ROLL CALL

Dr. Gold took the roll of the Personnel Committee members.

ETHICS STATEMENT

Mr. McBrayer read the Ethics Awareness and Conflict of Interest Statement. No conflicts noted.

APPROVAL OF THE AGENDA AND MINUTES

Mr. McBrayer requested an amendment to the agenda to add four (4) For Action items for closed session consideration. Mr. McBrayer asked for a motion to approve the February 16, 2023 meeting agenda with the amendments. Mr. Merritt made the motion, seconded by Ms. Estep. Mr. McBrayer asked for a motion to approve the January 19, 2023 meeting minutes. Ms. Estep made the motion, seconded by Mr. Looney, and the Committee approved by voice vote.

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, February 16, 2023

FOR ACTION

Personnel Annual Meeting Calendar (Attachment PER 01)

Mr. McBrayer reviewed the calendar outline of when items will come before the committee throughout the year. Hon. Russell requested a regular report of number of faculty and staff at a college be on schedule. Dr. Gold explained that the System Office does not get some staff information. Dr. Schneider reviewed the related data collected.

Mr. Merritt commended the committee for presenting the calendar. He requested that the committee not vote in February but bring it back for any discussion and a vote at the March 2023 meeting.

Mr. McBrayer moved to enter closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute sections 115D-27 and 126-22. Additionally, pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual prospective public employees and to consider the conditions of appointment for an individual public employee. Mr. Irwin seconded, and the Committee entered closed session via voice vote.

Following closed session, the Committee returned to open session.

For Information

The following items were available as for information items. Mr. McBrayer stated that there continues to be work done to update these items. The goal is to make sure that the materials provide the information needed by the Board to help make decisions:

- System Office Vacancy Report – February 2023 (Attachment PER 02)
 - College Presidential Status Report – February 2023 (Attachment PER 03)
-

New Business

Mr. Looney thanked President Carver for his impact to the System and the morale. President Carver credited his team and stated that he has empowered them which enables the agency to attract people who want to work here.

ADJOURNMENT

The Committee adjourned at 11:38 a.m.

Recording Secretary,
Sondra C. Jarvis

STATE BOARD OF COMMUNITY COLLEGES
Personnel Annual Meeting Calendar – 2023 Calendar Year

The following proposal outlines topics for committee discussion for the 2023 calendar year. The proposed updates to the personnel committee focus on strategic plan topics and tactics related to employee recruitment and retention system wide as well as topics related to human resource management for the System Office.

Month	Topic	Staff Contact/ Presentation summary
January	Review Vacancy Report (Department, Classification or Turnover rate)	<u>HR or Department Manager</u> Discuss trends related to vacancies and turnover
February		
March	Review Onboarding process for new employees	<u>HR Representative</u> Review procedural and organizational onboarding process
April	Organizational Assessment Update	<u>Chief of Staff</u> Review actions taken based on toward recommendations from Campus Works Organizational Report
May	HR Dashboard	<u>Research and Performance Management</u> Present new HR dashboard
July	Organizational Chart	<u>Chief of Staff or HR representative</u> Updated organizational chart included in board materials for information. Review changes from prior year.
August	Strategic Plan Metric –Full time faculty and staff salaries	<u>Legislative Liaison or President</u>
September	Strategic Plan Metric—Build HR Capacity to Improve Recruitment and Retention	<u>HR Representative</u>
October	NCVIP (North Carolina Valuing Individual Performance) statistics. NCVIP is an integrated performance management system enables employees to develop and enhance individual performance while contributing to the achievement of organizational mission, goals, and business objectives	<u>Director of HR</u> Review percentage of benchmarks completed for agency employees.
November	Strategic Plan Metric—Full time faculty and staff retention and demographics	<u>Research and Performance Management</u> Review data and metrics

STATE BOARD OF COMMUNITY COLLEGES
North Carolina Community College System Office
System Office Vacancy Metrics for March 2023

Positions Vacant prior to 7/1/2022

Division	Position	Position Desc	Date Vacant	Vacant Reason	Status	Budget Amount
Executive	65018902	Dir Of Research Evaluation	3/12/2022	Separation-State	Start Date 4/5/2023	\$ 110,000.00
Finance	60088110	Business Officer II	10/12/2021	Internal Promotion	on hold	\$ 75,383.00
Technology	60088082	Legislative Liaison	7/1/2021	Reclass	Start Date 3/6/2023	\$ 71,774.00
Technology	60088051	IT Planning Analyst	2/1/2022	Retirement	Screening/Interviewing	\$ 64,004.00
Technology	60088021	Applications Systems Analyst II	2/5/2022	Separation-State	on hold	\$ 90,047.00

Positions on hold

Finance	60088110	Business Officer II	10/12/2021	Internal Promotion	On Hold	\$ 75,383.00
Executive	65029781	VP for Strategic Initiatives (Grant Funded)	11/1/2022	Internal Transfer	Grant Funds end 2024	\$ 166,557.00
Technology	60088021	Applications Systems Analyst II	2/5/2022	Separation-State	On Hold	\$ 90,047.00
Economic	65032454	Workforce Dev Trng Spec I (TL Grant Funded)	1/11/2023	Internal Transfer	On hold	\$ 58,348.00

Positions Vacant on or After
7/1/2022

Division	Position	Position Desc	Date Vacant	Vacant Reason	Status	Budget Amount
Executive	60087972	President	7/22/2022	Interim Hire - Dr. Carver	Screening/Interviewing	\$ 291,741.00
Programs	60088140	Education Program Consultant II	9/1/2022	Retirement	Screening/Interviewing	\$ 86,643.00
Technology	60088032	Chief Data Officer	9/8/2022	Separation-Other	Screening/Interviewing	\$ 127,305.00
Economic	60013032	Program Coordinator	9/19/2022	Internal Promotion	Screening/Interviewing	\$ 49,453.00
Executive	60088132	Ex Dir, NC Student Success Ctr	10/1/2022	Retirement	Pending SB Approval	\$ 104,767.00
Programs	60088048	Social Research Assistant I	10/2/2022	Separation-Other	Position under review	\$ 47,870.00
Economic	60013035	Workforce Dev Trng Spe I	10/5/2022	Internal Promotion	Pending Offer	\$ 67,214.00
Programs	60088156	Education Program Administrator II	10/31/2022	Internal Promotion	Pending Offer	\$ 88,000.00
Executive	60087981	Program Analyst I	11/1/2022	Internal Transfer	Pending Offer	\$ 72,000.00
Executive	65029781	VP for Strategic Initiatives (Grant Funded)	11/1/2022	Internal Transfer	Grant Funds end 2024	\$ 166,557.00
Programs	60088182	AVP, Continuing Education	11/4/2022	Separation-Other	Start Date 3/10/2023	\$ 119,317.00
Executive	60087975	Internal Auditor III	11/14/2022	Separation-Other	Start Date 3/13/2023	\$ 87,975.00
Economic	65030184	Grants Administrator I (Grant Funded)	1/1/2023	Separation-Other	Screening/Interviewing	\$ 55,848.00
Technology	60088036	Business Systems Analyst II	1/4/2023	Separation-Other	Screening/Interviewing	\$ 85,251.00
Finance	60088107	Accounting Specialist	1/9/2023	Internal Promotion	Screening/Interviewing	\$ 60,030.00
Economic	65032454	Workforce Dev Trng Spec I (TL Grant Funded)	1/11/2023	Internal Transfer	On hold	\$ 58,348.00
Economic	65031927	Workforce Development Specialist I	2/1/2023	Separation-Other	Accepting application	\$ 58,348.00
Programs	60088184	Education Program Consultant III	2/1/2023	Retirement	Screening/Interviewing	\$ 91,235.00

Technology	60088047	Applications Systems Analyst I	2/2/2023	Separation-Other	Screening/Interviewing	\$ 84,021.00
Economic	60013024	Administrative Associate II	2/10/2023	Separation-State	Accepting application	\$ 38,059.00
Executive	60087977	SB Affairs Operations Coordinantor	2/17/2023	Separation-State	Screening/Interviewing	\$ 57,000.00
Finance	60088098	Accounting Specialist	2/24/2023	Internal Promotion	Pending Offer	\$ 60,030.00
Economic	60088173	Social Research Specialist II	3/1/2023	Retirement	Pending Offer	\$ 62,000.00
Finance	60088100	Procurement Technician *	3/10/2023	Separation-State	Anticipated Vacancy	\$ 43,470.00
Finance	60088095	AVP, State Level Accounting Operations*	3/17/2023	Separation-State	Anticipated Vacancy	\$ 122,152.00
Finance	60088117	Administrative Specialist II*	4/30/2023	Retirement	Anticipated Vacancy	\$ 53,061.00
Economic	65036387	BioBetter Curriculum Developent	New	New Position	Accepting application	\$ 90,000.00
Economic	65036388	BioBetter E-Learning Development	New	New Position	Accepting application	\$ 65,000.00
Economic	65036389	BioBetter Virtual Reality Development	New	New Position	Accepting application	\$ 65,000.00
Executive	65036722	Proprietary School Compliance Examiner	New	New Position	Accepting application	\$ 45,000.00

Year to Date

Vacancy count at the end of Fiscal Year 7/1/2021 -6/30/2022		30
Number of positions vacated since the start of Fiscal Year 7/1/2022-6/30/2023		25
Number of vacant postions as of 3/2/2023		29
Number of budgeted positions		234
Number of positions filled/Current employees as of 3/2/2023		205
Percentage of positions vacant as of 3/2/2023 Vacant count/ total number of budgeted positions)x100	29/234x100	12.40%
Percentage of positions filled as of 2/2/2023 (positions filled/number of budgeted positions)x 100	205/234x100	87.60%
FY 2022-2023 turnover rate (Employees who separated /#current employees) x 100	25/205x100	12.01%
*Anticipated Vacancies	3	

Prompt Input

Calendar Month/Year(s)
MAR 2023

Organizational Unit
3 Items

Overview

	Total Separations	Turnover %
With All Transfers	48	23.53
With External Transfers	42	20.59
Without Transfers	34	16.67

Total Employees:204

Demographic

Position Characteristics

Location

Analysis Application

Report Info
With All Transfers

Filter Input

Dimensions

Action Reasor

Separations by Category
With All Transfers

Separations by Action Type
With All Transfers

Separations by Calendar Month
With All Transfers

Filled
205

Vacant
29

Total
234

Positions Vacant-Filled

Vacant Positions by Days Vacant

By Job Family

STATE BOARD OF COMMUNITY COLLEGES
College President Status Report

Attachment PER 03

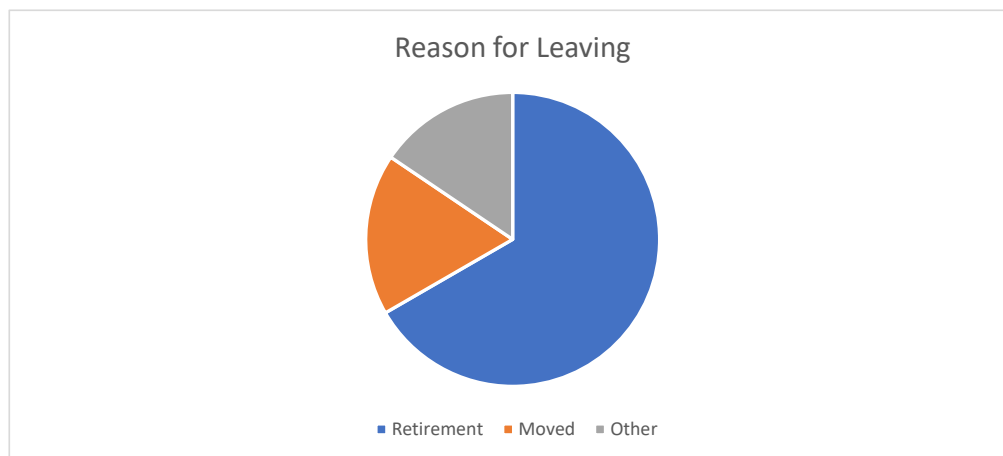
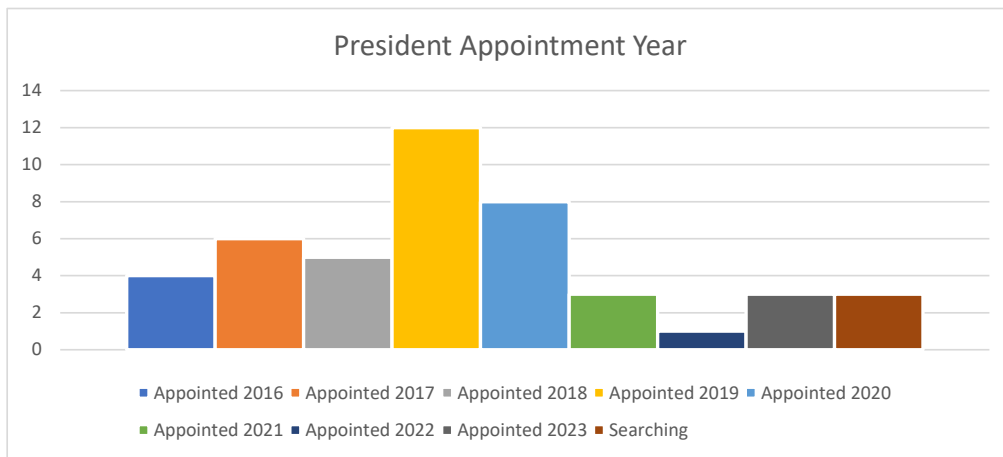
College	President	Appt. Date
Alamance Community College	Dr. Algje C. Gatewood	10/1/2013
Asheville Buncombe Technical Community College	Dr. John Gossett *	7/1/2020
Beaufort County Community College	Dr. David Loope	6/1/2017
Bladen Community College	Dr. Amanda Lee *	2/1/2019
Blue Ridge Community College	Dr. Laura Leatherwood	7/1/2017
Brunswick Community College	Dr. Gene Smith	1/1/2019
Caldwell Community College & Technical Institute	Dr. Mark Poarch	7/1/2016
Cape Fear Community College	Mr. Jim Morton	4/20/2018
Carteret Community College	Dr. Tracy Mancini	6/1/2020
Catawba Valley Community College	Dr. Garrett Hinshaw	8/1/2006
Central Carolina Community College	Dr. Lisa Chapman	4/1/2019
Central Piedmont Community College	Dr. Kandi Deitemeyer *	1/1/2017
Cleveland Community College	Dr. Jason Hurst	4/1/2018
Coastal Carolina Community College	Mr. David Heatherly	1/1/2017
College of The Albemarle	Dr. Jack Bagwell	12/2/2019
Craven Community College	Dr. Raymond Staats	7/20/2015
Davidson-Davie Community College	Dr. Darrin Hartness	1/1/2019
Durham Technical Community College	Mr. John Buxton	7/20/2020
Edgecombe Community College	Dr. Gregory McLeod	8/15/2018
Fayetteville Technical Community College	Dr. Mark Sorrells	1/1/2023
Forsyth Technical Community College	Dr. Janet Spriggs	1/1/2019
Gaston College	Dr. John Hauser *	6/1/2020
Guilford Technical Community College	Dr. Anthony Clarke *	11/1/2019
Halifax Community College	Dr. Patrena Elliott	1/1/2023
Haywood Community College	Dr. Shelley White	1/1/2020
Isothermal Community College	Dr. Margaret Annuziata	2/1/2021
James Sprunt Community College	Dr. Jay Carraway	4/29/2019
Johnston Community College	Dr. Vern Linqvist	1/15/2023
Lenoir Community College	Dr. Russell Hunt	10/1/2016
Martin Community College	Mr. Wesley Beddard	7/1/2020
Mayland Community College	Dr. John C. Boyd	1/1/2011
McDowell Technical Community College	Dr. Brian S. Merritt	1/1/2021
Mitchell Community College	Dr. Tim Brewer	3/1/2012
Montgomery Community College	Dr. Chad Bledsoe	4/6/2015
Nash Community College	Dr. Lew Hunnicutt	11/1/2019
Pamlico Community College	Dr. James Ross	7/25/2016
Piedmont Community College	Dr. Pamela Senegal	7/1/2017
Pitt Community College	Dr. Lawrence Rouse *	8/1/2018
Randolph Community College	Dr. Elbert Lassiter (Interim)	7/25/2022
Richmond Community College	Dr. W. Dale McInnis	3/1/2010
Roanoke-Chowan Community College	Dr. Murray Jean Williams	5/1/2021
Robeson Community College	Ms. Melissa Singler	11/1/2019
Rockingham Community College	Dr. Mark Kinlaw	1/20/2015
Rowan-Cabarrus Community College	Dr. Carol S. Spalding	8/11/2008
Sampson Community College	Dr. Bill Starling	3/1/2018
Sandhills Community College	Ms. Brenda Jackson (Interim)	1/1/2023
South Piedmont Community College	Dr. Maria Pharr	1/1/2017
Southeastern Community College	Dr. Chris English	8/3/2020
Southwestern Community College	Dr. Don Tomas	7/1/2011
Stanly Community College	Dr. John Enamait	8/15/2016
Surry Community College	Dr. David R. Shockley	1/1/2012
Tri-County Community College	Dr. Donna Tipton-Rogers	10/19/2007
Vance-Granville Community College	Dr. Rachel Desmarais	8/11/2018
Wake Technical Community College	Dr. Scott Ralls *	2/1/2019
Wayne Community College	Dr. Patty Pfeiffer	1/1/2022
Western Piedmont Community College	Dr. Joel Welch	7/1/2020
Wilkes Community College	Dr. Jeffrey A. Cox	7/1/2014
Wilson Community College	Dr. Tim Wright	8/1/2015

**Previously served as president at another NCCCS college*

STATE BOARD OF COMMUNITY COLLEGES
College President Status Report

Attachment PER 03

Appointed 2016	4		
Appointed 2017	6		
Appointed 2018	5		
Appointed 2019	12		
Appointed 2020	8		
Appointed 2021	3		
Appointed 2022	1	Retirement	30
Appointed 2023	3	Moved	8
Searching	3	Other	7
<u>Total:</u>	<u>45</u>	<u>Total:</u>	<u>45</u>



AGENDA
State Board of Community Colleges
MARKETING AND COMMUNICATIONS COMMITTEE
Caswell Building, Gregory Poole Conference Room
Thursday, March 16, 2023, 11:00 a.m. – 11:55 a.m.
Mr. Thomas Looney, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

For Information

- Progress and Next Steps (Attachment MC 01)
 - Progress, Projects, and Plans
 - Committee Members' Role
 - KPIs and Goalsetting for M&C Plan
- Stakeholder Development (Discussion Only)

New Business

Adjourn

Marketing & Communications

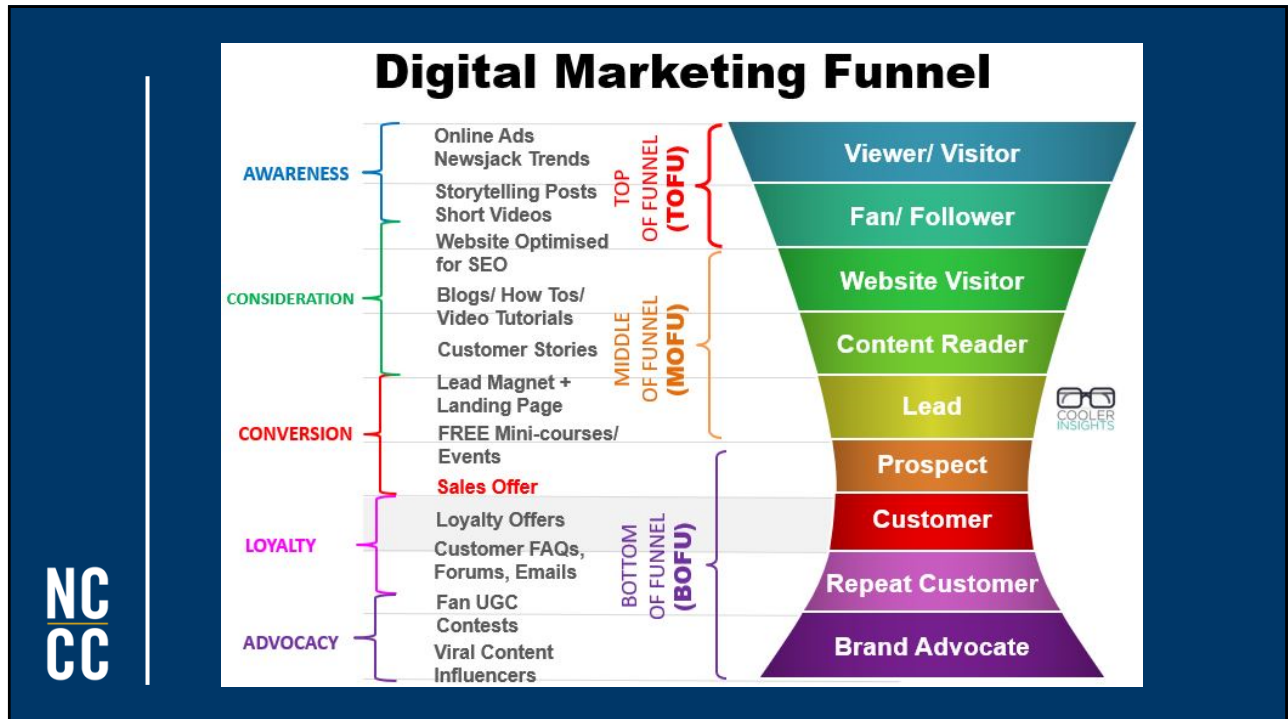
Plans, Priorities, Projects – Spring 2023



nccommunitycolleges.edu



1



2

Communication Focus Areas – Last 90 Days

Brand Identity

- **Branding:** Assessed System branding and logos
- **Templates & Assets:** Created new high-resolution logo packages, letterhead and slide templates, brand guidelines, and a new editorial style guide
- **Planning:** Submitted bid contract for development of the statewide Marketing & Communications plan

Visibility & Engagement

- **Social Media:** Activated all social media accounts and developed strategy
- **Newsletter:** Created Community College Now e-newsletter for stakeholders & revamped approach for internal communications
- **Media Engagement:** Began media partner engagement

Strategic Advertising & Sponsorships

- **Assess Past Efforts:** Engaged ad firms and assessed campaign performances
- **Budgets:** Assessed current advertising budget and expenditures
- **Sponsorships:** Began initial conversations around sponsorship strategies

NC
CC

3

Communication Focus Areas – Last 90 Days

Support Services

- Met with **senior team and executive directors** of sub-brands for needs, opportunities
- Launched **new quarterly PIO virtual meetings** with the 58 marketing departments
- Created new **monthly Communicators meetings** with sub-brands of System Office for messaging and resource alignment

Strategic Partnerships

- Assessed **master partnership database** and began early conversations around partnership expansion and cultivation
- Developed plan to create **expert marketing council** with representatives from workforce development partners and marketing industry experts

NC
CC

4

Major Priorities



Website Redesign: Award bid contract and redesign www.nccommunitycolleges.edu and eight additional sub-sites



Statewide Marketing Plan: Award bid contract and work with firm to develop a Statewide Marketing & Communications Plan



Strategic Plan Communications Campaign



Presidential Search Onboarding



Building Communications Team

NC
CC

5

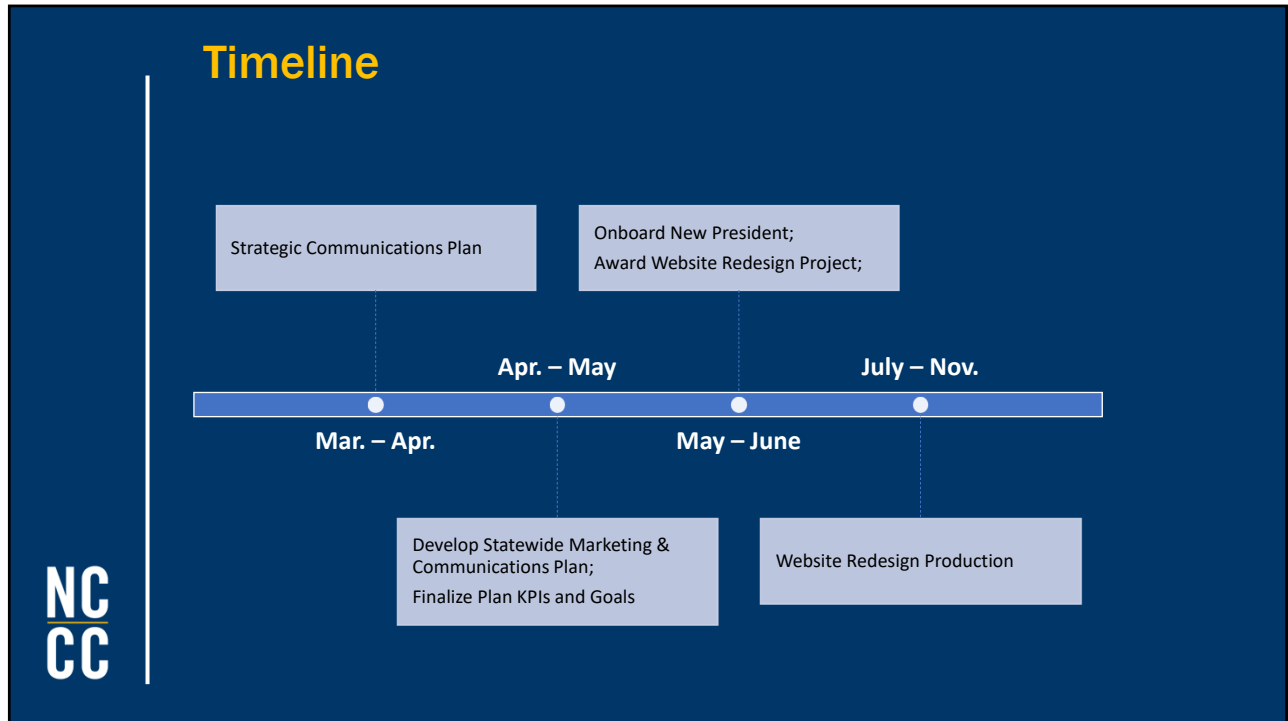
Resourcing & Needs

We've submitted a tiered five-year Marketing & Communications Budget Request as a legislative priority. This includes:

- Comprehensive Advertising Campaign, including video and digital;
- Website redesign;
- Influencer marketing and partnership development; and
- Three new FTE positions and to bring make our communications and social media specialist permanent.
 - Other positions: Director, Creative and Brand Identity; Public & Media Relations Coordinator; Events & Outreach Coordinator.

NC
CC

6



7

Committee Roles & Next Steps

NC COMMUNITY COLLEGES
CREATING SUCCESS

nccommunitycolleges.edu    

8

Everyone plays a role!

POSTS

Dr. Janet N. Spriggs • 1st President of Forsyth Technical Community College | Two-Time...
We are so very #ForsythTechProud of Jess Flynn, our Forsyth Technical Community College #PTK Honor Society President who is running for International President of the Phi Theta Kappa Honor Society. Jess is a natural leader, a phenom... see more

MEET JESS!
I am originally from New Jersey but currently reside in Kings, NC. I've been with my 10-year-old son, my best friend, and my partner.
I enjoy #Philosophy, #coaching, & #hiking adventures with my family.
I have two fur babies named Hannah, Banana & Nymona (Mardi) who understand my gibberish and when people words like E-A-T or O-U-T-S-I-D-E are spelled.

LEADERSHIP

- Student Ambassador (2022-2023)
- Alpha Mu Iota PTK Chapter President (2022-2023)
- Student Leadership and Development Program participant (2022-2023)
- Commencement Marshal (2022)

President's List

Blue Ridge Community College
5,229 followers
Happy International Women's Day! Thanks to all of Blue Ridge's female workforce for their hard work and dedication!
#InternationalWomensDay #WomensDay #EducationElevated

North Carolina Community College System
3,310 followers
"Collaborations between colleges work. We're going to make a better North Carolina, a better workforce, through collaborations just like this one," said N.C. Community College System Interim President Dr. Bill Carver. ...see more

ApprenticeshipNC - Part of the NC Community College System
612 followers
ApprenticeshipNC salutes our long-time apprenticeship sponsor, Local Union 421 HVAC apprentice Sherry Woodard who participated as the only invited apprentice member on the panel during the U.S. Department of Labor Good Jobs Initiative. ...see more

Thomas F. Looney • 100
Executive in Residence @Marfan Mind
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SBCC
03/17/2023

AGENDA
State Board of Community Colleges
FINANCE COMMITTEE
Caswell Building, J. Gregory Poole Conference Room
Thursday, March 16, 2023– 1:30 p.m. – 2:10 p.m.
Ms. Lisa Estep, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – February 16, 2023

For Action

- Allocation of Enrollment Growth Reserve (Attachment FC 01)

For Consent Approval

- Revised Allocation to Support Rural College Broadband Access (Attachment FC 02)
- Targeted Assistance and Less Than Half Time Grant Program (Attachment FC 03)
- Construction and Property – March 2023(Attachment FC 04)

For Information

- Estimated Receipts – February 2023 (Attachment FC 05)
- NC Scholarship for Community Colleges Payment Schedule FY 2023-24 (Attachment FC 06)

New Business

Adjourn

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, February 16, 2023 – 3:10 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

Finance Committee Members Present

Ms. Lisa Estep, Chair
Dr. Shirley Carraway

Ms. Sarah West

The Honorable Sam Searcy*

Attended via phone or Zoom technology*

Members absent: Treasurer Dale Folwell

Other SBCC Members:

Chair Burr Sullivan
Mr. Bill McBrayer
The Honorable Ray Russell
Mr. Tom Looney
Ms. Latasha Bradford
Ms. Ann Whitford
Mr. Johnathan Harris*

OTHERS IN ATTENDANCE:

Interim Pres. Bill Carver
Ms. Brandy Andrews
Dr. Kimberly Gold
Mr. Stephen Reeves*
Mr. Patrick Fleming
Mr. Alex Fagg
Ms. Tawanda Foster Artis
Mr. James "JW" Kelley*
Dr. Bruce Mack*
Ms. Sondra Jarvis
Ms. Tiffany Howell
Ms. Petrina Herring
Ms. Angela Dorman

Mr. Grant Braley
Mr. Nathan Hardin
Mr. Deante Tyler
Mr. Tory Russo
Mr. Jason Cobb
Ms. Jennifer McLean
Ms. Brenda Burgess
Ms. Barbara Boyce*
Ms. Jonelle Carpenter
Mr. Ken Ramos
Ms. Charmane Bess
Ms. Katherine Davis
Mr. Chris Coyne
(Ellucian)

Mr. Timothy Enright
(Ellucian)
Ms. Hannah McClellan
(EdNC)
Dr. Jeffrey A. Cox
(Wilkes CC)
Dr. David Shockley
(Surry CC)
Dr. Russell Hunt
(Lenoir CC)

CALL TO ORDER

Ms. Estep called the meeting to order at 3:21 p.m.

ROLL CALL

Ms. Herring took the roll of the Finance Committee members.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, February 16, 2023 – 3:10 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

ETHICS STATEMENT

Ms. Estep read the required ethics statement. There were no conflicts of interest.

APPROVAL OF THE AGENDA

Ms. Estep asked for a motion to approve the agenda of the meeting as presented. Dr. Carraway moved, seconded by Ms. West, and the motion was unanimously approved via voice vote.

APPROVAL OF THE MINUTES

Ms. Estep asked for a motion to approve the minutes of the January 19, 2023, with a name change from The Honorable Chad Beasley to The Honorable Chaz Beasley. Ms. West moved, Dr. Carraway seconded the motion, and the motion was unanimously approved via voice vote.

For Action

Allocation for Truck Driver Shortage Program (Attachment FC 01)

Ms. Estep stated these funds are a \$2 million allocation from state fiscal recovery funds. Ms. Estep explained the total amount of \$5 million went to the NC Trucking Association which is a non-profit and this is a \$2 million subaward that will be coming to the NC Community College System. These awards expire in December 2024.

Ms. Andrews reviewed the rationale in FC 01.

Ms. Estep reviewed Table 1 in FC 01.

Dr. Carraway motioned for approval; Ms. West seconded the motion. The Committee approved the Allocation for Truck Driver Shortage Program (Attachment FC 01) via voice vote.

State Board Reserve Funds FY 2022-23 (Attachment FC 02)

Ms. Estep stated there are three requests totaling \$160,000. Ms. Estep explained one request is for Master Teacher Certification for \$25,000, the second request is Workforce Development Professional Development for System leaders for \$5,000, and the third request is for a Strategy Consultant and Development of a Statewide Marketing and Communications Plan for \$130,000.

Ms. Estep stated these funds can only be allocated for something that is nonrecurring and we have previously allocated \$75,000. After this there will be \$15,000 left. Ms. Estep explained we are coming up quickly to the end of the fiscal year and it is good to get these funds allocated.

Ms. Estep, Mr. Hardin, and the Committee discussed the item.

Ms. West motioned for approval; Dr. Carraway seconded the motion. The Committee approved the

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, February 16, 2023 – 3:10 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

State Board Reserve Funds FY 2022-23 (Attachment FC 02) via voice vote.

Amendment to Contract for College Information System Enhancement and Support Services Agreement (Attachment FC 03)

Ms. Estep moved to enter closed session pursuant to North Carolina General Statute 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statutes 132-1.2(1)(c) and 143B -1350 and Title 9, Chapter 6, Subchapter 6B, Section 0103 and Section 0309 of the North Carolina Administrative Code. Ms. West seconded, and the committee approved via voice vote. The Committee entered closed session for discussion on FC 03, FC 04, FC 05, and FC 11.

Mr. Patrick Fleming discussed amending the existing contract with Ellucian to modernize critical System Office software applications and to provide maintenance support through September 30, 2027.

Dr. Carraway motioned for approval; Ms. West second the motion. The Committee approved Amendment to Contract for College Information System Enhancement and Support Services Agreement (Attachment FC 03) via voice vote.

Contract for Extendable Identity Management Security Platform (Attachment FC 04)

While remaining in closed session FC 04 was discussed.

Mr. Fleming presented the contract that would offer a two-year contract for a systemwide identity management solution to modernize the NC Community College System (NCCCS) Enterprise Resource Planning (ERP) solution.

Ms. West motioned for approval; Ms. Carraway second the motion. The Committee approved Contract for Extendable Identity Management Security Platform (Attachment FC 04) via voice vote.

Contract for Managed Services Support for Migration of System Office Applications (Attachment FC 05)

While remaining in closed session FC 05 was discussed.

Mr. Fleming discussed the System Office entering an 18-month contract with a vendor to assist with administration, operation, maintenance, and security support of the College Information Systems (CIS).

Dr. Carraway motioned for approval; Ms. West second the motion. The Committee approved Contract for Managed Services Support for Migration of System Office Applications (Attachment FC 05) via voice vote.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, February 16, 2023 – 3:10 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

For Consent Approval

Allocation for NC Career Coach Program (Attachment FC 06)

Ms. Estep explained this is a \$5,570,805 allocation per year for five years. This moves this program from a three-year cohort to five years.

Ms. Andrews explained the Board of Trustees of a Community College and the Board of Education of a local LEA of the service area of the community college must jointly apply for these funds when it comes to the career coach program.

Ms. Andrews discussed the changes made to the program as outlined in the item rationale and reviewed the Table in FC 06.

Ms. Estep, Ms. Andrews, and the Committee discussed the item.

Ms. West motioned for approval; Dr. Carraway seconded the motion. The Committee approved the Allocation for NC Career Coach Program (Attachment FC 06) via voice vote.

Allocation for Summer Accelerator Grant Program (Attachment FC 07)

Ms. Estep stated this is the second year of this program and it is a \$2.4 million allocation.

Ms. Estep explained these are funded from EANS funding, funds available from Emergency Assistance to Non-Public Schools. Ms. Estep stated the awards are for accelerated credentialing or developmental course work.

Ms. Estep explained the awards come through the Governor's Office and the awards are administered through the NC Pandemic Recovery Office (NCPRO). Ms. Estep stated NCPRO is the agency that follows up on the awards and the money is used like the GEER funds.

Ms. Andrews stated back in April, the Finance Committee approved the item for the first year for the Summer of 2022. Ms. Andrews explained the first amount allocated was \$2.8 million and the second round awarded is \$2.4 million for the Summer of 2023.

Ms. Andrews stated we have heard and received positive feedback from colleges that the grant program has helped students stay on track in their program and graduate on time.

Ms. Andrews reviewed the Table in FC 07.

Ms. Andrews stated the funding is contingent upon receiving a signed NCPRO agreement.

Dr. Carraway motioned for approval; Ms. West seconded the motion. The Committee approved the Allocation for Summer Accelerator Grant Program (Attachment FC 07) via voice vote.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, February 16, 2023 – 3:10 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

Allocation for Finish Line Grants Administration (Attachment FC 08)

Ms. Estep explained this is an allocation for administrative work for an item the Board approved back in August of last year.

Ms. Estep stated this was a program that transitioned from the Department of Commerce to the North Carolina Community College System and forty-one colleges opted in to receive this allocation.

Ms. Estep reviewed the Table in FC 08.

Ms. Estep, Ms. Andrews, and the Committee discussed the item.

Ms. West motioned for approval; Dr. Carraway seconded the motion. The Committee approved the Allocation for Finish Line Grants Administration (Attachment FC 08) via voice vote.

Service Agreement for Quality Acceptance Inspector (Attachment FC 09)

Ms. Estep stated this is a three-year contract for \$125,381 annually.

Ms. Estep and the Committee discussed the item.

Chair Sullivan motioned for approval; Dr. Carraway seconded the motion. The Committee approved the Service Agreement for Quality Acceptance Inspector (Attachment FC 09) via voice vote.

Construction and Property – February 2023 (Attachment FC 10)

Ms. Andrews reviewed the construction and property items.

Dr. Carraway motioned for approval; Ms. West second the motion. The Committee approved Construction and Property – February 2023 (Attachment FC 10) via voice vote.

For Information

Analysis of Learning Management System Costs (Attachment FC 11)

While remaining in closed session FC 11 was discussed.

Ms. Kathy Davis explained that a comprehensive survey was issued to the 58 community colleges on August 10, 2022, after a request for more information on LMS costs and a discussion on the possibility of the System Office only paying for one LMS. The survey requested information for 2022-23 LMS direct and indirect costs, benefits, digital and personnel resources, college process and procedures, LMS preference, and each college's willingness to migrate to a different LMS. The information gathered, as well as recent changes to LMS pricing were discussed.

Dr. Carraway requested for FC 11 to be table until next month due to all the IT information

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, February 16, 2023 – 3:10 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

presented to the Committee this month.

Dr. Carraway motioned for FC 11 to be tabled to March; Ms. West seconded the motion. The Committee tabled the Analysis of Learning Management System Costs (Attachment FC 11) via voice vote.

Dr. Carraway motion to return to open session; Ms. West seconded the motion. The Committee returned to open session at 4:15 p.m.

State Board Reserve FY 2022-23 Mid-year Report (Attachment FC 12)

Ms. Estep and Ms. Andrews reviewed FC 12.

Annual Survey of Fees FY 2021-22 (Attachment FC 13)

Ms. Andrews reviewed FC 13.

System Office Contracts Report as of December 31, 2022 (Attachment FC 14)

Ms. Andrews reviewed FC 14.

System Office Grants Awarded Report as of December 31, 2022 (Attachment FC 15)

Ms. Andrews reviewed FC 15.

Delegated College Allocations Report as of December 31, 2022 (Attachment FC 16)

Ms. Andrews reviewed FC 16.

Estimated Receipts – January 2023 (Attachment FC 17)

Ms. Andrews reviewed FC 17.

New Business

ADJOURNMENT

Ms. Estep adjourned the meeting at 5:09 p.m.

Respectfully Submitted,

Petrina L. Herring,
Recording Secretary

STATE BOARD OF COMMUNITY COLLEGES
Allocation of Enrollment Growth Reserve
FY 2022-23

Request: The State Board of Community Colleges is requested to approve an allocation of \$5,134,063 in Enrollment Growth Reserve funds to colleges who experienced an enrollment increase greater than 5% of budgeted enrollment levels.

Background: G.S. 115D-31(e) states: If receipts for community college tuition and fees exceed the amount certified in General Fund Codes at the end of a fiscal year, the State Board of Community Colleges shall transfer the amount of receipts and fees above those budgeted to the Enrollment Growth Reserve. Funds in the Enrollment Growth Reserve shall not revert to the General Fund and shall remain available to the State Board until expended. The State Board may allocate funds in this reserve to colleges experiencing an enrollment increase greater than five percent (5%) of budgeted enrollment levels.

Rationale: Actual FTE from Fall 2022 was compared to Fall 2021 in each area of Curriculum, Workforce Continuing Education, and Basic Skills. For each of these academic areas that a college experienced enrollment changes over 5%, the eligible FTE was calculated and multiplied by the FTE tier values. As there is not enough funding in the reserve to cover the total eligible cost, a pro rata calculation of the available funding was made for each college, and the recommended allocation is reflected in the table below.

College	Allocation
Asheville-Buncombe TCC	134,058
Beaufort County CC	168,621
Blue Ridge CC	74,144
Brunswick CC	28,315
Caldwell CC & TI	170,905
Cape Fear CC	20,818
Carteret CC	24,704
Catawba Valley CC	109,222
Central Piedmont CC	120,940
Cleveland CC	326,337
Coastal Carolina CC	58,810
College of The Albemarle	61,121
Craven CC	177,910
Davidson-Davie CC	194,603
Durham TCC	98,126
Edgecombe CC	4,387
Forsyth TCC	172,282
Gaston College	502,836
Guilford TCC	99,723
Halifax CC	49,602
James Sprunt CC	296,039
Johnston CC	119,092
Martin CC	58,979

Mayland CC	120,742
McDowell TCC	60,135
Montgomery CC	117,673
Nash CC	133,460
Pamlico CC	170,203
Piedmont CC	141,436
Pitt CC	35,573
Randolph CC	132,601
Richmond CC	174,990
Rockingham CC	35,797
Rowan-Cabarrus CC	75,591
Sampson CC	33,661
Sandhills CC	17,237
South Piedmont CC	165,020
Southeastern CC	220,158
Southwestern CC	6,084
Stanly CC	34,051
Surry CC	45,492
Tri-County CC	22,167
Vance-Granville CC	11,301
Wake TCC	150,618
Wayne CC	37,799
Western Piedmont CC	19,542
Wilkes CC	85,525
Wilson CC	15,633
Total	\$5,134,063

Fund Source and Availability: Funding is available from the Enrollment Growth Reserve fund established by G.S. 115D-31(e). Funds shall not revert and shall remain available until expended.

Contact(s):

Brandy Andrews
Vice President and Chief Financial Officer

Jason Forlines
Budget Analyst

STATE BOARD OF COMMUNITY COLLEGES
Revised Allocation to Support Rural College Broadband Access
July 1, 2021 through December 31, 2024

Request: The State Board of Community Colleges is requested to approve an increase of \$750,000 to the allocation for federal State Fiscal Recovery Funds. The new total allocation will be \$15,000,000 for costs allowed within the 2021 Appropriations Act and federal American Rescue Plan Act timeframe.

Strategic Plan Reference(s):

System Funding and Effectiveness

Goal 5: Increase state aid funding allocations, streamline the allocation formula, and implement practices to improve system effectiveness.

- Objective 5.3: Align System Office support to colleges' needs.
- Objective 5.4: Provide the North Carolina Community College System with data and technology systems that provide best-in-class support for core business functions.

Background: In December 2021, the State Board approved Finance Committee item FC 02, a contract amendment of up to \$750,000 with the NCSU Friday Institute to provide support services for the "Broadband Access for Rural Community Colleges."

In January 2022, the State Board approved Finance Committee item FC 02, an allocation of up to \$14,250,000 from federal State Fiscal Recovery Funds received by North Carolina from the American Rescue Plan Act to deliver critical, college specific IT infrastructure and network security improvements for 25 colleges serving students at campuses in our System's most rural and economically challenged regions.

Rationale: The \$750,000 contract amendment with the NCSU Friday Institute is no longer required. Instead, funds are requested to be directed to the twenty-five colleges outlined in the SBCC approval of FC 02 In January 2022. This will result in a revised amount not to exceed \$15,000,000.

Time Period: The State Fiscal Recovery Act funds are available through December 31, 2024.

Fund Source and Availability: Funding is available through an appropriation of State Fiscal Recovery Funding in the 2021 Appropriations Act (Session Law 2021-180).

Contact(s):

Patrick Fleming

Senior Vice President & Chief Information Officer

STATE BOARD OF COMMUNITY COLLEGES
Targeted Assistance and Less Than Half-Time Grant Program
FY 2023-24

Request: The State Board of Community Colleges is requested to approve \$550,000 in awards to the NC Community Colleges for the Targeted Assistance and Less Than Half-Time Grant Program.

Strategic Plan Reference(s):

Theme: Student Interest and Access

Goal 2: Increase access and enrollment at North Carolina community colleges to meet the state's educational attainment goal and expand postsecondary opportunities.

- Objective 2.1: Increase marketing and outreach to prospective students and their influencers.
 - Strategy 2.1.2: Invest in each North Carolina Community College to develop and actively use a Strategic Enrollment Management Plan that addresses student recruitment, retention, and completion.

Background: According to G.S. 115D-40.1(b), the "... State Board may provide financial assistance to the following students:

- (1) Students who enroll in low-enrollment programs that prepare students for high demand occupations.
- (2) Students with disabilities who have been referred by the Department of Health and Human Services, Division of Vocational Rehabilitation, and are enrolled in a community college.
- (3) Students enrolled in fewer than six credit hours per semester who otherwise qualify for need-based financial aid programs."

In May 2002, the State Board of Community Colleges made available an annual allocation of \$500,000 for the Targeted Assistance Program for students enrolled full time in all 58 community colleges. In July 2003, the State Board increased the availability by an additional \$262,806 and included a provision to award these funds to students enrolled less than half-time. In July 2011, the State Board consolidated the two programs into one program and reduced the total funding to \$550,000.

Rationale: The General Assembly appropriates an amount annually from the Escheat Fund to support financial assistance for community college students. Much of this appropriation supports the North Carolina Community Grant program. Based on an analysis of funding availability and projected North Carolina Scholarship Program awards, \$550,000 is available in FY 2023-24. According to the college priorities and community needs, this allocation can be used to offer financial assistance for students who (1) enroll in low enrollment programs that prepare students for high demand occupations; (2) have disabilities and have been referred by the Division of Vocational Rehabilitation; or (3) enroll on a less than half-time basis. Each college is allocated a base amount of \$1,000. The remaining funds are allocated on a pro-rata basis as determined by each college's percentage of total 2021-22 Pell Grant disbursements.

Fund Source and Availability: Funding is contingent on FY 2023-24 Escheat Fund appropriations from the General Assembly.

Contact(s):

Ms. Brenda Burgess, Associate Director, Student Aid

Dr. James "JW" Kelley, Associate Vice-President, Student Services

North Carolina Community College System
Targeted Assistance/Less Than Half Time Student Program
FY 2023-24

Community Colleges	Base Allotment	2021-2022	Percent	Awards Based	Total College Awards
		Federal Pell Grant Disbursements	of Pell Grant	on Percent of Total Disbursements	
Alamance CC	\$1,000	\$5,270,708	1.8%	\$8,774	\$9,774
Asheville-Buncombe TCC	\$1,000	\$6,609,705	2.2%	\$11,002	\$12,002
Beaufort County CC	\$1,000	\$2,619,931	0.9%	\$4,361	\$5,361
Bladen CC	\$1,000	\$2,548,727	0.9%	\$4,243	\$5,243
Blue Ridge CC	\$1,000	\$3,219,027	1.1%	\$5,358	\$6,358
Brunswick CC	\$1,000	\$2,200,149	0.7%	\$3,662	\$4,662
Caldwell CC and TI	\$1,000	\$4,684,257	1.6%	\$7,797	\$8,797
Cape Fear CC	\$1,000	\$11,791,600	4.0%	\$19,628	\$20,628
Carteret CC	\$1,000	\$2,566,794	0.9%	\$4,273	\$5,273
Catawba Valley CC	\$1,000	\$5,186,812	1.8%	\$8,634	\$9,634
Central Carolina CC	\$1,000	\$6,275,675	2.1%	\$10,446	\$11,446
Central Piedmont CC	\$1,000	\$23,989,017	8.1%	\$39,932	\$40,932
Cleveland CC	\$1,000	\$3,907,236	1.3%	\$6,504	\$7,504
Coastal Carolina CC	\$1,000	\$5,915,907	2.0%	\$9,848	\$10,848
College of The Albemarle	\$1,000	\$2,266,296	0.8%	\$3,772	\$4,772
Craven CC	\$1,000	\$4,148,476	1.4%	\$6,906	\$7,906
Davidson Davie CC	\$1,000	\$5,436,704	1.8%	\$9,050	\$10,050
Durham TCC	\$1,000	\$5,758,377	1.9%	\$9,585	\$10,585
Edgecombe CC	\$1,000	\$3,530,126	1.2%	\$5,876	\$6,876
Fayetteville TCC	\$1,000	\$19,752,765	6.7%	\$32,880	\$33,880
Forsyth TCC	\$1,000	\$13,421,465	4.5%	\$22,341	\$23,341
Gaston College	\$1,000	\$6,472,791	2.2%	\$10,775	\$11,775
Guilford TCC	\$1,000	\$19,552,720	6.6%	\$32,547	\$33,547
Halifax CC	\$1,000	\$1,439,269	0.5%	\$2,396	\$3,396
Haywood CC	\$1,000	\$1,899,693	0.6%	\$3,162	\$4,162
Isothermal CC	\$1,000	\$3,049,978	1.0%	\$5,077	\$6,077
James Sprunt CC	\$1,000	\$2,614,898	0.9%	\$4,353	\$5,353
Johnston CC	\$1,000	\$4,233,394	1.4%	\$7,047	\$8,047
Lenoir CC	\$1,000	\$3,479,685	1.2%	\$5,792	\$6,792
Martin CC	\$1,000	\$927,864	0.3%	\$1,545	\$2,545
Mayland CC	\$1,000	\$822,456	0.3%	\$1,369	\$2,369
McDowell TCC	\$1,000	\$1,519,341	0.5%	\$2,529	\$3,529
Mitchell CC	\$1,000	\$3,218,302	1.1%	\$5,357	\$6,357
Montgomery CC	\$1,000	\$915,605	0.3%	\$1,524	\$2,524
Nash CC	\$1,000	\$2,852,918	1.0%	\$4,749	\$5,749
Pamlico CC	\$1,000	\$455,916	0.2%	\$759	\$1,759
Piedmont CC	\$1,000	\$1,490,207	0.5%	\$2,481	\$3,481
Pitt CC	\$1,000	\$12,193,802	4.1%	\$20,298	\$21,298
Randolph CC	\$1,000	\$3,556,840	1.2%	\$5,921	\$6,921
Richmond CC	\$1,000	\$3,765,107	1.3%	\$6,267	\$7,267
Roanoke-Chowan CC	\$1,000	\$1,089,366	0.4%	\$1,813	\$2,813
Robeson CC	\$1,000	\$4,466,536	1.5%	\$7,435	\$8,435
Rockingham CC	\$1,000	\$2,103,331	0.7%	\$3,501	\$4,501
Rowan-Cabarrus CC	\$1,000	\$6,831,093	2.3%	\$11,371	\$12,371
Sampson CC	\$1,000	\$2,861,250	1.0%	\$4,763	\$5,763
Sandhills CC	\$1,000	\$4,674,005	1.6%	\$7,780	\$8,780
South Piedmont CC	\$1,000	\$1,970,652	0.7%	\$3,280	\$4,280
Southeastern CC	\$1,000	\$2,561,544	0.9%	\$4,264	\$5,264
Southwestern CC	\$1,000	\$3,316,577	1.1%	\$5,521	\$6,521
Stanly CC	\$1,000	\$3,157,353	1.1%	\$5,256	\$6,256
Surry CC	\$1,000	\$3,590,921	1.2%	\$5,977	\$6,977
Tri-County CC	\$1,000	\$1,591,939	0.5%	\$2,650	\$3,650
Vance-Granville CC	\$1,000	\$3,669,777	1.2%	\$6,109	\$7,109
Wake TCC	\$1,000	\$26,033,443	8.8%	\$43,334	\$44,334
Wayne CC	\$1,000	\$3,999,045	1.4%	\$6,657	\$7,657
Western Piedmont CC	\$1,000	\$2,657,862	0.9%	\$4,424	\$5,424
Wilkes CC	\$1,000	\$3,282,278	1.1%	\$5,464	\$6,464
Wilson CC	\$1,000	\$2,150,389	0.7%	\$3,581	\$4,581
TOTAL	\$58,000	\$295,567,901	100.0%	\$492,000	\$550,000

NOTE: The Targeted Assistance and Less Than Half-Time Program funding is calculated by dividing the total of the federal Pell Grant disbursements for all community colleges (\$295,567,901) by the amount received by each college. The percentage is used to distribute \$492,000 with an additional \$1000 base added to each college

State Board of Community Colleges
Construction and Property
March 17, 2023
FY 2022-2023

Attachment FC 04
(REVISED 03/15/2023)

A. New Projects								
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget	
1	Catawba	2755	Cuyler Dunbar Building Structural Wall Repairs (Main Campus) Repair exterior structural walls of a building approximately 135,000 sq. ft. This facility accommodates the college's library, health, math, and science programs.	42120 - SCIF R&R	\$0.00	\$1,750,000.00	\$1,750,000.00	
				Total	\$0.00	\$1,750,000.00	\$1,750,000.00	
2	Guilford	2757	Federation of Advanced Manufacturing Education/Integrated Manufacturing Center Lab and Classroom Renovation (Main Campus) Renovation of approximately 9,500 sq. ft. of a 300,000 sq. ft. manufacturing floor which will include classrooms and labs for Advanced Manufacturing to house the FAME program. Renovation is to install the required electrical capacity to support training equipment, and other minor adjustments to the space. All improvements will accommodate machine and welding programs in future expansions.	42120 - SCIF R&R	\$0.00	\$495,000.00	\$495,000.00	
				Total	\$0.00	\$495,000.00	\$495,000.00	
3	Guilford	2758	Technology Education Building Mechatronics Lab Renovation (Greensboro Campus) Renovation of approximately 12,000 sq. ft. of the Mechatronics lab in the Technical Education Building to include removing partition walls, modifying electrical and data distribution, upgrade lighting, and repairs to the HVAC system.	42120 - SCIF R&R	\$0.00	\$495,000.00	\$495,000.00	
				Total	\$0.00	\$495,000.00	\$495,000.00	

State Board of Community Colleges
Construction and Property
March 17, 2023
FY 2022-2023

Attachment FC 04
(REVISED 03/15/2023)

A. New Projects - Continued								
				Blair Hall Legend Center One-Stop Shop - Phase 1 (Main Campus) Renovation of approximately 1,680 sq. ft. to convert vacant space into student one-stop shop. Vacated space will be renovated into a new classroom (843 sq. ft.). This project will improve the coordination of those services as part of strategic planning initiative designed to increase enrollment and retention.	42120 - SCIF R&R	\$0.00	\$499,000.00	\$499,000.00
4	Montgomery	2740			Total	\$0.00	\$499,000.00	\$499,000.00
				Buildings M and T Renovations (Main Campus) Building M, approximately 23,490 sq. ft. and Building T, approximately 18,997 sq. ft. to include renovations to restrooms to meet ADA requirements, new plumbing, flooring, and HVAC repairs.	42120 - SCIF R&R	\$0.00	\$400,000.00	\$400,000.00
5	Southeastern	2748			Total	\$0.00	\$400,000.00	\$400,000.00

State Board of Community Colleges
Construction and Property
March 17, 2023
FY 2022-2023

Attachment FC 04
(REVISED 03/15/2023)

B. Amended Projects								
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget	
1	Fayetteville	2635	FTCC Regional Truck Driver Training Center Project is being amended to transfer advanced planning funds from close out Project No. 1757 located in Section C.	SCIF - OSBM	\$10,000,000.00	\$0.00	\$10,000,000.00	
				40720	\$0.00	\$10,712.00	\$10,712.00	
				42120 - SCIF New	\$2,000,000.00	(\$10,712.00)	\$1,989,288.00	
				Total	\$12,000,000.00	\$0.00	\$12,000,000.00	
C. Final Close-Out Projects								
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget	
1	Fayetteville	1757	Western Campus Center (Western Cumberland County Center) Project is not moving forward and is a final project close out. Remaining Advanced Planning funds will transfer to Project No. 2635 located in Section B.	40720	\$97,100.00	(\$10,712.00)	\$86,388.00	
				Unidentified	\$36,030,955.00	(\$36,030,955.00)	\$0.00	
				Total	\$36,128,055.00	(\$36,041,667.00)	\$86,388.00	
2	Wilkes	2238	Culinary Lab Building (Main Campus) Project is submitted for a decrease in cost for final project close out.	Non-State	\$567,094.00	(\$165,134.01)	\$401,959.99	
				46620 - New	\$2,025,785.00	\$0.00	\$2,025,785.00	
				Total	\$2,592,879.00	(\$165,134.01)	\$2,427,744.99	
3	Wilkes	2524	Alleghany Center Welding Lab (Main Campus) Project is submitted for a decrease in cost for final project close out.	Non-State	\$242,540.00	(\$19,027.00)	\$223,513.00	
				46620 - New	\$150,000.00	\$0.00	\$150,000.00	
				Total	\$392,540.00	(\$19,027.00)	\$373,513.00	

State Board of Community Colleges
Construction and Property
March 17, 2023
FY 2022-2023

Attachment FC 04
(REVISED 03/15/2023)

D. Acquisition and Disposal of Real Property		
Item	College	Action Requested
1	Edgecombe	The Board of Trustees of Edgecombe Community College requests permission as per G.S. 115D-15 to dispose of by sale four properties approximately 7.3 acres total, located at (1) Lot on Cokey Road, Rocky Mount (Parcel No. 3769-03-8976-00), (2) Lot on Proctor Street, Rocky Mount (Parcel No. 3769-04-7200-00), (3) 2.80 acres N. Tenth Street, Pinetops (Parcel No. 4704-66-7228-00), and (4) Lot at 108 N. Third Street, Pinetops (Parcel No. 4704-36-8082-00). The Board of Trustees has found the properties unnecessary and undesirable for college purposes.
E. Delegated Authority for Certain Capital Projects - between \$500,000 and less than \$2,000,000		
	Colleges	Description
1	Cleveland	Description Per the approved SBCC Guidelines, the following colleges have submitted a NCCCS 3-8A form requesting delegated authority. The colleges listed meet the criteria consistent with G.S.143-341 and 115D-9.

State Fund Legend

40720 - Special Projects/Equipment to Capital/Advanced Planning Funds S.L. 2006-66
41220 - Equipment to Capital S.L. 2011-145
41520 - Equipment to Capital S.L. 2015-241
41720 - Special Project S.L. 2017-57
41820 - Special Project S.L. 2018-5, Hurricane Relief funds S.L. 2018-136
41920 - Special Project S.L. 2019-235
42020 - Special Project S.L. 2019-235
42120 - SCIF (\$400M) S.L. 2021-180
42160 - SCIF (Remaining Connect NC Bond Funds as of October 1, 2022 converted to SCIF)
46620 - 2016 Connect NC Bonds S.L. 2015-280
SCIF - OSBM Administered S.L. 2021-180
SCIF - OSBM Administered S.L. 2022-174
State-Other - State Funds handled locally by college

STATE BOARD OF COMMUNITY COLLEGES
ESTIMATED TUITION AND FEES COLLECTED THROUGH
February 28, 2023

	2020-21	2021-22	2022-23	INCR/DECR OVER PRIOR YEAR
BUDGETED RECEIPTS	\$ 315,104,272	\$ 287,721,290	\$ 286,451,539	-0.4%
ACTUAL NET RECEIPTS COLLECTED	<u>227,524,734</u>	<u>231,761,376</u>	<u>228,770,117</u>	-1.3%
BUDGETED RECEIPTS UNCOLLECTED	<u>\$ 87,579,538</u>	<u>\$ 55,959,914</u>	<u>\$ 57,681,422</u>	
PERCENT OF BUDGET COLLECTED	72.21%	80.55%	79.86%	

STATE BOARD OF COMMUNITY COLLEGES
North Carolina Scholarship for Community Colleges Payment Schedule
FY 2023-24

In prior years, the North Carolina Community College Grant Program Payment Schedule was annually brought to the Finance Committee of the State Board of Community Colleges for approval. The approved payment schedule was provided to colleges and authorized the payment of student awards from System Office funds.

Session Law 2021-180, Section 8A.2.(a) directed the public colleges and universities need-based financial aid consolidation. This consolidation resulted in The North Carolina Need-Based Scholarship for Public Colleges and Universities and established the Scholarship Reserve Fund for Public Colleges and Universities. Beginning in FY 2023-24, within the funds available, the North Carolina State Education Assistance Authority (NCSEAA) shall administer and allocate the scholarship. In collaboration with the NC Community College System, NCSEAA will set the annual community college payment schedule. The attached FY 2023-24 payment schedule has been provided to the colleges in preparation of the new financial aid award year.

The North Carolina Need-Based Scholarship will complement grants provided by the Federal Pell Grant. The Pell Grant is a post-secondary federal educational grant sponsored by the U.S. Department of Education. The North Carolina Scholarship is a state scholarship designed to assist students whose federal Expected Family Contribution (EFC) ranges from \$2,401 to \$7,500. *(Example: a student who has an expected family contribution between \$4,501 - \$4,600 will receive the following awards: federal Pell Grant of \$2,845 and NC Scholarship of \$2,155, a total of \$5,000).* A student must demonstrate financial need to qualify. The amount of the offer provided is based on the students' EFC as derived from the information on the Free Application for Federal Student Aid (FAFSA). As the EFC range increases, the amount of Pell Grant eligibility decreases. Therefore, the federal Pell Grant and North Carolina Scholarship combined will help students meet the costs of tuition, books, supplies, and other cost of attendance.

Contact(s):

Ms. Brenda Burgess
Associate Director, Student Aid

Dr. James "JW" Kelley
Associate Vice-President, Student Services

2023-2024 North Carolina Scholarship for Community Colleges Payment Schedule

Annual Pell Grant		Pell			NC Scholarship Annual			Total Combined Amounts		
		Full Time	3/4 Time	1/2 Time	Full Time	3/4 Time	1/2 Time	Full Time	3/4 Time	1/2 Time
EFC Ranges										
\$2,301	\$2,400	\$5,045	\$3,784	\$2,523	\$0	\$0	\$0	\$ 5,045	\$ 3,784	\$ 2,523
\$2,401	\$2,500	\$4,945	\$3,709	\$2,473	\$400	\$400	\$400	\$ 5,345	\$ 4,109	\$ 2,873
\$2,501	\$2,600	\$4,845	\$3,634	\$2,423	\$400	\$400	\$400	\$ 5,245	\$ 4,034	\$ 2,823
\$2,601	\$2,700	\$4,745	\$3,559	\$2,373	\$400	\$400	\$400	\$ 5,145	\$ 3,959	\$ 2,773
\$2,701	\$2,800	\$4,645	\$3,484	\$2,323	\$400	\$400	\$400	\$ 5,045	\$ 3,884	\$ 2,723
\$2,801	\$2,900	\$4,545	\$3,409	\$2,273	\$455	\$400	\$400	\$ 5,000	\$ 3,809	\$ 2,673
\$2,901	\$3,000	\$4,445	\$3,334	\$2,223	\$555	\$416	\$400	\$ 5,000	\$ 3,750	\$ 2,623
\$3,001	\$3,100	\$4,345	\$3,259	\$2,173	\$655	\$491	\$400	\$ 5,000	\$ 3,750	\$ 2,573
\$3,101	\$3,200	\$4,245	\$3,184	\$2,123	\$755	\$566	\$400	\$ 5,000	\$ 3,750	\$ 2,523
\$3,201	\$3,300	\$4,145	\$3,109	\$2,073	\$855	\$641	\$427	\$ 5,000	\$ 3,750	\$ 2,500
\$3,301	\$3,400	\$4,045	\$3,034	\$2,023	\$955	\$716	\$477	\$ 5,000	\$ 3,750	\$ 2,500
\$3,401	\$3,500	\$3,945	\$2,959	\$1,973	\$1,055	\$791	\$527	\$ 5,000	\$ 3,750	\$ 2,500
\$3,501	\$3,600	\$3,845	\$2,884	\$1,923	\$1,155	\$866	\$577	\$ 5,000	\$ 3,750	\$ 2,500
\$3,601	\$3,700	\$3,745	\$2,809	\$1,873	\$1,255	\$941	\$627	\$ 5,000	\$ 3,750	\$ 2,500
\$3,701	\$3,800	\$3,645	\$2,734	\$1,823	\$1,355	\$1,016	\$677	\$ 5,000	\$ 3,750	\$ 2,500
\$3,801	\$3,900	\$3,545	\$2,659	\$1,773	\$1,455	\$1,091	\$727	\$ 5,000	\$ 3,750	\$ 2,500
\$3,901	\$4,000	\$3,445	\$2,584	\$1,723	\$1,555	\$1,166	\$777	\$ 5,000	\$ 3,750	\$ 2,500
\$4,001	\$4,100	\$3,345	\$2,509	\$1,673	\$1,655	\$1,241	\$827	\$ 5,000	\$ 3,750	\$ 2,500
\$4,101	\$4,200	\$3,245	\$2,434	\$1,623	\$1,755	\$1,316	\$877	\$ 5,000	\$ 3,750	\$ 2,500
\$4,201	\$4,300	\$3,145	\$2,359	\$1,573	\$1,855	\$1,391	\$927	\$ 5,000	\$ 3,750	\$ 2,500
\$4,301	\$4,400	\$3,045	\$2,284	\$1,523	\$1,955	\$1,466	\$977	\$ 5,000	\$ 3,750	\$ 2,500
\$4,401	\$4,500	\$2,945	\$2,209	\$1,473	\$2,055	\$1,541	\$1,027	\$ 5,000	\$ 3,750	\$ 2,500
\$4,501	\$4,600	\$2,845	\$2,134	\$1,423	\$2,155	\$1,616	\$1,077	\$ 5,000	\$ 3,750	\$ 2,500
\$4,601	\$4,700	\$2,745	\$2,059	\$1,373	\$2,175	\$1,631	\$1,087	\$ 4,920	\$ 3,690	\$ 2,460
\$4,701	\$4,800	\$2,645	\$1,984	\$1,323	\$2,195	\$1,646	\$1,097	\$ 4,840	\$ 3,630	\$ 2,420
\$4,801	\$4,900	\$2,545	\$1,909	\$1,273	\$2,215	\$1,661	\$1,107	\$ 4,760	\$ 3,570	\$ 2,380
\$4,901	\$5,000	\$2,445	\$1,834	\$1,223	\$2,235	\$1,676	\$1,117	\$ 4,680	\$ 3,510	\$ 2,340
\$5,001	\$5,100	\$2,345	\$1,759	\$1,173	\$2,255	\$1,691	\$1,127	\$ 4,600	\$ 3,450	\$ 2,300
\$5,101	\$5,200	\$2,245	\$1,684	\$1,123	\$2,275	\$1,706	\$1,137	\$ 4,520	\$ 3,390	\$ 2,260
\$5,201	\$5,300	\$2,145	\$1,609	\$1,073	\$2,295	\$1,721	\$1,147	\$ 4,440	\$ 3,330	\$ 2,220
\$5,301	\$5,400	\$2,045	\$1,534	\$1,023	\$2,315	\$1,736	\$1,157	\$ 4,360	\$ 3,270	\$ 2,180
\$5,401	\$5,500	\$1,945	\$1,459	\$973	\$2,335	\$1,751	\$1,167	\$ 4,280	\$ 3,210	\$ 2,140
\$5,501	\$5,600	\$1,845	\$1,384	\$923	\$2,355	\$1,766	\$1,177	\$ 4,200	\$ 3,150	\$ 2,100
\$5,601	\$5,700	\$1,745	\$1,309	\$873	\$2,375	\$1,781	\$1,187	\$ 4,120	\$ 3,090	\$ 2,060
\$5,701	\$5,800	\$1,645	\$1,234	\$823	\$2,395	\$1,796	\$1,197	\$ 4,040	\$ 3,030	\$ 2,020
\$5,801	\$5,900	\$1,545	\$1,159	\$773	\$2,415	\$1,811	\$1,207	\$ 3,960	\$ 2,970	\$ 1,980
\$5,901	\$6,000	\$1,445	\$1,084	\$0	\$2,435	\$1,826	\$1,940	\$ 3,880	\$ 2,910	\$ 1,940
\$6,001	\$6,100	\$1,345	\$1,009	\$0	\$2,455	\$1,841	\$1,900	\$ 3,800	\$ 2,850	\$ 1,900
\$6,101	\$6,200	\$1,245	\$934	\$0	\$2,475	\$1,856	\$1,860	\$ 3,720	\$ 2,790	\$ 1,860
\$6,201	\$6,300	\$1,145	\$859	\$0	\$2,495	\$1,871	\$1,820	\$ 3,640	\$ 2,730	\$ 1,820
\$6,301	\$6,400	\$1,045	\$784	\$0	\$2,515	\$1,886	\$1,780	\$ 3,560	\$ 2,670	\$ 1,780
\$6,401	\$6,500	\$945	\$0	\$0	\$2,535	\$2,610	\$1,740	\$ 3,480	\$ 2,610	\$ 1,740
\$6,501	\$6,600	\$845	\$0	\$0	\$2,555	\$2,550	\$1,700	\$ 3,400	\$ 2,550	\$ 1,700
\$6,601	\$6,656	\$767	\$0	\$0	\$2,553	\$2,490	\$1,660	\$ 3,320	\$ 2,490	\$ 1,660
\$6,657	\$6,700	\$0	\$0	\$0	\$3,320	\$2,490	\$1,660	\$ 3,320	\$ 2,490	\$ 1,660
\$6,701	\$6,800	\$0	\$0	\$0	\$3,240	\$2,430	\$1,620	\$ 3,240	\$ 2,430	\$ 1,620
\$6,801	\$6,900	\$0	\$0	\$0	\$3,160	\$2,370	\$1,580	\$ 3,160	\$ 2,370	\$ 1,580
\$6,901	\$7,000	\$0	\$0	\$0	\$3,080	\$2,310	\$1,540	\$ 3,080	\$ 2,310	\$ 1,540
\$7,001	\$7,100	\$0	\$0	\$0	\$3,000	\$2,250	\$1,500	\$ 3,000	\$ 2,250	\$ 1,500
\$7,101	\$7,200	\$0	\$0	\$0	\$2,920	\$2,190	\$1,460	\$ 2,920	\$ 2,190	\$ 1,460
\$7,201	\$7,300	\$0	\$0	\$0	\$2,840	\$2,130	\$1,420	\$ 2,840	\$ 2,130	\$ 1,420
\$7,301	\$7,400	\$0	\$0	\$0	\$2,800	\$2,100	\$1,400	\$ 2,800	\$ 2,100	\$ 1,400
\$7,401	\$7,500	\$0	\$0	\$0	\$2,800	\$2,100	\$1,400	\$ 2,800	\$ 2,100	\$ 1,400
\$7,501	\$7,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

AGENDA
State Board of Community Colleges
PROGRAMS AND STUDENT SUCCESS COMMITTEE
Caswell Building, J. Gregory Poole Conference Room
Thursday, March 16, 2023 – 2:15 p.m. – 3:05 p.m.
Mr. Bobby Irwin, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – February 16, 2023

For Action

- Curriculum Program Application – New to the System (Attachment PROG 01)
 - Gaston College
 - Sports Media Technology (A30170)

For Consent Agenda

- Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)
 - Fayetteville Technical Community College
 - Entertainment Technologies (A25190)
 - Isothermal Community College
 - Dental Hygiene (A45260)
 - McDowell Technical Community College
 - 911 Communication and Operations (A55470)
 - Tri-County Community College
 - Medical Sonography (A45440)
- Combined Course Library – Workforce Education & College and Career Readiness (Attachment PROG 03)
 - New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – Wilson Community College
 - Fiber Optic Technician (LEO-4000)
 - New Course Approval – Caldwell Community College and Technical Institute
 - Substation Maintenance and Relay Technician (EUS-3000)
 - New Course Approval – Southwestern Community College
 - National Park Ranger Law Enforcement Academy (CJC-5056)

For Information

- Elementary Education Residency Licensure Certificate (C55490) and Educator Preparation Program (EPP) Request as Approved by the System President (Attachment PROG 04)

AGENDA
State Board of Community Colleges
PROGRAMS AND STUDENT SUCCESS COMMITTEE
Caswell Building, J. Gregory Poole Conference Room
Thursday, March 16, 2023 – 2:15 p.m. – 3:05 p.m.
Mr. Bobby Irwin, Chair

- Davidson-Davie Community College
- Curriculum Program Applications as Approved by the System President (Attachment PROG 05)
 - Fayetteville Technical Community College
 - Early Child Care Workforce (Certificate) (C55490)
 - Isothermal Community College
 - Mechatronics Engineering Technology (A40350)
 - Rockingham Community College
 - Mechatronics Engineering Technology (A40350)
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 06)
 - Pitt Community College
 - Breast Sonography (Certificate) (C45490)
 - Richmond Community College
 - Industrial Systems Technology (A50240)
 - Mechanical Engineering Technology (A40320)
- Correction - Legislative Reports for Career and College Promise (CCP) and Cooperative Innovative High Schools (CIHS) (Attachment PROG 07)

New Business

Adjourn

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, February 16, 2023

MEMBERS PRESENT:

Bobby Irwin, Chair	Hari Nath	Latasha Bradford
Sarah West	Ann Whitford	Ray Russell
Grant Campbell	Burr Sullivan	
Shirley Carraway	Jonathan Harris	

*Attended via phone or Zoom technology

MEMBERS ABSENT:

Ray Trapp

NCACCP LIAISONS

Amanda Lee, President, Bladen Community College
Margaret Annunziata, Isothermal Community College

SYSTEM OFFICE STAFF AND OTHERS:

Levy Brown, Senior Vice President	Lori Byrd Hilmi Lahoud	Nathan Harris Bob Witchger
Alex Doles	Mary Olvera	Barbara Boyce
Bill Carver	Michelle Lair	Jeff Cox, President, Wilkes Community College
Kimberly Gold	Tawanda Artis	Patrick Crane
Sondra Jarvis	Aaron Mabe	
James Willamor	Lisa Eads	

WELCOME AND ETHICS STATEMENT: Chairman Irwin called the meeting to order at 1:37p.m. in the J. Gregory Poole Conference Room, at the Caswell Building. Roll was taken and there was a quorum. Chairman Irwin read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF THE AGENDA: Chairman Irwin requested a motion to approve the February 16, 2023, agenda. Ms. West made the motion, seconded by Dr. Campbell. The agenda was approved via voice vote by the committee.

APPROVAL OF THE MINUTES: Chairman Irwin made a motion to approve the January 19, 2023, minutes. Mr. Nath made the motion, seconded by Dr. Carraway. It was approved via voice vote by the committee.

FOR ACTION:**Legislative Reports for Career and College Promise (CCP) and Cooperative Innovative High Schools (CIHS) (Attachment PROG 01)**

Chair Irwin and Dr. Brown reviewed the item. All documents are in order.

Dr. Carraway asked that, with this report, will there be a potential shift to have the public school calendar and the community college calendar align in order to reduce scheduling barriers for dual-enrolled students. It was noted that these conversations do occur at the local level but there could be opportunities to align following more research and inquiries. The community colleges typically have summer sessions that can impact the start and end dates for the Fall and Spring semesters. Calendar alignment tends to be less of a barrier for early colleges.

Dr. Campbell asked if there have been discussions on establishing separate early college locations that would not be restricted by community college calendar restrictions as the calendar seems to be impacted by classroom and campus availability. It was noted that the calendar issue more impacts students who are taking both high school and community college courses versus early college students who are taking community college courses.

President Cox commented that he has children in the early college program and lauded the opportunities available to students, whether in early colleges or Career and College Promise (CCP) programs. He stated that it takes exceptional students to complete these programs and that students can complete an associate degree at the same time as their high school diplomas.

On a motion made by Dr. Carraway, seconded by Ms. West, PROG 01 was approved for the For Action Agenda at their meeting on February 17, 2023. The motion was approved by voice vote.

FOR CONSENT AGENDA**Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)**

- Alamance Community College
 - Practical Nursing (Diploma) (D45660)
- Blue Ridge Community College
 - Civil Engineering Technology (A40140)
 - Environmental Engineering Technology (A40150)
- Fayetteville Technical Community College
 - Baking and Pastry Arts (A55130)

Dr. Brown reviewed the item. All documents are in order.

Dr. Carraway asked the rationale behind the one college indicating disagreement with the impact statement for the Baking and Pastry Arts program. The college stated that they believe the program could impact their enrollment as the college received students from the Fayetteville service area but still supported the program as it was a logical addition to the culinary program.

Combined Course Library – Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 03)

- Central Carolina Community College – Harnett Correctional

- Computer Basics (CIS-3100)
- Montgomery Community College – Southern Correction
 - HVAC (Intro to Air Conditioning) (AHR-3131)
- Richmond Community College – Richmond (Morrison) Correctional
 - Horticulture (Landscaping Careers) (HOR-3307)
- Rowan-Cabarrus Community College – Cabarrus County Detention Center
 - Certified Logistics Technician (LOG-3400)
- Sandhills Community College – Sandhills Adult and Teen Challenge in Moore County
 - Employability Skills (HRD-3001)
 - Employability Skills Lab (HRD-3002)
 - Career Planning and Assessment (HRD-3003)
 - Career Readiness/Pathways (HRD-3004)
 - Workplace Survival Skills (HRD-3006)
 - Financial Literacy (HRD-3008)
 - Working Smart (HRD-4100)
- Western Piedmont Community College – Foothills Correctional
 - Veterinary Assistant (ANS-3011)
 - Commercial Driver License (TRA-3605)

Dr. Brown reviewed the item. All documents are in order.

The committee noted how the two Consent Agenda items support the new Strategic Plan through traditional and non-traditional programs.

Mrs. Whitford asked if students in the Captive/Co-Opted courses leave the correctional facilities to attend classes. Community college faculty travel to the correctional facilities to teach the courses. Opportunities are being offered through online courses to meet student needs.

Mrs. Whitford noted the costs the state of North Carolina saves by offering these courses as they can contribute to reducing recidivism.

Mr. Irwin asked how students who are released from the correctional facilities before they finish their courses can complete the programs. Community college and facility staff hold these conversations with the students to ensure a smooth transition. He asked if any tracking has been done to determine if students are hired once released. It is difficult to track students through Commerce data as the community colleges do not have access to those databases.

On a motion made by Dr. Carraway, seconded by Ms. West, PROG 02 and 03 were approved for the Consent Agenda at their meeting on February 17, 2023. The motion was approved by voice vote.

FOR INFORMATION

Associate in Arts in Teacher Preparation (AATP) (A1010T) and Associate in Science in Teacher Preparation (ASTP) (A1040T) as Approved by the System President (Attachment PROG 04)

- Roanoke-Chowan Community College

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

Elementary Education Residency Licensure Certificate (C55490) and Educator Preparation Program (EPP) Request as Approved by the System President (Attachment PROG 06)

- Alamance Community College
- Central Piedmont Community College
- Fayetteville Technical Community College
- McDowell Technical Community College
- Western Piedmont Community College

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

Curriculum Program Applications as Approved by the System President (Attachment PROG 07)

- Blue Ridge Community College
 - Entrepreneurship (A35490)
 - Medical Office Administration (A25310)
- James Sprunt Community College
 - Industrial Systems Technology (A50240)

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

Curriculum Program Revision as Approved by the System President (Attachment PROG 10)

- Occupational Education Associate (A55320)

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

Curriculum Program Terminations as Approved by the System President (Attachment PROG 10)

- Edgecombe Community College
 - Ophthalmic Medical Personnel (A45210)

Dr. Brown reviewed the item. All documents are in order.

Dr. Carroway asked when the program started and if the program termination was impacted by the pandemic. The program started in 2019. System Office staff can reach out to the college. Dr. Campbell noted that these types of programs require on-site shadowing and the pandemic caused many clinics to close their doors to these opportunities during that time for many of the health science programs.

OTHER BUSINESS

ADJOURN

The meeting was adjourned at 2:17 p.m. by Chairman Irwin.

Recording Secretary

Alex Doles

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Application - New to the System

The State Board of Community Colleges is asked to approve the curriculum program at the listed college on the condition that equipment funds are available to the college and operating funds generated by the budget formula will permit the offering of the program without any special allocation of funds.

Gaston College
Sports Media Technology (A30170)
Effective Term: Fall 2023

Contact(s):

Michelle Lair
Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Program Application
Summary Evaluation Report
Gaston College
Sports Media Technology (A30170)

Program Planning: Gaston College is seeking approval for the Sports Media Technology (A30170) program to begin Fall 2023. The planning area is defined as the college's service area of Gaston and Lincoln Counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Gaston College on November 14, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Gaston College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: Gaston College indicates the following:

- The intent of Sports Media Technology program is to prepare students with professional skills in sports media and related applications. Students will be provided with hands-on training to learn the mechanics of sports, media management, marketing, and problem solving. Graduates will qualify for employment with sports media organizations in a variety of occupations as well as entrepreneurial opportunities.
- Gaston College works closely with business and community partners to identify opportunities for academic and career pathways. The college has a strong relationship with local broadcasting industry and works to provide graduates for local organizations.
- Recently, the reintroduction of sports teams at Gaston College has provided increased opportunities for the college's Broadcasting and Production Technology (BPT) students. The BPT program has been working closely with the Athletics Department to film and broadcast numerous sporting events in 2021 and 2022. These experiences are beneficial for graduates due to the presence of numerous sports teams in the region. Currently, Gaston College students complete internships with these industry partners to gain experience beyond the campus environment. The specialized program for Sports

Media will provide in-depth knowledge and skills specific to sports media industry expectations.

- Currently, Gaston College has an active articulation agreement with Belmont Abbey College for graduates of the BPT program. Belmont Abbey College provided a letter of support that states, “The proposed courses and descriptions are much more in line with Belmont Abbey’s Sport Management degree and curriculum requirements for our minor in Digital Sport Media.” The new program will allow for more hours to be articulated for students that transfer to Belmont Abbey College.
- In addition, Belmont Abbey College explained, “The knowledge and skills taught in this program will be immediately utilized within the Gaston County community to promote and highlight our wonderful sport and recreational activities.”
- According to data released by the US Bureau of Labor Statistics in September 2022, the projected rate of growth for workers in broadcast, sound, and video production is 10% between 2021-2031, which is higher than average growth for other occupations. The Bureau of Labor Statistics indicated that the median salary in 2021 was \$48,790 per year or \$23.46 per hour.
- A job search for Sports Media on Indeed.com (February 2023), indicated that there were 136 job openings in Gaston and Lincoln counties. The proposed degree program will meet the growing industry need and will be the first Sports Media Technology program in the community college system.
- In October 2022, a new prefix, SMT, for Sports Media Technology and new courses were approved by the Curriculum Course Review Committee (CCRC). Courses in this proposed program are aligned to the existing Broadcasting and Production Technology program and includes Sports Media Technology (SMT)-specific courses as well. It is the intention of the college to propose additional SMT specific courses in the future.
- While this proposed program will help meet the needs of local employers to allow students to directly enter the workforce, the program also allows graduates to transfer to the Sports Management degree program at Belmont Abbey College, which is located in the Gaston College service area.
- Letters of support were received from Belmont Abbey College and the Director of Creative Services for the Charlotte Checkers.

Impact of the Proposed Program on Other Programs: The Sports Media Technology (A30170) degree is a new to the system degree. A planning notice was sent to all colleges. Impact assessments were sent to two colleges offering similar programs in contiguous service areas. ***No negative impact assessments were received.***

Implementation of Collaborative Plan: Not Applicable

Curriculum Design: The proposed program of study is in compliance with the State Board approved curriculum standard.

Curriculum Description as Designated on Curriculum Standard:

Students enrolled in the Sports Media Technology curriculum will develop professional skills in sports media and related applications. Training will emphasize announcing, script writing, livestreaming, videography, audio and postproduction. Students will also study the mechanics of sports, media management, marketing, and problem solving. Hands-on training and teamwork approaches are essential to the instructional process. Upon successful completion, students are prepared to work in a sports media organization in a variety of occupations.

Contact(s):

Dr. Mary Olvera
Program Administrator

CURRICULUM STANDARD

<i>Effective Term</i> <i>Fall 2023</i> <i>[2023*03]</i>

Curriculum Program Title	Sports Media Technology	Program Code	A30170
Concentration	(not applicable)	CIP Code	09.0906

Curriculum Description

Students enrolled in the Sports Media Technology curriculum will develop professional skills in sports media and related applications.

Training will emphasize announcing, script writing, livestreaming, videography, audio and postproduction. Students will also study the mechanics of sports, media management, marketing, and problem solving. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to work in a sports media organization in a variety of occupations.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- II. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Audio and Video Production Technology A30120

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: BPT 110 Media Evolution 3 SHC BPT 121 Media Speech Techniques 3 SHC BPT 140 Intro to Media Production 3 SHC BPT 240 Sports Media 4 SHC * SMT 110 Play-by-Play 3 SHC * SMT 111 Sports Media Practicum I 3 SHC Required Subject Areas: None	19 SHC	19 SHC	
B. CONCENTRATION (<i>Not applicable</i>)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, ART, BPT, BUS, CIS, COM, CSC, CTS, DBA, DME, DRA, ECO, FVP, GRD, HUM, JOU, MIT, MKT, NOS, PSY, PTE, SGD, SOC, WBL, and WEB <i>Up to two semester hour credits may be selected from ACA.</i> <i>Three semester hour credits may be selected from PTE.</i> <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>			

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Applications - Fast Track For Action [FTFA*]

Request: The State Board of Community Colleges is asked to approve the curriculum program at the listed college on the condition that equipment funds are available to the college and operating funds generated by the budget formula will permit the offering of the program without any special allocation of funds.

Fayetteville Technical Community College
Entertainment Technologies (A25190)

Isothermal Community College
Dental Hygiene (A45260)

McDowell Technical Community College
911 Communication and Operations (A55470)

Tri-County Community College
Medical Sonography (A45440)

Background: Program applications must meet the following criteria in order to be placed on the Fast Track for Action (FTFA) program approval request presented to the State Board of Community Colleges as part of the consent agenda:

- The curriculum program title currently exists within the System and does not require the creation of a new program title and new curriculum standard;
- The application is complete, requires no further analysis or documentation, and has the endorsement of Academic Programs;
- There are no negative impact assessments from other colleges; and
- The college does not go outside of its service area for planning purposes.

Contact(s):

Michelle Lair
Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Program Application
Summary Evaluation Report
Fayetteville Technical Community College
Entertainment Technology (A25190)

Program Planning: Fayetteville Technical Community College is seeking approval for the Entertainment Technology (A25190) program to begin Fall 2023. The planning area is defined as the college's service area of Cumberland County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Fayetteville Technical Community College on November 21, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Fayetteville Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: Fayetteville Technical Community College (FTCC) indicates the following:

- The proposed program is intended to address the shortage of individuals prepared for entertainment technology careers in the service area of FTCC. In addition, the proposed program will benefit the college's ongoing efforts to increase offerings in fine arts as well as help support the cultural needs of the community.
- Graduates of the Entertainment Technologies will have a wide range of skills, which will make them eligible for a variety of jobs including musician, sound engineer, lights operator, stagehand, event planning, arts administration, music production, recording engineer, and DJ. Graduates of the proposed program will also be able to pursue entrepreneurial opportunities in the entertainment technology field.

- According to the US Bureau of Labor Statistics, the national projected rate of growth for jobs related to broadcast, sound, and video production between 2021 and 2031 is 10%. According to the same source, the national median wage for broadcast, sound, and video technicians in 2021 was \$23.46 per hour.
- According to the 2018-2028 North Carolina Department of Commerce employment projections, the projected new job openings related to arts, design, entertainment, and media occupations will increase by 3,131 jobs statewide.
- According to a job search for entertainment Technology-related jobs in the college's service area, a total of 26 positions were available. The search was conducted on google job search on February 20, 2023. The job search did not include the many entrepreneurship opportunities the proposed program prepares students for.
- Required labs, hardware and software are in place to offer the program. Current qualified FTCC full-time and adjunct instructors are available to teach the courses required for the proposed degree.
- Letters of support for the program were received from Mr. Mark Pezella (owner/president at Five Star Entertainment), Andy Pow (owner/founder at Digital Wave Recording), Emory Anderson (Executive Pastor of Weekend Experience at Manna Church), Kelvin Draughon (President at Draughon Brothers Inc.) and Mary Kate Burke (Artistic Director at Cape Fear Regional Theater). Letters of support stated the needs for the program and willingness to offer internship and work-based learning opportunities for the prospective students enrolled in the program.
- Upon approval, the college will pursue bilateral agreement opportunities with Fayetteville State University and the University of North Carolina at Pembroke. As well as other four-year public and provide institutions in North Carolina.
- During the Fall Semester of 2022, the music faculty at FTCC surveyed the college student population about the proposed program. More than 100 students expressed interest in taking courses related to entertainment technology or enrolling in the program.

Impact of the Proposed Program on Other Programs: Two community college are currently approved to offer the Entertainment Technology program. The colleges approved for the program are not located in contiguous county to FTCC. **Therefore, an impact assessment was not required.**

Implementation of Collaborative Plan: Not Applicable

Curriculum Design: The proposed program of study is in compliance with the State Board approved curriculum standard.

Curriculum Description as Designated on Curriculum Standard:

This curriculum prepares individuals for entry-level employment in entertainment, particularly in the fields of sound and lighting. Instruction not only provides training in these technical aspects, but also prepares students to manage careers in this contract-to-contract type of work. Course work includes exposure to the entire live concert and sound recording processes. Course work will also include music fundamentals, entertainment law and marketing/promotion. Students will also receive course work in electronic music. Graduates may find employment as entry-level crew and/or production assistants in concert or event setups, with recording companies, or sound/lighting companies. Graduates will also be prepared to manage their careers (or others' careers) in the sound/lighting area or professional music entertainment.

Contact(s):

Dr. Hilmi Lahoud
Senior Program Administrator

STATE BOARD OF COMMUNITY COLLEGES

Program Application

Summary Evaluation Report

Isothermal Community College

Dental Hygiene (A45260)

Program Planning: Isothermal Community College is seeking approval for the Dental Hygiene Associate (A45260) program to begin Fall 2023. The planning area is defined as the college's service area of Polk and Rutherford Counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Isothermal Community College on September 27, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Isothermal Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: Isothermal Community College (ICC) indicates the following:

- According to U.S. Bureau of Labor Statistics data, the job outlook for dental hygienists is better than average nationally. The number of jobs is expected to grow by 11% by 2030. In 2020, there were over 206,100 jobs in dental hygiene. About 15,500 openings for dental hygienists are projected each year, on average, over the next ten years.
- According to the North Carolina Department of Commerce, in 2018, there were 5,834 dental hygienist positions in the state of North Carolina. By 2028, that number is anticipated to be 8,275 which is a 21% growth rate. The growth rate for dental hygienists in North Carolina is much higher than that of the national growth rate.
- Some of the projected growth in this occupation is due to the recovery from the COVID-19 pandemic that began in 2020. Demand for dental services will also increase as the large baby-boom population ages and as people keep more of their original teeth than in previous generations. Studies linking oral health and general health, along with

efforts to expand access to oral hygiene services, will continue to drive demand for preventive dental services, including those performed by hygienists.

- The U.S. Department of Labor reports as of May 2020 that the national median annual wage for a dental hygienist was \$77,090 which equates to over \$37 per hour. The North Carolina Department of Commerce showed the 2018 annual median wage for a dental hygienist to be \$70,720 or \$34 per hour. This is a livable wage. It is important to consider launching programs that will lead to a livable wage for completers.
- The U.S. Department of Labor also says North Carolina is in the top 28% of states in the nation in regard to the number of dental hygienist positions available. According to the American Dental Association's "Find a Dentist" search, there are over 100 general dentistry practitioners within a 30-mile radius of the Isothermal Community College service region.
- North Carolina Dental Society recently reached out in September 2022 to the College again with a letter of support in favor of the College starting a dental hygiene program. The letter further states that North Carolina is currently in a crisis in the dental profession of not having enough qualified members of the dental team, most specifically, dental hygienists. The North Carolina Dental Society has stated that some offices have even had to cancel patients due to the dental hygienist shortage.
- The dental hygiene program complements the College's existing dental assisting program. Students who complete the dental assisting program would have a couple of their classes be able to also count towards a dental hygiene associate degree. The selective admissions process would provide admission points towards dental hygiene acceptance for students who have completed the dental assisting diploma.

Impact of the Proposed Program on Other Programs: Fourteen community colleges are approved to offer the Dental Hygiene program. This program contains a clinical component; therefore, each college was provided with a program impact assessment from Isothermal Community College. **Fourteen colleges approved to offer the program were in agreement with the impact assessment.**

Implementation of Collaborative Plan: Not Applicable

Curriculum Design: The proposed program of study is in compliance with the State Board approved curriculum standard.

Curriculum Description as Designated on Curriculum Standard: *The Dental Hygiene curriculum provides individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community. Students will learn to prepare the*

operator, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care. Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Contact(s):

Dr. Lori H. Byrd
Associate Director

STATE BOARD OF COMMUNITY COLLEGES
Program Application
Summary Evaluation Report
McDowell Technical Community College
911 Communication and Operations (A55470)

Program Planning: McDowell Technical Community College (MTCC) is seeking approval for the 911 Communication and Operations (A55470) program to begin Fall 2023. The planning area is defined as the college's service area of McDowell County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at McDowell Technical Community College on November 10, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of McDowell Technical Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: McDowell Technical Community College indicates the following:

- In North Carolina, 911 calls are managed by Public Safety Answering Points (PSAPs), such as county communications centers, sheriffs' offices, and police departments, that dispatch calls to appropriate public safety personnel. According to state 911 Board statistics, North Carolina PSAPs answered 7.5 million 911 calls in 2021.
- Employees who manage these calls are designated as telecommunicators, which is defined in General Statute as 911 call takers, dispatchers, radio operators, data terminal operators, or any combination of such call-taking functions.
- State law related to PSAP funding requires that telecommunicators have at least 40 hours of industry-recognized training in basic telecommunicator operations, plus specific training in basic emergency medical dispatch. In addition, PSAPs typically

require or encourage additional training to ensure that these “first” first responders are prepared to effectively operate within and manage the state’s 911 system.

- The new 911 Communication and Operations program is uniquely designed to provide technical and managerial education for new and seasoned telecommunicators. Topics include 911 communications and operations, Geographic Information System (GIS)/Global Positioning System (GPS), public administration, crisis intervention, and incident command.
- A letter of support was received from the Director of the McDowell County Emergency Services, the agency that manages the McDowell County 911 Communication Center. The 911 Communication Center answers emergency and non-emergency calls for fire, rescue, EMS, and law enforcement 24-hours a day/seven days a week, and is also responsible for sending appropriate utilities to support incident response and for monitoring weather events in compliance with the National Weather Service standards. The McDowell 911 Communication Center employs 24 full-time and 16 part-time staff, plus reserve dispatchers that assist during times of emergency or disaster situations. The Director indicates that this program will be beneficial to both new and current employees to help with recruitment, retention, and promotion for telecommunicators in the County.
- According to the Bureau of Labor Statistics (BLS), employment of public safety telecommunicators is projected to grow 8 percent nationwide from 2020 to 2030, about as fast as the average for all occupations. Chmura’s JobEQ reports that expected growth for Public Safety Telecommunicators and Dispatchers is 0.6 percent over the next three years and that McDowell and neighboring counties will need 40 new employees annually to keep up with demand. Demand is expected to increase overall due to general population growth and the commensurate increase in 911 volume, as well as the need to fill vacancies due to attrition/retirement.
- According to the BLS, the nationwide median annual wage for a public safety telecommunicator was \$46,670 in May 2021. According to NCcareers.org, the annual wage range for police, fire, and ambulance dispatchers in North Carolina ranges is \$27,640 to \$48,310, with the annual NC median wage being \$36,470.

Impact of the Proposed Program on Other Programs: One college is approved to offer the 911 Communication and Operations (A55470) program. The approved college is not located in a contiguous county to McDowell Technical Community College. **Therefore, an impact assessment was not required.**

Implementation of Collaborative Plan: Not Applicable

Curriculum Design: The proposed program of study is in compliance with the State Board approved curriculum standard.

Curriculum Description as Designated on Curriculum Standard:

The 911 Communication and Operations curriculum is designed to provide new students, as well as current practitioners, with knowledge and skills in the areas necessary for entrance or advancement within emergency communications. Coursework includes concepts and skills in telecommunication systems, basic software and GIS/GPS, communications, documentation, public administration, personnel management and supervision, grant writing, professional ethics, cultural awareness, mental health awareness, and adaptation to technology within emergency communication organizations. Graduates should qualify for employment and advancement in the public safety telecommunications field with a variety of employers, including local government emergency communications centers, county sheriffs' offices, local law enforcement, fire and EMS agencies, emergency management, and related emergency dispatch operations.

Contact(s):

Tracy McPherson
Director, Public Safety Training Programs

STATE BOARD OF COMMUNITY COLLEGES
PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Tri -County Community College
Medical Sonography (A45440)

Program Planning: Tri-County Community College is seeking approval for a new program, Medical Sonography, to begin Fall 2023. The planning area is defined as the college's service area of Cherokee, Clay and Graham Counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Tri-County Community College on June 9, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Tri-County Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: Tri-County Community College (TCCC) indicates the following:

- Tri-County Community College received a grant from Golden Leaf of \$1,000,000 to fund the program. The cost of equipment and supplies for the program total \$375,000, while the remainder of the funds, \$625,000, will be used to prepare an educational lab and simulation space for the program. This 2,500 square-foot space will be an annex of the existing Allied Health facility on the Main Campus of Tri-County Community College.
- The nearest medical sonography program to Tri-County Community College is 63 miles away. This project will serve Cherokee, Clay, and Graham Counties, the three westernmost rural Appalachian counties in North Carolina. This economically distressed region will benefit from this program, as it will provide new avenues of affordable and hands-on education that our local employers need.
- The College's existing healthcare partners have expressed their excitement about the opportunities provided by the proposed Medical Sonography Program and have

committed to serving as clinical locations. Additionally, the College made a new partnership with Fannin Regional Hospital and its associated sites and offices. The Medical Sonography students will be the first TCCC students to use Fannin Regional as a clinical site.

- The U.S. Bureau of Labor Statistics (BLS) projects that sonographers will experience job growth of 10% from 2021 to 2031 and that the median salary for the profession of \$77,740 per year exceeds average salaries in this region. Medical Sonographers in the College's service area earn salaries of \$77,528 (Cherokee County), \$77,592 (Clay County) and \$77,968 (Graham County), according to Zippia.com.
- Students who complete the Medical Sonography Program will earn more than the average wages for the area, comparatively: an average of \$3,700 more annually than those employed in the area in the Tier 1 Private Sector.
- With the aging demographic of North Carolina, sonographers are more necessary than ever before. In the next five to ten years, many sonography positions will be opened due to individuals entering retirement. The average age of a sonographer nationally is over 42 years old.

Impact of the Proposed Program on Other Programs: Twelve community colleges are approved to offer the Medical Sonography program. This program does contain a clinical component; therefore, all colleges were provided with a program impact assessment from Tri-County Community College. Eleven colleges responded with positive impact assessments in agreement and support of the program. One college responded with no but were still in support of the approval of the program. **No negative impact assessments were received.**

Implementation of Collaborative Plan: Not Applicable

Curriculum Design: The proposed program of study is in compliance with similar State Board approved programs of study. The curriculum standard and courses will be presented for approval at the CCRC per protocol.

Curriculum Description as Designated on Curriculum Standard:

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures. Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills. Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations

administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Contact(s):

Dr. Lori Byrd
Associate Director

STATE BOARD OF COMMUNITY COLLEGES
Combined Course Library
Workforce Education & College and Career Readiness
New Course Approvals, Modifications, and Tier Designations

The State Board is requested to approve the following courses for placement or modification in the Combined Course Library (CCL).

Request for New Course 1 of 3

Requesting College or Agency: Wilson Community College

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Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
LEO4000	Fiber Optic Technician	160	H30 – Construction and Skill Trades	1A
Description:	<p>This course covers the principles of fiber optics, particularly as a communications transmission medium. Topics include digital communications systems, optical fibers, cables, splices, connectors, optical transmitters and receivers, installation techniques, component testing, and system testing.</p> <p>Upon completion, students should be able to splice and connectorize a fiber, make measurements of fiber optic systems, and test and troubleshoot fiber optic components required to maintain “Fiber to the Home” (FTTH) and Fiber to the Building (FTTB) systems. Individuals completing the course may be eligible for an internship or registered U.S. Department of Labor apprenticeship with a communications service provider or installation contractor.</p>			
Certification:	<p>Agency: Fiber Broadband Association Credential Title: Optical Telecom Installer Certification</p>			

Request for New Course 2 of 3

Requesting College or Agency: Caldwell Community College & Technical Institute



Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
EUS3000	Substation Maintenance and Relay Technician	330	H30 – Construction and Skill Trades	1A
Description:	This course is designed to give students an understanding in the basic skills and techniques necessary to maintain high voltage equipment and protective systems for the electric utility transmission system. Students will be trained in the operation and maintenance of associated transmission infrastructure and substation procedure. Graduates will qualify for entry-level employment in the energy sector. Employment opportunities include substation technicians, control systems, instrumentation and control in general industry, electric industry, green energy markets or positions with equipment related to power transmission.			
Certification:	Individuals completing this course will receive six credentials: OSHA-10, ARC Flash Welding, Excavator Operator, 811 Pipes Plus, DOT Regulations, Heavy Vehicle, Equipment, and Machinery, and Pre-Apprenticeship: Substation Technician.			

Request for New Course 3 of 3

Requesting College or Agency: Southwestern Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
CJC-5056	National Park Ranger LE Academy	770	R20 – Criminal Justice	2
Description:	The National Park Service Park Ranger Law Enforcement Academy (NPS-PRLEA) is designed to prepare and enable students to obtain employment with the National Park Service as a seasonal law enforcement ranger. The curriculum places particular emphasis on visitor and resource protection, federal law and procedure, authority and jurisdiction, natural and cultural resource management, officer safety and survival skills, and physical conditioning. Upon successful completion of the program, students are awarded a certificate of completion from the Park Ranger Law Enforcement Academy. Minimum standards for course content and hours are set by the NPS Federal Law Enforcement Training Center, Glynco GA.			
Certification:	Certificate of Completion – National Park Service Park Ranger Law Enforcement Academy (NPS-PRLEA)			

Contact(s):

Barbara Boyce

Associate Vice President, Workforce and Continuing Education Programs (Interim)

STATE BOARD OF COMMUNITY COLLEGES
Elementary Education Residency Licensure Certificate (C55490) and Educator Preparation Program (EPP) Residency Request Approved by the System President

Information: The System President has approved the following colleges to offer the Elementary Education Residency Licensure Certificate Program (C55490) with an effective term of Fall 2023:

Davidson-Davie Community College

Background: Elementary Education Residency Licensure Certificate (C55490) and Educator Preparation Program (EPP) Residency Request program applications must include the following items in order to be approved by the System President:

1. NCCCS EPP Residency Request Form signed by the President of the College indicating the proposed effective term.
2. Copy of the proposed program of study which is in compliance with the Elementary Education Residency Licensure Certificate curriculum standard.
3. Copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved.
4. Certification of the following which is signed by the college President and Board of Trustees chair:
 - a. *The program will enhance the workforce of North Carolina and will provide educational and training opportunities consistent with the mission of the college.*
 - b. *The college has assessed the need for the program and the facilities and resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the facilities and resources available to the college.*
 - c. *The college has evidence of sufficient student demand to offer the program and will provide master's credentialed faculty for each course provided under the Elementary Education Residency Licensure Certificate.*
5. Certification that the college has to the ability to:
 - a. *Implement the Residency Licensure Certificate Program in compliance with the approved NCCCS Cultivating Carolina Classrooms framework.*
 - b. *Implement standardized student learning outcomes and key assessments.*
 - c. *Submit annual program reporting data.*
 - d. *Submit required program student documentation and assessment.*
 - e. *Provide coaching support throughout program duration.*
 - f. *Supervise field experience.*

Contact(s):

Dr. Mary Olvera
Program Administrator

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Applications as Approved by the System President

The State Board of the North Carolina Community College System, through delegated authority to the System President, approved the curriculum program application listed below:

Fayetteville Technical Community College

Early Child Care Workforce (Certificate) (C55490)

Effective Semester: Fall 2023

Isothermal Community College

Mechatronics Engineering Technology (A40350)

Effective Semester: Fall 2023

Rockingham Community College

Mechatronics Engineering Technology (A40350)

Effective Semester: Fall 2023

Contact(s):

Michelle Lair

Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Terminations as Approved by the System President

Information: The State Board of the North Carolina Community College System, through delegated authority to the System President, approved the program terminations listed below:

Background: 1D SBCCC 400.6 (b) states the following: The college shall terminate a curriculum program when there has been no enrollment for two consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment.

Pitt Community College

Breast Sonography (Certificate) (C45490)

Rationale: No enrollment. There are many short-term options for gaining this training through third party vendors that are quicker and less expensive than PCC's curriculum option. If sufficient student interest occurs in the future, continuing education will be considered as an option.

Termination Semester: **Summer 2023**

Richmond Community College

Industrial Systems Technology (A50240)

Rationale: Low Enrollment. Due to the lack of enrollment in the program and employment trends in the service area of the college, the program is being terminated. Many attempts to recruit students were unsuccessful. The college will continue offering courses to the existing students to complete their credentials. New students will be advised to pursue other opportunities under existing related programs and continuing education.

Termination Semester: **Spring 2023**

Mechanical Engineering Technology (A40320)

Rationale: Low Enrollment. Due to the lack of enrollment in the program and employment trends in the service area of the college, the program is being terminated. Many attempts to recruit students were unsuccessful. The college is planning to continue offering courses to the existing students to complete their credentials. New students will be advised to pursue other opportunities under existing related programs and continuing education.

Termination Semester: **Spring 2023**

Contact(s):

Michelle Lair

Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Correction - Legislative Reports for Career and College Promise (CCP) and Cooperative Innovative High Schools (CIHS)

Information: The State Board of Community Colleges approved the Career and College Promise (CCP) Annual Report and the Cooperative Innovative High Schools (CIHS) Annual Report for the 2021-2022 academic year on February 17th, 2023. Following State Board approval, corrections were made within the report. The corrections include an update to the following tables: Estimated FTE + Waiver Cost, Estimated Curriculum FTE Generated and Estimated Cost of Waivers.

Estimated FTE + Waivers Cost			
Estimated Overall Cost	19-20	20-21	21-22
<i>Estimated College Transfer</i>	\$80,209,122	\$89,197,040	\$89,659,735
<i>Estimated CTE</i>	\$28,541,735	\$20,079,295	\$23,811,066
<i>Estimated CTE- Workforce CE</i>	\$122,034	\$181,708	\$528,862
<i>Estimated Total Pathways Cost</i>	\$108,872,891	\$109,458,043	\$113,999,663
<i>Estimated Total CIHS Cost</i>	\$70,738,854	\$71,738,345	\$74,335,594

ESTIMATED CURRICULUM FTE GENERATED				
		19-20	20-21	21-22
Total Estimated FTE		31124.1	30632.4	30814
<i>Estimated College Transfer</i>		14059.1	15217.6	14862.8
	<i>Tier 1A</i>	259.3	277.4	314.5
	<i>Tier 1B</i>	3907.1	4427.3	4193.9
	<i>Tier 2</i>	9892.7	10512.9	10354.3
<i>Estimated CTE</i>		4745.1	3240.0	3705.9
	<i>Tier 1A</i>	1847.6	1323.9	1654.8
	<i>Tier 1B</i>	660.7	449.2	470.2
	<i>Tier 2</i>	2236.9	1466.8	1580.9
<i>Estimated CIHS</i>		12319.9	12174.8	12245.3
	<i>Tier 1A</i>	615.8	538.6	637.7
	<i>Tier 1B</i>	3526.8	3612.6	3523.0
	<i>Tier 2</i>	8177.3	8023.6	8084.6

ESTIMATED COST OF WAIVERS			
Course Waivers	19-20	20-21	21-22
Estimated Transfer Waivers	\$29,814,272	\$32,281,304	\$31,040,446
Estimated CTE Waivers	\$10,062,734	\$6,873,073	\$7,739,684
Estimated CTE - Workforce CE Waivers	\$44,875	\$65,230	\$181,221
Estimated CIHS Waivers	\$26,126,142	\$25,826,661	\$25,573,999
Estimated Total Pathways Waiver Cost	\$66,048,023	\$65,046,268	\$64,535,350

Background: The General Assembly established the following criteria to evaluate Career and College Promise and Cooperative Innovative High Schools: 115C-238.55. Evaluation of Cooperative Innovative High Schools and 115D-5(x) Evaluation of Career and College Promise State Board of Community Colleges, in conjunction with the State Board of Education and the Board of Governors of The University of North Carolina, shall evaluate the success of students participating in the Career and College Promise Program, including Cooperative Innovative High Schools, College Transfer pathway and Career and Technical Education pathway. Success shall be measured by high school retention rates, high school completion rates, high school dropout rates, certification and associate degree completion, admission to four-year institutions, post-graduation employment in career or study-related fields, and employer satisfaction of employees who participated in and graduated from the schools.

Contact:

Michelle Lair
 Director of Academic Programs

AGENDA
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, March 16, 2023, 3:10 p.m. – 4:00 p.m.
Ms. Ann Whitford, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – February 16, 2023

For Information

- Adult Learner Pilot Program Report (Attachment PLAN 01)

For Future Action

- Strategic Planning Annual Committee Calendar (Attachment PLAN 02)

New Business

Adjourn

MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Thursday, February 16, 2023

STRATEGIC PLANNING COMMITTEE MEMBERS

Ms. Ann Whitford, Chair	Mr. Jon Harris for Lt.	Ms. Latasha Bradford
Mr. Bobby Irwin, Vice Chair	Governor Mark Robinson	
Mr. Hari Nath	Ms. Sarah West	
Dr. Shirley Carraway	Dr. Grant Campbell	

Members absent: Mr. Ray Trapp

OTHER BOARD MEMBERS IN ATTENDANCE

Mr. Burr Sullivan, SBCC Chair	Hon. Chaz Beazley
Dr. Ray Russell	Hon. Terry Van Duyn

OTHERS IN ATTENDANCE

Dr. Kimberly Gold	Ms. Kelly Barretto	Ms. Tiffany Howell
Dr. Patrick Crane	Mr. Patrick Fleming	Mr. Jason Cobb
Dr. Levy Brown	Mr. James Willamor	

CALL TO ORDER

Chair Whitford called the meeting to order at 9:01 a.m.

ROLL CALL

Ms. Kelly Barretto took the roll of the Strategic Planning Committee members. With eight members in attendance, a quorum was present.

ETHICS STATEMENT

Dr. Patrick Crane read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF AGENDA

Chair Whitford asked for a motion to approve the agenda for today's meeting. Dr. Campbell made the motion, Mr. Irwin seconded, and the Committee approved the agenda unanimously without change.

APPROVAL OF MINUTES

Chair Whitford asked for a motion to approve the January 19, 2023 minutes of the joint meeting of Strategic Planning and State Board Policy and Governance committees. Dr. Campbell made the motion, Mr. Sullivan seconded, and the Committee approved the minutes unanimously without change.

FOR ACTION

Update to State Performance Measures

Dr. Bill Schneider reported on changes to 2023 state performance measures, which will be presented to the full Board for approval. This update changes the indexing of students by disaggregating characteristics beyond Pell status to include race/ethnicity, sex, and other characteristics that may impact student success. This model has been endorsed by the Programs Committee of the Presidents'

Association. Dr. Schneider compared the revised model to past models of indexing to measure institutional success. There were questions and discussion by the group.

Chair Whitford asked for a motion to bring the updated state performance measures to the full Board for approval. Ms. West made the motion, Dr. Carraway seconded, and the motion passed by majority vote.

FOR INFORMATION

Strategic Plan Communications Plan

Nathan Hardin reviewed an outline of how the strategic plan will be rolled out to stakeholder audiences with clear definitions of the first-year action plan to implement each strategy. He reviewed plans for redesign of the NCCCS website as well as ongoing media engagement that will raise the profile of the work of the 2022-2026 Strategic Plan. There were comments and suggestions by the group.

ADJOURN

There being no other business, Chair Whitford adjourned the Committee at 9:41 a.m.

Respectfully submitted,

Kelly Barretto
Recording Secretary



EXPANSION OF ADULT LEARNER PILOT PROGRAMS

REPORT TO JOINT LEGISLATIVE EDUCATION OVERSIGHT
COMMITTEE, THE SENATE APPROPRIATIONS COMMITTEE ON
EDUCATION/HIGHER EDUCATION, THE HOUSE APPROPRIATIONS
COMMITTEE ON EDUCATION, AND THE FISCAL RESEARCH DIVISION
AS REQUIRED BY SECTION 6.10 OF SESSION LAW 2021-180

North Carolina Community Colleges System Office
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Raleigh, NC 27699-5001
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Agency Contact

Dr. Patrick Crane

Vice President, Strategic Initiatives

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919-807-6957

Executive Summary

In 2021, the General Assembly allocated \$2,000,000 to the North Carolina Community College System Office for the expansion of adult learner pilot programs with a specific focus on adults that are 25 years of age or older, with varying amounts of education including some college credits but no degree, and who may be attending part-time and balancing work and family responsibilities. The System Office made grants to 29 colleges for marketing, outreach, and other enrollment efforts. The System Office also partnered with InsideTrack, a national non-profit organization focused on student enrollment and retention, to provide reenrollment and retention services to students at 18 community colleges.

Between 2020 and 2022, the number of adult learners enrolled in North Carolina community colleges increased by 10%, growing from 171,759 to 189,004. The biggest enrollment growth took place in workforce and continuing education, increasing 19% from 94,608 in Fall 2020 to 112,510 in fall 2022 and adult basic skills increasing 37% from 13,510 to 18,455. In the same period, enrollment in curriculum programs (programs leading to associate degrees and transfer to universities) decreased 10%, dropping from 59,853 to 53,858. In fall 2022, 50% of the students at North Carolina's community colleges were 25 years of age or older and 58% of them were employed full-time.

The North Carolina Community College System Office recommends further expansion of the Adult Learner Pilot Programs by using several interrelated strategies. These include:

1. Invest in marketing to recruit adult learners into programs with high employer demand,
2. Shorten time to degree and increase enrollment by consistently awarding college credit to adults, especially military veterans, enrolling in community colleges,
3. Drive program improvement by improving the state's capacity to track labor market outcomes for workforce and continuing education students, and
4. Expand capacity at the North Carolina Community College System Office to support community colleges with adult learner recruitment and retention efforts,

Applied together, these strategies will help connect North Carolinians to educational programs leading to in-demand jobs, speed their time to completion and (re)entry to the labor market, improve the state's ability to evaluate and improve programs, and provide the state's community colleges with consistent, research-based support for their adult learner recruitment and retention efforts.

Background

In 2021, the General Assembly allocated \$2,000,000 for the expansion of adult learner pilot programs. The funds were appropriated through [Session Law 2021-180](#) Section 6.10 with the direction to the System Office that it:

shall allocate funds to expand five pilot initiatives at community colleges targeting adult learners to return to higher education to gain new skills, advance in the workplace, and fulfill their goals of completing a degree or credential. The pilot programs include the NC Reconnect program and other programs that focus on at least the following categories of adult learners:

- (1) Students who are age 25 years or older.
- (2) Students with varying education levels, including no high school diploma or equivalent or some community college credentials or postsecondary degree.
- (3) Students who have started postsecondary programs but dropped out before completion in the last five years.
- (4) Nontraditional students, including part-time students, parents, or students with limited scheduling options due to work or other responsibilities. The funds may be used to expand the pilots to other community college campuses and at the existing community college pilot sites for marketing and outreach, as well as for enrollment of students into the programs, particularly for students who have dropped out of postsecondary degree or credential programs prior to completion.

Section 6.10.(b) of Session Law 2021-180 states that:

By March 1, 2023, the System Office shall report to the Joint Legislative Education Oversight Committee, the Senate Appropriations Committee on Education/Higher Education, the House Appropriations Committee on Education, and the Fiscal Research Division on the results of the expansion of the pilot programs, including the number of students enrolled into degree and credential programs, the number of students completing a degree or credentialing program, and legislative recommendations for further expansion and the estimated cost of the programs.

This report provides details about the Adult Learner Pilot Programs in North Carolina, how they were supported by this legislative investment, enrollment and completion data on adult learners, and recommendations for further expansion.

Expanding the Adult Learner Pilot Programs:

The use of this legislative investment was modelled after an existing adult learner pilot program, NC Reconnect. That program has been led and financially supported by the John M. Belk Endowment, and coordinated in partnership with myFutureNC, North Carolina State University's Belk Center for Community College Leadership and Research, and the North Carolina Community College System Office. Key elements of that program were applied to other community colleges focused on adult learners. 29 community colleges in total were impacted by this investment.

NC Reconnect

NC Reconnect's focus has been on increasing the enrollment of adult learners at North Carolina

community colleges, with a particular focus on returning adults that have some college credits, but no degree. Thus far, the pilot has consisted of four primary components: 1) identification of students that have completed a significant amount of credit but are not currently enrolled, 2) outreach to these previously enrolled students by InsideTrack (a national non-profit organization specializing in student recruitment and retention), 3) a coordinated marketing campaign utilizing the message “Better Skills, Better jobs”, and 4) mini-grants to each participating college to support targeted interventions for adults. NC Reconnect was started in Spring 2021 with five community colleges and expanded to include five more colleges in Spring 2022. A third cohort of five colleges was added in November 2022, bringing the total number to 15.

Adult Learner Pilot Programs

The North Carolina Community College System expanded the Adult Learner Pilot Programs by using two key strategies from the NC Reconnect program: mini-grants and support for student recruitment and retention efforts. To ensure that funds could be quickly applied for their intended purpose of supporting marketing, outreach, and enrollment efforts, mini grants were made to colleges that were already actively participating in a cohort program to enroll adult learners. The initial legislation required funds to be spent by June 30, 2022, though the allowable use period was later extended to June 30, 2023. \$50,000 grants were made to the 10 colleges participating in NC Reconnect because they were already actively working on improving adult learner recruitment and retention. These institutions were able to integrate these funds into their NC Reconnect activities which included financial support from the John M. Belk Endowment, student recruitment services from the non-profit organization InsideTrack, and marketing support, including the ability to participate in a “Better Skills, Better Jobs” marketing campaign that each college could tailor for their own use.

18 additional colleges participating in a second grant program focused on adult learners, the REACH (Racial Equity for Adult Credentials in Higher Education) Collaborative, were awarded \$25,000 each. The REACH Collaborative is a grant-funded effort to increase the completion rates of adult learners from communities of color in high-value, short-term credential programs. 24 colleges in North Carolina are part of the REACH Collaborative, a group that contains more than 150 community colleges from California, Colorado, New York, North Carolina, Texas, and Virginia. Participating North Carolina community colleges receive a variety of supports and professional development as part of their participation in the network in addition to small mini grants. Wake Tech was also included because of their ongoing activities to reenroll adult learners, including their development and use of a tool (Finish First NC) to help identify the shortest path to the completion of a credential for current and former students. In total, 29 colleges received mini-grants as part of the Adult Learner Pilot Program. Per the legislation, these funds could be used by colleges for marketing, outreach, and enrollment efforts for adult learners. REACH is supported financially by the Lumina Foundation and, in NC, also the John M. Belk Endowment. A list of colleges with enrollment changes is in Appendix A.

The second way these funds were invested was by providing student recruitment and retention services to colleges to help them identify and reenroll adult learners. The ten colleges participating in the first two cohorts of NC Reconnect, as well as Wake Tech, were already working with the non-profit organization InsideTrack. InsideTrack works on behalf of colleges and universities to reach out to students who have stopped out of college and provide them with information on how they can reenroll. The North Carolina Community College System Office entered into an agreement with InsideTrack in order to provide recruitment and student retention services to the 18 other colleges.

The System Office provided a list of more than 12,000 former students who had previously been enrolled at these 18 colleges but who had not enrolled since Spring 2020. InsideTrack reenrollment coaches emailed, texted, and called these former students, spoke with them to discuss their academic and career interests, talked them through how to reenroll, and connected them with contacts at the college where they were interested in returning.

Use of Funds:

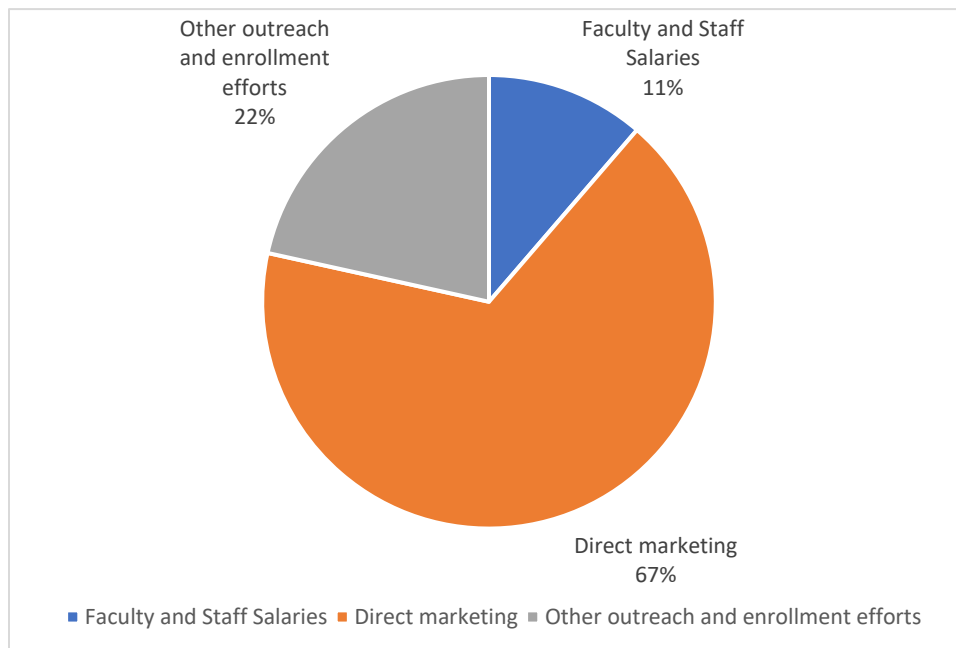
This section reports on how funds were used by community colleges.

Mini grants

Colleges were allowed to use funds in three ways: faculty and staff salaries, direct marketing to students, and other outreach and enrollment efforts. The use of these funds was approved by the State Board of Community Colleges at their January 2022 meeting and the colleges' budget availability was increased on February 7, 2022. Colleges were surveyed in January 2023 about the use of funds, outcomes if this investment, impact of recruitment and retention coaching, and how the state and system can support colleges with adult recruitment and retention efforts.

Of the \$981,100 granted to colleges, \$888,957 had been spent by February 1, 2023. Chart 1 illustrates how colleges expended their funds across the three allowable used categories.

Chart 1: Use of mini grants by category



67% of mini grant funds were used on direct marketing efforts. This included social media campaigns, radio and tv advertisements, billboards, digital advertising, marketing videos, adult learner mailers, website updates, translation services, newspaper advertisements, brochures, media buys, and the creation of guidebooks and other materials for adult learners.

22% of mini grants went to other outreach and enrollment efforts. These activities include training and professional development for faculty and staff, software, materials to use at community events, translations services, developing of an advising handbook, job fairs and other outreach events.

11% of funds were used for faculty and staff salaries. These activities include supporting an Adult Learner Enrollment Assistant, community outreach stipends for staff, adult learner navigators, part-time support in advising, admissions, and student services, and part-time teaching assistants.

Inside Track

The North Carolina Community College System Office entered into a contract with the national nonprofit organization InsideTrack to provide recruitment and retention services to the 18 colleges in the Adult Learner Pilot program not already working with Inside Track. This campaign consisted of two phases: an outreach phase and a coaching phase. In the outreach phase, Inside Track reached out to more than 12,000 students that had stopped out since the start of the pandemic. System Office staff provided them with available contact information (email addresses, phone numbers) and InsideTrack coaches reached out to the former students to assess their interest in returning to college and completing their credential and provided them with direct contact information for community college staff if they had questions about enrolling, financial aid, etc. Outreach to students ran from October through December 2022.

The second phase of the campaign is the coaching phase. The purpose here is to work with students that have reenrolled or shown strong interest in reenrolling but have not yet returned to college and to provide them with one-on-one meetings to help them clarify their academic and other goals, connect with their college, stay motivated, and identify and remove obstacles to completing their credential. These services began in January 2023 and will run through June 2023.

Table 1 below shows the results from two different campaigns with InsideTrack. The REACH campaign was funded out of the \$2,000,000 provided by the Legislature for adult learner pilot

Table 1: Results of InsideTrack Campaigns with NC Community Colleges 2021 and 2022

Campaign	Outreach	Students Contacted	Contact Rate	Enrolled	Enrollment Rate from Contact
REACH - 18 colleges (Fall 2022). State funded.	12,621	3,110	24.6%	194	6.2%
NC Reconnect – 10 colleges (Cohort 1 Fall 2021 and Spring 2022 and Cohort 2 Fall 2022 and Spring 2023 combined). Philanthropy funded.	23,477	7,209	30.7%	1,532	21.2%

programs. The 194 students enrolled only represent those that enrolled in Spring 2023. In addition to those students, approximately 570 other students that were contacted by InsideTrack in fall 2022 expressed interest in returning. InsideTrack is working with them during the coaching phase, and we anticipate that some portion of them will return in a future term. In contrast, the NC Reconnect campaign shows students from Cohort 1 colleges who were contacted and returned in Fall 2021 or

Spring 2022 as well as student from Cohort 2 colleges who returned in Fall 2022 and Spring 2023.

Adult Learner Enrollment in NC Community Colleges:

The activities associated with the Adult Learner Pilot Program expansion and the specific impacts of the Inside Track enrollment campaign are described above. This section provides information about the number of students enrolled into degree and credential programs, some of the characteristics of those students, and the number of students completing a degree or credentialing program,

Enrollment

Between 2020 and 2022, the number of adult learners enrolled in North Carolina community colleges increased by 10%, growing from 171,759 to 189,004. In fall 2022, 50% of the students at North Carolina's community colleges were 25 years of age or older. 58% of them were employed full-time, 16% employed part-time, and 26% were unemployed. 8% of them came to community college without a high school diploma, 55% had a high school diploma or equivalency, 16% had some college, and 21% had a bachelor's degree.

Of these 189,004 students, 62% are enrolled in workforce and continuing education programs, 28% in curriculum only programs, and 10% in basic skills programs. Table 2 shows the enrollment of adults in North Carolina community colleges by academic level, age, and sex. Adult (25+) enrollment in curriculum programs is down 10% over the period 2020 to 2022, but enrollment in both workforce and continuing education and basic skills have increased. Workforce and continuing education programs provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. These may be delivered as a single course or as a series of courses leading to a

Table 2: Characteristics of Adult Learners in NC Community Colleges 2020 - 2022

Characteristics of Adult Learners	Fall Headcount			Change		Share of Adult Learners		
	2020	2021	2022	1-Year	2-Year	2020	2021	2022
Academic Level (Unduplicated)								
Curriculum Only	59,853	58,483	53,858	-8%	-10%	35%	31%	28%
Workforce CE Only	94,608	109,427	112,510	3%	19%	55%	58%	60%
Basic Skills Only	13,510	17,231	18,455	7%	37%	8%	9%	10%
Curriculum and Workforce CE	3,224	3,782	3,198	-15%	-1%	2%	2%	2%
Curriculum and Basic Skills	214	263	296	13%	38%	0%	0%	0%
Workforce CE and Basic Skills	335	546	637	17%	90%	0%	0%	0%
All three academic levels	15	29	50	72%	233%	0%	0%	0%
Age Group								
25-44	117,083	126,815	124,835	-2%	7%	68%	67%	66%
45-64	48,778	54,871	55,452	1%	14%	28%	29%	29%
65+	5,898	8,075	8,717	8%	48%	3%	4%	5%
Sex								
Female	88,046	99,606	96,594	-3%	10%	51%	52%	51%
Male	83,435	89,766	91,494	2%	10%	49%	47%	48%

recognized credential. Students enrolled in these programs are not degree-seeking students and are not eligible for federal financial aid (though they are eligible for some state aid). The highest enrolled

programs in workforce and continuing education include Criminal Justice, Emergency Medical Services, Fire & Rescue Services, and Health Occupations. Curriculum programs lead to diplomas, certificates and degrees, are financial aid eligible, must follow specific curriculum standards, and are approved by both college boards of trustees and the State Board of community colleges. NC community colleges offer 275 curriculum programs in 11 program areas, the most popular of which are Business technology, Health Sciences, College Transfer, and Public Service Technologies. Basic Skills, also known as Adult Basic Education, provides literacy and numeracy education for students that are not at the high school level or above. Details about the characteristics of adult learners in curriculum programs is contained in Appendix B.

When looking specifically at the 29 colleges that were part of the Adult Learner Pilot Program, similar patterns can be seen. Table 3 shows that these 29 colleges experienced a 9% growth in adult learners in the last two years. Following the statewide trend, workforce and basic skills enrollment has grown, while curriculum enrollment has declined.

Table 3: Characteristics of Adult Learners in Adult Learner Pilot Program Colleges

Adult Learner College Analysis		Fall Headcount			Change		Share of Total		
		2020	2021	2022	1-Year	2-Year	2020	2021	2022
All Students		250,989	264,708	271,185	2%	8%			
Adult Learners (25+)		124,401	138,343	136,144	-2%	9%	50%	52%	50%
Characteristics of Adult Learners		Fall Headcount			Change		Share of Adult Learners		
		2020	2021	2022	1-Year	2-Year	2020	2021	2022
Academic Level (Unduplicated)									
	Curriculum Only	46,124	44,711	41,023	-8%	-11%	37%	32%	30%
	Workforce CE Only	65,875	77,133	78,267	1%	19%	53%	56%	57%
	Basic Skills Only	9,894	13,560	14,187	5%	43%	8%	10%	10%
	Curriculum and Workforce CE	2,120	2,402	2,003	-17%	-6%	2%	2%	1%
	Curriculum and Basic Skills	128	165	199	21%	55%	0%	0%	0%
	Workforce CE and Basic Skills	252	349	428	23%	70%	0%	0%	0%
	All three academic levels	8	23	37	61%	363%	0%	0%	0%
Age Group									
	25-44	86,216	94,072	91,699	-3%	6%	69%	68%	67%
	45-64	34,354	38,923	38,748	0%	13%	28%	28%	28%
	65+	3,831	5,348	5,697	7%	49%	3%	4%	4%
Sex									
	Female	64,932	73,838	70,687	-4%	9%	52%	53%	52%
	Male	59,273	64,330	64,983	1%	10%	48%	47%	48%

Due to the complex array of factors influencing enrollment, including local economic variables, regional demographic patterns, and other institutional efforts to increase enrollment and retention to name a few key ones, it is very difficult to identify the specific impact that this investment had on

adult enrollment. Research from the Belk Center for Community College Research and Leadership on Cohort 1 of NC Reconnect found that adult learners face obstacles to completing a credential or degree at several key points: 1) deciding to return, 2) moving in (enrolling), 3) moving through (persisting at college), and 4) moving on (transitioning to career).¹ When deciding to return, adults may face apprehension about returning to college or about their likelihood of being successful. When they decide to enroll, they may face challenges with financial aid, enrolling, or registration. Once enrolled, adults need to be able to have a schedule that fits with their work and family responsibilities, gives them academic credit for their prior learning, as well as structural supports like childcare and transportation that make it possible to attend college. Finally, adults, like other students need supports from the college to help transition the skills and knowledge they acquired in college to meaningful work and career opportunities.

The investments from the Adult Learner Pilot Program focused primarily on enrollment and communicating to students about the opportunities at community colleges in North Carolina, with a secondary focus on supporting students through enrollment and persistence through the use of adult advisers and navigators and retention coaching services provided by InsideTrack. We anticipate that students who were made aware of community college opportunities may decide to enroll in a future term and the full impact of these investments may become more visible over time. Also, the investments in helping adult learners navigate college will help student better understand how to be successful and help organizations better serve the next cohort of adult learners.

Completions

In 2022 Adult learners made up 42% of graduates overall, and 43% of graduates at adult learner pilot program colleges. The vast majority (83%) were between the ages of 25 and 44, and 67% were female statewide, 66% at the 29 pilot colleges. The number of students graduating in 2022 was 13% lower than in 2021 statewide, and 15% lower at pilot colleges. Important to note is that we only have data on graduates from Curriculum programs due to the fact that students may only enroll in individual courses in Workforce and Continuing Education and that the programs do not lead to the completion of certificates and degrees as in Curriculum programs. The declines in graduation numbers, the high proportion of female graduates, and the younger demographics (25-44) of these graduates is consistent with the enrollment patterns in curriculum programs. More detail on adult learner completions is in Appendix C

Due to the timing of this investment, with colleges receiving mini grants in February 2022, and the focus on recruitment and enrollment of adult learners, we would not expect an impact on completion from these investments to be measurable in this timeframe. Hopefully the recruitment and retention efforts that this legislative funding provided will lead to completions in the future.

¹ Belk Center for Community College Leadership and Research. (2022). *Adult Learner Guidebook: A Guide to Recruit and Retain Adult Learners at North Carolina Community Colleges*. NC State College of Education, Belk Center for Community College Leadership and Research. <https://tinyurl.com/38pvxz6w>

Recommendations for Further Expansion:

The North Carolina Community College System Office recommends further expansion of the Adult Learner Pilot Programs by using several interrelated strategies. These include:

1. Invest in marketing to recruit adult learners into programs with high employer demand,
2. Shorten time to degree and increase enrollment by consistently awarding college credit to adults, especially military veterans, enrolling in community colleges,
3. Drive program improvement by improving the state's capacity to track labor market outcomes for workforce and continuing education students, and
4. Expand capacity at the North Carolina Community College System Office to support community colleges with adult learner recruitment and retention efforts,

Applied together, these strategies will help connect North Carolinians to educational programs leading to in-demand jobs, speed their time to completion and (re)entry to the labor market, improve the state's ability to evaluate and improve programs, and provide the state's community colleges with consistent, research-based support for their adult learner recruitment and retention efforts.

The System Office recommends investing in marketing for several reasons. First, the state is experiencing a period of record capital investment and job expansion. Community colleges are critical to training the state's workforce and additional funding is needed to make residents aware of the program offerings that will lead to good jobs in their communities that meet the needs of new and expanding businesses. Second, colleges identified a statewide marketing campaign as a critical need during the development of the NCCCS 2022-2026 Strategic Plan. The fact that 67% of mini grants were used for direct marketing efforts also speaks to the need that colleges have for funding for that purpose. The estimated cost for a statewide marketing campaign designed to promote programs meeting North Carolina's workforce need and recruiting adult learners is \$2 million, non-recurring.

Awarding students college credit for prior education, work, and military experience has been shown to increase enrollment and college completion while saving students money.² Several community colleges in North Carolina, particularly those with large populations of military and veteran students, have excellent policies and practices in place for awarding college credit for students based on their military service. There is significant opportunity to expand those best practices to other community colleges across the state and to ensure that credits are awarded and transferred consistently, regardless of where a student enrolls. Creating a student friendly website that shows how military credits transfer into high demand programs of study, providing training to college faculty and staff on using the system, and marketing this potential students could significantly increase completion, while shortening time to degree for students and saving them money. The estimated cost to develop a statewide framework for awarding military credit, developing a student friendly website, and training faculty and staff at all 58 colleges is \$800,000.

² Klein-Collins, Taylor, Bishop, Bransberger, Lane, and Leibrandt (2020). *The PLA Boost: Results form a 72-Instituion Targeted Study of Prior Learning Assessment and Adult Student Outcomes*. The Council for Adult and Experiential Learning (CAEL). <https://tinyurl.com/29wnnm3>

More than 60% of adult learners at North Carolina community colleges are enrolled in workforce and continuing education programs. In our current system, we are able to track quarterly earnings of graduates employed in North Carolina (with some limitations) through the Common Follow-Up System. What North Carolina does not currently collect is hours worked. As a result, we are not able to tell whether wages earned are based on full-time or part-time employment. Without information on industry credentials earned, we are unable to track critical progress towards the state's educational attainment goal, 2 million by 2030. Without being able to tell whether workers are employed full time or part time, we are unable to evaluate the impact of workforce and continuing education programs on the true labor market outcomes of graduates. This information would provide a critical piece in the feedback loop for program improvement. The System Office would work with the Department of Commerce and the Government Data Analytics Center (GDAC) to track student outcomes in these programs. Data on hours worked would need to be provided by employers and would require legislative change to create that reporting requirement.

Finally, additional capacity is needed at the North Carolina Community College System Office to support adult learner recruitment and retention efforts. While the System Office has a unit focused on adult basic education that is largely federally funded, there is only one position focused on supporting colleges with their adult learner efforts more broadly. This position, an Adult Learner Specialist, is a time-limited, grant-funded position. Having a dedicated, state-funded position, would provide colleges with a resource that can assist them with adult recruitment and retention efforts and assist the System Office and the colleges with bringing in additional non-state funds to support their efforts. The cost for a Director of Adult Learning and Engagement, including salary, benefits, and travel, would be \$150,000 per year recurring.

Appendix A: Enrollment at Adult Learner Pilot Colleges

Community College	Adult Learner Pilot Program	Fall Headcount (All Students)			Fall Headcount (Age 25+)			Change in Adult Enrollment	
		2020	2021	2022	2020	2021	2022	1-Year	2-Year
Alamance CC	REACH	7436	7374	7593	3831	3948	4018	2%	5%
Asheville-Buncombe TCC	REACH	10461	10913	11694	5572	6074	6472	7%	16%
Blue Ridge CC	Both	5008	5743	6463	2768	3339	3826	15%	38%
Caldwell CC and TI	NC Reconnect	6237	6188	6003	2619	2766	2493	-10%	-5%
Cape Fear CC	RECH	13418	14030	14353	5873	6243	6127	-2%	4%
Carteret CC	REACH	2729	3466	3270	1502	2118	1851	-13%	23%
Central Carolina CC	Both	8236	8796	9399	3341	4087	4214	3%	26%
Central Piedmont CC	REACH	24607	27087	27389	11255	12988	12385	-5%	10%
College of The Albemarle	Both	4472	4350	4589	2177	2153	2342	9%	8%
Davidson-Davie CC	Both	6529	6243	7336	3289	3006	3632	21%	10%
Durham TCC	NC Reconnect	8202	9053	10092	4677	5569	6091	9%	30%
Fayetteville TCC	Both	16962	17200	17476	9960	10475	10331	-1%	4%
Forsyth TCC	Both	11594	12022	12482	6002	6249	6115	-2%	2%
Gaston College	REACH	9135	10240	10602	4596	5496	5286	-4%	15%
Guilford TCC	REACH	16448	17216	17500	8441	9499	9374	-1%	11%
Isothermal CC	REACH	3682	3284	3562	1798	1540	1806	17%	0%
Lenoir CC	Both	5602	5931	5348	3069	3458	2930	-15%	-5%
McDowell TCC	REACH	1928	2617	2676	916	1543	1557	1%	70%
Nash CC	REACH	4794	5127	5149	2525	2762	2737	-1%	8%
Pitt CC	NC Reconnect	10766	10497	10700	4440	4455	4552	2%	3%
Roanoke-Chowan CC	REACH	1048	1315	1215	554	770	645	-16%	16%
Robeson CC	REACH	4382	5263	5228	2394	3236	3214	-1%	34%
Rowan-Cabarrus CC	REACH	12223	12466	13261	6120	6708	7093	6%	16%
Sandhills CC	REACH	6598	6930	6942	3053	3445	3528	2%	16%
South Piedmont CC	REACH	5812	5721	6290	2905	2780	2870	3%	-1%
Vance-Granville CC	Both	4866	5152	5010	2429	2798	2618	-6%	8%
Wake TCC		35116	38672	37853	18589	21836	19258	-12%	4%
Wilkes CC	Both	4507	4653	4890	2055	2299	2354	2%	15%
Wilson CC	REACH	3482	3516	3445	1787	1898	1703	-10%	-5%

Appendix B: Characteristics of Adult Learners in Curriculum Programs

Overall Analysis - Curriculum		Fall Headcount			Change	
		2020	2021	2022	1-Year	2-Year
All Curriculum Students		217,057	211,902	215,670	2%	-1%
Curriculum Adult Learners		63,306	62,557	57,402	-8%	-9%
Characteristics of Adult Learners - Curriculum Detail		Fall Headcount			Change	
		2020	2021	2022	1-Year	2-Year
New/Return Status						
	New in system during year	12,189	12,945	11,234	-13%	-8%
	Returning from previous year	40,508	38,035	35,389	-7%	-13%
	Returning, not in previous year	10,609	11,577	10,779	-7%	2%
Course Load						
	FT >16 Hrs	1,884	1,734	1,690	-3%	-10%
	FT 12-16 Hrs	18,026	17,247	15,943	-8%	-12%
	PT 6-11 Hrs	29,849	29,889	27,250	-9%	-9%
	PT <6 Hrs	13,547	13,687	12,519	-9%	-8%
Pell Status						
	Not Pell Recipient	35,688	35,308	31,843	-10%	-11%
	Pell Recipient	27,618	27,249	25,559	-6%	-7%
Program Area						
	College Transfer	11,450	11,302	9,856	-13%	-14%
	HS Transfer Pathway	1	2	1		
	Associate in General Education	8,762	8,500	7,099	-16%	-19%
	Agricultural and Natural Resources Technologies	437	470	491	4%	12%
	Biological and Chemical Technologies	168	162	138	-15%	-18%
	Business Technologies	14,823	15,208	14,326	-6%	-3%
	Commercial and Artistic Production Technologies	829	803	804	0%	-3%
	Construction Technologies	1,232	1,337	1,250	-7%	1%
	Engineering Technologies	1,156	1,087	986	-9%	-15%
	Health Sciences	10,552	10,214	9,587	-6%	-9%
	Industrial Technologies	1,174	1,155	1,023	-11%	-13%
	Public Service Technologies	7,068	7,252	7,279	0%	3%
	Transportation Systems Technologies	790	783	729	-7%	-8%
	General Occupational Technology	1,692	1,476	1,404	-5%	-17%
	Special Credit	3,172	2,806	2,429	-13%	-23%

Appendix C: Adult Learner Completions Overall and at Adult Learner Pilot Colleges

Overall Analysis -Graduates		Overall					Adult Learner Pilot Colleges				
		Year		Change			Year		Change		
		2021	2022	1-Year	2021	2022	2021	2022	1-Year	2021	2022
All Graduates		50,686	47,245	-7%			36,507	33,250	-9%		
Adult Learners (25+)		22,644	19,781	-13%	45%	42%	17,028	14,458	-15%	47%	43%
Characteristics of Adult Learners -Graduates											
		Year		Change			Year		Change		
		2021	2022	1-Year	2021	2022	2021	2022	1-Year	2021	2022
Age Group											
	25-44	18,654	16,395	-12%	82%	83%	14,022	11,999	-14%	82%	83%
	45-64	3,844	3,262	-15%	17%	16%	2,889	2,373	-18%	17%	16%
	65+	146	124	-15%	1%	1%	117	86	-26%	1%	1%
Sex											
	Female	14,766	13,191	-11%	65%	67%	10,893	9,471	-13%	64%	66%
	Male	7,878	6,590	-16%	35%	33%	6,135	4,987	-19%	36%	34%

NC COMMUNITY COLLEGES

CREATING SUCCESS

North Carolina Community Colleges System Office
5001 Mail Service Center
Raleigh, NC 27699-5001
[NCCommunityColleges.edu](https://www.nccommunitycolleges.edu)

Strategic Planning Committee Annual Timeline

Core responsibilities of the Strategic Planning Committee include: Oversight of the System strategic planning and plan implementation, reviewing research and monitoring external forces and System competencies, and providing general guidance to the System regarding its strategic direction and initiatives

Month	Topics	Staff Contact
January		
February		
March	Committee Calendars, Adult Learner Pilot Program Report	Dr. Crane
April	Strategic Plan KPIs & Statewide Goals	Dr. Crane, Dr. Schneider
May	Strategic Plan Tactic: Supporting Excellence in Teaching and Learning	Student Success Center and Belk Center
June	NO BOARD MEETING	
July	Approve 2023 Performance Measures Report	Dr. Schneider
August	Strategic Plan: Update on Annual Tactics	Dr. Crane, others
September (Bd Plan mtg.)	Annual Graduation Report	Dr. Schneider
October	Strategic Plan Tactic: Framework for Inclusive Excellence Discuss 2024 Tactics	Dr. Evans, Dr. Kelley, Dr. Crane Dr. Crane
November	Approve 2024 Tactics	Dr. Crane
December	NO BOARD MEETING	
Notes	Plan Annual Enrollment Report for March of future years	

*Examples of operational activities would include predictable activities that occur on a recurring basis (annual reports, budget approval, etc.) as well as the regular work of the committee (approving new hires for Personnel, program approval in Programs, etc.)

DISTRIBUTION OF TACTICS FOR 2023

Programs and Student Success Committee

- Strategic Enrollment Management
- Expand NC Career Coach Program
- Meeting Holistic Student Needs
- Update Funding Tiers (July start)
- *Support Excellence in Teaching and Learning (secondary)*
- *Incentives for Regional Collaboration (secondary)*
- *Statewide Marketing Strategy (secondary)*

Strategic Planning Committee

- Support Excellence in Teaching and Learning
- *Framework for Inclusive Excellence (secondary)*
- *Incentives for Regional Collaboration (secondary)*

Legislative and Government Affairs Committee

- Increase Faculty and Staff Salaries

Personnel Committee

- Build Human Resources Capacity to Improve Recruitment and Retention
- *Increase Faculty and Staff Salaries (secondary)*

Finance Committee

- Incentives for Regional Collaboration (July start)
- *Update Funding Tiers (secondary)*
- *Increase Faculty & Staff Salaries (secondary)*

Marketing Communications Committee (March 2023 start)

- Statewide Marketing Strategy (March start)

Workforce Development Committee (committee start TBD)

- Expand Sector Partnerships
- Life Sciences Talent and Asset Mapping

System Advisory Council

- Framework for Inclusive Excellence
- *Expand Sector Partnerships (secondary)*

AGENDA
State Board of Community Colleges
STATE BOARD POLICY AND GOVERNANCE COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, March 16, 2023 – 4:05 p.m. – 4:55 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – February 16, 2023

For Future Action

- Proposed Amendment of 1C SBCCC 200.94 – Local College Personnel Policies (Attachment SBPG 01)
- Proposed Amendment of 1H SBCCC 100.1 – Definitions (Attachment SBPG 02)
- Proposed Amendment of 1H SBCCC 200.2 – Allocation of Funds (Attachment SBPG 03)
- 2023 Apprenticeship NC Council (Attachment SBPG 04)
- Policy on Duties, Responsibilities, and Expectations of Board Members (Attachment SBPG 05)

For Action

- 2023 State Board Policy & Governance Committee Annual Meeting Calendar (Attachment SBPG 06)
- Board Access to Information Policy (Attachment SBPG 07)

For Information

- Report from Governance Subcommittee on Board Engagement

New Business

Adjourn

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEETING
Thursday, February 16, 2023

SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEMBERS PRESENT

Mr. Jerry Vaughan, Chair	Dr. Shirley Carraway	Hon. Ray Russell
Ms. Lisa Estep, Vice-Chair	Mr. Mark Merritt	Ms. Ann Whitford
Ms. LaTasha Bradford, N4CSGA	Mr. Hari Nath	

*Attended via Zoom

Absent Members: Ms. Julie Ryan

OTHER BOARD MEMBERS PRESENT

Mr. Jon Harris*	Mr. Burr Sullivan	Ms. Sarah West
Mr. Tom Looney		

*Attended via Zoom

OTHERS IN ATTENDANCE

Attorney Tawanda Artis	Mr. Patrick Fleming	Dr. Bruce Mack*
Dr. Levy Brown	Dr. Kimberly Gold	Mr. Bob Witchger
Mr. Jason Cobb	Ms. Tiffany Howell	
Mr. Scott Corl	Ms. Sondra Jarvis	
Dr. Jeff Cox, Wilkes CC	Ms. Halima Sharif	

*Attended via Zoom

CALL TO ORDER

Mr. Vaughan called the SBCC Policy and Governance Committee meeting to order at 2:32 p.m.

ROLL CALL

General Counsel Artis called the roll of the SBCC Policy and Governance Committee members.

ETHICS STATEMENT

Attorney Artis read the Ethics Awareness and Conflict of Interest Statement. No conflicts were noted.

APPROVAL OF AGENDA AND MINUTES

Mr. Vaughan requested a motion to approve the agenda. Dr. Carraway motioned to approve the agenda, seconded by Ms. Estep, and approved by a voice vote. Mr. Vaughan requested a motion to approve the minutes from the January 19, 2023 meeting. Ms. Estep motioned to approve the minutes, seconded by Dr. Carraway, and approved by a voice vote.

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEETING
Thursday, February 16, 2023

FOR FUTURE ACTION

2023 State Board Policy & Governance Committee Annual Meeting Calendar (Attachment SBPG 01)
Attorney Artis presented Attachment SBPG 01 State Board Policy & Governance Committee Annual Meeting Calendar. The SBPG calendar included State Board Code revisions, Proprietary Schools Board matters, and general State Board governance matters. Additional items will be updated on the calendar as they become available throughout the year. Mr. Vaughn inquired about requirements that there be a joint annual meeting of the UNC System, NC Community Colleges System, and the Department of Public Instruction. Attorney Artis stated the joint meeting is a requirement in state law with all the chapters for the parties. She added that the annual joint meeting of the UNC System, NC Community Colleges System, and the Department of Public Instruction (DPI) could be added to the SBPG annual calendar.

FOR ACTION

Recommendation for Student Repayment (Attachment SBPG 02)

Mr. Corl stated Attachment SBPG 02 was requested to transfer \$10,000 from the Student Protection Fund. The fund is a pool of money in which all the schools pay into, and it is used to refund students for out of pockets cash payments due to a school closure. With the closure of the Living Arts College, there are two (2) students who require refunds for their out-of-pocket payments.

Mr. Vaughan called for a motion to approve SBPG 02. Mr. Merritt motioned to approve, seconded by Mr. Nath, and approved by a voice vote.

FOR CONSENT APPROVAL

Recommendation for Initial Proprietary School Licensure (Attachment SBPG 03) [CA]

Attorney Artis stated there were six (6) proprietary schools up for initial licensing and all offered Nurse Aide I. A couple of the schools offered additional programs such as Phlebotomy Technician, Pharmacy Technician, and Medication Aide. After inquiries from the committee, Mr. Corl stated the schools are prohibited from disclosing enrollment statistics prior to being fully licensed. It was also noted, approval of initial licensing of propriety schools falls under the authority of the State Board of Community Colleges pursuant to the NC General Statutes.

Mr. Vaughan called for a motion to approve SBPG 03. Mr. Merritt motion to approve, seconded by Dr. Carraway, and approved by a voice vote.

FOR INFORMATION

Report from Governance Subcommittee on Board Engagement

Mr. Merritt provided a brief report on the sub-committee's projects. One such project was the Board Access to Information policy. Mr. Merritt stated he has a draft of the policy as a handout at the

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEETING
Thursday, February 16, 2023

meeting, but it was pending review with General Counsel. Mr. Merritt projected he would have a final policy for the Board's approval by the next Board meeting.

He also added that the sub-committee was working with the Strategic Planning Committee and other committees to finalize the procedure for each of the committees to ensure adequate tracking of each committee's respective part in the Strategic Plan. Mr. Merritt anticipated the completion of this task by the April Board meeting. The other issues being reviewed by the sub-committee pertain to the policies of the System Office that ensure appropriate reporting connections to the Board, issues regarding whistleblowers, and staff accusations of inappropriate conduct against senior managers or State Board members. Mr. Merritt added that there should be guidelines to protect those who may choose to come forward to report any wrongdoing.

Attorney Artis advised Mr. Merritt that pursuant to the State Board By-laws, he would need to make a motion to add the Board Access to Information policy handout to the agenda as a *For Future Action* item in the meeting in order for it to be a *For Action* item at the next Board meeting. Mr. Merritt motioned to add this item to the agenda *For Future Action*, seconded by Mr. Nath, approved by voice vote.

Mr. Merritt provided a brief overview on the Board Access to Information policy. The policy stressed adhering to the confidentiality requirements and to that any confidential information was not shared outside of the work of the Board. Mr. Merritt also added that senior leadership at the System Office should have active communication with the Board Chair, Vice Chair and Committee Chairs.

NEW BUSINESS

No new business.

ADJOURNMENT

Ms. Estep declared the meeting adjourned at 3:04 p.m.

Respectfully submitted,
Halima Sharif
Recording Secretary



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State Board of Community College Code
TITLE – COMMUNITY COLLEGES

CHAPTER C. PERSONNEL

SUBCHAPTER 200. PERSONNEL POLICIES

1C SBCCC 200.94 Local College Personnel Policies

- (a) Each local board of trustees shall adopt, publish, and implement personnel policies, consistent with all applicable statutes, rules, and regulations, addressing the following issues:
- (1) Adverse weather;
 - (2) Annual leave (vacation);
 - (3) Drug and alcohol use;
 - (4) Civil leave;
 - (5) Communicable disease;
 - (6) Compensatory leave;
 - (7) Definitions of the employment categories and benefits for each:
 - (A) Full-time permanent,
 - (B) Part-time permanent,
 - (C) Full-time temporary, and
 - (D) Part-time temporary;
 - (8) Disciplinary action addressing suspension and dismissal;
 - (9) Educational leave (reference ~~1C SBCCC 400.96~~ 1C SBCCC 400.6);
 - (10) Employee evaluation process;
 - (11) Employee grievance procedures;
 - (12) Employee personnel file;
 - (13) Hiring procedures (describing procedures used for employment of both full- and part-time employees);
 - (14) Leave transfer;

- 1 (15) Leave without pay;
- 2 (16) Longevity pay plan (reference ~~SBCCC 400.98~~1C SBCCC 400.8);
- 3 (17) Military leave (reference ~~1C SBCCC 400.97~~1C SBCCC 400.7);
- 4 (18) Nepotism (reference 1C SBCCC 200.98);
- 5 (19) Non-reappointment;
- 6 (20) Other employee benefits;
- 7 (21) Political activities of employees (reference 1C SBCCC 200.99);
- 8 (22) Professional development;
- 9 (23) Reduction in force;
- 10 (24) Salary determination methods for full- and part-time employees that address at
- 11 least the following:
 - 12 (A) Provisions and criteria for salary determination,
 - 13 (B) Requirements for annual salary review, and
 - 14 (C) Establishment of salary formulas, ranges, or schedules;
- 15 (25) Sexual harassment;
- 16 (26) Tuition exemption (reference ~~1E SBCCC 300.99; 800.97; and 900.98~~ 1E SBCCC
- 17 300.1);
- 18 (27) Sick leave consistent with provisions of the State Retirement system;
- 19 (28) Secondary Employment that addresses conflict with the employee's primary job
- 20 responsibilities and institutional resources (the local board of trustees shall
- 21 approve or disapprove any secondary employment of the president; the
- 22 president or any member of the college's senior administration designated by
- 23 the president shall approve or disapprove secondary employment of all full-time
- 24 employees); and
- 25 (29) Shared leave consistent with subsection (c) of this section.
- 26 (30) Providing a preference for veterans, as defined in G.S. 128-15, in hiring
- 27 decisions.
- 28 (b) Each local board of trustees shall submit copies of these policies, including
- 29 amendments, to the NC Community College System President's office upon adoption.
- 30 (c) Shared Leave Policy

- 1 (1) Purpose: The purpose of the Voluntary Shared Leave Program is to allow an
2 employee to donate leave, as allowed in this rule, to an employee who has been
3 approved to receive leave through the Voluntary Shared Leave Program because
4 of a medical condition of the employee or of a member of the employee's
5 immediate family that will require the employee's absence for a prolonged period
6 of time.
- 7 (2) In cases of a prolonged medical condition an employee may apply for or be
8 nominated to become a recipient of leave transferred from the vacation leave
9 account of another employee, from the sick leave or vacation account of an
10 immediate family member as defined in section of this (c)(8) of this Subchapter or
11 from the sick leave account of a non-family member as provided in (c)(11)(B) of
12 this Rule. For purposes of this Rule, prolonged medical condition means medical
13 condition that is likely to require an employee's absence from duty for a period of
14 at least 20 consecutive workdays. If an employee has had previous absences for
15 the same condition that has caused the employee to not have enough leave to
16 cover the new need for leave or if the employee has had a previous, but different,
17 prolonged medical condition within the last 12 months, the college may waive the
18 requirement that the employee be absent from duty for a period of 20 consecutive
19 workdays to participate in the program.
- 20 (3) An employee who receives benefits from the Disability Income Plan of North
21 Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared
22 leave, however, may be used during the required waiting period and following the
23 waiting period provided DIPNC benefits have not begun.
- 24 (4) Participation in the voluntary shared leave program shall be limited to 1,040 hours,
25 (prorated for part-time employees), either continuously or, if for the same condition,
26 on a recurring basis. However, management may grant employees continuation in
27 the program, month by month, for a maximum of 2,080 hours, if management
28 would have otherwise granted leave without pay.
- 29 (5) An employee on workers' compensation leave who is drawing temporary total
30 disability compensation may be eligible to participate in the voluntary shared leave

1 program. Use of donated leave under the workers' compensation program shall
2 be limited to use with the supplemental leave schedule as described in 25 NCAC
3 01E .0707.

4 (6) The employee shall exhaust all available leave before using donated leave.

5 (7) Non-qualifying conditions: This leave does not apply to short-term or sporadic
6 conditions or illnesses that are common, expected or anticipated as determined by
7 the college president or the college president's designee. This includes such things
8 as sporadic, short-term recurrences of chronic allergies or conditions; short-term
9 absences due to contagious diseases; or short-term, recurring medical or
10 therapeutic treatments. These examples are illustrative, not all inclusive. Each
11 case must be examined and decided based on its conformity to the intent of this
12 Rule and must be applied consistently and equitably.

13 (8) For purposes of this Section, immediate family means:

14 (A) Spouse: A husband or wife;

15 (B) Parent:

16 (i) a biological or adoptive parent; or

17 (ii) an individual who stood in loco parentis (a person who is in the position or
18 place of a parent) to an employee when the employee was a child; or

19 (iii) a step-parent; or

20 (iv) in-law relationships;

21 (C) Child: A son or daughter who is:

22 (i) a biological child; or

23 (ii) an adopted child; or

24 (iii) a foster child (a child for whom the employee performs the duties of a
25 parent as if it were the employee's child); or

26 (iv) step-child (a child of the employee's spouse from a former marriage); or

27 (v) a legal ward (a minor child placed by the court under the care of a
28 guardian); or

29 (vi) a child of an employee standing in loco parentis; or

30 (vii) in-law relationships;

1 (D) Sister or brother - biological, adoptive (including step-, half- or in-law
2 relationships);

3 (E) Grandparents, great grandparents, grandchildren, great grandchildren
4 (including step relationships); and

5 (F) Other dependents living in the employee's household.

6 (9) Administration

7 (A) All colleges shall develop policies and procedures to implement the voluntary
8 shared leave program.

9 (B) Colleges shall not establish a leave "bank" for use by unnamed employees.
10 Leave shall be donated on a one-to-one personal basis.

11 (10) Qualifying to Participate in Voluntary Shared Leave Program. To participate in
12 the Voluntary Shared Leave Program, an employee shall meet the following
13 conditions:

14 (A) A donor or recipient shall have a half-time or more permanent, probationary,
15 or time-limited appointment (The limitation and leave balance for permanent
16 parttime employees shall be prorated);

17 (B) A recipient shall apply or be nominated by a fellow employee to participate in
18 the program;

19 (C) A recipient shall produce medical evidence to support the need for leave
20 beyond the available accumulated leave; and

21 (D) The parent college shall review the merits of the request and approve or
22 disapprove according to these Rules.

23 (11) Donor Guidelines

24 (A) An employee of a community college may donate vacation leave, bonus leave
25 or sick leave to an immediate family member in any State agency, public school or
26 community college. An employee of a community college may donate vacation or
27 bonus leave to a coworker's immediate family member who is an employee in a
28 state agency or public school provided the employee and coworker are at the same
29 college. An employee may donate vacation, bonus or sick leave to another

1 employee at a community college in accordance with the provisions of (c)(11)(B)
2 of this Rule.

3 (B) An employee of a community college may donate up to five days of sick leave
4 to a non-immediate family member employee of a community college. The
5 combined total of sick leave donated to a recipient from non-immediate family
6 member donors shall not exceed 20 days per year as defined by local college
7 policy. Donated sick leave shall not be used for retirement purposes. Employees
8 who donate sick leave shall be notified in writing of the State retirement credit
9 consequences of donating sick leave.

10 (C) The minimum amount of sick leave or vacation leave to be donated is four
11 hours. An employee family member donating sick leave to a qualified immediate
12 family member under the Voluntary Shared Leave program may donate up to a
13 maximum of 1040 hours but may not reduce the sick leave account below 40
14 hours.

15 (D) The maximum amount of vacation leave allowed to be donated by one
16 individual is the amount of the individual's annual accrual rate. However, the
17 amount donated shall not reduce the donor's vacation leave balance below one-
18 half of the annual vacation leave accrual rate. Bonus leave may be donated
19 without regard to this limitation.

20 (E) An employee may not directly or indirectly intimidate, threaten, coerce, or
21 attempt to intimidate, threaten, or coerce, any other employee for the purpose of
22 interfering with any right which such employee may have with respect to donating,
23 receiving, or using annual leave under this program. Such action by an employee
24 shall be grounds for disciplinary action up to and including dismissal on the basis
25 of personal conduct. The donation of leave is confidential, and only those
26 individuals authorized under G.S. 115D-29 to access employee personnel file
27 information may view donation information consistent with G.S. 115D-29.
28 Recipients of voluntary shared leave shall not have access to information about
29 individuals who donated leave. The employee donating leave shall not receive
30 remuneration for the leave donated.

1 (12) Leave Accounting Procedures. The following conditions shall control the
2 accounting and usage procedures for leave donations in the Voluntary Shared
3 Leave program:

4 (A) The community college may establish a specific time period during which leave
5 can be donated.

6 (B) All leave donated shall be credited to the recipient's sick leave account and is
7 available for use on a current basis or may be retroactive for up to 60 calendar
8 days to substitute for advanced vacation or sick leave already granted to the
9 recipient or to substitute for leave without pay. Donated leave shall be applied
10 to advanced leave before applying it to leave without pay.

11 (C) At the expiration of the medical condition, as determined by the community
12 college, any unused leave in the recipient's donated leave account shall be
13 treated as follows:

14 (i) The recipient's vacation and sick leave account balance shall not exceed a
15 combined total of 40 hours (prorated for part-time employees).

16 (ii) Any additional unused donated leave shall be returned to active (working or
17 on leave without pay) donor(s) on a pro rata basis and credited to the leave
18 account from which it was donated.

19 (D) If a recipient separates due to resignation, death, or retirement from state
20 government, participation in the program ends. Donated leave shall be
21 returned to active donor(s) on a pro rata basis.

22 (d) Holiday Leave Policy

23 (1) Full-time employees who are eligible to earn annual leave pursuant to local college
24 policy shall receive pay for a maximum of 12 paid holidays per fiscal year. Local
25 boards of trustees shall determine the number of paid holidays for those
26 employees eligible to earn annual leave up to a maximum of 12 paid holidays per
27 fiscal year. Part-time employees who are eligible to earn annual leave pursuant to
28 local college policy shall receive pay for paid holidays on a pro-rata basis.

29 (2) Colleges shall only pay holiday leave to eligible employees who are:

30 (A) In pay status through the day on which the holiday is scheduled, or

1 (B) On a leave of absence without pay, but were in pay status for half or more of
2 the workdays in the month.

3 Local community college boards of trustees shall determine when holidays are scheduled
4 on the college calendar and may require employees to take annual leave, special leave
5 granted by the General Assembly, accumulated compensatory leave, or leave without
6 pay during time on days other than holidays when classes are not scheduled to be in
7 session.

8

9 *History Note: Authority G.S. 115D-5; 115D-20; 115D-25.3;*

10 *Eff. September 1, 1993;*

11 *Amended Eff. _____; [July 1, 2018](#); [May 1, 2017](#); May 1, 2008; May*

12 *1, 2005; January 1, 1996.*



1 **State Board of Community College Codes**

2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER H. FISCAL MANAGEMENT**

5 **SUBCHAPTER 100. DEFINITIONS**

6
7 **1H SBCCC 100.1 Definitions**

8 The following definitions apply to this Chapter:

9 (a) “County funds” – Funds appropriated to the college by the local tax-levying authority.

10 (b) “Institutional funds” – Funds budgeted and expended through college accounts that
11 are not allocated to the college by the State Board of Community Colleges, nor
12 appropriated to the college by the local tax-levying authority.

13 (c) “State funds” – All funds that are allocated to colleges by the State Board of
14 Community Colleges, regardless of the revenue source.

15 (d) “Categorical funds” - Funds appropriated to the college from any state government
16 source that are targeted for particular categories of projects, students, special programs,
17 or special purposes. These funds may not be used for any other purpose than the
18 purpose for which they were allocated.

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

20 *Eff. [November 1, 2015](#).*

21 *Amend Eff. _____*



1 **State Board Community Colleges Code**

2 **TITLE 1 – COMMUNITY COLLEGES**

3 **CHAPTER H. FISCAL MANAGEMENT**

4 **SUBCHAPTER 200. STATE FUNDS**

5 **1H SBCCC 200.1 Allocation of Funds**

6 (a) The State Board shall allocate State funds to colleges using one or more of the
7 following methods:

8 (1) Formula allocation: Allocations calculated using a formula of objective,
9 verifiable factors.

10 (2) Competitive allocation: Allocations determined through a competitive process
11 through which colleges apply for funds and the colleges' requests are evaluated
12 and ranked based on identified criteria.

13 (3) Direct allocation: Funds allocated directly to a specific college when one of the
14 following conditions apply:

15 (A) The General Assembly directs that funds shall be allocated to a specific
16 ~~college;~~ college.

17 (B) The terms of a grant award require that grant funds be allocated to a
18 ~~specific college;~~ or college.

19 (C) A college has programmatic ability unique among colleges and the desire
20 to fulfill the objectives for which the funds ~~allocated~~ are allocated.

21 (b) Notwithstanding subsection (a) of this rule, the State Board delegates to the
22 President of the North Carolina Community College System the authority to approve
23 allocations made pursuant to any of the following:

24 (1) 1H SBCCC 200.1(a)(2) if the total amount of funds allocated under the
25 competitive process does not exceed ~~\$250,000;~~ \$250,000.

26 (2) 1H SBCCC 200.1(a)(3)(A) and ~~(B);~~ or (B).

27 (3) 1H SBCCC 200.1(a)(3)(C) if the total amount of funds allocated to the college

1 does not exceed \$250,000.

2 The System Office shall provide at least biannually a report to the State Board
3 listing any allocations approved by the President pursuant to this delegated
4 authority.

5 (c1) At the time of allocation, the System Office shall notify colleges of the allocation
6 period, which is the time period during which the college is authorized to expend the
7 allocation. The System Office shall extend the allocation period if additional time is
8 needed for the college to complete the objectives for which the funds were allocated,
9 funds remain available, and the extension of the allocation period is in the best
10 interest of the NC Community College System as determined by the System
11 President.

12 (c2) Colleges receiving categorical funds from any state government source must report
13 the receipt and use of such funds annually to the North Carolina Community College
14 System in accordance with the System's Annual Reporting Plan.

15 (d) The System Office may reduce a college's allocation under the following
16 circumstances:

17 (1) At the System Office's request, a college voluntarily forgoes an amount of its
18 approved allocation because it is not able to fully expend the funds and other
19 colleges have a need for those funds; or

20 (2) A college fails to meet pre-determined programmatic or expenditure
21 benchmarks that were communicated to the college when the State Board
22 initially allocated funds and other colleges have a need for those funds; or

23 (3) Revenue collections are not meeting budget projections and there is a
24 projected cash shortfall of greater magnitude than one that can be covered
25 through projected unexpended allocations.

26 (e) If a college's allocation is reduced as provided in subsection (d), the System Office
27 shall reallocate those funds to other colleges that demonstrate need and an ability to
28 utilize the funds if there is no projected cash shortfall.

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

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Eff. [November 1, 2015](#).
Amended Eff. _____; [September 1, 2019](#).

DRAFT

STATE BOARD OF COMMUNITY COLLEGES
ApprenticeshipNC Council Appointments
Calendar Year 2023

Request: The State Board of Community Colleges is asked to approve the ApprenticeshipNC Council Appointments for Calendar Year 2023.

Background and Rationale: Pursuant to North Carolina General Statute §115D-11.6, the State Board of Community Colleges shall appoint an Apprenticeship Council composed of the following:

- Four Representatives from Employer Organizations
- Four Representatives from Employee Organizations
- Three Representatives from the Public at Large
- Ex Officio member from the NC Department of Public Instruction
- Ex Officio member from the NC Department of Commerce

The terms of office shall be designated by the State Board of Community Colleges and the Chair is to be annually appointed. The attached documents are the recommendations of the Vice-President of Economic Development and the State Director of ApprenticeshipNC.

Contact Person:

Dr. Bruce Mack
Vice President, Economic Development

Kathryn Castelloes
State Director, ApprenticeshipNC

ApprenticeshipNC Council Membership Calendar Year 2023

Name	Company	Title	Role	Term
Rebecca Axford	International Brotherhood of Electrical Workers	Training Director	Employee Representative	01/01/2023 to 12/31/2025
Tammy Simmons	Machine Specialties, Inc.	VP of Marketing and Culture Representative of GAP	Employer Representative	01/01/2021 to 12/31/2023
Danielle Swain	Nutrien	Employee Development Specialist	Employer Representative	01/01/2021 to 12/31/2023
Michael Taylor	Cummins Inc- RMEP	Title: Skilled Trade Coordinator	Employer Representative	01/01/2021 to 12/31/2023
			Employer Representative	01/01/2023 to 12/31/2025
Tyrone Barry Alexander	Technical and Process Training Specialist	Daimler Trucks, Inc.	Employee Representative	01/01/2023 to 12/31/2025
Sara Breeggemann	ABC Carolinas Chapter	Director of Workforce Development	Employee Representative	01/01/2021 to 12/31/2023
Evelio Martinez	Mechanical Trades Carolina	Training Director	Employee Representative	01/01/2023 to 12/31/2025
Debra Derr	NC Chamber of Commerce	Director of Government Affairs for the NC Chamber	Public at Large	01/01/2021 to 12/31/2023
Amy Dulin	Cleveland Community College	Dean of Workforce Development	Public at Large	01/01/2023 to 12/31/2025
Chet Mottershead	NC Department of Commerce	Assistant Secretary and Director of Field Operations - NC Dept. of Commerce – Division of Workforce Solutions	Ex Officio	01/01/2021 to 12/31/2023
Elizabeth Standafer	NC Department of Public Instruction-Career & Technical Education	Work-based Learning Consultant	Ex Officio	01/01/2023 to 12/31/2025

2023 ApprenticeshipNC Council Members

Chair and Employee Representative: Rebecca Axford International Brotherhood of Electrical Workers

Rebecca Axford is the Director of the Raleigh-Durham JATC, a four-year electrical apprenticeship program, and has been an ApprenticeshipNC Council member since 2016. While Director, Rebecca has made structural changes to their apprenticeship program which included better recruitment of non- traditional apprentices. In 2018, Rebecca registered a pre-apprenticeship program focusing on recruitment of minorities, women, veterans and youth. Rebecca is engaged in Workforce Development, CTE programs, NAWIC (North American Women in Construction) and other apprenticeship-focused groups. She believes in the long-term benefit of partnerships with community organizations and school systems to solve industry issues of worker shortages and the skills gap.

Employer Representative: Tammy Simmons, Machine Specialties, Inc.

Tammy Simmons is Vice President of Marketing & Culture at Machine Specialties Inc., a producer of machined parts for the aerospace, medical, military, commercial and energy industries, in Greensboro NC. She has been instrumental in designing and implementing Guilford Apprenticeship Partners (GAP) in Guilford County, NC and RockATOP in Rockingham County, NC. She uses apprentices in her business to hire and train for highly skilled, advanced manufacturing positions. Her company currently has 62 registered youth apprentices. Tammy is also a speaker throughout NC., promoting apprenticeships and advising other apprenticeship programs. She has served as a panelist nationally for apprenticeships for the Aspen Institute, New America Institute, National Fund, Jobs for the Future, and has been asked to speak to the U.S. Congress on behalf of apprenticeships.

Employer Representative: Danielle Swain, Nutrien

Danielle received a Bachelor of Science degree from East Carolina University with a focus in Family and Community Services. Prior to her employment with Nutrien, Danielle was a workforce development professional for six years where she facilitated workforce programs and assisted youth and adults in meeting their career and educational goals. Danielle Swain joined Nutrien, formerly PCS Phosphate in 2016, as an Employee Development Specialist in the Training Department. Among many other duties, she currently facilitates the NC registered apprenticeship programs onsite.

Employer Representative: Michael Taylor, Cummins Inc -RMEP

Michael D. Taylor is the Skills Trade Coordinator for The Rocky Mount Engine Plant. He is the career developer for individuals pursuing a journey persons certification in maintenance. Michael is also the facilitator for all continuous education programs to strengthen the basic knowledge of technical members.

Michael has a degree in Business Administration and Computer Information Systems from North Carolina Wesleyan College. He has a master's from Southern New Hampshire University in Information Systems with a concentration in Project Management. He is a part time instructor for Nash Community College and a public speaker. Michael is involved with the high school STEM program operated through RMEP and he mentors elementary kids by introducing them to robotics. Even before his employment with Cummins, Michael has always been involved in training, coordinating, and mentoring. Much of the skills acquired came through the military way of life. With strong beliefs, perseverance and faith, Michael believes the world is what you make of it, and you can embrace experiences.

Employee Representative: Tyrone Barry Alexander, Daimler Trucks NC

Tyron Alexander is the Technical and Process Training Specialist for Daimler Trucks. Mr. Alexander is an experienced training supervisor with a demonstrated history of working in the automotive industry. With more than 25 years of experience in project management, Mr.

Alexander has a proven track record of planning projects and utilizing cross-functional teams to establish and achieve objectives that reduced costs, increased productivity, and enhanced quality of the manufacturing process. Mr. Alexander has a Bachelor of Science in mechanical engineering from N.C. Agricultural and Technical State University.

Employee Representative: Sara Breeggemann, ABC Carolinas

As the product of two teachers, Ms. Breeggemann has always had a passion for education. It took a circuitous path to get here, but life always brings her back to education in some form. She has worked for ABC Carolinas as the Director of Workforce Development for almost two years but has been an ABC member & served in various capacities for 10 years. Ms. Breeggeman's own education started with a BS in Geography, emphasis in Cartography & then added in a MA in Children, Youth & Family ministry. Along the way she has also taken various other classes at CPEC & NCCER, with which she is a Master Trainer. She is currently working on her certification as a Construction Workforce Development Professional through NCCER.

Employee Representative: Evelio Martinez, Mechanical Trades Carolina

A long-time associate of Registered Apprenticeship, Evelio Martinez wears many hats. Along with being the Mechanical Superintendent/General Foreman of McKenney's, Inc. in Charlotte, Mr. Martinez currently serves as the Training Director of the LU421 Registered Apprenticeship program, overseeing daily administrative duties as well as compliance of registered program standards. He oversees three training centers in North and South Carolina, supervising 15 instructors and 120 current apprentices and admin staff. Mr. Martinez provides support for the registered pre-apprenticeship VIP program at Camp Lejeune, coordinating training for Journeyworkers as well as job related certification programs. Additionally, he also works with community college partners to register continuing ed classes, coordinating recruiting events and job fairs, and offering employment opportunities to graduates. He resides in Mooresville, NC with his wife and three children.

Public at Large: Debra Derr, NC Chamber of Commerce

Debra L. Derr has over 30 years of progressive leadership in management, media, public relations, and government affairs. Considered to be a dynamic team leader with energy and enthusiasm to motivate and meet goals, with a proven track record of developing relationships in order to accomplish organizational objectives and adept at assessing needs and delivering solutions.

As director of government affairs for the NC Chamber, she is responsible for regulatory and environmental issues as well as economic development. She is the former director of government affairs for AT&T d.b.a. BellSouth, where she supported the company's legislative initiatives at the state level and was consistently ranked as one of the most influential lobbyists in North Carolina. She began her career in politics as a press secretary for Congressman James E. Clyburn and was his legislative liaison on telecommunications, women's and children's issues, and the arts and humanities. During her time as director of public affairs for Wake County Government, she helped to establish the Wake Commission for Women. She is a former chief deputy secretary for the Department of Cultural Affairs, and director of policy and compliance for the Division of Employment Security. Debra began her career in radio and television production and received a Corporation of Public Broadcasting scholarship to study documentary production at the Maine Media Workshops in Rockport, Maine. She is a 2010 recipient of the General Federation of Women's Club Women of Achievement Award and was recognized by The State newspaper in Columbia, SC, as an Emerging Leader.

Public at Large: Amy Dulin, Cleveland Community College

Amy Dulin currently serves as the Dean of Workforce Development at Cleveland Community College. Amy has served various roles in higher education for over 20 years, including assisting with starting Apprenticeship Cleveland. Her educational background includes an Associate of Applied Science in Business Administration from Cleveland Community College, Bachelor of Science in Business Administration from Gardner-Webb University, and a Master of Arts in Community College and University Leadership from Appalachian State University. Amy is currently pursuing a Doctorate in Organizational Leadership from Gardner-Webb University. Amy is passionate about workforce development and the importance of preparing students to enter the workforce. She hopes to offer exposure to the numerous pathways available to students after graduation.

Ex Officio: Chet Mottershead, NC Department of Commerce

Chet Mottershead serves as Commerce's Assistant Secretary for Workforce Solutions, appointed to the position in March of 2021. In this role, Mr. Mottershead is responsible for the management of multiple USDOL employment and training grants as well as financial accountability for the federal Workforce Innovation and Opportunity Act (WIOA), which totals approximately \$132 million annually.

Previously, Chet served as Director of Jobseeker Services and Field Operations at the division he now leads. Prior to that time, he spent six years as a manager in the Raleigh NC Works Career Center, where he successfully integrated the largest NCWorks Career Center in the state.

Earlier in his career, Chet served for 15 years as the Director of Human Resources at the Department of Commerce before he transitioned to the Division of Workforce Solutions. He is married with two boys, is active in the Boy Scouts, and is a member at Highland United Methodist Church in Raleigh.

Chet is a graduate of Warren Wilson College (B.A.) and Western Carolina University where he earned a Master of Public Administration.

Ex Officio: Elizabeth Standafer, NC Department of Public Instruction – Career & Technical Education

Dr. Standafer serves as a Work-based Learning and Career Development Consultant at the North Carolina Department of Public Instruction. Elizabeth has had a diverse career path in education working at the elementary level up through post-secondary. She has been a classroom teacher, school counselor, career development coordinator, and district level administrator for both Career and Technical Education and Secondary Education. Dr. Standafer has been certified as a Career Development Facilitator and has been twice certified by the Center for Occupational Research and Development (CORD) in Pathway Development Leadership. She also received certification from the National Center for Construction and Education Research as a Core Curriculum Instructor. She has worked on research projects with both the University of Minnesota and the University of North Carolina at Charlotte related to socioeconomic status and childcare decisions and teenage black fathers, respectively.

In 2015, Dr. Standafer left public K-12 education to become a Certified Career Pathway Facilitator for the North Carolina Department of Commerce. She has most recently served as the State-wide Youth Apprenticeship Manager for ApprenticeshipNC with the North Carolina Community College System where she has worked to promote and implement new apprenticeship pathways with local and regional stakeholders.

Policy on Duties, Responsibilities, and Expectations of Board Members

- I. Applicability and Purpose. This policy sets forth the duties, responsibilities, expectations, and standards of conduct for members of the State Board of Community Colleges.
- II. Definitions. For purposes of this policy:
 - A. “Board” means the State Board of Community Colleges.
 - B. “Board member” means any member of the Board.
 - C. “System” means the System Office and the fifty-eight Community Colleges that make up the Community College System.
- III. Duties and Responsibilities. Board members are responsible for performing essential functions that are central to the governance of the System, as described in Chapter 115D of the North Carolina General Statutes. Board members are expected to adhere to the Board’s by-laws, committee charters and Board-established policies. Board members shall adhere to the standards of conduct and fulfill duties and expectations set forth in this policy.
 - A. Attendance. Board members shall attend and participate in board meetings.
 - B. Participation in Policy and Oversight Functions. Board members are expected to prepare for meetings; actively contribute to the work of the Board; and act in accordance with the governance, oversight, and advisory functions allocated to the Board by:
 1. Reviewing and inquiring about materials that involve the System, such as board minutes, annual reports and program reviews;
 2. Understanding and participating appropriately in the oversight function allocated to the Board with respect to the finances and effectiveness of the System;
 3. Seeking information from and consulting appropriately with the President of the System and the Presidents of the Community Colleges to gain additional context, make well-informed policy decisions, and carry out responsibilities for board-level oversight and monitoring of the System’s affairs;
 4. Participating as requested in the preparation and revision of long-range plans for the System;
 5. Serving on, preparing for and contributing to the work of assigned committees;
 6. Interacting with political officials to inform them regarding the System’s priorities and needs and to advance the interests of the System;
 7. Attending events at local community colleges to become better informed and connected to their work; and

8. Listening to and considering differing opinions, and otherwise making reasonable efforts to conduct oneself in accordance with the practices and customs of formality and decorum articulated in Robert's Rules of Order.
- C. Scope of Authority. Board members' authority is collective, not individual, and only arises from their participation with other members of the Board when officially convened. Individual Board members hold no inherent authority under applicable law or System policy to exercise management or executive functions on behalf of the System Office or any Community College. Individual Board members may not bind the Board or any Community College, enter into contracts on behalf of the Board, or otherwise act on behalf of or in the name of the Board unless clearly authorized to do so in a particular matter by the Board itself. Accordingly, and by way of example, Board members shall:
1. Refer matters of management to the President of the System or a staff member designated by the President;
 2. Respect and follow executive leadership, management, and reporting lines when communicating with and seeking information from the System Office and any System constituent institution;
 3. Refrain from directing matters of administration or executive action except through the President of the System; and
 4. Not undertake reviews, background checks, investigations, or any other assessments of System Office or Community College employees or candidates for employment unless duly and explicitly directed to do so by the Board or the President of the System.
- D. Ethical Conduct. Board members shall adhere to high standards of ethical conduct by complying with laws, regulations, and System policies applicable to their service as Board members and public officials, which include the obligations to:
1. Exercise authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence, as required by the State Ethics Act;
 2. Keep confidential all information and records that are required by law to be kept confidential, including, but not limited to, personnel records and information, student records and information, attorney-client communications, and closed session deliberations and information;
 3. Comply with North Carolina open meetings law by conducting hearings, deliberations, and actions of these bodies openly, except when permitted or required to a closed session;
 4. Comply with applicable public records laws by permitting open access to and inspection of public records in the member's custody, including records created, sent, or received by Board members entirely on non-System accounts or devices, as required by law;

5. Bring matters of concern, potential or real conflicts of interest, and reports of unlawful and/or noncompliant activity to the attention of the appropriate institutional or organizational officer, such as the President, Board chair, or committee chair;
6. Avoid any personal or business interest that may conflict with the member's responsibilities to the System;
7. Avoid even the appearance of impropriety when conducting the Board's business;
8. Recuse oneself from consideration of matters during meetings when required;
9. Conduct oneself at all times in a manner that is free of any form of illegal discrimination or harassment;
10. Not engage in acts of fraud or other violations of law inconsistent with the ethical expectations of a public official;
11. Not act as a registered lobbyist on behalf of any lobbyist principal in any matter or issue that is adverse to the interests of the System or a constituent institution; and
12. Not represent, as a practicing attorney, any party in a matter in which the party's interest is adverse to the interests of the System or, a constituent institution. For purposes of this restriction, members are not generally prohibited from acting as criminal defense counsel to students and employees in criminal prosecution matters.

E. Fiduciary Responsibilities and Support for the System. Board members shall discharge their duties to the institution with care, skill, prudence, and diligence by:

1. Exercising the degree of diligence, care, and skill that a prudent individual familiar with such matters would use under similar circumstances in a like position;
2. Acting in good faith with the best interest of the System and each constituent institution thereof in mind;
3. Conducting oneself, at all times, in furtherance of the System's goals and not the member's personal or business interests;
4. Providing oversight to ensure that the resources of the System are dedicated to the fulfillment of its mission; and
5. Becoming knowledgeable about issues that affect the System and seeking to understand the educational needs and desires of all the State's citizens, and their economic, geographic, political, racial, gender, and ethnic diversity.

IV. Complaints. If a Board member has a complaint against another Board member, the Board member should address the complaint directly with the Board member and seek to resolve the subject of the complaint in a private manner. If the complaint cannot be resolved in that manner, the Board

member should follow the process set forth below. For complaints by staff, students or third parties, complaints can be addressed as set forth below.

- A. Complaints against a board member should be addressed to the chair of the Committee on Policy and Governance (the “Committee”).
 - B. Upon receipt of a complaint, the chair of the Committee shall determine whether, assuming all of the facts alleged are true, the complaint alleges a material violation of the duties, responsibilities, and expectations of Board members. If the complaint does not meet this threshold, the chair of the Committee may dismiss the complaint and shall report the dismissal to the Committee.
 - C. If the complaint alleges a material violation, the chair of the Committee shall send the respondent a written specification of the complaint(s) against the Board member. In the event that the chair of the Committee is the subject of the complaint, the vice chair of the Committee will temporarily serve in the chair’s role. The notice shall state that the Board member may submit a written response to the chair of the Committee along with any supporting materials to answer the allegations of the complaint. The respondent shall provide a copy of the response to the complaining board member or other complaining party within seven (7) business days of receipt of the written notice.
 - D. If the board member submits no written response to the chair of the Committee within the specified timeframe, the Committee may proceed to consider the complaint.
 - E. In its consideration of each matter, the Committee shall ensure that all material facts are presented to the Committee. The Committee may select one or more Committee members or another qualified individual to investigate the allegations and provide the Committee with factual findings and a recommendation. The Committee may review any documents it considers necessary based on the particular circumstances involved.
 - F. Following the deadline for the respondent’s written response and the conclusion of any investigation, the Committee shall conduct a hearing to consider the complaint against the Board member. The chair of the Committee shall preside over the hearing, which shall include a full and accurate presentation of all relevant facts. During this hearing, the respondent member shall be permitted to be heard.
 - G. At the conclusion of the hearing, the Committee shall assess the evidence presented using a preponderance of the evidence standard and recommend to the Board findings and action that the Committee deems appropriate, including a recommendation of a sanction if warranted.
 - H. In addition to making recommended findings and action to the Board, the chair of the Committee may, after consultation with the membership of the Committee, refer the complaint to the State Ethics Commission.
- V. Sanctions. If a Board member does not accept the sanction recommended by the Committee, the entire Board will decide the appropriate sanction based on the findings of the Committee. The Board may ~~decide request~~ that a Board member ~~be recommended for removal~~ resign, or subject to a lesser sanction for any material violation of the duties, responsibilities, and expectations

of board members set forth in this policy. Lesser sanctions may include public censure or removal from committee assignments. Any sanction shall require an affirmative vote of two-thirds (2/3) of the voting membership of the Board then in office.

~~A. Removal of a Member of the Board. The Board may recommend to the State House of Representatives or State Senate, whichever chamber elected the member, or to the Governor that a member of the Board be removed.~~

~~B. Other Sanctions. A Board member, regardless of their appointing authority, may be subject to other sanctions lesser than removal (ex: public censure, suspension of voting rights, removal of committee assignments).~~

VI. Other Matters

A. Effective Date. The requirements of this policy shall be effective on the date of adoption by the Board.

B. Relation to State Laws. The foregoing policies as adopted by the Board are meant to supplement, and do not purport to supplant or modify, those statutory enactments which may govern the activities of public officials.

2023 State Board Policy & Governance Committee Annual Meeting Calendar

Month	SB Code Revisions	Proprietary Schools Board	Board Governance
January	Code Revision Approval		Strategic Planning & Policy and Governance Joint Meeting for Strategic Plan Implementation
February		Recommendations for New PS Program Licensures	
March			Start of Board Self-Evaluation Survey Process
April			Effective Board Governance Presentation & Speaker Start of President's Performance Review Process
May		Recommendations for New PS Program Licensures Recommendations for PS Program Renewals	Board Self-Evaluation Survey Results & Report
June		NO SBCC MEETING**	
July			SB Chair Election (odd-numbered years) President's Final Performance Review Report
August		Recommendations for New PS Program Licensures	
September (SB Planning Meeting)			Effective Board Governance Presentation & Speaker By-laws & Sub-committee Charter Discussions
October			By-laws & Sub-committee Charter Review (For Future Action)
November		Recommendations for New PS Program Licensures	By-laws & Sub-committee Charters (For Action)
December		NO SBCC MEETING**	
	*Code revisions will be added as requested and necessary.	*Proprietary Schools Board items (complaints, investigations, student protection issues, etc.) will be added as needed.	*Other governance, policy, and legal issues will be added as necessary.

****The State Board of Community Colleges does not usually meet in June or December each year.**

Board Access to Information Policy

In accordance with Article XVII of the State Board By-laws, members of the SBCC should have timely access to information related to matters coming before the Board to perform their statutory duties and oversight responsibilities. An essential aspect of exercising due care in board oversight and decision-making involves being fully informed on all matters that fall within the Board's responsibility.

As referenced in Article XI of the State Board By-laws, all matters presented to the Board, shall be submitted to the appropriate standing committee for investigation and report. Information is essential for guiding decisions through the Board committee structure. Each committee shall be assigned a primary staff person to support the functions of the committee and assist in the flow of information to the committee that is relevant to the committee's work. Committees may request from the appointed staff member any information, documentation, and materials that relate to the committee's purpose and business. In addition to the assigned committee staff, System Office senior leadership should be available and respond in a timely manner to information requests from the Board Chair, Vice Chair, and Committee Chairs as necessary to assist in the performance of statutory duties and oversight responsibilities.

The fact that information may be confidential or privileged is not a reason to withhold requested information from a Board member. When sharing confidential or privileged information, the System Office staff should be mindful to advise Board members of the confidential or privileged nature of the information, mark any written documents as confidential or privileged, and to caution that it cannot be shared outside of the Board members and the appropriate System Office staff members. Board members are expected to abide by all laws that govern the confidentiality of information. System Office staff should also notify the Board Liaison that the confidential information has been shared with the Board member or member(s) in keeping with the purview of the Committee Charter.

Any Board member not provided information needed to conduct the governance responsibilities of their appointed committee should notify the Committee Chair and contact the Board Staff Liaison regarding the information needed. Any Board member participating in a committee discussion regardless of committee appointment, should have access to information needed to fully participate in the committee discussion. Any Board member, who does not receive information requested from a committee staff member or other senior staff member, should notify the Board staff liaison and/or Chief of Staff, who will expedite delivery of information. If the Board member still does not receive the requested information, the Board member should contact the System President and/or Board Chair to request that the required information is provided. The President and Board Chair will work together to provide access to the information and to place any appropriate conditions on that access or use of the information. The Board Chair should counsel any Board member who is requesting information

in a manner or at a frequency that is interfering with the work of the System Office or overburdening the staff with information requests.

Any report required by statute to be submitted to the General Assembly or one of its committees must be provided to the appropriate Board committee for review prior to its submission to the General Assembly.

The System Office senior leadership has an obligation to inform the Board Chair and Committee Chair(s) regarding any material event that affects the System Office or any system college. A material event is an event that could cause concern regarding the financial, political, or reputation of the System.

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