STATE BOARD OF COMMUNITY COLLEGES  
Mr. Scott Shook, Chair  
May 18, 2018

Wake Technical Community College, North Campus  
NE Lecture Hall, Building E  
6600 Louisburg Road  
Raleigh, North Carolina 27616

Thursday, May 17, 2018

COMMITTEE MEETING
Personnel Committee  10:30 a.m.  Room NF 464, Building F

ISSUES LUNCHEON  11:30 a.m.  Board Room NF 437, Building F

Wake Technical Community College  
Presenter: President Stephen Scott

COMMITTEE MEETINGS
Finance Committee  1:30 p.m.  Room NF 225, Building F  
Programs Committee  1:30 p.m.  Room NF 215, Building F  
Strategic Planning Committee  1:30 p.m.  Room NF 205, Building F  
Accountability and Audit Committee  3:00 p.m.  Room NF 205, Building F*  
Policy Committee  3:00 p.m.  Room NF 205, Building F*  
Legislative Affairs  3:30 p.m.  Room NF 225, Building F  
Chair’s Agenda Review  4:00 p.m.  Room NF 225, Building F

* Note > Accountability and Audit Committee and Policy Committee will meet jointly

Friday, May 18, 2018

BOARD MEETING  9:00 a.m.  NE Lecture Hall, Building E
❖ Call to Order
❖ Roll Call
❖ Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
❖ Approval of Minutes from April 11, 2018, April 20, 2018, and May 1, 2018
❖ 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)
❖ Introduction of Dr. Paul Hutchins, Martin Community College
❖ Introduction of Dr. Stanley Elliott, Roanoke-Chowan Community College
❖ Introduction of Dr. Bill Starling, Sampson Community College
Reports
❖ NC Association of Community College Presidents, Dr. David Johnson, President
❖ NC Association of Community College Trustees, Ms. Julie Woodson, President
❖ NC Comprehensive Community College Student Government Association (N4CSGA),
  Mr. Roderick Gooden, President

COMMITTEE REPORTS
PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair
For Future Action
Proposed Amendment to 1C SBCCC 300.98 – “Evaluation of Presidents” (Attachment PER 01)
Proposed Adoption to 1C SBCCC 300.1 – “Presidential Selection Process” (Attachment PER 02)
Proposed Amendment to 1C SBCCC 400 – “Salaries and Benefits” (Attachment PER 03)

For Information
System Office Vacancy Report – May 2018 (Attachment PER 04)
College President Status Report – May 2018 (Attachment PER 05)
SBCC Code Report – May 2018 (Attachment PER 06)

FINANCE COMMITTEE, Mr. Lynn Raye, Chair
For Action
Wachovia Technical Scholarship Fund (Attachment FC 01)
Allocation of Title II Adult Education and Family Literacy Act (AEFLA) (Attachment FC 02)
Allocation for the North Carolina Motorcycle Safety Education Program (NCMSEP) (Attachment FC 03) [CA]
Allocation for Virtual Learning Community Centers (Attachment FC 04) [CA]
Contract for Integrated Library System (Attachment FC 05) [CA]
Contract for Environmental, Safety, and Health Compliance (Attachment FC 06) [CA]
Service Agreement for Resources for Career and Technical Education Faculty – Curriculum Development (Attachment FC 07) [CA]
Construction and Property (Attachment FC 08) [CA]

For Information
Estimated Receipts – April 2018 (Attachment FC 09)
Budget Update – FY 2018-19 (Attachment FC 10)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair
For Future Action
Initiate Rulemaking Process to Amend 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes” (Attachment PROG 01)
Initiate Rulemaking Process to Amend 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes” (Attachment PROG 02)
Initiate Rulemaking Process to Adopt 1D SBCCC 300.9 – “Clinical Practice” (Attachment PROG 03)
PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

For Future Action (continued)
Initiate Rulemaking Process to Adopt 1D SBCCC 300.10 – “Work-Based Learning”
(Attachment PROG 04)

For Action
Location Waiver Request for Cooperative Innovative High Schools (CIHS) (Attachment PROG 05)
Curriculum Program Applications – Fast Track for Action (Attachment PROG 06) [CA]
Curriculum Standard Revision (Attachment PROG 07) [CA]
Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 08) [CA]

For Information
2017 Passing Rates for Nursing Graduates in the NCCCS (Attachment PROG 09)
Curriculum Program Applications as Approved by the System President (Attachment PROG 10)
Curriculum Program Terminations as Approved by the System President (Attachment PROG 11)
SBCC Code Report (Attachment PROG 12)

STRATEGIC PLANNING COMMITTEE, Mr. Clark Twiddy and Mr. Jerry Vaughan, Co-Chairs

For Information
2018 Performance Measures Information

ACCOUNTABILITY AND AUDIT COMMITTEE, Ms. Lisa Estep, Chair

For Information
Roanoke-Chowan Community College Investigative Report (Attachment AUD 01)

POLICY COMMITTEE, Mr. Ernest Person, Chair

For Future Action
Recommendation for Renewal of Proprietary School Licensure (Attachment POL 01)
Recommendation for Initial Proprietary School Licensure (Attachment POL 02)
Request to Extend Proprietary License Renewal Date (Attachment POL 03)
Proposed Amendment to 1B SBCCC 400 – “Program Accountability” (Attachment POL 04)

For Action
Initiate Rulemaking to Adopt 1A SBCCC 200.5 – “System Advisory Council” (Attachment POL 05)
Review of Public Comments 1A SBCCC 200.4 – “Sound Fiscal and Management Practices”
(Attachment POL 06)

For Information
SBCC Code Report – May 2018 (Attachment POL 07)

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Chair

For Information
Legislative Update
NEW BUSINESS

PRESIDENT’S REPORT

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS
The next State Board meeting is scheduled for Thursday, July 19, 2018 at Martin Community College through Friday, July 20, 2018 at Pitt Community College. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES
There are currently no terms expiring and no vacancies for the membership of the State Board.

ADJOURNMENT

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, Mr. Lynn Raye, Chair
Allocation for the North Carolina Motorcycle Safety Education Program (NCMSEP) (Attachment FC 03)
Allocation for Virtual Learning Community Centers (Attachment FC 04)
Contract for Integrated Library System (Attachment FC 05)
Contract for Environmental, Safety, and Health Compliance (Attachment FC 06)
Service Agreement for Resources for Career and Technical Education Faculty – Curriculum Development (Attachment FC 07)
Construction and Property (Attachment FC 08)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair
Curriculum Program Applications – Fast Track for Action (Attachment PROG 06)
Curriculum Standard Revision (Attachment PROG 07)
Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 08)
State Board of Community Colleges
Caswell Building, 200 West Jones Street
Raleigh, North Carolina
April 11, 2018
9:00 a.m.

CALL TO ORDER
Following proper public notification, Chairman Scott Shook called the State Board of Community Colleges (SBCC) Meeting to order at 1:37 p.m. via telephone in the Dr. W. Dallas Herring State Board Room of the Caswell Building.

ROLL CALL
Mr. Bryan Jenkins called the roll, and the following members were simultaneously present and participating by phone at the North Carolina Department of the State Treasurer, 3200 Atlantic Ave., Raleigh, NC 27604:

- Treasurer Dale Folwell
- Lt. Governor Dan Forest
- Mr. William Holder
- Mr. Bobby Irwin
- Mr. Frank Johnson
- Mr. Todd Johnson
- Mr. Bill McBryer*

- Mr. Ernie Pearson
- Dr. Samuel Powell
- Mr. Lynn Raye
- Mr. James Rose
- Mr. Scott Shook
- Mr. Robert Stephens
- Mr. Burr Sullivan
- Mr. Clark Twiddy
- Mr. Jerry Vaughan*
- Ms. Ann Whitford

*Attended by telephone individually

Also Attending simultaneously at the above address by phone: Ms. Chris Farr (Treasurer designee), Mr. Hal Weatherman (Lt. Gov. designee), Ms. Q. Shanté Martin (General Counsel), and Mr. Bryan Jenkins (Executive Director of Accountability and State Board Affairs)

Absent: Dr. Breeden Blackwell, Ms. Lisa Estep, Mr. Roderick Gooden, and Dr. Candler Willis

Non-Board Members simultaneously in attendance at the above address by phone:

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST
Mr. Jenkins reminded members of the Board of the ethics requirements and requested members identify any conflicts or potential conflicts of interest. Having so requested, Chairman Shook asked the record to reflect no conflicts.

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

FOR ACTION
Chairman Shook moved to go into 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 section 126-22. Additionally, Chairman Shook moved to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual employees and prospective public employees. Following a second by Mr. Raye, the Committee entered closed session via voice vote.

The Board conducted a candidate interview.

The Board recessed in closed session at 3:39 p.m. following a motion by Mr. Holder, a second by Mr. Twiddy, and voice vote by the Board.

The Board reconvened in closed session at 3:48 p.m. following a motion by Mr. Raye, a second by Mr. Stephens, and voice vote by the Board.

The Board discussed interview responses and qualifications.

The Board discussed the results of background checks for each candidate.

The Board returned to open session at 4:09 p.m. following a motion by Mr. Raye, a second by Treasurer Folwell, and a voice vote by the Board.

The Board recessed until 9:00 a.m., Thursday, April 12, 2018 following a motion by Mr. Stephens, a second by Treasurer Folwell, and a voice vote by the Board.

The Board reconvened at 9:03 a.m., Thursday, April 12, 2018 via telephone in the Dr. W. Dallas Herring State Board Room of the Caswell Building following a Call to Order by Chairman Shook.

ROLL CALL
Mr. Bryan Jenkins called the roll, and the following members were simultaneously present and participating by phone at the North Carolina Department of the State Treasurer, 3200 Atlantic Ave., Raleigh, NC 27604:

- Ms. Lisa Estep*
- Treasurer Dale Folwell
- Lt. Governor Dan Forest
- Mr. William Holder
- Mr. Bobby Irwin
- Mr. Frank Johnson
- Mr. Todd Johnson
- Mr. Bill McBrayer*
- Mr. Ernie Pearson
- Mr. Lynn Raye
- Mr. James Rose
- Mr. Scott Shook
- Mr. Robert Stephens
- Mr. Clark Twiddy
- Mr. Jerry Vaughan*
- Ms. Ann Whitford

*Attended by telephone individually
Also Attending simultaneously at the above address by phone: Ms. Chris Farr (Treasurer designee) and Mr. Hal Weatherman (Lt. Gov. designee)
Absent: Dr. Breeden Blackwell, Mr. Roderick Gooden, Dr. Samuel Powell, and Dr. Candler Willis

FOR ACTION
Chairman Shook moved to go into 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 section 126-22. Additionally, Chairman Shook moved to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual employees and prospective public employees. Following a second by Mr. Raye, the Committee entered closed session via voice vote.

The Board conducted a candidate interview.

The Board recessed at 10:56 a.m. following a motion by Chairman Shook, a second by Mr. Holder, and a voice vote by the Board.

The Board reconvened at 11:05 a.m. following a motion by Mr. Stephens, a second by Mr. T. Johnson, and a voice vote by the Board.

The Board concluded the interview.

The Board discussed interview responses and qualifications.

The Board recessed at 12:04 p.m. following a motion by Mr. Raye, a second by Mr. Rose, and a voice vote by the Board.

The Board reconvened at 12:54 p.m. following a motion by Chairman Shook, a second by Mr. Stephens, and a voice vote by the Board.

The Board conducted a candidate interview.

The Board discussed the qualifications of.

The Board returned to open session at 2:34 p.m. following a motion by Mr. Sullivan, a second by Mr. Raye, and a voice vote by the Board.

DATE OF NEXT MEETING
The next State Board Meeting will be held on Thursday, April 19, 2018 through Friday, April 20, 2018 in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, North Carolina. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES
There are currently no terms expiring and no vacancies for the membership of the State Board.

SBCC
05/18/2018
ADJOURNMENT
The Board adjourned at 2:38 p.m. following a voice vote.

RESPECTFULLY SUBMITTED BY:
Secretary

__________________________________________
Jennifer Haygood, Acting System President

APPROVED BY:

__________________________________________
Mr. Scott Shook, Chair
CALL TO ORDER
Following proper public notification, Chairman Scott Shook called the State Board of Community Colleges (SBCC) Meeting to order at 9:02 a.m. in the Dr. W. Dallas Herring State Board Room of the Caswell Building.

ROLL CALL
Mr. Bryan Jenkins called the roll and the following members were present:

- Dr. Breeden Blackwell
- Ms. Lisa Estep
- Ms. Chris Farr (rep Treasurer Dale Folwell)
- Mr. Roderick Gooden
- Mr. William Holder
- Mr. Bobby Irwin
- Mr. Frank Johnson
- Mr. Todd Johnson *
- Mr. Bill McBrayer
- Mr. Ernie Pearson
- Dr. Samuel Powell
- Mr. Lynn Raye
- Mr. James Rose *
- Mr. Scott Shook
- Mr. Robert Stephens
- Mr. Burr Sullivan
- Mr. Clark Twiddy
- Mr. Jerry Vaughan
- Mr. Hal Weatherman (rep for Lt. Governor Dan Forest) *
- Ms. Ann Whitford
- Dr. Candler Willis

*Attended by telephone

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST
Dr. Willis reminded members of the Board of the ethics requirements and requested members identify any conflicts or potential conflicts of interest. Having so requested, Chairman Shook asked the record to reflect no conflicts.

Mr. Frank Johnson asked for a moment of silence to remember those lost nineteen years ago at Columbine High School.

APPROVAL OF THE MINUTES
Dr. Blackwell made a motion to approve the March 16, 2018 minutes for the State Board of Community Colleges as presented. Dr. Powell seconded the motion and the minutes were unanimously approved by voice vote.
CHANGES TO THE AGENDA
The Chair polled the committee chairs as to any changes to the agenda and the results were as follows:

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair
Mr. McBrayer stated Personnel Committee had no changes

FINANCE COMMITTEE, Mr. Lynn Raye, Chair
Mr. Raye stated Finance Committee would like to add New Business – North Carolina Community College Grant Program Revised Payment Schedule (Attachment FC 10) to the Consent Agenda. Ms. Grovenstein provided a brief overview of the item.

PROGRAM SERVICES COMMITTEE, Dr. Samuel Powell, Chair
Dr. Powell stated Programs Committee had no changes

STRATEGIC PLANNING COMMITTEE, Mr. Clark Twiddy / Mr. Jerry Vaughan, Co-Chair
Mr. Twiddy stated Strategic Planning Committee had no changes.

ACCOUNTABILITY AND AUDIT COMMITTEE, Ms. Lisa Estep, Chair
Ms. Estep stated Accountability and Audit Committee had no changes.

POLICY COMMITTEE, Mr. Ernest Pearson, Chair
Mr. Stephens, stated Policy Committee would like to add New Business – Senate Bill 420 (Attachment POL 03) to the agenda for action.

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Chair
Dr. Blackwell stated Legislative Affairs Committee would like to move Revision to State Performance Measure (Attachment LEG 01) and Special Provision – Codify Current Session Law on Reorganization of System Office (Attachment LEG 02) to the Consent Agenda.

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

APPROVAL OF THE CONSENT AGENDA
Dr. Powell made a motion to approve the consent agenda, Mr. Stephens seconded the motion, and the motion was unanimously approved by voice vote.

Items approved on the Consent Agenda were as follows:
FINANCE COMMITTEE, Mr. Lynn Raye, Chair
Allocation for Tobacco Trust Fund Commission (Attachment FC 05)
Contract for Learning Management System, Online Helpdesk, Video Conferencing and Software as a Service Hosting (Attachment FC 06)
Construction and Property (Attachment FC 07)
North Carolina Community College Grant Program Revised Payment Schedule (Attachment FC 10)
PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair
Curriculum Program Applications – Fast Track for Action (Attachment PROG 04)
Curriculum Program Application – New to the System (Attachment PROG 05)
Curriculum Standard Revision (Attachment PROG 06)
Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 07)

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Chair
Revision to State Performance Measure (Attachment LEG 01)
Special Provision – Codify Current Session Law on Reorganization of System Office (Attachment LEG 02)

2018 STATE BOARD AWARD RECOGNITION
Chairman Shook and the Board recognized the following 2018 State Board award winners.
- Excellence in Teaching – Mr. Michael Dixon from Surry Community College (not in attendance)
- Staff Member of the Year – Dr. Kai Wang from Wake Technical Community College
- President of the Year – Dr. Stelfanie Williams from Vance-Granville Community College
- Distinguished Partners in Excellence – Wayne UNC Health Care and Wayne Community College Represented by Ms. Janie Jaberg, President/CEO of Wayne UNC and Dr. Thomas Walker.
- I.E. Ready – President K. Ray Bailey

REPORTS:
Dr. David Johnson, President of North Carolina Association of Community College Presidents
President Johnson updated the board on NCACCP activities:
- NCACCP met in conjunction with the NCACCT Law Seminar
  - Held a panel discussion for new presidents which included Dr. Lamm and Dr. Green, trustees Ms. Austin and Mr. Rees, as well as President Haygood.
  - Discussed SB420 and SBCCC language under consideration.
  - Dr. Tim Brewer reported from the Technology/Data Committee acted to support the System Office in moving forward with improved integrated library system, seeking to exhaust all possible funding sources, with colleges supporting the use of instructional resources funds not to exceed one million dollars. Also, the ERP subcommittees would hold a joint work session to establish standards for the RFP, and the Career Credit workflow would be developed first.
  - Dr. John Enamait reported from the Personnel/Professional Development Committee acted to request support for NC State University’s institute for professional development for presidents. Also, the committee agreed to support the Financial Aid Academy developed by the Financial Aid Task Force.
  - Dr. Bob Shackleford served on a panel with Mrs. Lyn Austin and Ms. Jennifer Haygood discussing Community College Governance.
  - The final session of the conference was another panel discussion in which I, among others, led conversations about the entire system moving forward in ways we can work together on shared goals.
- Presidents have been involved in the selection process for the next System President. Several presidents are in attendance in support of the task before the Board.
Dr. Blackwell asked about status of NCACCP in planning its legislative agenda. Dr. Johnson stated NCACCP has not begun planning for the long session. Dr. Blackwell requested Ms. Shuping arrange for collaboration on the legislative agenda.

Ms. Whitford thanked Dr. Johnson and Dr. Powell for their work on the Transition Committee. Chairman Shook thanked Dr. McInnis.

Ms. Julie Woodson, President of North Carolina Association of Community College Trustees
Ms. Woodson updated the board on NCACCT activities:
- The NCACCT Law and Legislative Seminar was held April 11-13, 2018.
  - Over two-hundred attendees including Trustees, President, and System Office staff.
  - Ms. Woodson thanked President Haygood and other System Office staff for participating in various panels.
  - Ms. Woodson thanked President Johnson for assuring that the NCACCP schedule enabled the presidents and trustees to participate in the general sessions.
  - Speaker Tim Moore and House Rules Chair David Lewis spoke to the event participants.
- Next meeting will be September 5-7 in Asheville.
- Working with Mary Shuping to co-facilitate a retreat for College of The Albemarle.
- Dr. Chapman continues to be a conduit between the trustees, presidents, System Office, and other entities to explore collaborative efforts which will strengthen leadership training.
- Ms. Woodson stated the Trustees Association is committed to support the decisions the State Board makes related to the new System President.

Chairman Shook congratulated Ms. Woodson on a successful conference.

Mr. Roderick Gooden, President of the North Carolina Comprehensive Community College Student Government Association
Mr. Gooden updated the board on N4CSGA activities:
- N4CSGA held the 2018 Spring Conference in Durham, NC.
  - 281 students, 67 advisors, and 10 guests representing 41 community colleges
  - Ms. Mary Shuping held a session on Saturday morning where the students worked on how to present legislative priorities and engaged in discussion on some of the current issues facing North Carolina.
  - N4CSGA was pleased to have President Haygood in attendance, as students were along with advisors

COMMITTEE REPORTS
PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair
Reorganization of System Office Position (Attachment PER 01)
President Haygood provided background about the request. The Board had no questions.

Mr. McBrayer recommended and moved the following item be approved by the board:

Reorganization of System Office Position (Attachment PER 01)

The motion was unanimously approved by voice vote.
Review of Public Comments to Amend 1C SBCCC 200.94 (Attachment PER 02)

President Haygood reviewed the policy request. The public comment period has closed. Most of the comments disagreed with limiting the number of holidays granted by the colleges. President Haygood shared her recommendation of this rule being in effect July 1, 2018 to align with the fiscal year.

Mr. McBrayer recommended and moved the following item be approved by the board:

Reorganization of System Office Position (Attachment PER 01)

The motion was unanimously approved by voice vote.

The Board entered into 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 section 115D-27 and 126-22. Additionally, moved to go into closed session 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 following a motion by Mr. McBrayer, a second by Dr. Powell, and a voice vote by the Board.

The Board discussed the following -

Change Position of Associate Vice President for State Level Accounting and Operations from SPA to EPA

Candidate for President of Cape Fear Community College

Mr. McBrayer made a motion to go into open session, seconded by Mr. Vaughan.

Mr. McBrayer recommended and moved the following item be approved by the board:

Change Position of Associate Vice President for State Level Accounting and Operations from SPA to EPA effective April 1, 2018

The motion was unanimously approved by voice vote.

Mr. McBrayer recommended and moved the following item be approved by the board:

Mr. James P. Morton to serve as President of Cape Fear Community College effective April 20, 2018.

The motion was unanimously approved by voice vote.
FINANCE COMMITTEE, Mr. Lynn Raye, Chair

 Allocation for Employability Skills Alignment Project – Phase II (Attachment FC 01)
Ms. Grovenstein presented the Allocation for Employability Skills Alignment Project – Phase II for discussion and approval.

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

Allocation for Employability Skills Alignment Project – Phase II (Attachment FC 01)

The above item was approved by voice vote.

 Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 02)
Ms. Grovenstein presented the Allocation for Food and Nutrition Services: Employment and Training Program Grant for discussion and approval.

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

Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 02)

The above item was approved by voice vote.

 Allocation for Virtual Learning Community Research Project (Attachment FC 03)
Ms. Grovenstein stated this project would align virtual learning courses to learning objects available within the learning object repository (LOR).

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

Allocation for Virtual Learning Community Research Project (Attachment FC 03)

The above item was approved by voice vote.

 Contract for Entrinsik Informer Business Intelligence and Data Analytics Software (Attachment FC 04)
Ms. Grovenstein shared the contract with Entrinsik will continue to support the Unidata database with the current ERP system.

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

Contract for Entrinsik Informer Business Intelligence and Data Analytics Software (Attachment FC 04)

The above item was approved by voice vote.
PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

Associate in Fine Arts in Music Uniform Articulation Agreement (Attachment PROG 02)

Dr. Powell presented the Associate in Fine Arts in Music Uniform Articulation Agreement for discussion and approval.

Dr. Powell recognized Ms. Jen Selby and her team and thanked them for the hard work on the agreements. Ms. Selby thanked the Board for the support and introduced Ms. Betsy Henderson from Vance-Granville Community College and Kim Stencil from Catawba-Valley Community College who have worked with her on the agreements.

On behalf of the Programs Committee, Dr. Powell recommended and moved the following item be approved by the board.

Associate in Fine Arts in Music Uniform Articulation Agreement (Attachment PROG 02)

The above item was approved by voice vote.

Associate in Fine Arts in Theatre Uniform Articulation Agreement (Attachment PROG 03)

Dr. Powell presented the Associate in Fine Arts in Theatre Uniform Articulation Agreement for discussion and approval.

On behalf of the Programs Committee, Dr. Powell recommended and moved the following item be approved by the board.

Associate in Fine Arts in Theatre Uniform Articulation Agreement (Attachment PROG 02)

The above item was approved by voice vote.

STRATEGIC PLANNING COMMITTEE, Dr. Breeden Blackwell

Proposed State Performance Measure Modifications (Attachment PLAN 01)

Mr. Schneider reviewed the Proposed State Performance Measure Modifications, the committee make up, and the proposals recommended by the committee for discussion and approval.

On behalf of the Policy Committee, Dr. Blackwell recommended and moved the following item be approved by the board.

Proposed State Performance Measure Modifications (Attachment PLAN 01)

The above item was approved by voice vote.
POLICY COMMITTEE, Mr. Bob Stephens, Vice-Chair

Proposed SB420 (Attachment POL 03)

Mr. Stephens presented the Proposed SB420 for discussion and approval. President Haygood shared the NCACCT Executive Board met and after discussion, voted to endorse with the language change related to the System Advisory Committee (page 1; line 25-26) to read, “... and each party shall appoint their representative to the advisory committee.” President Haygood recommended that the State Board agree to the modification.

Chairman Shook thanked NCACCT, NCACCP, and all members who served on the System Governance Task Force. Mr. Stephens noted the vote was unanimous in Policy Committee to approve this item.

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

Initiate Rulemaking to Adopt 1A SBCCC 200.5 – System Advisory Council (Attachment POL 01)

The above item was approved by voice vote.

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Chair

Legislative Update

Ms. Shuping stated General Assembly will convene on May 16th. Chairs and Co-Chairs are already discussing budget provisions and budget amounts. Working with Mr. Parker’s team to develop an FAQ of talking points to share with presidents and State Board members related to ERP.

Campus safety will be a topic for this session, members are concentrating on K-12, not involving higher education currently. The legislators are aware that there are high schools and high school students on college campuses.

Governor Cooper announced a campus safety initiative which will include higher education.

Chairman Shook asked about additional funds the General Assembly will have available to allocate this year. Ms. Shuping stated the Budget Director of the Office of State and Budget Management estimates $100-200 million.

Ms. Shuping stated the approved updated SB420 language will be brought to the bill sponsors. Each of the bill sponsors will be made aware the updates were made collaboratively and a consensus was reached.

NEW BUSINESS

No new business.

PRESIDENTS REPORT

President Haygood thanked the Board for recognizing the 2018 State Board award winners at the meeting.
Over the last six months, while serving as acting president, President Haygood shared she has been reminded it is important to stay focused on our mission and our students. Regardless of our role within the System, we are called to fulfill challenging duties which require great patience and resilience. President Haygood stated she has found focusing on our mission has provided the greatest source of sustenance. In December, a member forwarded an article about leadership which included several poignant points by Jim Collins. Regarding exceptional leaders he studied, Mr. Collins emphasized, “The critical thing was they were leaders whose ambition was always first and foremost for the cause, the country, or the company. They might be flawed, or they might be ambitious but when it came down to it, the fundamental drive in their ambition was channeled into something that was bigger and more lasting than themselves.”

One of the truly special things about our System is the number of people in our system who are driven by our mission. We must continue to recruit, retain, and celebrate such individuals.

President Haygood shared Jennifer Frazelle, the April MVP was nominated by Ms. Jen Selby who worked with staff on the articulation agreements. President Haygood shared the nomination.

Chairman Shook moved to go into 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 section 126-22. Additionally, Chairman Shook moved to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual employees and prospective public employees. Following a second by Dr. Powell, the Board entered closed session via voice vote.

Chairman Shook invited Dr. David Johnson, Dr. Dale McInnis, and Dr. Linwood Powell, the non-voting members of the Transition Committee, to address the Board.

Following the remarks of Dr. Johnson, Dr. McInnis, and Dr. Powell, the Board recessed in closed session at 11:49 a.m. via voice vote.

The Board reconvened in closed session at 12:30 p.m. following a motion by Mr. Raye, a second by Mr. Holder, and voice vote by the Board.

The Board discussed the remarks of Dr. Johnson, Dr. McInnis, and Dr. Powell.

Mr. F. Johnson moved for the Board to hear from the college presidents waiting in the State Board Lounge. Mr. Holder seconded the motion. Following discussion, Mr. F. Johnson withdrew the motion.

The Board discussed candidates and their qualifications.

Mr. F. Johnson moved for a straw vote by the Board to determine which candidate the board members would likely vote for. Mr. Holder seconded. Following lengthy discussion, Dr. Willis called the question, seconded by Mr. Rose. Mr. Jenkins conducted a roll call vote on the motion to call the question.
For:
Ms. Farr  Mr. McBrayer
Mr. Weatherman  Dr. Powell
Dr. Blackwell  Mr. Rose
Ms. Estep  Mr. Shook
Mr. Holder  Mr. Stephens
Mr. Irwin  Mr. Twiddy
Mr. F. Johnson  Mr. Vaughan
Mr. T. Johnson  Dr. Willis

Against:
Mr. Pearson
Mr. Raye
Mr. Sullivan
Ms. Whitford

Final tally – 16 for and 4 against, motion carried.

Mr. Jenkins conducted a roll call straw vote for the Presidential Ranking Tally.

Chairman Shook made a motion. Following a second by Mr. Vaughan, the Board approved via voice vote.

The Board discussed candidates.

Following discussion, Mr. F. Johnson moved to vote on the candidate with whom the State Board would like to negotiate for the position of NCCCS President. Mr. Stephens seconded the motion. Mr. Jenkins conducted a roll call vote.

Final tally
The Board returned to open session following a motion by Mr. Holder, a second by Ms. Estep, and a voice vote by the Board.

DATE OF NEXT MEETING
The next State Board meeting is scheduled for Thursday, May 17, 2018 through Friday, May 18, 2018 in the NE Lecture Hall, Building E located at Wake Technical Community College – Northern Wake Campus in Raleigh, North Carolina. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES
There are currently no terms expiring and no vacancies for the membership of the State Board.

ADJOURNMENT
Mr. McBrayer motioned to adjourn at 2:33 p.m., seconded by Dr. Powell, unanimously approved via voice vote.

RESPECTFULLY SUBMITTED BY:                APPROVED BY:
Secretary

________________________________________  ______________________________________
Jennifer Haygood, Acting System President    Mr. Scott Shook, Chair
CALL TO ORDER
Following proper public notification, Chairman Scott Shook called the State Board of Community Colleges (SBCC) Meeting to order at 9:32 a.m. in the Dr. W. Dallas Herring State Board Room of the Caswell Building.

ROLL CALL
Mr. Bryan Jenkins called the roll and the following members were present:

- Mr. Hal Weatherman
- Ms. Lisa Estep*
- Mr. Roderick Gooden
- Mr. Frank Johnson
- Mr. Todd Johnson
- Mr. Bill McBrayer*
- Mr. Hal Weatherman
- Dr. Samuel Powell*
- Mr. James Rose
- Mr. Scott Shook
- Mr. Robert Stephens
- Mr. Burr Sullivan*
- Mr. Clark Twiddy*

*Attended by telephone
Absent: Treasurer Dale Folwell, Dr. Breeden Blackwell, Mr. William Holder, Mr. Bobby Irwin, Mr. Ernie Pearson, Mr. Lynn Raye, and Ms. Ann Whitford

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST
Mr. Rose reminded members of the Board of the ethics requirements and requested members identify any conflicts or potential conflicts of interest. Having so requested, the Chairman Shook asked the record to reflect no conflicts.

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

FOR ACTION
Mr. T. Johnson moved to approve Mr. Peter Hans as System President at a salary of $275,000, effective May 1, 2018. Following a second by Mr. F. Johnson, the Board unanimously approved via voice vote.
DATE OF NEXT MEETING
The next State Board meeting is scheduled for Thursday, May 17, 2018 through Friday, May 18, 2018 in the NE Lecture Hall, Building E located at Wake Technical Community College – Northern Wake Campus in Raleigh, North Carolina. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES
There are currently no terms expiring and no vacancies for the membership of the State Board.

ADJOURNMENT
The Board adjourned at 9:36 a.m. following a motion by Mr. F. Johnson, a second by Mr. T. Johnson, and a voice vote by the Board.

RESPECTFULLY SUBMITTED BY: 
Secretary

APPROVED BY: 
Mr. Scott Shook, Chair

Jennifer Haygood, Acting System President
AGENDA
State Board of Community Colleges
PERSONNEL COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 464
Thursday, May 17, 2018 – 10:30 a.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Future Action

• Proposed Amendment to 1C SBCCC 300.98 – “Evaluation of Presidents” (Attachment PER 01)
• Proposed Adoption to 1C SBCCC 300.1 – “Presidential Selection Process” (Attachment PER 02)
• Proposed Amendment to 1C SBCCC 400- “Salaries and Benefits” (Attachment PER 03)

For Information

• System Office Vacancy Report – May 2018 (Attachment PER 04)
• College President Status Report – May 2018 (Attachment PER 05)
• SBCC Code Report – May 2018 (Attachment PER 06)

New Business

Adjourn

Questions relating to items on the Agenda should be addressed to the Office of State Board Affairs at (919)807-6970 or by email at stateboard@nccommunitycolleges.edu
STATE BOARD OF COMMUNITY COLLEGES CODE

TITLE 1 - COMMUNITY COLLEGES

CHAPTER C. PERSONNEL

1C SBCCC 300.98 EVALUATION OF PRESIDENTS

(a) Methodology and Instrumentality. Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but the evaluation shall, at a minimum, include the following categories:

1. General administration;
2. Relationships including:
   (A) Internal relationships with faculty, staff, students, and trustees; and,
   (B) External relationships with business and industry, the media, governmental bodies, and the general public;
3. Personal attributes;
4. Personnel administration;
5. Fiscal and facilities administration; and,
6. Academic administration.

(b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees shall, in writing, notify the State Board of the following:

1. The time period for which its president was evaluated and the date the evaluation was completed;
2. Description of the methodology used for the evaluation;
3. Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Paragraph (a) of this Rule;
4. Certification that the full board received a copy and discussed the evaluation results and the results were discussed with the president; and,
5. Certification that the full board received a copy of and reviewed the president’s contract if the president has a contract;
(6) A listing of board members in attendance at the meeting when the president’s evaluation was conducted; and

(5)(7) Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories identified in Paragraph (a) of this Rule.

(c) If the president has a contract, local boards of trustees shall note in the meeting minutes that they have reviewed the president’s contract.

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

Eff. September 1, 1993;

Amended Eff. ________________, October 1, 2006.
1C SBCCC 300.1 is proposed for adoption as follows:

State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER C. PERSONNEL

SUBCHAPTER 300. EMPLOYMENT/HIRING PRACTICES

1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS

(a) Once a college presidential vacancy occurs or is anticipated, the board of trustees shall notify the System President and invite the System President or the System President’s designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the board of trustees as needed.

(b) In the selection of the college president, the board of trustees shall, at minimum, consider input from college and community stakeholders on the desired attributes of the college president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the board of trustees if the State Board determines it is in the college’s interest to do so.

(c) The board of trustees shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.

(d) While completing the review process, the System President or the System President’s designee shall confirm that the board of trustees completed a background check to include the following:

(1) Social security number verification,
(2) Criminal history check,
(3) Civil litigation history check,
(4) Education verification,
(5) Employment verification, and
1C SBCCC 300.1 is proposed for adoption as follows:

(6) Personal credit history check.

(e) Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.

(f) Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee’s or the SBCC’s assessment to the board of trustees.

(g) The board of trustees shall proceed with the final election process and submit the board of trustees’ final election to the SBCC for approval. The board of trustees shall submit the board’s recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.

(h) The SBCC shall act upon the board of trustees’ election at the SBCC’s regularly scheduled meeting following receipt of the local board’s election unless delayed for cause as determined by the SBCC.

(i) The System Office shall convey in writing to the chairman of the board of trustees the SBCC’s action on the board of trustees’ election. The action of the SBCC is final.

(j) No college shall execute a contract prior to SBCC action to approve the local board’s presidential election without a provision specifying that the effective date of the contract is subject to the SBCC’s approval of the presidential election.

History Note: Authority G.S. 115D-5 and 115D-20

Eff. ________
1C SBCCC 400 is proposed for amendment as follows:

**State Board of Community Colleges Code**

**TITLE 1. COMMUNITY COLLEGES**

**CHAPTER C. PERSONNEL**

**SUBCHAPTER 400. SALARIES AND BENEFITS**

**1C SBCCC 400.1 DEFINITIONS**

The following definitions apply to this subchapter:

(a) “Base Salary” – A fixed amount or a rate of compensation paid to an employee for work performed, excluding benefits and any other payments or allowances, such as longevity and bonuses.

(b) “Bonus Pay” – A lump sum payment provided to employees, excluding longevity pay. Compensation provided to an employee for work in addition to the employee’s normal duties is not considered “bonus” pay.

(c) “Longevity Pay” – A lump sum payment provided to recognize long-term State service, as provided by 1C SBCCC 400.8.

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

**1C SBCCC 400.2 COLLEGE PRESIDENT SALARIES**

(a) Upon hire and each fiscal year thereafter, the college board of trustees shall set the college president’s salary, consistent with the parameters set forth in this rule.

(b) The college board of trustees shall pay the college president a base salary from State funds consistent with the following provisions:

(1) The State Board shall adopt State salary grades for college presidents that are based on institutional size. The System President shall determine annually the proper salary grade for the president of each college based on its institutional size. Institutional size is defined as the sum of:
1C SBCCC 400 is proposed for amendment as follows:

(A) The higher of the number of curriculum budget FTE as defined 1G SBCCC 100.1(4) for the prior reporting year or the average of the number of curriculum budget FTE for the prior two reporting years;

(B) The higher of the number of continuing education budget FTE as defined by 1G SBCCC 100.1(4) for the prior reporting year or the average of the number of curriculum budget FTE for the prior two reporting years; and

(C) The higher of the number of curriculum and continuing education non-budget annual FTE for the prior reporting year or the average of the number of curriculum and continuing education non-budget annual FTE for the prior two reporting years.

(2) For each salary grade, the State Board shall adopt a salary that all presidents assigned to that grade shall be paid from State funds, except as provided by provision (b)(3). The State Board shall adjust the prescribed salary for each grade annually consistent with legislative action.

(3) If the salary paid from State funds to a college president in FY 2012-13 exceeds the salary adopted by the State Board for that college's salary grade, the State Board shall allocate from State funds an amount that equals his or her FY 2012-13 salary supported from State funds adjusted for any subsequent legislative salary adjustment enacted into law by the General Assembly until such time that the president separates from that college.

(c) Boards of trustees shall pay an acting or interim president from State funds an amount equal to the salary prescribed by the State Board for that college's salary grade.

(d) Boards of trustees shall not provide bonus pay to the college president using State funds unless authorized by the General Assembly.

(e) Boards of trustees may supplement the base salary paid from State funds for permanent, acting, or interim college presidents, using non-State funds, if authorized by the non-State fund source. The supplement may be in the form of supplemental base salary or bonus pay.

History Note: Authority G.S. 115D-5;
1C SBCCC 400.3  COLLEGE EMPLOYEE RATES OF PAY

(a) The State Board shall adopt a minimum and maximum amount of State funds which may be paid to any individual working in a college. The State Board shall also adopt minimum salaries for curriculum faculty based on educational level.

(b) The college president shall establish the rate of pay for college employees consistent with the college’s local human resources policy required by 1C SBCCC 200.94, the parameters established by the State Board in subsection (a) of this rule, and any applicable legislation enacted by the General Assembly.

(c) Salary increases shall be granted consistent with local policy and the requirements set forth by the General Assembly.

(d) Colleges shall not provide bonus pay to college employees using State funds unless authorized by the General Assembly.

(e) Colleges may supplement the base salary paid from State funds for college employees using non-State funds, if authorized by the non-State fund source. The supplement may be in the form of supplemental base salary or bonus pay.

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

Eff. ______________

1C SBCCC 400.4 REPORTING OF COLLEGE EMPLOYEE SALARIES

Colleges shall certify and report annually to the System Office information about college employee pay and contract term, as of the prescribed reporting date and in the format prescribed by the System Office.

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

Eff. ______________
1C SBCCC 400.5  CONTRACT BUY OUTS

(a) Boards of trustees shall not use state funds to buy out contracts, unless required by a court of competent jurisdiction. The parties entering into a contract are responsible for implementing the contract. Therefore, should it become necessary to terminate employment prior to the expiration of a contract and if it is necessary to buy out the contract, such payment shall not be paid from state funds.

(b) For an employee who is dismissed or whose contract is not being renewed for unsatisfactory job performance, a college may provide up to two weeks' pay in lieu of notice. Such pay in lieu of notice is applicable only to dismissals or non-renewals for unsatisfactory job performance.

(c) An individual in a state-funded position whose employment is terminated prior to the expiration of a contract may not be re-employed by the college to offset the lost wages which the employee would have received under the contract. Colleges shall make all efforts to prevent terminations which require buying out contracts.

(d) If an individual whose employment contract has been terminated enters into another employment agreement with the college, such employment shall be for a salary commensurate with the services being performed. Such employment shall not be to provide the employee the same level of compensation he or she would have received under the former contract.

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

Eff. ______________

1C SBCCC 400.6  EDUCATIONAL LEAVE WITH PAY

(a) The term "educational leave" means the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to further his education.

(b) Each local board of trustees shall adopt an educational leave policy for employees. State funds may be used to pay employee salaries while they are on educational leave if the following criteria are incorporated in the local board of trustees' policy:

(1) The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis.
(2) The employee shall be under contract to the college for the next fiscal year.

(3) Educational leave shall not exceed one semester per fiscal year.

(4) An employee who fails to honor the contract stipulated in Subparagraph (b)(2) of this Rule shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7 percent of the educational leave would be required).

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

Eff.__________

1C SBCCC 400.7 MILITARY LEAVE

(a) The rules concerning military leave, codified in Title 25 of the North Carolina Administrative Code, Subchapter 1E, Section .0800 are hereby incorporated by reference including any subsequent amendments and editions of these rules to apply to community college system employees.

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

Eff.__________

1C SBCCC 400.8 LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL

(a) Employees of institutions in the community college system assigned to permanent full-time or permanent part-time positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in this Rule.

(b) Total service for the longevity pay plan is based on a month-for-month computation of permanent full-time and permanent part-time (20 hours or more, but less than full-time) employment with:

(1) An institution in the community college system or a school administrative unit regardless of the source of salary and including state, local or other paid employment.
1C SBCCC 400 is proposed for amendment as follows:

(A) Employment for a school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).

(B) In no event will an employee earn more than a year of total service credit in a 12-month period.

(C) If an employee is in pay status (working, exhausting vacation or sick leave, or when on workers' compensation leave or is on authorized military leave) for one-half or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.

(2) Departments, agencies, and institutions of the State of North Carolina, (e.g., Department of Administration, Department of Revenue, University of North Carolina, Department of Community Colleges, Department of Public Instruction).

(3) Other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).

(4) County agricultural extension service.

(5) Local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the Office of State Human Resources Act.

(6) Authorized military leave.

(A) Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Paragraph (b) of this Rule who were granted leave without pay:

(i) for a period of involuntary service plus 90 days or for a period of voluntary enlistment for up to four years, plus 90 days, so long as they returned to employment in a covered agency within the 90 days; or

(ii) for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.

(B) Employees who enlist for more than four years or who re-enlist shall not be eligible for military leave.

(C) Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus 90
days or for 12 months, whichever is shorter. The hospitalization must
commence before reinstatement into qualifying service for the provisions of
this part to apply.

(c) Total service for the longevity pay plan does not include:

(1) Temporary service, that is, service by an employee who works in a temporary
position, or who is working temporarily in the absence of a permanent employee
on leave of absence, except that temporary service of employees of the General
Assembly will be counted and the full legislative terms of the members. Service
of legislative interns and pages will not be counted.

(2) Periods of out-of-state employment with other states, schools, colleges or
universities.

(3) Periods of employment with agencies of the federal government.

(4) Periods of military service other than those categories described in
Subparagraph (b)-(6) of this Rule.

(5) Periods of employment for employers other than the State of North Carolina even
though credit in the North Carolina retirement system has been purchased for
such employment.

(d) An employee assigned to a permanent full-time or permanent part-time position is
eligible for longevity pay only after the date the employee has completed ten years
of total service with a community college, a school administrative unit or an agency.

(e) Annual longevity pay amounts are based on the length of total service to agencies,
community colleges, and school administrative units as designated in Paragraph (b)
of this Rule and a percentage of the employee’s annual rate of pay on the date of
eligibility.

(1) Longevity pay amounts are computed by multiplying the employee’s annual base
or contract salary rate as of the eligibility date by the appropriate percentage,
rounded to the nearest dollar, in accordance with the following table:

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50%</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
</tbody>
</table>

Page 7 of 22
1C SBCC 400 is proposed for amendment as follows:

20 but less than 25 years 3.25%
25 or more years 4.50%

(2) Longevity pay is not considered a part of annual base or contract salary or is it to be represented in personnel and payroll records as a part of annual base or contract salary. (Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base salary before computing longevity).

(f) The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

(1) Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.

(2) If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in case of death.

(3) If, on the effective date of this policy, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.

(4) If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of:

(A) Separation from the institution;

(B) Change in employment status to temporary part-time, or to a position not covered in this policy.

(5) If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12-month period of
employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.

(6) If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.

(7) Leave without pay in excess of one-half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.

(g) Boards of trustees shall pay longevity pay from the same source of funds and in the same pro-rata amounts from which the employee's regular annual salary is paid (e.g. state, federal, local funds). If boards of trustees want to provide longevity payments in excess of the amounts provided for by subsection (e)(1), such payments may not be supported with state funds as defined by 1H SBCCC100.1.

(h) The president of each community college shall:

(1) Determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.

(2) Furnish to the State Board, in format prescribed by the System Office, data necessary for a determination of the cost of the longevity pay plan from state funds.

(i) The President of the Community College System shall determine the total cost of the longevity pay plan from data submitted by each community college. If funds are not adequate to pay longevity rates established under this Rule, the President of the Community College System shall submit a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

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

Eff. ________________
1C SBCCC 400.9  EMPLOYEE MERITORIOUS SERVICE AWARDS

Colleges are authorized to establish employee meritorious service award programs. To express appreciation to their valued employees, colleges may adopt a policy of recognizing continued dedicated service through a program of service awards. The program shall provide:

(a) Management a tool to recognize ongoing employee dedication and a means to reinforce, acknowledge and retain employee commitment at critical milestones.

(b) Recognition of employees’ service in increments of five years through retirement. A college may define “service” as total service, as defined in 1C SBCCC 400.8(b), or college service.

(c) Service awards to employees reaching each five-year milestone. Employee service awards may be purchased through the State of North Carolina Service Awards: Excellence in Service Program or the college may purchase awards of comparable value.

(d) The purchasing of awards is dependent upon availability of funds to finance the program. Boards of trustees may use State (see 1H SBCCC 200.8) or non-State funds, if authorized by the non-State fund source, to purchase the awards.

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

Eff.__________________

1C SBCCC 400.10 PAYROLL DEDUCTIONS

Colleges are authorized to establish voluntary payroll deduction plans for the following:

(a) Premiums for any type of group insurance established and authorized by the laws of the state;

(b) Amounts authorized by members of the State Employee’s Credit Union and local teacher’s credit union to be deposited with such organizations;

(c) Loans made to employees by credit unions;

(d) Charitable organizations as defined in Section 501(c) (3) of the Internal Revenue Code approved by the local board of trustees, subject to rules and regulations adopted by the director of budget;
1C SBCCC 400 is proposed for amendment as follows:

(e) Dues for domiciled employees’ associations, as provided in G.S. 143B-426.40A(g);
(f) Contributions to deferred compensation plans authorized by G.S. 143B-426.24;
(g) Contributions to the Parental Savings Trust Fund established by G.S. 116-209.25;

and

(h) Amounts due to the college, such as parking fees, and fees for childcare services.

The college’s finance officer is also authorized to enter into annual contracts, with employees of the college, which authorize the reduction of salaries to provide for the purchase of annuity or retirement income contracts provided that such action has been approved by the board of trustees and otherwise conforms to the provisions of G.S. 115D-25.

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

Eff. ____________

1C SBCCC 400.11 LEAVE PAYOUTS

Colleges shall only pay employees for a maximum of 240 hours of unused annual leave and any unused special leave authorized by the General Assembly that has a cash value and does not expire.

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

Eff. ____________

1C SBCCC 400.94 ESTABLISHING PAY RATES

(a) The monthly and annual salaries or hourly rates of pay from state funds for full-time and part-time personnel in community colleges shall be established by the college president and approved by the board of trustees within the budget approved for the college by the State Board except that the state-funded portion of the president's salary shall be approved by the system president in accordance with the state salary schedule for presidents. Salary increases shall be granted annually or upon promotion to a higher position. Legislative increases shall be granted according to requirements set forth by the General Assembly. The State Board shall adopt a
minimum and maximum amount of state funds which may be paid to any individual
working in a college. Individuals shall be paid no less than the minimum and not
more than the maximum amounts at a level determined by the salary approving
authority at the college.

(b) All hourly, monthly, and annual salaries for full-time or part-time personnel shall be
certified by the president of the college and reported to the System Office.

c) The State Board shall adopt a state salary schedule for presidents in the system.
The System President shall determine the proper placement of a newly-hired
president on the state salary schedule based on the size of the college and the
individual’s years of eligible experience in accordance with the following provisions:

(1) For the purpose of this Paragraph, an increment is defined as an additional year
of experience on the state salary schedule adopted by the State Board.

(2) College size shall be determined by the total FTE served and reported in the
enrollment reports furnished the system office.

(3) A president of a post-secondary education institution shall be allowed increments
for prior experience on a year-for-year basis for a maximum of 20 years.

(4) An executive vice president, vice president, other senior administrator of a post-
secondary institution, a state level administrative department, or a
superintendent of a public school system may be given increment experience on
the president salary schedule upon recommendation of the board of trustees and
approval of the System President as follows:

— one increment for three years of actual experience;
— two increments for five years of actual experience;
— three increments for seven years of actual experience;
— four increments for 10 or more years of actual experience.

A president, chief operating officer or chief financial officer of a business or industry
may be granted increment experience as provided in this Part.

(A) Progression form the minimum or "0" step to the midpoint or step "20" shall be
based on additional years of experience;
1C SBCCC 400 is proposed for amendment as follows:

(B) Advancement toward grade maximum after attaining the midpoint of the grade shall be based on merit increases as recommended by the local boards and within state allocations available;

(C) Newly-hired presidents shall not receive salary increments for any years in which a salary freeze was in effect for community college presidents.

(5) Changes in grade levels:

(A) Presidents with 0 to 20 years of eligible experience moving to another grade shall be placed in the new grade's range at the current experience level; and

(B) Presidents with greater than 20 years of experience moving to a lower grade will receive a salary adjustment only if the current salary exceeds the new salary grade's maximum salary limit, in which case, the salary will be adjusted to the maximum of the new grade.

(6) Total salary compensation from all sources shall not exceed the maximum for the salary grade as determined by the college's size. Salary compensation is defined as those monies paid from whatever source for which no documentation or expense is required, or which is treated as salary for retirement benefit purposes.

(7) An interim or acting president's salary will be set at the step of the salary grade for the respective college. Years of eligible experience will be awarded up to 20 years for placement on the appropriate step. However, a board of trustees may grant a college employee appointed interim or acting president a 10 percent salary increase instead of placing the employee on the president's salary schedule.

(8) Presidential salary grades shall reflect the following:

<table>
<thead>
<tr>
<th>FTE</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
</table>

These data shall be increased annually based on legislative action and reviewed no less than every three years to assure their continued national competitiveness.

(d) Post-secondary institution as used in this Rule means a junior college, community college or four-year institution of higher education.

REPEALED by the State Board of Community Colleges, eff. ____________
1C SBCCC 400.95—CONTRACT BUY OUTS

(a) Contracts entered into by boards of trustees may not be bought out with state funds, unless required by a court of competent jurisdiction. The parties entering into a contract are responsible for implementing the contract. Therefore, should it become necessary to terminate employment prior to the expiration of a contract and if it is necessary to buy out the contract, such payment shall not be paid from state funds.

(b) An individual in a state-funded position whose employment is terminated prior to the expiration of a contract may not be re-employed by the college to offset the lost wages which the employee would have received under the contract. All efforts shall be made to prevent terminations which require the buying out of contracts.

(c) If an individual whose employment contract has been terminated enters into another employment agreement with the college, such employment shall be for a salary commensurate with the services being performed. Such employment shall not be to provide the employee the same level of compensation he or she would have received under the former contract.

REPEALED by the State Board of Community Colleges, eff. ____________

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


Repeal Eff. ____________
(b) Each local board of trustees shall adopt an educational leave policy for employees. State funds may be used to pay employee salaries while they are on educational leave if the following criteria are incorporated in the local board of trustees' policy:

1. The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis.
2. The employee shall be under contract to the college for the next fiscal year.
3. Educational leave shall not exceed one semester per fiscal year.
4. An employee who fails to honor the contract stipulated in Subparagraph (b)(2) of this Rule shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7 percent of the educational leave would be required).

REPEALED by the State Board of Community Colleges, eff. ____________

History Note: Authority G.S. 115D-5; 115D-20; 115D-31; S.L. 1995, c. 625;

Eff. February 1, 1976;
Amended Eff. September 1, 1993; August 17, 1981; January 6, 1978;
Temporary Amendment Eff. June 1, 1997;
Repeal Eff. ____________

1C SBCCC 400.97 MILITARY LEAVE

(a) The rules concerning military leave, codified as Title 25, Subchapter 1E, Section .0800, are hereby incorporated by reference including any subsequent amendments and editions of these rules to apply to community college system employees.

(b) Copies of 25 NCAC, Subchapter 1E, Section .0800 may be inspected in or obtained, at no cost, from the Office of the System President, Department of Community Colleges, 200 West Jones Street, Raleigh, North Carolina, 27603-1379.

REPEALED by the State Board of Community Colleges, eff. ____________

History Note: Authority G.S. 115D-5; 127A-116; 150B-21.6;
1C SBCCC 400 is proposed for amendment as follows:

1

Eff. February 1, 1976;

Amended Eff. March 1, 1997; September 1, 1993; August 17, 1981.

Repeal Eff. _____________

1C SBCCC 400.98 – LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL

(a) Employees of institutions in the community college system assigned to permanent full-time or permanent part-time positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in this Rule.

(b) Total service for the longevity pay plan is based on a month-for-month computation of permanent full-time and permanent part-time (20 hours or more, but less than full-time) employment with:

(1) an institution in the community college system or a school administrative unit regardless of the source of salary and including state, local or other paid employment.

(A) Employment for a school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).

(B) In no event will an employee earn more than a year of total service credit in a 12-month period.

(C) If an employee is in pay status (working, exhausting vacation or sick leave, or when on workers’ compensation leave or is on authorized military leave) for one half or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.

(2) departments, agencies, and institutions of the State of North Carolina, (e.g., State Department of Administration, State Revenue Department, University of North Carolina, State Department of Community Colleges, State Department of Public Instruction).

(3) other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).

(4) county agricultural extension service.
(5) local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.

(6) authorized military leave.

(A) Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Paragraph (b) of this Rule who were granted leave without pay:

(i) for a period of involuntary service plus 90 days or for a period of voluntary enlistment for up to four years, plus 90 days, so long as they returned to employment in a covered agency within the 90 days; or

(ii) for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.

(B) Employees who enlist for more than four years or who re-enlist shall not be eligible for military leave.

(C) Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus 90 days or 12 months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.

(c) Total service for the longevity pay plan does not include:

(1) Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of a permanent employee on leave of absence, except that temporary service of employees of the General Assembly will be counted and the full legislative terms of the members. Service of legislative interns and pages will not be counted.

(2) Periods of out-of-state employment with other states, schools, colleges or universities.

(3) Periods of employment with agencies of the federal government.

(4) Periods of military service other than those categories described in Subparagraph (b) (6) of this Rule.
(5) Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina retirement system has been purchased for such employment.

(d) An employee assigned to a permanent full-time or permanent part-time position is eligible for longevity pay only after the date the employee has completed ten years of total service with a community college, a school administrative unit or an agency.

(e) Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and school administrative units as designated in Paragraph (b) of this Rule and a percentage of the employee’s annual rate of pay on the date of eligibility.

(1) Longevity pay amounts are computed by multiplying the employee’s annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50%</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50%</td>
</tr>
</tbody>
</table>

(2) Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as a part of annual base or contract salary. (Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base pay before computing longevity).

(f) The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

(1) Eligible employees on worker’s compensation leave shall receive longevity payment in the same manner as if they were working.
(2) If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in case of death.

(3) If, on the effective date of this policy, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.

(4) If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of:

(A) separation from the institution;

(B) change in employment status to temporary part-time, or to a position not covered in this policy.

(5) If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12-month period of employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.

(6) If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.

(7) Leave without pay in excess of one-half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.

(g) Longevity pay shall be made from the same source of funds and in the same pro-rata amounts from which the employee's regular annual salary is paid (e.g., state, federal, local funds).
1C SBCCC 400 is proposed for amendment as follows:

(1) Local trustees may provide longevity payments to employees from other than state allotted funds.

(2) Only personnel employed in positions allotted by the formula in Rule 1H SBCCC 200.87(d) of this Subchapter shall receive longevity pay from the longevity reserve. An additional allocation will be made for this purpose.

(3) Employees in state allotted positions paid with state allotted funds other than regular formula allotments shall receive longevity pay from the same source of funds as their salary payment.

(4) Employees paid with the following specified funds shall receive longevity pay from these respective sources:

(A) Adult basic education funds,

(B) Human resource development funds,

(C) New industry funds,

(D) JTPA funds,

(E) Special allotment funds,

(F) Federal vocational educational funds, and

(G) Local funds.

(h) The president of each community college shall:

(1) Determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.

(2) Furnish to the state board, on forms prescribed by the Department, data necessary for a determination of the cost of the longevity pay plan from state funds.

(i) The President of the Community College System shall determine the total cost of the longevity pay plan from data submitted by each community college. If funds are not adequate to pay longevity rates established under this Rule, the President of the Community College System shall submit a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

REPEALED by the State Board of Community Colleges, eff. __________

History Note: Legislative Objection Lodged Eff. October 10, 1980;
1C SBCCC 400 is proposed for amendment as follows:

Legislative Objection Removed Eff. November 20, 1980;

Filed as an Emergency Amendment Eff. July 7, 1980 for a period of 120 days to expire on

November 5, 1980;

Authority G.S. 115D-5; S.L. 1979, ch. 1137, s. 21;

Eff. September 15, 1977;

Emergency Amendment Expired Eff. November 5, 1980;


Repeal Eff. ____________

1C SBCCC 400.99 PAYROLL DEDUCTIONS

Colleges are authorized to establish voluntary payroll deduction plans for the following:

(1) premiums for any type of group insurance established and authorized by the laws of the state;

(2) amounts authorized by members of the State Employee's Credit Union and local teacher's credit union to be deposited with such organizations;

(3) loans made to employees by credit unions;

(4) charitable organizations as defined in Section 501(c)(3) of the Internal Revenue Code approved by the local board of trustees subject to rules and regulations adopted by the director of budget; and


The college's finance officer is also authorized to enter into annual contracts with employees of the college, which authorize the reduction of salaries to provide for the purchase of annuity or retirement income contracts provided that such action has been approved by the board of trustees and otherwise conforms to the provisions of G.S. 115D-25.

REPEALED by the State Board of Community Colleges, eff. ____________

History Note: Authority G.S. 115D-5; 115D-22; 115D-25; 143-3.3; 143-304;

Eff. February 1, 1976;

Repeal Eff. ______________
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<th>Position #</th>
<th>Division</th>
<th>Position Title</th>
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<th>Separation Reason</th>
<th>Status</th>
<th>Start Date</th>
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<td>60088000</td>
<td>Technology</td>
<td>IT Architect</td>
<td>10/18/2016</td>
<td>Redesigned position</td>
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<td>4/17/2017</td>
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<td>Position Under Review</td>
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<td>1/16/2018</td>
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<td>Offer Accepted</td>
<td>5/14/2018</td>
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<td>65018450</td>
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<td>1/31/2018</td>
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<td>Screening/Interviewing</td>
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<tr>
<td>60088026</td>
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<td>12/31/2017</td>
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<td>Accepting Applications</td>
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**Year-to-Date Statistics**

<table>
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<tr>
<th>Category</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td># of vacated positions</td>
<td>38</td>
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<tr>
<td># of vacancies filled</td>
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<td>Retirements</td>
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<tr>
<td>Separations - College</td>
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<td>Separations - State</td>
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<tr>
<td>Separations - Private</td>
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<td>Separations - Other</td>
<td>4</td>
</tr>
<tr>
<td>Internal Promotions</td>
<td>4</td>
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<tr>
<td>New Positions</td>
<td>4</td>
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<tr>
<td>Redesigned Positions</td>
<td>3</td>
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</table>

**Date:** 4/30/2018
<table>
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<tr>
<th>College</th>
<th>President</th>
<th>Appt. Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>Alamance Community College</td>
<td>Dr. Algie C. Gatewood</td>
<td>10/1/2013</td>
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</tr>
<tr>
<td>Asheville Buncombe Technical Community College</td>
<td>Dr. Dennis F. King</td>
<td>8/1/2014</td>
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<tr>
<td>Beaufort Community College</td>
<td>Dr. David Loope</td>
<td>6/1/2017</td>
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<tr>
<td>Bladen Community College</td>
<td>Dr. William Findt</td>
<td>8/1/2008</td>
<td>SEARCHING</td>
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<tr>
<td>Blue Ridge Community College</td>
<td>Dr. Laura Leatherwood</td>
<td>7/1/2017</td>
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<td>Brunswick Community College</td>
<td>Dr. Susanne Adams</td>
<td>7/1/2011</td>
<td>SEARCHING</td>
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<tr>
<td>Caldwell Community College &amp; Technical Institute</td>
<td>Dr. Mark Poarch</td>
<td>7/1/2016</td>
<td>2016 NEW</td>
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<tr>
<td>Cape Fear Community College</td>
<td>Mr. Jim Morton</td>
<td>4/20/2018</td>
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<tr>
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<td>Dr. John Hauser</td>
<td>7/1/2017</td>
<td>2017 NEW</td>
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<tr>
<td>Catawba Valley Community College</td>
<td>Dr. Garrett Hinshaw</td>
<td>8/1/2006</td>
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<tr>
<td>Central Carolina Community College</td>
<td>Dr. David Loope</td>
<td>6/1/2017</td>
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<tr>
<td>Central Piedmont Community College</td>
<td>Dr. Kandi Deitemeyer</td>
<td>1/1/2017</td>
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<td>Dr. Jason Hurst</td>
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<td>Coastal Carolina Community College</td>
<td>Mr. David Heatherly</td>
<td>1/1/2017</td>
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<td>Dr. Robert Wynegar</td>
<td>4/21/2017</td>
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<tr>
<td>Craven Community College</td>
<td>Dr. Mary E. Ritting</td>
<td>8/15/2003</td>
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<tr>
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<td>Dr. Raymond Staats</td>
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<td>Durham Technical Community College</td>
<td>Dr. William Ingram</td>
<td>1/1/2008</td>
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<tr>
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<tr>
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<tr>
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<td>Gaston College</td>
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<td>Dr. Randy Parker</td>
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<tr>
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<td>Dr. Michael Elam</td>
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<tr>
<td>Haywood Community College</td>
<td>Dr. Barbara Parker</td>
<td>7/1/2013</td>
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<tr>
<td>Isothermal Community College</td>
<td>Mr. Walter Dalton</td>
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<tr>
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<td>Dr. Lawrence Rouse</td>
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<td>Dr. Russell Hunt</td>
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<tr>
<td>Martin Community College</td>
<td>Dr. Paul Hutchins</td>
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<td>Dr. Tim Brewer</td>
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<td>Dr. Robert S. Shackleford, Jr.</td>
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Totals:
- New 2015: 4
- New 2016: 6
- New 2017: 11
- New 2018: 4
- Searching: 7
- Total: 32
### PERSONNEL COMMITTEE

**STATE BOARD OF COMMUNITY COLLEGES**  
**SBCC Code Report**

#### AMENDMENT 1C SBCCC 200.94 – “Holiday Leave”

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#### ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”

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**ADOPTION 1D SBCCC 300.9 – “Clinical Practice”**

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Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Action

- Wachovia Technical Scholarship Fund (Attachment FC 01)
- Allocation of Title II Adult Education and Family Literacy Act (AEFLA) (Attachment FC 02)
- Allocation for the North Carolina Motorcycle Safety Education Program (NCMSEP) (Attachment FC 03) [CA]
- Allocation for Virtual Learning Community Centers (Attachment FC 04) [CA]
- Contract for Integrated Library System (Attachment FC 05) [CA]
- Contract for Environmental, Safety, and Health Compliance (Attachment FC 06) [CA]
- Service Agreement for Resources for Career and Technical Education Faculty – Curriculum Development (Attachment FC 07) [CA]
- Construction and Property (Attachment FC 08) [CA]

For Information

- Estimated Receipts – April 2018 (Attachment FC 09)
- Budget Update – FY 2018-19 (Attachment FC 10)

New Business

Adjourn
MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, April 19, 2018 - 1:30 p.m.

FINANCE COMMITTEE MEMBERS PRESENT:
Lynn Raye, Chair  Frank Johnson
Lisa Estep  Burr Sullivan

Members absent: Lt. Gov. Dan Forest, Treasurer Dale Folwell and Todd Johnson

OTHERS IN ATTENDANCE:
Elizabeth Grovenstein  Monty Hickman  David Johnson
Brandy Andrews  Sondra Jarvis  (Johnston CC)
Chris Cline  Brian Long  Maria Pharr
Mark Cooney  Margaret Robertson  (South Piedmont CC)
Katherine Davis  Debra Smith  Bryan Conrad (OSBM)

WELCOME
Mr. Lynn Raye called the meeting to order at 1:33 p.m. in the State Board Room.

ROLL CALL
Ms. Jarvis took the roll of the Finance Committee members.

ETHICS STATEMENT
Mr. Raye read the required ethics statement. There were no conflicts of interest.

APPROVAL OF THE AGENDA
Mr. Raye asked for a motion to approve the agenda of the April 20, 2018 meeting as presented.
Mr. Sullivan moved, seconded by Mr. F. Johnson, and the Committee approved.

APPROVAL OF THE MINUTES
Mr. Raye asked for a motion to approve the minutes of the March 15, 2018 meeting.
Mr. F. Johnson moved, Mr. Sullivan seconded the motion, and the Committee approved.

FOR ACTION
Allocation for Employability Skills Alignment Project – Phase II (Attachment FC 01)
Ms. Grovenstein provided an overview of the project. Dr. Hilmi Lahoud was present to answer questions. Ms. Estep asked if students have access the courses and modules. Dr. Lahoud said this project develops modules for colleges to offer to students through a variety of areas. The colleges decide how to disseminate the courses at the local level. Phase II includes training for faculty on how to incorporate the modules for the students into courses. The goal is to incorporate the training in different pathways. The resources would also be available through the VLC (virtual learning community) and online. Dr. Lahoud stated that 55 of the 58 colleges are participating in the current program and are supportive of the second phase.
Mr. F. Johnson motioned for approval, Ms. Estep seconded the motion. The Committee approved the Allocation for Employability Skills Alignment Project – Phase II (Attachment FC 01) as presented.

Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 02)
Ms. Grovenstein reviewed the board item and noted the Board saw similar items in November and January. Funds provide scholarships for Food and Nutritional Services: Employment and Training (FNS E&T) participants to access training opportunities. Funding is recommended for all colleges where the FNS E&T Navigators are located. Funding available through September 30, 2018. Ms. Margaret Roberton is in attendance for questions.

Mr. F. Johnson motioned for approval, Mr. Sullivan seconded the motion. The Committee approved the Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 02) as presented.

Allocation for Virtual Learning Community Research Project (Attachment FC 03)
Ms. Grovenstein reviewed the request and shared that it should be completed by June 30, 2018. Ms. Katherine Davis stated the machine learning project will lead to greater efficiency for online learning as well as face to face within the system. There are 200,000 items in the Learning Object Repository (LOR) that the machine will be able to tie the content to courses in the system. Searching through the LOR currently is very time consuming due to the number of collections. The machine will sort the topics, subject areas, and content types. As the instructor uses the objects in the cue, it will learn the resources most commonly used by that instructor and recommend new content as it is introduced. This project will improve the quality and efficiency of courses by classifying the items in the LOR. This will help with training for staff at the colleges. Eventually the courses in the combined course library will link to the items in the LOR. This is accessible to instructors across all 58 colleges.

Ms. Estep asked if the resources will eventually be available to students for additional learning or materials. Ms. Davis said the machine will eventually be expanded to include student advisement and hopefully other resources. Currently the System is dipping our toes into the artificial intelligence area. The machine and program will be built customized to our system. Tanjo Inc. will be helping put together the metadata and advise as we build the computer / brain. The $20,000 is just for the first phase of implementing the machine learning technology. Mr. Sullivan asked what the predicted cost for the future. Ms. Davis said that the next phase will be $50,000 for the VLC. Once complete, the brain will be built and we can continue to add information. Tanjo Inc. is a North Carolina company with customers around the world.
Mr. F. Johnson motioned for approval, Ms. Estep seconded the motion. The Committee approved the Allocation for Virtual Learning Community Research Project (Attachment FC 03) as presented.

**Contract for Entrinsik Informer Business Intelligence and Data Analytics Software (Attachment FC 04)**

Ms. Grovenstein reviewed the information for this contract and stated that this is an existing sole source product to support Unidata database with the current System ERP. The approval is contingent upon approval by State Department Information Technology (DIT). Mr. Chris Cline said with the contract the System will upgrade to Informer 5 which is the latest version. The contract will support both versions of Informer and this is a recurring expense.

Mr. F. Johnson motioned for approval, Ms. Estep seconded the motion. The Committee approved the Contract for Entrinsik Informer Business Intelligence and Data Analytics Software (Attachment FC 04) as presented.

**Allocation for Tobacco Trust Fund Commission (Attachment FC 05)**

Ms. Grovenstein said this allocation provides student scholarships for short term program certifications. The Tobacco Trust Fund was established in late 1990s to support areas in North Carolina that were impacted by the loss of tobacco agriculture. In February the Board approved the majority of the allocation and this is the remaining money available. The funding to the six colleges listed is available through June 30, 2019.

Ms. Estep asked if the funding is allocated on a sliding scale. Ms. Roberton said the funding is focused on short term training and the colleges have a process outlined how they utilize. Ms. Roberton shared that the colleges identify the impact by the loss of tobacco production or manufacturing in their application for funding.

Ms. Estep motioned for approval, Mr. Sullivan seconded the motion. The Committee approved the Allocation for Tobacco Trust Fund Commission (Attachment FC 05) as presented.

**Contract for Learning Management System, Online Helpdesk, Video Conferencing and Software as a Service Hosting (Attachment FC 06)**

Ms. Grovenstein said that this item is not new to the Board and this is the third-year of the contract with Blackboard, Inc. subject to DIT approval. The contract supports System Office and 19 colleges. Currently the System Office supports two Learning Management Systems (LMS)
and colleges choose which to use for their students. The online helpdesk can be used by all 58 because it is platform agnostic. Ms. Davis confirmed that this is the last year of the three year contract.

The Committee discussed why the System uses multiple platforms. Ms. Davis reviewed the platforms and programs available throughout the industry and why some of the colleges have chosen to go with platforms other than Blackboard. If a college chooses something that is not approved/paid for by the System Office, the resource is funded by the college. Ms. Estep asked isn’t it a downside to being on a platform that is not supported. Ms. Davis said that there is information shared on the LOR to enable Canvas, Blackboard, and Moodle.

Mr. F. Johnson motioned for approval, Mr. Sullivan seconded the motion. The Committee approved the Contract for Learning Management System, Online Helpdesk, Video Conferencing and Software as a Service Hosting (Attachment FC 06) as presented.

Construction and Property (Attachment FC 08)[CA]
Ms. Grovenstein reviewed the following items:

Category A:  New (Non-State and Other State funds):
Ms. Grovenstein noted that there were no new items under this category.

Category B:  Amended (Non-State and Other State Funds):
Ms. Grovenstein noted that there were no new items under this category.

Category C:  New (Connect NC Bond Funds):
Ms. Grovenstein reviewed projects for Blue Ridge, College of the Albemarle, Lenoir, Nash, and Rowan-Cabarrus community colleges.

Category D:  Amended (Connect NC Bonds Funds):
Ms. Grovenstein reviewed amendments to projects for Bladen, Central Carolina, Lenoir, Mayland, McDowell, Vance-Granville, and Wayne community colleges.

Category E:  Project Approval – Final – Closeout (Connect NC Bond Funds):
Ms. Grovenstein reviewed closeouts at Mayland, Tri-County, and Wayne community colleges.

Noted a change from item presented, Stanly Community College closeout will be removed because the college Board of Trustees had not approved yet. The Stanly item will be presented another month.
Wayne Community College will reimburse Connect NC Bond funds because a long term lease being rescinded where work had been approved.

Category F: Acquisition and Disposal of Real Property:
Ms. Grovenstein reviewed the acquisition of property at Mitchell, Richmond, and Rowan-Cabarrus community colleges.

Mr. Sullivan motioned for approval, Mr. F. Johnson seconded the motion. The Committee approved Construction and Property (FC 07) as amended to remove Stanly from section E.

FOR INFORMATION
Estimated Receipts – March 2018 (Attachment FC 08)
Ms. Grovenstein stated that the System has under collected receipts based on budget through March. There is a hope to collect $40 million for the remaining months which would allow the System to finish at 6.5% below budget, which was the estimation in January when the budget call back with the colleges.

The attachment is the bi-annual update with the receipt and enrollment information by college. Receipts include tuition for curriculum programs and registration fees for continuing education courses. The FTE information does not include basic skills enrollment information, but does include CCP students who take curriculum and continuing education because they are included in the FTE numbers.

Ms. Grovenstein walked through the spreadsheet. The information represents data through February 2018. Mr. Raye asked if there is a point where they can no longer get a refund. Ms. Andrews said that after 10% they cannot receive a refund. Before that (after class starts) they get 75% refund. The system budget is an estimate because the system is funded on prior years average. It is no fault of the college of how the budget is estimated.

Ms. Estep asked if any have stood out as concerning? The larger colleges are closer to collecting what was predicted. Durham TCC seems to have high refund amount. Ms. Grovenstein said that staff can follow up and determine if outside of the normal pattern. Ms. Estep asked if there is any follow up. There are wide variations. Ms. Grovenstein said that this is the first year we have pulled the information together in this format. There are some colleges that are low percentages. Ms. Estep said that she would like this shared with the colleges and have colleges to reach out to each other to determine how to make them all successful.

The CCP is causing some of the trend of receipt shortfall. If the CCP grows and other areas are declining, it can cause a shortfall. Many times, it depends on the local college service area.
Connect NC Bond Status Report (Attachment FC 09)
Ms. Grovenstein reviewed the Executive Summary of the quarterly report. There is no need for this to be voted on by the Board because the report is from the System Office to the Legislature, not from the State Board. The report was revised to include matching information although not all projects having matching requirements.

Mr. Raye asked President Maria Pharr about trends or reasons behind the decline in student enrollment. President Pharr said the employment rate has a lot to do with enrollment, but it is a regional issue. Student enrollments have to do with many factors including the economy and will show fluctuations across the state. Discussed the impact of the economy of the local area.

NEW BUSINESS
North Carolina Community College Grant Program Revised Payment Schedule
(Attachment FC 10)
Ms. Grovenstein said the item provided to the Committee is an action item. The Pell Grant amount was increased by $175 by the Federal Government. Because the Community College Grant Program is tied in with the Pell Grant, our schedule needed to be changed. Dr. Hickman was present for any questions. This item supercedes (Attachment FC 05) which was approved at the March 2018 SBCC meeting.

Mr. F. Johnson motioned for approval, Ms. Estep seconded the motion. The Committee approved the North Carolina Community College Grant Program Revised Payment Schedule (Attachment FC 10) as presented.

ADJOURNMENT
Mr. F. Johnson motioned, seconded by Ms. Estep and the meeting was adjourned at 2:48 p.m.

Respectfully Submitted,
Sondra Jarvis
Recording Secretary
Request: The State Board is requested to revoke the Trust agreement with Wachovia Bank and Trust Company (now Wells Fargo) under Article III of the Revocable Trust dated February 15, 1982 and request that the funds be paid to the North Carolina Community Colleges Foundation under #7 Future Contingencies in accordance with the Grant and Agreement dated December 17, 1981.

Background: At the State Board of Community Colleges December 17, 1981 meeting, the Board accepted a donation of $250,000 from Wachovia Bank and Trust Company for the purpose of establishing the Wachovia Technical Scholarship Fund. The scholarship payments were to be made from the interest earned on the investment of these funds. The Board also approved the Wachovia Bank and Trust Company as the trustee of the Wachovia Technical Scholarship Fund. A Grant and Agreement dated December 17, 1981 was signed by the State Board of Community Colleges and the President of Wachovia Bank and Trust Company. This agreement spells out the terms and conditions of the grant agreement, including the requirement to select a trustee, the requirements for the scholarship awards, and provides for future contingencies. A Revocable Trust Agreement was signed by the State Board of Community Colleges and the Wachovia Bank and Trust Company on February 15, 1982. This agreement provides for the powers and duties of the trustee with regard to receiving, holding, managing, and investing this fund.

In late February 2018, the System Office was contacted by Wells Fargo with a request to identify a new trustee for this Scholarship Fund. After further discussion and consultation with the North Carolina Community Colleges Foundation Board, it was agreed that the Scholarship Fund be moved to the North Carolina Community Colleges Foundation. Wells Fargo notified the System Office in April 2018 that the Trust needs to be revoked under Article III of the Revocable Trust dated February 15, 1982 and a request be made for these funds be paid to the North Carolina Community Colleges Foundation under #7 Future Contingencies in accordance with the Grant and Agreement dated December 17, 1981.

Rationale: The North Carolina Community Colleges Foundation currently provides for other scholarships to community college students. The Foundation also has an investment portfolio manager that can invest these funds.

Fund Source and Availability: The funding source is the donation and interest earnings of the Wachovia Technical Scholarship Fund. These funds are held by the trustee, Wachovia Bank and Trust Company (now Wells Fargo).

Contact:
Elizabeth Grovenstein
Vice President and CFO
STATE BOARD OF COMMUNITY COLLEGES
Allocation for the North Carolina Motorcycle Safety Education Program (NCMSEP)
FY 2018-2019

Request: The Board is asked to approve an allocation not to exceed $557,433 to Lenoir Community College (LCC) to provide administrative support for the North Carolina Motorcycle Safety Education Program (NCMSEP).

Background: The NCMSEP was created by the NC General Assembly in 1989 to establish and fund a program of motorcycle safety instruction to be delivered through the North Carolina Community College System (NCCCS). Students who graduate from the program may receive a discounted insurance rate.

Lenoir CC has been the host college since 1998 and operates the program in conjunction with the Governor’s Highway Safety Program in accordance to G.S. 115D-72. The program began with 17 community college sites; to date, there are 35 community college sites and 2 mobile units. The program is offered through Continuing Education as a community service course offering; as such, students pay a self-support registration fee. The NCMSEP also provides oversite for the Harley Davidson Riding Academy as well as military site riding programs.

The NCMSEP offers seven courses: Basic RiderCourse (BRC), Experienced RiderCourse (ERC), Advanced RiderCourse (ARC), 3-Wheel Basic RiderCourse (3WBRC), Returning Rider Basic RiderCourse (RRBRC), RiderCoach Training (Transitional – T-RCP) and 3-Wheel BRC RiderCoach Certification. The curricula were developed by the Motorcycle Safety Foundation (MSF). Course description and eligibility requirements can be found at www.ncmotorcyclesafety.org.

Rationale for Allocation: As the host college for NCMSEP, Lenoir CC provides the following services: 1) program staffing, administrative support, programming support, recruitment and training of qualified instructors; 2) support to local community colleges approved to offer the program; 3) monitor and evaluate the instructors and the driving ranges of other training providers in North Carolina; and 4) submit an annual report as a condition of continued funding (see attachment).

Allocation Amount and Time Period: The allocation is not to exceed $557,433 for the FY July 1, 2018 to June 30, 2019.

Fund Source and Availability: The NCMSEP is funded by a three-dollar tax imposed on each private motorcycle registered in the state pursuant to G.S. 115D-72 and 20-87(6). The NCMSEP may also receive funding as described in G.S. 20-79.7, “Fees for special registration plates and distribution of fees.” There is no general fund appropriation involved.

Contact Person:
Margaret Roberton
Associate Vice President, Workforce Development – Continuing Education
North Carolina Motorcycle Safety Education Program
2017 Annual Report

The North Carolina Motorcycle Safety Education Program continues to have a very good reputation and relationship with the Motorcycle Safety Foundation, (MSF), The National Association of State Motorcycle Safety Administrators, State Motorcycle Dealers, the Governor’s Highway Safety Program and various other agencies across the state and nation.

PROGRAM OVERVIEW

North Carolina Motorcycle Safety Program staff continues to work diligently to facilitate the training of motorcyclists and potential motorcycle riders throughout the state. We strive to provide this training in the safest environment possible to save lives, prevent injury and property damage. We work to promote safe riding habits and do our best to model good motorcycling skills and to ensure that our RiderCoaches are the best teachers that they can be. Courses offered include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic RiderCourse (BRC)</td>
<td>22</td>
<td>The Basic RiderCourse (BRC) is designed for new riders who have never ridden a motorcycle, and for re-entry riders who have not ridden in a long time. (This is our primary offering.)</td>
</tr>
<tr>
<td>Basic RiderCourse 2 (BRC2)</td>
<td>8</td>
<td>The Basic RiderCourse 2 (BRC2) is designed for students who have been riding for at least 6 months or 3,000 miles. It’s a great way to learn more about your riding abilities and the capabilities of your motorcycle. (Formerly the Experienced RiderCourse)</td>
</tr>
<tr>
<td>Advanced RiderCourse (ARC)</td>
<td>8</td>
<td>The Advanced RiderCourse will complement a rider’s basic skills and helps with personal risk assessment. It includes a fast-paced classroom segment with several interactive activities to improve perception and hazard awareness. Range exercises enhance both basic skills and crash avoidance skills. Improving braking and cornering finesse is emphasized. The course is beneficial for riders on any type of street motorcycle.</td>
</tr>
<tr>
<td>3-Wheel Basic RiderCourse (3WBRC)</td>
<td>16</td>
<td>The 3-Wheel Basic RiderCourse is an entry-level, learn-to-ride 3-wheel motorcycle training and education course. It provides the same fundamental skills as the Basic RiderCourse, but on 3-wheel motorcycle (not sidecars).</td>
</tr>
</tbody>
</table>
The Returning Rider Basic RiderCourse (RRBRC) is a one-day (9 hour) class for riders who have not been riding for some time or who have been riding on a permit for a time and wish to renew/refresh their basic skills and/or earn a skill test (endorsement or license) waiver for a motorcycle. The course is not intended for a novice rider who is learning to ride for the first time. Goals for the course include refining basic motorcycle skill, improving techniques and gaining more knowledge of risk, including how to manage risk while riding.

The Introductory Motorcycle Experience is not designed to be a training course. The objective is for a prospective rider to become familiar with a motorcycle’s operational characteristics through an initial hands-on experience in a low risk and controlled environment. The purpose is to allow the participant to consider the possibility of formally learning to ride.

RiderCoaches are the backbone of the RiderCourse training system. Completing an intensive RiderCoach Preparation Course is one of the main requirements for becoming an MSF RiderCourse Certified RiderCoach. During the RiderCoach Preparation Course candidates learn the nuts and bolts of teaching the MSF’s Basic RiderCourse (BRC). A candidate must be a licensed motorcyclist, for a minimum of 3 years, who currently rides on a frequent, routine basis. The candidate should have several years of varied riding experience. As a teacher, they need good communication skills. A sincere desire to help reduce motorcycle accidents, injuries, and deaths is the prime motivator of a RiderCoach.

- Within our classes, we require that students wear full safety gear when riding the motorcycles. We also encourage our students to wear the gear upon class completion. RiderCoaches are also required to wear all the gear, whether teaching or just riding their own motorcycles. It is a matter of credibility and of practicing what we preach. This “all the gear, all the time” approach works well.

- RiderCoaches must be on the NC approved list to teach in North Carolina. RiderCoaches are required to teach at least three classes per year to maintain their position on this list. This requirement is more stringent than the MSF requirement that an RC teaches two classes every year. We expect our RiderCoaches to teach more frequently as we believe that long periods of inactivity cause lapses in the quality of instruction. We try to ensure a balance that allows us to have enough people to teach the necessary classes without causing difficulty in RC’s keeping their approved status due to an overabundance of RiderCoaches.

- To maintain a place on the NC approved list to teach in North Carolina, all RiderCoaches must attend a mandatory update meeting that is commonly offered in January of each year. This update is offered at 3 locations, over the course of two weekends to accommodate RiderCoaches from across the state. Attendance is necessary to ensure that RiderCoaches have the latest information.

- We just finished our second full year of the new BRC curriculum at all sites. We transitioned the entire state to offering the new Motorcycle Safety Foundation Basic RiderCourse curriculum in North Carolina in 2015. This new curriculum is a hybrid style course that includes a 3-4 hour online course that is a
prerequisite for the range exercises. We mandated the new program at all sites beginning with the first class of the 2016 training year. The new BRC curriculum is working well and is well received. We are transitioning our other offerings to updated versions as they become available from the MSF.

- The new BRC allows for flexibility in offering the online portion of the curriculum. Several sites are using the following schedule if they have a Computer Lab available on Friday nights. The students need headsets or ear phones as the eCourse uses audio in its presentation. A common schedule follows, but a few sites are doing the eCourse on Thursday night to allow more time to finish prior to the range work:

  6-10 Friday Night: e-Course: Online in Computer Lab with Students  
  8-6 Saturday: Orientation, Level I range + Level II classroom  
  8-6 Sunday: Level II range & skill test + classroom, knowledge test & wrap up

- Many sites have opted for the eCourse to be done by the students at home prior to attending the class on Saturday morning. This has been working well for the sites that use this option.

- Our costs for obtaining motorcycles continue to rise, but increasingly the motorcycles that we purchase are technologically advanced over earlier models, featuring fuel injection and electronic ignition. These bikes are easier to maintain and are more reliable, leading, we hope, to enhanced longevity in the program. Our fleet of motorcycles is aging, but we have some very good Lead RiderCoaches at our community college sites that are maintaining the bikes well.

- Two RiderCoach Preparation classes were completed by NC RiderCoach Trainers. One in March, 2017, resulting in 9 new RiderCoaches; and another in November, 2017, resulting in 8 new RiderCoaches.

- A 3 Wheel Basic RiderCourse Certification Course was offered in October 2017, yielding 12 new 3WBRC RiderCoaches. The program director became a Trainer for this course at the same time, allowing him to train additional candidates in the future.

- In August 2017, we purchased a 2006 Harley Davidson Ultra Classic and a 2006 Harley Davidson Heritage Softail to use for program travel. These bikes replaced the 2007 Buell Ulysses motorcycles used for the same purpose previously. Buell motorcycles ceased operation in November, 2009 and we feared that there would be problem of part availability going forward. We were able to find low mileage touring motorcycles at very good prices to replace the Buells. Harley Davidson is an established company with a large dealer network, ensuring that needed parts and service should be readily available.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Community Colleges</th>
<th>Military Sites</th>
<th>Other NCMSEP Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Courses Offered</td>
<td>Students</td>
<td>Courses Offered</td>
</tr>
<tr>
<td>Basic RiderCourse (BRC)</td>
<td>603</td>
<td>4,873</td>
<td>87</td>
</tr>
<tr>
<td>Experienced RiderCourse (ERC)</td>
<td>9</td>
<td>41</td>
<td>21</td>
</tr>
<tr>
<td>Advanced RiderCourse (ARC)</td>
<td>4</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>3-Wheel Basic RiderCourse (3WBRC)</td>
<td>8</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>Returning Rider Basic RiderCourse (RRBRC)</td>
<td>3</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>RiderCoach Preparation Course (RCP)</td>
<td>2</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>3-Wheel BRC RiderCoach Certification Course</td>
<td>1</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>630</td>
<td>5,013</td>
<td>124</td>
</tr>
</tbody>
</table>
• Overall the Basic RiderCourse remains the core training program. These numbers reflect our second full year of the updated BRC. We have learned much concerning offering the new curriculum and it is going well. Demand for classes was 1.8% higher than 2016. Most states are seeing a decline in training numbers, so this modest gain is welcome news. Lower fuel prices may be part of the reason as motorcycle usage seems to fluctuate with gas prices. Motorcycle sales were flat in 2017, as well. Harley Davidson announced the closure of their Kansas City plant reflecting a downturn in the motorcycle market.

• The other training programs including the Experienced Rider, Advanced Rider and 3-Wheel Basic Rider continue to have strong curricula and are well regarded by graduates as successful training courses. It continues to be very difficult to recruit to the upper level classes. As a result, the new BRC curriculum includes many elements from the more advanced classes to allow us to introduce topics in the classes that we are more successful in filling.

• The Basic RiderCourse 2, (BRC2), was updated to fall into line with the new BRC offerings and RiderCoaches may transition to teaching the new course through online training. Many of our sites have made the transition.

• The 3-Wheel Basic RiderCourse was updated and we moved to this new offering as soon as it was available to us. We began offering the new curriculum in September 2016. In 2017, we trained several new RiderCoaches in the curriculum and are working to offer the course at many new sites. RiderCoaches certified in the former 3WBRC may transition to teaching the new course through online training.

• Bombardier Recreational Products, (BRP), the makers of the Can Am Spyder, initiated a promotion in 2017, to offer a large discount on the 3WBRC class to potential customers. BRP is contracting with several of our sites to supply Can Am Spyders for use in the 3WBRC classes and to pay the sites for a portion of each student’s fee that takes the class on a Spyder. A coupon from a Can Am dealer is required for the reduction in student cost.

• In addition to community college sites, NCMSEP monitors and evaluates the Harley Davidson Riding Academy program. The various Harley Davidson retail sites use this program to promote safety as well as utilizing it as a promotional tool for individuals purchasing equipment or apparel from the dealership.

• Harley Davidson Motor Company instituted a program to offer free Basic RiderCourses through participating Harley Davidson Riding Academy programs in 2015. These classes were offered to active and former military members through a system of reimbursement from the motor company. As a result, the HD training numbers were considerably stronger for 2015 (1718) over 2014 (1282). HD expanded the program for 2016 to include first responders, such as police, firefighters and emergency medical personnel. This expansion increased their numbers again with 2000 trained for 2016. HD announced their new program for 2017 that required this population to pay for the training, albeit at a much reduced rate. Their numbers grew to 2163 for 2017, in spite of the additional charge.

• Two additional Harley Davidson dealerships have begun the process to offer motorcycle safety classes. This will bring the total of HD Riding Academy sites to 13.

• The NCMSEP also monitors and evaluates military programs offered within the state. By providing oversight from NCMSEP, both the military sites and Harley Davidson dealerships are allowed to issue DMV skills waivers card.
All sites overseen by NCMSEP have been required to move to the new BRC curriculum to issue the DMV skills waiver card. All of our sites offer the BRC including the eCourse, with the exception of the Marine bases, as they have recently entered a new contract. The new contractors have moved the bases to the new curriculum, (BRCu, 5X10), and will institute the move to the eCourse, (e3X5X10), shortly.

We currently have 192 RiderCoaches. We continually monitor the Approved RiderCoach List to ensure that we are meeting the demand. While we are still trying to recruit more RCs in specific areas of the state, mostly rural; we haven’t lost any RiderCoaches for inability to teach enough classes.

TRAINING SITES
Currently, the NCMSEP offers motorcycle classes through the following community colleges:

A-B TECH COMMUNITY COLLEGE
ALAMANCE COMMUNITY COLLEGE
BLUE RIDGE COMMUNITY COLLEGE
BRUNSWICK COMMUNITY COLLEGE
CALDWELL COMMUNITY COLLEGE
CAPE FEAR COMMUNITY COLLEGE
CARTERET COMMUNITY COLLEGE
CENTRAL CAROLINA COMMUNITY COLLEGE
CENTRAL PIEDMONT COMMUNITY COLLEGE
COASTAL CAROLINA COMMUNITY COLLEGE
COLLEGE OF THE ALBEMARLE
CRAVEN COMMUNITY COLLEGE
DAVIDSON COUNTY COMMUNITY COLLEGE
DURHAM TECHNICAL COMMUNITY COLLEGE
EDGECOMBE COMMUNITY COLLEGE
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
FORSYTH TECHNICAL COMMUNITY COLLEGE
GASTON COLLEGE
GUILFORD TECHNICAL COMMUNITY COLLEGE
JOHNSTON COMMUNITY COLLEGE
LENOIR COMMUNITY COLLEGE
MCDOWELL TECHNICAL COMMUNITY COLLEGE
MITCHELL COMMUNITY COLLEGE
NASH COMMUNITY COLLEGE
PITT COMMUNITY COLLEGE
RANDOLPH COMMUNITY COLLEGE
ROANOKE – CHOWAN COMMUNITY COLLEGE
ROBESON COMMUNITY COLLEGE
ROCKINGHAM COMMUNITY COLLEGE
ROWAN-CABARRUS COMMUNITY COLLEGE
SOUTH PIEDMONT COMMUNITY COLLEGE
SOUTHWESTERN COMMUNITY COLLEGE
SURRY COMMUNITY COLLEGE
VANCE-GRANVILLE COMMUNITY COLLEGE
WAKE TECHNICAL COMMUNITY COLLEGE

Edgecombe Community College and Roanoke Chowan Community College are mobile training sites, meaning that we bring motorcycles and equipment to them on trailers to be used in the class. To date, neither of these schools has decided to become a permanent training site. We don’t currently have any mobile BRC training sites in the western part of the state reducing our demand for travel.

NCMSEP currently has 696 motorcycles for student use in the program. Our sites report that these bikes were ridden 82,109 miles in 2017.

CONFERENCES AND TRAINING
In January 2017, the NCMSEP offered three iterations of the mandatory RiderCoach update for North Carolina RiderCoaches. These meetings occurred at McDowell Community College, Davidson County Community College and at the NCMSEP office in Snow Hill. All RiderCoaches are required to attend one of these meetings to ensure that they have the latest information.

In March, 2017, NC RiderCoach Trainer, Bob Wagner taught a RiderCoach Preparation class resulting in 9 new RiderCoaches.
• In July, 2017 we offered a Midsummer Update/Retreat in Maggie Valley, NC. Dr. Ray Ochs, the National Director of Training Systems for the Motorcycle Safety Foundation was our special guest. This update is paid for utilizing a NHTSA grant that pays for 100% of the targeted activities.

• In September 2017, the NCMSEP Director and the Range and Equipment Manager attended the International Rider Education Training Systems (RETS) conference in Columbus, OH.

• In September 2017, the NCMSEP Director attended the State Motorcycle Safety Administrators (SMSA) conference in Burlington, VT.

• In October 2017, the NCMSEP director became a trainer for the 3 Wheel Basic RiderCourse to enable him to train RiderCoaches in the curriculum.

• A 3 Wheel Basic RiderCourse Certification Course was offered in October 2017, yielding 12 new 3WBRC RiderCoaches.

• In November, 2017, NC RiderCoach Trainer, Daniel McLean III taught a RiderCoach Preparation class resulting in 8 new RiderCoaches.

• The program director participates regularly in conference calls and online discussions with other state administrators within the State Motorcycle Safety Administrators (SMSA) organization.

GRANTS

• A NHTSA 100% grant was awarded to the program through the Governors Highway Safety Program. This grant was used for training and quality control purposes. This grant pays for Quality Assurance visits and our summer update/retreat with our RiderCoaches. This retreat-style gathering was held in Maggie Valley, NC.

• A continuation grant was approved from the NC Governor’s Highway Safety Program to assist with the purchase of new motorcycles and for the training of our RiderCoaches. This grant helped us to purchase new RiderCoach Guides for the Transitional RiderCoach Preparation Courses. This is a 50/50 matching grant that augments our budget.

• There has been a change to the implementation of our grants, which requires us to “Buy America” where NHTSA funds are used. Although the “Buy America” clause has been in place for several years, in the past, waivers were given in cases where it was difficult or impossible to obtain American made goods. I was informed at the State Motorcycle Safety Administrators (SMSA) conference that these waivers are no longer being given. American made motorcycles are not available within the price limit that we had set, so I requested a change to our grant asking that we be able to spend more per unit to allow us to use the money allocated. The request was granted allowing us to purchase fewer motorcycles, but we did not, as a result, lose the money allocated. We purchased 16 Harley Davidson Street 500 motorcycles with the 50/50 grant as a result.

• These grants run from October 1 to September 30 each year.

QUALITY AND ACCOUNTABILITY

• 58 Quality Assurance Visits were performed by the NCMSEP QA team in 2017. This team is made up of 14 RiderCoaches overseen by former state director, David Galloway. Every team member is an MSF Quality Assurance Specialist with extensive training from the Motorcycle Safety Foundation. Additional QA training
is planned for 2018. Our NHTSA 100% grant funds a stipend paid to these auditors. They are each assigned several sites to monitor.

- The QA team ensures that RiderCoaches and ranges are in compliance with Motorcycle Safety Foundation requirements and NCMSEP recommendations. This system has been in place for five years and is working very well. Each auditor submits a report online, the State Director reads them, “closes” them and emails the reports to the RiderCoaches and community college representatives involved. This system allows quick feedback and a record of any issues.

- NCMSEP offered three RiderCoach updates at the following locations, McDowell Technical Community College in Marion, Davidson County Community College in Lexington at the NCMSEP office in Snow Hill. Although any topic may be discussed at these updates, the emphasis was on program statistics, NC crash statistics and RiderCoach issues.

### MARKETING AND COMMUNICATION

- The program staff continues to promote the program through visits to rallies, dealerships, motorcycle organizations and motorcycle gatherings. The Staff Assistant, Susan Andrews, also maintains a website that offers information to potential students with special areas for RiderCoach and Site Coordinator information.

- Our program website and Facebook page are active and well visited.

### BUDGET

- Travel remains a major part of the function of the North Carolina Motorcycle Safety Education Program. Our staff travels many miles during the year to paint ranges, transfer motorcycles, and to attend and conduct meetings. During the past year 6,865 miles were logged on the state truck and 507 miles were logged on the staff motorcycles, (Buell Ulysses). An additional 3,665 were logged on the newly acquired Harley Davidsons in travel to national conferences.

- In 2017, we continued selling surplus program motorcycles on GovDeals.com. This has streamlined the process of liquidating old stock considerably. We sold 39 motorcycles, (including 2 staff ridden Buells), on the website in 2017. This site works very efficiently and we are seeing a much larger return on the equipment. The funds generated from these sales will be used by the program primarily to acquire additional motorcycles as is mandated by the fact that many were purchased, in part, by grant funds.
STATE BOARD OF COMMUNITY COLLEGES
Allocations for Virtual Learning Community Centers
FY 2018-19

Request: The State Board of Community Colleges is asked to approve $650,000 to renew funding for three existing Virtual Learning Community (VLC) Centers: The Professional Development Center at Wake Technical Community College ($110,000), the Technology Center at Fayetteville Technical Community College ($125,000), and the Quality and Assessment Center at Surry Community College ($415,000) for FY 2018-19. The Quality and Assessment Center funds consist of $125,000 for operational costs and $290,000 for collaborative projects that are the combined efforts of all three centers.

Strategic Plan References:
Theme: Student Interest and Access
Goal 1: Increase the percentage of North Carolinians, particularly within underserved populations, pursuing and easily accessing education or training through North Carolina community colleges.
  • Objective 1.3: Identify and reduce access barriers for all prospective students, particularly among underserved populations.
    o Strategy 1.3.2 Promote more flexible scheduling and instructional delivery formats to reach non-traditional students.

Theme: System Effectiveness
Goal 4: Advance organizational effectiveness, operations, and decision-making to support a cohesive system of nimble, empowered, and community-driven colleges.
  • Objective 4.3: Enhance and support workplace environments that value and engage employees and provide opportunities for growth and development.
    o Strategy 4.3.1: Assess and address the professional development needs across the System.

Background: The Virtual Learning Community is a collaborative effort of the North Carolina Community College System to increase the quality and availability of online learning and support services for the benefit and success of distance learning students. The VLC began as a collaborative process for developing online course content, which was supported by the 58 college presidents. In 1999, this idea became a reality and the VLC has been growing ever since.

The role of the VLC expanded in 2006, when VLC strategic objectives moved beyond course development to bring about change and raise the bar for distance learning across the state. Centers were created to support professional development, technology enhancement, and quality and assessment. The VLC Professional Development Center at Wake Technical Community College coordinates efforts to deliver the training opportunities necessary to deliver online courses and programs based on sound pedagogy and the latest technology tools. The VLC Technology Center at Fayetteville Technical Community College coordinates a vetting process of learning technologies to address the rapid changes in online course delivery. The VLC Quality and Assessment Center at Surry Community College coordinates the research and documentation of distance learning standards, guidelines, and best practices for online course delivery, as well as needs assessment for distance learning.
learning resources. The State Board of Community Colleges approved the proposal in May 2011 that the location of these centers become permanent, contingent upon satisfactory performance.

**Rationale:** The VLC Executive Board requires all three centers to submit a report each fiscal year detailing the work of their center. Included in that evaluation is the emphasis each center places on outreach to colleges and faculty in our system, as well as their demonstrated knowledge and adherence to quality standards and creation of rich, interactive content for courses and programs. Based on their performance of the VLC completed projects, courses, and professional development sessions, workshops and tutorials for FY 2017-18, the VLC Executive Board recommends funding the current centers at Wake Technical Community College, Fayetteville Technical Community College, and Surry Community College for FY 2018-19.

The VLC plays an important role in implementing system-wide initiatives, such as accessibility compliance, curriculum improvements, course redesign for core courses affected by the Comprehensive Articulation Agreement, content for U.S. Department of Labor grants, 2+2 eLearning Initiatives, and Reinforced Instruction for Student Excellence (RISE). Future course redesign or content development will rely upon the progress of system initiatives and completion of course competencies. Funding for all projects for course redesign, content development, and special initiatives are routed through the Quality and Assessment Center at Surry Community College for distribution of contracts and/or duties for fulfillment of the needs of special projects. This center is tasked with the coordination of efforts by all three centers. By coordinating initiatives of NCCCS that affect distance learning programs, the VLC will provide a higher return on investment of system resources and will be the vehicle to improve the scalability of these efforts.

Permanency of the centers depends upon successful completion of all projects, proper budget management, and widespread participation of other colleges through Requests for Proposals on projects, development of an approved succession plan, and completion of annual reports to the NCCCS Senior Vice President of Technology and Chief Information Officer.

To alleviate the numerous contracts between centers, each college is allocated an operational budget to cover salaries, benefits, travel, supplies, equipment, software, etc. that are needed for the individual centers. The remaining funds for projects or content development will be allocated to Surry Community College, which will serve in a fiduciary capacity for managing all project funds for the VLC. Course development and editing is coordinated through the Quality and Assessment Center at Surry Community College. The courses to be chosen for development will be selected in conjunction with program and student services.

All three center directors have administrative responsibilities for projects, facilitate participant selection, oversee projects, and review deliverables to ensure they are of the highest quality and meet VLC standards. The funding for the projects will be managed by Surry Community College but the responsibilities for the projects will be shared among all three centers. Projects and professional development for FY 2018-19 include course development of corequisite and transition courses to support RISE, continued development of web accessibility guidelines, course content accessibility, State Authorization content and distribution, Americans with Disabilities Act (ADA) compliance support for local colleges developing mandated five-year compliance plans, a course evaluation pilot project to
review the courses developed in FY 2017-18, research and professional development of Open Educational Resources (OER), content mapping of North Carolina Learning Object Repository (NCLOR) resources to VLC courses using machine learning algorithms, and research studies of early alert platforms, test proctoring solutions, mobile apps for Blackboard and Moodle, as well as updates to the technology showcase of tools and resources. Additional projects and professional development workshops, webinars, and tutorials will be added throughout the year based on requests by community colleges.

**Allocation Amount and Time Period:** Funding from state appropriations as follows: Wake Technical Community College, Professional Development Center, $110,000; Fayetteville Technical Community College, Technology Center, $125,000; and Surry Community College, Quality Assessment Center, $415,000 for the period of July 1, 2018, through June 30, 2019 (FY 2018-19).

**Fund Availability:** Funding is contingent upon the availability of FY 2018-19 State General Fund appropriations and the execution of the Memorandums of Understanding with the colleges.

**Contact:**
James Parker  
Senior Vice President of Technology and Chief Information Officer  
Technology Solutions and Distance Learning

Katherine Davis  
Director of Distance Learning and Change Management  
Portfolio and Change Management
STATE BOARD OF COMMUNITY COLLEGES
Contract for Integrated Library System
FY 2018-19

Request: The State Board is requested to approve up to $254,971.39 for a six-month extension to the contract for the Integrated Library System (ILS). This six-month extension will allow the time needed to award a request for proposal (RFP), and provide transition time for North Carolina Community Colleges included in this contract. The ILS is a SaaS (Software-as-a-Service) system used by 51 of our colleges and the System Office.

Background: In 1998, the North Carolina Division of Purchase and Contract mandated that the NCCCS survey the marketplace to determine if a cost-effective library automation option was available at that time. The Contract Team developed comprehensive system specifications that were reviewed by all 58 of the community college libraries. A Request for Proposal (RFP) was issued for the purchase of permanent software licenses and computer hardware. The resulting contract was awarded to Sirsi, Inc., doing business as SirsiDynix, and has continued since December 1999.

On April 19, 2013, the State Board approved a request to continue the integrated library system with an upgrade to a SaaS environment in FY 2013-14. Moving to a SaaS environment reduced hardware costs, since the servers are hosted and maintained by SirsiDynix instead of the System Office; and automatically increased the library title limit from 1 to 1.5 million titles. In addition, in the SaaS environment, upgrades and maintenance are performed at night during non-business hours at SirsiDynix by SirsiDynix personnel, providing a service level of 99.9% up time. Statewide IT Procurement approved the SaaS upgrade on June 26, 2014, and the migration occurred in Fall 2014. The contract was renewed through FY 2017-18.

Rationale for Contract: In March 2018, the North Carolina Community College System (NCCCS) issued a RFP to award a new contract for the ILS. The new contract will be awarded later this fiscal year. The implementation process will require renewal of the current contract to allow for continuous library services during the transition time. NCCCS seeks to award a contract for an ILS on a SaaS platform that will provide the software licensing and maintenance support for a central library system that is currently shared by a consortium of 51 of our colleges and the System Office known as the Community College Libraries in North Carolina (CCLINC). The new contract will be scalable to include all 58 colleges.

Method of Procurement: In accordance with the procurement practice of the State of North Carolina, approval is being sought by outside purchasing authorities. Approval of the contract by the State Board is contingent upon approval by the State Department of Information Technology Contracts and Strategic Sourcing.

Contract Amount and Time Period: The proposed contract period is from July 1, 2018 – December 31, 2018, for a total annual cost of $254,971.39.
**Fund Source & Availability:** Funding is contingent on availability of FY 2018-19 State General Fund Appropriations.

**Contact Person(s):**
James Parker  
Senior Vice President and Chief Information Officer

Katherine Davis  
Director of Distance Learning and Change Management

Colleen Turnage  
Director of Library Services
STATE BOARD OF COMMUNITY COLLEGES
Contract for Environmental, Safety, and Health Compliance
FY 2018-19

Request: The State Board is requested to approve a one-year contract with Blue Ridge Community College (BRCC) to fulfill the state and federal regulations as per Occupational Safety and Health Administration (OSHA) Standards Part 1910 for environmental, safety and health compliance programs, to include, but not limited to chemical laboratories, blood borne pathogens and hazardous materials. The contract period is July 1, 2018 through June 30, 2019 will not exceed $280,000.

Background: Since November 1992, the Community College System has had a contract to assist the colleges in fulfilling this requirement. Since 2001, BRCC has provided the assistance through the Environmental Safety Training Program.

Rationale for Contract: To fulfill the state and federal regulations as per OSHA Standards Part 1910 for environmental, safety and health compliance programs, BRCC was originally selected through a proposal and evaluation process to provide the following services to all fifty-eight Community Colleges.

- Provide a minimum of three days of service annually to each of the 58 colleges
- Audit the college’s environmental and safety compliance programs and documentation, to include Material Safety Data Sheet (MSDS) files and the inventory of chemicals/hazardous materials
- Follow-up on previous audit findings
- Develop instructor presentations and/or training plans for colleges to become compliant in environmental and safety standards
- Continually provide updates to the environmental and safety compliance programs applicable to each individual college as required by specific regulations
- Prepare annual updates of Superfund Amendments and Reauthorization Act (SARA) Title III, Tier II reports
- Develop safety policies and procedures for the community colleges
- Develop and maintain a web page pertinent to this contract for use by the community colleges
- Evaluate and inform each college of requirements for the disposal of hazardous waste for each facility owned or used by the college (Disposal costs are not a part of this contract.)
- Provide additional training in other areas identified by the colleges within the funds available and as time permits
- Participate in the Association of Community College Facility Operations’ semi-annual meetings, as requested, and provide training on a relevant environmental, safety, or health topic.
**Method of Procurement:** In accordance with the procurement practice of the State of North Carolina, there is no requirement for approval by outside purchasing authorities. This contract is between an institutional agency of the community college system and the System Office.

**Contract Amount and Time Period:** The contract period will be from July 1, 2018 through June 30, 2019 for an amount not to exceed $280,000. The FY 17-18 contract with BRCC for these services was for $280,000.

**Fund Availability:** The funding will be held from the state allocations to the 58 colleges.

**Contact Person:** Sharon Rosado, Director, Procurement & Auxiliary Services
STATE BOARD OF COMMUNITY COLLEGES
Service Agreement for Resources for Career and Technical Education Faculty
FY 2018-19

Request: The State Board is requested to approve an amount not to exceed $200,000 for a one year contract with the Center for Occupational Research and Development (CORD) of Waco, Texas, for the purposes of maintaining and refining the North Carolina Network for Excellence in Teaching (NC-NET), delivering six NC-NET academies, facilitating a faculty practicum, supporting network websites, providing support for pathway projects, providing support for career counselors, and establishing a professional learning community developed by CORD and additional resources around career pathways to enhance the online delivery of professional development to career and technical education faculty and staff.

Strategic Plan Reference(s):
Theme: Clear And Supported Pathways For Student Progress And Success
Goal 2: Provide a continuum of education, training, advising, and support to help learners make informed decisions that lead to credentials and careers.
  - Objective 2.1. Provide timely and accurate career exploration and academic planning opportunities.
    - Strategy 2.1.2. Develop and support effective career planning practices for faculty and staff.

Theme: Economic And Workforce Impact
Goal 3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.
  - Objective 3.2. Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.
    - Strategy 3.2.1. Provide accessible, affordable, and high-quality professional development to faculty and staff to stay informed about labor market and student support trends

Background: Established in 2004, the NC-NET website (http://www.nc-net.info/) serves as a clearinghouse of professional development resources. CORD acquires and develops content suitable for career and technical education faculty. CORD also hosts the project on its server, and catalogs, and disseminates quality programming shared by all North Carolina Community Colleges.

Rationale for Contract: In 2007 and 2013, the U. S. Department of Education, Office of Vocational and Adult Education monitoring team commended NCCCS for providing a “high-quality, comprehensive, and readily available” method for career and technical education faculty to obtain professional development through the NC-NET initiative.

By continuing the partnership with CORD, NCCCS receives access to resources on occupational research around career pathways, employability skills, stackable credentials and industry

SBCC
05/18/2018
certifications, access to national curriculum improvement projects such as “Mapping Upward Institute”, as well as expertise in career and technical education that would not be readily available to NCCCS without purchasing expensive memberships, confronting complex copyright issues, and purchasing expensive hardware and software.

For FY 2018-19, tasks are proposed for development, delivery, and support by CORD in the areas of professional development delivery, content development, technical assistance, marketing/ dissemination, and technology support including hosting of NC Perkins Moodle (http://www.ncperkins.org/).

**Method of Procurement:** In accordance with the procurement practice of the State of North Carolina, approval was sought by outside purchasing authorities. The Division of Purchase and Contract has approved the contract.

**Contract Amount and Time Period:** The total contract for the period July 1, 2018 through June 30, 2019 shall not exceed $200,000.

**Fund Availability:** Federal funding is contingent upon Title I of the Carl D. Perkins Career and Technical Education Act of 2006.

**Contact Persons:**
Robert J. Witchger, Director, Career and Technical Education
### A. Project Approval - New (Non-State and Other State Funds)

<table>
<thead>
<tr>
<th>Item</th>
<th>College</th>
<th>Campus or County</th>
<th>Project Number</th>
<th>Project Name</th>
<th>Description</th>
<th>New Construction (Other State)</th>
<th>Repair and Renovation (Other State)</th>
<th>Other Funds (Non-State or Other State Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central Piedmont</td>
<td>Main Campus</td>
<td>2408</td>
<td>Parking Deck 3 Repairs</td>
<td>Repairs will include; removal of damaged concrete and reinforcing steel located in the parking deck structure, installation of new concrete and reinforcing steel, new traffic coating on deck, and other miscellaneous restoration improvements. Estimated cost is $2,820,000, composed of all non-state funds.</td>
<td>$2,820,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Edgecombe</td>
<td>Tarboro Campus</td>
<td>2411</td>
<td>Tarboro Campus Loop Road</td>
<td>Construction of a 3,050 ft. loop access road off of NC 111 to provide safer ingress and egress to the college. Estimated cost is $550,000, composed of all state funds (Legislative Contingency Funds). Contingent upon Board of Trustees approval which is expected on May 10, 2018.</td>
<td>$550,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Wake Tech</td>
<td>Main Campus</td>
<td>2294</td>
<td>Mass Notification Communication System - Multi-campus</td>
<td>Project includes installation of a new college wide mass notification system that will provide the capability to alert the faculty, staff, and students of an active shooter or hazardous weather situation. The system will utilize the audio portion of existing building fire alarm systems to transmit voice messages and warning signals that will be activated by Campus Police. Estimated cost is $6,234,000, composed of $1,039,000 non-state funds and $5,195,000 undetermined funds.</td>
<td>$1,039,000</td>
<td></td>
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</tbody>
</table>
## B. Project Approval - Amended (Non-State and Other State Funds)

<table>
<thead>
<tr>
<th>Item</th>
<th>College</th>
<th>Campus or County</th>
<th>Project Number</th>
<th>Project Name</th>
<th>Description</th>
<th>New Construction</th>
<th>Repair and Renovation</th>
<th>Other Funds (Non-State or Other State Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alamance</td>
<td>Main Campus</td>
<td>2017</td>
<td>HVAC, Stairway and Lighting Repair and Renovation [Closeout]</td>
<td>Project is amended to decrease project costs due to closeout. Total cost is $765,379, composed of $69,545 non-state funds and $634,000 (41220) and 61,834 (41120) state funds. Project funding is amended to decrease $130,455 non-state funds.</td>
<td></td>
<td></td>
<td>(130,455)</td>
</tr>
<tr>
<td>2</td>
<td>Alamance</td>
<td>Main Campus</td>
<td>2062</td>
<td>Water Line - Main Building</td>
<td>Project is amended to increase cost due to the need to conduct a preliminary waterline leak detection and emergency repairs which was not included in the project budget. Total cost is $556,607, composed of $256,607 non-state funds and $300,000 state funds (41220). Project is amended to increase $16,607 non-state funds.</td>
<td></td>
<td></td>
<td>16,607</td>
</tr>
<tr>
<td>3</td>
<td>Southwestern</td>
<td>Main Campus</td>
<td>1943</td>
<td>Renovation/Additions to Founders Hall &amp; Bradford Hall [Closeout]</td>
<td>Project is amended to decrease project costs due to closeout. Total cost is $2,897,070, composed of $1,198,345 non-state funds, $538,725 (DOT), $580,000 (41120) and $580,000 (41220) state funds. Project funding is amended to decrease $1,443 non-state funds and $20,396 (DOT) funds.</td>
<td></td>
<td></td>
<td>(21,839)</td>
</tr>
<tr>
<td>4</td>
<td>Wake Tech</td>
<td>Main Campus</td>
<td>1717</td>
<td>Northern Wake Campus (NWC) Building F</td>
<td>Project is amended due to an increase in construction costs for the connection of chill and hot water piping to the regional plant. Total cost is $66,507,771, composed of $63,657,681 non-state funds, $2,662,500 undetermined funds, $90,865 (40720) and $96,725 (40070) state funds. Project funding is amended to add $462,000 non-state funds and $2,662,500 undetermined funds.</td>
<td></td>
<td></td>
<td>3,124,500</td>
</tr>
<tr>
<td>5</td>
<td>Wake Tech</td>
<td>Main Campus</td>
<td>2291</td>
<td>Security Cameras &amp; Card Readers- Campus Wide [Formally named - Security Cameras]</td>
<td>Project is amended due to an increase in planning and construction costs for security cameras improvements and enhanced visual and memory capabilities. Total cost is $2,914,300, composed of all non-state funds. Project is being amended to increase $1,742,000 non-state funds. The college has identified $876,000 of previous undetermined funds as county bond funds.</td>
<td></td>
<td></td>
<td>1,742,000</td>
</tr>
</tbody>
</table>
### Project Approval - New (Connect NC Bond Funds)

<table>
<thead>
<tr>
<th>Item</th>
<th>College</th>
<th>Campus or County</th>
<th>Project Number</th>
<th>Project Name</th>
<th>Description</th>
<th>New Construction Connect NC</th>
<th>Repair and Renovation Connect NC</th>
<th>Other Funds (Non-State or Other State Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Davidson</td>
<td>Davie Campus</td>
<td>2380</td>
<td>Dr. Slate Medical Training Center - Major Renovation</td>
<td>Major renovation of the former Davie Hospital (18,295 SF) to expand Healthcare programs and add state of the art simulation labs. Renovation includes construction of the following instructional spaces: EMS labs with classrooms and seminar space, hospital rooms, observatories, hospital pharmacy, new mammography unit with two labs, and assisted living/home health simulation. Estimated cost is $1,695,000, composed of $1,000,000 state funds (Golden Leaf) and $695,000 state funds (Connect NC Bonds/46620/Repair &amp; Renovation).</td>
<td></td>
<td>695,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td>2</td>
<td>Montgomery</td>
<td>Main Campus</td>
<td>2412</td>
<td>Capel Hall Building 200 - Minor Renovation</td>
<td>Minor Renovation of 1,400 SF within Capel Hall to repurpose an existing office suite to create two additional offices. The project will allow for the relocation of two administrative staff, which currently reside in Blair Hall, in order to provide space for new chemistry and foreign language faculty that will support expanding programs. Estimated cost is $65,000, composed of all state funds (Connect NC Bonds/46620/Repair &amp; Renovation). Contingent upon Board of Trustees approval which is expected on May 9, 2018.</td>
<td></td>
<td>65,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tri-County</td>
<td>Main Campus</td>
<td>2409</td>
<td>McSwain Exterior Building Renovation</td>
<td>Renovation to include; replacement of the building's failing exterior aggregate panels, which have become a safety hazard, with a modified stucco and brick building envelope, replacement of exterior windows and doors with energy efficient glass. The McSwain Building serves the english department and houses the campus library and main lecture hall. Estimated cost is $452,500, composed of all state funds (Connect NC Bonds/46620/Repair &amp; Renovation).</td>
<td></td>
<td>452,500</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Wayne</td>
<td>Main Campus</td>
<td>2410</td>
<td>Automotive Collision Repair Building - New Construction</td>
<td>Construction of a new 30,000 SF building that will house the Automotive and Collision Repair academic programs. Construction will include; classrooms, laboratory, offices, support spaces, secured parking for all program vehicles, student/staff parking, charging stations for electric vehicles, site work, sidewalks, and storm water retention. Estimated cost is $7,000,000, composed of $3,500,000 non-state funds, $3,000,000 state funds (Connect NC Bonds/46620/New Construction), and $500,000 undetermined.</td>
<td>3,000,000</td>
<td></td>
<td>4,000,000</td>
</tr>
</tbody>
</table>
### D. Project Approval-Amended (Connect NC Bond Funds)

<table>
<thead>
<tr>
<th>Item</th>
<th>College</th>
<th>Campus or County</th>
<th>Project Number</th>
<th>Project Name</th>
<th>Description</th>
<th>New Construction Connect NC</th>
<th>Repair and Renovation Connect NC</th>
<th>Other Funds (Non-State or Other State Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cape Fear</td>
<td>Main Campus</td>
<td>2198</td>
<td>F Building/Auto Tech Renovation</td>
<td>Project is amended due to an increase in construction cost for the installation of a new boiler and automatic air vent. Total cost is $205,543, composed of $5,543 non-state funds and $200,000 state funds (Connect NC Bonds/46620/Repair &amp; Renovation). Project funding is amended to add $5,543 non-state funds.</td>
<td></td>
<td></td>
<td>5,543</td>
</tr>
<tr>
<td>2</td>
<td>Carteret</td>
<td>Main Campus</td>
<td>2104</td>
<td>Hospitality/Culinary Arts Building</td>
<td>Project is amended due to an increase in the estimated construction costs. Total cost is $7,993,582, composed of $2,178,620 non-state funds, $3,039,227 donations, $101,050 state funds (40720) and $2,674,685 (Connect NC Bonds/46620/New Construction) state funds. Project funding is amended to increase $2,248,277 donations.</td>
<td></td>
<td></td>
<td>2,248,277</td>
</tr>
<tr>
<td>3</td>
<td>Central Piedmont</td>
<td>Merancas Campus</td>
<td>2013</td>
<td>Merancas CDL - New Construction</td>
<td>Project is amended due to an increase in the estimated construction costs. Total cost is $3,948,710, composed of $1,332 non-state funds, $1,945 state funds (40720) and $3,945,433 state funds (Connect NC Bonds/46620/New Construction). Project funding is amended to add $1,332 non-state funds and increase $200,000 state funds (46620) $1,945 state funds (40720). Funds are being transferred from project 2114.</td>
<td></td>
<td>200,000</td>
<td>1,332</td>
</tr>
<tr>
<td>4</td>
<td>Central Piedmont</td>
<td>Main Campus</td>
<td>2114</td>
<td>Purchase Property New Facility Staging Site</td>
<td>Project funding is amended to transfer funds to Project 2013. Total cost is $1,385,480, composed of all state funds (Connect NC Bonds/46620/New Construction). Project funding is amended to decrease $200,000 state funds to be transferred to project 2013.</td>
<td></td>
<td>(200,000)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Wake Tech</td>
<td>Main Campus</td>
<td>2178</td>
<td>Ready Hall Addition</td>
<td>Project funding is amended to identify a portion of undetermined funds. Total cost is $12,530,827, composed of $2,495,380 non-state funds, $311,520 undetermined funds and $9,723,927 state funds (Connect NC Bonds/46620/New Construction). Total budget is remaining the same.</td>
<td></td>
<td></td>
<td>1,934,000</td>
</tr>
</tbody>
</table>
## E. Project Approval-Final-Closeout (Connect NC Bonds Funds)

<table>
<thead>
<tr>
<th>Item</th>
<th>College</th>
<th>Campus or County</th>
<th>Project Number</th>
<th>Project Name</th>
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<th>New Construction Connect NC</th>
<th>Repair and Renovation Connect NC</th>
<th>Other Funds (Non-State or Other State Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Martin</td>
<td>Main Campus</td>
<td>2323</td>
<td>Boiler Conversion</td>
<td>Project is amended due to a decrease in project costs for closeout. Total cost is $245,645, composed of all non-state funds. Project funding is amended to remove $282,188 state funds (Connect NC Bonds/46620/Repair &amp; Renovation) and add $245,645 non-state funds.</td>
<td>(282,188)</td>
<td>245,645</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Surry</td>
<td>Main Campus</td>
<td>2207</td>
<td>C Building Roof Replacement</td>
<td>Project is amended due to a decrease in project costs for closeout. Total cost is $214,145, composed of all state funds (Connect NC Bonds/46620/Repair &amp; Renovation). Project funding is amended to decrease $48,855 state funds (46620).</td>
<td>(48,855)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Surry</td>
<td>Main Campus</td>
<td>2210</td>
<td>R Building Roof Replacement</td>
<td>Project is amended due to a decrease in project costs for closeout. Total cost is $181,799, composed of all state funds (Connect NC Bonds/46620/Repair &amp; Renovation). Project funding is amended to decrease $9,701 state funds (46620).</td>
<td>(9,701)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Wayne</td>
<td>Main Campus</td>
<td>2318</td>
<td>Transportation Department - Additions Main Campus - Maple and Magnolia Buildings</td>
<td>Project is amended due to a decrease in costs due to project being abandoned. Project funding is amended to decrease $498,557 state funds (Connect NC Bonds/46620/New Construction).</td>
<td>(498,557)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>College</td>
<td>Campus or County</td>
<td>Project Number</td>
<td>Acquisition and/or Disposal</td>
<td>Action Requested</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------------------</td>
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<td>----------------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>College of the Albemarle</td>
<td>Main Campus</td>
<td>N/A</td>
<td>Disposal of Real Property</td>
<td>The Board of Trustees of College of the Albemarle requests permission as per G.S. 115D-15 to dispose of, by demolition, a non-historic wood-framed house approximately 2,000 SF located on 6 acres of property at 1226 N. Road Street, Elizabeth City, NC 27909. The Board of Trustees have determined that the property is unnecessary for college purposes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pitt</td>
<td>Main Campus</td>
<td>N/A</td>
<td>Lease of Real Property</td>
<td>The Board of Trustees of Pitt Community College requests permission as per G.S. 115D-15 to lease 132 Acres (126 acres located on Davenport Farm Road and 6 acres located on Reedy Branch Road). Leased property will be for agricultural uses only. The Board of Trustees have determined that the property is unnecessary for college purposes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Southwestern</td>
<td>Main Campus</td>
<td>N/A</td>
<td>Acquisition of Real Property</td>
<td>The Board of Trustees of Southwestern Community College requests permission as per G.S. 115D-20 to acquire, by transfer approximately 1.32 acres of property adjacent to the main campus in Sylva, NC 28779 from Jackson County.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STATE BOARD OF COMMUNITY COLLEGES
### ESTIMATED TUITION AND FEES COLLECTED THROUGH
April 30, 2018

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
<th>INCR/DECR OVER PRIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUDGETED RECEIPTS</strong></td>
<td>$350,495,365</td>
<td>$341,978,024</td>
<td>$340,722,245</td>
<td>-0.4%</td>
</tr>
<tr>
<td><strong>ACTUAL NET RECEIPTS COLLECTED</strong></td>
<td>304,318,877</td>
<td>299,611,583</td>
<td>286,756,512</td>
<td>-4.3%</td>
</tr>
<tr>
<td><strong>BUDGETED RECEIPTS UNCOLLECTED</strong></td>
<td>$46,176,488</td>
<td>$42,366,441</td>
<td>$53,965,733</td>
<td></td>
</tr>
<tr>
<td><strong>PERCENT OF BUDGET COLLECTED</strong></td>
<td>86.8%</td>
<td>87.6%</td>
<td>84.2%</td>
<td></td>
</tr>
<tr>
<td><strong>PERCENT OF BUDGET BENCHMARK (3 year average)</strong></td>
<td>91.1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COLLECTION BENCHMARK</strong></td>
<td></td>
<td>$310,229,251</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DIFFERENCE BETWEEN ACTUAL &amp; BENCHMARK (3 year average)</strong></td>
<td></td>
<td>$23,472,739</td>
<td></td>
<td>-7.6%</td>
</tr>
<tr>
<td><strong>PERCENT OVER-REALIZED / (SHORTFALL)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERCENT OF BUDGET BENCHMARK (last year)</strong></td>
<td>89.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COLLECTION BENCHMARK</strong></td>
<td></td>
<td>$305,704,671</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DIFFERENCE BETWEEN ACTUAL &amp; BENCHMARK (last year)</strong></td>
<td></td>
<td>$18,948,159</td>
<td></td>
<td>-6.2%</td>
</tr>
<tr>
<td><strong>PERCENT OVER-REALIZED / (SHORTFALL)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FY 2017-18 BUDGETED RECEIPTS REFLECTS THE FOLLOWING LEGISLATIVE ADJUSTMENT:**

- $110,000 NR YOUTH APPRENTICESHIP TUITION WAIVER
- $(1,365,779) ENROLLMENT DECLINE ADJUSTMENT

- $(1,255,779) -0.4% BUDGETED RECEIPTS DECREASE
### NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

#### BUDGET TRACKING SHEET: FY 2018-19

<table>
<thead>
<tr>
<th>Description</th>
<th>2018-19 Priorities</th>
<th>2018-19 Governor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018-19 Certified Budget</strong></td>
<td>1,141,757,845</td>
<td>1,141,757,845</td>
</tr>
<tr>
<td><strong>Enrollment Adjustment</strong></td>
<td>2,701,983 R</td>
<td>2,701,983 R</td>
</tr>
<tr>
<td><strong>Expansion</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term Workforce Training Tiers 1A, 1B, &amp; 2</td>
<td>16,525,254 R</td>
<td>16,525,254 R</td>
</tr>
<tr>
<td>Modernize Information Technology System</td>
<td>15,000,000 R</td>
<td></td>
</tr>
<tr>
<td>Incentivize Student Access &amp; Completion</td>
<td>19,306,774 R</td>
<td></td>
</tr>
<tr>
<td>State Board Approved Multi-Campuses</td>
<td>1,644,876 R</td>
<td>1,644,876 R</td>
</tr>
<tr>
<td>College &amp; Career Ready Graduate Program</td>
<td>135,000 R</td>
<td>135,000 R</td>
</tr>
<tr>
<td>Invest in Up-to-date Equipment for Job Training</td>
<td>15,000,000 NR</td>
<td>15,000,000 NR</td>
</tr>
<tr>
<td>NC Getting Ready for Opportunities in the Workforce (NC Grow) Scholarships</td>
<td></td>
<td>$30 M receipt</td>
</tr>
<tr>
<td>Finish Line Grants - Community College</td>
<td></td>
<td>$5 M receipt</td>
</tr>
<tr>
<td>Public Safety Reserve</td>
<td></td>
<td>$20 M Reserve</td>
</tr>
<tr>
<td><strong>Expansion Subtotal</strong></td>
<td>67,831,904 5.9%</td>
<td>33,525,130 2.9%</td>
</tr>
<tr>
<td><strong>Reductions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reductions Subtotal</strong></td>
<td>- 0.0%</td>
<td>- 0.0%</td>
</tr>
<tr>
<td><strong>Net Adjustments to 2018-19 Certified Budget (without salary adj)</strong></td>
<td>$70,533,887 6.2%</td>
<td>$36,227,113 3.2%</td>
</tr>
<tr>
<td><strong>Recommended FY 2018-19 General Fund Appropriation (without salary adj)</strong></td>
<td>$1,212,291,732 6.2%</td>
<td>$1,177,984,958 3.2%</td>
</tr>
</tbody>
</table>

#### Salaries & Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>2018-19 Priorities</th>
<th>2018-19 Governor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty &amp; Staff Salary Increases - State Aid</td>
<td>30,159,966 R</td>
<td></td>
</tr>
<tr>
<td>Faculty &amp; Staff Salary Increases - State Aid - Faculty Bonus</td>
<td>9,350,000 NR</td>
<td></td>
</tr>
<tr>
<td>System Office Salary Increases</td>
<td>352,100 R</td>
<td></td>
</tr>
<tr>
<td>System Office Salary Increases - Bonus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Retirement Contributions - System Office</td>
<td>75,289 R</td>
<td></td>
</tr>
<tr>
<td>State Retirement Contributions - State Aid</td>
<td>5,166,638 R</td>
<td></td>
</tr>
<tr>
<td>State Health Plan - System Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Health Plan - State Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recommended FY 2018-19 General Fund Appropriation</strong></td>
<td>$1,212,291,732 6.2%</td>
<td>$1,223,088,951 7.1%</td>
</tr>
</tbody>
</table>

#### Adjustments

<table>
<thead>
<tr>
<th>Description</th>
<th>2018-19 Priorities</th>
<th>2018-19 Governor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Increase</td>
<td>Same as state employees</td>
<td>Greater of $1,250 or 2%</td>
</tr>
<tr>
<td>Retirement Rate (TSERS)</td>
<td>18.98%</td>
<td></td>
</tr>
<tr>
<td>State Health Plan Rate</td>
<td>$6,104</td>
<td></td>
</tr>
<tr>
<td>Adjustments - Recurring</td>
<td>$55,313,887 4.8%</td>
<td>$56,761,106 5.0%</td>
</tr>
<tr>
<td>Adjustments - Non-Recurring</td>
<td>$15,220,000 1.3%</td>
<td>$24,570,000 2.2%</td>
</tr>
<tr>
<td></td>
<td>FY 2018-19 Certified Budget</td>
<td>FY 2018-19 Adjustments</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>2 NCCCS State Funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Requirements*</td>
<td>1,538,226,226</td>
<td>68,707,349</td>
</tr>
<tr>
<td>4 Receipts</td>
<td>396,468,381</td>
<td>(12,623,757)</td>
</tr>
<tr>
<td>5 GF Appropriation</td>
<td>$1,141,757,845</td>
<td>$81,331,106</td>
</tr>
<tr>
<td>6 NCCCS State Funding per FTE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 BFTE</td>
<td>222,797</td>
<td></td>
</tr>
<tr>
<td>8 Requirements*</td>
<td>$6,904.16</td>
<td>$308.39</td>
</tr>
<tr>
<td>9 Receipts</td>
<td>$1,779.51</td>
<td>($56.66)</td>
</tr>
<tr>
<td>10 GF Appropriation</td>
<td>$5,124.66</td>
<td>$365.05</td>
</tr>
</tbody>
</table>

*Requirements = Spending Authority

Other Key Items in the Governor's Budget:

In K-12 budget provides $3,315,000 for five new cooperative innovative high schools (MaST in Carteret, CITI in Nash-Rocky Mt, SEA-TECH in New Hanover, Innovation Early College in Pitt, Roanoke Early College in Roanoke Rapids)
AGENDA
State Board of Community Colleges
PROGRAMS COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 215
Thursday, May 17, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Future Action

- Initiate Rulemaking Process to Amend 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes” (Attachment PROG 01) *
- Initiate Rulemaking Process to Amend 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes” (Attachment PROG 02) *
- Initiate Rulemaking Process to Adopt 1D SBCCC 300.9 – “Clinical Practice” (Attachment PROG 03) *
- Initiate Rulemaking Process to Adopt 1D SBCCC 300.10 – “Work-Based Learning” (Attachment PROG 04) *

For Action

- Location Waiver Request for Cooperative Innovative High Schools (CIHS) (Attachment PROG 05) **
- Curriculum Program Applications – Fast Track for Action (Attachment PROG 06) [CA]
  - Central Carolina Community College
  - Collision Repair and Refinishing Technology (D60130)
  - College of the Albemarle
  - Agribusiness Technology (A15100)
  - Craven Community College
  - Aviation Management & Career Pilot Technology (A60180)
  - Johnston Community College
  - Applied Engineering Technology (A40130)
  - Lenoir Community College
  - Agriculture Education (A15330)
- Curriculum Standard Revision (Attachment PROG 07) [CA]**
  - Guilford Technical Community College
  - Associate in Engineering (A10500)
- Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 08) [CA]
  - Davidson County Community College – North Piedmont Correctional Center
  - ANS-3500 Animal Trainer

Questions relating to items on the Agenda should be addressed to
the Office of State Board Affairs at (919)807-6970 or by email at stateboard@nccommunitycolleges.edu
AGENDA
State Board of Community Colleges
PROGRAMS COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 215
Thursday, May 17, 2018 – 1:30 p.m.

- (Animal Trainer)
  - CAR-3108 Carpentry: Core Skills
    - (Carpentry: Core Skills)
  - COS-3101 Manicurist
    - (Manicurist)
  - HOS-3041 Quantity Food Service
    - (Quantity Food Service)
  - HOS-3070 Hospitality and Tourism
    - (Hospitality and Tourism)
  - HOS-3072 Food Service Sanitation/Safety
    - (Food Service Sanitation/Safety)
  - HRD-3003 HRD Career Planning/Assess
    - (HRD Career Planning/Assess)
  - HRD-3006 HRD Motivation & Retention
    - (HRD Motivation & Retention)
  - HRD-3008 HRD Financial Literacy
    - (HRD Financial Literacy)
  - HRD-4100 HRD Working Smart
    - (HRD Working Smart)
  - WLD-3106 Welding
    - (Welding)
  - Edgecombe Community College – Edgecombe Youth Development Center
    - BSP-2000 Basic Skills Programs
      - (Basic Skills Programs)

For Information

Programs Committee
- 2017 Passing Rates for Nursing Graduates in the NCCCS (Attachment PROG 09)
- Curriculum Program Application as Approved by the System President (Attachment PROG 10)
  o Gaston College
    - Human Services Technology/Substance Abuse (A4538E)
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 11)
  o Coastal Carolina Community College
    - Nurse Aide (Certificate) (C45840)
  o Edgecombe Community College
    - Cyber Crime Technology (A55210)
    - Mechanical Drafting Technology (A50340)
  o Isothermal Community College
    - Associate in General Education (A10300)

Questions relating to items on the Agenda should be addressed to
the Office of State Board Affairs at (919)807-6970 or by email at stateboard@nccommunitycolleges.edu
AGENDA
State Board of Community Colleges
PROGRAMS COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 215
Thursday, May 17, 2018 – 1:30 p.m.

- Lenoir Community College
  ▪ Esthetics Technology (Certificate) (C55230)
- Randolph Community College
  ▪ Alternative Transportation Technology (Diploma) (D60420)
  ▪ Central Sterile Processing (Certificate) (C45180)
  ▪ Office Administration (A25370)
- South Piedmont Community College
  ▪ Therapeutic Massage (A45750)
- Southeastern Community College
  ▪ Agricultural Biotechnology (A20110)
  ▪ Sustainable Agriculture (A15410)
- Surry Community College
  ▪ Entrepreneurship (A25490)
- Western Piedmont Community College
  ▪ Sustainability Technologies (A40370)
- Wilson Community College
  ▪ Fire Protection Technology (A55240)
  ▪ Mechanical Engineering Technology (A40320)
- SBCC Code Report (Attachment PROG 12)

Finance Committee
- Allocation of Title II Adult Education and Family Literacy Act (AEFLA) (Attachment FC 02)
- Allocation for NC Motorcycle Safety Education Program (Attachment FC 03)
- Service Agreement for Resources for Career and Technical Education Faculty – Curriculum Development (Attachment FC 07)

New Business

Adjourn

*The Programs Committee will be asked to suspend the rules and move this item to the FOR ACTION agenda. The Full Board will then be asked to suspend the rules and place this item on the ACTION agenda.

**Items received in previous month

Questions relating to items on the Agenda should be addressed to
the Office of State Board Affairs at (919)807-6970 or by email at stateboard@nccommunitycolleges.edu
Committee Members Present:
Sam Powell, chair
Candler Willis, vice chair
Roderick Gooden

Wade Bryan Irwin, Jr.
Bob Stephens
William Holder

Absent: Lt. Governor Dan Forest
*attended via phone

System Office Staff and Others:
Lisa Chapman
Alexandra Doles
Wesley Beddard
James “JW” Kelley
Gilda Rubio-Festa
Lisa Eads
Nate Humphrey

Jennifer Frazelle
Frank Scuiletti
Renee Batts
Channel Johnson
Kim Stinson ( Catawba Valley
CC/Associate of Fine Arts
Association)

Jenn Selby (Rowan-Cabarrus
CC/Associate of Fine Arts
Association)
Betsy Henderson (Vance-
Granville CC/Associate of
Fine Arts Association)

WELCOME AND ETHICS STATEMENT: Dr. Powell called the meeting to order at 1:32 p.m. in the
Dr. W. Dallas State Board Room in the Caswell Building. Roll was taken and there was a quorum. Dr. Powell read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF THE AGENDA: Dr. Powell requested a motion to approve the April 19, 2018 agenda. Mr. Holder made a motion to approve the agenda and Dr. Willis seconded the motion. The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES: Dr. Powell requested a motion to approve the March 15, 2018 minutes. Mr. Irwin made a motion to approve the minutes and Mr. Holder seconded the motion. The minutes were unanimously approved by the committee.

FOR FUTURE ACTION
Location Waiver Request for Cooperative Innovative High Schools (CIHS) (Attachment PROG 01)
Dr. Eads reviewed the item. This early college high school was approved to open last year; however, it was unable to open last year due to delays in confirming Legislative funding. The original request had the CIHS onsite. After engaging with local employers, a new facility was located. The new site will give better opportunities for students to attain work-based learning.

FOR ACTION
Associate in Fine Arts in Music Uniform Articulation Agreement (Attachment PROG 02) *
Mr. Beddard reviewed Attachment PROG 02 and 03 together.

SBCC
05/18/2018
MINUTES
PROGRAMS COMMITTEE
State Board of Community Colleges
Thursday, April 19, 2018 – 1:30 p.m.

Mr. Shook asked which community colleges and four-year institutions decided to sign on to the Associate in Fine Arts Articulation Agreements. Every community college that offers the Associate in Fine Arts in Theatre and the Associate in Fine Arts in Music and the universities that offer the Bachelor of Music and Bachelor of Theatre are participating and a full list is included. Ms. Jenn Selby extended special thanks to the University of North Carolina – Greensboro for their support and special recognition was given to Mitchell Community College for their national accreditation in Music.

Dr. Powell asked, in situations where a student is attending a community college that does not have a Music or Theatre program, how would that student get that experience to be a competitive applicant when applying to university Music or Theatre programs. Colleges provide outlets for a student’s creativity by building relationships with high schools, local theatre groups, art centers, local artists, and others with the goal of providing student with as much opportunity as possible to make them competitive applicants.

Mr. Gooden asked how students can address situations where four-year institutions require courses that are not a part of the Program of Study and, thus, are not covered by Financial Aid. Ms. Selby stated that these Articulation Agreements provide a framework that gives the most seamless sequence of courses that benefit students when transferring. Dr. Chapman noted that this is a challenge that is faced by the community colleges and four-year institutions. The System is working on advising that not only occurs earlier, but is integrated throughout and the example of the Student Success Center was provided.

Chairman Shook requested that the name for East Carolina University be corrected in PROG 02A.

Mr. Stephens asked if private institutions are invited to participate in these articulation agreements. The private institutions can sign on to an articulation agreement between the NC Community College System and the Independent Colleges. These agreements with the Independent Colleges are completed after the articulation agreements are made with the University system and there will be agreements for all three of the Fine Arts degrees.

Mr. Stephens asked if there are agreements with Independent colleges for other programs. Yes, there are and recently, an RN to BSN articulation agreement was signed with them.

Dr. Powell asked that on page 3 of PROG 02A there is reference to “strong evidence of the success of these efforts with highlights including the establishment of the North Carolina Associate in Fine Arts Association” and asked for a brief description of this association and its purpose. The Association formed five years ago and serve all of the AFAs for all three disciplines. This is a grass roots organization and the largest event is a conference where university partners are invited. The Association just recently held their fifth Annual Conference and had 150 attendees.

On a motion made by Mr. Stephens, seconded by Mr. Gooden, PROG 02 was approved for action and forwarded to the April 20, 2018 meeting.

SBCC
05/18/2018
MINUTES
PROGRAMS COMMITTEE
State Board of Community Colleges
Thursday, April 19, 2018 – 1:30 p.m.

Associate in Fine Arts in Theatre Uniform Articulation Agreement (Attachment PROG 03) *
This item was discussed in depth with PROG 02. Dr. Chapman highlighted that the North Carolina Theatre Programs in Higher Education (NCTPHE) is a joint alliance with theatre department chairs, directors, and faculty from the community colleges, university programs, and community entities. This showcases the importance of these relationships and the successes with these groups working together.

Ms. Selby presented two prototype posters showcasing the Articulation Agreements currently approved or being developed.

On a motion made by Dr. Willis, seconded by Mr. Irwin, PROG 03 was approved for action and forwarded to the April 20, 2018 meeting.

Curriculum Program Applications – Fast Track for Action (Attachment PROG 04) [CA]
- Carteret Community College
  - Automotive Systems Technology (A60160)
  - Horticulture Technology (A15240)
- Rowan-Cabarrus Community College
  - Automotive Light-Duty Diesel Technology (Diploma) (D60430)
  - Mechatronics Engineering Technology (A40350)

Dr. Chapman reviewed the item. All documents were in order.

The committee had no questions or concerns.

Curriculum Program Application – New to the System (Attachment PROG 05) [CA] *
- Durham Technical Community College
  - Anesthesia Technology (A45xxx)

Dr. Chapman reviewed the item. All documents were in order.

The committee had no questions or concerns.

Curriculum Standard Revision (Attachment PROG 06) [CA] *
- Mitchell Community College
  - Associate in Fine Arts in Music (A10700)

Dr. Chapman reviewed the item. This request is in consistent with the Articulation Agreement in Music in Attachment PROG 02. All documents were in order.
Dr. Willis asked if Aural Skills focuses on training students to identify technical elements. Yes, the two Aural Skills courses will focus on these skills.

Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 07) [CA]
  o Mayland Community College – Avery Mitchell Correctional Center
    ▪ HRD-4100 HRD Working Smart
    ▪ HRD Working Smart
  o Mayland Community College – Mountain View Correctional Center
    ▪ HRD-4100 HRD Working Smart
    ▪ HRD Working Smart

Dr. Chapman reviewed this item. All documents were in order.

Mr. Gooden asked details on the success rate of Working Smart. There is a commission that reviews recidivism in NC and they recently finished a report that reports the impact of educational programs at correctional facilities. College-offered programs show a 5% higher rate of success in reducing recidivism compared to other types of education programs, particularly in the maximum-security facilities.

Mr. Humphrey stated NC Department of Public Safety will be reconfiguring six facilities in the state. There will be a 60-90-day disruption of service at these facilities but anticipate that this disruption will be completed by the end of the year. These facilities will also work to reprogram to meet population needs.

On a motion made by Mr. Gooden, seconded by Dr. Willis, PROG 04-07 were approved for action and placed on the full board “Consent Agenda” for action at their April 20, 2018 meeting.

FOR INFORMATION
Programs Committee Agenda Items
Curriculum Program Terminations as Approved by the System President (Attachment PROG 08)
  o Alamance Community College
    ▪ General Occupation Therapy (A55280)
  o Coastal Carolina Community College
    ▪ Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)
  o Halifax Community College
    ▪ Advertising and Graphic Design (A30100)
    ▪ Paralegal Technology (A25380)
  o Southwestern Community College
    ▪ Computed Tomography & Magnetic Resonance Imaging Technology (Diploma) (D45200)
    ▪ Manicuring/Nail Technology (Certificate) (C55400)
Dr. Chapman reviewed the item. All documents were in order.

Mr. Irwin asked what designates “low enrollment” and is there a “magic number”. There is not necessarily a “magic number” per say. “Low enrollment” is based on how much it costs to run the program, the length of time of the program, and the opportunities for students afterwards. Each college will assess these and designate the number of students needed for course operation and is based on local needs.

Mr. Irwin asked if these include online classes or does it apply only to seated classes. It can include both in the program.

SBCC Code Report (Attachment PROG 09)
Dr. Chapman reviewed the item.

The committee had no questions or concerns.

Finance Committee Agenda Items
Allocation for Employability Skills Alignment Project (Phase II) (Attachment FC 01)
Dr. Chapman reviewed this item.

The committee had no questions or concerns.

Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 02)
Mr. Humphrey reviewed the item.

The committee had no questions or concerns.

Allocation for Tobacco Trust Fund Commission (Attachment FC 05) [CA]
Mr. Humphrey reviewed the item.

The committee had no questions or concerns.

NEW BUSINESS

ADJOURN
The meeting was adjourned at 2:35 pm via voice vote. Dr. Willis made a motion, Mr. Holder seconded and approved via voice vote.

Recording Secretary
Alexandra Doles
1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes

(a) Academic Term. College boards of trustees shall locally determine the beginning and end date for each academic term within the timeframes of the academic term reporting periods defined in 1G SBCCC 100.1, unless an exception is granted by the System President. The System President may grant an exception if it would not result in an overlap with another academic term, the 10% point of all course sections would fall within the corresponding academic term reporting period, and the exception would not negatively impact the college’s ability to meet data reporting requirements. The academic semester for credit courses shall be designed so that classes may be scheduled to include the number of instructional hours shown in the college catalog and the approved curriculum program of study compliance document and reported for FTE purposes (see 1D SBCCC 400.95(a)). Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit hours are assigned consistent with 1G SBCCC 100.1 and as long as membership hours are reported consistent with the other provisions of this Rule. If necessary to meet the needs of particular constituents (for example, courses provided at high schools, military bases, prisons, or at the specific request of business), without an exception by the System President, colleges may schedule curriculum course sections that fall outside the academic term beginning and end dates, as defined by the college’s board of trustees. If such course sections cross academic term reporting periods, FTE enrollment shall be reported consistent with the provisions of 1G SBCCC 200.1(a).

(b) Regularly Scheduled Classes.
(1) A class is regularly scheduled if it meets all of the following criteria:
   (A) assigned definite beginning and ending time;
   (B) specific days the class meets is predetermined;
   (C) specific schedule is included on the Institution Master Schedule or other official college documents;
   (D) class hours are assigned consistent with college catalog and curriculum standard requirements; and
   (E) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience;
   (i) Classes which have a regularly scheduled lecture section and a non regularly scheduled laboratory section shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review.
   (ii) A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet.
(2) A student shall be considered to be in class membership when the student meets all of the following criteria:
   (A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver as defined in G.S. 115D-5(b);
   (B) attended one or more classes prior to or on the 10 percent point in the class;
   (C) has not withdrawn or dropped the class prior to or on the 10 percent point.
(3) Definition of a Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall provide sufficient time between classes to accommodate students changing classes. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.
(4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in
membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet for the semester as stated in the college catalog and the approved curriculum program of study compliance document (see 1D SBCCC 400.97(4)).

(5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class through the 10 percent point of the class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews (see the Public Records Retention & Disposition Schedule for Institutions in the Community College System). Student membership hours shall be summarized in the Institution’s Class Report and certified by the president or designee. For classes identified as non traditional delivery (see Subparagraph (e)(1) of this Rule), documentation of student contact prior to the 10 percent point shall be maintained in the same manner as the attendance records mentioned in this Rule.

(c) Non Regularly Scheduled Classes.

(1) A non regularly scheduled class may include any or all of the following:

(A) a class where a definitive beginning and ending time is not determined;
(B) a class offered in a learning laboratory type setting (see 1G SBCCC 200.94(b)(6) for definition of learning laboratory);
(C) a class self paced in that the student progresses through the instructional materials at the student’s own pace, and can complete the class as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
(D) a class in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
(E) any class not meeting all criteria for a regularly scheduled class, as shown in Subparagraph (b)(1) of this Rule, is considered to be a non regularly scheduled class for reporting purposes. Classes defined as non traditional (see Paragraph (e) of this Rule) or clinical practice (see Paragraph (g) of this Rule) which are
identified as a separate student hour reporting category are not subject to the
above provisions in Paragraph (c).

(2) Definition of Student Membership. A student is considered to be in class
membership when the student meets the following criteria:
(A) enrolled as evidenced by payment of the applicable tuition and fees, or
obtained a waiver consistent with 1E SBCCC Subchapter 800; and
(B) attended one or more classes.

(3) Definition of a Student Contact Hour. For non-regularly scheduled classes, student
contact hour is defined as actual time of student attendance in a class or lab. 60
minutes shall constitute an hour. A college shall not report more hours per student
than the number of class hours scheduled in the approved curriculum program of
study compliance document.

(4) Calculation of Student Contact Hours for Non Regularly Scheduled Classes. For
these classes, actual time of class attendance for each student determined to be
in membership shall be reported. Student contact hours for these classes are the
sum of all the hours of actual student attendance in a class in a given semester,
and shall not exceed the hours in the approved curriculum program of study
compliance document. (see 1D SBCCC 400.97(4)).

(5) Maintenance of Records of Student Contact Hours. Accurate attendance records
shall be maintained for each class of the nature described in this Rule through the
entire semester. Attendance records shall be signed by the instructor or lead
instructor, verifying their accuracy, and shall be maintained by the college until
released from all compliance reviews (see the Public Records Retention &
Disposition Schedule for Institutions in the Community College System). Student
contact hours shall be summarized in the Institution's Class Report and certified
by the president or designee.

(d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional
laboratories are similar to learning laboratories (see 1G SBCCC 200.94(b)(6)) except
the participants are curriculum students. Skills labs or computer tutorial labs are
remedial or developmental in nature and intended for students who are experiencing
academic difficulty in a particular curriculum course. A skills laboratory instructor shall
be qualified in the single subject area of the skills laboratory. A computer tutorial laboratory coordinator need not be qualified in any of the subject area(s) provided in a computer tutorial laboratory. Student contact hours may be reported for budget/FTE when students are required by their instructor to attend either of the laboratories for remedial or developmental work and when the skills laboratory instructors or computer tutorial coordinators are paid with curriculum instructional funds.

(1) Documentation of instructor referral shall be maintained for compliance review purposes. The College shall maintain documentation until released from all compliance reviews.

(2) Homework assignments shall not be reported for budget/FTE. (See 1G SBCCC 200.95(a)).

(3) Calculation of Student Contact Hours for Skills Laboratory or Computer Tutorial Laboratory. For these classes, actual time of class attendance shall be reported; 60 minutes shall constitute an hour. Student hours generated for these types of classes are the sum of all the hours of actual student attendance in a class in a given semester.

(e) Classes Identified as Curriculum Non Traditional Delivery.

(1) Definition. Due to the methodology by which instruction is delivered, non traditional delivery classes are not consistent with the definitions of regularly scheduled or non regularly scheduled classes described in this Rule. Non traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette and other electronic media excluding classes offered via the North Carolina Information Highway.

(2) For those classes identified as non traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or submission of an examination, is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours earned in non traditional delivery classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of hours assigned to the class in official college documents. For these classes, the number of hours
assigned shall be consistent with the credit hours assigned according to 1G SBCCC 100.1, as well as the curriculum standard.

(3) Non-traditional instruction delivered is pre-structured into identifiable units. Non traditional delivery classes do not include classes identified as independent study which are not media based.

(f) Curriculum Student Work Experience and Clinical Practice. The following criteria apply to the reporting guidelines for students enrolled in curriculum work experience and clinical practice courses, exclusive of work station based training. Examples of student work experience include cooperative education, practicums, and internships. Clinical practice refers to work experience in health occupation programs.

(1) Student membership hours for student work experience and clinical practice shall not generate budget/FTE without prior approval by the System Office for such activities through the appropriate curriculum standard.

(2) Work Experience. Work experience for curriculum courses shall earn budget/FTE at the 100 percent rate of assigned work experience hours and shall not exceed a maximum of 320 membership hours per student per semester.

(A) These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.

(B) These classes shall be specified in the approved curriculum of the college consistent with the applicable curriculum standard (see 1D SBCCC 400.97(3)(a)(ii)(D)).

(C) The college shall maintain documentation of all student work experience hours.

(3) Clinical Practice. Curriculum clinical practice, as defined in 1G SBCCC 100.1, refers to clinical experience in health occupation programs which shall earn budget/FTE at the 100 percent rate for student membership hours. These classes shall be consistent with the curriculum standards set forth in 1D SBCCC 400.97. The maximum membership hours in a clinical experience which may be reported per student in a given semester is 640. These classes shall be supervised by college instructors who are qualified to teach in the particular program and are paid with college instructional funds. These classes may be located in one or more sites.
(g) Clinical Practice. Colleges shall report instructional hours of curriculum courses which include clinical practice, as defined in 1D SBCCC 400.1(c)(2), consistent with the rules for regularly scheduled classes in Paragraph (b) of this rule if the course meets the following criteria:

1. **Assigned definite beginning and ending time;**
2. **Specific days the class meets are predetermined, although class times, dates, and locations may vary for enrolled students;**
3. **Clinical hours scheduled are included on the Institution Master Schedule or other official college documents;**
4. **Class hours are assigned consistent with the college catalog and curriculum standards set forth in 1D SBCCC 400.8;**
5. **Class hours shall be scheduled to provide a minimum of 50 minutes of instruction;**
6. **College instructors who are qualified to teach in the particular program supervise and are paid with college instructional funds for all scheduled class hours (classroom and clinical);**

College personnel shall make documentation verifying student participation in clinical practice available for compliance purposes.

**History Note:** Authority G.S. 115D-5; S.L. 1995, c. 625;

*Eff. September 30, 1977;*

*Amended Eff. July 24, 1978;*

*Emergency Amendment Eff. August 10, 1978 for a period of 120 days to expire on December 8, 1978;*

*Emergency Amendment Made Permanent With Change Eff. December 8, 1978;*

*Amended Eff. September 1, 1993; September 1, 1988; September 1, 1985; November 1, 1983;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. ___________; May 1, 2017; December 1, 2012; August 1, 2004; August 1, 2000; July 1, 1998.*
1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

(a) Regularly Scheduled Classes.

(1) Definition of Regularly Scheduled Class. A class is considered to be regularly scheduled if it meets all of the following criteria:

(A) Assigned definite beginning and ending time;

(B) Specific predetermined days and time the class meets;

(C) Specific schedule is included on the Institution Master Schedule or other official college documents;

(D) Class hours are assigned consistent with State Board approval and official college documents; and

(E) Identified class time and dates are the same for all students registered for the class excluding clinical or work experience:

(i) Classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section will satisfy the criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review; or

(ii) A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet.

(2) Definition of Student Membership. A student is considered to be in class membership when the student meets all of the following criteria:

(A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800.
(B) Attended one or more classes held prior to or on the 10 percent point in the class; and

(C) Has not withdrawn or dropped the class prior to or on the 10 percent point of the class.

(3) Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.

(4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet as stated in official college documents.

(5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention & Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee.

(b) Non-Regularly Scheduled Classes.

(1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class may include any or all of the following:

(A) A class where a definitive beginning and ending time is not determined;

(B) A class offered in a learning laboratory type setting (see Subparagraph (b)(6) of this Rule for definition of learning laboratory);

(C) A self-paced class where the student progresses through the instructional materials at the student's own pace, and can complete the courses as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
(D) A class in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time during the semester; or

(E) Any class not meeting all criteria for a regularly scheduled class as shown in Subparagraph (a)(1) of this Rule, is considered to be a non-regularly scheduled class for reporting purposes. Note classes defined as non-traditional (see Paragraph (c) of this Rule) which are identified as a separate student hour reporting category are not subject to the provisions in Paragraph (b) of this Rule.

(2) Definition of Student Membership. A student is considered to be in class membership when the student meets the following criteria:

(A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800; and

(B) Attended one or more classes.

(3) Definition of Student Contact Hour. A student contact hour is one hour of student attendance in a class for which the student is in membership as defined in Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.

(4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester.

(5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention and Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution Class Report and certified by the president or designee.

(6) Learning Laboratory. Learning laboratory programs consist of self-instruction using programmed text, audio-visual equipment, and other self-instructional
materials. A learning laboratory coordinator has the function of bringing the instructional media and the student together on the basis of objective and subjective evaluation and of counseling, supervising, and encouraging persons working in the laboratory. Contact hours shall be calculated as noted in Subparagraph (b)(4) of this Rule.

(c) Classes Identified as Extension Non-Traditional Delivery.
(1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the North Carolina Information Highway.
(2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows:
   (A) Determine the number of hours of instruction delivered via non-traditional delivery; and
   (B) Add the number of hours of class meetings.

(d) Extension Student Work Experience and Clinical Practice. The following criteria apply to the reporting guidelines for students enrolled in extension work experience and clinical practice courses, exclusive of work station based training. To be eligible for approval, these work experience or clinical practice courses shall be required by a licensing agency or accrediting body. Examples of student work experience include cooperative education, practicums, and internships.
(1) Student membership hours for student work experience and clinical practice shall not generate budget FTE without prior approval of such activities by the System Office. When the number of approved student work experience membership hours...
increases by more than 30 percent per course, a new request for approval shall be submitted.

(2) Work Experience. Work experience for extension courses shall earn budget/FTE at the 100 percent rate for student membership hours, as required by a licensing agency or accrediting body. These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.

(3) Clinical Practice. Clinical practice, as defined in 1G SBCCC 100.1, refers to clinical experience in health occupation courses which shall earn budget/FTE at the 100 percent rate for student membership hours, as defined in Subparagraph (a)(3) of this Rule, and shall not exceed a licensing agency or accrediting body requirements. These classes shall be supervised by college instructors who are qualified to teach in the particular program and who are paid with college instructional funds. These classes may be located in one or more sites.

(e)(d) The Adult High School Diploma work experience shall not exceed 160 hours per student.

History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;
Eff. September 1, 1988;
Amended Eff. September 1, 1993;
Temporary Amendment Eff. June 1, 1997;
Amended Eff. _____________; May 1, 2017; December 1, 2012; August 1, 2004; August 1, 2000; July 1, 1998.
1D SBCCC 300.9 is proposed for adoption as follows:

State Board of Community Colleges Code

TITLE 1 – COMMUNITY COLLEGES

CHAPTER D. EDUCATION

SUBCHAPTER 300. CONTINUING EDUCATION

1D SBCCC 300.9 Clinical Practice

(a) Definition. Clinical practice is a structured, staff-directed learning experience in a health occupation related course designed to develop job skill proficiency.

(b) Clinical practice is only approved for health occupation related courses listed in the Combined Course Library that have a clinical component detailed in the course description approved by the State Board of Community Colleges.

(c) A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving body, shall supervise clinical practice.

(d) Clinical hours per course section shall not exceed a licensing agency or accrediting body requirements.

(e) Clinical experience shall earn budget FTE at the 100 percent rate for student membership hours. Colleges shall report these hours consistent with standards set forth in 1G SBCCC 200.94.

(f) Colleges must maintain standardized documentation for the clinical portion of the class for each student. Documentation shall include at a minimum the following:

(1) Total number of clinical hours required for licensing or accreditation;

(2) Schedule with date and times of clinicals;

(3) Name of the student;

(4) Name and signature of faculty member, clinical instructor, or preceptor responsible for the clinical supervision.

(5) If the clinical experience is offered as non-regularly scheduled as defined in 1G SBCCC 200.94(b), the documentation shall include clinical dates and hours of actual attendance and total number of clinical hours completed.

SBCC

05/18/2018
1D SBCCC 300.9 is proposed for adoption as follows:

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

Eff. ___________________.
1D SBCCC 300.10 Work-Based Learning

(a) Definition. Work-Based Learning involves the development of job skills and an opportunity for career exploration by providing the student with work experience that is coordinated with the educational program.

(b) Types of Work-Based Learning may include paid or unpaid internship, pre-apprenticeship, registered apprenticeship, and practicums required for a state-regulated or industry-recognized credential.

(c) Work-Based Learning Course Section Criteria:

(1) Twenty (20) hours is the minimum instructional hours for a Work-Based Learning course section.

(2) Colleges must include a student orientation component not to exceed four instructional hours and a post-training student and employer evaluation component not to exceed two instructional hours.

(3) Student membership hours may be reported for budget FTE as regularly scheduled or non-regularly scheduled as defined in 1G SBCCC 200.94(a)-(b).

(4) Work-Based Learning course sections must be linked to a Workforce Continuing Education course that meets the following criteria:

(A) Is aligned with the skill development practiced in the work experience environment as identified in the Measurable Learning Outcomes (MLO) defined in 1D SBCCC 300.10(f)(6)(C);

(B) Scheduled for 96 instructional hours or more; and

(C) Leads to a state-regulated or industry-recognized credential.

(d) Colleges must develop and implement local procedures to ensure compliance with the Work-Based Learning criteria.
(e) Student Eligibility Criteria:
   (1) Must meet then-current age and employment requirements referenced in G.S. 95-25.5.
   (2) Must be enrolled in a Workforce Continuing Education course meeting the criteria specified in 1D SBCCC 300.10(c)(4).
   (3) Must have completed at a minimum 48 instructional hours within the Workforce Continuing Education course prior to entering the Work-Based Learning experience.
   (4) Must submit an application for placement in a course section and meet course requirements.
   (5) Must meet all job-specific requirements of the employer.

(f) Program Requirements.
   (1) College staff must plan and coordinate student activity in Work-Based Learning course sections.
   (2) College staff, who meet instructional qualifications and are paid with college funds, will supervise Work-Based Learning experiences.
   (3) The employer is responsible for the supervision of the student while the student is at the job site.
   (4) Students may work at multiple job sites and be supervised by multiple employers.
   (5) Students must receive at least one mandatory site visit with the coordinating college staff.
   (6) Colleges must retain a student file that contains the following documents:
      (A) Current student transcript to document the Work-Based Learning aligned courses;
      (B) Completed Work-Based Learning application;
      (C) Measurable Learning Outcomes. MLOs are agreed upon experiences that students will obtain while working. The job description must contain a list of general tasks, or functions, and responsibilities of a position;
      I. The student, college staff, and employer must develop and agree to the MLOs identified.
II. There must be a minimum of three MLOs for each Work-Based Learning experience. A job description listing general tasks, functions, and responsibilities of the Work-Based Learning position may be used in lieu of MLOs.

III. The student, college staff, and employer must sign an agreement to the established MLO expectations prior to the beginning of the Work-Based Learning experience.

(D) Documentation of an employer consultation between the college, employer and student;

(E) Documentation of an evaluation of the student by the employer;

(F) Documentation of student hour tracking through timesheets or other related reports; and

(G) Colleges may substitute an ApprenticeshipNC Registered Apprenticeship or Pre-Apprenticeship agreement in lieu of requirements in 1D SBCCC 300.10(f)(6)(C) for students enrolled in a college Registered Apprenticeship or Pre-Apprenticeship program.

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

Eff. _______________
STATE BOARD OF COMMUNITY COLLEGES
Location Waiver Request for Cooperative Innovative High Schools

Request: At the request of staff, the State Board of Community Colleges is asked to approve the location waiver request for established Cooperative Innovative High Schools (CIHS) that are not located on a N.C. Community College campus. The list of CIHS seeking a location waiver is indicated in the chart on the next page.

Strategic Plan Reference(s):
Theme: Economic and Workforce Impact
Goal 3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective 3.1. Collaborate with stakeholders to promote a workforce system that fosters innovation and establishes seamless connections among community colleges, K-12 education, universities, workforce and economic development partners, and business and industry.
  - Strategy 3.1.2. Partner with high schools, universities, and workforce development entities and engage with employers and industry associations at the regional/local levels to identify workforce needs and establish educational and training programs collaboratively and comprehensively.

Background: During the 2011 legislative session, the General Assembly established the following criteria to define a cooperative innovative high school (G.S. 115C-238.50A):
  a) It has no more than 100 students per grade level;
  b) It partners with an institution of higher education to enable students to concurrently obtain a high school diploma and begin or complete an associate degree program, master a certificate or vocational program, or earn up to two years of college credit within five years;
  c) It is located on the campus of the institution of higher education, unless the governing Board . . . specifically waives the requirement through adoption of a formal resolution.

Additionally, S.L. 2011 Section 7.1A.(k) requires that “Cooperative innovative high schools . . . shall meet the requirements of G.S. 115C-238.50A no later than July 1, 2014. Any cooperative innovative high school which fails to meet the requirements by that date shall no longer be authorized as a cooperative innovative high school.”

Rationale: If the community college partners with a local school board to offer a cooperative innovative high school (i.e., early college, middle college, STEM high school, etc.) that is not located on the college’s campus, the CIHS may request a State Board waiver for the location of the school. This waiver request applies only to a cooperative innovative high school that has already been approved by the State Board of Education and the State Board of Community Colleges and that is not located on the community college campus.
Contact(s):  
Dr. Lisa Eads  
Program Coordinator
<table>
<thead>
<tr>
<th>College Name</th>
<th>CIHS Name</th>
<th>Approval Year</th>
<th>Current Location</th>
<th>Waiver Rationale</th>
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<tr>
<td>McDowell Technical Community College</td>
<td>McDowell Academy for Innovation</td>
<td>2017</td>
<td>172 Lukin Street, Marion, NC 28752</td>
<td>McDowell Academy for Innovation (MAI) was approved as a Cooperative Innovative High School in 2017. MAI planned to open in the fall of 2017 on the campus of McDowell Technical Community College (MTCC). However, due to the timing of the state budget approval in June 2017, a decision was made by the school system and college to delay opening to the fall of 2018. The space that was originally planned to house MAI was part of a larger county owned facility on campus. That space has since been reallocated to another program, thus the need for a location waiver for MAI. The McDowell Academy for Innovation (MAI), will be located at 172 Lukin Street. This location has easy access to MTCC and many of the manufacturing partners who will provide work-based learning opportunities for students. Because of the close location, several of the courses within the curricula will be taught by MTCC faculty at the MAI while more equipment-centric courses will be taught at McDowell Tech. MTCC and McDowell County Schools already partner with a bus schedule to move students between various locations which will also benefit MAI.</td>
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STATE BOARD OF COMMUNITY COLLEGES
CURRICULUM PROGRAM APPLICATION
Fast Track for Action [FTFA*]

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

Central Carolina Community College
Collision Repair and Refinishing Technology (D60130)

College of The Albemarle
Agribusiness Technology (A15100)

Craven Community College
Aviation Management & Career Pilot Technology (A60180)

Johnston Community College
Applied Engineering Technology (A40130)

Lenoir Community College
Agriculture Education (A15330)

**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):**
Jennifer Frazelle
Director
Program Planning: Central Carolina Community College (CCCC) is seeking approval for the Collision Repair and Refinishing Technology (D60130) diploma program to begin Fall 2018. The planning area is defined as Chatham, Harnett, and Lee Counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at CCCC on September 28, 2017. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of CCCC 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: Central Carolina Community College indicated the following:

- The NC Department of Commerce suggests that local job demand for collision repair and refinishing technicians in the Triangle South Workforce Development region will increase by an estimated 22% through 2026.

- The NC Labor and Analysis Division estimates a state-wide increase of 10% in annual job openings. U.S. Department of Labor estimates a 13% increase, nationally, with 48,100 job openings.

- The college currently operates successful Automotive Restoration and Automotive Systems Technology programs that contain equipment, such as a spray booth, mixing equipment, ventilation equipment, tools, and automotive software, that can be shared across programs. Core coursework is also common across these programs. The college will offer the diploma program in a newly renovated West Harnett Center transportation facility.

- CCCC has developed Career and College Promise pathways for the various transport programs with good collaboration from the local school systems as well as strong student interest in the programs. A letter of support has been provided from Harnett County Schools.
• Letters of support were received by the college from Tramway Auto Body and Godfrey Body Shop

• Collision repair work is very supportive of self-employment opportunities, insurance estimating work, and job opportunities across diverse transportation sectors including heavy trucks, agricultural equipment, aircraft, motorcycles, boats and recreational vehicles.

**Impact of the Proposed Program on Other Programs:**  Twenty colleges are approved to offer the Collision Repair and Refinishing Technology (A60130) program. An impact assessment was sent to colleges located in contiguous counties. **No negative impact responses 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:**
A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

**Contact Person:**
Dr. Frank Scuiletti
Program Coordinator
PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
College of The Albemarle
Agribusiness Technology (A15100)

Program Planning: College of The Albemarle (COA) is seeking approval for the Agribusiness Technology (A15100) program to begin Fall, 2018. The planning area is defined as the college’s service area of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at College of The Albemarle on February 20, 2018. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of College of The Albemarle 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: College of The Albemarle (COA) indicates the following:

- There are entrepreneurial opportunities for graduates which the college will support through their Small Business Center. Future business owners can secure information they need for success, including advice on marketing, sales, bookkeeping, and management.

- If approved for the program, COA will pursue devolvement of a Career and College Promise pathway for high school students.

- If approved for the program, COA will pursue a bilateral agreement with North Carolina State University and the University of Mount Olive.

- The Albemarle region is keeping pace with growth seen at the national level of 3.7%+ and state level of 2.4%+ in Agri-Business. While fewer crop production jobs are anticipated, it is expected that growth will occur in wholesale equipment and in contract work with farms. (Northeastern Workforce Development Board)
Attachment PROG 06B

- There is a strong representation of Future Farmers of America within the college’s service area. There are 390 enrolled student members within the region.

- There is an aging agriculture workforce. The average age of principal farm operators in North Carolina is 58.9 years old. (US Department of Agriculture 2017 State Agriculture Overview). The proposed program will provide an opportunity to educate the next generation.

- The Interim President of the Elizabeth City Area Chamber of Commerce submitted a letter of support and indicated that: the proposed program will satisfy our region’s high demand for education and jobs in this field.

- The Branch Manager of AgCarolina Farm Credit provided a letter of support and indicated that: It is imperative that we meet the needs of Agriculture through providing an educational opportunity for our local students.

- The Director of the Elizabeth City Economic Development Commission submitted a letter of support and stated: The program would lay the foundation for agriculture-based entrepreneurialism, agribusiness growth and development, and a trained agribusiness workforce to meet existing industry needs.

- The Agriculture Agent for Pasquotank County (NCSU) provided a letter of support and stated: Agriculture is the number one industry in North Carolina at $84 billion dollars as well as the leading industry for the counties where the College of The Albemarle student base comes from. It is for that reason, the agricultural business program, at the College of The Albemarle would be important in providing well trained employees.

- The Director of the Northeastern Workforce Development Board submitted a letter of support and stated: Preparing a workforce for jobs in this industry is vital for our region. In addition to a generally strong job outlook in the fields of farm management, support occupations for animal production and forestry, farm and garden machinery and equipment merchant wholesalers, this industry offers above average wages ranging from annual salaries of $30,000- $56,000. Thus, the economic impact of an Agribusiness Technology Degree program holds promise for the emerging and existing businesses and job-seekers of Northeastern NC.
**Impact of the Proposed Program on Other Programs:** There are ten colleges approved to offer the Agribusiness Technology program. Beaufort County Community College is the only contiguous college to College of The Albemarle. Beaufort County Community College is supportive of COA applying for the program.

**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:** Designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education. Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

**Contact(s):**
Jennifer Frazelle
Director
PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Craven Community College
Aviation Management and Career Pilot Technology (A60180)

Program Planning: Craven Community College (CCC) is seeking approval for the Aviation Management and Career Pilot Technology (A60180) program to begin Spring 2019. The planning area is defined as the college’s service area of Craven County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at CCC on October 24, 2017. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of CCC 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: Craven Community College indicated the following:

- The U.S. Bureau of Labor Statistics suggests that employment opportunities for pilots, co-pilots, and flight engineers will increase by 5% over the next 20 years. Average wages for commercial pilots are estimated at $77,200 annually. State wages for airline pilots, co-pilots, and flight engineers are $97,300 annually.

- According to the Boeing 2016 Pilot Outlook study, nationally there will be 112,000 pilots between 2016 and 2035 with 30,000 expected to retire by 2026 due in part to age restriction limit for pilots for their pilot license which limits their employment to 65 years of age.

- Craven Community College is one of four community colleges offering Aviation Systems Technology. The addition of the pilot and management program would supplement the existing program which currently finds support due to the college’s direct proximately to the MCAS Cherry Point and Fleet Readiness military facilities. The Airport Authority, local industry, military veterans, and potential employers were very supportive of the program.

- There are limited programs of this nature in operation across the state. The program would be supportive of the overall objectives of the North Carolina Aviation Development Task Force as outlined in its 2016 report entitled Propelling North Carolina’s Economy Through Aviation.
including providing support for the recent increased use of drones and growing market for that emerging industry.

- CCC received letters of support from Coastal Carolina Regional Airport, the City of Havelock, the City of New Bern, and Economic Development for Craven County.

- The college surveyed students and potential students at the local high schools (Havelock, New Bern, West Craven) and MCAS Cherry Point through the office of Professional & Personal Development. Approximately 14-18 students are expected to enroll in the program.

**Impact of the Proposed Program on Other Programs:** Five colleges are approved to offer the Aviation Management and Career Pilot Technology program. An impact assessment was sent to colleges located in contiguous counties. **No negative impact responses 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:** The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations. Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training. Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

**Contact(s):**
Dr. Frank Scuiletti
Program Coordinator
**Program Planning:** Johnston Community College is seeking approval for the Applied Engineering Technology (A40130) program to begin Fall, 2018. The planning area is defined as the college’s service area of Johnston County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Johnston Community College on March 8, 2018. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Johnston 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:** Johnston Community College (JCC) indicates the following:

- Data from the U.S. Bureau of Labor Statistics suggests positive growth in the number of available engineering technician jobs over the next ten years including a 3.15% statewide increase and 6.1% regional increase that includes Johnston County.

- Recent expansions to Novo Nordisk ($1.2 billion economic investment), Grifols, Caterpillar, and OPW have resulted in the addition of nearly 1,000 jobs to the county including many positions related to facility maintenance and advanced manufacturing and automation processes that would be included within the program.

- The college currently has a very successful pre-apprenticeship with Caterpillar that utilizes the Industrial System Technology (IST) program. Caterpillar has provided a letter of support in favor of the college transitioning from the IST program to the Applied Engineering Technology programs which more appropriately labels the type of content that the company believes is supportive of their industry.

- The college surveyed employment need for graduates within a ten-mile radius of Johnston County for engineering technician positions indicating 65 available positions.
• The annual median pay for general engineering technicians is $54,000/year for individuals possessing an associate’s degree. Mean wages for jobs at Novo-Nordisk’s new plant will average $68,420.

• The college currently runs an unduplicated headcount of 46 students within the IST program that is transitioning to Applied Engineering Technology. The college will utilize existing facilities and faculty for the new program. JCC has already established a high school IST pathway at Johnston County Career and Technical Leadership Academy (CTLA Early College) that will bring enrollment numbers up to approximately 76 students.

**Impact of the Proposed Program on Other Programs:** Four community colleges are approved to offer the Applied Engineering Technology program. An impact assessment was sent to colleges located in contiguous counties. **No negative impact responses 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:**
A course of study that prepares the students to use basic engineering principles and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas. Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

**Contact(s):**
Dr. Frank Scuiletti
Program Coordinator
**Program Planning**: Lenoir Community College (LCC) is seeking approval for the Agriculture Education (A15330) program to begin Fall, 2018. The planning area is defined as the college’s service area of Greene, Jones and Lenoir counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Lenoir Community College on March 26, 2018. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Lenoir 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**: Lenoir Community College (LCC) indicates the following:

- The college is currently approved for the Sustainable Agriculture program which they offer to both the traditional student and Career and College Promise students. The current Sustainable CCP pathway will also provide a pathway of related courses for students who would like to pursue the proposed program.
- If approved for the program, LCC will pursue bilateral agreements with North Carolina State University, the University of Mount Olive and North Carolina Agricultural and Technical State University.
- Since Lenoir CC already has approval for the Sustainable Agriculture and the Horticulture programs, many of the resources (three greenhouses, livestock facilities, equipment and a land lab) are already in place.
- In searching for jobs related to agriculture education, the college discovered 155 job openings within the field for North Carolina (Indeed.com). Fourteen of these positions were located within fifty miles of LCC’s main campus.
- There is a strong representation of Future Farmers of America within the college’s service area. There are 390 enrolled student members within the region.
• Lenoir CC surveyed 227 of their regional high school students and college students who are currently taking agriculture or horticulture courses. Sixty-four of these students indicated an interest in the proposed program.

• The County Extension Director, NC Cooperative Extension, Lenoir County Center submitted a letter of support and indicated: The establishment of a local and regional Agriculture Education program will open doors for so many interested students unable to attend larger universities in other locations. There would be many opportunities for students to work with the Cooperative Extension Service, the School Systems, Agriculture Producers and Businesses as well as a variety of community-based organizations.

• The Eastern Region Agricultural Education Coordinator, NC State University, submitted a letter of support and indicated: There is a great need for more agriculture education teachers in our state. As of July 1, 2017, there are 10 positions in eastern North Carolina that are vacant and have no prospects for hire. With the increase in middle school agriculture programs, our demand for more teachers with an agriculture background increases even more.

• The retired Eastern Region Agricultural Education Coordinator submitted a letter of support for the proposed program and stated: Since 1996, the number of teachers teaching Agricultural Education in the southeast region of North Carolina has doubled. During this same time, the number of students graduating from the traditional four-year institutions in North Carolina who prepare students to become agriculture teachers has remained constant. This has created such a critical shortage that in the area of North Carolina from I95 to the coast, there is an annual need of more than 40 agricultural teachers. By offering a two-year transfer program in agricultural education, LCC could be a tremendous help in filling the agriculture teacher shortage.

Impact of the Proposed Program on Other Programs: Mitchell Community College is the only college approved to offer the Agriculture Education program. There are not contiguous to LCC, 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: Curriculum designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of
our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agriculture Education: A program that is designed to provide students with agriculture and education foundation courses. Course work focuses on the foundational aspects of agriculture and education theory. Students will be introduced to classroom theory and management as well as soil, plant, and animal science. This curriculum will provide students with the knowledge and skills to be eligible to become extension agents, farm management specialists, 4-H specialists, crop service representatives, agri-tourism tour guides or work in agriculture sales, or environmental community education programs. Successful completion of the program will provide students with an opportunity to articulate their coursework to university programs in Agriculture Education.

Contact(s):
Jennifer Frazelle
Director
STATE BOARD OF COMMUNITY COLLEGES
Curriculum Standard Revision

The State Board is asked to approve a revision to the following curriculum standard:

Guilford Technical Community College
Associate in Engineering (A10500)
**Request:** The State Board of Community Colleges is asked to approve Guilford Technical Community College’s request to revise the Associate in Engineering (A10500) curriculum standard with an effective term of Fall 2018.

**Proposed Revision:** Add the following course as an option under “other required”:

*EGR 214 Numerical Methods for Engineers*

**Rationale:** This course will assist students transferring to the university system by offering an additional option for coursework in the Associate of Engineering degree.

The Curriculum Course Review Committee approved EGR 214 as a new course on February 13, 2018. The Transfer Advisory Committee approved the course for college transfer status at their February meeting. The Associate in Engineering to Bachelor of Science in Engineering Transfer Committee approved the course for addition to the Associate in Engineering curriculum standard on April 12, 2018.

**Vote Results:**

| Colleges approved to offer the program: | 34 |
| Colleges in favor of the recommendation: | 34 |
| Colleges opposed to recommendations: | 0 |

**Contact(s):**

Wesley Beddard  
Associate Vice President
**PROPOSED  Associate in Engineering (A10500) Curriculum  Effective Term: Fall 2016**

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. *Admission to Engineering programs is highly competitive and admission is not guaranteed.*

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION (42 SHC)</th>
<th>The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT</strong></td>
<td><em>(Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit to all UNC institutions.)</em> <em>Exceptions (i.e. courses which are not classified as UGETC) are italicized.</em></td>
</tr>
<tr>
<td>English Composition (6 SHC)</td>
<td>The following two English composition courses are required:</td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ENG 112 Writing/Research in the Disciplines</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>Humanities/Fine Arts and Communication:</td>
<td>Select one course from each category (6 SHC)</td>
</tr>
<tr>
<td>Humanities:</td>
<td>Choose One:</td>
</tr>
<tr>
<td>ENG 231 American Literature I</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ENG 232 American Literature II</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ENG 241 British Literature I</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ENG 242 British Literature II</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>PHI 215 Philosophical Issues</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>PHI 240 Introduction to Ethics</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>REL 110 World Religions</td>
<td>(3 SHC)*</td>
</tr>
<tr>
<td>(REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.)</td>
<td></td>
</tr>
<tr>
<td>Fine Arts and Communication:</td>
<td>Choose One:</td>
</tr>
<tr>
<td>COM 231 Public Speaking</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ART 111 Art Appreciation</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ART 114 Art History Survey I</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>ART 115 Art History Survey II</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>MUS 110 Music Appreciation</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>MUS 112 Introduction to Jazz</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>Social/Behavioral Sciences:</td>
<td>One course required. Select second course. (6 SHC)</td>
</tr>
<tr>
<td>Required:</td>
<td></td>
</tr>
<tr>
<td>ECO 251 Principles of Microeconomics</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
</tr>
<tr>
<td>HIS 111 World Civilizations I</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>HIS 112 World Civilizations II</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>HIS 131 American History I</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>HIS 132 American History II</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>POL 120 American Government</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>PSY 150 General Psychology</td>
<td>(3 SHC)</td>
</tr>
<tr>
<td>SOC 210 Introduction to Sociology</td>
<td>(3 SHC)</td>
</tr>
</tbody>
</table>

SBCC 05/18/2018
**PROPOSED**

**Mathematics (12 SHC)**  *Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 271 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 272 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 273 Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

**Natural Sciences (12 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 151 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 251 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 252 General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total General Education Hours Required:** 42 SHC

**OTHER REQUIRED HOURS (18 SHC)**

**Academic Transition (1 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 122 College Transfer Success</td>
<td>1</td>
</tr>
</tbody>
</table>

*Students must complete ACA 122 within the first 30 hours of enrollment.*

**Pre-major Elective (2 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 150 Introduction to Engineering</td>
<td>2</td>
</tr>
</tbody>
</table>

**Other General Education and Pre-major Elective Hours: (15 SHC)**

Select 15 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. *(Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.)*

Students should choose courses appropriate to the specific university and engineering major requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 152 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>COM 110 Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>CSC 134 C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 151 JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>DFT 170 Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 252 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 210 Intro to Electrical/Computer Engineering Lab</td>
<td>2</td>
</tr>
<tr>
<td>EGR 212 Logic System Design I</td>
<td>3</td>
</tr>
<tr>
<td><strong>EGR 214 Num Methods for Engineers</strong></td>
<td>3</td>
</tr>
<tr>
<td>EGR 215 Network Theory I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 216 Logic and Network Lab</td>
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<td>EGR 220 Engineering Statics</td>
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<td>EGR 225 Engineering Dynamics</td>
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<td>EGR 228 Introduction to Solid Mechanics</td>
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<tr>
<td>HUM 110 Technology and Society</td>
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<tr>
<td>MAT 280 Linear Algebra</td>
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<tr>
<td>MAT 285 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PED 110 Fitness and Wellness for Life</td>
<td>2</td>
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</table>

**Total Semester Hours Credit (SHC) in Program: 60-61**

*Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

SBCC Approved 02/20/2015; BOG approved 02/27/2015; SBCC Revised 07/15/16; SBCC Revised_______.

SBCC
05/18/2018
STATE BOARD OF COMMUNITY COLLEGES
Courses of Instruction to Captive/Co-Opted Groups

Request: The State Board is asked to approve the following to be offered to Captive/Co-opted groups as listed, to be offered to Captive/Co-opted Groups under current operating procedures, contingent upon availability of funds.

Strategic Plan Reference:
Theme: Economic and Workforce Impact
Goal 3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.
  • Objective 2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Continuing Education: Courses of Instruction
  • Davidson County Community College – North Piedmont Correctional Center
    o ANS-3500 Animal Trainer
      (Animal Trainer)
    o CAR-3108 Carpentry: Core Skills
      (Carpentry: Core Skills)
    o COS-3101 Manicurist
      (Manicurist)
    o HOS-3041 Quantity Food Service
      (Quantity Food Service)
    o HOS-3070 Hospitality and Tourism
      (Hospitality and Tourism)
    o HOS-3072 Food Service Sanitation/Safety
      (Food Service Sanitation/Safety)
    o HRD-3003 HRD Career Planning/Assess
      (HRD Career Planning/Assess)
    o HRD-3006 HRD Motivation & Retention
      (HRD Motivation & Retention)
    o HRD-3008 HRD Financial Literacy
      (HRD Financial Literacy)
    o HRD-4100 HRD Working Smart
      (HRD Working Smart)
    o WLD-3106 Welding
      (Welding)
  • Edgecombe Community College – Edgecombe Youth Development Center
    o BSP-2000 Basic Skills Programs
      (Basic Skills Programs)

Contact(s):
Nate Humphrey
Director, Workforce Continuing Education – Training and Standards
Continuing Education and Basic Skills

These requests have been approved by the local college president, local board chair, and prison superintendent or chief officer. They have been reviewed by state staff at the North Carolina Community College System Office and, if applicable, by the NC Department of Public Safety and found in compliance with state standards and prison programming policies.

CODES FOR GROUPS TO BE SERVED

A  Alcoholic Rehabilitation Centers  
D  Domiciliary Care Facilities  
I  Hospital Inpatients  
J  Detention Centers and County Jails  
N  Rest and Nursing Homes  
P  Prisons (Correction setting)  
R  Intellectual Disability Centers  
S  Sheltered Workshops

EXAMPLES:  WLD 3106 P indicates the continuing education course offered in the Prison/ Corrections setting. 
BSP 2000 S indicates the basic skills course offered in a Sheltered Workshop setting.

CONTINUING EDUCATION and BASIC SKILLS courses are reported in class hours.
CURRICULUM courses are reported in semester-hour credits.

MATRIX CATEGORIES* For NC Department of Public Safety (DPS) Prison Facilities

<table>
<thead>
<tr>
<th>Matrix Category</th>
<th>North Carolina Community College System Programming Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); and/or Drug and Alcohol courses. (Minimum length of stay: 2 months)</td>
</tr>
<tr>
<td>2</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; and/or Curriculum Certificate Programs. (Minimum length of stay: 4 months)</td>
</tr>
<tr>
<td>3</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; and/or Curriculum Diploma Programs. (Minimum length of stay: 12 months)</td>
</tr>
<tr>
<td>4</td>
<td>Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; Curriculum Diploma Programs; and/or Curriculum Associate in Applied Science Degree Programs. (Minimum length of stay: 24 months)</td>
</tr>
<tr>
<td>*</td>
<td>Only Division of Adult Correction and Juvenile Justice (DACJJ) prisons are assigned matrix categories</td>
</tr>
</tbody>
</table>
### Continuing Education Courses
#### Captive & Co-opted

<table>
<thead>
<tr>
<th>Community College</th>
<th>Facility</th>
<th>Matrix Class.</th>
<th>Course Number</th>
<th>Facility Code</th>
<th>Master Course List Title (Local Title)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>ANS-3500</td>
<td>3090</td>
<td>Animal Trainer (Animal Trainer)</td>
<td>396</td>
</tr>
<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>CAR-3108</td>
<td>3090</td>
<td>Carpentry: Core Skills (Carpentry: Core Skills)</td>
<td>144</td>
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<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>COS-3101</td>
<td>3090</td>
<td>Manicurist (Manicurist)</td>
<td>360</td>
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<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HOS-3041</td>
<td>3090</td>
<td>Quantity Food Service (Quantity Food Service)</td>
<td>396</td>
</tr>
<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HOS-3070</td>
<td>3090</td>
<td>Hospitality and Tourism (Hospitality and Tourism)</td>
<td>115</td>
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<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HOS-3072</td>
<td>3090</td>
<td>Food Service Sanitation/Safety (Food Service Sanitation/Safety)</td>
<td>40</td>
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<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HRD-3003</td>
<td>3090</td>
<td>HRD Career Planning/Assess (HRD Career Planning/Assess)</td>
<td>16</td>
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<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HRD-3006</td>
<td>3090</td>
<td>HRD Motivation &amp; Retention (HRD Motivation &amp; Retention)</td>
<td>30</td>
</tr>
<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HRD-3008</td>
<td>3090</td>
<td>HRD Financial Literacy (HRD Financial Literacy)</td>
<td>30</td>
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<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>HRD-4100</td>
<td>3090</td>
<td>Working Smart (Working Smart)</td>
<td>30</td>
</tr>
<tr>
<td>Davidson County CC</td>
<td>North Piedmont Correctional Center for Women</td>
<td>2</td>
<td>WLD-3106</td>
<td>3090</td>
<td>Welding (Welding)</td>
<td>680</td>
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<tr>
<td>Edgecombe CC</td>
<td>Edgecombe YDC</td>
<td>*</td>
<td>BSP-2000</td>
<td>3090</td>
<td>Basic Skills Programs (Basic Skills Programs)</td>
<td>1500</td>
</tr>
</tbody>
</table>

**Attachment PROG 08B**

**SBCC**

**05/18/2018**
Information: The 2017 Passing Rates for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for the North Carolina Community College System are provided for your information.

Background: The North Carolina Board of Nursing (NCBON) uses the National Council Licensure Examination (NCLEX®) prepared by National Council of State Boards of Nursing (NCSBN) to measure competence for entry-level practice for graduates of Board-approved nursing education programs. There are two licensure exams, the NCLEX-RN for registered nurses and the NCLEX-PN for practical nurses. After graduation from the nursing program, the student applies to take the NCLEX exam to obtain his or her nursing license from the North Carolina Board of Nursing, which provides an individual with the licensure required to practice nursing.

North Carolina Board of Nursing (NCBON) policy requires the following:

- When a program’s NCLEX pass rate is below the three-year average standard for the first year, a written improvement plan for the program is required for the next calendar year.
- When a program’s NCLEX pass rate is below the three-year average standard for three consecutive years, the program’s status is changed to a Public Warning and the program’s improvement plan will be posted with the Public Warning.

Currently, all of the thirty-six NC Community College Practical Nursing (D45660) programs and the fifty-five Associate Degree Nursing (A45110) are in Full Approval status with the NCBON

Contact(s):
Renee Batts
Associate Director
2017 Passing Rates for Nursing Graduates
In the North Carolina Community College System

North Carolina Administrative Code 21 NCAC 36.0320 (e) states: The nursing program shall maintain a three-year average at or above 95% of the national pass rate for licensure level pass rate on first writing of the licensure examination for calendar years ending December 31.

- The National Council Licensure Examination for Practical Nurses (NCLEX-PN) 2015-2017 national pass rate average is 83%.
- The Benchmark = 95% of the National Pass Rate Average; therefore, this year’s benchmark is 79%.
- One of the community college PN program pass rates was below the 79% national three-year average standard. However, none of these programs were below the national three-year average standard for three consecutive years and all are in Full Approval status.

- The National Council Licensure Examination for Registered Nurses (NCLEX-RN) 2015-2017 national pass rate average is 86%.
- The Benchmark = 95% of the National Pass Rate Average; therefore, this year’s benchmark is 82%.
- The ADN program pass rates for eight community colleges were below the 82% national three-year average standard. However, none of these programs were below the national three-year average standard for three consecutive years and all are in Full Approval status.

<table>
<thead>
<tr>
<th>FIVE YEAR NCLEX PASS RATES-PRACTICAL NURSES</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Pass Rate</td>
<td>85%</td>
<td>82%</td>
<td>82%</td>
<td>84%</td>
<td>84%</td>
</tr>
<tr>
<td>State Pass Rate</td>
<td>93%</td>
<td>93%</td>
<td>91%</td>
<td>92%</td>
<td>95%</td>
</tr>
<tr>
<td>NC CC Pass Rate</td>
<td>94%</td>
<td>93%</td>
<td>92%</td>
<td>92%</td>
<td>96%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIVE YEAR NCLEX PASS RATES-REGISTERED NURSES</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Pass Rate</td>
<td>All RN</td>
<td>83%</td>
<td>82%</td>
<td>85%</td>
<td>85%</td>
</tr>
<tr>
<td>State Pass Rate</td>
<td>All RN</td>
<td>87%</td>
<td>88%</td>
<td>90%</td>
<td>91%</td>
</tr>
<tr>
<td>NC CC Pass Rate</td>
<td>Associate Degree Nurses</td>
<td>85%</td>
<td>86%</td>
<td>92%</td>
<td>92%</td>
</tr>
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</table>
## 2017 NCLEX Nursing-First-Time Test Takers

*Provided by the NC Board of Nursing*

<table>
<thead>
<tr>
<th>NC COMMUNITY COLLEGE</th>
<th>PRACTICAL NURSING 2017</th>
<th>REGISTERED NURSING 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number Tested</td>
<td>Number Passed</td>
</tr>
<tr>
<td>Alamance CC</td>
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<td></td>
</tr>
<tr>
<td>Asheville-Buncombe TCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beaufort County CC</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>Bladen CC</td>
<td>23</td>
<td>22</td>
</tr>
<tr>
<td>Blue Ridge CC</td>
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<td>11</td>
</tr>
<tr>
<td>Brunswick CC</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Caldwell CC &amp; TI</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>Cape Fear CC</td>
<td>21</td>
<td>21</td>
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<tr>
<td>Carteret CC</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Catawba Valley CC</td>
<td>33</td>
<td>32</td>
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<tr>
<td>Central Carolina CC</td>
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<td>35</td>
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<tr>
<td>Central Piedmont CC</td>
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<td>45</td>
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<tr>
<td>Cleveland CC*</td>
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<tr>
<td>Coastal Carolina CC</td>
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<td>15</td>
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<tr>
<td>College of The Albemarle</td>
<td>16</td>
<td>16</td>
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<tr>
<td>Craven CC</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Davidson County CC</td>
<td>13</td>
<td>12</td>
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<tr>
<td>Durham TCC</td>
<td>38</td>
<td>37</td>
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<td>Edgecombe CC</td>
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<tr>
<td>Fayetteville TCC</td>
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<td>37</td>
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<td>Forsyth TCC</td>
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<td>Gaston College</td>
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<td>52</td>
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<td>Guilford TCC</td>
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<td>19</td>
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<tr>
<td>Halifax CC</td>
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<td>4</td>
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<tr>
<td>Haywood CC**</td>
<td></td>
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<tr>
<td>Isothermal CC*</td>
<td>16</td>
<td>16</td>
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<tr>
<td>James Sprunt CC</td>
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<td>8</td>
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<tr>
<td>Johnston CC</td>
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<td>Lenoir CC</td>
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<tr>
<td>Mayland CC</td>
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<tr>
<td>McDowell TCC*</td>
<td>23</td>
<td>21</td>
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<tr>
<td>Mitchell CC</td>
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<tr>
<td>Montgomery CC</td>
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<td>Nash CC</td>
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<td>NC COMMUNITY COLLEGE</td>
<td>PRACTICAL NURSING 2017</td>
<td>REGISTERED NURSING 2017</td>
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<tr>
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<td>Number Tested</td>
<td>Number Passed</td>
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<td>Pitt CC</td>
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<td>Randolph CC</td>
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<td>Rockingham CC</td>
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<td>Rowan-Cabarrus CC</td>
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<td>Sampson CC</td>
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<tr>
<td>Tri-County CC**</td>
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<tr>
<td>Vance-Granville CC</td>
<td>16</td>
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<tr>
<td>Wake TCC</td>
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<tr>
<td>Western Piedmont CC</td>
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<td>Wilkes CC</td>
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<tr>
<td>Wilson CC</td>
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<tr>
<td>Foothills Nursing Consortium*</td>
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<tr>
<td>Region A Nursing Consortium**</td>
<td></td>
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</tr>
<tr>
<td><strong>System Totals</strong></td>
<td>662</td>
<td>612</td>
</tr>
</tbody>
</table>

* Foothills Nursing Consortium includes: Cleveland CC, Isothermal CC, and McDowell TCC.
**Region A Nursing Consortium includes: Haywood and Tri-County.
Three Year NCLEX Pass Rates-Practical Nurses
Provided by the NC Board of Nursing

<table>
<thead>
<tr>
<th>NC CC Pass Rate</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2015-17 LPN national pass rate average = 83%</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Pass Rate</td>
<td></td>
<td></td>
<td></td>
<td>Benchmark= 95% of the National Pass Rate average; therefore, this year’s benchmark is 79%</td>
</tr>
<tr>
<td>State Pass Rate</td>
<td>91%</td>
<td>92%</td>
<td>95%</td>
<td>College 3 Year Average</td>
</tr>
<tr>
<td>NC CC Pass Rate</td>
<td>92%</td>
<td>92%</td>
<td>96%</td>
<td></td>
</tr>
<tr>
<td>1. Beaufort County CC</td>
<td>LPN</td>
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<td>80</td>
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<td>2. Bladen CC</td>
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<td>95</td>
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<td>3. Brunswick CC</td>
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<td>4. Cape Fear CC</td>
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<td>70</td>
<td>90</td>
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<tr>
<td>7. Cleveland CC</td>
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<td>100</td>
</tr>
<tr>
<td>8. Coastal Carolina CC</td>
<td>LPN</td>
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<td>94</td>
<td>88</td>
</tr>
<tr>
<td>9. College of The Albemarle</td>
<td>LPN</td>
<td>96</td>
<td>90</td>
<td>100</td>
</tr>
<tr>
<td>10. Craven CC</td>
<td>LPN</td>
<td>100</td>
<td>92</td>
<td>100</td>
</tr>
<tr>
<td>11. Davidson County CC</td>
<td>LPN</td>
<td>88</td>
<td>100</td>
<td>92</td>
</tr>
<tr>
<td>12. Durham Tech CC</td>
<td>LPN</td>
<td>100</td>
<td>100</td>
<td>97</td>
</tr>
<tr>
<td>13. Edgecombe CC</td>
<td>LPN</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>14. Fayetteville Tech CC</td>
<td>LPN</td>
<td>95</td>
<td>85</td>
<td>95</td>
</tr>
<tr>
<td>15. Forsyth Tech CC</td>
<td>LPN</td>
<td>95</td>
<td>96</td>
<td>92</td>
</tr>
<tr>
<td>16. Gaston College</td>
<td>LPN</td>
<td>98</td>
<td>100</td>
<td>100</td>
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<td>17. Guilford Tech CC</td>
<td>LPN</td>
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<td>100</td>
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<td>18. Halifax CC</td>
<td>LPN</td>
<td>60</td>
<td>71</td>
<td>80</td>
</tr>
<tr>
<td>19. Isothermal CC</td>
<td>LPN</td>
<td>80</td>
<td>63</td>
<td>100</td>
</tr>
<tr>
<td>20. James Sprunt CC</td>
<td>LPN</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>21. Lenoir CC</td>
<td>LPN</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>22. McDowell Tech CC</td>
<td>LPN</td>
<td>97</td>
<td>97</td>
<td>91</td>
</tr>
<tr>
<td>23. Montgomery CC</td>
<td>LPN</td>
<td>80</td>
<td>83</td>
<td>97</td>
</tr>
<tr>
<td>24. Nash CC</td>
<td>LPN</td>
<td>71</td>
<td>88</td>
<td>82</td>
</tr>
<tr>
<td>25. Richmond CC</td>
<td>LPN</td>
<td>90</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>26. Robeson CC</td>
<td>LPN</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>27. Rockingham CC</td>
<td>LPN</td>
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<td></td>
<td>2015</td>
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<td>2017</td>
<td>2015-17 LPN national pass rate average = 83%</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td><strong>National Pass Rate</strong></td>
<td></td>
<td></td>
<td></td>
<td>Benchmark = 95% of the National Pass Rate average; therefore, this year’s benchmark is 79%</td>
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<tr>
<td><strong>State Pass Rate</strong></td>
<td>82%</td>
<td>84%</td>
<td>84%</td>
<td></td>
</tr>
<tr>
<td><strong>NC CC Pass Rate</strong></td>
<td>91%</td>
<td>92%</td>
<td>95%</td>
<td>College 3 Year Average</td>
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<tr>
<td>28. Rowan-Cabarrus CC</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
<tr>
<td>29. Sampson CC</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
<tr>
<td>30. South Piedmont CC</td>
<td>92</td>
<td>90</td>
<td>93</td>
<td>92%</td>
</tr>
<tr>
<td>31. Southeastern CC</td>
<td>100</td>
<td>97</td>
<td>100</td>
<td>99%</td>
</tr>
<tr>
<td>32. Surry CC</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
<tr>
<td>33. Vance-Granville CC</td>
<td>70</td>
<td>91</td>
<td>88</td>
<td>83%</td>
</tr>
<tr>
<td>34. Wayne CC</td>
<td>93</td>
<td>100</td>
<td>100</td>
<td>98%</td>
</tr>
<tr>
<td>35. Wilson CC</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
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# Three Year NCLEX Pass Rates-Registered Nurses

Provided by the NC Board of Nursing

<table>
<thead>
<tr>
<th>2015-17 RN national pass rate average = 86%</th>
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## National Pass Rate

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>85%</td>
<td>85%</td>
<td>87%</td>
</tr>
</tbody>
</table>

**Benchmark= 95% of the National Pass Rate average; therefore, this year’s benchmark is 82%**

## State Pass Rate

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>88%</td>
<td>91%</td>
<td>90%</td>
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**College 3 Year Average**

## NCCCS Pass Rate

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>92%</td>
<td>92%</td>
<td>90%</td>
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</tbody>
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## National Pass Rate

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>82%</td>
<td>82%</td>
<td>84%</td>
</tr>
</tbody>
</table>

## State Pass Rate

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>90%</td>
<td>90%</td>
</tr>
</tbody>
</table>

### 2015-17 RN national pass rate average = 86%

1. Alamance CC
   - ADN 86 88 79 84%
2. Asheville-Buncombe CC
   - ADN 96 93 96 95%
3. Beaufort County CC
   - ADN 83 80 70 78%
4. Bladen CC
   - ADN 92 90 84 89%
5. Blue Ridge CC
   - ADN 89 89 90 89%
6. Brunswick
   - ADN 100 100 95 98%
7. Caldwell CC
   - ADN 94 86 100 93%
8. Cape Fear CC
   - ADN 100 100 97 99%
9. Carteret CC
   - ADN 90 92 94 92%
10. Catawba Valley CC
    - ADN 92 96 97 96%
11. Central Carolina CC
    - ADN 91 78 44 71%
12. Central Piedmont CC
    - ADN 97 96 94 96%
13. Coastal Carolina CC
    - ADN 90 89 96 92%
14. College of the Albemarle
    - ADN 100 97 100 99%
15. Craven CC
    - ADN 94 93 92 93%
16. Davidson County CC
    - ADN 89 96 98 94%
17. Durham Tech CC
    - ADN 86 76 76 79%
18. Edgecombe Community College
    - ADN 83 83 78 81%
19. Fayetteville Tech CC
    - ADN 95 91 100 95%
20. Foothills Nursing Consortium
    - Cleveland, Isothermal, McDowell
    - ADN 86 98 89 91%
21. Forsyth Tech CC
    - ADN 96 95 95 95%
22. Gaston College CC
    - ADN 93 100 98 97%
23. Guilford Tech CC
    - ADN 87 94 85 89%
24. Halifax Community College
    - ADN 68 86 100 85%
25. James Sprunt CC
    - ADN 63 93 94 83%
26. Johnston CC
    - ADN 100 100 98 99%
27. Lenoir CC
    - ADN 96 100 95 97%
<table>
<thead>
<tr>
<th>State</th>
<th>ADN</th>
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<th>2016</th>
<th>2017</th>
<th>Benchmark</th>
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<tbody>
<tr>
<td>National</td>
<td>ALL RN</td>
<td>85%</td>
<td>85%</td>
<td>87%</td>
<td>2014-16 RN national pass rate average = 86%</td>
</tr>
<tr>
<td>State Pass</td>
<td>ALL RN</td>
<td>88%</td>
<td>91%</td>
<td>90%</td>
<td>Benchmark= 95% of the National Pass Rate average; therefore, this year’s benchmark is 82%</td>
</tr>
<tr>
<td>NCCCS Pass</td>
<td>ADN</td>
<td>92%</td>
<td>92%</td>
<td>90%</td>
<td>College 3 Year Average</td>
</tr>
<tr>
<td>National</td>
<td>ADN</td>
<td>82%</td>
<td>82%</td>
<td>84%</td>
<td></td>
</tr>
<tr>
<td>State Pass</td>
<td>ADN</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>28. Mayland CC</td>
<td>ADN</td>
<td>93</td>
<td>82</td>
<td>94</td>
<td>90%</td>
</tr>
<tr>
<td>29. Mitchell CC</td>
<td>ADN</td>
<td>97</td>
<td>97</td>
<td>100</td>
<td>98%</td>
</tr>
<tr>
<td>30. Nash Community College</td>
<td>ADN</td>
<td>67</td>
<td>86</td>
<td>88</td>
<td>80%</td>
</tr>
<tr>
<td>31. Piedmont CC</td>
<td>ADN</td>
<td>93</td>
<td>81</td>
<td>65</td>
<td>80%</td>
</tr>
<tr>
<td>32. Pitt CC</td>
<td>ADN</td>
<td>90</td>
<td>90</td>
<td>92</td>
<td>91%</td>
</tr>
<tr>
<td>33. Randolph CC</td>
<td>ADN</td>
<td>92</td>
<td>79</td>
<td>93</td>
<td>88%</td>
</tr>
</tbody>
</table>
| 34. Region A Nursing Consortium
  *Haywood*
  *Tri-County* | ADN | 78 | 83 | 78 | 83% |
| 35. Richmond CC | ADN | 86 | 90 | 100 | 92% |
| 36. Roanoke-Chowan CC | ADN | 92 | 64 | 78 | 78% |
| 37. Robeson CC | ADN | 100 | 100 | 100 | 100% |
| 38. Rockingham CC | ADN | 100 | 100 | 88 | 96% |
| 39. Rowan-Cabarrus CC | ADN | 84 | 96 | 88 | 89% |
| 40. Sampson CC | ADN | 92 | 94 | 83 | 90% |
| 41. Sandhills CC | ADN | 92 | 100 | 92 | 95% |
| 42. Southeastern CC | ADN | 100 | 75 | 83 | 86% |
| 43. Southwestern CC | ADN | 88 | 96 | 82 | 89% |
| 44. South Piedmont | ADN | 95 | 96 | 89 | 93% |
| 45. Stanly CC | ADN | 94 | 90 | 88 | 91% |
| 46. Surry CC | ADN | 98 | 96 | 95 | 96% |
| 47. Vance-Granville CC | ADN | 85 | 90 | 88 | 88% |
| 48. Wake Tech CC | ADN | 98 | 97 | 98 | 98% |
| 49. Wayne CC | ADN | 93 | 100 | 93 | 95% |
| 50. Western Piedmont CC | ADN | 96 | 93 | 100 | 96% |
| 51. Wilkes CC | ADN | 90 | 90 | 63 | 81% |
| 52. Wilson Community College | ADN | 84 | 89 | 97 | 90% |
First time test takers of the NCLEX-RN Boards

The North Carolina Community College System (NCCCS) provides pre-licensure education for the majority of graduates that sit for the NCLEX-RN examination in North Carolina. For example: In 2017, 3,738 nursing graduates in N.C. took the NCLEX-RN for the first time. Of this total, 2,025 (or fifty-four percent) graduated from the NCCCS.

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NCCCS Associate Degree Nursing Graduates</strong></td>
<td>2091</td>
<td>2140</td>
<td>2172</td>
<td>2092</td>
<td>2025</td>
</tr>
<tr>
<td></td>
<td>52%</td>
<td>53%</td>
<td>53%</td>
<td>53%</td>
<td>54%</td>
</tr>
<tr>
<td><strong>“Other” Associate Degree Nursing Graduates</strong></td>
<td>330</td>
<td>292</td>
<td>315</td>
<td>346</td>
<td>260</td>
</tr>
<tr>
<td></td>
<td>8%</td>
<td>7%</td>
<td>8%</td>
<td>9%</td>
<td>7%</td>
</tr>
<tr>
<td><strong>BSN Graduates</strong></td>
<td>1432</td>
<td>1434</td>
<td>1482</td>
<td>1403</td>
<td>1380</td>
</tr>
<tr>
<td></td>
<td>36%</td>
<td>36%</td>
<td>36%</td>
<td>36%</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Diploma (Hospital Programs) Graduates</strong></td>
<td>136</td>
<td>135</td>
<td>106</td>
<td>100</td>
<td>73</td>
</tr>
<tr>
<td></td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total number of Nursing Graduates to sit for the NCLEX-RN</strong></td>
<td>3989</td>
<td>4001</td>
<td>4075</td>
<td>3941</td>
<td>3738</td>
</tr>
</tbody>
</table>

*Other Associate Degree Nursing graduates were from one of the following: Cabarrus College of Health Sciences, Carolinas College of Health Sciences, ECPI University-Charlotte, Gardner-Webb University, and South College*

**Diploma Program: Watts School of Nursing.**
The System President has approved the curriculum program application listed below:

Gaston College
Human Services Technology/Substance Abuse (A4538E)

**Contact(s):**
Jennifer Frazelle
Director
STATE BOARD OF COMMUNITY COLLEGES

Curriculum Program Terminations Approved by the System President

Information: The System President has 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.

In December of 2017, the System Office sent a report to colleges with curriculum programs which have not shown enrollment in over two years. The report was accompanied by a request to either terminate or request an extension of the programs. Most of the terminations listed below are a result of this request.

Coastal Carolina Community College
Nurse Aide (Certificate) (C45840)
Rationale: No enrollment for over two years. The college indicated that their students prefer to take the courses through continuing education. The courses offered through continuing education meet community needs.
Termination Semester: Fall 2018

Edgecombe Community College
Cyber Crime Technology (A55210)
Rationale: No enrollment for over two years. There was a lack of employment opportunities for graduates in the service area which led to a lack of enrollment. The college will offer related courses through their Information Technology (A25590) curriculum program if there are any future community or workforce needs.
Termination Semester: Spring 2018

Mechanical Drafting Technology (A50340)
Rationale: No enrollment for over two years. The program was only offered at the certificate level. A majority of the related coursework had been embedded in the college’s Manufacturing Technology degree curriculum program resulting in a duplication of efforts and resources.
Termination Semester: Spring 2018

Isothermal Community College
Associate in General Education (A10300)
Rationale: No enrollment for over two years: The college recently received approval for the Associate in General Education in Nursing which will better suit the needs of students.
Termination Semester: Spring 2018
Lenoir Community College
Esthetics Technology (Certificate) (C55230)
**Rationale:** No enrollment for two or more years. There has been no student interest in the curriculum. The content will continue to be offered through the continuing education division at the college.
Termination Semester: **Fall 2018**

Randolph Community College
Alternative Transportation Technology (Diploma) (D60420)
**Rationale:** No enrollment for over two years: The program suffered from lack of student interest combined with low employer demand. The content has been incorporated into the college’s existing Automotive Systems Technology program.
Termination Semester: **Summer 2018**

Central Sterile Processing (Certificate) (C45180)
**Rationale:** No enrollment for over two years: There is a lack of student interest in the program. There is a lack of local employer demand for the program.
Termination Semester: **Summer 2018**

Office Administration (A25370)
**Rationale:** No enrollment for over two years: There was a lack of employment opportunities for graduates in the service area which led to a lack of enrollment. The college will offer related courses through their Information Technology (A25590) and/or Business Administration (A25120) curriculum programs if there are future community or workforce needs.
Termination Semester: **Summer 2018**

South Piedmont Community College
Therapeutic Massage (A45750)
**Rationale:** Low enrollment: Enrollment in the program has been consistently low. Industry needs, entry-level wages, and on the job training by certain segments of the industry may have contributed to the low enrollment. There is not a need in the college’s service area to continue the program.
Termination Semester: **Spring 2018**

Southeastern Community College
Agricultural Biotechnology (A20110)
**Rationale:** No enrollment for two years or more. The termination is due to a decrease in small to medium agriculture in the immediate area. The college plans to review other possible agriculture programs that may be a better match for their service area.
Termination Semester: **Spring 2018**
Southeastern Community College
Sustainable Agriculture (A15410)
**Rationale:** No enrollment for two years or more. The termination is due to a decrease in small to medium agriculture in the immediate area. The college plans to review other possible agriculture programs that may be a better match for their service area.
Termination Semester: **Spring 2018**

Surry Community College
Entrepreneurship (A25490)
**Rationale:** No enrollment for two or more years. The college will continue to offer related courses under their Business Administration (A25120) curriculum program.
Termination Semester: **Fall 2018**

Western Piedmont Community College
Sustainability Technologies (A40370)
**Rationale:** No enrollment. The industry had slower growth than expected, with reduced energy prices and fewer tax incentives. The practices will be embedded in related programs such as building construction.
Termination Semester: **Fall 2018**

Wilson Community College
Fire Protection Technology (A55240)
**Rationale:** Low enrollment. The program has seen declining enrollment over the past five years. Discussions with local fire agencies indicate that a two-year associate degree in Fire Protection is not necessary for advancement. Other associate degree programs such as Business Administration and Criminal Justice Technology may serve that purpose.
Termination Semester: **Spring 2018**

Mechanical Engineering Technology (A40320)
**Rationale:** Low enrollment. The program has seen declining enrollment over the past five years. The Mechanical Engineering Technology Advisory Board suggested that an AAS degree is not necessary for employment in the college’s service area. The college will develop a certificate, containing appropriate courses, that should better serve industry needs within their Applied Engineering Technology curriculum program.
Termination Semester: **Spring 2018**

**Contact(s):**
Jennifer Frazelle
Director
## PERSONNEL COMMITTEE

<table>
<thead>
<tr>
<th>RULE ACTION</th>
<th>RULEMAKING PROCESS</th>
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<th>STATUS</th>
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<td>March 22, 2018</td>
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<td>Review Comments with SBCC Committee</td>
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<td>Written Comment Period Ends</td>
<td>August 23, 2018</td>
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<tr>
<td></td>
<td>Review Comments with SBCC Committee</td>
<td>September 20, 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd Written Comment Period Ends (if substantive changes)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Date (if applicable)</td>
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<tr>
<td></td>
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## Personnel Committee Cont’d

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<td>August 23, 2018</td>
<td></td>
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<tr>
<td></td>
<td>Review Comments with SBCC Committee</td>
<td>September 20, 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd Written Comment Period Ends (if substantive changes)</td>
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<td></td>
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<td></td>
<td>Hearing Date (if applicable)</td>
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<td></td>
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<td></td>
<td>Prospective Effective Date of Rule</td>
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<td><strong>AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”</strong></td>
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<td><strong>AMENDMENT</strong> 1B SBCCC 400 – “Program Accountability”</td>
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| **ADOPTION 1D SBCCC 300.10 – “Work-Based Learning”** | Initiation of Rulemaking Process                             | May 18, 2018  | PENDING      |
|                                                      | Publication on NCCCS Website                                 | May 22, 2018  |              |
|                                                      | Written Comment Period Ends                                  | June 21, 2018 |              |
|                                                      | Review Comments with SBCC Committee                          | July 19, 2018 |              |
|                                                      | 2nd Written Comment Period Ends (if substantive changes)     | N/A           |              |
|                                                      | Hearing Date (if applicable)                                 | N/A           |              |
|                                                      | Presented to SBCC for Adoption                               | July 20, 2018 |              |
|                                                      | Prospective Effective Date of Rule                           | August 1, 2018|              |
### PROGRAM COMMITTEE cont’d

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| **AMENDMENT** 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes” | Initiation of Rulemaking Process | May 18, 2018 | PENDING |
|              | Publication on NCCCS Website | May 22, 2018 |        |
|              | Written Comment Period Ends | June 21, 2018 |        |
|              | Review Comments with SBCC Committee | July 19, 2018 |        |
|              | 2nd Written Comment Period Ends (if substantive changes) | N/A |        |
|              | Hearing Date (if applicable) | N/A |        |
|              | Presented to SBCC for Adoption | July 20, 2018 |        |
|              | Prospective Effective Date of Rule | August 1, 2018 |        |
AGENDA
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 205
Thursday, May 17, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Information
  • 2018 Performance Measures Information

New Business

Adjourn

Questions relating to items on the Agenda should be addressed to the Office of State Board Affairs at (919)807-6970 or by email at stateboard@nccommunitycolleges.edu
MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
April 19, 2018, Innovation Station – 1:30 p.m.

COMMITTEE MEMBERS PRESENT:
Bill McBrayer  Ann Whitford
Breeden Blackwell  Ernie Pearson

Members Absent:  Clark Twiddy, Jerry Vaughan

OTHERS IN ATTENDANCE:
Jennifer Haygood  Bill Schneider  Kelly Barretto
Jim Parker  Chreatha Alston  Gracie Davis
Roxanne Newton  Anne Bacon

CALL TO ORDER
Dr. Blackwell chaired the meeting on behalf of Mr. Twiddy in his absence and called the meeting to order at 1:44 p.m. in conference room Innovation Station at the System Office.

ROLL CALL
Ms. Barretto took the roll of the Strategic Planning Committee members. With four Committee members in attendance, a quorum is present.

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

APPROVAL OF THE AGENDA
Acting Chairman Blackwell asked for a motion to approve the agenda for the April 19 meeting. Mr. McBrayer made the motion to approve, Mr. Pearson seconded the motion, and the Committee approved the agenda unanimously without change.

APPROVAL OF MINUTES
Acting Chairman Blackwell asked for a motion to approve the minutes for the March 16 meeting. Mr. McBrayer made the motion to approve, Mr. Pearson seconded the motion, and the Committee approved the minutes unanimously without change.

FOR ACTION
Before introducing Bill Schneider, Acting President Haygood noted that we have changed the order of the Agenda such that Future and For Action items come first, followed by For Information items to allow sufficient time to address action items. This item was discussed at last month’s meeting.
Proposed State Performance Measure Modifications (Attachment PLAN 01)
Mr. Schneider gave an overview of revisions made to performance measures.

- State Performance Measures are associated with a report that is generally issued every spring/summer and is sent to the colleges; it is also associated with state performance funding.
- A committee comprised of 10 staff reviewed all measures and recommended revisions, which have been approved by the Presidents’ Association.
- These measures will be implemented with the release of this year’s report, which is based on 2016-2017 data. Next year’s report will reflect the new metric and be based on 2017-18 data. This feeds into performance funding associated with these measures which (when released) will feed into the 2018-19 budget cycle.

Acting Chairman Blackwell requested a motion to approve the Performance Measure Modifications. Mr. Pearson made the motion to approve, which was seconded by Mr. McBrayer. The motion passed unanimously without further discussion.

Acting President Haygood noted that one performance measure changed its title to include Science ("Student Success Rate in College-Level Math or Science Courses"). This reflects a recognition that some community college programs require a science but not a math class. The title change will appear on the Legislative Committee agenda associated with legislative action needed to implement the change.

FOR INFORMATION
Identifying Gaps in Achievement among NC Community College Students (Attachment PLAN 02)

Acting President Haygood introduced speakers Roxanne Newton, the Executive Director of Student Success Center, and JJ Evans, Associate Director for Student Life. One strategic plan objective is related to closing gaps among underrepresented groups, so they were asked to speak to current gaps and activities to address them. They walked the committee through a PowerPoint presentation (Attachment PLAN 02).

- Dr. Newton and Mr. Evans highlighted North Carolina and national data on educational attainment, college-going, full-time vs. part-time attendance, persistence/retention, developmental education, college completion, etc. They showed how data vary by different demographics or other student characteristics.
- Dr. Newton and Mr. Evans talked about populations about whom we don't currently have detailed information available at the System level, such as first-generation students (considered at-risk) and veterans.
- They discussed how the System strategic plan addresses student interest/access and student success, with a focus on underserved populations. Dr. Newton talked about how there were conscious efforts to ensure the Guided Pathways (Student Success Center) plan aligns with the System Strategic plan.
- They discussed some ways the System is addressing these issues.
  - Equity Action Plan. Identifies/addresses underserved populations.
Pursue a more data-informed culture. Use data to understand and learn more about students’ context and how they are faring. With the assistance of the Research and Performance Management team, metrics were created to measure student success across the System, by college. The full report is found on the NCCCS website. Some of the data discussed:

- **12-in-12 measure.** This refers to students attempting and completing at least 12 credit hours in an academic year, which is key, because most students enroll on a part-time basis. 70% of students meet this measure, but for other demographic groups there are stark differences, with Caucasian females being highest performing students and African-American males being the lowest performing students. This analysis only reflects students who have attempted 12 hours.
- **Academic Performance.** Looks at aggregate, first-year GPA. After two semesters, many students are on the cusp of academic probation at many institutions.
- **Satisfactory Academic Progress (SAP).** SAP must be maintained for students to keep their federal financial aid. This requires at least a 2.0 GPA and completion of at least 67% of your coursework or hours you attend. Mr. Evans showed the contrast between highest performers and lowest performers. With low credit hour completion and low GPA, they are either disqualified for financial aid or placed on academic probation. Also, colleges lose FTE.

- Use data to inform System and individual college policies and offer professional development.

The group discussed college policies such as denial of financial aid appeals, repeat course policies where a grade replaces a failing grade, how variance in use of “minus grades” can affect students, etc. There is a focus on culturally responsive teaching among math instructors in NC.

Dr. Newton noted that we need more system-level data, college data, and programs and department data, down to the course and class level data. Work is taking place by program-focused staff with Bill Schneider to create the framework for all the rich levels of data and research capacity we need in our System. We have identified what we need, but do not yet the resources to implement that. This effort is bringing administrators, faculty and students together to figure out the “why.”

Acting President Haygood drew the connection between the ERP discussions for a better IT system so that end users can access data more easily.

The System Office’s Research and Performance Management office and the NC Student Success Center worked with Sara Diehl to learn how to use data for student outreach. (See draft Action Plan.) Other states’ models were discussed by Dr. Newton (including Pierce College in the state of Washington, which she also shared about in a couple of handouts). We in North Carolina depend on the Aspen model of structural equity.

At 2:25pm, Acting Chair Blackwell turned over the meeting to Mr. McBrayer to chair.

Ms. Haygood noted that Strategic Plan copies were distributed to presidents at the Presidents’ Association meeting during the Trustee portion of the meeting. Julie Woodson will include a link to the Strategic Plan in the Trustees’ newsletter. We will seek to routinely keep data in front of this State Board.
MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
April 19, 2018, Innovation Station – 1:30 p.m.

With respect to tracking activities related to the Strategic Plan, Ms. Haygood drew the Committee’s attention to the whiteboard that lists SO activities. Related to that, we are talking internally about a tool that tracks activities and projects that relate to the Strategic Plan and its implementation.

NEW BUSINESS
None noted.

ADJOURN
There being no other business, Mr. McBrayer asked for a motion to adjourn. Ms. Whitford made the motion, which was seconded by Mr. Pearson, and which passed unanimously without discussion and the Committee adjourned at 2:30 p.m.

Respectfully submitted,

Kelly Barretto
Recording Secretary
AGENDA
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 205
Thursday, May 17, 2018 – 3:00 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Information
   • Roanoke-Chowan Community College Investigative Report (Attachment AUD 01)

New Business

Adjourn
ACCOUNTABILITY AND AUDIT COMMITTEE MEMBERS PRESENT:
Lisa Estep, Chair Bill McBrayer Scott Shook
Ann Whitford, Vice-Chair Lynn Raye
Breeden Blackwell Burr Sullivan

Members absent: Todd Johnson and Clark Twiddy

OTHERS IN ATTENDANCE:
Maureen Little Mary Shuping Bill Ingram (Durham TCC)
J.W. Kelly Libby Self Maria Pharr
Wanda White Bryan Jenkins (South Piedmont CC)
Lisa Chapman David Johnson (Johnston CC)

CALL TO ORDER
Ms. Estep called the Accountability and Audit Committee meeting to order at 3:02 p.m. in the Dr. W. Dallas Herring State Board Room.

ROLL CALL
Bryan Jenkins took the roll of the Accountability and Audit Committee members.

ETHICS STATEMENT
Mr. Raye read the Ethics Awareness and Conflict of Interest Statement. No conflicts noted.

APPROVAL OF THE AGENDA
Ms. Estep requested a motion to approve the April 19, 2018 meeting agenda. Mr. Raye moved to approve, Mr. McBrayer seconded, and the agenda was approved by the Committee via voice vote.

APPROVAL OF THE MINUTES
Ms. Estep requested a motion to approve the March 15, 2018 minutes. Ms. Whitford moved to approve, Mr. Sullivan seconded, and the minutes were approved by the Committee via voice vote.

FOR INFORMATION
College Financial Audit Findings 5 Year Summary (Attachment AUD 01)
Mr. Jenkins reviewed the College Financial Audit 5-Year Summary. Mr. Jenkins noted the audits with findings, 3, in relation to total audits completed, 22. Thus far, 14% of audits contained findings. Mr. Jenkins also discussed average hours and billing rates.

College Financial Audits with Findings FY 2016-17 (Attachment AUD 02)
Mr. Jenkins reviewed the report. The colleges with audit findings in financial audits for FY 2016-17 are: Beaufort County Community College, Blue Ridge Community College, and Haywood Community College.
College Federal Compliance Audits FY 2016-17 (Attachment AUD 03)
Mr. Jenkins reviewed the report. The colleges with findings in Federal Compliance audits for FY 2016-17 are: Beaufort County Community College, Brunswick Community College, Haywood Community College, James Sprunt Community College, and Martin Community College. Mr. Jenkins discussed upcoming Financial Aid training. Mr. Jenkins requested Dr. Kelly and Dr. White be recognized to address the Committee. Dr. Kelly and Dr. White discussed the findings and plans to address the issues.

ADJOURNMENT
Mr. Raye motioned to adjourn, seconded by Mr. McBrayer. The meeting was adjourned at 3:31 p.m. via voice vote.

Respectfully submitted,
Sondra Jarvis
Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Future Action

- Recommendation for Renewal of Proprietary School Licensure (Attachment POL 01) *
- Recommendation for Initial Proprietary School Licensure (Attachment POL 02) *
- Request to Extend Proprietary License Renewal Date (Attachment POL 03) *
- Proposed Amendment to 1B SBCCC 400 – “Program Accountability” (Attachment POL 04)

For Action

- Initiate Rulemaking to Adopt 1A SBCCC 200.5 – “System Advisory Council” (Attachment POL 05)
- Review of Public Comments 1A SBCCC 200.4 – “Sound Fiscal and Management Practices” (Attachment POL 06)

For Information

- SBCC Code Report – May 2018 (Attachment POL 07)

New Business

Adjourn

*The Policy Committee will be asked to suspend the rules and move this item to the FOR ACTION agenda. The Full Board will then be asked to suspend the rules and place this item on the ACTION agenda.
MINUTES
State Board of Community Colleges
POLICY COMMITTEE
Thursday, April 19, 2018 – 3:00 p.m.

POLICY COMMITTEE MEMBERS IN ATTENDANCE:
Bob Stephens, Vice-Chair  Frank Johnson  Scott Shook
William Holder  Samuel Powell  Jerry Vaughan
Bobby Irwin  Jim Rose  Candler Willis

Members Absent: Ernest Pearson, Chair and Jerry Vaughan

OTHERS IN ATTENDANCE:
Jennifer Haygood  Sondra Jarvis  Julie Woodson (NCACCT)
Brian Long  Chanell Johnson
Q. Shanté Martin  Linda Suggs (Gates Fnd)

WELCOME AND ETHICS STATEMENT
Mr. Stephens called the meeting to order at 3:02 pm in Innovation Station (Rm B10-1) of the Caswell Building and read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

ROLL CALL
Sondra Jarvis took the roll of the Policy Committee members.

APPROVAL OF THE AGENDA
Mr. Stephens requested a motion to approve the April 19, 2018 agenda. Mr. Holder made a motion to approve the agenda, seconded by Dr. Powell. Agenda approved via voice vote.

APPROVAL OF THE MINUTES
Mr. Stephens requested a motion to approve the March 15, 2018 minutes. Mr. Irwin made a motion to approve the minutes, seconded by Mr. Holder. Minutes approved via voice vote.

FOR FUTURE ACTION
Initiate Rulemaking to Adopt 1A SBCCC 200.5 – System Advisory Council (Attachment POL 01)
President Haygood reviewed the purpose behind creating the System Advisory Council, which would have representation of NCACCP, NCACCT, and SBCC to discuss system wide issues. President Haygood reviewed the proposed structure of the council including assuring that size and geographical area of colleges represented would be taken into account.

Mr. F. Johnson asked if the SBCC member representing the Governor could be whomever is appointed by the current Governor to avoid the appearance of a stacked committee. President Haygood said that it could be considered, but there would be times that there is not a current governor appointee. Ms. Martin said that the representative from the board would not get kicked off the committee if new governor elected, it would only change at the end of a term. Mr. Stephens said that it would make some people ineligible to be appointed. Mr. F. Johnson said that the person could be allotted to the fourth slot which is at large.
President Haygood reminded the committee that the item is for future action, so she recommended that members review and come back to discuss at the next meeting.

President Haygood recommended the System President be responsible for meeting coordination and presiding over the meeting. The council is intended to be a forum, not a deciding body. They would make recommendations to the State Board.

FOR INFORMATION
SBCC Code Report – April 2018 (Attachment POL 02)
There were no questions about the report.

NEW BUSINESS
President Haygood shared the status of SB420. There was one change recommended by the Trustees’ Executive Board where each party will appoint representatives. With the change, NCACCT will support the legislation which will facilitate the adoption. President Haygood stated that President Johnson does not plan to bring it for a vote at NCACCP because they should be aligned with the Trustees.

Members agreed to the change. Mr. F. Johnson made a motion to accept the change to SB420, seconded by Mr. Holder, and unanimously approved via voice vote.

ADJOURNMENT
Dr. Willis motioned and Mr. Irwin seconded to adjourn the meeting. The motion was adopted and the meeting adjourned at 3:32pm.

Respectfully submitted
Sondra Jarvis
Recording Secretary
STATE BOARD OF COMMUNITY COLLEGES
Recommendations for Renewal of Proprietary School Licensure

The State Board of Proprietary Schools recommends approval to license the following Proprietary Schools as required under Article 8, Chapter 115D, North Carolina General Statutes, starting July 1, 2018 and ending June 30, 2019.

**PROPRIETARY SCHOOL LICENSE RENEWALS (83)**

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<td>American Academy of Healthcare</td>
<td>Harris Training Institute</td>
<td>New Hope Medical Training</td>
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<td>Animal Behavior Institute</td>
<td>Hashem School of Health and Career Training Center</td>
<td><strong>New Horizons Computer Learning -Charlotte</strong></td>
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<td>Apex Health Care Academy</td>
<td>Heavy Equipment College of NC</td>
<td><strong>New Horizons Computer Learning -Greensboro</strong></td>
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<td><strong>Art Institute of Charlotte</strong></td>
<td>Highland Canine Training</td>
<td>North Carolina Dental Assistant Training School</td>
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<td><strong>Art Institute of Raleigh-Durham</strong></td>
<td>Ideal Health Institute</td>
<td>Piedmont Dental Assistants</td>
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<td><strong>Brightwood College</strong></td>
<td>Institute for Guided Studies</td>
<td>Piedmont Online Institute</td>
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<td>Care One Health Training Institute</td>
<td>King’s College</td>
<td>Pit Instruction and Training</td>
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<td>Lake Norman Dental Assisting School</td>
<td>Premier Dental Assisting Academy</td>
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<td>Life Time Academy</td>
<td>Project Shift</td>
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<td>Living Arts College</td>
<td>ProTrain</td>
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<td><strong>Miller-Motte College -Cary</strong></td>
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<td>Sunrise School of Dental Assisting -Fayetteville</td>
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<td><em><strong>Dental Assistant Academy of Charlotte</strong></em></td>
<td>More Than Conquerors College</td>
<td>Sunrise School of Dental Assisting -Greensboro</td>
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<td>Dental Assistant Training Centers</td>
<td>Mount Eagle College -Greensboro</td>
<td>Sunrise School of Dental Assisting -Raleigh</td>
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<tr>
<td>Institution</td>
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<td>Dental Staff Institute</td>
<td>Mount Eagle College -Winston-Salem</td>
<td>The New York Code and Design Academy</td>
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<tr>
<td>Discovery Diving Co.</td>
<td>MyComputerCareer.com at Charlotte</td>
<td>Triangle School of Dental Assisting</td>
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<td>Divine Health Academy</td>
<td>MyComputerCareer.com at Raleigh</td>
<td>Unity Nursing Institute</td>
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<tr>
<td>ECPI University -Charlotte</td>
<td>*****NASCAR Technical Institute</td>
<td>Veterans Assembled Electronics -Concord</td>
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<td>National Personal Training Institute of Charlotte</td>
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<td>NC Dental U -Fayetteville</td>
<td>**Virginia College</td>
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<td>NC Dental U –Greenville</td>
<td>Wisdom Health Academy</td>
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<tr>
<td>Guiding Lights Caregiver Training Institute</td>
<td>NC Dental U -Wake Forest</td>
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</tr>
</tbody>
</table>

*Recommendation is contingent upon submission of quarterly financial reports (July 1, 2018 – June 30, 2019).

**Recommendation is contingent upon submission of quarterly financial reports (July 1, 2018 – June 30, 2019), as well as immediate notification of any change in heightened cash monitoring (HCM) with the U.S. Department of Education or accreditation status.

***Recommendation is contingent upon submission of a fully-executed lease agreement through June 30, 2019.

****Recommendation is contingent upon submission of documentation of a current and active bond effective July 1, 2018, with minimum coverage of $2,600.

*****Recommendation is contingent upon immediate notice of any change in Provisional Participation status with the U.S. Department of Education.

******Recommendation is contingent upon submission of quarterly financial reports (July 1, 2018 – June 30, 2019), as well as immediate notification of any change in accreditation status.
STATE BOARD OF COMMUNITY COLLEGES
Recommendation for Initial Proprietary School Licensure

The State Board of Proprietary Schools recommends approval to license the following Proprietary Schools, as required under Article 8, Chapter 115D, North Carolina General Statutes, starting upon approval by the State Board of Community Colleges and ending June 30, 2019 to offer the programs listed.

CUMBERLAND NURSING ACADEMY
1830 Owen Drive, Suite 204
Fayetteville, NC 28304

<table>
<thead>
<tr>
<th>Programs</th>
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<tr>
<td>Nurse Aide I</td>
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<tr>
<td>Nurse Aide II</td>
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<td>Phlebotomy Technician</td>
<td>102</td>
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<td>Electrocardiogram Technician</td>
<td>48</td>
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<td>Medication Aide</td>
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K’s HEALTHCARE INSTITUTE
102 Broad Street
Oxford, NC 27565

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<th>Programs</th>
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<tbody>
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<td>120</td>
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</tbody>
</table>
STATE BOARD OF COMMUNITY COLLEGES
Request to Extend Proprietary License Renewal Date

The State Board of Proprietary Schools requests to extend the proprietary license renewal date from July 1, 2018 until such time that the State Board of Community Colleges calendars consideration of the 2018-2019 license renewal applications of the proprietary schools below:

Proprietary School: Center for Montessori Teacher Education/North Carolina
12340 Mt. Holly-Huntersville Road
Huntersville, NC 28078

School Administrator: Tiffeny Adams

Proprietary License Renewal Application – Pursuant to State Board Code 2A SBCCC 300.2, proprietary schools desiring the renewal of their license shall submit an application on or before March 15th of each year. Center for Montessori Teacher Education/NC filed an application for license renewal after the deadline, and it was therefore subject to a $500 late fee.

Recommendation of the State Board of Proprietary Schools – On May 4, 2018 the State Board of Proprietary Schools met to consider schools for license renewal. The Board voted to refuse to recommend Center for Montessori Teacher Education/NC for license renewal for license year July 1, 2018 – June 30, 2019.

Due Process Right of Center for Montessori Teacher Education/NC – Pursuant to 2B SBCCC 100.2, the Executive Director of Proprietary Schools will notice the school administrator within five (5) business days of the Proprietary Board’s recommendation. The Notice will advise the administrator that the school has the right to respond in writing to the recommendation within ten (10) business days of receiving the Notice, which will occur after the next regularly-scheduled meeting of the Community College Board on May 17-18, 2018.

Request to Extend License Renewal Date – The State Board of Proprietary Schools respectfully requests that the State Board of Community Colleges prescribe a proprietary license renewal date for Center for Montessori Teacher Education/NC to include the time from July 1, 2018 until such time that the State Board of Community Colleges can properly calendar consideration of the school’s 2018-2019 renewal application.

Authority – Pursuant to N.C.G.S. § 115D-91, proprietary licenses shall be renewable annually on July 1, unless a duration is otherwise prescribed by the State Board of Community Colleges.
**Proprietary School:** Umanah Healthcare Institute - Charlotte  
5801 Executive Center Drive, Suite 103  
Charlotte, NC 28212  

**School Administrator:** Patricia Umanah  

**Proprietary License Renewal Application** – Pursuant to State Board Code 2A SBCCC 300.2, proprietary schools desiring the renewal of their license shall submit an application on or before March 15th of each year. Umanah Healthcare Institute - Charlotte filed a timely application for license renewal.  

**Recommendation of the State Board of Proprietary Schools** – On May 4, 2018 the State Board of Proprietary Schools met to consider schools for license renewal. The Board voted to refuse to recommend Umanah Healthcare Institute - Charlotte for license renewal for license year July 1, 2018 – June 30, 2019.  

**Due Process Right of Umanah Healthcare Institute - Charlotte** – Pursuant to 2B SBCCC 100.2, the Executive Director of Proprietary Schools will notice the school administrator within five (5) business days of the Proprietary Board’s recommendation. The Notice will advise the administrator that the school has the right to respond in writing to the recommendation within ten (10) business days of receiving the Notice, which will occur after the next regularly-scheduled meeting of the Community College Board on May 17-18, 2018.  

**Request to Extend License Renewal Date** – The State Board of Proprietary Schools respectfully requests that the State Board of Community Colleges prescribe a proprietary license renewal date for Umanah Healthcare Institute - Charlotte to include the time from July 1, 2018 until such time that the State Board of Community Colleges can properly calendar consideration of the school’s 2018-2019 renewal application.  

**Authority** – Pursuant to N.C.G.S. § 115D-91, proprietary licenses shall be renewable annually on July 1, unless a duration is otherwise prescribed by the State Board of Community Colleges.
Proprietary School: Umanah Healthcare Institute -Gastonia
635D Cox Road
Gastonia, NC 28053

School Administrator: Patricia Umanah

Proprietary License Renewal Application – Pursuant to State Board Code 2A SBCCC 300.2, proprietary schools desiring the renewal of their license shall submit an application on or before March 15th of each year. Umanah Healthcare Institute -Gastonia filed a timely application for license renewal.

Recommendation of the State Board of Proprietary Schools – On May 4, 2018 the State Board of Proprietary Schools met to consider schools for license renewal. The Board voted to refuse to recommend Umanah Healthcare Institute -Gastonia for license renewal for license year July 1, 2018 – June 30, 2019.

Due Process Right of Umanah Healthcare Institute -Gastonia – Pursuant to 2B SBCCC 100.2, the Executive Director of Proprietary Schools will notice the school administrator within five (5) business days of the Proprietary Board’s recommendation. The Notice will advise the administrator that the school has the right to respond in writing to the recommendation within ten (10) business days of receiving the Notice, which will occur after the next regularly-scheduled meeting of the Community College Board on May 17-18, 2018.

Request to Extend License Renewal Date – The State Board of Proprietary Schools respectfully requests that the State Board of Community Colleges prescribe a proprietary license renewal date for Umanah Healthcare Institute -Gastonia to include the time from July 1, 2018 until such time that the State Board of Community Colleges can properly calendar consideration of the school’s 2018- 2019 renewal application.

Authority – Pursuant to N.C.G.S. § 115D-91, proprietary licenses shall be renewable annually on July 1, unless a duration is otherwise prescribed by the State Board of Community Colleges.
**Proprietary School:** Umanah Healthcare Institute -Monroe  
607 East Windsor Street  
Monroe, NC 28112

**School Administrator:** Patricia Umanah

**Proprietary License Renewal Application** – Pursuant to State Board Code 2A SBCCC 300.2, proprietary schools desiring the renewal of their license shall submit an application on or before March 15th of each year. Umanah Healthcare Institute -Monroe filed a timely application for license renewal.

**Recommendation of the State Board of Proprietary Schools** – On May 4, 2018 the State Board of Proprietary Schools met to consider schools for license renewal. The Board voted to refuse to recommend Umanah Healthcare Institute -Monroe for license renewal for license year July 1, 2018 – June 30, 2019.

**Due Process Right of Umanah Healthcare Institute -Monroe** – Pursuant to 2B SBCCC 100.2, the Executive Director of Proprietary Schools will notice the school administrator within five (5) business days of the Proprietary Board’s recommendation. The Notice will advise the administrator that the school has the right to respond in writing to the recommendation within ten (10) business days of receiving the Notice, which will occur after the next regularly-scheduled meeting of the Community College Board on May 17-18, 2018.

**Request to Extend License Renewal Date** – The State Board of Proprietary Schools respectfully requests that the State Board of Community Colleges prescribe a proprietary license renewal date for Umanah Healthcare Institute -Monroe to include the time from July 1, 2018 until such time that the State Board of Community Colleges can properly calendar consideration of the school’s 2018-2019 renewal application.

**Authority** – Pursuant to N.C.G.S. § 115D-91, proprietary licenses shall be renewable annually on July 1, unless a duration is otherwise prescribed by the State Board of Community Colleges.
1B SBCCC 400 is proposed for amendment as follows:

State Board of Community Colleges Code
TITLE 1. COMMUNITY COLLEGES

CHAPTER B. COLLEGE OPERATIONS

SUBCHAPTER 400. PROGRAM ACCOUNTABILITY

1B SBCCC 400.1 ACCREDITATION BY THE SOUTHERN ASSOCIATION
All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The System Office shall provide biannually a report to the State Board listing any accreditation actions taken by SACSCOC with regards to a North Carolina community college. The System President, when requested, will provide assistance to colleges seeking regional accreditation.

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

1B SBCCC 400.2 COLLEGE PLANNING
Each community college shall maintain an ongoing planning process. At a minimum, college plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the System and with the State Board's priorities; and shall provide for evaluation of student outcomes.

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

1B SBCCC 400.3 PROGRAM REVIEW
Colleges shall monitor the quality and viability of all its programs and services. Colleges shall review each curriculum program, each program area within continuing education, and their Basic Skills programs at least every five years to determine program strengths

SBCC
05/18/2018
and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

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

1B SBCCC 400.4 PROVISION OF INFORMATION TO THE SYSTEM OFFICE

(a) Purpose. To ensure the quality of educational programs, to promote the systematic meeting of educational needs of the State, and to provide for the equitable distribution of State and federal funds to the several institutions, the State Board must have timely access to accurate data that is comparable across institutions. The purpose of this policy is to establish rules governing the consistent collection and reporting of data to fulfill reporting requirements, assess compliance, and to evaluate education programs.

(b) Annual Reporting Plan. By May 1st of each year, the System Office shall publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall include a list of required State and federal reports, associated deadlines, and a description of the reports' uses. If a report involves transmission of raw data, the plan shall also include an appendix listing the data elements included in the report. The System Office may amend the plan, as needed, provided colleges are provided notice of at least 20 business days for any newly added reporting requirement.

(c) Data Governance Committee.

(1) The Data Governance Committee shall approve definitions for data elements used throughout the North Carolina Community College System (NCCCS) and identify issues the System Office should consider when determining an effective date for implementation. Once the System Office determines an implementation effective date, the definition and effective date shall be published in the NCCCS Data Dictionary published on the NCCCS website. The Data Governance Committee may also provide recommendations on data entry processes and other best practices that promote data quality. The System Office shall provide guidance to colleges on definition implementation.
(2) The Data Governance Committee shall be composed of the following members, each of whom shall serve for a three-year term:

(A) One College President, who will serve as Chair, appointed by the President of the North Carolina Association of Community College Presidents (NCACCP).

(B) One Instructional Administrator appointed by the President of the North Carolina Association of Community College Instructional Administrators (NCACIA).

(C) One Continuing Education Administrator and one Basic Skills Director appointed by the President of the North Carolina Community College Adult Educators Association (NCAEA).

(D) One Student Development Administrator appointed by the President of the Student Development Administrators Association (NCSDAA).

(E) One Chief Financial Officer appointed by the North Carolina Association of Community College Business Officers (ACCBO).

(F) Three Institutional Research/Institutional Effectiveness Officers appointed by the Community College Planning and Research Organization (CCPRO).

(G) One Chief Information Officer appointed by the Chief Information Officer Association (CIOA).

(H) One representative appointed by the Institutional Information Processing System Users Group (IIPS).

(I) The designee of the North Carolina Community College System President.

(J) A designee from each System Office division appointed by the division Vice President.

Current members serving on the Data Governance Committee as of the effective date of this rule shall serve the remainder of their terms. Thereafter, as terms expire, or when a vacancy occurs prior to the expiration of a term, members of the Data Governance Committee shall be appointed in accordance with this rule.

(3) Excluding System Office designees, no member of the Data Governance Committee, shall serve more than two consecutive terms of three years on the Committee. This limitation does not prohibit an individual from serving future terms after a period of non-service of at least one year.
(4) The Data Governance Committee shall notify colleges of proposed data element definitions and shall provide for a period of no less than 10 business days from the date of notification during which colleges may provide comments on the proposed data element definitions.

(d) Reports. The trustees and the president of each college are responsible for ensuring information outlined in the Annual Reporting Plan and any ad hoc reports requested by the System Office are provided in a timely manner and in the format prescribed by the System President. Data elements included in reports shall conform with the NCCCS Data Dictionary, where applicable.

(e) Reporting Accountability. The System Office shall provide annually to each college president a summary of the college’s compliance with this rule for reports on the Annual Reporting Plan. The summary shall include information about whether each report was complete, conformed to the definitions in the NCCCS Data Dictionary, and submitted by the deadline. The System Office shall provide implementation assistance to colleges struggling with compliance. Refusal to provide reports in accordance with the Annual Reporting Plan or failure to remedy a multi-year pattern of submitting late, incomplete, or non-conforming reports shall constitute non-compliance under 1H SBCCC 200.2(a)(4).

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

1B SBCCC 400.5 PERFORMANCE ACCOUNTABILITY

(a) The System Office shall collect data on the outcomes of the performance measures required by G.S. 115D-31.3 and report annually to the State Board of Community Colleges on each college’s outcomes on these performance measures.

(b) Each college shall publish its data on all performance measures annually in its electronic catalog or on the college’s public website.

History Note: Authority G.S. 115D-5; Eff. ____________
1B SBCCC 400 is proposed for amendment as follows:

1B SBCCC 400.96  ACCREDITATION BY THE SOUTHERN ASSOCIATION

All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools. The System President, when requested, will provide assistance to colleges seeking regional accreditation.

REPEALED by the State Board of Community Colleges, eff. ____________

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

   Eff.  February 1, 1976;
   Readopted Eff.  January 5, 1978;
   Amended Eff.  September 1, 1993; December 1, 1984; July 1, 1980.
   Repeal Eff. ____________

1B SBCCC 400.97  COLLEGE PLANNING

Each member college of the Community College System shall maintain an ongoing planning process which provides for development of a college plan. As a minimum, college plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the System and with the State Board's priorities; and shall provide for evaluation of results. Plans shall be submitted to the Department in accordance with its procedures.

REPEALED by the State Board of Community Colleges, eff. ____________

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

   Eff. May 1, 1982;
   Amended Eff. September 1, 1993.
   Repeal Eff. ____________

1B SBCCC 400.98  PROGRAM REVIEW

(a) Each college shall monitor the quality and viability of all its programs and services. Each curriculum program, each program area within continuing education, including
Basic Skills, occupational extension, and community service, and each service area shall be reviewed at least every five years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

(b) The System Office shall collect data on the outcomes of the following performance measures:

1. Progress of basic skills students;
2. Passing rate for licensure and certification examinations;
3. Goal completion of program completers and noncompleters;
4. Employment status of graduates;
5. Performance of students who transfer to the university system;
6. Passing rates in developmental courses;
7. Success rates of developmental students in subsequent college-level courses;
8. The level of satisfaction of students who complete programs and those who do not complete programs;
9. Curriculum student retention and graduation;
10. Employer satisfaction with graduates;
11. Client satisfaction with Customized Training Programs; and
12. Program enrollment.

Each college shall publish its data on all performance measures annually in its electronic catalog or on the internet and in its printed catalog each time the catalog is reprinted.

(c) The System Office shall report annually to the State Board of Community Colleges on each college’s outcomes on these performance measures.

(d) The System Office shall monitor the colleges’ performance on all measures to ensure that all measures are being used for the purpose of program improvement.

Note: Substance of former 23 SBCCC 02C.0604 was incorporated into this Rule.

REPEALED by the State Board of Community Colleges, eff. ____________

History Note: Authority G.S. 115D-5; 115D-31.3; 1999 S.L., c. 237, s. 9.2; 1993 S.L., c. 321, s. 109; S.L. 1995, c. 625;
1B SBCCC 400 is proposed for amendment as follows:

1B SBCCC 400.99 – PROVISION OF INFORMATION TO THE DEPARTMENT OF COMMUNITY COLLEGES

The trustees and the president of each college are responsible for seeing that scheduled periodic official reports about the college and any special reports are submitted in a timely manner and in the format prescribed by the System President.

REPEALED by the State Board of Community Colleges, eff. ____________

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

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. September 1, 1993; December 1, 1984.

Repeal Eff. ____________

SBCC
05/18/2018
1A SBCCC 200.5 is proposed for adoption as follows:

STATE BOARD OF COMMUNITY COLLEGES CODE
TITLE 1 – COMMUNITY COLLEGES

CHAPTER A.  STATE BOARD GOVERNANCE

SUBCHAPTER 200.  STATE BOARD AUTHORITY

1A SBCCC 200.5  System Advisory Council
To promote communication, transparency, and the consideration of diverse perspectives, the System Advisory Council is established as a standing body whose charge is to discuss and make recommendations to the State Board of Community Colleges on issues of system-wide or inter-college importance.

(a) Membership: The System Advisory Council shall consist of the following members.

(1) The Chair of the State Board of Community Colleges shall appoint four State Board members, including at least one member appointed to the State Board by the current Governor, one member appointed to the State Board by the House, and one member appointed to the State Board by the Senate.

(2) The Chair of the North Carolina Association of Community College Trustees shall appoint four community college board of trustee members, including one member representing a college from the western (Trustee Association Regions 1 and 2 as defined in G.S. 115D-62); central (Trustee Association Regions 3 and 4), and eastern (Trustee Association Regions 5 and 6) regions, and one at-large member. Appointees shall represent at least one small (defined as Presidents’ Salary Grade 1), medium (Salary Grade 2), and large college (Salary Grade 3).

(3) The President of the North Carolina Association of Community College Presidents shall appoint four community college presidents including one member representing a college from the western (defined as Trustee Association Regions 1 and 2 as defined in G.S. 115D-62), central (Trustee Association Regions 3 and 4), and eastern (Trustee Association Regions 5 and 6) regions, as well as one at-large member. Appointees shall represent at least one small (defined as Presidents’ Salary Grade 1), medium (Salary Grade 2), and large college (Salary Grade 3).
1A SBCCC 200.5 is proposed for adoption as follows

   Grade 3).

(4) The President of the North Carolina Comprehensive Community College Student
   Government Association or his or her designee shall be an ex-officio voting
   member.

(5) The System President shall be an ex-officio, non-voting member, except in the
   case of a tie. The President shall serve as the presiding officer.

(b) Terms. To establish regularly overlapping terms, two of the initial appointments by
   the Chair of the State Board, two of the initial appointments by the Chair of the North
   Carolina Association of Community College Trustees, and two of the initial
   appointments by the President of the North Carolina Association of Community
   College Presidents shall expire one year after the initial appointment. Each
   subsequent regular appointment by all appointing bodies shall be for a term of two
   years.

(1) No member of the System Advisory Council shall serve more than two consecutive
   terms of two years. This limitation does not prohibit an individual from serving future
   terms after a period of non-service of at least one year.

(2) All vacancies occurring on the System Advisory Council shall be filled for the
   remaining of the unexpired term by the appointing body making the original
   appointment.

(c) Meetings and Agendas. The System President shall be responsible for convening the
   System Advisory Council at least quarterly. The System President shall also convene
   the System Advisory Council at the request of four or more members of the System
   Advisory Council.

(1) The System President shall be responsible for meeting coordination, including
   scheduling the meeting, developing the agenda based on recommendations from
   Council members, and ensuring appropriate staff are available to support the
   Council.

(2) Any member of the System Advisory Council may submit agenda items for
   consideration at meetings. If the time allotted for the meeting does not allow for
   addressing all submitted agenda items, the System Advisory Council shall review
   the list of pending agenda items and prioritize items for future meetings.
1A SBCC 200.5 is proposed for adoption as follows

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

3  **Eff.________________________**
## STATE BOARD OF COMMUNITY COLLEGES
### Public Comments

**Proposed Amendment 1A SBCCC 200.4 – “Sound Fiscal and Management Practices”**

**Comment Period Ending 19 April 2018**

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Page and Line #</th>
<th>Public Comment</th>
<th>System Office Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamance CC</td>
<td>Page 1, lines 17-19</td>
<td>The effective date of June 1, 2018 is unreasonable for colleges to effectively implement the requirements stated in the proposed rulemaking. The concern is if this policy is adopted with an effective date of June 1, 2018, one would deem that this would be effective for the fiscal year ended June 30, 2018. This gives local colleges inadequate time to implement the tedious task of reviewing all institutional balances in detail during year end close-out (given that fiscal year-end is less than 2 ~ months away) and developing a plan for report to the local board of trustees by the next scheduled meeting, which in many cases would be as early as August 2018 (little over one month from year-end close).</td>
<td>The System Office agrees that an implementation date of July 1st, consistent with the beginning of a fiscal year, is cleaner and makes sense.</td>
</tr>
<tr>
<td>Alamance CC</td>
<td>Page 1, lines 19-20</td>
<td>Should more clearly define &quot;cash balance.&quot;</td>
<td>The System Office suggests the following clarifying language: If any institutional fund account has a negative balance at year-end, the negative cash balance fund balance after the posting of all accrual entries shall be reviewed.</td>
</tr>
</tbody>
</table>

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**SBCC 05/18/2018**
1A SBCCC 200.4 is proposed for amendment as follows:

State Board of Community Colleges Code

TITLE 1 – COMMUNITY COLLEGES

CHAPTER A. STATE BOARD GOVERNANCE

SUBCHAPTER 200. STATE BOARD AUTHORITY

1A SBCCC 200.4 Sound Fiscal and Management Practices

(a) Local boards of trustees shall adopt policies that assure a community college has sound fiscal and management practices. Policies to assure sound fiscal and management practices shall include at least the following:

(1) Expending funds prudently and consistently with the approved budget.

(2) Demonstrating stewardship of the institution’s State financial resources by effectively executing the institution’s budget to ensure that the percentage of State current operating funds remaining unexpended does not exceed five percent or five times the systemwide percentage, whichever is higher.

(3) Ensuring that institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative cash balance fund balance after the posting of all accrual entries shall be reviewed. In the event the negative balance is not due to a planned reason, the college shall develop a plan to rectify the negative balance, and the information shall be reported to the Board of Trustees at its first scheduled meeting following year-end.

(4) Tracking expenditures consistent with the North Carolina Community College System’s Chart of Accounts, as outlined in the NC Community College System Accounting Procedures Manual.

(5) Providing financial reports to the local boards of trustees at intervals determined by the local board of trustees.

(6) Maintaining a system of internal controls as prescribed by G.S. 143D-7.
1. Ensuring the college does not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies resolved within 30 business days from the end of the prior month. In the event a college fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board of Trustees at its first scheduled meeting following the month of non-compliance.

2. Submitting complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline.

3. Ensuring that audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.

4. Addressing any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews.

5. Ensuring that the college is actively seeking to fill leadership and other supervisory positions in a timely manner with individuals of high competence.

6. Monitoring staff turnover by providing an employee vacancy report for information to the local board of trustees at least biannually.

History Note: Authority G.S. 115D-5;
Eff. ______________.
### STATE BOARD OF COMMUNITY COLLEGES
#### SBCC Code Report

**PERSONNEL COMMITTEE**

<table>
<thead>
<tr>
<th>RULE ACTION</th>
<th>RULEMAKING PROCESS</th>
<th>EXPECTED DATE</th>
<th>STATUS</th>
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| **AMENDMENT**  
1C SBCCC 200.94 – “Holiday Leave” | Initiation of Rulemaking Process | February 16, 2018 | COMPLETED |
| | Publication on NCCCS Website | February 20, 2018 | COMPLETED |
| | Written Comment Period Ends | March 22, 2018 | COMPLETED |
| | Review Comments with SBCC Committee | April 19, 2018 | COMPLETED |
| | 2nd Written Comment Period Ends (if substantive changes) | N/A | |
| | Hearing Date (if applicable) | N/A | |
| | Presented to SBCC for Adoption | April 20, 2018 | COMPLETED |
| | Prospective Effective Date of Rule | July 1, 2018 | PENDING |

| **ADOPTION**  
1C SBCCC 300.1 – “Presidential Selection Process” | Initiation of Rulemaking Process | July 20, 2018 | PENDING |
| | Publication on NCCCS Website | July 24, 2018 | |
| | Written Comment Period Ends | August 23, 2018 | |
| | Review Comments with SBCC Committee | September 20, 2018 | |
| | 2nd Written Comment Period Ends (if substantive changes) | N/A | |
| | Hearing Date (if applicable) | N/A | |
| | Presented to SBCC for Adoption | September 21, 2018 | |
| | Prospective Effective Date of Rule | October 1, 2018 | |
### PERSONNEL COMMITTEE cont’d

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<td>ADOPTION 1A SBCCC 200.4 – “Sound Fiscal and Management Practices”</td>
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<td><strong>ADOPTION</strong> 1D SBCCC 300.9 – “Clinical Practice”</td>
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| ADOPTION 1D SBCCC 300.10- “Work-Based Learning” | Initiation of Rulemaking Process | May 18, 2018 | PENDING |
| | Publication on NCCCS Website | May 22, 2018 | |
| | Written Comment Period Ends | June 21, 2018 | |
| | Review Comments with SBCC Committee | July 19, 2018 | |
| | 2nd Written Comment Period Ends (if substantive changes) | N/A | |
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| AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes” | Initiation of Rulemaking Process | May 18, 2018 | PENDING |
| Publication on NCCCS Website | May 22, 2018 |
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AGENDA
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Wake Technical Community College, North Campus, Building F, Room NF 225
Thursday, May 17, 2018 – 3:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – April 19, 2018

For Information
  • Legislative Update

New Business

Adjourn

Questions relating to items on the Agenda should be addressed to
the Office of State Board Affairs at (919)807-6970 or by email at stateboard@nccommunitycolleges.edu
MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, April 19, 2018 – 3:30 p.m.

LEGISLATIVE COMMITTEE MEMBERS PRESENT:
Breeden Blackwell, Chair  Samuel Powell  Burr Sullivan
Lisa Estep                Lynn Raye     Jerry Vaughan
Frank Johnson             Scott Shook   Ann Whitford
Bill McBrayer             Bob Stephens

* Attended via phone
Members Absent: Todd Johnson and Clark Twiddy

OTHERS IN ATTENDANCE:
Jennifer Haygood  Shanté Martin  David Johnson
Lisa Chapman       Mary Shuping (Johnston CC)
Elizabeth Grovenstein  Chreatha Alston  Maria Pharr
Bryan Jenkins       Anne Bacon (South Piedmont CC)
Maureen Little      Sondra Jarvis  Linda Suggs (Gates FND)
Brian Long

CALL TO ORDER
Dr. Blackwell called the meeting to order at 3:34 p.m. in the Dr. W. Dallas Herring State Board Room of the Caswell Building in Raleigh, NC.

ROLL CALL
Mr. Jenkins took the roll of the Legislative Affairs Committee members.

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

APPROVAL OF THE AGENDA
Dr. Blackwell asked for a motion to approve the agenda for the meeting on April 19, 2018. Mr. Raye moved, seconded by Mr. Stephens, and the Committee approved.

APPROVAL OF THE MINUTES
Dr. Blackwell asked for a motion to approve the minutes for the meeting on February 15, 2018. Ms. Whitford moved, seconded by Mr. Sullivan, and the Committee approved.

FOR FUTURE ACTION
Special Provision: Revision to State Performance Measure (Attachment LEG 01)
Ms. Shuping stated this a requested change for the legislative budget bill. This is in relation to the Performance Measures that were discussed in Strategic Planning Committee. Ms. Shuping
reviewed the change. This request does not require additional funding. The change would add “natural sciences” to the current performance measure that includes the successful completion of a credit-bearing math class.

Mr. Raye made a motion to move Special Provision: Revision to State Performance Measure from Future Action to Action, seconded by Mr. Sullivan, and the Committee approved.

Dr. Powell made a motion to approve Special Provision: Revision to State Performance Measure, seconded by Mr. Raye, and the Committee approved.

Special Provision: Codify Current Session Law on Reorganization of System Office
(Attachment LEG 02)
Ms. Shuping stated this a requested change for the legislative budget bill. This item addresses the authority of the System President to re-organize the System Office. The current language providing that authority, with approval of the State Board, is not codified and has to be requested every biennium. Currently the State Budget Act limits an agency’s ability to transfer funds between divisions. The current language expires at the end of this biennium. Approval of this change would update the statute permanently. President Haygood said codifying this session law would enable the President to review and find efficiencies within the System Office. Ms. Grovenstein clarified the current provision expires June 30, 2018.

Mr. Raye made a motion to move Special Provision: Codify Current Session Law on Reorganization of System Office from Future Action to Action, seconded by Mr. Sullivan, and the Committee approved.

Ms. Whitford made a motion to approve Special Provision: Codify Current Session Law on Reorganization of System Office, seconded by Ms. Estep, and the Committee approved.

NEW BUSINESS
Legislative Update
Ms. Shuping stated that colleges have been sharing what programs they will start with the short-term workforce training funds requested in the short session budget and the employers they will benefit. She believes that on first legislative priority, the Legislators seem to understand and support. There are more questions coming from the second legislative priority and IT system. Ms. Shuping is working with Mr. Parker’s team to put together a FAQ on the need for a modernized ERP. Another challenge is that there are a couple of other agencies with IT requests. IT funding does not have to come out of the Education budget, so hopefully the funding can come from another source.
MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, April 19, 2018 – 3:30 p.m.

While there will be a budget surplus, the House and Senate will be instituting a budget cap like last year which makes it harder to negotiate for more funding.

May 16th is first day of session and she believes that the spending caps will be set before session. Ms. Shuping said that the FAQ information for the ERP system will be shared with all stakeholders who will be speaking to the Legislators.

Campus / School safety. The House has established a committee with two workgroups. The workgroups have met once and are looking for some short-term solutions, but plan to continue meeting after the session is over. Higher-education is not a focus in the short session, but we have provided information about high schools on the college campuses and high school students attending classes on our campuses. The higher-education component will probably be addressed after the short session. Governor Cooper had a press conference and announced $20 million that would be allocated by the State Board for safety improvement on campuses.

President Haygood added that the proposed language, it would be up to the State Board to allocate, and it would be an application process. Ms. Shuping said she believes that the State Board would be able to put parameters within the language in the bill. Currently campus safety at our colleges is primarily funded by counties Some student fees and a portion of State funds support campus safety, but statutorily counties are responsible for funding campus safety. Governor Cooper’s proposal would add additional state funds toward campus safety.

Chairman Shook asked to move the two action items to the Consent Agenda, seconded by Mr. Raye, and approved by the Committee.

ADJOURN
There being no other business, Dr. Blackwell asked for a motion to adjourn. Mr. McBrayer made the motion, seconded by Ms. Whitford, and the committee adjourned at 3:59 p.m. following a voice vote.

Respectfully submitted,
Sondra Jarvis