

STATE BOARD OF COMMUNITY COLLEGES

Mr. Scott Shook, Chair

September 16, 2016

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

Thursday, September 15, 2016

COMMITTEE MEETING

Calendar Committee	11:15 a.m.	AW North Carolina Conference Room
Personnel Committee	11:30 a.m.	AW North Carolina Conference Room

ISSUES LUNCHEON

12:00 p.m. Dr. W. Dallas Herring State Board Room

Performance Partnership Program

Presenters: Linda Scuiletti, Central Carolina Community College;
Doris Carver, Piedmont Community College; and Kristie Sullivan, Sandhills Community College

COMMITTEE MEETINGS

Finance Committee	1:30 p.m.	Conference Room 201-A
Programs Committee	1:30 p.m.	J. Gregory Poole Conference Room
Strategic Planning Committee	1:30 p.m.	AW North Carolina Conference Room
Accountability and Audit	3:00 p.m.	AW North Carolina Conference Room
Policy Committee	3:00 p.m.	Conference Room 201-A
Legislative Affairs Committee	3:30 p.m.	Dr. W. Dallas Herring State Board Room
Chair's Agenda Review	4:15 p.m.	Dr. W. Dallas Herring State Board Room

Friday, September 16, 2016

BOARD MEETING

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

- ❖ Call to Order
- ❖ Roll Call
- ❖ Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- ❖ Approval of Minutes from August 19, 2016 Meeting
- ❖ 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*)

Reports:

- ❖ NC Association of Community College Presidents, Dr. Deborah Lamm, President
- ❖ NC Association of Community College Trustees, Dr. Donny Hunter, President & CEO
- ❖ NC Comprehensive Community College Student Government Association (N4CSGA), Ms. Kirsten Stovall, President

COMMITTEE REPORTS

CALENDAR COMMITTEE, Mr. Bobby Irwin, Chair

For Action

2017 State Board of Community Colleges Meeting Calendar (Attachment CAL 1)

PERSONNEL COMMITTEE, Ms. Janet Lowder, Chair

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

For Information

SBCC Code Report –September 2016 (Attachment FC 1)

FY 2015-16 Year-End State Board Reserve Report (Attachment FC 2)

ERP System Planning (*For Discussion Only*)

For Action

Allocation of Special Capital Improvement Appropriations (Attachment FC 3) [CA]

Allocations for Integrated English Literacy and Civics Education Programs (Attachment FC 4) [CA]

Forsyth Technical Community College Request for Off-Campus Center Approval (Attachment FC 5) [CA]

Specialized Course List for Public Safety Waivers Authorized Under G.S. 115D-5(b)(2)
(Attachment FC 6) [CA]

State Board Reserve Funding for the Implementation of the Future of Community College Nursing
Education Recommendations (Attachment FC 7)

Construction and Property (Attachment FC 8) [CA]

RN to BSN Competency-Based Education (Attachment FC 9)

Allocation Supplement for Small Business Centers (Attachment FC 10)

PROGRAMS COMMITTEE, Dr. Sam Powell, Chair

For Information

Career and College Promise Operating Procedures Update 2016 Pre-ACT College Readiness Benchmarks
(Attachment PROG 1)

Curriculum Program Termination as Approved by the System President (Attachment PROG 2)

Curriculum Standard Revisions as Approved by the Senior Vice President/Chief Academic Officer
(Attachment PROG 3)

For Future Action

Curriculum Program Applications (New to System) (Attachment PROG 4)

For Action

Annual Report to the Joint Legislative Education Oversight Committee on NC Works Career Coach
Program (Attachment PROG 5) [CA]

Special Program Application Process Modification (Attachment PROG 6) [CA]

Curriculum Program Application (Fast Track for Action) (Attachment PROG 7) [CA]

Curriculum Standard Revision (Attachment PROG 8) [CA]

Combined Course Library – Continuing Education (Attachment PROG 9) [CA]

STRATEGIC PLANNING COMMITTEE, Dr. Darrell Saunders, Chair

For Information

Updates

- Military Credit for Prior Learning
- Career and College Ready Alignment Partnership
- Developmental Education Reform, “reforming the reform”

Faculty Titles

- Align 4NCWorks Update
- Proposed Agenda for October Planning Meeting (Attachment PLAN 1)
- NC Apprenticeship Expansion Grant Update

ACCOUNTABILITY AND AUDIT COMMITTEE, Representative Jimmie Ford, Chair

For Information

Update on Audit Concerns (*Discussion Only*)

POLICY COMMITTEE, Mr. Ernie Pearson, Chair

For Information

SBCC Code Report – September 2016 (Attachment POL 01)

For Future Action

- Priority Nursing College Initial Recommendation and Investigative Report – September 2016 (Attachment POL 02)
- Initiation of the Rulemaking Process to Amend 3B SBCCC Subchapter 200 – “Public Input” (Attachment POL 03)

LEGISLATIVE AFFAIRS COMMITTEE, Mr. Jim Rose, Chair

For Information

Updated on Legislative Agenda for 2017-19 Biennium
Legislative Guests

NEW BUSINESS

PRESIDENT’S REPORT

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS

The next State Board meeting is scheduled for Wednesday, October 19 2016 through Friday, October 21, 2016 at Pitt Community College in Greenville, 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



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

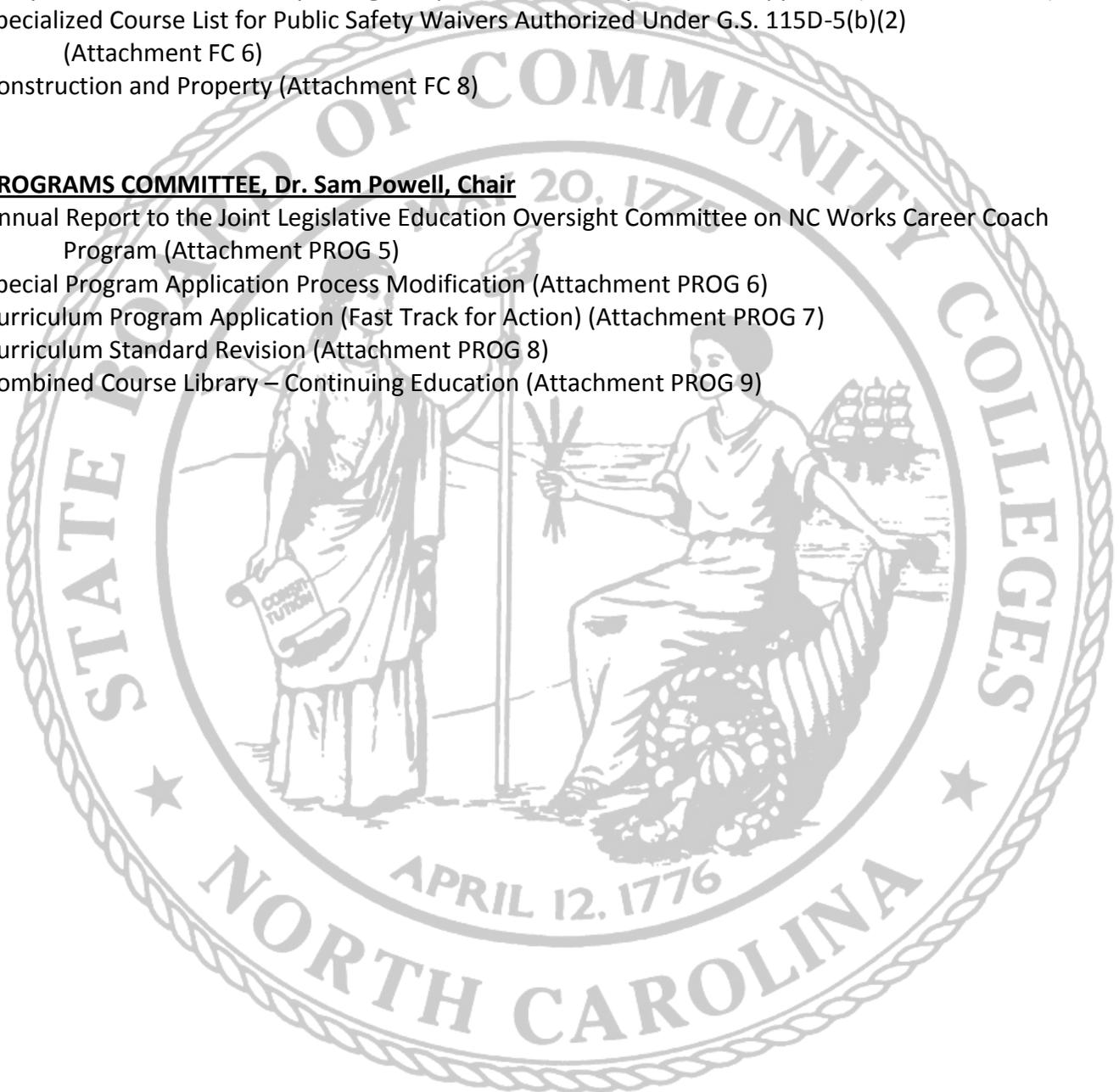
CONSENT AGENDA

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

- Allocation of Special Capital Improvement Appropriations (Attachment FC 3)
- Allocations for Integrated English Literacy and Civics Education Programs (Attachment FC 4)
- Forsyth Technical Community College Request for Off-Campus Center Approval (Attachment FC 5)
- Specialized Course List for Public Safety Waivers Authorized Under G.S. 115D-5(b)(2)
(Attachment FC 6)
- Construction and Property (Attachment FC 8)

PROGRAMS COMMITTEE, Dr. Sam Powell, Chair

- Annual Report to the Joint Legislative Education Oversight Committee on NC Works Career Coach Program (Attachment PROG 5)
- Special Program Application Process Modification (Attachment PROG 6)
- Curriculum Program Application (Fast Track for Action) (Attachment PROG 7)
- Curriculum Standard Revision (Attachment PROG 8)
- Combined Course Library – Continuing Education (Attachment PROG 9)





State Board of Community Colleges

Caswell Building, 200 West Jones Street
Raleigh, North Carolina
August 19, 2016
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 9:00 a.m. in the Dr. W. Dallas Herring State Board Room of the Caswell Building. Mr. Bryan Jenkins called the roll and the following members were present:

Ms. Lisa Estep
Representative Jimmie Ford
Mr. Bobby Irwin
Treasurer Janet Cowell
Lt. Governor Dan Forest
Mr. Todd Johnson
Ms. Janet Lowder
Mr. Bill McBrayer
Dr. Samuel Powell

Mr. Lee Roberts
Mr. James Rose
Dr. Darrell Saunders
Mr. Scott Shook
Ms. Yolanda Stith
Ms. Kirsten Stovall
Mr. Clark Twiddy
Mr. Jerry Vaughan*
Dr. Candler Willis

*Attended by telephone

Absent: Dr. Breeden Blackwell; Mr. Ernie Pearson; and Mr. Lynn Raye

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

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

APPROVAL OF THE MINUTES

Rep. Ford made a motion to approve the minutes of the July 15, 2016 meeting of the State Board of Community Colleges. Mr. McBrayer seconded the motion and the minutes were unanimously approved.

CHANGES TO AGENDA

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

PERSONNEL COMMITTEE, Ms. Lowder, Chair

Ms. Lowder stated Personnel Committee has two items for consideration.

FINANCE COMMITTEE, Ms. Lowder, Vice Chair

Ms. Lowder stated Finance Committee would like to move FC 2 from Future Action to Action.

PROGRAM SERVICES COMMITTEE, Dr. Samuel Powell, Chair

Dr. Powell stated Program Services Committee has no changes.

STRATEGIC PLANNING COMMITTEE, Dr. Darrell Saunders, Chair

Dr. Saunders stated Strategic Planning Committee has no changes.

ACCOUNTABILITY AND AUDIT COMMITTEE, Representative Jimmie Ford, Chair

Rep. Ford stated Accountability and Audit Committee has no changes.

POLICY COMMITTEE, Mr. Todd Johnson, Vice-Chair

Mr. Johnson stated Policy Committee would like to move POL 3 from Future Action to Action.

LEGISLATIVE AFFAIRS COMMITTEE, Mr. Jim Rose, Chair

Mr. Rose stated Legislative Affairs Committee has no changes.

APPROVAL OF THE AGENDA

Treasurer Cowell 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

Rep. Ford made a motion to approve the consent agenda as recommended, Treasurer Cowell 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 Bionetwork Host Colleges (Attachment FC 8)
Allocation for Minority Male Success Initiative Grants FY 2016-2017 (Attachment FC 9)
Allocation for NCWorks Customized Training - Regional Trainers (Attachment FC 10)
Construction and Property (Attachment FC 11)

PROGRAMS COMMITTEE, Dr. Sam Powell, Chair

Curriculum Program Applications (New to System) (Attachment PROG 7)
Curriculum Program Application (Fast Track for Action) (Attachment PROG 8)
Curriculum Standard Revision (Attachment PROG 9)
Combined Course Library – Continuing Education (Attachment PROG 10)
Courses of Instruction to Captive/Co-opted Groups (Attachment PROG 11)

INTRODUCTION OF NEW COLLEGE PRESIDENTS

The following presidents were introduced by representatives from their colleges:

- Dr. Mark Poarch, Caldwell Community College and Technical Institute by Dr. Ken Boham
- Dr. John Gossett, McDowell Technical Community College by Mr. Darren Waugh
- Dr. James Ross, Pamlico Community College by Mrs. Deborah Harrison
- Dr. Jimmy Tate, Roanoke-Chowan Community College by Mr. James Eure

REPORTS:

Dr. Deborah Lamm, President of North Carolina Association of Community College Presidents

President Lamm gave a brief overview of her background for the board members.

The Presidents' Association met in Asheville for their summer quarterly meeting. The highlights of NCACCP quarterly meeting were:

- Elected the 2016-17 officers
- There was a session focused on Single Stop, which is being offered at Nash CC, James Sprunt CC, Wake Technical CC, and Central Piedmont CC. The program provides students with easier access to a wide range of resources and benefits. Single Stop partners with college to provide a wider array of student services such as:
 - Free income tax preparation
 - Benefits counseling
 - Financial counseling
 - Legal advice and representation
 - Referrals for other campus and community resources
- Ms. Haygood and Ms. Rosado provided an information session about Connect NC Bond and the capital improvement process.
- Legislative and Finance committees discussed legislative priorities and plan to continue the conversation at the September meeting.
- Program committee discussed National Council of State Authorization Reciprocity Agreements (NC-SARA) which is a state authorization organization. A workshop will be held in September for colleges who are interested in joining the organization.

Next NCACCP meeting will be in conjunction with the NCACCT Leadership Seminar in Charlotte on September 8, 2016.

N4CSGA, Ms. Kirsten Stovall, President

Ms. Stovall said that the N4CSGA executive board held a meeting at Johnston Community College on July 16, 2016.

Highlights of the meeting:

- After interviews, the secretary and treasurer positions were filled which means 10 of the 12 board members are in place.
- The board discussing plans for fall division meeting and fall conference.
- Discussed travel expenses and agreed on a centralized location to cut costs.
- Developed a Local Interactions Survey and sent to the community colleges.

Next N4CSGA meeting will be held on August 27, 2016 at 10am at Randolph Community College.

COMMITTEE REPORTS

PERSONNEL COMMITTEE, Ms. Janet Lowder, Chair

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

Mr. Jenkins presented the candidate for President of Lenoir Community College for consideration.

Mr. Jenkins presented the candidate for Chief of Staff for consideration.

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

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

Approval of Dr. Russell Hunt as President of Lenoir Community College

The motion was unanimously approved by voice vote.

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

Approval of Ms. Jennifer Haygood as Chief of Staff effective July 1, 2016 at a salary of \$190,000

The motion was unanimously approved by voice vote.

Ms. Haygood shared that there are three EPA positions that the System Office is working to fill. Due to these ongoing searches, the committee may need to be convened prior to the September 16, 2016 if needed.

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

Authorization for the Personnel Committee to meet telephonically prior to the September 16th meeting if necessary to approve System Office EPA position recommendations subject to the ratification of the State Board.

The motion was unanimously approved by voice vote.

FINANCE COMMITTEE, Ms. Janet Lowder, Vice-Chair

Ms. Haygood stated determination of in-state or out of state student tuition are done at the local level. The legislature requested that there be a centralized system and policy. The community colleges are unique in that students can register up to the first day of class. This rule will define how to handle a student who enrolls under an incorrect determination, but have the option for a refund or to pay.

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

Initiation of the Rulemaking Process to Amend 1E SBCCC 900.1 – “Curriculum Tuition Refunds”
(Attachment FC 2)

The above item was approved by voice vote.

Ms. Haygood stated this is the final step needed to identify a campus as a multi-campus center. Ms. Haygood reviewed the required steps

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

Final Approval for Multi-Campus Center Designations: Asheville-Buncombe Technical, Durham Technical, and Mitchell Community Colleges (Attachment FC 3)

The above item was approved by voice vote.

Ms. Haygood stated the budget package is a guidebook for the colleges and provided a brief overview of information to the board.

- Page 16 is a summary of FY 2016-17 allocations provided to the colleges and compares to the FY 2015-16 allocations. The total number of FTE is down approximately 5,500 from last year, but budget FTE is determined based on the higher year’s enrollment or the average of the two years. Even with the decline in FTE, the amount of allocation has increased. This is due to salary increase and funds for TEASERS (retirement benefits) which are embedded in the formula.
- Page 15 shows how funds are allocated. Ms. Haygood reviewed how the Tiers are applied to courses at the college to assure that they are funded properly. The Institutional and Academic Support is broken down into Curriculum, Occupational Extension (or Continuing Education), Basic Skills Block Grant, Federal Performance-Based Allotment, and State Performance-Based Allotment. The rest of the formula includes Institutional and Academic Support, Performance-Based Funding, NR Compensation Bonus Allotment, and NR Retirement Rate Increase Allotment.
- Ms. Haygood stated \$17.1 million has been allotted for bonuses. The colleges will have flexibility on how they give the bonus and the salary increases to staff. They are allowed to do something different if they would prefer. She believes most colleges will provide an increase across the board.

- The General Assembly has provided a onetime cost of living supplement to the state retirees which had not been done in a number of years. This is being supported by non-recurring funds allocated to the colleges for the payment into the retirement system.
- There are a number of categorical allocations. Ms. Haygood reviewed that categoricals are made for specific purposes to benefit our colleges. There is not much flexibility in Program Categorical.
- The Management Flexibility Reduction is less of a reduction then last year on a non-recurring basis. The colleges have to choose what program or line item that they are reducing in their budget. Dr. Willis asked if the reduction will be mitigated if the receipts are better. Ms. Haygood said that it will stay the same.

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

FY 2016-17 State Aid Allocations and Budget Policies (Attachment FC 4)

The above item was approved by voice vote.

Ms. Haygood said the General Assembly included funding to develop training for local government finance officers at the request of the State Treasurer's office. The host college will be Surry Community College who have the resources and experience to develop a hybrid training program.

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

Local Government Finance Officer Training (Attachment FC 5)

The above item was approved by voice vote.

Ms. Haygood said that this allocation will support a project to develop a statewide model for growing apprenticeships. The goal is to eventually have this project across all of the institutions.

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

Allocation for Advancing Post-Secondary Apprenticeship Project (Attachment FC 6)

The above item was approved by voice vote.

Ms. Haygood stated the General Assembly has asked the system to develop and pilot a program that helps determine student readiness and preparation for college coursework. The Career-and-College-Ready Alignment Partnership will be led by Wake Technical Community College. The program will be in conjunction with DPI and UNCGA.

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

State Board Reserve Allocation for the Career-and-College-Ready Alignment Partnership Lead College (Attachment FC 7)

The above item was approved by voice vote.

PROGRAMS COMMITTEE, Dr. Sam Powell, Chair

Dr. Powell said that all of the action items on the Programs agenda are consent agenda items.

STRATEGIC PLANNING COMMITTEE, Dr. Darrell Saunders, Chair

On behalf of the Strategic Planning Committee, Dr. Saunders recommended and moved the following item be approved by the board:

2016 Performance Measures for Student Success (Attachment PLAN 2)

The above item was unanimously approved by voice vote.

Maureen Little reviewed the highlights of the NCWorks Customized Training report.

- Served 942 companies through Customized Training.
- Trained more than 35,000 individuals
- Expenditures totaling \$13 million

For every \$1 expended in training, the economic impact is \$148.

On behalf of the Strategic Planning Committee, Dr. Saunders recommended and moved the following item be approved by the board:

NCWorks Customized Training Annual Report (Attachment PLAN 3)

The above item was unanimously approved by voice vote.

Dr. Saunders shared the proposed agenda for the upcoming October Planning Meeting in Greenville. Chairman Shook spoke about some of the activities that will take place during the meeting.

Dr. Saunders encouraged members to participate in the Regional Meetings being held with President Williamson.

ACCOUNTABILITY AND AUDIT COMMITTEE, Representative Jimmie Ford, Chair

Mr. Jenkins said statute requires that the Internal Audit Charter be provided to the committee and the board annually for review and input.

On behalf of the Policy Committee, Representative Ford recommended and moved the following item be approved by the board:

Internal Audit Charter (Attachment AUD 9)

The above item was unanimously approved by voice vote.

Mr. Jenkins gave a brief overview of Attachment AUD 10. It is a fluid plan that is adjusted as needed throughout the year.

On behalf of the Policy Committee, Representative Ford recommended and moved the following item be approved by the board:

System Office Internal Audit Plan FY 2017 (Attachment AUD 10)

The above item was unanimously approved by voice vote.

Mr. Jenkins reviewed the Information items; College Financial Audit Findings 5 Year Summary (Attachment AUD 4) and College Financial Audit Findings Detail Report FY 2014-15 (Attachment AUD 5) for the board. There were thirty-three colleges audited this year of which seven colleges had findings. Mr. Jenkins reviewed the various findings outlined in AUD 5. Martin CC had more detailed and significant findings which raised concern with the committee. Chairman Shook stated the situation at Martin CC has attracted attention and he has concerns about the direction and responses. There has been significant turnover in key positions at the college as well as other issues that could put them in a difficult situation. Chairman Shook stated he would like to get more information so that the State Board can help straighten these issues out.

Chairman Shook made the following motion:

To assess Martin Community College's ability to maintain prescribed standards of administration and instruction, I move that the State Board of Community Colleges directs System Office staff or other representatives to obtain and Martin Community College to provide, any information related to: 1) the most recent financial audit; 2) employee turnover; 3) spending issues; 4) insurance procurement; 5) organizational structure; 6) strategy to rectify any deficiencies in items 1 through 5 above.

Upon further conversation and concerns raised by Ms. Estep the motion was amended:

The motion was amended to include South Piedmont Community College in the same type of review as Martin Community College and to direct the Audit and Accountability Committee to discuss options for the State Board to review community colleges who have findings in consecutive years.

The above item was unanimously approved by voice vote as amended.

POLICY COMMITTEE, Mr. Todd Johnson, Vice-Chair

Mr. Johnson asked Mr. Corl to give an update on the Proprietary School Annual Report. Mr. Corl stated the Legislature requires that Proprietary Schools provide the report to the State Board for approval. Mr. Corl reviewed the highlights of the report.

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

Annual Report of Proprietary Schools (Attachment POL 2)

The above item was unanimously approved by voice vote.

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

Recommendations for Initial Proprietary School Licensure (Attachment POL 3)

The above item was unanimously approved by voice vote.

Mr. Corl provided information to the board about an ongoing investigation into Priority Nursing College.

LEGISLATIVE AFFAIRS COMMITTEE, Mr. Jim Rose, Vice-Chair

Ms. Shuping gave an update on the Legislative Agenda. Discussions are continuing with the Presidents Association on the three goals for the upcoming legislative session:

- Budget Stability
- Enrollment and Completion
- Recruit, reward, and retain quality faculty and staff.

The goal is to bring a legislative agenda to the State Board at the October Planning Meeting.

Mr. Rose said the committee was fortunate to have Representative Craig Horn come speak to the group. Representative Horn is chairman of both the House Committee on Appropriations for Education and is co-chair of the Joint Legislative Program Evaluation Oversight Committee.

NEW BUSINESS

None noted

PRESIDENT'S REPORT TO THE STATE BOARD OF COMMUNITY COLLEGES

President Williamson presented the MVP awards:

- Philomena Harrell for July 2016
- Cindy Mixter for August 2016

President Williamson said he is continuing to prioritize themes of build relationships, finding resources, and assuring that the System Office is adding value to the community colleges.

- He has met with key education partners, legislators within their districts, and other key external stakeholders.
- Events attended have enabled him to meet people that he may not have had an opportunity to interact with otherwise.
- Over the next few months, President Williamson plans to call and schedule time to visit each board member in their service area.
- Three of the ten regional meetings have been conducted and have been very successful. Presidents have requested that we continue holding these meetings every two years. The emerging themes will be shared as the strategic plans is being developed.
- A strong message is being developed to share with the legislature. There needs to be a focus on the future and moving to the next level.
- There is a need to concentrate on branding as an educational process to assure that people know what the community colleges can do to bridge the skills gap.
- President Williamson said we are looking to streamline System Office efficiencies and be more responsive to the colleges.
- Working with Ms. Haygood to identify a new leader for the Information Technology area and how to utilize the resources here at the System Office efficiently.
- Since January 2015, we have had 21 new presidents and a system president have joined the NC Community College System which presents opportunities as well as challenges. The System Office will work with the Presidents' Association to close that knowledge gap.

President Williamson shared that he is having the time of his life and thanked the Board for the opportunity to serve the system.

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF NEXT MEETING

The next State Board Meeting will be held on Thursday, September 15, 2016 through Friday, September 16, 2016 in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, North Carolina. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES

There are currently no terms expiring and no vacancies for the membership of the State Board.

ADJOURNMENT

There being no further business to come before the Board, Representative Ford made the motion to adjourn, seconded by Mr. McBrayer unanimously approved by voice vote at 10:59 a.m.

RESPECTFULLY SUBMITTED BY:

Secretary

APPROVED BY:

James C. Williamson, PhD, System President

Mr. Scott Shook, Chair

DRAFT

AGENDA

**State Board of Community Colleges
CALENDAR COMMITTEE
Caswell Building, AW North Carolina Conference Room
Thursday, September 15, 2016 – 11:15 a.m.**

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

For Action

- 2017 State Board of Community Colleges Meeting Calendar (Attachment CAL 1)

New Business

Adjourn

NOTE: Questions relating to items on the Agenda should be addressed to the Office of State Board Affairs at (919) 807-7147 or by e-mail at stateboard@nccommunitycolleges.edu

2017 State Board of Community Colleges Meeting Calendar

SBCC COMMITTEE MEETING	SBCC BOARD MEETING
Thursday, January 19, 2017	Friday, January 20, 2017
Thursday, February 16, 2017	Friday, February 17, 2017
Thursday, March 16, 2017	Friday, March 17, 2017
Thursday, April 20, 2017	Friday, April 21, 2017
Thursday, May 18, 2017	Friday, May 19, 2017
Thursday, June 15, 2017*	Friday, June 16, 2017*
Thursday, July 20, 2017	Friday, July 21, 2017
Thursday, August 17, 2017	Friday, August 18, 2017
Thursday, September 14, 2017	Friday, September 15, 2017
Planning Meeting <i>Catawba Valley CC / Hickory</i> Wednesday, October 18, 2017 through Thursday October 19, 2017 (morning) Committee Meetings Thursday, October 19, 2017 (afternoon)	Friday, October 20, 2017
Thursday, November 16, 2017	Friday, November 17, 2017
Thursday, December 14, 2017*	Friday, December 15, 2017*

*The State Board of Community Colleges does not typically meet during the months of June and December. In the event a meeting is required during these months, potential meeting dates have been established and are highlighted in gray. Members are requested to hold these dates on their calendars until notified that they are no longer necessary.

AGENDA

**State Board of Community Colleges
FINANCE COMMITTEE
Caswell Building
Conference Room 201A
September 15, 2016 – 1:30 p.m.**

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes

- August 18, 2016

For Information

- SBCC Code Report –September 2016 (Attachment FC 1)
- FY 2015-16 Year-End State Board Reserve Report (Attachment FC 2)
- ERP System Planning (*For Discussion Only*)

For Action

- Allocation of Special Capital Improvement Appropriations (Attachment FC 3) [CA]
- Allocations for Integrated English Literacy and Civics Education Programs (Attachment FC 4) [CA]
- Forsyth Technical Community College Request for Off-Campus Center Approval (Attachment FC 5) [CA]
- Specialized Course List for Public Safety Waivers Authorized Under G.S. 115D-5(b)(2) (Attachment FC 6) [CA]
- State Board Reserve Funding for the Implementation of the Future of Community College Nursing Education Recommendations (Attachment FC 7)
- Construction and Property (Attachment FC 8) [CA]
- RN to BSN Competency-Based Education (Attachment FC 9)
- Allocation Supplement for Small Business Centers (Attachment FC 10)

New Business

Adjourn

FINANCE COMMITTEE
August 18, 2016 - 1:30 p.m.

Members Present:

Lynn Raye
Todd Johnson

Janet Lowder
Jim Rose
Scott Shook

System Office Staff and Others:

Jennifer Haygood, NCCCS
Brandy Andrews, NCCCS
Jessica Balazsi, NCCCS
Susan Barbitta, NCCCS
Julie Batchelor, NCCCS
Debbie Batten, NCCCS
John Evans, NCCCS
Dorrine Fokes, NCCCS

James Williamson, NCCCS President
Arthur Hohnsbehn, NCCCS
Cheryl Kaminski, NCCCS
Sharon Rosado, NCCCS
Maria Pharr, NCCCS
Margaret Robertson, NCCCS
Dr. Dale McInnis, Richmond CC
Dr. Lawrence Rouse, James Sprunt CC

CALL TO ORDER

Mr. Lynn Raye called the meeting to order at 1:30 p.m.

ROLL CALL

Carmen Cargill took the roll of the Finance Committee members.

ETHICS AWARENESS AND CONFLICT OF INTEREST

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

AGENDA

Mr. Raye asked for a motion to approve the agenda for the meeting as presented. Mr. Rose moved, seconded by Mr. Todd Johnson.

MINUTES

Mr. Raye asked for a motion to approve the minutes of the July 14, 2016, meeting as presented. Mr. Johnson moved and Mr. Rose seconded the motion.

FOR INFORMATION

SBCC Code Report – August 2016 (Attachment FC 1)

Ms. Haygood reviewed the SBCC Code Report for August 2016. Ms. Haygood stated that the report provides the Board with a summary of where State Board Code items are in the process. She further stated that the item “AMEND Title 1, Chapter A – State Board Governance” which codifies college services areas, and was approved at the July 15, 2016, went into effect on August 1, 2016.

Also listed on the report is a new rule which is being presented to the Board today under For Future Action.

For Future Action

Initiation of the Rulemaking Process to Amend 1E SBCCC 900.1 – “Curriculum Tuition Refunds” (Attachment FC 2)

Ms. Haygood discussed the amendment of the 1E SBCCC 900.1 – “Curriculum Tuition Refunds” and provided the Committee with background information. Ms. Haygood noted that this rule is related to changes in the state residency system. Current students are grandfathered and would not be affected by the residency determination of the system.

After discussion, Mr. Rose motioned to suspend the rules and move the item to For Action. Ms. Lowder seconded the motion. Mr. Raye asked for a vote to approve the item For Action and the Committee approved the Initiation of the Rulemaking Process to Amend 1E SBCCC 900.1 – “Curriculum Tuition Refunds”.

For Action

Final Approval for Multi-Campus Center Designations: Asheville-Buncombe Technical, Durham Technical, and Mitchell Community Colleges (Attachment FC 3)

Ms. Haygood reviewed the request for final approval for multi-campus center designations for Asheville-Buncombe Technical, Durham Technical, and Mitchell Community Colleges. Ms. Haygood reviewed the approval process and stated that the State Board had previously granted preliminary approval to designate these campuses as MCC locations, contingent on the General Assembly appropriating additional funds. Funding in the amount of \$1,553,733 for these locations was approved and additional contingencies for Asheville-Buncombe Technical Community College have been satisfied.

Mr. Johnson motioned, seconded by Ms. Lowder. The Committee approved the multi-campus center designations for Asheville-Buncombe Technical Community College, Durham Technical Community College, and Mitchell Community College.

FY 2016-17 State Aid Allocations and Budget Policies (Attachment FC 4)

Ms. Lowder moved, Mr. Johnson seconded, and the Committee approved the FY 2016-17 State Aid Allocation and Budget Policies as presented.

Ms. Haygood presented the FY 2016-17 State Aid Allocations and Budget Policies and proceeded to review specific sections of the document. The following State Salary sections were discussed in detail explaining the difference between recurring and non-recurring funds.

II. Guidelines Related to State Salaries of Community College Employees

A. Salaries of Faculty, Professional Staff, and Other State-Supported Positions

- 1) Compensation Increase Reserve Funds (Recurring) appropriated to support recurring salary increases for community college employees have been incorporated into the colleges' formula and categorical allocations by increasing the base and FTE funding rates.
 - 2) Compensation Increase Reserve Funds (Non-Recurring) appropriated to support bonuses for community college employees provided colleges the flexibility to use these funds to provide bonuses through one or more method.
 - 3) Allowable Methods of Awarding Compensation Increase Reserve Funds - Colleges must award these funds through one or more of the following methods and must be consistent with local policies and/or board of trustee directives. In addition, colleges may increase base salaries for retention bonuses or market rate adjustments.
 - a) Merit-based adjustments,
 - b) Across-the-board adjustments,
 - c) Recruitment bonuses,
 - d) Retention/market rate adjustments, and
 - e) Other adjustments authorized by local policy (i.e. increases for educational attainment, experience, etc.)
 - 4) Reporting on the Use of Compensation Increase Reserve Funds - The State Board is required to report to the General Assembly on the use of the Compensation Increase Reserve funds by March 1, 2017. A reporting template will be provided to colleges by the System Office.
- B. Establishment of Minimum Salaries for Curriculum Faculty - the minimum salaries for full-time faculty were increased by 1.5% from FY 2015-16 levels. The minimum salaries for community college curriculum faculty shall be:

Education Level	Full-Time Faculty (9-month Contract)	Part-Time Faculty (Hourly Rate)
Vocational Diploma, Certificate or Less	\$35,844	\$26.42
Associates Degree or Equivalent	\$36,356	\$26.80
Bachelor's Degree	\$38,579	\$28.44
Master's Degree or Education Specialist	\$40,551	\$29.89
Doctoral Degree	\$43,394	\$31.99

- C. College Presidents' State Salaries - The salary for each grade has been increased by 1.5% above FY 2015-16 levels. State salaries for college Presidents is based on the size of the institution and not years of service. There were three colleges whose enrollment has declined and therefore, the salary grade has declined.

GRADE		
1	2	3

FTE RANGE		
0-2499	2500-6499	6500+

ANNUAL STATE SALARY		
\$138,254	\$147,659	\$157,718

- D. Employer Contribution Rates and Longevity - The FY 2016-17 budget includes a one-time cost-of-living supplement for retirees. The supplement and the associated increase in the retirement rates are non-recurring. The recurring funds needed to support the recurring increase in the retirement rates have been incorporated into the formula values. The additional funds needed to support the non-recurring increase in the retirement rates associated with the one-time supplement for retirees were allotted as a separate allocation.

Ms. Haygood proceeded to provide an in-depth review of Section III. – Budget Allocations. A lengthy discussion followed and allowed comments and questions for each allocation.

Local Government Finance Officer Training (Attachment FC 5)

Ms. Haygood reviewed the request to allocate \$25,000 for Local Government Finance Officer Training to Surry Community College Virtual Learning Center. The funding will provide resources and support to develop a continuing education course on Municipal Finance which will be offered in Fall 2016 at four pilot colleges (Beaufort CC, Johnston CC, Rowan-Cabarrus CC and Asheville-Buncombe Tech CC).

Ms. Lowder motioned, seconded by Mr. Johnson, and the Committee approved the allocation of up to \$25,000 to Surry Community College Virtual Learning Center for Local Government Finance Officer Training.

Allocation for Advancing Post-Secondary Apprenticeship Project (Attachment FC 6)

Ms. Haygood presented the request to approve \$36,903 in 2016-17 Perkins Career and Technical Education (CTE) Leadership Funds for *Advancing Postsecondary Apprenticeship* to Catawba Valley Community College (CVCC). Dr. Witchger provided a brief statement on the project which seeks to develop a statewide model for growing apprenticeships for postsecondary students.

Mr. Rose motioned for approval. Ms. Lowder seconded, and the Committee approved the allocation of \$36,903 to Catawba Valley Community College.

State Board Reserve Allocation for the Career-and-College-Ready Alignment Partnership Lead College (Attachment FC 7)

Ms. Haygood reviewed the request to approve an allocation of \$125,000 of State Board Reserve funds to Wake Technical Community College to serve as the Lead College for the Career-and-College-Ready Alignment Partnership for FY 2016-17 and FY 2017-18. Ms. Haygood introduced Ms. Susan Barbitta, who spoke briefly about the project, stating that six colleges had signed up for this pilot program. Ms. Haygood further stated that the funds would be expended over the next two years.

Mr. Rose motioned, seconded by Mr. Johnson. The Committee approved the allocation of \$125,000 of State Board Reserve funds to Wake Technical Community College. The college may not expend more than \$70,000 in FY 2016-17 without the approval of the System CFO.

Allocation for Bionetwork Host Colleges (Attachment FC 8)

Ms. Haygood introduced the request to allocate \$2,100,000 to the BioNetwork host colleges. Ms. Haygood stated that these allocations are intended to cover the costs for the first half of the fiscal year. Dr. Maria Pharr added that the NCCCS System Office continues to work with 3 of the 5 host colleges to complete signed MOUs. Dr. Pharr added that the System Offices intends to allocate additional funds to host colleges that meet the statewide needs for the remaining two quarters of FY 2016-17 in December.

Ms. Lowder moved, seconded by Mr. Johnson. The Committee approved the allocation of \$2,100,000 to the following BioNetwork host colleges.

Host College	Allocation	Time Frame
A-B Tech CC	\$394,457	July 1, 2016 – December 31, 2016
Forsyth Technical CC	\$236,349	July 1, 2016 – December 31, 2016
Gaston College	\$412,093	July 1, 2016 – December 31, 2016
Pitt CC	\$470,282	July 1, 2016 – December 31, 2016
Wake Tech CC	\$586,819	July 1, 2016 – December 31, 2016

Allocation for Minority Male Success Initiative Grants (Attachment FC 9)

Ms. Haygood reviewed the request to allocate \$809,998 to 47 community colleges for the Minority Male Success Initiative (formerly known as the Minority Male Mentoring Program (3MP)) for the 2016-17 academic year. Ms. Haygood introduced Mr. John Evans, who provided additional background on the program. Mr. Evans stated that request for proposals were sent to all 58 community colleges and 47 responses were received and are recommended for approval.

After a brief discussion, Mr. Rose motioned and Ms. Lowder seconded. The request to allocate \$809,998 to 47 community colleges for the Minority Male Success Initiative was approved.

Allocation for NCWorks Customized Training - Regional Trainers (Attachment FC 10)

Ms. Haygood detailed the request to approve the allocation of \$834,583 to seven community colleges. These community colleges will serve as hosts for seven Customized Training regional trainers who deliver training services to business and industry statewide. Ms. Haygood called on Maureen Little who further stated that the seven trainers spent more than 6,000 hours in front of company projects last year.

Mr. Rose motioned, seconded by Mr. Johnson, and the Committee approved the allocation of \$834,583 as follows:

College	Instructional Area	Allocation Amount
Beaufort County CC	Safety/Continuous Improvement, East	\$132,663
Blue Ridge CC	Safety, West	\$100,773
Central Piedmont CC	Leadership, Central	\$113,123
Durham Tech CC	Leadership and Interpersonal Skills, East	\$114,722
Rowan-Cabarrus CC	Continuous Improvement, Central	\$139,860
South Piedmont CC	Leadership and Interpersonal Skills, West	\$111,215
Western Piedmont CC	Safety, Central	\$122,227
Total		\$834,583

Construction and Property (Attachment FC 11)

Ms. Sharon Rosado reviewed the agenda items in detail.

Mr. Todd Johnson moved, Ms. Lowder seconded, and the Committee approved the following new projects.

1. Project Approval – New

- A. Beaufort County Community College – Project No. 2079 – Emergency Services Training Complex – Main Campus – Estimated cost is \$5,798,650, composed of \$30,420 state equipment funds, \$105,000 advanced planning funds (40720) which are available for planning. **Note: President Ralls, under the authority granted to him by the State Board, approved this project on May 8, 2015.**
- B. Southwestern Community College – Project No. 2203 – Summit Building Renovation – Main Campus – Estimated cost is \$482,000, composed of all local funds.

- C. Southwestern Community College – Project No. 2204 – Maintenance Building – Main Campus – Estimated cost is \$700,000, composed of all local funds.

Ms. Rosado reviewed the New – Connect NC Bond projects listed for approval. She stated there were 22 projects of which 18 are Repairs and Renovation projects.

After Ms. Rosado completed her review, Ms. Lowder moved, seconded by Mr. Johnson and the following projects were approved.

2. Project Approval – New – Connect NC Bonds

- A. Beaufort County Community College – Project No. 2191 – ADA Upgrades – Main Campus – Estimated cost is \$658,800, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- B. Blue Ridge Community College – Project No. 2106 – Arts and Science Building (Science Lab) Renovation – Main Campus – Estimated cost is \$300,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- C. Blue Ridge Community College – Project No. 2107 – Spearman Building (Customized Training) Addition – Main Campus – Estimated cost is \$1,645,750, composed of all state funds **(Connect NC Bonds – 46620/New Construction)**.
- D. Blue Ridge Community College – Project No. 2108 – Sink Building (One Stop Center) Renovation Phase 1 – Main Campus – Estimated cost is \$701,532, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- E. Blue Ridge Community College – Project No. 2117 – Straus Building (Instructional Classrooms) Renovations – Transylvania Campus – Estimated cost is \$74,300, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- F. Cape Fear Community College – Project No. 2197 – Building K (Auto Body Technology Facility) Renovation – Main Campus – Estimated cost is \$718,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**. Contingent upon Board of Trustees approval which is expected on August 12, 2016.
- G. Cape Fear Community College – Project No. 2198 – Building F (Automotive Technology Facility) Renovation – Main Campus – Estimated cost is \$200,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**. Contingent upon Board of Trustees approval which is expected on August 12, 2016.
- H. Cape Fear Community College – Project No. 2199 – Building W (Marine Technology and Hospitality) Renovation – Main Campus – Estimated cost is \$2,000,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**. Contingent upon Board of Trustees approval which is expected on August 12, 2016.

- I. College of the Albemarle – Project No. 2140 – Performing Arts Center Renovation – Main Campus – Estimated cost is \$517,672, composed of \$150,521 local funds and \$367,151 state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- J. Mayland Community College – Project No. 2174 – Pinebridge Coliseum (Instructional Classrooms) Renovations – Main Campus – Estimated cost is \$2,330,375, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- K. Pamlico Community College – Project No. 2201 – Johnson Building (Instructional Classrooms) Renovations – Main Campus – Estimated cost is \$4,793,233, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- L. Piedmont Community College – Project No. 2122 – Building E (Student Center) Renovations – Main Campus – Estimated cost is \$638,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- M. Piedmont Community College – Project No. 2123 – Building D (Auditorium) Renovations – Main Campus – Estimated cost is \$675,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- N. Piedmont Community College – Project No. 2125 – Mechanical Room Boiler Replacement – Main Campus – Estimated cost is \$172,000, composed of \$72,000 local funds and \$100,000 state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- O. Randolph Community College – Project No. 2168 – Allied Health Center – Main Campus – Estimated cost is \$14,450,000, composed of \$9,363,158 local funds and \$5,086,842 state funds **(Connect NC Bonds – 46620/New Construction)**.
- P. Rockingham Community College – Project No. 2190 – James Library Renovation – Main Campus – Estimated cost is \$300,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- Q. Rowan-Cabarrus Community College – Project No. 2151 – Fire and Emergency Services Training Facility Phase II – Main Campus – Estimated cost is \$1,050,000, composed of all state funds **(Connect NC Bonds – 46620/New Construction)**.
- R. Southwestern Community College – Project No. 2205 – Health Science Building – Main Campus – Estimated cost is \$16,975,000, composed of \$11,529,403 local funds and \$5,445,597 state funds **(Connect NC Bonds – 46620/New Construction)**.
- S. Surry Community College – Project No. 2207 – Building C (Instructional Classrooms) Roof Replacement – Main Campus – Estimated cost is \$263,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.

- T. Surry Community College – Project No. 2208 – Building I (Industrial Training Center) Addition – Main Campus – Estimated cost is \$31,500, composed of all state funds **(Connect NC Bonds – 46620/New Construction)**.
- U. Surry Community College – Project No. 2209 – Building K (Engineering Technology) Electrical Upgrades – Main Campus – Estimated cost is \$16,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- V. Surry Community College – Project No. 2210 – Building R (Instructional Classrooms) Roof Replacement – Main Campus – Estimated cost is \$191,500, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- W. Wayne Community College – Project No. 2196 – Boiler Replacement – Main Campus – Estimated cost is \$347,000, composed of \$192,000 local funds and \$155,000 state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.

Mr. Johnson motioned, seconded by Ms. Lowder, and the Committee approved the following amended projects.

3. Project Approval – Amended – Connect NC Bonds

- A. Rockingham Community College – Project No. 2162 – Advanced Technologies Building Renovation – Main Campus – Estimated cost is \$478,888, composed of \$78,888 federal funds and \$400,000 state funds (46620). Project is being amended to add \$78,888 federal funds and \$100,000 state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.

Mr. Rose motioned, seconded by Ms. Johnson. The Committee approved the following Acquisition and Disposal projects.

4. Acquisition and Disposal of Real Property

- A. Catawba Valley Community College – The Board of Trustees of Catawba Valley Community College requests permission as per G.S. 115D-15 to transfer approximately 8.961 acres of property located on the main campus to Catawba County. This conveyance will allow the County to use the property as security in a loan transaction that will provide the County funds to construct the Workforce Solutions Complex, Project No. 1718. Upon fulfilling the financing obligation, the County will convey the title to the property along with any improvements back to the Board of Trustees of Catawba Valley Community College.
- B. Rowan-Cabarrus Community College – The Board of Trustees of Rowan-Cabarrus Community College - Cabarrus County, requests permission as per G.S. 115D-20 to acquire by donation, approximately 2 acres of property, located adjacent to the College's North Carolina Research Campus (Parcel I.D. #56145128290000).

- C. Rowan-Cabarrus Community College – The Board of Trustees of Rowan-Cabarrus Community College - Cabarrus County, requests permission as per G.S. 115D-20 to acquire by donation, approximately 10.89 acres of property, with a building approximately 43,593 square feet, located at 660 Concord Parkway North, Concord, North Carolina (Parcel I.D. #56119185030000).

Adjournment

Mr. Rose motioned, seconded by Ms. Lowder and the meeting was adjourned at 3:03 p.m.

DRAFT



STATE BOARD OF COMMUNITY COLLEGES

SBCC Code Report

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
AMEND 1E SBCCC 900.1 – “Curriculum Tuition Refunds”	Initiation of Rulemaking Process	August 19, 2016	COMPLETED
	Publication on NCCCS Website	August 23, 2016	COMPLETED
	Written Comment Period Ends	September 22, 2016	PENDING
	Review Comments with SBCC Committee	October 20, 2016	
	2 nd Written Comment Period Ends (if substantive changes)	November 1, 2016	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 18, 2016	
	Prospective Effective Date of Rule	February 1, 2017	
AMEND 3B SBCCC Subchapter 200 – “Public Input”	Initiation of Rulemaking Process	October 21, 2016	PENDING
	Publication on NCCCS Website	October 25, 2016	
	Written Comment Period Ends	November 24, 2016	
	Review Comments with SBCC Committee	December 15, 2016	
	2 nd Written Comment Period Ends (if substantive changes)	December 27, 2016	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	January 20, 2017	
	Prospective Effective Date of Rule	February 1, 2017	

STATE BOARD OF COMMUNITY COLLEGES
State Board Reserve Fund Report

Background: G.S. 115 D-5(j) provides that "[t]he State Board of Community Colleges shall use its Board Reserve Fund for feasibility studies, pilot projects, start-up of new programs, and innovative ideas. Effective July 1, 2011, the requirement to report biannually to the Joint Legislative Education Oversight Committee on State Board Reserve funds was removed during the 2011 Legislative Session per House Bill 200 Section 8.2.(b) (S.L. 2011-145). However, this report has been continued to be provided to the State Board on a biennial basis for information.

Summary of Report: The State Board approved an allocation of up to \$75,000 from the State Board Reserve Fund to be used in the search for the next NC Community College System President. A contract was awarded to Hockaday-Hartford Consulting for \$70,000. A total of \$69,999.99 was expended.

The State Board approved up to \$6,000 to cover travel expenses for two team members of the Career and College Ready Graduate State Committee to attend the National Repository of Online Courses (NROC) Meeting in Monterey, CA in March of 2016. A total of \$4,576.07 was expended.

The State Board approved up to \$25,000 to work on the collaborative development of a competency-based Bachelor of Science in Nursing completion program between the NC Community College System and the University of North Carolina. A total of \$2,727.59 was expended.

The State Board approved \$76,000 from the State Board Reserve Fund to be allocated to 13 community colleges to be used to support and expand an Align4NCWorks pilot initiative called "Taste of Industry". A total of \$62,999.11 was expended.

The State Board approved \$33,000 to fund an Align4NCWorks Collective Impact Team Initiative. A total of \$32,999.19 was expended.

The State Board approved up to \$24,900 to be used for securing assistance in the development of an updated sampling methodology for Compliance Services. The contract was awarded to Greg Isley for the period May 23, 2016, through August 31, 2016. A total of \$0 was expended through June 30, 2016.

The remaining balance of \$76,698.05 reverted to the General Fund.

Contact:

Jennifer Haygood
Chief of Staff

STATE BOARD OF COMMUNITY COLLEGES
Allocation of Special Capital Improvement Appropriations

Request: The State Board of Community Colleges (SBCC) is asked to allocate \$3.4 million to Gaston College for the Center for Advanced Manufacturing and \$200,000 to Mitchell Community College for site development at the former Davis Hospital site.

Background: The 2016 Appropriations Act included appropriations for these specific capital improvement (CI) projects at Gaston and Mitchell Community Colleges (Items 44 and 45 on page F16 of the Joint Conference Committee Report on the Base, Capital, and Expansion Budgets dated June 27, 2016).

Allocation: The allocations are supported by General Fund appropriations and allocated to the colleges specifically named in the 2016 Appropriations Act. Upon approval by the SBCC, these allocations will be transferred to a non-reverting CI budget code (41620). Gaston College must submit a revised Form 3-1 requesting approval to amend Project #1961; likewise, Mitchell College must submit a Form 3-1 requesting approval to establish a CI project. Upon SBCC approval of its college's Form 3-1, the college will be authorized to expend these funds for the legislated purpose.

Contact:

Jennifer Haygood
Chief of Staff

STATE BOARD OF COMMUNITY COLLEGES
Allocations for Integrated English Literacy and Civics Education Programs

Request: The State Board is requested to approve allocations for ten Integrated English Literacy and Civics Education (IELCE) Programs in the amount of \$378,210.

These programs are funded under section 243 for Integrated English Literacy and Civics Education (IELCE). IELCE Program must be provided in combination with integrated education and training activities and designed to: (1) prepare adult English language learners for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.

Method of Allocation: For the 2016-2017 program year, the System Office created and announced a competitive Request for Proposals for Integrated English Literacy and Civics Education Programs. The application process was announced to community colleges and community-based organizations (CBOs) currently funded. This is the second round of applicants (first round allocated on July 15, 2016 – FC 12). Funding is based on the required integrated education and training activity elements. The review committee recommends ten colleges and CBOs for funding.

Allocation Amount and Time Period: The total allocation is \$378,210 for the period of July 1, 2016, through June 30, 2017.

Fund Source and Availability: Funding is available under the United States Department of Education Workforce Innovation and Opportunity Act, Title II, Adult Education and Family Literacy Act, Section 243.

Contact

Karen Brown, Director
English Language Acquisition / Integrated English Literacy and Civics Education

Amy Cooke, Director
Program Compliance and Monitoring

Integrated English Literacy and Civics Education Programs

Grant Award Period: July 1, 2016 - June 30, 2017

Community Colleges and Community-Based Organizations	2016-2017 Recommended Allotment
Alamance Community College	\$58,500
Caldwell Community College and Technical Institute	\$38,700
Fayetteville Technical Community College	\$50,720
Forsyth Technical Community College	\$53,500
Literacy Council of Buncombe County	\$16,340
Mayland Community College	\$16,600
Reading Connections, Inc.	\$48,800
Rockingham Community College	\$44,300
Southwestern Community College	\$24,750
Triangle Literacy Council	\$26,000
Total:	\$378,210

STATE BOARD OF COMMUNITY COLLEGES
Forsyth Technical Community College Request for Off-Campus Center Approval

Request: Forsyth Technical Community College (Forsyth Tech) requests that the State Board designate the new Stokes County location as a off-campus center (OCC). This site is located at 1165 Dodgetown Road in Walnut Cove, North Carolina.

Background: Per G.S. 115D-5(a), the State Board is responsible for approving all community college sites. An off-campus center is a site that functions as a convenience location to provide appropriate population and geographic access to college programs. Students may complete certificates or diplomas at centers, but due to the level of support services such as libraries, student development services, etc., students would not normally be able to complete the associate degree at an off-campus center.

S.L. 2011-145 appropriated \$250,000 (non-recurring) to Forsyth Tech specifically to help support the building and equipping of a college site in Stokes County, which is part of the Forsyth Tech's service area. These funds were transferred to a non-reverting capital improvement (CI) budget code (41120), where they remained until such time that Forsyth Tech and Stokes County had established a path forward to establish the site. The funds were used for necessary infrastructure improvements to the site, which is located on property (approximately 5 acres) that was leased by the Forsyth Technical Community College Board of Trustees for 40 years.

Subsequently, Stokes County appropriated \$6 million to support the design and construction on a 20,000 square foot educational building on the property. The State Board approved Project #1904 on January 18, 2013, and the building is scheduled to open in December 2016. Stokes County has also appropriated \$22,449 for FY 2016-17 to support the operational costs associated with the new facility.

Forsyth Tech plans both curriculum and non-credit programming at its Stokes County Center. Curriculum programs will include Associate of Arts and Associate of Science degree programs and Practical Nursing diploma program. Non-credit programs include EMT, Computer and other customized training, CNA, and agricultural seminars and classes.

Rationale and Recommendation: Based on the 2011 legislation indicating an intent to establish a Stokes County site and the information above, the System Office recommends approval of OCC designation with the condition that Forsyth Tech submit a copy of the cover letter accompanying the prospectus report submitted to the Southern Association of Colleges and Schools (SACS) to the System Office Chief Financial Officer upon availability.

Contact:

Jennifer Haygood
Chief of Staff

STATE BOARD OF COMMUNITY COLLEGES
Specialized Course List for Public Safety Waivers Authorized Under G.S. 115D-5(b)(2)

State Board Requirement: On September 18, 2015, the State Board approved a *Specialized Course List for Public Safety Waivers* to provide guidance on the training-course tuition and registration fees that may be waived by colleges for eligible employees and volunteers affiliated with public safety entities outlined in General Statute (G.S.) 115D-5(b)(2). At that time, the State Board also approved a process for making revisions to the list. The process allows the System President to approve revisions and then provide the Board with an annual update. The attached document, presented "For Information" to the Finance Committee, is the annual update for FY 2015-16.

Summary of Report: Per the approved process, several revisions were approved to the *Specialized Course List for Public Safety Waivers* during the period of September 18, 2015 through September 18, 2016. Additions to the list are underscored and deletions are marked through.

Reference:

G.S. 115D-5(b)(2): "...The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following:

- (2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:
- a. Volunteer fire departments.
 - b. Municipal, county, or State fire departments.
 - c. Volunteer EMS or rescue and lifesaving departments.
 - d. Municipal, county, or State EMS or rescue and lifesaving departments.
 - d1. Law enforcement, fire, EMS or rescue and lifesaving entities serving a lake authority that was created by a county board of commissioners prior to July 1, 2012.
 - e. Radio Emergency Associated Communications Teams (REACT) under contract to a county as an emergency response agency.
 - f. Municipal, county, or State law enforcement agencies.
 - g. The Division of Adult Correction of the Department of Public Safety for the training of full-time custodial employees and employees of the Division's Section of Community Corrections of the Division of Adult Correction required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
 - h. The Division of Juvenile Justice of the Department of Public Safety for the training of employees required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
 - i. The Eastern Band of Cherokee Indians law enforcement, fire, EMS or rescue and lifesaving tribal government departments or programs.

(2a) Firefighters, EMS personnel, and rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges. *Note: This was added per Session Law 2016-94, Section 10.4, and it was specified as "beginning with the 2016 fall academic term," which is August 15, 2016.*

Specialized Course List for Public Safety Waivers

September 16, 2016 Update to the State Board

The original list was approved by the State Board on September 18, 2015. Revisions made since then were vetted through the standardized approval process and are marked below.

Relevant excerpt from G.S. 115D-5(b): "...The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following: (2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:

Organizations	Eligible Training
<p>Fire Departments (<u>Military*</u>, Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with an FIP, EPT, WLF, HAZ, or OSH course prefix. • Courses with an SAF prefix related to first aid <u>or</u> CPR training. • Courses with an EMS or CJC prefix; <u>EME-3500 Emergency Dispatch</u>; and courses with a COD prefix related to Law and Administration or Fire Inspection when such training is for firefighters or dispatchers/telecommunicators whose duties within the department necessitate such training. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>EMS - Emergency Medical Services (<u>Military*</u>, Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with EMS, EPT, or OSH course prefixes. • Courses with an SAF prefix related to first aid <u>or</u> CPR training. • MED-3200 Critical Care Transport; <u>EME-3500 Emergency Dispatch</u>; and courses with an FIP or CJC prefix when such training is for authorized persons whose duties within the EMS department necessitate such training. • SMAT team training is limited to EMS-4000 for initial training or continuing education training. SMAT continuing education course content in EMS-4000 is limited to specific topics verified by the SMAT Lead Representative as being part of the SMAT's approved training plan. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>Rescue and Lifesaving Departments, including Emergency Management</p>	<p>Continuing Education: For Volunteer, Municipal, County, or State Rescue Squad Members <u>and Search and Rescue Team Members:</u></p>

<p>(<u>Military*</u>, Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)</p>	<ul style="list-style-type: none"> • <u>Courses with an EPT course prefix.</u> • <u>Courses with an SAF prefix related to first aid or CPR.</u> • Courses with an EMS or FIP course prefix when such training is for authorized persons whose duties within the rescue squad necessitate such training. • Courses with an SAF prefix related to first aid <u>or</u> CPR <p>For Municipal, County, or State Emergency Management Personnel:</p> <ul style="list-style-type: none"> • Courses with an EPT course prefix. • Courses with an SAF prefix related to first aid <u>or</u> CPR. • Courses with an HAZ or FIP prefix that are related to Hazardous Materials. • <i>Other courses may be added to this list if approved by the Division of Emergency Management as meeting the agency's training needs.</i> <p><u>For Volunteer Emergency Management Personnel:</u></p> <ul style="list-style-type: none"> • <u>EPT-5202 is waived for members of the state's Community Emergency Response Teams (CERTs), all of which are comprised of private citizen volunteers. CERT members may also be eligible for other EPT courses if the CERT is part of a local or state EOP.</u> <p>For members of the North Carolina National Guard:</p> <ul style="list-style-type: none"> • Courses with an EPT prefix. <p><u>Rescue and lifesaving personnel whose duty station is on a North Carolina military installation, including the NC National Guard, and who are listed in a local or state Emergency Operations Plan (EOP):</u></p> <ul style="list-style-type: none"> • <u>Courses with an EPT prefix</u> <p>For other individuals identified in local or state Emergency Operations Plans (EOPs):</p> <ul style="list-style-type: none"> • Courses with an EPT prefix. <p><u>For dispatchers/telecommunicators employed by municipal, county or state government or local emergency management:</u></p> <ul style="list-style-type: none"> • <u>Courses with a CJC, EMS, EPT, FIP or EME course prefix and courses with an SAF prefix related to first aid or CPR</u> <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>Law Enforcement Agencies</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC, EPT, HAZ, or OSH course prefix. • Basic Law Enforcement Training with sponsorship letter from an authorized organization.

(Volunteer, Eastern Band of Cherokee, Eligible Lake Authorities, & Municipal, County, or State)	<ul style="list-style-type: none"> • Courses with SAF prefix related to first aid <u>or</u> CPR training. • Courses with an FIP or EMS prefix <u>and</u> EME-3500 Emergency Dispatch, when such training is for authorized persons whose duties within the agency necessitate such training. <p>Curriculum:</p> <ul style="list-style-type: none"> • Basic Law Enforcement Training (<u>BLET</u>) with sponsorship letter from an authorized organization.
<p>Division of Adult Correction of the Department of Public Safety, and</p> <p>The Division's Section of Community Corrections</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid <u>or</u> CPR. • FIP-4711 Self-Contained Breathing Apparatus for eligible employees identified by the Division of Adult Corrections as needing this training. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)
<p>Division of Juvenile Justice of the Department of Public Safety</p>	<p>Continuing Education:</p> <ul style="list-style-type: none"> • Courses with a CJC course prefix. • Courses with an SAF prefix related to first aid <u>or</u> CPR. <p>Curriculum:</p> <ul style="list-style-type: none"> • None. (Curriculum AR Code not available.)

*" Military" waivers referenced above apply to the following:

- "Firefighters, EMS personnel, and rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges," per Session Law 2016-94, Section 10.4, effective fall term 2016 (August 15, 2016).
- "United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any reserve component of the foregoing." This definition is consistent with the definition of "Armed Forces" in G.S. 116-143.3.

Contact:

Tracy McPherson
 Director, Public Safety Training Programs

STATE BOARD OF COMMUNITY COLLEGES
**State Board Reserve Funding for the Implementation of the Future of Community College
Nursing Education Recommendations**

Request: The State Board of Community Colleges is asked to approve up to \$85,000 to continue working on nursing initiatives to provide a seamless RN to BSN articulation between the NC Community College System and the University of North Carolina.

Background: In Fall 2014, Dr. Scott Ralls, former President of the North Carolina Community College System, appointed an ad hoc committee to examine the role of the North Carolina Community College System in relationship to the recommendations from the *Institute of Medicine's 2010, The Future of Nursing Leadership, Change, Advancing Health* Report to increase the proportion of baccalaureate prepared nurses to eighty percent by 2020.

The Future of Community College Nursing Education ad hoc committee met from October 2014 through March 2015 and examined the impact of hospital-based and statewide goals related to baccalaureate preparation. Their final report was presented to the Associate Degree Nursing Directors, the NC Association of Community College Presidents and to the State Board of Community Colleges. At the January 2016 meeting, the State Board approved the following three recommendations:

- (1) Expand the Regionally Increasing Bachelors in Nursing (RIBN) collaboration between North Carolina community colleges and universities.
- (2) Expand statewide partnerships between the NC Community College System and the University of North Carolina by increasing the number and capacity of RN to BSN online programs, and the collaborative development of a competency-based BSN completion program at one of the UNC System nursing schools.
- (3) Monitor the RN to BSN Uniform Articulation (3+1) Agreement (which was effective Fall 2015) by performing data analysis and assessment of the university admission capacity to enroll students in the program.

Rationale: We will focus our activities toward the following: (1) Developing a statewide communication/marketing campaign that addresses educational options for nursing in the community college system that includes: Career and College Promise, Regionally Increasing Bachelors in Nursing (RIBN), Associate Degree in Nursing, the RN to BSN Uniform Articulation (3+1) Agreement; (2) Developing a strategic student advising plan that includes, but is not limited to: student assessment, student advising/counseling, academic planning, and revising/changing the student information system regarding coding, tracking and data collection and analysis; and (3) Collaborating in the development of a competency-based BSN completion program. These funds will be used to pay for the development and implementation

of a comprehensive communication/marketing campaign, conferences/meetings which may include meals for the participants, travel, and staff.

Funding Amount and Time Period: The \$85,000 is for the period of October 1, 2016, thru June 30, 2017.

Fund Source and Availability: FY 2016-17 funding is available from the State Board Reserve fund.

Contact(s)

Dr. Lisa Chapman

Senior Vice President for Academic Programs and Student Services

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
September 16, 2016

1. **Project Approval – New**

- A. Central Piedmont Community College – Project No. 2047 – Advanced Technology Center Classroom Building Replacement – Main Campus – Estimated cost is \$33,363,000, composed of all local funds. **Reference Item B in Section 4 – Acquisition and Disposal of Real Property.**

2. **Project Approval – New – Connect NC Bonds (Additional detail found on Attachment A).**

- A. Central Piedmont Community College – Project No. 2013 – Commercial Driving License Program Driving Course and Lab Building (Instructional Classrooms) – Merancas Campus – Estimated cost is \$3,745,433, composed of all state funds (**Connect NC Bonds – 46620/New Construction**). Note: Contingent upon Board of Trustees approval which is expected on September 14, 2016.
- B. Cleveland Community College – Project No. 2211 – Advanced Manufacturing Building (Instructional Classrooms) – Main Campus – Estimated cost is \$8,000,000, composed of \$4,857,581 state funds available for planning (**Connect NC Bonds – 46620/New Construction**). Note: Contingent upon Board of Trustees approval which is expected on September 13, 2016.
- C. Craven Community College – Project No. 2184 – Barker Hall First Stop Renovation (Student Services) – Main Campus – Estimated cost is \$495,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- D. Davidson County Community College – Project No. 2192 – Finch and Reich Building Cooling Tower Replacement (Instructional Classrooms) – Main Campus – Estimated cost is \$120,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- E. Davidson County Community College – Project No. 2193 – Brinkley Building HVAC Renovation (Instructional Classrooms) – Main Campus – Estimated cost is \$550,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- F. Davidson County Community College – Project No. 2194 – Davie Community Building Chiller Replacement (Instructional Classrooms) – Davie County – Estimated cost is \$150,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).

- G. Davidson County Community College – Project No. 2195 – Training Grounds Pavement Resurface (Training Surface – Fire/Truck Driver) – Davie County – Estimated cost is \$150,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- H. Halifax Community College – Project No. 2200 – Student Access Door Retrofit (Instructional Classrooms) – Main Campus – Estimated cost is \$200,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- I. Halifax Community College – Project No. 2215 – Buildings 300, 400, and 500 (Instructional Classrooms) Roof Renovations – Main Campus – Estimated cost is \$430,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- J. Halifax Community College – Project No. 2216 – Buildings 100, 300, 400, 500, & 600 (Instructional Classrooms) HVAC Renovations – Main Campus – Estimated cost is \$170,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- K. Halifax Community College – Project No. 2217 – Buildings 100, 300, 500 and 600 (Instructional Classrooms) Boiler and Chiller Replacements – Main Campus – Estimated cost is \$260,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- L. Halifax Community College – Project No. 2218 – Buildings 300, 500 and Library Building (Instructional Classrooms) Restroom Renovations – Main Campus – Estimated cost is \$250,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- M. Halifax Community College – Project No. 2219 – Buildings 100 and 500 (Instructional Classrooms) Air Handler Repair and Replacement – Main Campus – Estimated cost is \$250,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- N. Halifax Community College – Project No. 2220 – Buildings 100, 300, 400, 500 and 600 (Instructional Classrooms) Flooring and Wall Renovations – Main Campus – Estimated cost is \$600,000, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.
- O. Nash Community College – Project No. 2227 – Buildings B and I (Instructional Classrooms) Brewing, Distillation and Fermentation Culinary Classroom Renovation – Main Campus – Estimated cost is \$48,730, composed of all state funds **(Connect NC Bonds – 46620/Repairs and Renovations)**.

- P. Rowan-Cabarrus Community College – Project No. 2225 – Motorsport Management Building (Instructional Classrooms) Renovation – Cabarrus County – Estimated cost is \$486,000, composed of all state funds (**Connect NC Bonds – 46620 Repairs and Renovations**). **Reference Item E in Section 4 – Acquisition and Disposal of Real Property.**
- Q. Sandhills Community College – Project No. 2222 – Owens Auditorium (Instructional Classrooms) Renovation – Main Campus – Estimated cost is \$3,816,267, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- R. South Piedmont Community College – Project No. 2212 – Garibaldi Building (Instructional Classrooms) Air Handler Replacement – Main Campus – Estimated cost is \$400,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- S. South Piedmont Community College – Project No. 2213 – Watson Building (Anson County Early College) HVAC Replacement – Main Campus – Estimated cost is \$250,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- T. South Piedmont Community College – Project No. 2214 – Center for Technology and Health Education 2nd Floor Renovation – Union County – Estimated cost is \$1,500,000, composed of all state funds **\$1,500,000** (**Connect NC Bonds – 46620 Repairs and Renovations**).
- U. Tri-County Community College – Project No. 2224 – McSwain Building (Instructional Classrooms) HVAC Replacement – Main Campus – Estimated cost is \$480,000, composed of all state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).
- V. Tri-County Community College – Project No. 2226 – Driving Safety Pad – (Instructional Programs) Main Campus– Estimated cost is \$450,000, composed of all state funds (**Connect NC Bonds – 46620/New Construction**).

3. Project Approval – Amended – Connect NC Bonds

- A. Beaufort County Community College – Project No. 2191 – ADA Upgrades – Main Campus – Estimated cost is \$749,474, composed of all state funds (46620). Project is amended to increase funds by \$90,674 state funds (**Connect NC Bonds – 46620/Repairs and Renovations**).

4. Acquisition and Disposal of Real Property

- A. Carteret Community College – The Board of Trustees of Carteret Community College requests permission as per G.S. 115D-15 to lease a building located at 3909 Arendell Street, Morehead City, North Carolina at the fair market value of \$700 per month.
- B. Central Piedmont Community College – The Board of Trustees of Central Piedmont Community College requests permission as per G.S. 115D-20 to acquire approximately .27 acres of property, with a building approximately 3,284 square feet located at 1218 and 1220 Charlottetowne Avenue, Charlotte, North Carolina. The Board of Trustees requests permission as per G.S. 115D-15 to dispose of the building by demolition. This property will support the growth of the Main Campus. Project No. 2114 has been assigned for the reimbursement and accounting purposes of \$1,066,680 state funds (**Connect NC Bonds – 46620/New Construction**) for the purchase and site preparation of the property. **Reference Item A in Section 1 - Project No. 2047 – Advanced Technology Building.**
- C. Central Piedmont Community College – The Board of Trustees of Central Piedmont Community College requests permission as per G.S. 115D-20 to acquire by donation from Mecklenburg County 15.6 acres of property with a building approximately 12,823 square feet, located at 11700 Verhoeff Drive and 12332 Statesville Road, Huntersville, North Carolina. This property will support the growth of the Merancas Campus.
- D. Mitchell Community College – The Board of Trustees of Mitchell Community College requests permission as per G.S. 115D-20 to acquire by purchase, with local funds, approximately .73 acres of property, with a building approximately 1,956 square feet located on at 632 Cherry Street, Statesville, North Carolina (Parcel I.D. #4734752030). The Board of Trustees requests permission as per G.S. 115D-15 to demolish the structure.
- E. Rowan-Cabarrus Community College – The Board of Trustees of Rowan-Cabarrus Community College (Cabarrus County) requests permission as per G.S. 115D-20 to acquire approximately 2.08 acres of property, with a building approximately 90,605 square feet located at 650 Concord Parkway, Concord, North Carolina (Parcel I.D. #5611902793). This property is located at the Cabarrus Business & Technology Center and will support the Motorsports, Automotive and Continuing Education programs. Project No. 2231 has been assigned for the reimbursement and accounting purposes of \$1,050,000 state funds (**Connect NC Bonds – 46620/New Construction**) for the purchase of the property. **Reference Item P in Section 2 – Project No. 2225 – Motorsport Management Building Renovation.**

- F. Tri-County Community College – The Board of Trustees of Tri-County Community College requests permission as per G.S. 115D-20 to acquire approximately .5 acres of property, with a building approximately 1,100 square feet. Project No. 2228 has been assigned for reimbursement and accounting purposes of \$125,000 state funds (**Connect NC Bonds – 46620/New Construction**). This property adjoins the Main Campus.

Contact:

Dorrine Fokes or Wilma Lee
Finance and Operations

Attachment 8A
(Revised 09/13/2016)

Item	Community College	Project Number / Name	Brief Description
2A	Central Piedmont	2013 - Commercial Driving License Program Driving Course and Lab Building - Merancas Campus	Construction of a facility and concrete driving course. Lab Building with classrooms, three truck maintenance bays, offices, and related support space.
2B	Cleveland	2211 - Advanced Manufacturing Building (Instructional Classrooms) - Main Campus	Advanced Manufacturing building to house Automation, Computer-Integrated Machining, Mechanical Drafting, and other Advanced Manufacturing programs. Building will contain classrooms/labs and offices.
2C	Craven	2184 - Barker Hall First Stop Renovation (Student Services) - Main Campus	Renovations of Barker Hall (first floor). The renovation will enable the consolidation of services for students. The renovated space will house Enrollment Services, Career/Transfer Center, Financial Aid, testing, and student accounts.
2D	Davidson	2192 - Finch and Reich Building Cooling Tower Replacement (Instructional Classrooms) - Main Campus	Replace cooling towers at the Finch and Reich buildings. New cooling tower shall be a similar design as existing towers with a similar size. The classes being housed in these buildings will be Accounting, Business Administration, Computer Technology Integration, Global Logistics and Distribution Management Technologies, Air Conditioning, Heating and Refrigeration.
2E	Davidson	2193 - Brinkley Building HVAC Renovation (Instructional Classrooms) - Main Campus	HVAC renovation to add additional cooling in the form of a separate dedicated Direct Expansion (DX) Cooling Air Conditioning System with duct work and Direct Digital Control (DDC) integration to the existing undersized HVAC system. The classes being housed in this building will be Cosmetology, Esthetics, Physical Education classes to support BLET training and General Physical Education.
2F	Davidson	2194 - Community Building Chiller Replacement (Instructional Classrooms) - Davie County	Replace chiller which includes setting new chiller in place and disposal of old chiller. The classes being housed in this building will be the Library, Basic Skills, general classrooms and computer labs to support general education courses, and the campus' only video conference room that connects to the main Davidson County Campus to hold synchronous curriculum courses.
2G	Davidson	2195 - Training Grounds Pavement Resurface (Training Surface - Fire/Truck Driver) - Davie County	Resurface pavement to include milling, overlay, crack repair, minor repair and stripping for the Davie training grounds. The infrastructure repairs will allow the continued use for the Truck Driver Training course for tractor trailer traffic and access for fire trucks for training activities.
2H	Halifax	2200 - Student Access Door Retrofit (Instructional Classrooms)	Renovate student access doors in the following instructional and student services buildings: 100, 200, 300, 400, 500, and 700. Doors will be retrofitted to provide electronic strikes, motorized locks or other features to accommodate an automatic lockdown function in the event of an emergency. This project does not include the access control system or software, but prepares existing doors to accept such systems.
2I	Halifax	2215 - Buildings 300, 400, and 500 (Instructional Classrooms) Roof Renovations - Main Campus	Buildings require repair and or resurfacing of roofs. These buildings house Criminal Justice, BLET, Electronics, Chemistry, Biology, Physics, etc., classes and placement testing, Bookstore, Financial Aid and Student Center.
2J	Halifax	2216 - Buildings 100, 300, 400, 500, and 600 (Instructional Classrooms) HVAC Renovations - Main Campus	Renovate and update inefficient HVAC, electrical, plumbing (corroded pipes), and related building systems. These buildings house students taking classes in Accounting, English, History, Cosmetology, Criminal Justice, BLET, Electrical, Chemistry, Biology, Physics, Roanoke Valley Early College, Bookstore, Financial Aid and the Student Center.
2K	Halifax	2217 - Buildings 100, 300, 500, and 600 (Instructional Classrooms) Boiler and Chiller Replacements - Main Campus	Replacement of boilers and chillers in several buildings that have aged out, are inefficient, unreliable and working on borrowed time. These buildings house English, Cosmetology, Accounting, History, Chemistry, Biology, Physics, the Roanoke Valley Early College, Bookstore, Financial Aid, and Student Center.
2L	Halifax	2218 - Buildings 300, 500 and Library Building (Instructional Classrooms) Restroom Renovations - Main Campus	Renovation of the restrooms in the 300, 500 and Library building. Renovations include painting, tile, partitions and fixtures. These buildings house students using the Library, Student Center, Bookstore, Financial Aid, Chemistry, Biology and Physics.
2M	Halifax	2219 - Buildings 100 and 500 (Instructional Classrooms) Air Handler Repair and Replacement - Main Campus	Air handler replacement in Buildings 100 and 500. The buildings house Accounting, English, Cosmetology, History, Chemistry, Biology and Physics.

Attachment 8A
(Revised 09/13/2016)

Item	Community College	Project Number / Name	Brief Description
2N	Halifax	2220 - Buildings 100, 300, 400, 500 and 600 (Instructional Classrooms) Flooring and Wall Renovations - Main Campus	Renovations include painting, carpet and tile replacement. These buildings house Accounting, English, History, Cosmetology, Electrical, Criminal Justice, BLET, Chemistry, Biology, Physics, Bookstore, Student Center, Financial Aid and the Roanoke Valley Early College.
2O	Nash	2227 - Buildings B and I (Instructional Classrooms) Brewing, Distillation and Fermentation Culinary Classroom Renovation - Main Campus	Renovate Brewing, Distillation and Fermentation (BDF)/Culinary classroom in these buildings for safety purposes. Work to be performed includes electrical, plumbing, and fire suppressant needs to insure the safety and security of students. Floor drains for proper disposal of liquids during instruction and a nonslip floor covering will be installed.
2P	Rowan-Cabarrus	2225 - Motorsport Management Building (Instructional Classrooms) Renovation - Cabarrus County	Renovation of the Motorsport Management Building. This building will house general classrooms, Automotive Lab, Program Chairperson Office (cubicles) area. Existing restrooms will be renovated, and a student lounge will be created. Project includes core spaces for data, custodial, and lobby.
2Q	Sandhills	2222 - Owens Auditorium (Instructional Classrooms) Renovation	Renovation plans include improved acoustics, lighting, and seating as top priorities. Curriculum programs with high student attendance, such as Science and Health related programs, take advantage of lectures and instruction in this venue.
2R	South Piedmont	2212 - Garibaldi Building (Instructional Classrooms) Air Handler Replacement - Main Campus	Replace air handler in the Garibaldi Building. This building houses administrative functions, HVAC classrooms, ITV classroom and the Auditorium that is primarily used as a classroom and the student advising center.
2S	South Piedmont	2213 - Watson Building (Anson County Early College) HVAC Replacement - Main Campus	Replace HVAC in the Watson Building - This classroom building is used by the Anson County Early College.
2T	South Piedmont	2214 - Center for Technology and Health Education 2nd Floor Addition - Union County	Renovations of the Center for Technology and Health Education, adding a second floor of classroom/lab space of approximately 19,000 sq ft of usable space. This project will also include construction of an HVAC classroom, lab, and instructor office.
2U	Tri-County	2224 - McSwain Building HVAC Replacement (Instructional Classrooms) - Main Campus	Replacement of the HVAC system that was installed in the early 1970's and for which replacement parts are no longer available. The building houses English, Sociology, Psychology, Computer Technology and Guided Studies.
2V	Tri-County	2226 - Driving Safety Pad (Instructional Programs) - Main Campus	Installation of a driving safety pad that will serve the needs of the College's BLET, Fire and Rescue, Emergency Services, and Ambulatory Services curriculums regarding driver safety requirements for student programming.
3A	Beaufort County	2191 - ADA Upgrades (Instructional Classrooms) - Main Campus	ADA upgrades to improve student accessibility and safety across campus, especially for visually impaired and mobility impaired students. Elevator controller replacement for Building 1 and replacement of the main lift cylinder for the elevator in Building 5. Other items are blue-light emergency stations, exterior emergency notification, and additional exterior building lights for remote classroom buildings that house the Allied Health, Public Safety, and Continuing Ed.
4B	Central Piedmont	2114 - Land Acquisition - Purchase	Request to acquire .27 acres of property with a building approximately 3,284 square feet. The college also requests permission to demolish the building. The new facility constructed on this property will house the General Classrooms, Computer Labs, Industrial Trades Labs, CCE Classrooms/Labs, Engineering Labs, and Administrative Support. Reference Item #1A - Project Approval - New Construction - Connect NC Bonds
4E	Rowan Cabarrus	2231 - Land Acquisition - Purchase	Request to acquire 2.083 acres of property with a building approximately 90,605 square feet. The building will be renovated to house General Classrooms, Automotive Lab, Program Chairperson Office (cubicles) area. Reference Item #2P - Project Approval - New Construction - Connect NC Bonds
4F	Tri-County	2228 - Land Acquisition - Purchase	Request to acquire .5 acres of property with a building approximately 1,100 square feet. The building will be used to provide training for Phlebotomy, EMS, Real Estate and Electrical Programming.

STATE BOARD OF COMMUNITY COLLEGES
RN to BSN Competency-Based Education

Request: The State Board of Community Colleges is asked to delegate the authority to President James C. Williamson to award up to \$75,000 in Perkins Career and Technical Education Leadership Funds to the selected School of Nursing with a Registered Nurse (RN) to Bachelors of Science in Nursing (BSN) degree completion program within the University of North Carolina's System effective October 1, 2016. The selected School of Nursing will develop a competency-based BSN completion program. The allocation would be subject to ratification by the State Board at its October meeting.

Background: In 2010, the Institute of Medicine (IOM) recommended increasing the proportion of baccalaureate prepared nurses to eighty percent by 2020. In 2014, The Future of Community College Nursing Education ad hoc committee began examining the role of the North Carolina Community College System in relationship to the recommendations from the IOM's 2010 report. On January 15, 2016 the State Board of Community Colleges approved the following three recommendations:

- (1) Expand the Regionally Increasing Bachelors in Nursing (RIBN) collaboration between North Carolina community colleges and universities.
- (2) Expand statewide partnerships between the NC Community College System and the University of North Carolina by increasing the number and capacity of RN to BSN online programs, and the collaborative development of a competency-based BSN completion program at one of the UNC System nursing schools.
- (3) Monitor the RN to BSN Uniform Articulation (3+1) Agreement (which was effective Fall 2015) by performing data analysis and assessment of the university admission capacity to enroll students in the program.

Rationale: The North Carolina Community College System continues to work on nursing initiatives that will provide seamless academic progression between the Associate Degree in Nursing (ADN) RN and the BSN. Objectives of the project include: (1) incorporation of employer input into the development and redesign of the RN to BSN degree to ensure graduates will meet current and future workforce needs, 2) the review and redesign of the core courses of the RN to BSN completion program into competency based modules, and (3) statewide professional development opportunities and training for community college and university faculty. The RN to BSN Competency-Based Education (CBE) project will provide an additional pathway for the ADN RN to achieve a higher degree.

Method of Allocation: In response to recommendation # 2 a request for proposal (RFP) was sent to the Provosts of the eleven UNC System RN to BSN Programs on August 18, 2016. The proposal submission deadline is September 20, 2016. The proposal will be read by a selection

committee which includes the Director for Competency-Based Education and Assessment at UNC GA, an Associate Chief Nursing Officer in a hospital system, Career and Technical Education Coordinator at the NC Community College System Office, and the Associate Director of Academic Programs at the NC Community College System Office between September 21-September 27, 2016. The selected School of Nursing will be notified September 30, 2016.

The submitted proposal will be evaluated based on the following criteria: identification of needs/emerging issues; project design and implementation plan; outcomes/project evaluation; leadership, capacity, and commitment; and budget. Universities are requested to submit proposals that provide state-wide leadership in enriching and updated the curricula covered in this project and proactively build and maintain collaborative relationships with neighboring North Carolina community colleges within their geographic area.

Allocation Amount and Time Period: The allocation of \$75,000 is for the period of October 1, 2016, through June 30, 2017.

Fund Source and Availability: Funding is contingent upon award from the Carl D. Perkins Career and Technical Education Act of 2006.

Contact(s)

Dr. Lisa Chapman
Senior Vice President for Academic Programs and Student Services

STATE BOARD OF COMMUNITY COLLEGES
Allocation Supplement for Small Business Centers

Request: The State Board is asked to approve a total of \$55,466 to supplement the Small Business Center budgets at 25 colleges. This supplement is needed to rectify an error in the original allocations approved by the State Board on August 19, 2016.

Background: The error in the original allocations resulted in 25 colleges receiving less funding while 33 colleges received more funding than should have been provided by the allocations formula. This error was due to a spreadsheet problem in which a hidden column mistakenly and incorrectly factored in raw data. As soon as the error was discovered, immediate steps were taken to correct it and recalculate the allocations. This request for \$55,466 increases the allocations for the 25 colleges that received less funding than they should have, making them “whole.” This request does not reduce allocations to those colleges that received more funding than they should have.

Method of Allocation: The method of allocation remains the same but with the incorrect raw data in the hidden columns removed in order to correctly calculate the allocations. A total of \$6,259,150 was allocated for FY 2016-17 through the Small Business Center allotment. From that total allotment, each college received a base allocation of \$96,937. In addition to the base allocation, each college also received a performance allocation which is based on the following factors (as measured using the sum of the prior two years’ data):

- Number of Non-FTE Attendees
- Number of Non-FTE Seminars
- Number of Counseling Clients
- Number of Counseling Hours
- Number of Small Businesses in Service Area
- Number of Businesses Started
- Number of Jobs Created/Retained

For each factor, a college earns 1-58 points. The sum of each factor’s score determines a college’s total point score. The total number of points, in turn, determines a college’s performance allocation. Each point earns approximately \$54. For FY 2016-17, performance funding allocations were based on the colleges’ pro-rata share of total point score, with a total of \$636,804 available funds for the point based allocations. One college had their performance allocation for FY 2016-17 reduced due to using a portion of their FY 2015-16 allocation for non-SBC activities. Those funds were then redistributed to all the other colleges as an adjustment to their performance allocation.

The previous, incorrect allocations were then compared to the corrected calculations and the differences were determined for each college. The results are reflected in Attachment A.

Funding Source and Availability: Funding is available through General Fund appropriations for the period of July 1, 2016, through June 30, 2017.

Contact:

Anne Shaw, Interim State Director
Small Business Center Network

Linda Weiner, Vice President
Engagement and Strategic Innovation

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SMALL BUSINESS CENTER ALLOTMENT
SUPPLEMENTAL CORRECTION ALLOTMENT
FY 2016-17**

Attachment 10A

Community College	Performance Allocation Approved August 19, 2016	Corrected Performance Allocation	Supplemental Correction Allotment
Alamance CC	\$ 9,490	\$ 9,405	\$ -
Asheville-Buncombe TCC	17,899	19,130	1,231
Beaufort County CC	7,742	7,160	-
Bladen CC	2,622	3,794	1,172
Blue Ridge CC	18,440	19,611	1,171
Brunswick CC	6,452	9,992	3,540
Caldwell CC and TI	7,492	4,489	-
Cape Fear CC	16,858	17,260	402
Carteret CC	10,864	13,786	2,922
Catawba Valley CC	14,402	15,763	1,361
Central Carolina CC	19,189	18,008	-
Central Piedmont CC	19,231	18,595	-
Cleveland CC	8,575	5,611	-
Coastal Carolina CC	19,147	18,970	-
College of the Albemarle	13,944	13,626	-
Craven CC	13,570	13,092	-
Davidson County CC	5,203	11,489	6,286
Durham TCC	14,485	17,473	2,988
Edgecombe CC	7,409	7,267	-
Fayetteville TCC	15,776	17,153	1,377
Forsyth TCC	15,901	17,741	1,840
Gaston College	13,986	12,718	-
Guilford TCC	18,523	19,183	660
Halifax CC	8,949	9,191	242
Haywood CC	13,903	12,290	-
Isothermal CC	9,990	6,626	-
James Sprunt CC	8,908	3,634	-
Johnston CC	13,528	13,786	258
Lenoir CC	8,908	4,382	-
Martin CC	3,775	7,066	3,291
Mayland CC	10,448	9,779	-
McDowell TCC	5,411	2,137	-
Mitchell CC	13,486	11,809	-
Montgomery CC	6,493	4,702	-
Nash CC	7,035	9,244	2,209
Pamlico CC	5,161	7,695	2,534
Piedmont CC	3,163	1,603	-
Pitt CC	18,565	18,649	84
Randolph CC	6,868	10,313	3,445
Richmond CC	9,157	7,908	-
Roanoke Chowan CC	6,577	3,794	-
Robeson CC	15,110	12,931	-
Rockingham CC	8,658	4,756	-
Rowan-Cabarrus CC	15,068	13,840	-
Sampson CC	7,867	7,588	-
Sandhills CC	9,532	9,832	300
South Piedmont CC	4,495	7,374	2,879
Southeastern CC	13,611	11,970	-
Southwestern CC	7,284	15,496	8,212
Stanly CC	5,827	2,992	-
Surry CC	6,993	6,359	-
Tri-County CC	6,577	8,015	1,438
Vance-Granville CC	7,284	10,046	2,762
Wake TCC	21,104	20,786	-
Wayne CC	11,031	13,893	2,862
Western Piedmont CC	15,276	14,962	-
Wilkes CC	7,201	6,145	-
Wilson CC	16,361	13,895	-
TOTAL	\$ 636,804	\$ 636,804	\$ 55,466

SBCC

09/16/2016

AGENDA

**State Board of Community Colleges
PROGRAMS COMMITTEE
Caswell Building
J. Gregory Poole Conference Room
September 15, 2016 – 1:30 p.m.**

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – August 18, 2016

For Information

- Allocations for Integrated English Literacy and Civics Education Programs (Attachment FC 4) [CA]
- State Board Reserve Funding for the Implementation of the Future of Community College Nursing Education Recommendations (Attachment FC 7)
- RN to BSN Competency-Based Education (Attachment FC 9)

- Career and College Promise Operating Procedures Update 2016 Pre-ACT College Readiness Benchmarks (Attachment PROG 1)
- Curriculum Program Termination as Approved by the System President (Attachment PROG 2)
 - Asheville-Buncombe Technical Community College
 - Healthcare Business Informatics (A25510)
 - Vance-Granville Community College
 - Sustainability Technologies (A40370)
- Curriculum Standard Revisions as Approved by the Senior Vice President/Chief Academic Officer (Attachment PROG 3)

For Future Action

- Curriculum Program Applications (New to System) (Attachment PROG 4)
 - Pitt Community College
 - Advanced Medical Coding (Certificate) (C45xxx)
 - Tiered Funding Recommendation – Advanced Medical Coding
 - Exceed Hour Request – Advanced Medical Coding

AGENDA

For Action

Items for the Consent Agenda

- *Annual Report to the Joint Legislative Education Oversight Committee on NC Works Career Coach Program (Attachment PROG 5) [CA]
- *Special Program Application Process Modification (Attachment PROG 6) [CA]
- Curriculum Program Application (Fast Track for Action) (Attachment PROG 7) [CA]
 - Nash Community College
 - Nurse Aide (Certificate) (C45840)
- Curriculum Standard Revision (Attachment PROG 8) [CA]
 - Central Piedmont Community College
 - Hospitality Management (A25110)
- Combined Course Library – Continuing Education (Attachment PROG 9) [CA]
 - New Course Approvals, Modification, and Tier Designations

New Business

Adjourn

**Reviewed in previous month.*

MINUTES

PROGRAMS COMMITTEE August 18, 2016 – 1:30 p.m.

Members Present:

Dr. Sam Powell, chair
Dr. Breeden Blackwell
Ms. Kirsten Stovall

Dr. Candler Willis, vice chair
Mr. Bill McBrayer

System Office Staff and Others:

Dr. Lisa Chapman
Ms. Margaret Robertson
Ms. Gilda Rubio-Festa
Dr. Frank Scuiletti
Ms. Amy Cooke
Dr. Hilmi Lahoud
Dr. Lisa Eads
Ms. Susan Barbitta
Mr. Eric Naisbitt, Sen. Barefoot's office

Dr. Kim Sepich
Mr. Nate Humphrey
Dr. Wanda White
Dr. Tony Reggi
Ms. Renee Batts
Ms. Jennifer Frazelle
Ms. Tracy McPherson
Ms. Linda Suggs, Gates Foundation
Ms. Julie Woodson, NCACCT

CALL TO ORDER

Dr. Powell called the meeting to order at 1:35 p.m.

ROLL CALL

Dr. Powell took the roll of the Programs Committee members. Quorum was present.

ETHICS AWARENESS AND CONFLICT OF INTEREST

Dr. Powell read the required ethics statement. There were no conflicts of interest.

AGENDA

Dr. Powell asked for a motion to approve the agenda for the meeting as presented. Dr. Blackwell moved, seconded by Dr. Willis.

MINUTES

Dr. Powell asked for a motion to approve the minutes of the July 14 2016, meeting as presented. Dr. Blackwell moved, seconded by Mr. McBrayer.

For Information:

Finance Committee Agenda Items

- Local Government Finance Officer Training FY 2016-2017 (Attachment FC 5)
- Allocation for Advancing Post Secondary Apprenticeship Programs (Attachment FC 6)
- State Board Reserve Allocation for the Career-and-College-Ready Alignment Partnership (Attachment FC 7)
- Allocation for Minority Male Success Initiative Grants FY 2016-2017 (Attachment FC 9) [CA]

Dr. Chapman, Ms. Robertson, Dr. Reggi, Ms. Barbitta, and Dr. Sepich provided brief overviews of the items. The committee had no questions or concerns.

Programs Committee Information Items

- Career-and-College Ready Graduate Alignment Partnership (Attachment PROG 1)

Ms. Barbitta reported that the NCCCS Office provides oversight for the Career-and-College Ready Graduate Alignment Partnership (CCRGAP). The NCCCS and NC Department of Public Instruction are partnering to support the goal of students successfully graduating from public high schools who are career and college ready.

- Curriculum Program Applications as Approved by the System President (Attachment PROG 2)

Ms. Frazelle presented the following curriculum program application approvals:

- Montgomery Community College
 - Medical Office Administration (A25310)
- Randolph Community College
 - Human Services Technology/Substance Abuse (A4538E)
- Richmond Community College
 - Human Services Technology/Social Services (A4538D)
 - Human Services Technology/ Substance Abuse (A4538E)

- Curriculum Program Termination as Approved by the System President (Attachment PROG 3)

Ms. Frazelle presented the following curriculum program termination approvals:

- Central Piedmont Community College
 - Manufacturing Technology (A50320)

- Curriculum Standard Revision as Approved by the Senior Vice President/Chief Academic Officer (Attachment PROG 4)

Ms. Frazelle reported the Curriculum Review Committee and Dr. Chapman approved revisions to the Occupational Therapy Assistant (A45500) curriculum standard.

For Future Action:

- Annual Report to the Joint Legislative Education Oversight Committee on NC Works Career Coach Program (Attachment PROG 5)

Dr. Eads reported that this is the first year of the grant. The NC Works Career Coach Program places community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. On a motion made by Mr. McBrayer, seconded by Dr. Blackwell, the item was approved for action and forwarded to the September 18, 2016 meeting.

- Special Program Application Process Modification (Attachment PROG 6)

Ms. Frazelle provided rationale for modifying the special application process to allow colleges to respond more quickly to industry need within their service area. On a motion made by Dr. Blackwell, seconded by Dr. Willis, the item was approved for action and forwarded to the September 18, 2016 meeting.

For Action:

Items for the Consent Agenda [CA]

- Curriculum Program Applications (New to System) (Attachment PROG 7) [CA]

- *Blue Ridge Community College
 - Early Childhood Administration (Certificate) (C55xxx)
 - Early Childhood Preschool (Certificate) (C55xxx)
 - Addition to Special Curriculum Program Application List

The above items were presented by Dr. Eads.

- *Fayetteville Technical Community College
 - Surgical First Assistant (Certificate) (C45xxx)
 - Tiered Funding Recommendation

The above items were discussed by Ms. Batts.

- Curriculum Program Application (Fast Track for Action) (Attachment PROG 8) [CA]
 - College of The Albemarle
 - Sustainable Agriculture (A15410)

Ms. Frazelle presented this item.

- Curriculum Standard Revision (Attachment PROG 9) [CA]
 - *Davidson County Community College
 - Therapeutic Massage (A45750)

Dr. Chapman and Ms. Batts presented information on this revision request.

- Combined Course Library – Continuing Education (Attachment PROG 10) [CA]
 - New Course Approvals, Modification, and Tier Designations

Dr. Chapman discussed the requested course approval.

- Courses of Instruction to Captive/Co-opted Groups (Attachment PROG 11) [CA]
Continuing Education
 - Lenoir Community College – Maury Correctional Institution
 - Home Companion Aide (Home Care Aide: Phase I & II/Personal Care Aide/Home Health Aide)
 - Sampson Community College – Sampson Correctional Institution
 - Computer Basics (Basic Computer Skills)
 - Masonry (Masonry)
 - South Piedmont Community College – Lanesboro Correctional Institution
 - Building Construction Trades (Building Construction Trades)
 - Construction Management (Construction Management)
 - Southeastern Community College – Tabor Correctional Institution
 - Leadership Development (Introduction to the Basic Principles of Leadership)
 - NC REAL/Entrepreneurship (REAL Small Business Development)
 - Wake Technical Community College – Wake Correctional Center
 - Food Service Sanitation/Safety (ServeSafe)
 - Hotel and Lodging Operations (Hospitality Hotel and Restaurant Certification)
 - Western Piedmont Community College – Foothills Correctional Institution
 - Building Efficiency Operator (Intro to Energy Management)
 - Basic Telecommunication (Introduction to Telecommunication)
 - Network Cable Installation (Intro to Cabling/Copper Based Systems and Intro to Cabling/Fiber Optic Based Systems)
 - Audio/Video Systems (Intro to Home Entertainment Wiring)
 - Broadband Communications (Intro to Telephone VOIP Wiring)

Ms. McPherson and Dr. Reggi provided information on these course approvals.

Agenda items 7-11 were discussed individually and grouped together for one motion. On a motion made by Dr. Willis, seconded by Mr. McBayer, these agenda items were approved for placement on the full board “Consent Agenda” for action at their August 19, 2016 meeting.

**Reviewed in previous month*

Adjourn

The meeting was adjourned at 2:50 p.m. on a motion by Dr. Blackwell, seconded by Mr. McBayer.

Respectfully submitted,
Carol Bowers
Recording Secretary

STATE BOARD OF COMMUNITY COLLEGES
Career and College Promise Operating Procedures Update
2016 Pre-ACT College Readiness Benchmarks

The Career and College Promise Operating Procedures define the eligibility requirements for students, the process for filing programs of study, student coding procedures, and program coding procedures. An update to the Operating Procedures has been made to include the 2016 Pre-ACT college readiness benchmarks released by ACT. The following attachment includes the 2016 Pre-ACT college readiness benchmarks released by ACT.

Background: Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. The three pathways include:

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster.
3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

Rationale: The PLAN assessment is being phased out and the Pre-ACT will be the replacement assessment. Pre-ACT results will provide high school sophomores with specific information about college readiness and will predict student performance on the ACT.

Contact:

Dr. Lisa Eads, Program Coordinator

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests

Test	PLAN**	PSAT 2014 and earlier**	PSAT 2015 and Future**	Asset (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	Accuplacer (NCCCS Cut Score)	NC DAP (NCCCS Cut Score)
English	15	45	26	41 Writing	70 Writing	86 Sentence Skills	Composite score of 151 or higher ***
Reading	18	47	26	41 Reading	81 Reading	80 Reading	
Mathematics	19	47	24.5	41 Numerical Skills and 41 Int. Algebra	47 Pre-Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra	7 on each assessment for DMA 010 thru 060

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:*

SAT (Pre-March 2016)		SAT (March 2016 and Future)		Pre-ACT		ACT	
English	500	Evidence-Based Reading and Writing	410	English	18	English	18
Critical Reading	500			Reading	22	Reading	22
Mathematics	500	Mathematics	520	Mathematics	22	Mathematics	22

*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

**PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

***The Reading and English part of the NC DAP is an integrated assessment of reading and English skills; meeting the composite cut score score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway.

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

Information: The System President has approved the terminations as listed below:

Background: 1D SBCCC 400.95(b) states the following: *The college shall terminate a curriculum program when there has been no enrollment for two years; a college may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment.*

Asheville-Buncombe Technical Community College

Healthcare Business Informatics (A25510)

Rationale: Low Enrollment: There was a lack of student interest in the program and insufficient employment opportunities for graduates in the service area. The essential content of the program is included under the Medical Office Administration (A25310) program.

Termination Semester: **Summer 2016**

Vance-Granville Community College

Sustainability Technologies (A40370)

Rationale: Low enrollment. There was a lack of student interest in the program. The college is considering adding the competencies of the sustainability program into construction management or another construction-specific program.

Termination Semester: **Summer 2017**

Contact:

Ms. Jennifer Frazelle
Director

**STATE BOARD OF COMMUNITY COLLEGES
CURRICULUM STANDARD REVISION
AS APPROVED BY
THE SENIOR VICE PRESIDENT/CHIEF ACADEMIC OFFICER**

Result of Curriculum Review Committee Action on May 26, 2016

The listed curriculum standards have been revised to reflect courses that were archived by the Curriculum Review Committee (CRC) on May 26, 2016.

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Applied Engineering Technology	A40130
Geospatial Mapping Technology	A40110
Health Care Technology (Certificate)	C45350
Industrial Systems Technology	A50240
Licensed Practical Nurse Refresher (Certificate)	C45390
Medical Laboratory Technology	A45420

Background: The Curriculum Review Committee (CRC) oversees the maintenance and revision of the curriculum courses within the North Carolina Community College System *Combined Course Library*.

Curriculum Review Committee (CRC) policy states that: *Any course not offered for a period of three years may be archived. Colleges may be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year may be archived at the end of the third year by the Curriculum Review Committee.*

In May of 2015, each college received a report listing courses that had not had any enrollment in over two years. In April of 2016, each college received a report of the courses illustrating no enrollment for the subsequent third year. Colleges were asked to review the list of courses and make the CRC aware of any courses that they were not in favor of archiving.

In May of 2016, the CRC archived courses that had not had enrollment in over three years and which were unopposed by the colleges. These courses are not currently being offered by colleges so there will be no impact to the design of their curriculum.

Contact:

Ms. Jennifer Frazelle
Director

**STATE BOARD OF COMMUNITY COLLEGES
CURRICULUM PROGRAM APPLICATION
(New to the System)**

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

Pitt Community College
Advanced Medical Coding (Certificate) (C45xxx)
Tiered Funding Recommendation
Request to Exceed Maximum Length of Certificate

Contact:
Jennifer Frazelle
Director

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Pitt Community College
Advanced Medical Coding (Certificate) (C45xxx)**

Program Planning: Pitt Community College is seeking approval for the Advanced Medical Coding (Certificate) (C45xxx) program to begin Fall 2017. The planning area is defined as the college's service area of Pitt County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Pitt Community College on March 22, 2016. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Pitt 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: Pitt Community College (PCC) indicates the following:

- PCC has been a longstanding producer of Registered Health Information Technician (RHIT) credentialed coders in Eastern North Carolina. Graduates of the Health Information Technology (HIT) program are eligible for *entry-level* coding positions in both acute and ambulatory care. Students interested in pursuing *advanced* medical coding education and credentials have been required to seek training online via the American Health Information Management Association (AHIMA), local workshops, self-guided study and on the job training. East Carolina University (ECU) previously offered a baccalaureate degree in Health Information Management and was another source of credentialed coders for the area. In 2013, ECU transitioned to a master's level program and focused more on informatics and less on the practical application of codes. The termination of the baccalaureate program created a educational gap in NC.
- An aging population will require more medical services, and health information technicians will be needed to organize and manage the older generations' health information data. Moreover, the number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. (U.S. Department of Labor, 2016)
- According to the American Health Information Management Association (AHIMA), the job demand for coders has increased for all levels of education and credentialing. Approximately 12,000-50,000 new jobs are anticipated by 2017 (AHIMA, 2016).

- According to the Department of Labor, the Health Information Technologists and especially the coding professional continues to be ranked among the fastest growing professions in the United States. The profession continues to see a fifteen percent projection increase.
- Passing the Certified Coding Specialist (CCS) exam for both the Certified Coding Specialist-Physician-Based (CCS-P) and/or CCS credential represents high-level achievement and proficiency in inpatient and outpatient coding. An article in *The Journal of AHIMA* notes the benefit of certification includes: a potential growth opportunity as a coder, possible salary increases, and heightened employer confidence in skills and knowledge (Horn, 2015).
- In October 2015, when industry transitioned from ICD-9 to ICD-10 coding, the actual time spent coding records increased significantly for most medical record types. Previously, coders in ICD-9 could skim documentation in the medical record to ensure what the physician documented matched the operative report. Now with ICD-10-Procedure Coding System (PCS), the record must be read in detail in order to capture every aspect of the surgical episode and its intent (Fitzgerald, 2016).
- An article in *HIM Briefings* noted many aspects can factor into coding productivity, but one of the main contributors to the overall decrease in productivity is the relearning factor (Dunn, 2016).
- During orientation, an employer introduces new personnel to their facility and respective policies and procedures. However, when facilities are already taking time to train a student on their computer systems, payor rules and regulations, the additional time needed for actual coding education adds to the burden on the facility. Through completion of the Advanced Medical Coding certificate program, students would receive the more extensive training needed for increased productivity.
- In April 2016, PCC reviewed available coding jobs in North Carolina and found that 71% required either the Certified Coding Specialist (CCS) and/or Certified Coding Specialist-Physician-Based (CCS-P) credential upon hire or within a defined time frame after hire (usually one year). The remaining 29% did not require the CCS and/or CCS-P credentials, but required either the Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or experience assigning ICD-10 codes. The proposed program would be a viable alternative for new graduates and new hires in need of additional training to obtain these credentials.
- PCC assessed student interest by surveying graduates of their HIT Program. Thirty-seven out of 87 graduates responded to the survey. Ninety-seven percent of the respondents expressed interest in the program.
- PCC assessed local employer's current and future needs related to the program. Nine out of twenty-three employers/personnel responded. All responded that Pitt County (eastern NC) needs an Advanced Medical Coding Program.
- Letters of support for the program were submitted to PCC by the Managers/Directors of Physician East, PA., Vidant SurgiCenter, and Vidant Health.

Impact of the Proposed Program on Other Programs: This program would be new to the community college system. Eleven colleges are currently approved to offer the Health Information Technology (A45440) program, including Pitt Community College. An impact assessment was sent to the colleges currently approved to offer the Health Information Technology (A45360) program. **No negative impact responses were received.**

Implementation of Collaborative Plan: Not Applicable

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

Contact:

Ms. Renee Batts
Associate Director

PROPOSED

CURRICULUM STANDARD

Effective Term Fall 2017 [2017*03]
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Curriculum Program Title	Advanced Medical Coding (Certificate)	Program Code	C45xxx
Concentration	(not applicable)	CIP Code	51.0707

Curriculum Description

The Advanced Medical Coding curriculum provides the didactic and clinical experience necessary to become competent credentialed coders.

Coursework includes reimbursement, advanced International Classification of Diseases-10th Revision-Clinical Modification/Procedure Coding System (ICD-10-CM/PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS).

Graduates may be eligible to take either of the Certified Coding Specialist exams: the Certified Coding Specialist and/or the Certified Coding Specialist-Physician Based (CCS/CCS-P).

Individuals entering this curriculum must be a graduate of a Commission on Accreditation for Health Informatics and Information Management (CAHIIM) accredited health information program.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (3)]

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

	AAS	Diploma	Certificate**
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	24
Other Required Hours	0-7	0-4	0
Total Semester Hours Credit in Program	64-76	36-48	24

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Proposed

Major Hours

[ref. 1D SBCCC 400.97 (3)]

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

Advanced Medical Coding (Certificate) (C45xxx)

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	24 SHC**
A. CORE Required Courses: COD 200 Health Information for Coders 2 SHC COD 201 Legal and Compliance 2 SHC COD 202 Coding for Reimbursement 2 SHC COD 203 Intermediate ICD Diagnose 3 SHC COD 204 Intermediate ICD Procedure 3 SHC COD 205 Intermediate CPT Coding 3 SHC COD 206 Clinical Documentation 3 SHC COD 207 Advanced Coding Lab I 2 SHC COD 208 Advanced Coding II 2 SHC COD 209 Professional Practice Exp. 2 SHC			24
B. CONCENTRATION (not applicable)			NA
C. OTHER MAJOR HOURS (not applicable)			NA

Approved by the State Board of Community Colleges on _____.

This program is approved by the State Board of Community Colleges to exceed maximum standard hours for a certificate program. [ref. 1D SBCCC 400.95(d)]

Advanced Medical Coding Courses

COD 200 Health Information for Coders

Class: 2 Lab: 0 Clinical: 0 Credit: 2

Prerequisites: None

Corequisites: None

This course provides a detailed look at the role of a coder within the healthcare system. Topics include health record content and documentation for all record types, roles and responsibilities of various providers and disciplines, data source reliability and accuracy, policies and procedures to ensure compliance with regulations and standards, and legal and regulatory requirements. Upon completion, students should be able to demonstrate an understanding of the role of coding in the healthcare organization and apply various policies and procedures as they relate to documentation and compliance and comply with regulatory standards.

COD 201 Legal and Compliance

Class: 2 Lab: 0 Clinical: 0 Credit: 2

Prerequisites: None

Corequisites: None

This course covers legal and regulatory processes, privacy and security rules as applied to the coding environment. Topics include legal terminology, health record laws and regulations, internal and external standards and regulations, data security, storage and retrieval, and access and disclosure. Upon completion, students should be able to apply healthcare legal terminology, maintain a legally defensible health record, comply with state and federal privacy and security laws, and adhere to security policies and procedures

COD 202 Coding for Reimbursement

Class: 2 Lab: 0 Clinical: 0 Credit: 2

Prerequisites: None

Corequisites: None

This course covers the revenue cycle and reimbursement for acute and ambulatory care. Topics include payment methodologies and systems, utilization review, case management, billing processes and procedures, and fraud and abuse. Upon completion, students should be able to apply policies and procedures for the use of data required in healthcare reimbursement, evaluate the revenue cycle, and identify potential fraud and abuse.

COD 203 Intermediate ICD Diagnoses

Class: 2 Lab: 3 Clinical: 0 Credit: 3

Prerequisites: None

Corequisites: None

This course covers the proper application of ICD diagnosis coding conventions and guidelines and application of codes. Emphasis is placed on reviewing clinical documentation to determine appropriate code selection. Upon completion, students should be able to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services

COD 204 Intermediate ICD Procedures

Class: 2 Lab: 3 Clinical: 0 Credit: 3

Prerequisites: None

Corequisites: None

This course covers ICD procedure coding conventions and guidelines, Procedure Coding System (PCS) Table navigation, and application of codes. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation to determine procedure intent and extent. Upon completion, students should be able to navigate the PCS tables to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

COD 205 Intermediate CPT Coding

Class: 2 Lab: 3 Clinical: 0 Credit: 3

Prerequisites: None

Corequisites: None

This course covers the application of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes as applied to current coding and reporting requirements. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation. Upon completion, students should be able to apply the official CPT and HCPCS Level II coding guidelines, and apply the appropriate reporting measures such as modifiers.

COD 206 Clinical Documentation

Class: 2 Lab: 3 Clinical: 0 Credit: 3

Prerequisites: None

Corequisites: None

This course covers the importance of clinical documentation and its role in accurate coding. Topics include communication with providers, documentation in the health record, how to formulate ethical queries to clarify conflicting diagnoses, and implications of accurate coding. Upon completion, students should be able to identify discrepancies between supporting documentation and coded data and develop appropriate physician queries

COD 207 Advanced Medical Coding I

Class: 0 Lab: 6 Clinical: 0 Credit: 2

Prerequisites: COD 203, COD 204, COD 205, and COD 206

Corequisites: None

This course covers the practical application of current ICD diagnosis and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to accurately code a variety of chart types and recommend coding resources.

COD 208 Advanced Medical Coding II

Class: 0 Lab: 6 Clinical: 0 Credit: 2

Prerequisites: COD 207

Corequisites: None

This course covers the practical application and evaluation of current ICD diagnosis, procedure, and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to interpret conventions, formats, instructional notations, and definitions of each classification system to select diagnoses and procedures/services that require coding.

COD 209 Professional Practice Exp.

Class: 0 Lab: 0 Clinical: 6 Credit: 2

Prerequisites: None

Corequisites: None

This course provides supervised clinical coding experience in healthcare settings. Emphasis is placed on the practical application of coding concepts through demonstration of critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an advanced level coder.

**STATE BOARD OF COMMUNITY COLLEGES
NEW CURRICULUM PREFIX
TIERED FUNDING FORMULA RECOMMENDATIONS**

Request: The State Board of Community Colleges is asked to assign the following new curriculum prefix to the North Carolina Community College System Tiered Funding Formula:

Tier 1B-COD – Advanced Medical Coding

Rationale: The COD curriculum prefix is in the area of health care. *Individuals enrolled in COD courses must be a graduate of a Commission on Accreditation for Health Informatics and Information Management (CAHIIM) accredited health information program.* The HIT curriculum course prefix for Health Information Technology is a Tier 1B classification.

Background: On August 15, 2014, the State Board of Community Colleges adopted the 2014-2015 State Aid Allocations and Budget Policies, which included the implementation of a four-tiered funding model. To implement the Tiered Funding Forming Model, all existing curriculum and continuing education course prefixes were assigned to one of four funding levels as defined below:

Tier 1A: Includes curriculum budget FTE in health care and technical education courses that train North Carolinians for immediate employment in priority occupations that have documented skills gaps and pay higher wages. This tier also includes FTE in a limited number of continuing education courses that train students for the exact same third-party certification as curriculum courses in Tier 1A.

Tier 1B: Includes curriculum budget FTE in other high cost areas of health care, technical education, lab-based science, and college-level math courses. With the implementation of Closing the Skills Gap, Tier 1B also includes FTE in short-term, workforce continuing education courses that help prepare students for jobs in priority occupations and lead to competency-based industry credentials.

Tier 2: Includes

- a) all other curriculum budget FTE,
- b) all Basic Skills budget FTE, and
- c) budget FTE associated with other continuing education courses that are scheduled for 96 hours or more and are mapped to a third-party credential, certification, or industry-designed curriculum.

Tier 3: Includes all other continuing education budget FTE.

Tier 1A is funded at a level equal to 30% higher than Tier 2, while Tier 1B is funded at a level that is 15% higher than Tier 2. Tier 3 is funded at a rate that is 15% less than Tier 2.

Contact Person:

Ms. Renee Batts
Associate Director

REQUEST TO EXCEED MAXIMUM LENGTH OF CERTIFICATE

Pitt Community College
Advanced Medical Coding (Certificate)(C45xxx)

Request: The State Board of Community Colleges is asked to approve a request to allow the following curriculum standard to exceed the maximum length of program hours allowed for a certificate program:

Advanced Medical Coding (Certificate)(C45xxx)

State Board Code requires that curriculum standards reflect the following hour ranges for each program level [Associate in Applied Science (AAS), Diploma and Certificate]:

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

The following range of hours is proposed for the Advanced Medical Coding (Certificate) program:

Curriculum Standard Categories	Advanced Medical Coding Proposed Certificate (Exceeding Hours)
Minimum General Education Hours	0
Minimum Major Hours	24
Other Required Hours	0
Total Semester Hour Credit (SHC)	24

Background: Per 1D SBCCC 400.95(d): *On special approval by the State Board, a degree program title or a stand-alone diploma or certificate program title may exceed the maximum length of programs as set by the curriculum standards. Such an exception shall apply to all colleges approved to offer the curriculum program title. A request for an exception shall be justified based on one or more of the following criteria:*

- (1) *Additional time in the program is required by law.*
- (2) *Additional time in the program is required by an external regulatory, accrediting, or professional agency recognized by the State Board.*
- (3) *Additional time in the program is justified by documented extenuating circumstances such as the following:*
 - (A) *Documentation that equivalent programs in other states require additional hours of training to teach the competencies of the curriculum;*
 - (B) *Documentation that the program will not be viable without the exception; or*

(C) Documentation that employers have certified the competencies required for the program and the length of time needed to teach those competencies.

Rationale: The Advanced Medical Coding program requires 24 hours of core courses, which would typically require it to fall into the range of a diploma, however, making it a diploma would require that the student complete 12 additional hours (6 general education and 6 major hours) which are not necessary for employment as an advanced coder. Allowing the Advanced Medical Coding to be classified as a certificate, which exceeds hours, will make the program more viable.

In addition, before a student is admitted into the Advanced Medical Coding program, he/she must already be a graduate of a Commission on Accreditation for Health Informatics and Information Management (CAHIM) accredited health information program which would have required completion of an Associate in Applied Science program. Therefore, the student would already have credit for a minimum of 15 hours of general education. The diploma requires six hours of general education which would be duplicative and unnecessary for the student.

Contact:

Ms. Renee Batts
Associate Director

STATE BOARD OF COMMUNITY COLLEGES
Annual Report to the Joint Legislative Education Oversight Committee
on
NC Works Career Coach Program
GS 115D-21.5.

Request: The State Board of Community Colleges is asked to approve the NC Works Career Coach Program 2015-16 Annual Report to the Joint Legislative Education Oversight Committee.

Background: § 115D-21.5. NC Works Career Coach Program

Annual Report. –

- (1) The board of trustees of a community college that employs one or more career coaches shall report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:
 - a. Number of career coaches employed.
 - b. Number of local school administrative units served and names of schools in which career coaches are placed.
 - c. Number of students annually counselled by career coaches.
 - d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.
- (2) The State Board of Community Colleges shall report annually no later than October 1 to the Joint Legislative Education Oversight Committee on the following:
 - a. A compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.
 - b. Number and names of partnership applicants for NC Works Career Coach Program funding.
 - c. Number, names, and amounts of those awarded NC Works Career Coach Program funding

Rationale: The NC Works Career Coach Program places community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. The 2015-16 NC Works Career Coach Program annual report outlines the program implementation and outcomes for the first year of the grant.

Contact:

Dr. Lisa Eads
Program Coordinator

**Report to the Joint Legislative Education Oversight Committee
NC Works Career Coach Program – (G.S. 115D-21.5(d)(2))**

Overview

(G.S. 115D-21.5(d)(2)) authorizes the North Carolina Community College System to administer the NC Works Career Coach Program. This program places community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals.

Program Implementation

In September of 2015, the General Assembly passed the provision authorizing the North Carolina Community College System to implement the NC Works Career Coach Program. On October 30, 2015, the State Board of Community Colleges approved the application process (RFP) for the grant. The grant announcement went out to colleges on November 18, 2015 and the deadline for submission was set for January 8, 2016. As outlined in the legislation, community college board of trustees and local school administrative units within the service area of the community college were eligible to jointly apply for available NC Works Career Coach funding.

Twenty-eight community colleges and their local school system partners submitted applications for funding. The advisory committee, which included representatives from business/industry, North Carolina Department of Public Instruction, North Carolina Division of Workforce Solutions, and the North Carolina Community College System Office, met and reviewed applications in late January/early February 2016. Recommendations for funding were submitted to the State Board of Community Colleges in February of 2016. The Board approved the recommendations on February 19, 2016 and notification of funding was set out to colleges on February 25, 2016.

Fourteen of the twenty-eight community colleges received NC Works Career Coach Program funding in 2015-2017 grant cycle. Within the fourteen community colleges' service area, twenty-eight NC Works Career Coaches were deployed and are serving fifty-two public high schools within nineteen Local Educational Agencies (LEAs). (See Attachment A)

An orientation meeting was held on May 23, 2016 for NC Works Career Coaches who had been hired to date. During the meeting, coaches learned about the program purpose and expectations, best practices for connecting students to career pathways and heard directly from several business and industry representatives, secondary career development coordinators, the North Carolina Department of Commerce, and the North Carolina Chamber.

Additionally, the State Board of Community Colleges approved the use of some State Board Reserve Funds for Career Development Facilitator (CDF) Training for the NC Works Career Coaches. The training includes 120 hours of content as well as the Global Career Development Facilitator (GCDF) certification. The Center for Credentialing and Education (CCE), located in

Greensboro, NC oversees the GCDF certification. The benefits of the GCDF certification include the following knowledge and skills:

“GCDF credential holders are trained to help people, both individually and in a group setting, make informed decisions when considering their own career development. Through the use of best practices, various assessment tools, and career development models GCDFs equip each individual with the knowledge and skills to embark on their professional journey. GCDF credential holders find rewarding careers in government agencies, human resources departments, nonprofit organizations, correctional institutions, consumer advocacy agencies, and various departments within the educational sector.” (CCE, 2016 retrieved from <http://www.cce-global.org/GCDF>)

Ongoing professional development and training will be provided by the North Carolina Community College System Office (NCCCS). NCCCS will work closely with the North Carolina Department of Public Instruction, the North Carolina Department of Commerce and the North Carolina Chamber to ensure that NC Works Career Coaches have the most current information, support, and opportunities to connect with businesses and industries as they serve students in their respective high schools.

Impact Measurement

Impact for the NC Works Career Coach Program will be measured by assessing the following:

- Local industry needs
- Current career pathway options available to students within the local area served by the NC Works Career Coaches
 - high school CTE pathway options
 - community college CTE pathway options
- Increase in career pathway enrollment in available options that meet local industry needs
- Career pathway creation and/or career pathway changes made based on local workforce demands
- Long term impact assessment will include a survey of local businesses to determine the success of the program in meeting career pipeline needs

Attachment A

2015-16 NC Works Career Coach Program Annual Report**Item 1a and 1b - Placement of Coaches:**

- a. *Number of career coaches employed.*
- b. *Number of local school administrative units served and names of schools in which career coaches are placed.*

Table 1. NC Works Career Coach Program Deployment Summary

Community College Name	Region	Number of Coaches Awarded	Local Educational Agency (LEA)	High School Placement Location(s)
Caldwell CC & TI	West	3	Caldwell County Schools	Hibriten High School, South Caldwell High School, and West Caldwell High School
Cleveland CC	West	2	Cleveland County Schools	Burns High School, Crest High School, Kings Mountain High School, and Shelby High School
Blue Ridge CC	West	1	Transylvania County Schools	Brevard High School, Rosman High School, and Davidson River High School
Gaston College	West	2	Gaston County Schools & Lincoln County Schools	Bessemer City High School, Hunter Huss High School, North Gaston High School; Asbury School, East Lincoln High School, Lincolnton High School, West Lincoln High School, North Lincoln High School
McDowell TCC	West	1	McDowell County Schools	McDowell High School
Western Piedmont CC	West	2	Burke County Public Schools	Draughn High School, East Burke High School, Freedom High School, Patton High School, and Hallyburton Academy
Alamance CC	Central	2	Alamance-Burlington School System	Southern Alamance High School, and Cummings High School

Central Carolina CC	Central	3	Chatham County Schools, Lee County Schools, & Harnett County Schools	Chatham Central High School; Southern Lee High School; Triton High School
Piedmont CC	Central	2	Person County Schools & Caswell County Schools	Person High School; Barlett-Yancey High School
Randolph CC	Central	2	Asheboro City Schools & Randolph County Schools	Asheboro High School, Eastern Randolph High School, Southwestern Randolph High School, Trinity High School
Vance Granville CC	Central	1	Granville County Schools & Warren County Schools	J.F. Webb High School; Warren County High School
Johnston CC	East	1	Johnston County Schools	South Johnston High School, Cleveland High School, and Princeton High School
Pitt CC	East	3	Pitt County Schools	North Pitt High School, JH Rose High School; Farmville Central High School, South Central High School, Ayden-Grifton High School, and DH Conley High School
Robeson CC	East	3	Public Schools of Robeson County	Fairmont High School, Lumberton High School, Purnell Swett High School, Red Springs High School, South Robeson High School, St. Pauls High School
Total number of Community Colleges = 14		Total number of NC Works Career Coaches = 28	Total number of Local Educational Agencies (LEAs) = 20	Total number of high schools served = 52

Item 1c - Students Counseled Annually:

1c. Number of students annually counseled by career coaches.

The State Board of Community Colleges approved funding for recommended colleges on February 19, 2016. Colleges received notice of funding on February 25, 2016 and advertised NC Works Career Coach position vacancies soon after notification. Colleges have now hired and deployed the NC Works Career Coaches. Data for item 1c will be available in the 2016-2017 annual report.

Item 1d - Program Impact:

1d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

Impact will be measured by assessing the following:

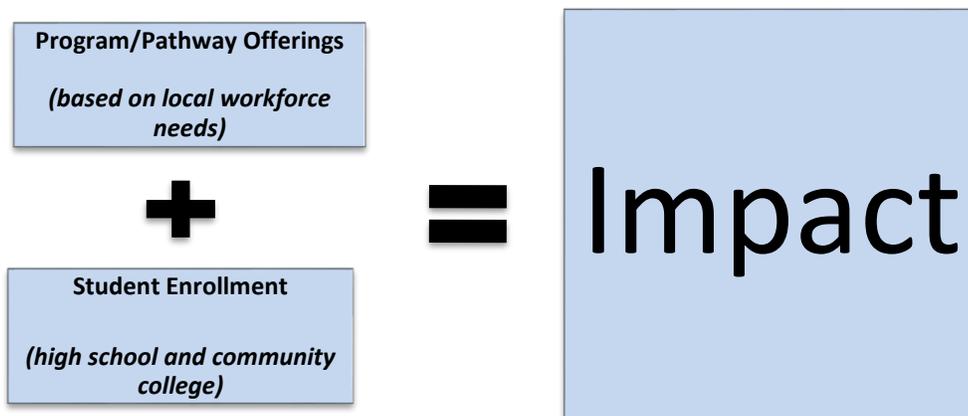
Assess pathway enrollment

- Pre-assessment: Collect baseline data - Enrollment in available pathways
 - high school (CTE)
 - community college (CCP/CTE)
- Post-assessment: Enrollment data in available pathways
 - high school (CTE)
 - community college (CCP/CTE)

Assess program/pathway offerings

- What pathway options need to be added based on local industry feedback?
- Were any new pathways created based on the feedback from local industry?

Figure 1. NC Works Career Coach Impact Measurement



Item 2a - Compilation of Information Reported:

2a. A compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.

See items 1a-1d above.

Item 2b - Partnership Applicants

2b. Number and names of partnership applicants for NC Works Career Coach Program funding

Table 2. 2015-16 NC Works Career Coach Program Partnership Applicants

Community College Name	Local Educational Agency (LEA) Name(s)
Alamance CC	Alamance-Burlington School System
Blue Ridge CC	Henderson County Public School and Transylvania County Schools
Brunswick CC	Brunswick County Public Schools
Caldwell CC & TI	Caldwell County Schools and Watauga County Schools
Central Carolina CC	Lee County Schools, Chatham County Schools, and Harnett County Schools
Cleveland CC	Cleveland County Schools
Davidson County CC	Thomasville City Schools and Lexington City Schools
Durham Technical CC	Durham Public Schools
Edgecombe CC	Edgecombe County Public Schools
Fayetteville Technical CC	Cumberland County Schools
Forsyth Technical CC	Winston-Salem Forsyth County Schools
Gaston College	Gaston County Schools and Lincoln County Schools

Halifax CC	Halifax County Schools and Weldon City Schools
Haywood CC	Haywood County Schools
Johnston CC	Johnston County Schools
Martin CC	Martin County Schools
McDowell Technical CC	McDowell County Schools
Nash CC	Nash-Rocky Mount Schools
Pamlico CC	Pamlico County High School, Arapahoe Charter School, and Pamlico Christian Academy
Piedmont CC	Person County Schools and Caswell County Schools
Pitt CC	Pitt County Schools
Randolph CC	Asheboro City Schools and Randolph County Schools
Robeson CC	Public Schools of Robeson County
Rowan-Cabarrus CC	Rowan Salisbury School System
Surry CC	Surry County Schools
Vance Granville CC	Warren County Schools and Granville County Schools
Western Piedmont CC	Burke County Public Schools
Wilkes CC	Wilkes County Schools
Total Community Colleges = 28	Total Local Educational Agencies (LEA)/Schools = 40

Item 2c - Program Funding Awarded

2c. Number, names, and amounts of those awarded NC Works Career Coach Program funding

Table 3. 2015-16 NC Works Career Coach Program Funding Awards

Advisory Committee Recommended Awards:				
College	Region	# NC Works Career Coaches	2015-16 Allocations	2016-17 Allocations
Caldwell CC&TI	West	3	\$53,571	\$107,142
Cleveland CC	West	2	\$35,714	\$71,428
Blue Ridge CC	West	1	\$17,858	\$35,716
Gaston College	West	2	\$35,714	\$71,428
McDowell TCC	West	1	\$17,858	\$35,716
Western Piedmont CC	West	2	\$35,714	\$71,428
Alamance CC	Central	2	\$35,714	\$71,428
Central Carolina CC	Central	3	\$53,571	\$107,142
Piedmont CC	Central	2	\$35,714	\$71,428
Randolph CC	Central	2	\$35,714	\$71,428
Vance-Granville CC	Central	1	\$17,858	\$35,716
Johnston CC	East	1	\$17,858	\$35,716
Pitt CC	East	3	\$53,571	\$107,142
Robeson CC	East	3	\$53,571	\$107,142
Total		28	\$500,000	\$1,000,000

Attachment B

Legislative Authorization: G.S. 115D-21.5(d)(2). NC Works Career Coach Program

SECTION 10.14.(a) Article 2 of Chapter 115D of the General Statutes is amended by adding a new section to read:

"§ 115D-21.5. NC Works Career Coach Program.

- (a)** Purpose. – There is established the NC Works Career Coach Program to place community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals.
- (b)** Memorandum of Understanding. – The board of trustees of a community college and a local board of education of a local school administrative unit within the service area of the community college shall enter into a memorandum of understanding for the placement of career coaches employed by the board of trustees of the community college in schools within the local school administrative unit. At a minimum, the memorandum of understanding shall include the following:
- (1)** Requirement that the community college provides the following:
 - a.** Hiring, training, and supervision of career coaches. The board of trustees may include a local board of education liaison on the hiring committee to participate in the decision making regarding hiring for the coach positions.
 - b.** Salary, benefits, and all other expenses related to the employment of the career coach. The coach will be an employee of the board of trustees and will not be an agent or employee of the local board of education.
 - c.** Development of pedagogical materials and technologies needed to enhance the advising process.
 - d.** Criminal background checks required by the local school administrative unit for employees working directly with students.
 - e.** Agreement that, while on any school campus, the career coach will obey all local board of education rules and will be subject to the authority of the school building administration.
 - (2)** Requirement that the local school administrative unit provides the following to career coaches:
 - a.** Access to student records, as needed to carry out the coach's job responsibilities.
 - b.** Office space on site appropriate for student advising.
 - c.** Information technology resources, including, but not limited to, Internet access, telephone, and copying.
 - d.** Initial school orientation and ongoing integration into the faculty and staff community.

- e. Promotion of school-wide awareness of coach duties.
- f. Facilitation of coach's access to individual classes and larger assemblies for the purposes of awareness-building.

(c) Application for NC Works Career Coach Program Funding. – The board of trustees of a community college and a local board of education of a local school administrative unit within the service area of the community college jointly may apply for available funds for NC Works Career Coach Program funding from the State Board of Community Colleges. The State Board of Community Colleges shall establish a process for award of funds as follows:

- (1) Advisory committee. – Establishment of an advisory committee, which shall include representatives from the NC Community College System, the Department of Public Instruction, the NC Works initiative located in the Department of Commerce, and at least three representatives of the business community, to review applications and make recommendations for funding awards to the State Board.
- (2) Application submission requirements. – The State Board of Community Colleges shall require at least the following:
 - a. Evidence of a signed memorandum of understanding that meets, at a minimum, the requirements of this section.
 - b. Evidence that the funding request will be matched dollar-for-dollar with local funds. Matching funds may come from public or private sources.
- (3) Awards criteria. – The State Board of Community Colleges shall develop criteria for consideration in determining the award of funds that shall include the following:
 - a. Consideration of the workforce needs of business and industry in the region.
 - b. Targeting of resources to enhance ongoing economic activity within the community college service area and surrounding counties.
 - c. Geographic diversity of awards.

(d) Annual Report. –

- (1) The board of trustees of a community college that employs one or more career coaches shall report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:
 - a. Number of career coaches employed.
 - b. Number of local school administrative units served and names of schools in which career coaches are placed.
 - c. Number of students annually counselled by career coaches.
 - d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

- (2) The State Board of Community Colleges shall report annually no later than October 1 to the Joint Legislative Education Oversight Committee on the following:
- a. A compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.
 - b. Number and names of partnership applicants for NC Works Career Coach Program funding.
 - c. Number, names, and amounts of those awarded NC Works Career Coach Program funding.

SECTION 10.14.(b) The State Board of Community Colleges shall begin accepting applications for available funds for NC Works Career Coach Program funding no later than December 15, 2015, and shall select the initial recipients for the award of funds no later than February 22, 2016.

SECTION 10.14.(c) The funds appropriated under this act to the Community Colleges System Office for the 2015-2017 fiscal biennium to match non-State funds to implement the NC Works Career Coach Program shall only be used for salary and benefits for NC Works Career Coaches.

STATE BOARD OF COMMUNITY COLLEGES
Special Program Application Process Modification

Request: The State Board of Community Colleges is asked to modify the special (abbreviated) curriculum program application process to *remove* the requirement that the applying college send impact assessment forms to any college approved to offer the same or similar program which is contiguous to the counties in the applying college's service area. The modification would *not* apply to proposed programs which include a clinical requirement. If the proposed program includes a clinical requirement, the college would continue to send an impact assessment form to all colleges approved to offer the same or similar program.

Background: The State Board has delegated to the President of the North Carolina Community College System the authority to approve new curriculum programs utilizing the special application process for selected titles. Curriculum programs recommended to the State Board for placement on the Special Curriculum Application process list by a college or by System Office staff must meet the following criteria to be eligible:

1. There is a widespread, immediate need for the job training and *there will be minimal impact on college programs if multiple colleges offer the program; or*
2. The program is a concentration (applying college must already be approved to offer the parent program.)

There are currently 243 non-transfer, curriculum standard program titles. Only 20 of these titles (see attachment) have met the first criteria and have therefore been approved for the special application process. Nine of these twenty-four titles include a condition that the college already be approved for a related program. For example: A college must already be approved for the Culinary Arts program in order to utilize the special application process to apply for the Foodservice Technology program.

Rationale: Since the criteria for placement of a curriculum title on the special application process already indicates that there will be minimal impact on college programs if multiple colleges offer the program, it is redundant for the applying college to send impact assessment forms to surrounding colleges. Removing the requirement will allow colleges to respond more rapidly to industry need within their service area.

Contact:

Jennifer Frazelle
Director

Curriculum Program Titles Approved for the Special (Abbreviated) Application Process

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process:

- Community Spanish Interpreter (A55370)
- Entrepreneurship (A25490)
- Supply Chain Management (A25620)
- Industrial Systems Technology (A50240)
- Infant/Toddler Care (Certificate)(C55290)
- Information Technology (A25590)
- Lateral Entry (Certificate)(C55430)
- Medical Office Administration (A25310)
- School-Age Care (Certificate)(C55450)
- Sustainability Technologies (A40370)
- Welding Technology (A50420)

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the Cosmetology (A55140) program:

- Cosmetology Instructor (Certificate)(C55160)
- Esthetics Instructor (Certificate)(C55270)
- Esthetics Technology (Certificate)(C55230)
- Manicuring Instructor (Certificate)(C55380)
- Manicuring/Nail Tech. (Certificate)(C55400)

The following curriculums have been approved by the State Board of Community College for the Special Application process, but requires that the college have prior approval for the Early Childhood Education (A55220) program: (Pending State Board approval)

- Early Childhood Administration (Certificate)(C55xxx)
- Early Childhood Preschool (Certificate)(C55xxx)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process, but requires that the college have prior approval for the Real Estate (A25400) program:

- Real Estate Licensing (Certificate) (C25480)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process, but requires that the college have prior approval for the Culinary Arts (A55150) program:

- Foodservice Technology (Diploma) (D55250)

All concentrations have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the parent program.

**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 program at the listed college on the condition that equipment funds are available to the college and operating funds generated by the budget formula will permit the offering of this program without any special allocation of funds.

Nash Community College
Nurse Aide (Certificate) (C45840)

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:

Ms. Jennifer Frazelle
Director

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Nash Community College
Nurse Aide (Certificate) (C45840)**

Program Planning: Nash Community College is seeking approval for the Nurse Aide (Certificate) (C45840) program to begin Spring 2017. The planning area is defined as the college's service area of Nash County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Nash Community College on January 25, 2016. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Nash 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: Nash Community College (NCC) indicates the following:

- Currently, NCC offers Nurse Aide training through continuing education.
- In 2012, both the Associate Degree and Practical Nursing programs implemented the requirement for certification as a Nurse Aide I (CNA I) as part of the application eligibility criteria. Financial aid does not pay for continuing education classes, therefore Many students have expressed financial aid challenges related to taking the nurse aide class through continuing education while also taking curriculum courses toward nursing
- An increasing aging population will have more medical conditions which will require an increase in health care professionals. Research demonstrates a growing shortage of nurse aides both nationally and state-wide.
-
- Employment of nurse aides is expected to grow as the baby-boomer population ages. Between 2012 and 2022, the NC Commerce Occupational Outlook has projected a 33.5% increase in jobs for Nurse Aides, Psychiatric Aides and Home Health Aides.

- According to an online job search conducted by the college in August 2016, there were over one hundred job openings for nursing assistants within the service area.
- Letters of support for the program were submitted to NCC by the Director at ASG Home Health and the CEO at LifeCare Hospitals of North Carolina.
- The Nash-Rocky Mount Public Schools are interested in the Nurse Aide program being available as a Career and College Promise pathway for their students.
- Once NCC receives approval for the Nurse Aide certificate program, they plan on seeking approval for the Therapeutic and Diagnostic Services-Nurse Aide pathway. This pathway will provide an entry-level career pathway for credit students interested in a health science discipline, provide pre-health students not selected for entry into a health sciences associate degree an alternative educational pathway that can lead to employment, and enable NCC to develop a Career and College Promise (CCP) pathway for high school students.

Impact of the Proposed Program on Other Programs: Forty-three community colleges are approved to offer the Nurse Aide program. This program contains a clinical component; therefore, each college was provided with a program impact assessment from Nash Community College. **All colleges approved to offer the program are in agreement with the impact assessment.**

Implementation of Collaborative Plan: Not Applicable

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

Curriculum Description as Designated on Curriculum Standard:

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Contact:

Ms. Renee Batts
Associate Director

**STATE BOARD OF COMMUNITY COLLEGES
CURRICULUM STANDARD REVISION**

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

Central Piedmont Community College
Hospitality Management (A25110)

Contact Person:

Ms. Jennifer Frazelle
Director

**CURRICULUM STANDARD REVISION
Central Piedmont Community College
Hospitality Management (A25110)**

Request: The State Board of Community Colleges is asked to approve Central Piedmont Community College's request to revise the Hospitality Management (A25110) curriculum standard, effective Spring 2017.

Proposed Revision:

- Add the following course as an option in the Accounting subject area:

ACC 115 College Accounting

Rationale: This request will allow students an additional course option in the required subject area. *ACC 115 College Accounting* provides basic accounting concepts for a business. This course would be a better option for students who are planning to open their own business.

Vote Results:

Colleges approved to offer the program: 12
Colleges in favor of recommendations: 11
Colleges opposed to recommendations: 0
Colleges abstaining: 1

Contact:

Dr. Lisa Eads
Program Coordinator

PROPOSED

CURRICULUM STANDARD

<i>Effective Term</i>
<i>Fall 2014</i>
[2014*03]
Spring 2017
[2017*01]

Curriculum Program Title	Hospitality Management	Program Code	A25110
Concentration	(not applicable)	CIP Code	52.0909

Curriculum Description

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (3)]

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

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

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 1D SBCCC 400.97 (3)]

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

Hospitality Management A25110

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: <ul style="list-style-type: none"> * CUL 110 Sanitation & Safety 2 SHC * HRM 110 Intro to Hosp & Tourism 3 SHC * HRM 140 Legal Issues-Hospitality 3 SHC * HRM 220 Cost Control-Food & Bev 3 SHC * HRM 240 Marketing for Hospitality 3 SHC * HRM 245 Human Resource Mgmt-Hosp 3 SHC HRM 280 Mgmt Problems-Hospitality 3 SHC Required Subject Areas: Accounting. Select one: <ul style="list-style-type: none"> ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC ACC 175 Hotel and Restaurant Acct 4 SHC Practical Experience Work-Based Learning. Select one or two of the following: 2 SHC Select <u>two</u> of the following: <ul style="list-style-type: none"> WBL 111 Work-Based Learning I 1 SHC WBL 121 Work-Based Learning II 1 SHC WBL 131 Work-Based Learning III 1 SHC WBL 211 Work-Based Learning IV 1 SHC WBL 221 Work-Based Learning V 1 SHC WBL 231 Work-Based Learning VI 1 SHC OR Select <u>one</u> of the following <ul style="list-style-type: none"> WBL 112 Work-Based Learning I 2 SHC WBL 122 Work-Based Learning II 2 SHC WBL 132 Work-Based Learning III 2 SHC WBL 212 Work-Based Learning IV 2 SHC WBL 222 Work-Based Learning V 2 SHC WBL 232 Work-Based Learning VI 2 SHC 	26 SHC	17 SHC	
B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, BPA, BUS, CIS, CSC, CTS, CUL, ENT, ETR, FST, HRM, MAT, MKT, NUT, RSM, SST, TAT, and WBL <i>Up to two semester hour credits may be selected from ACA.</i> <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>			

**State Board of Community Colleges
Combined Course Library - Continuing Education**

New Course Approvals, Modifications, and Tier Designations

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

Request #1 of 1 (Modification)

Course ID	Course Title	Current Hours	Requested Hours	Tier Designation
MNT-3111	Manufacturing Production Tech	162	190	1B

Description: This course covers the basic and technical skills needed to prepare students for an advanced, high-performance manufacturing environment. Course topics may include safety, quality practices & measurements; manufacturing processes & production; maintenance awareness and green production.

Rationale: In response to industry requests, additional hours are requested to develop additional curriculum content in green production and principles of maintenance to meet existing employer needs.

Contact:

Margaret Roberton, Associate Vice President
Workforce Continuing Education

State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Caswell Building
AW Conference Room
September 15, 2016 - 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – August 18, 2016

For Information

- Updates:
 - Military Credit for Prior Learning
 - Career-and-College-Ready Alignment Partnership
 - Developmental Education Reform, “reforming the reform”
- Faculty Titles
- Align4NCWorks Update
- Proposed Agenda for Strategic Planning Meeting (*Attachment PLAN 1*)
- NC Apprenticeship Expansion Grant Update

For Action

New Business

Adjourn

State Board of Community Colleges
Strategic Planning Committee
NC Community College System
Raleigh, NC
August 18, 2016 – 1:30 p.m.

Call to Order

Dr. Darrell Saunders called the meeting of the Strategic Planning Committee to order at 1:31 pm in the AW Conference Room and welcomed everyone.

Board Members Participating:

Dr. Darrell Saunders
Mr. Bobby Irwin
Mr. Clark Twiddy
Representative Jimmie Ford

Also Attending:

Linda Weiner
Chreatha Alston
Anne Bacon
Maureen Little
Lyn Austin
Bill Schneider
Mary Shuping
Eric Nasbitt

Ethics Awareness and Conflicts of Interest

Dr. Saunders asked that Mr. Bobby Irwin read the Ethics Awareness and Conflict of Interest Reminder. He asked the Committee if there were any conflicts or potential conflicts of interest that needed to be identified. Having so requested and hearing none, Mr. Irwin asked that the record reflect that no conflicts of interest or potential conflicts of interest were reported.

Approval of Agenda

Dr. Saunders asked for a motion to approve the meeting agenda and a motion was made by Representative Jimmie Ford and seconded by Mr. Clark Twiddy. The motion was adopted.

Approval of Minutes

Dr. Saunders asked for a motion to approve the minutes of the July 14th meeting and a motion was made by Mr. Twiddy and seconded by Representative Ford to approve the minutes. The motion was adopted.

NCWorks Customized Training Expenditures Report

The presentation order on the agenda was modified due to meeting conflicts with the presenters. Ms. Maureen Little began the discussion by reviewing the NCWorks Customized Training Annual Expenditures Report for 2015-2016 Summary page (Attachment PLAN 3), and noted that the full document would be presented at the full Board on Friday. She added that the 9.5% increase in activity shown in the document was significant. She stated that even greater than what this report demonstrates would be the return on investment, with \$287 realized by companies for every

dollar spent. She noted that the difference between North Carolina's Customized Training program and other states was the company and college connection.

Ms. Little requested that the NCWorks Customized Training Expenditures Report be moved from "For Future Action" to "Action". Mr. Twiddy made the motion and it was seconded by Mr. Bobby Irwin to move this item to "Action". The motion was unanimously approved.

Ms. Little requested that this document also be approved by the PLAN Committee to go before the State Board tomorrow for full approval. A motion was made by Representative Ford and seconded by Mr. Twiddy. The motion was unanimously approved.

2016 Performance Measures for Student Success

Mr. Bill Schneider discussed the Statewide Performance measures (*Attachment PLAN 2*) that was covered in the Issues Luncheon. The topic of lower performing schools was raised and Mr. Schneider mentioned the work of the Performance Partnership Program, which is designed share best practices and facilitate collaboration between lower and higher performing colleges. He added that he would like to have the Performance Partnership Program group to attend the September State Board meeting to provide an update on their progress. The Committee agreed that this would be a good idea. Mr. Schneider stated that this is the first year of the recently revised measures, whose changes were college-led and facilitated by the System Office. Mr. Twiddy stated that he visited a college recently that was complaining about performance funding. He said that the college felt like they were falling behind, and with the current performance funding, their fear was that they would fall further behind. Ms. Weiner noted that this is the reason that faculty/staff salary issues have been so important for the colleges. She added that another issue among the smaller colleges is the fact that they have a harder time recruiting because of being in a rural area.

Dr. Saunders requested that the 2016 Performance Measures for Student Success document be moved from "For Future Action" to "Action". Mr. Erwin made the motion and it was seconded by Mr. Twiddy to move this item to "Action". The motion was unanimously approved.

Dr. Saunders requested that this document also be approved by the PLAN Committee to go before the State Board tomorrow for full approval. A motion was made by Representative Ford and seconded by Mr. Twiddy. The motion was unanimously approved.

For Information

State Board Planning Meeting Update: Ms. Weiner provided an amended draft agenda for the October meeting and stated that the final details are being nailed down. She asked for any input on the details listed, and Dr. Saunders requested that the hotel address be included on the agenda.

Align4NCWorks: Ms. Anne Bacon stated that we are currently working on a state apprenticeship grant for \$1 million, possibly more. She added that if we are going to reach out to new businesses with apprenticeship in North Carolina, we need to think about who our target should be. A big part is reaching out to economically important sectors using data and input, along with the career pathway framework, and which clusters will provide people with high-wage jobs. She noted that this was all being tied in with work that Maureen Little is doing regarding the workforce developments boards, and a follow up on the “1000 in 100” initiative.

Dr. Williamson’s Regional Meetings Update: Ms. Weiner stated that three community college tours have been completed to date, and have been successful. She stated that it was recommended by some of the college presidents to have Dr. Williamson participate in a college tour every other year. Two additional tours will take place within the next two weeks at Pitt Community College and at Cape Fear Community College. In September, additional tours will take place at Fayetteville Tech, Blue Ridge, Wilkes Wayne Community Colleges.

Other Information: Discussion was made on titles for community college staff. Dr. Saunders and Mr. Irwin agreed that instructors should be titled as professors. Ms. Weiner noted that this is decided on a local level for each college, and nothing is included in our bylaws that restricts which titles are used for college faculty. She added that perhaps a strong support of this could bring it to the attention of each college. She noted that some colleges, such as Wake Tech, have already incorporated this. Ms. Weiner suggested that she bring this up in the Executive Leadership Council meeting on the August 22nd and then report back in September as to what the response would be. Ms. Bacon suggested that since Wake Tech’s model was profiled at last year’s Faculty Association meeting, this might be another group to consider with this recommendation.

Ms. Weiner stated that Dr. John Dempsey, President at Sandhills Community College, sent a note to Dr. Williamson that they were getting ready to announce a free tuition program, similar to what Richmond CC recently did called the “Richmond Guarantee”. Ms. Weiner suggested that the Committee ask Dr. Dempsey and Dr. McGinnis, President of Richmond Community College, if they would be willing to come and talk to the Strategic Planning Committee about why and how they did this. She added that since this is a key to our Strategic Plan it would be good to hear more about this subject. Ms. Weiner asked, with the Committee’s permission, if she could invite them come to the November meeting. The Committee agreed.

A motion was made and seconded to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:50 pm.

Respectfully submitted,
Ms. Jerrie Farmer
Recording Secretary

SBCC
09/16/2016

**Proposed Agenda for Strategic Planning Meeting
State Board of Community Colleges
Pitt Community College
October 19-21, 2016**

Wednesday, October 19

**State Board of Community Colleges Annual Strategic Planning Meeting
(Location: Hilton Greenville, 207 Greenville Blvd SW, Greenville, NC 27834)**

11:00 a.m. – Introduction to the Strategic Planning Meeting/Overview/Goals – Dr. Darrell Saunders, Chair, Strategic Planning Committee; Chairman

11:30 a.m. - 1:30 p.m. – Power Lunch with the Greenville/Pitt County Chamber of Commerce, featuring Dr. Williamson and Chairman Shook.

1:30-3:00 p.m. – Business Panel – Four business leaders will meet with State Board members on a facilitated panel to hear their thoughts on how our System is working with businesses, what we are doing well, what we could do better and what are their biggest workforce challenges. **Facilitator: Maureen Little**

3:30-3:45 p.m. – Break

3:45-4:45 p.m. – Community College Business Connections: Present education/workforce/business partnerships representing the following areas:

- 1) How community colleges are engaged in the recruitment/retention process for companies including work with economic developers, customized training, Bionetwork, curriculum development, continuing education, workforce partners, etc.
- 2) How community colleges/education partners/Business partners work together to strengthen talent development. Focus will be on a high-level overview from Pitt's Career Services Center and then a specific, deeper dive into one company who provides work-based learning, scholarships, support for the college, etc.

5:30-7:30 p.m. – Connecting with Local Elected Leaders: Reception that includes SBCC, Pitt Board of Trustees, Pitt Foundation Board of Directors, Pitt County Commissioners, County Manger, etc. to be held at the **Uptown Brewery in Greenville, 418 Evans Street, Greenville, NC.** (Note of interest: The Brewery will be newly opened prior to this event and a Pitt CC student won the design contest for their new logo.

Thursday, October 20

(Location: Pitt Community College, 1986 Pitt Tech Rd, Winterville, NC 28590)

8:00 a.m. – Review/Feedback on Wednesday; Overview of remainder of the State Board meeting

8:30-10:30 a.m. – Taste of Industry for the State Board: Board members will have the opportunity to participate in a condensed version of the hands-on “Taste of Industry” program, supported by State Board funds and for which Pitt CC has been a leader. The focus will likely be on four areas: advanced manufacturing, BioNetwork, welding and possibly construction. Each State Board member will have a chance to go through two modules.

10:45-11:00 a.m. – Feedback/Follow-up/Next Steps

11:30 a.m. State Board Meeting Begins with Pitt CC Issues Luncheon

Friday, October 21

(Location: Pitt Community College, 1986 Pitt Tech Rd, Winterville, NC 28590)

9:00 a.m. – State Board meeting convenes.

AGENDA

State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Caswell Building, AW North Carolina Conference Room
Thursday, September 15, 2016 – 3:00 p.m.

Welcome and Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – August 18, 2016

For Information

- Update on Audit Concerns (*Discussion Only*)

New Business

Adjourn

**Accountability and Audit Committee Minutes
State Board of Community Colleges
August 18, 2016**

Members Present:

Representative Jimmie Ford	Samuel Powell	Scott Shook
Breeden Blackwell	Darrell Saunders	
Lisa Estep*	Candler Willis	

*attended via telephone

System Office Staff and Others:

Jennifer Haygood	Bryan Jenkins
Elizabeth Self	Dr. Lawrence Rouse, President of James Sprunt CC

CALL TO ORDER

Representative Jimmie Ford called the meeting to order at 3:06 p.m. in the AW North Conference Room of the Caswell Building.

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

Representative Jimmie Ford read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF THE AGENDA

Representative Ford requested a motion to approve the August 18, 2016 meeting agenda. Dr. Powell moved to approve, Dr. Willis seconded, and the committee approved the agenda without change.

APPROVAL OF THE MINUTES

Representative Ford requested a motion to approve the March 17, 2016 minutes. Dr. Saunders moved to approve, Dr. Willis seconded, and the minutes were approved by the committee as presented.

FOR INFORMATION

Compliance Services Update (Discussion)

Mr. Jenkins gave a brief update on Compliance Services. Mr. Greg Isley is a consultant working with Mr. Jenkins to update the sampling methodology used in compliance reviews. The project should be complete in the next few weeks.

One of the results of the Program Audit Study Committee meetings was an agreement to adopt rules governing the compliance function. Mr. Jenkins presented a draft of said rules and discussed them at length with the committee.

Compliance Services Annual Report FY 2016 (Attachment AUD 1)

Mr. Jenkins reviewed Compliance Services Annual Report with the Committee. Mr. Jenkins discussed the challenges faced by Compliance Services i.e. staff turnover, late passing of the

Accountability and Audit Committee Minutes
State Board of Community Colleges
August 18, 2016

budget, etc. The team completed 26 reviews during FY 2015-16. Six colleges had no material findings and no coaching letter, 17 colleges had no material findings with a coaching letter, 1 college had a minimal material finding, and 2 colleges had material findings. Mr. Jenkins explained the purpose of coaching letters. Dr. Powell asked about cost savings for the college. Mr. Jenkins and Ms. Haygood stated any cost savings would be hard to quantify.

EAGLE Update (Attachment AUD 2)

Mr. Jenkins provided an update about EAGLE. According to Mr. Jenkins, the EAGLE program was finalized earlier this year than in years past. The certification was provided to the Office of the State Controller on July 5, 2016. Work will begin soon on the FY 2016-17 EAGLE program.

North Carolina Community College System FY 2016 Financial Audit (Attachment AUD 3)

Mr. Jenkins reviewed the letter from the State Auditor's office to arrange the financial audit at the North Carolina Community College System for the fiscal year ending June 30, 2016.

College Financial Audit Findings 5 Year Summary (Attachment AUD 4)

Mr. Jenkins noted there were 33 financial audits completed for the year ending June 30, 2015. Ten financial audits were completed by an outside CPA firms. Seven colleges, 21%, had findings. Colleges are required to have a financial audit performed once every 2 years. Brunswick CC is waiting on the final audited financials for FY 2014-15 to be released. Mr. Jenkins stated the average cost of audits this year was approximately \$37,000 and the average number hours to complete each audit was approximately 350.

College Financial Audit Findings Detail Report FY 2014-15 (Attachment AUD 5)

Mr. Jenkins reviewed the audit findings in detail with the committee. Seven colleges had findings; Asheville-Buncombe Technical CC, Cleveland CC, James Sprunt CC, Martin CC, Mitchell CC, Piedmont CC, and South Piedmont CC.

Chairman Shook expressed concern over the Martin CC findings. The controls over cash finding was especially concerning according to Chairman Shook. He further stated the audit findings are indicative of an ongoing pattern at Martin CC leading him to question if further inquiry is warranted in hopes of helping the college. Ms. Estep commented about her concern that a few colleges have had findings in consecutive audits. Ms. Estep, Chairman Shook and Dr. Blackwell each discussed the fiduciary duty of the State Board and the need to address concerns surrounding audit findings.

North Carolina Community Colleges Foundation FY 2014-15 Financial Audit (Attachment AUD 6)

Mr. Jenkins reviewed the Foundation financial audit conducted by Thomas, Judy & Tucker, P.A. (TJT). Mr. Jenkins stated the Foundation is in strong financial shape and discussed the assets, including investments, along with the revenue and expenses with the committee. Also, Mr. Jenkins discussed the Statement of Cash Flows in detail.

Accountability and Audit Committee Minutes
State Board of Community Colleges
August 18, 2016

North Carolina Community College System Statewide Federal Compliance Audit Procedures Report FY 2014-15 (Attachment AUD 7)

Mr. Jenkins reviewed the FY 2014-15 Federal Compliance Audit Procedure Report with the committee. No issues were uncovered during the audit and no findings were issued in the report.

College Statewide Federal Compliance Audit Procedures Detail Report FY 2014-15 (Attachment AUD 8)

Mr. Jenkins reviewed the detailed findings of the FY 2014-15 Federal Compliance Audit Procedures Reports for the individual colleges. Three colleges had findings and Mr. Jenkins discussed each with the committee. Also, Mr. Jenkins and Ms. Haygood stated steps are being taken to assist the colleges in order to reduce/eliminate findings to include a training session at the upcoming ACCBO Conference. The Committee voiced its approval of the measures being taken to assist colleges.

Quality Assurance Review (Discussion)

Mr. Jenkins updated the committee on the upcoming Quality Assurance Review. The Internal Audit Department is required to undergo a review once every 5 years. The System Office review is underway and an onsite visit from the Office of Internal Audit is scheduled for November, 2016.

FOR ACTION

Internal Audit Charter (Attachment AUD 9)

Mr. Jenkins presented the Internal Audit Charter for consideration by the Committee. Mr. Jenkins explained the purpose of the Charter and offered a brief history. Mr. Jenkins provided details for each section. Following a motion by Dr. Powell and a second by Dr. Saunders, the item was approved via voice vote.

System Office Internal Audit Plan FY 2017 (Attachment AUD 9)

Mr. Jenkins presented the FY 2016-17 Internal Audit Plan to the Committee for consideration. Mr. Jenkins discussed the plan and projects listed. Dr. Blackwell moved for approval, seconded by Dr. Saunders. The Committee approved via voice vote.

Old Business

New Business/Adjournment

Representative Ford called for additional business to be discussed and hearing none, asked for a motion to adjourn. Dr. Saunders so moved, a second was made by Dr. Willis, and the committee approved to adjourn the meeting at 4:09 p.m.

Respectfully submitted,
Bryan Jenkins, Recording Secretary

AGENDA
State Board of Community Colleges
POLICY COMMITTEE
Caswell Building, Conference Room 201A
September 15, 2016 - 3:00 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes –August 18, 2016

For Information

- SBCC Code Report – September 2016 (Attachment POL 01)

For Future Action

- *Priority Nursing College Initial Recommendation and Investigative Report – September 2016 (Attachment POL 02)
- Initiation of the Rulemaking Process to Amend 3B SBCCC Subchapter 200 – “Public Input” (Attachment POL 03)

For Action

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.**

NOTE: Questions relating to items on the Agenda should be addressed to the Office of State Board Affairs at (919) 807-7147 or by e-mail at stateboard@nccommunitycolleges.edu

Policy Committee Minutes
State Board of Community Colleges
August 18, 2016

Policy Committee Members in Attendance:

Mr. Bobby Irwin	Ms. Janet Lowder	Mr. Jim Rose
Mr. Todd Johnson	Mr. Bill McBrayer	Mr. Clark Twiddy

Absent: Mr. Ernie Pearson; Mr. Lynn Raye

Others in Attendance:

Ms. Shanté Martin	Ms. Mary Shuping	Lyn Austin (NCACCT)
Ms. Jennifer Haygood	Ms. Sondra Jarvis	
Mr. Scott Corl	Ms. Linda Suggs (Gates)	

Welcome and Ethics Statement: Mr. Johnson called the meeting to order at 3:08 pm in Conference Room 201A of the Caswell Building. Mr. Pearson read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

Approval of the Agenda: Mr. Johnson requested a motion to approve the August 18, 2016 agenda. Mr. Twiddy made a motion to approve the agenda and Mr. McBrayer seconded the motion. It was unanimously approved by the committee.

Approval of the Minutes: Mr. Pearson requested a motion to approve the July 14, 2016 minutes. Mr. Rose made a motion to approve the minutes and Mr. Irwin seconded the motion. It was unanimously approved by the committee.

For Information

SBCC Code Report – July 2016 (Attachment POL 1)

Ms. Martin reviewed the SBCC Code report updates for this month.

Priority Nursing College (Information Only)

Mr. Corl explained that there has been an investigation being conducted since June involving the proprietary school, Priority Nursing College in Greensboro. At the Priority School Board meeting the members voted to recommend initiation of the process to revoke the school's license based on the findings. Next month the report and the recommendation will be presented to the policy committee and the State Board to take action. Since the Proprietary School Board met, the student accounts have been placed into collections. Currently the school is being allowed their due process, so much of the information cannot be shared at this time. Mr. Irwin asked how many students have been effected. Mr. Corl said that there are seven.

Annual Report of Proprietary Schools (Attachment POL 2)

Mr. Corl reviewed the annual report and highlighted the following:

- Page 4 has a summary of the items that are required for reporting.

**Policy Committee Minutes
State Board of Community Colleges
August 18, 2016**

- Last year there were two catastrophic closures. Approximately 200 students were impacted. The schools worked with the students to reimburse them, transfer them, or teach out their program. A report of the closeout has been provided to the Department of Education, but has not been shared with the Proprietary School office yet. Ms. Martin said that the schools are required to have a close out plan.

For Future Action

All items for Future Action were moved to Action

For Action

Recommendation for Initial Proprietary School Licensure (Attachment POL 3)

Mr. Corl said that the Proprietary School Board is recommending licensure of the following schools:

- Fast Track Career Prep, Inc – Wilson
- Heavy Equipment College of North Carolina – Fayetteville
- Mount Eagle College – Greensboro
- NASCAR Technical Institute – Mooresville
- NC Dental U - Fayetteville

Mr. Twiddy motioned, Mr. McBrayer seconded and the committee approved to move Recommendation for Initial Proprietary School Licensure from Future Action to Action.

Mr. Twiddy motioned, Mr. McBrayer seconded and the committee approved Recommendation for Initial Proprietary School Licensure as presented.

New Business

Adjournment

Mr. Irwin motioned and Mr. Rose seconded to adjourn the meeting. The motion was adopted and the meeting adjourned at 3:20 pm.

Respectfully submitted,

Sondra C. Jarvis

Recording Secretary



STATE BOARD OF COMMUNITY COLLEGES

SBCC Code Report

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
AMEND 1E SBCCC 900.1 – “Curriculum Tuition Refunds”	Initiation of Rulemaking Process	August 19, 2016	COMPLETED
	Publication on NCCCS Website	August 23, 2016	COMPLETED
	Written Comment Period Ends	September 22, 2016	PENDING
	Review Comments with SBCC Committee	October 20, 2016	
	2 nd Written Comment Period Ends (if substantive changes)	November 1, 2016	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 18, 2016	
	Prospective Effective Date of Rule	February 1, 2017	
AMEND 3B SBCCC Subchapter 200 – “Public Input”	Initiation of Rulemaking Process	October 21, 2016	PENDING
	Publication on NCCCS Website	October 25, 2016	
	Written Comment Period Ends	November 24, 2016	
	Review Comments with SBCC Committee	December 15, 2016	
	2 nd Written Comment Period Ends (if substantive changes)	December 27, 2016	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	January 20, 2017	
	Prospective Effective Date of Rule	February 1, 2017	

STATE BOARD OF COMMUNITY COLLEGES

2B SBCCC 200.4 Initial Recommendation to the SBCC

On Friday, August 12, 2016, the State Board of Proprietary Schools voted to recommend that the State Board of Community Colleges initiation revocation of Priority Nursing College's proprietary license. Pursuant to 2B SBCCC 200.4, this initial recommendation and the Office of Proprietary Schools' investigative report is presented to the Community Colleges Board for consideration and action.

**INVESTIGATIVE REPORT:
PRIORITY NURSING COLLEGE**

The North Carolina State Board of Proprietary Schools submits this Investigation Report to the North Carolina State Board of Community Colleges, pursuant to 2B SBCCC 200.2 and Article III, Chapter 150B of the North Carolina General Statutes.

SUMMARY

Report Overview:

- 1. Copy of Amended Documentation of Noncompliance Page 3
- 2. The laws or rules allegedly violated and a detailed description of how the proprietary school allegedly violated each of the specified laws Page 9
- 3. Description of investigative process Page 17
- 4. Recommendation of revocation with a supporting rationale for revocation rather than for suspension Page 18
- 5. Attachments Page 21

Investigation Overview:

- 1. Investigation - Documentation of Noncompliance issued June 6, 2016; Amended Documentation of Noncompliance issued June 27, 2016
- 2. Witnesses Interviewed – 19
- 3. Student Records Reviewed – 12
- 4. 5+ hour interview with school administrator

Recommendation Overview:

- 1. Alleged violations in Amended Documentation of Noncompliance: 5
- 2. Unsubstantiated violations: 2
- 3. Substantiated violations that do not rise to level of revocation: 1
- 4. Substantiated violations that rise to the level of revocation: 2
- 5. Recommendation to State Board of Proprietary Schools: License Revocation

PART 1: COPY OF AMENDED DOCUMENTATION OF NONCOMPLIANCE

On June 27, 2016, the Office of Proprietary Schools presented the following Amended Documentation of Noncompliance and Notice of Investigation to the administrator of Priority Nursing College.

**AMENDED DOCUMENTATION OF NONCOMPLIANCE AND
NOTICE OF INVESTIGATION: PRIORITY NURSING COLLEGE**

The North Carolina State Board of Proprietary Schools submits this Amended Documentation of Noncompliance to the North Carolina State Board of Community Colleges, pursuant to 2B SBCCC 200.2 and Article III, Chapter 150B of the North Carolina General Statutes.

Proprietary School: Priority Nursing College
1050 Revolution Mill Drive
Greensboro, NC 27405

Administrator/Director: Douglas Wilson

Pursuant to rules adopted by the North Carolina State Board of Community Colleges, a copy of this document as compiled has been presented to the following:

1. Chair of the North Carolina State Board of Proprietary Schools
2. NCCCS Executive Vice President
3. NCCCS General Counsel
4. NCCCS Director of Marketing and Public Affairs

Pursuant to rules adopted by the North Carolina State Board of Community Colleges, a copy of this document as compiled will be presented to the Chief Administrator of the proprietary school at issue within five (5) business days of documenting the noncompliance with the individuals above.

Submitted this 27th day of June, 2016



Scott Corl, Executive Director
Office of Proprietary School

**AMENDED DOCUMENTATION OF NONCOMPLIANCE AND
NOTICE OF INVESTIGATION: PRIORITY NURSING COLLEGE**

The North Carolina State Board of Proprietary Schools submits this Amended Documentation of Noncompliance to the North Carolina State Board of Community Colleges, pursuant to 2B SBCCC 200.2 and Article III, Chapter 150B of the North Carolina General Statutes.

I. Receipt of Complaint/Evidence of Noncompliance and Investigation

The State Board of Proprietary Schools ("SBPS"), by and through its Executive Director of the Office of Proprietary Schools ("OPS") shall initiate and conduct an investigation of a proprietary school subject to Article VIII, Chapter 115D of the North Carolina General Statutes for either of the following:

(1) The SBCC, acting by and through the NCCCS President or the SBPS receives a written complaint alleging that a proprietary school subject to Article VIII of Chapter 115D has failed to comply with either the requirements of the law or the rules adopted by the SBCC; or

(2) If the State Board of Community Colleges ("SBCC"), acting by and through the State Board of Proprietary Schools ("SBPS"), has evidence that a proprietary school subject to Article VIII, Chapter 115D of the North Carolina General Statutes has failed to comply with either the requirements of law or the rules adopted by the SBCC.

If the SBCC, acting by and through the SBPS, has evidence that a proprietary school failed to comply with either the requirements of the law or the rules adopted by the SBCC, the SBPS shall document all of the evidence of noncompliance in a document to be titled, "Documentation of Noncompliance."

EVIDENCE OF NONCOMPLIANCE

1. School administrator Doug Wilson may have violated N.C.G.S. § 115D-90(c)(12), by not maintaining good reputation and character.

§ 115D-90. License required; application for license; school bulletins; requirements for issuance of license; license restricted to courses indicated; supplementary applications.

§115D-90(c)(12) – The school's administrators, directors, owners and instructors are of good reputation and character.

2. School administrator Doug Wilson may have violated 2A SBCCC 400.1(c)(1), by not maintaining good moral character.

2A SBCCC 400.1 Administration

(c) The chief administrator shall have the following qualifications:

(1) Be a person of good moral character.

Documentation of possible violation:

On May 27, 2016, OPS Executive Director Scott Corl ("Corl") was contacted by a law enforcement officer with the city of Greensboro. Corl was advised that Doug Wilson, school administrator of Priority Nursing College, was arrested and charged with stalking, trespassing, and filing a false police report. The charges stemmed from an incident that occurred at approximately midnight on May 24th, at the residence of one of the school's female students. Wilson called 911 after becoming involved in a physical confrontation with two males at the residence, but according to the officer, Wilson was not honest about why he was in the area at that time of night.

Corl then contacted Wilson, who confirmed the incident took place in the immediate vicinity of the female student's residence and that he was charged with the offenses—but specifically denied any wrongdoing. He stated that the female student began a 9-month Medical Assisting program approximately three weeks ago. According to Wilson, NCWorks paid a portion of the tuition cost for this student and sponsored all other students (6) in the class. Wilson cancelled classes for Wednesday (5/25/16) and Thursday (5/26/16). Wilson admitted to Corl that he was not honest when initially questioned by police. When asked if he was advised by the magistrate to have no contact with the student, Wilson stated "yes."

Corl then spoke to the student, who confirmed she was sponsored by NCWorks. She also stated that she informed her NCWorks counselor about the incident and that she would not return to the school out of concern for her safety.

On this same date, Corl was contacted by a representative with the Guilford County Workforce Development Board. This entity was aware of the incident and the pending criminal charges against Wilson. Corl was advised they would be meeting with students about possibly withdrawing from the school, and that the allegations may jeopardize Priority Nursing College's participation in NCWorks going forward.

Wilson provided rosters and contact information for students and former faculty to Corl upon request and confirmed that no students attended class Tuesday, May 31st through Thursday, June 2nd. On June 2, 2016, Corl contacted the Guilford County Workforce Development Board and confirmed that it was removing all NCWorks students from the school and that it would no longer sponsor students to attend Priority Nursing College.

On June 3, 2016, Corl learned that the female student filed a restraining order against Wilson.

3. Priority Nursing College may be in violation of 2A SBCCC 400.7, by not having the financial resources available to equip and maintain the school or classes.

2A SBCCC 400.7 Financial Stability

A school licensed under G.S. 115D, Article 8, shall have sufficient finances to establish and carry out a program of education on a continuing basis.

Documentation of possible violation:

Priority Nursing College has been a licensed proprietary school since approximately 2004. The school administrator/director is a registered nurse. The school currently operates a single program (Medical Assisting) and has an insurance bond as required by statute.

Although the school has provided sufficient finances to establish and carry out a program of education on a continuing basis for more than a decade, it has reduced its offerings to a single program since approximately January, 2014. At the same time, the school appears to have become reliant upon the NCWorks program for student sponsorship. All students (7) currently enrolled in the Medical Assisting program were sponsored through NCWorks. Moreover, a review of rosters since that time show that NCWorks sponsored 14 of 16 students enrolled into the program. On June 2, 2016, the Guilford County Workforce Development Board confirmed to Corl that it was removing all NCWorks students from the school and that it would no longer sponsor students to attend Priority Nursing College. As a result, there is an immediate concern regarding whether the school will have sufficient finances to establish and carry out a program of education on a continuing basis.

4. Priority Nursing College may be in violation of §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction.

§ 115D-93. Suspension, revocation or refusal of license; notice and hearing; judicial review; grounds.

§115D-93(c)(9) – That the licensee has failed to provide and maintain adequate standards of instruction or an adequate and qualified administrative, supervisory or teaching staff.

Documentation of possible violation:

Priority Nursing College has institutional accreditation with the Accrediting Body of Health Education Schools (ABHES). Students that complete the school's Medical Assisting program are qualified to sit for the American Association of Medical Assistants (AAMA) certification exam and the National Center for Competency Testing (NCMA) certification exam. The Medical Assistant program is comprised of 16 courses that

provide students with a minimum of 760 total hours of instruction. Students are required to complete a 160-hour clinical.

The license renewal application Priority Nursing College submitted for fiscal year July 1, 2015 – June 30, 2016, identified two instructors for the Medical Assistant program, including Wilson, a registered nurse. In August, 2015, OPS approved an additional instructor.

Since initiating the current investigation on June 6, 2016, OPS has confirmed that the second instructor left the school in or about Summer, 2015. In addition, OPS interviewed the third instructor, who specifically denied teaching any full courses at the school. This individual advised OPS that she had not taught at the school since briefly substituting for Wilson sometime during Fall, 2015. Thus, Wilson has become the lone instructor of the Medical Assisting program.

To date, OPS has interviewed a total of 11 former and currently-enrolled students—all were unanimously highly critical of Wilson's teaching. This was in direct contrast to positive reviews given for the instructor who left the school. Common criticisms of Wilson included: poor preparation, failure to provide course syllabi, little-to-no advanced notice about topics to be covered in class or test dates, inability or failure to fully answer student questions, and extended disappearance from class on more than one occasion. Several students commented to the effect that it appeared Wilson was learning the material as he was teaching it to them. None would recommend the school to other prospective students.

5. Priority Nursing College may be in violation of 2A SBCCC 400.11(a)(2) and (a)(4) by not maintaining current, complete, and accurate records showing student progress and attendance and/or student account ledgers.

2A SBCCC 400.11 Student Records

(a) A school licensed under G.S. 115D, Article 8, shall maintain current, complete, and accurate records to show the following...:

(2) Progress and attendance including date entered, dates attended, subjects studied, and class schedule...;

(4) All student account ledgers shall include, at a minimum, monies owed and paid by each student, and refunds issued by the school.

Documentation of possible violation:

OPS visited Priority Nursing College on June 6, 2016. At that time, Wilson turned over the files of the 7 currently-enrolled students. Upon review, the files did not appear to maintain current and accurate records of student attendance and academic

progress, and did not appear to contain student account ledgers showing monies owed and paid by each student. It was the understanding of OPS that Wilson turned over the entirety of records maintained for each student. If such records were solely recorded and maintained electronically, that information was not provided to OPS on June 6th.

II. Request to Provide Written Response:

Pursuant to 2B SBCCC 200.2(c), it is requested that the chief administrator or other agent of Priority Nursing College submit a written response within ten (10) business days of receiving this Notice. The response must be signed and directed to the Executive Director of the Office of Proprietary Schools on behalf of the State Board of Proprietary Schools:

Scott Corl, Office of Proprietary Schools
North Carolina Community College System Office
5001 Mail Service Center
Raleigh, NC 27699-5001

PART 2: THE LAWS OR RULES THE PROPRIETARY SCHOOL ALLEGEDLY VIOLATED AND A DETAILED DESCRIPTION OF HOW THE PROPRIETARY SCHOOL ALLEGEDLY VIOLATED EACH OF THE SPECIFIED LAWS

I. UNSUBSTANTIATED VIOLATIONS:

The following alleged violations as contained in the foregoing Amended Documentation of Noncompliance and Notice of Investigation were not substantiated by evidence collected during the investigation.

Allegation #5: Priority Nursing College may be in violation of 2A SBCCC 400.11(a)(2) and (a)(4) by not maintaining current, complete, and accurate records showing student progress and attendance and/or student account ledgers.

The allegation above arose from initial review of seven (7) student files obtained from Wilson on June 6, 2016. The files did not appear to maintain current and accurate records of student attendance and academic progress, and did not appear to contain student account ledgers showing monies owed and paid by each student. At the time, it was the understanding of OPS that Wilson turned over the entirety of records maintained for those students. Due to these concerns, the original Documentation of Noncompliance and Notice of Investigation was amended to include this possible violation.

The evidence obtained through the investigation did not substantiate this alleged violation. Wilson subsequently provided OPS with electronic documentation to include attendance, academic progress and accounting ledgers for the 7 student files obtained on June 6, 2016. Such documentation was also evident in review of five (5) additional student files (students who had completed the program) obtained by OPS during a campus visit on June 27, 2016.

Allegation #2: School administrator Doug Wilson may have violated 2A SBCCC 400.1(c)(1), by not maintaining good moral character.

This issue was first presented to the Office of Proprietary Schools on May 27, 2016, during a telephone call from a Police Sergeant with the City of Greensboro. OPS was advised that Doug Wilson, school administrator of Priority Nursing College, was arrested and charged with stalking, trespassing, and filing a false police report. The charges stemmed from an incident that occurred at approximately midnight on May 24, 2016, at the residence of one of the school's female students. Wilson called 911 after becoming involved in a physical confrontation with two males at the residence, but according to the officer, he was not honest when initially questioned by the police. OPS then contacted Wilson, who confirmed his arrest—but he specifically denied any wrongdoing. Wilson did admit that he was not honest when initially questioned by

police. When asked if he was advised by the magistrate to have no contact with the student, Wilson stated “yes.”

“Good moral character” describes behaviors in which applicants have been involved and details requirements for consideration for certain benefits or positions. The term is primarily associated with immigration law but government agencies often make it a requirement for a particular position of employment or licensure in a particular occupation or profession. In relation to immigration law, conviction of an offense involving moral turpitude can establish a lack of good moral character. North Carolina statutes do not define a crime of moral turpitude but it is defined in case law as “act[s] of baseness, vileness, or depravity in the private and social duties that a man owes to his fellowman or to society in general.” *Dew v. State ex. rel. North Carolina Dept. of Motor Vehicles*, 127 N.C. App. 309 (1997) (quoting *Jones v. Brinkley*, 174 N.C. 23, 27 (1917)). In general terms, moral turpitude refers to conduct that is considered contrary to community standards of justice, honesty or good morals.

The original court date for these offenses was July 6, 2016. That court date was continued to August 24, 2016. [See attached North Carolina Court System Offenses Query Reports dated 6/1/2016 and 7/13/16: Case Numbers 2016076649-50 CR.] Conviction of filing a false police report could establish proof that Wilson’s conduct was contrary to community standards of justice, honesty and good morals. Such a conviction could also establish an additional statutory violation of §115D-93(c)(5): “*That the applicant or licensee has pleaded guilty, entered a plea of nolo contendere or has been found guilty of a crime involving moral turpitude by a judge or jury in any state or federal court.*” Finally, any such conviction would likely impact Wilson’s nursing license. Thus, while evidence concerning Wilson’s reputation and character was collected during the investigation as presented below, this specific alleged violation is considered unsubstantiated pending the final outcome of the criminal proceedings.

II. SUBSTANTIATED VIOLATIONS THAT **DO NOT** RISE TO THE LEVEL OF RECOMMENDING PROPRIETARY LICENSE REVOCATION:

The following alleged violation as contained in the foregoing Amended Documentation of Noncompliance and Notice of Investigation was substantiated by evidence collected during the investigation. However, due to the nature of the violation, it does not rise to the level of recommending revocation of the school’s proprietary license to operate one or more programs –at this time.

Allegation #3: Priority Nursing College may be in violation of 2A SBCCC 400.7, by not having the financial resources available to equip and maintain the school or classes.

This allegation arose from a telephonic conversation initiated by a representative of the Guilford County Workforce Development Board on May 27, 2016. OPS was advised that the criminal charges against Wilson for stalking, trespassing and filing a false police report could prohibit NCWorks from sponsoring students at the school. This was significant because NCWorks had sponsored nearly all students enrolled at the school since approximately January, 2014. On June 2, 2016, the Guilford County Workforce Development Board confirmed that it was removing all NCWorks students from the school and would no longer sponsor students to attend Priority Nursing College.

Investigation

Wilson did not deny these allegations in the attached written response. [See attached response from Wilson to the original Documentation of Noncompliance dated June 15, 2016. NOTE: Confidential information redacted.] Rather, he provided corrective actions to include: increasing student scholarships, additional payment plan options for students, increasing program offerings at the school, and seeking Title IV funding. Wilson also provided documentation of the most recent checking account statement for the school (May 2016) and the most recent school investment account statement (May 2016), verifying access to a reserve of funds to maintain the school's financing at least on a short-term basis.

Conclusion

There is genuine concern for the school's long-term financial health. However, the school has been continuously licensed since 2004. It was able to operate before NCWorks existed. The school also appears to have access to a pool of money to meet immediate fixed monthly rent and overhead expenses, which Wilson stated was approximately \$1,600. Finally, the school has a current and active insurance bond.

Although the totality of the circumstances favor granting the school an opportunity to prove it is viable without NCWorks funding, it would require increased oversight by OPS to include: submission of a detailed financial improvement plan, monthly financial reporting, documentation that regular monthly school expenses are being paid, and any other measure deemed appropriate by the State Board of Proprietary Schools. It would also be recommended that the Proprietary Board review the school's cooperation and progress during regularly-scheduled meetings.

III. SUBSTANTIATED VIOLATIONS THAT RISE TO THE LEVEL OF RECOMMENDING PROPRIETARY LICENSE REVOCATION:

The following alleged violations as contained in the foregoing Amended Documentation of Noncompliance and Notice of Investigation were substantiated by evidence collected

during the investigation. Due to the nature of the violations, recommending revocation of the school's proprietary license to operate one or more programs is appropriate.

Allegation #1: School administrator Doug Wilson may have violated N.C.G.S. § 115D-90(c)(12), by not maintaining good reputation and character.

This issue was first presented to the Office of Proprietary Schools on May 27, 2016, during a telephone call from a Police Sergeant with the City of Greensboro. OPS was advised that Doug Wilson, school administrator of Priority Nursing College, was arrested and charged with stalking, trespassing, and filing a false police report. The charges stemmed from an incident that occurred at approximately midnight on May 24, 2016, at the residence of one of the school's female students. Wilson called 911 after becoming involved in a physical confrontation with two males at the residence, but according to the officer, he was not honest when initially questioned by the police. OPS contacted Wilson, who confirmed his arrest--but specifically denied any wrongdoing. Wilson did admit that he was not honest when initially questioned by police. When asked if he was advised by the magistrate to have no contact with the student, Wilson stated "yes."

Investigation

The first point of contact about this incident came from law enforcement—not Wilson. This individual expressed great concern regarding the circumstances surrounding this incident and the fact that it involved a teacher-student relationship. OPS was advised that Wilson was not honest with police when they initially interviewed him, and he was subsequently charged with stalking, trespassing and filing a false police report. [See attached North Carolina Court System Offenses Query Reports dated 6/1/2016 and 7/13/16: Case Numbers 2016076649-50 CR.] OPS contacted Wilson, who confirmed his arrest, but specifically denied any wrongdoing. Wilson did admit that he was not honest when initially questioned by police.

OPS then immediately contacted the female student, who specifically stated that she refused to return to the school out of fear for her safety. OPS subsequently interviewed all remaining students (6) enrolled in the program at the time of this incident. Each independently stated that they refused to return to the school for the same reason. Finally, all seven confirmed attending a meeting on or about June 1, 2016, in which they collectively informed NCWorks representatives that they would not return to the school out of fear for their safety.

As part of its investigation, OPS interviewed a representative with the Guilford County Workforce Development Board and also a legal representative with the City of Greensboro. They confirmed that the female student immediately notified them about the incident and her fear of Wilson. They further confirmed that the remaining students informed NCWorks that they did not want to return to the school. On June 7, 2016, the City of Greensboro formally terminated the relationship between the Guilford County NCWorks Career Center and Priority Nursing College. Wilson rejected this decision, stating his belief that the withdrawal of the students "was influenced and orchestrated by NCWorks by applying pressure to most if not all of the students to withdraw from our

program with the threat of cutting off funding for those students.” [See attached email and letter from the City of Greensboro to Wilson dated June 7, 2016, and response email and letter from Wilson to the City of Greensboro dated June 17, 2016. NOTE: Confidential information redacted.]

OPS also conducted two lengthy interviews (approximately 5 hours total) with Wilson at his school. Wilson stated that he used the information on the female student's enrollment application to locate what he believed to be her residence. According to Wilson, he was driving around the student's neighborhood that evening (May 24, 2016) to determine the type of housing she lived in. Wilson stated that he was being “pressured by NCWorks” to make sure the students they sponsored could pay the portion they would owe to the school. Wilson stated that he stopped and exited his vehicle that evening (in the immediate proximity of the female student's residence) to urinate. After doing so, Wilson said “my plan was to walk by her house and walk back to my truck,” when he became involved in an altercation with two male individuals at the residence—there are conflicting versions of what happened during the events leading to Wilson's arrest. Wilson acknowledged that the female student in question did not have to make a payment to the school until July, and admitted that he purposely visited the area late at night (around midnight) to avoid possible recognition of his vehicle. According to Wilson, he was unfamiliar with the area the female student lived in, despite the fact that she resided approximately “8 -10 minutes” from him. Wilson denied any information or action by the female student that would establish doubt about her ability to make the July payment: the student's enrollment agreement showed she was college-educated, not a dependent, and she had gainful employment. Wilson also stated that he had a prior conversation with the student about making the July payment and her student file contained a signed agreement acknowledging it. When asked what would happen if the student did not make the July payment, Wilson stated he could use the information that she (potentially) lived in a lower-income neighborhood to “work out a payment plan with her.” During the course of the initial interview on June 6, 2016, Wilson admitted to driving by the home of another female student approximately one week prior to his arrest under similar circumstances. Wilson stated he was also unfamiliar with this area—though this student lived “about 3 miles” from his home.

OPS received Wilson's written response to the initial Documentation of Noncompliance and Notice of Investigation on June 17, 2016. The response details Wilson's version of events the evening of his arrest and maintains that he was “carrying out my duties as Administrator and Director of the school in completing a part of our assessment (Housing) of the student's ability to pay their required portion of the student tuition as agreed upon by the student, Priority Nursing College and NCWorks.” [See attached response from Wilson to the original Documentation of Noncompliance dated June 15, 2016. NOTE: Confidential information redacted.]

As of the submission of this report, the criminal charges against Wilson for stalking, trespassing and filing a false police report are set to be heard August 24, 2016. A separate No-Contact Order taken out by the female student against Wilson was denied and dismissed on June 17, 2016.

Conclusion

A common definition of “reputation” is the estimation in which a person or thing is held, especially by the community or the public generally. “Character” refers to the mental and moral qualities distinctive to an individual. Being arrested out of an incident occurring late at night at what was believed to be the home of a female student clearly establishes a red flag for Wilson’s reputation and character. Evidence gathered during the investigation further establishes that school administrator Doug Wilson violated N.C.G.S. § 115D-90(c)(12), by not maintaining good reputation and character.

- Wilson has not maintained good reputation and character with the students of the school. The most recent students (7) enrolled at Priority Nursing College (dating to November, 2015) at the time of the incident leading to Wilson’s arrest have stopped attending the school and have specifically refused to return out of fear for their safety. When students provide a physical address to educational institutions, there is not an expectation that it will be used by instructors or school administrators for the purposes Wilson did. That Wilson himself understood the inappropriateness of his actions is evident by the fact that he purposely visited the area late at night to avoid recognition of his vehicle and, moreover, he was not honest when initially questioned by the police. Even assuming Wilson had a legitimate reason for viewing the housing students lived in, he could have easily done so through other public sources such as Google Maps. Regardless, if Wilson had such concerns about the student’s ability to pay, he should have resolved it prior to her enrollment. The impact on potential students is unknown, but the criminal charges against Wilson are public in nature and it is notable that the school has had no new enrollment since this incident occurred on May 24th.
- Wilson has not maintained good reputation and character with NCWorks, the Guilford County Workforce Development Board and the City Attorney of Greensboro. Wilson admittedly became dependent upon NCWorks for the sponsorship of students in or about January, 2014. As detailed in the attached letter from the Greensboro City Attorney, Guilford County NCWorks will no longer sponsor students at Priority Nursing College. Wilson’s response to this is telling. Although he is without question assumed innocent until proven guilty in a court of law, Wilson failed to take any responsibility for the impact his actions had on his students and did not acknowledge or address the requested refunds. Rather, his sole focus is challenging the decision to end the sponsoring relationship. [See attached email and letter from the City of Greensboro to Wilson dated July 22, 2016, and response email and letter from Wilson to the City of Greensboro dated July 25, 2016.]
- Wilson has not maintained good reputation and character with local law enforcement. Wilson admits that he was charged with stalking, trespassing and filing a false police report, but denies any wrongdoing. These charges are currently pending with a court date of August 24, 2016. Regardless, character and reputation are not required to be proven beyond a reasonable doubt. Wilson admitted that he was not honest when initially questioned by police. To the knowledge of OPS, two officers and a Sergeant are involved in the investigation of this incident. Given the charge of filing a false police report, it is assumed their

collective opinions of Wilson's good reputation and character are not positive. It can also be anticipated that they will share these opinions with prosecutors, the judge and the courtroom at large if this case is brought to trial.

Whether a court ultimately finds Wilson's actions to establish the elements necessary to be convicted of a crime is irrelevant. Wilson's good reputation and character are impugned nonetheless.

Allegation #4: Priority Nursing College may be in violation of §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction.

On June 6, 2016, OPS presented Wilson with a Documentation of Noncompliance and Notice of Investigation. Specific feedback from interviews OPS conducted with all students (7) enrolled at the school at the time of Wilson's arrest, as well as additional interviews with students (4) who had recently completed the Medical Assisting program led OPS to amend the original Notice. The Amended Documentation of Noncompliance and Notice of Investigation in Part 1 of this report was presented to Wilson at his school on June 27, 2016.

Investigation

The license renewal application Priority Nursing College submitted for fiscal year July 1, 2015 – June 30, 2016, identified two instructors for the Medical Assistant program, including Wilson, a registered nurse. In August, 2015, OPS approved a third instructor.

On June 6, 2016, Wilson advised OPS that the second instructor left the school in or about Summer, 2015. OPS tried unsuccessfully to contact this instructor, but subsequently interviewed the third instructor, who specifically denied teaching any full courses at the school. This individual advised OPS that she had not taught at the school since briefly substituting for Wilson sometime during Fall, 2015. Thus, Wilson has become the lone instructor of the Medical Assisting program.

OPS initially interviewed a total of 11 students (all students (7) enrolled at the school at the time of Wilson's arrest, and four (4) students who had recently completed the Medical Assisting program). All 11 were unanimously highly critical of Wilson's teaching. This was in direct contrast to positive reviews given for the instructor who left the school. Common criticisms of Wilson included: poor preparation, failure to provide course syllabi, little-to-no advanced notice about topics to be covered in class or test dates, inability or failure to fully answer student questions, and extended disappearance from class on more than one occasion. Several students commented to the effect that it appeared Wilson was learning the material as he was teaching it to them. None would recommend the school to other prospective students.

Wilson failed to provide a written response to this allegation as presented in the foregoing Amended Documentation of Noncompliance. However, OPS discussed this criticism with Wilson during a second interview on June 27, 2016. Reiterating his response to the City of Greensboro, Wilson alleged NCWorks was directing the students to make negative comments. OPS then requested a list of students who were not sponsored by NCWorks. Wilson provided a list of 26 former students the following

day. Telephone numbers were provided for 24 students; phone numbers and email addresses were provided for the other 2 students. OPS subsequently attempted to contact all 26 students:

- The phone numbers for 6 students were no longer correct or in service;
- For the 2 students with a provided email address, OPS left multiple voicemails and also emailed the students—but neither responded;
- OPS left multiple voicemails for the 18 remaining students;
- OPS was able to interview 4 students (all completed unrelated programs several years prior). One student could not recall or confirm Wilson as her instructor; two students provided positive feedback about Wilson; but one other student expressed very negative comments about Wilson's teaching and her experience at the school.

Wilson also provided OPS with two sets of student evaluations. For the three most recent students enrolled at the school in Spring, 2016 (including the female student herein), he provided American Heart Association Emergency Cardiovascular Care (ECC) course evaluations. For the four students who completed the course in Fall, 2015, Wilson produced their Student Evaluation Forms. [See attached ECC course evaluations (3) and Student Evaluation Forms (4).]

According to a representative with the Guilford County Workforce Development Board, three sponsored students were scheduled to take a Medical Assisting certification exam on or about June 23, 2016. OPS was advised that one student passed the exam and two failed.

Conclusion

Evidence gathered during the investigation establishes that school administrator Doug Wilson violated §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction. Wilson is currently the lone instructor at the school. The 11 students enrolled in the Medical Assisting program since approximately January, 2014, unanimously expressed very negative comments about Wilson's teaching and their experiences at the school to include: poor preparation, little-to-no advanced notice about topics to be covered in class on a daily basis or test dates, inability or failure to fully answer student questions, and extended disappearance from class on more than one occasion. Several students commented to the effect that it appeared Wilson was learning the material as he was teaching it to them. None would recommend the school to other prospective students. Wilson did not provide evidence to support his allegation that the negative comments were being directed by NCWorks, and while negative comments could be anticipated from the 7 students enrolled at the time of the incident leading to Wilson's arrest, the other 4 students originally interviewed had already completed their instruction. Wilson did provide Student Evaluation Forms for these 4 students, but it is unclear as to whether the feedback is for Wilson, the instructor who left the school (during the summer of 2015), or both. [See attached Student Evaluation

Forms]. Finally, these concerns were not alleviated through subsequent interviews with prior students who were not sponsored by NCWorks or the recent certification test results.

PART 3: DESCRIPTION OF INVESTIGATIVE PROCESS

I. INITIATION OF INVESTIGATION:

The decision to investigate Priority Nursing College arose from a telephone call OPS received from law enforcement on May 27, 2016, advising that Doug Wilson, school administrator of Priority Nursing College, was arrested and charged with stalking, trespassing, and filing a false police report. The incident leading to Wilson's arrest took place late in the evening (around midnight) in the immediate vicinity of what was believed to be a female student's residence. OPS subsequently contacted Wilson and the female student. Wilson confirmed the criminal charges but denied any wrongdoing. The female student advised OPS that she immediately reported the incident to NCWorks and stated that she refused to return to the school out of concern for her safety. On June 2, 2016, a representative with the Guilford County Workforce Development Board advised OPS that it was removing all NCWorks students from the school and that it would no longer sponsor students to attend Priority Nursing College.

Between May 27, 2016, and June 1, 2016, the Office of Proprietary Schools contacted and interviewed potential witnesses who corroborated concerns of noncompliance with either the requirements of the law or the rules adopted by the State Board of Community Colleges.

On June 6, 2016, OPS presented Wilson with a Documentation of Noncompliance and Notice of Investigation documenting all of the evidence of known noncompliance. Based on additional evidence, OPS presented Wilson with the foregoing Amended Documentation of Noncompliance and Notice of Investigation on June 27, 2016.

II. INVESTIGATION:

The Office of Proprietary Schools presented Wilson with a Documentation of Noncompliance and Notice of Investigation on June 6, 2016. Wilson provided a written response to the Notice on June 17, 2016. Based on additional concerns, Wilson was presented with the foregoing Amended Documentation of Noncompliance and Notice of Investigation on June 27, 2016. A total of nineteen (19) individuals were interviewed, including: 1) the seven students enrolled at the school at the time of the incident leading to Wilson's arrest; 2) four students who completed the Medical Assisting program immediately prior to those seven students; 3) a currently-approved instructor for the school; 4) four prior students of the school who were not sponsored by NCWorks; 5) a representative with the Guilford County Workforce Development Board; 6) the Chief

Deputy City Attorney for the City of Greensboro; and 7) a Sergeant with the Greensboro Police Department. In addition, the Office of Proprietary Schools conducted two lengthy in-person interviews (totaling approximately 5 hours) with the school's administrator. OPS also reviewed 12 student files and correspondence between the City of Greensboro and Wilson.

PART 4: RECOMMENDATION OF REVOCATION OF THE PROPRIETARY SCHOOL'S LICENSE TO OPERATE ONE OR MORE PROGRAMS WITH A SUPPORTING RATIONALE FOR REVOCATION RATHER THAN FOR SUSPENSION

Priority Nursing College has been a licensed proprietary school since 2004. During that time, it appears to have enjoyed a good reputation in the community and turned out hundreds of healthcare professionals. Unfortunately, the school has encountered serious issues with regard to its current operations. These problems have become so severe, that the State Board of Proprietary Schools can only carry out its statutory obligation of protecting proprietary school students by initiating revocation of the school's proprietary license.

The State Board of Proprietary Schools should initiate license revocation rather than suspension for the following specific reasons:

1. **Nature and severity of violations:**

School administrator Doug Wilson violated N.C.G.S. § 115D-90(c)(12), by not maintaining good reputation and character. Wilson used the information provided on an enrollment application to visit what he believed to be the residence of a female student. Although Wilson challenges the facts as to what occurred after arriving at the residence sometime around midnight, he was arrested and charged with stalking, trespassing and filing a false police report. Regardless of whether he is ultimately convicted of a criminal offense, Wilson has failed to maintain good reputation and character with the students enrolled at the school; failed to maintain good reputation and character with NCWorks, the Guilford County Workforce Development Board and the Chief Deputy City Attorney of Greensboro; and failed to maintain good reputation and character with local law enforcement.

Wilson also violated §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction. The 11 students enrolled in the Medical Assisting program since approximately January, 2014, unanimously expressed very negative comments about Wilson's teaching. No students would recommend the school. Wilson provided no evidence to support his allegation that the criticisms were directed by NCWorks, and interviews with additional students and recent certification test results did not alleviate this concern.

The foregoing are serious violations of licensing standards that are not easily or immediately correctable.

2. Actions of school since receiving Notice of Investigation:

As required by the rules adopted by the State Board of Community Colleges, the Notice of Investigation requested a written response from the school within ten (10) business days of receiving the Notice. Wilson provided a written response to the original Notice, but failed to provide a written response to allegations 4 and 5 as contained in the foregoing Amended Documentation of Noncompliance. But, Wilson did provide specific documentation in response to these allegations and he was cooperative throughout the investigation. Wilson's actions, however, underscore why license revocation is more appropriate than suspension.

Wilson has continuously displayed an inability or failure to appreciate the ramifications of his actions. As echoed in his responses to this Office and the City of Greensboro, he instead appears to believe this issue will be resolved exclusively by the outcome of the legal proceedings he faces. Despite the fact that it was immediately evident that all of the students refused to return to the school due to his actions and arrest, Wilson has taken the position that they remain enrolled at the school and he continues to record them as absent and demand payment from them. [See attached letter and withdrawal form from Wilson to student dated July 19, 2016. NOTE: Confidential information redacted.] Wilson has also failed to acknowledge or make any attempt to reimburse NCWorks for the sponsorship of the students. He instead continues to demand that the City of Greensboro reverse its decision to no longer sponsor students at his school. In sum, Wilson has shown a blatant disregard to the consequences of his actions—especially as they relate to his students.

3. Statutory Authority:

Pursuant to North Carolina General Statute §115D-93(c), the State Board of Community Colleges, acting by and through the State Board of Proprietary Schools, "shall have the power to refuse to issue or renew any such license and to suspend or revoke any such license theretofore issued in case it finds one or more of the following:"

§115D-93(c)(1) - That the applicant for or holder of such a license has violated any of the provisions of this Article or any of the rules promulgated thereunder.

§115D-90(c)(12) -The school's administrators, directors, owners and instructors are of good reputation and character.

§115D-93(c)(9) - That the licensee has failed to provide and maintain adequate standards of instruction or an adequate and qualified administrative, supervisory or teaching staff.

Wilson violated §115D-93(c)(1) by and through his violation of the provision in §115D-90(c)(12) to maintain good reputation and character. Wilson also violated §115D-93(c)(9) by failing to provide and maintain adequate standards of instruction or an adequate and qualified administrative, supervisory or teaching staff.

4. Policy:

“The State Board of Community Colleges, acting by and through the State Board of Proprietary Schools, shall have general supervision over proprietary schools in the State, the object of said supervision being to protect the health, safety and welfare of the public by having the proprietary schools maintain adequate, safe and sanitary school quarters, sufficient and proper facilities and equipment, sufficient and qualified teaching and administrative staff, and satisfactory programs of operation and instruction, and to have the school carry out its advertised promises and contracts made with its students and patrons.” (North Carolina General Statute §115D-89(c)).

The seven students enrolled at the time of the incident leading to Wilson’s arrest sought to improve their lives through the completion of the Medical Assisting program. Wilson’s actions and arrest were the direct cause of them leaving the school. These students did not make that decision in a vacuum and fully recognized they would be sacrificing the time lost by the disruption of their learning and also the time, difficulty and expense of locating another program in their area. Rather than acknowledging this and doing everything he could to make the students as whole as possible, Wilson has done nothing on their behalf. The Guilford County NCWorks program was also impacted by Wilson’s actions. NCWorks invested thousands of dollars to train the students at Wilson’s school, only to find that it had to locate alternate programs for them and invest additional money toward their training. Wilson has not only failed to even acknowledge or address NCWorks’ reimbursement request, he astonishingly continues to challenge the City of Greensboro’s decision to terminate the relationship between Priority Nursing College and the NCWorks Career Center of Guilford County.

CONCLUSION AND RECOMMENDATION

The recommendation herein is not made lightly. Establishing and building a successful business is daunting and arduous, and Wilson has devoted the last 12 years of his professional career to his school. Priority Nursing College does not have a history of student complaints or compliance issues with this Office. In most every other scenario, corrective measures to bring the school into compliance would be favored. But the specific facts in this instance dictate otherwise.

For the reasons provided herein, it is the recommendation of this Office that initiation of revocation of the proprietary license of Priority Nursing College is a proper and necessary action for the State Board of Proprietary Schools to fulfill its statutory obligation of protecting proprietary school students. The Board should also pursue available options to reimburse applicable students and the NCWorks Career Center of Guilford County.

ATTACHMENTS:

1. North Carolina Court System Offenses Query Reports dated 6/1/2016 and 7/13/16: Case Numbers 2016076649 -50 CR.
2. Written response from Wilson to the original Documentation of Noncompliance dated June 15, 2016.
3. June 7, 2016 email with letter and spreadsheet attachments from the City of Greensboro to Wilson.
4. June 17, 2016 email from Wilson to Corl, providing a copy of Wilson's written response to the City of Greensboro.
5. July 22, 2016 email and letter from the City of Greensboro to Wilson.
6. July 25, 2016 email and letter from Wilson to the City of Greensboro.
7. Three (3) ECC Course Evaluation forms and four (4) Student Evaluation Forms provided by Wilson to the Office of Proprietary Schools.
8. July 19, 2016 letter and withdrawal form from Wilson to student.

Respectfully submitted this 12th day of August, 2016.

A large black rectangular redaction box covers the signature area of the document.

Scott Corl, Executive Director
Office of Proprietary Schools

Attachment 1:

North Carolina Court System Offenses Query Reports dated 6/1/2016 and 7/13/16:
Case Numbers 2016076649 -50 CR.

06/01/2016

Arraigned Offenses for Case Number: 2016076649 CR
Arraigned Defendant Name: WILSON,DOUGLAS,PALMER
County: GUILFORD
Court Date: 07/06/2016
Session: AM
Court Room: GB1B

Offense Code	Description	Statute
5381	<i>Misdemeanor</i> MISDEMEANOR STALKING	14-277.3A(C)
5362	<i>Misdemeanor</i> FALSE REPORT TO POLICE STATION	14-225(A)

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06/01/2016

Arraigned Offenses for Case Number: 2016076650 CR
Arraigned Defendant Name: WILSON,DOUGLAS,PALMER
County: GUILFORD
Court Date: 07/06/2016
Session: AM
Court Room: GB1B

Offense Code	Description	Statute
5708	Misdemeanor FIRST DEG TRESP ENTER/REMAIN	14-159.12

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07/13/2016

Arraigned Offenses for Case Number: 2016076649 CR
 Arraigned Defendant Name: WILSON,DOUGLAS,PALMER
 County: GUILFORD
 Court Date: 08/24/2016
 Session: AM
 Court Room: GB1C

Offense Code	Description	Statute
5381	<i>Misdemeanor</i> MISDEMEANOR STALKING	14-277.3A(C)
5362	<i>Misdemeanor</i> FALSE REPORT TO POLICE STATION	14-225(A)

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07/13/2016

Arraigned Offenses for Case Number: 2016076650 CR
 Arraigned Defendant Name: WILSON,DOUGLAS,PALMER
 County: GUILFORD
 Court Date: 08/24/2016
 Session: AM
 Court Room: GB1C

Offense Code	Description	Statute
5708	Misdemeanor FIRST DEG TRESP ENTER/REMAIN	14-159.12

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Attachment 2:

Written response from Wilson to the original Documentation of Noncompliance dated June 15, 2016.

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952
Fax: 336 338-7300

Email: sales@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

June 15, 2016

Scott Corl, Executive Director :Office of Proprietary Schools
State Board of Proprietary Schools
North Carolina Community College System Office
5001 Mail Service Center
Raleigh, NC 27699-5001

In response to N.C.G.S 115D-90© (12)115D-90

Douglas Wilson (owner, administrator, director, and instructor) and Gail Orr (adjunct instructor) are of good reputation and character. Douglas Wilson has been operating/instructing at Priority Nursing College since 2004. Out of the 12 years that Priority Nursing College has been operating this is the only incident where our good reputation and character have been challenged. Neither the school nor Douglas Wilson has been proven guilty of any crimes. We have graduated numerous students who have gone on to become professionals in the healthcare field; nursing assistants, phlebotomists, EKG Technicians, medication aides, medical assistants. On the night of May 24, I was carrying out my duties as Administrator and Director of the school in completing a part of our assessment (Housing) of the student's ability to pay their required portion of the student tuition as agreed upon by the student, Priority Nursing College and NC Works. I was chased onto the property (██████████) by 2 men. I ran for fear of my life when chased, jumped over the fence at ██████████ until I got to the street, I continued to run up the street. 2 guys drove up from behind in their car. The guys got out of their car, yelled " Are you a narc" and assaulted me on someone else's property; after the assault I went to a neighbor's house and called 911. The guys who assaulted and robbed me, later attempted to use my ATM/credit cards to obtain funds at several locations while I was at the police scene.

In response to 2A SBCCC400.1(c) (1)

On the night of May 24, I was carrying out my duties as Administrator and Director of the school in completing a part of our assessment (Housing) of the student's ability to pay their required portion of the student tuition as agreed upon by the student, Priority Nursing College and NC Works. I was chased onto the property (██████████) by 2 men. I ran for fear of my life when chased, jumped over the fence at ██████████ until I got to the street, I continued to run up the street. The guys got out of the car yelled "Are you a narc" and assaulted me on someone else's property; after the assault I went to a neighbor's house and called 911. The guys who assaulted and robbed me, later attempted to use my ATM/credit cards to obtain funds at several locations. " See locations attached"

I was charged with making a misleading report and per police report "stated that while in the area of orange street was the victims of an unprovoked assault when upon further investigation was the perpetrator of a trespassing and stalking to hinder and obstruct the law enforcement officer in the performance of his duty, Investigating said occurrence and to the true nature of the events that had occurred". It was an unprovoked attack as I stated to the police officer. The officer said that it was a provoked assault. I have reported to the police that I was assaulted and my keys and wallet stolen. I have financial records that report the attempted use of my ATM/credit cards.

When talking about the incident to Mr. Corls, I told him that when asked by the officer if I knew anyone in the area, I responded that I did not. The student admitted to falsifying her registration application in recording an incorrect address on her registration form as to where she lived(On the 50 (c) she filed). The student did not live at the address of the alleged incident.

The reason for being in the neighborhood at that time was to assess what type of housing/neighborhood the student lived in and to help assess the student's ability to make scheduled payments of tuition (We were heavily pressured by NC Works to come up with a plan to insure that students did pay their student proportion of tuition due; please see our guidelines and NC Works proposed payment plan). At no time before, during or after school have I made any inappropriate comments to the student or completed any action which would make the student or any other student feel unsafe. The only interest I had that night was related to the student's ability to pay her tuition as part of the proposed payment plan initiated by NC Works and agreed upon by Priority Nursing College and the student. I did not commit any crimes.

On June 3, I voluntarily informed Mr. Corls of information regarding the 50 (c) filed by the student on June 2 against me. I believe that this civil charge was filed on May 31 because I called the division of detectives to inquire about the assault that I received and to follow-up of the robbery (My keys and wallet were stolen and ATM/credit cards were used to attempt to obtain money from several locations).

I have faithfully run the school with respect and dignity without incident for 12 years. Priority Nursing College has never been denied a renewed license since our beginning in 2004. I regret that this tragedy has happened to PNC but want you to know that I never performed any wrongdoings in carrying out my professional duties as the administrator/director/ instructor of the school since the start of the school. I have served to the best of my ability in making decisions and performing actions that affect the school in a positive way. I have always upheld the integrity of the school to the highest regard and will continue.

The chief administrator (Douglas Wilson) is of good moral character. Over the many years my goal was to assist students in any way I could to helping them obtain their goal of becoming a certified nursing assistant, med aide, EKG technician, phlebotomist, or medical assistant. I have tried to the best of my ability to see that these students succeeded. I have never been accused by any student of inappropriate behavior in 14 years of teaching to include teaching at the community college.

In response to 2A SBCCC 400.7 Financial Stability

Priority Nursing College has been operating since 2004 in the community and triad. Assisting many students with new health careers. We look forward to continuing to offer prospective students a chance for growth opportunities in healthcare.

Priority Nursing College will likely be seeking Title IV funding within the next 2 weeks. In the interim, PNC will offer increased scholarships to prospective students to assist with tuition. In addition payment plans will be offered. PNC has submitted the last statement received from its banking center along with its current value of stocks received from its brokerage account. Priority Nursing College may also activate its current inactive phlebotomy program.



Douglas Wilson
Director

Attempted Use of my Personal Credit Card, ATM Card and Business Card.

My personal credit card [REDACTED]

Was attempted at the cash points 1941 Coliseum Blvd which is part of the Credit Union. *Attempts May 25th*

1. \$200 attempted x1 at 12:33 am
2. \$300 attempted x4 at 12:33 am
3. \$80 attempted x 5 at 12:33 am

The personal credit card was also tried at Citgo 31151081. 3512 Kivett Dr High Point NC 27620. Phone 336 886-2009. I spoke to Dustin and he said would contact his Mgr to sit up a time to view camera. Antonio is the Mgr.

Attempted \$1.00 x 4 at this location May 25th at 2:19am.

My personal ATM card [REDACTED]

1. May 25 at 2:19 am \$95. Attempted at Shell Station, Greensboro store 584 58701
2. May 25th at 1:42am of \$100. happened at Family Fare on Church St. 2750 North Church st
3. May 25th at 1:38pm \$91. at Circle K 101 Pisgah church rd, Greensboro NC
4. May 25th at 1:42pm \$100. Family fare 2750 N Church St
5. May 25th at 1:44pm \$100. Family Fare 2750 N Church St
6. May 25th at 2:19pm \$95.00 Shell station in Greensboro, store # 584 58701
6. May 25th at 12:44am \$40. 1941 Coliseum Boulevard /Cashpoints

Business Debt Card Attempts: [REDACTED]

Attempted to purchase through paypal which was blocked at 1:46am on May 25. 1 888 221-1161

Priority Nursing College

1050 Revolution Mill DR, Studio 1A
Greensboro, NC 27405
Phone: 337 272-4952
Fax: 336 338-7300
www.prioritynursingcollege.com

May 16, 2016

Guidelines to Improve Student Payments Portion Received:

Priority Nursing College will evaluate the following when assessing student ability to pay student portion of tuition.

1. Priority Nursing College will look at student income, work status (part-time, full-time, working when needed, not working, retired, disabled, etc).
2. Dependant or Independent: Does the student live at home/rely on parents/have dependants?
3. Housing: Is the student living above or below poverty/ living conditions? How much of the student income goes to the household, i.e. rent, food, childcare, clothing?
4. Healthcare: Does the student have medical expenses that they are contributing a substantial amount to each month? Does the student contribute to health expenses for a family member?
5. Transportation: How does the student commute to school; personal vehicle, bus, family, etc? Does the student have monthly car payments? How far does the student commute?

Priority Nursing College will implement the following to insure student portion payments are made:

1. When the student enrolls in the program, give them the proposed/created payment form from NC works explaining what their expected portion is, to include the date of the student expected payment and consequences of not making the payment as scheduled.
2. Meet with students 1 on 1 regarding their financial obligation to the school.
3. At the completion of each course, meet with the student to discuss financial obligations and immediate payments due if any. Remind students that if they are due a payment to the school, to pay what they can, even if they can't make the whole payment. Ask about the student's plan to continue to make payments in the future, as so the student will stay on schedule in making payments. Ask the student if they plan to get any balloon income payments i.e. tax refunds.
4. The student may be able to receive educational grants from their workplace or housing complex. May sure student is aware of possibility of any supplements from housing or employment. They would need to contact their employer or housing director.
5. If a student does not make the expected payment on the arranged date, get the next expected date for payment from the student and inform the student of the importance of making the payments as scheduled. Inform the student that NC works or other funding agencies may require them to make their payment before the funding agency will continue to pay on their behalf for continued funding.

Provider:	Priority Nursing College
Student Name:	

Term	1	2	3	4	Certification Exam	Totals
Term Dates	4/19/16 - 6/30/16	7/1/16 - 9/23/16	9/26/16 - 12/30/16	1/2/17 - 3/17/16		
Tuition	\$2,322.24	\$2,482.52	\$2,623.04	\$2,107.80	\$125.00	\$9,660.60
In-School Scholarship	\$0.00	\$800.00	\$800.00	\$800.00	\$0.00	\$2,400.00
NCWorks Sholardhip	\$2,322.24	\$1,333.33	\$1,333.34	\$1,208.33	\$125.00	\$6,322.24
Student Balance	\$0.00	\$349.19	\$489.70	\$99.47	\$0.00	\$938.36

Provider agrees to allocate all in-school scholarships to the total cost of tuition equally over the total number of terms for the training. All NCWorks Career Center WIOA funding will be applied equally over the course of the funding year, not to exceed maximum allowable amounts, as outlined in the Local Training Policy. Student agrees that they are fully responsible for the remaining balance of the tuition, as well as any additional costs that may be incurred throughout the training program participation. Student futher agrees that all outstanding balances must be paid in full by the end of each term in order to receive continued WIOA funding.

Student Signature:	
Training Provider Signature:	
Talent Development Consultant Signature:	
Project Director Signature (as needed):	
Executive Director Signature (as needed):	



Fidelity Account PRIORITY NURSING COLLEGE INC

► Account Number:

Envelope # [REDACTED]

Your Account Value:

\$ [REDACTED]

PRIORITY NURSING COLLEGE INC
1050 REVOLUTION MILL DRIVE
STUDIO 1
GREENSBORO NC 27405-5052

Change from Last Period:

▲ [REDACTED]

	This Period	Year-to-Date
Beginning Account Value	[REDACTED]	[REDACTED]
Subtractions	-	[REDACTED]
Change in Investment Value *	[REDACTED]	[REDACTED]
Ending Account Value **	[REDACTED]	[REDACTED]
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	[REDACTED]	

- * Appreciation or depreciation of your holdings due to price changes plus any distribution and income earned during the statement period.
- ** Excludes unpriced securities.

Contact Information

Online	Fidelity.com
FAST SM -Automated Telephone	(800) 544-5555
Customer Service	(800) 544-6666

P

MR_CE_BBTLVTBCCSFC_BBBB 20160531



P.O. Box 15284
Wilmington, DE 19850

Customer service information

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

PRIORITY NURSING COLLEGE INC
1050 REVOLUTION MILL DR STE 1A
GREENSBORO, NC 27405-5053

Your Business Investment Account

for May 1, 2016 to May 31, 2016

PRIORITY NURSING COLLEGE INC

Account summary

Beginning balance on May 1, 2016	\$ [REDACTED]
Deposits and other credits	[REDACTED]
Withdrawals and other debits	-0.00
Service fees	-10.00
Ending balance on May 31, 2016	\$ [REDACTED]

Account number:

of deposits/credits: 2

of withdrawals/debits: 1

of days in cycle: 31

Average ledger balance: \$ [REDACTED]

Average collected balance: \$ [REDACTED]

Annual Percentage Yield Earned this statement period: 0.02%.
Interest Paid Year To Date: \$0.05.



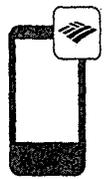
Small Business
Online Banking

TIP OF THE MONTH

Banking at your fingertips

Our Mobile Banking app¹ can help you gain more control.

Text **BizAPP** to **226526** to download the app.² By texting us, you agree to receive an automated text message reply. Not a condition of purchasing any products or services.



¹ The Mobile Banking app is available on iPad, iPhone, and Android devices. ² For the text message, supported carriers include: Alltel, AT&T, Cellular One, T-Mobile, Virgin Mobile, US Cellular, Verizon Wireless. Message and data rates may apply. Text STOP to 226526 to cancel and text HELP to 226526 for help. ARGMRXW | SSM-02-16-0413.B

PERSONAL INFORMATION

- 1. Name: [Redacted] Last [Redacted] First [Redacted] Middle [Redacted] Former [Redacted]
 - 2. Address: [Redacted] City Greensboro State NC Zip 27405
 - 3. Telephone: Home [Redacted] Work [Redacted]
 - 4. E-mail address: [Redacted] Security Number [Redacted]
 - 5. Employment: Full-time Part-time Unemployed 6. Employer: [Redacted]
 - 7. Gender: Female Male 8. Race White Black Indian Hispanic Asian Other
 - 9. Date of birth: [Redacted] 10. Are you dependent on your parents? Yes No
- If yes, list name and address | 11. Name and address of nearest relative _____

EDUCATIONAL INFORMATION

- 12. Status: Currently enrolled in high school High school graduate Certificate of completion
 GED graduate Adult high school graduate Did not graduate
- 13. Last high school attended: [Redacted] County Guilford State NC
- 14. High school graduation/ expected graduation date: [Redacted]
- 15. If GED/ Adult High School graduate, where earned: _____ Date earned _____
- 16. If GED/AHS graduate, last school attended prior to earning GED/AHS: _____ last year _____
- 17. Highest grade or degree completed: circle one: 9 10 11 12
Check one Vocational Diploma Associate Bachelor's Master's or higher
- 18. List all colleges or schools attended beyond high school: Guilford Technical Community College

RESIDENCY

- 19. U.S. citizen: Yes No If no, alien status: Resident Non-immigrant
For non-citizen, country of origin: [Redacted] If non-immigrant, type of visa _____
- 20. North Carolina legal resident: Yes No County: Guilford 21. Have you resided in North Carolina for the past 12 months? Yes No If no indicate where you resided and for what reason: _____

STUDENT STATUS

- 22. Purpose for enrolling: Obtain degree Obtain diploma Obtain certificate Take courses with degree Take courses Transfer with Degree Personal enrichment only Job Promotion/ better job Undecided
- 23. Intended program of study: (Please include one program only) CMAA
- 24. Quarter/year intending to enter: Summer (Aug 24- Nov 7) 20 Fall (Nov 8-January 30) 20 Winter (January 31-April 16) 20 Spring (April 17-June 30) 20
- 25. Intend to take classes: Day Evening Both day and evening
- 26. How did you hear about us? A friend

I certify that the information given on this application is correct and complete. I understand that providing false or incomplete answers may disqualify me from my enrollment at Priority Nursing College. I agree to abide by the rules and regulations of the school when I am admitted as a student.

[Redacted Signature] Signature 3/24/16 Date

*This is voluntary information, used for Federal reporting and has no bearing on admission to the School. Priority Nursing College is an Affirmative Action/ Equal Opportunity School

STATE OF NORTH CAROLINA

File No.

16CVD 4880

GUILFORD

County

In The General Court Of Justice
District Court Division

Name And Address Of Plaintiff

GREENSBORO, NC 27405

VERSUS

Name And Address Of Defendant

DOUGLAS PALMER WILSON

NO-CONTACT ORDER
FOR STALKING OR
NONCONSENSUAL SEXUAL CONDUCT

G.S. 50C-7

FINDINGS

This matter was heard by the undersigned district court judge, the court has jurisdiction over the parties and subject matter, and the defendant has been provided notice of the hearing.

The Court hereby finds that:

- 1. (If this block is checked, skip to the Order portion of the Order.) This Order is entered by default for the remedy sought in the complaint because the defendant failed to file an answer appear at this hearing and the allegations in the complaint are sufficient to justify a no-contact order for stalking or nonconsensual sexual conduct.
- 2. Present at the hearing were: the plaintiff, represented by Jason Keith
 the defendant, represented by Ken Tree
- 3. The plaintiff has suffered unlawful conduct by the defendant in that:
- 4. Other:

CONCLUSIONS

- 1. The defendant committed acts of unlawful conduct against the plaintiff.
- 2. The plaintiff has failed to prove grounds for issuance of a no-contact order.

ORDER

It is ORDERED that:

- 1. The defendant shall not visit, assault, molest, or otherwise interfere with the plaintiff.
- 2. The defendant cease stalking the plaintiff.
- 3. The defendant cease harassment of the plaintiff.
- 4. The defendant not abuse or injure the plaintiff.
- 5. The defendant not contact the plaintiff by telephone, written communication, or electronic means.
- 6. The defendant not enter or remain present at the plaintiff's residence, place of employment, and other places listed below at times when the plaintiff is present.

List Other Places Where Defendant Ordered Not To Be

[Empty box for listing other places where defendant is ordered not to be]

(Over)

7. Other: (specify)

8. The terms of this Order shall be effective until one (1) year from the date of this Order.
 (specify date and time if less than one year)

9. The Order is denied and the case is dismissed.

Date 6-17-16

Name Of District Court Judge (type or print)

Angela C. Foster

Time 12:40

AM
 PM

Signature Of District Court Judge

NOTICE TO DEFENDANT: A KNOWING VIOLATION OF A CIVIL NO-CONTACT ORDER SHALL BE PUNISHABLE AS CONTEMPT OF COURT, WHICH MAY RESULT IN A FINE OR IMPRISONMENT. THE COURT MAY FIND YOU IN CIVIL OR CRIMINAL CONTEMPT.

CERTIFICATION

I certify this Order is a true copy.

Date 6-17-16

Deputy CSC
 Assistant CSC
 Clerk Of Superior Court

NOTE TO CLERK: G.S. 50C-9 provides: "The clerk of court shall deliver on the same day that a civil no-contact order is issued, a certified copy of that order to the sheriff." The statute also provides that a copy of the order shall be issued promptly to the police department of the municipality of the victim's residence, or the sheriff and any county police department if the victim does not live within a municipality with a police department.

RETURN/CERTIFICATE OF SERVICE WHEN DEFENDANT NOT PRESENT AT HEARING

I certify that this No-Contact Order For Stalking Or Nonconsensual Sexual Conduct was received and served as follows:

Date Served Time Served AM PM Name Of Defendant

- By delivering to the defendant named above a copy of this Order.
- By leaving a copy of this Order at the dwelling house or usual place of abode of the defendant named above with a person of suitable age and discretion then residing therein.

Name And Address Of Person With Whom Copies Left

- By mailing a copy of this Order to the defendant by registered mail. certified mail (return receipt). designated delivery service.
- Defendant WAS NOT served for the following reason.

Date Received Signature Of Deputy Sheriff Making Return
Date Of Return Name Of Sheriff (type or print)
Date Mailed County Of Sheriff
Signature Of Clerk Deputy CSC
 Assistant CSC
 Clerk Of Superior Court

NOTE TO CLERK: G.S. 50C-9(b) provides: "If the [defendant] was not present in court when the order was issued, the [defendant] may be served in the manner provided for service of process in civil proceedings in accordance with Rule 4(j) of the Rules of Civil Procedure."

Attachment 3:

June 7, 2016 email with letter and spreadsheet attachments from the City of Greensboro to Wilson.

From: Peterson-Buie, Becky <Becky.Peterson-Buie@greensboro-nc.gov>
Sent: Tuesday, June 07, 2016 4:42 PM
To: 'prioritynursing1@bellsouth.net'
Cc: Plummer, Lillian; Wilson, Christian A (CMO); Scott Corl
Subject: NCWorks Career Center-Guilford County's Relationship with Priority Nursing College
Attachments: Signed Letter to Douglas Wilson with Priority Nursing College.pdf; Priority Nursing Accounting.xlsx

Importance: High

Mr. Wilson,

Please read the attached very important letter. Your prompt attention to this matter would be greatly appreciated.

Becky Jo Peterson-Buie
Chief Deputy City Attorney
City of Greensboro
Post Office Box 3136
Greensboro, North Carolina 27402
(336) 373-2320
(336) 373-2078 (fax)
www.greensboro-nc.gov

=====

Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

GREENSBORO
NORTH CAROLINA

OFFICE OF CITY ATTORNEY

June 7, 2016

VIA FIRST CLASS MAIL AND E-MAIL

Mr. Douglas Wilson, Director
Priority Nursing College
1050 Revolution Mill Drive
Greensboro, NC 27405

Dear Mr. Wilson:

As you know, the City of Greensboro, through the Guilford County Workforce Development Board, is responsible for NCWorks Career Center-Guilford County. NCWorks Career Center-Guilford County paid Priority Nursing College \$6,966.72 for three students to start medical assistant training on May 5, 2016. On May 25, 2016 charges were taken out against you for stalking and first degree trespass at the home of one of your students, Ms. [REDACTED]. On June 2, 2016, a civil 50C Order was served on you by the Guilford County Sheriff's Department ordering you to have no contact with Ms. [REDACTED] while the lawsuit is pending. On May 25, 2016 you also admitted to the Greensboro Police Department that you trespassed at the home of a second student, [REDACTED]. The tuition for both of the aforementioned students was paid for by NCWorks Career Center-Guilford County in May, 2016.

Due to your actions on May 25, 2016, and complaints lodged by current and former students of your institution, the City has determined to end the relationship between Priority Nursing College and NCWorks Career Center-Guilford County. Therefore, send a full refund in the amount of \$6,966.72 to NCWorks Career Center-Guilford County for the three students paid for in May 2016, [REDACTED], [REDACTED], and [REDACTED], no later than Friday, June 17, 2016.

NCWorks Career Center-Guilford County paid Priority Nursing College a total of \$15,175.24 for four students that started training on November 19, 2015, [REDACTED], [REDACTED], [REDACTED], and [REDACTED]. The aforementioned four students that started their training program on November 19, 2015 have complained that the students that began training on May 5, 2016 were put in their class for training. NCWorks Career Center-Guilford County did not expect you to merge the class that started on November 19, 2015 with the class that started on May 5, 2016 because the training is scheduled for eleven months. NCWorks Career Center-Guilford County, as well as the students that began training in May 2016 and November 2015, have serious concerns about the quality of their training. The November 19, 2015 students are also aware of the May 25th incident and have expressed concerns for their safety. In light of the concerns the students have indicated their intent to withdraw from the class. Consistent with the decision above, NCWorks Career Center-Guilford County will not provide further sponsorship for any of the seven students. NCWorks Career Center also paid \$25,224.48 for five students that began their training as follows: [REDACTED], [REDACTED] and [REDACTED] began their training on May 5, 2015; and [REDACTED] and [REDACTED] began their training on January 12, 2015. The aforementioned students completed their training.

Letter to Mr. Douglas Wilson
June 7, 2016
Page 2

Three of the aforementioned students that finished their training have complained that Priority Nursing College has failed and refused to provide them with the necessary documentation needed to sit for the national exam. The remaining two students have taken the national exam but did not pass.

Send the transcripts for the three students paid for in May 2016, [REDACTED], [REDACTED] and [REDACTED] and for the four students that began their training in November 2015, [REDACTED], [REDACTED], [REDACTED], and [REDACTED] to NCWorks Career Center-Guilford County. The transcripts are needed in order to determine what work has been completed and what is needed in order for the students to finish their training. Finally, send the transcripts of the five students that completed their training, [REDACTED], [REDACTED], [REDACTED], [REDACTED] and [REDACTED] in order for NCWorks Career Center-Guilford County to assist the students with steps needed to pass the national exam they will take on June 23, 2016.

In light of your actions on May 25, 2016 and our concern for the quality of the training provided to the students paid for by NCWorks Career Center-Guilford County, this is official notice that Priority Nursing will be removed from the eligible training providers with NCWorks Career Center-Guilford County. Attached for your information is a chart showing payments made by NC Works to Priority Nursing College.

Your cooperation in this very important matter would be greatly appreciated. Please have your attorney contact me if there are questions concerning this letter.

Sincerely,

[REDACTED]

Becky Jo Peterson-Buie
Chief Deputy City Attorney

Attachments: 1

Cc: Lillian Plummer, Executive Director, Guilford County Workforce Development Board
Chris Wilson, Assistant City Manager
Scott Corl, Executive Director, North Carolina Community College System

Customer	Training Start Date	Training Completion Date	Projected Completion	AAMA Certified	NCCT Certified	NCWorks Payment for Term 1 5/11/2015	NCWorks Payment for Term 1 11/19/2015	NCWorks Payment for Term2 8/21/2015	NCWorks Payment for Term 2 2/29/2016	NCWorks Payment 1 5/10/2016	NCWorks Student Balance Payoff	NCWorks Funded	Student Funded	Grand Totals
[REDACTED]	5/5/2015	2/12/2016		N	N	\$2,000.00		\$3,318.24			\$1,081.23	\$6,399.47	\$94.00	\$6,399.47
[REDACTED]	5/5/2015	2/12/2016		N	N	\$2,000.00		\$3,255.28			\$909.61	\$6,164.89	\$100.00	\$6,258.89
[REDACTED]	5/5/2015	2/12/2016		N	N	\$2,000.00		\$3,373.24			\$1,036.88	\$6,410.12	\$100.00	\$6,510.12
[REDACTED]	1/12/2015	10/16/2015		N	Y	\$2,000.00		\$1,525.00				\$3,525.00	\$4,160.00	\$7,685.00
[REDACTED]	1/12/2015	10/16/2015		N	N	\$2,000.00		\$725.00				\$2,725.00	\$4,160.00	\$6,885.00
[REDACTED]	11/19/2015		9/1/2016				\$2,333.92		\$1,300.00			\$3,633.92		\$3,633.92
[REDACTED]	11/19/2015		9/1/2016				\$2,333.92		\$1,666.08			\$4,000.00	\$506.24	\$4,506.24
[REDACTED]	11/19/2015		9/1/2016				\$2,333.92		\$1,686.24			\$4,020.16	\$100.00	\$4,120.16
[REDACTED]	11/19/2015		9/1/2016				\$1,834.92		\$1,686.24			\$3,521.16	\$599.00	\$4,120.16
[REDACTED]	5/5/2016		2/1/2017							\$2,322.24		\$2,322.24		\$2,322.24
[REDACTED]	5/5/2016		2/1/2017							\$2,322.24		\$2,322.24		\$2,322.24
[REDACTED]	5/5/2016		2/1/2017							\$2,322.24		\$2,322.24		\$2,322.24
						\$10,000.00	\$8,836.68	\$12,196.76	\$6,338.56	\$6,966.72	\$3,027.72	\$47,366.44	\$9,719.24	\$57,085.68

First Class - Completed (1 Certified to date)
Second Class - projected completion (Sep '16)
Third Class - projected completion (Feb '17)

[REDACTED] and [REDACTED] were previously enrolled with Priority Nursing prior to seeking assistance from us. The two had self paid \$4,160 prior to us providing financial assistance to them. Neither students have passed national exam to date. [REDACTED] has taken the NCCT. [REDACTED] and [REDACTED] we part pf 2 training policies that limited maximum funding amounts to them, as approved by the Local Area. [REDACTED] and [REDACTED] are scheduled to sit for national exam 6/23/16.

Attachment 4:

June 17, 2016 email from Wilson to Corl, providing a copy of Wilson's written response to the City of Greensboro.

Scott Corl

From: dwilson@prioritynursingcollege.com
Sent: Friday, June 17, 2016 3:22 PM
To: Scott Corl
Cc: sales@prioritynursingcollege.com
Subject: RE: Return of Files
Attachments: Response to City Allegation 6 17 2016.pdf

Mr. Corl,

Please find our response to the City attached.

Thanks
Douglas Wilson
Director
Priority Nursing College

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952 Fax : 336 338-7300
Email: sales@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

June 17, 2016

Ms. Becky Jo Peterson-Buie
Chief Deputy City Attorney
City of Greensboro, NC 27402

Response to Allegations and Requests Regarding Priority Nursing College:

These charges of trespassing/stalking/50C are allegations by the Greensboro Police Department and [REDACTED] (50c allegation). I have stated and maintained that I, Douglas Wilson, have not committed any crimes against any person, place or property. It is my hope that the city of Greensboro will reverse the steps toward penalizing individuals/institutions based on an allegation/s that has not yet went through the court system and therefore a determination of guilt or innocence has yet to be determined. Because of the action taken in the letter received from the City attorney dated June 7, 2016, I believe that Priority Nursing College & Douglas Wilson has already been judged, and found guilty by the City, even though the allegations are yet to be proven in a court of law, evidenced by the steps taken to end the relationship between NC Works and Priority Nursing College.

In your letter you state "due to your actions on May 25, 2016 and complaints lodged by current and former students of your institution, the City has determined to end the relationship between Priority Nursing College and NC Works Career Center-Guilford County".

No allegations of wrongdoings have not been substantiated in a court of law. No court rulings have taken place regarding any of the alleged charges. All the allegations of wrongdoing are alleged by one student-[REDACTED]. A civil 50C order (has not been to court), or the Greensboro Police Department; trespassing and stalking (have not been to court). You also stated that I admitted to the Greensboro Police Department of trespassing upon the home of another student. I did not admit to the Greensboro Police Department of trespassing upon the home of another student nor did I trespass at the home of any students. This is Libel and a malicious attempt to discredit Priority Nursing College as a credible institution that has been serving the community since 2004 and against it Chief officer ; Douglas Wilson, who has served as the Administrator/Director/Instructor since 2004 as a person of good moral character.

Update: June 17, 2016 by the State of North Carolina by the honorable Judge Angela C. Foster listed under her conclusions: The plaintiff has failed to prove grounds for issuance of a no-contact order and under order listed #9. The Order is denied and the case is dismissed. (See attachment: NOTICE OF HEARING ON NO-CONTACT ORDER FOR STALKING OR NONCONSENSUAL SEXUAL CONDUCT).

Emails sent to Students:

Priority Nursing College has sent emails to all students (Except [REDACTED] because of pending court proceedings) regarding the May 25 incident and reassured them that Douglas Wilson was acting in the best interest of the school and that he committed no wrongdoing. The email sent reads "During the past week you may heard information regarding me at the school, I assure you I was acting in the best interest of the school and will continue to carry out my legal and professional responsibilities of the school in manner that best represents the school and community. I am more than willing to sit down with you and discuss moving forward. You are a great student and I would like to see you succeed"

Complaints:

A formal complaint was lodged against Mr. Christopher Rivera, Project Director of NC Works Career Center-Guilford County, on February 13, 2016 by Priority Nursing College (See attachment). I requested to receive the outcome of the complaint prior to May 24 but never received a follow-up with Ms. Plummer; Executive Director NC Works (See attached email dated Feb 15, 2016. See letter dated Feb 13, Complaint).

I believe the alleged charges by [REDACTED] and the Greensboro Police Department led to the rush to judgment by the City of Greensboro to find Priority Nursing College guilty of alleged allegations, and at the same time provided an opportunity for the City to discontinue the already strained relationship that Priority Nursing College and NC Works had. I believe in the steps taken by the City to discontinue its relationship with Priority Nursing College, It has failed to provide due diligence to Douglas Wilson and Priority Nursing College and taken away the presumed right of innocence until proven guilty of all allegations. The course of action that the city has decided to take by-passes the due process of the law that is supposed to be afforded to all individuals that until proven guilty by a court of law a presumption of innocence prevails. Priority Nursing College was not given an opportunity to respond to the determination of the City to end the agreement with Priority Nursing College and the ultimate removal of Priority Nursing College as an eligible provider but was instead penalized by letter sent by the City attorney ending the relationship between Priority Nursing College and NC Works. Priority Nursing College has not been afforded due process by the City, State and Federal law and will seek to protect our institution from what we consider illegal and unfair treatment of a Small Minority Owned Business from unfair business practices by the City of Greensboro.

Furthermore Priority Nursing College had reached out to the Executive Director/Ms Lillian Plumber on May 2, 2016 by email(see attached email dated May 2, 2016) and requested a copy of the Policies/Procedures and Guidelines for eligible providers so that Priority Nursing College would be in compliance when serving as an eligible provider. Priority Nursing College never received any Policies and Procedures /Guidelines for eligible providers from Ms. Plummer or representative of NC Works.

Regarding Enrollment:

I met with Mr. Christopher Rivera (Project Director, NC Works Career Centers-Guilford County) in May 2015 when we were initially being approved as an eligible provider for NC Works. He asked about our enrollment process. He was told that PNC has a continuous enrollment program which means that students can enroll at various points in the curriculum of an ongoing program. Our Medical Assistant program consists of 16 individual courses. Regardless of when a student enrolls in the program, all 16 individual courses must be completed in order to successfully complete the Medical Assistant program by each student.

In our meeting, Mr. Rivera also asked if students owed money at the completion of the program what would happen. I informed Mr. Rivera that if a student did owe money at the completion of their program, the certificate of completion for the program would be withheld until the student's financial obligation to the school was met and this information is in their enrollment agreement which the student signs upon enrollment.

Based on the information given to Mr. Rivera, Priority Nursing College students were able to apply for funding from NC Works.

At the conclusion of the meeting; no Policies/Procedures/Guidelines were covered or given to Priority Nursing College regarding eligible providers. No expectations were given verbally or written regarding outcomes/placement rates that Priority Nursing College should or would need to follow related to its completers and the continued participation as an eligible provider for NC Works.

Priority Nursing College Status Changed from Active to Inactive:

March 8, 2016. Priority Nursing College was placed on inactive status as an eligible provider for NC Works by Ms. Plummer (Executive Director, NC Works Development Board). The reason for being placed on inactive status given by Ms. Plummer - she requested documents about student finances be sent to her and she never received those documents-. In our interpretation of her email (February 15, 2016 email. Attached), we were to bring the documents to the upcoming scheduled meeting March 2 (later cancelled by her and rescheduled).

Priority Nursing College learned of being placed on inactive status as an eligible provider March 8, 2016 upon hearing from a student who went to NC Works to apply for funding for education to attend Priority Nursing College. An NC Works representative told the prospective student that Priority Nursing College applicants were no longer eligible to apply for financial assistance. I contacted Ms. Plummer on March 8, 2016 to ask why our potential students could no longer apply for eligibility to get financial assistance. Ms. Plummer replied that she had not received the requested documents from Priority Nursing College. I informed Ms. Plummer that my interpretation of the requested documents based on her email, was that we were to bring the documents to the meeting; not by email. Once I obtained clarification of delivery method requested by Ms. Plummer, I informed her that I would scan and send the documents immediately by email. Ms Plummer's response was to just bring them to the meeting on March 16 instead of emailing them. Our attorney advised us to send the documents immediately by email in which we did. Once the documents were sent, I asked for confirmation, which I received from Ms. Plummer.

On March 16, 2016, I, Mr. Rivera, Lillian Plummer, Valerie Thompson-Horton and our attorney met for a meeting at NC Works called for by Ms. Plummer. This meeting was scheduled to discuss the accounting activity of monies received on behalf of the students sponsored by NC Works; Priority Nursing College being put on Inactive status along with any other concerns that NC Works voiced. The complaint about Mr. Rivera was also discussed. In the meeting, Mr. Rivera inquired again about what would happen if the student owed money to the school after they completed the program. Again Mr. Rivera was told that the certificate would be withheld until the student completed their financial obligations to the school. This was confirmed by our attorney. At the conclusion of the meeting and review of the documents requested by NC Works/ discussions regarding concerns of the program, Priority Nursing College status was returned to Active status as an eligible provider for NC Works and students who wish to attend PNC could start applying for eligibility for sponsorship again per Ms. Plummer.

I received an email from Ms. Plummer dated April 11, 2016 (See email dated April 11) stating "all sponsorships be referred to her for review until such time as I understand the manner in which we are funding your program to include certification outcomes and placement results". Our response: We sent estimated cost documents and updates on students April 12, 2016(See attached email dated April 12, 2016). Another update on student status was sent April 22, 2016 (see email dated April 22).

Our next start date for new students entering the MA program was April 19, 2016. 4 students had applied and met all eligibility requirements to get funding through NC Works. The students were awaiting Mr. Rivera's final approval and were calling the school a few days prior to April 19 because they had not yet received final approval by Mr. Rivera and were very concerned about missing the April 19 deadline. By April 19 no approvals for the 4 students had been approved by Mr. Rivera. I was told by multiple students that they had contacted representatives of NC Works i.e. Richard Wright and others including the NC Department of Commerce regarding their approval for funding and were told by NC Works representatives that they had met all the eligibility requirements but were awaiting final approval by Chris Rivera. I was also told that a NC Works representative; Richard Wright, informed students while they were waiting for final approval to choose another school other than Priority Nursing College to attend.

On May 4 Ms. Plummer sent Priority Nursing College an email (Attached May 4, 2016). In the email she mentioned that all students in the Medical Assistant program have been sponsored by NC Works (which is not true). Priority Nursing College has enrolled medical assistant students since 2013. NC Works started sponsoring PNC students in May 2015. Ms. Plummer also indicated that 4 students were presently under consideration. In this email (Attached May 4, 2016), Ms Plummer states that NC Works will not sponsor any additional students until PNC can provide some performance outcomes and there is a review of the training policy application as it was intended. It goes on to state that they have made exceptions to our process to pay the student share for the three completers and do not intend to continue that practice.

It is worth noting that Priority Nursing College provided payment plans/agreements to NC Works that the 3 completers had agreed to pay on their own behalf to the school by signed signature when they enrolled to PNC. After documentation was provided to NC Works about the 3 student agreements to pay their own due portion, NC Works voluntarily made the decision to make the students' last payment.

Priority Nursing College believes that NC Works had already planned not to sponsor any more students before the May 25 incident as evidenced by the email dated May 4 sent by Ms. Plummer. Priority Nursing College had previously requested a copy of the Polices/Procedures/Guidelines for eligible providers on May 2. PNC never received any Polices/Procedures/Guideline so that it could in fact stay in compliance as being an eligible provider. Priority Nursing College did upon request provide the requested information regarding student outcomes/placement(Attached email dated April 12) to Ms. Plummer and once the information was supplied to Ms. Plummer; 3 of the 4 four students that were awaiting approval, eventually received sponsorship by NC Works.

PNC believes the withdrawal of most of the 7 students (most tuition due was to be paid by NC Works) was influenced and orchestrated by NC Works by applying pressure to most if not all of the students to withdraw from our program with the threat of cutting off funding for those students. I believe this to be a form of bullying and injustice to those students who did wanted to continue in the program.

Paid Used Tuition, Registration, Books:

██████████ has used tuition in the amount of \$573.79; CPR Training \$55.00; books in the amount of \$282.00; school Logo \$20; registration fee \$100.00 totaling \$1,030.79

██████████ has used tuition in the amount of \$585.50; school Logo \$20; CPR Training \$55.00, books in the amount of \$282.00; registration fee \$100.00 totaling \$1,042.50

██████████ has used tuition in the amount of \$585.50; CPR training \$55.00; books in the amount of \$282.00; School Logo \$20; registration fee \$100.00 totaling \$1,042.50

National Exams:

Two students that have taken the national exam have informed me that they did indeed past the national examination. As of this date, out of all the students funded in whole or part by NC Works who has successfully completed the MA program and sit for national testing only 1 student did not pass the national examination.

The students who successfully completed the program at Priority Nursing College have been given all the documentation needed to sit for national certification.

Policies/Procedures/Guidelines Requested:

May 2, 2016 I sent an email to Ms. Plummer asking her to send PNC a copy of the Policies/Procedures and Guidelines for eligible providers from NC Works so that Priority Nursing College could ensure it is following all policies and procedures for eligible providers. Priority Nursing College never received a copy of Policies and Procedures/ Guidelines for Eligible Providers.

Transcripts:

The students would need to request a transcript. In addition; [REDACTED], [REDACTED], [REDACTED], [REDACTED] and [REDACTED] have financial obligations to the school that must be successfully met prior to the release of their transcripts.

In Closing, Priority Nursing College respectfully requests a reversal to the City determination to end the relationship with Priority Nursing College and be placed back on the Eligible Provider list as an Active Eligible Provider. We believe the allegations by one student and very vague complaints by current and former students reported by NC Works are baseless and lack merit. Priority Nursing College believes that it has been treated unjust and unfairly and a rush to judgment by the City to terminate Priority Nursing College's relationship with NC works and from being an eligible provided has been made.



Douglas Wilson
Priority Nursing College
Director

All Search

Search Mail

Search Web

Home

Douglas

Compose

Archive Move Deleted Spam Move

Inbox (2999+)

Drafts (124)

Sent

Archive

Spam (365)

Trash

Search Views

Important

Unread

Starred

People

Local

Shopping

Travel

Finance

Folders (7)

Anna's

advertising

catalog

cp (1)

Doug Jr

dougs folder (1)

essevier folder

med aide inst... (1)

Medical Assisting

NC communit... (3)

nurse aide (1)

Practice Infusion

Pammy smith

Tom poe

untitled

untitled1

untitled2

untitled3

Recent

Student complaints (8)

People

Christopher Rivera Hi Doug, I have been at Feb 9 at 7:15 AM

Douglas Wilson Hi Chris, I have not received Feb 9 at 11:30 AM

Douglas Wilson On Tuesday, February 9, 20 Feb 13 at 1:26 PM

Douglas Wilson On Tuesday, February 9, 20 Feb 15 at 9:40 AM

Plummer, Lillian <lillian.plummer@greensboro-nc.gov> Feb 15 at 11:21 AM

To: Douglas Wilson
CC: Christopher Rivera, Thompson-Horton, Valerie, Comer, Sheldine

Mr. Wilson:

I think it is time to sit face-to-face and discuss the nature of the complaints that have been received. I will have my Assistant, Ms. Comer, try to find a time that we can meet that will accommodate both your schedule, Mr. Rivera, and Ms. Valerie Horton. Ms. Comer is out today and will work on this tomorrow.

In the interim, please pull for us an accounting of the actual charges for all of the students that we have sponsored. Please include the amount students owe or owed when completing the training. Any other pertinent information you can provide will be appreciated.

Show original message

Reply Reply to All Forward More

Douglas Wilson <dougwilson1@ednet.nc.gov> Feb 15 at 11:37 AM
To: Plummer, Lillian

Ms. Plummer,

That is fine. I would like to ensure that the complaint against Mr. Rivera is filed and would like a copy of its findings when completed. I also would like to know if I would need to address the complaint to his immediate supervisor or if addressing it to you was the correct procedure for filing complaints. Thank you.

Doug Wilson
Director

Show original message

Reply Reply to All Forward More

Plummer, Lillian <lillian.plummer@greensboro-nc.gov> Feb 15 at 12:03 PM
To: Douglas Wilson

Please forward me something in writing that addresses the specific complaints that you have against Mr. Rivera. From our telephone conversation, I understood that you were concerned that he told you he would address the student complaints with

1050 Revolution Mill Dr
Greensboro NC 27405
Phone: (336) 272-4952
Fax: (336) 338-7300

February 13, 2016

Ms. Lillian Plummer: Director
342 N. Elm St - Suite 8
Greensboro, NC 27401

Complaint: Regarding Mr. Rivera

Good Afternoon Ms. Plummer:

I called you on 2/10 about a concern I had with an email and phone call with Mr. Rivera. I am forwarding you the email. In the email Mr. Rivera subjects it "Student Complaints" (one student), but in the email it goes on to say numerous calls from customers but does not indicate what the nature of the other numerous calls from customers are. I believe this is a malicious attempt to make any reader of the email (Ms. Debbie Normandia included) see Priority Nursing College in a negative light and an attempt to build a foundation to start the process to pursue termination of ResCare services with Priority Nursing College. I also believe the concern was from one student and not numerous students as implied.

As I stated to you on 2/10, once I received the email (2/9), I called Mr. Rivera to address the concerns (I did not get any previous voicemails from him regarding complaints, although he said he tried to leave one but was unable to). In our conversation he said he wanted to discuss some concerns that he had received from customers. He mentioned a student that thought that she did not have a balance with the school, and he wanted to make sure that the money from ResCare was being used toward sponsored students tuition. I assured Mr. Rivera that it was being used for the student's tuition and that the students received statements as to how much ResCare had paid towards their tuition. Mr. Rivera was also told that the students sign an enrollment agreement form before starting the program.

The second concern was that the students were not receiving all of their books from the school. I informed Mr. Rivera that the student did receive every book that she was supposed to receive for the MA program. I also told Mr. Rivera that Priority Nursing College has supplement books (reference materials) that the school uses but these are not books given to students, they are only to be used as references for class purposes.

Third concern was about a 1098 form not being given to the student (This is an internal school issue and should solely be addressed by the school). I told Mr. Rivera we don't give out 1098 forms but we do give out statements regarding what the student has paid and ResCare payments. After talking with Mr. Rivera and discussing the concerns, Mr. Rivera seemed to be satisfied

PRIORITY NURSING

Attachment POL 2

COLLEGE

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with the responses to the concerns but then stated "Doug I just want to give you a heads up that this will be going in front of the board for review and doing the review period you may not be able to get sponsorships for students". He also asked about how many students are currently being sponsored.

Based on the email and conversation I had with Mr. Rivera, I believe Mr. Rivera had already come to a foregone conclusion as to what his next steps would be before talking with me about the concerns.

Priority Nursing College feels that it is being treated in an improper and unjust manner and believes that an attempt to deny Priority Nursing College due process has been made by Mr. Rivera.

Thanks for looking into this concern.
Douglas Wilson
Director
(336) 272-4952

Q Sent Search

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Inbox (999+)

Drafts (132)

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Practice Infusion

Tammy smith

Tom poe

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untitled2

untitled3

Recent

Priority Nursing College/Request for Polices and Procedures Guidelines for Eligible Provi...

Douglas Wilson <prioritynursing1@bellsouth.net> To Lillian Plummer May 2 at 3:22 PM

Please send us a copy of the Polices/Procedures and Guidelines for eligible providers so that Priority Nursing College can ensure it is following all policies and procedures for eligible providers.

Thanks Doug Wilson Director Priority Nursing College

Reply Reply to All Forward More

Click to reply all

Send [Rich Text Editor Icons]

All Search

Search Mail

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Home

Douglas



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Inbox (9999+)

Student complaints (8)

People

Drafts (124)

Christopher Rivera Hi Doug, I have been at Feb 9 at 7:15 AM

Sent

Douglas Wilson Hi Chris, I have not received Feb 9 at 11:30 AM

Archive

Douglas Wilson On Tuesday, February 9, 20 Feb 13 at 1:28 PM

Spam (305)

Douglas Wilson On Tuesday, February 9, 20 Feb 15 at 9:40 AM

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Recent

Mr. Wilson:

I think it is time to sit face-to-face and discuss the nature of the complaints that have been received. I will have my Assistant, Ms. Comer, try to find a time that we can meet that will accommodate both your schedule, Mr. Rivera, and Ms. Valerie Horton. Ms. Comer is out today and will work on this tomorrow.

In the interim, please pull for us an accounting of the actually charges for all of the students that we have sponsored. Please include the amount students owe or owed when completing the training. Any other pertinent information you can provide will be appreciated.

Show original message

Reply Reply to All Forward More

Douglas Wilson <prioritynursing1@bellsouth.net> Feb 15 at 11:37 AM To Plummer, Lillian

Ms. Plummer,

That is fine. I would like to ensure that the complaint against Mr. Rivera is filed and would like a copy of its findings when completed. I also would like to know if I would need to address the complaint to his immediate supervisor or if addressing it to you was the correct procedure for filing complaints. Thank you.

Doug Wilson Director

Show original message

Reply Reply to All Forward More

Plummer, Lillian <Lillian.Plummer@greensboro-nc.gov> Feb 15 at 12:05 PM To Douglas Wilson

Please forward me something in writing that addresses the specific complaints that you have against Mr. Rivera. From our telephone conversation, I understood that you were concerned that he told you he would address the student complaints with



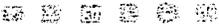
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NC communi... (3)

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practice infusion

Tammy smith

Tom poe

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untitled3

Recent

Current Referrals for Sponsorship

People

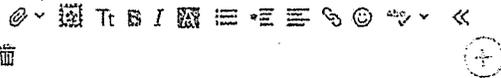
Plummer, Lillian Mr. Wilson, I have requeste Apr 11 at 2:30 PM

Douglas Wilson Hi Ms. Plummer I will call y Apr 11 at 7:36 PM

To cc/BCC

Show original message

Send



Douglas Wilson <prioritynursing1@bellouthuse> Apr 12 at 8:08 AM To Douglas Wilson

Good Morning Ms. Plummer:

I know that you are very busy, so I wanted to send you an email instead of calling this early.

I am responding to your email. To address the results of the 3 students that additional funding was supplied on their behalf.

1. [redacted] - After our meeting on March 16, [redacted] came by to pick up her certificate on March 18. At that time she did not know when she would be taking her exam. Ms. [redacted] did receive a list of job contacts and was instructed to keep in contact with the school for future job referrals.

2. [redacted] Received her certificate on March 17. The student received a list of job contacts and was instructed to stay in contact with the school for future job referrals. The student did indicate that she wanted to take the national exam and was told to let the school know the results after testing. I believe the student told Mr. Rivera that she has a job offer but was waiting to take the exam first.

3. [redacted] Was the first of the three to receive her certificate after ResCare informed us that they would pay her remaining balance. Ms. [redacted] received a list of job contacts and was instructed to stay in contact with the school for future referrals. Ms. [redacted] indicated that she would be taking the national exam and was told to contact the school to give results of examination.

At this date, none of the 3 students have contacted Priority Nursing College to inform of certification results or employment. We try to continually stay in contact with our students and will keep attempting to contact them for results on testing and employment. We will also send the students job contacts as employers contact us, or any information we feel that may be beneficial to the student on their path to employment and success.

I am sending you copies of documents that we have given our potential students for the April 19 class to better inform them of costs associated

I am sending you copies of documents that we have given our potential students for the April 19 class to better inform them of costs associated with the program; Please see attached documents and explanation:

I have attached Document 1-Titled: Estimated Cost of the April 19 Program. This document was given to the students to give them an estimate of what their cost would be per term.

I have also attached Document 2-Titled: Estimated Cost Overall of the April 19 Program to include Scholarships and Sponsorships; This document was given to the students to give them an estimate of what their costs would be after Sponsorships and Scholarships applied and gives them the expected amount that they would be required to pay out of pocket.

Per our meeting on March 16, it was requested by ResCare to give the students more information on what their cost would be so students could make a more informed decision about their education. By giving students Estimated Cost Documents, Priority Nursing College is making the students more informed and therefore being put in a better position to make decisions that are in their best interest.

Thanks for working with us as we continue to provide the best and brightest students, the education they deserve.

If you have any other questions; I am more than happy to answer any and all questions to facilitate the best working business relationship between Priority Nursing College and ResCare.

Sincerely,
Douglas Wilson
Director
Priority Nursing College

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952
Fax: 336 338-7300

Email: sales@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

Estimated Cost of Tuition & Supplies for the MA Program:

April 19- June 30, 2016

Medical Math, Pharmacology, Phlebotomy Concepts, Keyboarding: \$1,686.24 Registration \$100.00, Books \$399.00, CPR \$55.00, Criminal Background Check \$20, Urine Drug Screen \$42.00, Logo \$20. (\$10 each). Total cost for this term: \$2,322.24

Items needed that the school does not sell:

*Uniforms \$45.00 (Estimated price of at least 2 uniforms) Tennis shoes or nurses shoes (Estimated at \$45.00) Stethoscope/BP Cuff \$25.00, (Estimated) Watch with second hand \$10.00 (Estimated)
Immunizations (MMR, Varicella, TB, Tdap, FLU, Prices vary depending on what you need)

July 1-September 23, 2016:

Medical Office Business Procedures I, Medical Office Business Procedures II, Medical Billing & Collections, Introduction to Medical Assisting, Medical Law & Ethics, Medical Terminology
\$2,482.52.

September 26- December 30, 2016:

Anatomy and Physiology: Body Structures, Anatomy & Physiology: Organs & Systems, Medical Office Clinical Procedures I, Medical Office Clinical Procedures II. \$2,623.04

January 2-March 17, 2017:

Medical Assistant Certification Review, Medical Assisting Externship. \$2,107.80
Medical Assistant Exam \$125.00.

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952
Fax: 336 338-7300

Email: info@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

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Medical Math, Pharmacology, Phlebotomy Concepts, Keyboarding: \$1,686.24 Registration \$100.00, Books \$399.00, CPR \$55.00, Criminal Background Check \$20, Urine Drug Screen \$42.00, Logo \$20. (\$10 each). Total cost for this term: \$2,322.24

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July 1-September 23, 2016:

Medical Office Business Procedures I, Medical Office Business Procedures II, Medical Billing & Collections, Introduction to Medical Assisting, Medical Law & Ethics, Medical Terminology \$2,482.52.

September 26- December 30, 2016:

Anatomy and Physiology: Body Structures, Anatomy & Physiology: Organs & Systems, Medical Office Clinical Procedures I, Medical Office Clinical Procedures II. \$2,623.04. If ResCare paid the 2,482.52 there would be \$1,517.48 remaining to be applied to this term. \$2,623.04- \$1517.48=leaving the student with a balance of \$1105.56. The in school scholarship would then apply and would pay off the \$1,105.56 balance

January 2-March 17, 2017:

Medical Assistant Certification Review, Medical Assisting Externship. \$2,107.80
Medical Assistant Exam \$125.00. Total \$2,232.80-\$1294.44= \$938.36 Remaining Balance for student.

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Douglas

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Priority Nursing College Student Updates: (7)

Douglas Wilson <prioritynursing1@bellsouth.net> Apr 22 at 12:16 PM
To Lillian Plummer
CC jules@prioritynursingcollege.com

Good Afternoon Ms. Plummer,

I spoke to [redacted] on 4/15/16. She has had 3 job interviews. She is currently waiting to take the national exam. She called this morning (4/22/16). Update on her status with testing; Still waiting to test.

I spoke with [redacted] last week and she is also waiting to take the exam. She stated that she is working with getting a job with her daughter's doctor office, that they like her and are very interested in her working there.

I have left voicemails for [redacted], but no response.

No students that have requested financial assistance from the WIOA have signed loans with Priority Nursing College.

If you have any questions, I am more than happy to answer them.

Sincerely
Doug Wilson
Priority Nursing College
Director
(336) 272-2952

Reply Reply to All Forward More

Plummer, Lillian Mr. Wilson Thank you for t Apr 25 at 11:39 AM

Douglas Wilson <prioritynursing1@bellsouth.net> Apr 25 at 12:22 PM
To Douglas Wilson

Ms. Plummer,

It means that they have registered to take the exam and are awaiting a test date from the testing agency.

Thanks
Doug Wilson
Priority Nursing College
Director

Show original message

Reply Reply to All Forward More

Douglas Wilson Ms. Plummer, it means that Apr 25 at 12:22 PM

Douglas Wilson <prioritynursing1@bellsouth.net> Apr 25 at 12:23 PM
To Lillian Plummer

Show original message



- inbox (9999+)
Drafts (133)
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Sponsorship - Priority Nursing (5)

People

Plummer, Lillian <Lillian.Plummer@greensboro-nc.gov> May 4 at 2:57 PM To 'Douglas Wilson' CC Thompson-Horton, Valerie, 'Christopher Rivera'

Mr. Wilson:

We have given serious consideration to the applications of the individuals who have requested sponsorship from the NCWorks system. There are several areas of concern that we have discussed:

- To date we have provided sponsorship for ten students who have either completed or are close to completion of the training. The three students that have completed either have not taken their exams or we have not seen the results. This means we have no outcome data related to the training, credentialing, or subsequent employment.
Students who participate in the training must pay a portion of the training in order to receive the letter of completion required to take the credential exam. It is not the intent nor our practice of sponsoring students who must go into debt in order to take your training.
As you indicated in a prior discussion, your Certified Medical Assistant training students have all been sponsored by the NCWorks system. This means that if we are not sponsoring or have to reduce our sponsorship, the trainees have an even greater burden in participating.
We currently have under consideration sponsorship for four students who have communicated that you cannot start the class until they have been approved, confirming that we are your primary or only source of trainees. After careful consideration we have worked through a sponsorship model to assist the four students under consideration.

This model is based on the premise that :

- we will fund the cost of the first term in full and will assist with extraordinary costs (ie uniforms, shoes) if purchased in the first quarter,
we will provide an equal scholarship over each the next three terms contingent upon you applying the \$2400 in-school scholarship in the same equal share formula,
the student pays their balance during the first three quarters or in a manner that the student share is paid in full prior to completion of the training and prior to the last installment of the NCWorks scholarship, and
This model is spelled out in the attached spreadsheet and will apply only to the four students currently waiting a sponsorship decision.

Please be advised that NCWorks will not sponsor any additional students until you can provide some performance outcomes and there is a review the training policy application as it was intended. Please review the attached spreadsheet and contact me if you have questions or concerns. I believe this process is fair and in the best interest of the students. We have already made exceptions to our process to pay the student share for the three completers, and do not intend to continue that practice. Nor will we provide sponsorship in situations that create a hardship for persons who are in come to our system because of barriers and/ economic challenges.

Should you have questions, please contact me. I am working on a time sensitive project, but will get back to you within 24 hours so that the students are out of limbo.

Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.



PN PM1 5. xlsx

Reply Reply to All Forward More

Attempted Use of my Personal Credit Card, ATM Card and Business Card.

My personal credit card [REDACTED]

Was attempted at the cash points 1941 Coliseum Blvd which is part of the Credit Union. *Attempt May 25*

1. \$200 attempted x1 at 12:33 am
2. \$300 attempted x4 at 12:33 am
3. \$80 attempted x 5 at 12:33 am

The personal credit card was also tried at Citgo 31151081. 3512 Kivett Dr High Point NC 27620. Phone 336 886-2009. I spoke to Dustin and he said would contact his Mgr to sit up a time to view camera. Antonio is the Mgr.

Attempted \$1.00 x 4 at this location May 25th at 2:19am.

My personal ATM card [REDACTED]

1. May 25 at 2:19 am \$95. Attempted at Shell Station, Greensboro store 584 58701
2. May 25th at 1:42am of \$100. happened at Family Fare on Church St. 2750 North Church st
3. May 25th at 1:38pm \$91. at Circle K 101 pishah church rd, Greensboro NC
4. May 25th at 1:42pm \$100. Family fare 2750 N Church St
5. May 25th at 1:44pm \$100. Family Fare 2750 N Church St
6. May 25th at 2:19pm \$95.00 Shell station in Greensboro, store # 584 58701
6. May 25th at 12:44am \$40. 1941 Coliseum Boulevard /Cashpoints

Business Debt Card Attempts: [REDACTED]

Attempted to purchase through paypal which was blocked at 1:46am on May 25. 1 888 221-1161

Also stolen \$35.00 cash

GUILFORD County

In The General Court Of Justice
District Court Division

Name And Address Of Plaintiff

[REDACTED]
GREENSBORO, NC 27405

VERSUS

Name And Address Of Defendant

DOUGLAS PALMER WILSON

NO-CONTACT ORDER
FOR STALKING OR
NONCONSENSUAL SEXUAL CONDUCT

G.S. 50C-7

FINDINGS

This matter was heard by the undersigned district court judge, the court has jurisdiction over the parties and subject matter, and the defendant has been provided notice of the hearing.

The Court hereby finds that:

- 1. (If this block is checked, skip to the Order portion of the Order.) This Order is entered by default for the remedy sought in the complaint because the defendant failed to file an answer appear at this hearing and the allegations in the complaint are sufficient to justify a no-contact order for stalking or nonconsensual sexual conduct.
- 2. Present at the hearing were: the plaintiff, represented by Jason Keith
 the defendant, represented by Rex Tree
- 3. The plaintiff has suffered unlawful conduct by the defendant in that:

4. Other:

CONCLUSIONS

- 1. The defendant committed acts of unlawful conduct against the plaintiff.
- 2. The plaintiff has failed to prove grounds for issuance of a no-contact order.

ORDER

It is ORDERED that:

- 1. The defendant shall not visit, assault, molest, or otherwise interfere with the plaintiff.
- 2. The defendant cease stalking the plaintiff.
- 3. The defendant cease harassment of the plaintiff.
- 4. The defendant not abuse or injure the plaintiff.
- 5. The defendant not contact the plaintiff by telephone, written communication, or electronic means.
- 6. The defendant not enter or remain present at the plaintiff's residence, place of employment, and other places listed below at times when the plaintiff is present.

List Other Places Where Defendant Ordered Not To Be

[Empty box for listing other places where defendant is ordered not to be]

(Over)

7. Other: (specify)

8. The terms of this Order shall be effective until one (1) year from the date of this Order.

(specify date and time if less than one year)

9. The Order is denied and the case is dismissed.

Date 6-17-16	Name Of District Court Judge (type or print) Angela C. Easter
Time 12:40	Signature Of District Court Judge [Redacted]

NOTICE TO DEFENDANT: A KNOWING VIOLATION OF A CIVIL NO-CONTACT ORDER SHALL BE PUNISHABLE AS CONTEMPT OF COURT, WHICH MAY RESULT IN A FINE OR IMPRISONMENT. THE COURT MAY FIND YOU IN CIVIL OR CRIMINAL CONTEMPT.

CERTIFICATION

I certify this Order is a true copy.

Date 6-17-16	<input type="checkbox"/> Deputy CSC <input type="checkbox"/> Clerk Of Superior Court	<input type="checkbox"/> Assistant CSC
-----------------	---	--

NOTE TO CLERK: G.S. 50C-9 provides: "The clerk of court shall deliver on the same day that a civil no-contact order is issued, a certified copy of that order to the sheriff." The statute also provides that a copy of the order shall be issued promptly to the police department of the municipality of the victim's residence, or the sheriff and any county police department if the victim does not live within a municipality with a police department.

RETURN/CERTIFICATE OF SERVICE WHEN DEFENDANT NOT PRESENT AT HEARING

I certify that this No-Contact Order For Stalking Or Nonconsensual Sexual Conduct was received and served as follows:

Date Served	Time Served	<input type="checkbox"/> AM <input type="checkbox"/> PM	Name Of Defendant
-------------	-------------	--	-------------------

- By delivering to the defendant named above a copy of this Order.
- By leaving a copy of this Order at the dwelling house or usual place of abode of the defendant named above with a person of suitable age and discretion then residing therein.

Name And Address Of Person With Whom Copies Left

[Redacted area for Name And Address Of Person With Whom Copies Left]

- By mailing a copy of this Order to the defendant by
 - registered mail. certified mail (return receipt). designated delivery service.
- Defendant WAS NOT served for the following reason.

Date Received	Signature Of Deputy Sheriff Making Return
Date Of Return	Name Of Sheriff (type or print)
Date Mailed	County Of Sheriff
	Signature Of Clerk
	<input type="checkbox"/> Deputy CSC <input type="checkbox"/> Assistant CSC <input type="checkbox"/> Clerk Of Superior Court

NOTE TO CLERK: G.S. 50C-9(b) provides: "If the [defendant] was not present in court when the order was issued, the [defendant] may be served in the manner provided for service of process in civil proceedings in accordance with Rule 4(j) of the Rules of Civil Procedure."

Attachment 5:

July 22, 2016 email and letter from the City of Greensboro to Wilson.

Scott Corl

From: Peterson-Buie, Becky <Becky.Peterson-Buie@greensboro-nc.gov>
Sent: Friday, July 22, 2016 5:22 PM
To: 'prioritynursing1@bellsouth.net'
Cc: Plummer, Lillian; Wilson, Christian A (CMO); Westmoreland, Jim; Carruthers, Tom; Scott Corl
Subject: Response to Letter from Priority Nursing College Dated 6/17/16
Attachments: scan.pdf

Importance: High

Mr. Wilson,

Attached is the City of Greensboro's response to your letter dated 6/17/16. Your cooperation in this matter would be greatly appreciated.

Sincerely,

Becky Jo Peterson-Buie
Chief Deputy City Attorney
City of Greensboro
Post Office Box 3136
Greensboro, North Carolina 27402
(336) 373-2320
(336) 373-2078 (fax)
www.greensboro-nc.gov

=====

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OFFICE OF CITY ATTORNEY

July 22, 2016

VIA FIRST CLASS MAIL AND E-MAIL

Mr. Douglas Wilson, Director
Priority Nursing College
1050 Revolution Mill Drive
Greensboro, NC 27405

Dear Mr. Wilson:

This will acknowledge receipt of your letter dated June 17, 2016. Please be advised, the City of Greensboro stands by its position to end the relationship between Priority Nursing College and NCWorks Career Center-Guilford County.

Sincerely,


Becky Jo Peterson-Buie
Chief Deputy City Attorney

cc: Lillian Plummer, Executive Director, Guilford County Workforce Development Board
Chris Wilson, Assistant City Manager
Jim Westmoreland, City Manager
Tom Carruthers, City Attorney
Scott Curl, Executive Director, North Carolina Community College System

Attachment 6:

July 25, 2016 email and letter from Wilson to the City of Greensboro.

Scott Corl

From: Douglas Wilson <prioritynursing1@bellsouth.net>
Sent: Monday, July 25, 2016 8:31 AM
To: Peterson-Buie, Becky
Cc: Plummer, Lillian; Wilson, Christian A (CMO); Westmoreland, Jim; Carruthers, Tom; Scott Corl
Subject: Re: Response to Letter from Priority Nursing College Dated 6/17/16
Attachments: City Response 7 25 2016.pdf

Ms. Peterson,

Please read the attached request.

Thank You
Doug Wilson
Director
Priority Nursing College

On Monday, July 25, 2016 7:08 AM, Douglas Wilson <prioritynursing1@bellsouth.net> wrote:

Ms. Peterson,

Please read the attached request.

Thank You
Doug Wilson
Director
Priority Nursing College

On Friday, July 22, 2016 4:22 PM, "Peterson-Buie, Becky" <Becky.Peterson-Buie@greensboro-nc.gov> wrote:

Mr. Wilson,

Attached is the City of Greensboro's response to your letter dated 6/17/16. Your cooperation in this matter would be greatly appreciated.

Sincerely,

Becky Jo Peterson-Buie
Chief Deputy City Attorney
City of Greensboro
Post Office Box 3136
Greensboro, North Carolina 27402
(336) 373-2320

(336) 373-2078 (fax)

Attachment POL 2

www.greensboro-nc.gov

=====

Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952
Fax: 336 338-7300
Email: sales@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

July 25, 2016

Ms. Becky Jo Peterson-Buie
Chief Deputy City Attorney
City of Greensboro, NC 27402

Ms. Peterson

Priority Nursing College would like to file an appeal to the city determination to end its relationship with Priority Nursing College. We are requesting appeal procedures to include filing complaints/grievances against this determination and the City of Greensboro. Please forward all information that PNC will need in order to file properly and person/s of contact names and locations of whom the appeal/complaints/grievances should be addressed. Our attorney is Ken Keller, who sit in with our previous meeting with NC Works.

Thank you


Douglas Wilson
Director
Priority Nursing College

Attachment 7:

Three (3) ECC Course Evaluation forms and four (4) Student Evaluation Forms provided by Wilson to the Office of Proprietary Schools.



ECC Course Evaluation for ACLS, BLS for Healthcare Provider and PALS Classroom Courses

Please answer the following questions about your **Instructor**.

My Instructor:

- 1. Provided instruction and help during my skills practice session
 a. Yes
 b. No
- 2. Answered all of my questions before my skills test
 a. Yes
 b. No
- 3. Was professional and courteous to the students
 a. Yes
 b. No

Please answer the following questions about the **course content**.

- 1. The course learning objectives were clear.
 a. Yes
 b. No
- 2. The overall level of difficulty of the course was
 a. Too hard
 b. Too easy
 c. Appropriate
- 3. The content was presented clearly.
 a. Yes
 b. No
- 4. The quality of videos and written materials was
 a. Excellent
 b. Good
 c. Fair
 d. Poor
- 5. The equipment was clean and in good working condition.
 a. Yes
 b. No

Please answer the following questions about your **skill mastery**.

- 1. The course prepared me to successfully pass the skills session.
 a. Yes
 b. No
- 2. I am confident I can use the skills the course taught me.
 a. Yes
 b. No
 c. Not sure

3. I will respond in an emergency because of the skills I learned in this course.

- a. Yes
- b. No
- c. Not sure

4. I took this course to obtain professional education credit or continuing education credit.

- a. Yes
- b. No

Optional questions:

Have you previously taken this course via another method, such as in a classroom or online? Which learning method do you prefer and why?

Were there any strengths or weaknesses of the course that you would like to comment on?

What would you like to see in future courses developed by the AHA?

Upon completion:

Please email this form to

Instructor or Training Center

or mail to

American Heart Association
ECC Training Department
7272 Greenville Ave.
Dallas, TX 75231



ECC Course Evaluation for ACLS, BLS for Healthcare Provider and PALS Classroom Courses

Please answer the following questions about your **Instructor**.

My Instructor:

- 1. Provided instruction and help during my skills practice session
 a. Yes
 b. No
- 2. Answered all of my questions before my skills test
 a. Yes
 b. No
- 3. Was professional and courteous to the students
 a. Yes
 b. No

Please answer the following questions about the **course content**.

- 1. The course learning objectives were clear.
 a. Yes
 b. No
- 2. The overall level of difficulty of the course was
 a. Too hard
 b. Too easy
 c. Appropriate
- 3. The content was presented clearly.
 a. Yes
 b. No
- 4. The quality of videos and written materials was
 a. Excellent
 b. Good
 c. Fair
 d. Poor
- 5. The equipment was clean and in good working condition.
 a. Yes
 b. No

Please answer the following questions about your **skill mastery**.

- 1. The course prepared me to successfully pass the skills session.
 a. Yes
 b. No
- 2. I am confident I can use the skills the course taught me.
 a. Yes
 b. No
 c. Not sure

- 3. I will respond in an emergency because of the skills I learned in this course.
 a. Yes
 b. No
 c. Not sure
- 4. I took this course to obtain professional education credit or continuing education credit.
 a. Yes
 b. No

Optional questions:

Have you previously taken this course via another method, such as in a classroom or online?
Which learning method do you prefer and why?

No

Were there any strengths or weaknesses of the course that you would like to comment on?

No

What would you like to see in future courses developed by the AHA?

no changes

Upon completion:

Please email this form to

Instructor of Training Center

or mail to
American Heart Association
ECC Training Department
7272 Greenville Ave.
Dallas, TX 75231



ECC Course Evaluation

for ACLS, BLS for Healthcare Provider and PALS Classroom Courses

Please answer the following questions about your **instructor**.

My Instructor:

- 1. Provided instruction and help during my skills practice session
 - a. Yes
 - b. No
- 2. Answered all of my questions before my skills test
 - a. Yes
 - b. No
- 3. Was professional and courteous to the students
 - a. Yes
 - b. No

Please answer the following questions about the **course content**.

- 1. The course learning objectives were clear.
 - a. Yes
 - b. No
- 2. The overall level of difficulty of the course was
 - a. Too hard
 - b. Too easy
 - c. Appropriate
- 3. The content was presented clearly.
 - a. Yes
 - b. No
- 4. The quality of videos and written materials was
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
- 5. The equipment was clean and in good working condition.
 - a. Yes
 - b. No

Please answer the following questions about your **skill mastery**.

- 1. The course prepared me to successfully pass the skills session.
 - a. Yes
 - b. No
- 2. I am confident I can use the skills the course taught me.
 - a. Yes
 - b. No
 - c. Not sure

- 3. I will respond in an emergency because of the skills I learned in this course.
 - a. Yes
 - b. No
 - c. Not sure
- 4. I took this course to obtain professional education credit or continuing education credit.
 - a. Yes
 - b. No

Optional questions:

Have you previously taken this course via another method, such as in a classroom or online? Which learning method do you prefer and why?

classroom because skills
effective learning, BLS videos

Were there any strengths or weaknesses of the course that you would like to comment on?

None

What would you like to see in future courses developed by the AHA?

AHA provide completion of course

Upon completion:

Please email this form to

Instructor or Training Center

or mail to

American Heart Association
ECC Training Department
7272 Greenville Ave.
Dallas, TX 75231

Priority Nursing College, 1050 Revolution Mill DR
Studio 1A: 336 272-4952
STUDENT EVALUATION FORM

Course:

Instructor: Doug Wilson

Program: Medical Assistant

Date: 10-07-2015

The following is a list of items relative to the instructor of this course. This survey should be anonymous; thus do not sign or identify you on this form. Comments will be summarized and the instructor will be furnished with a summary of all evaluations.

1. Was the instructor knowledgeable of the subject taught?

D Yes

D no

If no explain: _____

2. Did the instructor explain the competencies required for successful completion of this course and how you will be graded?

D Yes

D No

If no explain: _____

3. Was the subject matter presented in a logical and concise manner?

D Yes

D No

If no explain: _____

4. Did this class start and end on time?

D Yes

D No

If no explain: _____

5. Did the instructor display professionalism and a positive attitude toward students?

D Yes

D No

If no explain: _____

6. Is the instructor approachable and available for assistance outside of class?

D Yes

O No

If no explain: _____

7. Was a detailed syllabus on the course provided to you on the first day of class?

D Yes

O No

If no explain: _____

8. Were books received the first day of class?

D Yes

O No

if no explain: _____

9. Were the results of your tests handed back in a timely manner?

D Yes

O No

if no explain: _____

10. OVERALL EVALUATION OF TEACHER (Please rate your instructor on a scale between 1 and 5, with 5 being the best).

5
Superior

4

3
Average

2

1
Inferior

Comments:

11. OVERALL EVALUATION OF COURSE (Please rate your course on a scale between 1 and 5, with 5 being the best).

5
Interesting & Helpful
Boring

4

3
Average

2

1

Comments:

Priority Nursing College, 1050 Revolution Mill DR
Studio 1A: 336 272-4952
STUDENT EVALUATION FORM

Course:

Instructor: Doug Wilson

Program: Medical Assistant

Date: 10-7-15

The following is a list of items relative to the instructor of this course. This survey should be anonymous; thus do not sign or identify you on this form. Comments will be summarized and the instructor will be furnished with a summary of all evaluations.

1. Was the instructor knowledgeable of the subject taught?

D Yes

D no

If no explain: _____

2. Did the instructor explain the competencies required for successful completion of this course and how you will be graded?

D Yes

D No

If no explain: _____

3. Was the subject matter presented in a logical and concise manner?

D Yes

D No

If no explain: _____

4. Did this class start and end on time?

D Yes

D No

If no explain: _____

5. Did the instructor display professionalism and a positive attitude toward students?

D Yes

D No

If no explain:: _____

6. Is the instructor approachable and available for assistance outside of class?

D Yes

No

If no explain: _____

7. Was a detailed syllabus on the course provided to you on the first day of class?

D Yes

No

If no explain: _____

8. Were books received the first day of class?

D Yes

No

if no explain: _____

9. Were the results of your tests handed back in a timely manner?

D Yes

No

if no explain: _____

10. OVERALL EVALUATION OF TEACHER (Please rate your instructor on a scale between 1 and 5, with 5 being the best).

5 Superior

4

3 Average

2

1 Inferior

Comments:

11. OVERALL EVALUATION OF COURSE (Please rate your course on a scale between 1 and 5, with 5 being the best).

5
Interesting & Helpful
 Boring

4

3 Average

2

1

Comments:

Priority Nursing College, 1050 Revolution Mill DR
Studio 1A: 336 272-4952
STUDENT EVALUATION FORM

Course:

Instructor: Doug Wilson

Program: Medical Assistant

Date: 10-07-15

The following is a list of items relative to the instructor of this course. This survey should be anonymous; thus do not sign or identify you on this form. Comments will be summarized and the instructor will be furnished with a summary of all evaluations.

1. Was the instructor knowledgeable of the subject taught?

D Yes

D no

If no explain: _____

2. Did the instructor explain the competencies required for successful completion of this course and how you will be graded?

D Yes

D No

If no explain: _____

3. Was the subject matter presented in a logical and concise manner?

D Yes

D No

If no explain: _____

4. Did this class start and end on time?

D Yes

D No

If no explain: _____

5. Did the instructor display professionalism and a positive attitude toward students?

D Yes

D No

If no explain: _____

6. Is the instructor approachable and available for assistance outside of class?

D Yes

O No

If no explain: _____

7. Was a detailed syllabus on the course provided to you on the first day of class?

D Yes

O No

If no explain: _____

8. Were books received the first day of class?

D Yes

O No

if no explain: _____

9. Were the results of your tests handed back in a timely manner?

D Yes

O No

if no explain: _____

10. OVERALL EVALUATION OF TEACHER (Please rate your instructor on a scale between 1 and 5, with 5 being the best).

5
Superior

4

3
Average

2

1
Inferior

Comments:

11. OVERALL EVALUATION OF COURSE (Please rate your course on a scale between 1 and 5, with 5 being the best).

5
Interesting & Helpful
Boring

4

3
Average

2

1

Comments:

Priority Nursing College, 1050 Revolution Mill DR
Studio 1A: 336 272-4952
STUDENT EVALUATION FORM

Course:

Instructor: Doug Wilson & Tammy Smith

Program: CMA
Date: 3/2/16

The following is a list of items relative to the instructor of this course. This survey should be anonymous; thus do not sign or identify you on this form. Comments will be summarized and the instructor will be furnished with a summary of all evaluations.

1. Was the instructor knowledgeable of the subject taught?

D Yes

D no

If no explain: _____

2. Did the instructor explain the competencies required for successful completion of this course and how you will be graded?

D Yes

D No

If no explain: _____

3. Was the subject matter presented in a logical and concise manner?

D Yes

D No

If no explain: _____

4. Did this class start and end on time?

D Yes

D No

If no explain: _____

5. Did the instructor display professionalism and a positive attitude toward students?

D Yes

D No

If no explain: _____

6. Is the instructor approachable and available for assistance outside of class?

D Yes

O No

If no explain: _____

7. Was a detailed syllabus on the course provided to you on the first day of class?

D Yes

O No

If no explain: _____

8. Were books received the first day of class?

D Yes

O No

if no explain: _____

9. Were the results of your tests handed back in a timely manner?

D Yes

O No

if no explain: _____

10. OVERALL EVALUATION OF TEACHER (Please rate your instructor on a scale between 1 and 5, with 5 being the best).

5
Superior

4

3
Average

2

1
Inferior

Comments:

11. OVERALL EVALUATION OF COURSE (Please rate your course on a scale between 1 and 5, with 5 being the best).

5

4

3

Average

2

1

Interesting & Helpful
Boring

Comments:

Attachment 8:

July 19, 2016 letter and withdrawal form from Wilson to student.

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952
Fax: 336 338-7300
Email: sales@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

July 19, 2016
Request for payment:


Tuition for the Spring Term amount due: \$1,686.24

The \$1,200 in-house scholarship is no longer a part of your tuition due to the school withdrawing you from the program. (Please read the Scholarship application rules)
Your last day of the term was June 16th ending in the Keyboarding/Computer Concepts/Career Development course. Since you did not withdraw from the program (An email and letter via postal service was sent on June 3rd regarding your excess absences and withdrawal procedures) PNC kept you enrolled until July 18 according to school policy. With the spring term ending on June 16, you are responsible for the full payment of \$1,686.24 for the term. Because PNC continued your enrollment from July 11-July 14, your summer tuition balance is \$234.20. Your total balance is \$1,920.44

Please pay promptly.

Douglas Wilson
Director

Priority Nursing College

1050 Revolution Mill Dr
Greensboro, NC 27405
Phone 336 272-4952
Fax : 336 338-7300
Email: sales@prioritynursingcollege.com
Web: www.prioritynursingcollege.com

July 7, 2016

Scott Corl, Office of Proprietary Schools
North Carolina Community College System
5001 Mail Service Center
Raleigh, NC 27699-5001

Priority Nursing College Response to Amended Documentation of Noncompliance and Notice of Investigation:

115D-93

Priority Nursing College only has one active program: Medical Assisting. The other two programs that we have; Phlebotomy and Nurse Aide II have been inactive prior to [REDACTED] leaving the school June 2015 and are currently inactive. The last phlebotomy class taught was December 2013 and there have been no Nurse Aide II programs taught in the history of the school. I am the program supervisor and lead instructor for the MA program.

Priority Nursing sent in its renewal package before the stated deadline with additional revisions submitted at a later date with the audited financial statement submitted last, on June 22, 2016, via email to complete the renewal package to be licensed for the upcoming 2016-2017 fiscal year. Our renewal was approved.

We were institutionally accredited by Accrediting Bureau of Healthcare Schools August 2015. The MA program is the only program that the school can offer under our approved institutional accreditation.

I have been a registered nurse for 21 years and have worked in many different environments to include ambulatory and non-ambulatory settings. I have served as staff, as well as in supervisory positions. I have been teaching in a non-formal environment since becoming a registered nurse in 1995. I started teaching formally at Guilford Technical Community College in 2002 and have been teaching theory and fundamentals of healthcare every since.

I believe in a hands on approach and our students get plenty of laboratory experience in the classroom as well as theory. (See example of [REDACTED] skills check off sheets, quizzes, tests, homework, class work assignments)

_____ left the school in June 2015. Since that time we've hired _____ as an adjunct instructor. Ms. _____ has been a fill in instructor for the school, we periodically email her when we request for relief staffing. (See emails). When Ms. _____ did do relief staffing, she was given a lesson plan for the students to follow and a course syllabi. All students receive course syllabi prior to the beginning of any new course (See attached syllabi for each course). At present because there was only one program being taught with 7 students in the program, myself and Ms. _____ as adjunct instructor could easily handle the 1 program with 7 students. As lead instructor and only one program currently ongoing, Monday-Thursday 8am-1pm, I was the only needed full-time instructor. Ms. _____ was never instructed or asked to teach a full class. Ms. _____ was hired as a fill in instructor. I have taught much larger classes in the past. If an emergency arose where I would have to be out and Ms. _____ was not available, I could always cancel and reschedule the class. Priority Nursing College will eventually hire additional instructors when enrollment is up.

I teach my students what they need to know in order to work in the real world once they complete the program. A course syllabus is provided with every course (See all syllabi attached that is given at the beginning of every class also see syllabi mentioned in email to _____).

I have been teaching medical assistant since 2011 as an approved medical assistant instructor with no complaints from students. (Please see student surveys, extern affiliate surveys, student graduate surveys and employer surveys. Also see emails from _____ and _____). Before this incident (_____) brought a Christmas card and chocolate covered pretzels to me & wished me and my son happy holidays and stated how much she was enjoying the program. Please see testimonials in the school catalog as well as list of students who enjoyed the program.

Priority Nursing College has a board of highly qualified individuals who are current in the field. We meet once a year to discuss trends and the board offers the school recommendations to make the curriculum/program better. This is a great help to PNC in keeping it informed of new trends and material so that PNC can relay the information to its students to have the best informed and prepared students for employment.

Even though I have been teaching medical assisting since 2011 as the sole instructor of the Medical Assistant program (_____ joined us in September 2013) I review the material daily prior to teaching the class so that I am mentally prepared to teach. This involves reading over the material myself and anticipating any questions from the class, preparing lesson plans, tests, quizzes, class work, check offs and homework for the next day. Prior to each test a study guide is given to better prepare the student for the test in addition to a review of the chapter being tested. (See study guide and review)

I am always in class unless I'm getting student grades together or providing one on one student progress sessions or doing something else regarding student instruction/preparation. In the event I am away from class, the students are given assignments to work on in class.

I have been teaching since 2002 and am not here to be a favorite teacher but a teacher who gets the needed information to the students that they need to know in order to work as medical assistants. My method may be stern yet is effective as evidenced by the praise from externship sites and employers. (See surveys of clinical externship affiliate, employer surveys, graduate surveys and student surveys) The school has been licensed by the NCCS since 2004 and is accredited by Accrediting Bureau of Health Education Schools and the policies/procedures/ syllabi/instructors have been found competent and approved by NCCS and the Accrediting Bureau of Health Education Schools and awarded Accreditation by ABHES for the medical assistant program. I have also been found competent and have been approved by the North Carolina Community College System consecutively for over 10 years to be competent to teach as evidenced by continued renewal of our school license. I have included a list of students that have previously taken my classes. (See list of students who enjoyed class and contact #). If needed I can provide more as many students have taken my classes and comeback for more classes including [REDACTED] and [REDACTED] complete Med Aide and then Medical Assistant; [REDACTED] completed Nurse Aide and then Medical Assistant).

Priority Nursing College has provided all the documentation requested of NC Works and OPS to ensure that all funding was applied to each student funded as intended as well as progress / attendance records and financial documents. I have scanned the documents taken on 6/6/2016 by OPS and reviewed by Office of Proprietary Schools. (See attachments reviewed by OPS of each student file taken, [REDACTED] [REDACTED] [REDACTED]. See progress/attendance/financial documents).

I have taught over a thousand students and no complaints. (I included an attachment of some of the students that probably have enjoyed my teaching, most of these students are the first ones in our alphabetical listing, if I need to supply more, I will be happy to)

See attached surveys from [REDACTED] and [REDACTED] prior to the allegations.

There was only one class at the time of the alleged incident on May 25. The class had seven students. I am more than capable of instructing 7 students. At this time, it is not necessary to have additional instructors. [REDACTED] can be contacted if needed. If there is an emergency at the school, class can be rescheduled for another day. As mentioned earlier Priority Nursing College will eventually hire additional instructors when enrollment is up.

115D-93(c) (9)

Priority Nursing College only has one active program: Medical Assisting. I am the Program Supervisor and lead instructor for the MA program; approved through the NC Community College System and the Accrediting Bureau of Health Education Schools through 2019. [REDACTED] is the Adjunct Instructor. [REDACTED] is our clerical assistant. Priority Nursing College has been teaching healthcare programs since 2004 and never received a complaint regarding standards of instruction or qualifications of its staff.

2A SBCCC 400.11

The student attendance records are placed in the student files as the student complete courses. Mr. Corl was shown the student roster that is checked each day the student attends class on 6/27/2016. (This is a requirement of our accrediting agency as well). Every student record that was taken and reviewed by Mr. Corl contained progress notes/ financial docs and past attendance records. No refunds were issued. (Amounts paid and due). The charts taken did not contain current attendance records as I have used them to continually take the attendance through June 23, 2016. (See attachment: Attendance kept by instructor) (See attachment, [REDACTED])

Note: Upon receiving the files back from Mr. Corl, I could not locate the progress note for [REDACTED] or [REDACTED] and am including those. Both students received their evaluation for pharmacology. The progress note for the 3rd student, [REDACTED] was available.

The amount of money owed by the student is documented in the records taken and reviewed by Mr. Corl. (See Attachments) See enclosed records recorded electronically.
Please find enclosed course curriculum given to each student at the beginning of the program.
(Curriculum)

See list of supporting documents:

1. 7 Requested student account ledgers
2. Syllabi given at the beginning of each course
3. Electronic progress notes/grades
4. Scanned progress notes from student files
5. Curriculum given to [REDACTED], [REDACTED], [REDACTED], [REDACTED]
6. Curriculum given to [REDACTED], [REDACTED], [REDACTED]
7. Curriculum given to [REDACTED], [REDACTED]
8. Curriculum given to [REDACTED] and [REDACTED]
9. Attendance kept by instructor
10. List of students who enjoyed the class
11. Student Surveys, Employer surveys, clinical extern affiliate surveys,
12. [REDACTED] Externship progress notes (example)
13. MA program courses
14. Standards of Progress
15. NCCS approval of one program: Inactive programs-Phlebotomy/Nurse Aide II
16. Grievance policy
17. Advisory board/MA program
18. [REDACTED] Example of student chart, study assist
19. Emails regarding syllabi/course outline/lesson plans to [REDACTED]
20. Emails to [REDACTED]: Externship Manager regarding student progress
21. Clinical externship affiliate survey
22. Email to prepare the students for upcoming Medical Office Clinical Procedure course
23. Email to student who missed class to follow-up on missed class and homework assignment
24. Email response to student passing the national exam
25. Email response from student after being informed of my medical emergency
26. Testimonials from past students
27. Emails sent to Mr. Corl regarding requested documents and clarification of requested documents.

[REDACTED] [REDACTED]
Douglas Wilson
Priority Nursing College
Director



1 **State Board of Community Colleges Code**
2 **TITLE 3 – RULEMAKING PROCESS AND CODIFICATION SYSTEM**

3
4 **CHAPTER B. RULEMAKING PROCESS**

5
6 **SUBCHAPTER 200. PUBLIC INPUT**

7
8 **3B SBCCC 200.1 Publication of Proposed Rule**

9 (a) The text of the proposed rule adoption, amendment, or repeal (Notice of Proposed
10 Rule) shall be published conspicuously on the NCCCS website within two business
11 days of the SBCC voting to initiate the rulemaking process.

12 (b) The text of the proposed rule adoption, amendment, or repeal shall comply with 3C
13 SBCCC 200.1.

14 (c) The Notice of Proposed Rule shall have an explanation detailing the basis for the
15 proposed adoption, amendment, or repeal.

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

18 *Eff. [June 1, 2014.](#)*

19
20 **3B SBCCC 200.2 Written Notification of Proposed Rules**

21 Any person, organization, or entity may request written notification of a proposed rule
22 adoption, amendment, or repeal by submitting a request via electronic mail to
23 sbcccodenotifications@ncccommunitycolleges.edu. NCCCS will provide copies of a
24 proposed rule adoption, amendment, or repeal to requestors via electronic mail.

25
26 *History Note: Authority G.S. 115D-5;*

27 *Eff. [February 1, 2017.](#)*

28
29 **3B SBCCC ~~200.2~~200.3 Public Comment Period**

- 1 (a) The SBCC will accept oral or written comments on the proposed rule for at least 30
2 calendar days after the Notice of Proposed Rule is published on the NCCCS website
3 or until the date of the public hearing, whichever is longer.
- 4 (b) To ensure receipt, written comments shall be submitted via one of the following
5 methods:
- 6 (1) Electronic mail to publiccomments@ncccommunitycolleges.edu;
7 (2) Postal mail to NCCCS Rulemaking Coordinator, 5001 Mail Service Center;
8 Raleigh, NC 27699-5001; or
9 (3) Facsimile to (919) 807-7171.

10
11 *History Note: Authority G.S. 115D-5;*
12 *Eff. [June 1, 2014](#).*

13
14 **3B SBCCC ~~200.3~~200.4 Public Hearing**

- 15 (a) If the SBCC receives a written request for a public hearing via one of the methods
16 specified in 3B SBCCC 200.2(b) within 15 calendar days of publication of the Notice
17 of Proposed Rule on the NCCCS website, the SBCC must hold a public hearing and
18 publish notice of the hearing conspicuously on the NCCCS website. There must be
19 at least 10 calendar days between the notice of hearing and the actual date of the
20 hearing.
- 21 (b) If the SBCC does not receive a written request for a public hearing, it is within the
22 SBCC's discretion to determine whether it will hold a public hearing.

23
24 *History Note: Authority G.S. 115D-5;*
25 *Eff. [June 1, 2014](#).*

AGENDA

State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
September 15, 2016 – 3:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes

- August 18, 2016

For Information

- Update on Legislative Agenda for 2017-19 Biennium
- Legislative Guests

New Business

Adjourn

FOR INFORMATION

Update on Legislative Agenda for 2017-19 Biennium

Ms. Shuping shared System Office staff has started conversations with the NCACCP at its summer meeting about the Legislative Agenda. Goals are:

- Budget Stability
- Enrollment and Completion
- Recruit, reward, and retain quality faculty and staff

Further conversations will be held at the September NCACCP meeting. The goal is to have something to be presented at the October planning meeting.

Legislative Guests

Mr. Johnson introduced Representative Craig Horn, House District 68 in Union County who serves as Chairman of Education Appropriations Committee for the House.

Representative Horn shared he is completing his third term, about to start his fourth term serving on the General Assembly. When elected, he never had the intention to get involved in education.

The community colleges and higher education in the state of North Carolina is internationally recognized. North Carolina has one of the strongest community college organizations in the nation. Representative Horn shared he attended the National Conference of State Legislatures conference where the report [No Time to Lose, How to Build a World-Class Education System State by State](#) was presented. He encouraged the members to get a copy of the report which represents several years of study, investigation, and visits to top performing education countries. The recommendations include career and technical education and post-secondary education. At a Chamber event in Durham on education the presenter said only one-third of jobs in North Carolina require a four year degree. This means two thirds will need to be educated with more than a high school education through the community colleges.

Representative Horn stated that there were mistakes made by the General Assembly in the most recent session. We need to learn from the past, but don't live in it. The loss of \$10 million from the community college budget has no answer. The staff cannot explain what happened. Going into the next session, there are provisions within the budget to allow adjustments this year. The committee was encouraged to ask "Where is my \$10 million" every time they see Representative Horn.

In the budgetary process there is a habit of asking for more than needed because the allocation will always be less than requested. This habit needs to be broken. There needs to be focus on what is important and what is needed. Identify top three priorities, then short a list of what else could be done. There needs to be a value proposition. As the legislative priorities are developed, remember it is not just about money. The Legislature creates an environment that allows organizations to do what they do best. The Legislature sets the laws that help get organizations reach their vision of where they want to be in five to ten years. The community

colleges need to invite legislators to the campuses. Invite legislators to classes or meetings to meet the people so they know the value and product that is a result of supporting the community colleges.

Representative Horn challenged the community college system to prepare students for life. Civil discourse and public engagement is life. Formal education was created to prepare people to be involved in their own government, to be engaged in government and figure out how to make things work even when there is a disagreement.

Representative Horn shared four lessons presented by a speaker from Joplin, MO:

- Vision matters
- Humor matters
- Celebrate every single day
- Love thy neighbor matters

Representative Horn opened the floor for questions.

President Williamson spoke about focusing on the needs and needing to identify the vision for the future.

Representative Horn said education is a scary topic for many politicians. There needs to be a common language for the broad legislature, which is why it is important for the colleges to form a relationship with local legislators. The community needs to be educated about the value of the colleges. The legislators need to see the decisions they make move the needle. President Williamson stated that the system will work to provide something tangible.

Mr. Johnson stated the frustration level comes when members visit legislators and are told how much the community colleges are loved, but then at the end of the day, it doesn't translate. The system is a victim of their own success of being able to do a great job with the "leftovers". Providing a product or end result may be a better approach moving forward.

Mrs. Austin asked about addressing the inequality of allocations in education. Representative Horn discussed how the increase in the number of students being served throughout the education system has increased, causing the per pupil expenditures (PPE) to go down. The PPE is not a good way to measure a successful outcome. The value proposition from the community colleges need to include the outcomes. Graduation rates cannot be the only measurement because there are other successes. President Williamson suggested that success could be measured by placement rates.

Chairman Shook stated that success is not graduating with a degree, large amounts of student loans, and without a job. The cost of higher education is a concern and community college is a way students can cut the cost. Our legislators and education partners need to look at how to reduce the cost of education and be more efficient. The system needs legislators who are community college advocates.

Representative Horn stated NC GAP is not lost and his goal is that it will not go away. Representative Horn stated it isn't just the cost of higher education that is a concern, the student is not ready for university. How the education system is approached needs to be repackaged from K-12 and universities. In North Carolina has a continuum concept where everything is siloed and that doesn't serve the student. Within K-12 there is discourse between all the different types of schools and there is no focus on the student.

NEW BUSINESS

ADJOURN

There being no other business, Mr. Rose asked for a motion to adjourn. Dr. Powell motioned, seconded by Mr. McBrayer and the committee adjourned at 4:48 p.m. following a voice vote.

Respectfully submitted,
Sondra Jarvis
Recording Secretary

DRAFT