



**State Board of Community Colleges**

**Caswell Building, 200 West Jones Street  
Raleigh, North Carolina  
July 15, 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:

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| Dr. Breeden Blackwell                                   | Mr. Lynn Raye   |
| Ms. Lisa Estep  | Mr. Lee Roberts   |
| Representative Jimmie Ford                              | Mr. James Rose  |
| Mr. Bobby Irwin   | Dr. Darrell Saunders                                      |
| Mr. Schorr Johnson (Rep. for<br>Treasurer Janet Cowell) | Mr. Scott Shook   |
| Mr. Todd Johnson  | Ms. Yolanda Stith   |
| Ms. Janet Lowder  | Ms. Kirsten Stovall                                       |
| Mr. Bill McBrayer                                       | Mr. Clark Twiddy  |
| Mr. Ernie Pearson                                       | Mr. Jerry Vaughan   |
| Dr. Samuel Powell                                       | Mr. Hal Weatherman (Rep. for<br>Lt. Governor Dan Forest)* |

\*Attended by telephone  
Absent: Dr. Candler Willis

**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.

**ADMINISTRATION OF THE OATH OF OFFICE**

Chairman Shook recognized Chief Justice Robert H. Edmunds, Jr. from the North Carolina Supreme Court and thanked him for coming to the meeting of the State Board.

The oath of office was administered to Ms. Kirsten Stovall, N4CSGA President.

**APPROVAL OF THE MINUTES**

Mr. Raye made a motion to approve the minutes of the June 16, 2016 meeting of the State Board of Community Colleges. Dr. Saunders 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 four items for consideration.

**FINANCE COMMITTEE, Mr. Lynn Raye, Chair**

Mr. Raye stated Finance Committee has no changes.

**PROGRAM SERVICES COMMITTEE, Dr. Samuel Powell, Chair**

Dr. Powell stated Program Services Committee has no changes.

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

Dr. Saunders stated Strategic Planning Committee has no changes.

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

Mr. Pearson stated Policy Committee would like to move POL 2 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**

Representative Ford made a motion to approve the agenda, Mr. McBrayer seconded the motion, and the motion was unanimously approved by voice vote.

**APPROVAL OF THE CONSENT AGENDA**

Dr. Blackwell made a motion to approve the consent agenda as recommended, Ms. Estep 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 North Carolina Competency Based Education Incubator (Attachment FC 9)
- Allocation for Basic Skills Funds to Community Based Organizations (Attachment FC 11)
- Allocation for Integrated English Literacy and Civics Education Programs (Attachment FC 12)
- Service Agreement for Community College Grant Program (Attachment FC 13)
- Allocation for Virtual Learning Community Course Development and Training (Attachment FC 14)
- Construction and Property (Attachment FC 16)
- Allocation for Career and Technical Education Reserve Funds (Attachment FC 17)
- Construction and Property (Attachment FC 18)

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

Associate in Engineering (A10500) Program Applications (Attachment PROG 9)

Alamance Community College

McDowell Technical Community College

Curriculum Program Application (New to System) (Attachment PROG 10)

Fayetteville Technical Community College

Intelligence Studies (A25xxx)

Tiered Funding Recommendation

Curriculum Program Applications (Fast Track for Action) (Attachment PROG 11)

Blue Ridge Community College – Emergency Management (A45460)

Central Carolina Community College – Occupational Education Associate (A55320)

Martin Community College – Criminal Justice Technology (A55180)

Mayland Community College – Practical Nursing (Diploma) (D45660)

Mitchell Community College - Emergency Medical Science (A45340)

Wake Technical Community College - Mission Critical Operations (A40430)

Curriculum Standard Revisions (Attachment PROG 12)

Central Piedmont Community College – Cardiovascular Technology (Invasive and Non-Invasive) (A45170)

Mitchell Community College - Associate in Fine Arts Music (A10700)

Montgomery Community College – Taxidermy (D30380)

North Carolina Community College System Office – Associate in Engineering (A10500)

Stanly Community College – Biomedical Equipment Technology (A50100)

Revised and Archived Curriculum Standards - Office Administration Alignment Project (OAAP) (Attachment PROG 13)

Combined Course Library – Continuing Education (Attachment PROG 14)

New Course Approvals, Modification, and Tier Designations

Courses of Instruction to Captive/Co-opted Groups (Attachment PROG 15)

Continuing Education

Asheville-Buncombe Technical Community College – Black Mountain Substance Abuse Treatment Center for Women

Food Service Sanitation/Safety (ServSafe Certification)

HRD Employability Skills (Employability Life Skills)

HRD Career Readiness/Pathways (Hospitality Careers and START Certification)

HRD Technology Awareness (Computer Skills for Employment)

HRD Financial Literacy (Money Smart)

Forsyth Technical Community College – Forsyth Correctional Institution

Maintenance Mechanic (Facility Maintenance Technician)

Montgomery Community College – Southern Correctional Institution

Hotel & Lodging Operations (Hospitality & Tourism)

Customer Service (Customer Service for Hospitality & Tourism)

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 – (Intro to Basic Principles of Leadership)

NC REAL/Entrepreneurship (REAL Small Business Development)

**REPORTS:**

**Dr. Robert Shackelford, President of North Carolina Association of Community College Presidents**

President Shackelford congratulated Ms. Stovall on her new position and shared with the board all of her accomplishments at Randolph Community College. On behalf of the Presidents' Association, President Shackelford congratulated President Williamson on a successful start at the System Office and Jennifer Haygood on her promotion to Chief of Staff.

The Presidents' quarterly meeting will be held at the end of July. Sessions have been designed to get everyone up to speed current topics.

- Introduction to Construction and working with the Connect NC Bond money.
- Human Resources information including policies, hiring practices, and laws that are changing.
- Discussion about first amendment compliance in reference to student policies.

The new President of NCACCP will be President Debbie Lamm from Edgecombe CC will take office at the quarterly meeting.

Dr. Shackelford shared how important working for the North Carolina Community College System has been and how much he has appreciated working with the members of the State Board this year.

Dr. Shackelford thanked Mr. Rose for his work on Connect NC Bond as well as President Fouts, Ms. Haygood, Chairman Shook, and Ms. Shuping on their work on the budget.

Chairman Shook thanked President Shackelford for his hard work.

**Dr. Donny Hunter, President, North Carolina Association of Community College Trustees**

Dr. Donny Hunter welcomed President Williamson on behalf of the Trustees' Association and committed to continue support efforts the efforts of the college family. He thanked President Shackelford for his hard work and service as President of the Presidents' Association. Dr. Hunter thanked Lyn Austin for her continued service to the Trustees Association. Ms. Austin has relinquished her position of President of NCACCT, but will continue to actively serve as Board Chair of Johnston Community College.

The 2016 Leadership Seminar will be held September 7-9<sup>th</sup> in Charlotte. Opening lunch speaker will be President Jimmie Williamson. Governor Pat McCrory and Attorney General Roy Cooper have committed to come speak to the group.

The Trustees' Association shares the disappointment in how the Legislative session was completed. The community college family needs to continue to get the message out utilizing the people who benefit from community colleges such as the businesses and the graduates. The association is discussing the idea of forming a coalition.

**N4CSGA, Ms. Kirsten Stovall, President**

Ms. Stovall gave a brief background about herself and her academic goals. She shared how honored and excited she is to be the new N4CSGA president and to have the chance to represent the community college students in North Carolina.

N4CSGA Board met June 5-7 at Camp Chestnut Ridge in Efland, North Carolina to discuss the upcoming fall conference and workshops. Sessions will be categorized into leadership track, campus activities track, and governance track.

The next executive board meeting is July 16, 2016. Interviews will be conducted to fill the remaining four positions on the board and continue planning for fall conference.

Last month twenty-five individuals attended the Student Leadership Development Program at William Peace University. The week was an opportunity to network and acquire new leadership skills. The program culminated with presentations on stress management; how to transfer from a community college to the workforce or university which also included how to write a resume, professional dress, and preparing for an interview; a recruitment presentation that gave statistics and personal stories of people who have been through the community college system; and a presentation on student involvement while raising campus pride. The participants of the Student Leadership Development Program will meet again in the fall for a mini session and the date is to be announced.

Ms. Stovall shared that she is looking forward to the 2016-17 year as the N4CSGA President and cannot wait to see what this year holds for the community college students in North Carolina.

Ms. Stovall introduced her mother and her N4CSGA advisor, Shane Bryson.

### **COMMITTEE REPORTS**

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

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

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

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

Approval of Dr. Lannis Eugene "Gene" Smith, Jr. as Interim President of Wayne Community College from August 1, 2016 through August 31, 2016

The motion was unanimously approved by voice vote.

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

Approval of Dr. Jimmy Tate as President of Roanoke Chowan Community College

The motion was unanimously approved by voice vote.

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

Approval of Dr. John D. Enamait as President of Stanly Community College

The motion was unanimously approved by voice vote.

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

Approval of Dr. Thomas A. Walker, Jr. as President of Wayne Community College

The motion was unanimously approved by voice vote.

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**FINANCE COMMITTEE, Mr. Lynn Raye, Chair**

Mr. Raye asked Ms. Haygood to review the Budget and Legislative Update (Attachment FC 2)

Ms. Haygood reviewed the highlights of the final budget which was signed into law on July 14, 2016 by the Governor.

- The final budget appropriated just under \$1.1 billion plus tuition receipts, federal funds, and other receipts, the total system budget is just under \$1.5 billion.
- (Line 5) Management Flex was restored \$6 million on a recurring basis and \$6.4 million on a non-recurring basis.
- (Line 7) Equipment was budgeted at \$6 million non-recurring versus the requested \$15 million.
- Many things included in the final budget were allocated on a non-recurring basis.
- (Line 12 and 13) Allocations to Mitchell Community Colleges and Gaston College were funded through reversions. Ms. Haygood affirmed to the board that the presidents of these colleges did not lobby for special funds. There were Legislators who were interested in these projects.
- (Line 17) We are disappointed with the outcome on salaries. \$10 million in special salary increase funds that were part of the FY 2016-17 base budget and included under the House and Senate budget proposals were cut in the Conference budget.
- (Line 18-20) Funds were appropriated for a permanent salary increase and bonus. The legislation does not mandate that community colleges provide the 1.5% salary increase, but colleges are authorized to do so and we expect most colleges will use the funding to provide some type of an increase across the board. All state employees will receive .5% bonus will be given in October as well as reserve for up to a 1% increase based on merit. The policy of how the merit raises will be given has not been finalized. The colleges were appropriated funds equivalent to a 1.5% bonus, but will have broad flexibility on how it is awarded.
- Ms. Haygood brought to the attention of the board the directive for design and review for a new ERP (Enterprise Resource Planning) system. The community college system has had Colleague for 15 years and the directive is to identify our business needs for a modernized system. This will be discussed to a greater extent in the coming months.

Ms. Haygood provided an overview of the Accounting and Finance Alignment Project. Isothermal Community College will be leading this curriculum improvement project to benefit the entire system.

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

Allocation for Accounting and Finance Alignment Project (Attachment FC 10)

The above item was approved by voice vote.

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Ms. Haygood reviewed the Basic Skills formula changes proposed due to needs within the program. Since the adjustment has impacts on individual colleges, the change is being phased in to help mitigate impact. This change will be implemented in the Budget Allocations brought to the board for approval in August.

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

Proposed Basic Skills Formula Change (Attachment 15)

The above item was approved by voice vote.

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Mr. Raye brought FC 16 and FC 18 – Construction and Property for June 2016 and July 2016. The Connect NC Bond money is making its way toward construction projects in several areas.

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

Dr. Chapman stated that eighteen curriculum standards are recommended to be archived. Colleges are meeting the needs from these classes in different ways. Either the programs are being converted to continuing education or there is other curricula that address the need. In a few cases the interest or business need is not there. These standards can be renewed at any time if the need arises. Mr. Vaughan asked how many how many standards are added in a typical year. Wesley Beddard said that one or two “new to the system” are usually added within a year. Through alignment projects there are more added. Many of the changes are due to streamlining programs. Dr. Chapman said that this number of changes is due to an active/ongoing review.

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

Curriculum Standard Archive (Attachment PROG 7)

The above item was approved by voice vote.

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This agenda item is being brought to the State Board's attention due to it being an associate's degree being offered through the prison education program. Stanly CC board of trustees have approved and have the resources necessary to support this partnership. The college already offers the certificate and diploma in this field. They want to give this opportunity to those coming out of the correction system.

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

Curriculum Program Application for Captive/Co-Opted Groups (Attachment PROG 8)

The above item was approved by voice vote.

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

No items for discussion on the agenda.

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

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

Recommendations for Initial Proprietary School Licensure (Attachment POL 2)

The above item was unanimously approved by voice vote.

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

Amend Title 1, Chapter A – "State Board Governance" (Attachment POL 3)

The above item was unanimously approved by voice vote.

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

No items for discussion on the agenda.

**NEW BUSINESS**

**PRESIDENT'S REPORT TO THE STATE BOARD OF COMMUNITY COLLEGES**

President James C. Williamson shared that he is excited to be here and to be of service to the North Carolina Community College System. The staff has been incredible in helping him get acclimated. He is very pleased with the reception of his first decision to name Jennifer Haygood as Chief of Staff. Ms. Haygood embodies the knowledge base for this system. As he travels as the public face of the system, she will keep the system running.



Dr. Williamson admits there will be a steep learning curve and he is trying to attack that learning as diligently as he can. It will be to his benefit for members to share items with him that they feel are relevant and important. He will be seeking this advice from all the stakeholders in the state.

The most important goal relates to the legislative agenda. There is nothing more important to be involved in than getting the community college story told, forming relationships, and helping to develop a system wide legislative agenda for everyone to speak from. We need to determine what happened in the past, learn from it, move forward, and not allow it to happen again. President Williamson reviewed the issues that the system will be up against based on this year's budget. The legislative agenda will need to focus on the needs of the system to do the job it was chartered to do by improving economic and work-force development within the state.

Internally he plans to work with the executive team to assess our enterprise. He told the staff in his first staff meeting that the System Office need to be value added to the colleges. Will be looking at targeted efficiencies. There are certain things that are looming such as technology and hiring a Vice President of Information Technology.

President Williamson is delighted to be here and starting on the listening tours next week. He is working to overlay the schedule so that he can meet with House or Senate members in their district.

President Williamson said there is an MVP award recipient for July, but the individual is on vacation so it will be awarded next month along with the August MVP.

#### **BOARD MEMBERS QUESTIONS/COMMENTS**

Mr. Raye thanked the staff for the amount of work that goes into preparing the packets and prep work for the meetings.

Dr. Saunders said we need to consider re-naming the faculty to Professors instead of teachers or faculty to give them more clout

#### **DATE OF NEXT MEETING**

The next State Board Meeting will be held on Thursday, August 18, 2016 through Friday, August 19, 2016 in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, North Carolina. More information regarding this meeting will be communicated.

#### **EXPIRING TERMS AND VACANCIES**

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

#### **ADJOURNMENT**

There being no further business to come before the Board, Representative Ford made the motion to adjourn, seconded by Mr. Raye unanimously approved by voice vote at 10:23 a.m.

RESPECTFULLY SUBMITTED BY:  
*Secretary*

APPROVED BY:

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James C. Williamson, PhD, System President

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Mr. Scott Shook, Chair