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**State Board of Community Colleges**  
Caswell Building, 200 West Jones Street  
Raleigh, North Carolina  
July 19, 2013  
9:00 a.m.

**CALL TO ORDER**

Following proper public notification, Chair Hilda Pinnix-Ragland 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. The Chair welcomed those in attendance. Mr. Jenkins called the roll and the following members were present:

Mr. K. Ray Bailey  
Treasurer Janet Cowell  
Representative Jimmie Ford  
Dr. Stuart Fountain  
Mr. Clyde Higgs  
Mr. Bobby Irwin  
Ms. Janet Lowder  
Mr. Eddie Madden\*  
Mr. Matthew Jones  
Chair Hilda Pinnix-Ragland

Dr. Linwood Powell  
Mr. Lynn Raye  
Dr. Darrell Saunders  
Mr. Scott Shook  
Ms. Joanne Steiner\*  
Mr. Hal Weatherman (for Lt.  
Gov. Dan Forest)  
Senator Allen Wellons  
Ms. Ann Whitford  
Mr. James Woody

Absent: Mr. Will Collins

\*Participated by telephone

The Chair welcomed everyone including the three new board members, three new presidents and their chairs and the Dallas Herring award winner.

**ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST**

The Chair 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 and hearing none, the Chair asked that the record reflect that no conflicts or potential conflicts of interest were reported or identified.

**ELECTION OF OFFICERS**

The Chair turned the board meeting over to Mr. Clyde Higgs of the Nominating Committee who chaired the nominating process. Mr. Higgs thanked the other members of the Nominating Committee, Chair Joanne Steiner and Mr. Lynn Raye, for their diligent work and thoughtful input.

**SBCC**  
**08/16/2013**

**ELECTION OF OFFICERS**

**(continued)**

The Nominating Committee was tasked with recommending at least one name for the office of Chair and the office of Vice Chair. Two names were received by the deadline for the office of Chair – Dr. Stuart Fountain and Dr. Linwood Powell. Mr. Higgs asked for floor nominations for the office of Chair. Ms. Ann Whitford nominated Mr. James Woody. Hearing no other nominations from the floor, Mr. Higgs closed the nominations. By the deadline set forth for the office of Vice Chair, one name was received – Mr. K. Ray Bailey. Mr. Higgs opened the floor for nominations. Hearing no nominations from the floor, Mr. Higgs closed the nominations for the office of Vice Chair.

Voting was conducted by written ballot. Board members who joined the meeting telephonically received their ballots electronically and they were returned electronically to Mr. Bryan Jenkins. Each Board Member could only vote once for Chair and once for Vice Chair and the ballot needed their signature. Ms. Shanté Martin and Mr. Jenkins collected and reviewed the votes. Ms. Martin read each vote out loud. Mr. Jenkins tabulated the votes and read the tabulated totals to the Board. Mr. Jenkins gave the tabulated total to the Chair.

Mr. Higgs announced the winner of the Chair position as Dr. Linwood Powell and the winner of the Vice Chair position as Mr. K. Ray Bailey who will each serve a two year term. Chair Hilda Pinnix-Ragland congratulated the winners.

**APPROVAL OF THE MINUTES**

Representative Ford made a motion to approve the minutes of the May 17, 2013 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 they might wish to make to the agenda, and the results were as follows:

**PERSONNEL COMMITTEE, Dr. Stuart Fountain, Chair**

Dr. Fountain requested to add one item to the agenda...Approval of the Selection of the President for Alamance Community College

**POLICY COMMITTEE, Ms. Joanne Steiner, Chair**

Representative Ford stated there were no changes to their agenda.

**PROGRAM SERVICES COMMITTEE, Ms. Norma Turnage, Chair**

Dr. Sam Powell made a motion requesting that Attachment PROG 6 – Basic Skills PLUS Program Requests be moved from for Future Action to for Action [CA]. Mr. Raye seconded the motion and was unanimously approved by voice vote.

**FINANCE AND CAPITAL NEEDS COMMITTEE, Mr. K. Ray Bailey, Chair**

Mr. Bailey stated there were no changes to their agenda.

**APPROVAL OF THE AGENDA**

Mr. Raye moved and Treasurer Cowell seconded that the Agenda be approved as presented. By unanimous voice vote, the Agenda was adopted by the Board.

**APPROVAL OF THE CONSENT AGENDA**

Dr. Sam Powell moved and Ms. Lowder seconded that the Consent Agenda be approved as presented. Items approved on the Consent Agenda were as follows:

**PROGRAMS COMMITTEE, Ms. Norma Turnage, Chair**

- Career and College Promise (CCP) Operating Procedures Revisions (Attachment PROG 7)
- Request for Revision to Section 20 (Cooperative Education – Work Experience) Curriculum Procedures Reference Manual (Attachment PROG 8)
- Curriculum Program Applications (New to the System) (Attachment PROG 9)
  - Asheville-Buncombe Technical Community College – Brewing, Distillation, and Fermentation [A15xxx]
  - Blue Ridge Community College – Brewing, Distillation, and Fermentation [A15xxx]
  - Rockingham Community College – Brewing, Distillation, and Fermentation [A15xxx]
- Curriculum Standard Revisions (Attachment PROG 10)
  - Fayetteville Technical Community College – Central Sterile Processing (Certificate) [C45180]
  - Pitt Community College – Medical Dosimetry (Diploma) [D45450]
- Curriculum Program Applications (Fast Track for Action) (Attachment PROG 11)
  - Beaufort County Community College – Health and Fitness Science [A45630]
  - Catawba Valley Community College – Health and Fitness Science [A45630]
  - Davidson County Community College – Computer Technology Integration [A25500]
  - Durham Technical Community College – Emergency Medical Science [A45340]
  - Edgecombe Community College – Computer Technology Integration [A25500]
  - Piedmont Community College
    - Computer Technology Integration [A25500]
    - Health Care Technology (Certificate) [C45350]
    - Historic Preservation Technology [A35110]
  - Randolph Community College
    - Central Sterile Processing (Certificate) [C45180]
    - Health Care Technology (Certificate) [C45350]
    - Phlebotomy (Certificate) [C45600]
  - Vance-Granville Community College – Computer Technology Integration [A25500]
  - Wilson Community College – Computer Technology Integration [A25500]
- Courses of Instruction for Captive/Co-opted Groups (Attachment PROG 12)
- Continuing Education:
  - Asheville-Buncombe Technical Community College
    - Buncombe Correctional Center
      - COM-3711 Communication Skills (Effective Workplace Communication)
      - MAT-3713 Occupational Math (Occupational Math)
      - COM-3729 Business Writing (Business Writing)
      - CAS-3010 Keyboarding Skills (Keyboarding Skills)
      - HRD-3004 Career Pathways (Career Pathways)
      - HRD-3001 Employability Skills (Career Ready 101)

**APPROVAL OF THE CONSENT AGENDA**

**PROGRAMS COMMITTEE, Ms. Norma Turnage, Chair**

Courses of Instruction for Captive/Co-opted Groups (Attachment PROG 12)

Continuing Education: (continued)

Swannanoa Correctional Center

COM-3711 Communication Skills (Effective Workplace Communication)

COM-3729 Business Writing (Business Writing)

HRD-3004 Career Pathways (Career Pathways)

MAT-3713 Occupational Math (Occupational Math)

Sampson Community College

Sampson Correctional Institution

HOS-3043 Custodial/Environmental Services (Laundry Washroom Technician)

Courses of Instruction for Captive/Co-opted Groups (Attachment PROG 13)

Curriculum: Pilot Approval of Developmental Courses

Mayland Community College

Avery/Mitchell Correctional Institution (4680)

DRE-096 Integrated Reading and Writing I

DRE-097 Integrated Reading and Writing II

DRE-098 Integrated Reading and Writing III

DMA-010 Operations With Integers

DMA-020 Fractions and Decimals

DMA-030 Proportion/Ratio/Rate/Percent

DMA-040 Express/Linear Equations/Inequalities

DMA-050 Graphs/Equations of Lines

DMA-060 Polynomial/Quadratic Applications

DMA-070 Rational Express/Equation

DMA-080 Radical Express/Equation

Mountain View Correctional Institution (4855)

DRE-096 Integrated Reading and Writing I

DRE-097 Integrated Reading and Writing II

DRE-098 Integrated Reading and Writing III

DMA-010 Operations With Integers

DMA-020 Fractions and Decimals

DMA-030 Proportion/Ratio/Rate/Percent

DMA-040 Express/Linear Equations/Inequalities

DMA-050 Graphs/Equations of Lines

DMA-060 Polynomial/Quadratic Applications

DMA-070 Rational Express/Equation

DMA-080 Radical Express/Equations

Courses of Instruction for Captive/Co-opted Groups (Attachment PROG 14)

Curriculum: Program Application

Pamlico Community College

Pamlico Correctional Institution (4850)

Business Administration [A25120]

**APPROVAL OF THE CONSENT AGENDA**

**(continued)**

**FINANCE COMMITTEE, Mr. K. Ray Bailey, Chair**

Allocations for English Literacy and Civics Education Projects (Attachment FC 9)

Allocations for Basic Skills Funds for Transitions Grants (Attachment FC 10)

Service Agreement for Basic Skills Training and Instructional Support (Attachment FC 11)

Construction and Property (Attachment FC 13)

**Reports:**

**NCACCP, Dr. Mary Rittling, President, North Carolina Association of Community College Presidents**

Mr. Jenkins reported for Dr. Mary Rittling who was at a meeting in Florida with the Presidents who are part of the Completion by Design Gates Foundation project.

This summer, many of the Presidents have been involved in both national and state initiatives. Regarding the state initiatives; many of our Presidents have been advocating for our System to our legislators. The NCACCP legislative and finance committees have accelerated their efforts advocating the agreed upon system budget priorities.

The Presidents are earnestly preparing for Summer Quarterly Meeting being held at Tri-County Community College from July 24-26, 2013. The Agenda will include a review of the changes to the Association's constitution, guidelines for marketing within our System, North Carolina System Office updates, association committee sessions, an update from the Trustees Association and the election of officers for NCACCP for 2013-2014.

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

Ms. Lyn Austin, Vice Chair for the North Carolina Association of Community College Trustees, gave the report for Dr. Donny Hunter who was unable to attend. The NCACCT is entering into a project that has the possibility of really affected student success. Several months ago, the Bill and Melinda Gates Foundation approached Mr. Hunter and asked if he would submit a proposal for developing a state model to train trustees in their role of oversight, policy governance and accountability in student success. The governance of community college rests with the Trustees at each individual college. Across the United States, each state has a different governing system for their community colleges. The concept was correct because if you are going to change the outcome of any institution, you have to start at the beginning and it will involve policy; procedures and the operation of the institution. The North Carolina Trustees have been asked to join in the process of developing a state-wide model. Mr. Hunter agreed he would not present them with a proposal to begin with but instead a concept paper. He presented the concept paper, they liked the concept, and asked him to do a proposal. The Trustees Association met with the Community College Presidents at their Spring Quarterly meeting this year. Dr. Hunter brought the concept before the Executive Board of the NCACCT. Everyone unanimously agreed that Dr. Hunter should move forward with the proposal. Only July 3, 2013, the proposal was accepted by the Gates Foundation and will be funded. The process will begin with the Presidents and their Chief Academic Officers and Trustees and they will develop a manual that all colleges, trustees and presidents will be using as appropriate.

**Reports:**

**N4CSGA, Mr. Matthew Jones, President**

Since being elected N4CSGA President, I have served as Senior Marshall at Piedmont Community College's graduation this past May. I was also selected by my school to attend the Student Leadership Development Program (SLDP) at William Peace University. There were 28 other community college students in attendance. In SLDP, students were assigned to four different groups. I was part of the Red Group. As a group, we developed a workshop entitled, "Bullying: One word, Numerous Effects." The workshop received good reviews by our peers, and it has been suggested that we introduce this workshop at other community college campuses around the State. I also attended the N4CSGA Transition Workshop at Alamance Community College last month. While there, I learned more about my duties and responsibilities as President, as well as getting an in-depth review on the constitution and operating guidelines of the N4Corganization.

Over the past two weeks, I have talked to several students around the State and I'm heavily involved in recruiting for the vacant positions available on the N4CSGA Executive Board. On July 12-13<sup>th</sup>, I attended the N4CSGA Bonding meeting held at Randolph Community College. This two-day event allowed the exchange of information and files between the existing executive board members and the newly elected executive board members.

The N4CSGA theme for this year is "We Need Someone Like You to Lead our Future."

Mr. Jones left the following quote from the Dr. Seuss' Lorax movie with the board: "Unless someone like you cares a whole awful lot, nothing is going to change, no it's not."

**STANDING COMMITTEE REPORTS**

**PERSONNEL COMMITTEE, Dr. Stuart Fountain, Chair**

Dr. Fountain recognized Mr. Bobby Morris, Chair at Haywood Community College, to introduce their new president, Dr. Barbara Parker. President Parker thanked the Haywood Community College Board of Trustees and the State Board for believing in her.

Dr. Fountain recognized Mr. Grady Franklin, Chair at Isothermal Community College, to introduce their new president, Mr. Walter Dalton. President Dalton thanked Mr. Franklin and the State Board for their support.

Dr. Fountain recognized Ms. Wendy Ruffin Barnes, Chair at Roanoke-Chowan Community College, to introduce their new president, Dr. Michael Elam. President Elam serves as the seventh president of the college and brings over thirty two years of experience. President Elam thanked everyone for the warm welcome and introduction.

Dr. Fountain welcomed all the new presidents and their chairs to the Board meeting.

Dr. Fountain moved and Mr. Irwin properly seconded that the Board enter into closed session pursuant to N.C.G.S. section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to N.C.G.S. section 11D-27 and pursuant to N.C.G.S. section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual prospective public employees.

By voice vote, the motion was adopted and the Board entered into closed session.

**STANDING COMMITTEE REPORTS**

**PERSONNEL COMMITTEE, Dr. Stuart Fountain, Chair**

**(continued)**

Mr. Raye made a motion to reconvene in open session. It was seconded by Dr. Sam Powell and was approved by voice vote with one dissenting vote, cast by Mr. James J. Woody.

Dr. Algie Gatewood was approved as President at Alamance Community College, effective October 1, 2013 via voice vote.

**POLICY COMMITTEE, Ms. Joanne Steiner, Chair**

Representative Ford stated there were no items coming before the board for approval.

**PROGRAMS COMMITTEE, Ms. Norma Turnage, Chair**

Dr. Sam Powell stated that all the Programs items were for Information or were on the Consent Agenda.

**FINANCE COMMITTEE, Mr. K. Ray Bailey, Chair**

On behalf of the Finance Committee, Mr. Bailey recommended and so moved that the Board approve GED Testing Fee (Attachment FC 8). The motion was unanimously approved by voice vote by the Board.

On behalf of the Finance Committee, Mr. Bailey recommended and so moved that the Board approve Asheville-Buncombe Technical Community College Special Construction Delegation Rescinded (Attachment FC 12). The motion was unanimously approved by voice vote by the Board.

On behalf of the Finance Committee, Mr. Bailey recommended and so moved that the Board approve the following ratifications of June 20, 2013:

- Tuition Increase in Effect for 2013-2014 Academic Year (Attachment FC 14)
- Continuing Education Registration Fee Increase in Effect for 2013-2014 Academic Year (Attachment FC 15)

The above items were voice approved by the Board with two dissenting votes.

**NEW BUSINESS**

There was no new business.

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

President Ralls announced that the July 2013 "System Office MVP Award" recipient was Ms. Susan Hwang. The nomination is available at the link below and will be included as Exhibit A in the official State Board records.

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

(continued)

[http://www.nccommunitycolleges.edu/pr/awards/System%20Office%20Recognition/MVPAwardsDetails.htm#July\\_2013](http://www.nccommunitycolleges.edu/pr/awards/System%20Office%20Recognition/MVPAwardsDetails.htm#July_2013)

President Ralls' report is available on the NCCCS website, as listed below, and will be included as Exhibit B in the official State Board records.

<http://www.nccommunitycolleges.edu/pr/PresidentsReports/2013/July2013.pdf>

Dr. Ralls introduced Brian Pham, the recipient of the 50<sup>th</sup> Year Anniversary Dallas Herring Award. Mr. Pham is a graduate of Mayland Community College and is continuing his education at Appalachian. Mr. Pham presented the story of his journey.

**BOARD MEMBERS QUESTIONS/COMMENTS**

Mr. Wellons thanked the Chair for her leadership while she was on the Board. Mr. Higgs, along with Ms. Steiner, thanked the chair for her service. Representative Ford also offered his thanks for her service and leadership. Dr. Saunders appealed to members to work together and make the board the best it can be. Mr. Raye thanked the Chair and Vice Chair for their work with the Board. Ms. Lowder shared her thanks for the Chair's leadership.

**CHAIR'S REMARKS**

The Chair stated it has been a unique honor to be with this incredible team of leaders and she is confident the Board will forge ahead with incredible results. She stated that her leadership style is inclusive. She thanked everyone for the honor of being their Chair.

Chair Hilda Pinnix-Ragland asked the new Chair, Dr. Linwood Powell, and Vice Chair, Mr. K. Ray Bailey, to come forward and take their positions. Chair Powell said it is a great honor to serve on this board and a rare privilege to be elected as Chair. The only difference between the Chair and Vice Chair is they have different responsibilities. He stated he certainly accepts that responsibility and he assured the board that he would perform the duties and keeping with the highest standards of excellence as is required as Chair. He looks forward to serving with everyone. Chair Powell turned the meeting over to Vice Chair Bailey. Vice Chair Bailey is delighted that he was elected to be Vice Chair of the Board. He stated that his life has been in public education and changing the lives of the students. He hopes that in the next two years to continue that philosophy and he looks forward to serving with the other board members. Chair Powell thanked Chair Hilda Pinnix-Ragland for leadership over Board.

**BOARD MEMBERS QUESTIONS/COMMENTS**

There were no questions/comments.



**DATE OF NEXT MEETING**

The next State Board Meeting will be held on Friday, August 16, 2013 originating 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**

The Chair stated there are currently 2 terms expiring for membership of the State Board.

**ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Representative Ford to adjourn the meeting. After being properly seconded Ms. Whitford, the motion was adopted by unanimous voice vote and the Board was adjourned at 10:59 a.m.

RESPECTFULLY SUBMITTED BY:  
*Secretary*

APPROVED BY:

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Dr. R. Scott Ralls, System President

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Dr. Linwood Powell, Chair