

STATE BOARD OF COMMUNITY COLLEGES

Mr. Scott Shook, Chair

August 17, 2018

Forsyth Technical Community College
Dewitt E. Rhoades Conference Center
In the Robert L. Strickland Center
1615 Miller Street
Winston Salem, NC 27013

Thursday, August 16, 2018

FY 2018-19 System Budget

11:00 a.m.

Rhoades C Conference Room

Forsyth Technical Community College

Presenter: President Gary Green

LUNCHEON

12:00 p.m.

Rhoades A Conference Room

COMMITTEE MEETINGS

Finance Committee

1:30 p.m.

Rhoades B Conference Room

Programs Committee

1:30 p.m.

Rhoades C Conference Room

Strategic Planning Committee

1:30 p.m.

Room 2330 Conference Room

Policy Committee

3:00 p.m.

Rhoades B Conference Room

Legislative Affairs Committee

3:30 p.m.

Rhoades C Conference Room

Chair's Agenda Review

4:00 p.m.

Rhoades C Conference Room

Friday, August 17, 2018

BOARD MEETING

9:00 a.m.

Rhoades A Conference Room

- ❖ Call to Order
- ❖ Roll Call
- ❖ Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- ❖ Approval of Minutes from July 20, 2018
- ❖ Approval of Agenda
- ❖ Approval of Consent Agenda (*Consent Agenda items are listed on the Consent Agenda and are designated by [CA] on the Full Agenda*)

Reports

- ❖ The Honorable Virginia Foxx, United States House of Representatives, North Carolina 5th Congressional District
- ❖ NC Association of Community College Presidents, Dr. David Shockley, President
- ❖ NC Association of Community College Trustees, Ms. Lyn Austin NCACCT
- ❖ NC Comprehensive Community College Student Government Association (N4CSGA), Ms. Toni Formato, President

CALENDAR COMMITTEE, Mr. Ernest Pearson, Chair

For Future Action

State Board 2019 Meeting Calendar (Attachment CAL 01)

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

For Action

FY 2018-2019 State Aid Allocations and Budget Policies (Attachment FC 01)

Legislative Report Community College Workforce Study (Attachment FC 02)

Contract for Moodle Hosting Services FY 2018-19 (Attachment FC 03)

Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 04) [CA]

Allocation for BioNetwork Host Colleges (Attachment FC 05) [CA]

Allocation for Customized Training – Regional Trainers (Attachment FC 06) [CA]

Construction and Property – August 2018 (Attachment FC 07) [CA]

For Information

SBCC Code Report-August 2018 (Attachment FC 08)

State Board Reserve Year End Report (Attachment FC 09)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

For Future Action

Customized Training Program Annual Report (Attachment PROG 01)

Initiate Rulemaking Process to Amend 1D SBCCC 400.9 – “Curriculum Programs” (Attachment PROG 02)

For Action

Curriculum Program Applications – New to the System (Attachment PROG 03) [CA]

Courses of Instruction – Captive/Co-opted Groups (Attachment PROG 04) [CA]

Combined Course Library – Continuing Education (Attachment PROG 05) [CA]

Adopt 1D SBCCC 300.9 – “Clinical Practice” (Attachment PROG 06)

Adopt 1D SBCCC 300.10 – “Work-Based Learning” (Attachment PROG 07)

Amend 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”
(Attachment PROG 08)

Amend 1G SBCCC 200.94 – “Reporting of Student Hours in Membership for Continuing Education Classes”
(Attachment PROG 09)

For Information

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

Curriculum Program Termination as Approved by the System President (Attachment PROG 11)

SBCC Code Report – August 2018 (Attachment PROG 12)

STRATEGIC PLANNING COMMITTEE, Mr. Jerry Vaughan, Chair

For Information

Student Interest and Access KPIs (Attachment PLAN 01)

Increasing Student Interest and Access Among Recent High School Graduates and Forsyth Technical Community College (Attachment PLAN 02)

Improving the Enrollment Process (Attachment PLAN 03)

Other Updates

POLICY COMMITTEE, Mr. Bob Stephens, Chair

For Future Action

Recommendations for Initial Proprietary School Licensure (Attachment POL 01)

State Board of Proprietary Schools Recommendation to Revoke Licensure (Attachment POL 02)

For Information

Annual Report of Proprietary Schools (Attachment POL 03)

SBCC Code Report – July 2018 (Attachment POL 04)

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Chair

For Information

Legislative Guest

Update on NCACCP Legislative & Finance Committee

NEW BUSINESS

PRESIDENT'S REPORT

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS

The next State Board meeting is scheduled for Thursday, September 20, 2018 through Friday, September 21, 2018 at Wilson Community College in Wilson, NC and System Office in Raleigh, NC. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES

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

ADJOURNMENT



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

CONSENT AGENDA

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 04)

Allocation for BioNetwork Host Colleges (Attachment FC 05)

Allocation for Customized Training – Regional Trainers (Attachment FC 06)

Construction and Property – August 2018 (Attachment FC 07)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

Curriculum Program Applications – New to the System (Attachment PROG 03)

Courses of Instruction – Captive/Co-opted Groups (Attachment PROG 04)

Combined Course Library – Continuing Education (Attachment PROG 05)





State Board of Community Colleges

Pitt Community College

Craig F. Goess Student Center, 1986 Pitt Tech Road

Winterville, North Carolina

July 20, 2018

9:00 a.m.

CALL TO ORDER

Following proper public notification, Chairman Scott Shook called the State Board of Community Colleges (SBCC) Meeting to order at 9:02 a.m. in the Craig F. Goess Student Center of Pitt Community College.

ROLL CALL

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

Dr. Breeden Blackwell
Ms. Lisa Estep
Ms. Toni Formato
Mr. William Holder
Mr. Bobby Irwin
Mr. Frank Johnson *
Mr. Todd Johnson
Mr. Bill McBrayer

Mr. Ernie Pearson
Dr. Samuel Powell *
Mr. Lynn Raye
Mr. Scott Shook
Mr. Robert Stephens *
Mr. Burr Sullivan

Mr. Clark Twiddy
Mr. Hal Weatherman (rep for
Lt. Governor Dan Forest) *
Ms. Ann Whitford
Dr. Candler Willis

*Attended by telephone

Absent: Treasurer Dale Folwell, Mr. James Rose, and Mr. Jerry Vaughan

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

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

APPROVAL OF THE MINUTES

Mr. T. Johnson made a motion to approve the May 18, 2018 and June 8, 2018 minutes for the State Board of Community Colleges as presented. Mr. McBrayer seconded the motion and the minutes were unanimously approved.

CHANGES TO THE AGENDA

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

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

Mr. McBrayer stated Personnel Committee five items to address in closed session.

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Mr. Raye stated the Finance Committee would like to move Initiation of Rulemaking Process to Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01) from Future Action to Action.

PROGRAM SERVICES COMMITTEE, Dr. Candler Willis, Vice-Chair

Dr. Willis stated Programs Committee has no changes.

STRATEGIC PLANNING COMMITTEE, Mr. Clark Twiddy, Vice-Chair

Mr Twiddy stated Programs Committee has no changes.

ACCOUNTABILITY AND AUDIT COMMITTEE, Ms. Lisa Estep, Chair

Ms. Estep stated Programs Committee has no changes.

POLICY COMMITTEE, Mr. Bob Stephens, Chair

Mr. Stephens, stated Policy Committee would like to move the following from Future Action to Action:

- Refusal to Recommend Proprietary School License Renewal (Attachment POL 01)
- Temporary Adoption of 1A SBCCC 400 – “Appeal Process for the Award of NC Title II Adult Education and Family Literacy Act Fiscal Years 2018-2021 Competitive Grants” (Attachment POL 02)

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Dr. Blackwell made a motion to approve the consent agenda, Mr. Sullivan 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 Virtual Learning Community Research Project – Phase II Artificial Intelligence (Attachment FC 12)

Service Agreement for Community College Grant Program (Attachment FC 13)

Service Agreement for Adult Basic Skills Professional Development (Attachment FC 14)

Allocation for Minority Male Success Initiative (Attachment FC 15)

Allocation for Golden Leaf Scholars Program – Two Year Colleges (Attachment FC 16)

Construction and Property – July 2018 (Attachment FC 17)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

Curriculum Program Applications – Fast Track for Action (FTFA) (Attachment PROG 04)

Curriculum Standard Revisions (Attachment PROG 05)

Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 06)

Combined Course Library – Continuing Education (Attachment PROG 07)

REPORTS:

Dr. Dennis Massey, President of Pitt Community College

Dr. Massey thanked the State Board for visiting Pitt Community College and introduced the Foundation members and staff who assisted putting the meeting together. Dr. Massey shared a video about the work being done at Pitt Community College.

Mr. Zack Cleghorn, Industrial Instructor/Coordinator, Pitt Community College

Mr. Cleghorn shared his story of service in the military, the struggles he experienced after leaving the military, and how Pitt Community College helped him find a new purpose. Mr. Cleghorn completed his degree in industrial engineering technology at East Carolina University. Mr. Cleghorn now works helping others as an instructor at Pitt Community College and is finishing his masters and starting his doctoral program.

Mr. Harry L. Smith, Jr., Chair, University of North Carolina Board of Governors

Chairman Smith thanked Chairman Shook for inviting him to the meeting. He congratulated the State Board on the new president and spoke highly of President Hans. The message from the UNC System is it is a Community College System advocate. Chairman Smith plans to partner with the community college system for higher education. Every day there is a challenge in higher education – and it is sustainability.

Chairman Smith shared some of the plans the UNC System has for offering online programs. Hopefully the Community College System and UNC System can work to harness and build the platforms together.

Chairman Smith thanked the State Board and shared he appreciates the service members give to the System.

Dr. David Johnson, President of North Carolina Association of Community College Presidents

President Johnson gave an overview of NCACCP activities at the meeting on June 13, 2018:

- After a report on progress made RE: RISE, the NCACCP moved for adoption and implementation based on the pilot. The motion carried.
- Presidents discussed the study for the NCCCS Tiered Funding Model. Mr. Trip Stallings, representative from the Friday Institute reported that the Chief Financial Officers of Davidson County Community College, Guilford Community College and Richmond Community College will serve as content experts throughout the study. In the future, individual community colleges will be asked to provide cost analyses. There was discussion related to other cost considerations which should be included in the study.
- NCACCP received a report regarding RDS and issues students were having completing college applications. Changes were discussed as to simplifying the process for students. NCACCP will continue to monitor.
- The Finance and Legislative Committees moved to convert the funding allocation for short-term workforce expansion funds from 688 to 512 hours to change the FTE formula calculation

permanently. This adjustment will allow the System to move forward until permanent funding for short-term workforce expansion funds exist. The motion carried unanimously.

- Additionally, the Finance and Legislative Committees presented a motion to convert the Continuing Education reporting period from a calendar year to a fiscal calendar year. NCACCP approved.
- Dr. Brewer, Chair of our Technology Committee reported the ERP will continue despite not receiving funding during the short session. The committee will develop next steps for the ERP.
- The Personnel/Professional Development Committee continues to work with North Carolina State University to develop a Presidents' Academy and New Presidents' Orientation. Dr. Greene reported that Dr. Ray Garcia, NCSU will work with the development of trustee training.

President Johnson stated his last report to the State Board as President of NCACCP, comes with bittersweet emotion. It's been a very good year. NCACCP has tackled several agenda items for the year -

- New Presidents' Orientation
- Administrative Assistant for the Association
- Renewed relationships
- Made progress with Apprenticeship, RISE, RDS, ERP
- Created a strong legislative agenda
- Obtained expansion funding for instruction
- Assisted in the development of the System Strategic Plan
- Reenergized involvement in State Board Committees
- Financial Aid Academy

The next NCACCP meeting will be the annual summer meeting on July 25 – 27 in Chapel Hill and hosted by Durham Technical Community College.

President Johnson thanked the State Board for the opportunity to serve and be part of a year of healing.

Ms. Julie Woodson, President of North Carolina Association of Community College Trustees

Ms. Woodson thanked everyone for the hospitality.

Ms. Woodson provided an update from NCACCT:

- NCACCT staff continues to focus training that will be offered at the Leadership Seminar scheduled September 5-7, 2018 in Asheville, NC.
- Ms. Woodson continues to reach out to new trustees and board members to assure that colleges know the association is a resource to help them be successful.
- Ms. Woodson will be attending the western presidents meeting planned the beginning of August. Ms. Shuping presenting information on the important role of trustees with legislative work.

Ms. Toni Formato, President of NC Comprehensive Community College Student Government Association (N4CSGA)

Ms. Formato provided an update of N4CSGA activities:

- The N4CSGA has filled nine of twelve positions on its Executive Board for the upcoming year; the three vacant positions are Western Division Representative, Public Information Officer and Campus Activities Chair.
- The incoming board met during the Transition & Bonding Retreat at Camp Caraway located in Sophia, North Carolina June 12-14.

Ms. Formato shared that she is very excited for the upcoming year and is truly thankful that to have the opportunity to represent over 710,000 students across North Carolina.

COMMITTEE REPORTS

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

Initiate Rulemaking Process to Adopt 1C SBCCC 300.1 – “Presidential Selection Process”

(Attachment PER 01)

Ms. Martin reviewed the reasoning behind the introduction of this rule which will codify the selection process for the president at colleges.

Ms. Whitford asked if the rule recommends or encourages searches to include more than one candidate. Ms. Martin stated there is a recommendation of more than one candidate to be considered, but it could be waived via request by the BOT to the State Board.

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

Initiate Rulemaking Process to Adopt 1C SBCCC 300.1 – “Presidential Selection Process”

(Attachment PER 01)

The above item was approved by voice vote.

Initiate Rulemaking Process to Amend 1C SBCCC 300.98 – “Evaluation of Presidents”

(Attachment PER 02)

Ms. Martin stated the rule recommends each trustee receiving a copy of the evaluation. Additionally, if a college has a contract with the president, then the members on the Board of Trustees would need to see a copy of the current contract.

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

Initiate Rulemaking Process to Amend 1C SBCCC 300.98 – “Evaluation of Presidents”

(Attachment PER 02)

The above item was approved by voice vote.

Initiate Rulemaking Process to Amend 1C SBCCC 400 – “Salaries and Benefits” (Attachment PER 03)

Ms. Grovenstein stated the rule will update the information about the presidential salaries in code, to match current practice.

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

Initiate Rulemaking Process to Amend 1C SBCCC 400 – “Salaries and Benefits”
(Attachment PER 03)

The above item was approved by voice vote.

The Board entered into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27; 126-22, and 143-748. Additionally, moved to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual prospective public employees and to consider the conditions of appointment for an individual public employee following a motion by Mr. McBrayer, a second by Mr. Raye, and a voice vote by the Board.

The Board discussed the matters referenced above.

Mr. T. Johnson made a motion to return to open session, seconded by Mr. Raye, approved via voice vote.

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

Dr. William Aiken, Interim President of Wake Technical Community College

The motion was unanimously approved by voice vote.

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

Dr. Ken Boham, Interim President of James Sprunt Community College

The motion was unanimously approved by voice vote.

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

Dr. Gregory McLeod, President of Edgecombe Community College

The motion was unanimously approved by voice vote.

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

Dr. Gordon Burns, Interim President of James Sprunt Community College

The motion was unanimously approved by voice vote.

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Initiation of Rulemaking Process to Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01)

Ms. Grovenstein reviewed the rule. It will initiate the rule making process to align the curriculum and continuing education period for FTE funding. Lines 27-31 align the definition of FTE to 512 hours.

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

Initiation of Rulemaking Process to Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01)

The above item was approved by voice vote.

Allocation for Previously Funded Title II AEFLA Providers (Attachment FC 02)

Ms. Grovenstein stated the agenda item is a result of legislative action to provide funding to providers who did not receive funding through the Title II RFP process. The \$1.3 million of funding will give the providers time to improve and qualify for federal funding or phase out the project.

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

Allocation for Previously Funded Title II AEFLA Providers (Attachment FC 02)

The above item was approved by voice vote.

Allocation of Title II Adult Education and Family Literacy ACT (AEFLA) (Attachment FC 03)

Ms. Grovenstein shared this is the second half of funding that was approved in June for Title II providers. This allocation includes the same 63 providers who received the prior allocation, just additional funding. Also, section 225 funding for institutionalized or correctional settings are awarded to 18 providers.

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

Allocation of Title II Adult Education and Family Literacy ACT (AEFLA) (Attachment FC 03)

The above item was approved by voice vote.

Allocation for Integrated English Literacy and Civics Education (Attachment FC 04)

Ms. Grovenstein stated this item is also related to Title II under section 243. This is separate funding piece of the federal amount specifically for English language learners.

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

Allocation for Integrated English Literacy and Civics Education (Attachment FC 04)

The above item was approved by voice vote.

State Board Reserve Funding for CCR Professional Development and Technical Assistance
(Attachment FC 05)

Ms. Grovenstein stated this item will provide funds for professional development up to \$125,000.

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

State Board Reserve Funding for CCR Professional Development and Technical Assistance
(Attachment FC 05)

The above item was approved by voice vote.

Allocation for Career and College Ready Graduate Alignment Partnerships (Attachment FC 06)

Ms. Grovenstein stated the Career and College Ready Graduate Alignment Partnership continues to work with the K-12 sector to initiate remediation in high school to ensure college readiness prior to high school graduation.

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

Allocation for Career and College Ready Graduate Alignment Partnerships (Attachment FC 06)

The above item was approved by voice vote.

Allocation for Lead College for Career and College-Ready Alignment Partnership (Attachment FC 07)

Ms. Grovenstein shared this item would fund Wake Technical Community College with state funding to work as lead college on the Career and College Ready Alignment project.

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

Allocation for Lead College for Career and College-Ready Alignment Partnership
(Attachment FC 07)

The above item was approved by voice vote.

Allocation for Improving Career and Technical Education (Attachment FC 08)

Ms. Grovenstein stated allocations are distributed to colleges in Tier 1 or Tier 2 areas based on a weighted allocation process and awarded on a formula basis.

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

Allocation for Improving Career and Technical Education (Attachment FC 08)

The above item was approved by voice vote.

Temporary Amendment of 1G SBCCC 100.1 – “Definitions” (Attachment FC 09)

Ms. Grovenstein stated this item will implement a temporary rule while the permanent rule is going through the code approval process.

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

Temporary Amendment of 1G SBCCC 100.1 – “Definitions” (Attachment FC 09)

The above item was approved by voice vote.

Allocation of Title II AEFLA, Section 225, Expanding Services (Attachment FC 10)

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

Allocation of Title II AEFLA, Section 225, Expanding Services (Attachment FC 10)

The above item was approved by voice vote.

Allocation of Special Capital Improvement Appropriations (Attachment FC 11)

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

Allocation of Special Capital Improvement Appropriations (Attachment FC 11)

The above item was approved by voice vote.

Year-End Estimated Receipts (Attachment FC 18)

Ms. Grovenstein reviewed the final information on Estimated Receipts for FY 2017-18.

Mr. McBrayer made a motion to recess at 10:20 a.m., seconded by Mr. T. Johnson, approved via voice vote.

Mr. McBrayer made a motion to reconvene at 10:34 a.m., seconded by Mr. Raye, approved via voice vote.

PROGRAMS COMMITTEE, Dr. Candler Willis, Vice-Chair

Review of Comments for 1G SBCCC 200.93 - "Reporting of Student Membership for Curriculum Classes"; 1G SBCCC 200.94 - "Reporting of Student Hours in Membership for Continuing Education Classes"; 1D SBCCC 300.9 - "Clinical Practice"; and 1D SBCCC 300.10 - "Work-Based Learning" (Attachment PROG 03)

Ms. Martin stated this item is a compilation of comments for related code provisions. The updated code is a result of collaboration between community college and System Office staff. The comments received result in substantive changes, thus the rules will have another 5-day comment period.

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

Approve the System Office recommendations for Comments for 1G SBCCC 200.93 - "Reporting of Student Membership for Curriculum Classes"; 1G SBCCC 200.94 - "Reporting of Student Hours in Membership for Continuing Education Classes"; 1D SBCCC 300.9 - "Clinical Practice"; and 1D SBCCC 300.10 - "Work-Based Learning" (Attachment PROG 03)

The above item was approved by voice vote.

STRATEGIC PLANNING COMMITTEE, Mr. Clark Twiddy, Vice-Chair

Performance Measures Report (Attachment PLAN 01)

Dr. Sieman presented an overview of the information included in the Performance Measures Report.

On behalf of the Strategic Planning Committee, Mr. Twiddy recommended and moved the following item be approved by the board.

Performance Measures Report (Attachment PLAN 01)

The above item was approved by voice vote.

Mr. Twiddy recommended members review the information shared in the Strategic Planning items.

POLICY COMMITTEE, Mr. Bob Stephens, Chair

Refusal to Recommend Proprietary School License Renewal (Attachment POL 01)

Mr. Corl presented the information related to non-renewal of four schools. Ms. Martin reviewed the process that will occur if the State Board approves the denial as well as the school's right for due process. Ms. Whitford asked about impact on the students. Mr. Corl provided the status of courses for each school and reviewed the bond requirements for licensed proprietary schools.

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

Refusal to Recommend Proprietary School License Renewal (Attachment POL 01)

The above item was approved by voice vote.

Initiate Rulemaking Process to Amend 1B SBCCC 400 – “Program Accountability” (Attachment POL 02)

Ms. Martin stated that this is a temporary rule to implement an appeal process for applicants who did not receive funding for Title II this year.

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

Initiate Rulemaking Process to Amend 1B SBCCC 400 – “Program Accountability”
(Attachment POL 02)

The above item was approved by voice vote.

Adopt 1A SBCCC 200.5 – “System Advisory Council” (Attachment POL 03)

Ms. Martin stated this rule codifies language related to the System Advisory Council.

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

Adopt 1A SBCCC 200.5 – “System Advisory Council” (Attachment POL 03)

The above item was approved by voice vote.

Adopt 1A SBCCC 200.4 – “Sound Fiscal and Management Practices” (Attachment POL 04)

Ms. Martin stated the rule codifies language defining sound fiscal and management practices.

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

Adopt 1A SBCCC 200.4 – “Sound Fiscal and Management Practices” (Attachment POL 04)

The above item was approved by voice vote.

LEGISLATIVE AFFAIRS COMMITTEE, Dr. Breeden Blackwell, Chair

2018 Short Session Legislative Report (Attachment LEG 01)

Ms. Shuping reviewed the report. Stated much of the budget information will be presented in the FY 2018-2019 State Aid Allocations and Budget Policies scheduled to be presented in August 2018.

NEW BUSINESS

Mr. McBrayer shared President Hans’ assistant is retiring at the end of July. Mr. McBrayer motioned to enable President Hans select an assistant subject to ratification by the Board at its August meeting. Dr. Blackwell seconded, and the motion subsequently approved via voice vote.

PRESIDENTS REPORT

President Hans provided an update with the following highlights:

- President Hans thanked Chairman Shook, Pitt Community College, and Martin Community College for the hospitality.
- President Hans stated he has been a privileged to visit about a dozen colleges in his few months on the job.

Mr. Pearson asked if the information that President Hans has been sharing also be shared through the newsletter/email for North Carolina Economic Development Association (NCEDA). Ms. Little shared information is getting distributed and President Hans has been taking opportunities to interact with NCEDA.

Chairman Shook stated that he is working with Chair Smith to start discussing joint committees to discuss joint issues.

Ms. Austin thanked President Hans for having Mr. Jenkins attend the dedication at Johnston Community College to represent the System Office and State Board.

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF NEXT MEETING

The next State Board Meeting will be held on Thursday, August 16, 2018 through Friday, August 17, 2018 at Forsyth Technical Community College. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES

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

ADJOURNMENT

There being no further business to come before the Board, Mr. Raye motioned to adjourn, seconded by Mr. McBrayer, unanimously approved by voice vote at 11:24 a.m.

RESPECTFULLY SUBMITTED BY:
Secretary

APPROVED BY:

Peter Hans, System President

Mr. Scott Shook, Chair

STATE BOARD OF COMMUNITY COLLEGES
2019 Meeting Calendar

SBCC COMMITTEE MEETING	SBCC BOARD MEETING	NOTES
Thursday, January 17, 2019	Friday, January 18, 2019	
Thursday, February 14, 2019 **	Friday, February 15, 2019 **	
Thursday, March 14, 2019	Friday, March 15, 2019	
Thursday, April 04, 2019	Friday, April 05, 2019	NCACCT Law/Legislative Seminar April 3-5, 2019
Thursday, May 16, 2019	Friday, May 17, 2019	
Thursday, June 20, 2019*	Friday, June 21, 2019*	
Thursday, July 18, 2019	Friday, July 19, 2019	
Thursday, August 15, 2019	Friday, August 16, 2019	
Thursday, September 19, 2019 **	Friday, September 20, 2019 **	
Planning Meeting <i>TBD</i> Wednesday, October 16, 2019 through Thursday October 17, 2019 (morning) Committee Meetings Thursday, October 17, 2019 (afternoon)	Friday, October 18, 2019	
Thursday, November 14, 2019	Friday, November 15, 2019	
Thursday, December 19, 2019*	Friday, December 20, 2019*	

* 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.

** The State Board of Community Colleges could meet telephonically during the months of February and September.

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

Forsyth Technical Community College, Rhoades B Conference Room

Thursday, August 16, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – July 19, 2018

For Action

- FY 2018-2019 State Aid Allocations and Budget Policies (Attachment FC 01)
- Legislative Report Community College Workforce Study (Attachment FC 02)
- Contract for Moodle Hosting Services FY 2018-19 (Attachment FC 03)
- Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 04) [CA]
- Allocation for BioNetwork Host Colleges (Attachment FC 05) [CA]
- Allocation for Customized Training – Regional Trainers (Attachment FC 06) [CA]
- Construction and Property – August 2018 (Attachment FC 07) [CA]

For Information

- SBCC Code Report – August 2018 (Attachment FC 08)
- State Board Reserve Year End Report (Attachment FC 09)

New Business

Adjourn

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

FINANCE COMMITTEE MEMBERS PRESENT:

Lynn Raye, Chair	Frank Johnson *	Scott Shook
Lisa Estep	Bill McBrayer	

Attended via phone *

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

OTHERS IN ATTENDANCE:

Elizabeth Grovenstein	Sondra Jarvis	Alex Granados
Peter Hans	Dale McInnis	(Education NC)
Lisa Chapman	(Richmond CC)	Ginger Livingston
Bryan Jenkins	Linda Suggs	(Daily Reflector)
Brian Long	(Gates Foundation)	
Jim Parker		

CALL TO ORDER

Mr. Lynn Raye called the meeting to order at 1:43 p.m. at Martin Community College, Building 1, Room 37.

ROLL CALL

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

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA

Mr. Raye asked for a motion to approve the agenda of the July 19, 2018 meeting as presented.
Mr. McBrayer moved, seconded by Ms. Estep, and the Committee approved.

APPROVAL OF THE MINUTES

Mr. Raye asked for a motion to approve the minutes of the May 18, 2018 meeting.
Mr. McBrayer moved, Ms. Estep seconded the motion, and the Committee approved.

FOR FUTURE ACTION

Initiation of Rulemaking Process to Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01)

Ms. Grovenstein shared that this item would align curriculum and continuing education instructional periods and full-time equivalent (FTE) student hours. The rule has been vetted through the presidents at their June meeting.

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Ms. Grovenstein requested the Committee move this item from Future Action to Action so that it is implemented in time for the long session budget process. It will be incorporated into our budget request.

Mr. McBrayer motioned to move Initiation of Rulemaking Process to Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01) from Future Action to Action, Ms. Estep seconded the motion.

Ms. Estep motioned for approval, Mr. McBrayer seconded the motion. The Committee approved Initiation of Rulemaking Process to Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01) as presented.

FOR ACTION

Allocation for Previously Funded Title II AEFLA Providers (Attachment FC 02)

Ms. Grovenstein shared that this item comes to the State Board as part of legislative action. This state funding must be allocated to providers who did not get recommended to receive the federal Title II funding in FY 2018-19. Twelve providers did not receive federal funding because they were not competitive via the RFP process. No new funding was received by the System; therefore, this is funded with existing state funding from state basic skills funding. Fayetteville Urban Ministry is the only provider being funded that did not apply this fiscal year. Ms. Estep asked why providers are receiving funding and why were they weren’t competitive. The legislation states that all providers who received Title II funding last year and did not receive Title II funding in FY 2018-19 will get this funding.

Dr. Chapman reviewed the process that the staff established for an RFP process focusing on required federal considerations, including moving students from one education level to another educational level, giving work experience, post education and success measures. An external committee reviewed the applicants and of those that applied, the performance measures, to determine a score. If the score was below the minimum required score, the applicant was not recommended for funding.

Dr. Chapman also discussed the appeal process.

Chairman Shook motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation for Previously Funded Title II AEFLA Providers (Attachment FC 02) as presented.

Allocation of Title II Adult Education and Family Literacy ACT (AEFLA) (Attachment FC 03)

Ms. Grovenstein shared this allocation is requesting funding for 63 eligible providers who did meet the minimum score in the RFP process. Ms. Grovenstein reviewed the sections of Title II funding that providers could apply under. Last year was the first year under WIOA that providers were required to contribute infrastructure funding for the one stop centers.

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Ms. Estep asked whether the allocation is equally distributed throughout the state. Dr. Chapman stated that the neediest parts of the state is being covered. The eligibility is addressed first. If there is not an eligible provider in a troubled area, the group addressed those needs. Ms. Estep asked for a copy of the distribution map to be provided to the committee.

Chairman Shook motioned for approval, Mr. McBrayer seconded the motion. The Committee approved Allocation of Title II Adult Education and Family Literacy ACT (AEFLA) (Attachment FC 03) as presented.

Allocation for Integrated English Literacy and Civics Education (Attachment FC 04)

Ms. Grovenstein shared this allocation request is also related to WIOA, but separate grant award through competitive grant process. The Committee is asked to approve the allocation amount as well as a change to the formula. The past allocations for this project were based on a budget request basis which is how staff has calculated this fiscal year's distribution. The staff will address updating the formula to bring a new recommended formula for future fiscal years.

Ms. Grovenstein shared under WIOA, but separate grant award. Awarded through competitive grant process. Recommending the allocation amount as well as a change to the formula. The previous formula item was done with the existing formula. For this grant, the existing formula does not do well. In the past there had not been a formula, it was on a budget request basis which is how this item is requested. The staff will address updating the formula to bring a new recommended formula for future.

Chairman Shook motioned for approval, Mr. McBrayer seconded the motion. The Committee approved Allocation for Integrated English Literacy and Civics Education (Attachment FC 04) as presented.

State Board Reserve Funding for CCR Professional Development and Technical Assistance
(Attachment FC 05)

Ms. Grovenstein stated this is related to the previous agenda items with literacy instruction occurring. This would be up to \$125,000 of the \$250,000 recurring State Board funds. Ms. Grovenstein reviewed that this fund is an annual allocation starting July of each year. This funding will support Professional Development and Technical Assistance to College and Career Readiness Adult Education programs to improve access, persistence, and completion. The goal is to ensure all colleges can access this targeted assistance. The North Carolina Virtual Learning Center will be a repository for many of the professional development materials.

Ms. Estep motioned for approval, Chairman Shook seconded the motion. The Committee approved State Board Reserve Funding for CCR Professional Development and Technical Assistance (Attachment FC 01) as presented.

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Allocation for Career and College Ready Graduate Alignment Partnerships (Attachment FC 06)

Ms. Grovenstein shared Allocation for Career and College Ready Graduate Alignment Partnerships. This item comes to the State Board as a result of the budget that the legislative approved. It was a request that was fully funded in the budget. This program is with the Department of Public Instruction and local high schools. Wake TCC is lead college. The first two phases have been completed. Initially the law was for this to be implemented statewide this school year, but it has been delayed a few years. Ms. Grovenstein reviewed the current funding to allow the colleges to work with the local high schools.

Mr. McBrayer motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation for Career and College Ready Graduate Alignment Partnerships (Attachment FC 06) as presented.

Allocation for Lead College for Career and College-Ready Alignment Partnership (Attachment FC 07)

Ms. Grovenstein shared this is directly related to FC06. This is the recurring funding for Wake Technical Community College to continue to serve as lead college and to provide professional development. The funding in the past came from the State Board Reserve funds. Dr. Chapman said the remediation will be provided by high school instructors and the professional development will be conducted by System Office staff.

Chairman Shook motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation for Lead College for Career and College-Ready Alignment Partnership (Attachment FC 07) as presented.

Allocation for Improving Career and Technical Education (Attachment FC 08)

Ms. Grovenstein shared this item is related to the Carl D. Perkins Act which is federal funding. This will help individual colleges Tier 1 or Tier 2 counties to improve their programs. It is weighted to serve the most in economically distressed counties. Ms. Estep asked if the colleges report back to how they report the funding. Dr. Chapman said there is a monitoring and reporting process. Dr. McInnis said it was a very thorough process.

Mr. McBrayer motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation for Improving Career and Technical Education (Attachment FC 08) as presented.

Temporary Amendment of 1G SBCCC 100.1 – “Definitions (Attachment FC 09)

Ms. Grovenstein shared that this item is very similar to FC 01. Attachment FC 01 was to initiate the permanent rule making process that is in FC 09. Attachment FC 09 will put the temporary rule to implement the FTE definition effective July 1, 2018 until the permanent rule goes into effect. Staff will use this in the budget to be approved in August 2018.

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Chairman Shook motioned for approval, Ms. Estep seconded the motion. The Committee approved Temporary Amendment of 1G SBCCC 100.1 – “Definitions” (Attachment FC 09) as presented.

Allocation of Title II AEFLA, Section 225, Expanding Services (Attachment FC 10)

Ms. Grovenstein shared this is specific for the providers serving institutionalized populations to help them improve the programs offered in these settings. The funding is one year of federal funding. Dr. Chapman reviewed how this improves the programs provided to captive students.

Ms. Estep motioned for approval, Mr. McBrayer seconded the motion. The Committee approved Allocation of Title II AEFLA, Section 225, Expanding Services (Attachment FC 10) as presented.

Allocation of Special Capital Improvement Appropriations (Attachment FC 11)

Ms. Grovenstein shared this item is a result of the state budget. Funding is provided to four colleges for various capital needs. This item will enable the System to take the amounts and put funds in the capital improvement code.

Chairman Shook motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation of Special Capital Improvement Appropriations (Attachment FC 11) as presented.

Allocation for Virtual Learning Community Research Project – Phase II Artificial Intelligence (Attachment FC 12) [CA]

Ms. Grovenstein shared this is phase II of the virtual learning, machine learning project to better utilize the learning objects that we have in our virtual learning community. Mr. Parker is in attendance to answer questions. Mr. Parker mentioned how this program will expand throughout the years and that we are leading the way in education.

Chairman Shook motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation for Virtual Learning Community Research Project – Phase II Artificial Intelligence (Attachment FC 12) as presented.

Service Agreement for Community College Grant Program (Attachment FC 13) [CA]

Ms. Grovenstein shared the contract that comes to the Board every year with the State Education Assistance Authority to administer the Grants Program, since 1999.

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Ms. Estep motioned for approval, Mr. McBrayer seconded the motion. The Committee approved Service Agreement for Community College Grant Program (Attachment FC 13) as presented.

Service Agreement for Adult Basic Skills Professional Development (Attachment FC 14) [CA]

Ms. Grovenstein shared this item is consent agenda and has been done for several years through Appalachian State University for professional development.

Chairman Shook motioned for approval, Ms. Estep seconded the motion. The Committee approved Service Agreement for Adult Basic Skills Professional Development (Attachment FC 14) as presented.

Allocation for Minority Male Success Initiative (Attachment FC 15) [CA]

Ms. Grovenstein shared this is year three of a three-year cycle for this allocation. Going forward there will be a new round of applications. This is the same amount as in prior years. Chairman Shook asked if the amount has been consistent throughout the program. Ms. Grovenstein stated that there has been a risk of a cut to the budget. Chairman Shook stated that the presentation by Halifax a few years ago showed how impressive the results of this program can be.

Ms. Estep motioned for approval, Chairman Shook seconded the motion. The Committee approved Allocation for Minority Male Success Initiative (Attachment FC 15) as presented.

Allocation for Golden Leaf Scholars Program – Two Year Colleges (Attachment FC 16) [CA]

Ms. Grovenstein shared that the system has received the grant from Golden Leaf foundation since 2001. The only change is that the System Office requested \$25,000 for the administration of the grant. This will allow management of the day to day process.

President Hans stated that they are planning to meet with Golden Leaf to assure that objectives are being met to satisfy both the System, the colleges, and Golden Leaf. Ms. Estep said she would like to know what the objective is for the scholarship. Dr. Chapman stated that the scholarship can go to both the curriculum or continuing education student. Dr. McInnis said it is a good opportunity to determine how it is leveraged. It is watered down because of the spread of the money. Each college can only help a handful of students. There is potential to do more work with the program. This may be the only financial aid available for continuing education students. Dr. Chapman stated that Golden Leaf will be at the NCACCP meeting.

Mr. McBrayer motioned for approval, Ms. Estep seconded the motion. The Committee approved Allocation for Golden Leaf Scholars Program (Attachment FC 16) as presented.

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Thursday, July 19, 2018 - 1:30 p.m.

Construction and Property July 2018 (Attachment FC 17) [CA]

Ms. Grovenstein reviewed the changes to the agenda item format:

Category A: New Projects non-Connect NC (Non-State and Other State funds)

Ms. Grovenstein reviewed the projects.

Category B: Amended projects non-Connect NC (Non-State and Other State Funds):

Ms. Grovenstein reviewed the amendments and noted the Stanly project amendment is due to legislative funding.

Category C: Project Approval (Connect NC Bond Funds):

Ms. Grovenstein reviewed the projects.

Category D: Amended (Connect NC Bonds Funds):

Ms. Grovenstein reviewed the amended projects and that most of these are due to increases in costs.

Category E: Project Approval – Final – Closeout (Connect NC Bond Funds):

Ms. Grovenstein reviewed the final closeout list.

Category F: Acquisition and Disposal of Real Property:

Ms. Grovenstein reviewed the real property requests.

Mr. McBrayer motioned for approval, Ms. Estep seconded the motion. The Committee approved Construction and Property July 2018 as presented.

FOR INFORMATION

Year-End Estimated Receipts – June 2018 (Attachment FC 18)

Ms. Grovenstein stated the receipts collected in June is more favorable then last year. The Year-End Estimated receipts came in a little more positive than anticipated. We ended the year down \$16.3 million below budget. Chairman Raye asked Dr. McInnis how the summer program is going? Dr. McInnis stated that they had a 20% increase and reviewed some of the items Richmond Community College did to attract students.

Connect NC Bond Status Report (Attachment FC 19)

Ms. Grovenstein stated the program has been going well. Our colleges have done a great job in managing and determining what is needed on their campuses. As of June 30, 2018, the State Board had approved 78 % of the \$350 Million for 233 projects.

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System Office Contracts Report as of June 30, 2018 (Attachment FC 20)

Ms. Grovenstein stated on November 15, 2012, The State Board of Community Colleges approved an increase the ability of the System President to sign and execute contracts without prior State Board approval, from a \$50,000 to a \$100,000 delegation. During the period of January 1, 2018 through June 30, 2018, twenty-four (24) contracts were approved below the \$100,000 delegation.

System Office Grants Report as of June 30, 2018 (Attachment FC 21)

Ms. Grovenstein stated Food and Nutrition Services Grant was approved for colleges to receive positions working with their local DHHS programs to receive training assistance that will lead them to employment through the Educational Navigators grant.

Tobacco Trust Fund Commission is money is for Project for Skill Up for Financial Aid.

SBCC Code Report - July 2018(Attachment FC 22)

Ms. Grovenstein gave a brief summary of the rules in relation to Finance Committee.

NEW BUSINESS

None

ADJOURNMENT

Mr. McBrayer motioned, seconded by Mr. F. Johnson and the meeting was adjourned at 2:42 p.m.

Respectfully Submitted,
Sondra Jarvis
Petrina Lyons
Recording Secretary



FY 2018-19
STATE AID ALLOCATIONS AND BUDGET POLICIES

STATE BOARD OF COMMUNITY COLLEGES
DIVISION OF FINANCE AND OPERATIONS
AUGUST 17, 2018

Document Revision History

Version	Date Published	Description
1.0	8/17/2018	Document presented to the State Board

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I. Purpose Statement

G.S. 115D-5(a) provides that “[t]he State Board of Community Colleges may adopt and execute such policies, regulations and standards concerning the establishment, administration, and operation of institutions as the State Board may deem necessary ... to provide for the equitable distribution of State and federal funds to the several institutions.” G.S. 115D-31(a) further describes the State Board’s responsibility to provide, “from sources available to the State Board,” financial support to the institutions.

On June 12, 2018 the 2018 Appropriations Act was enacted into law (S.L. 2018-5). This legislation was subsequently amended by S.L. 2018-97 (Budget Technical Corrections). Through these two pieces of legislation, the General Assembly established the appropriation to the North Carolina Community College System for FY 2018-19. S.L. 2018-5, as amended, also communicated various directives and made policy changes that require State Board action. These actions and adjustments are required to ensure appropriate fiscal control with respect to the allocation of resources, and as such require the State Board’s deliberation and approval. It is the purpose of this document to allocate funds to the colleges and adopt necessary policies consistent with S.L. 2018-5 and S.L. 2018-97, and in compliance with G.S. 115D-5(a) and G.S. 115D-31.

It is the responsibility of the colleges to ensure that State and Federal funds are expended consistent with the policies herein.

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):** The 2018 Appropriations Act appropriated approximately \$24 million in recurring funds into a Compensation Increase Reserve to support recurring salary increases for community college employees.¹ Per Section 35.11 and Section 35.14, colleges must use these funds for this purpose, including associated benefits (FICA and retirement). The amount of recurring funds appropriated is equivalent to the cost of providing an across-the-board salary increase of 2%. While the 2018 Appropriations Act mandates a 2% salary increase for most State employees, Section 35.11 **authorizes, but does not mandate** an across-the-board salary increase for community college employees. Colleges have the flexibility to use these funds to provide salary increases through one or more of the methods listed in #2 below.

Since these funds are recurring, they have been **incorporated into the colleges' formula and categorical allocations by increasing the base and FTE funding rates** (see Sections III.A.1 –III.A.4 for further descriptions). The cumulative dollar amount of the formula allocations that is attributable to these compensation increase reserve funds (excluding associated benefits) is listed for each college on page 5 for informational and planning purposes. (See Appendix A for more information about how these figures are calculated.)

- 2) **Allowable Methods of Awarding Compensation Increase Reserve Funds:** Section 35.11 provides community college boards of trustees with the flexibility to award salary increases through various methods within guidelines adopted by the State Board. Colleges must award Compensation Increase Reserve funds **to employee base salary/pay through one or more of the following methods** consistent with local policies and/or actions approved by the local board of trustees:

- a) Merit-based adjustments,
- b) Across-the-board adjustments,
- c) Retention/market rate adjustments, and
- d) Other adjustments authorized by local policy (i.e. increases for educational attainment, experience, etc.)

The method(s) selected by the college must be implemented consistent with local policies and/or board of trustee directives.

In addition to colleges increasing pay rates, colleges may also increase base salaries for retention/market purposes by extending the number of months in the

¹ Joint Conference Committee Report on the Base and Expansion Budgets dated May 28, 2018: Item 65 on page B 20.

contractual term (i.e. provide 12-month vs. 9-month contracts). This is consistent with our argument that the salary provided through a nine-month faculty contract may not be competitive with the salary provided by a competing employer for 12 months of work. However, Compensation Increase Reserve funds may not be used to provide stipends or other one-time adjustments to pay for temporary work assignments.

In addition to the recurring adjustments listed above, colleges may also use Compensation Reserve funds to provide **recruitment bonuses** in order to attract high quality candidates. No other types of bonuses/non-recurring adjustments are allowable with these funds.

Compensation increase funds cannot be reverted as part of the Management Flexibility reduction.

- 3) **Reporting on the Use of Compensation Increase Reserve Funds:** Section 35.11.(a) requires the State Board to report to the General Assembly on the use of the \$24 million Compensation Increase Reserve funds by March 1, 2019. To comply with this reporting requirement, colleges will be required to report to the System Office on how they have expended the amount of funds allocated to it from each of these Compensation Increase Reserves, as presented on page 5. A reporting template will be provided to colleges.
- 4) **Effective Date of Salary Increases:** State funds shall be used to support salary adjustments effective on or after July 1, 2018 (including increases retroactive to July 1, 2018). Per Section 35.14.(c), State funds may not be used to provide salary increases to persons separated from college service due to resignation, dismissal, contract non-renewal, reduction in force, death, or retirement whose last workday was prior to July 1, 2018. Per Section 35.14.(c), payroll checks issued to employees on or after July 1, 2018, which represent payment of services provided prior to July 1, 2018, shall not be eligible for salary increases.
- 5) **Local Flexibility to Make Further Adjustments to Base Salaries:** Consistent with Section 35.11.(a) of S.L. 2018-5, community college boards of trustees may provide personnel salary increases consistent with the salary determination methods adopted as part of each college's personnel policies under 1C SBCCC 400.94. Colleges may use the flexibility provided under this rule to make recurring adjustments to the base salary of employees in State-funded positions within the constraints of the college's State budget allocation, excluding non-recurring allocations.
- 6) **No Across-the-Board Recurring Salary Increases in Fourth Quarter:** Notwithstanding the above, colleges may not use State funds to provide across-the-board recurring salary increases during the fourth quarter of the fiscal year. Other recurring adjustments are allowed provided recurring funds are available.

- 7) **State Board Minimum and Maximum State Salaries:** Per 1C SBCCC 400.94, the State Board shall adopt a minimum and maximum amount of State funds which may be paid to any full-time employee of the college paid with State funds. With the exception of the college president, the minimum amount is **\$24,168** and the maximum amount is **\$129,532** for FY 2018-19. Since the General Assembly authorized, but did not require colleges to provide across-the-board increases, the minimum value remains the same, while the maximum has been increased by 2% above the FY 2017-18 level.
- 8) **Locally-funded Compensation Adjustments:** Colleges may provide recurring or non-recurring salary adjustments using local funding sources, if such adjustments are an authorized use of those funds.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Salary Increase Reserve
FY 2018-19

				Inst. & Ac.		
	Curriculum	Con Ed (OE)	Basic Skills	Support	Categorical	Total Salary*
Alamance CC	\$185,347	\$17,544	\$14,964	\$121,284	\$1,929	\$341,068
Asheville-Buncombe TCC	310,735	24,562	16,306	190,781	11,711	554,095
Beaufort County CC	67,286	12,281	4,438	54,766	2,603	141,374
Bladen CC	66,151	8,875	2,580	51,088	1,154	129,848
Blue Ridge CC	94,944	19,298	3,509	79,328	3,378	200,457
Brunswick CC	69,763	14,551	10,217	61,153	1,929	157,613
Caldwell CC and TI	156,038	29,722	8,153	114,707	2,316	310,936
Cape Fear CC	388,445	26,213	14,345	235,326	11,140	675,469
Carteret CC	76,368	14,551	4,954	61,029	1,929	158,831
Catawba Valley CC	205,058	23,633	9,391	131,175	13,067	382,324
Central Carolina CC	223,015	27,245	24,871	164,443	2,316	441,890
Central Piedmont CC	798,665	30,134	43,344	483,978	2,603	1,358,724
Cleveland CC	127,555	26,522	3,096	90,532	1,929	249,634
Coastal Carolina CC	203,304	23,323	7,534	129,610	1,154	364,925
College of The Albemarle	108,566	11,042	4,438	82,534	1,154	207,734
Craven CC	139,320	23,839	3,612	102,281	1,154	270,206
Davidson County CC	163,675	15,377	11,352	114,582	1,541	306,527
Durham TCC	215,275	19,608	13,726	142,665	2,990	394,264
Edgecombe CC	105,161	11,765	4,954	79,836	2,316	204,032
Fayetteville TCC	507,641	104,645	31,166	338,426	8,190	990,068
Forsyth TCC	354,698	29,515	21,672	208,541	2,316	616,742
Gaston College	233,748	14,242	7,121	154,037	13,629	422,777
Guilford TCC	463,678	36,636	42,209	299,030	1,154	842,707
Halifax CC	57,070	11,249	3,096	49,100	1,541	122,056
Haywood CC	80,909	9,598	2,167	59,240	1,929	153,843
Isothermal CC	96,698	10,217	2,890	67,292	1,541	178,638
James Sprunt CC	58,824	9,494	2,167	48,603	1,154	120,242
Johnston CC	183,799	24,768	5,676	116,438	1,929	332,610
Lenoir CC	125,801	74,510	14,242	121,905	2,316	338,774
Martin CC	39,319	7,637	3,509	38,712	1,541	90,718
Mayland CC	49,123	17,544	14,035	53,946	1,154	135,802
McDowell TCC	54,799	8,462	3,509	46,714	1,541	115,025
Mitchell CC	124,356	12,900	5,573	92,613	1,154	236,596
Montgomery CC	47,059	8,462	1,961	42,092	1,154	100,728
Nash CC	132,406	19,298	4,025	89,697	1,929	247,355
Pamlico CC	31,373	6,089	1,858	36,177	1,154	76,651
Piedmont CC	59,959	21,466	4,954	64,044	1,929	152,352
Pitt CC	372,552	24,458	11,146	212,070	10,527	630,753
Randolph CC	122,086	17,131	10,217	87,908	2,316	239,658
Richmond CC	114,346	22,910	17,234	89,325	1,154	244,969
Roanoke-Chowan CC	36,636	10,010	2,477	38,389	1,154	88,666
Robeson CC	94,118	27,245	17,854	82,764	1,541	223,522
Rockingham CC	83,489	9,907	3,406	61,128	1,154	159,084
Rowan-Cabarrus CC	251,395	36,842	15,893	188,335	10,997	503,462
Sampson CC	71,311	15,996	11,249	62,222	1,154	161,932
Sandhills CC	179,465	17,441	7,224	114,308	1,154	319,592
South Piedmont CC	105,264	26,729	8,256	90,898	2,603	233,750
Southeastern CC	72,859	25,490	13,003	70,075	1,154	182,581
Southwestern CC	115,068	20,950	4,334	89,805	1,154	231,311
Stanly CC	117,235	23,220	7,327	95,546	1,154	244,482
Surry CC	139,630	21,569	6,502	95,736	1,154	264,591
Tri-County CC	52,426	8,669	1,238	44,328	1,154	107,815
Vance-Granville CC	128,587	18,886	8,669	106,638	1,541	264,321
Wake TCC	903,826	92,880	57,895	575,135	17,576	1,647,312
Wayne CC	158,722	19,608	8,772	105,155	1,154	293,411
Western Piedmont CC	92,570	11,249	8,462	69,156	3,378	184,815
Wilkes CC	131,167	15,996	8,359	96,639	2,703	254,864
Wilson CC	78,019	13,519	4,954	61,625	1,154	159,271
Total	\$9,826,702	\$1,287,522	\$612,085	\$6,854,890	\$182,598	\$18,763,797

*This is not a separate allotment. This reflects the college detail of salary adjustments made to formula funding.
This chart does NOT include benefits.

B. Establishment of Minimum Salaries for Curriculum Faculty

No curriculum faculty member shall earn less than the minimum amount for his or her education level, as of the beginning of the contractual period, consistent with the following guidelines:

- 1. Definitions of Educational Levels:** The minimum salaries for community college curriculum faculty shall be based upon the following educational levels as demonstrated through credentials earned from an accredited institution:
 - Vocational Diploma, Certificate or Less – This education level includes faculty members who are high school graduates, have vocational diplomas, or have completed one year of college.
 - Associate Degree or Equivalent – This education level includes faculty members who have an associate degree or have completed two or more years of college, but have no degree.
 - Bachelor's Degree.
 - Master's Degree or Education Specialist.
 - Doctoral Degree.
- 2. Full-Time Curriculum Faculty Minimum Salaries:** No nine-month, full-time faculty member shall earn less than the minimum salary for his or her education level, regardless of whether their degree is applicable to what they are teaching. Consistent with Section 35.11.(b), the minimum salaries for full-time faculty described in #4 below have been increased by 2% from FY 2017-18 levels.
- 3. Part-Time Curriculum Faculty Minimum Salaries:** The pro-rata hourly rate of the minimum salary for each education level shall be used to determine the minimum salary for part-time faculty members. The pro-rata hourly rate of the minimum salary for adjunct faculty is calculated by dividing the full-time faculty minimum by 1560 hours (number of hours for 9/12th of a work year). **The FY 2018-19 minimum salaries for part-time faculty are fifteen percent (15%) above these derived minimums based on the minimum salaries for full-time faculty.** This is consistent with the 2005 agreement between the System Office and the North Carolina Association of Community College Presidents to recognize work time required outside of direct classroom instruction. The State Board establishes the "contact hour" as the standard unit of measure for the purpose of determining compliance with this requirement.

4. **Minimum Faculty Salaries by Education Level:** 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	\$37,581	\$27.70
Associate Degree or Equivalent	\$38,103	\$28.09
Bachelor's Degree	\$40,371	\$29.76
Master's Degree or Education Specialist	\$42,382	\$31.24
Doctoral Degree	\$45,282	\$33.38

5. **Effective Date:** Colleges must pay curriculum faculty at or above these rates effective Fall 2018, regardless of whether the college implements an across-the-board salary increase.

C. College Presidents' State Salaries

Per G.S. 115D-20(1), it is the power and duty of the college board of trustees “(t)o elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.” Furthermore, per G.S. 115D-5(a), “(a)ny and all salary caps set by the State Board for community college presidents shall apply only to the State-paid portion of the salary.” Therefore, the amount of local supplement, if any, and the presidents’ total salary is a decision of the local college’s board of trustees.

Per 1C SBCCC 400.94.(c), the State Board shall adopt a state salary schedule for presidents in the system. A president’s placement on the schedule is based on the size of the institution.² The size of the institution is determined by the higher of the previous year’s total FTE reported in the enrollment reports furnished to the System Office, including both budget and non-budget FTE, or the average of the prior two year’s total FTE enrollment. The salary for each grade has been increased by 2% above FY 2017-18 levels.

GRADE		
1	2	3

FTE RANGE		
0-2499	2500-6499	6500+

ANNUAL STATE SALARY		
\$142,039	\$151,632	\$161,892

² Consistent with action taken by State Board in November 2012, if a sitting college president’s State salary on June 30, 2013, exceeds the established salary for his/her salary grade, the college is allocated an amount equal to the State salary as of June 30, 2013 adjusted for any subsequent legislative salary increases and salary grade changes.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
PRESIDENTS' STATE BUDGETED SALARIES
FY 2018-19**

COMMUNITY COLLEGES	BUDGET FTE			NON-BUDGET FTE			INST SIZE	STATE SALARY 2018-19
	CURR	CON ED*	BASIC SKILLS*	CURR	CON ED*	TOTAL FTE		
Alamance CC	3,463	523	423	0	65	4,474	2	\$ 151,632
Asheville-Buncombe TCC	5,765	720	460	0	227	7,172	3	161,892
Beaufort County CC	1,162	325	126	0	23	1,636	1	142,039
Bladen CC	1,124	231	73	0	15	1,443	1	142,039
Blue Ridge CC	1,688	555	98	0	94	2,435	1	142,039
Brunswick CC	1,236	410	288	0	56	1,990	1	142,039
Caldwell CC & TI	2,853	761	230	0	41	3,885	2	151,632
Cape Fear CC	7,358	754	406	0	73	8,591	3	161,892
Carteret CC	1,346	402	141	0	30	1,919	1	142,039
Catawba Valley CC	3,862	679	266	0	90	4,897	2	151,632
Central Carolina CC	4,173	786	700	0	56	5,715	2	151,632
Central Piedmont CC	15,421	868	1,223	0	659	18,171	3	161,892
Cleveland CC	2,326	747	86	0	31	3,190	2	151,632
Coastal Carolina CC	3,845	669	214	0	49	4,777	2	151,632
College of The Albemarle	1,981	308	125	0	34	2,448	1	142,039
Craven CC	2,532	648	102	0	59	3,341	2	151,632
Davidson County CC	3,015	446	320	0	63	3,844	2	151,632
Durham TCC	4,001	571	388	0	98	5,058	2	151,632
Edgecombe CC	1,885	318	140	0	17	2,360	1	142,039
Fayetteville TCC	9,724	2,964	879	30	205	13,802	3	161,892
Forsyth TCC	6,587	845	610	0	185	8,227	3	161,892
Gaston College	4,390	421	202	0	84	5,097	2	160,810
Guilford TCC	8,798	1,059	1,191	0	137	11,185	3	161,892
Halifax CC	957	332	89	0	8	1,386	1	142,039
Haywood CC	1,439	261	60	0	35	1,795	1	142,039
Isothermal CC	1,736	275	82	0	54	2,147	1	142,039
James Sprunt CC	1,014	255	62	0	28	1,359	1	142,039
Johnston CC	3,344	684	160	0	58	4,246	2	151,632
Lenoir CC	2,285	2,161	402	0	26	4,874	2	151,632
Martin CC	633	195	99	0	16	943	1	142,039
Mayland CC	803	493	396	0	12	1,704	1	142,039
McDowell TCC	920	242	99	0	27	1,288	1	142,039
Mitchell CC	2,319	357	156	0	62	2,894	2	151,632
Montgomery CC	778	226	56	0	27	1,087	1	142,039
Nash CC	2,407	544	113	26	51	3,141	2	151,632
Pamlico CC	475	159	54	0	7	695	1	142,039
Piedmont CC	1,013	595	138	0	7	1,753	1	142,039
Pitt CC	7,035	730	314	0	82	8,161	3	161,892
Randolph CC	2,241	495	289	0	35	3,060	2	151,632
Richmond CC	2,044	638	486	0	20	3,188	2	151,632
Roanoke-Chowan CC	596	258	69	0	10	933	1	142,039
Robeson CC	1,662	781	503	0	17	2,963	2	151,632
Rockingham CC	1,474	280	97	0	28	1,879	1	142,039
Rowan-Cabarrus CC	4,776	1,080	447	0	60	6,363	2	170,647
Sampson CC	1,248	422	317	0	18	2,005	1	142,039
Sandhills CC	3,354	495	204	0	51	4,104	2	167,223
South Piedmont CC	1,899	751	234	0	44	2,928	2	151,632
Southeastern CC	1,261	781	366	0	15	2,423	1	142,039
Southwestern CC	2,041	611	124	1	20	2,797	2	151,632
Stanly CC	2,128	722	207	0	31	3,088	2	151,632
Surry CC	2,550	609	183	0	54	3,396	2	151,632
Tri-County CC	883	227	35	0	23	1,168	1	142,039
Vance-Granville CC	2,372	535	246	0	115	3,268	2	151,632
Wake TCC	17,436	2,808	1,633	0	337	22,214	3	164,088
Wayne CC	2,896	587	249	0	44	3,776	2	151,632
Western Piedmont CC	1,667	313	238	3	29	2,250	1	142,039
Wilkes CC	2,349	454	237	0	59	3,099	2	151,632
Wilson CC	1,393	374	138	0	44	1,949	1	142,039
TOTAL	181,963	36,740	17,273	60	3,945	239,981		\$ 8,692,484

*NOTE: Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

D. Employer Contribution Rates and Longevity – FOR INFORMATION ONLY

1. Employer Contribution Rates for Health Insurance: Per Section 35.19.(e) of S.L. 2017-57, the maximum annual employer contribution rate for FY 2018-19 is \$6,104 for non-Medicare-eligible employees and \$4,743 for Medicare-eligible employees. These rates were not changed by S.L. 2018-5.

2. Employer Contribution Rates for Retirement: Per Section 35.27, colleges shall contribute the following rates toward employee retirement effective July 1, 2018. This new rate shall be implemented starting with the **July 2018** payroll.

- Teachers and State Employees Retirement System (TSERS): 18.86%³

The recurring funds needed to support the **recurring** increase in the retirement rates above have been **incorporated into the formula values**.

3. Longevity: Under S.L. 2018-5, the General Assembly did not make any changes to longevity pay for community college employees. Colleges should continue to pay longevity to employees consistent with 1C SBCCC 400.98. Please note that consistent with this rule, longevity pay is calculated on an employee's annual base or contract salary rate. **Therefore, any bonuses shall not be included in longevity calculations.** Longevity must be paid from the same funding source as an employee's salary. Funds will be allocated separately for longevity expenses associated with employees supported by formula funds. Note that these funds may not be used to support longevity expenses related to employees supported by categorical funds.

³ **Regarding presidents participating in TSERS:** G.S. 115D-5(a) provides that "the employer contribution rate on the local-paid portion of the salary, to be paid from local funds, shall be set by the State Treasurer based on actuarial recommendations." Unless notified otherwise in the future, colleges should operate under the assumption that the employer contribution rate on the local-paid portion will be the same as the State-paid portion.

E. Other Personnel-Related Budget Provisions

- 1. Performance-Based Bonuses:** Section 9.8 of S.L. 2018-5 amends G.S. 115D-31.3(g) to allow a college to use funds allocated to it pursuant to G.S. 115D-31.3(g) - Recognition of Successful Institutional Performance, for one-time performance-based bonuses for faculty and/or staff. Notwithstanding G.S. 135-1(7a), a bonus awarded with funds pursuant to this section is not compensation under Article 1 of Chapter 135 of the General Statutes and is therefore, not subject to retirement.
- 2. Mitigate Bonus Leave:** Section 35.16 of S.L. 2017-57 authorizes State agencies, departments, institutions, the NC Community College System, and UNC to offer employees the opportunity to cash in special bonus leave benefits that have accrued if all the following requirements are met:
 - Employee participation is voluntary.
 - Special leave that is liquidated for cash payment must be valued at the amount based on the employee's current annual salary rate.
 - Each agency shall collect and report demographic information on the employees who opt in to use or cash in special leave. A report is due by September 1, 2019.

Colleges are **not required** to offer employees this option. If the option is made available, each participating college may determine locally the amount of funding available to support bonus leave buyouts within its overall funding availability. Participating colleges must identify procedures that, at minimum, address the following issues:

- Ensures that all applicable employees are made aware of this opportunity.
 - Establishes a clear process for how employees can submit a request to cash in their desired number of bonus leave hours.
 - Provides a fair and impartial method for fulfilling requests to the extent possible if requests exceed funding availability (for example, a college may determine that it only has enough funding availability to cash in X% of each request submitted).
- 3. Special Annual Leave Bonus:** Section 35.26 of S.L. 2018-5 authorizes a one-time annual leave bonus of an additional five days of annual leave for any person who is a full-time, permanent employee of the State, a community college, or a local board of education on July 1, 2018 and who is eligible to earn annual leave. Part-time, permanent employees who are eligible to earn annual leave shall receive a pro rata amount of the five days. The additional leave shall be accounted for separately and shall be available during the length of an employee's employment. This additional annual leave has no cash value and is not eligible for cash in. If this additional leave is not used prior to an employee's separation or retirement, the bonus leave cannot be paid out and is forfeited. In the year(s) an employee uses any of these five days of annual leave bonus and in that year the employee has accumulated >30 days of vacation (annual) leave, the excess accumulated vacation (annual) leave equal to the

amount of bonus leave used that year, shall not convert to sick leave and is forfeited. For example, an employee uses 1 day of bonus leave and ends the year with 35 vacation (annual) leave days. The employee forfeits 1 day of vacation (annual) leave (equal to the 1 day of bonus leave used) and converts 4 vacation (annual) leave days to sick leave.

III. BUDGET ALLOCATIONS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM SUMMARY OF BUDGET ALLOCATIONS FY 2018-19

System Total						
Curriculum				181,963		
Occupational Extension				36,740		
Basic Skills				17,273		
Total Budget FTE:				235,976		
Instruction:						
Curriculum:						
Base					\$	25,288,638
Tier 1A	29,958.7	FTE @	\$	4,583.10	\$	137,303,911
Tier 1B	46,039.9	FTE @	\$	4,054.28	\$	186,658,665
Tier 2	105,964.4	FTE @	\$	3,525.46	\$	373,573,093
Total						\$ 722,824,307
Occupational Extension:						
Recurring: Base					\$	4,214,802
Tier 1A	932.8	FTE @	\$	3,838.12	\$	3,580,202
Tier 1B	2,669.7	FTE @	\$	3,396.81	\$	9,068,615
Tier 2	15,070.6	FTE @	\$	2,953.78	\$	44,515,313
Tier 3	18,066.8	FTE @	\$	2,229.86	\$	40,286,497
Total						\$ 101,665,429
Non-Recurring Tier 1A	933	FTE @	\$	556.26		\$518,877
Tier 1B	2,670	FTE @	\$	492.18		\$1,313,996
Tier 2	15,070	FTE @	\$	428.03		\$6,450,679
Total						\$ 8,283,552
Basic Skills (State \$ Only)	17,273.0	FTE @	\$	2,229.86	\$	38,516,375
				State Performance-Based Allotment	\$	4,607,291
Total						\$ 43,123,666
Total Instruction						\$ 875,896,954
Institutional and Academic Support:						
President's Allotment:						
President's Salary					\$	11,273,729
Base Allotment - First 750 FTE					\$	140,910,362
MCC Allotment	30	MCC(s) @	\$	566,587	\$	16,997,610
	6	MCC(s) @	\$	947,974	\$	5,687,844
Enrollment Allotment @	192,538	\$	1,730	per FTE above 750	\$	333,090,740
Total Institutional and Academic Support						\$ 507,960,285
Performance-Based Funding (excluding Basic Skills PBF)						\$ 18,000,000
NR Hurricane Matthew Allotment						\$ 1,859,756
Total Formula Allotment						\$ 1,403,716,995
Categorical Allocations						
Career and Technical Education Allotment - Basic Grant (Federal)					\$	11,477,949
Child Care					\$	1,838,215
Small Business Centers					\$	6,551,698
Customized Training - Business & Industry Support					\$	2,992,500
Equipment					\$	48,962,762
Instructional Resources					\$	2,500,000
Specific Program Categorical Allocations						
Marine Technology (Cape Fear CC)					\$	749,708
Manufacturing Solutions Center (Catawba Valley CC)					\$	933,580
Botanical Lab (Fayetteville Tech CC)					\$	100,000
NC Military Business Center (Fayetteville TCC)					\$	1,174,460
Innovation Quarters (Forsyth TCC)					\$	300,000
Center for Applied Textile Technology (Gaston College)					\$	687,357
NC Research Campus (Rowan Cabarrus CC)					\$	3,431,870
Truck Driver Training Program (Caldwell CC & TI)					\$	150,000
NR NC Center for Viticulture and Enology (Surry CC)					\$	500,000
NR Anspach Advanced Manufacturing School (Mayland CC)					\$	513,800
NR Center for Advanced Manufacturing (Forsyth TCC)					\$	400,000
NR Richmond Community College					\$	300,000
NR South Piedmont Community College					\$	266,524
NR South Piedmont Allied Health and Nursing					\$	143,588
NR Culinary Arts Building (Wilkes CC)					\$	50,000
Total Categorical Allocations						\$ 84,024,011
Management Flexibility Reduction						\$ (53,181,580)
Net Allocations:						\$ 1,434,559,426

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
STATEWIDE COLLEGE ALLOTMENT COMPARISON
2017-18 vs. 2018-19**

		Restated ¹			
	FY2017-18	FY2017-18	FY2018-19	Change +/- ²	% Change
Budget FTE					
Curriculum	183,744	183,744	181,963	(1,781)	-1.0%
Occupational Extension	26,974	36,245	36,740	495	1.4%
Basic Skills	14,036	18,864	17,273	(1,591)	-8.4%
Total Budget FTE	224,754	238,853	235,976	(2,877)	-1.2%
Formula Allocations					
Curriculum		706,825,083	722,824,307	15,999,224	2.3%
Continuing Education		91,016,380	101,665,429	10,649,049	11.7%
NR Continuing Education		0	8,283,552	8,283,552	100.0%
Basic Skills (State \$ only, including Basic Skills PBF)		44,703,577	43,123,666	(1,579,911)	-3.5%
Institutional Support		496,681,555	507,960,285	11,278,730	2.3%
Performance-Based Funding (excluding Basic Skills PBF)		18,000,000	18,000,000	0	0.0%
Hurricane Matthew Allotment - Non Recurring		2,700,000	1,859,756	(840,244)	100.0%
Total Current Operating		\$1,359,926,595	\$1,403,716,995	\$43,790,400	3.2%
Categorical Allocations					
Career and Technical Educ. Allotment - Basic Grant (federal)		10,515,642	11,477,949	962,307	9.2%
Child Care		1,838,215	1,838,215	0	0.0%
Small Business Centers		6,396,711	6,551,698	154,987	2.4%
Customized Training - Business and Industry Support		2,992,500	2,992,500	0	0.0%
Equipment		48,962,762	48,962,762	0	0.0%
Instructional Resources		2,500,000	2,500,000	0	0.0%
Specific Program Categorical Allocations					
Marine Technology (Cape Fear CC)		729,991	749,708	19,717	2.7%
Manufacturing Solutions Center (Catawba Valley CC)		907,507	933,580	26,073	2.9%
Botanical Lab (Fayetteville Tech CC)		100,000	100,000	0	0.0%
NC Military Business Center (Fayetteville TCC)		1,160,124	1,174,460	14,336	1.2%
Innovation Quarters (Forsyth TCC)		300,000	300,000	0	0.0%
Center for Applied Textile Technology (Gaston)		676,761	687,357	10,596	1.6%
NC Research Campus (Rowan Cabarrus CC)		3,416,248	3,431,870	15,622	0.5%
Truck Driver Training Program (Caldwell CC & TI)		150,000	150,000	0	0.0%
NR Transportation Technology Center (Forsyth TCC)		526,119	0	(526,119)	-100.0%
NR Anspach Advanced Manufacturing School (Mayland CC)		512,706	513,800	1,094	0.2%
NR NC Center for Viticulture and Enology (Surry CC)		250,000	500,000	250,000	100.0%
NR Center for Advanced Manufacturing (Forsyth TCC)		0	400,000	400,000	100.0%
NR Richmond Community College		0	300,000	300,000	100.0%
NR South Piedmont Community College		0	266,524	266,524	100.0%
NR South Piedmont Allied Health and Nursing		0	143,588	143,588	100.0%
NR Culinary Arts Building (Wilkes CC)		0	50,000	50,000	100.0%
Total Categorical Allocations		\$81,935,286	\$84,024,011	\$2,088,725	2.5%
Management Flexibility Reduction (Negative Reserve)		(53,181,580)	(53,181,580)	0	0.0%
TOTAL ALLOCATION:		\$1,388,680,301	\$1,434,559,426	\$45,879,125	3.3%
Total Allocation per FTE		\$5,813	\$6,079	\$265	4.6%

¹ Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

² Allocations reflecting an increase/(decrease) in the difference column indicate a legislative action, a change in FTE, and/or a change due to the increase in employer contribution rates for retirement benefits.

A. Formula Budget – Current Operating

The formula budget is the primary mechanism through which State funds are allocated to the colleges for current operations. For FY 2018-19, a total of \$1,403,716,995 is allocated through the current operating formula budget. Funds are allocated using three methodologies: 1) base allocations, which provide a standard amount of support regardless of college size, 2) enrollment allocations, which vary based on a college's budgeted full-time equivalent (FTE) student enrollment, and 3) performance-based allocations, which are determined based on student outcomes. While each component of the formula budget uses a combination of these methodologies, enrollment is the key driver for colleges' formula budgets.

Budget FTE

Budget FTE is the number of full-time equivalent students for which a college is budgeted to serve. For FY 2018-19, system-wide budget FTE totals 235,976. Budget FTE is calculated based on the higher of the prior year's enrollment or the average of the prior two years. Consistent with S.L. 2018-5 which includes funding for "Short-term Workforce Training Parity", the State Board of Community Colleges approved the definition of FTE to be 512 student hours in membership (1G SBCCC 100.1(5)). This change has been incorporated into 2018-19 budget FTE.

Instructional FTE allocations are calculated on a tiered-funding basis. With the implementation of the Closing the Skills Gap proposal in FY 2014-15, there are four funding tiers.

- **Tier 1A:**
 - Curriculum courses in health care and technical education aligned to priority occupations that have documented skills gaps and pay higher wages (see Appendix C).
 - Continuing education (OE) courses aligned to the priority occupations that have documented skills gaps and pay higher wages. Course sections must be scheduled for 96 hours or more and mapped to a third-party credential, certification, or industry-designed curriculum.
- **Tier 1B:**
 - Curriculum courses in other high cost areas of health care, technical education, lab-based science, and college-level math courses.
 - Continuing education courses that help prepare students for jobs in priority occupations and lead to industry credentials. Course sections must be scheduled for 96 hours or more and mapped to a third-party credential, certification, or industry-designed curriculum.

- **Tier 2:**
 - Remaining curriculum courses
 - Continuing education (OE) courses leading to state or industry-recognized credential. Course sections must be scheduled for 96 hours or more and mapped to a third-party credential, certification, or industry-designed curriculum.
- **Tier 3:**
 - Remaining continuing education (OE) courses
 - Continuing education (OE) course sections based on course codes designated eligible for Tier 1A, 1B or 2 which do not meet the course hours scheduled and credential requirements (unless otherwise noted as an exception by the SBCC).
 - Basic Skills courses

This weighted allocation model is designed to provide a funding differential between each tier (See Appendix D for more detailed information on tier designations). The State Board of Community Colleges retains the authority to designate tier levels for curriculum program prefixes and continuing education (OE) course codes.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
2018-19 BUDGET FTE**

	Curriculum	Non-Curric*	Basic Skills*	Total	>750
Alamance CC	3,463	523	423	4,409	3,659
Asheville-Buncombe TCC	5,765	720	460	6,945	6,195
Beaufort County CC	1,162	325	126	1,613	863
Bladen CC	1,124	231	73	1,428	678
Blue Ridge CC	1,688	555	98	2,341	1,591
Brunswick CC	1,236	410	288	1,934	1,184
Caldwell CC and TI	2,853	761	230	3,844	3,094
Cape Fear CC	7,358	754	406	8,518	7,768
Carteret CC	1,346	402	141	1,889	1,139
Catawba Valley CC	3,862	679	266	4,807	4,057
Central Carolina CC	4,173	786	700	5,659	4,909
Central Piedmont CC	15,421	868	1,223	17,512	16,762
Cleveland CC	2,326	747	86	3,159	2,409
Coastal Carolina CC	3,845	669	214	4,728	3,978
College of The Albemarle	1,981	308	125	2,414	1,664
Craven CC	2,532	648	102	3,282	2,532
Davidson County CC	3,015	446	320	3,781	3,031
Durham TCC	4,001	571	388	4,960	4,210
Edgecombe CC	1,885	318	140	2,343	1,593
Fayetteville TCC	9,724	2,964	879	13,567	12,817
Forsyth TCC	6,587	845	610	8,042	7,292
Gaston College	4,390	421	202	5,013	4,263
Guilford TCC	8,798	1,059	1,191	11,048	10,298
Halifax CC	957	332	89	1,378	628
Haywood CC	1,439	261	60	1,760	1,010
Isothermal CC	1,736	275	82	2,093	1,343
James Sprunt CC	1,014	255	62	1,331	581
Johnston CC	3,344	684	160	4,188	3,438
Lenoir CC	2,285	2,161	402	4,848	4,098
Martin CC	633	195	99	927	177
Mayland CC	803	493	396	1,692	942
McDowell TCC	920	242	99	1,261	511
Mitchell CC	2,319	357	156	2,832	2,082
Montgomery CC	778	226	56	1,060	310
Nash CC	2,407	544	113	3,064	2,314
Pamlico CC	475	159	54	688	0
Piedmont CC	1,013	595	138	1,746	996
Pitt CC	7,035	730	314	8,079	7,329
Randolph CC	2,241	495	289	3,025	2,275
Richmond CC	2,044	638	486	3,168	2,418
Roanoke Chowan CC	596	258	69	923	173
Robeson CC	1,662	781	503	2,946	2,196
Rockingham CC	1,474	280	97	1,851	1,101
Rowan-Cabarrus CC	4,776	1,080	447	6,303	5,553
Sampson CC	1,248	422	317	1,987	1,237
Sandhills CC	3,354	495	204	4,053	3,303
South Piedmont CC	1,899	751	234	2,884	2,134
Southeastern CC	1,261	781	366	2,408	1,658
Southwestern CC	2,041	611	124	2,776	2,026
Stanly CC	2,128	722	207	3,057	2,307
Surry CC	2,550	609	183	3,342	2,592
Tri-County CC	883	227	35	1,145	395
Vance-Granville CC	2,372	535	246	3,153	2,403
Wake TCC	17,436	2,808	1,633	21,877	21,127
Wayne CC	2,896	587	249	3,732	2,982
Western Piedmont CC	1,667	313	238	2,218	1,468
Wilkes CC	2,349	454	237	3,040	2,290
Wilson CC	1,393	374	138	1,905	1,155
TOTAL	181,963	36,740	17,273	235,976	192,538

*NOTE: Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
2018-19 BUDGET FTE BY TIER

College	Curriculum BFTE				Con Ed (OE) BFTE*					Basic Skills BFTE*	Total
	Tier 1A	Tier 1B	Tier 2	Subtotal	Tier 1A	Tier 1B	Tier 2	Tier 3	Subtotal	Tier 3	
Alamance CC	511.2	862.7	2,089.1	3,463.0	0.6	5.0	158.5	358.9	523.0	423.0	4,409.0
Asheville-Buncombe TCC	1,159.8	1,642.0	2,963.2	5,765.0	0.0	54.5	249.9	415.6	720.0	460.0	6,945.0
Beaufort County CC	247.7	251.8	662.6	1,162.0	36.8	14.6	124.4	149.2	325.0	126.0	1,613.0
Bladen CC	299.8	252.4	571.8	1,124.0	0.0	24.1	119.0	87.8	231.0	73.0	1,428.0
Blue Ridge CC	373.8	365.6	948.6	1,688.0	0.0	60.0	187.1	308.0	555.0	98.0	2,341.0
Brunswick CC	113.3	392.9	729.8	1,236.0	0.0	37.1	154.2	218.7	410.0	288.0	1,934.0
Caldwell CC and TI	532.3	791.1	1,529.6	2,853.0	213.9	39.2	325.6	182.3	761.0	230.0	3,844.0
Cape Fear CC	1,275.1	1,647.2	4,435.7	7,358.0	0.0	92.1	281.8	380.2	754.0	406.0	8,518.0
Carteret CC	193.4	403.2	749.4	1,346.0	5.4	67.1	121.7	207.8	402.0	141.0	1,889.0
Catawba Valley CC	588.3	789.7	2,484.0	3,862.0	0.0	26.1	365.5	287.4	679.0	266.0	4,807.0
Central Carolina CC	733.3	924.1	2,515.6	4,173.0	0.0	19.0	443.4	323.6	786.0	700.0	5,659.0
Central Piedmont CC	1,681.3	4,301.5	9,438.2	15,421.0	94.6	94.0	98.5	580.9	868.0	1,223.0	17,512.0
Cleveland CC	336.2	730.0	1,259.8	2,326.0	21.2	155.2	185.6	385.1	747.0	86.0	3,159.0
Coastal Carolina CC	437.8	980.7	2,426.5	3,845.0	0.0	33.4	352.7	282.9	669.0	214.0	4,728.0
College of The Albemarle	273.4	504.2	1,203.4	1,981.0	0.0	4.1	118.7	185.3	308.0	125.0	2,414.0
Craven CC	502.2	655.9	1,374.0	2,532.0	60.6	90.1	261.9	235.4	648.0	102.0	3,282.0
Davidson County CC	421.1	994.6	1,599.2	3,015.0	3.8	18.0	146.5	277.7	446.0	320.0	3,781.0
Durham TCC	600.4	1,249.8	2,150.7	4,001.0	13.4	7.3	205.9	344.4	571.0	388.0	4,960.0
Edgecombe CC	376.4	464.0	1,044.6	1,885.0	0.0	6.4	191.3	120.3	318.0	140.0	2,343.0
Fayetteville TCC	1,354.3	2,350.3	6,019.4	9,724.0	23.2	260.8	2,122.6	557.4	2,964.0	879.0	13,567.0
Forsyth TCC	1,508.6	1,576.5	3,501.9	6,587.0	61.4	41.3	301.4	440.9	845.0	610.0	8,042.0
Gaston College	585.1	1,274.5	2,530.3	4,390.0	15.4	0.0	76.2	329.4	421.0	202.0	5,013.0
Guilford TCC	1,621.2	1,856.2	5,320.6	8,798.0	78.7	12.2	451.5	516.7	1,059.0	1,191.0	11,048.0
Halifax CC	271.2	159.1	526.7	957.0	0.0	3.1	52.6	276.3	332.0	89.0	1,378.0
Haywood CC	273.7	279.4	885.9	1,439.0	0.0	9.4	132.3	119.2	261.0	60.0	1,760.0
Isothermal CC	344.2	345.8	1,046.0	1,736.0	0.0	0.0	177.4	97.6	275.0	82.0	2,093.0
James Sprunt CC	177.2	210.8	626.0	1,014.0	0.0	0.0	154.6	100.4	255.0	62.0	1,331.0
Johnston CC	766.9	899.9	1,677.2	3,344.0	52.2	28.8	368.9	234.2	684.0	160.0	4,188.0
Lenoir CC	405.4	623.5	1,256.1	2,285.0	7.1	81.2	1,420.1	652.6	2,161.0	402.0	4,848.0
Martin CC	124.9	140.6	367.4	633.0	0.0	22.5	83.8	88.7	195.0	99.0	927.0
Mayland CC	215.6	191.6	395.8	803.0	0.0	69.5	162.3	261.2	493.0	396.0	1,692.0
McDowell TCC	221.2	194.9	503.9	920.0	0.0	0.0	39.7	202.3	242.0	99.0	1,261.0
Mitchell CC	209.4	614.3	1,495.3	2,319.0	0.0	25.1	153.5	178.4	357.0	156.0	2,832.0
Montgomery CC	122.6	260.2	395.2	778.0	0.0	33.5	55.3	137.2	226.0	56.0	1,060.0
Nash CC	476.1	587.1	1,343.8	2,407.0	16.5	49.1	202.7	275.7	544.0	113.0	3,064.0
Pamlico CC	105.6	136.8	232.6	475.0	0.0	10.4	31.5	117.1	159.0	54.0	688.0
Piedmont CC	214.0	300.4	498.6	1,013.0	2.8	165.0	123.8	303.4	595.0	138.0	1,746.0
Pitt CC	1,367.5	1,405.3	4,262.2	7,035.0	0.0	0.0	307.1	422.9	730.0	314.0	8,079.0
Randolph CC	401.0	402.6	1,437.3	2,241.0	0.0	14.9	201.2	278.9	495.0	289.0	3,025.0
Richmond CC	417.6	584.6	1,041.8	2,044.0	27.4	145.9	136.2	328.4	638.0	486.0	3,168.0
Roanoke Chowan CC	71.0	128.9	396.0	596.0	0.0	58.4	119.5	80.1	258.0	69.0	923.0
Robeson CC	364.6	427.2	870.1	1,662.0	0.0	109.7	291.9	379.4	781.0	503.0	2,946.0
Rockingham CC	314.8	324.4	834.7	1,474.0	0.0	0.2	100.5	179.2	280.0	97.0	1,851.0
Rowan-Cabarrus CC	649.4	1,041.7	3,085.0	4,776.0	22.1	85.4	399.5	573.0	1,080.0	447.0	6,303.0
Sampson CC	229.5	295.1	723.3	1,248.0	118.6	0.0	61.7	241.7	422.0	317.0	1,987.0
Sandhills CC	461.4	872.1	2,020.4	3,354.0	0.0	54.3	178.8	261.9	495.0	204.0	4,053.0
South Piedmont CC	304.8	524.9	1,069.2	1,899.0	0.0	147.7	279.8	323.4	751.0	234.0	2,884.0
Southeastern CC	291.5	285.3	684.3	1,261.0	0.0	31.3	148.5	601.2	781.0	366.0	2,408.0
Southwestern CC	480.0	582.1	978.9	2,041.0	0.0	45.9	212.3	352.9	611.0	124.0	2,776.0
Stanly CC	415.9	454.7	1,257.4	2,128.0	0.0	26.0	71.8	624.2	722.0	207.0	3,057.0
Surry CC	490.5	604.6	1,454.8	2,550.0	13.1	77.4	237.1	281.3	609.0	183.0	3,342.0
Tri-County CC	160.9	234.4	487.7	883.0	4.7	9.8	121.3	91.2	227.0	35.0	1,145.0
Vance-Granville CC	381.1	473.0	1,517.9	2,372.0	4.0	26.5	253.3	251.2	535.0	246.0	3,153.0
Wake TCC	1,847.9	5,189.6	10,398.5	17,436.0	29.8	140.1	1,071.8	1,566.2	2,808.0	1,633.0	21,877.0
Wayne CC	601.9	723.4	1,570.7	2,896.0	3.1	3.0	184.3	396.5	587.0	249.0	3,732.0
Western Piedmont CC	234.8	442.5	989.8	1,667.0	0.0	26.8	86.5	199.7	313.0	238.0	2,218.0
Wilkes CC	568.1	603.6	1,177.4	2,349.0	0.0	7.1	238.0	208.9	454.0	237.0	3,040.0
Wilson CC	250.4	234.5	908.1	1,393.0	2.5	0.0	167.0	204.5	374.0	138.0	1,905.0
Total FTE	29,958.7	46,039.9	105,964.4	181,963.0	932.8	2,669.7	15,070.6	18,066.8	36,740.0	17,273.0	235,976.0
	17%	25%	58%		3%	7%	41%	49%			

*NOTE: Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

1. Curriculum Instruction

Purpose: A total of \$722,824,307 is allocated for curriculum instruction, including instructional salaries, fringe benefits, and other costs, such as supplies, materials, and faculty travel.

Allocation Method: Curriculum budget FTE equals the average curriculum FTE enrollment of the past two years or the latest year, whichever is greater, excluding any self-supporting FTE. Effective Summer 2015, G.S. 115D-5(v) authorized colleges to earn curriculum budget FTE for all courses during the summer term, except those offered on a self-supporting basis. Therefore, FY 2018-19 curriculum budget FTE is the higher of 2017-18 FTE (Summer 2017, Fall 2017, and Spring 2018) or the average of 2017-18 FTE and 2016-17 FTE (Summer 2016, Fall 2016 and Spring 2017).

A college's curriculum budget FTE is categorized into three funding tiers based on the proportion of the college's actual FTE in each tier. Tier 1A includes curriculum budget FTE in health care and technical education courses aligned to priority occupations that have documented skills gaps and pay higher wages. Tier 1B includes FTE in other high-cost health care, technical education, lab-based science, and college-level math courses. Tier 2 includes FTE in all other curriculum courses. (See Appendix D for more information about tier designations.) System-wide 17% of curriculum FTE are in Tier 1A, 25% in Tier 1B, and 58% are in Tier 2.

Each college receives a base curriculum allocation of \$436,011 which represents funding for six instructional units (or the equivalent of six full-time faculty members). In addition to this base, a college is allocated \$4,583.10 for each BFTE in Tier 1A, \$4,054.28 in Tier 1B, and \$3,525.46 for each BFTE in Tier 2. These tier values have been adjusted from FY 2017-18 levels to account for the legislative adjustments, the compensation reserve funds, and changes in employer contribution rates for retirement.⁴

Fiscal Management: These funds are budgeted and expended through the following codes:

- Purpose codes: 220
- Vocational code: 97, 20, consistent with the Accounting Procedures Manual

⁴ Joint Conference Committee Report on the Base and Expansion Budgets dated May 28, 2018: Items 65 and 67 on page B 20.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM
FY 2018-19**

College	CU Base \$436,011	Tier 1A \$4,583.10	Tier 1B \$4,054.28	Tier 2 \$3,525.46	CU TOTAL
Alamance CC	\$436,011	\$2,342,825	\$3,497,680	\$7,365,036	\$13,641,552
Asheville-Buncombe TCC	436,011	5,315,414	6,657,164	10,446,662	22,855,251
Beaufort County CC	436,011	1,135,068	1,020,720	2,335,873	4,927,672
Bladen CC	436,011	1,374,207	1,023,159	2,015,832	4,849,209
Blue Ridge CC	436,011	1,713,203	1,482,348	3,344,131	6,975,693
Brunswick CC	436,011	519,052	1,592,981	2,572,998	5,121,042
Caldwell CC and TI	436,011	2,439,398	3,207,386	5,392,647	11,475,442
Cape Fear CC	436,011	5,843,833	6,678,232	15,637,924	28,596,000
Carteret CC	436,011	886,450	1,634,568	2,642,022	5,599,051
Catawba Valley CC	436,011	2,696,442	3,201,514	8,757,217	15,091,184
Central Carolina CC	436,011	3,360,763	3,746,679	8,868,562	16,412,015
Central Piedmont CC	436,011	7,705,616	17,439,488	33,273,956	58,855,071
Cleveland CC	436,011	1,541,050	2,959,489	4,441,329	9,377,879
Coastal Carolina CC	436,011	2,006,667	3,975,950	8,554,457	14,973,085
College of The Albemarle	436,011	1,253,077	2,044,092	4,242,561	7,975,741
Craven CC	436,011	2,301,433	2,659,163	4,843,817	10,240,424
Davidson County CC	436,011	1,930,137	4,032,470	5,638,047	12,036,665
Durham TCC	436,011	2,751,827	5,067,157	7,582,354	15,837,349
Edgecombe CC	436,011	1,724,969	1,881,340	3,682,646	7,724,966
Fayetteville TCC	436,011	6,206,788	9,528,752	21,221,253	37,392,804
Forsyth TCC	436,011	6,914,077	6,391,482	12,345,877	26,087,447
Gaston College	436,011	2,681,602	5,167,369	8,920,637	17,205,619
Guilford TCC	436,011	7,430,123	7,525,448	18,757,654	34,149,236
Halifax CC	436,011	1,242,945	644,850	1,857,015	4,180,821
Haywood CC	436,011	1,254,403	1,132,694	3,123,261	5,946,369
Isothermal CC	436,011	1,577,647	1,401,824	3,687,647	7,103,129
James Sprunt CC	436,011	812,166	854,749	2,206,814	4,309,740
Johnston CC	436,011	3,514,953	3,648,475	5,912,743	13,512,182
Lenoir CC	436,011	1,857,960	2,527,853	4,428,344	9,250,168
Martin CC	436,011	572,652	570,224	1,295,268	2,874,155
Mayland CC	436,011	988,263	776,693	1,395,358	3,596,325
McDowell TCC	436,011	1,013,587	790,249	1,776,568	4,016,415
Mitchell CC	436,011	959,720	2,490,348	5,271,776	9,157,855
Montgomery CC	436,011	561,879	1,054,777	1,393,396	3,446,063
Nash CC	436,011	2,182,227	2,380,231	4,737,382	9,735,851
Pamlico CC	436,011	484,001	554,601	820,023	2,294,636
Piedmont CC	436,011	980,617	1,217,894	1,757,933	4,392,455
Pitt CC	436,011	6,267,477	5,697,530	15,026,105	27,427,123
Randolph CC	436,011	1,838,018	1,632,389	5,067,229	8,973,647
Richmond CC	436,011	1,913,734	2,370,186	3,672,907	8,392,838
Roanoke Chowan CC	436,011	325,588	522,637	1,396,255	2,680,491
Robeson CC	436,011	1,671,171	1,732,172	3,067,563	6,906,917
Rockingham CC	436,011	1,442,910	1,315,301	2,942,858	6,137,080
Rowan-Cabarrus CC	436,011	2,976,106	4,223,227	10,875,916	18,511,260
Sampson CC	436,011	1,051,887	1,196,613	2,550,098	5,234,609
Sandhills CC	436,011	2,114,675	3,535,918	7,123,011	13,209,615
South Piedmont CC	436,011	1,397,088	2,128,246	3,769,517	7,730,862
Southeastern CC	436,011	1,335,826	1,156,600	2,412,308	5,340,745
Southwestern CC	436,011	2,199,846	2,360,127	3,450,992	8,446,976
Stanly CC	436,011	1,906,044	1,843,520	4,432,932	8,618,507
Surry CC	436,011	2,248,126	2,451,321	5,129,013	10,264,471
Tri-County CC	436,011	737,489	950,237	1,719,390	3,843,127
Vance-Granville CC	436,011	1,746,477	1,917,777	5,351,317	9,451,582
Wake TCC	436,011	8,468,973	21,040,245	36,659,468	66,604,697
Wayne CC	436,011	2,758,499	2,932,961	5,537,411	11,664,882
Western Piedmont CC	436,011	1,075,919	1,793,872	3,489,423	6,795,225
Wilkes CC	436,011	2,603,569	2,447,008	4,150,729	9,637,317
Wilson CC	436,011	1,147,448	950,685	3,201,631	5,735,775
Total	\$25,288,638	\$137,303,911	\$186,658,665	\$373,573,093	\$722,824,307

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2. Continuing Education (Occupational Extension) Instruction

Purpose: A total of \$101,665,429 of recurring funding is allocated for occupational extension instruction, including instructional salaries, fringe benefits, and other costs, such as supplies, materials, and faculty travel.

Allocation Method: Continuing Education (Occupational Extension) budget FTE equals the average of the past two years (spring, summer, and fall) or the latest year, whichever is greater. Consistent with S.L. 2018-5 which includes funding for “Short-term Workforce Training Parity”, the State Board of Community Colleges approved the definition of FTE to be 512 student hours in membership (1G SBCCC 100.1(5)). This change has been incorporated into 2018-19 budget FTE. A college’s continuing education (OE) budget FTE is categorized into four funding tiers based on the proportion of the college’s actual FTE in each tier. Tier 1A includes FTE in a limited number of continuing education (OE) courses that train students for the exact same third-party certification as curriculum courses in Tier 1A. These continuing education (OE) courses are aligned to the priority occupations that have documented skills gaps and pay higher wages. Course sections must be scheduled for 96 hours or more and mapped to a third-party credential, certification, or industry-designed curriculum. Tier 1B includes FTE in short-term, workforce continuing education courses that help prepare students for jobs in priority occupations and lead to industry credentials. Course sections must be scheduled for 96 hours or more and mapped to a third-party credential, certification, or industry-designed curriculum. Tier 2 includes FTE in other continuing education (OE) courses that are scheduled for 96 hours or more and are mapped to a third-party credential, certification, or industry-designed curriculum (see Appendix D for a list of continuing education courses in Tier 1A, Tier 1B, and Tier 2). Tier 3 includes FTE in all other continuing education (OE) courses.

Each college receives a base continuing education (OE) allocation of \$72,669, which represents funding for one instructional unit (or the equivalent of one full-time faculty member). In addition to this base, a college is allocated recurring funding of \$3,838.12 for each BFTE in Tier 1A CE, \$3,396.81 in Tier 1B CE, \$2,953.78 in Tier 2 CE, and \$2,229.86 in Tier 3. These tier values have been adjusted from FY 2017-18 levels to account for legislative adjustments, the compensation reserve funds, and changes in employer contribution rates for retirement.⁵ In addition, a college is allocated non-recurring funding of \$556.26 for each BFTE in Tier 1A CE, \$492.18 in Tier 1B CE, and \$428.03 in Tier 2 CE.

Fiscal Management: These funds are budgeted and expended through the following codes:

- Purpose codes: 310, 311
- Vocational code: 97

⁵ Joint Conference Committee Report on the Base and Expansion Budgets dated May 28, 2018: Items 65 and 67 on page B 20.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CONTINUING EDUCATION - RECURRING
FY 2018-19

College	CE Base \$72,669	Tier 1A \$3,838.12	Tier 1B \$3,396.81	Tier 2 \$2,953.78	Tier 3 \$2,229.86	CE TOTAL
Alamance CC	\$72,669	\$2,438	\$17,017	\$468,114	\$800,243	\$1,360,481
Asheville-Buncombe TCC	72,669	0	185,236	738,047	926,734	1,922,686
Beaufort County CC	72,669	141,200	49,571	367,563	332,650	963,653
Bladen CC	72,669	0	81,989	351,572	195,867	702,097
Blue Ridge CC	72,669	0	203,696	552,520	686,748	1,515,633
Brunswick CC	72,669	0	126,132	455,437	487,625	1,141,863
Caldwell CC and TI	72,669	821,077	133,305	961,628	406,437	2,395,116
Cape Fear CC	72,669	0	312,792	832,271	847,684	2,065,416
Carteret CC	72,669	20,597	227,775	359,594	463,448	1,144,083
Catawba Valley CC	72,669	0	88,684	1,079,730	640,751	1,881,834
Central Carolina CC	72,669	0	64,498	1,309,690	721,622	2,168,479
Central Piedmont CC	72,669	363,157	319,340	290,890	1,295,302	2,341,358
Cleveland CC	72,669	81,199	527,177	548,167	858,640	2,087,852
Coastal Carolina CC	72,669	0	113,318	1,041,882	630,853	1,858,722
College of The Albemarle	72,669	0	13,781	350,590	413,083	850,123
Craven CC	72,669	232,659	305,947	773,574	524,953	1,909,802
Davidson County CC	72,669	14,444	61,204	432,774	619,239	1,200,330
Durham TCC	72,669	51,512	24,696	608,189	767,979	1,525,045
Edgecombe CC	72,669	0	21,700	565,187	268,181	927,737
Fayetteville TCC	72,669	88,854	885,950	6,269,838	1,242,885	8,560,196
Forsyth TCC	72,669	235,560	140,409	890,175	983,196	2,322,009
Gaston College	72,669	58,952	0	225,219	734,500	1,091,340
Guilford TCC	72,669	301,891	41,394	1,333,562	1,152,127	2,901,643
Halifax CC	72,669	0	10,642	155,323	616,072	854,706
Haywood CC	72,669	0	31,975	390,903	265,904	761,451
Isothermal CC	72,669	0	0	524,033	217,610	814,312
James Sprunt CC	72,669	0	0	456,799	223,769	753,237
Johnston CC	72,669	200,286	97,836	1,089,536	522,128	1,982,455
Lenoir CC	72,669	27,107	275,950	4,194,576	1,455,271	6,025,573
Martin CC	72,669	0	76,461	247,416	197,850	594,396
Mayland CC	72,669	0	236,189	479,414	582,355	1,370,627
McDowell TCC	72,669	0	0	117,272	451,096	641,037
Mitchell CC	72,669	0	85,105	453,403	397,911	1,009,088
Montgomery CC	72,669	0	113,770	163,326	305,965	655,730
Nash CC	72,669	63,266	166,715	598,746	614,843	1,516,239
Pamlico CC	72,669	0	35,284	92,944	261,221	462,118
Piedmont CC	72,669	10,672	560,546	365,817	676,431	1,686,135
Pitt CC	72,669	0	0	907,054	943,047	1,922,770
Randolph CC	72,669	0	50,681	594,225	621,920	1,339,495
Richmond CC	72,669	105,201	495,612	402,412	732,396	1,808,290
Roanoke Chowan CC	72,669	0	198,452	353,006	178,538	802,665
Robeson CC	72,669	0	372,736	862,093	846,026	2,153,524
Rockingham CC	72,669	0	717	296,975	399,699	770,060
Rowan-Cabarrus CC	72,669	84,978	290,172	1,179,925	1,277,647	2,905,391
Sampson CC	72,669	455,319	0	182,209	538,918	1,249,115
Sandhills CC	72,669	0	184,291	528,186	584,065	1,369,211
South Piedmont CC	72,669	0	501,860	826,588	721,169	2,122,286
Southeastern CC	72,669	0	106,327	438,491	1,340,697	1,958,184
Southwestern CC	72,669	0	155,767	627,065	786,807	1,642,308
Stanly CC	72,669	0	88,347	212,147	1,391,810	1,764,973
Surry CC	72,669	50,434	263,018	700,415	627,268	1,713,804
Tri-County CC	72,669	18,065	33,328	358,353	203,278	685,693
Vance-Granville CC	72,669	15,353	90,071	748,208	560,092	1,486,393
Wake TCC	72,669	114,535	476,027	3,165,826	3,492,476	7,321,533
Wayne CC	72,669	11,999	10,116	544,517	884,251	1,523,552
Western Piedmont CC	72,669	0	91,005	255,548	445,288	864,510
Wilkes CC	72,669	0	24,004	702,979	465,907	1,265,559
Wilson CC	72,669	9,447	0	493,370	456,025	1,031,511
Total	\$4,214,802	\$3,580,202	\$9,068,615	\$44,515,313	\$40,286,497	\$101,665,429

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CONTINUING EDUCATION - NON-RECURRING
FY 2018-19**

College	Tier 1A \$556.26	Tier 1B \$492.18	Tier 2 \$428.03	CE NR TOTAL
Alamance CC	\$353	\$2,466	\$67,834	\$70,653
Asheville-Buncombe TCC	0	26,840	106,950	133,790
Beaufort County CC	20,464	7,183	53,263	80,910
Bladen CC	0	11,880	50,946	62,826
Blue Ridge CC	0	29,515	80,065	109,580
Brunswick CC	0	18,276	65,997	84,273
Caldwell CC and TI	118,998	19,315	139,349	277,662
Cape Fear CC	0	45,322	120,604	165,926
Carteret CC	2,985	33,003	52,109	88,097
Catawba Valley CC	0	12,850	156,463	169,313
Central Carolina CC	0	9,345	189,786	199,131
Central Piedmont CC	52,632	46,271	42,153	141,056
Cleveland CC	11,768	76,385	79,435	167,588
Coastal Carolina CC	0	16,419	150,978	167,397
College of The Albemarle	0	1,997	50,804	52,801
Craven CC	33,719	44,330	112,098	190,147
Davidson County CC	2,093	8,868	62,713	73,674
Durham TCC	7,466	3,578	88,132	99,176
Edgecombe CC	0	3,144	81,901	85,045
Fayetteville TCC	12,878	128,370	908,557	1,049,805
Forsyth TCC	34,140	20,344	128,995	183,479
Gaston College	8,544	0	32,636	41,180
Guilford TCC	43,753	5,998	193,245	242,996
Halifax CC	0	1,542	22,508	24,050
Haywood CC	0	4,633	56,645	61,278
Isothermal CC	0	0	75,937	75,937
James Sprunt CC	0	0	66,194	66,194
Johnston CC	29,027	14,176	157,884	201,087
Lenoir CC	3,929	39,984	607,833	651,746
Martin CC	0	11,079	35,853	46,932
Mayland CC	0	34,223	69,472	103,695
McDowell TCC	0	0	16,994	16,994
Mitchell CC	0	12,331	65,702	78,033
Montgomery CC	0	16,485	23,667	40,152
Nash CC	9,169	24,156	86,764	120,089
Pamlico CC	0	5,112	13,468	18,580
Piedmont CC	1,547	81,220	53,010	135,777
Pitt CC	0	0	131,440	131,440
Randolph CC	0	7,343	86,109	93,452
Richmond CC	15,247	71,812	58,313	145,372
Roanoke Chowan CC	0	28,755	51,154	79,909
Robeson CC	0	54,007	124,925	178,932
Rockingham CC	0	104	43,034	43,138
Rowan-Cabarrus CC	12,316	42,044	170,982	225,342
Sampson CC	65,989	0	26,404	92,393
Sandhills CC	0	26,703	76,539	103,242
South Piedmont CC	0	72,717	119,780	192,497
Southeastern CC	0	15,406	63,541	78,947
Southwestern CC	0	22,570	90,868	113,438
Stanly CC	0	12,801	30,742	43,543
Surry CC	7,309	38,110	101,497	146,916
Tri-County CC	2,618	4,829	51,929	59,376
Vance-Granville CC	2,225	13,051	108,422	123,698
Wake TCC	16,599	68,974	458,757	544,330
Wayne CC	1,739	1,466	78,906	82,111
Western Piedmont CC	0	13,186	37,031	50,217
Wilkes CC	0	3,478	101,868	105,346
Wilson CC	1,370	0	71,494	72,864
Total	\$518,877	\$1,313,996	\$6,450,679	\$8,283,552

3. Basic Skills

Purpose: A total of \$43,123,666 is allocated to support basic skills (literacy) instruction, which is defined as all course offerings related to Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as a Second Language (ESL).

Per G.S. 115D-31(b1), Basic Skills funds **must** be used only for Basic Skills education programs and may not be transferred to any other area. These funds **may** be used to hire assessment and retention specialists; these funds **may** also be used to pay for transportation of Basic Skills students.

Up to **five percent** of the Basic Skills allocation may be used to procure instructional technology including computers for student use in the college's literacy lab, instructional software and software licenses, scanners for testing, and classroom projection equipment. No other equipment or capital items can be purchased with Basic Skills funds.

If funds are transferred to equipment (purpose code 923), the college must send in a copy of the invoice when the funds are expended.

Allocation Method: Basic Skills budget FTE equals the average of the past two years (spring, summer, and fall) or the latest year, whichever is greater. Basic Skills FTE are reported on a contact hour basis. Consistent with S.L. 2018-5 which includes funding for "Short-term Workforce Training Parity", the State Board of Community Colleges approved the definition of FTE to be 512 student hours in membership (1G SBCCC 100.1(5)). This change has been incorporated into 2018-19 budget FTE.

A college's Basic Skills allocation is determined by the sum of the following components:

- **FTE allocation:** Basic Skills FTE are funded at the Tier 3 rate. A college is allocated \$2,229.86 for each BFTE in Tier 3. The FTE allocation is supported by State funds. Tier 3 values have been adjusted from FY 2017-18 levels to account for legislative adjustments, including the compensation reserve funds and changes in employer contribution rates for retirement.⁶
- **State Performance-Based Basic Skills Funding allocation:** In FY 2018-19, \$4,607,291⁷ is allocated based on college performance on two measures:
 - **Progress of Basic Skills Students as Defined by Educational Functioning Level** - \$3 million dollars are allocated for this measure through the "Quality" and "Impact" components of the PBF model.
 - **HSE/AHS Diplomas Attainment** – \$1,607,291 are allocated for this measure through the "Impact" component only of the PBF model.

⁶ Joint Conference Committee Report on the Base and Expansion Budgets dated May 28, 2018: Items 65 and 67 on page B 20.

⁷ For FY 2018-19, \$4,607,291 is available for the Basic Skills allocation due to Section 9.9 of S.L. 2018-5.

For FY 2018-19, “Impact” is the only component available due to the deletion of this performance measure in S.L 2016-94, amending G.S. 115D-31.3. The deletion of this measure was recommended due to the significant changes with high school equivalency assessments that prevented the establishment of reliable baseline and excellence levels, which are necessary to allocate funds through the “Quality” component of the model.

Basic Skills Plus: Section 10.3 of S.L. 2013-360 gives approved colleges the flexibility to bridge the gap between basic skills and curriculum and continuing education by providing employability skills, job-specific occupational and/or technical skills, and developmental education free of charge to Basic Skills students concurrently pursuing a high school diploma. Specifically, the legislation enables the State Board of Community Colleges to authorize a community college to use up to 20% of its State Basic Skills allocation to implement pathways programs for basic skills students. Only colleges that receive State Board approval are allowed this flexibility. Once a college receives State Board approval that approval remains in force unless the State Board or the General Assembly takes further action impacting that approval.

Fiscal Management: These funds are budgeted and expended through the following codes:

- Purpose codes: current – 320 (Basic Skills Plus – approved colleges only), 321, 322, 323, 325; capitalized equipment – 923 (instructional technology only)
- Vocational code: 97

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
BASIC SKILLS STATE ALLOTMENT
FY 2018-19**

College	2018-19 BFTE*	State FTE Allocation	Basic Skills Performance-Based Allocation			Total State Basic Skills
			HSE/ AHS Diplomas Awarded	PBF - BS Student Progress	PBF- HSE/AHS Attainment	
		\$2,229.86				
Alamance CC	423	\$943,231	190	\$59,734	\$40,262	\$1,043,227
Asheville-Buncombe TCC	460	\$1,025,736	214	63,698	45,347	1,134,781
Beaufort County CC	126	\$280,962	85	17,439	18,012	316,413
Bladen CC	73	\$162,780	39	15,066	8,264	186,110
Blue Ridge CC	98	\$218,526	103	39,849	21,826	280,201
Brunswick CC	288	\$642,200	50	31,188	10,595	683,983
Caldwell CC & TI	230	\$512,868	99	25,348	20,978	559,194
Cape Fear CC	406	\$905,323	221	56,555	46,831	1,008,709
Carteret CC	141	\$314,410	76	12,340	16,105	342,855
Catawba Valley CC	266	\$593,143	118	44,120	25,005	662,268
Central Carolina CC	700	\$1,560,902	228	138,812	48,314	1,748,028
Central Piedmont CC	1,223	\$2,727,119	462	248,277	97,900	3,073,296
Cleveland CC	86	\$191,768	50	17,900	10,595	220,263
Coastal Carolina CC	214	\$477,190	142	60,349	30,090	567,629
College of The Albemarle	125	\$278,733	99	24,124	20,978	323,835
Craven CC	102	\$227,446	79	25,933	16,740	270,119
Davidson County CC	320	\$713,555	125	107,445	26,488	847,488
Durham TCC	388	\$865,186	200	95,119	42,381	1,002,686
Edgecombe CC	140	\$312,180	60	46,690	12,714	371,584
Fayetteville TCC	879	\$1,960,047	284	170,980	60,181	2,191,208
Forsyth TCC	610	\$1,360,215	232	61,100	49,162	1,470,477
Gaston College	202	\$450,432	164	58,681	34,752	543,865
Guilford TCC	1,191	\$2,655,763	225	65,567	47,678	2,769,008
Halifax CC	89	\$198,458	43	13,744	9,112	221,314
Haywood CC	60	\$133,792	92	14,686	19,495	167,973
Isothermal CC	82	\$182,849	96	12,677	20,343	215,869
James Sprunt CC	62	\$138,251	24	12,434	5,086	155,771
Johnston CC	160	\$356,778	118	69,221	25,005	451,004
Lenoir CC	402	\$896,404	175	75,172	37,083	1,008,659
Martin CC	99	\$220,756	59	13,407	12,502	246,665
Mayland CC	396	\$883,025	97	46,891	20,555	950,471
McDowell TCC	99	\$220,756	46	23,292	9,748	253,796
Mitchell CC	156	\$347,858	110	26,189	23,309	397,356
Montgomery CC	56	\$124,872	32	9,177	6,781	140,830
Nash CC	113	\$251,974	87	21,147	18,436	291,557
Pamlico CC	54	\$120,412	15	10,542	3,179	134,133
Piedmont CC	138	\$307,721	80	15,324	16,952	339,997
Pitt CC	314	\$700,176	139	55,673	29,455	785,304
Randolph CC	289	\$644,430	82	54,319	17,376	716,125
Richmond CC	486	\$1,083,712	149	36,231	31,574	1,151,517
Roanoke-Chowan CC	69	\$153,860	19	2,580	4,026	160,466
Robeson CC	503	\$1,121,620	72	42,854	15,257	1,179,731
Rockingham CC	97	\$216,296	97	32,163	20,555	269,014
Rowan-Cabarrus CC	447	\$996,747	238	65,498	50,433	1,112,678
Sampson CC	317	\$706,866	157	42,338	33,269	782,473
Sandhills CC	204	\$454,891	88	25,587	18,648	499,126
South Piedmont CC	234	\$521,787	186	63,366	39,414	624,567
Southeastern CC	366	\$816,129	48	55,637	10,171	881,937
Southwestern CC	124	\$276,503	98	29,033	20,767	326,303
Stanly CC	207	\$461,581	152	13,398	32,209	507,188
Surry CC	183	\$408,064	90	19,147	19,071	446,282
Tri-County CC	35	\$78,045	26	11,445	5,510	95,000
Vance-Granville CC	246	\$548,546	268	43,356	56,790	648,692
Wake TCC	1,633	\$3,641,361	594	343,571	125,871	4,110,803
Wayne CC	249	\$555,235	174	119,249	36,871	711,355
Western Piedmont CC	238	\$530,707	114	36,855	24,157	591,719
Wilkes CC	237	\$528,477	121	38,699	25,640	592,816
Wilson CC	138	\$307,721	54	18,784	11,443	337,948
TOTAL	17,273	\$38,516,375	7,585	\$3,000,000	\$1,607,291	\$43,123,666

*Note: Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 BASIC SKILLS PERFORMANCE-BASED FUNDING**

College	Basic Skills Student Progress			HSE/AHS Diplomas Attainment			Basic Skills
	Quality	Impact	Total PBF\$	Quality	Impact	Total PBF\$*	Total PBF \$
Alamance CC	38,606	21,128	59,734	-	40,262	40,262	99,996
Asheville-Buncombe TCC	44,188	19,510	63,698	-	45,347	45,347	109,045
Beaufort County CC	12,146	5,293	17,439	-	18,012	18,012	35,451
Bladen CC	10,954	4,112	15,066	-	8,264	8,264	23,330
Blue Ridge CC	28,957	10,892	39,849	-	21,826	21,826	61,675
Brunswick CC	23,314	7,874	31,188	-	10,595	10,595	41,783
Caldwell CC and TI	16,862	8,486	25,348	-	20,978	20,978	46,326
Cape Fear CC	37,614	18,941	56,555	-	46,831	46,831	103,386
Carteret CC	8,403	3,937	12,340	-	16,105	16,105	28,445
Catawba Valley CC	32,572	11,548	44,120	-	25,005	25,005	69,125
Central Carolina CC	105,129	33,683	138,812	-	48,314	48,314	187,126
Central Piedmont CC	169,801	78,476	248,277	-	97,900	97,900	346,177
Cleveland CC	13,701	4,199	17,900	-	10,595	10,595	28,495
Coastal Carolina CC	43,683	16,666	60,349	-	30,090	30,090	90,439
College of The Albemarle	17,387	6,737	24,124	-	20,978	20,978	45,102
Craven CC	18,497	7,436	25,933	-	16,740	16,740	42,673
Davidson County CC	80,412	27,033	107,445	-	26,488	26,488	133,933
Durham TCC	62,661	32,458	95,119	-	42,381	42,381	137,500
Edgecombe CC	35,273	11,417	46,690	-	12,714	12,714	59,404
Fayetteville TCC	117,744	53,236	170,980	-	60,181	60,181	231,161
Forsyth TCC	40,716	20,384	61,100	-	49,162	49,162	110,262
Gaston College	41,315	17,366	58,681	-	34,752	34,752	93,433
Guilford TCC	32,934	32,633	65,567	-	47,678	47,678	113,245
Halifax CC	9,501	4,243	13,744	-	9,112	9,112	22,856
Haywood CC	11,493	3,193	14,686	-	19,495	19,495	34,181
Isothermal CC	8,653	4,024	12,677	-	20,343	20,343	33,020
James Sprunt CC	8,935	3,499	12,434	-	5,086	5,086	17,520
Johnston CC	53,167	16,054	69,221	-	25,005	25,005	94,226
Lenoir CC	54,919	20,253	75,172	-	37,083	37,083	112,255
Martin CC	9,251	4,156	13,407	-	12,502	12,502	25,909
Mayland CC	34,555	12,336	46,891	-	20,555	20,555	67,446
McDowell TCC	17,037	6,255	23,292	-	9,748	9,748	33,040
Mitchell CC	17,878	8,311	26,189	-	23,309	23,309	49,498
Montgomery CC	6,071	3,106	9,177	-	6,781	6,781	15,958
Nash CC	14,454	6,693	21,147	-	18,436	18,436	39,583
Pamlico CC	8,180	2,362	10,542	-	3,179	3,179	13,721
Piedmont CC	10,556	4,768	15,324	-	16,952	16,952	32,276
Pitt CC	40,057	15,616	55,673	-	29,455	29,455	85,128
Randolph CC	38,834	15,485	54,319	-	17,376	17,376	71,695
Richmond CC	22,845	13,386	36,231	-	31,574	31,574	67,805
Roanoke Chowan CC	918	1,662	2,580	-	4,026	4,026	6,606
Robeson CC	28,769	14,085	42,854	-	15,257	15,257	58,111
Rockingham CC	23,852	8,311	32,163	-	20,555	20,555	52,718
Rowan-Cabarrus CC	44,632	20,866	65,498	-	50,433	50,433	115,931
Sampson CC	29,565	12,773	42,338	-	33,269	33,269	75,607
Sandhills CC	17,582	8,005	25,587	-	18,648	18,648	44,235
South Piedmont CC	44,381	18,985	63,366	-	39,414	39,414	102,780
Southeastern CC	41,289	14,348	55,637	-	10,171	10,171	65,808
Southwestern CC	20,066	8,967	29,033	-	20,767	20,767	49,800
Stanly CC	8,586	4,812	13,398	-	32,209	32,209	45,607
Surry CC	12,279	6,868	19,147	-	19,071	19,071	38,218
Tri-County CC	8,514	2,931	11,445	-	5,510	5,510	16,955
Vance-Granville CC	30,758	12,598	43,356	-	56,790	56,790	100,146
Wake TCC	254,334	89,237	343,571	-	125,871	125,871	469,442
Wayne CC	90,728	28,521	119,249	-	36,871	36,871	156,120
Western Piedmont CC	28,587	8,268	36,855	-	24,157	24,157	61,012
Wilkes CC	28,463	10,236	38,699	-	25,640	25,640	64,339
Wilson CC	12,484	6,300	18,784	-	11,443	11,443	30,227
	2,125,042	874,958	3,000,000	-	1,607,291	1,607,291	4,607,291

*In accordance with Section 9.9 of Session Law 2018-5.

4. Institutional & Academic Support

Purpose: A total of \$507,960,285 is allocated to support salaries, fringe benefits, and other costs related to the management and administration of the entire institution, student support, and academic program support.

Allocation Method: A college's institutional and academic support allocation is determined by the sum of the following components:

- **President's Allotment:** Each college receives an allocation to support the salary and related fringe benefits for the college president (see Section IIC).
- **Base Allotment:** In addition, each college receives \$2,429,489. This amount is based on an amount for other costs and support for 30 positions:
 - Nine administrative positions (4.0 senior administrators, 1.0 general institution, 1.0 technical/paraprofessional, and 3.0 clerical); and
 - Twenty-one instructional support positions (2.0 supervisors of programs, 7.0 student support services, 4.0 general institution, 4.0 technical/paraprofessional, and 4.0 clerical).
- **Multi-Campus Base Allotment:** MCCs are categorized into two levels based on the number of FTE (higher of prior year's FTE or the average of the prior two years' FTE) served at that location:
 - **Level 1 MCC:** An approved MCC location that serves equal to or less than 1200 FTE. A college receives \$566,587 for each Level 1 MCC. This amount is based on an amount for other costs and support for 7.5 positions.
 - **Level 2 MCC:** An approved MCC location that serves more than 1200 FTE. A college receives \$947,974 for each Level 2 MCC. This amount is based on an amount for other costs and support for 12 positions.Levels are held constant in FY 2018-19 while the State Board of Community Colleges' Multi-Campus Study Committee is considering codification of multi-campus policy.
- **Enrollment Allotment:** Colleges receive an additional \$1,730 for each allotted budget FTE in excess of 750 FTE.

These formula values have been adjusted from FY 2017-18 levels to account for legislative adjustments, the compensation reserve funds, and changes in employer contribution rates for retirement.⁸

Fiscal Management: These funds are budgeted and expended through the following codes:

- Purpose codes: 1XX, 311, 410, 421, 422, 430, 510 and Vocational code: 97

⁸ Joint Conference Committee Report on the Base and Expansion Budgets dated May 28, 2018: Items 65 and 67 on page B 20.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
INSTITUTIONAL AND ACADEMIC SUPPORT
FY 2018-19**

College	Presidents'	Base	Enrollment	Multi-Campus	Total
Alamance CC	\$196,494	\$2,429,489	\$6,330,070		\$8,956,053
Asheville-Buncombe TCC	208,837	2,429,489	10,717,350	566,587	13,922,263
Beaufort County CC	184,953	2,429,489	1,492,990	-	4,107,432
Bladen CC	184,953	2,429,489	1,172,940	-	3,787,382
Blue Ridge CC	184,953	2,429,489	2,752,430	566,587	5,933,459
Brunswick CC	184,953	2,429,489	2,048,320	-	4,662,762
Caldwell CC and TI	196,494	2,429,489	5,352,620	566,587	8,545,190
Cape Fear CC	208,837	2,429,489	13,438,640	947,974	17,024,940
Carteret CC	184,953	2,429,489	1,970,470	-	4,584,912
Catawba Valley CC	196,494	2,429,489	7,018,610	-	9,644,593
Central Carolina CC	196,494	2,429,489	8,492,570	1,133,174	12,251,727
Central Piedmont CC	208,837	2,429,489	28,998,260	3,214,322	34,850,908
Cleveland CC	196,494	2,429,489	4,167,570	-	6,793,553
Coastal Carolina CC	196,494	2,429,489	6,881,940	-	9,507,923
College of The Albemarle	184,953	2,429,489	2,878,720	566,587	6,059,749
Craven CC	196,494	2,429,489	4,380,360	566,587	7,572,930
Davidson County CC	196,494	2,429,489	5,243,630	566,587	8,436,200
Durham TCC	196,494	2,429,489	7,283,300	566,587	10,475,870
Edgecombe CC	184,953	2,429,489	2,755,890	566,587	5,936,919
Fayetteville TCC	208,837	2,429,489	22,173,410	566,587	25,378,323
Forsyth TCC	208,837	2,429,489	12,615,160	-	15,253,486
Gaston College	207,536	2,429,489	7,374,990	1,133,174	11,145,189
Guilford TCC	208,837	2,429,489	17,815,540	1,514,561	21,968,427
Halifax CC	184,953	2,429,489	1,086,440	-	3,700,882
Haywood CC	184,953	2,429,489	1,747,300	-	4,361,742
Isothermal CC	184,953	2,429,489	2,323,390	-	4,937,832
James Sprunt CC	184,953	2,429,489	1,005,130	-	3,619,572
Johnston CC	196,494	2,429,489	5,947,740	-	8,573,723
Lenoir CC	196,494	2,429,489	7,089,540	-	9,715,523
Martin CC	184,953	2,429,489	306,210	-	2,920,652
Mayland CC	184,953	2,429,489	1,629,660	-	4,244,102
McDowell TCC	184,953	2,429,489	884,030	-	3,498,472
Mitchell CC	196,494	2,429,489	3,601,860	566,587	6,794,430
Montgomery CC	184,953	2,429,489	536,300	-	3,150,742
Nash CC	196,494	2,429,489	4,003,220	-	6,629,203
Pamlico CC	184,953	2,429,489	0	-	2,614,442
Piedmont CC	184,953	2,429,489	1,723,080	566,587	4,904,109
Pitt CC	208,837	2,429,489	12,679,170	-	15,317,496
Randolph CC	196,494	2,429,489	3,935,750	-	6,561,733
Richmond CC	196,494	2,429,489	4,183,140	-	6,809,123
Roanoke Chowan CC	184,953	2,429,489	299,290	-	2,913,732
Robeson CC	196,494	2,429,489	3,799,080	-	6,425,063
Rockingham CC	184,953	2,429,489	1,904,730	-	4,519,172
Rowan-Cabarrus CC	219,370	2,429,489	9,606,690	2,081,148	14,336,697
Sampson CC	184,953	2,429,489	2,140,010	-	4,754,452
Sandhills CC	215,251	2,429,489	5,714,190	-	8,358,930
South Piedmont CC	196,494	2,429,489	3,691,820	566,587	6,884,390
Southeastern CC	184,953	2,429,489	2,868,340	-	5,482,782
Southwestern CC	196,494	2,429,489	3,504,980	566,587	6,697,550
Stanly CC	196,494	2,429,489	3,991,110	566,587	7,183,680
Surry CC	196,494	2,429,489	4,484,160	-	7,110,143
Tri-County CC	184,953	2,429,489	683,350	-	3,297,792
Vance-Granville CC	196,494	2,429,489	4,157,190	1,133,174	7,916,347
Wake TCC	211,479	2,429,489	36,549,710	3,029,122	42,219,800
Wayne CC	196,494	2,429,489	5,158,860	-	7,784,843
Western Piedmont CC	184,953	2,429,489	2,539,640	-	5,154,082
Wilkes CC	196,494	2,429,489	3,961,700	566,587	7,154,270
Wilson CC	184,953	2,429,489	1,998,150	-	4,612,592
Total	\$11,273,729	\$140,910,362	\$333,090,740	\$22,685,454	\$507,960,285

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Multi-Campus FTE and Allotment
FY 2018-19

Community College	Campus	2-Year Average FTE	Campus Allotment	Total Allotment
Asheville-Buncombe TCC	Woodfin Campus	349	\$566,587	\$566,587
Blue Ridge CC	Transylvania Campus	264	566,587	566,587
Caldwell CC	Watauga Cty. Campus	751	566,587	566,587
Cape Fear CC	North Campus	1,958	947,974	947,974
Central Carolina CC	Chatham Cty. Campus	276	566,587	1,133,174
	Harnett Cty. Campus	442	566,587	
Central Piedmont CC	North Campus	1,081	566,587	3,214,322
	Levine Campus	2,024	947,974	
	Harper Campus	723	566,587	
	Harris Campus	283	566,587	
	Cato Campus	1,137	566,587	
College of The Albemarle	Dare Cty. Campus	152	566,587	566,587
Craven CC	Havelock Campus	438	566,587	566,587
Davidson Co. CC	Davie Campus	312	566,587	566,587
Durham TCC	Orange County Center	360	566,587	566,587
Edgecombe CC	Rocky Mount Campus	550	566,587	566,587
Fayetteville Tech. CC	Spring Lake Campus	808	566,587	566,587
Gaston College	Lincoln Cty. Campus	396	566,587	1,133,174
	Kimbrell Campus	116	566,587	
Guilford TCC	Greensboro Campus	1,516	947,974	1,514,561
	High Point Campus	713	566,587	
Mitchell CC	Mooresville Campus	455	566,587	566,587
Piedmont CC	Caswell Campus	180	566,587	566,587
Rowan-Cabarrus CC	Cabarrus Cty. Campus	1,169	947,974	2,081,148
	Downtown Kannapolis Campus	374	566,587	
	Hwy 29 Campus	297	566,587	
South Piedmont CC	West Campus	1,116	566,587	566,587
Southwestern CC	Macon Cty. Campus	392	566,587	566,587
Stanly CC	Western Stanly Campus	319	566,587	566,587
Vance-Granville CC	Franklin Cty. Campus	298	566,587	1,133,174
	Granville Cty. Campus	347	566,587	
Wake TCC	Health Sciences Campus	1,265	947,974	3,029,122
	Northeast Campus	4,779	947,974	
	West Campus	519	566,587	
	Public Safety Training Campus	676	566,587	
Wilkes CC	Ashe Cty. Campus	232	566,587	566,587
TOTAL		27,067	\$ 22,685,454	\$ 22,685,454

5. Performance-Based Funding Allocations

Purpose: G.S. 115D-31.3 directs the State Board to implement a system of accountability measures and performance standards for community colleges and to allocate funds based on an evaluation of each institution's performance. Furthermore, the General Assembly directed the State Board to allocate \$24 million beginning in FY 2014-15 based on college performance: \$18 million is allocated in this section and \$6 million⁹ is allocated as part of the Basic Skills allocation.

Allocation Method: In FY 2018-19, this component is based on college performance on six performance measures: 1) success rate in college-level English courses, 2) success rate in college-level Math courses, 3) progress of first-year curriculum students, 4) curriculum student retention and graduation, 5) attainment of licensure and certifications by students, and 6) performance of students who transfer to a four-year institution. In addition, a portion of the Basic Skills Block Grant is allocated based on college performance on the remaining two performance measures: 7) progress of basic skills students and 8) high school equivalency/adult high school diploma attainment (impact component only).

For each measure, colleges are allocated \$3 million through two components:

- **Quality:** Program quality is evaluated by determining a college's rate of student success on each measure as compared to a system-wide performance baseline level and excellence level.
 - If a college does not meet the baseline level, it receives no performance-based funding through the quality component for that measure;
 - If a college exceeds the baseline level, but does not meet the excellence level, it receives a portion of the performance-based funding for which it would be eligible;
 - If a college meets the excellence level, it receives 100% of the performance-based funding for which it would be eligible; and,
 - If a college exceeds the excellence level, it would receive more than 100% of the performance-based funding for which it would be eligible.
- **Impact:** Program impact on student outcomes is evaluated by the number of students succeeding on each measure.

Additional detail on the quality and impact calculations for each measure can be found in Appendix E.

Fiscal Management: These funds may be budgeted and expended flexibly for the same purposes as other instructional and non-instructional formula funds.

- Purpose codes: 1XX, 220, 310, 311, 321, 322, 323, 324, 410, 421, 422, 430, 510
- Vocational code: 97, 20

⁹ For FY 2018-19, \$4,607,291 is available for the Basic Skills allocation due to Section 9.9 of S.L. 2018-5.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 PERFORMANCE-BASED FUNDING (excluding Basic Skills PBF)

College	Student Success Rate in College-Level English Courses			Student Success Rate in College-Level Math Courses			First Year Progresssion		
	Quality	Impact	Total PBF\$	Quality	Impact	Total PBF\$	Quality	Impact	Total PBF\$
Alamance CC	71,205	1,747	72,952	76,890	0	76,890	81,838	21,117	102,955
Asheville-Buncombe TCC	36,334	1,388	37,722	56,625	0	56,625	53,167	16,930	70,097
Beaufort County CC	13,961	408	14,369	26,243	0	26,243	14,858	3,641	18,499
Bladen CC	13,518	363	13,881	12,230	0	12,230	1,971	2,694	4,665
Blue Ridge CC	17,720	529	18,249	18,118	0	18,118	19,777	8,338	28,115
Brunswick CC	24,574	677	25,251	39,025	0	39,025	17,117	5,097	22,214
Caldwell CC and TI	31,640	1,161	32,801	67,535	0	67,535	37,004	10,923	47,927
Cape Fear CC	148,004	3,653	151,657	160,755	0	160,755	83,812	33,679	117,491
Carteret CC	19,242	526	19,768	18,126	0	18,126	13,508	5,170	18,678
Catawba Valley CC	102,350	2,393	104,743	68,363	0	68,363	101,775	25,450	127,225
Central Carolina CC	34,838	1,236	36,074	65,509	0	65,509	89,683	24,467	114,150
Central Piedmont CC	407,156	9,718	416,874	410,693	0	410,693	225,930	80,829	306,759
Cleveland CC	12,091	541	12,632	44,054	0	44,054	64,412	15,110	79,522
Coastal Carolina CC	89,959	2,068	92,027	67,799	0	67,799	45,615	14,746	60,361
College of The Albemarle	40,483	1,085	41,568	35,780	0	35,780	41,685	11,032	52,717
Craven CC	58,246	1,410	59,656	42,457	0	42,457	30,423	8,775	39,198
Davidson County CC	69,757	1,683	71,440	75,793	0	75,793	58,940	16,239	75,179
Durham TCC	52,708	1,395	54,103	57,337	0	57,337	32,691	15,037	47,728
Edgecombe CC	19,579	484	20,063	9,463	0	9,463	13,138	4,078	17,216
Fayetteville TCC	84,893	2,832	87,725	67,681	0	67,681	76,719	35,390	112,109
Forsyth TCC	120,897	3,014	123,911	97,994	0	97,994	98,970	30,293	129,263
Gaston College	75,660	2,117	77,777	61,429	0	61,429	49,471	19,734	69,205
Guilford TCC	125,044	3,562	128,606	108,276	0	108,276	17,774	31,676	49,450
Halifax CC	21,861	514	22,375	9,968	0	9,968	8,274	3,422	11,696
Haywood CC	14,551	408	14,959	10,437	0	10,437	21,301	5,680	26,981
Isothermal CC	24,160	586	24,746	6,224	0	6,224	26,886	6,372	33,258
James Sprunt CC	10,835	337	11,172	13,705	0	13,705	18,171	4,333	22,504
Johnston CC	75,163	1,947	77,110	103,216	0	103,216	60,244	18,605	78,849
Lenoir CC	28,571	817	29,388	30,997	0	30,997	15,256	7,355	22,611
Martin CC	3,319	185	3,504	11,058	0	11,058	2,978	1,493	4,471
Mayland CC	1,983	174	2,157	6,684	0	6,684	7,904	2,330	10,234
McDowell TCC	19,825	469	20,294	17,238	0	17,238	12,426	3,313	15,739
Mitchell CC	45,767	1,312	47,079	45,389	0	45,389	38,781	12,598	51,379
Montgomery CC	5,960	163	6,123	2,333	0	2,333	7,056	2,658	9,714
Nash CC	15,382	700	16,082	48,360	0	48,360	19,126	7,755	26,881
Pamlico CC	2,147	79	2,226	6,982	0	6,982	8,018	2,221	10,239
Piedmont CC	13,466	329	13,795	11,801	0	11,801	16,038	4,442	20,480
Pitt CC	71,953	2,121	74,074	69,920	0	69,920	34,860	21,154	56,014
Randolph CC	53,595	1,323	54,918	44,749	0	44,749	41,922	11,287	53,209
Richmond CC	32,396	904	33,300	55,810	0	55,810	11,336	5,316	16,652
Roanoke Chowan CC	4,472	159	4,631	0	0	0	4,753	1,966	6,719
Robeson CC	26,068	809	26,877	46,324	0	46,324	3,333	7,173	10,506
Rockingham CC	30,010	805	30,815	25,861	0	25,861	17,999	6,663	24,662
Rowan-Cabarrus CC	104,841	2,651	107,492	58,073	0	58,073	44,647	20,244	64,891
Sampson CC	16,285	488	16,773	13,818	0	13,818	16,903	5,061	21,964
Sandhills CC	42,601	1,119	43,720	34,367	0	34,367	30,492	12,561	43,053
South Piedmont CC	27,035	889	27,924	36,485	0	36,485	25,062	8,593	33,655
Southeastern CC	16,441	499	16,940	17,516	0	17,516	14,846	5,097	19,943
Southwestern CC	34,327	862	35,189	38,645	0	38,645	18,091	6,335	24,426
Stanly CC	16,113	526	16,639	21,710	0	21,710	29,482	8,228	37,710
Surry CC	18,563	571	19,134	11,652	0	11,652	17,124	4,369	21,493
Tri-County CC	25,364	575	25,939	10,706	0	10,706	25,530	5,498	31,028
Vance-Granville CC	35,867	1,081	36,948	27,218	0	27,218	25,838	10,741	36,579
Wake TCC	261,196	6,946	268,142	300,268	0	300,268	206,367	79,991	286,358
Wayne CC	66,692	1,630	68,322	46,433	0	46,433	32,799	11,323	44,122
Western Piedmont CC	42,705	1,025	43,730	50,439	0	50,439	37,711	9,284	46,995
Wilkes CC	33,213	919	34,132	60,081	0	60,081	48,973	11,542	60,515
Wilson CC	9,129	373	9,502	17,358	0	17,358	0	3,747	3,747
	2,921,715	78,285	3,000,000	3,000,000	0	3,000,000	2,220,805	779,195	3,000,000

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 PERFORMANCE-BASED FUNDING (excluding Basic Skills PBF)

College	Curriculum Completion			Licensure and Certification Passing Rates			College Transfer Performance			Total*
	Quality	Impact	Total PBF\$	Quality	Impact	Total PBF\$	Quality	Impact	Total PBF\$	PBF \$
Alamance CC	35,585	34,086	69,671	17,467	22,160	39,627	37,353	9,674	47,027	409,122
Asheville-Buncombe TCC	57,464	43,825	101,289	77,918	45,022	122,940	113,368	20,096	133,464	522,137
Beaufort County CC	530	10,025	10,555	8,397	14,867	23,264	24,461	4,491	28,952	121,882
Bladen CC	0	4,583	4,583	11,845	9,958	21,803	12,933	2,937	15,870	73,032
Blue Ridge CC	4,662	14,179	18,841	11,427	17,953	29,380	29,888	4,952	34,840	147,543
Brunswick CC	14,276	10,169	24,445	23,498	13,324	36,822	21,638	5,586	27,224	174,981
Caldwell CC and TI	10,231	25,636	35,867	50,871	26,789	77,660	40,466	11,517	51,983	313,773
Cape Fear CC	71,063	58,505	129,568	86,417	57,645	144,062	114,636	28,964	143,600	847,133
Carteret CC	9,896	9,882	19,778	20,050	18,233	38,283	12,134	2,822	14,956	129,589
Catawba Valley CC	27,210	33,298	60,508	34,439	20,337	54,776	65,740	15,375	81,115	496,730
Central Carolina CC	24,833	33,083	57,916	35,922	30,996	66,918	31,376	8,062	39,438	380,005
Central Piedmont CC	109,223	100,611	209,834	105,453	62,133	167,586	215,718	57,583	273,301	1,785,047
Cleveland CC	22,917	21,912	44,829	24,341	22,441	46,782	29,420	5,528	34,948	262,767
Coastal Carolina CC	56,205	32,153	88,358	76,537	32,119	108,656	59,735	12,150	71,885	489,086
College of The Albemarle	34,485	23,703	58,188	12,556	18,373	30,929	24,103	5,298	29,401	248,583
Craven CC	16,580	18,475	35,055	14,395	27,210	41,605	33,208	8,004	41,212	259,183
Davidson County CC	51,185	31,007	82,192	17,975	23,002	40,977	29,489	8,004	37,493	383,074
Durham TCC	26,953	24,634	51,587	47,353	24,825	72,178	54,418	11,920	66,338	349,271
Edgecombe CC	0	8,808	8,808	15,119	12,483	27,602	13,718	3,800	17,518	100,670
Fayetteville TCC	42,875	58,147	101,022	105,432	60,170	165,602	84,155	18,887	103,042	637,181
Forsyth TCC	49,203	59,292	108,495	81,690	47,406	129,096	110,572	22,803	133,375	722,134
Gaston College	38,514	41,963	80,477	78,976	38,570	117,546	45,769	12,495	58,264	464,698
Guilford TCC	51,961	72,182	124,143	78,903	55,822	134,725	88,080	23,206	111,286	656,486
Halifax CC	0	7,447	7,447	955	7,854	8,809	3,967	2,073	6,040	66,335
Haywood CC	20,591	15,969	36,560	16,208	8,976	25,184	17,107	3,109	20,216	134,337
Isothermal CC	17,262	17,258	34,520	11,529	15,709	27,238	28,510	5,182	33,692	159,678
James Sprunt CC	23,101	12,245	35,346	0	5,750	5,750	11,459	2,188	13,647	102,124
Johnston CC	40,089	26,495	66,584	38,608	24,825	63,433	56,209	10,998	67,207	456,399
Lenoir CC	19,520	24,347	43,867	5,105	59,609	64,714	26,941	6,564	33,505	225,082
Martin CC	0	5,299	5,299	0	5,189	5,189	3,815	979	4,794	34,315
Mayland CC	12,399	9,810	22,209	7,555	5,750	13,305	1,074	691	1,765	56,354
McDowell TCC	5,975	7,233	13,208	25,634	14,446	40,080	9,297	1,555	10,852	117,411
Mitchell CC	63,193	36,091	99,284	13,450	20,337	33,787	43,469	10,019	53,488	330,406
Montgomery CC	4,624	3,366	7,990	8,043	4,628	12,671	565	403	968	39,799
Nash CC	27,720	26,853	54,573	9,190	19,075	28,265	42,601	7,428	50,029	224,190
Pamlico CC	8,139	4,297	12,436	0	842	842	2,451	461	2,912	35,637
Piedmont CC	5,140	12,102	17,242	0	5,049	5,049	4,435	1,497	5,932	74,299
Pitt CC	34,985	39,743	74,728	31,071	33,100	64,171	51,182	19,924	71,106	410,013
Randolph CC	22,113	20,767	42,880	29,914	17,672	47,586	18,952	5,413	24,365	267,707
Richmond CC	21,582	15,038	36,620	17,591	9,818	27,409	22,836	5,758	28,594	198,385
Roanoke Chowan CC	3,020	4,368	7,388	2,796	4,628	7,424	2,039	1,152	3,191	29,353
Robeson CC	0	10,240	10,240	10,176	17,812	27,988	16,473	3,340	19,813	141,748
Rockingham CC	19,752	17,544	37,296	232	10,519	10,751	21,032	4,319	25,351	154,736
Rowan-Cabarrus CC	31,326	40,459	71,785	18,469	46,986	65,455	72,269	15,029	87,298	454,994
Sampson CC	13,910	10,670	24,580	1,189	6,312	7,501	15,164	2,937	18,101	102,737
Sandhills CC	17,316	20,767	38,083	47,647	29,173	76,820	39,309	9,098	48,407	284,450
South Piedmont CC	7,995	16,184	24,179	14,132	13,745	27,877	14,806	3,743	18,549	168,669
Southeastern CC	0	7,805	7,805	9,211	8,976	18,187	13,897	3,397	17,294	97,685
Southwestern CC	19,302	16,255	35,557	27,789	17,532	45,321	51,677	8,522	60,199	239,337
Stanly CC	14,789	15,611	30,400	17,671	17,672	35,343	33,014	6,046	39,060	180,862
Surry CC	12,547	17,401	29,948	59,109	25,947	85,056	30,260	6,507	36,767	204,050
Tri-County CC	9,168	8,235	17,403	0	6,031	6,031	18,195	3,052	21,247	112,354
Vance-Granville CC	30,139	30,935	61,074	30,941	20,337	51,278	43,772	9,098	52,870	265,967
Wake TCC	179,715	124,743	304,458	126,025	58,066	184,091	317,998	67,717	385,715	1,729,032
Wayne CC	39,449	25,636	65,085	47,231	25,106	72,337	32,849	8,810	41,659	337,958
Western Piedmont CC	12,809	14,823	27,632	11,713	9,257	20,970	28,717	6,392	35,109	224,875
Wilkes CC	28,809	17,115	45,924	0	16,270	16,270	32,836	6,449	39,285	256,207
Wilson CC	13,046	11,315	24,361	16,372	12,627	28,999	20,237	4,204	24,441	108,408
	1,535,376	1,464,624	3,000,000	1,692,537	1,307,463	3,000,000	2,441,792	558,208	3,000,000	18,000,000

*Excludes Basic Skills PBF, which is embedded in Basic Skills State Allotment

6. Non-Recurring Hurricane Matthew

Purpose: The General Assembly appropriated \$1,859,756 in S.L. 2018-5 to be used to offset the impact of community college enrollment declines related to Hurricane Matthew.

Allocation Method: The \$1,859,756 is allocated to the colleges who submitted data documenting FTE losses due to Hurricane Matthew and whose Hurricane Matthew FTE losses impacted the 2-year average budget FTE.

Fiscal Management: These funds may be budgeted and expended flexibly for the same purposes as other instructional and non-instructional formula funds.

- Purpose codes: 1XX, 220, 310, 311, 321, 322, 323, 324, 410, 421, 422, 430, 510
- Vocational code: 96

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
NON-RECURRING HURRICANE MATTHEW ALLOTMENT
FY 2018-19**

Community College	Total Non-Recurring Allotment
Beaufort CC	\$4,562
Bladen CC	10,176
Craven CC	10,413
Edgecombe CC	333,412
Lenoir CC	124,975
Nash CC	283,245
Robeson CC	446,121
Sandhills CC	9,125
Southeastern CC	69,881
Wayne CC	567,846
Total	\$1,859,756

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**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FORMULA BUDGET BY COLLEGE
FY 2018-19**

Community College	Curriculum	Continuing Education	Continuing Education - Nonrecurring	State Basic Skills	Institutional Support	Performance Based Funding*	Non-Recurring Hurricane Matthew	Total
Alamance CC	\$13,641,552	\$1,360,481	\$70,653	\$1,043,227	\$8,956,053	\$409,122		\$25,481,088
Asheville-Buncombe TCC	22,855,251	1,922,686	\$133,790	1,134,781	13,922,263	522,137		\$40,490,908
Beaufort County CC	4,927,672	963,653	\$80,910	316,413	4,107,432	121,882	4,562	\$10,522,524
Bladen CC	4,849,209	702,097	\$62,826	186,110	3,787,382	73,032	10,176	\$9,670,832
Blue Ridge CC	6,975,693	1,515,633	\$109,580	280,201	5,933,459	147,543		\$14,962,109
Brunswick CC	5,121,042	1,141,863	\$84,273	683,983	4,662,762	174,981		\$11,868,904
Caldwell CC & TI	11,475,442	2,395,116	\$277,662	559,194	8,545,190	313,773		\$23,566,377
Cape Fear CC	28,596,000	2,065,416	\$165,926	1,008,709	17,024,940	847,133		\$49,708,124
Carteret CC	5,599,051	1,144,083	\$88,097	342,855	4,584,912	129,589		\$11,888,587
Catawba Valley CC	15,091,184	1,881,834	\$169,313	662,268	9,644,593	496,730		\$27,945,922
Central Carolina CC	16,412,015	2,168,479	\$199,131	1,748,028	12,251,727	380,005		\$33,159,385
Central Piedmont CC	58,855,071	2,341,358	\$141,056	3,073,296	34,850,908	1,785,047		\$101,046,736
Cleveland CC	9,377,879	2,087,852	\$167,588	220,263	6,793,553	262,767		\$18,909,902
Coastal Carolina CC	14,973,085	1,858,722	\$167,397	567,629	9,507,923	489,086		\$27,563,842
College of The Albemarle	7,975,741	850,123	\$52,801	323,835	6,059,749	248,583		\$15,510,832
Craven CC	10,240,424	1,909,802	\$190,147	270,119	7,572,930	259,183	10,413	\$20,453,018
Davidson County CC	12,036,665	1,200,330	\$73,674	847,488	8,436,200	383,074		\$22,977,431
Durham TCC	15,837,349	1,525,045	\$99,176	1,002,686	10,475,870	349,271		\$29,289,397
Edgecombe CC	7,724,966	927,737	\$85,045	371,584	5,936,919	100,670	333,412	\$15,480,333
Fayetteville TCC	37,392,804	8,560,196	\$1,049,805	2,191,208	25,378,323	637,181		\$75,209,517
Forsyth TCC	26,087,447	2,322,009	\$183,479	1,470,477	15,253,486	722,134		\$46,039,032
Gaston College	17,205,619	1,091,340	\$41,180	543,865	11,145,189	464,698		\$30,491,891
Guilford TCC	34,149,236	2,901,643	\$242,996	2,769,008	21,968,427	656,486		\$62,687,796
Halifax CC	4,180,821	854,706	\$24,050	221,314	3,700,882	66,335		\$9,048,108
Haywood CC	5,946,369	761,451	\$61,278	167,973	4,361,742	134,337		\$11,433,150
Isothermal CC	7,103,129	814,312	\$75,937	215,869	4,937,832	159,678		\$13,306,757
James Sprunt CC	4,309,740	753,237	\$66,194	155,771	3,619,572	102,124		\$9,006,638
Johnston CC	13,512,182	1,982,455	\$201,087	451,004	8,573,723	456,399		\$25,176,850
Lenoir CC	9,250,168	6,025,573	\$651,746	1,008,659	9,715,523	225,082	124,975	\$27,001,726
Martin CC	2,874,155	594,396	\$46,932	246,665	2,920,652	34,315		\$6,717,115
Mayland CC	3,596,325	1,370,627	\$103,695	950,471	4,244,102	56,354		\$10,321,574
McDowell TCC	4,016,415	641,037	\$16,994	253,796	3,498,472	117,411		\$8,544,125
Mitchell CC	9,157,855	1,009,088	\$78,033	397,356	6,794,430	330,406		\$17,767,168
Montgomery CC	3,446,063	655,730	\$40,152	140,830	3,150,742	39,799		\$7,473,316
Nash CC	9,735,851	1,516,239	\$120,089	291,557	6,629,203	224,190	283,245	\$18,800,374
Pamlico CC	2,294,636	462,118	\$18,580	134,133	2,614,442	35,637		\$5,559,546
Piedmont CC	4,392,455	1,686,135	\$135,777	339,997	4,904,109	74,299		\$11,532,772
Pitt CC	27,427,123	1,922,770	\$131,440	785,304	15,317,496	410,013		\$45,994,146
Randolph CC	8,973,647	1,339,495	\$93,452	716,125	6,561,733	267,707		\$17,952,159
Richmond CC	8,392,838	1,808,290	\$145,372	1,151,517	6,809,123	198,385		\$18,505,525
Roanoke-Chowan CC	2,680,491	802,665	\$79,909	160,466	2,913,732	29,353		\$6,666,616
Robeson CC	6,906,917	2,153,524	\$178,932	1,179,731	6,425,063	141,748	446,121	\$17,432,036
Rockingham CC	6,137,080	770,060	\$43,138	269,014	4,519,172	154,736		\$11,893,200
Rowan-Cabarrus CC	18,511,260	2,905,391	\$225,342	1,112,678	14,336,697	454,994		\$37,546,362
Sampson CC	5,234,609	1,249,115	\$92,393	782,473	4,754,452	102,737		\$12,215,779
Sandhills CC	13,209,615	1,369,211	\$103,242	499,126	8,358,930	284,450	9,125	\$23,833,699
South Piedmont CC	7,730,862	2,122,286	\$192,497	624,567	6,884,390	168,669		\$17,723,271
Southeastern CC	5,340,745	1,958,184	\$78,947	881,937	5,482,782	97,685	69,881	\$13,910,161
Southwestern CC	8,446,976	1,642,308	\$113,438	326,303	6,697,550	239,337		\$17,465,912
Stanly CC	8,618,507	1,764,973	\$43,543	507,188	7,183,680	180,862		\$18,298,753
Surry CC	10,264,471	1,713,804	\$146,916	446,282	7,110,143	204,050		\$19,885,666
Tri-County CC	3,843,127	685,693	\$59,376	95,000	3,297,792	112,354		\$8,093,342
Vance-Granville CC	9,451,582	1,486,393	\$123,698	648,692	7,916,347	265,967		\$19,892,679
Wake TCC	66,604,697	7,321,533	\$544,330	4,110,803	42,219,800	1,729,032		\$122,530,195
Wayne CC	11,664,882	1,523,552	\$82,111	711,355	7,784,843	337,958	567,846	\$22,672,547
Western Piedmont CC	6,795,225	864,510	\$50,217	591,719	5,154,082	224,875		\$13,680,628
Wilkes CC	9,637,317	1,265,559	\$105,346	592,816	7,154,270	256,207		\$19,011,515
Wilson CC	5,735,775	1,031,511	\$72,864	337,948	4,612,592	108,408		\$11,899,098
TOTAL	\$722,824,307	\$101,665,429	\$8,283,552	\$43,123,666	\$507,960,285	\$18,000,000	\$1,859,756	\$1,403,716,995

*Excludes Basic Skills PBF, which is embedded in Basic Skills Allotment

B. Categorical Allocations

1. Career and Technical Education (Federal)

Purpose: Career and Technical Education (CTE) funds are provided through the Carl D. Perkins Career and Technical Education Act of 2006 with the purpose of making the United States more competitive in the world economy by developing more fully the academic, career, and technical skills of students who enroll in career and technical education programs. This act places emphasis on:

- Promoting programs of studies that integrate rigorous and challenging academic and career technical instruction, and that link secondary to postsecondary education for participating career and technical education students. (Career Pathways)
- Providing professional development for our community college faculty that teach in CTE programs of study with emphasis on expanding the use of technology in the classroom.
- Creating greater accountability by requiring the measurement of student achievement against established core indicators of performance at both state and local levels.

Each college must develop a local plan that includes:

- Acceptance of the allocation;
- Acknowledgement of the nine CTE required activities;
- Description of the proposed implementation of the nine CTE required activities;
- Acceptance of updated accountability/performance measures;
- Implementation of three (3) grade 9-14 CTE programs of study (Career Pathways).

Funds must be used in accordance with the college local plan. The local plan and budget is approved by System Office CTE program staff. No more than five percent of a college's allocation may be used for college administration. Other funding guidelines are as follows:

- Keep salaries under 50% of total allocation
- Keep equipment under 50% of total allocation
- Fund Work-Based Learning at least 20% of total allocation
- Fund Faculty Professional Development at least 20% of total allocation
- Fund Career Pathway activities at least 20% of total allocation

Allocation Method: The Carl D. Perkins Act requires that at least 85% of available funding be allocated to local community colleges. A total of \$11,477,949 is being allotted through the Career and Technical Education program to colleges. A total of \$11,486,563 is expected to be available from the federal government with \$8,614 being used for WIOA infrastructure costs (see detail below). These funds are allocated based on each college's pro-rata share of Pell Grant recipients pursuing a credential in a vocational/technical

curriculum program in relation to the total number of Pell Grant recipients pursuing such credentials system-wide.¹⁰

Indirect Cost: Colleges are authorized to earn indirect cost from CTE allotments. Per 34 CFR 76.564, the System Office has applied a restricted indirect cost rate of 8%. However, the CTE grant has a limitation of 5% administrative expenses. CTE budgets have included an additional budget line item to claim indirect costs. The total administrative budget (direct charges, indirect cost and infrastructure costs) cannot exceed 5%. Refer to your approved CTE program budget for your college detail administrative breakout.

WIOA Infrastructure Funding Agreements: The Workforce Innovation and Opportunity Act (WIOA) sec. 121(h) requires all required partner programs of the one-stop delivery system to contribute to the infrastructure costs (non-personnel costs necessary for the general operation of the one-stop center, including: rental of facilities; utilities and maintenance; equipment; and technology to facilitate access) of the one-stop delivery system based on proportionate use and relative benefit received. WIOA sec. 121(b)(1)(B) identifies career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 as one of the required partners. Infrastructure funding agreements (IFAs) must be in place for FY 2018-19. The State eligible entity, the North Carolina Community College System, serves as the one-stop partner and has initiated negotiations with representatives of the local Workforce Development Boards. As a result of these negotiations, it has been determined that one and one-half percent (1.5%) of the five percent (5%) allowable for local administration will be remitted to the Department of Commerce, Division of Workforce Solutions, to be allocated to each local Workforce Development Board to meet the required infrastructure contribution for each college. These amounts have been removed from each college CTE allocation as the System Office will remit these funds on behalf of the colleges.

Fiscal Management and Reporting: The Perkins coordinator and business office personnel should work collaboratively to code Perkins related expenses per the college's approved Perkins local plan and budget.

Perkins funds will be budgeted and expended through the following codes:

- Purpose codes: current - as needed, consistent with the activities in the approved budget and the Accounting Procedures Manual; capitalized equipment– 940, non-capitalized equipment should be coded to a current purpose code.

¹⁰ In accordance with Section 132.(c)(1) of the Carl D. Perkins Vocational & Technical Education Act of 2006, as amended, no institution or consortium shall receive an allocation of federal vocational education funds in an amount that is less than \$50,000. To that end two community colleges with allocations below \$50,000 will join a consortium. Per Section 132(a)(3)(A)(i) a waiver has been granted and both colleges will be allocated their formula portion of the consortium Memorandum of Understanding. All 58 colleges will benefit from Perkins funds.

- The vocational code used for each expenditure should align with the college's approved Perkins local plan. The Carl D. Perkins Act and EDGAR regulations require all expenditures to be documented in the college's approved local plan and budget or an approved modification to the local plan and budget.
- Equipment: All equipment purchased with Perkins funds must be included in the college's approved local plan and budget or an approved modification to the local plan and budget (EDGAR 200.313).
- Salaries: All positions funded in-full or in-part must receive prior approval and be documented in the college's Perkins local plan and budget. Employees funded in-full or in-part with Perkins funds are required to submit Time & Effort Certification (Edgar 200.430 (h)(8)(i)). Time & Effort procedures and forms can be found online at www.ncperkins.org.
- **Postsecondary Programs for Secondary Students:** The intent of the Perkins postsecondary allocation is to enhance CTE programs for postsecondary students enrolled at community colleges. College's approved to use funds to provide instruction to secondary students will be required to annually track and report on secondary students enrolled in CTE programs of study and their progress through a Certificate, Diploma or Degree leading to employment.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAREER AND TECHNICAL EDUCATION ALLOTMENTS
FY 2018-19**

CTE Allotment

Community College	Pell Grant Awards	Percent of Pell Grants	July, Aug., Sept. 2018	Oct. 2018- June 2019	Infrastructure Costs^	Total Allotment 2018-19	Admin - 5%	Admin Costs Available
			Approx. 30%	Approx. 70%				
Alamance CC	829	1.80%	\$62,056	\$144,798	(\$155)	\$206,699	\$10,343	\$10,188
Asheville-Buncombe TCC	1,332	2.89%	99,710	232,656	(249)	332,117	16,618	16,369
Beaufort County CC	218	0.47%	16,319	38,077	(41)	54,355	2,720	2,679
Bladen CC	290	0.63%	21,709	50,653	(54)	72,308	3,618	3,564
Blue Ridge CC	469	1.02%	35,108	81,919	(88)	116,939	5,851	5,763
Brunswick CC	248	0.54%	18,565	43,317	(46)	61,836	3,094	3,048
Caldwell CC & TI	587	1.28%	43,941	102,529	(110)	146,360	7,324	7,214
Cape Fear CC	1,203	2.61%	90,053	210,124	(225)	299,952	15,009	14,784
Carteret CC	410	0.89%	30,691	71,613	(77)	102,227	5,115	5,038
Catawba Valley CC	834	1.81%	62,431	145,672	(156)	207,947	10,405	10,249
Central Carolina CC	1,044	2.27%	78,151	182,352	(195)	260,308	13,025	12,830
Central Piedmont CC	2,493	5.42%	186,619	435,443	(467)	621,595	31,103	30,636
Cleveland CC	695	1.51%	52,026	121,393	(130)	173,289	8,671	8,541
Coastal Carolina CC	627	1.36%	46,935	109,516	(117)	156,334	7,823	7,706
College of The Albemarle	280	0.61%	20,960	48,907	(52)	69,815	3,493	3,441
Craven CC*	557	1.21%	41,695	97,289	(104)	138,880	6,949	6,845
Davidson County CC	940	2.04%	70,366	164,186	(176)	234,376	11,728	11,552
Durham TCC	682	1.48%	51,053	119,122	(128)	170,047	8,509	8,381
Edgecombe CC**	819	1.78%	61,308	143,052	(153)	204,207	10,218	10,065
Fayetteville TCC	3,095	6.72%	231,683	540,593	(579)	771,697	38,614	38,035
Forsyth TCC	1,794	3.90%	134,294	313,352	(336)	447,310	22,382	22,046
Gaston College	1,156	2.51%	86,535	201,914	(216)	288,233	14,422	14,206
Guilford TCC	2,874	6.24%	215,139	501,991	(538)	716,592	35,857	35,319
Halifax CC	327	0.71%	24,478	57,116	(61)	81,533	4,080	4,019
Haywood CC	524	1.14%	39,225	91,525	(98)	130,652	6,538	6,440
Isothermal CC	522	1.13%	39,075	91,176	(98)	130,153	6,513	6,415
James Sprunt CC	329	0.71%	24,628	57,465	(62)	82,031	4,105	4,043
Johnston CC	695	1.51%	52,026	121,393	(130)	173,289	8,671	8,541
Lenoir CC	675	1.47%	50,529	117,900	(126)	168,303	8,421	8,295
Martin CC*	149	0.32%	11,154	26,025	(28)	37,151	1,859	1,831
Mayland CC	249	0.54%	18,639	43,492	(47)	62,084	3,107	3,060
McDowell TCC	280	0.61%	20,960	48,907	(52)	69,815	3,493	3,441
Mitchell CC	459	1.00%	34,359	80,172	(86)	114,445	5,727	5,641
Montgomery CC	211	0.46%	15,795	36,855	(39)	52,611	2,633	2,594
Nash CC	814	1.77%	60,934	142,178	(152)	202,960	10,156	10,004
Pamlico CC*	142	0.31%	10,630	24,803	(27)	35,406	1,772	1,745
Piedmont CC	348	0.76%	26,050	60,784	(65)	86,769	4,342	4,277
Pitt CC	2,605	5.66%	195,003	455,006	(488)	649,521	32,500	32,012
Randolph CC	705	1.53%	52,774	123,140	(132)	175,782	8,796	8,664
Richmond CC	767	1.67%	57,415	133,969	(144)	191,240	9,569	9,425
Roanoke-Chowan CC	244	0.53%	18,265	42,619	(46)	60,838	3,044	2,998
Robeson CC	602	1.31%	45,064	105,149	(113)	150,100	7,511	7,398
Rockingham CC	345	0.75%	25,826	60,260	(65)	86,021	4,304	4,239
Rowan-Cabarrus CC	1,156	2.51%	86,535	201,914	(216)	288,233	14,422	14,206
Sampson CC	332	0.72%	24,853	57,989	(62)	82,780	4,142	4,080
Sandhills CC	633	1.38%	47,385	110,564	(118)	157,831	7,897	7,779
South Piedmont CC	411	0.89%	30,766	71,788	(77)	102,477	5,128	5,051
Southeastern CC	381	0.83%	28,521	66,548	(71)	94,998	4,753	4,682
Southwestern CC	622	1.35%	46,561	108,643	(116)	155,088	7,760	7,644
Stanly CC	801	1.74%	59,960	139,908	(150)	199,718	9,993	9,843
Surry CC	410	0.89%	30,691	71,613	(77)	102,227	5,115	5,038
Tri-County CC	288	0.63%	21,559	50,304	(54)	71,809	3,593	3,539
Vance-Granville CC	734	1.59%	54,945	128,205	(137)	183,013	9,158	9,021
Wake TCC	3,499	7.60%	261,925	611,158	(655)	872,428	43,654	42,999
Wayne CC	771	1.67%	57,715	134,668	(144)	192,239	9,619	9,475
Western Piedmont CC	493	1.07%	36,905	86,111	(92)	122,924	6,151	6,059
Wilkes CC	629	1.37%	47,085	109,865	(118)	156,832	7,848	7,730
Wilson CC	406	0.88%	30,387	70,914	(76)	101,225	5,065	4,989
Total	46,034	1.0000	\$3,445,969	\$8,040,594	(\$8,614)	\$11,477,949	\$574,330	\$565,716

^College's share of Infrastructure costs of the One Stop Centers transferred to the Dept. of Commerce Division of Workforce Solutions under WIOA sec. 121(h).

* Martin and Pamlico are in a consortium. Colleges will receive their formula portion of the allocation.

In accordance with Section 132.(c)(1) of the Carl D. Perkins Vocational & Technical Education Act of 1998, no institution or consortium shall receive an allocation of federal vocational education funds in an amount that is less than \$50,000.

In accordance with Section 132(a)(3)(A)(i) a waiver has been granted and each college will be allocated their formula portion of the consortium Memorandum of Understanding.

2. Child Care

Purpose: The intent of the Child Care Grant is to assist student-parents with the financial responsibilities for child care expenses so they may stay enrolled and complete their educational goals. No faculty, staff, or administrator employed by the college may receive or utilize funds from this grant with the exception of qualified “work study” students. Child care coordinators and financial aid officers at each college shall jointly determine the need of student-parents for child care in coordination with local social services agencies that provide child care funding for qualified students.

For the Child Care Grant, a childcare provider is a person, business or organization that provides childcare services to its clients or customers. Examples include:

- Licensed daycare or individual provider
- Unlicensed childcare provider
- Student-parents’ parent
- A personal nanny
- Afterschool programs
- Summer programs

Management of Funds: Funds must be disbursed directly to the provider or the student-parent only upon receipt of an invoice from a child care provider accompanied by a student’s class attendance report. Neither the student parent, nor the other parent of the child may be reimbursed for services. A disbursement of funds must pass a reasonableness test for cost. (For example: If a student/parent’s mother is being paid to keep the student’s child, and the local child care facilities charge \$200 per week, then the parent of the student cannot pay an invoice of \$500 to the student’s parent, which would be an inflated fee.)

Under no circumstances may colleges pay in advance for services which have not been received. These funds may not be used to support the operating costs of a college childcare facility, except indirectly in the form of payments disbursed to the center as a provider of childcare services for a student-parent receiving assistance through this program. Likewise, other State funds may not be used to support college childcare facilities or support childcare staff positions. Colleges may not expend any of these allocations for administrative overhead, including salaries.

Allocation Method: A total of \$1,838,215 is allocated in FY 2018-19 through the Child Care Grant allotment. Each college will be authorized funds on the following formula: \$20,000 (base) + \$3.73 per curriculum budget FTE.

Fiscal Management: These funds will be budgeted and expended through the following codes:

- Purpose code: 530
- Vocational code: 80

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CHILD CARE ALLOTMENT
FY 2018-19**

Community College	Base Allotment	Curriculum FTE	Per Curriculum FTE Amount \$3.73	Total Allotment
Alamance CC	\$20,000	3,463	\$12,907	\$32,907
Asheville-Buncombe TCC	20,000	5,765	21,487	41,487
Beaufort County CC	20,000	1,162	4,331	24,331
Bladen CC	20,000	1,124	4,189	24,189
Blue Ridge CC	20,000	1,688	6,292	26,292
Brunswick CC	20,000	1,236	4,607	24,607
Caldwell CC and TI	20,000	2,853	10,634	30,634
Cape Fear CC	20,000	7,358	27,425	47,425
Carteret CC	20,000	1,346	5,017	25,017
Catawba Valley CC	20,000	3,862	14,394	34,394
Central Carolina CC	20,000	4,173	15,554	35,554
Central Piedmont CC	20,000	15,421	57,477	77,477
Cleveland CC	20,000	2,326	8,669	28,669
Coastal Carolina CC	20,000	3,845	14,331	34,331
College of The Albemarle	20,000	1,981	7,384	27,384
Craven CC	20,000	2,532	9,437	29,437
Davidson County CC	20,000	3,015	11,238	31,238
Durham TCC	20,000	4,001	14,913	34,913
Edgecombe CC	20,000	1,885	7,026	27,026
Fayetteville TCC	20,000	9,724	36,243	56,243
Forsyth TCC	20,000	6,587	24,551	44,551
Gaston College	20,000	4,390	16,362	36,362
Guilford TCC	20,000	8,798	32,792	52,792
Halifax CC	20,000	957	3,567	23,567
Haywood CC	20,000	1,439	5,363	25,363
Isothermal CC	20,000	1,736	6,470	26,470
James Sprunt CC	20,000	1,014	3,779	23,779
Johnston CC	20,000	3,344	12,464	32,464
Lenoir CC	20,000	2,285	8,517	28,517
Martin CC	20,000	633	2,359	22,359
Mayland CC	20,000	803	2,993	22,993
McDowell TCC	20,000	920	3,429	23,429
Mitchell CC	20,000	2,319	8,643	28,643
Montgomery CC	20,000	778	2,900	22,900
Nash CC	20,000	2,407	8,971	28,971
Pamlico CC	20,000	475	1,770	21,770
Piedmont CC	20,000	1,013	3,776	23,776
Pitt CC	20,000	7,035	26,221	46,221
Randolph CC	20,000	2,241	8,353	28,353
Richmond CC	20,000	2,044	7,618	27,618
Roanoke Chowan CC	20,000	596	2,221	22,221
Robeson CC	20,000	1,662	6,195	26,195
Rockingham CC	20,000	1,474	5,494	25,494
Rowan-Cabarrus CC	20,000	4,776	17,801	37,801
Sampson CC	20,000	1,248	4,652	24,652
Sandhills CC	20,000	3,354	12,501	32,501
South Piedmont CC	20,000	1,899	7,078	27,078
Southeastern CC	20,000	1,261	4,700	24,700
Southwestern CC	20,000	2,041	7,607	27,607
Stanly CC	20,000	2,128	7,932	27,932
Surry CC	20,000	2,550	9,504	29,504
Tri-County CC	20,000	883	3,291	23,291
Vance-Granville CC	20,000	2,372	8,841	28,841
Wake TCC	20,000	17,436	64,988	84,988
Wayne CC	20,000	2,896	10,794	30,794
Western Piedmont CC	20,000	1,667	6,213	26,213
Wilkes CC	20,000	2,349	8,755	28,755
Wilson CC	20,000	1,393	5,195	25,195
Total	\$1,160,000	181,963	\$678,215	\$1,838,215

3. Small Business Centers

Purpose: The mission of each Small Business Center (SBC) is to help the many small businesses within its service area survive, prosper, and contribute to the economic well-being of the community and the state. Small Business Centers provide a wide variety of seminars and workshops, one-on-one counseling, a library of resources, and referrals to other sources of help to owners and operators of small businesses.

The expenditure of SBC funds must be consistent with the State Board's Small Business Center Network (SBCN) Guidelines (adopted on February 18, 2011, Program Attachment 5). At a minimum, the annual SBC program funding will provide for the following at each of the 58 colleges: a) salary and fringe benefits for a full-time SBC Director or in a manner that is at least equivalent to a full-time director; and b) \$9,000 for instruction, either through instructional or contractual services budget items, that does not earn budget FTE. Colleges should also be aware of the following fiscally-related provisions in the SBCN Guidelines:

- All instruction supported by SBC funds must be used for SBC-sponsored courses, seminars, and workshops.
- SBC funds cannot be used to produce FTE, except for SBCN-approved entrepreneurship programs.
- SBCN program funds **may not** be used for building or renovation of facilities.
- If a Small Business Center Director coordinates FTE-generating classes designed to meet the management needs of entrepreneurs, that Director's salary will need to be pro-rated according to the formula spelled out in the Guidelines.
- If a Small Business Center Director is asked to coordinate FTE-generating activities that are Occupational Extension offerings that are not focused on entrepreneurship or the "management needs" of entrepreneurs, then an alternative plan must be submitted to the System Office/State Director for approval. Such arrangements should be rare.
- Although colleges retain budget flexibility, using SBC funds to produce FTE (other than approved entrepreneurship programs) or transferring SBC funds without a NCCCS- or State-mandated reversion/reduction will result in the loss of performance funding for the following year.

Allocation Method: A total of \$6,551,698 is allocated in FY 2018-19 through the Small Business Center allotment. Each college receives a base allocation of \$102,471. The base amount has been adjusted from the FY 2017-18 level to account for legislative changes in salaries and employer contribution rates for retirement.¹¹

¹¹ Joint Conference Committee Report on the Base and Expansion Budgets dated May 28, 2018: Items 65 and 67 on page B 20.

Colleges also receive an additional performance allocation. This allocation 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 determines a college's performance allocation; each point earns approximately \$51. For FY 2018-19, performance funding allocations are calculated based on the colleges' pro-rata share of total point score, limited to \$608,380 in total due to fund availability.

Fiscal Management: These funds will be budgeted and expended through the following codes:

- Purpose codes: current or non-capitalized equipment – 363; capitalized equipment– 940
- Vocational code: 83
- Capitalized equipment purchases must be coded to object code 553500. Non-capitalized equipment purchase should be coded to purpose 363 and object codes 555100 (non-capitalized equipment) or 555200 (non-capitalized equipment – high risk)
- In order to capture all costs associated with the Small Business Center, colleges should charge all Small Business Center expenditures to this code and if additional funds are needed, should transfer funds from other purposes to purpose code 363. Total costs will be utilized for future funding requests and potential funding reallocations.

These funds can be reverted as part of the Management Flexibility Reversion or transferred into another purpose. However, doing so will impact future allocations. Specifically, **colleges that use funds for non-SBC activities or transfer funds out of the SBC budget will not be eligible for their entire performance allocation in the next fiscal year.** The performance allocation for next fiscal year will be reduced by the amount of funds used for non-SBC activities. Colleges are allowed to return funds as part of the Management Flexibility reversion or any other reversion up to the pro-rata share of the total amount of the cut without impacting next year's performance allocation. The \$9,000 requirement that funds be expended for instruction can be waived by the System Office upon recommendation of the State Small Business Center Director in the case of a budgetary shortfall. If that is the case, that reversion will not affect future performance allocations.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SMALL BUSINESS CENTER ALLOTMENT
FY 2018-19**

Community College	Base Allocation	Performance Allocation	Total Allotment
Alamance CC	\$102,471	\$8,929	\$111,400
Asheville-Buncombe TCC	102,471	17,806	120,277
Beaufort County CC	102,471	7,602	110,073
Bladen CC	102,471	2,704	105,175
Blue Ridge CC	102,471	17,960	120,431
Brunswick CC	102,471	9,286	111,757
Caldwell CC and TI	102,471	4,592	107,063
Cape Fear CC	102,471	16,684	119,155
Carteret CC	102,471	13,725	116,196
Catawba Valley CC	102,471	14,796	117,267
Central Carolina CC	102,471	16,786	119,257
Central Piedmont CC	102,471	17,858	120,329
Cleveland CC	102,471	5,970	108,441
Coastal Carolina CC	102,471	17,602	120,073
College of The Albemarle	102,471	12,806	115,277
Craven CC	102,471	12,092	114,563
Davidson County CC	102,471	12,551	115,022
Durham TCC	102,471	16,531	119,002
Edgecombe CC	102,471	2,296	104,767
Fayetteville TCC	102,471	15,000	117,471
Forsyth TCC	102,471	17,602	120,073
Gaston College	102,471	12,551	115,022
Guilford TCC	102,471	17,500	119,971
Halifax CC	102,471	8,265	110,736
Haywood CC	102,471	15,102	117,573
Isothermal CC	102,471	6,225	108,696
James Sprunt CC	102,471	7,449	109,920
Johnston CC	102,471	14,847	117,318
Lenoir CC	102,471	6,276	108,747
Martin CC	102,471	7,857	110,328
Mayland CC	102,471	9,082	111,553
McDowell TCC	102,471	1,990	104,461
Mitchell CC	102,471	9,949	112,420
Montgomery CC	102,471	4,847	107,318
Nash CC	102,471	6,888	109,359
Pamlico CC	102,471	5,714	108,185
Piedmont CC	102,471	1,071	103,542
Pitt CC	102,471	17,296	119,767
Randolph CC	102,471	9,082	111,553
Richmond CC	102,471	4,796	107,267
Roanoke Chowan CC	102,471	3,418	105,889
Robeson CC	102,471	10,766	113,237
Rockingham CC	102,471	1,684	104,155
Rowan-Cabarrus CC	102,471	12,296	114,767
Sampson CC	102,471	6,531	109,002
Sandhills CC	102,471	12,500	114,971
South Piedmont CC	102,471	7,551	110,022
Southeastern CC	102,471	11,174	113,645
Southwestern CC	102,471	17,500	119,971
Stanly CC	102,471	11,378	113,849
Surry CC	102,471	6,276	108,747
Tri-County CC	102,471	9,031	111,502
Vance-Granville CC	102,471	9,133	111,604
Wake TCC	102,471	20,511	122,982
Wayne CC	102,471	7,551	110,022
Western Piedmont CC	102,471	14,337	116,808
Wilkes CC	102,471	3,725	106,196
Wilson CC	102,471	15,053	117,524
TOTAL	\$5,943,318	\$608,380	\$6,551,698

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SMALL BUSINESS CENTER PERFORMANCE FUNDING CALCULATION
FY 2018-19

COLLEGE	Seminars				Counseling				Small Businesses	
	Offerings		Attendees		Clients		Hours			
	Number	Ranking (points)	Number	Ranking (points)	Number	Ranking (points)	Hours	Ranking (points)	Number	Ranking (points)
Alamance CC	95	13	1,108	26	130	27	570.11	39	3341	39
Asheville-Buncombe TCC	214	46	2,219	46	558	57	1251.32	55	9405	53
Beaufort County CC	101	18	814	19	100	19	336.00	20	1617	20
Bladen CC	115	25	374	3	42	5	185.00	9	554	3
Blue Ridge CC	249	51	3,445	52	348	52	1117.42	54	3798	43
Brunswick CC	106	20	743	17	114	24	718.89	47	2729	34
Caldwell CC and TI	47	2	633	13	74	7	107.80	2	2960	37
Cape Fear CC	154	39	2,262	49	265	45	555.46	38	9076	52
Carteret CC	147	35	1,347	32	210	42	595.60	40	2090	27
Catawba Valley CC	164	40	1,751	40	266	46	746.28	48	4783	46
Central Carolina CC	225	48	2,222	47	331	49	633.01	43	4469	45
Central Piedmont CC	170	42	4,426	57	462	55	1011.50	52	36812	58
Cleveland CC	92	12	523	8	152	33	285.52	16	1895	24
Coastal Carolina CC	335	58	4,040	56	389	53	657.10	44	2922	35
College of The Albemarle	169	41	1,824	41	114	24	289.55	17	4366	44
Craven CC	134	33	2,093	44	174	35	395.12	22	2237	30
Davidson County CC	173	43	2,261	48	192	41	231.55	13	3580	41
Durham TCC	251	52	2,659	50	223	43	614.29	41	12123	55
Edgecombe CC	85	9	375	4	71	6	112.70	3	824	6
Fayetteville TCC	233	49	3,830	55	187	40	461.95	29	5972	50
Forsyth TCC	315	57	3,682	54	481	56	1306.55	56	9605	54
Gaston College	120	27	952	22	304	48	626.50	42	5892	49
Guilford TCC	257	53	3,595	53	148	31	999.34	51	13940	56
Halifax CC	97	14	771	18	96	17	451.40	27	1439	17
Haywood CC	151	37	1,600	38	343	50	778.10	49	1448	18
Isothermal CC	108	23	622	12	96	17	227.25	11	1771	22
James Sprunt CC	74	6	694	15	104	21	466.65	31	1005	10
Johnston CC	109	24	1,241	30	347	51	712.27	46	3358	40
Lenoir CC	62	4	641	14	130	27	425.05	24	1747	21
Martin CC	115	25	850	21	101	20	673.03	45	706	4
Mayland CC	191	45	1,060	25	82	9	465.45	30	1239	13
McDowell TCC	76	7	586	10	84	10	149.00	5	744	5
Mitchell CC	123	29	1,446	34	110	22	361.03	21	5201	47
Montgomery CC	126	31	417	6	39	3	168.80	7	464	2
Nash CC	101	18	1,189	28	85	11	258.40	14	2049	26
Pamlico CC	83	8	390	5	94	15	471.99	33	253	1
Piedmont CC	53	3	329	2	40	4	32.08	1	911	7
Pitt CC	234	50	2,184	45	401	54	1694.25	57	3652	42
Randolph CC	219	47	1,236	29	112	23	329.21	19	2454	32
Richmond CC	97	14	733	16	86	12	408.42	23	1392	16
Roanoke Chowan CC	65	5	453	7	87	14	168.35	6	958	8
Robeson CC	135	34	1,492	35	119	26	433.80	25	1900	25
Rockingham CC	42	1	188	1	25	1	141.08	4	1578	19
Rowan-Cabarrus CC	124	30	1,250	31	179	36	554.59	37	7229	51
Sampson CC	121	28	998	23	95	16	470.59	32	1073	12
Sandhills CC	127	32	1,837	42	147	30	326.70	18	2936	36
South Piedmont CC	184	44	1,499	36	74	7	194.00	10	5699	48
Southeastern CC	107	22	1,170	27	261	44	481.10	34	997	9
Southwestern CC	265	55	3,422	51	181	37	1061.20	53	2475	33
Stanly CC	151	37	1,678	39	185	39	481.71	35	1278	14
Surry CC	98	16	829	20	86	12	227.70	12	2302	31
Tri-County CC	85	9	588	11	143	29	458.93	28	1070	11
Vance-Granville CC	98	16	1,406	33	167	34	261.03	15	2996	38
Wake TCC	268	56	4,779	58	782	58	2044.61	58	33836	57
Wayne CC	106	20	1,027	24	148	31	442.20	26	2163	29
Western Piedmont CC	260	54	1,916	43	182	38	541.97	36	1359	15
Wilkes CC	87	11	531	9	31	2	180.85	8	2109	28
Wilson CC	150	36	1,500	37	291	47	973.84	50	1821	23
TOTAL:	8,443	1,704	89,730	1,711	10,868	1,705	31,325.19	1,711	248,602	1,711

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SMALL BUSINESS CENTER PERFORMANCE FUNDING CALCULATION
FY 2018-19**

COLLEGE	Economic Impact				Total Point Score	Overall Points Ranking	FY18-19 Performance Allocation
	Startups		Jobs Created/Retained				
	Number	Ranking (points)	Number	Ranking (points)			
Alamance CC	8	9	57.5	22	175	24	\$8,929
Asheville-Buncombe TCC	31	40	211	52	349	55	\$17,806
Beaufort County CC	19	25	80.5	28	149	21	\$7,602
Bladen CC	3	1	23	7	53	5	\$2,704
Blue Ridge CC	44	46	269	54	352	57	\$17,960
Brunswick CC	19	25	36.5	15	182	29	\$9,286
Caldwell CC and TI	9	10	48.5	19	90	8	\$4,592
Cape Fear CC	46	48	346.5	56	327	48	\$16,684
Carteret CC	44	46	194.5	47	269	40	\$13,725
Catawba Valley CC	28	35	105.5	35	290	42	\$14,796
Central Carolina CC	59	54	150	43	329	49	\$16,786
Central Piedmont CC	48	50	111	36	350	56	\$17,858
Cleveland CC	9	10	36	14	117	12	\$5,970
Coastal Carolina CC	37	44	339.5	55	345	53	\$17,602
College of The Albemarle	30	38	175	46	251	39	\$12,806
Craven CC	31	40	101	33	237	34	\$12,092
Davidson County CC	20	28	99	32	246	37	\$12,551
Durham TCC	35	42	132.5	41	324	47	\$16,531
Edgecombe CC	10	13	12	4	45	4	\$2,296
Fayetteville TCC	21	29	141	42	294	44	\$15,000
Forsyth TCC	26	34	104	34	345	53	\$17,602
Gaston College	23	32	72	26	246	37	\$12,551
Guilford TCC	49	51	203.5	48	343	51	\$17,500
Halifax CC	21	29	129	40	162	23	\$8,265
Haywood CC	59	54	208.5	50	296	46	\$15,102
Isothermal CC	11	14	58	23	122	13	\$6,225
James Sprunt CC	30	38	62	25	146	18	\$7,449
Johnston CC	49	51	206	49	291	43	\$14,847
Lenoir CC	17	24	27.5	9	123	14	\$6,276
Martin CC	15	19	51	20	154	22	\$7,857
Mayland CC	15	19	118	37	178	26	\$9,082
McDowell TCC	3	1	4	1	39	3	\$1,990
Mitchell CC	16	21	54.5	21	195	30	\$9,949
Montgomery CC	12	16	85	30	95	10	\$4,847
Nash CC	16	21	39.5	17	135	17	\$6,888
Pamlico CC	16	21	83	29	112	11	\$5,714
Piedmont CC	3	1	11	3	21	1	\$1,071
Pitt CC	56	53	119	38	339	50	\$17,296
Randolph CC	14	18	28	10	178	26	\$9,082
Richmond CC	7	6	23	7	94	9	\$4,796
Roanoke Chowan CC	11	14	30	13	67	6	\$3,418
Robeson CC	28	35	93.5	31	211	31	\$10,766
Rockingham CC	3	1	18.5	6	33	2	\$1,684
Rowan-Cabarrus CC	21	29	78.5	27	241	35	\$12,296
Sampson CC	7	6	29	11	128	16	\$6,531
Sandhills CC	46	48	120	39	245	36	\$12,500
South Piedmont CC	3	1	5	2	148	19	\$7,551
Southeastern CC	25	33	208.5	50	219	32	\$11,174
Southwestern CC	60	56	527.5	58	343	51	\$17,500
Stanly CC	28	35	61	24	223	33	\$11,378
Surry CC	12	16	37	16	123	14	\$6,276
Tri-County CC	42	45	157	44	177	25	\$9,031
Vance-Granville CC	19	25	44.5	18	179	28	\$9,133
Wake TCC	96	58	489.5	57	402	58	\$20,511
Wayne CC	7	6	29.5	12	148	19	\$7,551
Western Piedmont CC	35	42	237	53	281	41	\$14,337
Wilkes CC	9	10	18	5	73	7	\$3,725
Wilson CC	83	57	160	45	295	45	\$15,053
TOTAL:	1544	1,673	6,700	1,709	11,924	1705	\$608,380
	Approximate Value Per Point:				\$51		

4. Customized Training

Per G.S. 115D-5.1(e), the Customized Training Program offers programs and training services to assist new and existing business and industry to remain productive, profitable, and within the state. Funds are allocated to colleges through three means:

a) Customized Training – Program Projects

Purpose: Funds are allotted to colleges to provide customized training assistance in support of full-time production and customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing the state's workforce with skills essential to successful employment in emerging industries. Business and industries must meet certain criteria to be eligible to receive assistance. Funds must be used in accordance with the Customized Training Guidelines adopted by the State Board (see [Numbered Memo CC09-14](#)).

Colleges receive a ten percent administrative allowance based upon the **current fiscal year expenditures** that support approved Customized Training Program projects. These administrative funds may be used for the following purposes:

- Project clerical staff;
- Project administrative personnel;
- Project coordination staff;
- Travel expenses for personnel involved with the developing, coordinating, implementing, and monitoring of a Customized Training project;
- Administrative business operations costs (printing, mailing, filing, etc.) associated with Customized Training projects; and
- Printing costs of marketing materials for the Customized Training Program.

Allocation Method: Funds are allocated to colleges upon System Office approval of Funds Action Requests for qualifying projects.

Fiscal Management: These funds will be budgeted and expended through the following codes:

- Purpose codes: 361 (Use this purpose code regardless of whether the project is approved as job growth, technology investment, or productivity enhancement.)
- Vocational code: 80

Customized Training funds cannot be reverted as part of the Management Flexibility reduction or transferred out to another purpose. Other State funds are not allowed to be transferred into this purpose.

b) Customized Training – Business and Industry Support

Purpose: Colleges receive an initial support allocation that includes both an administrative (\$40,000) and an instructional component. **Colleges may only use up to \$40,000 for administrative purposes.** These funds may be used to support – in total or in part – a position whose responsibility is to serve business and industry. The instructional component may only be used for instructional activities supporting the Manufacturing, Warehousing and Distribution, Business Support Services, Information Technology, and Computer Software Design industries.

Allocation Method: A total of \$2,992,500 is allocated in FY 2018-19 to community colleges for Business and Industry Support. Each college receives an administrative allotment of \$40,000.¹² Colleges receive an additional instructional allotment based on the eligible employment in the college's service area per the following formula:

Eligible Employment	Instructional Allotment
Less than 5,000 jobs	\$7,500
5000 – 10,000 jobs	\$10,000
Greater than 10,000 jobs	\$20,000

Eligible employment is defined as employment in the Manufacturing, Warehousing and Distribution, Business Support Services, Information Technology, and Computer Software Design industries, as reported by the NC Division of Employment Security for the 4th quarter of 2017.

Fiscal Management: These funds will be budgeted and expended through the following codes:

- Purpose codes: 364 (Administrative), 365 (Instructional)
- Vocational code: 80

Customized Training funds cannot be reverted as part of the Management Flexibility reduction or transferred out to another purpose. Other State funds are not allowed to be transferred into this purpose.

¹² The only exception is Pamlico CC, which is combined into a consortium with Craven CC.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CUSTOMIZED TRAINING: BUSINESS AND INDUSTRY SUPPORT
FY 2018-19**

Community College	Administrative Allotment	Instructional Allotment	Total Allotment
Alamance CC	\$40,000	\$20,000	\$60,000
Asheville-Buncombe TCC	40,000	20,000	60,000
Beaufort County CC	40,000	7,500	47,500
Bladen CC	40,000	10,000	50,000
Blue Ridge CC	40,000	10,000	50,000
Brunswick CC	40,000	7,500	47,500
Caldwell CC & TI	40,000	10,000	50,000
Cape Fear CC	40,000	20,000	60,000
Carteret CC	40,000	7,500	47,500
Catawba Valley CC	40,000	20,000	60,000
Central Carolina CC	40,000	20,000	60,000
Central Piedmont CC	40,000	20,000	60,000
Cleveland CC	40,000	10,000	50,000
Coastal Carolina CC	40,000	7,500	47,500
College of The Albemarle	40,000	7,500	47,500
Craven CC	40,000	10,000	50,000
Davidson County CC	40,000	20,000	60,000
Durham TCC	40,000	20,000	60,000
Edgecombe CC	40,000	7,500	47,500
Fayetteville TCC	40,000	20,000	60,000
Forsyth TCC	40,000	20,000	60,000
Gaston College	40,000	20,000	60,000
Guilford TCC	40,000	20,000	60,000
Halifax CC	40,000	7,500	47,500
Haywood CC	40,000	7,500	47,500
Isothermal CC	40,000	7,500	47,500
James Sprunt CC	40,000	10,000	50,000
Johnston CC	40,000	10,000	50,000
Lenoir CC	40,000	10,000	50,000
Martin CC	40,000	7,500	47,500
Mayland CC	40,000	7,500	47,500
McDowell TCC	40,000	10,000	50,000
Mitchell CC	40,000	20,000	60,000
Montgomery CC	40,000	7,500	47,500
Nash CC	40,000	10,000	50,000
Pamlico CC*	*	*	*
Piedmont CC	40,000	7,500	47,500
Pitt CC	40,000	20,000	60,000
Randolph CC	40,000	20,000	60,000
Richmond CC	40,000	10,000	50,000
Roanoke-Chowan CC	40,000	7,500	47,500
Robeson CC	40,000	10,000	50,000
Rockingham CC	40,000	10,000	50,000
Rowan-Cabarrus CC	40,000	20,000	60,000
Sampson CC	40,000	7,500	47,500
Sandhills CC	40,000	10,000	50,000
South Piedmont CC	40,000	20,000	60,000
Southeastern CC	40,000	7,500	47,500
Southwestern CC	40,000	7,500	47,500
Stanly CC	40,000	7,500	47,500
Surry CC	40,000	10,000	50,000
Tri-County CC	40,000	7,500	47,500
Vance-Granville CC	40,000	20,000	60,000
Wake TCC	40,000	20,000	60,000
Wayne CC	40,000	10,000	50,000
Western Piedmont CC	40,000	10,000	50,000
Wilkes CC	40,000	10,000	50,000
Wilson CC	40,000	10,000	50,000
Total	\$2,280,000	\$712,500	\$2,992,500

*Craven CC and Pamlico CC are combined into a consortium.

5. Equipment

Purpose: Regular Equipment allocations provide funds for administrative and educational equipment and furniture.

Allocation Method: A total of \$48,962,762 is allocated in FY 2018-19 through the regular Equipment allotment. A college's regular equipment allocation is determined by the sum of the following components:

- **Base Allocation:** Each college receives a base of \$100,000.
- **Weighted FTE Allocation:** The remaining balance of the equipment allotment is allocated among colleges based on each college's equipment full-time equivalent (E/FTE). Colleges receive \$241.18 per E/FTE. A college's E/FTE shall be calculated by applying the following ratios to the actual FTE for the preceding year, and adding the products to obtain a sum for each college:

CATEGORY WEIGHT

- a) Low equipment intensity programs.....0.50
(College Transfer, General Education, Basic Skills)
- b) Moderate equipment intensity programs.....0.75
(Occupational Extension)
- c) High equipment intensity programs.....1.00
(Technical and Vocational)

Fiscal Management: These funds will be budgeted and expended through the following codes:

- Purpose codes: 920 (Regular Equipment)
- Vocational code: 97 or 20, consistent with the Accounting Procedures Manual

Note: Any categorical funds that are used for equipment should be coded to Purpose 940.

All equipment-related items over \$5,000 must be charged to a Capitalized Equipment object code and tracked in the college's inventory system. Equipment costing less than \$5,000 are expensed; they are not capitalized nor depreciated and must be coded as either Non-Capitalized Equipment or Non-Capitalized Equipment- High Risk. Non-Capitalized Equipment is a non-consumable asset and should never be purchased using a supply object code. Non-Capitalized Equipment object codes can be used with either a capital purpose code (920) or with a current operating purpose code (1XX, 220, 3XX, 4XX, 510).

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
EQUIPMENT ALLOTMENT
FY 2018-19**

Community College	Equipment FTE	Total Allotment
Alamance CC	3,305	\$897,104
Asheville-Buncombe TCC	5,590	1,448,203
Beaufort County CC	1,132	373,017
Bladen CC	1,140	374,947
Blue Ridge CC	1,821	539,191
Brunswick CC	1,314	416,912
Caldwell CC & TI	2,702	751,672
Cape Fear CC	5,872	1,516,216
Carteret CC	1,485	458,154
Catawba Valley CC	3,699	992,129
Central Carolina CC	4,603	1,210,157
Central Piedmont CC	13,340	3,317,358
Cleveland CC	2,471	695,959
Coastal Carolina CC	3,279	890,833
College of The Albemarle	1,774	527,856
Craven CC	2,458	692,824
Davidson County CC	2,918	803,767
Durham TCC	3,545	954,988
Edgecombe CC	1,837	543,050
Fayetteville TCC	10,460	2,622,756
Forsyth TCC	6,517	1,671,778
Gaston College	3,829	1,023,483
Guilford TCC	8,031	2,036,927
Halifax CC	1,010	343,593
Haywood CC	1,444	448,266
Isothermal CC	1,751	522,308
James Sprunt CC	1,062	356,134
Johnston CC	3,268	888,180
Lenoir CC	3,675	986,341
Martin CC	660	259,180
Mayland CC	1,245	400,271
McDowell TCC	940	326,710
Mitchell CC	2,055	595,627
Montgomery CC	905	318,269
Nash CC	2,411	681,488
Pamlico CC	598	244,226
Piedmont CC	1,369	430,177
Pitt CC	6,273	1,612,930
Randolph CC	2,297	653,993
Richmond CC	2,329	661,711
Roanoke-Chowan CC	685	265,209
Robeson CC	2,145	617,334
Rockingham CC	1,368	429,936
Rowan-Cabarrus CC	4,703	1,234,275
Sampson CC	1,495	460,566
Sandhills CC	3,279	890,833
South Piedmont CC	2,167	622,640
Southeastern CC	1,763	525,203
Southwestern CC	2,245	641,452
Stanly CC	2,484	699,094
Surry CC	2,502	703,435
Tri-County CC	913	320,198
Vance-Granville CC	2,386	675,458
Wake TCC	16,067	3,975,059
Wayne CC	2,890	797,014
Western Piedmont CC	1,673	503,496
Wilkes CC	2,388	675,941
Wilson CC	1,397	436,934
TOTAL	178,964	\$48,962,762

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
EQUIPMENT ALLOTMENT DETAIL
FY 2018-19**

COLLEGES	2017-18 ACTUAL FTE*					WEIGHTED E/FTE			
	LOW			HIGH	MOD	CT;GE;BS	TE;VOC	OCC	TOTAL
	CT & GE	BS	SUB-TOT	TE & VOC	OCC	0.50	1.00	0.75	E/FTE
Alamance CC	1,365	403	1,768	2,029	523	884	2,029	392	3,305
Asheville-Buncombe TCC	1,798	430	2,228	3,936	720	1,114	3,936	540	5,590
Beaufort County CC	664	120	784	496	325	392	496	244	1,132
Bladen CC	378	69	447	746	227	224	746	170	1,140
Blue Ridge CC	603	86	689	1,060	555	345	1,060	416	1,821
Brunswick CC	644	280	924	544	410	462	544	308	1,314
Caldwell CC & TI	1,500	218	1,718	1,272	761	859	1,272	571	2,702
Cape Fear CC	3,882	392	4,274	3,204	708	2,137	3,204	531	5,872
Carteret CC	347	133	480	957	384	240	957	288	1,485
Catawba Valley CC	1,610	266	1,876	2,252	679	938	2,252	509	3,699
Central Carolina CC	988	691	1,679	3,173	786	840	3,173	590	4,603
Central Piedmont CC	6,669	1,223	7,892	8,743	868	3,946	8,743	651	13,340
Cleveland CC	768	71	839	1,491	747	420	1,491	560	2,471
Coastal Carolina CC	2,298	214	2,512	1,545	637	1,256	1,545	478	3,279
College of The Albemarle	962	117	1,079	1,019	286	540	1,019	215	1,774
Craven CC	1,206	99	1,305	1,326	638	653	1,326	479	2,458
Davidson County CC	973	298	1,271	1,947	446	636	1,947	335	2,918
Durham TCC	2,073	383	2,456	1,928	519	1,228	1,928	389	3,545
Edgecombe CC	618	122	740	1,228	318	370	1,228	239	1,837
Fayetteville TCC	3,777	802	4,579	5,947	2,964	2,290	5,947	2,223	10,460
Forsyth TCC	1,933	560	2,493	4,654	821	1,247	4,654	616	6,517
Gaston College	1,802	185	1,987	2,519	421	994	2,519	316	3,829
Guilford TCC	3,463	1,148	4,611	4,931	1,059	2,306	4,931	794	8,031
Halifax CC	311	81	392	583	308	196	583	231	1,010
Haywood CC	366	56	422	1,039	258	211	1,039	194	1,444
Isothermal CC	456	73	529	1,280	275	265	1,280	206	1,751
James Sprunt CC	337	62	399	677	246	200	677	185	1,062
Johnston CC	1,314	152	1,466	2,030	673	733	2,030	505	3,268
Lenoir CC	753	395	1,148	1,514	2,116	574	1,514	1,587	3,675
Martin CC	258	90	348	363	164	174	363	123	660
Mayland CC	202	382	584	598	473	292	598	355	1,245
McDowell TCC	344	90	434	554	225	217	554	169	940
Mitchell CC	1,212	152	1,364	1,105	357	682	1,105	268	2,055
Montgomery CC	135	48	183	643	226	92	643	170	905
Nash CC	829	105	934	1,536	544	467	1,536	408	2,411
Pamlico CC	46	54	100	429	159	50	429	119	598
Piedmont CC	249	125	374	740	589	187	740	442	1,369
Pitt CC	2,605	290	2,895	4,305	693	1,448	4,305	520	6,273
Randolph CC	835	282	1,117	1,367	495	559	1,367	371	2,297
Richmond CC	761	473	1,234	1,233	638	617	1,233	479	2,329
Roanoke-Chowan CC	242	69	311	341	251	156	341	188	685
Robeson CC	598	486	1,084	1,046	743	542	1,046	557	2,145
Rockingham CC	727	95	822	747	280	411	747	210	1,368
Rowan-Cabarrus CC	2,202	435	2,637	2,574	1,080	1,319	2,574	810	4,703
Sampson CC	442	302	744	806	422	372	806	317	1,495
Sandhills CC	1,076	184	1,260	2,278	495	630	2,278	371	3,279
South Piedmont CC	730	234	964	1,169	688	482	1,169	516	2,167
Southeastern CC	485	340	825	776	765	413	776	574	1,763
Southwestern CC	625	116	741	1,416	611	371	1,416	458	2,245
Stanly CC	546	207	753	1,565	722	377	1,565	542	2,484
Surry CC	1,081	183	1,264	1,413	609	632	1,413	457	2,502
Tri-County CC	255	31	286	600	227	143	600	170	913
Vance-Granville CC	959	246	1,205	1,382	535	603	1,382	401	2,386
Wake TCC	8,389	1,610	9,999	9,008	2,745	5,000	9,008	2,059	16,067
Wayne CC	1,135	243	1,378	1,761	587	689	1,761	440	2,890
Western Piedmont CC	623	187	810	1,033	313	405	1,033	235	1,673
Wilkes CC	797	235	1,032	1,537	447	516	1,537	335	2,388
Wilson CC	555	120	675	790	359	338	790	269	1,397
TOTAL	72,801	16,543	89,344	107,185	36,120	44,684	107,185	27,095	178,964

*NOTE: Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
EQUIPMENT ALLOTMENT DETAIL
FY 2018-19**

COLLEGES	BASE ALLOTMENT \$100,000	E/FTE ALLOTMENT @ \$241.18 PER E/FTE	TOTAL ALLOTMENT
Alamance CC	\$100,000	\$797,104	\$897,104
Asheville-Buncombe TCC	100,000	1,348,203	1,448,203
Beaufort County CC	100,000	273,017	373,017
Bladen CC	100,000	274,947	374,947
Blue Ridge CC	100,000	439,191	539,191
Brunswick CC	100,000	316,912	416,912
Caldwell CC & TI	100,000	651,672	751,672
Cape Fear CC	100,000	1,416,216	1,516,216
Carteret CC	100,000	358,154	458,154
Catawba Valley CC	100,000	892,129	992,129
Central Carolina CC	100,000	1,110,157	1,210,157
Central Piedmont CC	100,000	3,217,358	3,317,358
Cleveland CC	100,000	595,959	695,959
Coastal Carolina CC	100,000	790,833	890,833
College of The Albemarle	100,000	427,856	527,856
Craven CC	100,000	592,824	692,824
Davidson County CC	100,000	703,767	803,767
Durham TCC	100,000	854,988	954,988
Edgecombe CC	100,000	443,050	543,050
Fayetteville TCC	100,000	2,522,756	2,622,756
Forsyth TCC	100,000	1,571,778	1,671,778
Gaston College	100,000	923,483	1,023,483
Guilford TCC	100,000	1,936,927	2,036,927
Halifax CC	100,000	243,593	343,593
Haywood CC	100,000	348,266	448,266
Isothermal CC	100,000	422,308	522,308
James Sprunt CC	100,000	256,134	356,134
Johnston CC	100,000	788,180	888,180
Lenoir CC	100,000	886,341	986,341
Martin CC	100,000	159,180	259,180
Mayland CC	100,000	300,271	400,271
McDowell TCC	100,000	226,710	326,710
Mitchell CC	100,000	495,627	595,627
Montgomery CC	100,000	218,269	318,269
Nash CC	100,000	581,488	681,488
Pamlico CC	100,000	144,226	244,226
Piedmont CC	100,000	330,177	430,177
Pitt CC	100,000	1,512,930	1,612,930
Randolph CC	100,000	553,993	653,993
Richmond CC	100,000	561,711	661,711
Roanoke-Chowan CC	100,000	165,209	265,209
Robeson CC	100,000	517,334	617,334
Rockingham CC	100,000	329,936	429,936
Rowan-Cabarrus CC	100,000	1,134,275	1,234,275
Sampson CC	100,000	360,566	460,566
Sandhills CC	100,000	790,833	890,833
South Piedmont CC	100,000	522,640	622,640
Southeastern CC	100,000	425,203	525,203
Southwestern CC	100,000	541,452	641,452
Stanly CC	100,000	599,094	699,094
Surry CC	100,000	603,435	703,435
Tri-County CC	100,000	220,198	320,198
Vance-Granville CC	100,000	575,458	675,458
Wake TCC	100,000	3,875,059	3,975,059
Wayne CC	100,000	697,014	797,014
Western Piedmont CC	100,000	403,496	503,496
Wilkes CC	100,000	575,941	675,941
Wilson CC	100,000	336,934	436,934
TOTAL	\$5,800,000	\$43,162,762	\$48,962,762

6. Instructional Resources

Purpose: The Instructional Resources allotment provides funds for library books, book-like materials, magazines and periodicals, audio visual materials, and other non-equipment learning resources of a durable nature. Book like materials include electronic resources such as e-book leases and subscriptions to e-book collections.

Allocation Method: A total of \$2,500,000 is allocated in FY 2018-19 through the Instructional Resources allotment. A college's instructional resources allocation is determined by the sum of the following components:

- **Base Allocation:** Each college receives a base of \$25,000.
- **Weighted FTE Allocation:** The remaining balance of the Instructional Resources allotment is allocated among colleges based on each college's weighted library full-time equivalent (L/FTE). Colleges also receive \$5.03 per weighted L/FTE above 1,000 L/FTE. A college's L/FTE is calculated by applying the following ratios to the actual FTE for the preceding year, and adding the products to obtain a sum for each college:

CATEGORY WEIGHT

- a) College Transfer and General Education FTE.....2.0
- b) Technical and Vocational Education FTE.....1.0
- c) Basic Skills and Occupational Extension FTE.....0.25

Fiscal Management: These funds will be budgeted and expended through the following codes:

- Purpose codes: 930
- Vocational code: 97

The purchase of Magazines and Newspaper Subscriptions (use object code 539400), and Audio Visual Supplies (use object code 528000) can be charged to a current expense purpose code or to purpose 930.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
INSTRUCTIONAL RESOURCES ALLOTMENT
FY 2018-19**

Community College	ACTUAL FTE*			WEIGHTED L/FTE					\$5.03		
	HIGH	MOD	LOW	CT&GE	TE&VOC	BS&OCC	Total	FTE >	\$25,000	L/FTE	Total
	CT & GE	TE & VOC	BS & OCC	2.0	1.0	0.25	L/FTE	1,000	Base	Allotment	Allotment
Alamance CC	1,365	2,029	926	2,730	2,029	232	4,991	3,991	\$25,000	\$20,091	\$45,091
Asheville-Buncombe TCC	1,798	3,936	1,150	3,596	3,936	288	7,820	6,820	25,000	34,335	59,335
Beaufort County CC	664	496	445	1,328	496	111	1,935	935	25,000	4,709	29,709
Bladen CC	378	746	296	756	746	74	1,576	576	25,000	2,900	27,900
Blue Ridge CC	603	1,060	641	1,206	1,060	160	2,426	1,426	25,000	7,181	32,181
Brunswick CC	644	544	690	1,288	544	173	2,005	1,005	25,000	5,057	30,057
Caldwell CC & TI	1,500	1,272	979	3,000	1,272	245	4,517	3,517	25,000	17,706	42,706
Cape Fear CC	3,882	3,204	1,100	7,764	3,204	275	11,243	10,243	25,000	51,571	76,571
Carteret CC	347	957	517	694	957	129	1,780	780	25,000	3,928	28,928
Catawba Valley CC	1,610	2,252	945	3,220	2,252	236	5,708	4,708	25,000	23,705	48,705
Central Carolina CC	988	3,173	1,477	1,976	3,173	369	5,518	4,518	25,000	22,748	47,748
Central Piedmont CC	6,669	8,743	2,091	13,338	8,743	523	22,604	21,604	25,000	108,770	133,770
Cleveland CC	768	1,491	818	1,536	1,491	205	3,232	2,232	25,000	11,235	36,235
Coastal Carolina CC	2,298	1,545	851	4,596	1,545	213	6,354	5,354	25,000	26,955	51,955
College of The Albemarle	962	1,019	403	1,924	1,019	101	3,044	2,044	25,000	10,290	35,290
Craven CC	1,206	1,326	737	2,412	1,326	184	3,922	2,922	25,000	14,713	39,713
Davidson County CC	973	1,947	744	1,946	1,947	186	4,079	3,079	25,000	15,502	40,502
Durham TCC	2,073	1,928	902	4,146	1,928	226	6,300	5,300	25,000	26,682	51,682
Edgecombe CC	618	1,228	440	1,236	1,228	110	2,574	1,574	25,000	7,925	32,925
Fayetteville TCC	3,777	5,947	3,766	7,554	5,947	942	14,443	13,443	25,000	67,680	92,680
Forsyth TCC	1,933	4,654	1,381	3,866	4,654	345	8,865	7,865	25,000	39,600	64,600
Gaston College	1,802	2,519	606	3,604	2,519	152	6,275	5,275	25,000	26,556	51,556
Guilford TCC	3,463	4,931	2,207	6,926	4,931	552	12,409	11,409	25,000	57,440	82,440
Halifax CC	311	583	389	622	583	97	1,302	302	25,000	1,522	26,522
Haywood CC	366	1,039	314	732	1,039	79	1,850	850	25,000	4,277	29,277
Isothermal CC	456	1,280	348	912	1,280	87	2,279	1,279	25,000	6,439	31,439
James Sprunt CC	337	677	308	674	677	77	1,428	428	25,000	2,155	27,155
Johnston CC	1,314	2,030	825	2,628	2,030	206	4,864	3,864	25,000	19,456	44,456
Lenoir CC	753	1,514	2,511	1,506	1,514	628	3,648	2,648	25,000	13,331	38,331
Martin CC	258	363	254	516	363	64	943	-	25,000	-	25,000
Mayland CC	202	598	855	404	598	214	1,216	216	25,000	1,086	26,086
McDowell TCC	344	554	315	688	554	79	1,321	321	25,000	1,615	26,615
Mitchell CC	1,212	1,105	509	2,424	1,105	127	3,656	2,656	25,000	13,374	38,374
Montgomery CC	135	643	274	270	643	69	982	-	25,000	-	25,000
Nash CC	829	1,536	649	1,658	1,536	162	3,356	2,356	25,000	11,863	36,863
Pamlico CC	46	429	213	92	429	53	574	-	25,000	-	25,000
Piedmont CC	249	740	714	498	740	179	1,417	417	25,000	2,097	27,097
Pitt CC	2,605	4,305	983	5,210	4,305	246	9,761	8,761	25,000	44,108	69,108
Randolph CC	835	1,367	777	1,670	1,367	194	3,231	2,231	25,000	11,234	36,234
Richmond CC	761	1,233	1,111	1,522	1,233	278	3,033	2,033	25,000	10,234	35,234
Roanoke-Chowan CC	242	341	320	484	341	80	905	-	25,000	-	25,000
Robeson CC	598	1,046	1,229	1,196	1,046	307	2,549	1,549	25,000	7,800	32,800
Rockingham CC	727	747	375	1,454	747	94	2,295	1,295	25,000	6,519	31,519
Rowan-Cabarrus CC	2,202	2,574	1,515	4,404	2,574	379	7,357	6,357	25,000	32,005	57,005
Sampson CC	442	806	724	884	806	181	1,871	871	25,000	4,385	29,385
Sandhills CC	1,076	2,278	679	2,152	2,278	170	4,600	3,600	25,000	18,124	43,124
South Piedmont CC	730	1,169	922	1,460	1,169	231	2,860	1,860	25,000	9,362	34,362
Southeastern CC	485	776	1,105	970	776	276	2,022	1,022	25,000	5,147	30,147
Southwestern CC	625	1,416	727	1,250	1,416	182	2,848	1,848	25,000	9,303	34,303
Stanly CC	546	1,565	929	1,092	1,565	232	2,889	1,889	25,000	9,512	34,512
Surry CC	1,081	1,413	792	2,162	1,413	198	3,773	2,773	25,000	13,961	38,961
Tri-County CC	255	600	258	510	600	65	1,175	175	25,000	879	25,879
Vance-Granville CC	959	1,382	781	1,918	1,382	195	3,495	2,495	25,000	12,563	37,563
Wake TCC	8,389	9,008	4,355	16,778	9,008	1,089	26,875	25,875	25,000	130,274	155,274
Wayne CC	1,135	1,761	830	2,270	1,761	208	4,239	3,239	25,000	16,305	41,305
Western Piedmont CC	623	1,033	500	1,246	1,033	125	2,404	1,404	25,000	7,069	32,069
Wilkes CC	797	1,537	682	1,594	1,537	171	3,302	2,302	25,000	11,588	36,588
Wilson CC	555	790	479	1,110	790	120	2,020	1,020	25,000	5,134	30,134
TOTAL	72,801	107,185	52,663	145,602	107,185	13,166	265,953	208,550	\$1,450,000	\$1,050,000	\$2,500,000

*NOTE: Non-curriculum and basic skills FTE definition changed to 512 membership hours per 1G SBCCC 100.1.

C. Specific Program Categorical Allocations

S.L. 2018-5 appropriates funds to specific programs at certain colleges. Specific program categorical allocations that support positions have been adjusted to account for changes in employer contribution rates for retirement. Colleges must submit a detailed budget plan for FY 2018-19 to the Director of State Aid Funds ***no later than September 28, 2018.***

- C1. High Cost Allocation for Marine Science Program - \$749,708:** Provides supplemental funds to support the operation of the Marine Science program at **Cape Fear Community College**.

These funds are budgeted and expended through the following codes:

- Purpose codes: current – 220, 421; capitalized equipment – 940
- Vocational code: 71

- C2. Manufacturing Solutions Center – \$933,580:** Provides funds to **Catawba Valley Community College** to support the operations of the Center, which assists manufacturing companies adapt to the 21st century economy.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current – 310, 422; capitalized equipment – 940
- Vocational code: 87

- C3. Botanical Lab – \$100,000:** Provides funds to **Fayetteville Technical Community College** to support the operation of the Botanical Lab.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 47

- C4. NC Military Business Center – \$1,174,460:** Provides funds to **Fayetteville Technical Community College** to support the NC Military Business Center. The purpose of the Center is to serve as a coordinator and facilitator for small- and medium-sized businesses throughout the state seeking to win and complete federal contracts, with a focus on military-related contracts.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current – 370, capitalized equipment – 940
- Vocational code: current – 80, capitalized equipment – 40
- Non-capitalized equipment – purpose code 370 and Vocational Code 80

- C5. Innovation Quarters – \$300,000:** Provides funds to **Forsyth Technical Community College** for the operating costs and lease expenses for the community college's biotechnology, nanotechnology, design, and advanced information technology programs; Small Business Center; and Corporate and Industrial Training programs.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current – 680
- Vocational code: current – 80

- C6. Center for Applied Textile Technology – \$687,357:** Provides funds to **Gaston College** to support the operations of the Center. Per G.S. 115D-67.1, the purpose of this Center is to develop a world-class workforce for the textile industry in North Carolina; support the textile industry by identifying problems confronting the industry and assisting the industry in solving them; garner support from the textile industry for the work of the Center; and serve as a statewide center of excellence that serves all components of the textile industry.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 67

- C7. NC Research Campus– \$3,431,870:** Provides funds to **Rowan-Cabarrus Community College** to support lease expenses, faculty and staff, building operations, and equipment at the Biotechnology Training Center at the NC Research Campus in Kannapolis.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current – 371; capitalized equipment – 940
- Vocational code: current – 80, capitalized equipment – 59
- Non-capitalized equipment – purpose code 371 and Vocational Code 80

- C8. Truck Driver Training Program - \$150,000:** Provides funds to **Caldwell Community College and Technical Institute** to support the operation of the Truck Driver Training program.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 46

- C9. NC Center for Viticulture and Enology - \$500,000 NR:** Provides a grant-in-aid for the Shelton-Badgett NC Center for Viticulture and Enology at **Surry Community College** to support expanded programming in alternative farming systems with an emphasis on hydroponics.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 68

- C10. Anspach Advanced Manufacturing School - \$513,800 NR:** Provides a grant-in-aid for the **Mayland Community College Yancey County campus** to support equipment and nonrecurring operational needs at the school.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 69

- C11. Center for Advanced Manufacturing - \$400,000 NR:** Provides a grant-in-aid to **Forsyth Technical Community College** to support the Center for Advanced Manufacturing.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 60 (in combination with college assigned unit code)

- C12. Richmond Community College - \$300,000 NR:** Provides nonrecurring funds to **Richmond Community College** to reduce the FTE disparity between short-term workforce training and curriculum programs in FY 2018-19.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 60 (in combination with college assigned unit code)

- C13. South Piedmont Community College - \$266,524 NR:** Provides a grant-in-aid to **South Piedmont Community College** to support the improvement of career and technical education programs in applied science and technology.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 60 (in combination with college assigned unit code)

- C14. South Piedmont Allied Health and Nursing - \$143,588 NR:** Provides a grant-in-aid to **South Piedmont Community College** Allied Health and Nursing Program to equipment replacement needs in FY 2018-19.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 60 (in combination with college assigned unit code)

- C15. Culinary Arts Building - \$50,000 NR:** Provides a grant-in-aid to **Wilkes Community College** to support equipment needs for the new Culinary Arts Building on campus.

These funds will be budgeted and expended through the following codes:

- Purpose codes: current - consistent with the approved detail budget plan; capitalized equipment – 940
- Vocational code: 60 (in combination with college assigned unit code)

D. Allocation of Management Flexibility Reduction

For FY 2018-19, S.L. 2018-5 enacts a \$53.2 million management flexibility reduction to the State Aid budget. A management flexibility reduction is a budget cut that the General Assembly has not specifically prescribed how will be implemented; college management has the flexibility to determine what budget line items to cut within certain parameters. This type of cut is also referred to as a negative reserve.

Allocation of Management Flexibility Reduction: The management flexibility reduction is allocated pro-rata based on each college's estimated General Fund appropriation. A college's estimated General Fund appropriation is defined as:

$$\begin{aligned} & \text{Total college formula and categorical budget allocations}^{13} \\ & - \text{Federal Carl D. Perkins Career and Technical Education funds} \\ & - \text{Estimated curriculum tuition and con ed registration fee receipts}^{14} \\ & = \text{College's estimated General Fund appropriation.} \end{aligned}$$

Local Implementation of the Management Flexibility Reduction: Colleges may determine locally how to implement the management flexibility reduction. Colleges may identify these reductions from any non-federal allocation included in the total formula and categorical budget allocations provided in Section III, Parts A-C of this document, except for Customized Training and Compensation Increase funds and as summarized in Section III, Part E of this document. Colleges may not identify management flexibility cuts from any allocation approved by the State Board outside the scope of this document (i.e. Bionetwork, Minority Male Mentoring, etc.).

Fiscal Management: Colleges will identify their management flexibility reductions and submit a report accordingly as part of the DCC 2-1 process.

Note that while the management flexibility reduction is being implemented like a reversion, it is separate and distinct from any potential reversions that may be required. If any reversions are required in FY 2018-19, colleges will have to identify and revert additional funds above and beyond this management flexibility reduction.

¹³ Total formula and categorical budget allocations provided in Section III, Parts A-C of this document and as summarized in Section III, Part E of this document.

¹⁴ See Section V, Part E of this document for additional details on how estimated receipts are calculated.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
MANAGEMENT FLEXIBILITY REDUCTIONS
FY 2018-19**

Community College	Total Allotments	<Less> Estimated Receipts	<Less> Vocational Education	Estimated General Fund Appropriation	Pro-Rata Reduction
Alamance CC	\$26,834,289	\$6,170,968	\$206,699	\$20,456,622.00	(\$947,526)
Asheville-Buncombe TCC	42,552,327	10,210,491	332,117	32,009,719	(1,482,651)
Beaufort County CC	11,161,509	2,132,747	54,355	8,974,407	(415,684)
Bladen CC	10,325,351	2,028,375	72,308	8,224,668	(380,957)
Blue Ridge CC	15,847,143	3,132,598	116,939	12,597,606	(583,506)
Brunswick CC	12,561,573	2,295,275	61,836	10,204,462	(472,658)
Caldwell CC and TI	24,844,812	5,221,078	146,360	19,477,374	(902,168)
Cape Fear CC	52,577,151	12,963,370	299,952	39,313,829	(1,820,969)
Carteret CC	12,666,609	2,481,069	102,227	10,083,313	(467,047)
Catawba Valley CC	30,339,944	6,921,738	207,947	23,210,259	(1,075,071)
Central Carolina CC	34,892,409	7,500,865	260,308	27,131,236	(1,256,686)
Central Piedmont CC	105,377,265	26,872,994	621,595	77,882,676	(3,607,430)
Cleveland CC	20,002,495	4,309,221	173,289	15,519,985	(718,867)
Coastal Carolina CC	28,864,868	6,888,358	156,334	21,820,176	(1,010,684)
College of the Albemarle	16,333,954	3,533,749	69,815	12,730,390	(589,656)
Craven CC	21,518,435	4,622,267	138,880	16,757,288	(776,177)
Davidson County CC	24,262,336	5,368,765	234,376	18,659,195	(864,271)
Durham TCC	30,680,029	7,115,858	170,047	23,394,124	(1,083,587)
Edgecombe CC	16,439,808	3,372,854	204,207	12,862,747	(595,787)
Fayetteville TCC	80,204,824	17,948,998	771,697	61,484,129	(2,847,870)
Forsyth TCC	49,147,344	11,675,628	447,310	37,024,406	(1,714,925)
Gaston College	32,753,904	7,722,344	288,233	24,743,327	(1,146,081)
Guilford TCC	65,756,518	15,565,761	716,592	49,474,165	(2,291,583)
Halifax CC	9,681,559	1,783,210	81,533	7,816,816	(362,065)
Haywood CC	12,231,781	2,582,397	130,652	9,518,732	(440,896)
Isothermal CC	14,173,323	3,098,827	130,153	10,944,343	(506,929)
James Sprunt CC	9,655,657	1,849,226	82,031	7,724,400	(357,785)
Johnston CC	26,482,557	6,033,246	173,289	20,276,022	(939,161)
Lenoir CC	28,381,965	4,826,017	168,303	23,387,645	(1,083,287)
Martin CC	7,218,633	1,169,273	37,151	6,012,209	(278,478)
Mayland CC	11,505,861	1,585,315	62,084	9,858,462	(456,632)
McDowell TCC	9,145,155	1,682,217	69,815	7,393,123	(342,440)
Mitchell CC	18,716,677	4,135,205	114,445	14,467,027	(670,095)
Montgomery CC	8,046,914	1,431,439	52,611	6,562,864	(303,984)
Nash CC	19,910,015	4,364,167	202,960	15,342,888	(710,664)
Pamlico CC	5,994,133	882,680	35,406	5,076,047	(235,116)
Piedmont CC	12,251,633	1,988,721	86,769	10,176,143	(471,347)
Pitt CC	48,551,693	12,398,086	649,521	35,504,086	(1,644,506)
Randolph CC	19,018,074	4,058,420	175,782	14,783,872	(684,771)
Richmond CC	19,878,595	3,779,121	191,240	15,908,234	(736,850)
Roanoke Chowan CC	7,193,273	1,131,827	60,838	6,000,608	(277,941)
Robeson CC	18,421,702	3,181,764	150,100	15,089,838	(698,943)
Rockingham CC	12,620,325	2,650,462	86,021	9,883,842	(457,807)
Rowan-Cabarrus CC	42,770,313	8,659,679	288,233	33,822,401	(1,566,612)
Sampson CC	12,969,664	2,320,890	82,780	10,565,994	(489,404)
Sandhills CC	25,122,959	5,971,940	157,831	18,993,188	(879,741)
South Piedmont CC	19,089,962	3,576,764	102,477	15,410,721	(713,806)
Southeastern CC	14,746,354	2,492,346	94,998	12,159,010	(563,190)
Southwestern CC	18,491,833	3,762,750	155,088	14,573,995	(675,050)
Stanly CC	19,421,358	3,958,427	199,718	15,263,213	(706,973)
Surry CC	21,418,540	4,637,016	102,227	16,679,297	(772,565)
Tri-County CC	8,693,521	1,612,375	71,809	7,009,337	(324,664)
Vance-Granville CC	20,989,158	4,300,255	183,013	16,505,890	(764,533)
Wake TCC	127,800,926	31,143,026	872,428	95,785,472	(4,436,666)
Wayne CC	23,893,921	5,222,736	192,239	18,478,946	(855,922)
Western Piedmont CC	14,532,138	2,995,982	122,924	11,413,232	(528,647)
Wilkes CC	20,115,827	4,227,070	156,832	15,731,925	(728,684)
Wilson CC	12,660,110	2,550,241	101,225	10,008,644	(463,585)
TOTAL	\$1,487,741,006	\$328,098,488	\$11,477,949	\$1,148,164,569	(\$53,181,580)

E. Summary of College Allocations

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM BUDGET ALLOCATION SUMMARY FY 2018-19

Community Colleges	Total FTE	Current Operating	Career & Technical Education	State Child Care	Small Business Center	Customized Training Business and Industry Support
Alamance CC	4,409	\$25,481,088	\$206,699	\$32,907	\$111,400	\$60,000
Asheville-Buncombe TCC	6,945	40,490,908	332,117	41,487	120,277	60,000
Beaufort County CC	1,613	10,522,524	54,355	24,331	110,073	47,500
Bladen CC	1,428	9,670,832	72,308	24,189	105,175	50,000
Blue Ridge CC	2,341	14,962,109	116,939	26,292	120,431	50,000
Brunswick CC	1,934	11,868,904	61,836	24,607	111,757	47,500
Caldwell CC & TI	3,844	23,566,377	146,360	30,634	107,063	50,000
Cape Fear CC	8,518	49,708,124	299,952	47,425	119,155	60,000
Carteret CC	1,889	11,888,587	102,227	25,017	116,196	47,500
Catawba Valley CC	4,807	27,945,922	207,947	34,394	117,267	60,000
Central Carolina CC	5,659	33,159,385	260,308	35,554	119,257	60,000
Central Piedmont CC	17,512	101,046,736	621,595	77,477	120,329	60,000
Cleveland CC	3,159	18,909,902	173,289	28,669	108,441	50,000
Coastal Carolina CC	4,728	27,563,842	156,334	34,331	120,073	47,500
College of The Albemarle	2,414	15,510,832	69,815	27,384	115,277	47,500
Craven CC	3,282	20,453,018	138,880	29,437	114,563	50,000
Davidson County CC	3,781	22,977,431	234,376	31,238	115,022	60,000
Durham TCC	4,960	29,289,397	170,047	34,913	119,002	60,000
Edgecombe CC	2,343	15,480,333	204,207	27,026	104,767	47,500
Fayetteville TCC	13,567	75,209,517	771,697	56,243	117,471	60,000
Forsyth TCC	8,042	46,039,032	447,310	44,551	120,073	60,000
Gaston College	5,013	30,491,891	288,233	36,362	115,022	60,000
Guilford TCC	11,048	62,687,796	716,592	52,792	119,971	60,000
Halifax CC	1,378	9,048,108	81,533	23,567	110,736	47,500
Haywood CC	1,760	11,433,150	130,652	25,363	117,573	47,500
Isothermal CC	2,093	13,306,757	130,153	26,470	108,696	47,500
James Sprunt CC	1,331	9,006,638	82,031	23,779	109,920	50,000
Johnston CC	4,188	25,176,850	173,289	32,464	117,318	50,000
Lenoir CC	4,848	27,001,726	168,303	28,517	108,747	50,000
Martin CC	927	6,717,115	37,151	22,359	110,328	47,500
Mayland CC	1,692	10,321,574	62,084	22,993	111,553	47,500
McDowell TCC	1,261	8,544,125	69,815	23,429	104,461	50,000
Mitchell CC	2,832	17,767,168	114,445	28,643	112,420	60,000
Montgomery CC	1,060	7,473,316	52,611	22,900	107,318	47,500
Nash CC	3,064	18,800,374	202,960	28,971	109,359	50,000
Pamlico CC	688	5,559,546	35,406	21,770	108,185	*
Piedmont CC	1,746	11,532,772	86,769	23,776	103,542	47,500
Pitt CC	8,079	45,994,146	649,521	46,221	119,767	60,000
Randolph CC	3,025	17,952,159	175,782	28,353	111,553	60,000
Richmond CC	3,168	18,505,525	191,240	27,618	107,267	50,000
Roanoke-Chowan CC	923	6,666,616	60,838	22,221	105,889	47,500
Robeson CC	2,946	17,432,036	150,100	26,195	113,237	50,000
Rockingham CC	1,851	11,893,200	86,021	25,494	104,155	50,000
Rowan-Cabarrus CC	6,303	37,546,362	288,233	37,801	114,767	60,000
Sampson CC	1,987	12,215,779	82,780	24,652	109,002	47,500
Sandhills CC	4,053	23,833,699	157,831	32,501	114,971	50,000
South Piedmont CC	2,884	17,723,271	102,477	27,078	110,022	60,000
Southeastern CC	2,408	13,910,161	94,998	24,700	113,645	47,500
Southwestern CC	2,776	17,465,912	155,088	27,607	119,971	47,500
Stanly CC	3,057	18,298,753	199,718	27,932	113,849	47,500
Surry CC	3,342	19,885,666	102,227	29,504	108,747	50,000
Tri-County CC	1,145	8,093,342	71,809	23,291	111,502	47,500
Vance-Granville CC	3,153	19,892,679	183,013	28,841	111,604	60,000
Wake TCC	21,877	122,530,195	872,428	84,988	122,982	60,000
Wayne CC	3,732	22,672,547	192,239	30,794	110,022	50,000
Western Piedmont CC	2,218	13,680,628	122,924	26,213	116,808	50,000
Wilkes CC	3,040	19,011,515	156,832	28,755	106,196	50,000
Wilson CC	1,905	11,899,098	101,225	25,195	117,524	50,000
TOTAL	235,976	\$1,403,716,995	\$11,477,949	\$1,838,215	\$6,551,698	\$2,992,500

E. Summary of College Allocations

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM BUDGET ALLOCATION SUMMARY FY 2018-19

Community Colleges	Equipment	Instructional Resources	Program Specific Categoricals	Total Allotments	Management Flexibility Reduction	Net Allotment
Alamance CC	\$897,104	\$45,091		\$26,834,289	(\$947,526)	\$25,886,763
Asheville-Buncombe TCC	1,448,203	59,335		42,552,327	(1,482,651)	41,069,676
Beaufort County CC	373,017	29,709		11,161,509	(415,684)	10,745,825
Bladen CC	374,947	27,900		10,325,351	(380,957)	9,944,394
Blue Ridge CC	539,191	32,181		15,847,143	(583,506)	15,263,637
Brunswick CC	416,912	30,057		12,561,573	(472,658)	12,088,915
Caldwell CC & TI	751,672	42,706	150,000	24,844,812	(902,168)	23,942,644
Cape Fear CC	1,516,216	76,571	749,708	52,577,151	(1,820,969)	50,756,182
Carteret CC	458,154	28,928		12,666,609	(467,047)	12,199,562
Catawba Valley CC	992,129	48,705	933,580	30,339,944	(1,075,071)	29,264,873
Central Carolina CC	1,210,157	47,748		34,892,409	(1,256,686)	33,635,723
Central Piedmont CC	3,317,358	133,770		105,377,265	(3,607,430)	101,769,835
Cleveland CC	695,959	36,235		20,002,495	(718,867)	19,283,628
Coastal Carolina CC	890,833	51,955		28,864,868	(1,010,684)	27,854,184
College of The Albemarle	527,856	35,290		16,333,954	(589,656)	15,744,298
Craven CC	692,824	39,713		21,518,435	(776,177)	20,742,258
Davidson County CC	803,767	40,502		24,262,336	(864,271)	23,398,065
Durham TCC	954,988	51,682		30,680,029	(1,083,587)	29,596,442
Edgecombe CC	543,050	32,925		16,439,808	(595,787)	15,844,021
Fayetteville TCC	2,622,756	92,680	1,274,460	80,204,824	(2,847,870)	77,356,954
Forsyth TCC	1,671,778	64,600	700,000	49,147,344	(1,714,925)	47,432,419
Gaston College	1,023,483	51,556	687,357	32,753,904	(1,146,081)	31,607,823
Guilford TCC	2,036,927	82,440		65,756,518	(2,291,583)	63,464,935
Halifax CC	343,593	26,522		9,681,559	(362,065)	9,319,494
Haywood CC	448,266	29,277		12,231,781	(440,896)	11,790,885
Isothermal CC	522,308	31,439		14,173,323	(506,929)	13,666,394
James Sprunt CC	356,134	27,155		9,655,657	(357,785)	9,297,872
Johnston CC	888,180	44,456		26,482,557	(939,161)	25,543,396
Lenoir CC	986,341	38,331		28,381,965	(1,083,287)	27,298,678
Martin CC	259,180	25,000		7,218,633	(278,478)	6,940,155
Mayland CC	400,271	26,086	513,800	11,505,861	(456,632)	11,049,229
McDowell TCC	326,710	26,615		9,145,155	(342,440)	8,802,715
Mitchell CC	595,627	38,374		18,716,677	(670,095)	18,046,582
Montgomery CC	318,269	25,000		8,046,914	(302,984)	7,742,930
Nash CC	681,488	36,863		19,910,015	(710,664)	19,199,351
Pamlico CC	244,226	25,000		5,994,133	(235,116)	5,759,017
Piedmont CC	430,177	27,097		12,251,633	(471,347)	11,780,286
Pitt CC	1,612,930	69,108		48,551,693	(1,644,506)	46,907,187
Randolph CC	653,993	36,234		19,018,074	(684,771)	18,333,303
Richmond CC	661,711	35,234	300,000	19,878,595	(736,850)	19,141,745
Roanoke-Chowan CC	265,209	25,000		7,193,273	(277,941)	6,915,332
Robeson CC	617,334	32,800		18,421,702	(698,943)	17,722,759
Rockingham CC	429,936	31,519		12,620,325	(457,807)	12,162,518
Rowan-Cabarrus CC	1,234,275	57,005	3,431,870	42,770,313	(1,566,612)	41,203,701
Sampson CC	460,566	29,385		12,969,664	(489,404)	12,480,260
Sandhills CC	890,833	43,124		25,122,959	(879,741)	24,243,218
South Piedmont CC	622,640	34,362	410,112	19,089,962	(713,806)	18,376,156
Southeastern CC	525,203	30,147		14,746,354	(563,190)	14,183,164
Southwestern CC	641,452	34,303		18,491,833	(675,050)	17,816,783
Stanly CC	699,094	34,512		19,421,358	(706,973)	18,714,385
Surry CC	703,435	38,961	500,000	21,418,540	(772,565)	20,645,975
Tri-County CC	320,198	25,879		8,693,521	(324,664)	8,368,857
Vance-Granville CC	675,458	37,563		20,989,158	(764,533)	20,224,625
Wake TCC	3,975,059	155,274		127,800,926	(4,436,666)	123,364,260
Wayne CC	797,014	41,305		23,893,921	(855,922)	23,037,999
Western Piedmont CC	503,496	32,069		14,532,138	(528,647)	14,003,491
Wilkes CC	675,941	36,588	50,000	20,115,827	(728,684)	19,387,143
Wilson CC	436,934	30,134		12,660,110	(463,585)	12,196,525
TOTAL	\$48,962,762	\$2,500,000	\$9,700,887	\$1,487,741,006	(\$53,181,580)	\$1,434,559,426

IV. Use of State Funds and Budget Flexibility

A. Cash Management – FOR INFORMATION ONLY

G.S. 147-86.10. Statement of policy.

It is the policy of the State of North Carolina that all agencies, institutions, departments, bureaus, boards, commissions, and officers of the State, whether or not subject to the State... Budget Act, Chapter 143C of the General Statutes, shall devise techniques and procedures for the receipt, deposit, and disbursement of moneys coming into their control and custody which are designed to maximize interest-bearing investment of cash, and to minimize idle and nonproductive cash balances. This policy shall apply to the General Court of Justice as defined in Article IV of the North Carolina Constitution, the public school administrative units, and the community colleges with respect to the receipt, deposit, and disbursement of moneys required by law to be deposited with the State Treasurer and with respect to moneys made available to them for expenditure by warrants drawn on the State Treasurer. This policy shall include the acceptance of electronic payments in accordance with G.S. 147-86.22 to the maximum extent possible consistent with sound business practices. (1985, c. 709, s. 1; 1999-434, s. 2; 2006-203, s. 120.)

G.S.147-86.13. Cash management for community colleges.

All community colleges and their officers and employees are subject to the provisions of G.S. 147-86.11 with respect to moneys required by law to be deposited with the State Treasurer and with respect to moneys made available to them for expenditure by warrants drawn on the State Treasurer. (1985, c. 709, s. 1; 1987, c. 564, s. 9.)

B. Use of State Funds – FOR INFORMATION ONLY

Per G.S. 143C-6-1, all appropriations of State funds “authorize expenditures only for the (i) purposes or programs and (ii) objects or line items enumerated in the Recommended State Budget and the Budget Support Document recommended to the General Assembly by the Governor, as amended and enacted by the General Assembly in the Current Operations Appropriations Act, the Capital Improvements Appropriations Act, or any other act affecting the State budget.”

While G.S. 143C-6-1 only allows colleges to use State funds for legislatively-authorized purposes, G.S. 115D-31(b1) provides colleges some local flexibility to determine how much of money within each college’s budget will be expended on those purposes. Per G.S. 115D-31(b1), community colleges may use “State funds allocated to it, **except for Literacy (Basic Skills) and Customized Training funds**, for any authorized purpose that is consistent with the college’s Institutional Effectiveness Plan.... Each local community college shall include in its Institutional Effectiveness Plan a section on how funding flexibility allows the college to meet the demands of the local community and to maintain a presence in all previously funded categorical programs.”

Colleges must exercise this flexibility consistent with other provisions of law and State Board policy, including but not limited to S.L. 2018-5, as amended, the State Board of Community Colleges Code, and the Accounting Procedures Manual.

Except for Basic Skills and Customized Training funds, colleges have the authority to use funds flexibly. There is not any limitation on the amount of money that may be transferred among purposes or between salaries/benefits and other costs. Likewise, colleges may transfer current operating funds to equipment and vice versa.

C. Authority to Use Funds for Campus Security

G.S. 115D-32(a).(2).a.1 places the financial responsibility for “watchmen” within the current expense portion of the tax-levying authority of each institution. In effect, this statute places the fiscal responsibility for campus security personnel upon the county commissioners. Section 8.17.(a) of S.L. 2009-451, however, authorizes the State Board to revise the college funding formulas to ensure that adequate funds are available for campus security. These funds shall be used to supplement and shall not be used to supplant existing local funding for campus security.

Under this authority, the State Board authorizes each college to use up to **three percent (3%)**¹⁵ of the State funds allocated to it through the enrollment allotment of the Institutional Support formula for FY 2017-18 campus security. The Institutional Support allotment is the portion of the State Aid allocation formula that provides funding for management, financial services, general administration, information systems, and student support services. These are all non-instructional funds. Using this authority, colleges may:

1. Hire security personnel;
2. Contract for professional security services;
3. Purchase surveillance cameras, call boxes, alert systems, and other equipment-related expenditures, excluding vehicles.

A college may both purchase the equipment and have it installed with these funds. These activities are not to be considered “capital improvement projects”, but rather the purchase and installation of equipment. The maximum amount of expenditure for these purposes is on the following page.

Fiscal Management: Funds within non-instructional purpose codes (1XX, 410, 421, 422, 430, and 510) may be used for allowable uses described above. For capitalized equipment expenditures, funds **must be transferred** from one of these non-instructional purpose codes to Purpose Code 920.

Funds expended on campus security under this authority shall be tracked in the following:

- Vocational code: 92

¹⁵ Per State Board of Community Colleges action on 3/18/2016 as described in FC 4.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAMPUS SECURITY MAXIMUM
FY 2018-19**

Community College	Enrollment Allotment 2018-19	Campus Security 3.0%
Alamance CC	\$6,330,070	\$189,902
Asheville-Buncombe TCC	10,717,350	321,521
Beaufort County CC	1,492,990	44,790
Bladen CC	1,172,940	35,188
Blue Ridge CC	2,752,430	82,573
Brunswick CC	2,048,320	61,450
Caldwell CC & TI	5,352,620	160,579
Cape Fear CC	13,438,640	403,159
Carteret CC	1,970,470	59,114
Catawba Valley CC	7,018,610	210,558
Central Carolina CC	8,492,570	254,777
Central Piedmont CC	28,998,260	869,948
Cleveland CC	4,167,570	125,027
Coastal Carolina CC	6,881,940	206,458
College of The Albemarle	2,878,720	86,362
Craven CC	4,380,360	131,411
Davidson County CC	5,243,630	157,309
Durham TCC	7,283,300	218,499
Edgecombe CC	2,755,890	82,677
Fayetteville TCC	22,173,410	665,202
Forsyth TCC	12,615,160	378,455
Gaston College	7,374,990	221,250
Guilford TCC	17,815,540	534,466
Halifax CC	1,086,440	32,593
Haywood CC	1,747,300	52,419
Isothermal CC	2,323,390	69,702
James Sprunt CC	1,005,130	30,154
Johnston CC	5,947,740	178,432
Lenoir CC	7,089,540	212,686
Martin CC	306,210	9,186
Mayland CC	1,629,660	48,890
McDowell TCC	884,030	26,521
Mitchell CC	3,601,860	108,056
Montgomery CC	536,300	16,089
Nash CC	4,003,220	120,097
Pamlico CC	-	-
Piedmont CC	1,723,080	51,692
Pitt CC	12,679,170	380,375
Randolph CC	3,935,750	118,073
Richmond CC	4,183,140	125,494
Roanoke-Chowan CC	299,290	8,979
Robeson CC	3,799,080	113,972
Rockingham CC	1,904,730	57,142
Rowan-Cabarrus CC	9,606,690	288,201
Sampson CC	2,140,010	64,200
Sandhills CC	5,714,190	171,426
South Piedmont CC	3,691,820	110,755
Southeastern CC	2,868,340	86,050
Southwestern CC	3,504,980	105,149
Stanly CC	3,991,110	119,733
Surry CC	4,484,160	134,525
Tri-County CC	683,350	20,501
Vance-Granville CC	4,157,190	124,716
Wake TCC	36,549,710	1,096,491
Wayne CC	5,158,860	154,766
Western Piedmont CC	2,539,640	76,189
Wilkes CC	3,961,700	118,851
Wilson CC	1,998,150	59,945
TOTAL	\$333,090,740	\$9,992,725

V. Tuition and Fees – FOR INFORMATION ONLY

G.S. 115D-39 authorizes the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college.

A. Curriculum Tuition Rates

S.L. 2018-5 did not include a curriculum tuition increase; therefore, tuition rates for 2018-19 shall remain at current rates:

- **Residents:** Students qualifying for in-state tuition shall be charged \$76.00 per credit hour up to a maximum per semester of \$1,216, based upon 16 credit hours of instruction.
- **Non-Residents:** Out-of-state students shall be charged \$268.00 per credit hour up to a maximum per semester of \$4,288, based upon 16 credit hours of instruction.

B. Continuing Education Occupational Extension Registration Fees

Registration fees for continuing education occupational extension courses shall be based on the course length. Continuing education occupational extension registration fees for 2018-19 courses shall remain at current rates:

Course Length	Registration Fee
0-24 Hours	\$70
25-50 Hours	\$125
50+ Hours	\$180

C. Tuition Waivers

S.L. 2018-5 amended G.S. 115D-5 regarding tuition and registration fee waivers:

- **Criminal Justice Fellows Program:** Section 17.1.(c) as amended by Section 5.1 of S.L. 2018-97 amends G.S. 115D-5(b) by adding a new waiver for participants and recent graduates of the North Carolina Criminal Justice Fellows Program to obtain certifications for eligible criminal justice professions as defined in G.S. 17C-20(6).

D. Estimated Receipts

For FY 2018-19, the budget for curriculum tuition and continuing education registration fees receipts is \$328,098,488.¹⁶

	Curriculum	Con. Ed.	Total
FY 2017-18 Receipts Budget	\$325,382,973	\$15,339,272	\$340,722,245
Enrollment Adjustment	(12,543,935)	(79,822)	(12,623,757)
FY 2018-19 Budgeted Receipts	\$312,839,038	\$15,259,450	\$328,098,488

The following page lists each college's estimated receipts for FY 2018-19. These estimated receipts are based on each college's pro-rata share of the receipts budget based on curriculum and continuing education (occupational extension) budget FTE.

Budgets for estimated receipts for curriculum have been calculated in total; therefore, each college will have to determine the portion of estimated receipts they anticipate collecting from out-of-state students to record on their 112 report and adjust accordingly. The total budget for estimated receipts must not exceed the amount shown. Estimated receipts must be shown in Column 2, State Budget Estimated Receipts, on college's September DCC2-112 report.

¹⁶ Joint Conference Committee Report on Base and Expansion Budgets dated May 28, 2018: Item 69 on page B 20 as amended by Section 2.7 of S.L. 2018-97.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
ESTIMATED CURRICULUM TUITION AND CON ED REGISTRATION FEE RECEIPTS
FY 2018-19

Community College	2018-19 BFTE				2018-19 Estimated Receipts		
	CU	% of Total BFTE	CE (OE)	% of Total BFTE	Curriculum	Occupational	Total
Alamance CC	3,463	1.9%	523	1.4%	5,953,747	217,221	6,170,968
Asheville-Buncombe TCC	5,765	3.2%	720	2.0%	9,911,449	299,042	10,210,491
Beaufort County CC	1,162	0.6%	325	0.9%	1,997,763	134,984	2,132,747
Bladen CC	1,124	0.6%	231	0.6%	1,932,432	95,943	2,028,375
Blue Ridge CC	1,688	0.9%	555	1.5%	2,902,086	230,512	3,132,598
Brunswick CC	1,236	0.7%	410	1.1%	2,124,987	170,288	2,295,275
Caldwell CC & TI	2,853	1.6%	761	2.1%	4,905,007	316,071	5,221,078
Cape Fear CC	7,358	4.0%	754	2.1%	12,650,207	313,163	12,963,370
Carteret CC	1,346	0.7%	402	1.1%	2,314,104	166,965	2,481,069
Catawba Valley CC	3,862	2.1%	679	1.8%	6,639,725	282,013	6,921,738
Central Carolina CC	4,173	2.3%	786	2.1%	7,174,411	326,454	7,500,865
Central Piedmont CC	15,421	8.5%	868	2.4%	26,512,482	360,512	26,872,994
Cleveland CC	2,326	1.3%	747	2.0%	3,998,965	310,256	4,309,221
Coastal Carolina CC	3,845	2.1%	669	1.8%	6,610,498	277,860	6,888,358
College of The Albemarle	1,981	1.1%	308	0.8%	3,405,825	127,924	3,533,749
Craven CC	2,532	1.4%	648	1.8%	4,353,129	269,138	4,622,267
Davidson County CC	3,015	1.7%	446	1.2%	5,183,525	185,240	5,368,765
Durham TCC	4,001	2.2%	571	1.6%	6,878,701	237,157	7,115,858
Edgecombe CC	1,885	1.0%	318	0.9%	3,240,777	132,077	3,372,854
Fayetteville TCC	9,724	5.3%	2,964	8.1%	16,717,942	1,231,056	17,948,998
Forsyth TCC	6,587	3.6%	845	2.3%	11,324,669	350,959	11,675,628
Gaston College	4,390	2.4%	421	1.1%	7,547,487	174,857	7,722,344
Guilford TCC	8,798	4.8%	1,059	2.9%	15,125,920	439,841	15,565,761
Halifax CC	957	0.5%	332	0.9%	1,645,318	137,892	1,783,210
Haywood CC	1,439	0.8%	261	0.7%	2,473,994	108,403	2,582,397
Isothermal CC	1,736	1.0%	275	0.7%	2,984,610	114,217	3,098,827
James Sprunt CC	1,014	0.6%	255	0.7%	1,743,315	105,911	1,849,226
Johnston CC	3,344	1.8%	684	1.9%	5,749,156	284,090	6,033,246
Lenoir CC	2,285	1.3%	2,161	5.9%	3,928,476	897,541	4,826,017
Martin CC	633	0.3%	195	0.5%	1,088,282	80,991	1,169,273
Mayland CC	803	0.4%	493	1.3%	1,380,554	204,761	1,585,315
McDowell TCC	920	0.5%	242	0.7%	1,581,706	100,511	1,682,217
Mitchell CC	2,319	1.3%	357	1.0%	3,986,930	148,275	4,135,205
Montgomery CC	778	0.4%	226	0.6%	1,337,573	93,866	1,431,439
Nash CC	2,407	1.3%	544	1.5%	4,138,224	225,943	4,364,167
Pamlico CC	475	0.3%	159	0.4%	816,642	66,038	882,680
Piedmont CC	1,013	0.6%	595	1.6%	1,741,596	247,125	1,988,721
Pitt CC	7,035	3.9%	730	2.0%	12,094,891	303,195	12,398,086
Randolph CC	2,241	1.2%	495	1.3%	3,852,829	205,591	4,058,420
Richmond CC	2,044	1.1%	638	1.7%	3,514,137	264,984	3,779,121
Roanoke-Chowan CC	596	0.3%	258	0.7%	1,024,670	107,157	1,131,827
Robeson CC	1,662	0.9%	781	2.1%	2,857,386	324,378	3,181,764
Rockingham CC	1,474	0.8%	280	0.8%	2,534,168	116,294	2,650,462
Rowan-Cabarrus CC	4,776	2.6%	1,080	2.9%	8,211,116	448,563	8,659,679
Sampson CC	1,248	0.7%	422	1.1%	2,145,618	175,272	2,320,890
Sandhills CC	3,354	1.8%	495	1.3%	5,766,349	205,591	5,971,940
South Piedmont CC	1,899	1.0%	751	2.0%	3,264,847	311,917	3,576,764
Southeastern CC	1,261	0.7%	781	2.1%	2,167,968	324,378	2,492,346
Southwestern CC	2,041	1.1%	611	1.7%	3,508,980	253,770	3,762,750
Stanly CC	2,128	1.2%	722	2.0%	3,658,554	299,873	3,958,427
Surry CC	2,550	1.4%	609	1.7%	4,384,076	252,940	4,637,016
Tri-County CC	883	0.5%	227	0.6%	1,518,094	94,281	1,612,375
Vance-Granville CC	2,372	1.3%	535	1.5%	4,078,050	222,205	4,300,255
Wake TCC	17,436	9.6%	2,808	7.6%	29,976,762	1,166,264	31,143,026
Wayne CC	2,896	1.6%	587	1.6%	4,978,934	243,802	5,222,736
Western Piedmont CC	1,667	0.9%	313	0.9%	2,865,982	130,000	2,995,982
Wilkes CC	2,349	1.3%	454	1.2%	4,038,507	188,563	4,227,070
Wilson CC	1,393	0.8%	374	1.0%	2,394,906	155,335	2,550,241
TOTAL	181,963		36,740		312,839,038	15,259,450	328,098,488

VI. Other Budget Policy Issues– FOR INFORMATION ONLY

S.L. 2018-5, as amended, includes the following special provisions that are relevant to community colleges. See Appendix B for the full text of each provision.

- **Section 9.4 Extend Career and College-Ready Graduate Program Implementation Date**
Extends the statewide implementation of this program to 2020-2021.
- **Section 9.7 Community College Residency Determination Formula**
Requires the State Board to develop a funding formula for computing NCCCS costs of the residency determination service for potential inclusion in future enrollment growth requests. A report is due by December 1, 2018.
- **Section 9.8 Incentives for Institutional Performance Accountability**
Amends G.S. 115D-31.3(g) to permit colleges to use its performance funding for one-time, performance-based bonuses for faculty and staff. Such bonuses are not subject to retirement.
- **Section 9.9 Mitigation of Loss of Federal Funds to Adult Education Providers for One Year**
Directs that up to \$2,000,000 be used to allocate funds to adult education providers that received federal grants in 2017-18 and will not receive a federal grant in 2018-19. Each provider shall receive an amount not to exceed 75% of the amount awarded in 2017-18.
- **Section 9.10 Community College Study on Earning FTE for Instruction in Local Jails**
Directs the State Board of Community Colleges to study the cost of earning BFTE in local jails, including projections for future fiscal years. The study shall also include the cost of FTE based on membership hours instead of contact hours for courses offered in State prison and in local jails. The study shall be reported by December 1, 2018.
- **Section 7.15 Certain CIHS Operating Without Additional Funds**
Permits the new cooperative innovative high schools (Center for Industry, Technology, and Innovation, Innovation Early College High School, Marine Sciences and Technologies Early College High School, Roanoke Rapids Early College High School, Southeast Area Technical High School) to operate with no appropriation.
- **Section 17.1 Criminal Justice Fellows Program**
Establishes a Criminal Justice Fellow program within the North Carolina Criminal Justice Education and Training Standards Commission that provides forgivable loans to individuals to obtain Applied Associate Degrees in Criminal Justice or other fields of study as preparation to enter a criminal justice profession. A recipient must be a full-time NC community college student, maintain a 2.0 GPA, and accept employment in an

eligible county for at least 4 of 5 years following graduation, among other requirements. This section, as amended by Section 5.1 of S.L. 2018-97 also establishes a new waiver for participants and recent graduates of the North Carolina Criminal Justice Fellows Program to obtain certifications for eligible criminal justice professions as defined in G.S. 17C-20(6).

- **Section 26.2 Amend Purposes for Funds Appropriated for Stanly Community College**
Transfers \$450,000 appropriated in Session Law 2017-57 for Stanly CC culinary arts facility to OSBM to be used for purposes enumerated in this section.
- **Section 34.25 DMV/Truck Driver Training Study**
Directs the Division of Motor Vehicles, in consultation with the Highway Division of DOT, the NC Trucking Association, the NCCCS, interested private truck driving schools and associations of industry partners to study the training and industry workforce need in North Carolina for drivers with a Commercial Driver's License (CDL).
- **Section 36.2 Capital Appropriations/General Fund**
Appropriates various capital improvement projects including \$4,000,000 for Cleveland Community College Regional Advanced Manufacturing Center.
- **Section 36.9 Richmond Community College Bond Use**
Authorizes the use of State funds appropriated for capital improvements, including connect NC bond proceeds to be used for projects at the College, for the construction and renovation of educational facilities owned by and located on property owned by the City of Rockingham. Any facility constructed or renovated pursuant to this section shall be leased to the Board of Trustees of the College for the College's sole use. If Connect NC bond proceeds are used that the proceeds shall be expended on capital facilities used by the College for community college purposes. This applies only to projects with construction contracts executed prior to July 1, 2022.

S.L. 2018-97, the Budget Technical Corrections and Study bill, included the following special provision relevant to community colleges.

- **Section 10.4**
Extends the deadline to October 1, 2019 for the Community College System Office, in conjunction with the State CIO to report on a plan to transition information technology personnel, operations, projects, assets, and funding to the Department of Information Technology.

Appendix A: Compensation Reserve Allocation Methodology

As discussed in II.A.1, the 2018 Appropriations Act appropriated \$24 million recurring funds to a Compensation Increase Reserve to support adjustments to college employee salaries. **The amounts listed on page 5 are not a separate allocation.** These amounts reflect the additional salary funds that have been incorporated into colleges' formula allocations through an adjustment to the formula values.

Since colleges have broad budget flexibility, we no longer distinguish between funds allocated for personnel and other costs in the budget package. However, our funding formulas continue to be based on models that fund a prescribed number of instructional and support units (i.e. the equivalent of full-time positions) at defined unit values (i.e. salary amounts).

Based on the recurring funds available in the Compensation Increase Reserve, the unit values used in the formula have been increased by 2%.

- **Instruction:**
 - **Step 1: Determine the amount of increase associated with each instructional unit.** The FY 2017-18 instructional unit value was \$51,584. A salary increase of 2% equals \$1,032, bringing the FY 2018-19 instructional unit value to \$52,616. Therefore, colleges receive an additional **\$1,032** per instructional unit.
 - **Step 2: Determine number of instructional units funded.** Each college is funded for seven instructional units (six curriculum, one continuing education). Colleges are funded for additional instructional units, which are determined by dividing the number of budget FTE by the relevant tier ratio.
 - **Step 3: Multiply the increase per instructional unit by number of units.** See example calculation below.

		CU		CE		BS		Total
	Ratio	BFTE	Units	BFTE	Units	BFTE	Units	
Tier1A	16.45	443	26.9	0	0.0	0	0.0	
Tier1B	18.70	939	50.2	6	0.3	0	0.0	
Tier 2	21.66	2270	104.8	118	5.4	324	14.9	
Tier 3	25.73	0	0.0	232	9.0	0	0.0	
Base			6.0		1.0		0.0	
Total			187.9		15.7		14.9	218.5
Amount per unit			\$1,032		\$1,032		\$1,032	\$1,032
Increase Amount			\$193,913		\$16,202		\$15,377	\$225,492

- **Institutional and Academic Support:**

- **Step 1: Determine amount of increase associated with the base and MCC allotments.** The FY 2017-18 base allotment was \$2,351,306. Of this amount, the model provides \$2,259,744 for salaries. An increase of 2% increases the base by \$33,392 (excluding benefits). Therefore, colleges receive an additional **\$33,392** in the base allotment. Using the same methodology, colleges receive \$7,762 for each Level 1 MCC and \$13,091 for each Level 2 MCC.
- **Step 2: Determine amount of increase associated with the enrollment allotment.** The FY 2017-18 enrollment allotment value was \$1,805 per FTE greater than 750 FTE. Of this amount, the model provided \$1,685 per FTE for salaries. An increase of 2% adjusts the enrollment allotment by approximately \$24. Therefore, colleges receive an additional **\$24 per FTE** greater than 750 in the enrollment allotment for salaries.
- **Step 3: Sum base, MCC, and enrollment allotment increases.** See example below.

	\$ /FTE	BFTE>750	Total
Base Allotment Increase			\$33,392
Enrollment Allotment Increase	\$24	3,582	\$85,968
Total			\$119,360

- **Categorical:** The adjustment to categorical allotments has been made to enable a 2% salary increase.
- **Fringes:** In addition to the funding adjustments described above, funding is provided through the formula for the corresponding fringes (FICA and retirement).

Appendix B: Relevant Excerpts from S.L. 2018-5 and S.L. 2018-97

Excerpts from S.L. 2018-5

Section 7.15: Certain CIHS Operating Without Additional Funds

Section 9.1: Extend Reorganization Authority

Section 9.2: Continue Transfer of WIOA Funds for ApprenticeshipNC

Section 9.3: Remove Outdated Statutory Reference

Section 9.4: Extend Career- and College-Ready Graduate Program Implementation Date

Section 9.5: Reduce Funds for Board of Postsecondary Education Credentials

Section 9.6: Eliminate NCCCS Instructional Trust Fund

Section 9.7: Community College Residency Determination Formula

Section 9.8: Incentives for Institutional Performance Accountability

Section 9.9: Mitigation of Loss of Federal Funds to Adult Education Providers for One Year

Section 9.10: Community College Study on Earning FTE for Instruction in Local Jails

Section 17.1: Criminal Justice Fellows Program

Section 26.2: Amend Purposes for Funds Appropriated for Stanly Community College

Section 34.25: DMV/Truck Driver Training Study

Section 35.11: Community Colleges

Section 35.26: Special Annual Leave Bonus

Section 35.27: Salary-Related Contributions

Section 36.9: Richmond Community College Bond Use

Excerpts from S.L. 2018-97

Sections 2.7: Enrollment Growth Adjustment

Section 2.8: Certain Community College Project Funds

Section 5.1: Criminal Justice Fellows Program

Section 10.4: Department of Information Technology Transfers

Appendix B: Relevant Excerpts from S.L. 2018-5 and S.L. 2018-97

Excerpts from S.L. 2018-5

CERTAIN CIHS OPERATING WITHOUT ADDITIONAL FUNDS

SECTION 7.15. Beginning with the 2018-2019 school year and for subsequent school years thereafter, notwithstanding G.S. 115C-238.51A(c) and G.S. 115C-238.54, the Center for Industry, Technology, and Innovation, the Innovation Early College High School, the Marine Sciences and Technologies Early College High School, the Roanoke Rapids Early College High School, and the Southeast Area Technical High School shall be permitted to operate in accordance with G.S. 115C-238.53 and G.S. 115C-238.54 as cooperative innovative high schools approved under G.S. 115C-238.51A(c) and shall be subject to the evaluation requirements of G.S. 115C-238.55.

EXTEND REORGANIZATION AUTHORITY

SECTION 9.1. Section 9.1 of S.L. 2017-57 reads as rewritten:

"SECTION 9.1.(a) ~~Notwithstanding~~ For the 2017-2019 fiscal biennium, notwithstanding any other provision of law and consistent with the authority established in G.S. 115D-3, the President of the North Carolina Community College System may reorganize the System Office in accordance with recommendations and plans submitted to and approved by the State Board of Community Colleges.

"SECTION 9.1.(b) By April 1, 2018, and by April 1, 2019, the President of the North Carolina Community Colleges shall report for each fiscal year of the fiscal biennium any reorganization, including any movement of positions and funds between fund codes on a recurring basis, to the Joint Legislative Education Oversight Committee, the House Appropriations Committee on Education, the Senate Appropriations Committee on Education/Higher Education, and the Fiscal Research Division.

"SECTION 9.1.(c) ~~Subsection (a) of this section expires June 30, 2018."~~

CONTINUE TRANSFER OF WIOA FUNDS FOR APPRENTICESHIPNC

SECTION 9.2. Consistent with the transfer of funds from the North Carolina Department of Commerce to the Community Colleges System Office for the 2018-2019 fiscal year authorized by S.L. 2017-57, of the Workforce and Innovation and Opportunity Act federal funds awarded to the Department in a fiscal year, the sum of three hundred fifty thousand dollars (\$350,000) shall continue to be transferred to the System Office for the administration of the ApprenticeshipNC program in each fiscal year.

REMOVE OUTDATED STATUTORY REFERENCE

SECTION 9.3. G.S. 115D-21.5 reads as rewritten:

"§ 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:

- a) 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.
 - b) 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.
- (1) ~~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.
- (2) 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:
 - Number of career coaches employed.
 - Number of local school administrative units served and names of schools in which career coaches are placed.
 - Number of students annually counselled by career coaches.
 - 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 compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.
 - Number and names of partnership applicants for NC ~~Works~~-Career Coach Program funding.
 - Number, names, and amounts of those awarded NC ~~Works~~-Career Coach Program funding."

EXTEND CAREER- AND COLLEGE-READY GRADUATE PROGRAM IMPLEMENTATION DATE

SECTION 9.4. Section 10.13 of S.L. 2015-241, as amended by Section 10.5 of S.L.2016-94, reads as rewritten:

"SECTION 10.13.(a) The State Board of Community Colleges, in consultation with the State Board of Education, shall develop a program for implementation beginning with model programs in the 2016-2017 school year that introduces the college developmental mathematics and developmental reading and English curriculums in the high school senior year and provides opportunities for college remediation for students prior to high school graduation through cooperation with community college partners. Professional development for high school faculty shall begin with the 2018-2019 school year. The program shall be phased in by cohorts developed by the Department of Public Instruction beginning with the 2019-2020 school year. The program shall be fully implemented in all high schools statewide beginning with the 2018-20192020-2021 school year. Students who are enrolled in the Occupational Course of Study to receive their high school diplomas shall not be required to participate in the program or be required to take mandatory remedial courses as provided for in this section, unless a parent specifically requests through the individualized education program (IEP) process that the student participates. The program shall require the following:

- (1) Establishment by the State Board of Community Colleges of measures for determining student readiness and preparation for college coursework by using ACT scores, student grade point averages, or other measures currently used by the State Board of Community Colleges to determine college readiness for entering students.

- (2) Changes in curriculum, policy, and rules as needed by the State Board of Community Colleges and State Board of Education to make remedial courses mandatory for students who do not meet readiness indicators by their junior year to ensure college readiness prior to high school graduation. These changes shall include the flexibility for students to fulfill senior mathematics and English graduation requirements through enrollment in mandatory remedial courses or to enroll in those courses as electives.
- (3) High schools to use curriculum approved by the State Board of Community Colleges, in consultation with the State Board of Education.
- (4) Determinations by the State Board of Community Colleges on the following:
 - a. Appropriate measures of successful completion of the remedial courses to ensure students are prepared for coursework at a North Carolina community college without need for further remediation in mathematics or reading and English.
 - b. The length of time following high school graduation in which a student who successfully completed high school remedial courses will not be required to enroll in developmental courses at a North Carolina community college.
- (5) Delivery of remedial courses by high school faculty consistent with policies adopted by the State Board of Community Colleges and the State Board of Education. The policies shall include, at a minimum, the following requirements:
 - a. High school faculty teaching the approved remedial courses must successfully complete training requirements as determined by the State Board of Community Colleges, in consultation with the State Board of Education.
 - b. The North Carolina Community College System shall ~~provide oversight of~~ periodically review the remedial courses ~~and professional development requirements~~ to ensure appropriate instructional delivery.

"SECTION 10.13.(b) The State Board of Community Colleges and the State Board of Education shall report on progress of implementation of the program statewide, including the requirements in subsection (a) of this section, to the Joint Legislative Education Oversight Committee no later than March 15, 2016. The State Board of Community Colleges and the State Board of Education shall jointly report to the Joint Legislative Education Oversight Committee as follows:

- (1) No later than March 15, 2017, on the outcomes of model programs implemented in the 2016-2017 school year and suggested statutory changes to ensure successful implementation of the program statewide.
- (2) No later than March 15, 2018, on implementation and professional development efforts in the 2017-2018 school year and information on final changes in curriculum, policy, and rules to ensure successful implementation of the program ~~statewide in the 2018-2019 school year statewide.~~
- (2a) No later than March 15, 2019, on implementation and professional development efforts in the 2018-2019 school year and information on final changes in curriculum, policy, and rules to ensure successful implementation of the program statewide.
- (3) No later than October 15, ~~2019~~2020, and annually thereafter, on program outcomes, including impact on remediation rates by high school in both mathematics and reading and English for recent high school graduates

entering a North Carolina community college or constituent institution of The University of North Carolina."

REDUCE FUNDS FOR BOARD OF POSTSECONDARY EDUCATION CREDENTIALS

SECTION 9.5. Section 9.11(c) of S.L. 2017-57 reads as rewritten:

"**SECTION 9.11.(c)** Of the funds appropriated by this act for the 2017-2019 fiscal biennium to the Community Colleges System Office, the sum of three hundred fifty thousand dollars (\$350,000) for the 2017-2018 fiscal year and the sum of ~~three hundred fifty-eight thousand dollars (\$350,000)~~ three hundred fifty-eight thousand dollars (\$280,000) for the 2018-2019 fiscal year shall be allocated to the Board of Postsecondary Education Credentials to be used to cover operating expenses of the Board, including expenses for staff and consultants to assist the Board in carrying out its purpose and duties."

ELIMINATE NCCCS INSTRUCTIONAL TRUST FUND

SECTION 9.6.(a) G.S. 115D-42 is repealed.

SECTION 9.6.(b) The cash balance remaining in the North Carolina Community Colleges Instructional Trust Fund in Budget Code 66800, Fund Code 6125, shall be transferred to the Board of Governors of The University of North Carolina for the 2018-2019 fiscal year to be allocated to the State Education Assistance Authority to award tuition grants to State residents who are graduates of the North Carolina School of Science and Mathematics pursuant to Section 10A.5 of this act.

COMMUNITY COLLEGE RESIDENCY DETERMINATION FORMULA

SECTION 9.7.(a) The State Board of Community Colleges shall develop a funding formula for computing The North Carolina Community College System costs of the residency determination service, administered by the State Education Assistance Authority pursuant to G.S. 116-204, for the purposes of potential inclusion of the formula in future enrollment growth requests. The Community Colleges System Office shall not include the funding formula in an enrollment request to the General Assembly prior to submitting the report required by subsection (b) of this section.

SECTION 9.7.(b) By December 1, 2018, the State Board of Community Colleges shall submit a report on the proposed funding formula developed under subsection (a) of this section to the Joint Legislative Education Oversight Committee, the House Appropriations Committee on Education, the Senate Appropriations Committee on Education/Higher Education, the Fiscal Research Division, and the Office of State Budget and Management.

SECTION 9.7.(c) If the Community Colleges System Office includes the funding formula when submitting an enrollment request for the 2019-2020 fiscal year or subsequent fiscal years to the General Assembly following the report required under subsection (b) of this section, the System Office shall distinguish in that request the portion of its request resulting from the formula.

INCENTIVES FOR INSTITUTIONAL PERFORMANCE ACCOUNTABILITY

SECTION 9.8. G.S. 115D-31.3(g) reads as rewritten:

"(g) Recognition of Successful Institutional Performance. – For the purpose of recognition of successful institutional performance, the State Board of Community Colleges shall evaluate each college on the performance measures set out in subsection (e) of this section. Subject to the availability of funds, the State Board may allocate funds among colleges based on the evaluation of each institution's performance, including at least the following components:

- (1) Program quality evaluated by determining a college's rate of student success on each measure as compared to a systemwide performance baseline and goal.
- (2) Program impact on student outcomes evaluated by the number of students succeeding on each measure.

A college may use funds allocated to it pursuant to this subsection for one-time, performance-based bonuses for faculty and staff. Notwithstanding G.S. 135-1(7a), a bonus awarded with funds pursuant to this subsection is not compensation under Article 1 of Chapter 135 of the General Statutes."

MITIGATION OF LOSS OF FEDERAL FUNDS TO ADULT EDUCATION PROVIDERS FOR ONE YEAR

SECTION 9.9.(a) Of the funds appropriated to the Community Colleges System Office by this act for the 2018-2019 fiscal year, the sum of up to two million dollars (\$2,000,000) shall be used for the 2018-2019 fiscal year to allocate funds to adult education providers that received federal grant funds for the 2017-2018 fiscal year that will not receive federal funds for the 2018-2019 fiscal year due to changes in federal law requirements under the Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act. These funds shall be allocated to an adult education provider in an amount not to exceed seventy-five percent (75%) of the total amount of federal grant funds awarded to the provider for the 2017-2018 fiscal year.

SECTION 9.9.(b) The funds allocated in accordance with this section shall be used for the 2018-2019 fiscal year by adult education providers to mitigate the impact on students currently enrolled in their programs while adult education providers adjust programs in accordance with their available funds for subsequent fiscal years.

COMMUNITY COLLEGE STUDY ON EARNING FTE FOR INSTRUCTION IN LOCAL JAILS

SECTION 9.10.(a) The State Board of Community Colleges shall study the cost of earning regular budget full-time equivalents (FTE) for community college courses offered in local jails, including projections for future fiscal years with potential expansion of correction education programs. The study shall also include the cost of reporting FTE student hours for correction education programs on the basis of student membership hours instead of contact hours for courses offered (i) in State prisons and (ii) in local jails, if the General Assembly were to authorize FTE to be earned for those courses.

SECTION 9.10.(b) By December 1, 2018, the State Board of Community Colleges shall report on the study required by subsection (a) of this section to the Joint Legislative Education Oversight Committee, the House Appropriations Committee on Education, the Senate Appropriations Committee on Education/Higher Education, the Fiscal Research Division, and the Office of State Budget and Management.

CRIMINAL JUSTICE FELLOWS PROGRAM

SECTION 17.1.(a) G.S. 17C-1 through G.S. 17C-13 are designated as Article 1 of Chapter 17C of the General Statutes which is entitled "General."

SECTION 17.1.(b) Chapter 17C of the General Statutes is amended by adding a new Article to read:

"Article 2.

"North Carolina Criminal Justice Fellows Program.

"§ 17C-20. Definitions.

As used in this Article, the following definitions apply:

- (1) Commission. – The North Carolina Criminal Justice Education and Training Standards Commission.
- (2) Committee. – The North Carolina Criminal Justice Fellows Committee.
- (3) Community college. – As defined in G.S. 115D-2(2).
- (4) Division. – The Criminal Justice Standards Division of the North Carolina Department of Justice.

- (5) Eligible county. – A county with a population of less than 75,000 according to the latest federal decennial census.
- (6) Eligible criminal justice professions. – State and local sworn law enforcement officers, State correctional officers, other correctional officers maintained by local governments and juvenile justice agencies, sworn sheriffs and deputy sheriffs, detention officers, and telecommunicators under the direct supervision of a law enforcement agency.
- (7) Program. – The North Carolina Criminal Justice Fellows Program.
- (8) Recipient. – An individual selected by the Committee to receive a forgivable loan under the Program.

"§ 17C-21. North Carolina Criminal Justice Fellows Committee established; membership.

(a) Committee Established. – There is established the North Carolina Criminal Justice Fellows Committee. The Committee shall be a Special Committee of the North Carolina Criminal Justice Education and Training Standards Commission, as defined in the Commission's bylaws. The Committee shall determine program and forgivable loan recipient selection criteria, selection procedures, and shall select the recipients to receive forgivable loans under the North Carolina Criminal Justice Fellows Program in accordance with the requirements of this Article.

(b) Membership. – The Committee shall consist of 10 members who shall be appointed as follows:

- (1) The chair of the Commission shall appoint eight members of the Commission to the Committee as follows:
 - a. Three at-large members.
 - b. Two sworn law enforcement officers.
 - c. Two correctional officers.
 - d. The ex officio member representing the President of The North Carolina Community College System.
- (2) The chair of the North Carolina Sheriffs' Education and Training Standards Commission shall appoint two members of the North Carolina Sheriffs' Education and Training Standards Commission to the Committee.

(c) Terms of Office. – Appointments to the Committee shall be for two-year terms, commencing July 1, 2018.

(d) Chair; Meetings. – The chair of the Commission shall call the first meeting of the Committee. The Committee members shall elect a chair and a vice-chair from the membership of the Committee pursuant to the Commission's bylaws to serve one-year terms. The Committee shall meet regularly at times and places deemed necessary by the chair or, in the absence of the chair, by the vice-chair.

(e) Expenses. – Committee members shall receive per diem, subsistence, and travel allowances in accordance with G.S. 138-5 or G.S. 138-6, as appropriate.

(f) Vacancies. – Except as otherwise provided, if a vacancy occurs in the membership of the Committee, the appointing authority shall appoint another person meeting the same qualifications to serve for the balance of the unexpired term.

"§ 17C-22. North Carolina Criminal Justice Fellows Program established; administration.

(a) Program. — There is established the North Carolina Criminal Justice Fellows Program to be administered by the Committee with the assistance of the Division. The purpose of the Program is to increase the number of criminal justice professionals by providing forgivable loans to exceptional individuals to obtain Applied Associate Degrees in Criminal Justice or other Committee-approved related fields of study as preparation to enter a criminal justice profession.

(b) Program Administrator. — The Director of the Division shall select a member of the Division staff, with the consent of the Committee, to serve as the Program administrator. The Program administrator will be responsible for all administrative duties and oversight

of the Program as established by the Committee. The Program administrator will conduct recruitment efforts to include the following:

- (1) Target eligible counties.
- (2) Target high school graduates who, due to economic circumstances, are displaced, unemployed, or underemployed.
- (3) Target high school seniors who demonstrate an interest in becoming criminal justice professionals.
- (4) Engage with criminal justice professionals and leaders in eligible counties for input in the Program.
- (5) Attend high school career days, job fairs, and other activities in eligible counties to recruit qualified individuals into the Program.

(c) Awards of Forgivable Loans. – The Program shall provide forgivable loans of up to three thousand one hundred fifty-two dollars (\$3,152.00) per year for up to two years to selected individuals. The funds from the forgivable loans may be used for tuition, fees, and the cost of books. The Committee may determine the maximum amount of loan proceeds that may be applied to community college fees and course textbooks. The number of forgivable loans awarded annually shall not exceed 100 and the total number of recipients in the Program each year shall not exceed 200. The Committee shall select recipients no later than June 1 of each year.

(d) Eligibility Criteria. – An applicant must be domiciled in an eligible county at the time of application, a resident for tuition purposes as defined in G.S. 116-143.1(a)(2), a high school graduate or a high school senior who will graduate from high school by the end of the current academic year, and demonstrate the intent upon completion of the Program to be employed as a criminal justice professional in an eligible county. An applicant who has been convicted of any of the following is ineligible to receive a forgivable loan:

- (1) A felony.
- (2) A crime for which the punishment could have been imprisonment for more than two years.
- (3) A crime or unlawful act defined as a Class B misdemeanor within the five-year period prior to the date of application.
- (4) Four or more crimes or unlawful acts defined as Class A misdemeanors, except the trainee may be enrolled if the last conviction date occurred more than two years prior to the date of application.
- (5) A combination of four or more Class A misdemeanors or Class B misdemeanors regardless of the date of conviction.

(e) Application Process. – The Committee may specify required application materials, including a certified State and local background check for applicants who are at least 18 years of age. Application materials and Committee deliberations are confidential and are not a public record as defined in G.S. 132-1. The Committee shall publish application, award, and notification deadlines and provide written notification to applicants regarding the outcome of the Committee's deliberations.

(f) Award of Forgivable Loan. – The Committee shall adopt standards for awarding forgivable loans based on measures the Committee deems appropriate, including the following, and the selection of recipients by the Committee shall be final:

- (1) Scholastic Profile as determined by SAT or ACT scores, grade point average, and class rank when available.
- (2) Potential for excellence in an eligible criminal justice profession.
- (3) School and community service.
- (4) At least two references.
- (5) Demonstrated writing ability.

(g) Administration of Forgivable Loan Awards. – Upon the naming of recipients by the Committee, the Division shall perform all administrative functions necessary to implement this

Article, which functions shall include dissemination of information, disbursement, receipt, liaison with participating community colleges, determination of the acceptability of service repayment agreements, and all other functions necessary for the execution, payment, and enforcement of promissory notes required under this Article.

(h) Recipient Obligations. – A recipient must become and remain a full-time student at a North Carolina community college in an Applied Associate Degree in Criminal Justice or in a Committee-approved related field of study at all times during each of the recipient's two academic years of community college study and pursue continuously studies that will qualify the recipient to be employed in an eligible criminal justice profession upon graduation. The recipient must maintain a minimum cumulative 2.0 GPA throughout the course of study and also maintain appropriate credit hours for each semester to obtain an Applied Associate Degree in Criminal Justice or Committee-approved field of study within two years. The recipient must also accept employment in an eligible county as a criminal justice professional for at least four out of five years following graduation. The Committee may adopt additional recipient obligations it deems appropriate.

(i) Annual Report. – The Program administrator, in coordination with the Committee, shall report no later than January 1, 2020, and annually thereafter, to the Joint Legislative Oversight Committee on Justice and Public Safety regarding the following:

- (1) The number of forgivable loans awarded for each academic year disaggregated to include geographic and other demographic information.
- (2) Aggregated student performance, retention, and graduation rates.
- (3) Employment subsequent to completion of the Program broken down by eligible county and eligible criminal justice profession.
- (4) Forgiveness, termination, default, and repayment rates.
- (5) Retention rates of recipients within eligible criminal justice professions disaggregated by eligible county.

"§ 17C-23. Terms of forgivable loans; receipt and disbursement of funds; default.

(a) Forgivable Loans. – All forgivable loans shall be evidenced by notes made payable to the Program that bear interest at a rate not to exceed ten percent (10%) per year as set by the Committee and beginning on the first day of September after the completion of the Program or 60 days after termination of the forgivable loan, whichever is earlier. The forgivable loan may be terminated upon the recipient's withdrawal from school, by the recipient's failure to meet the standards set by the Committee, or by the recipient's default based on conditions set by the Committee. The Committee may only disburse funds to the community college where the recipient is enrolled and may not disburse funds directly to a recipient.

(b) Forgiveness. – The Committee shall forgive the loan and any interest accrued on the loan if, within five years after obtaining an Applied Associate Degree in Criminal Justice or Committee-approved field of study, the recipient is employed on a full-time basis for a period of at least four years in an eligible county in an eligible criminal justice profession. The recipient shall provide the Committee within 60 days of completion of the Program verification of the recipient's intent to seek employment as a criminal justice professional in an eligible county. The recipient shall provide verification of employment to the Committee each year until the obligation is satisfied. The Committee shall also forgive the loan if it finds that it is impossible for the recipient to meet the terms of the loan, after or before graduation, due to death or permanent disability of the recipient.

(c) Extension. – The Committee may extend repayment of the loan for up to two years on a year-to-year basis for each year if (i) the recipient is on active duty with the Armed Forces of the United States or (ii) the Committee, in its sole discretion, determines that circumstances warrant an extension.

(d) Repayment. – If the recipient notifies the Committee that the recipient intends to forego forgiveness of the loan after completion of the Program, the Committee shall provide the recipient with the conditions of repayment and the recipient will have 60 days to begin repayment

of all funds distributed, including interest. The recipient will have up to 60 months to repay all funds distributed, including interest.

(e) Default. – The Committee shall determine the events that constitute a default during the Program, including, but not limited to, failure by the recipient to comply with the obligations set out in G.S. 17C-22(h). In the event of default during the Program, the Committee may declare the entire unpaid amount of indebtedness evidenced by the note, including interest, immediately due and payable. A default shall preclude further participation by the recipient in the Program. Upon default, the Committee shall notify the recipient, in writing, by certified mail, return receipt requested, addressed to the recipient at the last address on file with the Committee. Refusal or nondelivery at that address will be deemed delivered after seven days. The Committee may allow a recipient who is in default to repay all funds distributed, including interest. If the Committee approves repayment, the recipient will receive the conditions of repayment and will have 60 days to begin repayment of all funds distributed, including interest. The recipient will have up to 60 months to repay all funds distributed, including interest."

SECTION 17.1.(c) G.S. 115D-5(b) reads as rewritten:

"(b) In order to make instruction as accessible as possible to all citizens, the teaching of curricular courses and of noncurricular extension courses at convenient locations away from institution campuses as well as on campuses is authorized and shall be encouraged. A pro rata portion of the established regular tuition rate charged a full-time student shall be charged a part-time student taking any curriculum course. In lieu of any tuition charge, the State Board of Community Colleges shall establish a uniform registration fee, or a schedule of uniform registration fees, to be charged students enrolling in extension courses for which instruction is financed primarily from State funds. 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:

...

j. The Division of Criminal Justice Education and Training Standards of the Department of Justice for the training of criminal justice professionals, as defined in G.S. 17C-20(6), who are required to be certified under (i) Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission or (ii) Chapter 17E of the General Statutes and the rules of the North Carolina Sheriffs' Education and Training Standards Commission."

SECTION 17.1.(d) The Division shall report to the chairs of the Senate Appropriations Committee on Justice and Public Safety and the chairs of the House Appropriations Committee on Justice and Public Safety no later than April 1, 2019, regarding implementation of this section, including the number of recipients the Committee anticipates will participate in the Program during the 2019-2020 academic year.

AMEND PURPOSES FOR FUNDS APPROPRIATED FOR STANLY COMMUNITY COLLEGE

SECTION 26.2.(a) Notwithstanding any provision of S.L. 2017-57, or of the Committee Report described in Section 39.2 of that act, to the contrary, the sum of four hundred fifty thousand dollars (\$450,000) in nonrecurring funds for the 2017-2018 fiscal year appropriated for Stanly Community College for a culinary arts facility shall be transferred to the Office of State Budget and Management. These funds shall be allocated for the 2018-2019 fiscal year as follows:

- (1) One hundred thousand dollars (\$100,000) for the Center Rural Fire Department, Station 56.

- (2) One hundred fifty thousand dollars (\$150,000) for the Walter B. Hill American Legion Post 76, Albemarle (Stanly County Fair Grounds).
- (3) Fifty thousand dollars (\$50,000) to the Stanly County Board of Education for Oakboro Choice STEM School.
- (4) Fifty thousand dollars (\$50,000) for the East Side Volunteer Fire Department, Station 65.
- (5) Fifty thousand dollars (\$50,000) for the Oakboro Rural Volunteer Fire Department, Station 44.
- (6) Fifty thousand dollars (\$50,000) for the Aquadale Rural Volunteer Fire Department, Station 50.

SECTION 26.2.(b) This section becomes effective June 30, 2018.

DMV/TRUCK DRIVER TRAINING STUDY

SECTION 34.25.(a) Truck Driver Training Study. – The Division of Motor Vehicles, in consultation with the Highway Division of the Department of Transportation, the North Carolina Trucking Association, the North Carolina Community College System, interested private truck driving schools, and associations of industry partners, shall study the training and industry workforce need in North Carolina for drivers with a Commercial Driver's License (CDL). As part of the study, the Division of Motor Vehicles shall consider all of the following:

- (1) A statewide and regional needs assessment of industry demand for CDL drivers by drivers license class and endorsement and an assessment and mapping of available public and private training programs and testing locations.
- (2) An assessment of existing CDL training programs across community colleges and private trucking schools, to include cost, average instructional hours, training curricula, and behind-the-wheel instruction time.
- (3) The costs, obstacles, and possible benefits to creating a statewide CDL training program with a focus on current geographical disparities in program availability.
- (4) The statewide and regional enrollment, completion rates, and waiting lists for the past three years of CDL training at community colleges and private truck driving schools.
- (5) A review of scholarships, grants, loans, or other financial assistance available to persons interested in obtaining a CDL.
- (6) A review of State law and regulations governing CDL licenses and CDL training and any recommendations or statutory adjustments to increase the number of CDL drivers in the State and to streamline and standardize existing training programs.
- (7) Fiscal estimate of the cost to meet any of the needs as identified in the report.
- (8) Any other topic or issue the Division of Motor Vehicles determines to be relevant to this study.

SECTION 34.25.(b) Report. – The Division of Motor Vehicles shall report its findings from the study required under subsection (a) of this section, including any legislative recommendations, to the chairs of the House of Representatives Appropriations Committee on Transportation and the chairs of the Senate Appropriations Committee on Department of Transportation by the convening of the 2019 Regular Session of the General Assembly.

COMMUNITY COLLEGES

SECTION 35.11.(a) Effective for the 2018-2019 fiscal year, the State Board of Community Colleges may provide community college personnel salary increases in accordance with policies adopted by the Board. Funds appropriated for these compensation increases by this

act may be used for any one or more of the following purposes: (i) merit pay, (ii) across-the-board increases, (iii) recruitment bonuses, (iv) retention increases, and (v) any other compensation increase pursuant to those policies. The Board shall make a report on the use of these funds to the General Assembly by no later than March 1, 2019.

SECTION 35.11.(b) The minimum salaries for nine-month, full-time curriculum community college faculty for the 2018-2019 fiscal year are as follows:

<u>Salary</u>	<u>Minimum</u>
<u>Education Level</u>	<u>2018-2019</u>
Vocational Diploma/Certificate or Less	\$37,581
Associate Degree or Equivalent	38,103
Bachelor's Degree	40,371
Master's Degree or Education Specialist	42,382
Doctoral Degree	45,282

No full-time faculty member shall earn less than the minimum salary for his or her education level.

The pro rata hourly rate of the minimum salary for each education level shall be used to determine the minimum salary for part-time faculty members.

SPECIAL ANNUAL LEAVE BONUS

SECTION 35.26.(a) Any person who is (i) a full-time permanent employee of the State or a community college institution on July 1, 2018, and (ii) eligible to earn annual leave shall have a one-time additional five days of annual leave credited on July 1, 2018.

SECTION 35.26.(b) Except as provided by subsection (c) of this section, the additional leave shall be accounted for separately with the leave provided by Section 28.3A of S.L. 2002-126, by Section 30.12B(a) of S.L. 2003-284, by Section 29.14A of S.L. 2005-276, by Section 35.10A of S.L. 2014-100, and by Section 35.18A of S.L. 2017-57 and shall remain available during the length of the employee's employment, notwithstanding any other limitation on the total number of days of annual leave that may be carried forward. Part-time permanent employees shall receive a pro rata amount of the five days awarded by this section.

SECTION 35.26.(c) The additional leave awarded under this section has no cash value and is not eligible for cash in. If not used prior to the time of separation or retirement, the bonus leave cannot be paid out and is lost.

SECTION 35.26.(d) Notwithstanding any provision of G.S. 126-8 to the contrary, any vacation leave remaining on December 31 of each year in excess of 30 days shall be reduced by the number of days awarded in this section that were actually used by the employee during the year such that the calculation of vacation leave days that would convert to sick leave shall reflect a deduction of those days of special annual leave awarded in this section that were used by the employee during the year.

SALARY RELATED CONTRIBUTIONS

SECTION 35.27. Section 35.19(c) of S.L. 2017-57 reads as rewritten:

"**SECTION 35.19.(c)** Effective July 1, 2018, the State's employer contribution rates budgeted for retirement and related benefits as a percentage of covered salaries for the 2018-2019 fiscal year for teachers and State employees, State law enforcement officers (LEOs), the University and Community Colleges Optional Retirement Programs (ORPs), the Consolidated Judicial Retirement System (CJRS), and the Legislative Retirement System (LRS) are as set forth below:

	Teachers And State Employees	State LEOs	ORPs	CJRS	LRS
Retirement	11.87%12.29%	11.87%12.29%	6.84%	33.26%33.86%	20.04%22.40%
Disability	0.14%	0.14%	0.14%	0.00%	0.00%
Death	0.16%	0.16%	0.00%	0.00%	0.00%
Retiree	6.27%	6.27%	6.27%	6.27%	6.27%
Health					
NC 401 (k)	0.00%	5.00%	0.00%	0.00%	0.00%
Total	18.44%18.86%	23.44%23.86%	13.25%	39.53%40.13%	26.31%28.67%
Contribution					
Rate					

The rate for teachers and State employees and State law enforcement officers includes one one-hundredth percent (0.01%) for the Qualified Excess Benefit Arrangement."

RICHMOND COMMUNITY COLLEGE BOND USE

SECTION 36.9.(a) Notwithstanding any other provision of law to the contrary, the Board of Trustees of Richmond Community College (College) may expend State funds appropriated for capital improvements, including Connect NC bond proceeds to be used for projects at the College, for the construction and renovation of educational facilities owned by and located on property owned by the City of Rockingham, including for construction of a facility to house the College's Business and Information Technology departments, the Small Business Center, and the Customized Training department. Any facility constructed or renovated with funds used pursuant to this section shall be leased to the Board of Trustees of the College for the College's sole use. Upon payment by the City of Rockingham on all loan agreements, including construction agreements and United States Department of Agriculture agreements, the City of Rockingham shall transfer title to the property to the Board of Trustees of the College. If the lease is terminated through no fault of the College, a prorated amount of the building cost supported by State funds, amortized over the lease period, shall be returned to the College.

SECTION 36.9.(b) If the funds described in subsection (a) of this section are derived from Connect NC bond proceeds, then the proceeds shall be expended on the cost of capital facilities that are to be used by the College to carry out its community college purposes. The lease shall contain adequate provision to assure that the capital facilities so provided will be used for community college purposes.

SECTION 36.9.(c) The Board of Trustees of the College may contract for the construction and renovation of educational facilities owned by and located on property owned by the City of Rockingham, including for construction of a facility to house the College's Business and Information Technology departments, the Small Business Center, and the Customized Training department, without being subject to the provisions of G.S. 143-341.

SECTION 36.9.(d) This section is effective the date this act becomes law and applies only to capital improvement projects with construction contracts executed prior to July 1, 2022.

Excerpts from S.L. 2018-97

SECTION 2.7. If Senate Bill 99, 2017 Regular Session, becomes law, then Part IX of that act is amended by adding a new section to read:

"ENROLLMENT GROWTH ADJUSTMENT

"SECTION 9.12. Notwithstanding any other provision of law or a provision of the Committee Report described in Section 39.2 of this act to the contrary, for the 2018-2019 fiscal year, the Community Colleges System Office and the Office of State Budget and Management shall certify the enrollment growth adjustment as the reduction of a sum of eleven million seven hundred thousand six hundred six dollars (\$11,700,606) in recurring requirements, the addition

Appendix C: Closing the Skills Gap Priority Occupations

Health Sciences • Nurses • Dental Hygienists • Dental Assistants • Dental Laboratory Technicians • Occupational Therapy Assistant • Physical Therapy Technician/Assistant • Radiation Therapists • Respiratory Care Therapy/Therapist • Cardiovascular Technologists and Technicians • Diagnostic Medical Sonographers • Magnetic Resonance Imaging (MRI) Technology/Technician • Nuclear Medicine Technologists • Radiologic Technologists • Surgical Technologists Biological, Chemical, and Biotechnology • Biological Technicians • Chemical Technicians • Chemical Plant and System Operators • Chemical Equipment Operators and Tenders Manufacturing, Production, and Installation • Machinists and Precision Metal Workers • Heavy/Industrial Equipment Maintenance Technician • Medical Equipment Repairers • Industrial Machine Mechanics • Machine Maintenance Workers • Electrical Power-Line Transmission Installers. • Telecommunications Line Installers and Repairers	Architecture, Engineering, and Construction • Aerospace Engineering and Operations Technicians • Civil Engineering Technicians • Electrical and Electronic Engineering Technicians • Electro-Mechanical Technicians • Industrial Engineering Technicians • Mechanical Engineering Technicians • Nuclear and Industrial Radiologic Technicians • Architectural and Civil Drafters • Electrical and Electronics Drafters • Mechanical Drafters • Building/Construction Finishing, Management, and Inspection. • Plumbers, Pipefitters, and Steamfitters • Electricians • Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technicians (HAC, HACR, HVAC, HVACR). • Operating Engineers and Construction Equipment Operators Transportation • Heavy and Tractor-Trailer Truck Drivers • Air Transportation • Aircraft Mechanics and Service Technicians • Automotive Body and Related Repairers • Automotive Service Technicians and Mechanics • Avionics Technicians • Bus and Truck Mechanics and Diesel Engine Specialists • Boat Mechanics and Service Technicians • Mobile Heavy Equipment Mechanics
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NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM COURSE PREFIXES BY FUNDING TIERS: FY 2018-19

Tier 1A		Tier 1A	
Prefix	Subject Area	Prefix	Subject Area
AER	Aerospace & Flight Training	ISC	Industrial Science
AET	Aviation Electronics Technology	LDD	Light Duty Diesel
AHR	Air Cond/Heating/Refrig	LEO	Lasers and Optics
ALT	Alternative Energy	MAC	Machining
ARC	Architecture	MAM	Mammography
ARS	Automotive Restoration	MCM	Motorcycle Mechanics
ASM	Aerostructure	MCO	Mission Critical Operations
ATR	Anesthesia Technology	MEC	Mechanical
ATR	Automation and Robotics	MNT	Maintenance
ATT	Alternative Transportation Technology	MPS	Marine Propulsion Systems
AUB	Automotive Body Repair	MRI	Magnetic Resonance Imaging
AUC	Automotive Customizing Tech	MRN	Marine
AUT	Automotive	MSC	Marine Science
AVI	Aviation Maintenance	MSK	Musculoskeletal Sonography
BAT	Building Automation Tehcnology	MSP	Medical Product Safety and Pharmacovigilance
BMS	Boat Manufacture & Service	NAN	Nanotechnology
BMT	Biomedical Equipment	NCT	Non-Invasive Cardiovascular Te
BPM	Bioprocess Manufactur	NDE	Nondestru Exam Tech
BPR	Blueprint Reading	NMT	Nuclear Medicine
BST	Breast Sonography	NUC	Nuclear Maintenance
BTB	Boat Building	NUR	Nursing
BTC	Biotechnology	OTA	Occupational Therapy Assistant
CAR	Carpentry	PCI	Process Control Instrum
CAT	Computed Tomography	PET	Positron Emission Tomography
CEG	Civil Engineering and Geomatic	PFT	Pipe Fitting
CET	Comp Engineer Tech	PLA	Plastics
CIT	Cardiovascular/Vascular Interv	PLU	Plumbing
CIV	Civil Engineer Tech	PME	Power Mechanics
CMT	Construction Mgt.	PTA	Physical Therapist Assistant
CST	Construction	PTC	Pharmaceutical Tech
CTR	Clinical Trials Research	RAD	Radiography
CVS	Cardiovascular Sonography	RCP	Respiratory Care
DDF	Design Drafting	RCT	Race Car Technology
DEN	Dental	REF	Refrigeration
DFT	Drafting	RTT	Radiation Therapy Technology
DLT	Dental Laboratory Technology	RVM	Recreational Vehicle Maint
DOS	Medical Dosimetry	SON	Medical Sonography
EGR	Engineering	SRV	Surveying
ELC	Electricity	SST	Sustainability
ELN	Electronics	STP	Central Sterile Processing
ELT	Electric Lineman	SUR	Surgical Technology
EPP	Electrical Power Prod	TCT	Telecommunication Tech
EUS	Electric Utility Substation	TDP	Three Dimensional Printing
FMW	Facility Maintenance	TEL	Telecom Install & Maint
HEO	Heavy Equip Oper	TNE	Telecom & Ntwk Engin Te
HET	Heavy Equipment Maintenance	TRN	Transportation Technology
HYD	Hydraulics & Pneumatics	TRP	Truck Driver Training
ICT	Invasive Cardiovascular Tech	UAS	Unmanned Aircraft Systems
ICV	Interventional Cardiac & Vascu	WAT	Water & Wastewater Trt
IMG	Imaging	WLD	Welding

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM COURSE PREFIXES BY FUNDING TIERS: FY 2018-19

Tier 1B	
Prefix	Subject Area
AMC	Advanced Medical Coding
ANS	Animal Science
BDF	Brewing, Distillation and Fermentation
BIO	Biology
BPA	Baking and Pastry Arts
CAB	Cabinetmaking
CHM	Chemistry
CIM	Cancer Information Management
CPT	Chemical Process Technology
CSC	Computer Science
CTC	Chemical Technology
CTI	Computer Technology Integration
CTS	Computer Information Technology
CUL	Culinary
CYT	Cytotechnology
DEA	Digital Effects & Animation
DET	Dietetic Technician
DIA	Dialysis Technology
DME	Digital Media
EDT	Electroneurodiagnostic Tech
EMS	Emergency Medical Science
ENV	Environmental Science
FUR	Furniture
GIS	Geographic Info Syst
GSM	Gunsmithing
HBI	Healthcare Business Infomatics
HIT	Health Information Technology
HPC	High performance Computing
HPT	Historical Preservation
HTO	Histotechnology
LBT	Laboratory Technology
LID	Low Impact Development
MAS	Masonry
MAT	Mathematics (100+)
MED	Medical Assisting
MLT	Medical Laboratory Technology
MSM	Motorsports Mgt
MTH	Massage Therapy
NAS	Nursing Assistant
NET	Networking Technology
NOS	Network Operating Systems
OPH	Opticianry
OSA	Ophthalmic Surgical Assistant
PBT	Phlebotomy
PHM	Pharmacy
PHY	Physics
PPM	Poultry Proc Mach Tech
PPT	Pulp & Paper Tech

Tier 1B	
Prefix	Subject Area
SGD	Simulation & Game Development
SGR	Scientific Graphics
SIM	Healthcare Simulation Tech
SLP	Speech-Language Pathology Asst
UPH	Upholstery
VEN	Viticulture/Enology
VET	Veterinary Medical Technology
WPP	Wood Products

Tier 2	
Prefix	Subject Area
AAI	Animal Assisted Interactions
ACA	Academic Related
ACC	Accounting
ACM	Animal Care and Management
AGR	Agriculture
AIB	American Institute of Banking
ANT	Anthropology
APS	Automotive Parts Sales
AQU	Aquaculture
ARA	Arabic
ART	Art
ASL	American Sign Language
AST	Astronomy
AUM	Automotive Management
BAF	Banking and Finance
BAR	Barbering
BAS	Business Analytics
BPT	Broadcast Production
BUS	Business
CCT	Cyber Crime Technology
CHI	Chinese
CIS	Information Systems
CJC	Criminal Justice
COE	Cooperative Education
COM	Communication
COS	Cosmetology
CRT	Court Reporting
CSV	Customer Service
DAN	Dance
DBA	Database Management Technology
DDT	Developmental Disabilities
DES	Design: Creative
DMA	Developmental Math
DMS	Developmental Math Shells
DRA	Drama/Theatre
DRE	Developmental Reading/English
ECM	Electronic Commerce

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM COURSE PREFIXES BY FUNDING TIERS: FY 2018-19

Tier 2	
Prefix	Subject Area
ECO	Economics
EDU	Education
EFL	English As A Foreign Language
EHS	Environmental Health And Safety
ENG	English
ENT	Entertainment Technologies
EPT	Emergency Preparedness Technology
EQU	Equine
ETR	Entrepreneurship
FBG	Fiberglass and Moldmaking
FIP	Fire Protection
FLO	Floral Design
FOR	Forest Management
FPR	Food Processing
FRE	French
FSD	Fire Sprinkler Design
FSE	Funeral Service
FST	Food Service Technology
FVP	Film and Video Production
FWL	Fish and Wildlife
GAM	Gaming Management
GCM	Golf Course Management
GEL	Geology
GEO	Geography
GER	German
GRA	Graphic Arts
GRD	Graphic Design
GRO	Gerontology
HCI	Healthcare Interpreting
HCT	Health Care Technology
HEA	Health
HFS	Health and Fitness Science
HIS	History
HMT	Healthcare Management
HOR	Horticulture
HRM	Hotel and Restaurant Management
HSC	Health Sciences
HSE	Human Services
HUC	Health Unit Coordinator
HUM	Humanities
IEC	Import Export Compliance
ILT	Industrial Laboratory Technology
IMS	Integrated Math/Science
INS	Insurance
INT	International Business
IPP	Interpreter Preparation Program
ITA	Italian
ITL	Intelligence Studies
ITN	Internet Technologies
IVS	Invasive Species Management
JOU	Journalism
JPN	Japanese
LAR	Landscape Architecture
LAT	Latin
LEX	Legal Education
LIB	Library Resources
LOG	Logistics Management
LSG	Landscape Gardening
MAT	Mathematics (below 100)
MEG	Metal Engraving
MHA	Mental Health

Tier 2	
Prefix	Subject Area
MIT	Media Integration
MKT	Marketing and Retailing
MLG	Metallurgical Science
MSI	Military Science
MUS	Music
NPO	Nonprofit Leadership and Mgt
NUT	Nutrition
ODL	Outdoor Leadership
OMT	Operations Management
OSS	Operating Systems
OST	Office Systems Technology
PAD	Public Administration
PCC	Professional Crafts: Clay
PCD	Professional Crafts: Design
PCF	Professional Crafts: Fiber
PCJ	Professional Crafts: Jewelry
PCR	Professional Crafts
PCS	Professional Crafts: Sculpture
PCW	Professional Crafts: Wood
PED	Physical Education
PFN	Photofinishing
PHI	Philosophy
PHO	Photography
PHS	Physical Science
PKG	Packaging
PMT	Project Management Technology
POL	Political Science
POR	Portuguese
POS	Postal Service
PRN	Printing
PSF	Physical Fitness Technology
PSY	Psychology
REA	Real Estate Appraisal
REC	Recreation
RED	Reading
REL	Religion
RLS	Real Estate
RSM	Resort and Spa Management
RUS	Russian
SAB	Substance Abuse
SCI	Science
SOC	Sociology
SPA	Spanish
SPI	Spanish Interpreter
SSM	Shooting and Hunting Sports Management
SWK	Social Work
TAT	Travel and Tourism
TEX	Textiles
TOM	Trucking Operations Management
TRE	Therapeutic Recreation
TRF	Turfgrass Management
TXY	Taxidermy
VWR	Voice Writing Realtime Reporting
WBL	Work-Based Learning
WEB	Web Technologies
WOL	Wheels of Learning
WWK	Woodworking
ZAS	Zoo and Aquarium Science Technology
SSS	Shared Record (only used to report FTE adjustments)
ZZZ	Error Correction (only used to report FTE adjustments)

TIER 1A

Course ID	Course Title
AER-3211	Aircraft Dispatcher
AET-3122	Aircraft Electrical System-Adv
AET-3124	Airframe Systems
AET-3130	Engine Electrical Systems
AET-3224	Adv. Avionics Wiring and Troubleshooting
AVI-3009	Aircraft Structural Training
AVI-3010	Aviation Maintenance - Power Plant
AVI-3011	Aviation Maintenance - General
AVI-3012	Aviation Maintenance - Airframe
BTC-3200	BioWork: Process Technician
ELS-3018	Electrical Lineman
HET-3125	Fleet Maintenance Technician
MEC - 3187	Composite Technology Level 1
RAD-2100	Mammography
TRA-3607	Truck Driver Training

TIER 1B

Course ID	Course Title
AHR-3131	HVAC: Heating and Air Conditioning
APP-3200	HVAC: Apprentice
APP-3601	Metal Apprentice
APP-3607	Welding
APP-3612	Electrical Apprentice
APP-3618	Maintenance Mechanic Apprenticeship
APP-3701	Plumber Apprentice
ATR-3115	Mechatronics
AUT-3109	Auto Body Repair
AUT-3137	Automotive Mechanics
CAR-3108	Carpentry: Core Skills
CAR-3112	Building Construction Trades
CAR-3124	Carpentry: Framing
CAR-3200	Construction Management
CAT-3100	Computed Tomography
EDT-3100	Intraoperative Neuro Monitoring
EGY-3002	Photovoltaic (PV) Technology
EGY-4005	Building Energy Retrofitting
ELC-3014	Electricity and Electronics
ELC-3119	Wiring: Commercial/Residential
ELN-3025	Solid State Electronics
FSD-3100	Fire Sprinkler Installation (construction)
HEO-3100	Heavy Equipment Operations
ISC-3138	Electro-Mechanical Skills
MEC-3010	Machine Shop Practices
MNT-3065	Maintenance Mechanics
MNT-3111	Mfg. Production Technician
MNT-3200	Alarm System Installation
NUR-3354	Magnetic Resonance Image/MRI
PLU-3020	Pipe Fabrication
PLU-3024	Plumbing
REF-3100	Ammonia Refrigeration
TCT-3102	Network Cable Installation
TCT-3105	Broadband Communications
WLD-3106	Welding

TIER 2

Course ID	Course Title
AUT-3200	Small Engine Mechanic
BAR-3100	Registered Barber
BAS-3120	Business Analytics
BSP-2000	Basic Skills Programs
CCT-3110	Cybersecurity
CAB-3100	Cabinetmaking

TIER 2

Course ID	Course Title
CJC-3938	Basic Law Enforcement Training (BLET)
CJC-3941	Detention Officer
CJC-4004	Search & Rescue Special Ops
CJC-5001	Crime Scene Technician
CJC-5055	Security and Enforcement Training
CJC-5060	Animal Handling and Control (K-9)
COM-3800	Braille Reading & Writing
COM-3801	Braille Tactile Graphics
COS-3101	Manicurist
COS-3102	Esthetician
COS-3104	Natural Hair Care Specialist
COS-3201	Cosmetology
COS-3206	Cosmetology Instructor Trng
CTR-3110	Clinical Research Specialist
DIA-3100	Dialysis Technology
EMS-4103	EMR to EMT Bridge
EMS-4200	Emergency Med Tech Initial
EMS-4300	Adv Emergency Med Tech Initial
EMS-4303	AEMT to Paramedic Bridge
EMS-4400	Paramedic Initial
FIP-xxxx	Firefighter 1 and 2 Certification Courses
FUR-3300	Furniture Technology
HEA-3009	Nutritional Dietary Manager
HEA-3021	Massage Therapy
HIT-3700	Electronic Health Records
HOS-4040	Hotel & Lodging Operations
HSE-3300	Direct Support Professional
ICT-3100	Heart and Vascular Invasive
ICV-3111	Cardiovascular Technician/Monitor
LOG-3400	Distribution and Logistic Mgmt
MAS-3002	Masonry
MED-3002	Central Sterile Processing
MED-3004	Sleep Disorders Technician
MED-3200	Critical Care Transport
MED-3300	Medical Assisting
MLA-3022	Phlebotomy
MNT-3066	Apartment Maint. Tech
MNT-3067	Healthcare Facilities Mgmt
NET-3100	Networking Technology
NUR-3218	Home Care Nurse Aide
NUR-3240	Nurse Aide Level I
NUR-3241	Nurse Aide Level II
NUR-3252	Geriatric Nurse Aide
OPT-3020	Ophthalmic Assistant
OSC-3608	Health Unit Coordinator
PHM-3250	Pharmacy Technician
PSF-3100	Sports Medicine Technology
PSY-3000	Psychiatric Technician Level I
UPH-3000	Furniture Fundamentals
UPH-3100	Manual Cutting
UPH-3101	Sewing
UPH-3102	Inside Upholstery
UPH-3106	Pattern Making
UPH-3107	Spring Up
UPH-3108	Outside Upholstery
UPH-3110	Intro to Upholstery
UPH-3161	Automated Cutting

APPENDIX E
**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 "Quality" Performance-Based Funding**

College	Developmental English Subsequent Success		Developmental Math Subsequent Success		First Year Progression		Curriculum Completion	
	Pot. PBF \$	Act. PBF \$	Pot. PBF \$	Act. PBF \$	Pot. PBF \$	Act. PBF \$	Pot. PBF \$	Act. PBF \$
Alamance CC	58,828	71,205	58,828	76,890	72,938	81,838	69,561	35,585
Asheville-Buncombe TCC	74,053	36,334	74,053	56,625	63,284	53,167	84,246	57,464
Beaufort County CC	17,377	13,961	17,377	26,243	12,286	14,858	24,862	530
Bladen CC	13,950	13,518	13,950	12,230	12,579	1,971	13,526	0
Blue Ridge CC	23,037	17,720	23,037	18,118	33,641	19,777	33,428	4,662
Brunswick CC	26,863	24,574	26,863	39,025	18,624	17,117	19,129	14,276
Caldwell CC and TI	60,263	31,640	60,263	67,535	39,784	37,004	59,642	10,231
Cape Fear CC	124,193	148,004	124,193	160,755	134,369	83,812	114,968	71,063
Carteret CC	20,646	19,242	20,646	18,126	20,380	13,508	20,353	9,896
Catawba Valley CC	74,133	102,350	74,133	68,363	86,687	101,775	71,300	27,210
Central Carolina CC	62,654	34,838	62,654	65,509	86,492	89,683	71,815	24,833
Central Piedmont CC	312,316	407,156	312,316	410,693	312,910	225,930	203,465	109,223
Cleveland CC	31,646	12,091	31,646	44,054	49,925	64,412	44,699	22,917
Coastal Carolina CC	62,017	89,959	62,017	67,799	55,386	45,615	55,584	56,205
College of the Albemarle	41,610	40,483	41,610	35,780	38,517	41,685	44,055	34,485
Craven CC	46,473	58,246	46,473	42,457	31,691	30,423	38,902	16,580
Davidson County CC	55,082	69,757	55,082	75,793	57,629	58,940	54,940	51,185
Durham TCC	52,611	52,708	52,611	57,337	61,821	32,691	49,723	26,953
Edgecombe CC	16,501	19,579	16,501	9,463	15,114	13,138	25,828	0
Fayetteville TCC	136,628	84,893	136,628	67,681	145,583	76,719	126,562	42,875
Forsyth TCC	104,105	120,897	104,105	97,994	111,747	98,970	126,626	49,203
Gaston College	85,692	75,660	85,692	61,429	78,593	49,471	87,981	38,514
Guilford TCC	147,150	125,044	147,150	108,276	149,971	17,774	157,671	51,961
Halifax CC	16,102	21,861	16,102	9,968	13,749	8,274	20,160	0
Haywood CC	16,580	14,551	16,580	10,437	19,892	21,301	30,851	20,591
Isothermal CC	19,370	24,160	19,370	6,224	21,160	26,886	35,553	17,262
James Sprunt CC	15,225	10,835	15,225	13,705	14,432	18,171	20,417	23,101
Johnston CC	71,263	75,163	71,263	103,216	68,842	60,244	48,564	40,089
Lenoir CC	33,878	28,571	33,878	30,997	30,521	15,256	52,299	19,520
Martin CC	11,957	3,319	11,957	11,058	6,241	2,978	13,332	0
Mayland CC	12,754	1,983	12,754	6,684	8,483	7,904	19,065	12,399
McDowell TCC	14,827	19,825	14,827	17,238	11,604	12,426	15,458	5,975
Mitchell CC	54,603	45,767	54,603	45,389	47,390	38,781	62,347	63,193
Montgomery CC	6,377	5,960	6,377	2,333	10,434	7,056	6,376	4,624
Nash CC	41,291	15,382	41,291	48,360	31,008	19,126	54,940	27,720
Pamlico CC	4,145	2,147	4,145	6,982	7,898	8,018	7,149	8,139
Piedmont CC	11,000	13,466	11,000	11,801	15,797	16,038	28,018	5,140
Pitt CC	91,032	71,953	91,032	69,920	91,270	34,860	83,988	34,985
Randolph CC	45,038	53,595	45,038	44,749	39,687	41,922	42,187	22,113
Richmond CC	36,429	32,396	36,429	55,810	21,940	11,336	28,082	21,582
Roanoke Chowan CC	8,051	4,472	8,051	0	7,898	4,753	9,597	3,020
Robeson CC	36,588	26,068	36,588	46,324	34,226	3,333	31,818	0
Rockingham CC	30,929	30,010	30,929	25,861	26,035	17,999	35,167	19,752
Rowan-Cabarrus CC	93,583	104,841	93,583	58,073	82,981	44,647	87,402	31,326
Sampson CC	21,283	16,285	21,283	13,818	18,527	16,903	20,546	13,910
Sandhills CC	41,770	42,601	41,770	34,367	50,413	30,492	44,313	17,316
South Piedmont CC	42,328	27,035	42,328	36,485	32,861	25,062	36,970	7,995
Southeastern CC	22,081	16,441	22,081	17,516	19,502	14,846	19,838	0
Southwestern CC	30,132	34,327	30,132	38,645	24,378	18,091	32,140	19,302
Stanly CC	24,870	16,113	24,870	21,710	29,351	29,482	32,526	14,789
Surry CC	25,588	18,563	25,588	11,652	15,017	17,124	38,001	12,547
Tri-County CC	16,740	25,364	16,740	10,706	17,357	25,530	16,553	9,168
Vance-Granville CC	47,509	35,867	47,509	27,218	43,197	25,838	64,086	30,139
Wake TCC	263,531	261,196	263,531	300,268	316,323	206,367	232,642	179,715
Wayne CC	54,524	66,692	54,524	46,433	43,392	32,799	46,696	39,449
Western Piedmont CC	33,240	42,705	33,240	50,439	31,398	37,711	31,431	12,809
Wilkes CC	36,668	33,213	36,668	60,081	38,224	48,973	30,079	28,809
Wilson CC	20,886	9,129	20,886	17,358	18,621	0	22,543	13,046
	3,000,000	2,921,715	3,000,000	3,000,000	3,000,000	2,220,805	3,000,000	1,535,376

APPENDIX E
**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 "Quality" Performance-Based Funding**

College	Licensure Passing Rates		College Transfer Performance		(excluding Basic Skills) Total Quality PBF\$		Basic Skills Student Progress	
	Pot. PBF \$	Act. PBF \$	Pot. PBF \$	Act. PBF \$	Pot. PBF \$	Actual PBF\$	Pot. PBF \$	Act. PBF \$
Alamance CC	54,082	17,467	53,714	37,353	367,951	320,338	84,935	38,606
Asheville-Buncombe TCC	97,138	77,918	99,165	113,368	491,939	394,876	70,034	44,188
Beaufort County CC	37,280	8,397	22,467	24,461	131,649	88,450	18,845	12,146
Bladen CC	23,103	11,845	15,753	12,933	92,861	52,497	13,148	10,954
Blue Ridge CC	44,631	11,427	23,758	29,888	181,532	101,592	34,886	28,957
Brunswick CC	28,616	23,498	30,989	21,638	151,084	140,128	22,877	23,314
Caldwell CC and TI	56,445	50,871	65,335	40,466	341,732	237,747	32,782	16,862
Cape Fear CC	128,380	86,417	159,852	114,636	785,955	664,687	73,190	37,614
Carteret CC	42,793	20,050	15,236	12,134	140,054	92,956	14,638	8,403
Catawba Valley CC	44,106	34,439	83,154	65,740	433,513	399,877	35,149	32,572
Central Carolina CC	72,197	35,922	44,676	31,376	400,488	282,161	92,561	105,129
Central Piedmont CC	134,681	105,453	322,028	215,718	1,597,716	1,474,173	289,517	169,801
Cleveland CC	52,770	24,341	27,890	29,420	238,576	197,235	10,957	13,701
Coastal Carolina CC	63,009	76,537	63,011	59,735	361,024	395,850	53,994	43,683
College of the Albemarle	45,419	12,556	28,148	24,103	239,359	189,092	22,088	17,387
Craven CC	68,522	14,395	43,643	33,208	275,704	195,309	25,069	18,497
Davidson County CC	56,183	17,975	44,934	29,489	323,850	303,139	78,186	80,412
Durham TCC	52,245	47,353	63,269	54,418	332,280	271,460	127,184	62,661
Edgecombe CC	28,879	15,119	21,434	13,718	124,257	71,017	31,730	35,273
Fayetteville TCC	129,430	105,432	100,973	84,155	775,804	461,755	193,888	117,744
Forsyth TCC	102,389	81,690	118,791	110,572	667,763	559,326	78,537	40,716
Gaston College	79,548	78,976	70,242	45,769	487,748	349,819	60,393	41,315
Guilford TCC	125,755	78,903	129,379	88,080	857,076	470,038	157,424	32,934
Halifax CC	20,740	955	12,912	3,967	99,765	45,025	15,339	9,501
Haywood CC	19,165	16,208	15,495	17,107	118,563	100,195	7,275	11,493
Isothermal CC	38,593	11,529	25,824	28,510	159,870	114,571	14,901	8,653
James Sprunt CC	16,540	0	11,104	11,459	92,943	77,271	11,570	8,935
Johnston CC	54,870	38,608	56,297	56,209	371,099	373,529	41,109	53,167
Lenoir CC	158,047	5,105	35,896	26,941	344,519	126,390	63,811	54,919
Martin CC	15,752	0	5,423	3,815	64,662	21,170	15,076	9,251
Mayland CC	13,127	7,555	4,390	1,074	70,573	37,599	37,778	34,555
McDowell TCC	30,979	25,634	7,489	9,297	95,184	90,395	19,634	17,037
Mitchell CC	50,407	13,450	53,973	43,469	323,323	250,049	30,766	17,878
Montgomery CC	9,976	8,043	2,582	565	42,122	28,581	12,096	6,071
Nash CC	48,307	9,190	36,412	42,601	253,249	162,379	24,718	14,454
Pamlico CC	2,888	0	2,324	2,451	28,549	27,737	5,697	8,180
Piedmont CC	13,652	0	8,780	4,435	88,247	50,880	17,355	10,556
Pitt CC	79,286	31,071	119,566	51,182	556,174	293,971	51,452	40,057
Randolph CC	38,330	29,914	30,731	18,952	241,011	211,245	51,890	38,834
Richmond CC	21,003	17,591	31,764	22,836	175,647	161,551	55,396	22,845
Roanoke Chowan CC	11,552	2,796	7,231	2,039	52,380	17,080	8,765	918
Robeson CC	44,631	10,176	17,302	16,473	201,153	102,374	53,643	28,769
Rockingham CC	28,091	232	22,467	21,032	173,618	114,886	24,893	23,852
Rowan-Cabarrus CC	120,242	18,469	78,506	72,269	556,297	329,625	77,485	44,632
Sampson CC	16,540	1,189	14,978	15,164	113,157	77,269	45,229	29,565
Sandhills CC	63,796	47,647	49,066	39,309	291,128	211,732	29,276	17,582
South Piedmont CC	32,554	14,132	20,659	14,806	207,700	125,515	66,791	44,381
Southeastern CC	21,265	9,211	18,593	13,897	123,360	71,911	42,862	41,289
Southwestern CC	38,593	27,789	40,802	51,677	196,177	189,831	32,431	20,066
Stanly CC	42,006	17,671	30,214	33,014	183,837	132,779	19,547	8,586
Surry CC	51,720	59,109	34,346	30,260	190,260	149,255	27,874	12,279
Tri-County CC	17,852	0	14,720	18,195	99,962	88,963	8,678	8,514
Vance-Granville CC	45,156	30,941	47,517	43,772	294,974	193,775	43,037	30,758
Wake TCC	117,616	126,025	356,374	317,998	1,550,017	1,391,569	269,006	254,334
Wayne CC	53,032	47,231	49,324	32,849	301,492	265,453	76,696	90,728
Western Piedmont CC	21,265	11,713	34,088	28,717	184,662	184,094	19,985	28,587
Wilkes CC	45,944	0	33,055	32,836	220,638	203,912	31,555	28,463
Wilson CC	28,882	16,372	21,955	20,237	133,773	76,142	24,372	12,484
	3,000,000	1,692,537	3,000,000	2,441,792	18,000,000	13,812,225	3,000,000	2,125,042

APPENDIX E
**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 "Impact" Performance-Based Funding**

College	Developmental English Subsequent Success		Developmental Math Subsequent Success		First Year Progression		Curriculum Completion	
	# of Successful Students	\$3.78 per student PBF \$	# of Successful Students	\$0.00 per student Prod. PBF \$	# of Successful Students	\$36.41 per student Prod. PBF \$	# of Successful Students	\$71.61 per student Prod. PBF \$
Alamance CC	462	1,747	303	0	580	21,117	476	34,086
Asheville-Buncombe TCC	367	1,388	262	0	465	16,930	612	43,825
Beaufort County CC	108	408	100	0	100	3,641	140	10,025
Bladen CC	96	363	54	0	74	2,694	64	4,583
Blue Ridge CC	140	529	83	0	229	8,338	198	14,179
Brunswick CC	179	677	150	0	140	5,097	142	10,169
Caldwell CC and TI	307	1,161	277	0	300	10,923	358	25,636
Cape Fear CC	966	3,653	635	0	925	33,679	817	58,505
Carteret CC	139	526	80	0	142	5,170	138	9,882
Catawba Valley CC	633	2,393	297	0	699	25,450	465	33,298
Central Carolina CC	327	1,236	274	0	672	24,467	462	33,083
Central Piedmont CC	2,570	9,718	1,616	0	2,220	80,829	1,405	100,611
Cleveland CC	143	541	171	0	415	15,110	306	21,912
Coastal Carolina CC	547	2,068	280	0	405	14,746	449	32,153
College of the Albemarle	287	1,085	159	0	303	11,032	331	23,703
Craven CC	373	1,410	185	0	241	8,775	258	18,475
Davidson County CC	445	1,683	295	0	446	16,239	433	31,007
Durham TCC	369	1,395	237	0	413	15,037	344	24,634
Edgecombe CC	128	484	49	0	112	4,078	123	8,808
Fayetteville TCC	749	2,832	374	0	972	35,390	812	58,147
Forsyth TCC	797	3,014	423	0	832	30,293	828	59,292
Gaston College	560	2,117	291	0	542	19,734	586	41,963
Guilford TCC	942	3,562	508	0	870	31,676	1,008	72,182
Halifax CC	136	514	50	0	94	3,422	104	7,447
Haywood CC	108	408	52	0	156	5,680	223	15,969
Isothermal CC	155	586	43	0	175	6,372	241	17,258
James Sprunt CC	89	337	60	0	119	4,333	171	12,245
Johnston CC	515	1,947	397	0	511	18,605	370	26,495
Lenoir CC	216	817	135	0	202	7,355	340	24,347
Martin CC	49	185	48	0	41	1,493	74	5,299
Mayland CC	46	174	36	0	64	2,330	137	9,810
McDowell TCC	124	469	70	0	91	3,313	101	7,233
Mitchell CC	347	1,312	204	0	346	12,598	504	36,091
Montgomery CC	43	163	15	0	73	2,658	47	3,366
Nash CC	185	700	196	0	213	7,755	375	26,853
Pamlico CC	21	79	26	0	61	2,221	60	4,297
Piedmont CC	87	329	49	0	122	4,442	169	12,102
Pitt CC	561	2,121	323	0	581	21,154	555	39,743
Randolph CC	350	1,323	190	0	310	11,287	290	20,767
Richmond CC	239	904	212	0	146	5,316	210	15,038
Roanoke Chowan CC	42	159	8	0	54	1,966	61	4,368
Robeson CC	214	809	184	0	197	7,173	143	10,240
Rockingham CC	213	805	116	0	183	6,663	245	17,544
Rowan-Cabarrus CC	701	2,651	291	0	556	20,244	565	40,459
Sampson CC	129	488	68	0	139	5,061	149	10,670
Sandhills CC	296	1,119	155	0	345	12,561	290	20,767
South Piedmont CC	235	889	162	0	236	8,593	226	16,184
Southeastern CC	132	499	80	0	140	5,097	109	7,805
Southwestern CC	228	862	153	0	174	6,335	227	16,255
Stanly CC	139	526	96	0	226	8,228	218	15,611
Surry CC	151	571	67	0	120	4,369	243	17,401
Tri-County CC	152	575	53	0	151	5,498	115	8,235
Vance-Granville CC	286	1,081	141	0	295	10,741	432	30,935
Wake TCC	1,837	6,946	1,226	0	2,197	79,991	1,742	124,743
Wayne CC	431	1,630	207	0	311	11,323	358	25,636
Western Piedmont CC	271	1,025	192	0	255	9,284	207	14,823
Wilkes CC	243	919	225	0	317	11,542	239	17,115
Wilson CC	99	373	78	0	103	3,747	158	11,315
	20,704	78,285	12,711	0	21,401	779,195	20,453	1,464,624

APPENDIX E
**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2018-19 "Impact" Performance-Based Funding**

College	Licensure Passing Rates		College Transfer Performance		(excluding Basic Skills) Total Impact PBF\$	Basic Skills Student Progress		Basic Skills Total Impact PBF\$
	# of Successful Students	\$140.26 per student Prod. PBF \$	# of Successful Students	\$57.58 per student Prod. PBF \$	Prod. PBF \$	# of Successful Students	\$ 43.74 per student Prod. PBF \$	Prod. PBF \$
Alamance CC	158	22,160	168	9,674	88,784	483	21,128	21,128
Asheville-Buncombe TCC	321	45,022	349	20,096	127,261	446	19,510	19,510
Beaufort County CC	106	14,867	78	4,491	33,432	121	5,293	5,293
Bladen CC	71	9,958	51	2,937	20,535	94	4,112	4,112
Blue Ridge CC	128	17,953	86	4,952	45,951	249	10,892	10,892
Brunswick CC	95	13,324	97	5,586	34,853	180	7,874	7,874
Caldwell CC and TI	191	26,789	200	11,517	76,026	194	8,486	8,486
Cape Fear CC	411	57,645	503	28,964	182,446	433	18,941	18,941
Carteret CC	130	18,233	49	2,822	36,633	90	3,937	3,937
Catawba Valley CC	145	20,337	267	15,375	96,853	264	11,548	11,548
Central Carolina CC	221	30,996	140	8,062	97,844	770	33,683	33,683
Central Piedmont CC	443	62,133	1,000	57,583	310,874	1,794	78,476	78,476
Cleveland CC	160	22,441	96	5,528	65,532	96	4,199	4,199
Coastal Carolina CC	229	32,119	211	12,150	93,236	381	16,666	16,666
College of the Albemarle	131	18,373	92	5,298	59,491	154	6,737	6,737
Craven CC	194	27,210	139	8,004	63,874	170	7,436	7,436
Davidson County CC	164	23,002	139	8,004	79,935	618	27,033	27,033
Durham TCC	177	24,825	207	11,920	77,811	742	32,458	32,458
Edgecombe CC	89	12,483	66	3,800	29,653	261	11,417	11,417
Fayetteville TCC	429	60,170	328	18,887	175,426	1,217	53,236	53,236
Forsyth TCC	338	47,406	396	22,803	162,808	466	20,384	20,384
Gaston College	275	38,570	217	12,495	114,879	397	17,366	17,366
Guilford TCC	398	55,822	403	23,206	186,448	746	32,633	32,633
Halifax CC	56	7,854	36	2,073	21,310	97	4,243	4,243
Haywood CC	64	8,976	54	3,109	34,142	73	3,193	3,193
Isothermal CC	112	15,709	90	5,182	45,107	92	4,024	4,024
James Sprunt CC	41	5,750	38	2,188	24,853	80	3,499	3,499
Johnston CC	177	24,825	191	10,998	82,870	367	16,054	16,054
Lenoir CC	425	59,609	114	6,564	98,692	463	20,253	20,253
Martin CC	37	5,189	17	979	13,145	95	4,156	4,156
Mayland CC	41	5,750	12	691	18,755	282	12,336	12,336
McDowell TCC	103	14,446	27	1,555	27,016	143	6,255	6,255
Mitchell CC	145	20,337	174	10,019	80,357	190	8,311	8,311
Montgomery CC	33	4,628	7	403	11,218	71	3,106	3,106
Nash CC	136	19,075	129	7,428	61,811	153	6,693	6,693
Pamlico CC	6	842	8	461	7,900	54	2,362	2,362
Piedmont CC	36	5,049	26	1,497	23,419	109	4,768	4,768
Pitt CC	236	33,100	346	19,924	116,042	357	15,616	15,616
Randolph CC	126	17,672	94	5,413	56,462	354	15,485	15,485
Richmond CC	70	9,818	100	5,758	36,834	306	13,386	13,386
Roanoke Chowan CC	33	4,628	20	1,152	12,273	38	1,662	1,662
Robeson CC	127	17,812	58	3,340	39,374	322	14,085	14,085
Rockingham CC	75	10,519	75	4,319	39,850	190	8,311	8,311
Rowan-Cabarrus CC	335	46,986	261	15,029	125,369	477	20,866	20,866
Sampson CC	45	6,312	51	2,937	25,468	292	12,773	12,773
Sandhills CC	208	29,173	158	9,098	72,718	183	8,005	8,005
South Piedmont CC	98	13,745	65	3,743	43,154	434	18,985	18,985
Southeastern CC	64	8,976	59	3,397	25,774	328	14,348	14,348
Southwestern CC	125	17,532	148	8,522	49,506	205	8,967	8,967
Stanly CC	126	17,672	105	6,046	48,083	110	4,812	4,812
Surry CC	185	25,947	113	6,507	54,795	157	6,868	6,868
Tri-County CC	43	6,031	53	3,052	23,391	67	2,931	2,931
Vance-Granville CC	145	20,337	158	9,098	72,192	288	12,598	12,598
Wake TCC	414	58,066	1,176	67,717	337,463	2,040	89,237	89,237
Wayne CC	179	25,106	153	8,810	72,505	652	28,521	28,521
Western Piedmont CC	66	9,257	111	6,392	40,781	189	8,268	8,268
Wilkes CC	116	16,270	112	6,449	52,295	234	10,236	10,236
Wilson CC	90	12,627	73	4,204	32,266	144	6,300	6,300
	9,322	1,307,463	9,694	558,208	4,187,775	20,002	874,958	874,958

Appendix F: Revised Purpose and Vocational Codes

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM FY 2018-19 PURPOSE CODES

110	Executive Management
120	Financial Services
130	General Admin
140	Information Systems (Admin)
220	Curriculum Instruction
310	Occupational
311	Occupational Extension - Support
320	Basic Skills Plus
321	ABE/ESL
322	Adult High School
323	Compensatory Ed
324	General Ed Dev - GED
325	Basic Skills Administration
358	Project Skill Up
360	Regional Capacity Building 8%
361	Customized Training Projects
363	Small Business
364	Business and Industry Support - Administrative
365	Business and Industry Support - Instructional
369	BioNetwork Centers
370	FTCC - Military Business Center
371	Kannapolis - Rowan
373	Literacy Special Projects
410	Library
421	Curriculum Admin
422	Continuing Education Admin
430	Information Systems (Academic)
450	HB275 Technology
510	Student Services
530	Child Care - State Appropriation
680	Innovation Quarters (Forsyth Tech CC)
920	Equipment
921	Equipment Reserve (N/A for 2018-19)
922	HB275 Equipment
923	Equipment - Literacy
930	Instructional Resources - Books
940	Categorical Equipment

Note: Colleges are prohibited from creating purpose codes for use with state funds and may only use the purpose codes listed above as prescribed by the Accounting Procedures Manual.

Appendix F: Revised Purpose and Vocational Codes

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM FY 2018-19 VOCATIONAL CODES

10	Administration	55	Accounts Receivable Clearing
11	Strengthen Academic, Career & Tech Skills Students	56	CCRG Alignment Project (State)
12	Secondary to Postsecondary Linkages	57	NC CBE (State Board Reserve)
13	All Aspects of Industry	58	Vacant
14	Develop, Improve, or Expand the use of Technology	59	Kannapolis-Rowan-Eq.
15	Professional Development	60	NR Specific Program Categoricals
16	Evaluation of CTE Program	61	Office Admin Alignment Project (OAAP)
17	Initiate, Improve, Expand, or Modernize CTE Programs	62	NC CBE Incubator Project
18	Activities for Special Populations	63	Vacant
19	Other Permissible Uses of Funds	64	Vacant
20	Non-Federal Matching	65	Vacant
21	Vacant	66	Career and College Readiness (State Board Reserve)
22	Vacant	67	Gaston-Textile
23	Vacant	68	Viticulture & Enology
24	Vacant	69	Anspach Advanced Manufacturing School
25	Vacant	70	Transportation Technology Center
26	Vacant	71	Hi-cost (Marine Technology)
27	Vacant	72	Vacant
28	Improving Career & Technical Education Grant	73	Vacant
29	RISE	74	Vacant
30	Employability Skills Alignment Project	75	Title II, Section 225 Expanding Services
31	VLC - St Appropriation	76	ABE English Literacy/Civics
32	Vacant	77	Advanced Postsecondary Apprenticeship
33	Vacant	78	CTE Leadership/NC Works
34	Vacant	79	NC Career Coach
35	Vacant	80	Misc Non-Formula Allotment
36	Vacant	81	Prison - Designated
37	Vacant	82	Prison - Discretionary
38	Vacant	83	SBC Equipment
39	Vacant	84	Recidivism Project
40	FTCC-Military Business Eq	85	Vacant
41	Vacant	86	Vacant
42	Vacant	87	CVCC - CEMS
43	Bio Eq Ctrs Approp.	88	Vacant
44	Vacant	89	Vacant
45	LCC - Motorcycle Safety	90	Vacant
46	CCC&TI - Truck Driver Training	91	Vacant
47	FTCC - Botanical Lab	92	Campus Security
48	Vacant	93	Vacant
49	Short-term Workforce Training	94	Minority Male Success Initiative
50	Vacant	95	Vacant
51	Vacant	96	Hurricane Matthew
52	Vacant	97	Formula Expenditure
53	Enroll. Reserve Op. (N/A for 2018-19)	98	Vacant
54	Enroll. Reserve Eq. (N/A for 2018-19)	99	Vacant

Note: Colleges are prohibited from creating vocational codes for use with state funds and may only use the vocational codes listed above as prescribed by the Accounting Procedures Manual.

Appendix G: Key Formula Values

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM KEY FORMULA VALUES FY 2018-19

Curriculum Values:

Base		\$436,011
Tier 1A	Ratio	16.4611
	Equivalent Value	\$4,583.10
Tier 1B	Ratio	18.707
	Equivalent Value	\$4,054.28
Tier 2	Ratio	21.6627
	Equivalent Value	\$3,525.46
Unit Value		\$52,616
Other Cost		\$178.44

Non-Curriculum Values:

Recurring:			Non-Recurring:		
Base		\$72,669			
Tier 1A	Ratio	19.8119	Tier 1A	Ratio	-
	Equivalent Value	\$3,838.12		Equivalent Value	\$556.26
Tier 1B	Ratio	22.5286	Tier 1B	Ratio	-
	Equivalent Value	\$3,396.81		Equivalent Value	\$429.18
Tier 2	Ratio	26.1249	Tier 2	Ratio	-
	Equivalent Value	\$2,953.78		Equivalent Value	\$428.03
Tier 3	Ratio	35.344			
	Equivalent Value	\$2,229.86			
Unit Value		\$52,616			
Other Cost		\$178.44			

Institutional Support:

Base Allotment		\$2,429,489
MCC Level 1		\$566,587
MCC Level 2		\$947,974
Enrollment Allotment		\$1,730 per FTE above 750
FICA	7.65%	
Retirement	18.86% (18.55% R + .31% NR)	
Health Ins	\$6,104	
Position Values:		
Senior Administrator		\$92,275
Supervisor of Programs		\$79,791
General Institution		\$60,404
Student Services		\$60,404
Technical/Paraprofessional		\$41,447
Clerical		\$34,644

Appendix H: Per Capita Rates

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM PER CAPITA COSTS FOR BUDGET FTE FY 2018-19

Curriculum/Basic Skills:

Tier 1A

Instruction	\$ 4,583.10
Institutional and Academic Support	1,730.00
Total	\$ 6,313.10

Tier 1B

Instruction	\$ 4,054.28
Institutional and Academic Support	1,730.00
Total	\$ 5,784.28

Tier 2

Instruction	3,525.46
Institutional and Academic Support	1,730.00
Total	\$ 5,255.46

Tier 3

Instruction	2,229.86
Institutional and Academic Support	1,730.00
Total	\$ 3,959.86

Non Curriculum:

	<u>Recurring</u>		<u>Non-Recurring</u>
Tier 1A		Tier 1A	
Instruction	\$ 3,838.12	Instruction	\$ 556.26
Institutional and Academic Support	1,730.00	Institutional and Academic Support	-
Total	\$ 5,568.12	Total	\$ 556.26
Tier 1B		Tier 1B	
Instruction	\$ 3,396.81	Instruction	\$ 492.18
Institutional and Academic Support	1,730.00	Institutional and Academic Support	-
Total	\$ 5,126.81	Total	\$ 492.18
Tier 2		Tier 2	
Instruction	2,953.78	Instruction	428.03
Institutional and Academic Support	1,730.00	Institutional and Academic Support	-
Total	\$ 4,683.78	Total	\$ 428.03
Tier 3			
Instruction	2,229.86		
Institutional and Academic Support	1,730.00		
Total	\$ 3,959.86		

*Note that these values do not include any base or performance-based funding.



**COMMUNITY COLLEGE WORKFORCE STUDY
PRELIMINARY REPORT**

**REPORTED TO THE
OFFICE OF STATE BUDGET AND MANAGEMENT
FISCAL RESEARCH DIVISION
AND
JOINT LEGISLATIVE EDUCATION OVERSIGHT COMMITTEE**

SEPTEMBER 1, 2018

As directed by Section 9.3 of S.L. 2017-57, the State Board of Community Colleges hereby submits a preliminary report on the costs of workforce training and academic instruction delivered by community colleges.

Background

Section 9.3 of S.L. 2017-57 directed the State Board of Community Colleges to study the costs of workforce training and academic instruction delivered by the community colleges. As a result of this legislation, the North Carolina Community Colleges System Office (System Office) has contracted with the Friday Institute for Educational Innovation at North Carolina State University to study costs associated with instruction and to assist in the development of the report to be submitted to the Office of State Budget and Management, the Fiscal Research Division, and the Joint Legislative Education Oversight Committee.

The scope of work for the Friday Institute team includes:

- ***Conduct a comprehensive scan*** of methods for estimating higher education instructional costs, with an emphasis on models specifically for community colleges;
- ***Propose multiple modeling options*** for estimating instructional costs;
- Work with community college representatives to ***validate the assumptions*** of each proposed model;
- Assess the effectiveness of each proposed instructional cost model and ***recommend a preferred model***;
- ***Evaluate the costs of instruction*** (per-student FTE) using the preferred model;
- ***Evaluate differences*** between the *status quo* model and the preferred model;
- Assist the System Office in the ***development of the legislative report*** detailing study results and tier recommendations.

Accomplishments to Date

In winter - spring 2018, the System Office, in partnership with the Friday Institute evaluation team, began examining ***instructional costs*** of delivering courses at all 58 community college campuses. During analysis, the external evaluators determined that additional data is needed to complete the analysis and develop the preferred funding model.

To address these challenges and improve the estimation of instructional costs, the System Office and the Friday Institute evaluation team created a tool to gather additional information about faculty and course-related costs. First, the System Office categorized each course prefix into one of 13 program areas. Next, for each program area, representative colleges were selected randomly. These colleges will be asked to provide information about the instructional costs associated with prefixes offered in that program area at those colleges.

The tool currently is being piloted at three colleges; the Friday Institute evaluation team plans to make edits to the tool based on pilot feedback and is targeting full implementation for all community colleges and program areas in fall 2018. Barring unforeseen obstacles, results of the analysis that incorporates survey data should be available by December 2018.

Upon completion of the analysis, a final report will be submitted detailing study results and tier recommendations.

STATE BOARD OF COMMUNITY COLLEGES
Contract for Moodle Hosting Services
FY 2018-19

Request: The State Board is asked to approve an amount not to exceed \$375,000 for a six-month extension to the contract for the Moodle® hosting services contract with Remote-Learner US, Inc. to provide Moodle learning management system (LMS) software and support services for the NCCCS colleges that choose Moodle as their primary LMS. This six-month extension will allow the time needed to transition colleges to a new Moodle SaaS hosting vendor.

Strategic Plan Reference:

Theme: Student Interest and Access

Goal #1: Increase the percentage of North Carolinians, particularly within underserved populations, pursuing and easily accessing education or training through North Carolina community colleges.

- Objective 1.3: Identify and reduce access barriers for all prospective students, particularly among underserved populations.
 - Strategy 1.3.2: Promote more flexible scheduling and instructional delivery formats to reach non-traditional students.

Background: In June 2018 (Attachment FC 02), the State Board of the Community Colleges (SBCC) awarded Blackboard, Inc. with a three-year contract for Moodlerooms, for the period from July 16, 2018-July 15, 2021, for an amount not to exceed \$2,682,225. During the contract period, NCCCS has the ability to amend the contract within the State requirements to remove individual line items to reduce cost over the three-year period. Implementation of Moodlerooms began on July 16, 2018.

The current contract for Moodle hosting services with Remote-Learner US, Inc. expires August 31, 2018. An extension is requested to provide a smooth transition from Remote-Learner to Blackboard. It is necessary to provide hosting services with both vendors for an overlapping period to provide continuous services to the colleges during the migration period.

The following 35 colleges are included in the Moodle Cloud hosting contract.

Alamance Community College
 Asheville Buncombe Technical Community College
 Bladen Community College
 Blue Ridge Community College
 Brunswick Community College
 Caldwell Community College & Technical Institute
 Carteret Community College
 College of The Albemarle
 Craven Community College
 Davidson County Community College
 Edgecombe Community College

Guilford Technical Community College
Haywood Community College
Isothermal Community College
James Sprunt Community College
Lenoir Community College
Mitchell Community College
Nash Community College
Pamlico Community College
Pitt Community College
Randolph Community College
Richmond Community College
Roanoke-Chowan Community College
Robeson Community College
Rockingham Community College
Sampson Community College
Sandhills Community College
South Piedmont Community College
Southeastern Community College
Surry Community College
Tri-County Community College
Vance-Granville Community College
Wayne Community College
Wilkes Community College
Wilson Community College

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

Contract Amount and Time Period: The total cost for this six-month contract extension is not to exceed \$375,000.

Fund Source and Availability: This contract is funded from the FY 2018-19 State General Fund appropriation.

Contact Person(s):

James Parker
Senior Vice President and Chief Information Officer
Technology Solutions and Distance Learning

Katherine Davis
Director of Distance Learning
Portfolio and Change Management

STATE BOARD OF COMMUNITY COLLEGES
Prison Education Funds Allocation:
Allocation for Pamlico Community College Recidivism Pilot Project
FY 2018-19

Request: The State Board of Community Colleges is asked to approve the allocation of \$360,440 in continued support of a joint pilot project between Pamlico Community College and Pamlico Correctional Institution to reduce recidivism among offenders. The pilot project is expected to serve 100 students in FY 2018-19.

Strategic Plan Reference:

Theme: Economic and Workforce Impact

Goal #3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective #3.2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Background: In the Appropriations Act of 2017, the NC General Assembly appropriated recurring funds in the amount of \$650,000 to the NC Department of Public Safety (NCDPS) to fund a joint pilot project between Pamlico Community College and Pamlico Correctional Institution to reduce recidivism among offenders. The intent of the funding in 2018-19 is to provide funds to cover the full cost of the pilot program including tuition, instructor salaries and benefits, equipment, instructional supplies, classroom modifications, and a director level position to serve as a Business Community Employment Liaison. The pilot program's second-year budget is outlined in the table below.

Budget Item Costs Covered by Allocation	Amount
Instructors (Four full-time, one adjunct – salaries & benefits)	\$297,600
Business Community Employment Liaison (salary & benefits)	\$57,840
Equipment, Instructional Supplies, and Classroom Modifications	\$5,000
TOTAL	\$360,440

Budget Item Costs that will be Invoiced to NCDPS	Amount
Tuition (100 Students – Fall, Spring, Summer)	\$289,560
TOTAL	\$289,560

This funding allocation provides Pamlico Community College with funds in the amount of \$360,440 to cover FY 2018-19 personnel costs, including full-time and adjunct instructors and the Business Community Employment Liaison salaries and benefits. The allocation also provides funds to cover equipment, instructional supplies, and classroom modifications. Through the execution of a Memorandum of Agreement between Pamlico Community College and NCDPS that outlines the scope of services and defines roles and responsibilities, Pamlico Community

College will be authorized to invoice NCDPS Education Services for student tuition in support of the program.

Conditions of Awards: The college must have separate captive course approval by the State Board of Community Colleges to offer courses in a captive/co-opted facility before the funds allocated through this grant may be expended. Any course taught without such captive course approval will not yield any full-time equivalent (FTE) funding, per G.S. 115D-5 (c). At the end of the fiscal year, unexpended fund balances will be reviewed by NCCCS and NCDPS and may be approved for carryforward. Funds will not be approved for carryforward beyond one fiscal year after the initial allocation unless NCDPS and the System Office jointly determine that special circumstances have prevented the timely expenditure of funds. Any reallocation of funds between budget items requires additional approval by NCDPS and the System Office.

Fund Source and Availability: Funding is available through FY 2018-19 State General Fund as appropriated to NCDPS and subsequently transferred to the System Office. Carryforward of these funds beyond this allocation period requires additional approval by NCDPS and the System Office, as outlined in the conditions above.

Time Period: The allocation period is July 1, 2018 through June 30, 2019.

Contact Person(s):

Elizabeth Grovenstein
Vice President, Chief Financial Officer

Nate Humphrey
Director, Workforce Continuing Education - Training & Standards

STATE BOARD OF COMMUNITY COLLEGES
Allocation for BioNetwork Host Colleges
FY 2018-19

Request: The State Board is asked to approve \$4,077,011 to be allocated to the BioNetwork host colleges from July 1, 2018 through June 30, 2019. This amount represents the current operational funds for salaries, equipment, and other costs for the FY 2018-19.

Strategic Plan Reference:

Theme: Economic and Workforce Impact

Goal #3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective 3.2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Background: The NC Community College System (NCCCS) has been vital in supporting the NC economy through training and education programs that have consistently produced a steady stream of qualified workers and high-quality training for new processes and technologies. As the manufacturing base of the State shifted from traditional to high-technology, skill-intensive biomanufacturing in the 1980s and 1990s, the NCCCS was at the forefront in supporting the rising preeminence of the bioscience industry with the establishment of BioNetwork in 2004. Originally funded through a Golden LEAF Foundation grant, BioNetwork was funded on a recurring basis by the NC Legislature in FY 2005-06.

The bioscience sector has flourished in NC through the help of BioNetwork. North Carolina is the 3rd largest biotechnology cluster in the country, behind only California and Massachusetts, with greater than 650 life science companies. North Carolina's 23.5% job growth in bioscience since 2001 is the highest among the ten largest bioscience employer states, with a 6.6 percent job growth from 2012 to 2014. The total economic impact of the state's life science industry exceeded \$86 billion in 2016, rising an impressive 34 percent during the current economic expansion. (Colliers International 2017 & TEconomy 2016)

BioNetwork has supported this growth through the provision of industry relevant, hands-on training at the industry-site and in strategically located BioNetwork laboratories, including:

- (1) **Food, Beverage and Natural Products Lab** facility hosted by Asheville-Buncombe Technical Community College (A-B Tech);
- (2) **Biomanufacturing Lab** facility, which includes an aseptic training center, a validation academy, and a microbiology laboratory hosted by Wake Technical Community College (WTCC);
- (3) **STEM Engagement and Outreach Services** extends training and education for the bioscience workforce by conducting training and education workshops for students and teachers in K12 and community colleges and is hosted by Pitt Community College (PCC);
- (4) **Instructional Design and Development**, hosted by Gaston College, provides development of virtual, interactive learning modules, 3-D simulations of actual industry training scenarios, and videos that support BioNetwork training services and NCCCS college programs.

BioNetwork serves as the bioscience training component of Customized Training and its services extend to all 58 community colleges. The recommended allocations will be used to fund personnel, equipment, and operating expenses at the host colleges to ensure the responsive, qualified, and relevant service to North Carolina's growing bioscience workforce needs.

Method of Allocation: The recommended allocations are based on input from the BioNetwork Leadership Team, evaluation of the prior year's metrics, and industry growth projections derived from engagement with workforce development stakeholders. The proposed funding will enable the host colleges to meet their education and training needs for the FY 2018-19. The Vice President of Economic Development, in consultation with the Executive Director of BioNetwork, reserves the right to recall unused funding for reallocation to other BioNetwork host colleges as needed.

Recommended Host College Budget Allocations:

Asheville-Buncombe Technical Community College: \$907,221

Focus Area: Industry Training - Food, Beverage, and Natural Products

The BioNetwork staff in the Food, Beverage, and Natural Products industry sector provides relevant onsite and industry-site training and education through Customized Training, the Small Business Center Network and Continuing Education. The Natural Products Laboratory has become a national center for natural products innovation where researchers and entrepreneurs can find start-up information, educational programs, support coordination, mentoring, and referrals to launch their enterprise. BioNetwork also operates a Food Laboratory for quality testing of food products.

Gaston College: \$957,174

Focus Area: Instructional Design and Development

The BioNetwork team hosted by Gaston College creates videos; interactive, electronic modules; and virtual learning objects that are utilized by the NC Community Colleges. The virtual media products are created in partnership with companies and consist of 3-D simulations of industrial processes, environments, and equipment; educational modules that incorporate video demonstrations, interactive simulations, and assessment tools; and virtual learning tools. In addition, the BioNetwork staff at Gaston College maintains the web presence for BioNetwork.

Pitt Community College: \$762,826

Focus Area: STEM Engagement and Outreach

This team focuses on developing and coordinating statewide STEM engagement and outreach activities. Educational engagement includes training community college faculty to understand and incorporate learning tools to advance the knowledge and skills of their students. This

training helps students to successfully enter into the biotechnology and life science workforce. In addition, these training activities help K-12 and community college students connect educational pathways to career goals, and presenting workshops/seminars help educators and students understand the benefits and variety of careers in the life science sector.

Wake Technical Community College: \$1,449,790

Focus Area: Industry Training - Biomanufacturing

The BioNetwork Capstone Center, located on NCSU's Centennial Campus as part of the Biomanufacturing Training and Education Center (BTEC), focuses on offering hands-on, short course training in biomanufacturing and pharmaceutical operations to incumbent workers, new hires, and community college students in a simulated cGMP (current Good Manufacturing Practice) facility. The activities of the Capstone Center include providing biomanufacturing training through Customized Training and providing continuing education short courses, workshops, and seminars to industry, educators and NC Community College students.

Fund Source and Allocation Period: Funding is available from the FY 2018-2019 General Fund Appropriation for BioNetwork. The allocation period is July 1, 2018 through June 30, 2019.

Contact Person:

Maureen Little

Vice President for Economic Development

Brent Harpham

Executive Director for BioNetwork and Life Sciences

STATE BOARD OF COMMUNITY COLLEGES
Allocation for Customized Training - Regional Trainers
FY 2018-19

Request: The State Board of Community Colleges is asked to approve the allocation of \$784,580 to six community colleges. These community colleges will serve as hosts for six Customized Training regional trainers who will deliver training services to business and industry statewide.

Strategic Plan Reference:

Theme: Economic and Workforce Impact

Goal #3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective 3.2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Background and Rationale: G.S. 115D-5.1(f3) states, “[o]f the funds appropriated in a fiscal year for the Customized Training Programs, the State Board of Community Colleges may approve the use of up to eight percent (8%) for the training and support of regional community college personnel to deliver Customized Training Program services to business and industry.” These funds support much-needed depth in the training services delivery capacity of the NC Community College System.

Funds will be used to support salary and fringe benefits as well as travel and subsistence, supplies and materials, long distance telephone expenses, and training certification costs for these regional positions. Even though the regional trainers are employees of the host colleges, these positions function as regional resources for training and support for approved Customized Training Program projects. Regional trainers may not be utilized for instruction generating budget FTE.

Method of Allocation: A total of \$784,580 is allocated to six colleges for Customized Training regional trainers. Host community colleges were determined based on: 1) the college having adequate infrastructure to support either an East, Central, or West region, 2) the availability of dedicated space with appropriate office furniture and equipment at the college, and 3) the convenience of the location for the regional trainer. Specific expertise in the areas of Continuous Improvement, Industrial Safety and Leadership/Employee Development is a hiring requirement for the regional trainers. Colleges may not transfer or use funds provided through this allocation for any other purpose. Colleges may not use any of these funds to meet their management flexibility reduction or for any reversion (if required) unless specifically directed by the North Carolina Community College System Office.

College	Instructional Area	Allocation Amount
Beaufort County CC	Safety/Continuous Improvement, East	\$138,658
Central Piedmont CC	Leadership, Central	\$118,396
Durham Tech CC	Leadership and Interpersonal Skills, East	\$126,054
Rowan-Cabarrus CC	Continuous Improvement, Central	\$153,322
South Piedmont CC	Leadership and Interpersonal Skills, West	\$120,307
Western Piedmont CC	Safety, Central	\$127,843
Total		\$784,580

Funding Source and Allocation Period: Funding is available from the FY 2018-19 General Fund Appropriation for Customized Training. The allocation period is July 1, 2018 through June 30, 2019.

Contact:

Maureen Little, Vice President, Economic Development

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
August 17, 2018
FY 2018-19

A. Project Approval - New (Non-State and Other State Funds)										
	Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Carteret	Main Campus	2421	Aquaculture Demonstration Center - New Construction	Shellfish Aquaculture Demonstration Center project includes construction of an outdoor shelter to house nursery tanks and create covered work space that will be used for building aquaculture gear, sorting, processing, and handling products. \$150,000 special capital improvement appropriation. Note: President Peter Hans, under the authority granted to him by the State Board, approved the project on July 31, 2018.	Non-State	0	59,683	59,683
							State (41820)	0	150,000	150,000
							Total	0	209,683	209,683
	2	Johnston	Main Campus	2422	Fire Tower Project- New Construction	Construction of a three story fire tower structure (2,880 SF) that will be used for regional fire fighting training. \$200,000 legislative capital improvement appropriation approved 7/20/18.	Non-State	0	250,000	250,000
							State (41820)	0	200,000	200,000
							Total	0	450,000	450,000

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
August 17, 2018
FY 2018-19

B. Project Approval - Amended (Non-State and Other State Funds)										
	Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	<u>Board Action</u> Funding Increase/ Decrease	Current Budget
		No Items								

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
August 17, 2018
FY 2018-19

C. Project Approval - New (Connect NC Bond Funds)										
	Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Alamance	Main Campus	2395	Main Building, B - Building, and Automotive Shop Building - Renovations	Renovation of approximately 40,000 SF in multiple buildings to repurpose five vacated spaces for new and expanding programs. The spaces will be renovated to create a new general classroom, lab space, office space, and expanded food service area.	Non-State	0	350,000	350,000
							State (46620) R&R	0	4,650,339	4,650,339
							Total	0	5,000,339	5,000,339
	2	Alamance	Main Campus	2695	Generator Project- Multiple Buildings	Installation of three emergency power generators to serve the Main Building, B Building, Dillingham Center, and Gee Building. Generators will provide emergency power to administrative and campus public safety operations.	Non-State	0	261,640	261,640
							State (46620) R&R	0	350,000	350,000
							Total	0	611,640	611,640

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
August 17, 2018
FY 2018-19

D. Project Approval-Amended (Connect NC Bond Funds)										
	Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Lenoir	Main Campus	2383	Student Center Chiller Replacement and Health Sciences Building Heat Pump Replacement	Project is amended due to a decrease in construction costs following receipt of bids. Contingent upon Board of Trustees approval, which is scheduled for August 10, 2018.	State (46620) R&R	264,496	(26,984)	237,512
							Total	264,496	(26,984)	237,512
	2	Lenoir	Main Campus	2382	Bullock HVAC DX Replacement	Project is amended due to an increase in construction costs following receipt of bids. Contingent upon Board of Trustees approval, which is scheduled for August 10, 2018.	State (46620) R&R	116,424	5,000	121,424
							Total	116,424	5,000	121,424
	3	Lenoir	Main Campus	2385	Learning Resource Center Chiller Replacement	Project is amended due to an increase in construction costs following receipt of bids. Contingent upon Board of Trustees approval, which is scheduled for August 10, 2018.	State (46620) R&R	139,755	11,000	150,755
							Total	139,755	11,000	150,755
	4	Martin	Main Campus	2332	Equine Facility Repairs/Upgrade	Project is amended due to a transfer of funds to project 2333 for construction of an equine classroom/office building (2,400SF). Contingent upon Board of Trustees approval, which is scheduled for August 8, 2018.	State (46620) R&R	1,250,000	(800,000)	450,000
							Total	1,250,000	(800,000)	450,000
	5	Martin	Main Campus	2333	Public Safety Training Facilities/Equine	Project is amended due to an increase in project scope which adds a new public safety training classroom/office building (2,800 SF) and an equine classroom building (2,400 SF) to project scope. Contingent upon Board of Trustees approval, which is scheduled for August 8, 2018.	State (46620) New	850,000	1,150,000	2,000,000
							Total	850,000	1,150,000	2,000,000
	6	Martin	Main Campus	2324	Campus Security Upgrade	Project is being amended due to a transfer of funds to project 2252. Contingent upon Board of Trustees approval, which is scheduled for August 8, 2018.	State (40720)	14,084	0	14,084
							State (46620) R&R	426,858	(75,000)	351,858
							Total	440,942	(75,000)	365,942
	7	Martin	Main Campus	2252	Campus Wide Door Replacement	Project is being amended due to an increase in construction costs following receipt of bids. Contingent upon Board of Trustees approval, which is scheduled for August 8, 2018.	State (46620) R&R	395,000	75,000	470,000
							Total	395,000	75,000	470,000
	8	Rockingham	Main Campus	2095	Whitcomb Student Center Renovation	Project is amended due to addition of window blinds and wall finishes as project nears completion.	Non-State	750,000	0	750,000
							State (46620) R&R	450,000	200,000	650,000
							Total	1,200,000	200,000	1,400,000

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
August 17, 2018
FY 2018-19

E. Project Approval-Final-Closeout (Connect NC Bonds Funds)										
	Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Cape Fear	Main Campus	2198	F Building/Auto Tech Renovation	Project is amended for project closeout.	Non-State	5,543	0	5,543
							State (46620) R&R	200,000	0	200,000
							Total	205,543	0	205,543
	2	Central Piedmont	Main Campus	2114	Purchase Property New Facility Staging Site	Project is amended due to a decrease in project cost for closeout.	State (46620) New	1,385,480	(195,255)	1,190,225
							Total	1,385,480	(195,255)	1,190,225
	3	Mayland	Main Campus	2103	Phillips Building HVAC/Controls R&R	Project is amended due to a decrease in project cost for closeout.	State (46620) R&R	351,890	(49,190)	302,700
							Total	351,890	(49,190)	302,700
	4	Mayland	Main Campus	2110	Gwaltney Hall Biology Lab Renovation	Project is amended due to a decrease in project cost for closeout.	Non-State	177,424	(7,336)	170,088
							State (46620) R&R	345,709	0	345,709
							Total	523,133	(7,336)	515,797
	5	Mayland	Main Campus	2358	Phillips - Gwaltney Early College Roof Replacement	Project is amended due to a decrease in project cost for closeout.	Non-State	8,806	(8,400)	406
							State (46620) R&R	61,194	0	61,194
							Total	70,000	(8,400)	61,600
	6	McDowell	Main Campus	2244	Building 14 - Health Science Lab	Project is amended due to a decrease in project cost for closeout. Contingent upon Board of Trustees approval, which is scheduled for August 9, 2018.	State (46620) R&R	385,306	(34)	385,272
							Total	385,306	(34)	385,272
	7	Tri-County	Main Campus	2320	Crisp HVAC Replacement	Project is amended for project closeout.	State (46620) R&R	265,000	0	265,000
							Total	265,000	0	265,000
	8	Tri-County	Main Campus	2327	West HVAC Replacement	Project is amended for project closeout.	State (46620) R&R	301,000	0	301,000
							Total	301,000	0	301,000

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
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F. Acquisition and Disposal of Real Property						
	Item	College	Campus or County	Project Number	Acquisition and/or Disposal	Action Requested
		No Items				

State Fund Legend

40720 2007 Advanced Planning
41820 2018 Legislative Capital Appropriation
46620 2016 Connect NC Bond Program



STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report

FINANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
TEMPORARY AMENDMENT OF 1G SBCCC 100.1 – “Definitions”	Presented to SBCC for Temporary Adoption	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 27, 2018	COMPLETED
	Prospective Effective Date of Rule	July 1, 2017	COMPLETED
	Expiration Date of Rule	To Be Determined	PENDING
AMENDMENT 1G SBCCC 100.1 – “Definitions”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1A SBCCC 200.4 – “Sound Fiscal and Management Practices”	Initiation of Rulemaking Process	March 16, 2018	COMPLETED
	Publication on NCCCS Website	March 20, 2018	COMPLETED
	Written Comment Period Ends	April 19, 2018	COMPLETED
	Review Comments with SBCC Committee	May 17, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	June 5, 2018	COMPLETED
	3 rd Written Comment Period Ends (if substantive changes)	June 15, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	July 20, 2018	PENDING
	Prospective Effective Date of Rule	August 1, 2018	COMPLETED
AMENDMENT 1B SBCCC 400 – “Program Accountability”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
ADOPTION 1A SBCCC 200.5 – “System Advisory Council”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	July 20, 2018	COMPLETED
	Prospective Effective Date of Rule	August 1, 2018	COMPLETED

PROGRAM COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1D SBCCC 300.9 – “Clinical Practice”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	July 31, 2018	COMPLETED
	Review 2 nd Written Comments with SBCC Committee	August 16, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	

ADOPTION 1D SBCCC 300.10- “Work-Based Learning”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

PROGRAM COMMITTEE cont'd

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
AMENDMENT 1D SBCCC 400.9 – “Curriculum Standards”	Initiation of Rulemaking Process	August 17, 2018	PENDING
	Publication on NCCCS Website	August 21, 2018	
	Written Comment Period Ends	September 20, 2018	
	Review Comments with SBCC Committee	October 19, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

**STATE BOARD OF COMMUNITY COLLEGES
STATE BOARD RESERVE PROJECTS AWARDED
FY 2017-18 YEAR-END REPORT**

**Attachment FC 09
(REVISED 08/14/2018)**

VENDOR/GRANTEE	PROJECT TITLE	APPROVAL DATE	PROJECT PURPOSE	BUDGET	EXPENDED YTD	UNEXPENDED BALANCE
Wake Tech CC	Career and College Ready Alignment Partnership	8/19/2016	Serve as lead college for the second year of the Career and College Ready Alignment Partnership	\$ 80,358	72,156.68	8,201.32
Nash CC	Employability Skills Alignment	1/19/2018	Support an Employability Skills Alignment Project to occur between Feb. 1, 2018 through June 30, 2019. An additional \$25,000 will budgeted for the project from Perkins Leadership funds.	\$ 50,000	15,135.00	34,865.00
Various Vendors	Financial Aid Leadership Academy	11/17/2017	Start-up funding to begin The NCCCS Financial Aid Leadership Academy to pay financial aid personnel to develop training materials.	\$ 9,000	7,498.08	1,501.92
Various Vendors	Presidential Search	1/19/2018	Pay for necessary expenses such as meeting space and travel expenses for candidates selected for an interview.	\$ 25,000	6,071.97	18,928.03
Central Piedmont CC	Competency-Based Education Incubator	1/19/2018	Support the development of competency-based education courses as part of the NC Competency-Based Education Incubator.	\$ 80,000	79,285.40	714.60
Wake Tech CC	RISE Model/Pilot Development	3/16/2018	Professional Development for the proposed revisions to the System's Developmental Education/Remediation program.	\$ 29,000	11,882.00	17,118.00
TOTALS				\$ 273,358	192,029.13	81,328.87

Summary of State Board Reserve Availability

FY 2017-18 Certified Budget	\$ 250,000.00 *
FY 2016-17 OSBM Approved Carry Forward - Wake TCC	\$ 25,358.00
Expenditures thru June 30, 2018	<u>\$ (192,029.13)</u>
State Board Reserve Balance	<u><u>\$ 83,328.87</u></u> *

OSBM has approved unexpended funds to be carry forward for Wake TCC for RISE and Nash CC for Employability Skills Alignment 51,983.00

State Board Reserve Unexpended 31,345.87 *

*NOTE: \$2,000 of the \$250,000 budget was not allocated to a project in 2017-18 and is included in the balance/unexpended funds.

AGENDA
State Board of Community Colleges
PROGRAMS COMMITTEE
Forsyth Technical Community College, Rhoades C Conference Room
Thursday, August 16, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – July 19, 2018

For Future Action

- Customized Training Program Annual Report (Attachment PROG 01)*
- Initiate Rulemaking Process to Amend 1D SBCCC 400.9 – “Curriculum Programs” (Attachment PROG 02) *

For Action

- Curriculum Program Applications – New to the System (Attachment PROG 03) [CA]**
 - Fayetteville Technical Community College
 - Leadership Studies (A25xxx)
- Courses of Instruction – Captive/Co-opted Groups (Attachment PROG 04) [CA]
 - South Piedmont Community College – Anson Correctional Institution
 - OSC-3602 Office Practices
 - (Office Practices)
 - OST-3100 Office Software Applications
 - (Office Software Applications)
 - PRC-3104 Heritage Arts Production
 - (Heritage Arts Production)
 - UPH-3101 Sewing
 - (Sewing)
 - Stanly Community College – Albemarle Correctional Institution
 - BPR-3011 Blueprint Reading
 - (Blueprint Reading)
 - DFT-3100 AutoCAD
 - (AutoCAD)
- Combined Course Library – Continuing Education (Attachment PROG 05) [CA]
 - New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – NCCCS/CCR Representatives
 - Transition English (BSP-4002)
 - New Course Approval – NCCCS/CCR Representatives
 - Transition Math (BSP-4003)

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

AGENDA
State Board of Community Colleges
PROGRAMS COMMITTEE
Forsyth Technical Community College, Rhoades C Conference Room
Thursday, August 16, 2018 – 1:30 p.m.

- New Course Approval – NCCCS
 - Work-Based Learning (WBL-3100)
- Adopt 1D SBCCC 300.9 – “Clinical Practice” (Attachment PROG 06)
- Adopt 1D SBCCC 300.10 – “Work-Based Learning” (Attachment PROG 07)
- Amend 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes” (Attachment PROG 08)
- Amend 1G SBCCC 200.94 – “Reporting of Student Hours in Membership for Continuing Education Classes” (Attachment PROG 09)

For Information

Programs Committee

- Curriculum Program Application as Approved by the System President (Attachment PROG 10)
 - Caldwell Community College and Technical Institute
 - Industrial Systems Technology (A50240)
 - Welding Technology (A50420)
- Curriculum Program Termination as Approved by the System President (Attachment PROG 11)
 - Asheville-Buncombe Technical Community College
 - Cardiovascular Sonography (A45160)
 - Central Sterile Processing (Certificate) (C45180)
 - Practical Nursing (Diploma) (D45660)
 - School-Age Education (A55440)
 - Therapeutic Massage (A45750)
 - Stanly Community College
 - Industrial Systems Technology (A50240)
 - Wake Technical Community College
 - Surgical Technology (A45740)
- SBCC Code Report – August 2018 (Attachment PROG 12)

Finance Committee

- Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 04) [CA]

New Business

Adjourn

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

****Items received in previous month’s Agenda Review**

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

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

Committee Members Present:

Candler Willis, vice chair
Wade Bryan Irwin, Jr.

William Holder
Bob Stephens

Toni Formato
Ernest Pearson*

Absent: Sam Powell
*attended via phone

System Office Staff and Others:

James "JW" Kelley
Deryl Davis Fulmer
(Martin CC)

Helen Davis (Martin CC)
Kismet Matthews
(Martin CC)

WELCOME AND ETHICS STATEMENT: Dr. Willis called the meeting to order at 1:30 p.m. at Martin Community College, Building 1, Room 14. Roll was taken and there was a quorum. Dr. Willis read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

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

APPROVAL OF THE MINUTES: Dr. Willis requested a motion to approve the May 17, 2018 minutes. Mr. Holder made a motion to approve the minutes and Ms. Formato seconded the motion. The minutes were unanimously approved by the committee.

FOR FUTURE ACTION

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

- Fayetteville Technical Community College
 - Leadership Studies (A25xxx)

Dr. Kelley reviewed this item. This new program is being driven by the college's service to the military community and will maximize military credit for completing degrees while also giving military members the opportunity to gain an associate degree.

Mr. Holder asked if this program is only open to Active Duty service members. Once this program is implemented and available, then anyone can apply for this program.

The committee had no questions or concerns.

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

Initiate Rulemaking Process to Amend 1D SBCCC 400.8 – “Courses for Curriculum Programs”
(Attachment PROG 02)

Dr. Kelley reviewed the item. This item is preparing State Board Code for programmatic changes in relation to Developmental Education and the RISE program and will give colleges the option of having both pre-requisite courses and supplemental courses.

The committee had no questions or concerns.

FOR ACTION

Review of Comments for 1G SBCCC 200.93 - "Reporting of Student Membership for Curriculum Classes"; 1G SBCCC 200.94 - "Reporting of Student Hours in Membership for Continuing Education Classes"; 1D SBCCC 300.9 - "Clinical Practice"; and 1D SBCCC 300.10 - "Work-Based Learning"
(Attachment PROG 03)

Ms. Martin reviewed this item. This item will address concerns that were raised during the public comment period on the four code items. The recommendation is that the committee approve the System Office response to the comments and, since these comments will result in some substantive changes, changes will be made followed by another comment period will occur to allow the public.

Dr. Willis asked if additional clarification require that descriptions to the Combined Course Library go before the State Board. Changes will first go before the Curriculum Course Review Committee (CCRC) and will then be presented to the State Board.

On a motion made by Mr. Holder, seconded by Mr. Stephens, PROG 03 was approved for action and forwarded to the July 20, 2018 meeting.

Curriculum Program Applications – Fast Track for Action (Attachment PROG 04) [CA]

- Alamance Community College
 - Agriculture Biotechnology (A20110)
- Asheville-Buncombe Technical Community College
 - Physical Therapist Assistant (2-year program) (A45620)
- Caldwell Community College & Technical Institute
 - Practical Nursing (Diploma) (D45660)
- Carteret Community College
 - Diesel & Heavy Equipment Technology (A60460)
- Martin Community College
 - Nurse Aide (Certificate) (C45840)
- Rockingham Community College
 - Manufacturing Technology (A50320)

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

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

Mr. Irwin asked about the requirement that the colleges have the equipment prior to offering the program and how colleges would address situations where the main campus has the equipment to offer a course but satellite campuses do not have equipment. Colleges need to either have the equipment to support the classes or make arrangements for use of equipment prior to asking for the program. In a situation where one campus may have the equipment but another may not, either the main campus can arrange for the satellite campus to have equipment or the college will need to ensure that students are aware that, while the college does offer a program, general courses can be taken at one campus while program courses requiring specific equipment can only be taken at the main campus or other designated satellite campuses.

Mr. Irwin followed up asking if a college can raise local funds to obtain equipment and offer the program prior to building a new building for the program while waiting for state funding. Colleges can start programs because they have the resources available through partnerships as the building is being completed while other colleges may wait as they may not have those partnerships.

On a motion made by Mr. Stephens, seconded by Mr. Holder, PROG 04 was approved for the consent agenda and forwarded to the July 20, 2018 meeting.

Curriculum Standard Revision (Attachment PROG 05) [CA]

- Davidson County Community College
 - Zoo and Aquarium Technology
 - Zoological Science Technology (A20250)
 - Aquarium Science Technology (A20260)
- Guilford Technical Community College
 - Physical Therapist Assistant (1+1) (A45640)
- Martin Community College
 - Equine Business Technology (A15170)
- Wake Technical Community College
 - Air Conditioning, Heating and Refrigeration Technology (A35100)

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

The committee had no questions or concerns.

On a motion made by Mr. Holder, seconded by Mr. Stephens, PROG 05 was approved for the consent agenda and forwarded to the July 20, 2018 meeting.

Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 06) [CA]

- Asheville-Buncombe Technical CC - Swannanoa Correctional Center for Women
 - HOS-3043 Custodial/Environmental Svcs.
 - (Custodial/Environmental Svcs.)

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

- Catawba Valley Community College – Alexander Correctional Institution
 - HRD-3004 Career Readiness/Pathways
 - (Career Readiness/Pathways)
- Davidson County Community College – Davidson Correctional Center
 - HRD-4100 Working Smart
 - (Working Smart)
 - MNT-3103 Fork Lift Operator
 - (Fork Lift Operator)
 - OSH-3012 OSHA Forklift Operator
 - (OSHA Forklift Operator)
 - SBC-3601 Small Business Center Network
 - (Small Business Center Network)
 - TRA-3605 Commercial Driver License
 - (Commercial Driver License)
- Davidson County Community College – North Piedmont Correctional Center
 - HOS-3041 Quantity Food Service
 - (Quantity Food Service)
 - MNT-3103 Fork Lift Operator
 - (Fork Lift Operator)
 - OSH-3012 OSHA Forklift Operator
 - (OSHA Forklift Operator)
- Lenoir Community College – Greene Correctional Institution
 - NUR-3216 Home Companion Aide
 - (Home Companion Aide)
- Vance-Granville Community College – Polk Correctional Institution
 - HOS-3075 Food Service Management
 - (Food Service Management)

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

The committee had no questions or concerns.

On a motion made by Mr. Stephens, seconded by Mr. Holder, PROG 06 was approved for the consent agenda and forwarded to the July 20, 2018 meeting.

Combined Course Library – Continuing Education (Attachment PROG 07) [CA]

- New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – NCCCS/NCDOT Division of Aviation
 - UAS Drone Intro/Public Safety (EPT-3701)
 - New Course Approval – Johnston Community College
 - Pipeline Construction (HEO-3003)

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

- Course Modification – Wake Technical Community College
 - Apprenticeship: Carpentry (APP-3500)
- Course Modification – South Piedmont Community College
 - Mammography (RAD-2100)

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

Mr. Holder asked if the UAS Drone Intro/Public Safety course had been approved by the committee previously. The previous course was a more generic Drone Intro course while this course is targeted more towards Public Safety and Emergency Management.

On a motion made by Mr. Holder, seconded by Mr. Stephens, PROG 07 was approved for the consent agenda and forwarded to the July 20, 2018 meeting.

FOR INFORMATION

Programs Committee Agenda Items

- Curriculum Program Applications as Approved by the System President (Attachment PROG 08)
 - Alamance Community College
 - Criminal Justice Technology/Forensic Science (A5518C)
 - Sampson Community College
 - Supply Chain Management (A25620)
 - Tri-County Community College
 - Human Services Technology/Substance Abuse (A4538E)

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

The committee had no questions or concerns.

-
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 09)
 - Fayetteville Technical Community College
 - General Occupational Technology (A55280)
 - Nuclear Medicine Technology (A45460)
 - Guilford Technical Community College
 - Furniture Upholstery (Diploma) (D50200)
 - Nurse Aide (Certificate) (C45840)
 - Lenoir Community College
 - Aerostructure Manufacturing and Repair Technology (A50450)
 - Sustainability Technologies (A40370)
 - Piedmont Community College
 - Human Services Technology/Social Services (A4538D)
 - Rowan-Cabarrus Community College

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

- Health and Fitness Science (A45630)
- Therapeutic Massage (A45750)
- Tri-County Community College
 - Entrepreneurship (A25490)
 - Hospitality Management (A2511)
- Western Piedmont Community College
 - Health Science Therapeutic & Diagnostic Services/Nurse Aide (Diploma) (D45970)
 - Health Science Therapeutic & Diagnostic Services/Phlebotomy (Diploma) (D45950)
 - Nurse Aide (Certificate) (C45840)
 - Phlebotomy (Certificate) (C45600)
- Wilkes Community College
 - Electronics Engineering Technology (A40200)
 - Health Science Therapeutic & Diagnostic Services/Emergency Medical Science (Diploma) (D45910)
 - Infant/Toddler Care (Certificate) (C55290)
 - Health Science Therapeutic & Diagnostic Services/Medical Assisting (Diploma) (D45920)

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

The committee had no questions or concerns.

SBCC Code Report (Attachment PROG 10)

Ms. Martin reviewed the item.

The committee had no questions or concerns.

Finance Committee Agenda Items

Allocation for Previously Funded Title II AEFLA Providers (Attachment FC 02)

The committee had no questions or concerns.

Allocation for Title II Adult Education and Family Literacy Act (AEFLA) (Attachment FC 03)

Ms. Martin reviewed the item. This item will address allocations for the Title II Adult Education and Family Literacy Act for colleges and organizations that will receive funding under the new competitive grant process while another agenda item will be going before the Policy Committee to address the appeal process for colleges and organizations that did not receive funding.

The committee had no questions or concerns.

Allocation for Integrated English Literacy and Civics Education (Attachment FC 04)

The committee had no questions or concerns.

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

State Board Reserve Funding for CCR Professional Development and Technical Assistance (Attachment FC 05)

The committee had no questions or concerns.

Allocation for Career and College Ready Graduate Alignment Partnerships (Attachment FC 06)

The committee had no questions or concerns.

Allocation for Lead College for Career and College-Ready Alignment Partnership (Attachment FC 07)

The committee had no questions or concerns.

Allocation for Improving Career and Technical Education (Attachment FC 08)

The committee had no questions or concerns.

Allocation of Title II, AEFLA, Section 225, Expanding Services (Attachment FC 10)

The committee had no questions or concerns.

Service Agreement for Community College Grant Program (Attachment FC 13) [CA]

The committee had no questions or concerns.

Service Agreement for Adult Basic Skills Professional Development (Attachment FC 14) [CA]

The committee had no questions or concerns.

Allocation for Minority Male Success Initiative (Attachment FC 15) [CA]

The committee had no questions or concerns.

Allocation for Golden Leaf Scholars Program – Two Year Colleges (Attachment FC 16) [CA]

The committee had no questions or concerns.

NEW BUSINESS

ADJOURN

The meeting was adjourned at 2:15 pm via voice vote. Mr. Stephens, made a motion, Mr. Holder seconded and approved via voice vote.

Recording Secretary
Alexandra Doles

**STATE BOARD OF COMMUNITY COLLEGES
Customized Training Program Annual Report**

The State Board of Community Colleges is asked to approve the Customized Training Program Annual Report for FY 2017-18. The program provides customized training for companies experiencing job growth, productivity enhancement needs, or creating technology investment to support the economic development of the State. The training is conducted through the local college with consultation and assistance from the System Office Economic Development staff.

Strategic Plan Reference(s):

Theme: Economic and Workforce Impact

Goal 3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective 3.2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Background: G.S. 115D-5.1(f) states, "The State Board shall report on an annual basis to the Joint Legislative Education Oversight Committee on:

- (1) The total amount of funds received by a company under the Customized Training Program;
- (2) The amount of funds per trainee received by that company;
- (3) The amount of funds per trainee received by the community college delivering the training;
- (4) The number of trainees trained by the company and community college; and
- (5) The number of years that company has been funded."

Contact(s):

Maureen Little

Vice President, Economic Development

Expenditures Report 2017-18

Customized Training Program



submitted to the:

Joint Legislative Education Oversight Committee

September 1, 2018

Mr. Peter Hans, President



Expenditures Report 2017-2018

Customized Training Program

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EXECUTIVE SUMMARY

The Customized Training Program supports the economic development efforts of the State by providing education, training and support services for eligible new, expanding and existing business and industry in North Carolina (G.S. 115D-5.1) through its network of 58 community colleges, serving all 100 counties of the state. The program goal is to foster and support three key aspects of a company's well-being: Job Growth, Technology Investment and Productivity Enhancement.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

North Carolina General Statutes 115D-5.1 (e) (f) (f1) (f2) (f3) reads:

(e) There is created within the North Carolina Community College System the Customized Training Program. The Customized Training Program shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

(f) The State Board shall report on an annual basis to the Joint Legislative Education Oversight Committee on:

- (1) The total amount of funds received by a company under the CIT Program;
- (2) The amount of funds per trainee received by that company;
- (3) The amount of funds received per trainee by the community college delivering the training;
- (4) The number of trainees trained by the company and community college; and
- (5) The number of years that company has been funded.

(f1) Notwithstanding any other provision of law, the State Board of Community Colleges may adopt rules and guidelines that allow the Customized Training Program and the Focused Industrial Training Program to use funds appropriated for those programs to support training projects for the various branches of the United States Armed Forces.

(f2) Funds available to the Customized Training Program shall not revert at the end of a fiscal year but shall remain available until expended. Up to ten percent (10%) of the college-delivered training expenditures and up to five percent (5%) of the contractor-delivered training expenditures for the prior fiscal year for Customized Training may be allotted to each college for capacity building at that college.

(f3) Of the funds appropriated in a fiscal year for the Customized Training Programs, the State Board of Community Colleges may approve the use of up to eight percent (8%) for the training and support of regional community college personnel to deliver Customized Industry Training Program services to business and industry.

In compliance with NCGS 115D-5.1 (f), this report is submitted as the September 1, 2018 annual expenditures report for the Customized Training Program and includes training activities for the reporting period July 1, 2017– June 30, 2018.



Customized Training Program Guidelines

The following guidelines were adopted by the State Board of Community Colleges on August 15, 2008; amended May 15, 2009.

PURPOSE

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Colleges will receive an annual base allotment of Customized Training Program funds to support business and industry services. This annual base allotment will include an administrative and an instructional component.

ELIGIBILITY

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- ◆ The business is making an appreciable capital investment;
- ◆ The business is deploying new technology;
- ◆ The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and
- ◆ The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college.

The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

EXPENDITURE GUIDELINES

Salaries, Wages, and Related Expenses

- ◆ The following priorities will be given to the recruitment and utilization of instructors for Customized Training Program projects: 1) community college permanent or part-time employees; 2) contractors of the community college; and 3) company personnel. It shall be the responsibility of North Carolina Community College System staff and local community college staff to determine the appropriate length and provision of training. This information will be indicated in the Project Profile submitted for approval.
- ◆ Reimbursement for company instructors will be made at a 6:1 or greater trainee to trainer ratio.
- ◆ In those cases when community college staff or contractors are used for instruction, they will be compensated directly in accordance with existing policies and guidelines. In addition to costs of instruction, which includes travel expenses and course preparation time, community college staff or contractors may be reimbursed for costs associated with job analysis, training needs assessment and instructional design. The payment of social security taxes and other employee benefits to community college employees will be made in accordance with existing policies and procedures of the college.
- ◆ Employees of the client company may be used as instructors if community college staff or college contractors with the appropriate expertise are not readily available. The community colleges have the responsibility in such circumstances to insure that all trainees are registered and to monitor the instruction so as to assure that it is being delivered according to the Training Plan and Project Profile. In such cases where company personnel are used as instructors, the company will be reimbursed the normal hourly rate of pay, less benefits, not to exceed a maximum of \$30.00 per hour. In addition to actual hours of direct instruction, compensation for additional time devoted to training program preparation may be recommended by the Regional Customized Training Director and authorized by the Vice President of Economic Development for the North Carolina Community College System. This amount may not exceed 15 percent of the scheduled training hours or a maximum of 80 hours total. Wages may not be paid to prospective trainers while they are trainees in production operations, and under no circumstances may funds be used to pay trainee wages or salaries. The cost of materials may not be included as an allowance expense if the materials will be part of a marketable product for the company.
- ◆ Colleges will receive a 10 percent administrative allowance based upon the current fiscal year expenditures that support an approved Customized Training project. Clerical staff, administrative personnel, and project coordination staff may be employed by a community college expressly for direct services related to a specific project if recommended by the Regional Customized Training Director and approved by the Vice President of Economic Development. Funding for these positions will not be included in the calculation of college administrative allowance.

- ◆ Administrative allowance earned during the current fiscal year may be carried forward and expended in the following fiscal year. The combination of funding of the annual base allotment to support business and industry services and the available carry forward shall not exceed \$100,000.
- ◆ When recommended by the local community college and the Regional Customized Training Director and approved by the Vice President of Economic Development, Customized Training Program funds may also support training of community college instructors for skill acquisition of strategic technologies associated with a Customized Training Program project. The purpose of these expenditures will be to support specialized college instructor training for skills deemed important for future support of employers within the college's service area.

Travel Expenses

- ◆ Community college instructors may be reimbursed for travel expenses in accordance with local established travel policies and procedures.
- ◆ Out-of-state residents, employed or reimbursed directly by the company, may be temporarily assigned as training instructors and reimbursed for their expenses after having trained six or more company employees. The number of individuals per project supported for travel to the state is subject to negotiation and prior approval, and under such circumstances they will be limited to:
 - a) a maximum of twelve (12) weeks per diem at the currently approved in-state rate.
 - b) one round-trip air fare (coach class, reimbursed at a 14-day prior purchase rate) or cost equivalent for each of the two complete or partial six-week periods of supported state residency.
 - c) local travel allowances as authorized by the Regional Customized Training Director prior to departure.
- ◆ In-state residents serving as instructors and employed by the company may be reimbursed for previously authorized out-of-state travel after having returned and trained six or more company employees in the knowledge or skills acquired as a result of the out-of-state travel. The intent of the out-of-state travel will be to acquire knowledge or skills necessary for project instruction.

The number of individuals supported for out-of-state travel per project is subject to negotiation and prior approval, and under such circumstances they will be limited to:

- a) a maximum of six weeks per diem at the currently approved out-of-state rate. Per diem allowances for international travel may be adjusted for actual cost differences in different locations.
- b) one round-trip air fare (coach class, reimbursed at a 14-day prior purchase rate) or cost equivalent to location of the temporary assignment.
- c) local travel allowances as authorized by the Regional Customized Training Director prior to departure.

Training Facilities

- ◆ Community colleges may be reimbursed for costs associated with providing dedicated training

facilities for Customized Training projects. Reimbursement to the college may be provided for the period required by the client company for dedicated temporary training space, not to exceed twelve months in duration. Funding for training facility costs will not be calculated into the college's administrative allowance.

- ◆ For training provided at existing college facilities, the college may be reimbursed a reasonable cost share of utilities (including electricity, gas, oil, water and sewer) for the space provided to the Customized Training project. If suitable space is not available at a community college permanent facility, colleges may also be reimbursed for the costs of leasing space on a temporary basis. In such cases, colleges may be reimbursed the reasonable costs of leasing, utilities, maintenance, trash and garbage service, protective and security services, and insurance costs. Colleges may not lease temporary training space from Customized Training client companies or their subsidiaries.
- ◆ Colleges may be reimbursed for reasonable costs associated with necessary alterations to facilities to accommodate the training. Pursuant to G.S. 143-34.40, 143-15.3A, and 143-23(a), these reasonable costs cannot be considered as capital expenditures and must be approved by the Vice President of Economic Development prior to the initiation of the project.

Client companies may not be reimbursed for the leasing of training or other facilities through the Customized Training Program. They may, however, be reimbursed the reasonable costs of transporting, installing, and removing training equipment to and from community college-provided training facilities. Customized Training funds may not be used to make repairs or improvements to company-owned equipment.

Training Materials, Supplies, and Equipment

- ◆ The State may provide necessary classroom and training-related supplies and materials in support of a specific training project.
- ◆ Media development services may be provided if recommended by the Regional Customized Training Director and approved by the Vice President of Economic Development.
- ◆ The State may provide, install, and maintain at the training site, standard items of equipment normally associated with vocational/occupational training as available and typically used within the North Carolina Community College System.

APPROVAL PROCEDURES

- ◆ Project Profile and Developmental Authorization forms must be approved by the local community college Director, the community college President, and the Regional Customized Training Director and submitted for approval prior to project initiation. The Project Profile must include total estimated project costs and a project time frame, not to exceed 36 months in duration after project approval. Time frames and project costs may be amended according to project training needs with prior approval from the Vice President of Economic Development.
- ◆ Approval for projects with estimated total expenditures less than \$50,000 may be made by the Vice President of Economic Development. Projects in excess of \$50,000 must be approved by the Vice

President of Economic Development and submitted by the Vice President for secondary approval to a Joint Community College/Department of Commerce Review Panel consisting of a designee of the President of the North Carolina Community College System and a designee of the North Carolina Secretary of Commerce.

- ◆ Project expenditures must be in accordance with the approved Project Profile and may not exceed the amount indicated in the profile without prior amendment and approval.

CAPACITY BUILDING

10 Percent/5 Percent Funds

- ◆ Up to 10% of the college-delivered Customized Training Program expenditures and up to 5% of the contractor-delivered Customized Training Program expenditures for the prior fiscal year may be appropriated by the State Board of Community Colleges to each community college for capacity building through the development of human capital.
- ◆ The community college shall identify instructional delivery deficiencies and how receipt of these funds will address such deficiencies.
- ◆ These funds shall be used for instructor/trainer skill-specific training, certifications, and development of instructional materials at the local level.
- ◆ A projected budget shall be submitted to the Vice President of Economic Development for approval.
- ◆ Community colleges shall evaluate the impact of these capacity-building funds. The results of this impact evaluation shall be shared with the State Board of Community Colleges within the Joint Legislative Education Oversight Committee Annual Report. Future allocations will be dependent upon demonstration of local instructional services capacity building.

Eight Percent Set-Aside Funds

- ◆ Up to 8% of the annual Customized Training Program budget may be appropriated by the State Board of Community Colleges for the support of regional community college personnel to deliver Customized Training Program services to business and industry.
- ◆ Under the direction of the Vice President of Economic Development and the Regional Customized Training Directors, regional support positions will be identified and placed strategically at community colleges to maximize training services to business and industry throughout the State.
- ◆ These regional support positions will be contracted on a 12-month basis and will be re-evaluated at the completion of each contract. Funding may be allotted to the colleges for these regional support positions for up to 18 months.

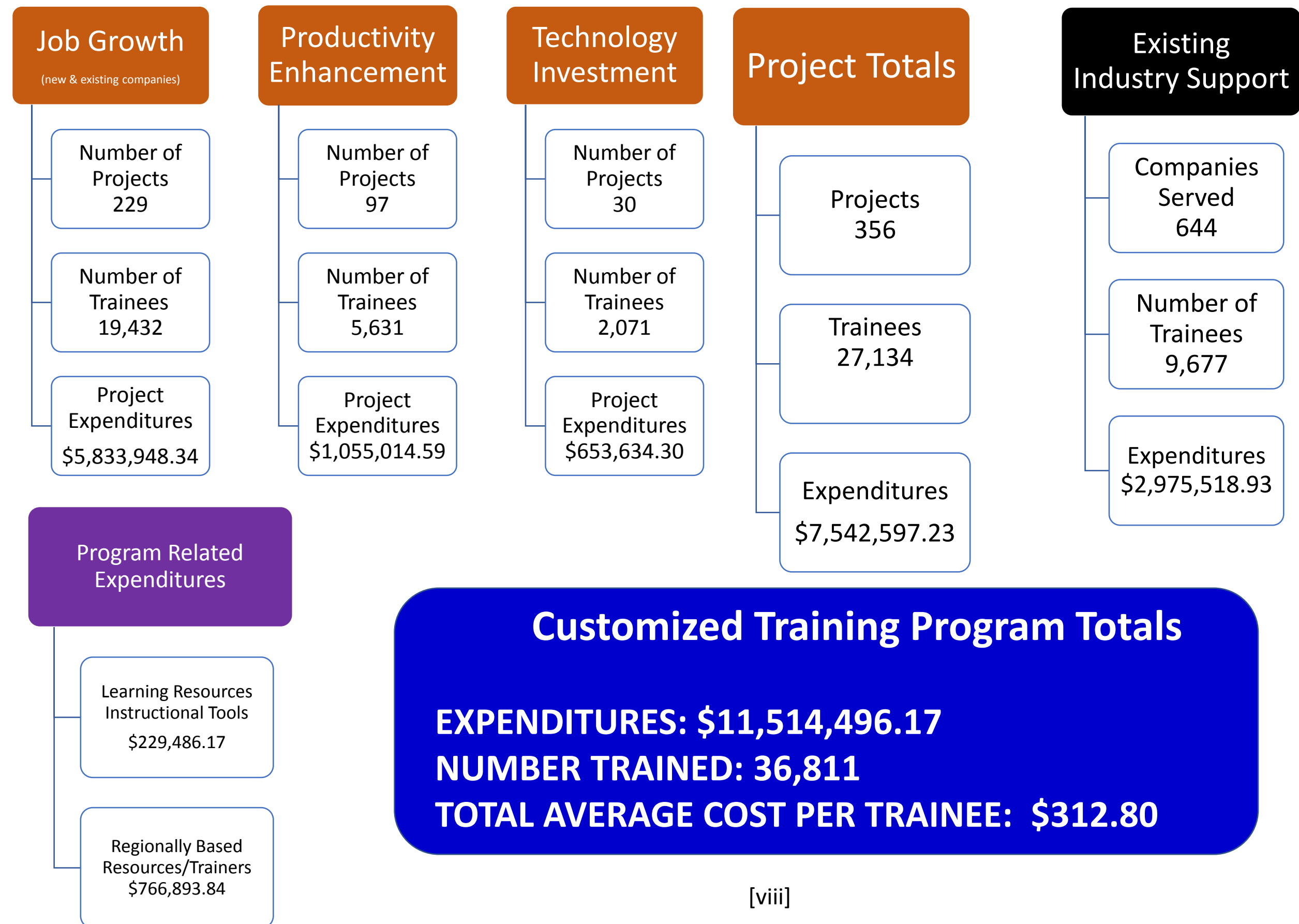
- ◆ These 8% funds can be used for salary, fringes, travel, subsistence, supplies and materials, and training certifications.
- ◆ The regional support positions will be evaluated at the end of each contract to determine if the strategic initiative of capacity building within the System is being accomplished. The results of the evaluation process will determine future location of such positions. The results will be shared with the State Board of Community Colleges within the Joint Legislative Education Oversight Committee Annual Report.

GUIDELINES EXCEPTION

- ◆ In unusual or extenuating circumstances, the Vice President of Economic Development may recommend to the President of the North Carolina Community College System and the Secretary of the North Carolina Department of Commerce exceptions to these Guidelines. Exceptions will be documented in a written format and included with the appropriate Project Profile form.

Customized Training for New and Existing North Carolina Companies: FY 2017-2018

Recognizing that a well-trained workforce is critical to a company's decision to locate, expand or remain in North Carolina, the NC Community College System was the first in the nation, approximately 60 years ago, to provide company-specific training as an economic development tool. Whether a business adds jobs, identifies the need to expand by acquiring new equipment and machinery, or revamps itself by internally training its workforce, the Customized Training Program is equipped to ensure on-going success!



Customized Training Project Expenditures

Data Category Definitions

Column	Data Category	Definition
1	College/Company	North Carolina community college to which funds have been allocated for the support of an approved Customized Training project/The new or existing company supported by Customized Training project funding.
2	Project Type	JG-New = Job Growth for New Company; JG-Existing = Job Growth for Existing Company; PE-Existing = Productivity Enhancement for Existing Company; TI-Existing = Technology Investment for Existing Company.
3	Fiscal Years Funded	Total number of fiscal years the Customized Training project has been funded.
4	Company Training Reimbursement Expenditures	Funds provided directly to a company for instructional and other training-related expenditures allowable under the Customized Training Program.
5	Number Trained by Company Instructors	Number of trainees trained by instructors who are company employees/contractors; number trained by which the company has received program funds to reimburse travel for train-the-trainer company instructors expense, and/or their wages for instruction and company instructors course development time.
6	Average Company Reimbursement Per Trainee	Customized training-related company expenditures divided by the number of trainees trained by company instructors.
7	College Training Expenditures	Funds expended by a community college to support the training of employees and potential employees of a company under the Customized Training Program, including administrative allowance.
8	Number Trained by College Instructors	Number of company trainees trained by either full- or part-time college instructors, contracted community college instructors, NCCCS Regional Trainers, or NCCCS BioNetwork instructors under an approved Customized Training project.
9	Average College Cost Per Trainee	Total Customized Training funds expended by a community college for support of a project, outside of funds provided directly to a company, divided by the total number of trainees trained by community college instructors.
10	Total Expenditures	Total amount of Customized Training funds expended per fiscal year to support an approved project.
11	Total Trained by Company and College Instructors	Total unduplicated number of employees trained under an approved Customized Training project, by training providers listed in columns 5 and 8.
12	Average Total Cost Per Trainee	Total expenditures for an approved Customized Training project divided by the total unduplicated number of trainees.

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
Alamance Community College											
Andersen Products	JG-Existing	4	0.00	0	0.00	4,442.20	17	261.31	4,442.20	17	261.31
Applied Textiles	JG-Existing	1	0.00	0	0.00	4,727.80	9	525.31	4,727.80	9	525.31
BD Diagnostics	JG-Existing	2	0.00	0	0.00	17,055.75	32	532.99	17,055.75	32	532.99
Cambro Manufacturing	JG-New	4	0.00	0	0.00	3,392.14	21	161.53	3,392.14	21	161.53
Carolina Biological Supply (project 3)	JG-Existing	2	0.00	0	0.00	46,432.82	481	96.53	46,432.82	481	96.53
Engineered Controls International (Elon)	JG-Existing	4	0.00	0	0.00	48,016.50	83	578.51	48,016.50	83	578.51
Fairystone Fabrics (project 3)	JG-Existing	2	0.00	0	0.00	2,758.36	11	250.76	2,758.36	11	250.76
GKN Driveline (Mebane) (project 2)	JG-Existing	4	0.00	0	0.00	4,549.80	39	116.66	4,549.80	39	116.66
GKN Driveline (Mebane) (project 3)	JG-Existing	1	0.00	0	0.00	26,655.31	117	227.82	26,655.31	117	227.82
ITG Burlington Finishing (Burlington)	JG-Existing	1	0.00	0	0.00	2,860.00	15	190.67	2,860.00	15	190.67
Kayser-Roth (Graham) (project 2)	PE-Existing	2	0.00	0	0.00	7,048.27	110	64.08	7,048.27	110	64.08
Technical Precision Plastics, Inc.	JG-Existing	1	0.00	0	0.00	7,068.06	49	144.25	7,068.06	49	144.25
Walmart Logistics Perishable Distribution Center	JG-New	2	0.00	0	0.00	40,643.30	97	419.00	40,643.30	97	419.00
Alamance Total			0.00	0.00	0.00	215,650.31	1,081	199.49	215,650.31	1,081	199.49
Asheville-Buncombe Technical Community College											
Eaton Electrical (project 5)	PE-Existing	1	0.00	0	0.00	16,445.68	55	299.01	16,445.68	55	299.01
GE Aviation (Asheville) (project 2)	JG-Existing	2	21,680.41	18	1,204.47	39,382.22	84	468.84	61,062.63	102	598.65
Kearfott Guidance & Navigation (project 2)	JG-Existing	4	0.00	0	0.00	12,049.39	44	273.85	12,049.39	44	273.85
Linamar (project 2)	JG-Existing	4	0.00	0	0.00	41,466.97	67	618.91	41,466.97	67	618.91

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
New Belgium Brewing	JG-New	5	0.00	0	0.00	30,923.04	43	719.14	30,923.04	43	719.14
New Belgium Brewing (project 2)	PE- Existing	1	0.00	0	0.00	9,327.86	27	345.48	9,327.86	27	345.48
Nexus Technologies (project 2)	PE- Existing	1	0.00	0	0.00	4,155.89	28	148.42	4,155.89	28	148.42
PECO (project 2)	PE- Existing	1	0.00	0	0.00	1,522.64	16	95.17	1,522.64	16	95.17
Reich, LLC	JG- Existing	1	0.00	0	0.00	5,470.30	18	303.91	5,470.30	18	303.91
White Labs [**]	JG-New	2	6,350.00	0	0.00	2,657.11	10	265.71	9,007.11	10	900.71
Asheville-Buncombe Total			28,030.41	18	1,557.25	163,401.10	392	416.84	191,431.51	410	466.91
Beaufort County Community College											
Flanders Filters (project 2)	PE- Existing	3	0.00	0	0.00	2,908.34	50	58.17	2,908.34	50	58.17
idX Corporation (project 2)	PE- Existing	1	0.00	0	0.00	8,729.29	42	207.84	8,729.29	42	207.84
P & G Manufacturing (project 2)	PE- Existing	2	0.00	0	0.00	6,565.00	25	262.60	6,565.00	25	262.60
PAS USA, Inc. (project 3)	JG- Existing	2	0.00	0	0.00	9,697.00	23	421.61	9,697.00	23	421.61
Potash Aurora	PE- Existing	1	0.00	0	0.00	10,394.67	89	116.79	10,394.67	89	116.79
Stilletto Catamarans	JG- Existing	2	0.00	0	0.00	648.82	9	72.09	648.82	9	72.09
Beaufort Total			0.00	0	0.00	38,943.12	238	163.63	38,943.12	238	163.63
Bladen Community College											
Gildan Yarns (project 2)	PE- Existing	1	0.00	0	0.00	2,508.00	60	41.80	2,508.00	60	41.80
Lineage Logistics (project 2)	JG- Existing	2	0.00	0	0.00	6,380.42	26	245.40	6,380.42	26	245.40
Specialty Product Technologies (project 3)	JG- Existing	2	0.00	0	0.00	40,527.57	56	723.71	40,527.57	56	723.71
Bladen Total			0.00	0	0.00	49,415.99	142	348.00	49,415.99	142	348.00

North Carolina Community College System
Customized Training Project Expenditures
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Blue Ridge Community College											
Borg Warner Thermal	PE- Existing	3	0.00	0	0.00	33,081.00	84	393.82	33,081.00	84	393.82
GF Linamar [#]	JG-New	3	0.00	0	0.00	120,450.10	40	3,011.25	120,450.10	40	3,011.25
Norafin (Americas), Inc.	JG-New	1	0.00	0	0.00	8,665.88	19	456.10	8,665.88	19	456.10
Raumedic, Inc.	JG-New	3	0.00	0	0.00	482.80	29	16.65	482.80	29	16.65
Selee Corporation	TI- Existing	3	0.00	0	0.00	9,078.54	46	197.36	9,078.54	46	197.36
Westrock - MPS (project 3)	PE- Existing	1	0.00	0	0.00	4,164.40	35	118.98	4,164.40	35	118.98
Blue Ridge Total			0.00	0	0.00	175,922.72	253	695.35	175,922.72	253	695.35
Brunswick Community College											
Victaulic	JG- Existing	2	0.00	0	0.00	2,653.02	42	63.17	2,653.02	42	63.17
Brunswick Total			0.00	0	0.00	2,653.02	42	63.17	2,653.02	42	63.17
Caldwell Community College & Technical Institute											
Continental Structural Plastics (Lenoir facility)	PE- Existing	1	0.00	0	0.00	8,909.00	21	424.24	8,909.00	21	424.24
JBS USA	PE- Existing	1	0.00	0	0.00	11,174.91	76	147.04	11,174.91	76	147.04
Marlin Company, Inc.	PE- Existing	2	0.00	0	0.00	5,592.28	26	215.09	5,592.28	26	215.09
Sealed Air (Lenoir)	PE- Existing	1	0.00	0	0.00	5,739.00	11	521.73	5,739.00	11	521.73
Stallergenes Greer	PE- Existing	3	0.00	0	0.00	5,708.07	121	47.17	5,708.07	121	47.17
Caldwell Total			0.00	0.00	0.00	37,123.26	255	145.58	37,123.26	255	145.58

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Cape Fear Community College											
Alcami Corporation	JG- Existing	2	0.00	0	0.00	1,204.00	23	52.35	1,204.00	23	52.35
Corning (Wilmington) (project 3)	JG- Existing	2	0.00	0	0.00	14,632.00	129	113.43	14,632.00	129	113.43
Fenner Drives (project 3)	JG- Existing	2	0.00	0	0.00	5,354.72	25	214.19	5,354.72	25	214.19
Global Nuclear Fuels (project 2)	PE- Existing	2	0.00	0	0.00	14,763.27	86	171.67	14,763.27	86	171.67
Sturdy Corporation (project 3)	JG- Existing	1	0.00	0	0.00	3,103.56	10	310.36	3,103.56	10	310.36
Cape Fear Total			0.00	0	0.00	39,057.55	273	143.07	39,057.55	273	143.07
Carteret Community College											
Frank Door Company	PE- Existing	3	0.00	0	0.00	5,382.67	52	103.51	5,382.67	52	103.51
Veneer Technologies, Inc. (project 2)	JG- Existing	2	0.00	0	0.00	174.04	11	15.82	174.04	11	15.82
Carteret Total			0.00	0	0.00	5,556.71	63	88.20	5,556.71	63	88.20
Catawba Valley Community College											
Carolina Nonwovens	PE- Existing	1	0.00	0	0.00	18,198.00	19	957.79	18,198.00	19	957.79
Corning Optical Communications (Hickory)	JG- Existing	1	0.00	0	0.00	7,233.82	59	122.61	7,233.82	59	122.61
GKN Sinter Metals	PE- Existing	1	0.00	0	0.00	7,079.25	27	262.19	7,079.25	27	262.19
Vanguard Furniture (project 2)	PE- Existing	2	0.00	0	0.00	36,306.40	108	336.17	36,306.40	108	336.17
Catawba Valley Total			0.00	0	0.00	68,817.47	213	323.09	68,817.47	213	323.09

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Central Carolina Community College											
Boise Cascade [**]	JG- Existing	1	0.00	0	0.00	1,474.29	0	0.00	1,474.29	0	0.00
Caterpillar (Sanford) (project 2)	PE- Existing	2	0.00	0	0.00	19,360.10	69	280.58	19,360.10	69	280.58
Conveyor Technologies	JG- Existing	1	0.00	0	0.00	53,044.64	36	1,473.46	53,044.64	36	1,473.46
Coty, Inc. (project 2)	JG- Existing	4	0.00	0	0.00	2,245.05	48	46.77	2,245.05	48	46.77
Coty, Inc. (project 3)	JG- Existing	1	0.00	0	0.00	13,032.33	88	148.09	13,032.33	88	148.09
GKN Driveline (Sanford) (project 2)	TI- Existing	1	0.00	0	0.00	18,542.49	42	441.49	18,542.49	42	441.49
Magneti Marelli	JG- Existing	3	0.00	0	0.00	35,100.00	74	474.32	35,100.00	74	474.32
Pentair Water Pool & Spa (project 3)	PE- Existing	2	0.00	0	0.00	14,872.00	43	345.86	14,872.00	43	345.86
Pilgrim's Pride	JG- Existing	2	0.00	0	0.00	33,054.96	69	479.06	33,054.96	69	479.06
Saab Barracuda	PE- Existing	3	0.00	0	0.00	858.00	13	66.00	858.00	13	66.00
Zurn Industries	PE- Existing	2	0.00	0	0.00	12,262.32	38	322.69	12,262.32	38	322.69
Central Carolina Total			0.00	0	0.00	203,846.18	520	392.01	203,846.18	520	392.01
Central Piedmont Community College											
American International Group (Technology Center)	JG- Existing	3	0.00	0	0.00	8,738.00	18	485.44	8,738.00	18	485.44
Aplix, Inc. (project 3)	JG- Existing	3	0.00	0	0.00	3,108.00	23	135.13	3,108.00	23	135.13
Aplix, Inc. (project 4)	JG- Existing	1	0.00	0	0.00	43,948.28	68	646.30	43,948.28	68	646.30
AvidXchange	JG- Existing	2	0.00	0	0.00	207,538.09	491	422.68	207,538.09	491	422.68
Burkert Fluid Control Systems	JG- Existing	3	0.00	0	0.00	11,466.93	92	124.64	11,466.93	92	124.64

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Genpak (project 2)	JG- Existing	1	0.00	0	0.00	58,073.95	133	436.65	58,073.95	133	436.65
InVue Security Products (project 2)	JG- Existing	2	0.00	0	0.00	19,333.27	104	185.90	19,333.27	104	185.90
K-Tek	JG- Existing	3	0.00	0	0.00	33,697.55	87	387.33	33,697.55	87	387.33
KURZ Transfer Products	JG- Existing	1	0.00	0	0.00	10,431.26	59	176.80	10,431.26	59	176.80
MSC Industrial Direct Company	JG- Existing	4	0.00	0	0.00	49,324.00	111	444.36	49,324.00	111	444.36
MSC Industrial Direct Company (project 2)	JG- Existing	1	0.00	0	0.00	2,000.00	15	133.33	2,000.00	15	133.33
Nutec	JG- Existing	1	0.00	0	0.00	729.45	16	45.59	729.45	16	45.59
Okuma America Corporation	JG- Existing	2	0.00	0	0.00	55,513.30	144	385.51	55,513.30	144	385.51
Poly-Tech	JG- Existing	1	0.00	0	0.00	10,460.47	43	243.27	10,460.47	43	243.27
Prinston Laboratories [**]	JG- Existing	1	0.00	0	0.00	265.36	0	0.00	265.36	0	0.00
Printful	JG- Existing	1	0.00	0	0.00	41,929.73	58	722.93	41,929.73	58	722.93
Sealed Air (Charlotte)	JG-New	4	1,800.00	91	19.78	108,682.42	469	231.73	110,482.42	530	208.46
Siemens Energy (Phase III)	JG- Existing	4	0.00	0	#DIV/0!	32,166.96	301	106.87	32,166.96	301	106.87
Snyder's Lance (project 2)	JG- Existing	2	0.00	0	#DIV/0!	55,982.00	277	202.10	55,982.00	277	202.10
Snyder's Lance (project 3)	TI- Existing	1	0.00	0	#DIV/0!	49,966.17	154	324.46	49,966.17	154	324.46
Central Piedmont Total			1,800.00	91	19.78	803,355.19	2,663	301.67	805,155.19	2,724	295.58
Cleveland Community College											
Clearwater Paper (project 3)	JG- Existing	3	0.00	0	0.00	20,280.71	54	375.57	20,280.71	54	375.57
Clearwater Paper (project 4)	JG- Existing	1	0.00	0	0.00	4,104.41	34	120.72	4,104.41	34	120.72
KSM Castings NC, Inc. (project 2)	JG- Existing	2	0.00	0	0.00	78,007.11	61	1,278.81	78,007.11	61	1,278.81

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Patrick Yarns	TI- Existing	2	0.00	0	0.00	4,528.00	20	226.40	4,528.00	20	226.40
Schletter (project 2)	JG- Existing	3	0.00	0	0.00	10,874.22	32	339.82	10,874.22	32	339.82
STI - Kings Plush	JG- Existing	1	0.00	0	0.00	30,613.71	86	355.97	30,613.71	86	355.97
Uniquetex	JG- Existing	1	0.00	0	0.00	1,760.00	29	60.69	1,760.00	29	60.69
Cleveland Total			0.00	0	0.00	150,168.16	316	475.22	150,168.16	316	475.22
Coastal Carolina Community College											
J&J Snacks (project 2)	PE- Existing	4	0.00	0	0.00	4,126.00	10	412.60	4,126.00	10	412.60
Coastal Carolina Total			0.00	0.00	0.00	4,126.00	10	412.60	4,126.00	10	412.60
College of the Albemarle											
Hoffer Flow	PE- Existing	1	0.00	0	0.00	9,434.00	18	524.11	9,434.00	18	524.11
College of the Albemarle Total			0.00	0	0.00	9,434.00	18	524.11	9,434.00	18	524.11
Craven Community College											
BSH Home Appliances (project 2)	JG- Existing	3	0.00	0	0.00	21,384.00	19	1,125.47	21,384.00	19	1,125.47
Chatsworth Products	JG- Existing	2	0.00	0	0.00	11,428.82	60	190.48	11,428.82	60	190.48
Drahtzug Stein (project 3)	JG- Existing	2	0.00	0	0.00	473.66	11	43.06	473.66	11	43.06
Weyerhaeuser (New Bern Lumber) (project 2)	JG- Existing	2	0.00	0	0.00	18,141.29	14	1,295.81	18,141.29	14	1,295.81
Craven Total			0.00	0	0.00	51,427.77	104	494.50	51,427.77	104	494.50

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Davidson County Community College											
Avgol (project 2)	JG- Existing	3	0.00	0	0.00	12,287.00	212	57.96	12,287.00	212	57.96
Brass Craft	TI- Existing	1	0.00	0	0.00	15,349.85	32	479.68	15,349.85	32	479.68
Carolina Precision Plastics (project 2)	TI- Existing	2	0.00	0	0.00	7,718.00	21	367.52	7,718.00	21	367.52
CPM Wolverine Proctor	JG- Existing	3	0.00	0	0.00	1,589.00	7	227.00	1,589.00	7	227.00
DEX Heavy Duty Parts	PE- Existing	2	0.00	0	0.00	23,822.00	51	467.10	23,822.00	51	467.10
Dunlop Aircraft Tyres	JG-New	3	0.00	0	0.00	4,582.00	12	381.83	4,582.00	12	381.83
Egger Wood Products [**]	DEV	1	0.00	0	0.00	27,309.62	0	0.00	27,309.62	0	0.00
Ennis-Flint	JG- Existing	3	0.00	0	0.00	29,946.20	123	243.47	29,946.20	123	243.47
Facility Logistic Services	PE- Existing	2	0.00	0	0.00	11,033.00	39	282.90	11,033.00	39	282.90
HAECO (project 2)	JG- Existing	3	0.00	0	0.00	3,890.01	5	778.00	3,890.01	5	778.00
KURZ Transfer Products	JG- Existing	2	0.00	0	0.00	11,033.00	25	441.32	11,033.00	25	441.32
Mohawk Industries	JG- Existing	1	0.00	0	0.00	10,705.98	59	181.46	10,705.98	59	181.46
Multi Packaging Solutions (Lexington) (project 2)	JG- Existing	2	0.00	0	0.00	17,643.00	45	392.07	17,643.00	45	392.07
Old Dominion Freight Line	JG- Existing	2	0.00	0	0.00	30,981.05	153	202.49	30,981.05	153	202.49
Davidson Total			0.00	0	0.00	207,889.71	784	265.17	207,889.71	784	265.17
Durham Technical Community College											
AKG of America (project 2)	JG- Existing	1	0.00	0	0.00	117,967.84	317	372.14	117,967.84	317	372.14
Almac Group	JG- Existing	1	0.00	0	0.00	15,229.67	32	475.93	15,229.67	32	475.93

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EMC Corp. (Durham Co.) (project 2)	JG- Existing	3	0.00	0	0.00	12,883.43	34	378.92	12,883.43	34	378.92
Merck Manufacturing (project 5)	PE- Existing	2	0.00	0	0.00	98,120.00	301	325.98	98,120.00	301	325.98
Morinaga America Foods	JG-New	4	0.00	0	0.00	1,045.00	21	49.76	1,045.00	21	49.76
Premier Research	JG- Existing	2	0.00	0	0.00	71,471.74	114	626.95	71,471.74	114	626.95
Spoonflower	PE- Existing	2	0.00	0	0.00	8,498.01	36	236.06	8,498.01	36	236.06
United Therapeutics (project 2)	JG- Existing	1	0.00	0	0.00	2,970.00	7	424.29	2,970.00	7	424.29
Valassis (project 2)	PE- Existing	2	0.00	0	0.00	5,500.00	58	94.83	5,500.00	58	94.83
Yukon Medical	JG- Existing	1	0.00	0	0.00	2,970.00	9	330.00	2,970.00	9	330.00
Durham Total			0.00	0	0.00	336,655.69	929	362.39	336,655.69	929	362.39
Edgecombe Community College											
Keihin CST (project 3)	JG- Existing	1	0.00	0	0.00	19,845.41	111	178.79	19,845.41	111	178.79
Tyson Foods, Inc. (project 2)	JG- Existing	1	0.00	0	0.00	15,179.86	19	798.94	15,179.86	19	798.94
Edgecombe Total			0.00	0	0.00	35,025.27	130	269.43	35,025.27	130	269.43
Fayetteville Technical Community College											
Clear Path Recycling (project 3)	PE- Existing	2	0.00	0	0.00	4,914.41	8	614.30	4,914.41	8	614.30
eClerx LLC	JG-New	2	3,840.00	31	123.87	19,520.94	37	527.59	23,360.94	57	409.84
Ellery Homestyles	PE- Existing	1	0.00	0	0.00	3,577.48	28	127.77	3,577.48	28	127.77
MANN+HUMMEL Purolator Filters (project 2)	PE- Existing	4	0.00	0	0.00	6,582.39	38	173.22	6,582.39	38	173.22
Nitta Gelatin USA	PE- Existing	1	0.00	0	0.00	4,200.00	14	300.00	4,200.00	14	300.00
Fayetteville Total			3,840.00	31	123.87	38,795.22	125	310.36	42,635.22	145	294.04

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Forsyth Technical Community College											
Avid Solutions	JG- Existing	2	0.00	0	0.00	89,107.39	92	968.56	89,107.39	92	968.56
Corning Optical Communications	JG- Existing	1	0.00	0	0.00	115,244.21	182	633.21	115,244.21	182	633.21
Herbalife International of America (project 2)	JG- Existing	2	0.00	0	0.00	218,911.81	567	386.09	218,911.81	567	386.09
Ingredion, Inc.	JG- Existing	1	0.00	0	0.00	19,251.79	43	447.72	19,251.79	43	447.72
Inmar, Inc. (project 2)	JG- Existing	3	0.00	0	0.00	40,150.52	111	361.72	40,150.52	111	361.72
Key Services [#]	JG- Existing	2	0.00	0	0.00	14,355.00	3	4,785.00	14,355.00	3	4,785.00
Reynolds American, Inc.	TI- Existing	3	0.00	0	0.00	203,807.98	286	712.62	203,807.98	286	712.62
Siemens Energy (Rural Hall Facility) (project 2)	JG- Existing	3	0.00	0	0.00	25,229.33	71	355.34	25,229.33	71	355.34
Wieland Copper Products (project 3)	TI- Existing	3	0.00	0	0.00	54,418.58	124	438.86	54,418.58	124	438.86
Forsyth Total			0.00	0	0.00	780,476.61	1,479	527.71	780,476.61	1,479	527.71
Gaston College											
Aptar Group (project 2)	JG- Existing	3	0.00	0	0.00	29,802.16	130	229.25	29,802.16	130	229.25
Cataler North America (project 3)	JG- Existing	1	0.00	0	0.00	15,400.40	86	179.07	15,400.40	86	179.07
CTL Packaging USA (project 2)	JG- Existing	3	0.00	0	0.00	12,477.61	34	366.99	12,477.61	34	366.99
Dixon Quick Couplins (project 2)	JG- Existing	3	0.00	0	0.00	39,639.56	58	683.44	39,639.56	58	683.44
Firestone Fibers & Textiles (project 2)	JG- Existing	1	0.00	0	0.00	462.00	14	33.00	462.00	14	33.00
FMS Enterprises, USA, Inc.	JG- Existing	1	0.00	0	0.00	4,322.55	35	123.50	4,322.55	35	123.50
Hanesbrands (Gastonia)	JG- Existing	1	0.00	0	0.00	27,985.49	807	34.68	27,985.49	807	34.68

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Hunter Douglas Blinds & Shades	JG-Existing	1	0.00	0	0.00	9,574.39	162	59.10	9,574.39	162	59.10
Kaco USA, Inc. (project 3)	JG-Existing	3	0.00	0	0.00	19,507.46	39	500.19	19,507.46	39	500.19
LanXess (project 2)	JG-Existing	3	0.00	0	0.00	19,035.63	43	442.69	19,035.63	43	442.69
MANN+HUMMEL Filtration Technology (project 3)	JG-Existing	1	0.00	0	0.00	37,397.13	120	311.64	37,397.13	120	311.64
Owens Corning	JG-New	4	0.00	0	0.00	18,528.16	74	250.38	18,528.16	74	250.38
Owens Corning (project 2)	PE-Existing	1	0.00	0	0.00	12,259.76	42	291.90	12,259.76	42	291.90
Pharr Yarns (project 4)	JG-Existing	1	0.00	0	0.00	56,577.60	114	496.29	56,577.60	114	496.29
Precision Drive Systems	PE-Existing	1	0.00	0	0.00	8,580.00	22	390.00	8,580.00	22	390.00
Robert Bosch Tool Corporation	JG-Existing	1	0.00	0	0.00	10,231.72	96	106.58	10,231.72	96	106.58
Stabilus, Inc. USA	PE-Existing	1	0.00	0	0.00	1,192.97	21	56.81	1,192.97	21	56.81
Tenowo, Inc.	JG-Existing	1	0.00	0	0.00	12,915.49	25	516.62	12,915.49	25	516.62
Gaston Total			0.00	0	0.00	335,890.08	1,922	174.76	335,890.08	1,922	174.76

Guilford Technical Community College

Accordant Health Services (project 2)	JG-Existing	2	840.00	12	70.00	15,803.00	42	376.26	16,643.00	48	346.73
Conduit Global	JG-Existing	1	0.00	0	0.00	36,840.00	88	0.00	36,840.00	88	418.64
Core Technology Molding	JG-Existing	1	0.00	0	0.00	11,275.00	6	0.00	11,275.00	6	1,879.17
DEDON	JG-Existing	4	0.00	0	0.00	3,931.68	10	393.17	3,931.68	10	393.17
Ecolab Kay Chemical Company	JG-Existing	4	0.00	0	0.00	8,886.66	45	197.48	8,886.66	45	197.48
Engineered Controls International (Rock Creek)	JG-Existing	4	0.00	0	0.00	15,836.24	10	1,583.62	15,836.24	10	1,583.62
HAECO Airframe Services	JG-Existing	1	0.00	0	0.00	45,555.24	91	500.61	45,555.24	91	500.61

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HAECO Cabin Solutions	JG- Existing	2	0.00	0	0.00	32,473.92	106	306.36	32,473.92	106	306.36
Harland Clarke (project 2)	JG- Existing	2	0.00	0	0.00	35,546.92	86	413.34	35,546.92	86	413.34
Krueger International	JG- Existing	1	0.00	0	0.00	9,395.44	21	447.40	9,395.44	21	447.40
LC America (project 2)	JG- Existing	3	0.00	0	0.00	4,542.07	26	174.70	4,542.07	26	174.70
O'Neal Manufacturing Services	JG- Existing	2	0.00	0	0.00	21,002.30	108	194.47	21,002.30	108	194.47
Pactiv [**]	JG- Existing	1	0.00	0	0.00	1,870.00	0	0.00	1,870.00	0	#DIV/0!
Parker Hannifin	JG- Existing	1	0.00	0	0.00	640.95	34	18.85	640.95	34	18.85
Slane Hosiery Mills (project 2)	JG- Existing	1	0.00	0	0.00	42,240.00	56	754.29	42,240.00	56	754.29
Swaim Furniture	JG- Existing	3	0.00	0	0.00	11,521.00	26	443.12	11,521.00	26	443.12
The Fresh Market (Corporate HQ)	JG- Existing	1	0.00	0	0.00	28,008.39	54	518.67	28,008.39	54	518.67
Thomas Built Buses	JG- Existing	4	0.00	0	0.00	10,640.00	36	295.56	10,640.00	36	295.56
Thomas Built Buses (project 2)	JG- Existing	1	0.00	0	0.00	50.00	25	2.00	50.00	25	2.00
Wysong (project 2)	PE- Existing	3	0.00	0	0.00	10,332.80	24	430.53	10,332.80	24	430.53
Guilford Total			840.00	12	0.00	346,391.61	894	387.46	347,231.61	900	385.81
Isothermal Community College											
CMI	JG- Existing	1	0.00	0	0.00	1,630.86	8	203.86	1,630.86	8	203.86
Everest Textiles USA	JG-New	1	0.00	0	0.00	14,350.39	173	82.95	14,350.39	173	82.95
Isothermal Total			0.00	0	0.00	15,981.25	181	88.29	15,981.25	181	88.29
James Sprunt Community College											
Butterball (Mt. Olive) (project 2)	TI- Existing	1	0.00	0	0.00	46,385.18	331	140.14	46,385.18	331	140.14
James Sprunt Total			0.00	0	0.00	46,385.18	331	140.14	46,385.18	331	140.14

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Johnston Community College											
Berry Plastics (Benson) (project 4)	PE- Existing	2	0.00	0	0.00	29,304.05	87	336.83	29,304.05	87	336.83
Caterpillar (Clayton) (project 3)	PE- Existing	3	0.00	0	0.00	47,168.05	48	982.67	47,168.05	48	982.67
Global Skyware (project 2)	PE- Existing	1	0.00	0	0.00	5,700.42	34	167.66	5,700.42	34	167.66
Grifols - NFF (project 3)	PE- Existing	3	0.00	0	0.00	45,852.69	441	103.97	45,852.69	441	103.97
House-Autry	PE- Existing	1	0.00	0	0.00	518.16	15	34.54	518.16	15	34.54
Novo Nordisk-DAPI (project 3)	JG- Existing	1	0.00	0	0.00	160,400.99	206	778.65	160,400.99	206	778.65
OPW FCS (project 3)	PE- Existing	2	0.00	0	0.00	2,187.00	51	42.88	2,187.00	51	42.88
Studio TK (project 2)	PE- Existing	2	0.00	0	0.00	5,563.13	62	89.73	5,563.13	62	89.73
The Hales Group	PE- Existing	2	0.00	0	0.00	15,449.20	60	257.49	15,449.20	60	257.49
Johnston Total			0.00	0	0.00	312,143.69	1,004	310.90	312,143.69	1,004	310.90
Lenoir Community College											
Crown	JG- Existing	2	0.00	0	0.00	1,198.96	29	41.34	1,198.96	29	41.34
West Pharmaceutical Services (project 2)	TI- Existing	3	0.00	0	0.00	5,561.04	117	47.53	5,561.04	117	47.53
Lenoir Total			0.00	0	0.00	6,760.00	146	46.30	6,760.00	146	46.30
Martin Community College											
Ann's House of Nuts (project 3)	JG- Existing	3	0.00	0	0.00	1,725.00	500	3.45	1,725.00	500	3.45
A R Textiles	JG- Existing	1	0.00	0	0.00	11,990.00	11	1,090.00	11,990.00	11	1,090.00
Domtar (project 2)	PE- Existing	3	0.00	0	0.00	14,184.50	104	136.39	14,184.50	104	136.39
Syfan USA (project 2)	JG- Existing	3	0.00	0	0.00	7,379.00	62	119.02	7,379.00	62	119.02
Martin Total			0.00	0	0.00	35,278.50	677	52.11	35,278.50	677	52.11

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Mayland Community College											
BRP (project 2)	PE- Existing	3	0.00	0	0.00	7,776.95	238	32.68	7,776.95	238	32.68
Mayland Total			0.00	0	0.00	7,776.95	238	32.68	7,776.95	238	32.68
McDowell Technical Community College											
Baxter Healthcare	JG- Existing	3	0.00	0	0.00	85,214.77	154	553.34	85,214.77	154	553.34
McDowell Total			0.00	0	0.00	85,214.77	154	553.34	85,214.77	154	553.34
Mitchell Community College											
General Microcircuits, Inc.	PE- Existing	2	0.00	0	0.00	7,961.79	16	497.61	7,961.79	16	497.61
Kooks Custom Headers [**]	PE- Existing	2	0.00	0	0.00	134.00	0	0.00	134.00	0	0.00
NGK Ceramics (Phase 4)	JG- Existing	1	0.00	0	0.00	27,351.77	182	150.28	27,351.77	182	150.28
Mitchell Total			0.00	0	0.00	35,447.56	198	179.03	35,447.56	198	179.03
Montgomery Community College											
McRae Industries, Inc.	JG- Existing	2	0.00	0	0.00	18,283.28	24	761.80	18,283.28	24	761.80
McRae Industries, Inc. (project 2)	TI- Existing	1	0.00	0	0.00	4,992.90	8	624.11	4,992.90	8	624.11
Montgomery Total			0.00	0	0.00	23,276.18	32	727.38	23,276.18	32	727.38
Piedmont Community College											
Eaton (Roxboro) (project 3)	JG- Existing	1	0.00	0	0.00	49,324.09	109	452.51	49,324.09	109	452.51
GKN Driveline (Timberlake) (project 2)	JG- Existing	1	0.00	0	0.00	46,526.99	97	479.66	46,526.99	97	479.66
Spuntech Industries (project 4)	JG- Existing	1	0.00	0	0.00	33,151.92	14	2,367.99	33,151.92	14	2,367.99
Piedmont Total			0.00	0	0.00	129,003.00	220	586.38	129,003.00	220	586.38

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Pitt Community College											
CMI Plastics (project 3)	JG- Existing	3	0.00	0	0.00	519.80	17	30.58	519.80	17	30.58
Domtar (Greenville)	PE- Existing	1	0.00	0	0.00	4,759.79	54	88.14	4,759.79	54	88.14
Hyster-Yale Group (project 3)	PE- Existing	2	0.00	0	0.00	28,963.59	142	203.97	28,963.59	142	203.97
Jack A. Farrior, Inc.	PE- Existing	1	0.00	0	0.00	2,579.54	7	368.51	2,579.54	7	368.51
Mayne Pharma	JG- Existing	2	0.00	0	0.00	51,481.82	200	257.41	51,481.82	200	257.41
Patheon Manufacturing	JG- Existing	4	0.00	0	0.00	71,559.42	198	361.41	71,559.42	198	361.41
Penco Products (Greenville)	PE- Existing	1	0.00	0	0.00	2,292.18	40	57.30	2,292.18	40	57.30
Practicon	JG- Existing	3	0.00	0	0.00	1,559.16	13	119.94	1,559.16	13	119.94
Select Custom Apparatus	PE- Existing	2	0.00	0	0.00	10,176.54	15	678.44	10,176.54	15	678.44
Weyerhaeuser (Grifton) (project 3)	TI- Existing	1	0.00	0	0.00	19,578.95	64	305.92	19,578.95	64	305.92
Pitt Total			0.00	0	0.00	193,470.79	750	257.96	193,470.79	750	257.96
Randolph Community College											
BJ Con-Sew (project 3)	JG- Existing	2	0.00	0	0.00	422.00	20	21.10	422.00	20	21.10
ETI/DJO Global	PE- Existing	3	0.00	0	0.00	6,600.00	11	600.00	6,600.00	11	600.00
Jowat Corporation	PE- Existing	3	0.00	0	0.00	3,840.00	46	83.48	3,840.00	46	83.48
Kayser-Roth (Asheboro)	JG- Existing	3	0.00	0	0.00	1,520.00	17	89.41	1,520.00	17	89.41
Matlab	PE- Existing	3	0.00	0	0.00	15,197.50	32	474.92	15,197.50	32	474.92
Metal USA	PE- Existing	3	0.00	0	0.00	3,425.19	18	190.29	3,425.19	18	190.29
PEMMCO (project 2) 【*】	TI- Existing		0.00	0	0.00	0.00	52	0.00	0.00	52	0.00
Plastics Color Corporation (project 2)	PE- Existing	1	0.00	0	0.00	3,047.45	17	179.26	3,047.45	17	179.26

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Speed Metal Fabrication	JG- Existing	1	0.00	0	0.00	18,257.92	59	309.46	18,257.92	59	309.46
Technimark (project 2)	JG- Existing	2	0.00	0	0.00	26,396.08	90	293.29	26,396.08	90	293.29
Randolph Total			0.00	0	0.00	78,706.14	362	217.42	78,706.14	362	217.42
Richmond Community College											
Cascades Tissue (Rockingham) (project 2)	TI- Existing	2	0.00	0	0.00	2,145.00	18	119.17	2,145.00	18	119.17
FCC NC Paper Plant	JG- Existing	2	0.00	0	0.00	4,346.00	4	1,086.50	4,346.00	4	1,086.50
FCC NC Segment Plant (project 3)	TI- Existing	3	0.00	0	0.00	11,983.00	100	119.83	11,983.00	100	119.83
FerroFab (project 2)	TI- Existing	1	0.00	0	0.00	3,138.00	23	136.43	3,138.00	23	136.43
Global Packaging	TI- Existing	3	0.00	0	0.00	3,064.00	16	191.50	3,064.00	16	191.50
ITG Burlington (Cordova) (project 2)	TI- Existing	2	0.00	0	0.00	4,756.00	19	250.32	4,756.00	19	250.32
RSI Home Products [**]	JG-New	2	6,000.00	0	0.00	12,432.00	33	376.73	18,432.00	33	558.55
Service Thread (project 5)	TI- Existing	2	0.00	0	0.00	1,323.00	89	14.87	1,323.00	89	14.87
Service Thread (project 6)	TI- Existing	1	0.00	0	0.00	5,245.00	6	874.17	5,245.00	6	874.17
Richmond Total			6,000.00	0	0.00	48,432.00	308	157.25	54,432.00	308	176.73
Robeson Community College											
Apparel USA	JG- Existing	1	0.00	0	0.00	4,891.83	19	257.46	4,891.83	19	257.46
Campbell Soup Supply Company (project 4)	TI- Existing	1	0.00	0	0.00	2,454.00	6	409.00	2,454.00	6	409.00
Elkay	TI- Existing	3	0.00	0	0.00	5,189.68	25	207.59	5,189.68	25	207.59
Trinity Frozen Foods (project 2)	PE- Existing	1	0.00	0	0.00	2,497.09	25	99.88	2,497.09	25	99.88
Watts Water Technologies	JG- Existing	1	0.00	0	0.00	382.80	14	27.34	382.80	14	27.34
Robeson Total			0.00	0	0.00	15,415.40	89	173.21	15,415.40	89	173.21

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Rockingham Community College											
Amcor (Reidsville) (project 2)	PE- Existing	3	0.00	0	0.00	9,526.00	16	595.38	9,526.00	16	595.38
Commonwealth Brands (project 5)	PE- Existing	1	0.00	0	0.00	29,127.01	32	910.22	29,127.01	32	910.22
Henniges Automotive	PE- Existing	2	0.00	0	0.00	9,471.70	48	197.33	9,471.70	48	197.33
Isometrics, Inc.	JG- Existing	3	0.00	0	0.00	6,180.99	59	104.76	6,180.99	59	104.76
Loparex (Eden) (project 3)	PE- Existing	2	0.00	0	0.00	11,128.05	165	67.44	11,128.05	165	67.44
UNIF (Reidsville) (project 2)	JG- Existing	2	0.00	0	0.00	32,022.44	149	0.00	32,022.44	149	214.92
Rockingham Total			0.00	0	0.00	97,456.19	469	207.80	97,456.19	469	207.80
Rowan-Cabarrus Community College											
Agility Fuel Systems (project 2)	TI- Existing	1	0.00	0	0.00	14,641.23	96	152.51	14,641.23	96	152.51
Americhem, Inc.	JG- Existing	2	0.00	0	0.00	24,176.10	92	262.78	24,176.10	92	262.78
Carolina Precision Mfg. (CPM)	PE- Existing	1	0.00	0	0.00	11,119.37	65	171.07	11,119.37	65	171.07
Continental Structural Plastics	JG- Existing	2	0.00	0	0.00	27,595.90	328	84.13	27,595.90	328	84.13
Corning (Midland) (project 4)	JG- Existing	1	0.00	0	0.00	125,159.29	788	158.83	125,159.29	788	158.83
Custom Golf Car Supply	JG- Existing	3	0.00	0	0.00	851.25	58	14.68	851.25	58	14.68
Custom Golf Car Supply (project 2)	PE- Existing	1	0.00	0	0.00	12,770.00	40	319.25	12,770.00	40	319.25
DNP IMS America Corp (project 3)	JG- Existing	2	0.00	0	0.00	29,590.01	123	240.57	29,590.01	123	240.57
Ei Solutionworks, LLC (project 3)	PE- Existing	1	0.00	0	0.00	9,683.28	237	40.86	9,683.28	237	40.86
Haines	JG- Existing	1	0.00	0	0.00	8,689.68	41	211.94	8,689.68	41	211.94
Imperial Brown (project 2)	JG- Existing	2	0.00	0	0.00	5,693.96	85	66.99	5,693.96	85	66.99
Imperial Supplies (project 2)	PE- Existing	2	0.00	0	0.00	6,478.69	65	99.67	6,478.69	65	99.67

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Integro Technologies	JG- Existing	1	0.00	0	0.00	6,005.00	37	162.30	6,005.00	37	162.30
Intertape Polymers Group)	JG-New	2	0.00	0	0.00	43,453.89	65	668.52	43,453.89	65	668.52
New York Air Brake	JG- Existing	1	0.00	0	0.00	3,795.00	7	542.14	3,795.00	7	542.14
Racing Electronics	PE- Existing	1	0.00	0	0.00	3,241.26	54	60.02	3,241.26	54	60.02
Rowan-Cabarrus Total			0.00	0	0.00	332,943.91	2,181	152.66	332,943.91	2,181	152.66

Sampson Community College

Rheinfelden Americas	JG-New	3	0.00	0	0.00	50.00	7	7.14	50.00	7	7.14
Southeastern Outdoor Products	PE- Existing	1	0.00	0	0.00	4,125.66	26	158.68	4,125.66	26	158.68
Sampson Total			0.00	0	0.00	4,175.66	33	126.54	4,175.66	33	126.54

Sandhills Community College

ITG Burlington (Raeford)	PE- Existing	2	0.00	0	0.00	6,300.00	18	350.00	6,300.00	18	350.00
Reliance Packaging, LLC	JG- Existing	1	0.00	0	0.00	15,549.00	28	555.32	15,549.00	28	555.32
Unilever (Raeford) (project 3)	TI- Existing	2	0.00	0	0.00	11,799.00	40	294.98	11,799.00	40	294.98
Sandhills Total			0.00	0	0.00	33,648.00	86	391.26	33,648.00	86	391.26

South Piedmont Community College

ATI Specialty Materials (project 3)	JG- Existing	2	0.00	0	0.00	15,591.45	92	169.47	15,591.45	92	169.47
Columbus McKinnon Corp. (project 3)	PE- Existing	2	0.00	0	0.00	2,905.61	25	116.22	2,905.61	25	116.22
Darnel, Inc. (project 3)	JG- Existing	3	0.00	0	0.00	13,490.24	53	254.53	13,490.24	53	254.53
Glenmark Pharmaceuticals	JG-New	2	0.00	0	0.00	3,950.86	159	24.85	3,950.86	159	24.85
McGee Corporation	PE- Existing	1	0.00	0	0.00	4,717.94	20	235.90	4,717.94	20	235.90

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
O'Neil Digital Solutions	JG-New	2	0.00	0	0.00	2,492.17	13	191.71	2,492.17	13	191.71
Scott Safety	JG-Existing	3	0.00	0	0.00	30,665.19	64	479.14	30,665.19	64	479.14
South Piedmont Total			0.00	0	0.00	73,813.46	426	173.27	73,813.46	426	173.27
Southeastern Community College											
Armour West Fraser [**]	PE-Existing	1	0.00	0	0.00	4,419.00	0	0.00	4,419.00	0	0.00
Council Tool	PE-Existing	3	0.00	0	0.00	3,480.00	38	91.58	3,480.00	38	91.58
Filtec Precise, Inc.	TI-Existing	2	0.00	0	0.00	150.00	50	3.00	150.00	50	3.00
Southeastern Total			0.00	0	0.00	8,049.00	88	91.47	8,049.00	88	91.47
Southwestern Community College											
Franklin Tubular (project 2)	PE-Existing	1	0.00	0	0.00	10,541.00	30	351.37	10,541.00	30	351.37
Southwestern Total			0.00	0	0.00	10,541.00	30	351.37	10,541.00	30	351.37
Stanly Community College											
Carolina Paper Converter	JG-Existing	2	0.00	0	0.00	1,525.23	18	84.74	1,525.23	18	84.74
Fiberon	JG-Existing	3	0.00	0	0.00	14,855.00	379	39.20	14,855.00	379	39.20
International Automotive Components Group	JG-Existing	3	0.00	0	0.00	23,633.68	143	165.27	23,633.68	143	165.27
Stanley Engineered Fastening	JG-Existing	1	0.00	0	0.00	5,558.45	31	0.00	5,558.45	31	179.30
Quality Enclosures, Inc. [**]	DEV	1	0.00	0	0.00	3,654.00	0	0.00	3,654.00	0	0.00
United Protective Technologies (project 2)	PE-Existing	1	0.00	0	0.00	4,281.01	12	0.00	4,281.01	12	356.75
Stanly Total			0.00	0	0.00	53,507.37	583	91.78	53,507.37	583	91.78
Surry Community College											
Altec Industries, Inc. (Mt. Airy)	JG-Existing	1	0.00	0	0.00	2,607.00	64	40.73	2,607.00	64	40.73

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
Austin Electrical Enclosures (project 2)	JG- Existing	4	0.00	0	0.00	5,657.00	24	235.71	5,657.00	24	235.71
B & G Foods Snacks, Inc. (Yadkin) (project 2)	JG- Existing	2	0.00	0	0.00	14,345.20	290	49.47	14,345.20	290	49.47
Cardinal Custom Tempered Glass (project 3)	JG- Existing	1	0.00	0	0.00	6,961.48	59	117.99	6,961.48	59	117.99
Catalina Tempering (project 2) [**]	JG- Existing	3	0.00	0	0.00	715.00	0	0.00	715.00	0	0.00
CK Technologies	JG- Existing	4	0.00	0	0.00	790.00	2	395.00	790.00	2	395.00
Hanesbrands (Mt. Airy) (project 3)	JG- Existing	3	0.00	0	0.00	654.00	14	46.71	654.00	14	46.71
Johnson Granite, Inc. (project 2)	JG- Existing	1	0.00	0	0.00	19,806.00	39	507.85	19,806.00	39	507.85
Lydall, Inc. (project 2)	JG- Existing	5	0.00	0	0.00	31,212.17	121	257.95	31,212.17	121	257.95
NCFI	JG- Existing	2	0.00	0	0.00	18,068.55	62	291.43	18,068.55	62	291.43
Phillips-Van Heusen Distribution Center (project 3)	JG- Existing	2	0.00	0	0.00	18,930.81	93	203.56	18,930.81	93	203.56
Pittsburgh Glass Works (project 2)	JG- Existing	2	0.00	0	0.00	26,304.75	48	548.02	26,304.75	48	548.02
UNIFI, Inc. (Yadkinville) (project 3)	JG- Existing	2	0.00	0	0.00	3,049.45	184	16.57	3,049.45	184	16.57
United Plastics Corporation (project 2) [**]	JG- Existing	2	0.00	0	0.00	360.00	0	0.00	360.00	0	0.00
Wayne Farms	TI- Existing	2	0.00	0	0.00	2,856.00	26	109.85	2,856.00	26	109.85
Weyerhaeuser (Elkin) (project 3) [**]	TI- Existing	4	0.00	0	0.00	139.00	0	0.00	139.00	0	0.00
Surry Total			0.00	0	0.00	152,456.41	1,026	148.59	152,456.41	1,026	148.59
Vance-Granville Community College											
Dill Air Controls	PE- Existing	2	0.00	0	0.00	24,873.38	54	460.62	24,873.38	54	460.62
K-FLEX USA (project 2)	JG- Existing	1	0.00	0	0.00	19,250.00	53	363.21	19,250.00	53	363.21
MARS Petcare (project 3)	PE- Existing	4	0.00	0	0.00	6,067.55	22	275.80	6,067.55	22	275.80
MGM Products	JG-New	2	0.00	0	0.00	1,980.00	3	660.00	1,980.00	3	660.00

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
Novozymes (Franklin Co.)	JG- Existing	3	0.00	0	0.00	33,979.00	167	203.47	33,979.00	167	203.47
Palziv (project 3)	JG- Existing	2	0.00	0	0.00	12,540.00	129	97.21	12,540.00	129	97.21
Revlon (project 2)	JG- Existing	3	0.00	0	0.00	36,536.40	90	405.96	36,536.40	90	405.96
Robling Medical	PE- Existing	2	0.00	0	0.00	31,790.00	49	648.78	31,790.00	49	648.78
Vance-Granville Total			0.00	0	0.00	167,016.33	567	294.56	167,016.33	567	294.56
Wake Technical Community College											
Allscripts	JG- Existing	2	0.00	0	0.00	111,593.90	235	474.87	111,593.90	235	474.87
Apex Tool Group	JG- Existing	1	0.00	0	0.00	16,999.15	48	354.15	16,999.15	48	354.15
Biogen	JG- Existing	3	0.00	0	0.00	113,153.41	212	533.74	113,153.41	212	533.74
Catalent Pharma Solutions (project 2)	JG- Existing	2	0.00	0	0.00	31,047.00	140	221.76	31,047.00	140	221.76
CBC Americas (Wake Co.)	JG- Existing	2	0.00	0	0.00	27,996.63	74	378.33	27,996.63	74	378.33
ChannelAdvisor Corp.	JG- Existing	1	0.00	0	0.00	58,722.53	350	167.78	58,722.53	350	167.78
Credit Suisse	JG- Existing	1	0.00	0	0.00	70,149.13	304	230.75	70,149.13	304	230.75
d-Wise	JG- Existing	3	0.00	0	0.00	20,445.24	26	786.36	20,445.24	26	786.36
Flextronics America, LLC	TI- Existing	1	0.00	0	0.00	21,168.35	37	572.12	21,168.35	37	572.12
Infosys, Ltd. [**]	JG-New	1	0.00	0	0.00	48,828.63	0	0.00	48,828.63	0	0.00
Kellogg (project 2)	JG- Existing	2	0.00	0	0.00	36,865.81	67	550.24	36,865.81	67	550.24
Merz North America	JG-New	2	0.00	0	0.00	72,241.74	88	820.93	72,241.74	88	820.93
Multi Packaging Solutions	JG- Existing	2	0.00	0	0.00	17,357.26	29	598.53	17,357.26	29	598.53
Novozymes (Wake Co.)	JG- Existing	3	0.00	0	0.00	66,815.11	124	538.83	66,815.11	124	538.83
Polyzen, Inc.	JG- Existing	1	0.00	0	0.00	17,906.11	25	716.24	17,906.11	25	716.24
Proto Labs, Inc.	JG- Existing	3	0.00	0	0.00	24,105.13	50	482.10	24,105.13	50	482.10
Red Hat (project 3)	JG- Existing	4	0.00	0	0.00	107,197.10	122	878.66	107,197.10	122	878.66

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
Schmalz, Inc.	JG- Existing	3	0.00	0	0.00	20,617.21	53	389.00	20,617.21	53	389.00
Seqirus, Inc. (project 5)	JG- Existing	2	0.00	0	0.00	2,640.00	26	101.54	2,640.00	26	101.54
Varonis Systems (project 3)	JG- Existing	1	0.00	0	0.00	17,908.08	35	511.66	17,908.08	35	511.66
Wake Total			0.00	0	0.00	903,757.52	2,045	441.94	903,757.52	2,045	441.94
Wayne Community College											
Anchor Coupling	JG- Existing	1	0.00	0	0.00	449.00	11	40.82	449.00	11	40.82
AP Emissions Technologies (project 2)	JG- Existing	2	0.00	0	0.00	9,578.09	113	84.76	9,578.09	113	84.76
Mission Foods (project 3)	JG- Existing	3	0.00	0	0.00	1,625.38	14	116.10	1,625.38	14	116.10
Mt. Olive Pickle Company	JG- Existing	3	0.00	0	0.00	7,119.14	56	127.13	7,119.14	56	127.13
PCORE Electric Company	JG- Existing	4	0.00	0	0.00	6,372.31	10	637.23	6,372.31	10	637.23
Wayne Total			0.00	0	0.00	25,143.92	204	123.25	25,143.92	204	123.25
Western Piedmont Community College											
Chaddock Furniture (project 2)	PE- Existing	1	0.00	0	0.00	4,125.00	6	687.50	4,125.00	6	687.50
Continental Teves	JG- Existing	1	0.00	0	0.00	28,654.91	22	1,302.50	28,654.91	22	1,302.50
Leviton Southern Devices (Morganton) (project 2)	PE- Existing	1	0.00	0	0.00	50.00	165	0.30	50.00	165	0.30
Marves Industries (project 2)	PE- Existing	2	0.00	0	0.00	5,839.12	57	102.44	5,839.12	57	102.44
Meridian Specialty Yarn Group	JG- Existing	2	0.00	0	0.00	1,721.59	64	26.90	1,721.59	64	26.90
Molded Fiber Glass	JG- Existing	1	0.00	0	0.00	6,424.00	21	305.90	6,424.00	21	305.90
Saft America, Inc.	PE- Existing	2	0.00	0	0.00	4,232.96	209	20.25	4,232.96	209	20.25
Siegwerk Environmental Inks. (project 2)	PE- Existing	3	0.00	0	0.00	6,138.00	28	219.21	6,138.00	28	219.21
Valdese Weavers (project 3)	JG- Existing	4	0.00	0	0.00	7,135.95	101	70.65	7,135.95	101	70.65
Western Piedmont Total			0.00	0	0.00	64,321.53	673	95.57	64,321.53	673	95.57

North Carolina Community College System
Customized Training Project Expenditures
(Funding Purpose 361)
Reporting Period: July 1, 2017 - June 30, 2018

College/Company [1]	Project Type [2]	Number of Fiscal Years Funded [3]	Company Training Reimburse- ment Expenditures [4]	Number Trained by Company Instructors [5]	Average Company Reimburse- ment Per Trainee [6]	College Training Expenditures [7]	Number Trained by College Instructors [8]	Average College Cost Per Trainee [9]	Total Expenditures [10]	Total Trained by Company & College Instructors [11]	Average Total Cost Per Trainee [12]
Wilkes Community College											
GE Aviation (West Jefferson)	JG- Existing	5	0.00	0	0.00	6,593.48	13	507.19	6,593.48	13	507.19
Herbal Ingenuity	JG- Existing	3	0.00	0	0.00	272.00	29	9.38	272.00	29	9.38
InterFlex Group (project 2)	PE- Existing	1	0.00	0	0.00	4,067.60	40	101.69	4,067.60	40	101.69
Leviton (West Jefferson)	PE- Existing	1	0.00	0	0.00	12,724.99	72	176.74	12,724.99	72	176.74
Pioneer Eclipse	PE- Existing	3	0.00	0	0.00	120.00	6	20.00	120.00	6	20.00
Plycem USA	PE- Existing	2	0.00	0	0.00	17,525.90	10	1,752.59	17,525.90	10	1,752.59
Tyson Foods, Inc. (project 2)	PE- Existing	1	0.00	0	0.00	18,203.64	207	87.94	18,203.64	207	87.94
United Chemi-Con (project 2)	PE- Existing	1	0.00	0	0.00	9,123.00	33	276.45	9,123.00	33	276.45
Worldwide Protective Products	PE- Existing	1	0.00	0	0.00	8,135.02	167	48.71	8,135.02	167	48.71
Wilkes Total			0.00	0	0.00	76,765.63	577	133.04	76,765.63	577	133.04
Wilson Community College											
Alliance One International (Wilson)	PE- Existing	4	0.00	0	0.00	8,274.91	11	752.26	8,274.91	11	752.26
Alliance One Specialty Products, LLC	TI- Existing	1	0.00	0	0.00	14,550.80	52	279.82	14,550.80	52	279.82
Bridgestone Americas	TI- Existing	2	0.00	0	0.00	109,104.56	171	638.04	109,104.56	171	638.04
Bridgestone Americas (project 2)	JG- Existing	1	0.00	0	0.00	201,625.29	178	1,132.73	201,625.29	178	1,132.73
Evans MacTavish Agricraft, Inc.	JG- Existing	1	0.00	0	0.00	3,278.24	13	252.17	3,278.24	13	252.17
Sun River Services Corporation	JG- Existing	2	0.00	0	0.00	28,342.94	80	354.29	28,342.94	80	354.29
Wilson Total			0.00	0	0.00	365,176.74	505	723.12	365,176.74	505	723.12
SYSTEM TOTALS			\$40,510.41	152	266.52	\$7,502,086.82	27,029	\$277.56	\$7,542,597.23	27,134	\$277.98

Project Expenditures: \$ 7,542,597.23

Learning Solutions Center Expenditures: \$ 229,486.17

Total Expenditures: \$ 7,772,083.40

ADDENDUM

Customized Training Project Expenditures Footnotes

The report is footnoted to explain company and/or college project expenditures when there were trainees but no expenditures; there were expenditures but no trainees reported; when colleges reported an excessive average total cost per trainee; or, when there were categorical equipment expenditures.

[*]	Projects where colleges reported trainees but did not incur expenditures is the result of: 1) training provided by North Carolina Community Colleges Regional Trainers and/or BioNetwork instructors; 2) training provided by Regional Trainers whereby colleges opted not to utilize the earned administrative allowance; and 3) company and/or 3 rd Party provider opted not to be reimbursed for training.
[**]	Projects where company or college expenditures were incurred but there were no trainees reported, the expenditures fall within one or more of the following categories: 1) instructional supplies, materials, and applicable tax and shipping costs; 2) curriculum development for course training; 3) travel costs including in-state, out-of-state, or out-of-country; 4) earned administrative allowance and/or approved administrative allowance carryforward earned from prior fiscal year; 5) job profiles; 6) authorized equipment purchase as stipulated in the Customized Training Program guidelines; 7) project director/coordinator/support staff's salary; 8) balance of invoices paid for training which occurred in late June; and, 9) developmental expenditures authorization.
[#]	Projects where colleges reported an excessive "average total cost per trainee," the excess expenditures fall within one or more of the following categories: 1) high-tech specialized training/instructional materials and/or certification; 2) training conducted for a smaller number of employees due to production demand; 3) job profiling; 4) registration fees for specialized training; and 5) approved equipment purchase/lease costs. These are ongoing projects which, upon completion, will illustrate the average total cost per trainee as originally approved, unless noted otherwise.

The Learning Solutions Center - Wilkes Community College

The Customized Training Program supports the Learning Solutions Center (LSC), which is hosted by Wilkes Community College. During FY 2017-2018, the LSC supported learning resources such as manuals, DVDs, videos, and computer-based interactive programs used for instructional training for a number of Customized Training projects. The LSC program-related expenditures totaled **\$229,486.17**.

**Customized Training Program
Business and Industry Support Summary of Training Activities
Data Category Definitions**

Column	Data Category	Definition
1	College	North Carolina community college to which Business and Industry Support Funds have been allocated.
2	Number of Companies Served	Companies supported by Business and Industry Support Funds.
3	Number of Training Activities	Instructional activities provided with Business and Industry Support Funds.
4	Instructional Expenditures	Business and Industry Support Funds expended to support instructional activities.
5	Number of Trainees	Number of trainees served with Business and Industry Support Funds.
6	Average Cost Per Trainee	Total instructional expenditures divided by the total number of trainees.
7	Administrative Expenditures	Total administrative funds expended per college from the base allotment of Business and Industry Support Funds.
8	Total Expenditures	Total Business and Industry Support Funds expended which include instructional and administrative components.

Customized Training Program
Business and Industry Support (Funding Purpose 364 and 365)
Summary of Training Activities
Reporting Period: July 1, 2017 - June 30, 2018

College (1)	Number of Companies Served (2)	Number of Training Activities (3)	Instructional Expenditures (4)	Number of Trainees (5)	Average Cost Per Trainee (6)	Administrative Expenditures (7)	Total Expenditures (8)
Alamance	15	20	24,505.78	369	\$66.41	\$35,464.93	\$59,970.71
Asheville-Buncombe	20	20	21,668.00	184	\$117.76	\$38,330.04	\$59,998.04
Beaufort	4	6	13,753.00	55	\$250.05	\$33,747.00	\$47,500.00
Bladen	4	6	10,000.00	65	\$153.85	\$39,760.53	\$49,760.53
Blue Ridge	10	16	10,000.00	120	\$83.33	\$40,000.00	\$50,000.00
Brunswick	10	23	9,715.08	243	\$39.98	\$37,773.35	\$47,488.43
Caldwell	12	68	9,999.42	651	\$15.36	\$39,945.32	\$49,944.74
Cape Fear	18	13	19,941.69	167	\$117.61	\$39,999.22	\$59,940.91
Carteret	4	5	7,498.35	31	\$241.88	\$39,999.14	\$47,497.49
Catawba Valley	17	28	20,000.00	227	\$88.11	\$40,000.00	\$60,000.00
Central Carolina	14	17	17,704.42	101	\$175.29	\$40,000.00	\$57,704.42
Central Piedmont	17	29	20,000.00	111	\$180.18	\$40,000.00	\$60,000.00
Cleveland	11	19	9,467.20	192	\$49.31	\$40,000.00	\$49,467.20
Coastal Carolina	3	42	7,480.36	95	\$78.74	\$40,000.00	\$47,480.36
College of the Albemarle	1	2	7,500.00	13	\$576.92	\$40,000.00	\$47,500.00
Craven	1	1	9,639.78	8	\$1,204.97	\$40,000.00	\$49,639.78
Davidson	8	10	18,412.00	135	\$136.38	\$40,000.00	\$58,412.00
Durham	16	22	20,031.14	143	\$140.08	\$39,189.12	\$59,220.26
Edgecombe	8	14	7,500.00	71	\$105.63	\$40,000.00	\$47,500.00
Fayetteville	12	17	18,217.20	143	\$127.39	\$39,999.73	\$58,216.93
Forsyth	43	174	21,252.52	320	\$103.00	\$38,746.66	\$59,999.18
Gaston	27	38	19,997.43	254	\$78.73	\$40,000.00	\$59,997.43
Guilford	35	7	22,081.86	188	\$117.46	\$37,918.00	\$59,999.86
Halifax	3	8	7,499.92	141	\$53.19	\$40,000.00	\$47,499.92
Haywood	2	6	4,381.58	162	\$27.05	\$39,999.32	\$44,380.90
Isothermal	12	26	7,398.17	226	\$32.74	\$39,937.82	\$47,335.99
James Sprunt	12	67	10,149.90	420	\$24.17	\$39,850.00	\$49,999.90
Johnston	6	10	8,138.29	50	\$162.77	\$40,000.00	\$48,138.29
Lenoir	2	2	10,000.00	38	\$263.16	\$40,000.00	\$50,000.00
Martin	5	8	7,500.50	59	\$42.33	\$39,999.00	\$47,499.50

Customized Training Program
Business and Industry Support (Funding Purpose 364 and 365)
Summary of Training Activities
Reporting Period: July 1, 2017 - June 30, 2018

College (1)	Number of Companies Served (2)	Number of Training Activities (3)	Instructional Expenditures (4)	Number of Trainees (5)	Average Cost Per Trainee (6)	Administrative Expenditures (7)	Total Expenditures (8)
Mayland	3	5	7,516.48	69	\$108.93	\$39,983.00	\$47,499.48
McDowell	7	20	9,979.13	204	\$48.92	\$39,998.36	\$49,977.49
Mitchell	8	13	19,844.80	234	\$84.81	\$40,000.00	\$59,844.80
Montgomery	10	14	7,986.64	115	\$69.45	\$39,512.08	\$47,498.72
Nash	11	25	20,000.00	244	\$81.97	\$40,000.00	\$60,000.00
Pamlico (<i>consortium with Craven CC</i>)							\$0.00
Piedmont	8	8	8,754.28	117	\$74.82	\$38,693.53	\$47,447.81
Pitt	11	13	9,998.03	219	\$416.67	\$39,995.76	\$49,993.79
Randolph	51	120	19,621.52	327	\$60.00	\$39,959.47	\$59,580.99
Richmond	19	28	10,000.00	93	\$107.53	\$40,000.00	\$50,000.00
Roanoke-Chowan	5	14	7,500.00	133	\$56.39	\$40,000.00	\$47,500.00
Robeson	10	15	10,035.07	275	\$36.49	\$39,961.98	\$49,997.05
Rockingham	5	8	10,000.00	157	\$63.69	\$40,000.00	\$50,000.00
Rowan-Cabarrus	16	16	20,180.05	141	\$143.12	\$39,817.64	\$59,997.69
Sampson	5	9	7,500.00	87	\$86.21	\$40,000.00	\$47,500.00
Sandhills	4	9	10,000.00	101	\$99.01	\$40,000.00	\$50,000.00
South Piedmont	9	12	20,000.00	76	\$263.16	\$40,000.00	\$60,000.00
Southeastern	5	7	7,500.00	71	\$105.63	\$40,000.00	\$47,500.00
Southwestern	3	4	6,408.99	28	\$228.89	\$40,000.00	\$46,408.99
Stanly	9	13	7,500.00	44	\$170.45	\$40,000.00	\$47,500.00
Surry	19	35	10,000.00	611	\$16.37	\$40,000.00	\$50,000.00
Tri-County	4	6	6,300.00	73	\$86.30	\$40,000.00	\$46,300.00
Vance-Granville	13	22	20,575.64	177	\$116.25	\$39,423.86	\$59,999.50
Wake	22	49	19,921.39	203	\$98.13	\$40,000.00	\$59,921.39
Wayne	9	9	9,883.72	73	\$135.39	\$40,000.00	\$49,883.72
Western Piedmont	8	11	12,089.49	143	\$84.54	\$37,908.18	\$49,997.67
Wilkes	11	33	9,945.11	593	\$16.77	\$39,998.13	\$49,943.24
Wilson	7	11	10,205.02	87	\$117.30	\$38,928.81	\$49,133.83
SYSTEM TOTALS	644	1,253	720,678.95	9,677	\$74.47	\$2,254,839.98	\$2,975,518.93

Customized Training Project Completions Continuous Improvement Evaluation Instrument

The purpose of the Continuous Improvement Evaluation Instrument is to assess the companies' expectations, program impact and overall effectiveness of the customized training received by participating in the Customized Training Program. The responses are summarized and used for program assessments and improvement.

Program assessment is based on the following categories and rating scale.

Expectations: The extent to which Customized Training met the company's expectations.

Impact: The overall impact of Customized Training on the company's operations.

Effectiveness: The overall effectiveness of Customized Training in preparing the company's employees for productivity.



Rating Scale:

- 5 - Excellent, no improvement necessary, exceed highest expectations
- 4 - Very Good, company needs were met at a highly acceptable level
- 3 - Acceptable, needs met but some improvement indicated
- 2 - Marginal, some needs unsatisfied, item needs substantial improvement
- 1 - Unacceptable, needs generally not satisfied
- NA - Not Applicable

The following Project Completions chart includes performance summary information on Customized Training projects that were completed during the reporting period July 1, 2017 – June 30, 2018.

Customized Training Project Completions Data Category Definitions

Column	Data Category	Definition
1	College/Company	North Carolina community college to which funds have been allocated for the support of an approved Customized Training project. The new or existing company supported by Customized Training project funding.
2	Project Type	JG-New = Job Growth for New Company; JG-Existing = Job Growth for Existing Company; PE-Existing = Productivity Enhancement for Existing Company; TI-Existing = Technology Investment for Existing Company.
3	Start Date	The initiation of a Customized Training project which has received approval by the Vice President of Economic Development and/or the NCCCS Review Panel.
4	End Date	The completion of all training activity and financial close out process for an approved Customized Training project.
5	Allocations	Total amount of Customized Training funds allotted to a college to support an approved Customized Training project.
6	Expenditures	Total amount of Customized Training funds expended by a college to support an approved Customized Training project.
7	Trained by Company Instructors	Total unduplicated number of trainees trained during the project period by instructors who are company employees/contractors.
8	Trained by College Instructors	Total unduplicated number of trainees trained during the project period by either full- or part-time college employees, contracted community college instructors, NCCCS Regional Trainers and NCCCS BioNetwork instructors.
9	Company's Expectations Met	Extent to which Customized Training met the company's expectations.
10	Training Impact	Overall impact of Customized Training on the company's operations.
11	Training Effectiveness	Overall effectiveness of Customized Training in preparing the company's employees for productivity.

Customized Training Program

Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Alamance Community College										
Andersen Products	JG-Existing	01/12/15	12/14/17	\$48,266	\$28,035	0	104	4	4	4
Cambro Manufacturing	JG-New	01/05/15	12/19/17	\$57,389	\$31,426	0	85	N/A	N/A	N/A
Engineered Controls International (Elon)	JG-Existing	01/20/15	12/14/17	\$113,985	\$83,697	0	269	5	5	5
GKN Driveline (Mebane) (project 2)	JG-Existing	08/04/14	08/03/17	\$626,775	\$489,518	0	744	5	4	5
Asheville-Buncombe Technical Community College										
Kearfott Guidance & Navigation (project 2)	JG-Existing	10/20/14	08/30/17	\$67,868	\$57,353	0	143	5	5	5
Linamar (project 2)	JG-Existing	07/28/15	06/14/18	\$137,750	\$132,221	0	131	5	5	5
New Belgium Brewing	JG-New	03/26/15	02/16/18	\$136,841	\$129,349	66	171	5	5	5
Beaufort County Community College										
Flanders Filters (project 2)	PE-Existing	07/06/15	04/16/18	\$13,890	\$13,432	0	50	5	4	5
Flanders Solutions, LLC	PE-Existing	10/23/15	07/24/17	\$10,043	\$9,885	0	25	N/A	N/A	N/A
Stiletto Catamarans	JG-Existing	07/11/16	03/30/18	\$1,134	\$1,061	0	14	N/A	N/A	N/A
Blue Ridge Community College										
Borg Warner Thermal	PE-Existing	09/01/15	06/14/18	\$55,950	\$54,238	0	108	5	5	5
Raumedic, Inc.	JG-New	01/01/16	06/18/18	\$23,034	\$23,003	16	69	5	5	5
Selee Corporation	TI-Existing	07/15/15	06/18/18	\$34,873	\$33,822	0	114	5	5	5
Caldwell Community College & Technical Institute										
Marlin Company, Inc.	PE-Existing	01/10/17	06/21/18	\$10,652	\$10,192	0	26	5	5	5
Timber Wolf Forest Products	PE-Existing	12/13/16	06/29/18	\$5,880	\$5,330	0	30	5	5	5

Customized Training Program Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Cape Fear Community College										
Alcami Corporation	JG-Existing	09/09/16	04/02/18	\$10,982	\$10,976	0	120	4	4	4
Central Carolina Community College										
3M Corporation (project 2)	PE-Existing	09/28/15	06/19/18	\$20,995	\$8,345	0	14	4	5	5
Coty, Inc. (project 2)	JG-Existing	01/20/15	12/14/17	\$149,309	\$109,082	0	284	5	5	5
Morgan Advanced Materials	PE-Existing	01/12/15	11/29/17	\$19,653	\$12,067	0	37	4	4	4
Saab Barracuda	PE-Existing	07/15/15	06/12/18	\$7,439	\$6,138	0	23	4	4	4
Central Piedmont Community College										
American International Group	JG-Existing	09/14/15	09/26/17	\$49,620	\$49,611	0	68	5	5	5
Aplix, Inc. (project 3)	JG-Existing	01/15/16	10/06/17	\$42,812	\$42,690	0	107	5	5	5
Burkert Fluid Control Systems	JG-Existing	08/31/15	05/14/18	\$68,038	\$67,941	0	153	5	5	5
MSC Industrial Direct Company	JG-Existing	12/08/14	12/04/17	\$170,235	\$168,587	0	368	5	5	5
Okuma American Corporation	JG-Existing	07/05/16	05/24/18	\$69,534	\$69,532	0	170	4	4	4
Sealed Air (Charlotte)	JG-New	03/03/15	02/27/18	\$320,297	\$318,576	453	890	4	4	4
Siemens Energy (Phase III)	JG-Existing	03/23/15	01/08/18	\$692,041	\$690,344	243	1,452	5	5	5
Snyder's Lance (project 2)	JG-Existing	08/08/16	09/27/17	\$135,311	\$135,299	0	277	5	5	5
Cleveland Community College										
Clearwater Paper Corporation (project 3)	JG-Existing	04/25/16	03/09/18	\$34,260	\$33,710	0	218	5	5	5
Schletter, Inc. (project 2)	JG-Existing	09/23/15	02/26/18	\$49,227	\$49,174	0	168	5	5	5

Customized Training Program

Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Coastal Carolina Community College										
J & J Snacks (project 2)	PE-Existing	01/16/15	02/02/18	\$14,781	\$13,684	0	55	5	5	5
Craven Community College										
AccuKing, Inc.	JG-New	08/17/16	03/20/18	\$1,739	\$1,738	0	5	N/A	N/A	N/A
Davidson County Community College										
Avgol (project 2)	JG-Existing	12/14/15	05/01/18	\$38,522	\$36,307	0	238	5	5	5
Cardinal Container Services	JG-Existing	04/13/15	10/16/17	\$7,986	\$7,489	0	109	4	4	4
CPM Wolverine Proctor	JG-Existing	09/28/15	04/19/18	\$54,489	\$51,068	0	100	4	4	4
Dunlop Aircraft Tyres	JG-New	03/09/15	03/14/18	\$36,087	\$31,959	0	62	5	5	5
Ennis-Flint	JG-Existing	07/13/15	05/25/18	\$104,719	\$103,675	0	292	5	5	5
HAECO (project 2)	JG-Existing	10/26/15	05/01/18	\$83,535	\$78,296	0	119	4	5	5
Pittsburgh Plate Glass Industries	JG-Existing	09/21/15	01/05/18	\$19,201	\$18,775	0	36	4	4	4
Durham Technical Community College										
EMC Corporation (project 2)	JG-Existing	10/01/15	06/27/18	\$123,836	\$108,990	0	211	5	4	5
Morinaga America Foods	JG-New	03/16/15	12/07/17	\$29,447	\$18,251	0	109	5	5	5
Valassis (project 2)	PE-Existing	02/03/16	06/27/18	\$48,927	\$36,011	0	98	4	4	4
Edgecombe Community College										
General Foam Plastics	JG-Existing	02/23/15	07/27/17	\$32,572	\$20,890	0	89	5	5	5
PowerCat (project 2)	JG-Existing	07/11/16	03/01/18	\$4,100	\$4,100	0	24	5	4	4

Customized Training Program Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Fayetteville Technical Community College										
Clear Path Recycling (project 3)	PE-Existing	02/24/17	05/22/18	\$13,586	\$13,502	0	21	4	4	4
MANN + HUMMEL Purolator Filters (project 2)	PE-Existing	05/13/15	05/22/18	\$46,683	\$45,935	0	75	5	5	5
Forsyth Technical Community College										
Reynolds American, Inc.	TI-Existing	02/01/16	01/24/18	\$607,358	\$607,351	0	807	4	4	4
Siemens Energy (Rural Hall) (project 2)	JG-Existing	08/31/15	05/31/18	\$131,027	\$130,287	0	176	4	3	3
Gaston College										
Aptar Group, Inc. (project 2)	JG-Existing	08/07/15	04/27/18	\$151,665	\$144,008	0	216	5	5	5
CTL Packaging USA (project 2)	JG-Existing	07/07/15	06/15/18	\$45,027	\$40,880	0	64	5	5	5
Kaco USA, Inc. (project 3)	JG-Existing	09/21/15	06/04/18	\$114,633	\$113,735	0	58	5	5	5
LanXess (project 2)	JG-Existing	07/27/15	06/21/18	\$51,910	\$49,546	0	43	5	5	5
Owens Corning	JG-New	01/15/15	12/15/17	\$196,352	\$182,077	29	169	5	5	5
Guilford Technical Community College										
DEDON, Inc.	JG-Existing	10/01/14	08/23/17	\$16,656	\$16,302	0	73	5	5	5
Ecolab Kay Chemical Company	JG-Existing	03/09/15	01/11/18	\$137,946	\$133,245	0	235	4	5	4
Engineered Controls, Int. (Rock Creek)	JG-Existing	02/16/15	10/02/17	\$24,470	\$21,529	0	120	4	4	4
HAECO Cabin Solutions	JG-Existing	01/23/17	03/19/18	\$52,543	\$51,008	0	127	5	5	5
Procter and Gamble	JG-Existing	10/13/14	09/22/17	\$195,391	\$194,360	0	138	5	5	5
Swaim Furniture	JG-Existing	08/03/15	06/13/18	\$17,633	\$16,838	0	75	5	4	4
Thomas Built Buses	JG-Existing	04/01/15	02/01/18	\$218,888	\$208,391	0	768	5	3	3

Customized Training Program

Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Halifax Community College										
Weldon Steel	JG-Existing	11/24/14	11/13/17	\$33,321	\$17,984	0	40	4	4	4
Johnston Community College										
Caterpillar (Clayton) (project 3)	PE-Existing	09/01/15	06/30/18	\$66,340	\$65,910	0	148	5	5	5
Grifols-NFF (project 3)	PE-Existing	09/01/15	06/30/18	\$88,795	\$87,746	0	763	5	5	5
OPW FCS (project 3)	PE-Existing	07/01/16	05/15/18	\$4,292	\$3,873	0	69	5	5	5
Martin Community College										
Ann's House of Nuts (project 3)	JG-Existing	02/02/15	01/30/18	\$19,583	\$19,583	0	500	5	5	5
Domtar (project 2)	PE-Existing	02/22/16	06/21/18	\$47,136	\$47,131	0	169	4	4	4
Mayland Community College										
BRP (project 2)	PE-Existing	05/02/16	04/17/18	\$18,125	\$16,513	0	242	5	5	5
McDowell Technical Community College										
Baxter Healthcare	JG-Existing	07/13/15	06/13/18	\$169,258	\$164,516	0	324	5	5	5
Mitchell Community College										
Kooks Custom Headers	PE-Existing	01/16/17	02/28/18	\$1,832	\$1,470	0	33	5	5	3
Montgomery Community College										
Central Carolina Hosiery	JG-Existing	01/04/16	10/06/17	\$11,902	\$7,062	0	17	3	3	3
McRae Industries	JG-Existing	02/01/17	05/17/18	\$20,486	\$20,483	0	28	5	5	5

Customized Training Program

Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Nash Community College										
Nutkao	JG-New	01/05/15	12/15/17	\$14,357	\$7,233	0	30	4	4	4
Pitt Community College										
CMI Plastics (project 3)	JG-Existing	11/30/15	06/28/18	\$12,183	\$12,104	0	39	4	4	4
One Source Communications	JG-Existing	10/05/15	06/28/18	\$4,964	\$4,837	0	34	2	1	2
Patheon Manufacturing	JG-Existing	05/07/15	05/07/18	\$132,810	\$51,874	0	397	5	5	5
Practicon	JG-Existing	11/16/15	06/28/18	\$10,784	\$10,528	0	85	4	4	3
Randolph Community College										
Kayser-Roth (Asheboro)	JG-Existing	02/02/15	01/29/18	11,800	11,339	0	81	5	5	5
Richmond Community College										
Blue Scope Steel (project 2)	JG-Existing	09/30/15	09/12/17	\$25,248	\$25,248	0	21	5	4	4
Cascades Tissue (Rockingham) (project 2)	TI-Existing	07/11/16	06/05/18	\$7,347	\$7,346	0	29	5	5	5
Cascades Tissue (Wagram)	PE-Existing	03/20/15	02/09/18	\$19,884	\$19,884	0	110	5	5	5
Global Packaging	TI-Existing	07/01/15	05/30/18	\$27,306	\$27,305	0	21	5	5	5
Hanesbrands (Laurel Hill)	PE-Existing	03/23/15	01/08/18	\$10,847	\$10,006	0	41	4	4	4
Service Thread (project 5)	TI-Existing	08/19/16	01/30/18	\$26,663	\$26,663	0	89	5	5	5
Robeson Community College										
Elkay	TI-Existing	07/07/15	06/01/18	\$24,531	\$23,000	0	69	5	5	5

Customized Training Program Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Rockingham Community College										
Amcort (Reidsville) (project 2)	PE-Existing	03/23/15	11/17/17	\$30,095	\$29,608	0	57	5	5	4
Isometrics, Inc.	JG-Existing	03/08/16	03/28/18	\$24,504	\$17,560	0	62	4	4	5
McMichael Mills, Inc.	PE-Existing	07/23/16	01/22/18	\$9,482	\$9,482	0	21	5	4	4
Rowan-Cabarrus Community College										
Alevo (project 2)	JG-Existing	01/16/17	08/18/17	\$5,500	\$5,498	0	42	N/A	N/A	N/A
Continental Structural Plastics	JG-Existing	07/11/16	06/05/18	\$70,850	\$70,838	0	728	5	4	5
Custom Golf Car Supply	JG-Existing	10/23/15	12/15/17	\$27,471	\$27,197	0	144	5	5	5
Imperial Brown (project 2)	JG-Existing	08/17/16	05/01/18	\$16,068	\$16,046	0	181	5	5	5
Stanly Community College										
Fiberon	JG-Existing	07/07/15	05/31/18	\$91,050	\$87,046	0	379	5	4	4
Norwood Manufacturing	JG-Existing	04/04/16	12/14/17	\$3,086	\$2,766	0	47	4	4	4
Surry Community College										
Austin Electrical Enclosures (project 2)	JG-Existing	09/08/14	09/07/17	\$15,414	\$12,801	0	174	5	5	5
Catalina Tempering (project 2)	JG-Existing	11/03/14	10/31/17	\$9,027	\$8,803	0	40	4	4	4
CK Technologies	JG-Existing	09/02/14	08/31/17	\$17,775	\$15,846	0	70	5	5	5
Hanesbrands (Mt. Airy) (project 3)	JG-Existing	08/25/15	08/10/17	\$19,584	\$17,818	0	53	5	5	5
Pittsburgh Glass Works (project 2)	JG-Existing	04/11/16	04/16/18	\$43,755	\$41,536	0	100	4	4	4
Southdata, Inc.	JG-Existing	04/06/15	04/02/18	\$8,800	\$8,000	0	6	4	4	4
United Plastics (project 2)	JG-Existing	10/24/16	04/16/18	\$4,822	\$3,960	0	13	4	4	4
Wayne Farms, LLC	TI-Existing	11/02/15	10/31/17	\$5,896	\$5,512	0	59	4	5	4
Weyerhaeuser (Elkin) (project 3)	TI-Existing	09/08/14	09/06/17	\$40,996	\$37,514	0	146	5	5	5

Customized Training Program Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Tri-County Community College										
Snap on Tools (project 4)	JG-Existing	04/06/16	05/30/18	\$12,117	\$8,515	0	7	4	4	4
Vance Granville Community College										
MARS Petcare (project 3)	PE-Existing	03/02/15	02/27/18	\$96,073	\$84,453	0	150	5	4	5
MGM Products	JG-New	09/28/16	09/20/17	\$11,953	\$11,951	0	14	5	5	5
Novozymes (Franklin County)	JG-New	10/19/15	06/26/18	\$118,459	\$118,445	0	332	5	5	5
Wake Technical Community College										
Biogen	JG-Existing	07/06/15	06/06/18	\$257,616	\$246,557	0	457	5	5	5
CBC Americas (Wake County)	JG-Existing	07/18/16	05/29/18	\$75,506	\$63,864	0	83	5	5	5
d-Wise	JG-Existing	02/01/16	04/17/18	\$85,522	\$81,480	0	80	4	5	5
Flextronics America, LLC	TI-Existing	07/17/17	02/09/18	\$21,171	\$21,168	0	39	5	5	5
Novozymes (Wake County)	JG-Existing	10/19/15	06/25/18	\$183,398	\$172,772	0	131	5	5	5
Red Hat (project 3)	JG-Existing	02/23/15	02/21/18	\$615,630	\$392,627	0	633	5	5	5
Schmalz, Inc.	JG-Existing	12/01/15	06/20/18	\$71,275	\$65,396	0	53	5	5	5
Wayne Community College										
PCORE Electric Company	JG-Existing	04/09/15	03/07/18	\$12,360	\$5,883	0	37	5	5	5
Uchiyama America	PE-Existing	03/01/16	03/27/18	\$11,543	\$10,614	0	44	5	4	4
Western Piedmont Community College										
Valdese Weavers (project 3)	JG-Existing	09/21/15	06/08/18	\$51,875	\$49,571	0	235	5	5	5

Customized Training Program Project Completions

(Funding Purpose 361)

Projects Completed July 1, 2017 through June 30, 2018

College/Company	Project Type	Start Date	End Date	Allocations	Expenditures	Trained by Company Instructors	Trained by College/ Other Instructors	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
Wilkes Community College										
GE Aviation (West Jefferson)	JG-Existing	09/24/14	09/20/17	\$837,396	\$826,893	52	292	5	5	5
Herbal Ingenuity	JG-Existing	04/25/16	04/25/18	\$6,907	\$6,399	0	33	5	5	5
Pioneer Eclipse	PE-Existing	11/19/15	02/07/18	\$15,749	\$15,746	0	43	5	5	5
Wilson Community College										
Alliance One International (Wilson)	PE-Existing	03/19/15	03/20/18	\$48,120	\$47,095	0	65	4	4	4
Bridgestone Americas	TI-Existing	09/19/16	11/21/17	\$299,008	\$294,560	0	180	5	5	5
DelStar Technologies	JG-Existing	11/03/16	09/01/17	\$6,574	\$6,573	0	14	5	5	5
Linamar Forgings	JG-Existing	02/01/16	02/06/18	\$9,973	\$9,398	0	44	4	4	4
SYSTEM TOTALS										
				\$9,907,986	\$9,022,290	859	19,811	4.7	4.6	4.6

N/A falls in one or more of the following categories: College unable to obtain summary evaluation from client company due to redirection of company's training needs and/or management; training impact unrelated to portion of training received by company; company unable to accomplish planned activities due to unexpected economic circumstances impacting productivity; company closed unexpectedly.



Expenditures Report 2017-2018

Customized Training Program

September 1, 2018

Mr. Peter Hans, President

The North Carolina Community College System is committed to equality of opportunity and does not discriminate against students or employees based on race, color, national origin, religion, gender, age or disability.



State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER D. EDUCATION

SUBCHAPTER 400. CURRICULUM

1D SBCCC 400.9 Curriculum Standards

- (a) Curriculum Standard. A curriculum standard is a document provided for each curriculum program which lists the required program description, code, courses, range of hours and allowable curriculum course prefixes. Curriculum standards shall not be duplicative of each other, must be in alignment with criteria outlined in 1D SBCCC 400.10 (e) and must be approved by the State Board of Community Colleges. Curriculum standards are maintained by the North Carolina Community College System Office and are located on their website.
- (b) Revised Curriculum Standard. A revision of an existing curriculum standard shall:
- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and
 - (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e); ~~1D SBCCC 400.10(e); and~~
 - (3) ~~Be approved by the State Board of Community Colleges.~~ The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.
- (c) On approval by the State Board of Community Colleges, a curriculum standard may exceed hours as outlined in 1D SBCCC 400.10(e)(1). Such an exception shall apply to all colleges approved to offer the curriculum program title. A two-thirds majority of colleges approved to offer the program shall agree with the conditions of the request

for the exception. 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 of Community Colleges;
- (3) Additional time in the program is justified by documented extenuating circumstances including, but not limited to the following:
 - (A) Documentation that the program will not be viable without the exception; or
 - (B) Documentation that employers have certified the competencies required for the program and the length of time needed to teach those competencies.

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

Eff. _____; [November 1, 2017](#).

**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.

Fayetteville Technical Community College
Leadership Studies (A25xxx)

Contact(s):

Jennifer Frazelle
Director

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Fayetteville Technical Community College
Leadership Studies (A25xxx)**

Program Planning: Fayetteville Technical Community College is seeking approval for the Leadership Studies (A25xxx) program to begin Fall 2018. The planning area is defined as the college's service area of Cumberland County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Fayetteville Technical Community College on January 16, 2018. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Fayetteville Technical Community College have certified the following:

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

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

- The degree will provide a pathway for enlisted soldiers at Fort Bragg and those serving in the NC National Guard to earn a college degree, to enhance their skills while serving, and to provide them with an educational foundation for higher learning in preparation for life after the military.
- The Commander of the Special Warfare Education Group requested that FTCC create a Leadership Studies associate in applied science degree as an option. Obtainment of this degree will allow soldiers to advance within military occupational specialties where promotions are based upon promotion points and education is a differentiating factor for advancement.
- The proposed program will also assist traditional students who wish to advance their career in a new job or to assume a higher leadership position within their current organization.

- The program lends itself to development of entrepreneurs. Fayetteville TCC provides support for entrepreneurs through their Small Business and Center for Innovation and Entrepreneurship that provides advice, assistance, workshops and instruction to entrepreneurs in leading their own businesses. The Center provides startup and growth strategies to active military in transition, veterans, their spouses, FTCC students and the general public.
- FTCC conducted a student interest survey among 167 current community college students. One hundred and twenty-nine (77%) of the 167 students responded to the survey. Sixty-one of the responding students indicated they would be interested in pursuing the proposed program as a secondary degree and seventy-three of the military students (including veterans and spouses) indicated they would be interested in pursuing the degree.
- FTCC plans to collaborate with North Carolina State University and other senior institutions in order to provide transfer opportunities for graduates of the proposed program.
- According to the US Bureau of Labor Statistics, leadership degree majors can be found in any industry. Leadership degree programs prepare students for leadership positions in fields such as education, entertainment, government, religious organizations, retail businesses, healthcare, business, sports, politics, and nonprofits (Bureau of Labor Statistics, 2017)
- Leadership is currently included in the management category by most governmental and business employment analysis. According to the U.S. Bureau of Labor Statistics employment of management occupations, which currently includes leadership, is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations, which will result in about 807,300 new jobs.
- The President and CEO of LDR Consulting provided a letter of support and stated: *One of the most challenging times in the lifecycle of those who serve in the military is transition. Leadership education is an enabler of military career transition.*
- A Lieutenant Colonel/AG Corps from the Department of the Army submitted a letter of strong support and stated: *As our young leaders in uniform transition to civilian leadership roles, this degree will leverage their military leadership schooling and prepare them for civilian positions in meaningful careers and professions. An associate degree in Leadership Studies will allow Service Members to capitalize on the knowledge, skills and attributes achieved during their time in service and will provide a non-military look at Leadership to better fulfill their knowledge and experience. This will help them with not only being better leaders while in the service – it will also provide additional opportunities for promotion and movement into leadership positions.*

- The associate Provost for Adult and Distance Education at Gardner-Webb University provided a letter of support to Fayetteville TCC and indicated: *Having recently been approved to launch our online bachelor degree in organization leadership this Fall, we are particularly interested in collaborating with FTCC to explore a seamless pathway, even a possible articulated pathway, for students interested in pursuing the bachelor degree, should your program be approved. As a Yellow Ribbon institution, GWU shares your desire to invest in the lives of our military students.*
- The State Commander of the Veterans of Foreign Wars (Department of North Carolina) provided a letter of support and stated: *Successful organizations are demanding authentic leaders who can generate trust, empower others, and find innovative answers to today's challenges. This leadership program would allow veterans the opportunity to use their military credit toward this degree program and position them with valuable employability skill sets while attaining leadership positions in a variety of industries.*
- The President of Transitions Assistance Support submitted a letter of support and stated: *Our corporate partners continually seek to hire new employees who possess leadership and management skills – talents soldiers possess that the new program can refine and sharpen.*
- A Lieutenant with the Town of Spring Lake Police Department provided a letter of support and indicated: *I firmly believe that the Spring Lake Police Department would take full advantage of hiring individuals from this program.*
- A Lieutenant from the Cumberland County Sheriff's Office provided a letter of support and indicated: *The program would definitely be an asset, not only to Fayetteville Technical Community College but to Cumberland County.*

Impact of the Proposed Program on Other Programs: This program would be new to the community college system.

Implementation of Collaborative Plan: Not Applicable

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

Contact(s):

Dr. Hilmi Lahoud
Program Coordinator

Proposed**CURRICULUM STANDARD**

Effective Term
Fall 2018
[2018*03]

Curriculum Program Title

Leadership StudiesProgram
Code**A25xxx**

Concentration

(not applicable)CIP
Code**52.0213*****Curriculum Description***

The Leadership Studies curriculum is designed to provide students with the knowledge and skills necessary for employment and growth into leadership positions.

Course work includes various subject areas related to leadership involving data driven decision making, change management, strategic leadership, leadership planning, team-building, leadership capacity, motivation and effective communication.

Graduates may qualify for leadership positions in the public and private sectors. Occupations may include positions specific to the military, governmental agencies, public policy, non-governmental agencies, law enforcement and homeland security.

Curriculum Requirements*

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

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- 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

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours 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.

Leadership Studies (A25xxx)

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core.</i> Required Courses: LDR 110 Introduction to Leadership 3 SHC LDR 115 Evidence-Based Leadership & Decision Making 3 SHC LDR 210 Leadership Capacity Assessment 3 SHC LDR 225 Leading Change 3 SHC BUS 135 Principles of Supervision 3 SHC BUS 137 Principles of Management 3 SHC PHI 240 Introduction to Ethics 3 SHC Select one of the following courses: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Applications 1 3 SHC	23-24 SHC	12 SHC	
B. CONCENTRATION <i>(list concentration courses if applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> BAS, BUS, CCT, CTI, DBA, CIS, CSC, CTS, DBA, ETR, GEO, GIS, ITL, LDR, LOG, MSI, NET, NOS, OMT, OST, PAD, PED, POL, SEC, TOM and WBL. <i>Up to two semester hour credits may be selected from ACA.</i> <i>Up to nine semester hour credits may be selected from the following prefixes: ARA, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>			

Approved by the State Board of Community Colleges on _____.

**Leadership Studies
Proposed Courses****LDR 110 Introduction to Leadership**

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

Prerequisites: None

Corequisites: None

This course introduces students to concepts, models and practices of leadership that are effective in governmental, business, civic, community and political organizations. Emphasis is placed on the purposes and structures of various types of organizations and examines the leadership styles and strategies that align with these organizations. Upon completion, students should be able to recognize and apply the elements effective leadership in a variety of contexts.

LDR 115 Evid-Based Ldrshp & Dec Making (Evidenced-Based Leadership and Decision Making)

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

Prerequisites: LDR 110 Introduction to Leadership

Corequisites: None

This course covers the components of effective and operational evidence-based leadership. Emphasis is placed on using decision-making models and data to recognize and understand trends, align organizational goals, determine consequences, and make recommendations for actions leaders can take to solve problems. Upon completion, students should be able to demonstrate trends using data, identify strategies for decision making, and use data to make high-quality decisions on a wide range of issues.

LDR 210 Leadership Capacity Assessment

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

Prerequisites: LDR 110 Introduction to Leadership

Corequisites: None

This course introduces the methodologies and processes to better understanding one's capacity to lead. Topics include conceptualizing motivation, identifying good leadership traits, creating a vision, understanding influence, overcoming obstacles and developing leadership capacity. Upon completion, students should be able to identify their strengths and weaknesses as a leader.

LDR 215 Extreme Leadership

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

Prerequisites: LDR 110 Introduction to Leadership

Corequisites: None

This course provides students an opportunity to explore leadership in high risk or “extreme” environments through a series of case studies. Emphasis is placed on the human factors (i.e. physical, mental, emotional, neurological and physiological) that can influence a leader’s decision making in extreme circumstances. Upon completion, students should be able to identify how stress impacts effective decision making and how leadership can contribute to or detract from survival under extreme circumstances.

LDR 220 Strategic Leadership

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

Prerequisites: LDR 110 Introduction to Leadership

Corequisites: None

This course provides students the opportunity to examine and apply leadership in a strategic context. Emphasis is placed on strategic planning and implementation and assessment of a strategic vision and goals. Upon completion, students should be able to demonstrate a basic knowledge of strategic leadership.

LDR 225 Leading Change

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

Prerequisites: LDR 110 Introduction to Leadership

Corequisites: None

This course provides the opportunity to develop the knowledge base necessary to lead and manage organizational change with an emphasis on a 360-degree approach to understanding change. Emphasis is placed on various aspects of implementing change, such as: addressing the human psychology of change through innovative technology, social media, theoretical frameworks, understanding change agents, and operations. Upon completion, students should be able to demonstrate knowledge and practical skills in how to connect change with strategy, anticipate resistance, assess readiness, and measure sustainability.

LDR 230 Global Leadership

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

Prerequisites: LDR 110 Introduction to Leadership

Corequisites: None

This course provides students an opportunity to familiarize themselves with leadership in a globalized environment. Emphasis is placed on understanding how leaders can effectively navigate global politics and how resource competition influences outcomes, how culture and power distance relationships contribute to collaborative efforts, and how to build relationships despite these differences. Upon completion, students should be able to demonstrate how politics, culture and resource allocation contribute to organizational outcomes and the role that effective global leadership plays in successfully navigating these variables.

STATE BOARD OF COMMUNITY COLLEGES
NEW CURRICULUM PREFIX
TIERED FUNDING FORMULA RECOMMENDATION

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 2 - LDR – Leadership Studies

Rationale: The Tier 2 classification is in alignment with other prefixes within the business program area.

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. This weighted allocation model is designed to provide a funding differential between each tier.

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(s):

Dr. Hilmi Lahoud
Program Coordinator

STATE BOARD OF COMMUNITY COLLEGES
Courses of Instruction to Captive/Co-Opted Groups

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

Strategic Plan Reference:

Theme: Economic and Workforce Impact

Goal 3: Ensure the educational pipeline prepares a workforce possessing the interest, knowledge, skills, and abilities to meet the needs of employers, now and into the future.

- Objective 2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

Continuing Education: Courses of Instruction

- South Piedmont CC – Anson Correctional Institution (Previously Lanesboro)
 - o OSC-3602 Office Practices
 - (Office Practices)
 - o OST-3100 Office Software Applications
 - (Office Software Applications)
 - o PRC-3104 Heritage Arts Production
 - (Heritage Arts Production)
 - o UPH-3101 Sewing
 - (Sewing)
- Stanly Community College – Albemarle Correctional Institution
 - o BPR-3011 Blueprint Reading
 - (Blueprint Reading)
 - o DFT-3100 AutoCAD
 - (AutoCAD)

Contact(s):

Nate Humphrey

Director, Workforce Continuing Education – Training and Standards

Continuing Education and Basic Skills

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

CODES FOR GROUPS TO BE SERVED

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

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

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

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

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

**Continuing Education Courses
Captive & Co-opted**

Community College	Facility	Matrix Class.	Course Number	Facility Code	Master Course List Title (Local Title)	Contact Hours
South Piedmont CC	Anson Correctional Institution (Previously Lanesboro CI)	4b	OSC-3602	4865	Office Practices (Office Practices)	235
South Piedmont CC	Anson Correctional Institution (Previously Lanesboro CI)	4b	OST-3100	4865	Office Software Applications (Office Software Applications)	108
South Piedmont CC	Anson Correctional Institution (Previously Lanesboro CI)	4b	PRC-3104	4865	Heritage Arts Production (Heritage Arts Production)	288
South Piedmont CC	Anson Correctional Institution (Previously Lanesboro CI)	4b	UPH-3101	4865	Sewing (Sewing)	346
Stanly CC	Albemarle Correctional Institution	4b	BPR-3011	4580	Blueprint Reading (Blueprint Reading)	86
Stanly CC	Albemarle Correctional Institution	4b	DFT-3100	4580	AutoCAD (AutoCAD)	192

**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 for New Course 1 of 3

Requesting College or Agency: NCCCS/CCR Representatives

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 4002	Transition English	144	A40 – Adult Secondary Education	2

Description: This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Rationale:

Course supports the Reinforced Instruction for Student Excellence (RISE) initiative for those colleges choosing to provide the RISE English Transition course through College and Career Readiness. Course creates the structure for data collection and reporting of student participation in CCR RISE programming at both the state and local college level.

Contact(s):

Gilda Rubio-Festa

Associate Vice President - College and Career Readiness

Request for New Course 2 of 3**Requesting College or Agency:** NCCCS/CCR Representatives

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BSP 4003	Transition Math	144	A40 – Adult Secondary Education	2

Description: This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Rationale:

Course supports the Reinforced Instruction for Student Excellence (RISE) initiative for those colleges choosing to provide the RISE Math Transition course through College and Career Readiness. Course creates the structure for data collection and reporting of student participation in CCR RISE programming at both the state and local college level.

Contact(s):

Gilda Rubio-Festa

Associate Vice President - College and Career Readiness

Request for New Course 3 of 3**Requesting College or Agency:** NCCCS

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
WBL 3100	Work-Based Learning	160	X35 – Work-Based Learning	3

Description: This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Rationale:

This new course is proposed to provide the mechanism for colleges to report work-based learning as outlined by the proposed adoption of 1D SBCCC 300.10 – “Work-Based Learning”. Adoption of the proposed State Board of Community Colleges Code is anticipated at the Board’s August meeting for implementation on September 1ST, 2018.

Contact(s):

Margaret Roberton

Associate Vice President - Workforce Continuing Education



**State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES**

CHAPTER D. EDUCATION

SUBCHAPTER 300. CONTINUING EDUCATION

1D SBCCC 300.9 Clinical Practice

- (a) Definition. Clinical practice is a structured, staff-directed learning experience in a health occupation related course designed to develop job skill proficiency.
- (b) Clinical practice is only approved for health occupation related courses listed in the Combined Course Library that have a clinical component detailed in the course description approved by the State Board of Community Colleges.
- (c) A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving body, shall supervise clinical practice.
- (d) Clinical hours per course section shall not exceed a licensing agency or accrediting body requirements.
- (e) Clinical experience shall earn budget FTE at the 100 percent rate for student membership hours. Colleges shall report these hours consistent with standards set forth in 1G SBCCC 200.94.
- (f) College personnel shall make documentation verifying student participation in clinical practice available for compliance purposes.

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

Eff. [September 1, 2018](#).



State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER D. EDUCATION

SUBCHAPTER 300. CONTINUING EDUCATION

1D SBCCC 300.10 Work-Based Learning

- (a) Definition. Work-Based Learning involves the development of job skills and an opportunity for career exploration by providing the student with work experience that is coordinated with the educational program.
- (b) Types of Work-Based Learning may include paid or unpaid internship, pre-apprenticeship, registered apprenticeship, and practicums required for a state-regulated or industry-recognized credential.
- (c) Work-Based Learning Course Section Criteria:
- (1) Twenty (20) hours is the minimum instructional hours for a Work-Based Learning course section.
 - (2) Colleges must include a student orientation component not to exceed four instructional hours and a post-training student and employer evaluation component not to exceed two instructional hours.
 - (3) Student membership hours may be reported for budget FTE as regularly scheduled or non-regularly scheduled as defined in 1G SBCCC 200.94(a)-(b).
 - (4) Work-Based Learning course sections must be linked to a Workforce Continuing Education course that meets the following criteria:
 - (A) Is aligned with the skill development practiced in the work experience environment as identified in the Measurable Learning Outcomes (MLO) defined in 1D SBCCC 300.10(f)(6)(C);
 - (B) Scheduled for 96 instructional hours or more; and
 - (C) Leads to a state-regulated or industry-recognized credential.
- (d) Colleges must develop and implement local procedures to ensure compliance with the Work-Based Learning criteria.

1 (e) Student Eligibility Criteria:

- 2 (1) Must meet then-current age and employment requirements referenced in G.S. 95-
3 25.5.
- 4 (2) Must be enrolled in a Workforce Continuing Education course meeting the criteria
5 specified in 1D SBCCC 300.10(c)(4).
- 6 (3) Must have completed at a minimum 48 instructional hours within the Workforce
7 Continuing Education course prior to entering the Work-Based Learning
8 experience.
- 9 (4) Must submit an application for placement in a course section and meet course
10 requirements.
- 11 (5) Must meet all job-specific requirements of the employer.

12 (f) Program Requirements.

- 13 (1) College staff must plan and coordinate student activity in Work-Based Learning
14 course sections.
- 15 (2) College staff, who meet instructional qualifications and are paid with college
16 funds, will supervise Work-Based Learning experiences.
- 17 (3) The employer is responsible for the supervision of the student while the student
18 is at the job site.
- 19 (4) Students may work at multiple job sites and be supervised by multiple employers.
- 20 (5) Students must receive at least one mandatory site visit with the coordinating
21 college staff.
- 22 (6) Colleges must retain a student file that contains the following documents:
- 23 (A) Current student transcript to document the Work-Based Learning aligned
24 courses;
- 25 (B) Completed Work-Based Learning application;
- 26 (C) Measurable Learning Outcomes. MLOs are agreed upon experiences that
27 students will obtain while working. The job description must contain a list of
28 general tasks, or functions, and responsibilities of a position;
- 29 I. The student, college staff, and employer must develop and agree to the
30 MLOs identified.

II. There must be a minimum of three MLOs for each Work-Based Learning experience. A job description listing general tasks, functions, and responsibilities of the Work-Based Learning position may be used in lieu of MLOs.

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

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

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

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

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

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

Eff. [September 1, 2018](#)



State Board of Community Colleges Code

TITLE 1 – COMMUNITY COLLEGES

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes

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

(b) Regularly Scheduled Classes.

1 (1) A class is regularly scheduled if it meets all of the following criteria:

2 (A) Assigned definite beginning and ending time;

3 (B) Specific days the class meets is predetermined;

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

6 (D) Class hours are assigned consistent with college catalog and curriculum
7 standard requirements; and

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

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

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

17 (2) A student shall be considered to be in class membership when the student meets
18 all of the following criteria:

19 (A) enrolled as evidenced by payment of the applicable tuition and fees, or
20 obtained a waiver as defined in G.S. 115D-5(b);

21 (B) attended one or more classes prior to or on the 10 percent point in the class;

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

23 (3) Definition of a Student Membership Hour. A student membership hour is one hour
24 of scheduled class or laboratory for which the student is enrolled. A college shall
25 provide a minimum of 50 minutes of instruction for each scheduled class hour. A
26 college shall provide sufficient time between classes to accommodate students
27 changing classes. A college shall not report more hours per student than the
28 number of class hours scheduled in the approved curriculum program of study
29 compliance document.

1 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.

2 Student membership hours are obtained by multiplying the number of students in
3 membership at the 10 percent point in the class by the total number of hours the
4 class is scheduled to meet for the semester as stated in the college catalog and
5 the approved curriculum program of study compliance document (see 1D SBCCC
6 400.97(4)).

7 (5) Maintenance of Records of Student Membership Hours. Accurate attendance

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

18 (c) Non Regularly Scheduled Classes.

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

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

21 (B) a class offered in a learning laboratory type setting (see 1G SBCCC
22 200.94(b)(6) for definition of learning laboratory);

23 (C) a class self paced in that the student progresses through the instructional
24 materials at the student's own pace, and can complete the class as soon as
25 the student has successfully met the educational objectives. Classes offered
26 as independent study are generally offered in this manner;

27 (D) a class in which a student may enroll during the initial college registration period
28 or in which the student may be permitted to enroll at any time during the
29 semester; or

(E) any class not meeting all criteria for a regularly scheduled class, as shown in Subparagraph (b)(1) of this Rule, is considered to be a non regularly scheduled class for reporting purposes. Classes defined as non traditional (see Paragraph (e) of this Rule) or clinical practice (see Paragraph (g) of this Rule) which are identified as a separate student hour reporting category are not subject to the above provisions in Paragraph (c).

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

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

(B) attended one or more classes.

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

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

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

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

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

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

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

(e) Classes Identified as Curriculum Non Traditional Delivery.

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

(2) For those classes identified as non traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or submission of

1 an examination, is the basis for the determination of class membership at the 10
2 percent point of the class. Student membership hours earned in non traditional
3 delivery classes shall be calculated by multiplying the number of students in
4 membership, as defined in the prior sentence, times the number of hours assigned
5 to the class in official college documents. For these classes, the number of hours
6 assigned shall be consistent with the credit hours assigned according to 1G
7 SBCCC 100.1, as well as the curriculum standard.

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

11 (f) Curriculum Student Work Experience. The following criteria apply to the reporting
12 guidelines for students enrolled in curriculum work experience, exclusive of work
13 station based training. Examples of student work experience include cooperative
14 education, practicums, and internships.

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

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

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

23 (B) These classes shall be specified in the approved curriculum of the college
24 consistent with the applicable curriculum standard (see 1D SBCCC
25 400.97(3)(a)(ii)(D)).

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

27 (g) Clinical Practice. Colleges shall report instructional hours of curriculum courses which
28 include clinical practice, as defined in 1D SBCCC 400.1(c)(2), consistent with the rules
29 for regularly scheduled classes in Paragraph (b) of this rule if the course meets the
30 following criteria:

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

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

Eff. September 30, 1977;

Amended Eff. July 24, 1978;

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

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

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

Temporary Amendment Eff. June 1, 1997;

Amended Eff. [September 1, 2018](#); [May 1, 2017](#); December 1, 2012; August 1, 2004; August 1, 2000; July 1, 1998.



**State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES**

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

(a) Regularly Scheduled Classes.

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

(A) Assigned definite beginning and ending time;

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

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

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

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

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

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

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

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

(B) Attended one or more classes held prior to or on the 10 percent point in the class; and

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

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

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

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

(b) Non-Regularly Scheduled Classes.

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

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

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

(C) A self-paced class where the student progresses through the instructional materials at the student's own pace, and can complete the courses as soon as

the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;

(D) A class in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time during the semester; or

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

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

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

(B) Attended one or more classes.

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

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

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

College System. Student membership hours shall be summarized in the Institution Class Report and certified by the president or designee.

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

(c) Classes Identified as Extension Non-Traditional Delivery.

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

(2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows:

(A) Determine the number of hours of instruction delivered via non-traditional delivery; and

(B) Add the number of hours of class meetings.

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

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

1 *Eff. September 1, 1988;*
2 *Amended Eff. September 1, 1993;*
3 *Temporary Amendment Eff. June 1, 1997;*
4 *Amended Eff. [September 1, 2018](#); May 1, 2017; December 1, 2012;*
5 *August 1, 2004; August 1, 2000; July 1, 1998.*
6

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

The System President approved the curriculum program applications listed below:

Caldwell Community College and Technical Institute
Industrial Systems Technology (A50240)
Welding Technology (A50420)

Contact(s):

Jennifer Frazelle
Director

STATE BOARD OF COMMUNITY COLLEGES

Curriculum Program Terminations Approved by the System President

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

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

Asheville-Buncombe Technical Community College

Cardiovascular Sonography (A45160)

Rationale: No enrollment: The anticipated need by healthcare employers in the service area did not materialize.

Termination Semester: **Summer 2018**

Central Sterile Processing (Certificate) (C45180)

Rationale: The college will offer some related content through a continuing education course, if needed, to meet community and workforce needs.

Termination Semester: **Summer 2018**

Practical Nursing (Diploma) (D45660)

Rationale: There were insufficient employment opportunities within the college's service area since acute care facilities/hospitals stopped hiring the licensed practical nurse.

Termination Semester: **Summer 2018**

School-Age Education (A55440)

Rationale: No enrollment. Students are choosing to enroll in other programs which better support available employment opportunities in the area.

Termination Semester: **Summer 2018**

Therapeutic Massage (A45750)

Rationale: Students that complete a training program, which consists of a minimum of 500 in-class hours of supervised instruction, are eligible to take the Massage and Bodywork Licensing exam, therefore, students were leaving the program prior to completing their degree. The college will offer courses through continuing education to meet community and workforce needs.

Termination Semester: **Summer 2018**

Stanly Community College

Industrial Systems Technology (A50240)

Rationale: No enrollment for over two years. The college has recently added welding and computer-integrated machining programs to more effectively serve these industries.

Termination Semester: **Fall 2018**

Wake Technical Community College

Surgical Technology (A45740)

Rationale: There are limited full-time employment opportunities for graduates in the service area. In addition, the program completion rates were low. According to the U.S. Bureau of Labor Statistics the job outlook is not promising locally or state-wide over the next six years.

Termination Semester: **Fall 2018**

Contact(s):

Jennifer Frazelle
Director

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report



FINANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
TEMPORARY AMENDMENT OF 1G SBCCC 100.1 – “Definitions”	Presented to SBCC for Temporary Adoption	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 27, 2018	COMPLETED
	Prospective Effective Date of Rule	July 1, 2017	COMPLETED
	Expiration Date of Rule	To Be Determined	PENDING
AMENDMENT 1G SBCCC 100.1 – “Definitions”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1A SBCCC 200.4 – “Sound Fiscal and Management Practices”	Initiation of Rulemaking Process	March 16, 2018	COMPLETED
	Publication on NCCCS Website	March 20, 2018	COMPLETED
	Written Comment Period Ends	April 19, 2018	COMPLETED
	Review Comments with SBCC Committee	May 17, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	June 5, 2018	COMPLETED
	3 rd Written Comment Period Ends (if substantive changes)	June 15, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	July 20, 2018	PENDING
	Prospective Effective Date of Rule	August 1, 2018	COMPLETED
AMENDMENT 1B SBCCC 400 – “Program Accountability”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
ADOPTION 1A SBCCC 200.5 – “System Advisory Council”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	July 20, 2018	COMPLETED
	Prospective Effective Date of Rule	August 1, 2018	COMPLETED

PROGRAM COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1D SBCCC 300.9 – “Clinical Practice”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	July 31, 2018	COMPLETED
	Review 2 nd Written Comments with SBCC Committee	August 16, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
ADOPTION 1D SBCCC 300.10- “Work- Based Learning”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

PROGRAM COMMITTEE cont'd

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
AMENDMENT 1D SBCCC 400.9 – “Curriculum Standards”	Initiation of Rulemaking Process	August 17, 2018	PENDING
	Publication on NCCCS Website	August 21, 2018	
	Written Comment Period Ends	September 20, 2018	
	Review Comments with SBCC Committee	October 19, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

AGENDA
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Forsyth Technical Community College, Conference Room 2330
Thursday, August 16, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – July 19, 2018

For Action

For Information

- Student Interest and Access KPIs (Attachment PLAN 01)
- Increasing Student Interest and Access Among Recent High School Graduates at Forsyth Technical Community College (Attachment PLAN 02)
- Improving the Enrollment Process (Attachment PLAN 03)
- Other Updates

New Business

Adjourn

MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

COMMITTEE MEMBERS PRESENT

Clark Twiddy, Vice Chair
Breedon Blackwell

Todd Johnson
Burr Sullivan

Ann Whitford

Members Absent: Jerry Vaughan

OTHERS IN ATTENDANCE

Jennifer Haygood
Maureen Little
Chreatha Alston

Anne Bacon
Ashley Sieman
Julie Woodson (NCACCT)

Lyn Austin (NCACCT)

CALL TO ORDER

Mr. Twiddy called the meeting to order at 1:33 p.m. in Martin Community College, Building 1, Room 10A Telecenter.

ROLL CALL

Ms. Haygood took the roll of the Strategic Planning Committee members.

ETHICS STATEMENT

Dr. Blackwell read the Ethics Awareness and Conflict of Interest Statement. No conflicts noted.

APPROVAL OF AGENDA

Mr. Twiddy asked for a motion to approve July 19, 2018 agenda. Following a motion by Dr. Blackwell and a second by Mr. Sullivan, the agenda was approved via voice vote.

APPROVAL OF MINUTES

Mr. Twiddy asked for a motion to approve the May 17, 2018 minutes. Following a motion by Dr. Blackwell and a second by Mr. Sullivan, the agenda was approved via voice vote.

FOR ACTION

Performance Measures Report

Dr. Ashley Sieman presented the Performance Measures Report which includes seven measures, performance results, and trends. Dr. Sieman noted the following:

- **Basic Skills Progress**
 - Relatively flat trendline, with system-wide success rate of 58.4% for the 2016-2017 cohort.
- **Student Success Rate in College Level English Courses**
 - Positive trendline, with system-wide success rate of 55.0% for the 2015 cohort.
- **Student Success Rate in College Level Math Courses**
 - Positive trendline, with system-wide success rate of 33.8% for the 2015 cohort.

MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

Dr. Sieman noted colleges review reports and data related to performance. Ms. Haygood commented on the grassroots Performance Partnership among colleges.

- First-year Progression: Relatively flat trendline, system-wide success rate of 69.6% for the 2016-17 cohort.
- Curriculum Completion: Results show a decline over the past several years, although some colleges are excelling on this measure.
- Licensure and Certification: Changes to licensures practices contributed to this year's decline, especially impacting BLET and EMT.
- College Transfer Performance: Relatively flat trendline, system-wide success rate of 83% for the 2014-15 cohort.

Mr. Johnson motioned to adopt the Performance Measures Report, seconded by Mr. Sullivan. Following a discussion related to funding allocation, the motion was approved via voice vote.

FOR INFORMATION

Strategic Plan Implementation Tracking Tool

Anne Bacon reported on the new web-based tracking tool.

Examples of the Plan in Action (Attachment PLAN 02)

Ms. Bacon introduced a PowerPoint presentation noting:

- Financial Aid Study Group. UNC System received money from the Belk Endowment for participation in a financial aid study. Group will convene in coming months.
- Finish Line Grants. Collaboration between the NC Community College System and Department of Commerce. Up to \$7 million dollars has been allocated for emergency grants to students who may be close to completing a credential but have encountered a life event which could derail progress.

Online Learning (Attachment PLAN 03)

- President Hans discussed the UNC System's consideration of a major initiative in online learning. NC Community College System is a potential partner.
- Dr. Sieman presented information about current online offerings and trends.

NEW BUSINESS

None noted.

MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Thursday, July 19, 2018 – 1:30 p.m.

ADJOURN

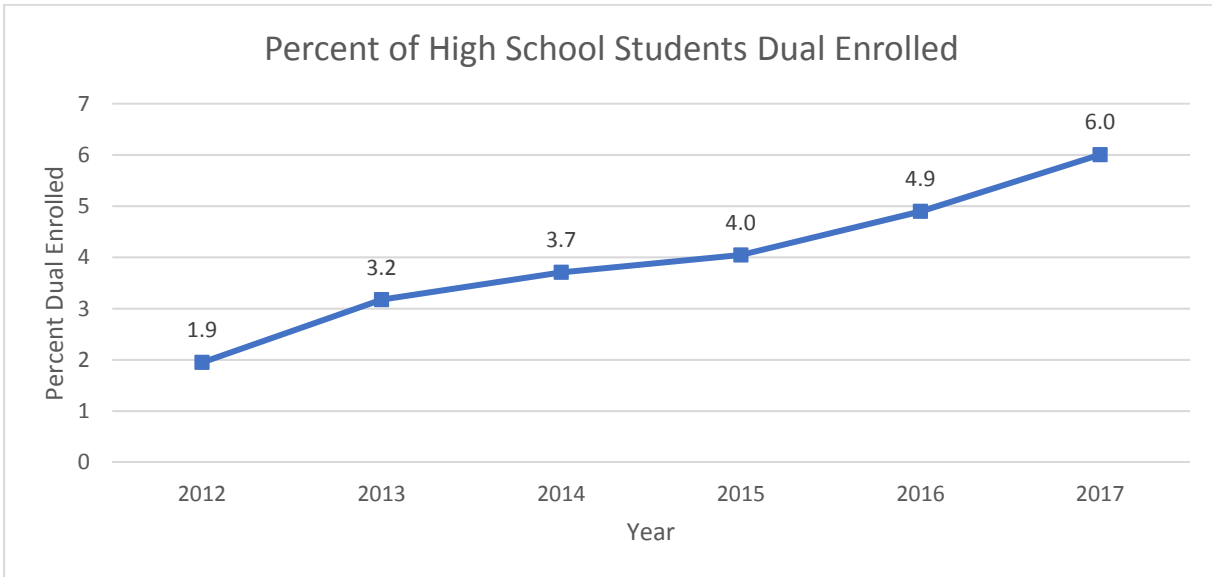
There being no other business, Mr. Johnson motioned to adjourn, seconded by Dr. Blackwell, approved via voice vote at 2:54 p.m.

Respectfully submitted,
Kelly Barretto

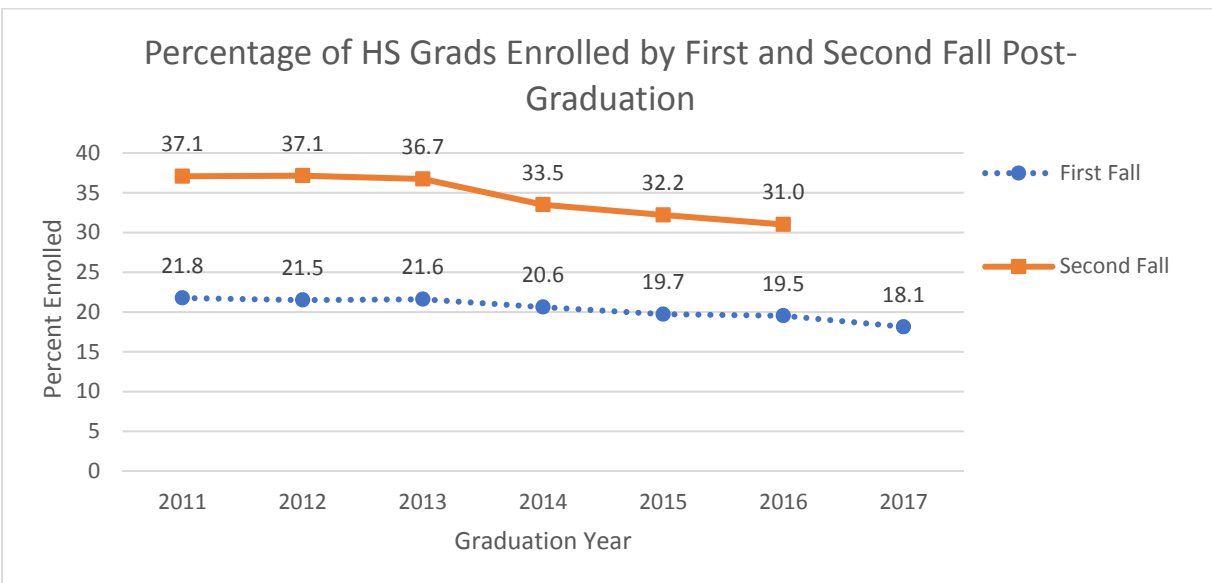
DRAFT

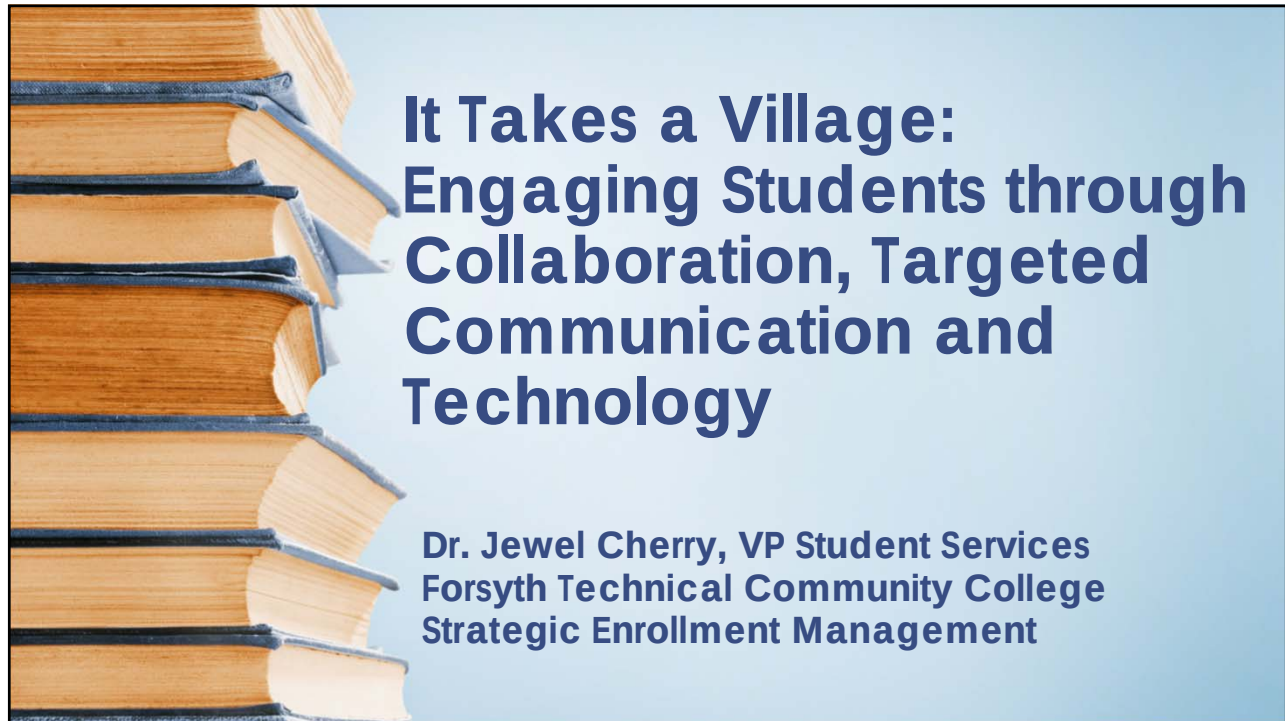
Strategic Plan Access KPIs: High School Students

High School Dual Enrollment – Percentage of public and charter high school students concurrently enrolling at a community college during the academic year.



High School Graduate Subsequent Enrollment – Percentage of annual public and charter high school graduates subsequently enrolling in a community college within the first two falls following graduation.





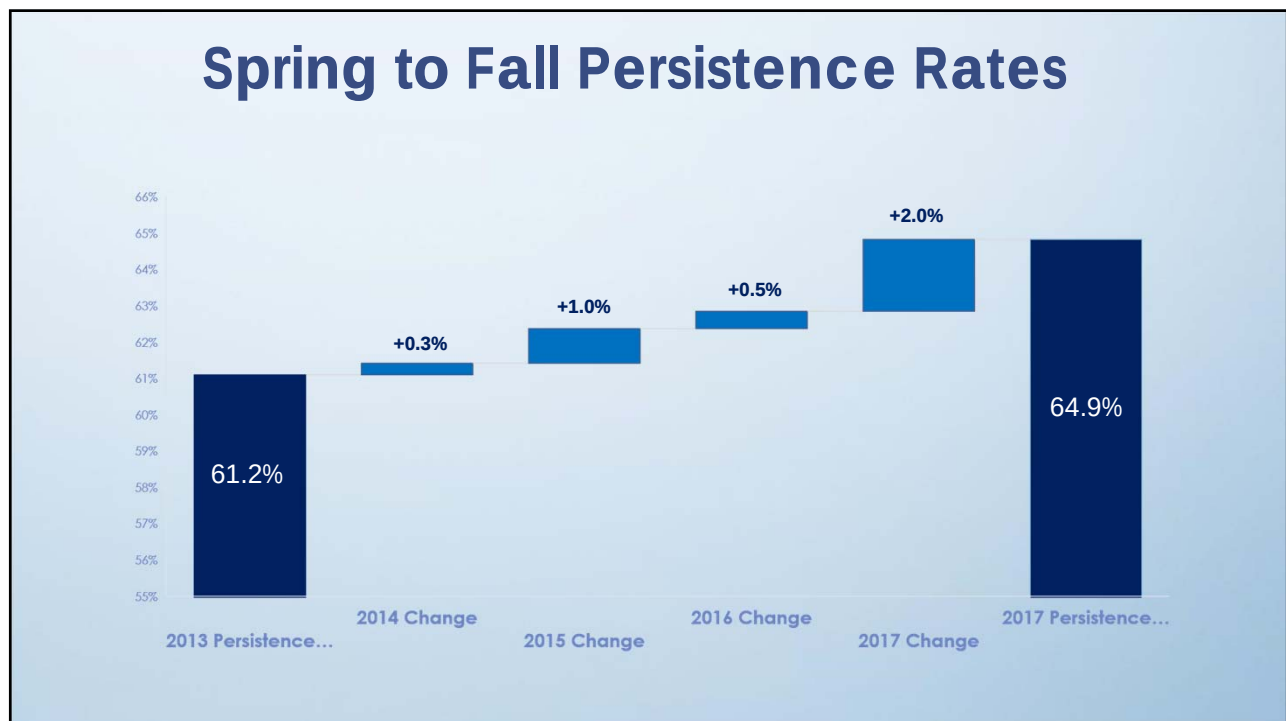
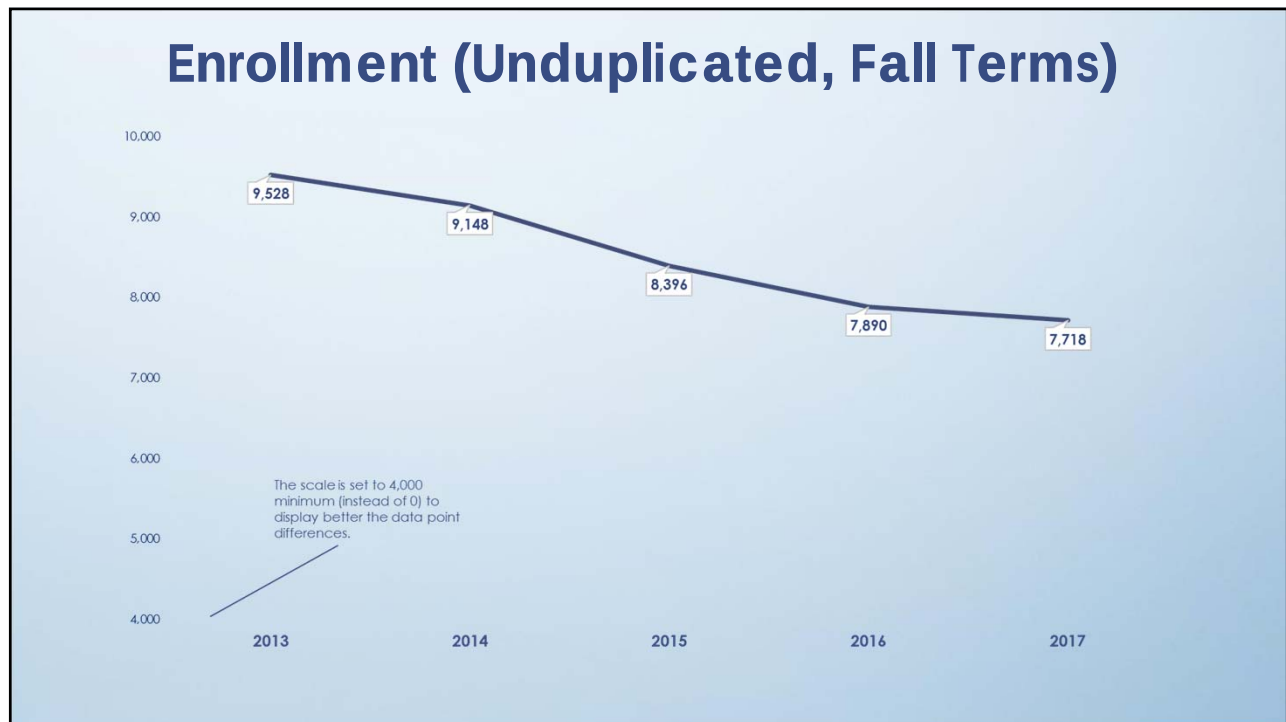
SEM at Forsyth Tech

Our SEM Vision Statement

At Forsyth Tech, Strategic Enrollment Management will ensure a culture that embraces an integrated approach to enrollment management. We will commit to a quality student experience which includes satisfaction and success. We will strengthen our community one student at a time.

To achieve our vision, SEM focuses on:

- Recruitment
- Outreach and Engagement
- Student Success (Persistence & Retention)



How Do We Combat



Defining Summer Melt @ Forsyth Tech

The phenomenon of college student's motivation to return "melting" away between spring and fall semesters.

Spring Students

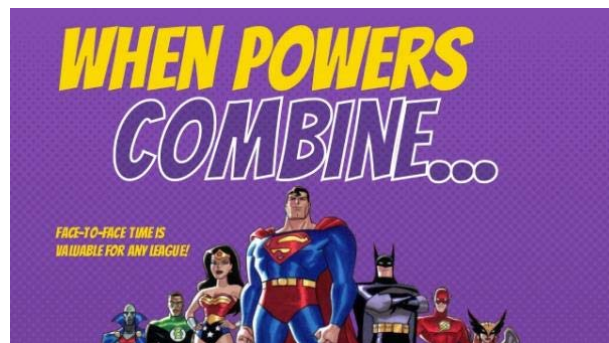
- Disengaged
- Reduced Sense of Urgency
- Delaying advising
- Non-completions of FAFSA
- Missing Payment Deadlines

Our Village: The Collaboration Efforts



Cross Campus Collaborations

- **Partnerships**
 - Student Services, Instructional Deans, Business Services, Educational Partnerships, IT Services
 - Engagement Coordinators
- **Weekly Registration Review Meetings**
 - Centralized process to review real-time enrollment data
 - Proactive measures taken to reduce registration barriers
- **Centralized Last Chance Registration**
 - Removing physical barriers to support registration efforts
 - Improving customer service experience of students



Student Engagement Campaign

Engagement Coordinators Outreach

General Data and Predictive Analytics

- Identification of at risk populations
- Financial Aid recipients
- Students not making academic progress
- Swirling

Retention Efforts

- Spring Students Not Yet Registered
- Seasoned Students Only a Few Classes Left to Graduate
- Deregistered Students
- Students Awarded Financial Aid but not Registered

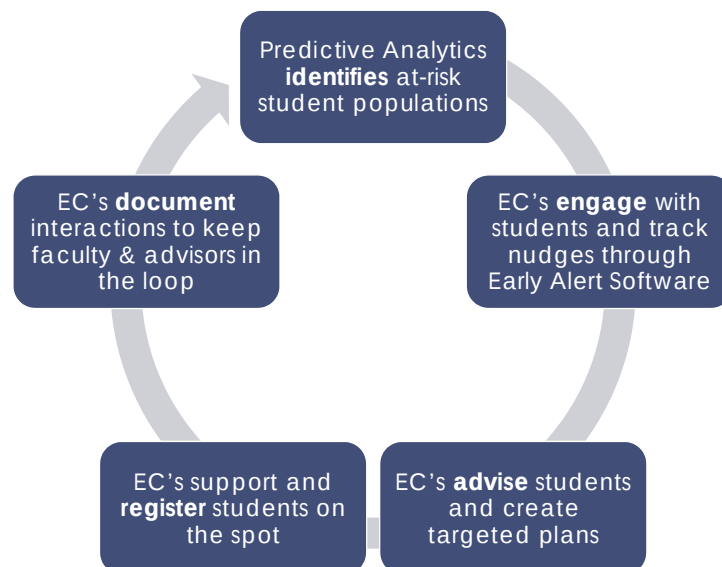
Targeted & Continuous Outreach

- Letters
- Emails
- Phone Calls
- Text Messaging

Technology Aligns with Strategy



EC Wraparound



Targeted Recruitment: High School



Educational Partnerships Staff Growth

2016

- 1 part-time Staff Assistant
- 2 part-time Coaches
- 2 Early College Liaisons

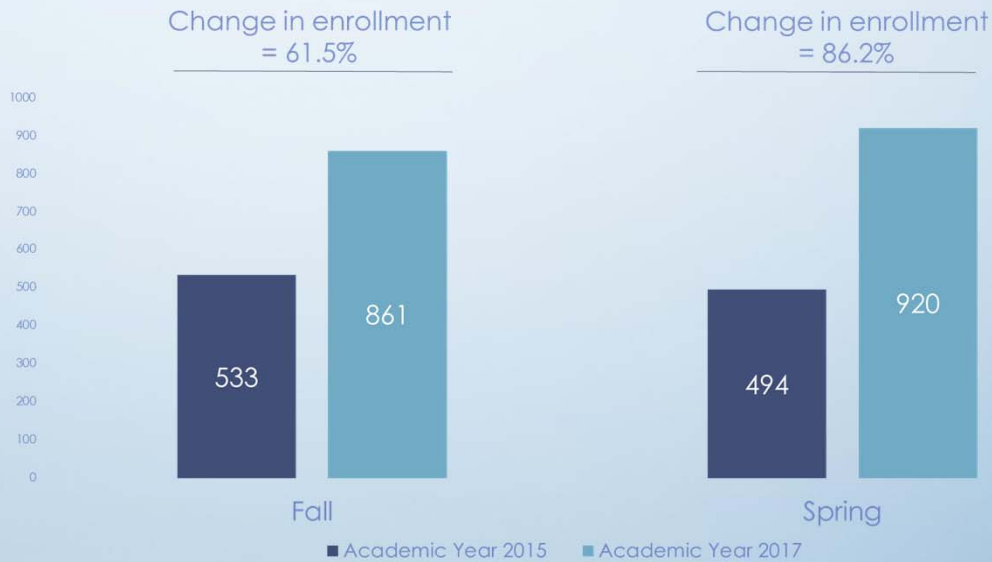
Total: 5 employees

2018

- Director
- 1 part-time Staff Assistant
- 3 full-time Coaches
- 1 full-staff Assistant
- 2 Early College Liaisons
- 1 Perkins Coordinator

Total: 10 employees

Educational Partnerships Enrollment



How Did We Grow?

High School Coaching Initiatives

- NC Works Career Coaches Program (funded by SBCC)
- High School Coaches

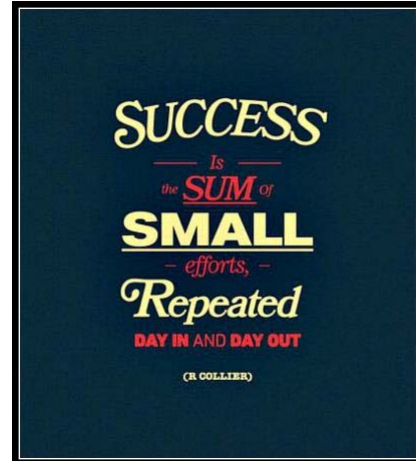
Partnership Opportunities

- High School Site Course Offerings
- NAF
- Private Schools
- Charter Schools
- Home School Association



Looking Forward

- **Increasing Student Engagement & Outreach Staff**
 - Add additional Engagement Coordinators
 - Add additional NC Works Career Coaches
- **Technology & Strategy**
 - Enhance campus engagement with Predictive Analytics (Civitas)
 - Preparing high school students for college learning earlier
- **Continuous Evaluation of Student Needs**
 - New SEM subcommittee to examine Forsyth Tech policies to reduce student barriers





Improving the Enrollment Process

SBCC Strategic Planning Committee
August 16, 2018

SBCC
08/16/2018



Context

- **July Strategic Planning Committee Meeting** discussion of online students attending colleges simultaneously.
- **Strategic Plan Goal:** Increase the percentage of North Carolinians, particularly within underserved populations, pursuing and easily accessing education or training through North Carolina community colleges.
 - **1.4 Improve the student experience and increase enrollment by simplifying enrollment policies, processes, and communications.**
 - **1.4.1 Re-envision the application and enrollment process for community colleges.**

8/2/2018

2



Known Friction Points

- Admission Application
- Visiting Student vs Degree Seeking Student
- Official Transcript
- Local admission standards
- Local course prerequisites
- Financial Aid
- Residency Determination Services (RDS)

These and others are broader than students' simultaneous enrollment

8/2/2018

3



Improvement Strategy

- In partnership with professional organizations (e.g., NC Student Development Personnel Association), **form a study group for each functional area.**
- **Study Group Charge:** Identify and recommend potential policy and process improvements simplifying enrollment from the students' perspective including all academic levels.

8/2/2018

4

AGENDA
State Board of Community Colleges
POLICY COMMITTEE
Forsyth Technical Community College, Rhoades B Conference Room
Thursday, August 16, 2018 - 3:00 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – July 19, 2018

For Future Action

- Recommendations for Initial Proprietary School Licensure (Attachment POL 01) *
- State Board of Proprietary Schools Recommendation to Revoke Licensure (Attachment POL 02) *

For Information

- Annual Report of Proprietary Schools (Attachment POL 03)
- SBCC Code Report – July 2018 (Attachment POL 04)

New Business

Adjourn

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

MINUTES
State Board of Community Colleges
POLICY COMMITTEE
Thursday, July 19, 2018

POLICY COMMITTEE MEMBERS IN ATTENDANCE:

Bob Stephens, Chairman	Frank Johnson *	Lynn Raye
Toni Formato	Todd Johnson	Burr Sullivan
Bobby Irwin	Ernest Pearson *	Candler Willis

Via phone *

OTHERS IN ATTENDANCE:

Jennifer Haygood	Sondra Jarvis	Deryl Davis Fulmer (Martin CC)
Brian Long	Dale McInnis (Richmond CC)	Kismet Matthews (Martin CC)
Shanté Martin	Linda Suggs (Gates Fnd)	
Scott Corl	Billy Barber (Martin CC)	

* Attended via telephone

CALL TO ORDER

Mr. Stephens called the Policy Committee meeting to order at 3:04 p.m. at Martin Community College, Building 1, Room 37.

ROLL CALL

Sondra Jarvis took the roll of the Policy Committee members.

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA

Mr. Stephens requested a motion to approve the July 19, 2018 Policy Committee meeting agenda. Mr. Raye moved to approve, Mr. Irwin seconded, and the agenda was approved by the Committee via voice vote.

APPROVAL OF THE MINUTES

Chairman Stephens requested a motion to approve the May 17, 2018 Policy Committee minutes. Mr. Irwin moved to approve, Mr. Raye seconded, and the minutes were approved by the Committee via voice vote.

FOR FUTURE ACTION – POLICY

Refusal to Recommend Proprietary School License Renewal (Attachment POL 01)

Mr. Scott Corl presented the information about Center for Montessori Teacher Education/North Carolina and three locations of Umanah Healthcare Institute (Charlotte, Monroe, and Gastonia) that are not being recommended for license renewal. Mr. Raye asked if there are students being trained at these locations still. Mr. Corl shared with the committee the fact that the schools had been asked to stop offering programs till further notice.

MINUTES
State Board of Community Colleges
POLICY COMMITTEE
Thursday, July 19, 2018

Mr. Irwin made a motion to move Refusal to Recommend Proprietary School License Renewal (Attachment POL 01) from Future Action to Action, seconded by Mr. Raye. Approved by the Committee via voice vote.

Mr. Raye made a motion to approve Refusal to Recommend Proprietary School License Renewal (Attachment POL 01), seconded by Mr. Irwin. Approved by the Committee via voice vote.

Mr. Pearson asked if the transition Proprietary Schools out of the NC Community College System to be independent would happen during the next long legislative session. Mr. Corl and Ms. Martin both stated they are not sure whether it will be brought up during long session.

Temporary Adoption of 1A SBCCC 400 – “Appeal Process for the Award of NC Title II Adult Education and Family Literacy Act Fiscal Years 2018-2021 Competitive Grants” (Attachment POL 02)

Ms. Martin stated this comes out of a great need for a process to be in place. Ms. Martin reviewed the situation with the Title II grants and the need for an appeals process.

The State Board needs to put a process in place to handle the appeals, especially with entities outside the community college system. The goal is to evaluate the appeals in a timely manner. Ms. Martin reviewed the reasoning behind creating temporary rules and reminded the Committee that this rule will expire. There will eventually be a permanent rule to address the appeals process for all grants. The language of this rule aligns with the appeal language in the RFP.

Dr. Willis asked if this recommend is just for the appeals process, not the actual justice of what will be decided. Ms. Martin confirmed that is correct.

Mr. Irwin asked if there would be other appeal opportunities if the provider’s appeal to the system is rejected. Ms. Martin reviewed that there would be no other agency appeals above the State Board and is the final agency decision. It can be appealed in court.

Ms. Martin shared that currently there are ten providers who are appealing.

Mr. Raye made a motion to move Temporary Adoption of 1A SBCCC 400 – “Appeal Process for the Award of NC Title II Adult Education and Family Literacy Act Fiscal Years 2018-2021 Competitive Grants” (Attachment POL 02) from Future Action to Action, seconded by Dr. Willis. Approved by the Committee via voice vote.

Mr. T. Johnson made a motion to approve Temporary Adoption of 1A SBCCC 400 – “Appeal Process for the Award of NC Title II Adult Education and Family Literacy Act Fiscal Years 2018-2021 Competitive Grants” (Attachment POL 02), seconded by Mr. Sullivan. Approved by the Committee via voice vote.

MINUTES
State Board of Community Colleges
POLICY COMMITTEE
Thursday, July 19, 2018

FOR ACTION – POLICY

Initiate Rulemaking Process to Amend 1B SBCCC 400 – “Program Accountability” (Attachment POL 03)

Ms. Martin reminded the members that the State Board Code has been being updated as part of our procedure. Some of the information is copied, but just renumbered. Section 400.1 is additional language based on recommendations from the System Governance Task Force.

Ms. Haygood stated that the changes in section 400.4 is not substantive, just clarifying and codifying the information.

Mr. Sullivan motioned to approve Initiate Rulemaking Process to Amend 1B SBCCC 400 – “Program Accountability” (Attachment POL 03), seconded by Dr. Willis. Approved by the Committee via voice vote.

Adopt 1A SBCCC 200.5 – “System Advisory Council” (Attachment POL 04)

Ms. Martin stated the System Advisory Council will enable the System to be proactive with issues. She reviewed any of the changes that were made after last review. There were no comments received and it has been reviewed by the Presidents’ Association.

Mr. Sullivan motioned to Adopt 1A SBCCC 200.5 – “System Advisory Council” (Attachment POL 04), seconded by Mr. T. Johnson. Approved by the Committee via voice vote.

Adopt 1A SBCCC 200.4 – “Sound Fiscal and Management Practices” (Attachment POL 05)

Ms. Martin said this is also an item that was reviewed previously. Based on feedback, there was an amendment that was not substantive for clarity. This rule codifies what the colleges are already doing and should be doing.

Mr. T. Johnson motioned to Adopt 1A SBCCC 200.4 – “Sound Fiscal and Management Practices” (Attachment POL 05), seconded by Mr. Sullivan. Approved by the Committee via voice vote.

FOR INFORMATION – POLICY

SBCC Code Report – July 2018 (Attachment POL 06)

Ms. Martin reviewed the code report. There were no questions.

ADJOURNMENT

Mr. T. Johnson motioned to adjourn, seconded by Mr. Raye. The meeting was adjourned at 3:44 p.m. via voice vote.

Respectfully submitted,
Sondra Jarvis

STATE BOARD OF COMMUNITY COLLEGES
Recommendation for Initial Proprietary School Licensure

The State Board of Proprietary Schools recommends approval to license the following Proprietary Schools, as required under Article 8, Chapter 115D, North Carolina General Statutes, starting upon approval by the State Board of Community Colleges and ending June 30, 2019 to offer the programs listed.

***CODER FOUNDRY**

1231 Shields Road, Suite 5
 Kernersville, NC 27284

Programs	Clock Hours
Full Stack .NET Development	672

***Recommendation is contingent upon the school securing a bond with minimum coverage of \$100,000.**

TARHEEL CANINE TRAINING

230 W Seawell Street
 Sanford, N.C. 27330

Programs	Clock Hours
Professional Trainer Instructor -4 Week	160
Professional Trainer Instructor -6 Week	240
Professional Trainer Instructor -8 Week	320
Professional Trainer Instructor -12 Week	480
Master Trainer	960
Police K-9 Trainer Instructor -4 Week	160
Police K-9 Trainer Instructor -6 Week	240
Police K-9 Trainer Instructor -8 Week	320
Police K-9 Trainer Instructor -12 Week	480
K-9 Detection & SAR Trainer -4 Week	160
K-9 Detection & SAR Trainer -6 Week	240
K-9 Detection & SAR Trainer -8 Week	320
K-9 Detection & SAR Trainer -12 Week	480
Professional Obedience Trainer -4 Week	160
Professional Obedience Trainer -6 Week	240
Professional Obedience Trainer -8 Week	320
Professional Obedience Trainer -12 Week	480
Professional Obedience Trainer -6 Month	960

TRIPLE A PHLEBOTOMY

3209 Guess Road, Suite 106

Durham, NC 27705

Programs	Clock Hours
Phlebotomy	146

STATE BOARD OF COMMUNITY COLLEGES
State Board of Proprietary Schools Recommendation to Revoke Licensure

After due consideration of the attached investigative report, the State Board of Proprietary Schools recommends that the Community College Board initiate revocation of the proprietary school licenses of Umanah Healthcare Institute -Charlotte, Umanah Healthcare Institute - Gastonia, and Umanah Healthcare Institute -Monroe.

OFFICE OF PROPRIETARY SCHOOLS

INVESTIGATIVE REPORT:

UMANAH HEALTHCARE INSTITUTE CAMPUSES

(CHARLOTTE, GASTONIA, MONROE)

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 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 22
4. Recommendation of revocation with a supporting rationale for revocation rather than for suspension	Page 23
5. Attachments	Page 26

Investigation Overview:

1. Investigation - April 17, 2018 - May 31, 2018
2. Individuals interviewed – 28
3. 3 school visits; dozens of student records reviewed
4. Two (2) separate interviews with school administrator

Recommendation Overview:

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

PART 1: COPY OF DOCUMENTATION OF NONCOMPLIANCE

On April 17, 2018 the Office of Proprietary Schools presented the following Documentation of Noncompliance and Notice of Investigation to the administrator of the Umanah Healthcare Institute campuses.

DOCUMENTATION OF NONCOMPLIANCE AND NOTICE OF INVESTIGATION: UMANAH HEALTHCARE INSTITUTE

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

Proprietary School: Umanah Healthcare Institute (Main Campus)
5801 Executive Center Drive, Suite 103
Charlotte, NC 28212

Branch Campus Locations:

Umanah Healthcare Institute -Gastonia
635D Cox Road
Gastonia, NC 28053

Umanah Healthcare Institute -Monroe
607 Windsor Street
Monroe, NC 28112

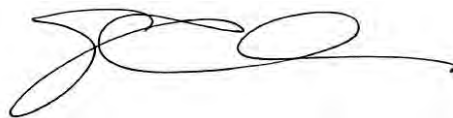
Administrator/Director: Patricia Umanah

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

1. Chair of the 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 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 17th day of April, 2018



Scott Corl, Executive Director
Office of Proprietary Schools

**DOCUMENTATION OF NONCOMPLIANCE AND
NOTICE OF INVESTIGATION: UMANAH HEALTHCARE INSTITUTE**

The State Board of Proprietary Schools submits this Documentation of Noncompliance to the 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 Patricia Umanah may have violated N.C.G.S. § 115D-90(c)(12), by not maintaining good reputation and character.

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

Documentation of possible violation:

On April 5, 2018 the Office of Proprietary Schools ("OPS") received the attached DHHS Investigation Report ("Report") withdrawing Umanah Healthcare Institute's ("Umanah") approval to offer a Nurse Aide I program. The Report identified ten (10) violations of federal and/or state guidelines. Due to the nature and severity of the violations, the program was immediately withdrawn at all three campuses. OPS advised Umanah to immediately cease Nurse Aide I enrollment and instruction (See attached letter dated April 6, 2018).

Maintaining good reputation and character with DHHS was vital because the Nurse Aide I program accounts for the overwhelming majority of the income of the

schools—Nurse Aide I is the only program approved at the Gastonia and Monroe campuses. Moreover, because Mrs. Umanah is a registered nurse, the violations are likely to be presented to the North Carolina Board of Nursing, which could impact approval of the Nurse Aide II program at the Charlotte campus and have ramifications for her professional license.

2. Umanah Healthcare Institute 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:

The State Board of Community Colleges approved the Umanah schools to offer a 112-hour Nurse Aide I training program. This was contingent upon approval of the program by the North Carolina Department of Health and Human Services (“DHHS”). As approved by DHHS, Umanah’s program was required to include 32 class hours of instruction, 50 lab hours of instruction and 30 clinical hours at an approved facility. The student-teacher ratio in clinical was not permitted to exceed 10-1. Students were also required to complete the program successfully before being “uploaded” to Pearson Vue for state testing registration.

As detailed in the Report, a DHHS investigation into the Nurse Aide I programs at the Charlotte and Gastonia campuses found:

- Class records showed that students in multiple program starts did not receive 112 total hours of instruction.
- Reviewed records showed that students inappropriately performed certain skills in the clinical setting before proficiency was documented in the lab setting.
- Comparisons between attendance records and data provided by Pearson Vue showed that students were uploaded prior to completing the entire Nurse Aide program.
- Records from a program in November 2017 showed that the 10-1 student-to-teacher clinical ratio mandate was exceeded.

3. Umanah Healthcare Institute may be in violation of 2A SBCCC 400.11(a)(2) by not maintaining current, complete, and accurate records showing student progress and attendance.

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...;

Documentation of possible violation:

The State Board of Community Colleges approved the Umanah schools to offer a 112 hour Nurse Aide I training program. This was contingent upon approval of the program by the North Carolina Department of Health and Human Services ("DHHS"). As approved by DHHS, Umanah's program was required to include 32 class hours of instruction, 50 lab hours of instruction and 30 clinical hours at an approved facility.

As detailed in the Report, a DHHS investigation into the Nurse Aide I programs at the Charlotte and Gastonia campuses found:

- Class records showed that students in multiple program starts did not receive 112 total hours of instruction.
- Two student files failed to contain the required Appendix A forms.
- A class attendance sheet for one program start failed to record any clinical hours for students.
- Some student records showed instruction was received and documented on dates upon which the students were recorded absent.
- Records showed 14, 15 and 30 skills performed on one clinical day; and one Appendix A showed a student performing all skills on one clinical day.

4. Umanah Healthcare Institute may be in violation of §115D-93(c)(9), by failing to maintain an adequate and qualified teaching staff.

§ 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:

Kathleen Rivers ("Rivers") was an approved Nurse Aide I instructor for the July 1, 2017 – June 30, 2018 license year. According to the attached DHHS Report, during reapproval of the program in August 2017, "Ms. Umanah requested several instructors be removed from the list of approved instructors. Ms. Rivers' name was one that was deleted on September 11, 2017." Ms. Umanah did not advise OPS that she requested removal of Rivers as an approved instructor. It is further alleged that Rivers was not properly supervised because she violated the 10-1 student-teacher ratio by taking 12 students to a clinical location in November 2017.

5. School administrator Patricia Umanah may be in violation of §115D-93(c)(2), by knowingly presenting false or misleading information relating to approval or license.

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

(2) That the applicant for or holder of such a license has knowingly presented to the State Board of Community Colleges false or misleading information relating to approval or license.

Documentation of possible violation:

The July 1, 2017 – June 30, 2018 license renewal application for Umanah's Charlotte campus listed Rivers as an approved Nurse Aide I instructor. This was supported with an approval letter from DHHS and documentation of Rivers' active nursing license. The Charlotte campus was relicensed effective July 1, 2017.

In December 2017, DHHS reapproved the Nurse Aide I program at the Charlotte campus. To complete this process, DHHS issued Ms. Umanah a formal reapproval letter and list of approved instructors dated December 21, 2017 (See attached DHHS reapproval letter and instructor list—which does not include Rivers).

In March 2018, Ms. Umanah submitted a renewal application for the Charlotte campus for the July 1, 2018 – June 30, 2019 license year. This application identified Rivers as an approved Nurse Aide I instructor. On March 20, 2018 OPS formally responded to the application and requested (among other things) documentation that all submitted instructors were approved by DHHS. During a joint visit with Jan Middleton ("Middleton") (DHHS) to the Charlotte campus on March 22nd, files for a November 2017 Nurse Aide program identified Rivers as the instructor. At that time, Middleton advised OPS that Ms. Umanah previously requested removal of Rivers as an approved instructor and therefore Rivers was not listed on the December 2017 instructor reapproval list. Ms. Umanah had not informed OPS that she requested Rivers' removal as an approved instructor.

During a visit to the Gastonia campus on March 27th, Ms. Umanah hand-delivered documentation to OPS supplementing the renewal applications of all three Umanah campuses. The supplemented DHHS-approved instructor list (dated 12/21/2017) for the Charlotte campus did not include Rivers. On April 5th OPS responded via email:

"The following item remains outstanding for the Charlotte campus:

Tab 9: Your submission identifies NA instructor Kathleen Rivers—but she does not appear on the DHHS approval you included (Dated 12/21/2017)... Confirm whether Kathleen Rivers is still an NA instructor at the school and that she is still approved to teach at your school. If she is no longer teaching at the school, she should appear on the list of separated employees."

Ms. Umanah responded via email (See April 5th email with attachment):

"Ms. Rivers is till (sic) one of our Instructors in Charlotte, please see attached. thanks,"

The DHHS instructor approval list provided by Ms. Umanah via email on April 5th included Rivers--but it was not dated. OPS forwarded this to Middleton requesting clarification on Rivers' removal. Middleton responded: *"I print from our database and the date is always generated on the upper left corner of faculty approvals and there is spacing between Faculty for Program and the first line. Attached is the actual document I sent Pat on December 21, 2017 with the approval letter."* Middleton provided further documentation via email on April 11th: *"Attached are three faculty lists (submitted to DHHS during 2017 reapproval) with lines drawn through names requesting removal. Ms. Rivers name was removed from 70496 and 70575 on 9/11/17 during reapproval"* (See attached instructor list dated 6/20/2017, as provided by Middleton, with lines drawn through instructor names).

Rivers was not included as an approved instructor on the December 21, 2017 reapproval list provided by Ms. Umanah. When this was pointed out to her, she supplemented an undated instructor approval list including Rivers. The supplemented list provided by Ms. Umanah (approving 6 instructors) does not match the 6/20/2017 list (approving 9 instructors) or the 12/21/2017 reapproval list (approving 5 instructors, but not Rivers) provided by DHHS. Further, Middleton confirmed that approved instructor lists issued to program directors and/or school administrators are generated internally and are specifically dated. Therefore, on information and belief, Ms. Umanah knowingly presented to the State Board of Community Colleges, by and through the Office of Proprietary Schools, false or misleading information relating to approval or license.

Request to Provide Written Response:

Pursuant to 2B SBCCC 200.2(c), it is requested that the chief administrator or other agent of Umanah Healthcare Institute 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:

Evidence collected during OPS' investigation failed to substantiate the following alleged violation as contained in the foregoing Documentation of Noncompliance and Notice of Investigation:

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

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

On April 5, 2018 the Office of Proprietary Schools ("OPS") received the attached DHHS Investigation Report ("Report") withdrawing Umanah Healthcare Institute's ("Umanah") approval to offer a Nurse Aide I program. The Report identified ten (10) violations of federal and/or state guidelines. Due to the nature and severity of the violations, the program was immediately withdrawn at all three North Carolina campuses. OPS advised Umanah to immediately cease Nurse Aide I enrollment and instruction.

Maintaining good reputation and character with DHHS was vital because the Nurse Aide I program accounts for the overwhelming majority of the income of the schools—Nurse Aide I is the only program approved at the Gastonia and Monroe campuses. Moreover, because Mrs. Umanah is a registered nurse, the violations were presented to the North Carolina Board of Nursing, which could impact approval of the Nurse Aide II program at the Charlotte campus and have ramifications for her professional license.

Investigation

OPS interviewed 25 former Umanah Healthcare Institute Nurse Aide students. Not all had Mrs. Umanah as an instructor, but those that did expressed positive things about her knowledge and teaching. In addition, the DHHS Report and Nurse Aide I program withdrawal were presented to the North Carolina Board of Nursing ("BON") on April 5, 2018. To the knowledge and understanding of OPS, BON has not disciplined Patricia Umanah and the Charlotte campus of Umanah Healthcare Institute remains approved to conduct Nurse Aide II training. Finally, OPS became aware of various local healthcare agencies that sent employees to receive training at the schools, or employed Umanah graduates.

Finding

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. Evidence gathered during the investigation failed to establish that school administrator Patricia Umanah violated N.C.G.S. § 115D-90(c)(12):

- Mrs. Umanah appears to have good reputation and character with her former students. Nearly all individuals interviewed by OPS expressed positive comments about her knowledge and teaching and several stated they have, or would recommend the school to others.
- To the knowledge and understanding of OPS, Mrs. Umanah appears to have good reputation and character with the North Carolina Board of Nursing (BON)—she has not been disciplined and the Charlotte campus of Umanah Healthcare Institute remains approved to offer Nurse Aide II training.
- Local healthcare agencies have sent employees to the school for additional training and have employed Umanah graduates.
- OPS did not become aware of any additional evidence during the investigation to suggest that Mrs. Umanah had anything other than a good reputation and character in the community in which she lives.

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

One alleged violation as contained in the foregoing 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.

Allegation #4: Umanah Healthcare Institute may be in violation of §115D-93(c)(9), by failing to maintain an adequate and qualified teaching staff.

§ 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.

This allegation arose during a joint visit with DHHS to the Charlotte campus of Umanah Healthcare Institute on March 22, 2018. During a review of various academic files, Kathleen Rivers ("Rivers") was identified as the instructor of a Nurse Aide I program beginning October 7, 2017 and ending November 25, 2017. Jan Middleton (DHHS) advised OPS that Rivers was removed as an approved instructor at Mrs. Umanah's request during the most recent program re-approval. The request to remove Rivers as an approved instructor was not reported to OPS.

Investigation

The July 1, 2017 – June 30, 2018 license renewal application for Umanah's Charlotte campus listed Rivers as a DHHS-approved Nurse Aide I instructor. This was supported with an approval letter from the Department and documentation of Rivers' active nursing license. The Charlotte campus was relicensed effective July 1, 2017.

In March 2018, Mrs. Umanah submitted a renewal application for the Charlotte campus for the July 1, 2018 – June 30, 2019 license year. This application identified Rivers as an approved Nurse Aide I instructor. On March 20, 2018 OPS formally responded to the application and requested (among other things) documentation that all submitted instructors were approved by DHHS.

During a joint visit with DHHS to the Gastonia campus on March 27, 2018, Mrs. Umanah hand-delivered documentation to supplement the renewal application. The supplemented DHHS-approved Nurse Aide I instructor list for the Charlotte campus (dated 12/21/2017) did not include Rivers. On April 5th, OPS requested Mrs. Umanah to confirm whether Rivers was still a DHHS-approved Nurse Aide I instructor at the school. Responding via email, she confirmed that Rivers was still an approved instructor and provided an undated DHHS instructor approval list containing Rivers' name.

OPS forwarded the undated list to Middleton requesting clarification on Rivers' removal. Middleton responded: "I print from our database and the date is always generated on the upper left corner of faculty approvals and there is spacing between Faculty for Program and the first line. Attached is the actual document I sent Pat on December 21, 2017 with the approval letter." Middleton provided further documentation via email on April 11th: "Attached are three faculty lists (submitted to DHHS during 2017 re-approval) with lines drawn through names requesting removal. Ms. Rivers name was removed from 70496 and 70575 on 9/11/17 during re-approval."

Mrs. Umanah consistently stated that Middleton incorrectly removed Rivers' name from the approved instructor list during the re-approval process: "I gave her (Middleton) instructor's name: Sarah Tench's to be deleted. I believe it is during this process that Ms. Kathleen Rivers' name was removed from Umanah Healthcare Institute. This was not an intentional decision." (See attached Response to Documentation of Noncompliance).

Finding

A common definition of "qualified" is certified or officially recognized as being trained to perform a particular job. "Adequate" is generally defined as satisfactory or acceptable in quality or quantity. Rivers is a Registered Nurse who was previously approved by DHHS and OPS to teach Nurse Aide I programs at Umanah. To the knowledge and understanding of OPS, she has enjoyed a lengthy career in nursing and remains in good standing with the Board of Nursing. But for the removal, Rivers would certainly be considered adequate and qualified to teach Nurse Aide I. As detailed in the following section, DHHS presented OPS with documentation directly contradicting Mrs. Umanah's contention that she did not request Rivers' removal during the most recent program re-approval. Regardless, the evidence collected in the investigation clearly established that Rivers was no longer a DHHS-approved Nurse Aide I instructor when she taught the program in question in October - November 2017.

The State Board of Community Colleges, by and through the State Board of Proprietary Schools, requires Nurse Aide I instructors to be approved by DHHS, and therefore the school violated §115D-93(c)(9), by failing to maintain an adequate and qualified

teaching staff. However, because Rivers is a qualified instructor who was previously approved by DHHS, and because Rivers remains in good standing with BON and would otherwise qualify to be re-approved by DHHS, this violation alone does not rise to the level of recommending license revocation.

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

Three alleged violations as contained in the foregoing Documentation of Noncompliance and Notice of Investigation were substantiated by evidence collected during the investigation. Due to the nature of the violations, recommending license revocation is appropriate.

Allegation #2: Umanah Healthcare Institute 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.

This allegation arose during joint visits with DHHS to the Charlotte campus of Umanah Healthcare Institute on March 22, 2018 and the Gastonia campus on March 27, 2018. As detailed in the attached Report, an independent DHHS investigation into the Nurse Aide I programs at the Charlotte and Gastonia campuses found:

- Class records showed that students in multiple program starts did not receive 112 total hours of instruction;
- Reviewed records showed that students inappropriately performed certain skills in the clinical setting before proficiency was documented in the lab setting;
- Comparisons between attendance records and data provided by Pearson Vue showed that students were uploaded prior to completing the entire Nurse Aide program; and
- Records from a program in November 2017 showed that the 10-1 student-to-teacher clinical ratio mandate was exceeded.

Investigation

The State Board of Community Colleges authorized the Umanah Healthcare Institute schools (Charlotte, Gastonia, and Monroe) to offer a 112-hour Nurse Aide I training program. Umanah's program was required to include 32 class hours of instruction, 50 lab hours of instruction and 30 clinical hours at an approved facility. This authorization was contingent upon continued approval of the program by the North Carolina Department of Health and Human Services.

In the attached response to DHHS (dated April 10, 2018), Mrs. Umanah stated, “There were a few students who did not complete the program hours (due to different family issues)—will hold instructors responsible to adhere to the revised scheduling and must be carried out on all students.” OPS’ investigation proved this statement inaccurate and verified concerns that the Umanah schools were failing to provide and maintain adequate standards of instruction in the Nurse Aide I program. A review of academic files from randomly-selected Nurse Aide I programs is presented below:

CHARLOTTE CAMPUS

Nurse Aide I Program	Time	Required Clinical Hours	Clinical Hours Recorded on Roster	Total Required Hours	Total Hours Reported on Roster
12/4/2017 - 12/29/2017	Day	30	24	112	106, but recorded hours total 106.5
1/8/2018 - 2/2/2018	Day	30	27.5	112	110
2/5/2018 - 3/2/2018	Day	30	*6 hours	112	*82.5
12/4/2017 - 12/29/2017	Evening	30	24	112	106, but recorded hours total 106.5
10/7/2017 - 11/25/2017 (Teams A & B)	Saturday	30	30	112	112 (A & B)
12/2/2017 – 1/20/2018 (Teams A & B)	Saturday	30	30	112	110 (A & B)
1/27/2018 - 3/17/2018 (Team 2)	Saturday	30	25.6	112	112, but recorded hours total 105.6

*Nine students are listed on the roster with five clinical days to be completed. A typed “6” is recorded on the first clinical date of the first student on the roster. No other clinical hours are recorded. Total hours for the first student would equal 88.5.

GASTONIA CAMPUS

Nurse Aide I Program	Time	Required Clinical Hours	Clinical Hours Recorded on Roster	Total Required Hours	Total Hours Reported on Roster
11/6/2017 - 12/1/2017	Day	30	32	112	112, but recorded hours total 111
1/16/2018 - 2/9/2018	Day	30	30	112	107
2/5/2018 - 3/2/2018	Day	30	27.5	112	110
11/11/2017 - 12/30/2017 (Team 1)	Saturday	30	32	112	104
1/13/2018 - 3/3/2018	Saturday	30	30	112	112

In the attached response to the Documentation of Noncompliance, Mrs. Umanah stated the files in question were “not the completed archival Records of our students.” She further stated, “We were still working on these students’ files as of the time Ms. Middleton and Mr. Corl made their surprised (sic) visit.” But these statements contradict: 1) records from several different Nurse Aide I classes were reviewed, dating back to classes starting in October 2017; 2) each class contained a fully-completed roster showing total hours attended in class, lab and clinical; and 3) the limited evidence supporting Mrs. Umanah’s contention is the February 5 – March 2, 2018 Charlotte class marked with an asterisk above—but it inexplicably contains a typed “6” in the area to record clinical time for the first student listed on the roster, with no clinical time recorded for any other students.

OPS interviewed 21 former Nurse Aide I students from the classes identified above. All students were asked the same general questions. These students overwhelmingly described Mrs. Umanah as a very knowledgeable and caring instructor. Almost all of them expressed positive things about their experiences and have, or would recommend the school to others. These same students however, presented additional information to support a finding that the school failed to maintain adequate standards of instruction. In contrast to the information recorded on the rosters, a clear pattern emerged in which students described classes routinely finishing early; completion of only two or three days of clinical; and shadowing facility employees with little-to-no oversight by their instructor during the clinical. Two students who stated they previously took Nurse Aide I training at a community college specifically contrasted the programs—one stating she knew, “that wasn’t how it (clinical) should go.”

Finding:

Evidence gathered during the investigation established that Umanah Healthcare Institute violated N.C.G.S. §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction in the Nurse Aide I program. Students routinely received less than 112 hours of training and completed less than the 30 clinical hours mandated by DHHS. Feedback from former Nurse Aide students contradicted the hours recorded on class rosters and presented a pattern of classes finishing early, completion of only two or three clinical days and students shadowing facility employees with little-to-no oversight by their instructor during clinical. As found in the DHHS Report, reviewed records showed that students inappropriately performed certain skills in the clinical setting before proficiency was documented in the lab setting. As admitted by Mrs. Umanah during the OPS investigation, multiple Nurse Aide I students were uploaded to the Pearson Vue state testing portal prior to completing the program. Finally, Mrs. Umanah also admitted that the 10-1 student-to-teacher clinical ratio mandate was exceeded on at least one occasion.

Allegation #3: Umanah Healthcare Institute may be in violation of 2A SBCCC 400.11(a)(2) by not maintaining current, complete, and accurate records showing student progress and attendance.

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...;

This allegation arose during joint visits with DHHS to the Charlotte campus of Umanah Healthcare Institute on March 22, 2018 and the Gastonia campus on March 27, 2018. As detailed in the attached Report, a independent DHHS investigation into the Nurse Aide I programs at the Charlotte and Gastonia campuses found:

- Class records showed that students in multiple program starts did not receive 112 total hours of instruction;
- Two student files failed to contain the required Appendix A forms;
- A class attendance sheet for one program start failed to record any clinical hours for students;
- Some student records showed instruction was received and documented on dates upon which the students were recorded absent; and
- Records showed 14, 15 and 30 skills performed on one clinical day; and one Appendix A showed a student performing all skills on one clinical day.

Investigation

As detailed in the section above, a review of several recently completed Nurse Aide I programs at the Charlotte and Gastonia campuses showed that students routinely did not receive 112 total hours of instruction and did not complete 30 clinical hours. During an in-person interview on April 17, 2018, Mrs. Umanah agreed that certain student records showed instruction being received and documented on dates upon which those students were recorded absent. She stated that students in one class (such as one meeting during the day) frequently made up time in a different class (such as one meeting in the evening), but fully acknowledged “we don’t record anything” and there was no documentation of such remediation on the class attendance roster or in the applicable student’s file. She reiterated this position in the attached response to the Document of Noncompliance: “A student may like to attend class today in the morning, but tomorrow in the evening. We often accommodate them; however, this presents a record keeping issue by me and instructors.” Ultimately, Mrs. Umanah stated that she didn’t understand the remedial process DHHS previously directed her to use.

Charlotte Campus Nurse Aide I class (10/7/2017 - 11/25/2017):

The seriousness of the recordkeeping errors is highlighted by a Nurse Aide I program conducted at the Charlotte campus on Saturdays from October 7 - November 25, 2017. This program was divided into two separate classes, identified on separate rosters as classes "A" and "B". The Class A roster listed 12 students. Class B listed 10 students, with one student withdrawing.

During the joint visit with DHHS on March 22, 2018, attention was focused on Class A because 12 students were listed, creating a potential that the 10-1 instructor-to-student clinical ratio was exceeded. As identified in the attached DHHS Report, school records identified Kathleen Rivers ("Rivers") as the instructor of Class A. In its April 5th findings Report, DHHS determined Rivers violated the 10-1 clinical mandate.

During the in-person interview on April 17th, Mrs. Umanah acknowledged Rivers violated the 10-1 rule, but stated it was only during the first day of the clinical, which was an "orientation" with no skills taught or verified. Mrs. Umanah then specifically stated she was present with Rivers starting the second day of clinicals. Mrs. Umanah was asked if she presented this information in her written response (dated April 10th) to DHHS, to which she stated she "could not recall." (See attached response to DHHS omitting this information). Mrs. Umanah was then asked if (beginning the second day) she oversaw six Class A students during clinical, while Rivers supervised the other six students, and she stated "yes." When asked why her name did not appear on any performance skills checklists used to verify clinical competency of Class A students, Mrs. Umanah stated "it (Class A) was Rivers' class."

Class A students contradicted the roster information and Mrs. Umanah's assertion that she was with them during the clinical portion of the class. Students interviewed by OPS identified a completely different individual (neither Rivers or Umanah) as their instructor (The person named is another approved Nurse Aide I instructor at the Charlotte campus). These students stated they had the same instructor for the classroom, lab, and clinical portions of the program and denied being supervised by a second instructor during clinical.

In the attached response to the Document of Noncompliance (postmarked April 23rd), Mrs. Umanah did not specifically identify herself as being with Rivers. Rather, she stated: "On the second day through the last day of clinical *another instructor* accompanied Ms. Rivers for the clinical exercise."

On May 18, 2018 OPS made a follow up visit to the Charlotte campus to review the academic files of students in Class B. The skills checklists and paperwork for students in this group identified Mrs. Umanah as their instructor. Significantly, Mrs. Umanah signed off as presenting skills during class, verifying skill competency in lab, and verifying skill competency at clinicals. This presented the obvious conflict of how Mrs. Umanah supervised half the students in Class A's clinical if she was teaching Class B during that same time. Complicating this further, Class B students subsequently

interviewed by OPS identified Mrs. Umanah as their instructor during class and lab—but reported having a different instructor during the clinical portion of the program.

OPS then interviewed Rivers, who stated that she taught sporadically. When asked if she taught all portions of the program (classroom, lab, and clinical), Rivers stated “no”—that she only helped with clinical as needed. Rivers could not recall the last time she taught clinical at the school but guessed it was near the end of 2016 or 2017. OPS then read the Class B roster to Rivers, who remembered being with those students in clinical. (The possibility of Rivers being the clinical instructor of Class B—not the instructor of Class A—explains why Class A students identified an instructor other than Rivers and also why Class B students identified a clinical supervisor other than Mrs. Umanah).

On May 31, 2018 OPS conducted a final visit to the Gastonia campus to interview Mrs. Umanah. OPS reminded her that she previously told OPS that she was with the Class A instructor (Rivers) starting the second day of clinical, and that she supervised six students while Rivers oversaw the other six Class A students. When asked how this was possible, Mrs. Umanah stated that she “misspoke” during the prior interview, recalling afterward that she had been the instructor of Class B. Mrs. Umanah was then asked, and confirmed, that Rivers taught all portions (class, lab, and clinical) of Class A and that she (Umanah) taught all portions of Class B. Mrs. Umanah was unable to explain how Rivers could have signed off on the classroom and lab portions of the performance checklists if she (Rivers) advised OPS that she only helped in clinical. After being told that students of Class A identified an instructor other than Rivers, Mrs. Umanah speculated that Rivers must have signed off on everything by mistake, before stating: “I don’t know what happened.” Mrs. Umanah was then asked how she appeared on the clinical skills portion of the checklists of Class B, when those students identified her as teaching only the classroom and lab portion of the class, identifying a different instructor for clinical. In response, Mrs. Umanah stated it was common to have more than one instructor at the clinical facility and insisted she was with students at clinical. Acknowledging there “may be some issues with academic records,” she stated that it did not impact the ability of her students to pass the state Nurse Aide I exam. By way of further explanation, Mrs. Umanah presented OPS with the attached letter the day after this interview (See attached letter signed May 31, 2018).

Additional Recordkeeping issues:

During the April 17th visit to the Charlotte campus, OPS reviewed the two most recently completed Nurse Aide II classes: 12/13/17 to 2/15/18 with three students; and 10/11/17 to 12/14/17 with eight students. The records for the three-student class contained completed skills checklist forms. However, none of the files in the eight-student class contained checklist forms. When asked about this discrepancy, Mrs. Umanah stated “the instructor must have them,” and she proceeded to text the instructor in our presence. At approximately 9 p.m. that evening, Mrs. Umanah emailed OPS advising: “I found the cna 2 checklists-there were in the “file inbox” (where the instructor places students sheets for filing) inside the office.” As explained in detail in the next section, Mrs. Umanah also corrected the July 11th start-date of the next scheduled Nurse Aide II

program: “Also, I gave you the wrong date for Nurse Aide II starts (sic) date. The next class happens to be tomorrow April 18th, the next one after this will be on July the 11th. Sorry about the mix-up.”

During the May 18th visit to the Charlotte campus, OPS reviewed the following student records for compliance with documentation of prior education level as required by the State Board of Community Colleges Code: 1) Nurse Aide I (“Team B”), October 7 to November 25, 2017; 2) Phlebotomy, November 10, 2017 to January 13, 2018; and 3) Medication Aide, March 12 to March 20, 2018. All three classes were out of compliance. Out of 22 total students, only 9 files contained proper enrollment documentation of a high school, community college, or university transcript. Of the remaining files: 11 contained copies of a high school diploma instead of a transcript; one contained a foreign document that Mrs. Umanah was not able to read or translate; and one student file lacked any education verification. Mrs. Umanah was asked if the most recent OPS school audit contained a finding about education verification and she confirmed that it did, adding that she “needed to do a better job” with her staff.

Finding:

Evidence gathered during the investigation established Umanah Healthcare Institute violated 2A SBCCC 400.11(a)(2) by not maintaining current, complete, and accurate records showing student progress and attendance. As previously presented, class records showed that multiple classes of students did not receive 112 total hours of training and did not complete the required 30 hours of clinical. Mrs. Umanah did not dispute the DHHS Report finding that two Nurse Aide I student files failed to contain the required Appendix A forms, stating in the April 17th interview that it “could be a filing error.” She agreed that some student records showed instruction was received and documented on dates upon which the students were recorded absent, and though she states such students made up the time in different classes, she concedes there is no documentation to confirm the remediation on the class rosters or student files. Required skill performance checklists were missing from a randomly selected Nurse Aide II class and multiple other student files failed to contain proper enrollment documentation showing prior education level. Finally, regarding the Nurse Aide I class discussed in detail above (Charlotte Classes A and B, October 7 – November 25, 2017) OPS was unable to satisfactorily determine which instructors taught which class, and most troubling—neither could Mrs. Umanah.

Allegation #5: School administrator Patricia Umanah may be in violation of §115D-93(c)(2), by knowingly presenting false or misleading information relating to approval or license.

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

(c) The State Board, 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:

(2) That the applicant for or holder of such a license has knowingly presented to the State Board of Community Colleges false or misleading information relating to approval or license.

This allegation arose during a joint visit with DHHS to the Charlotte campus of Umanah Healthcare Institute on March 22, 2018. During a review of various academic files, Kathleen Rivers ("Rivers") was identified as the instructor of a Nurse Aide I program beginning October 7, 2017 and ending November 25, 2017. Jan Middleton (DHHS) advised OPS that Rivers was removed as an approved instructor at Mrs. Umanah's request during the most recent program re-approval. The request to remove Rivers as an approved instructor was not reported to OPS.

Investigation

As previously discussed, Rivers was an approved Nurse Aide I instructor for license year July 1, 2017 – June 30, 2018. She was then listed as an approved instructor in the renewal application submitted for license year July 1, 2018 – June 30, 2019. On March 20, 2018 OPS formally responded to the renewal application and requested (among other things) documentation that all submitted instructors were approved by DHHS.

During the joint visit with DHHS to the Gastonia campus on March 27th, Mrs. Umanah hand-delivered documentation to supplement the renewal application. The supplemented DHHS-approved instructor list for the Charlotte campus (dated 12/21/2017) did not include Rivers. On April 5th, OPS requested Mrs. Umanah to confirm whether Rivers was still a DHHS-approved Nurse Aide I instructor at the school. She responded via email: "Ms. Rivers is till (sic) one of our Instructors in Charlotte, please see attached, thanks." The DHHS instructor approval list provided by Mrs. Umanah included Rivers, but it was not dated. OPS forwarded this to Middleton and requested clarification on Rivers' removal. Middleton responded: "I print from our database and the date is always generated on the upper left corner of faculty approvals and there is spacing between Faculty for Program and the first line. Attached is the actual document I sent Pat on December 21, 2017 with the approval letter." Middleton provided further documentation via email on April 11th: "Attached are three faculty lists (submitted to DHHS during 2017 reapproval) with lines drawn through names requesting removal. Ms. Rivers name was removed from 70496 and 70575 on 9/11/17 during reapproval" (See attached Documentation of Noncompliance).

Throughout the investigation, Mrs. Umanah consistently stated that Middleton was the one who crossed Rivers' name off the approved instructor list during the re-approval process: "I gave her (Middleton) instructor's name: Sarah Tench's to be deleted. I believe it is during this process that Ms. Kathleen Rivers' name was removed from Umanah Healthcare Institute. This was not an intentional decision." (See attached response to Documentation of Noncompliance). During the April 17th in-person interview at the Charlotte campus, Mrs. Umanah stated that Middleton visited the campus during the re-approval process and asked her to identify any instructors who

were no longer teaching so they could be removed from the approved list. Mrs. Umanah stated Middleton then physically drew horizontal lines through the names of instructors to be removed. Middleton directly contradicted this, explaining that Nurse Aide I program directors submit a specific DHHS re-approval application. As part of this process, directors identify instructors to be removed from their program's approved instructor list by drawing horizontal lines through their names. DHHS (Middleton in this case) then removes the names from the approved list. Middleton subsequently forwarded OPS a copy of the original Nurse Aide I re-approval application submitted by Mrs. Umanah to DHHS via facsimile in August 2017, in which she (Mrs. Umanah) drew lines through instructor names to be removed. A line is clearly drawn through Rivers' name (See attached email dated May 31, 2018 from Middleton to Corl).

Additional Evidence of False and/or Misleading Statements:

During the investigation, OPS identified additional evidence that Mrs. Umanah presented false and/or misleading statements or documentation:

Academic Records –Approval to offer Nurse Aide I training was withdrawn after serious discrepancies were discovered during review of academic records with DHHS on March 22nd and March 27, 2018. In response to the Documentation of Noncompliance, Mrs. Umanah states the files in question were “not the completed archival Records of our students.” According to Mrs. Umanah, “They are of the recently completed class” and her “office staff were collecting pertinent information from instructors and were sorting from their “office inbox” for filing.” Mrs. Umanah further stated “We were still working on these students’ files as of the time Ms. Middleton and Mr. Corl made their surprised (sic) visit. These statements contradict the fact that: 1) records from several different Nurse Aide I classes were reviewed, dating back to classes starting in October 2017; 2) each class contained a fully-completed roster showing total hours attended in class, lab and clinical; and 3) the minimal evidence supporting Mrs. Umanah’s contention is the February 5 – March 2, 2018 Charlotte class, but it inexplicably contains a typed “6” in the area to record clinical time for the first student listed on the roster, with no clinical time recorded for any other students. Feedback from Nurse Aide students also challenged the validity of the information recorded on class attendance rosters.

No Prior Citations – In the attached response to the Documentation of Noncompliance, Mrs. Umanah states: “Middleton did not ask for our archived student/school records because she had been overseeing and auditing our school’s/students’ records for a period of more than 5 (five) years; and the recent recertification in December 2017. There had never been any citation as to any violation within these periods.” Middleton denied the accuracy of these statements and provided OPS with documentation of concerns formally presented to Mrs. Umanah during Nurse Aide I program re-approvals in 2015 and 2017. Each include the heading “RE-APPROVAL FINDINGS” and both required certain corrections to be completed before re-approval was granted. Significantly, the findings presented to Mrs. Umanah during the 2015 and 2017 re-approvals discuss concerns related to reporting accurate student attendance and completion of all program hours (See attached email dated May 11, 2018 from Middleton to Corl).

Placement Information – As part of the license renewal process, proprietary schools are required to file an Annual Report. Regarding placement information, schools are instructed to identify graduates who are employed in jobs related to their area of study. The instructions for completing this portion of the Annual Report state: **“ONLY report information that you can validate through proper documentation.”** The Annual Report also contains the following certification immediately below the area where graduate/placement information is presented: ***“I certify that the information provided herein is a complete and accurate accounting and that academic files of my school contain verifiable documentation supporting the same.”*** Mrs. Umanah signed the certification for all Umanah Healthcare Institute campuses. The 2017 Annual Report (January 1 – December 31, 2017) submitted for the Gastonia campus of Umanah Healthcare Institute identified 192 total graduates, with all 192 employed in jobs related to their training. On May 31, 2018 OPS conducted an announced visit to the Gastonia campus. Mrs. Umanah was asked to provide documentation to validate the employment number identified on the Annual Report. Mrs. Umanah admitted that she had no documentation to support the employment figure and said that it was based solely on an “estimate” that she believed approximately 150 students were employed in healthcare before coming to the school. The Gastonia placement figure issue raises serious doubts about the validity of the placement figures submitted for the Charlotte (220 graduates (Nurse Aide I only); 200 placements) and Monroe (37 graduates; 37 placements) campuses.

NAII Start Date – DHHS withdrew Nurse Aide I approval April 5, 2018, noticing OPS and BON. OPS immediately advised Mrs. Umanah to cease Nurse Aide I instruction. On April 17th, OPS formally presented Mrs. Umanah with the attached Documentation of Noncompliance at the Charlotte campus. Mrs. Umanah was asked about Nurse Aide II instruction and she advised OPS that there were no ongoing classes. She was then specifically asked when the next Nurse Aide II program was scheduled to begin at the Charlotte campus. Mrs. Umanah stated the next Nurse Aide II program was scheduled to start July 11th. Around 9 p.m. that same evening, Mrs. Umanah emailed OPS: “I gave you the wrong date for Nurse Aide II starts (sic) date. The next class happens to be tomorrow April 18th, the next one after this will be on July the 11th. Sorry about the mix-up.”

Finding

Evidence collected during OPS’ investigation establishes school administrator Patricia Umanah violated §115D-93(c)(2), by knowingly presenting false or misleading information relating to approval or license. First, she provided false and/or misleading information about Rivers being an approved Nurse Aide I instructor by presenting an undated DHHS approval list that was not the original provided to her, and by falsely claiming that DHHS removed Rivers’s name during the re-approval process. Significantly, her responses claim this was done by error—but she does not address or otherwise challenge the allegation that she provided a false document to OPS. Second, her response to the issues related to academic records misleadingly describes the files as “recently completed classes” despite the fact that reviewed records dated back to

October 2017. Moreover, responses from students and the typed “6” recorded in the first clinical date of the first student in the Nurse Aide I course described herein create doubt about the truthfulness and accuracy of student records as a whole. Third, Mrs. Umanah falsely advised that Middleton (DHHS) had audited her school’s records the previous five years and “There had never been any citation as to any violation within these periods.” Middleton directly contradicted this and provided OPS with documentation that Mrs. Umanah was presented with specific areas of noncompliance and/or concerns during re-approvals in 2015 and 2017. Next, Mrs. Umanah provided false placement documentation for the Gastonia campus on the school’s 2017 Annual Report. Despite the explicit warnings to only report placement information that could be verified, she reported full-employment knowing that she had no documentation to support it. Finally, on information and belief, Mrs. Umanah provided a false start date for the next Nurse Aide II program at the Charlotte campus when she was interviewed on April 17th in order to avoid a shutdown of that program. At that time, Mrs. Umanah identified a start date of July 11, 2018--allegedly forgetting that the next class actually started the very next day.

PART 3: DESCRIPTION OF INVESTIGATIVE PROCESS

I. INITIATION OF INVESTIGATION:

At the end of January 2018, concerns about Umanah Healthcare Institute and its administrator were presented to DHHS and the Office of Proprietary Schools. Due to the nature of the concerns expressed about the school’s Nurse Aide I program, DHHS requested certain information and documentation from state test administrator Pearson Vue.

After the requested documentation was received, DHHS and OPS conducted joint visits to Umanah Healthcare Institute schools on March 22, 2018 (Charlotte) and March 27, 2018 (Gastonia) to review academic records and policies.

On April 5th, DHHS noticed school administrator Patricia Umanah that it was immediately withdrawing Nurse Aide I program approval at all three Umanah Healthcare Institute Campuses (Charlotte, Gastonia, and Monroe). As documented in the attached Report, this action was based on numerous violations of federal regulations and state guidelines. OPS immediately advised Umanah to cease all Nurse Aide I enrollment and instruction.

II. INVESTIGATION:

OPS formally presented Mrs. Umanah with a Documentation of Noncompliance and Notice of Investigation on April 17, 2018. She provided a written response to the Notice on April 23, 2018. A total of twenty-eight (28) individuals were interviewed: 1) 25 former Umanah Healthcare Institute Nurse Aide students; 2) a Nurse Aide I instructor at Umanah Healthcare Institute; 3) Jan Middleton (DHHS Regional Education Consultant); and 4) two lengthy in-person interviews with school administrator Patricia Umanah. OPS also reviewed dozens of student files over three separate school visits.

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

The Charlotte campus of Umanah Healthcare Institute was initially licensed in 2010. Branch campuses were added in Gastonia (2012) and Monroe (2015). During this time, the schools appear to have enjoyed a good reputation in the community and turned out hundreds of healthcare professionals. Patricia Umanah is a knowledgeable and qualified instructor and there is no question that her students have had great success passing the state Nurse Aide I exam (with pass rates exceeding 90%). She expresses a great passion for teaching and she is well-liked by her students. To the knowledge of OPS, Mrs. Umanah took immediate steps to refund impacted students upon receiving the notice to terminate Nurse Aide I instruction. She has also been responsive and cooperative throughout the OPS investigation. Unfortunately, due to the nature and severity of certain noncompliance issues as expressed below, OPS recommends the State Board of Proprietary Schools initiate license revocation rather than suspension for the following specific reasons:

1. Nature and severity of violations:

Umanah Healthcare Institute violated §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction in its Nurse Aide I program. Evidence collected during the investigation showed that students routinely received less than 112 total hours of instruction and completed less than 30 hours in clinical. Multiple students in different classes reported completing just two or three days of clinical at reduced hours. Students inappropriately performed certain skills in the clinical setting before proficiency was documented in the lab setting. Multiple students were uploaded into the state testing portal before completing the program. And a mandated 10-1 teacher-to-student clinical ratio was violated on at least one known occasion. While these did not affect the ability of students to pass the state Nurse Aide I exam, collectively they have a direct impact on the ability to properly care for patients.

Umanah Healthcare Institute also violated 2A SBCCC 400.11(a)(2) by not maintaining current, complete, and accurate records showing student progress and attendance. Various records showed students receiving Nurse Aide I training on dates those students were recorded absent. While Mrs. Umanah insists the students made up time in a different class, the records contained no documentation of such remediation. Other records (including an entire class of Nurse Aide II students) failed to contain required skills checklists, and multiple records failed to contain proper enrollment documentation. Most troubling, is the fact that Mrs. Umanah cannot accurately identify which instructor taught the classes of Nurse Aide I students (Teams A and B, October 7 – November 25, 2017 described herein) at the Charlotte campus.

Finally, there is overwhelming evidence that school administrator Patricia Umanah violated §115D-93(c)(2), by knowingly presenting false or misleading information relating to approval or license. She provided false and/or misleading information about Rivers being an approved Nurse Aide I instructor by presenting an undated DHHS approval list that was not the original provided to her, and falsely claiming that DHHS

removed Rivers' name during the re-approval process. Significantly, her responses claim this was done by error—but she does not address or otherwise challenge the allegation that she provided a false document to OPS. Regarding academic file issues, she misleadingly describes them as “recently completed classes” despite the fact that reviewed records dated back to October 2017. Moreover, responses from students and the typed “6” recorded in the first clinical date of the first student in the course described herein create doubt about the truthfulness and accuracy of student records as a whole. She falsely advised that Middleton (DHHS) had audited her school’s records the previous five years and “There had never been any citation as to any violation within these periods.” Middleton directly contradicted this and provided OPS with documentation that Mrs. Umanah was presented with specific areas of noncompliance and/or concerns during re-approvals in 2015 and 2017. Further, she provided false placement documentation for the Gastonia campus on the school’s 2017 Annual Report. Despite the explicit warnings to only report placement information that could be verified, she reported full-employment knowing that she had no documentation to support it. Finally, on information and belief, Mrs. Umanah provided a false start date for the next Nurse Aide II program at the Charlotte campus when she was interviewed on April 17th out of fear that OPS would withdraw program approval. Mrs. Umanah identified a start date of July 11, 2018--allegedly forgetting that the next class actually started the very next day.

The foregoing are serious violations of licensing standards that are not easily or immediately correctable. Even with a hypothetical assumption that the first two issues could be corrected with increased oversight, the third issue prevents OPS from recommending relicensing of the Umanah Healthcare Institute campuses.

2. **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-93(c)(2) That the applicant for or holder of such a license has knowingly presented to the State Board of Community Colleges false or misleading information relating to approval or license.

§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.

Pursuant to the State Board of Community Colleges Code:

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...;

Evidence collected during the OPS investigation supports a finding that Umanah Healthcare Institute violated §115D-93(c)(9), by failing to provide and maintain adequate standards of instruction in its Nurse Aide I program; violated 2A SBCCC 400.11(a)(2) by not maintaining current, complete, and accurate records showing student progress and attendance; and that school administrator Patricia Umanah violated §115D-93(c)(2), by knowingly presenting false or misleading information relating to approval or license.

3. **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)).

Proprietary students are entitled to all of the training they contract and pay to receive. They deserve to have complete and accurate records of their academic progress recorded and preserved. Finally, they should not sacrifice time lost by a disruption of their learning nor the difficulty and expense of locating another training program in their area.

CONCLUSION AND RECOMMENDATION

The recommendation herein is not made lightly. Establishing and building a successful business is daunting and Mrs. Umanah has devoted the last eight years of her professional career to her schools. Umanah Healthcare Institute does not have a history of student complaints or compliance issues with this Office. Mrs. Umanah displays a genuine love of teaching and she seems well-liked by her students. In most every other scenario, corrective measures to bring the schools into compliance would be favored. But the specific facts in this instance dictate a different recommendation.

For the reasons provided herein, it is the recommendation of the Office of Proprietary Schools that initiation of revocation of the proprietary licenses of the Charlotte, Gastonia, and Monroe campuses of Umanah Healthcare Institute is a proper and necessary action for the State Board of Proprietary Schools to fulfill its statutory obligation of protecting proprietary school students.

ATTACHMENTS:

1. Written response from Patricia Umanah to the Documentation of Noncompliance undated, but post-marked April 23, 2018.
2. April 10, 2018 email from Patricia Umanah to Jan Middleton (copied to Corl), with attached cover letter and "Reapplication Commitments" statement.
3. May 11, 2018 email from Jan Middleton to Corl, with attached DHHS re-approval findings dated October 27, 2017 and July 8, 2015.
4. May 31, 2018 email from Jan Middleton to Corl, with attached re-approval application submitted by Umanah Healthcare Institute to DHHS via facsimile on 8/7/2017.
5. June 1, 2018 email from Patricia Umanah to Corl with attached letter signed May 31, 2018.

Respectfully submitted this 11th day of July, 2018.

Scott Corl, Executive Director
Office of Proprietary Schools



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I welcome you, Distinguished Members of the Board, and Mr. Scott Corl.

Ladies and Gentlemen, it must be noted that "The Files/Students Records we are discussing today are not "The completed archival Records of our students." "They are of the recently completed class" which the coordinator (Patricia Umanah) and her office staff were collecting the pertinent information from instructors and were sorting from their "office inbox" for filing. It is often, when these assortments are completed and placed in each student's file, that they are put away for further reference and audit. We were still working on these students' files as of the time Ms. Middleton and Mr. Corl paid their surprised visit.

Jan Middleton did not ask for our archived students/school records because she had been overviewing and auditing our school's/students' records for a period of more than 5 (five) years; and the recent recertification in December 2017, please see the reapproval of the program dated December 12th, 2017. There had never been any citation as to any violation within these periods.

RESPONSES:**“Focus only on Skills required for State Exam”:**

1. Patricia Umanah, its instructors, did not focus on skills only needed to pass the State Examination. Umanah Healthcare Institute from its inception at the Charlotte Campus had always taught other nursing skills not asked or required in the State Nurse Aide I examination. The Skills Performance Checklists have some school specific list, e.g.
 - a. Skill Performance Checklist number 26-is for school specific—we taught **“Changing gown with patient with IV Fluid.**
 - b. Checklist number 27 is also school specific—we taught **“Assist with Changing Adult’s briefs”,**
 - c. checklist number 39 is also school specific, and we taught **“Cleaning colostomy site & emptying colostomy bag”,**
 - d. Umanah Healthcare Institute also added **“Cleaning supra pubic catheter”,** etc. These are some of the extra skills that are not related to State Exam.
2. **State approved Curriculum (Module A-W):**

Umanah Healthcare Institute had always been using the state approved curriculum (module A-W) in all three campuses: Charlotte, Gastonia, and Monroe. Umanah Healthcare Institute went a step further to enrich the students with basic nursing to enhance and support the State Approved Curriculum to the interest of students by adding an additional Textbook- **“The Hartman’s -Nursing Assistant Care- “The Basics” 4th edition.** This textbook is included in the student’s tuition. Ms. Jan Middleton approved of this textbook. The textbook has the same contents as the State Approved Curriculum (Module A-W). Students love this textbook because it gives them an overview of “why students do what they do”. Umanah Healthcare Institute had one of the best State Examination passing record in the Charlotte area. It begs me to ask the

question, if I /we do not teach the state Approved Curriculum, “How does our students have this successful passing rate? This allegation is not true.

3. **Skills Performance Checklists:**

Skill Performance Checklist along with the “Green Book—Candidate Handbook” were always brought to the skill room by all students at any given time during the daily skills exercise in the lab. This allegation is not true

4. **That the Candidate Handbook was the book used for reference:**

This is not true. As per (Item 3) above every student had the skill handbook-a product of Pearson Vue measures and directs step, and the Text book---which has skills performance also. The instructor will first demonstrate the skills, explained the reason for each step, then the students will return demonstration as they successfully do this, the instructor will then put her initial by the skill performed.

5. **That students were only taught skills to pass the State Exam and not those needed to care for residents.** This is not true. Please see item 1 above.

6. **Use of Projector:**

I have to say; the use of Projector is optional. We give every student and instructors the Power Point handout, which we print out from DHHS website. Module A-W.

7. **Student Documenting on Performance Checklist:**

Students do not document their own Performance Skill-via Appendix A. Students wrote the date the skill was performed, and Patricia or the Instructor initialed to confirm that student proficiently performed the skill.

8. **Extending Class Date without notice at Gastonia Campus:**

Umanah healthcare Institute plans its classes ahead from month to month. There exists a reasonable explanation as to why the class that was originally scheduled to start January 8th,

2018 Evening (in our Gastonia Campus), the attendance record listed class started on the 16th of January because; this was the period we moved our office from 635 Cox Road to 645 Cox Road, both Mr. Scott Corl-the Executive Director of Proprietary School, and Ms. Jan Middleton-the Educational Consultant, instructed us not to start the class on January 8th at 645 Cox Road, until they come in to inspect the new school site. Both came in at different times during the time frame and approved the new site, but the only issue was that due to the bad weather-the water pipe was frozen, that delayed the start date to the 16th. This was not done intentionally.

9. (a) **NAT:**

The Particular Student with the 82.5 hours of the attendance had death in her family. She had attended all her classroom hours of 50 plus lab hours of 32 which equals the 82.5 hours. She however, was not able to attend clinical due to the family issue. She was advised to wait for another class clinical session to attend clinical to be entitled for completion. She later came back and completed her clinical of 30 hours. Patricia Umanah documented this in her file but was never given a chance to explain.

(b) Our students, it must be stated, some people are multi-tasking. Some are going to another school while enrolling with us. Some are working, and at the same time attending classes with us. A student may like to attend classes today in the Morning, but tomorrow in the Evening. We often accommodate them; however, this presents a record keeping issue by me and instructors. These mistakes are not intentional.

(c) Ms. Jan Middleton approved our Clinical Hours for 30, and not 32 as reported (see approval letter).

10. **Unapproved Instructor:**

Prior to 2015, Ms. Kathleen Rivers had been approved for Umanah Healthcare Institute (both Charlotte and Gastonia campuses). During the reapproval process in 2017, Ms. Middleton had

asked me if there were any instructors that are inactive. I gave her instructor's name: Sarah Tench's to be deleted. I believed it is during this process that Ms. Kathleen Rivers' name was removed from Umanah Healthcare Institute. This was not an intentional decision. I humbly seek that Ms. Kathleen Rivers be put back as an approved instructor for Umanah Healthcare Institute.

11. Clinical Student Ratio:

During the 11/17/17 Clinical Session, Ms. Kathleen Rivers took 12 students to clinical –this day was for observation only. The first day of Clinical is usually an observation trip for students. No “hands on” skills are allowed. On the second day through the last day of Clinical another Instructor accompanied Ms. Rivers for the Clinical exercise. (please see our clinical agreement sheet attached).

12. School Review /Mock test:

(a) it is important that every student MUST undergo a written daily test and final mock test. Patricia Umanah-the proprietor of Umanah Healthcare Institute / instructors administer these tests to students to establish the student's readiness for final examination. Every student must score not less than 75% of grade. Each student has two trials at taking the tests. No student qualifies to be scheduled for the State Examination until he/she has made the 75% minimum on the test.

(b) Patricia Umanah—proprietor, considers students proficiency seriously. (1) it measures the reading and understanding of the subject matter. (2). Patricia Umanah uses this test to measure the performance of the classroom instructor. (3). I also use the mock final test to know which area of the subject matter, the student needs improvement, and organize strategy for remedial approach to help the student if necessary.

(c) Review Class at Umanah Healthcare Institute has been optional. It is clearly written and documented along with the required fees. With the nature of the program, and the waiting

period for the state final exam, students tend to forget some of the skills, and most of them request skill review prior to the final state exam—this was the reason we set up the review class in the first place. This review helps me to know the areas the student needs help, and initiate help to improve in their skills abilities. This is usually done 1-2 days before the State Final Examination.

(d) The review is not panacea, but it builds students' confident in the state examination.

(e). I have a special responsibility to improve students' lots of passing the State Examination and making sure the instructors are doing what they are paid to do.

(f) The review class is a measuring tool for the proprietor to know about the proficiency of instructors in the skill portion of the examination.

(g) Umanah Healthcare Institute has since stop charging fees for these reviews classes, but it's still optional to students.

13. Student Attending Clinical without Skill Proficiency:

All skills are performed to establish proficiency in the school lab, but there are some skills, for example, use of mechanical lift, assist with Tub bath, assist with Showers, assist with transfer to stretcher that cannot be demonstrated in the school lab. Students are taught in the lab how these skills are performed. Upon clinical exercise, these skills are demonstrated by the clinical instructor and students returned such demonstrations. These are the only skills that are not demonstrated in the school lab because we do not have these amenities in the school

14. Pearson Vue Upload:

In the initial phase of uploading students for testing, due to the logistic involved with Pearson Vue, there were some confusions, e.g., when to upload and schedule for the exam. Students will sometimes schedule for both written and skills, but only to find out later that the system only

approve the for either only the skills or the written. This confusion persists as to this moment of writing. To work on this problem, I uploaded students about 1-2 days earlier while students were in clinical. Umanah Healthcare Institute is not the only school that have this problem and did it this way. I cannot upload 10 days in advance---if this was ever done---must have been in the initial phase---and must have been a mistake and unintentionally done.

15. Clinical Hours:

Students have always attended 30 hours of clinicals. Instructors are advised not to use the original students roster to clinicals for fear of displacing the roster. The instructor then transcribes such field clinical roster into the original roster. I have corrected the problem and will always make sure these are done in a timely manner as soon as clinical is completed.

16. Number of Skills Performed by students at clinicals:

1. There are instances where a student may perform more than 10 skills in one clinical day. Clinical starts 8am to 2pm or sometimes 2:30 pm. Clinical is not a classroom/school lab setting. It is the real world where students familiarized themselves with various aspect of what nurses do. At 8:00am when typical Nursing Home duties begin. In a Nursing, the following skills can be done to one resident in a clinical setting example: **giving SHOWER---**

The following skills are check off for the student giving a resident shower:

- a. Handwashing prior to starting client's care
- b. Use of mechanical lift to transfer resident to stretcher (if applicable-most likely)
- c. Washing the whole body (complete)
- d. Washing the perineal area
- e. Foot care

- f. Upon completing shower—redressing resident
- g. Making resident's bed
- h. Assist with denture care
- i. Assist with oral care
- j. Assist with feeding
- k. transfer from bed to wheelchair and vice versa. (if applicable—most likely)
- l. Moving this resident up in bed is a skill
- m. Reposition the resident every 2 hours is also a skill.

During the clinical period, if this resident has incontinence bowel movement, student can assist with cleaning and changing the adult brief is a skill.

If the resident has an indwelling catheter—cleaning of the catheter is also a skill.

If he is a male resident, he can also require shaving.

An average Nursing Home resident have different challenging skills, students are not restricted to one room.

Economic/ Relationship with Clinical Host: There may be times, a Nursing Home is short of staff, during this time, our students with the clinical instructors help even more. The school does not pay clinical hosts for the service they provide to us and in such situations, students help out with the supervision of the clinical instructor.

16. Attendance Record:

The students mentioned in the report, I have to say Ms. Middleton did not offer to me any opportunity to would have explained their circumstances.

1. One of the students had attended all classroom and lab hours, but prior to clinical sessions, she had a family problem, which made her not to attend the clinical. But she came back and joined the next class and completed her clinical hours. She was uploaded to take her State exam after her clinical experience **Please see the attendance roster** (her original class, and when she joined the next class, her completion certificate /date).

The Coordinator-- Patricia Umanah

The Distinguished Members of the Board, Ladies and Gentlemen, I cannot end this response without introducing myself, values, and my love and dedication to Nursing, especially teaching.

1. Born and raised in the hardworking and education focused, eastern region of Nigeria, West Africa, my dream and hope as a young girl was to be a senior navy officer.
2. Upon my father's untimely death, my mother, -a single woman with 8 (eight) children could not afford the financial responsibility of putting me through a University Education in Nigeria. She struggled to support me through a community college, where I enrolled in a double major in Nursing—General Nursing/Midwifery. Upon graduation, I did internship at the Missionary Institution –The Emmanuel General Hospital. It was here that I knew that my true calling is to help those who at any given time cannot care for themselves. I did general nursing care and assisted with babies' deliveries.
3. In 1995, upon joining my husband in Charlotte, North Carolina, USA, I had to start my Nursing Career all over. I took the Florida Board of Nursing Examination, and passed the Board thereby earned privilege to become an RN.
4. I furthered my education with the University of North Carolina < Charlotte and earned a bachelor's degree in nursing (BSN).

5. I further enrolled with the University of Phoenix in a double major MBA/HCM. All the while, I had to shoulder the responsibilities of being a working housewife and with two children.
6. Every hospital I worked in Mecklenburg and Gastonia Counties areas, I was a stand out and earned awards. My most recent achievement was an award for "Nurse Excellence" in 2011, given to me at Caromont Health, (Gaston Hospital) Gastonia. (see attached).
7. In 2010, I ventured to form the Umanah Healthcare Institute in Charlotte, Mecklenburg County, and participated in the North Carolina Nurse Aide I (Certified Nursing Assistant) training. My first class, I had one student. I taught that class without cancelation. I have grown Umanah Healthcare Institute at Charlotte to where it is today.
8. I, in 2012 noticed that there is a need to establish same program in Gastonia, Gaston County. I have grown this program to where it is now.
9. In 2014, I managed to extend Umanah's presence in Monroe, Union County. I have worked and managed it to where it is now.
10. I have to state that in these three (3) campuses, I have managed to integrate a Nurse Aide I - North Carolina Examination testing sites.
11. The above are my contributions to the Nursing career in Charlotte, Gastonia, and Monroe and to North Carolina in general. This is Patricia Umanah

12. The Informant:

██████████ enrolled in the CNA I class in our Gastonia Campus-2/27/2017 to 3/24/2017.

██████████ passed the North Carolina CNA I examination at first sitting. She developed interest in my professional attitude. She sought employment with Umanah Healthcare Institute.

I interviewed and employed her in April 2017. A few month later I noticed that ██████████ seemed to refuse the instructions, rules and regulations I gave her to foster the interest of the school. I am stating here below some of her negative attitudes:

- a. [REDACTED] spent the school fund without authorization from me
- b. She started telling people that she is the owner of the school. People would call and wanted to speak with the owner of the school— “Ms. [REDACTED]
- c. In January 2018, upon relocating to 645 Cox Road, Gastonia, NC---Ms. [REDACTED] put in an additional phone line linking to her office to the school’s account without informing me.
- d. Within the same period, whenever I turned on the school computers, Ms. [REDACTED] full name and portrait would appear on the computer screen. As at this time of writing when ever I turn on the school computer, [REDACTED] full name still appears on the screen. I cannot remove it from the school computer.
- e. On the 10th of January 2018, I confronted [REDACTED] and counseled and advised her that we cannot have all these irresponsible and unprofessional attitudes around the office. I asked [REDACTED] to shape up. [REDACTED] responded with an obscene slang and gave me a notice of resignation.
- f. On January 14th, 2018, [REDACTED] went to the North Carolina Employment Commission to file for unemployment benefits— (see NC Employment Commission Reports). [REDACTED] was employed with Umanah Healthcare Institute up to January 16th, 2018.
- g. Upon being contacted by NC Employment Commission about the status of this employee, I honestly told them that [REDACTED] vacated her employment on January 16th, 2018. (see attached unemployment document).

The Distinguished Members of the Commission and Mr. Scott Corl, my fate is in your hands. My hard-earned labor of commitments, dedication, and my love and passion of teaching are with you. Please assess it and temper justice with mercy.

I have suffered hard and enough. All CNA I Programs at all the three campuses have been cancelled. I have depleted our family savings in refunding tuition payments to all students. (also, to those that almost completed their classes). Leases at all three campuses are due.

Please and in the interest of justice assess my predicament and temper justice with mercy.

Please give me a second chance and I promise I will not disappoint you.

I cannot phantom the thought and my life at the age of 52 (fifty-two) to lose it all for this clearly seen, a case and reports from disgruntled and angry individual and employee.

I cannot afford to lose the family resources and hard work we have put into the Umanah Healthcare Institute. My two children are now in medical training in the University.

I humbly rest it all in your hands, but before I do, Ms. Middleton in 2015 awarded me the "Certificate of Appreciation for participation and dedication to the Nurse Aide I Training in August 2015. Ms. Middleton approved my program (NAI) in all three schools in December 2017—see copy attached.

Thanks to you all.

A handwritten signature in cursive script that reads "Patricia Umanah" followed by the date "4/20/18".

Patricia Umanah

Umanah Healthcare Institute.

UMANA HEALTHCARE- GASTONIA

NAT ATTENDANCE ROSTER

DATE: Start	November 6th, 2017	Additional info:	Monday - Friday Day Class
End	December 1st, 2017	Class hours:	30
TIME: Start	9am	Online hours:	N/A
End	3pm	Lab hours:	50
Clinical hours:	32	Clinical dates:	11/27/17-12/01/17
Clinical Facility:	Meadowood Nursing Center	Total hours:	112

STUDENT NAME		Month	Clinical Week																								Chapter Test										Total Hours	Mock Test
Phone		6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	2	3	4	5	6	7	8	9	10								
		*** Document number of hours in class each day; Total; Grade***																																				
1		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
2		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
3		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
4		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
5		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
6		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
7		5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5								
8																																						
9																																						
10																																						
11																																						
12																																						
13																																						
Legend:		Curriculum Modules Skills Clinical		A,B,C, Handwashing Temperature Pulse Respiration		D,E,F, Blood Pressure assist w/ bedpan		G,H,I, Dentures Mouth Care		J,K,L, Partial Bed Bath		M,N,O, Range of Motion Knee Ankle Shoulder		P, Pericare		Q,R, Dressing		S,T,Catheter Position Feeding		U, Urine Assit w/Weight		V,W, PPE Abulation		X, Transfer bed to wheelchair		Foot Care Occupied bed making		School Specific Skill		Pick 5's		Mock Test						
Satisfactory																																						
Unsatisfactory																																						
Withdrawn																																						
Absent																																						
Tardy																																						
Left Early																																						
Comments:																																						

See next page for 8 hrs make up.

NAT REMEDIATION RECORD

SBCC

08/17/2018

12.10.15 Remediation/Piedmont/jmiddleton

NOT - 23rd was Thanksgiving
holiday - so we
added 2.5 hours on the 24th.

(2) [redacted] (came late on 20th & 21st Nov, made up one hour on 26th)

(3) [redacted] Didn't show up for clinical - stated ~~that~~ joining next class clinical &

She will

3

UMANA HEALTHCARE- GASTONIA

NAT ATTENDANCE ROSTER

DATE: Start	December 4th, 2017	Additional info: Monday - Friday Day Class	Clinical hours: 30	Total hours: 112
End	December 29th, 2017	Class hours: 32	Clinical dates: Jan 25th-29th, 2017	
TIME: Start	9am	Online hours: N/A	Clinical Facility: Meadowood Nursing Center	
End	3pm	Lab hours: 50	Clinical Week	Chapter Test

STUDENT NAME		Month	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	Total Hours	Mock Test					
STUDENT NAME	Phone	*** Document number of hours in class each day; Total; Grade***																												Total Hours	Mock Test								
		1	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	7.5	7.5	7.5	7.5		97	98	100	98	94			94	100	76	88	112	84		
		2	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	7.5	7.5	7.5	7.5		98	96	100	100	96			97	91	100	88	94	112	82	
		3	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	7.5	7.5	7.5	7.5		98	96	100	100	95			94	97	100	76	94	112	79	
		4																		7.5	7.5	7.5	7.5													30			
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S,T,Catheter Position Feeding																																							
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V,W, PPE Abulation																																							
X, Transfer bed to wheelchair																																							
Foot Care Occupied bed making																																							
Review Bed Pan																																							
Pick 5's																																							
Mock Test																																							
clinical																																							
clinical																																							

Legend: Satisfactory, Unsatisfactory, Withdrawn, Absent, Tardy, Left Early

Comments: joined this class only for Clinicals - could not attend for clinical due to family issues



CERTIFICATE OF COMPLETION

Nurse Aide I Training

This is to certify that

[Redacted Name]

Has successfully completed 112 hours North Carolina State-approved
Nurse Aide I Training Program at

UMANAH HEALTHCARE INSTITUTE

Name of Program / School

On December 29th, 2017

Certified by:

Patricia E. Umamah
Signature of Approved Faculty

PATRICIA UMANAH
Print Name of Approved Faculty

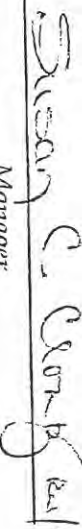
Award for Nursing Excellence

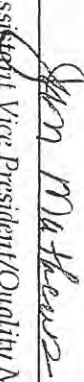
Patricia A. Umanah, BSN, RN, MBA/HCM, CCDS
CPI

is hereby recognized upon selection
by peers and coworkers as best exemplifying
nursing excellence in patient care.

November 17, 2011




Susan C. Long, BSN
Manager


Jen Mathews
Assistant Vice President/Quality Management


Acting Chief Executive Officer
Executive Vice President/Chief Operating Officer

 Caromont Health



attached
letter from
unemployment
here

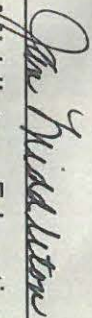
Certificate of Appreciation

PRESENTED TO

Patricia Umanah

ON August 14, 2015

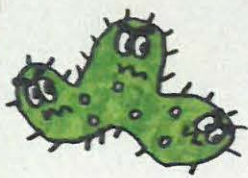
In recognition of her dedication to provide quality **Nurse Aide I Training** and
her outstanding participation in the **Piedmont Region Summit**


Jan Middleton, Education Consultant

Division of Health Service Regulation
Health Care Personnel Education
and Credentialing Section

Some of our students
extra assignments.

These assignments are based
on Module A-W Curriculum.



Infections



Infections occur when harmful microorganism, called pathogens, invade the body and multiply.

2 main types of infections

- localized infection: limited to a specific location in the body ex: bladder infection
- systemic infection: affects entire body, travels through bloodstream ex: flu

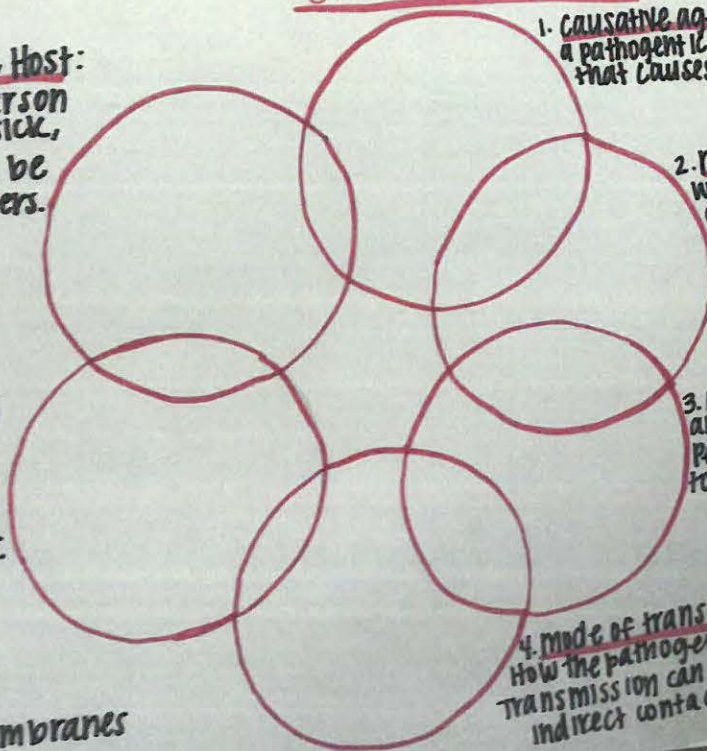
6. Susceptible Host: an uninfected person who could get sick, examples would be healthcare workers.

5. Portal of entry: any body opening on an uninfected person that allows pathogens to enter.

include:

- nose
- mouth
- eyes
- other mucous membranes
- crack in skin

Chain of Infections



1. Causative agent: a pathogenic microorganism that causes disease

include
- bacteria
- viruses
- fungi
- parasites

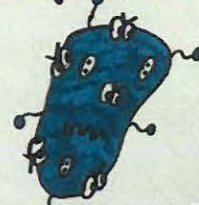
2. Reservoir: where the pathogen lives and grows
- reservoir can be humans, animals, plants, soil, or substance

3. Portal of exit: any opening on an infected person that allows pathogens to leave

4. Mode of transmission: how the pathogen travels. Transmission can occur through direct or indirect contact.

Common infectious diseases

- Bloodborne pathogens: infects blood entering bloodstream
- Hepatitis: inflammation of the liver caused by certain viruses and other factors including alcohol abuse, some medications and trauma.
- Tuberculosis (TB): highly contagious lung disease caused by bacterium that is carried on mucous droplets suspended in the air. Cured by taking all prescribed medications.



CHAIN OF COMMAND

Chain of Command

Describes the line of authority and helps ensure that the resident receives proper care

Care Plan

Lists the tasks that the care team, including NAs, must perform. It states how often these tasks should be performed and how they should be carried out.

Resident and Resident Family

- Important part of the care team and great source of information regarding personal preferences, history, diet, rituals, and routines
- Has the right to make decisions about his or her own care
- Has the right to make choices, family may also be involved in these decisions
- Helps plan care and makes decisions

Scope of practice

to do or not to do that is the test that health professionals are allowed

Activities Director
Defines the scope of practice for each professional in the facility

Medical Social Worker (MSW)
Plans activities for residents to help improve and maintain from illness or disability

Activities Director
May have a bachelor's degree, experience, and training in the field of gerontology

Medical Social Worker (MSW)
Typically hold a master's degree in social work or a related field



Administrator

Manages non-medical aspects of the facility, administers finances, coordinates policy in consultation with medical professionals

Medical Director (MD)

Reviews and consults on medical aspects of care, coordinates with attending physicians and nursing staff and encourages quality care

Director of Nursing (DON)

Manages nursing staff at the facility

Assistant Director of Nursing

Assists Director of Nursing with management of nursing staff

Staff Development Coordinator

Directs training of employees at a facility

Minimum Data Set (MDS) Coordinator/Resident Assessment Coordinator

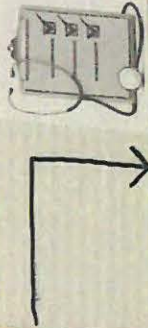
Manages assessment of resident needs and delivery of required care in a long term care facility (usually a specifically trained nurse)

Nursing Supervisor

Supervises and supports nursing staff of entire facility or multiple nursing units, assists with resident care as needed

Charge Nurse

Supervises and supports nursing staff of a particular unit and treats a limited number of residents



Other Services

Physical Therapist (PT)
Administers therapy to increase movement, promote healing, reduce pain, and prevent disability

Occupational Therapist (OT)

Helps residents learn to adapt to disabilities and trains them to perform ADLs

Speech Language Pathologist (SLP)

Identifies communication disorders and swallowing problems and develops a plan of care

Nursing Assistants (NAs, CNAs)

perform assigned nursing tasks, assist with routine personal care, and observe and report any changes in residents' conditions and abilities

Staff Nurses (RNs, LPN, LVNs)

Provide nursing care, supervised by a physician

Physician or Doctor (MD)

- Have graduated from four-year medical school after receiving bachelor's degree
- May attend specialized training programs after medical school
- Diagnose disease or disability and prescribe treatment

Registered Nurse (RN)

- Have diplomas or college degrees and have passed licensing examination
- Coordinate, manage, and provide skilled nursing care
- Assign tasks and supervises daily care of residents by nursing assistants

Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN)

- Licensed professional that has completed one to two years of education and has passed licensing examination
- Give medications and treatments
- May supervise nursing assistants' daily care of residents

Nursing Assistant (NA) or Certified Nursing Assistant

- Must have at least 75 hours of training, 100 hours in some states
- Perform assigned tasks such as taking vital signs
- Assists with personal care, such as bathing

Physical Therapist (PT or DPT)

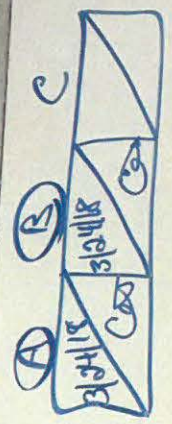
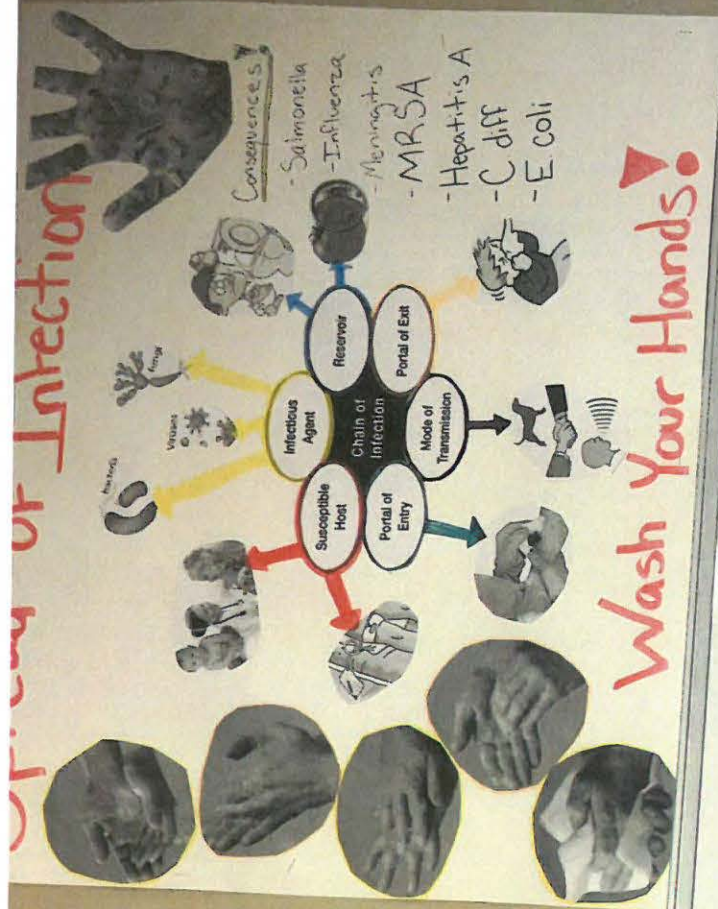
- Have graduated from doctoral degree program (usually lasting 3 years) after receiving bachelor's degree
- Evaluates a person and state licensing examinations
- Create a treatment plan to increase movement, improve circulation, promote healing, reduce pain, prevent disability, and regain mobility

Occupational Therapist (OT)

- Must have a master's degree, pass a national certification examination, and most must be licensed within their state
- Helps residents learn to adapt to their disabilities
- Assists with routine personal care, and observe and report any changes in residents' conditions and abilities

Speech Language Pathologist (SLP)

- Must have a master's degree in "Speech-Language Pathology"
- Identifies communication disorders and swallowing problems and develops a plan of care



1. Wash

#16

#18

#19

#22

Physical Abuse

Is any treatment, intentional or not that cause cutting, burning, physical restraining, pushing, shoving or even tough handling.

Financial Abuse

Is the improper or illegal use of a person's money, possessions, property or other assets.

Neglect Abuse

Is a failure to provide needed care that results in physical, mental, or emotional harm to a person.

Verbal Abuse

Is the use of spoken or written words, pictures or gestures that threaten, embarrass or insult a person.

Psychological Abuse

Is an emotional harm caused by threatening, scaring, isolating, humiliating, intimidating or resulting in insulting a person or treating him or her as if he or she were a child.

2

PSYCHOLOGIA

VERBA

Purposful mistreatment that causes physical or mental, emotional pain or injury to someone

ABUSE



SEXUAL

PHYSICAL

Unwanted touching and exposing areas of a person or her will
The being of a person to perform or participate in sexual acts against her

Physical restraining
Burning
Beating
Kicking
Pushing
Shoving
Grabbing
Threatening
Intimidating
Isolating
Inviting
Staring

1. Staring
2. Collecting
3. Collecting
4. Collecting
5. Collecting
6. Collecting
7. Collecting
8. Collecting
9. Collecting
10. Collecting

UNAHAM HEALTHCARE INSTITUTE HAVE THE FOLLOWING EXAM DATES AVAILABLE FOR HIS NURSE MADE EVALUATIONS FOR JULY THROUGH DECEMBER, 2017

CENTER	MONTH	DATES
UNAHAM	JULY	4.5.11.15.22.29.31
CHARLOTTE	AUGUST	5.28.29.30.31
SEPTMBER	24.25.26.27.28	

1. Staring
2. Collecting
3. Collecting
4. Collecting
5. Collecting
6. Collecting
7. Collecting
8. Collecting
9. Collecting
10. Collecting

Physical Abuse - any treatment, intentional or not, that causes harm to a person's body



Psychological Abuse - an emotional harm caused by threatening, scaring, humiliating, intimidating, isolating, or insulting a person, or treating him or her as a child



Types of Abuse

Abuse - Purposeful mistreatment that causes physical, mental, or emotional pain or injury to someone



Sexual Abuse - the forcing of a person to perform or participate in sexual acts against his or her will.



Financial abuse - the improper or illegal use of a person's money, possessions, property, or other assets



Assault - a threat to harm a person, resulting in the person feeling fearful that he or she will be harmed



Lemire M.

What is

TYPES

PHYSICAL ABUSE



PSYCHOLOGICAL ABUSE



DOMESTIC VIOLENCE



ASSAULT





DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

MARK PAYNE
DIRECTOR

December 21, 2017

Ms. Patricia Umanah
Nurse Aide I Training Program Coordinator
Umanah Healthcare Institute
3540 Nevin Brook Road
Charlotte, North Carolina 28269

Dear Ms. Umanah:

Please accept this letter as confirmation of re-approval to offer a 112-hour Nurse Aide I Training Program at Umanah Healthcare Institute, effective December 21, 2017. Your approved program hours are 32 class, 50 lab and 30 clinical, as outlined by your Course Schedule. This approval is granted with the understanding that the program will use the curriculum, testing tools, policies and procedures approved by our agency. Failure to follow this program, will result in withdrawal of approval.

Your NAT program number is [REDACTED]. Please use this number on all applications for registry listing and on all correspondence with our office.

Re-approval is given for the following clinical sites, effective December 21, 2017: Brian Center Health & Retirement/Monroe, Carrington Place, Legacy Heights Senior Living Community and MeadowWood Nursing Center. Should you wish to request an alternate site, please submit a Clinical Site Approval Form found at www.ncnar.org to DHSR, for approval.

Enclosed, please find a list of currently approved faculty. Please submit a Faculty Removal Form for any faculty that no longer actively functions in a training program capacity. The form can be found at www.ncnar.org. Should you wish to make changes to your programs, including faculty, curricula, evaluation tools or clinical sites, please contact our office for guidance.

Your approved NAT facility is located in Suite 103 at 5801 Executive Center Drive in Charlotte. Your program is approved for one classroom, Room #1, which contains instructional equipment and supplies with seating to comfortably accommodate a maximum of 12 students. Your approved lab contains two fully functioning hospital beds with curtains that provide total privacy and one sink with hot/cold running water. Program equipment is in working order and supplies are in sufficient quantity as per the Basic Equipment and Supply

Health Care Personnel Education and Credentialing Section

www.ncnar.org

Tel 919-855-3970 • Fax 919-733-9764

Location: 801 Biggs Drive • Brown Building • Raleigh, NC 27603

Mailing Address: 2709 Mail Service Center • Raleigh, NC 27699-2709

An Equal Opportunity / Affirmative Action Employer



List, February 2015 and have been determined to meet Federal Regulations and State Standards, following the site visit conducted September 12, 2017.

DHSR review of student records and program documents was conducted during the site visit. Findings were discussed and recommendations for improvements and revisions have been approved. It has been determined that your program meets Federal Regulations and State Guidelines. Your program documents and student records are housed securely in the PC office and are kept for three years.

Nurse aide trainees are considered to be in a training program until they have successfully completed a state-approved competency evaluation program. During this time, they are prohibited from performing any tasks for which they have not been found proficient by their instructor. Additionally, when performing services for residents, trainees are required to be under the general supervision of the registered nurse who is providing necessary guidance for the program and maintaining ultimate responsibility for the course.

From time to time, we conduct on-site reviews of nurse aide training programs. These evaluations are performed to assist you and to ensure the state maintains compliance with federal regulations governing training programs. Some of the reviews may be announced, while others may be unannounced. In the future, we will be asking you for a schedule of your planned programs.

We appreciate your continued interest in and support of quality Nurse Aide I education in North Carolina. Please do not hesitate to contact us with any other questions or comments.

Respectfully,



Jan Middleton, RN, BSN
Piedmont Region Education Consultant

Enclosure

Cc: Scott Corl



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION

ROY COOPER
GOVERNOR

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SECRETARY

MARK PAYNE
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December 21, 2017

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Please accept this letter as confirmation of re-approval to offer a 112-hour Nurse Aide I Training Program at Umanah Healthcare Institute, effective December 21, 2017. Your approved program hours are 32 class, 50 lab and 30 clinical, as outlined by your Course Schedule. This approval is granted with the understanding that the program will use the curriculum, testing tools, policies and procedures approved by our agency. Failure to follow this program, will result in withdrawal of approval.

Your NAT program number is [REDACTED]. Please use this number on all applications for registry listing and on all correspondence with our office.

Re-approval is given for the following clinical sites, effective December 21, 2017: Brian Center Health & Retirement/Monroe, Carrington Place, Legacy Heights Senior Living Community and MeadowWood Nursing Center. Should you wish to request an alternate site, please submit a Clinical Site Approval Form found at www.ncnar.org to DHSR, for approval.

Enclosed, please find a list of currently approved faculty. Please submit a Faculty Removal Form for any faculty that no longer actively functions in a training program capacity. The form can be found at www.ncnar.org. Should you wish to make changes to your programs, including faculty, curricula, evaluation tools or clinical sites, please contact our office for guidance.

Your approved NAT facility is located in Suite D at 635 Cox Road in Gastonia. Your program is approved for one classroom, Room #1, which contains instructional equipment and supplies with seating to comfortably accommodate a maximum of 12 students. Your approved lab contains two fully functioning hospital beds with curtains that provide total privacy and two sinks with hot/cold running water. Program equipment is in working order and supplies are in sufficient quantity as per the Basic Equipment and Supply List, February 2015 and

Health Care Personnel Education and Credentialing Section

www.ncnar.org

Tel 919-855-3970 • Fax 919-733-9764

Location: 801 Biggs Drive • Brown Building • Raleigh, NC 27603

Mailing Address: 2709 Mail Service Center • Raleigh, NC 27699-2709

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have been determined to meet Federal Regulations and State Standards, following the site visit conducted September 12, 2017.

DHSR review of student records and program documents was conducted during the site visit. Findings were discussed and recommendations for improvements and revisions have been approved. It has been determined that your program meets Federal Regulations and State Guidelines. Your program documents and student records are housed securely in the PC office and are kept for three years.

Nurse aide trainees are considered to be in a training program until they have successfully completed a state-approved competency evaluation program. During this time, they are prohibited from performing any tasks for which they have not been found proficient by their instructor. Additionally, when performing services for residents, trainees are required to be under the general supervision of the registered nurse who is providing necessary guidance for the program and maintaining ultimate responsibility for the course.

From time to time, we conduct on-site reviews of nurse aide training programs. These evaluations are performed to assist you and to ensure the state maintains compliance with federal regulations governing training programs. Some of the reviews may be announced, while others may be unannounced. In the future, we will be asking you for a schedule of your planned programs.

We appreciate your continued interest in and support of quality Nurse Aide I education in North Carolina. Please do not hesitate to contact us with any other questions or comments.

Respectfully,



Jan Middleton, RN, BSN
Piedmont Region Education Consultant

Enclosure

Cc: Scott Corl



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

MARK PAYNE
DIRECTOR

December 21, 2017

Ms. Patricia Umanah
Nurse Aide I Training Program Coordinator
Umanah Healthcare Institute
3540 Nevin Brook Road
Charlotte, North Carolina 28269

Dear Ms. Umanah:

Please accept this letter as confirmation of re-approval to offer a 112-hour Nurse Aide I Training Program at Umanah Healthcare Institute, effective December 21, 2017. Your approved program hours are 32 class, 50 lab and 30 clinical, as outlined by your Course Schedule. This approval is granted with the understanding that the program will use the curriculum, testing tools, policies and procedures approved by our agency. Failure to follow this program, will result in withdrawal of approval.

Your NAT program number is # [REDACTED]. Please use this number on all applications for registry listing and on all correspondence with our office.

Re-approval is given for the following clinical sites, effective December 21, 2017: Brian Center Health & Retirement/Monroe, Carrington Place, Legacy Heights Senior Living Community and MeadowWood Nursing Center. Should you wish to request an alternate site, please submit a Clinical Site Approval Form found at www.ncnar.org to DHSR, for approval.

Enclosed, please find a list of currently approved faculty. Please submit a Faculty Removal Form for any faculty that no longer actively functions in a training program capacity. The form can be found at www.ncnar.org. Should you wish to make changes to your programs, including faculty, curricula, evaluation tools or clinical sites, please contact our office for guidance.

Your approved NAT facility is located at 607 East Windsor Street in Monroe. Your program is approved for two classrooms, Room #1 and #2. Each room contains instructional equipment and supplies with seating to comfortably accommodate a maximum of 12 students. Your approved lab contains two fully functioning hospital beds with curtains that provide total privacy and one sink with hot/cold running water. Program equipment is in working order and supplies are in sufficient quantity as per the Basic Equipment and Supply

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List, February 2015 and have been determined to meet Federal Regulations and State Standards, following the site visit conducted September 12, 2017.

DHSR review of student records and program documents was conducted during the site visit. Findings were discussed and recommendations for improvements and revisions have been approved. It has been determined that your program meets Federal Regulations and State Guidelines. Your program documents and student records are housed securely in the PC office and are kept for three years.

Nurse aide trainees are considered to be in a training program until they have successfully completed a state-approved competency evaluation program. During this time, they are prohibited from performing any tasks for which they have not been found proficient by their instructor. Additionally, when performing services for residents, trainees are required to be under the general supervision of the registered nurse who is providing necessary guidance for the program and maintaining ultimate responsibility for the course.

From time to time, we conduct on-site reviews of nurse aide training programs. These evaluations are performed to assist you and to ensure the state maintains compliance with federal regulations governing training programs. Some of the reviews may be announced, while others may be unannounced. In the future, we will be asking you for a schedule of your planned programs.

We appreciate your continued interest in and support of quality Nurse Aide I education in North Carolina. Please do not hesitate to contact us with any other questions or comments.

Respectfully,



Jan Middleton, RN, BSN
Piedmont Region Education Consultant

Enclosure

Cc: Scott Corl



UMANAH HEALTHCARE INSTITUTE

CONDUCT AGREEMENT DURING CLINICAL EXPERIENCE

I acknowledge that this memorandum of understanding are guidelines that governs the conduct of student during clinical experience.

I _____ pledge to abide by the rules and regulations Of Umanah Healthcare Institute, and the **Legacy Heights** (Clinical Site) during my clinical experience. As a student. I will follow the instructions of my Instructor(s) at all times. The school reserves the right, in the interest of all students to expel, or place on probation, reprimand, or to require the withdrawal of a student for just cause when it deemed to be in the best interest of the school.

Causes for disciplinary action, probation, suspensions are as follows:

- Dishonesty, untruthfulness or use of foul language
- Theft or deliberate destruction of clinical training equipment
- Insubordination to instructors of staff
- Fighting or instigating arguments with fellows students or staff and resident
- Possession of weapon or distribution of alcohol or drugs
- 1 OR 2 days absences or tardiness in clinical training

As a student, it is my duty to:

- Promote the mission and purpose of Umanah Healthcare Institute.
- Maintain safety behavior while on the premises to staff, and students
- Maintain an appropriate learning environment.
- As a student **I will not feed any resident with tube feeding or who are NPO.**
- **Students will not feed any resident EXCEPT under the supervision of Umanah Healthcare Institute Instructor(s) or facility staff.**
- I will seek to clarification room numbers example bed "A" is by the door, and bed "B" by the window with staff members or instructor.

- I will use 2 forms of identification to identify resident such as name band, name plaque on the door, and date of birth.
- I will also verify resident's identity with staff member or instructor in case of doubt before proceeding with care or procedure.
- If I am in doubt of anything, I need to verify with instructor before proceeding with resident care.
- I will also abide to the rules that the first day of clinical will be for observations of procedure only, **no hands on**, except helping in dining room or taking of vital signs.

Umanah Healthcare Institute Uniform Policy

This institution believes that proper dressing is essential for students to present themselves in a professional manner to promote a positive environment. The students are expected to dress in an appropriate and professional manner to class, clinical, and any activity related to training.

Students are to wear ID name badges during clinical training.

I have read and promised to abide by these regulation. Failure to do so will lead to disciplinary action by the school.

Student Signature: _____ Print Name: _____ Date: _____

Faculty Signature: _____ Date: _____



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

MARK PAYNE
DIRECTOR

January 16, 2018

Ms. Patricia Umanah
Nurse Aide I Training Program Coordinator
Umanah Healthcare Institute
3540 Nevin Brook Road
Charlotte, North Carolina 28269

Dear Ms. Umanah:

Please accept this letter as confirmation of approval to relocate your Nurse Aide I Training Program at Umanah Healthcare Institute in Gastonia, effective January 5, 2018. Your NAT Program [REDACTED] is approved to move from 635 Cox Road, Suite D to 645 Cox Road, Suite A. We understand the phone number for your NAT Program is 704.215.6674 and your fax number is 704.865.4440.

You are approved to offer Nurse Aide I Training in Classrooms #1, 2 and 3. Each classroom contains one portable projector, instructional equipment and supplies with seating to comfortably accommodate a maximum of 10 students. Two labs, Exam Room #1 and Exam Room #2, are approved for use. Each lab contains two fully functioning hospital beds with privacy curtains and one sink equipped for hot/cold running water. Each lab contains equipment in working order and supplies in sufficient quantity as listed on the Basic Equipment and Supply List, February 2015.

Should you anticipate changes to your curriculum, evaluation tools, faculty, clinical, lab or classroom site, please submit a request prior to making any changes.

Your interest and commitment to excellence in nurse aide education is appreciated. Should you have questions, please contact me at 828.578.0484 or call the Raleigh office at 919.855.3970 Monday through Friday, during regular business hours. You may also email jan.middleton@dhhs.nc.gov.

Respectfully,

Jan Middleton

Jan Middleton, RN, BSN
Piedmont Region Education Consultant

Cc: Scott Corl
Kathy Turner

Even though this letter shows effective date of Jan 5th, class was not held until Jan 16th, because of bad weather that causes frozen pipe. This was made known to Jan Middleton, who advised not to start class until water is running. Hence class started on the 16th instead of the 8th (original scheduled date)

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SBCC
08/17/2018

Chain of INFECTION

Microorganism:

a living organism that is able to cause disease in a host.
There are millions of microorganisms on a single doorknob!

Susceptible Host

-uninfected person who could potentially contract the illness

Causative agent

-a microorganism that causes disease
Bacteria
viruses
fungi
parasites

Reservoir

-where the pathogen lives and grows

Break the Chain

Portal of Entry

-any body opening on uninfected person that allows pathogens to enter

Portal of Exit

-body opening that allows pathogen to leave

Mode of Transportation

-how the pathogen travels

Localized infection:

limited to specific location



Pink eye (conjunctivitis) is a localized infection that affects the lining of the eye.

Systemic infection:

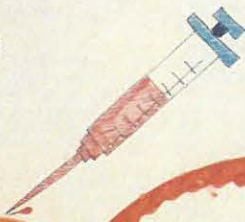
infection affecting the entire body. The **Flu** is a viral infection that affects the whole body and there are over 3 million cases in the U.S. each year.

Standard Precautions

Treating blood, body fluids, non-intact skin and mucous membranes is truly never infected



Handwashing is the most effective way to prevent infection



What is ABUSE?

TYPES of Abuse

PHYSICAL ABUSE



PSYCHOLOGICAL ABUSE



SEXUAL ABUSE/
HARASSMENT



FINANCIAL ABUSE



ASSAULT



DOMESTIC VIOLENCE



FALSE IMPRISONMENT/
INVOLUNTARY DETENTION



BATTERY



Physical signs that should be reported immediately:
• Bruises
• Swelling
• Redness
• Pain
• Burns
• Scalds
• Lacerations
• Fractures
• Dislocations
• Sprains
• Head injuries
• Loss of consciousness
• Any other injury



IMPORTANT NOTE:
Abuse, regardless of how often it occurs, is still abuse. It is not just about the frequency of the abuse, but about the impact it has on the victim. If you are experiencing any form of abuse, please report it to the appropriate authorities.

Signs that indicate abuse:
• Change of client behavior
• Fear of being alone
• Withdrawal from family
• Reluctance to talk about the situation
• Reluctance to receive needed help



A term also similar to this is called "neglect". Neglect is the failure to provide proper care, resulting in harm to a person. Neglect is a form of abuse. There are two types of neglect: Passive Neglect and Active Neglect. Passive Neglect is the failure to provide care when it is needed. Active Neglect is the failure to provide care when it is not needed.

13 types of abuse:

Assault
is a threat to a person's safety that the person will be harmed.

Scott Corl

From: patumanah@yahoo.com
Sent: Tuesday, April 10, 2018 5:16 PM
To: Jan M. Middleton
Cc: Scott Corl; Kathy Turner
Subject: RE: Reapplication commitments
Attachments: Reapplication Commitments.docx; cover letter..docx

Please see attached response for re-application commitments.
thanks,
Pat Umanah.



UMANAH
Healthcare Institute

Main Campus: 5801 Executive Center Drive, Suite 103, Charlotte, NC 28212.

Phone: 704-531-1100, Fax: 704-532-4638.

Web: www.umanahinstitute.com Email: umanahinstitute@yahoo.com.

Jan Middleton,

Patricia Umanah, Co-Ordinator: Umanah Healthcare Institute forwards here with proceeds for its recertification for qualifications.

I humbly plead and seek that I should be given a second chance consideration for the North Carolina Nurse Aide I Program. It is my resolve that I will strive to meet all reasonable expectations; and that I will faithfully represent Umanah Healthcare Institute exemplarily.

Yours Faithfully,

Patricia Umanah.

04/10/2018.



UMANAH
Healthcare Institute

5801 Executive Center Drive, Suite 103, Charlotte, NC 28212. 704-287-8524.

RE: Reapplication Commitments:

In response to your recent findings, and in consideration to the North Carolina Nurse Aide I reapplication, Patricia Umanah and her instructors pledge and affirm as follows:

1. Appendix A

- a. In addition to skills requirement to pass state examination, Umanah Healthcare Institute has been teaching and demonstrating, and will continue to teach and demonstrate on the followings: 1. Bed making, 2. Care of colostomy site, 3. Changing gowns for patient with IV fluids, 4. Assisting with changing adult briefs, 5. Cleaning supra pubic catheters sites. Etc. (see attached) and every other Nurse aide I skills.

2. State -approved- module A-W

I hereby state and affirm that the above State-approved Module had been furnished to all Instructors and a supporting text -book "the Hartman Nursing Assistant Care-The Basic" fourth Edition. All students are given the above Textbook to enable reading and written comprehension of Nurse Aide I and its basics. Our current Hartman Text Book was approved to be used by Ms. Jan Middleton - Education Consultant. Umanah Healthcare will extend itself by giving all students a printout of the said State -approved Modules(A-W), handouts along with the textbook in the future. (to be forwarded with re-application.)

3. Appendix A—Skills Performance Checklists summary:

Umanah Healthcare Institute will in future as its practice, give every student the above teaching and demonstration checklist, and will require all students and instructors to initial and date each skill as it is taught in the Skill Room and Clinical Site. (to be forwarded).

4. Umanah Healthcare Institute will continue to issue each student the "textbook"-The Hartman Nursing Assistant Care along with the most current North Carolina Skills Handbook to every student, and each student will sign and acknowledge receipts of these teaching/learning materials. Umanah Healthcare Institute will document and place this in each student's file.
5. **Patient Care:** Umanah healthcare Institute's ex-students are in high demand and do compete effectively in Hospitals, Nursing Homes, and Home Care Agencies. A measure of Umanah's students workforce effectiveness can be determined by the numbers of job fairs organized by health care employers at Umanah Healthcare Institute. Hospitals such as Caromount Health in Gastonia, Presbyterian Hospital Charlotte and Huntersville, White Oak Manor, Lake View Nursing Home, Visiting Angels' Health Care Agencies, Bayada Home Care to mention a few have called our school and request for our students upon graduation to apply for employment based

on our ex-student performances who were employed by these organizations. They have also sent their employees to Umanah Healthcare Institute to be trained as CNA I.

6. **Projectors:** Umanah Healthcare Institute equips every class room with a projector. In most cases Instructors teach with the PowerPoint handouts which are given to the students. The choice of using the projector is optional since the handouts have the exact same information (The Modules A-W). From now henceforth, Umanah will ask all instructors to use the projector for all class instruction.
7. Patricia Umanah and Umanah Healthcare Institute will not plan classes to enable any day off.
8. **Appendix A:** In the immediate future, the above Appendix A as previously mentioned there are going to be a check and balance method where by:
 - a. The instructor date and initial
 - b. The student will also initial all skills that are being taught (all students MUST bring in their skill checklist to lab room)
 - c. Each student at the end of his/her training surrenders the Skill Performance Checklists to be checked by the instructor, then filed in the student's record.
9. **Mock Test/Review Class:**
 - a. it is important that every student MUST undergo a written mock test. Patricia Umanah—the proprietor of Umanah Healthcare Institute tests every student for final mock test examination to establish the student's readiness for a final examination. Every student must score not less than 75% of grade. Each student has two trials at taking the mock test to establish a grade of 75% minimum. No student qualifies to be scheduled for the State Examination until he/she has made the 75% minimum on the mock test.
 - b. Patricia Umanah—Proprietor, considers students proficiency seriously. (1). It measures the reading and understanding of the subject matter. (2). Patricia Umanah uses this test to measure the performance of the classroom instructor. (3). I will also use the mock test to know which area of the subject matter, the student needs improvement, and organize strategy for remedial approach to help the student if necessary.
 - c. **Review Class:** Review Class at Umanah Healthcare Institute has been optional. It is clearly written and documented along the required fees. With the nature of the program, and the waiting period for the state final exam, students tend to forget some of the skills, and most of them request skill review prior to the final state exam—this was the reason we set up the review class in the first place. This review helps me to know the areas the student needs help, and initiate help to improve in their skills abilities.
 - d. The review is not a panacea, but it builds students' confident in the state examination.
 - e. I have a special responsibility to improve students lots of passing examination and making sure the instructors are doing what they are paid to do.
 - f. The review class is a measuring tool for the proprietor to know about the proficiency of instructors in the skill portion of the examination.
 - g. Effective immediately, Umanah Healthcare Institute will no longer charge fees for Review Classes.
10. There are evidence premafacie that since our inception, Umanah Healthcare Institute has not received complaints from our previous student about their inability to work or lack of instruction on our part to equip them to be unable to earn a living because of lack of instruction.

On the contrary, Umanah's ex-students refer more and more of their friends to our school. Umanah Healthcare Institute through its proprietor, instructors, and staff promise to strive to be a gateway to our students in Nurse Aides I, to staff our Hospitals, Nursing Homes, and Home Caring Agencies etc. Our students' satisfaction ratio may be extracted from our website- www.umanahinstitute.com/testimonials.

11. (a) Umanah Healthcare Institute plans its classes ahead from month to month. There exists a reasonable explanation as to why the class that was originally scheduled to start January 8th Evening (in our Gastonia campus), the attendance record listed class started on the 16th of January because; this was the period we moved our office from 635 Cox Road to 645 Cox Road, both Mr. Scott Corl -the Executive Director of Proprietary School, and Ms. Jan Middleton-the Educational Consultant instructed us not to start the class on the January the 8th at 645 Cox road, until they come in to inspect the new school site. The site was approved, and classes started on the 16th of January. Students were notified, and class extended one week further due to this interruption. The class was moved to start on the 16th, after the inspection.
12. **The NAT Program 112 Attendance Hours.** There were a few students' file who did not complete the programs hours (due to different family issues). I am (Patricia Umanah) with hands on the deck have determined to monitor attendance hours. I have with full determination reshuffled class hours, and to hold instructors responsible to adhere to the revised scheduling and must be carried out on all students. (see new schedule dates on reapplication packet).
13. **Instructor Approval:** Prior to 2015, Ms. Kathleen Rivers had been approved for Umanah Healthcare Institute (both Charlotte and Gastonia Campuses). During the reapproval process 2017, Ms. Middleton had asked me if there were any instructors that are inactive. I gave her instructor's name: Sarah Tench's to be deleted. I believed it is during this process that Ms. Kathleen's name was removed from Umanah Healthcare Institute. This was not an intentional decision. I humbly seek that Ms. Kathleen Rivers be put back as an approved instructor for Umanah Healthcare Institute.
14. **NAT Absences and Remediation Documentation:** The NAT attendance and absence Roster made available to Umanah Healthcare Institute last year by Ms. Jan Middleton must have to be followed and documented by Patricia Umanah and her Instructors. Remediation actions must also be conducted to make sure any absence/absences by students are made up and recorded as per attached NAT attendance/Absence Roaster.
15. **Prior to Clinical Exercise**, all students at Umanah Healthcare Institute are taught all necessary skills in the lab. Measures to establish proficiency are conducted in the skill room through the "Pick 5" exercise. Each student picked five random skills to practice for proficiency while instructors watches and gives feedbacks. The process is repeated with other skill sets until students are familiar with the practical skills assignments.
16. **During Clinical**, the students are shadowed at the Nursing Homes (Clinical Sites) by the clinical instructor. Students perform activities of daily living (ADL) and other skills they had practiced in the school lab with the supervision of the RN instructors. Students are not allowed to perform any skills they are not proficient.
17. **Pearson Vue Upload:** students who transition to nursing schools and have a cutoff date and with the pressure of meeting such cut off dates, seek that we export their names early. Effective immediately, Umanah Healthcare institute will no longer accommodate any request for

early upload. All students MUST complete their Nurse Aide I training, mock test, Clinical before any student is uploaded for State final examination.

A note affirming this decision is included in all students' enrolment packages-acknowledged and signed by each student.

18. **Record Keeping/Training:** In conclusion, Umanah Healthcare Institute through Patricia Umanah has to embark on continued office and clinical documentation training with instructors and office staff to strengthen and enhance accurate and on time record keeping. I have to work seriously with the clinical management sites to assist and monitor clinical hours and its effectiveness. To safeguard and provide gauges for checks and balances, I am introducing a Clinical Log Performance Book to be assigned and located at Umanah Healthcare Institute's approved clinical sites and to be accessed at the clinical host's Nursing station. The clinical log performance to include the following necessary details:
- a. Clinical dates
 - b. Arrival time
 - c. Clinical instructor's name
 - d. Number of students
 - e. Units students practiced
 - f. Any incident reports as required
 - g. Departure time.

Scott Corl

From: Middleton, Jan M <jan.middleton@dhhs.nc.gov>
Sent: Friday, May 11, 2018 11:45 AM
To: Scott Corl
Subject: findings 2017
Attachments: Umanah findings ltr 10.27.17.pdf

Jan Middleton
Education Consultant
Division of Health Service Regulation
Healthcare Personnel Education and Credentialing Section
[NC Department of Health and Human Services](#)

Office: 828-578-0484
Fax: 828-495-2440
jan.middleton@dhhs.nc.gov

801 Biggs Drive, Brown Building
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Raleigh, NC 27699-2709

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**North Carolina Department of Health and Human Services
Division of Health Service Regulation**

**RE-APPROVAL FINDINGS
UMANAH HEALTHCARE INSTITUTE
NAT [REDACTED]**

October 27, 2017

DHSR found several items of concern during the Nurse Aide I Training Program re-approval process, conducted September 12th and October 19th at Umanah Healthcare Institute. Our findings were discussed with the Program Coordinator during the visit and recommendations for improvement were made. The following items were identified:

- Each student's attendance must total the approved number of program hours to include hours present, hours and content missed as well as hours and content remediated. An amended form is required to ensure student attendance and remediation is documented.
 - Please adopt and revise the Attendance/Remediation form for your program use.
 - Please submit a copy of the revised form for approval and immediate use.
- Please revise the Class Schedule to reflect "Modules" instead of "Chapters".
 - Please submit a copy of the revised document for approval.
- Rearrange State-approved training modules to correspond with textbook chapters. For example, modules A, B, C, D can be rearranged as B, D, C, A to mirror textbook.
- Please ensure instructor signatures are legible on all documents, including the Appendix A.
- Please place all required training supplies in each lab, in sufficient quantity to ensure availability to instructor and students at all times. The training lab is for teaching Nurse Aide I skills and not solely for testing.
- NAT programs may not offer programs for Spanish speaking students.

In response to the findings, DHSR is requiring that corrections listed above be completed and verification submitted to me, prior to close of business November 10th, 2017. Supporting documents and/photos should be submitted as verification of final completion. Failure to submit the corrections as scheduled, may result in withdrawal of program re-approval.

Should you have questions, or need additional clarification, please contact me at jan.middleton@dhhs.nc.gov or call 828.578.0484 between 8 a.m. and 5 p.m., Monday through Friday.

Respectfully,



Jan Middleton, RN, BSN
Piedmont Region Education Consultant

RE-APPROVAL FINDINGS
UMANAH HEALTHCARE INSTITUTE - Charlotte
NURSE AIDE I TRAINING PROGRAMS

July 8, 2015

During the reapproval process conducted March 19, 2015 through June 30, 2015 at Umanah Healthcare Institute in Charlotte, items were identified by DHSR that need correction to ensure your Nurse Aide I Training Program remains in compliance with State Guidelines and Federal Regulations.

The findings listed below, were discussed with Ms. Umanah, during the reapproval process and recommendations were made accordingly. A Plan for Improvement is required within 30 days, on or prior to August 7, 2015 in response to each item identified below.

Student Records Review:

1. Student identification
 - o Social security cards were not signed in all records.
 - o IDs did not match in all records.
2. Tardiness, excused absence, leaving early
 - o None found.
 - o NAT program does not document.
3. Absenteeism
 - o Student was absent.
 - o No documentation of remediation.
4. Remediation
 - o No form available to review.
 - o PC states program does not have a remediation form and does not document.
5. Appendix A
 - o The original document required for use by DHSR was not present in all folders.
 - o A duplicate copy was in most student folders but did not mirror DHSR.
 - o Does not have student name on each page.
 - o 13 skills were documented as performed in clinical by one student.
6. Student audit sheet
 - o Must include Remediation sheet.
 - o Must include Certificate of completion.
7. Tests
 - o Date was missing on most tests.

Observation of Students performing skills in the Lab:

1. 12 -13 students were in the lab with one instructor.
2. Students did not have Skills Performance Checklist in hand.
3. Some students were in the hall, others talking quietly while standing in lab watching.
4. Students verbalized they would pull the curtain for privacy but did not do so.
5. Instructor was observing two students at the same time.
6. A small minority of students were referencing the Candidate Handbook.

It is required that students do activities in the classroom/lab as part of the State Curriculum. There was no documentation to confirm if activities are being done.

Review of classroom #1:

1. Projection is obstructed by small white board and cabinet.
2. Room is not labeled as #1.

Scott Corl

From: Middleton, Jan M <jan.middleton@dhhs.nc.gov>
Sent: Thursday, May 31, 2018 10:34 AM
To: Scott Corl
Subject: [External]Umanah_70575_8-7-17_12.21.17 original.pdf
Attachments: Umanah_70575_8-7-17_12.21.17 original.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you verify that the attachment and content are safe.

Please see attached original document submitted 8.7.17 for reapproval.
Thanks,

Jan Middleton
Education Consultant
Division of Health Service Regulation
Healthcare Personnel Education and Credentialing Section
NC Department of Health and Human Services

Office: 828-578-0484
Fax: 828-495-2440
jan.middleton@dhhs.nc.gov

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Umanah Healthcare Institute
Facsimile Cover Sheet

To: Allen Brenda Sanders (Jen Middleton)
Fax #: 919-733-9764

From: Umanah Healthcare Institute (Gastonia)
Fax #: 704-532-4638

Comments:

Re-approval request for:
Umanah Healthcare Institute
Gastonia Campus



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

MARK PAYNE
DIRECTOR

July 11, 2017

Ms. Patricia Umanah
Nurse Aide I Training Program Coordinator
Umanah Healthcare Institute
3540 Nevin Brook Road
Charlotte, North Carolina 28269

Dear Ms. Umanah:

From time to time, we conduct on-site reviews of nurse aide training programs. We perform these evaluations to support you in the administration of your program and to ensure the State maintains compliance with federal regulations governing training programs. Based on our records, your NAT programs are due for re-approval on the following dates: [REDACTED] - July 7, 2017 and [REDACTED] - October 12, 2017. All three training programs have been scheduled for reapproval simultaneously.

In preparation for an onsite review, please complete the enclosed nurse aide training program re-approval applications, using your completed self-study as a guide. A re-approval application should be completed for each program number. The list of currently approved clinical sites that DHSR has on record is attached. Please use the Clinical Site Approval Form found in the re-approval application to update your clinical information. The lists are also attached for currently approved faculty. Instructions for removal of inactive faculty are enclosed. The Faculty Approval Request Form, found at <https://www.ncnar.org/forms.html>, is required in order to request approval of new faculty.

Please complete and return the nurse aide training re-approval application packet to include the revised clinical list and updated faculty list(s), for each previously approved program number, within 30 days of the date of this letter. All re-approval documents should be faxed to Brenda Sanders, to my attention at 919.733.9764 prior to Thursday, August 10, 2017. You do not have to return the self-study form to DHSR.

We appreciate your commitment to nurse aide education and look forward to receiving your completed re-approval application documents. In the interim, should you have questions or concerns, please contact me at jan.middleton@dhhs.nc.gov.

Respectfully,

Jan Middleton, RN, BSN
Piedmont Region Education Consultant

Health Care Personnel Education and Credentialing Section

www.ncnar.org

Tel 919-855-3970 • Fax 919-733-9764

Location: 801 Biggs Drive • Brown Building • Raleigh, NC 27603

Mailing Address: 2709 Mail Service Center • Raleigh, NC 27699-2709

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2709 Mail Service Center
Raleigh, NC 27699-2709
Division of Health Service
Regulation

**HEALTH CARE PERSONNEL EDUCATION AND
CREDENTIALING SECTION**

Phone: 919-855-3970
Fax: 919-733-9764
N.C. Department of Health
and Human Services

**NURSE AIDE I TRAINING PROGRAM
REAPPROVAL APPLICATION**

PLEASE COMPLETE ALL APPROPRIATE BLANKS. INCOMPLETE FORMS WILL BE RETURNED.

Facility/School: Umanah Healthcare Institute (Gastonia)

Mailing Address: 3540 Nevin Brook Road, Charlotte, NC 28269

Site Address: 635 Cox Road, Gastonia, NC 28054

Area Code/Telephone #: 704-287-8534

Ext:

Area Code/Fax #: 704-532-4638

E-mail address: umanahinstitute@yahoo.com

DHSR approved program number, if assigned: 70575 (only one program number per form)

Community College Only: ☐ Continuing Education ☒ Curriculum

Specify Curriculum Type: ☒ State ☐ State Online ☐ Other/Specify:

No. of Classroom Hours: 32.00

No. of Online Hours: 0.00

No. of Lab Hours: 50.00

No. of Clinical Hours: 30.00

Total Hours: 112.00

I certify that the information in this reapproval application accurately represents the Nurse Aide I Program for which the North Carolina Division of Health Service Regulation (DHSR) reapproval is being requested.

Name of Program Coordinator: Patricia Umanah

Date: 08/04/17

Name of Administrator: Patricia Umanah

Date: 08/04/17

**Please return completed reapproval application by emailing the documents
to your regional consultant.**

LIST CURRENT CLINICAL SITES

CLINICAL SITE #1
Name of Facility: Brian Center Health & Retirement/ Monroe
Address: 204 Old 74 HWY Road, Monroe

CLINICAL SITE #2
Name of Facility: Meadow Wood Nursing Center
Address: 4414 Wilkinson Blvd , Gastonia, NC 28056

CLINICAL SITE #3
Name of Facility: Regency At Pineville
Address: 9120 Willow Ridge Road, Charlotte, NC 28210

CLINICAL SITE #4
Name of Facility: Brookdale Monore Square 2
Address: 918 Fitzgerald St, Monroe, NC 28212

CLINICAL SITE #5
Name of Facility: Carolina Healthcare System Union
Address: 600 Hospital Dr, Monore, NC 28112

CLINICAL SITE #6
Name of Facility:
Address:

CLINICAL SITE #7
Name of Facility:
Address:

CLINICAL SITE #8
Name of Facility:
Address:

ADD NEW CLINICAL SITES BELOW

ADD NEW CLINICAL SITE	
Name of Facility: Legency Height	
Address: 11230 Ballantyne Trace Court, NC 28277	
Telephone # w/area code: 5447220(704)	Administrator: Felicia Ellis

ADD NEW CLINICAL SITE	
Name of Facility:	
Address:	
Telephone # w/area code:	Administrator:

ADD NEW CLINICAL SITE	
Name of Facility:	
Address:	
Telephone # w/area code:	Administrator:

REMOVE CURRENT CLINICAL SITES

REMOVE CLINICAL SITE
Name of Facility: Brian Center Health and Rehab / Charlotte
Address: Reddman Road, Charlotte, NC

REMOVE CLINICAL SITE
Name of Facility: White Oak of Waxhaw
Address: Waxhaw , NC

REMOVE CLINICAL SITE
Name of Facility:
Address:

Nurse Aide I Training Program

Statement of Understanding

I certify that this program, as outlined, meets the requirements set forth by federal regulations and will be delivered as outlined in this program. I understand that all substantive changes to the program, including curriculum, faculty, classroom, lab, and clinical sites, must be approved by the Division of Health Service Regulation (DHSR) prior to implementation. Further, I certify that our program will continue to be administered by the program policies approved by DHSR, including all program modifications approved prior to the date of the submission of this reapproval. These policies must be available to DHSR upon request in the Nurse Aide I Program Coordinator's office.

I understand that approval to offer this program is based on our agency using the State-approved curriculum and adhering to the policies approved by DHSR as part of this approval. I further understand our agency may be required to make modifications to this program as requested by DHSR. Modifications made by the State to the State-approved curriculum and provided to our agency will be incorporated into the currently approved program under which our agency operates.

I understand DHSR may withdraw approval of this nurse aide training program if it determines that the program does not meet federal or state requirements. I further understand that DHSR will withdraw approval of this nurse aide training program if the entity administering the program refuses to permit unannounced visits by the State.

I certify that program files and student records will be kept in a secure location and made available to DHSR upon request.

Name of Program Coordinator: *PATRICIA UMANAH*

Date: 08/04/17

Name of College/School/Agency Administrator: *PATRICIA UMANAH*

Date: 08/04/17

PROPRIETARY SCHOOLS ONLY

☒ The license of this school for the current year is included with this application.

OR

☐ The school continues to operate under an exemption based on §115D-87 of the North Carolina General Statutes.

Name of College/School/Agency Administrator: *PATRICIA UMANAH*

Date: 08/04/17

**North Carolina Division of Health Service Regulation
Health Care Personnel Education and Credentialing Section**

DHSR Use Only: Name of School Umanah Healthcare Institute -Gaston Date of Site Visit _____ DHSR Consultant Jan Middleton

Instructions for use

- Please indicate if each program component is met by clicking in the small corresponding box in the "School Meets" column. A ✓ will appear in the box.

School Meets	DHSR Only	Program Components	For DHSR Use Only
✓	☐	1. The DHSR class schedule reflects each State Curriculum module letter and name with corresponding class hours, lab hours, and clinical hours. Totals for class hours, lab hours, and clinical hours are included and equal to State-approved totals. (One class hour of instruction is equal to sixty minutes.)	
✓	☐	2. The schedule for each corresponding class roster is maintained.	
✓	☐	3. A minimum of sixteen (16) clock hours of training prior to any direct contact with a resident in the areas of communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich maneuver; promoting residents' independence; and respecting residents' rights.	
✓	☐	4. Absences that occur during the defined areas of instruction listed in Item 3 are made up prior to resident contact.	
✓	☐	5. Supplemental teaching methodologies are State-approved.	
✓	☐	6. Instructional resources, including primary textbook, are State-approved.	
✓	☐	7. Textbooks and audiovisuals are no more than five (5) years old and meet current nursing practice standards.	
✓	☐	8. The DHSR-approved minimum instructor/student ratios are maintained.	
✓	☐	9. Classroom and lab space and layout are State-approved.	
✓	☐	10. DHSR-approved equipment, materials and supplies are available and in working order.	
✓	☐	11. Faculty are State-approved.	

School Meets	DHSR Only	Program Components	For DHSR Use Only
✓	☐	12. DHSR has been notified to remove past faculty from the program's faculty list.	
✓	☐	13. State required faculty orientation and inservice activities are documented.	
✓	☐	14. Students are under the direct supervision of a DHSR-approved RN while providing services to residents.	
✓	☐	15. Students perform only the services for which they have trained and been found proficient by a DHSR-approved RN instructor.	
✓	☐	16. All students wear nametags in clinical that include the word "trainee" or "student" after the student's name.	
✓	☐	17. Documentation of student records monitoring is available to DHSR upon request.	
✓	☐	18. The instructor ensures and maintains the integrity of the testing process.	
✓	☐	19. Student absences do not exceed program policy.	
✓	☐	20. The DHSR-approved method for determining theory, lab and clinical grades is followed including proficiency policy.	
✓	☐	21. DHSR-approved passing grades for theory, lab and clinical are followed.	
✓	☐	22. Current clinical sites are DHSR-approved.	
✓	☐	23. Student records include the minimum required documents.	
✓	☐	24. Student records are maintained for at least three (3) years.	
☐	☐	25. If a school has a state approved Geriatric Aide program, program requirements are followed.	
☐	☐	26. If a school has a state approved Home Care Aide program, program requirements are followed.	
☐	☐	27. If a school has a state approved Refresher program, program requirements are followed.	

NOTES:

06/20/2017

Page: 1

**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
HEALTH CARE PERSONNEL EDUCATION AND CREDENTIALING SECTION
Faculty For Program [REDACTED] (Excluding Evaluators)**

Role	First	Middle	Last	Cert #	Level	State	T/P
Prg Crd	Patricia	Okposin	Umanah	154456		NC	P
Instructor	Courtney	Reynolds	Adamson	98719	P	NC	P
Instructor	Shelbi	Catrice	Crowder	234138	P	NC	P
Instructor	Juliana	Onwudiwe	Ejim	154656	P	NC	P
Instructor	Geisha	D Hilliard	Greene	104446	P	SC	P
Instructor	Kymberly	Lehman	Kelley	219378	P	NC	P
Instructor	France		Mulkey-Fennety	230793	P	NC	P
Instructor	Ursula		Penn Wilson	163197	P	NC	P
Instructor	Kathleen	Vanessa	Rivers	114352	P	NC	P
Instructor	Dionne	Melissa	Sherrill	179107	P	NC	P
Instructor	Sarah	Lynn	Tench	202981	P	NC	P
Instructor	Patricia	Okposin	Umanah	154456	P	NC	P

End of Report.

**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION**

Faculty for Nurse Aide I Training Program(s)

July 11, 2017

Attached, please find currently approved faculty lists for Umanah Healthcare Institute NAT Programs # [REDACTED]. Please follow the instructions below to update your faculty:

Please print each faculty list and revise according to each corresponding program number:

- ♦ Strike through (using a single line) the name of faculty who no longer actively teach in your Nurse Aide I Training Program(s).
- ♦ To request approval of new faculty, please complete the Faculty Approval Request Form found at <https://www.ncnar.org/forms.html>.
- ♦ Sign below; include all revised faculty lists and fax with your Nurse Aide I Training Program application materials to Brenda Sanders at 919.733.9764, to my attention.

Should you have questions regarding the re-approval process, please contact jan.middleton@dhhs.nc.gov or 828.578.0484.

Program Coordinator Name PATRICIA UMANAH Date 08-04-17
 Program Coordinator Signature *Patricia Umanah*

Scott Corl

From: patricia umanah <patumanah@yahoo.com>
Sent: Friday, June 1, 2018 1:17 PM
To: Scott Corl
Subject: [External]Fw: Attached Image
Attachments: 0605_001.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you verify that the attachment and content are safe.

Mr. Corl, attached is my explanation to the questions you asked me yesterday.
thanks,
Pat



5801 Executive Center Drive, Suite 103, Charlotte, NC 28212. Phone: 704-531-1100. Fax: 704-532-4638

RE: Update to the 5/13/18 visit to Gastonia Campus by Scott Corl and Rasheeda.

The following are updates and clarifications to support the subject matters and items dealt with.

1. Saturday class at Gastonia scheduled to start January 13th, 2018: as a result of the change of the school address from 635 Cox Road Gastonia, North Carolina to 645 Cox Road, Gastonia and the anticipation and the preparation for inspection visit by Ms. Jan Middleton and Mr. Scott Corl to the new location, Umanah Healthcare Institute moved the heavy equipment such as the beds, manikin etc. to 645 Cox Road. The shortness of the time to inform Saturday class students did not allow us to inform students about the relocation. We had to manage the time and the first class was held on the 13th of January at the old location; the first day of class is usually dealt with the theories, and orientation. There were no extensive skills performed. Tables, chairs, and desks were in place at the 635 Cox Road building (which is just opposite building from the new site-645 Cox Road). After the inspection approval, classes started at the new location –645 Cox Road on January 20th, 2018.
2. **Saturday class at Charlotte dated October 7th, 2018 to November 25th, 2018.** There seems to be a discrepancy in the paper work. First day of clinical exercise Umanah had two instructors on site with 21 students because the first day of clinical is usually for observation only, there is no hands-on skills. This is included in our school clinical agreement of which every student has to sign before proceeding to clinical.
3. A clinical instructor, however, may not be the same instructor who taught the class. In this case, it seems, the class /lab instructor did not sign the Performance Checklist, though the dates skills taught were entered. Since we usually collect these sheets from the students prior to clinical, the clinical instructor after verifying that skills were taught, signed off all the Skills Checklists.
4. I was there and participated in the clinical. My job as a School Coordinator are multi folds:
 - a. Supervise my staff
 - b. Supervise my instructors
 - c. Teach and work with students.

It is often, at clinical, I allocate few students with me. The reasons are: 1). I work and liaise with Clinical Host, 2). Supervise my instructors, and 3) make sure students have the best clinical experience. I believe these are the reasons that may have contributed to these discrepancies. This in anyway did not affect the quality of the training these students received from Umanah Healthcare Institute as regarding this class.

Patricia Umanah.

5/31/18

PROPRIETARY SCHOOLS OF NORTH CAROLINA

ANNUAL REPORT: 2018

Submitted by the State Board of Proprietary Schools to the State Board of Community Colleges Pursuant to §115D-89.3 of the North Carolina General Statutes.

NORTH CAROLINA GENERAL STATUTE 115D-89.3

Pursuant to North Carolina General Statute §115D-89.3, the State Board of Community Colleges shall receive a written report annually from the State Board of Proprietary Schools to include the number of schools receiving initial licenses during the previous year, a list of currently licensed proprietary schools, school closures during the previous year, including a complete report of actions concerning any catastrophic closures, complaints received and resulting decisions or actions, total fees received, and balances of the Commercial Education Fund and the Student Protection Fund.

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North Carolina Board of Proprietary Schools

Scott Aaron, Chair

John Dodson, *Vice Chair*

John Pettitt, *Secretary*

Kuburat Ganiyu, *Member*

Frank Emory, *Member*

Robyn Klose, *Member*

Victor Riley, *Member*

North Carolina Office of Proprietary Schools

Scott Corl, *Executive Director*

corls@nccommunitycolleges.edu; 919-807-7061

Rasheeda McCormick, *Program Auditor*

mcallisterr@nccommunitycolleges.edu; 919-807-7149

Mailing Address: 5001 Mail Service Center, Raleigh, NC 27699-5001

Street Address: 200 West Jones Street, Raleigh, NC 27603-1379

ANNUAL REPORT SUMMARY

1. Initially Licensed Schools 2017-2018: 19 ----- (Table A, Page 5)
2. Proprietary School Closures 2017-2018: 5 ----- (Table B, Page 5)
3. Student Complaints and Resulting Actions: 8 ----- (Table C, Page 7)
4. Licensed Proprietary Schools 2018-2019: 85 ----- (Table D, Page 9)
5. Total License Fees Received 2017-2018: \$275,659 --- (Table E, Page 11)
6. Commercial Education Fund Balance: \$734,117.42 --- (Table F, Page 11)
7. Student Protection Fund Balance: \$1,006,606.69 ----- (Table F, Page 11)

INITIALLY LICENSED SCHOOLS**(July 1, 2017 – June 30, 2018)**

Nineteen proprietary schools were initially licensed during the 2017-2018 fiscal year.

TABLE A: Initially Licensed Proprietary Schools, 2017-2018 (19)

*Center for Montessori Teacher Education/NC	*Miller-Motte College -Cary
Institute for Guided Studies	*Miller-Motte College -Fayetteville
Advanced Diagnostic Institute	*Miller-Motte College -Jacksonville
Chosen Healthcare Institute -Lumberton	*Miller-Motte College -Raleigh
*Art Institute of Charlotte	*Miller-Motte College -Wilmington
*Art Institute of Raleigh-Durham	*New Horizons Computer Learning Center - Charlotte
Hashem School of Health and Career Training Center	*New Horizons Computer Learning Center - Greensboro
Momentum Learning	Cumberland Nursing Academy
Project Shift	K's Healthcare Institute
Veterans Assembled <i>electronics</i> -Concord	

*Center for Montessori Teacher Education/NC, Art Institute (2 campuses), Miller-Motte College (5 campuses), and New Horizons Computer Learning Center (2 campuses) were sold during the 2017-18 licensing year. As a result, the new owners were required to apply for initial licensing.

PROPRIETARY SCHOOL CLOSURES**(July 1, 2017 – June 30, 2018)**

One proprietary school failed to renew its license for 2018-2019. One school was sold and rebranded. There were three additional closures during the 2017-2018 licensing year (*).

TABLE B: Proprietary School Closures, 2017-2018 (5)

Astinix Institute (Licensed: 2014)	*Coder Foundry-Charlotte (Licensed: 2016)
Care One Health Training Institute-Fayetteville (Licensed:2013)	*Coder Foundry-Kernersville (Licensed: 2016)
*Miller-Motte College -Greenville (Licensed 2009) -This campus was closed as a result of the sale of the Miller-Motte Colleges listed in Table A above. All students were taught out prior to closure.	

Sale of Care One Health Training Institute-Fayetteville

On March 1, 2018 the administrator of the Fayetteville campus of Care One Health Training Institute advised the Office of Proprietary Schools that the school was sold effective immediately. The school was rebranded under the new owner as Cumberland Nursing Academy. Upon verification that the new owner had a current and active bond set at the statutory minimum (\$25,000), the new owner was issued a 90-day temporary license pursuant to N.C.G.S. §115D-91. Cumberland Nursing Academy was initially licensed by the State Board of Community Colleges on May 18, 2018.

***Coder Foundry Closures**

On November 29, 2017 the administrator of the Coder Foundry campuses (Charlotte and Kernersville) advised OPS that the schools would close after completing a teach-out of current students. The Charlotte campus was taught out, but the company declared bankruptcy and closed the Kernersville campus on December 22, 2017. On February 12, 2018 the Community College System President initiated bond claims totaling \$51,600 on behalf of four students impacted by the closure. The Community College System Office received a reimbursement check for the full amount on April 6, 2018, and students were reimbursed immediately thereafter.

Refusal to Recommend License Renewal

On May 4, 2018 the State Board of Proprietary Schools met to consider renewal applications for the July 1, 2018 – June 30, 2019 licensing year. The Board refused to recommend relicensing of four schools:

Center For Montessori Teacher Education/NC - The Board found: 1) The application failed to meet the licensing requirements mandated in N.C.G.S. §115D-91(b) because it was not filed in the form and manner prescribed by the State Board, and because the renewal fee was not paid in a timely, appropriate, and acceptable manner; 2) the school failed to pay the required Student Protection Fund Assessment in a timely, appropriate, and acceptable manner; and 3) The mandatory late fee required by 2A SBCCC 300.6 was not received or otherwise paid.

Umanah Healthcare Institute (Charlotte, Gastonia, Monroe) – The Board found: 1) The application failed to meet the requirements in N.C.G.S. §115D-90(c)(1); 2) The applicant failed to meet the requirements in N.C.G.S. §115D-90(c)(8); and 3) The Office of Proprietary schools was investigating several allegations of noncompliance. During a special meeting on July 11th, the Proprietary Board recommended license revocation for all three campuses.

STUDENT COMPLAINTS RECEIVED AND RESULTING ACTIONS**(July 1, 2017 – June 30, 2018)**

The Office of Proprietary Schools has written procedures for handling student complaints. The complaint procedure and appropriate forms are posted online at:

<http://www.nccommunitycolleges.edu/proprietary-schools>.

TABLE C: Student Complaints Received, July 1, 2017- June 30, 2018 (8)

Complaints received 2017-2018	Actions Taken
Complaint 1	Allegations did not establish violation
Complaint 2	Resolved through private agreement
Complaint 3	Allegations did not establish violation
Complaint 4	Allegations did not establish violation
Complaint 5	Allegations did not establish violation
Complaint 6	Resolved through private agreement
Complaint 7	Allegations did not establish violation
Complaint 8	Resolved through private agreement

Complaint #1:

In July (2017) OPS received a complaint against a school in Charlotte, alleging it improperly removed a student from a Nurse Aide I program. The school provided documentation that the student violated the institution's code of conduct and that she was removed pursuant to a written school policy. Several student witnesses supported the school's position. No evidence was found to support the allegation of wrongful termination from the program and no violation of licensing standards was found.

Complaint #2:

In October, OPS received a complaint against a school in Wake Forest alleging improper treatment and failure to provide a timely clinical opportunity. The school presented evidence disputing the allegations but offered to refund the student in-full to resolve the complaint. OPS confirmed the student was refunded.

Complaint #3:

Also, in October, OPS received a complaint alleging a school in Charlotte was preventing a student from registering to take the state Nurse Aide I exam. The school provided documentation that it allowed the student to complete the course despite the student's failure to pay for the course as contractually obligated. The school also provided documentation that it registered the student for the state exam prior to the student's complaint. No violation of licensing standards was found.

Complaint #4:

In November, OPS received a complaint alleging a school in Harmony failed to provide the correct number of training hours as presented in the school catalog and also that it should reimburse veterans who previously took the same program. The school provided documentation that the student was initially granted a medical leave of absence, but he was subsequently removed from the school for violation of conduct pursuant to a written school policy. An unannounced all-day visit was conducted on December 15, 2017 to review academic records and interview numerous students. An independent investigation by the NC State Approving Agency resulted in no violations. No finding was made against the school, but it agreed to refund the student in-full nonetheless.

Complaint #5:

Also, in November, OPS received a second complaint about the same school in Harmony. This complaint alleged the school failed to provide the proper number of training hours as presented in the school catalog and a full refund was requested. The school provided documentation that the student was removed from the school for violation of conduct pursuant to a written school policy. An independent investigation by the NC State Approving Agency resulted in no violations. No finding was made against the school.

Complaint #6:

In December, OPS received a complaint alleging a school in Winston-Salem failed to provide a clinical site within a reasonable time of completing a phlebotomy course. The student initially agreed to a clinical setting provided by the school, but subsequently requested a full refund. This complaint was resolved through an agreement between the parties in which the student received a 75% tuition refund.

Complaint #7:

In March (2018) OPS received a complaint alleging a school in Harmony failed to provide the correct number of training hours as presented in the school catalog and a refund was requested. This complaint was made by the spouse of one of the students who filed a complaint in November (see Complaint #4 above). The student did not withdraw from the program and did not file a complaint during her attendance. The student's file also contained several positive comments about the school. No findings were made against the school.

Complaint #8:

In April, OPS received a complaint alleging that a school in Winston-Salem did not provide a clinical site within a reasonable time of completing a phlebotomy course. The school presented evidence challenging the allegations, but it agreed to resolve the complaint by providing the student with a 75% tuition refund.

LICENSED PROPRIETARY SCHOOLS**(July 1, 2018 – June 30, 2019)**

On May 18, 2018 the State Board of Community Colleges approved license renewals for 83 proprietary schools. The licenses run from July 1, 2018 – June 30, 2019.

TABLE D: Renewal Licenses, FY 2018 - 2019 (83)

Advanced Diagnostic Institute	Gwinnett College	Neslyn Health Institute
American Academy of Healthcare	Harris Training Institute	New Hope Medical Training
Animal Behavior Institute	Hashem School of Health and Career Training Center	*New Horizons Computer Learning -Charlotte
Apex Health Care Academy	Heavy Equipment College of NC	*New Horizons Computer Learning -Greensboro
**Art Institute of Charlotte	Highland Canine Training	North Carolina Dental Assistant Training School
**Art Institute of Raleigh-Durham	Ideal Health Institute	Piedmont Dental Assistants
**Brightwood College	Institute for Guided Studies	Piedmont Online Institute
Care One Health Training Institute	King's College	Pit Instruction and Training
Caring For Life –Castle Hayne	Lake Norman Dental Assisting School	Premier Dental Assisting Academy
Caring For Life -Jacksonville	Life Time Academy	Project Shift
Carolina Career College	Living Arts College	ProTrain
Carolina School of Broadcasting	Living Arts Institute	Sandhills Dental Career Center
Charlotte Dental Assistant School	**Miller-Motte College -Cary	Serenity Nurse Aide Academy
****Chosen Healthcare Institute - Charlotte	**Miller-Motte College - Fayetteville	Shades of Purple
Chosen Healthcare Institute - Lumberton	**Miller-Motte College - Jacksonville	South College of Tennessee
*****College of Wilmington	**Miller-Motte College - Raleigh	Southeastern Institute
Connecticut School of Broadcasting	**Miller-Motte College - Wilmington	Southern College of Health Sciences
D.A. Academy of NC	Momentum Learning	Sunrise School of Dental Assisting -Fayetteville
***Dental Assistant Academy of Charlotte	More Than Conquerors College	Sunrise School of Dental Assisting -Greensboro
Dental Assistant Training Centers	Mount Eagle College - Greensboro	Sunrise School of Dental Assisting -Raleigh

Dental Staff Institute	Mount Eagle College -Winston-Salem	The New York Code and Design Academy
Discovery Diving Co.	MyComputerCareer.com at Charlotte	Triangle School of Dental Assisting
Divine Health Academy	MyComputerCareer.com at Raleigh	Unity Nursing Institute
ECPI University -Charlotte	*****NASCAR Technical Institute	Veterans Assembled Electronics -Concord
ECPI University -Greensboro	National Personal Training Institute of Charlotte	Veterans Assembled Electronics -Fort Bragg
ECPI University -Raleigh	NC Dental U -Fayetteville	**Virginia College
Fast Track Career Prep	NC Dental U –Greenville	Wisdom Health Academy
Guiding Lights Caregiver Training Institute	NC Dental U -Wake Forest	

***Recommendation is contingent upon submission of quarterly financial reports (July 1, 2018 – June 30, 2019).**

****Recommendation is contingent upon submission of quarterly financial reports (July 1, 2018 – June 30, 2019), as well as immediate notification of any change in heightened cash monitoring (HCM) with the U.S. Department of Education or accreditation status.**

*****Recommendation is contingent upon submission of a fully-executed lease agreement through June 30, 2019.**

******Recommendation is contingent upon submission of documentation of a current and active bond effective July 1, 2018, with minimum coverage of \$2,600.**

*******Recommendation is contingent upon immediate notice of any change in Provisional Participation status with the U.S. Department of Education.**

*******Recommendation is contingent upon submission of quarterly financial reports (July 1, 2018 – June 30, 2019), as well as immediate notification of any change in accreditation status.**

TABLE D: Initial Licenses, FY 2018-2019 (2)

On May 18, 2018, the State Board of Community Colleges approved initial licensing for two proprietary schools. The licenses run from May 18, 2018 – June 30, 2019.

SCHOOL	LOCATION
Cumberland Nursing Academy	Fayetteville, NC
K's Healthcare Institute	Oxford, NC

TOTAL FEES RECEIVED**TABLE E: Total Fees Received, FY 2017-2018**

(License Fee Receipts as of June 30, 2018)

Fiscal Year	Receipts Collected	Year-End Balance
2017-2018	\$275,659.00	\$734,117.42
2016-2017	\$228,350.00	\$639,027.09
2015-2016	\$235,900.00	\$591,378.03

(Student Protection Fund Receipts as of June 30, 2018)

Fiscal Year	Receipts Collected	Year-End Balance
2017-2018	\$107,641.12	\$1,006,606.69
2016-2017	\$100,016.73	\$886,948.09
2015-2016	\$99,025.27	\$779,953.48

PROPRIETARY SCHOOL FUND BALANCES**TABLE F: Fund Balances as of June 30, 2018**

COMMERCIAL EDUCATION FUND	STUDENT PROTECTION FUND
\$734,117.42	\$1,006,606.69

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report



FINANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
TEMPORARY AMENDMENT OF 1G SBCCC 100.1 – “Definitions”	Presented to SBCC for Temporary Adoption	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 27, 2018	COMPLETED
	Prospective Effective Date of Rule	July 1, 2017	COMPLETED
	Expiration Date of Rule	To Be Determined	PENDING
AMENDMENT 1G SBCCC 100.1 – “Definitions”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1A SBCCC 200.4 – “Sound Fiscal and Management Practices”	Initiation of Rulemaking Process	March 16, 2018	COMPLETED
	Publication on NCCCS Website	March 20, 2018	COMPLETED
	Written Comment Period Ends	April 19, 2018	COMPLETED
	Review Comments with SBCC Committee	May 17, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	June 5, 2018	COMPLETED
	3 rd Written Comment Period Ends (if substantive changes)	June 15, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	July 20, 2018	PENDING
	Prospective Effective Date of Rule	August 1, 2018	COMPLETED
AMENDMENT 1B SBCCC 400 – “Program Accountability”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
ADOPTION 1A SBCCC 200.5 – “System Advisory Council”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	July 20, 2018	COMPLETED
	Prospective Effective Date of Rule	August 1, 2018	COMPLETED

PROGRAM COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1D SBCCC 300.9 – “Clinical Practice”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	July 31, 2018	COMPLETED
	Review 2 nd Written Comments with SBCC Committee	August 16, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
ADOPTION 1D SBCCC 300.10- “Work- Based Learning”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	PENDING
	Prospective Effective Date of Rule	September 1, 2018	
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	PENDING
	Review Comments with SBCC Committee	September 20, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	

PROGRAM COMMITTEE cont'd

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
AMENDMENT 1D SBCCC 400.9 – “Curriculum Standards”	Initiation of Rulemaking Process	August 17, 2018	PENDING
	Publication on NCCCS Website	August 21, 2018	
	Written Comment Period Ends	September 20, 2018	
	Review Comments with SBCC Committee	October 19, 2018	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

AGENDA
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Forsyth Technical Community College, Rhoades C Conference Room
Thursday, August 16, 2018 – 3:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – May 17, 2018

For Information

- Legislative Guest
- Update on NCACCP Legislative & Finance Committee

New Business

Adjourn

MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, May 17, 2018 – 3:30 p.m.

LEGISLATIVE COMMITTEE MEMBERS PRESENT:

William Holder	Lynn Raye	Jerry Vaughan
Frank Johnson	Jim Rose	Ann Whitford
Bill McBrayer	Scott Shook	
Samuel Powell	Burr Sullivan	

Members Absent: Breeden Blackwell, Lisa Estep, Todd Johnson, Bob Stephens, and Clark Twiddy

OTHERS IN ATTENDANCE:

Peter Hans	Bryan Jenkins	Chreatha Alston
Jennifer Haygood	Maureen Little	Anne Bacon
Lisa Chapman	Brian Long	Bill Ingram
Elizabeth Grovenstein	Mary Shuping	(Durham TCC)

CALL TO ORDER

Chairman Shook called the meeting to order at 3:59 p.m. at Wake Technical Community College North Campus, Building F, Room NF 225 in Raleigh, NC.

ROLL CALL

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

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA

Chairman Shook asked for a motion to approve the agenda for the meeting on May 17, 2018. Mr. Raye moved, seconded by Mr. Sullivan, and the Committee approved.

APPROVAL OF THE MINUTES

Chairman Shook asked for a motion to approve the minutes for the meeting on April 19, 2018. Mr. Raye moved, seconded by Mr. Vaughan, and the Committee approved.

FOR INFORMATION

Legislative Update

Ms. Shuping shared that the legislature is moving quickly and the goal is to present the budget in the next couple of weeks and finish the short session by mid to late June. The House and Senate Education Appropriations Chairs and the House and Senate Appropriations Chairs are aware of the System priorities. Since President Hans joined the System, May 1st, he has been

MINUTES
State Board of Community Colleges
LEGISLATIVE AFFAIRS COMMITTEE
Thursday, May 17, 2018 – 3:30 p.m.

talking with legislators about the legislative agenda. President Hans agreed that the pace of the session has been remarkable. The budget writing process has been underway for weeks and months. The workforce training priority is the most likely to be approved because it aligns with the Legislature's priorities. The appropriation chairs have been supportive and appear receptive to requests.

The ERP item has been challenging to explain to Legislators. Staff is communicating that the goal of updating the ERP is to run the system more like a streamlined business. There has been significant progress communicating this item, but there may be more legislative focus on technology upgrades for the State Controller's Office.

It remains to be seen if there will be non-recurring funds available for the equipment request that is part of the System Priorities. There has not been a lot of progress on the tuition cap. That issue will require more conversation, education, and reframing. To build the System position and obtain the resources that are needed to be successful on every front will be a marathon, not a sprint.

Mr. F. Johnson asked about the dynamic between the House and Senate for the session. President Hans stated that it is not anticipated that there will be a House version of the budget and a Senate version of the budget. It is anticipated that a conference report will be moved forward for approval. The House and Senate are coordinating quite closely.

Mr. Sullivan asked if the committee chairs understood how helpful the workforce training would be to businesses. President Hans said that the message has been presented as simple as possible with list of programs, the funding that each college would receive, and the industries that the program would support. Targeted calls have been made by trustees and presidents.

Chairman Shook asked who the allies have been. Ms. Shuping said Representative Linda Johnson continues to be a strong supporter. The House and Senate Education Appropriation Chairs understand the importance of workforce, and they also feel it is a top priority.

President Hans said in long term the System needs to identify how to visibly put the business community forward on any number of our requests.

Ms. Shuping reviewed the proposed process for Senate Bill 420, CC Board of Trustees/Governance, to move through now that the language has been re-worked and moving the bill forward will be a unified effort with trustees and presidents.

ADJOURN

MINUTES

State Board of Community Colleges

LEGISLATIVE AFFAIRS COMMITTEE

Thursday, May 17, 2018 – 3:30 p.m.

There being no other business, Chairman Shook asked for a motion to adjourn, Mr. McBrayer made the motion, seconded by Ms. Whitford, and the committee adjourned at 4:34 p.m. following a voice vote.

Respectfully submitted,
Sondra Jarvis