

STATE BOARD OF COMMUNITY COLLEGES

Mr. Burr Sullivan, Chair

November 18, 2022

North Carolina Community College System

Dr. W. Dallas Herring State Board Room

Caswell Building, 200 West Jones Street

Raleigh, North Carolina 27603

Thursday, November 17, 2022

COMMITTEE MEETINGS

Finance Committee 9:30 a.m. – 10:55 a.m. J. Gregory Poole Conference Room

Personnel Committee 11:00 a.m. – 11:55 a.m. J. Gregory Poole Conference Room

ISSUES LUNCHEON 12:00 p.m. – 1:25 p.m. Dr. W. Dallas Herring State Board Room

Belk Center: creating tools, convening leaders, and catalyzing change

Presenter: Ms. Monica Clark, Deputy Director (Belk Center for Community College Leadership and Research),

Dr. Audrey J. Jaeger, Executive Director, (Belk Center for Community College Leadership and Research), and

Dr. Mary Rittling, Professor of Practice and Senior Fellow (Aspen Institute)

COMMITTEE MEETINGS

Programs and Student 1:30 p.m. – 2:25 p.m. Innovation Station

Success Committee

Accountability and Audit

Committee

2:30 p.m. – 3:10 p.m.

Dr. W. Dallas Herring State Board Room

State Board Policy and

Governance Committee

3:15 p.m. – 4:10 p.m.

Dr. W. Dallas Herring State Board Room

Strategic Planning Committee

4:15 p.m. – 5:10 p.m.

Dr. W. Dallas Herring State Board Room

Friday, November 18, 2022

BOARD MEETING

9:00 a.m.

Dr. W. Dallas Herring State Board Room

- Call to Order
- Pledge of Allegiance
- Moment of Reflection
- Roll Call
- Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- Approval of Minutes – October 21, 2022, and October 21, 2022 Closed Session
- 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*)
- System Office Staff Recognitions

REPORTS

- NC Association of Community College Presidents, Dr. Jeff Cox, President
- NC Association of Community College Trustees, Ms. Julie Woodson, President
- NC Comprehensive Community College Student Government Association (N4CSGA), Ms. LaTasha Bradford, President
- NC Community Colleges Foundation, Mr. Grant Godwin, Executive Director

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

For Action

Allocation for Build Back Better Regional Challenge Grant (Attachment FC 01)

Allocations for Apprenticeship Building America Grant Program (Attachment FC 02)

For Consent Approval

Allocation for Career Pathways (Attachment FC 04) [CA]

Construction and Property – November 2022 (Attachment FC 05) [CA]

For Information

Estimated Receipts – October 2022 (Attachment FC 06)

Summary of 2021-22 State Funded Financial Aid Programs for Community College Students (Attachment FC 07)

Connect NC Bond Funds Conversion to SCIF Funds (Attachment FC 08)

Labor Market Adjustment Reserve Report (Attachment FC 09)

Discuss State Board Reserve (Attachment FC 10)

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

For Action

Request for State Board to Create Positions (Attachment PER 01)

For Information

System Office Vacancy Report – November 2022 (Attachment PER 02)

College Presidential Status Report – November 2022 (Attachment PER 03)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Mr. Bobby Irwin, Chair

For Future Action

RISE Up Credential Year I Report (Attachment PROG 01)

Curriculum Program Application – New to the System (Attachment PROG 02)

Proposed Amendment of 1D SBCCC 300.4 - Program Management (Attachment PROG 03)

For Action

Review of Comments for Proposed Amendment of 1B SBCCC 100.1 - Definitions (Attachment PROG 04)

Curriculum Program Application (Attachment PROG 05)

For Consent Agenda

Curriculum Program Applications – Fast Track for Action (Attachment PROG 06) [CA]

Combined Course Library – Workforce Education and College & Career Readiness (Attachment PROG 07)
[CA]

Courses/Programs of Instruction to Captive/Co-Opted Groups (Attachment PROG 08) [CA]

For Information

NC Community College Child Care Grant Program Report FY 2021-22 (Attachment PROG 09)

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

ACCOUNTABILITY AND AUDIT COMMITTEE, Mr. Mark Merritt, Chair

For Information

Accountability and Audit Calendar (Attachment AUD 01)

Risk Assessment from Jefferson Wells (Attachment AUD 02)

STATE BOARD POLICY GOVERNANCE COMMITTEE, Mr. Jerry Vaughan, Chair

For Future Action

Proposed Amendment of 2A SBCCC 300.6 North Carolina Proprietary School Fee Schedule (Attachment SBPG 01)

For Action

Recommendation for Initial Proprietary School Licensure (Attachment SBPG 02)

State Board Handbook (Attachment SBPG 03)

For Information

Report from Governance Subcommittee on Board Engagement

STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair

For Action

Year One Tactics (Attachment PLAN 01)

PRESIDENTIAL SEARCH COMMITTEE

For Information

Presidential Search Committee Update

NCCCS PRESIDENT’S REPORT

NEW BUSINESS

EXPIRING TERMS AND VACANCIES

There is currently no expiring terms and one (1) vacancy for the membership of the State Board.

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS

The next State Board meeting is scheduled for Friday, December 16, 2022 which will probably be a virtual meeting. More information regarding this meeting will be communicated.

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, Ms. Lisa Estep, Chair

Allocation for Career Pathways (Attachment FC 04)

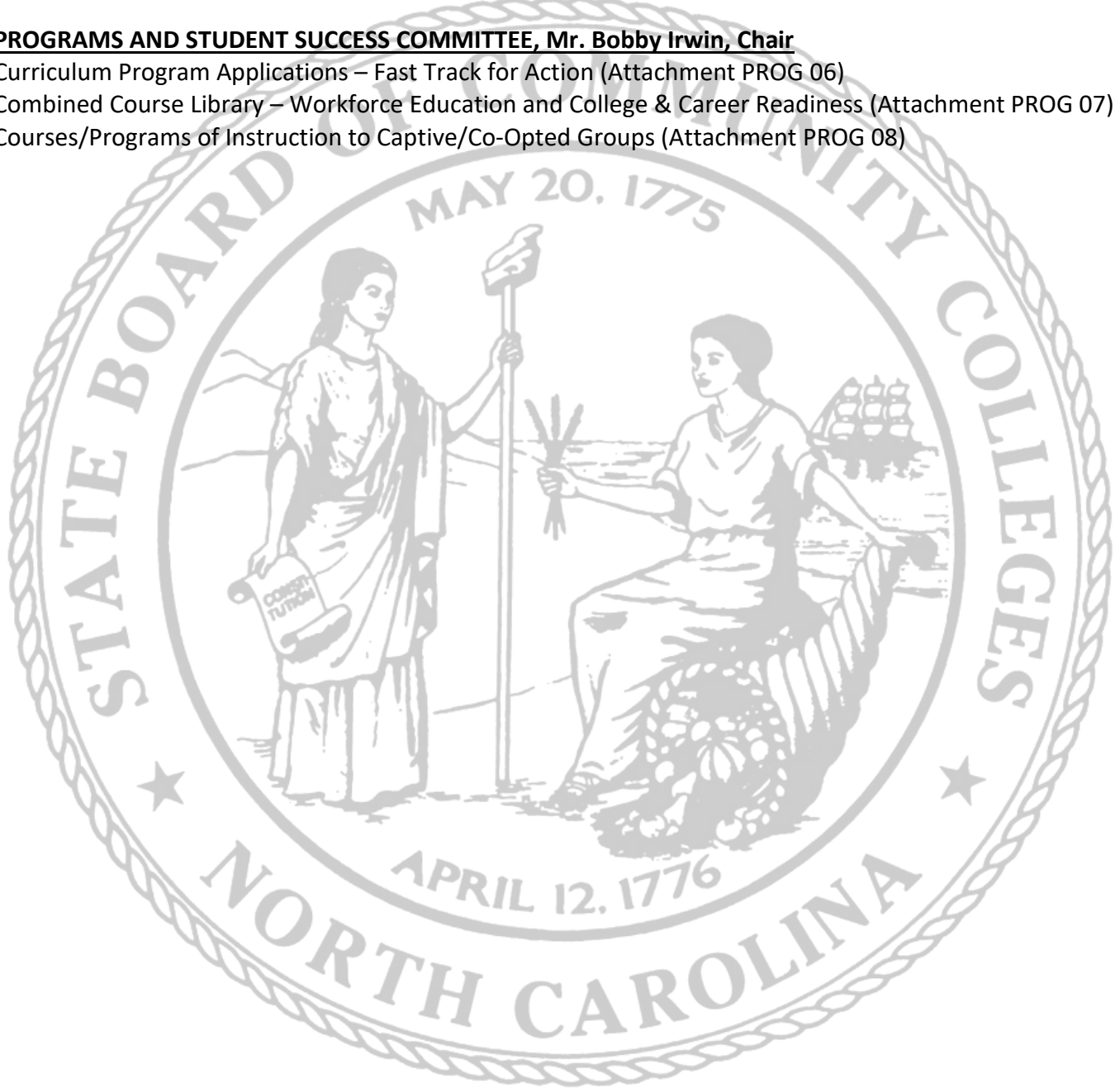
Construction and Property – November 2022 (Attachment FC 05)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Mr. Bobby Irwin, Chair

Curriculum Program Applications – Fast Track for Action (Attachment PROG 06)

Combined Course Library – Workforce Education and College & Career Readiness (Attachment PROG 07)

Courses/Programs of Instruction to Captive/Co-Opted Groups (Attachment PROG 08)





NC COMMUNITY COLLEGES

CREATING SUCCESS

State Board of Community Colleges

Caswell Building, 200 West Jones Street

Raleigh, North Carolina

October 21, 2022

9:00 a.m.

CALL TO ORDER

Following proper public notification, Chairman Burr Sullivan called the State Board of Community Colleges (SBCC) Meeting to order at 9:03 a.m. in Dr. W. Dallas Herring State Board Room of the Caswell Building . Chairman Sullivan welcomed the Board.

MOMENT OF REFLECTION AND PLEDGE OF ALLEGIANCE

Mr. Irwin led the Board in the pledge of allegiance. Following Chairman Sullivan called for a moment of reflection and asked Mr. Russell to share an oral moment of reflection. The Hon. Russell shared words of reflection.

ROLL CALL

Ms. Artis called the roll, and the following members were present:

Ms. LaTasha Bradford

Dr. Grant Campbell

Dr. Shirley Carraway

Ms. Lisa Estep

Treasurer Dale Folwell

Mr. Jonathan Harris (Lt. Gov.
designee)

Mr. Bobby Irwin

Mr. Tom Looney

Mr. Bill McBrayer

Mr. Mark Merritt

Mr. Hari Nath

The Hon. Ray Russell

Ms. Julie Ryan (Labor Comr.
designee)

Mr. Andy Penry

The Hon. Sam Searcy*

Mr. Burr Sullivan

Mr. Ray Trapp*

The Hon. Terry Van Duyn*

Mr. Jerry Vaughan

Ms. Sarah West

Ms. Ann Whitford

* Attended via Zoom

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

Ms. Artis reminded members of the Board of the ethics requirements and requested members identify any conflicts or potential conflicts of interest. No conflicts were noted.

APPROVAL OF THE MINUTES

Mr. Sullivan asked for a motion to approve the September 16, 2022 meeting minutes. Treasurer Folwell motioned to approve, Mr. McBrayer seconded the motion, and the motion was unanimously approved by voice vote.

APPROVAL OF THE AGENDA, AND CONSENT AGENDA

There were no changes to the Consent Agenda as presented. The following additional changes were requested to the agenda.

- FC – Ms. Estep stated the committee has no changes.
- PER – Mr. McBrayer stated the committee will add seven (7) action items for consideration in closed session.
- PROG – Mr. Irwin stated the committee has moved Attachment PROG 01 from For Future Action to Future Action.
- AUD – Mr. Merritt stated the committee has no changes.
- SBPG – Mr. Vaughan stated the committee has moved Attachment SBPG 02 from For Future Action to Future Action s
- PLAN – Ms. Whitford stated the committee has no changes
- LEG – Mr. McBrayer stated the committee has no changes

Chairman Sullivan asked for a motion to approve the October 21, 2022 agenda, Treasurer Folwell made a motion to approve. Dr. Campbell seconded the motion, and the motion was unanimously approved by voice vote.

Chairman Sullivan asked for a motion to approve the October 21, 2022 consent agenda, Treasurer Folwell made a motion to approve. Mr. McBrayer seconded the motion, and the motion was unanimously approved by voice vote.

Items approved on the Consent Agenda were as follows:

FINANCE COMMITTEE, Ms. Estep, Chair

Budget Allocations for 2-1 Summary FY 2022-23 (Attachment FC 04)

Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 05)

Improving Career and Technical Education with Perkins Carry Over Funds FY 2022-23 (Attachment FC 06)

Construction and Property – October 2022 (Attachment FC 07)

PROGRAMS COMMITTEE, Mr. Bobby Irwin, Chair

Curriculum Program Applications – Fast Track for Action (Attachment PROG 05)

Combined Course Library – Workforce Education and College & Career Readiness (Attachment PROG 06)

Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 07)

INTRODUCTIONS:

Introduction of Dr. John Gossett, Asheville-Buncombe Technical Community College

Chairman Sullivan recognized Dr. John Gossett. President Gossett thanked Chairman Sullivan. President Gossett stated he began as President of Asheville-Buncombe Technical Community College in July of 2020 and prior served as president of McDowell Technical Community College. He stated he also served at Mayland Community College. President Gossett reviewed his experience and achievements at Asheville-Buncombe Technical Community College over the last two years.

Introduction of Mr. Wesley Beddard, Martin Community College

Chairman Sullivan recognized Dr. Derrick Wilkins, Chair of Martin Community College's Board of Trustees. Dr. Wilkins greeted the Board and introduced President Beddard. Dr. Wilkins stated that he is pleased with President Beddard and stated the Trustees Board extended his contract this past July.

President Beddard greeted the Board and shared his past professional experience with the Community College System over the past thirty-three (33) years. He noted his experience and appreciation for the work at the System Office. President Beddard reviewed the previous challenges with the college and shared the achievements and accomplishments he has been a part of over the last couple of years.

Introduction of Dr. Murray J. Williams, Roanoke-Chowan Community College

Ms. Jerry Pierce, Vice-Chair of the Board of Trustees for Roanoke-Chowan Community College greeted the Board and introduced President Williams. Ms. Pierce commended President Williams for her accomplishments over the past year and a half that she has been President. She noted there were ongoing issues at the college and stated President Williams took on the challenge.

President Williams shared her excitement for the college and the history of the challenge that she has overcome during her presidency. President Williams reviewed her accomplishments at the college over the past year.

Introduction of Dr. Chris English, Southeastern Community College

Mr. Jack Hooks, Board Chair of the Board of Trustees of Southeastern Community College, greeted the Board and introduced President Chris English, who began his tenure August of 2020, and shared his pleasure and appreciation of his enthusiasm. Chairman Hooks reviewed President English's accomplishments during his presidency.

President English greeted the Board and shared his experience over twenty years in the Community College System and his background in higher education. President English shared an overview of the success at Southeastern Community College. He reviewed some of the student barriers and challenges the college is taking on to resolve.

System Office Recognitions

Dr. Kimberly Gold recognized the contributors of the System Conference of 2022. Dr. Gold acknowledged those who assisted in the preparation and delivery of the conference. Dr. Gold briefly highlighted the experience of the System Conference.

REPORTS:**Dr. Jeff, President of the North Carolina Association of Community College Presidents (NCACCP)**

Dr. Cox greeted the Board. Dr. Cox presented the following:

- Dr. Cox stated the NCACCP held a meeting the prior week, he reviewed the following:
 - President Heatherly provided an update on the presidential search process during the Hiring Committee
 - Technology Committee discussed the Destiny One pilots and the plan to move forward by the Summer of 2024. The proposal from Banner was also discussed.
 - Mental Health and Safety discussed mental health and telehealth opportunities as well as opportunities to support the presidents.
 - Programs Committee reported and Dr. Bill Schneider presented a report on performance measures. The committee also discussed the Hyflex definition, corrections, and updates to come to the Board
 - Professional Development Committees next meeting is November 29th, where the committee will continue discussion on best practices for future administrators and presidents' orientations. The committee also discussed the Dallas Herring Lecture scheduled for October 28, 2022.
 - Financial and Legislative Committees discussed continuation of the three-year legislative strategy. The enrollment reserve funds for colleges that had the five (5) percent or more increase in FTE in Fall were also discussed.
 - Presidential report discussed the System Office Conference
- Dr. Cox discussed the career coach application and the upcoming deadline. He asked the Board to consider grace for the colleges who have not yet fully implanted the program in their region.
- Dr. Cox shared a student success story.

Ms. Julie Woodson, President of the North Carolina Association of Community College Trustees (NCACCT) Executive Board

Ms. Woodson greeted the Board and President Carver.

- Ms. Woodson discussed the NCACCT seminar in Asheville. The conference was great, and they had three hundred and twenty (320) people in attendance. She thanked the attendees and speakers.
- Ms. Woodson stated the National Association of Community College Trustees will hold the National Leadership Summit in New York next week, she stated over a hundred (100) trustee are planning to attend from North Carolina and several trustees will present. Mr. Andre Lassiter will be recognized as the Trustee of the Year in the southeastern region.

- Ms. Woodson discussed the Strategic Planning Committee meeting she and Ms. Caroline Hipple attended yesterday. She congratulated the Board for the completion of the strategic plan and looks forward to sharing the plan with the Trustees Association.
- She thanked President Carver, Mr. Fagg, and President Hurst for their involvement with the legislative plan and she discussed the trustees work with the legislative plan.

Ms. LaTasha Bradford, President of the North Carolina Comprehensive Community College Student Government Association (N4CSGA)

Ms. Bradford greeted President Carver and the Board and discussed the following:

- Ms. Bradford shared her appreciation for N4CSGA having the opportunity to be involved at the System Conference. She stated N4CSGA set up a roundtable to hold discussions providing an opportunity for N4CSGA to share the student survey results and information about the upcoming survey.
 - Ms. Bradford discussed the 2022 N4CSGA Fall Conference, she stated approximately one-hundred and fifty (150) students attended. She stated the Association was intentional about the workshops and discussed the presentations and trainings.
 - Ms. Bradford thanked the presenters and shared a special thanks to President Cox for his support and dedication to present during the conference.
 - Ms. Bradford stated the conference focused on Board of Trustees training, emotional intelligence, System Office engagement and voter initiatives.
 - Ms. Bradford stated the 2023 N4CSGA Spring Conference will be held March 30-April 2, 2023.
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COMMITTEE REPORTS

FINANCE COMMITTEE, Ms. Lisa Estep, Chair
For Action

Approval of Finance Committee Charter (Attachment FC 01)

Ms. Estep stated the Finance Committee did not have any substantive changes from the previously reviewed committee charter.

On behalf of the Finance Committee, Ms. Estep recommended and moved the approval of FC 01, approved via voice vote.

Allocation for Workforce Resilience Grant Program (GEER II) (Attachment FC 02)

Ms. Estep stated the Finance committee previously approved \$15 million dollars of finance relief fund provided through the Governor's Geer fund. She stated these were federal funds specifically designed for non-degree programs. GEER II funds are a continuation of the previous funding, noting these funds are allocated at \$5 million dollars.

On behalf of the Finance Committee, Ms. Estep recommended and moved the approval of FC 02, approved via voice vote.

Alamance Community College Request for Multi-Campus Center Approval (Attachment FC 03)

Ms. Estep stated there was a lot of discussion regarding this item in the Finance Committee meeting. She reviewed FTE funding distribution for colleges. Once approved, a college is eligible to receive additional funding for the multi-campus center once approved for allocation by the General Assembly. She reviewed the ten (10) criteria to determine eligibility for the multi-campus center and the process of approval through the Board and General Assembly. Ms. Estep stated the Finance Committee asked for additional supportive information on one (1) of the ten (10) criteria that was brought before the Committee by Alamance Community College, she noted the information is expected to be provided next month to the Committee.

On behalf of the Finance Committee, Ms. Estep recommended and moved the postponement of the vote of FC 03 until next month (November 2022), approved via voice vote.

Treasurer Folwell took a moment out of the committee report to remind employees about the open enrollment period and encouraged them to take action.

For Consent Approval

Ms. Estep summarized each of the Consent Agenda items below.

- Budget Allocations for 2-1 Summary FY 2022-23 (Attachment FC 04) [CA]
- Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 05) [CA]
- Improving Career and Technical Education with Perkins Carry Over Funds FY 2022-23 (Attachment FC 06) [CA]
- Construction and Property – October 2022 (Attachment FC 07) [CA]

For Information

The following items were provided as for information:

- Estimated Receipts – September 2022 (Attachment FC 08)
- Customized Training - Regional Trainer Update (Attachment FC 09)
- Connect NC Bond Status Report (Attachment FC 10)
- Specialized Public Safety Waiver List (Attachment FC 11)

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

For Action

Approval of Personnel Committee Charter (Attachment PER 01)

Mr. McBrayer stated the charter was approved as written by the Personnel Committee.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of PER 01, approved via voice vote.

Request for State Board to Create Position #65035979 (Attachment PER 02)

Mr. McBrayer stated the Personnel Committee reviewed the creation of a position for Deputy Director of the Small Business Center Network, he stated this item creates the position and assigns a personnel number and salary allocation.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of PER 02, approved via voice vote.

Mr. McBrayer moved to enter 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 sections 115D-27 and 126-22. Additionally, 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.

The Board moved into closed session.

After returning from closed session Mr. McBrayer presented the following for action items:

Consideration of Randolph Community College Interim President

Mr. McBrayer stated the recommendation for Randolph Community College Interim President as Mr. Elbert Lassiter as moving from acting to interim.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

Reorganization of Position

Dr. Patrick Crane moving from grant funded position to State funded. Mr. McBrayer reviewed the recommendations.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

New Hire - Position #80087974 Nate Hardin , Title: Director of Communications

Mr. McBrayer reviewed the recommendation for the Director of Communications.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

Labor Market Review Funds, allocation to EHRA positions

Mr. McBrayer reviewed the recommendations, noting the Committee reviewed Dr. Lisa Eads, Associate Vice President of Programs, for a salary increase of two (2) percent.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

Mr. McBrayer reviewed the recommendations, noting the Committee reviewed Ms. Brandy Andrews, Senior Vice President, and Chief Financial Officer, for a salary increase of two (2) percent.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

Mr. McBrayer reviewed the recommendations, noting the Committee reviewed Mr. Alex Fagg, Director of Government Relations, for a salary increase of nineteen (19) percent.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

Mr. McBrayer reviewed the recommendations, noting the Committee reviewed Ms. Tawanda Artis, General Counsel, for a salary increase of twenty-one (21) percent.

On behalf of the Personnel Committee, Mr. McBrayer recommended and moved the approval of the above item, approved via voice vote.

The following items were presented as for information:

- System Office Vacancy Report – October 2022 (Attachment PER 02)
- College Presidential Status Report – October 2022 (Attachment PER 03)

PROGRAMS COMMITTEE, Mr. Bobby Irwin, Chair

For Action

Proposed Amendment to 1B SBCCC 100.1 - Definitions (Attachment PROG 01)

Mr. Irwin stated the Programs Committee moved PROG 01 from For Future Action to For Action.

Dr. Brown stated the item is being brought back to address a technical glitch in the updates of the code. This update will address the formally agreed upon terms between the Programs Committee, President's Association, System Office staff.

Mr. Irwin clarified the changes to the comment period, he stated the comment period was approved to remain open for only twenty (20) days. Mr. Sullivan stated the Programs Committee has discussed the item previously and the return of the item is to correct the changes in the code. He stated the Committee's recommendation will shorten the comment period, enabling the potential of approval of the code item at the November meeting and be effective December 1, 2022.

On behalf of the Programs Committee, Mr. Irwin recommended and moved the approval of PROG 01, approved via voice vote.

Approval of Programs and Student Success Committee Charter (Attachment PROG 02)

Mr. Irwin reviewed the minor changes to the charter, noting the change of the Committee title to Programs and Student Success Committee. Dr. Brown stated the naming of the Committee is more reflective to support the work of the Committee.

On behalf of the Programs Committee, Mr. Irwin recommended and moved the approval of PROG 02, approved via voice vote.

Annual Legislative Report Comprehensive Articulation Agreement (Attachment PROG 03)

Mr. Irwin stated PROG 03 is a required report to The Joint Legislative Education Oversight committee, The Senate Appropriations Committee on Education/Higher Education, and The House Appropriation Subcommittee on Education. Dr. Brown shared that the report highlights the correlation between degree completion prior to transfer and UNC academic performance. Dr. Brown stated the report finds that students who completed their associates degree prior to transfer in Fall of 2020 performed better than junior who started at the university. He stated this shows the impact of the community colleges in the teaching and learning experience of the students.

On behalf of the Programs Committee, Mr. Irwin recommended and moved the approval of PROG 03, approved via voice vote.

Comprehensive Articulation Agreement Proposed Revisions (Attachment PROG 04)

Dr. Brown stated the report revisions are mostly grammatical changes. He discussed the changes to the regulation of transfer credits or course that are not originated at community colleges. He stated the revisions are supported by both the Community College System and UNC System.

On behalf of the Programs Committee, Mr. Irwin recommended and moved the approval of PROG 04, approved via voice vote.

For Consent Approval

Dr. Brown summarized each of the Consent Agenda items below.

- Curriculum Program Applications – Fast Track for Action (Attachment PROG 05) [CA]
- Combined Course Library – Workforce Education and College & Career Readiness (Attachment PROG 06) [CA]
- Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 07) [CA]

For Information

Dr. Brown reviewed the following For Information item:

- Curriculum Program Terminations as Approved by the System President (Attachment PROG 08)

ACCOUNTABILITY AND AUDIT COMMITTEE, Mr. Mark Merritt, Chair

For Action

Approval of Accountability and Audit Committee Charter (Attachment AUD 01)

Mr. Merritt stated the charter was reviewed and was supported.

On behalf of the Accountability and Audit Committee, Mr. Merritt recommended and moved the approval of AUD 01 approved via voice vote.

Annual Audit Plan (Attachment AUD 02)

Mr. Merritt stated the report was provided by Mr. Bryan Matthews, that flowed from a risk assessment that was conducted in connection with from Jefferson Wells as an outside resource. He stated two (2) areas were defined for an internal audit in the upcoming year. He stated the areas include ApprenticeshipNC grant compliance and the data transfers between the community college and System Office.

On behalf of the Accountability and Audit Committee, Mr. Merritt recommended and moved the approval of AUD 02, approved via voice vote.

STATE BOARD POLICY GOVERNANCE COMMITTEE, Mr. Jerry Vaughan, Chair

For Action

Approval of State Board Policy and Governance Committee Charter (Attachment SBPG 03)

On behalf of the State Board Policy Governance Committee, Mr. Vaughan recommended and moved the approval of SBPG 03 approved via voice vote.

State Board Bylaws (Attachment SBPG 02)

Mr. Vaughan stated the Committee reviewed the updates to the Bylaws and approved the changes.

On behalf of the State Board Policy Governance Committee, Mr. Vaughan recommended and moved the approval of SBPG 02 approved via voice vote.

For Future Action

State Board Handbook (Attachment SBPG 01)

Mr. Vaughan reviewed the updates and shared this material is available for review.

For Information

Mr. Vaughan reviewed the following For Information item:

- Report from Governance Subcommittee on Board Engagement

STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair

For Action

Approval of Strategic Planning Committee Charter (Attachment PLAN 01)

Ms. Whitford stated the responsibilities and roles were updated based on the strategic plan.

On behalf of the Strategic Planning Committee, Ms. Whitford recommended and moved the approval of PLAN 01 approved via voice vote.

Review and Approve 2022-26 Strategic Plan (Attachment PLAN 02)

Ms. Whitford thanked all who were involved in the creation of the strategic plan. She reviewed Attachment PLAN 02.

Dr. Crane provide a special thanks to the System Office Staff and Planning Teams. He noted acknowledgments.

On behalf of the Strategic Planning Committee, Ms. Whitford recommended and moved the approval of PLAN 02 approved via voice vote.

For Information

Ms. Whitford reviewed the following For Information item:

- Strategic Plan Measures (Attachment PLAN 03)
- Strategic Plan Implementation

LEGISLATIVE COMMITTEE, Mr. Bill McBrayer, Chair

For Action

Approval of Legislative Affairs Committee Charter (Attachment LEG 01)

Mr. McBrayer stated the charter was discussed and approved.

On behalf of the Legislative Affairs Committee, Mr. McBrayer recommended and moved the approval of LEG 01 approved via voice vote.

For Information

Mr. Fagg and Mr. McBrayer reviewed the following For Information item:

- Review Updated Legislative Agenda (Attachment LEG 02)

PRESIDENTIAL SEARCH COMMITTEE

For Action

Presidential Search Committee Update

Dr. Carraway reviewed the Committee's progress. Dr. Carraway discussed the Committee's work on the RFP overview and approval. She discussed the timeline, survey, and presidential profile.

NCCCS PRESIDENT'S REPORT

President Carver greeted the Board and discussed the following:

- President Carver discussed the System Office Conference and the attendees he met.
- President Carver reminded everyone that CFNC will be at the community college campuses. He discussed the short-term workforce opportunities that will be discussed in a virtual option.
- President Carver discussed the Community College System event at the State Fair and encouraged enhancing communication about the ApprenticeshipNC programs.
- President Carver discussed the affiliated brands that are engaging with the community colleges and provided a branding handout.
- President Carver discussed the incoming communication director, and the upcoming communication plans the director will work on.
- President Carver discussed the recently mass shooting in Raleigh and noted many of the first responders were community college graduates.

NEW BUSINESS

Mr. Sullivan asked if there is any new business.

Ms. Whitford noted Ms. Bacon's transition to a new position and her involvement with the strategic plan.

Mr. Irwin acknowledged a remembrance to Mr. Brian Long and noted his strong support of the community colleges at the State Fair.

Chairman Sullivan stated he appreciated Dr. Mack's presentation on ApprenticeshipNC and Economic Development. He stated the Belk Center will be discussed at the next Issues Luncheon.

Mr. Merritt discussed the accomplishments of the State Board and celebrated the direction of the Board.

Mr. Vaughan asked Ms. Jarvis to share the videoclip highlights of the System Office Conference.

EXPIRING TERMS AND VACANCIES

There is currently no term expiring and one (1) vacancy for the membership of the State Board.

DATE OF NEXT MEETING

The next State Board meeting is scheduled for Thursday, November 17, 2022, and Friday, November 18, 2022, in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, NC. More information regarding these meeting will be communicated.

ADJOURNMENT

The Board adjourned at 12:25 p.m.

RESPECTFULLY SUBMITTED BY:
Secretary

APPROVED BY:

Dr. Bill Carver, Interim System President

Mr. Burr Sullivan, Chair

DRAFT

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report

**PROGRAMS COMMITTEE**

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 1B SBCCC 100.1 – Definitions	Initiation of Rulemaking Process	October 21, 2022	COMPLETED
	Publication on NCCCS Website	October 25, 2022	COMPLETED
	Written Comment Period Ends	November 14, 2022	PENDING
	Review Comments with SBCC Committee	November 17, 2022	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 18, 2022	
	Prospective Effective Date of Rule	December 1, 2022	

PROGRAMS COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 1D SBCCC 300.4 – Program Management	Initiation of Rulemaking Process	November 18, 2022	PENDING
	Publication on NCCCS Website	November 22, 2022	
	Written Comment Period Ends	December 22, 2022	
	Review Comments with SBCC Committee	January 19, 2023	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	January 20, 2023	
	Prospective Effective Date of Rule	February 1, 2023	

STATE BOARD POLICY AND GOVERNANCE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 2A SBCCC 300.6 – North Carolina Proprietary School Fee Schedule	Initiation of Rulemaking Process	November 18, 2022	PENDING
	Publication on NCCCS Website	November 22, 2022	
	Written Comment Period Ends	December 22, 2022	
	Review Comments with SBCC Committee	January 19, 2023	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	January 20, 2023	
	Prospective Effective Date of Rule	February 1, 2023	

AGENDA

State Board of Community Colleges

FINANCE COMMITTEE

Caswell Building, J. Gregory Poole Conference Room

Thursday, November 17, 2022– 9:30 a.m. – 10:55 a.m.

Ms. Lisa Estep, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 20, 2022

For Action

- Allocation for Build Back Better Regional Challenge Grant (Attachment FC 01)
- Allocations for Apprenticeship Building America Grant Program (Attachment FC 02)

For Consent Approval

- Allocation for Career Pathways (Attachment FC 04) [CA]
- Construction and Property – November 2022 (Attachment FC 05) [CA]

For Information

- Estimated Receipts – October 2022 (Attachment FC 06)
- Summary of 2021-22 State Funded Financial Aid Programs for Community College Students (Attachment FC 07)
- Connect NC Bond Funds Conversion to SCIF Funds (Attachment FC 08)
- Labor Market Adjustment Reserve Report (Attachment FC 09)
- Discuss State Board Reserve (Attachment FC 10)

New Business

Adjourn

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 20, 2022 – 9:30 a.m. – 10:55 a.m.
Ms. Lisa Estep, Chair

Finance Committee Members Present

Ms. Lisa Estep, Chair	Ms. Sarah West	The Honorable Sam Searcy*
Dr. Shirley Carraway	Mr. Andy Penry*	

Attended via phone or Zoom technology*

Members absent: Treasurer Dale Folwell

Other SBCC Members:

Chair Burr Sullivan
The Honorable Ray Russell
The Honorable Terry Van Duyn*
Dr. Grant Campbell
Ms. LaTasha Bradford
Mr. Tom Looney
Mr. Mark Merritt
Mr. Wade Bryan Irwin, Jr.

OTHERS IN ATTENDANCE:

Interim Pres. Bill Carver	Ms. Stephanie Fisher*	Constance Wolfe
Ms. Brandy Andrews	Mr. David Werner	(Alamance CC)
Dr. Kimberly Gold	Mr. Bryan Conrad	Scott Doron
Ms. Tawanda Foster Artis	Mr. James Wimore	(Almance CC)
Mr. Patrick Fleming	Ms. Jonnell Carpenter	Mr. David Heatherly
Mr. Alex Fagg	Ms. Petrina Herring	(Coastal Carolina CC)
Dr. JW Kelley	Ms. Dorrine Fokes	Dr. Jeffrey A. Cox
Dr. Levy Brown*	Ms. Hannah McClellan	(Wilkes CC)
Dr. Bob Witchger	(EdNC)	Dr. Darrin Hartness
Ms. Sondra Jarvis	Dr. Algie C. Gatewood	(Davidson- Davie CC)
Ms. Tiffany Howell	(Alamance CC)	
Ms. Tracy McPherson		

CALL TO ORDER

Ms. Estep called the meeting to order at 9:33 a.m.

ROLL CALL

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

ETHICS STATEMENT

Ms. Estep read the required ethics statement. There were no conflicts of interest.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 20, 2022 – 9:30 a.m. – 10:55 a.m.
Ms. Lisa Estep, Chair

APPROVAL OF THE AGENDA

Ms. Estep asked for a motion to approve the agenda of the meeting as presented. Dr. Carraway moved, seconded by Ms. West, and the motion was unanimously approved via voice vote.

APPROVAL OF THE MINUTES

Ms. Estep asked for a motion to approve the minutes of the September 15, 2022, Finance Committee meeting. Ms. West moved, Dr. Carraway seconded the motion, and the motion was unanimously approved via voice vote.

For Action

Approval of Finance Committee Charter (Attachment FC 01)

Ms. Estep reviewed the Finance Committee Charter.

Chair Sullivan motioned for approval; Dr. Carraway seconded the motion. The Committee approved the Approval of Finance Committee Charter (Attachment FC 01) via voice vote.

Allocation for Workforce Resilience Grant Program (GEER II) (Attachment FC 02)

Ms. Estep stated you may have been on the Finance Committee back in August of 2020, when we approved the GEER I funds.

Ms. Estep explained this is a continuation of the work that was being done with the GEER I funds, and this is a different pot of money.

Ms. Andrews stated the original GEER funded program was \$15 million and it was approved in August of 2020. Ms. Andrews explained this request recently ended on September 30 th, 2022.

Ms. Andrews stated this is a request for the State Board of Community Colleges to approve an allocation up to \$5,000,000 to continue the Workforce Resilience Grant Program. The program will provide financial assistance for workforce continuing education students up to \$750 per course or the total cost of the course fee(s) if the cost exceeds \$750. Ms. Andrews stated it is similar to the original program.

Ms. Andrews reviewed the table.

Ms. Andrews stated the allocation period is August 15, 2022 – August 30, 2023.

Ms. Andrews explained going back to this eligible date will allow student awards to go back to the beginning of the fall term.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 20, 2022 – 9:30 a.m. – 10:55 a.m.
Ms. Lisa Estep, Chair

Ms. Andrews stated we are collaborating with the Governor's Office, NCPRO, and OSBM regarding these funds.

Ms. Andrews explained these funds are contingent upon certification, transfer from the Office of State Budget and Management, and a final signed NCPRO agreement.

Ms. Estep, Ms. Andrews, Dr. Kelly, and the Committee discussed the item.

Dr. Carraway motioned for approval; Ms. West seconded the motion. The Committee approved Allocation for Workforce Resilience Grant Program (GEER II) (Attachment FC 02) via voice vote.

Alamance Community College Request for Multi-Campus Center Approval (Attachment FC 03)

Ms. Estep wanted to take some time to make sure that everyone understands the steps that are required for approval and what it means.

Ms. Estep explained this would be a preliminary approval first by the State Board and then it goes to the General Assembly for funding.

Ms. Andrews provided a State Board Code reference document. Ms. Andrews reviewed 1B SBCCC 200.3 State Board Code and the criteria in Attachment FC 03.

Dr. Carver, Ms. Andrews, Ms. Estep, Dr. Gatewood, Mr. Dorrin, Ms. Wolfe, Mr. Fagg, and the Committee discussed the item.

Ms. Estep motioned to table agenda item FC 03 and request for Alamance CC to come back with more information on State Board code criteria number 1. Ms. Estep and the committee requested additional evidence to support criteria number 1. Dr. Carraway motioned for approval; Ms. West second the motion. The Committee tabled Alamance Community College Request for Multi-Campus Center Approval (Attachment F 03) via voice vote.

For Consent Approval

Budget Allocations for 2-1 Summary FY 2022-23 (Attachment FC 04)

Ms. Andrews reviewed item.

Ms. West motioned for approval; Dr. Carraway second the motion. The Committee approved Budget Allocations for 2-1 Summary FY 2022-23 (Attachment F 04) via voice vote.

Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 05)

Ms. Estep stated this is item that we have had on our agenda since 2017. Ms. Estep explained the item is an MOU between Pamlico CC and DPS.

MINUTES
State Board of Community Colleges
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Ms. Lisa Estep, Chair

Ms. Estep explained to the Board that she has visited this prison program at Pamlico CC. Ms. Estep explained the tour is sobering, but it is amazing what they are doing with these inmates.

Dr. Carraway motioned for approval; Ms. West second the motion. The Committee approved Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 05) via voice vote.

Improving Career and Technical Education with Perkins Carry Over Funds FY 2022-23
(Attachment FC 06)

Ms. Estep stated that the Perkins funds are annual funds and this year we have \$13.2 million in our budget package, and this is an additional amount that is being carried forward from prior year unexpected funds.

Ms. Estep explained this amount is being allocated for the use of identifying and supporting special populations.

Dr. Witchger explained every year we send money to the colleges, the unspent money is returned to us from the colleges, and then we reallocate the funds back to the colleges.

Dr. Witcher stated this grant is targeted to try to help identify students in special populations and improve their chances for their education, for our faculty to be able to assist the individuals, and to have better technology in our programs of study.

Dr. Witcher and the Committee discussed the item.

Ms. West motioned for approval; Dr. Carraway second the motion. The Committee approved Improving Career and Technical Education with Perkins Carry Over Funds FY 2022-23 (Attachment FC 06) via voice vote

Construction and Property – October 2022 (Attachment FC 07)

Ms. Andrews reviewed the construction and property items.

Dr. Carraway motioned for approval; Ms. West seconded the motion. The Committee approved Construction and Property - October 2022 (Attachment FC 07) via voice vote.

For Information

Estimated Receipts – September 2022 (Attachment FC 08)

Ms. Estep reviewed FC 08.

Customized Training- Regional Trainer (Attachment FC 09)

Ms. Estep reviewed FC 09.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 20, 2022 – 9:30 a.m. – 10:55 a.m.
Ms. Lisa Estep, Chair

Connect NC Bond Status Report (Attachment FC 10)

Ms. Estep reviewed FC 10.

Specialized Public Safety Waiver List (Attachment FC 11)

Ms. Estep reviewed FC 11.

New Business

Ms. Estep explained to the Committee that we did allocate, the Board Reserve the last time and have \$175,000 left in the Board Reserve. Ms. Estep asked the committee do we want the System Office to bring us project or does the Committee have anything in mind?

ADJOURNMENT

Ms. Estep adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

Petrina L. Herring,
Recording Secretary

STATE BOARD OF COMMUNITY COLLEGES
Allocation for Build Back Better Regional Challenge
NC BioBetter Grant Project
FY 2022-23

Request: The State Board of Community Colleges is requested to approve an allocation of \$16,422,220 to ten colleges and the system office to meet the US Department of Commerce Economic Development Administration's Build Back Better Regional Challenge grant award to the NC Community College System.

Strategic Plan Reference:

Objective 4.1: Cultivate a robust pipeline of highly skilled workers that meets the needs of employers and helps grow the economies of all prosperity zones.

Background: The NC Community College System (NCCCS) and ten community colleges heavily involved in biotechnology and life sciences industry training participated in a Joint North Carolina response to US Department of Commerce Economic Development Administration's Build Back Better grant solicitation. The initial grant submission, 'Accelerating Life Sciences Manufacturing to Create Economic Resilience and Promote Equity in Distressed Communities,' included submissions from seven other partners. However, only three of the seven partner organizations were awarded including a total of \$16,422,220 million to the NC Community College System. The NC Biotechnology Center, which received one of the three awards, is acting as the state's grant convener bringing together the leads of the three funded organizations.

The colleges' award (\$15,007,187) will be utilized to expand capacity for industry training at each college through the purchase of equipment, development of new curriculum, and hiring of industry trainers. Additionally, each college will hire equity navigators who will assist in recruiting Latino students. The colleges will also undergo extensive cultural proficiency training.

The grant will focus on five key milestones and deliverables. Each of the participating colleges will be involved with these milestones and deliverables which include:

Key Milestones:

- 1) demonstrate equitable outcomes (underserved and Latino student enrollment, employment),
- 2) build capacity in training labs,
- 3) improve curriculum with virtual learning components,
- 4) increase trained faculty (recruitment, training, retention) and
- 5) improve workforce, education and employer connections.

Key Deliverables:

- 1) provide industry-recommended training equipment/supplies in labs,
- 2) increase enrollment and completions,
- 3) increase the number of trained faculty,
- 4) increase short-term training modules and virtual training components, and
- 5) increase the percentage of minority enrollees, especially Hispanic/Latino students.

A portion of the award (\$1,415,033) will be managed by the system office's Economic Development Division and BioNetwork. The grant funding is vital in supporting the NC economy through training and education programs that have consistently produced a steady stream of qualified biotechnology workers and high-quality training for new processes and technologies. Grant funding will fund four (time limited) positions at the system office. Funding will also support vendor-led equity and cultural proficiency training, Latino student recruiting, travel, and training costs at the Biomanufacturing Education and Training Center at NC State University.

Rationale: The bioscience sector continues to flourish and demonstrate relative immunity to fluctuations in NC's economy. Since the start of 2020, seventy-three (73) life sciences companies have announced plans to either locate or expand their operations in our state, creating nearly 11,200 new jobs and over \$8.39 Billion in investment (NC Biotechnology Center Data). To keep up with this robust industry growth and to help sustain the growth, NC Community Colleges and BioNetwork require an infusion of funds to enhance and update biotechnology and life sciences industry training facilities, recruit industry trainers, recruit students from excluded populations, and to update and enhance curriculum.

The ten colleges were selected based upon the existing and expanding biotechnology and life sciences industry in their service areas. Most of the state's life science industry resides in the greater Research Triangle Park area. Additionally, there are growing clusters in Forsyth, Pitt, and Caldwell counties.

Method of Allocation: The award from the US Department of Commerce Economic Development Administration (EDA) outlines the projected budget amounts over the next three years for the participating colleges. Each college will be required to submit reports on the status of their efforts (due March 10 and September 10th of each year of the grant). Colleges are required to adhere to approved budgets and any changes to line items or adjustments must be first approved by the system office lead (AVP Meyer). Unexpended funds from year 1 and 2 will be available for carryforward into following year. All funds must be expended per EDA guidelines by the end period.

Community College	Year 1	Year 2	Year 3	Total
Alamance (ACC)	\$1,128,137	\$573,507	\$305,236	\$2,006,880
Central Carolina (CCCC)	\$460,854	\$460,854	\$460,854	\$1,382,562
Caldwell & TI (CCCTI)	\$434,625	\$271,370	\$277,488	\$983,483
Durham Technical (DTCC)	\$460,960	\$460,960	\$460,901	\$1,382,821
Forsyth Technical (FTCC)	\$570,550	\$570,550	\$570,550	\$1,711,650
Johnston (JCC)	\$485,536	\$485,536	\$485,537	\$1,456,609
Pitt (PCC)	\$357,750	\$371,370	\$277,488	\$1,006,608
Vance-Granville (VGCC)	\$898,506	\$521,371	\$338,314	\$1,758,191
Wake Technical (WTCC)	\$872,194	\$872,130	\$872,131	\$2,616,455
Wilson (WCC)	\$233,976	\$233,976	\$233,976	\$701,928
System Office	\$477,528	\$469,476	\$468,029	\$1,415,033
Grand Total	\$6,380,616	\$5,291,100	\$4,750,504	\$16,422,220

Allocation Amount and Time Period: The total allocation of \$16,422,220 is for the period of December 2, 2022 through June 15, 2025.

Fund Source and Availability: Funding source is the Build Back Better Regional Challenge Grant from the US Department of Commerce Economic Development Administration (EDA). Availability of funding is contingent upon the US Department of Commerce EDA approval of eligibility of the subrecipients (10 community colleges). Actions are subject to the approval of OSBM and consultation with the NC General Assembly's Commission of Governmental Operations (per G.S. 120-76.1). The funding period of the grant award letter is September 2, 2022 - January 1, 2026.

Contact Person:

Dr. Bruce Mack
Vice President for Economic Development

Dr. Matt Meyer
Associate VP, Customized Training, BioNetwork, and Sector Partnerships

STATE BOARD OF COMMUNITY COLLEGES
Allocations for Apprenticeship Building America Grant Program
July 1, 2022 - June 30, 2026

Request: The State Board of Community Colleges is requested to approve \$4,000,000 from the Apprenticeship Building America (ABA) Grant Program with a minimum of \$1,161,925 for community college allocations to expand registered apprenticeships across North Carolina and \$2,838,075 for System Office grant administration to support salaries, fringe benefits, and other operating costs associated with the program.

Strategic Plan Reference:

Theme: Economic and Workforce Development

Goal #4: Provide education, training, and credentials to develop the most competitive and agile workforce in the nation.

- Objective 4.2: Respond to employment preparation opportunities with instruction focused on relevant skills, credential attainment, and competency development.
 - Strategy 4.2.1: Cultivate existing talent, develop new partnerships with industry associations, and align education and training to the skills required by employers.
 - Strategy 4.2.2: Emphasize education and training that promotes industry-recognized competencies that helps achieve the goal of two million North Carolinians with a postsecondary credential of value by 2030.

Background and Rationale: The purpose of the program is to address the need for current and future skilled labor shortages in North Carolina. ApprenticeshipNC (ANC) is the State Apprenticeship Agency for North Carolina with an established network of regional apprenticeship consultants and coordinators and youth apprenticeship coordinators. In addition, ANC provides apprenticeship awareness and development for employers, education and training institutions, NCWorks Career Centers, workforce development boards, and other agency intermediaries assisting low-income, unemployed, and underemployed citizens.

ANC plans to strengthen, modernize, expand, and diversify its Registered Apprenticeship Program (RAP), and improve RAP completion rates for underrepresented populations and underserved and rural communities. This program encompasses state apprenticeship system building and modernization while also responding to goals and priorities outlined in the [Apprenticeship Building America \(ABA\) Grant Program](#). NC's focus on expanding the number of programs and apprentices in priority industry sectors and diversifying the industries that utilize RAPs will only strengthen North Carolina's economic recovery post-COVID-19 pandemic and ensure preparedness for the future.

The program will focus on the following areas:

- Solidify an expanded Registered Apprenticeship Program (RAP) leading to a baccalaureate degree in partnership with Career and College Promise programs in the

high schools, NC Community College associate degree programs, and NC Promise scholarship universities, Elizabeth City State University, and Fayetteville State University, both Historically Black Colleges and Universities (HBCUs).

- Partnerships with local employers and ANC, create new Registered Apprenticeship Programs (RAPs) in new and emerging industry sectors.
- Create career pathway models to include registered apprenticeships at the local level.
- Use local enrollment data to determine equity gaps (e.g., few Hispanics/Latinos enrolled in life science training or apprenticeships) and provide targeted outreach to those underrepresented populations in partnership with ANC's efforts statewide.

College apprenticeship funds will be used to support education assistance, supportive services, and employer incentives for qualified apprentices.

- Education Assistance: One-time award of \$2,000 to support tuition, books, and fees for community college related instruction or employer-sponsored related instruction.
- Supportive Services: One-time award of \$250 for apprentices with a starting wage of \$15 or less to support approved supportive services:
 - Counseling
 - Childcare (voucher for services)
 - Transportation services
 - Stipend directly to apprentice
 - Rehabilitative services
- Employer Incentives: One-time award of \$2,000 to support training supplies, mentor stipends, and curricula development associated with qualified apprentice.

System Office administrative funds will be used for to support salaries, fringe benefits, and other operating costs associated with the ApprenticeshipNC program.

Method of Allocation: The System Office will allocate the funds to those of the fifty-eight (58) colleges which meet the following criteria:

- Must be a new employer registered as of July 1, 2022.
- Must be a new apprentice enrollment as of July 1, 2022.
- Apprentice is ineligible if they qualify and are receiving disbursements from the NC Apprenticeship Expansion Funds.
- Target Industry Occupations
 - (15-000) Information Tech
 - (17-000) Advanced Manufacturing
 - (19-000) Life Sciences
 - (25-000) Education/Public Service
 - (29-000) Healthcare
 - (47-000) Skilled/Specialty Trades/Construction

- (51-000) Production and Manufacturing
- (53-000) Transportation

The System Office will allocate the entire amount of funds for the new apprentice to the college. To receive the allocation, the college will submit an apprentice agreement to the System Office program staff through North Carolina Registered Apprenticeship Network (NCRAN). Upon review, the System Office program staff will notify both the college representative and System Office finance that the college is eligible to receive the allocation. The funds will be applied to the student's account to cover certain costs of enrollment, as well as certain expenses paid directly by the apprentice's employer as they pertain to costs incurred to train the apprentice.

The qualifications for ABA are different from the qualifications for the NC Apprenticeship Expansion Funds.

Fund Source and Availability: Funding is available from the US Department of Labor, Employment and Training Administration (ETA), Apprenticeship Building America Grant Program. Funds are available July 1, 2022 - June 30, 2026 and should be obligated by June 30, 2025.

Contact:

Dr. Bruce Mack
Vice President of Economic Development

Kathryn Castelloes
Director of ApprenticeshipNC

STATE BOARD OF COMMUNITY COLLEGES
Allocations for Career Pathways
FY 2022-2023

Request: The State Board of Community Colleges is requested to approve an allocation of \$300,000 for the purpose of scaling up the development and implementation of career pathways. This initiative will be funded by Title II, Adult Education and Family Literacy Act (AEFLA) funds (State Leadership).

Strategic Plan Reference:

Theme: Economic and Workforce Development

Goal 4: Provide education, training, and credentials to develop the most competitive and agile workforce in the nation.

- Objective 4.2: Respond to employment preparation opportunities with instruction focused on relevant skills, credential attainment, and competency development.
 - o Strategy 4.2.1: Cultivate existing talent, develop new partnerships with industry associations, and align education and training to the skills required by employers.
 - o Strategy 4.2.2: Emphasize education and training that promotes industry-recognized competencies that helps achieve the goal of two million North Carolinians with a postsecondary credential of value by 2030.
- Objective 4.3: Increase access to the training, education, and wraparound services needed by students to achieve their career goals and upward mobility.

Background:

The Workforce Innovation and Opportunity Act (WIOA), 29 USC § 3101, *et seq.*, signed into law on July 22, 2014, created a new vision for how America prepares an educated and skilled workforce that expands opportunities for workers and employers. The 21st century public workforce development system created through WIOA builds closer ties between business leaders, State and Local Workforce Development Boards (LWDB), labor unions, community colleges, nonprofit organizations, youth-serving organizations, and state and local officials to deliver a more job-driven approach to training and skills development. Adult Education programs need to enhance and develop new, innovative opportunities through increased collaboration with core and non-core partners in creating and accelerating career pathways.

The State of North Carolina Unified Plan articulates these priorities identifying supporting goals:

- Prepare workers to succeed in the North Carolina economy by increasing skills and education attainment.
- Create a workforce system that is responsive to the needs of the economy by fostering employer leadership.
- Promote replication of creative solutions to challenging workforce problems by supporting local innovation.
- Promote System Access, Alignment, Integration, and Modernization

The identification of exemplary colleges who have trained personnel and supportive senior leadership and can serve as a model and mentor to other colleges will accelerate North Carolina's capacity to develop and implement career pathways in in-demand sectors statewide.

Rationale: Six colleges, who consistently demonstrate high performance and are regionally located, were selected as exemplary models of College and Career Readiness (CCR) programs. Prior to selection, these colleges identified a minimum of three employees from a cross section of departments to participate in a comprehensive training that resulted in the Center for Occupational Research and Development's (CORD) Career Pathways Certification. The six colleges selected have a proven track record of serving the College and Career Readiness student population in a comprehensive approach that transcends CCR, curriculum, and continuing education and have the capacity to serve as demonstration models across North Carolina.

Deliverables:

- Identify a minimum of three pathways that will support the local workforce needs and provide training opportunities for local citizens.
- Develop a marketing plan to recruit employers and students.
- Engage in internal planning resulting in a document detailing steps to implementation specific to each community.
- Create a comprehensive professional development plan for internal stakeholders.
- Develop contextualized curricula with a single set of objectives to use with each selected pathway.
- Participate in monthly cohort meetings with System Office staff.
- Serve as a mentor/coach to providers implementing Career Pathways in future phases.

Community College	Allocation
Blue Ridge Community College	50,000
Catawba Valley Community College	50,000
McDowell Technical Community College	50,000
Randolph Community College	50,000
Rowan-Cabarrus Community College	50,000
Wilson Community College	50,000
Total	300,000

Fund Source and Allocation Period: Funding is available from the Title II Adult Education and Family Literacy Act State Leadership. Allocation period is July 1, 2022 – June 30, 2023.

Contact:

Gilda Rubio-Festa

Associate Vice President, State Director Title II

Sandra M. Thompson, Assistant State Director, Title II

State Board of Community Colleges
Construction and Property
November 18, 2022
FY 2022-2023

Attachment FC 05

A. New Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Alamance	2718	Horticulture Technology Storage Building (Main Campus) Construction of a new pre-engineered insulated storage building approximately 1,800 sq. ft. located beside existing greenhouses.	42120 - SCIF New	\$0.00	\$153,800.00	\$153,800.00
					Total	\$0.00	\$153,800.00	\$153,800.00
	2	Brunswick	2704	Public Safety Building (Main Campus) Construction of a new Public Safety training facility approximately 30,000 sq. ft.	SCIF - OSBM	\$0.00	\$12,000,000.00	\$12,000,000.00
					Total	\$0.00	\$12,000,000.00	\$12,000,000.00
	3	Brunswick	2726	Administrative Building Testing Area (Main Campus) Renovation of the Information Highway Room and adjacent spaces to construct the new Testing Center.	42120 - SCIF R&R	\$0.00	\$8,800.00	\$8,800.00
					Total	\$0.00	\$8,800.00	\$8,800.00
	4	Brunswick	2728	McLamb Building Welding Renovation (Main Campus) Expansion of the Welding program to include electrical work, additional welding booths, and a new walkway opening between the adjacent spaces.	Federal	\$0.00	\$4,050.00	\$4,050.00
					42120 - SCIF R&R	\$0.00	\$111,385.00	\$111,385.00
					Total	\$0.00	\$115,435.00	\$115,435.00
	5	Brunswick	2729	Jensen Building Restroom Renovations (Main Campus) Renovation of the restrooms in the Myong and Paul Jenson Workforce Development Center.	42120 - SCIF R&R	\$0.00	\$29,960.00	\$29,960.00
					Total	\$0.00	\$29,960.00	\$29,960.00
	6	Gaston	2619	De-Escalation and Law Enforcement Facility (Main Campus) To construct approximately 5,000 sq. ft. facility and repave Bob and Pat Boyd Drive.	Non-State	\$0.00	\$807,000.00	\$807,000.00
					42120 - SCIF New	\$0.00	\$2,926,172.00	\$2,926,172.00
					Total	\$0.00	\$3,733,172.00	\$3,733,172.00
	7	Gaston	2701	Fire Prop Training Complex (Main Campus) Construction of a burn prop structure approximately 1,280 sq. ft. that will not include utilities.	42120 - SCIF New	\$0.00	\$100,000.00	\$100,000.00
					Total	\$0.00	\$100,000.00	\$100,000.00

State Board of Community Colleges
Construction and Property
November 18, 2022
FY 2022-2023

Attachment FC 05

A. New Projects - Continued								
				Esports Facility and Equipment (Main Campus) Renovation of the former campus police offices to develop an Esports facility approximately 2,300 sq. ft.	SCIF - OSBM	\$0.00	\$749,000.00	\$749,000.00
	8	Guilford	2706		Total	\$0.00	\$749,000.00	\$749,000.00
				Greensboro and Jamestown Development of Mechatronics & Associated Training Space (Multi-Campus) This renovation will provide the upgraded electrical and space modifications required to repurpose current space for the new program.	42120 - SCIF R&R	\$0.00	\$1,000,000.00	\$1,000,000.00
	9	Guilford	2722		Total	\$0.00	\$1,000,000.00	\$1,000,000.00
				Chiller Room Upgrades (Main Campus) Replacement of one cooling tower and two chillers.	Non-State	\$0.00	\$500,000.00	\$500,000.00
	10	Piedmont	2666		Total	\$0.00	\$500,000.00	\$500,000.00
				Building 4 and 6 HVAC Improvements (Main Campus) Project is to upgrade HVAC System components in Building 6 and replace gas fired boiler in Building 4 to improve indoor air quality.	Federal	\$0.00	\$2,000,000.00	\$2,000,000.00
	11	Robeson	2674		Total	\$0.00	\$2,000,000.00	\$2,000,000.00
B. Amended Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
				FTCC Cumberland County Regional Fire & Rescue Training Center Phase - II (FTCC Fire Fighting Facility-Campus) Project is being amended to identify funds.	SCIF - OSBM	\$10,000,000.00	\$10,000,000.00	\$20,000,000.00
					Unidentified	\$10,000,000.00	(\$10,000,000.00)	\$0.00
	1	Fayetteville	2634		Total	\$20,000,000.00	\$0.00	\$20,000,000.00
				Gaston College Fiber Innovation Center (East Campus) Project is being amended to increase project cost due to bids coming in higher than anticipated. Interim President Carver under the authority granted to him by the State Board, approved this project on October 13, 2022.	Non-State	\$7,800,000.00	\$0.00	\$7,800,000.00
					SCIF - OSBM	\$5,000,000.00	\$0.00	\$5,000,000.00
					42120 - SCIF New	\$0.00	\$5,527,478.00	\$5,527,478.00
	2	Gaston	2575		Total	\$12,800,000.00	\$5,527,478.00	\$18,327,478.00

State Board of Community Colleges
Construction and Property
November 18, 2022
FY 2022-2023

Attachment FC 05

B. Amended Projects - Continued								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
*	3	Nash	2442	Veterinary Medical Technology Addition (Main Campus) Project is being amended to increase project cost due to bids coming in higher than anticipated. Contingent upon receiving BOT approval 11/09/22.	Non-State	\$236,337.00	\$55,822.00	\$292,159.00
					46620 - New	\$91,498.18	\$0.00	\$91,498.18
					42160 - SCIF New	\$518,147.82	\$0.00	\$518,147.82
					42120 - SCIF New	\$663,643.00	\$0.00	\$663,643.00
					Total	\$1,509,626.00	\$55,822.00	\$1,565,448.00
	4	Piedmont	2544	Buildings A-J, L, R-T, ADA Upgrades (Main Campus) Project is being amended to change scope of work by adding parking lot improvements and design into the ADA project.	Non-State	\$0.00	\$68,750.00	\$68,750.00
					46620 - R&R	\$61,952.25	\$0.00	\$61,952.25
					42160 - SCIF R&R	\$1,056,331.75	\$0.00	\$1,056,331.75
					Total	\$1,118,284.00	\$68,750.00	\$1,187,034.00
	5	Rowan-Cabarrus	2549	Building 500 Teaching Auditorium Remodel (Main Campus) Project is being amended to increase project cost due to bids coming in higher than anticipated. Interim President Carver under the authority granted to him by the State Board, approved this project on October 18, 2022.	Non-State	\$200,000.00	\$0.00	\$200,000.00
					46620 - R&R	\$800,000.00	(\$764,482.80)	\$35,517.20
					42160 - SCIF R&R	\$0.00	\$764,482.80	\$764,482.80
					42120 - SCIF R&R	\$0.00	\$500,000.00	\$500,000.00
					Total	\$1,000,000.00	\$500,000.00	\$1,500,000.00
	6	South Piedmont	2522	Aseptic Training Facility (Main Campus) Project is being amended for an increase in cost due to original design not including specialty machines.	Non-State	\$0.00	\$11,075,100.00	\$11,075,100.00
					SCIF - OSBM	\$15,000,000.00	\$0.00	\$15,000,000.00
					42020	\$1,500,000.00	\$0.00	\$1,500,000.00
					Unidentified	\$5,760,000.00	(\$5,760,000.00)	\$0.00
					Total	\$22,260,000.00	\$5,315,100.00	\$27,575,100.00
C. Final Close-Out Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	N/A							

State Board of Community Colleges
Construction and Property
November 18, 2022
FY 2022-2023

Attachment FC 05

D. Acquisition and Disposal of Real Property			
	Item	College	Action Requested
	1	Southwestern	The Board of Trustees of Southwestern Community College requests permission as per G.S. 115D-15 to dispose of, by demolition an uninhabitable structure located near the Macon Early College Building. The Board of Trustees has determined that the property is unnecessary for college purposes. Interim President Carver under the authority granted to him by the State Board, approved this project on October 20, 2022.
	2	Wilson	The Board of Trustees of Wilson Community College requests permission as per G.S. 115D-15 to dispose of, by demolition approximately 810 sq. ft. of Building D known as the connector located on the Herring Avenue portion of the main campus. The College is creating a road to connect the northwest side of the campus to the southeast side of the campus. Interim President Carver under the authority granted to him by the State Board, approved this project on October 18, 2022.
E. Delegated Authority for Certain Capital Projects - between \$500,000 and less than \$2,000,000			
	Colleges		Description
N/A			

State Fund Legend

40720 - Special Projects/Equipment to Capital/Advanced Planning Funds S.L. 2006-66
41220 - Equipment to Capital S.L. 2011-145
41520 - Equipment to Capital S.L. 2015-241
41720 - Special Project S.L. 2017-57
41820 - Special Project S.L. 2018-5, Hurricane Relief funds S.L. 2018-136
41920 - Special Project S.L. 2019-235
42020 - Special Project S.L. 2019-235
42120 - SCIF (\$400M) S.L. 2021-180
42160 - SCIF (Remaining Connect NC Bond Funds as of October 1, 2022 converted to SCIF)
46620 - 2016 Connect NC Bonds S.L. 2015-280
SCIF - OSBM Administered S.L. 2021-180 (FY 21-2023) & S.L. 2022-174 (FY 22-2023)

STATE BOARD OF COMMUNITY COLLEGES
ESTIMATED TUITION AND FEES COLLECTED THROUGH
October 31, 2022

	2020-21	2021-22	2022-23	INCR/DECR OVER PRIOR YEAR
BUDGETED RECEIPTS	\$ 315,104,272	\$ 287,721,290	\$ 286,451,539	-0.4%
ACTUAL NET RECEIPTS COLLECTED	130,464,735	128,569,525	126,055,521	-2.0%
BUDGETED RECEIPTS UNCOLLECTED	\$ 184,639,537	\$ 159,151,765	\$ 160,396,018	
PERCENT OF BUDGET COLLECTED	41.40%	44.69%	44.01%	

STATE BOARD OF COMMUNITY COLLEGES

Summary of 2021-22 State Funded Financial Aid Programs for Community College Students

The N.C. Community College Grant Program – Since 1991, the State Board of Community Colleges has been authorized by G.S. 115D-40.1(c) to approve disbursement of need-based financial assistance to community college students. During the 2021-22 fiscal year, 20,188 students received \$13,230,789 in Community College Grants. This represents an increase of 188 students and a decrease of \$1,083,305 from the \$14,314,094 disbursed during 2020-21. These grants are based upon the eligibility guidelines which are standard federal financial aid methodology. They are targeted at students who receive little or no Pell assistance and are below the Hope Scholarship Tax Credit threshold. The average award for students from this funding source was \$655.37.

Targeted Assistance – Since 2001, the State Board of Community Colleges has been authorized by G.S. 115D-40.1(b) to allocate no more than ten percent (10%) of the funds appropriated for Financial Assistance for Community College students to:

- (1) Students who do not qualify for need-based assistance but who enroll in low-enrollment programs that prepare students for high-demand occupations, and
- (2) Students with disabilities who have been referred by the Division of Vocational Rehabilitation and are enrolled in a community college.

During the 2021-22 fiscal year, colleges self-reported Targeted Assistance Funds totaling \$403,228 were awarded at 47 colleges that requested assistance for students in credit programs and non-credit programs. (Attached Spreadsheet)

Less Than Half Time – Since 2003, the State Board of Community Colleges has authorized “*The Less than Half-Time*” program which provides need-based assistance to students enrolled 6 hours or less (less than half-time) in certificate, diploma, or associate degree programs. During the 2021-22 fiscal year, colleges self-reported the Less than Half-Time Grant program provided \$127,787 in assistance to 32 colleges. (Attached Spreadsheet)

Contact Person:

Mrs. Brenda Burgess
Associate Director of Student Aid

**North Carolina Community College
Targeted Assistance and Less Than Half Time
Fund Expenditure
(As Reported by Colleges)**

Attachment FC 07A

Colleges	College Allocation	Targeted Assistance				Less than Half Time			Aggregated Award	Unexpended Funds
		# Students	Total Awarded	Avg. Award		# Students	Total Awarded	Avg. Award		
Alamance CC	\$9,758.00	10	\$ 4,990	\$ 499.00		10	\$ 2,817	\$ 281.70	\$ 7,807	\$1,951.00
Asheville-Buncombe TCC	\$12,691.00	41	\$ 12,554	\$ 306.20		0	\$ -	\$ -	\$ 12,554	\$137.00
Beaufort CC	\$4,202.00	39	\$ 1,878	\$ 48.15		16	\$ 2,324	\$ 145.25	\$ 4,202	\$0.00
Bladen CC	\$5,114.00	18	\$ 5,114	\$ 284.11		0	\$ -	\$ -	\$ 5,114	\$0.00
Blue Ridge CC	\$4,909.00	8	\$ 2,109	\$ 263.63		8	\$ 2,800	\$ 350.00	\$ 4,909	\$0.00
Brunswick CC	\$4,218.00	0	\$ -	\$ -		0	\$ -	\$ -	\$ -	\$4,218.00
Caldwell CC&TI	\$8,494.00	17	\$ 5,378	\$ 316.35		9	\$ 3,116	\$ 346.22	\$ 8,494	\$0.00
Cape Fear CC	\$18,896.00	37	\$ 18,896	\$ 510.70		0	\$ -	\$ -	\$ 18,896	\$0.00
Carteret CC	\$4,763.00	8	\$ 4,763	\$ 595.38		0	\$ -	\$ -	\$ 4,763	\$0.00
Catawba Valley CC	\$10,190.00	0	\$ -	\$ -		27	\$ 8,284	\$ 306.81	\$ 8,284	\$1,906.00
Central Carolina CC	\$11,437.00	2	\$ 6,164	\$ 3,082.00		2	\$ 532	\$ 266.00	\$ 6,696	\$4,741.00
Central Piedmont CC	\$39,770.00	89	\$ 39,770	\$ 446.85		0	\$ -	\$ -	\$ 39,770	\$0.00
Cleveland CC	\$6,868.00	32	\$ 4,768	\$ 149.00		20	\$ 2,100	\$ 105.00	\$ 6,868	\$0.00
Coastal Carolina CC	\$11,275.00	22	\$ 11,275	\$ 512.50		0	\$ -	\$ -	\$ 11,275	\$0.00
College of the Albemarle	\$4,830.00	22	\$ 4,830	\$ 219.55		0	\$ -	\$ -	\$ 4,830	\$0.00
Craven CC	\$7,684.00	52	\$ 7,684	\$ 147.77		0	\$ -	\$ -	\$ 7,684	\$0.00
Davidson-Davie CC	\$10,175.00	4	\$ 5,743	\$ 1,435.63		31	\$ 4,310	\$ 139.03	\$ 10,053	\$122.50
Durham TCC	\$11,211.00	41	\$ 8,321	\$ 202.95		16	\$ 2,890	\$ 180.63	\$ 11,211	\$0.00
Edgecombe CC	\$7,727.00	20	\$ 6,153	\$ 307.65		16	\$ 1,574	\$ 98.38	\$ 7,727	\$0.00
Fayetteville TCC	\$35,379.00	31	\$ 30,500	\$ 983.87		21	\$ 4,879	\$ 232.33	\$ 35,379	\$0.00
Forsyth TCC	\$19,885.00	114	\$ 19,885	\$ 174.43		0	\$ -		\$ 19,885	\$0.00
Gaston College	\$12,466.00	0	\$ -	\$ -		42	\$ 12,376	\$ 294.67	\$ 12,376	\$90.00
Guilford TCC	\$34,337.00	43	\$ 23,826	\$ 554.08		28	\$ 10,131	\$ 361.84	\$ 33,957	\$380.00
Halifax CC	\$3,498.00	15	\$ 3,498	\$ 233.20		0	\$ -	\$ -	\$ 3,498	\$0.00
Haywood CC	\$4,598.00	0	\$ -	\$ -		19	\$ 4,598	\$ 242.00	\$ 4,598	\$0.00
Isothermal CC	\$5,615.00	11	\$ 5,615	\$ 510.45		0	\$ -	\$ -	\$ 5,615	\$0.00
James Sprunt CC	\$4,564.00	5	\$ 2,284	\$ 456.80		9	\$ 2,280	\$ 253.33	\$ 4,564	\$0.00
Johnston CC	\$8,561.00	5	\$ 1,569	\$ 313.80		26	\$ 6,992	\$ 268.92	\$ 8,561	\$0.00
Lenoir CC	\$6,614.00	17	\$ 6,614	\$ 389.06		0	\$ -	\$ -	\$ 6,614	\$0.00
Martin CC	\$2,454.00	0	\$ -	\$ -		10	\$ 2,454	\$ 245.40	\$ 2,454	\$0.00
Mayland CC	\$2,733.00	11	\$ 2,133	\$ 193.91		6	\$ 600	\$ 100.00	\$ 2,733	\$0.00
McDowell TCC	\$3,040.00	0	\$ -	\$ -		13	\$ 3,040	\$ 233.85	\$ 3,040	\$0.00
Mitchell CC	\$5,773.00	3	\$ 909	\$ 303.00		18	\$ 4,864	\$ 270.22	\$ 5,773	\$0.00
Montgomery CC	\$2,626.00	13	\$ 1,750	\$ 134.62		6	\$ 876	\$ 146.00	\$ 2,626	\$0.00

**North Carolina Community College
Targeted Assistance and Less Than Half Time
Fund Expenditure
(As Reported by Colleges)**

Attachment FC 07A

Nash CC	\$7,529.00	13	\$ 7,529	\$ 579.15	0	\$ -	\$ -	\$ 7,529	\$0.00
Pamlico CC	\$1,914.00	7	\$ 1,117	\$ 159.50	5	\$ 798	\$ 159.50	\$ 1,914	\$0.00
Piedmont CC	\$3,641.00	10	\$ 3,641	\$ 364.10	0	\$ -	\$ -	\$ 3,641	\$0.00
Pitt CC	\$25,189.00	49	\$ 20,889	\$ 426.31	11	\$ 4,300	\$ 390.91	\$ 25,189	\$0.00
Randolph CC	\$7,128.00	15	\$ 6,244	\$ 416.27	7	\$ 884	\$ 126.29	\$ 7,128	\$0.00
Richmond CC	\$7,781.00	0	\$ -	\$ -	25	\$ 6,763	\$ 270.52	\$ 6,763	\$1,018.00
Roanoke Chowan CC	\$2,495.00	4	\$ 2,328	\$ 582.00	2	\$ 167	\$ 83.50	\$ 2,495	\$0.00
Robeson CC	\$7,764.00	0	\$ -	\$ -	28	\$ 7,600	\$ 271.43	\$ 7,600	\$164.00
Rockingham CC	\$4,968.00	0	\$ -	\$ -	19	\$ 4,968	\$ 261.47	\$ 4,968	\$0.00
Rowan Cabarrus CC	\$14,362.00	9	\$ 14,362	\$ 1,595.78	0	\$ -	\$ -	\$ 14,362	\$0.00
Sampson CC	\$5,167.00	28	\$ 5,167	\$ 184.54	0	\$ -	\$ -	\$ 5,167	\$0.00
Sandhills CC	\$9,073.00	22	\$ 9,073	\$ 412.41	0	\$ -	\$ -	\$ 9,073	\$0.00
South Piedmont CC	\$4,213.00	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$4,213.00
Southeastern CC	\$5,006.00	30	\$ 5,006	\$ 166.87	0	\$ -	\$ -	\$ 5,006	\$0.00
Southwestern CC	\$5,633.00	6	\$ 5,633	\$ 938.83	0	\$ -	\$ -	\$ 5,633	\$0.00
Stanly CC	\$6,984.00	0	\$ -	\$ -	34	\$ 6,984	\$ 205.41	\$ 6,984	\$0.00
Surry CC	\$6,929.00	13	\$ 6,929	\$ 533.00	0	\$ -	\$ -	\$ 6,929	\$0.00
Tri-County CC	\$3,420.00	14	\$ 1,710	\$ 122.14	8	\$ 1,710	\$ 213.75	\$ 3,420	\$0.00
Vance-Granville CC	\$6,706.00	50	\$ 6,706	\$ 134.12	0	\$ -	\$ -	\$ 6,706	\$0.00
Wake TCC	\$41,738.00	28	\$ 38,237	\$ 1,365.61	13	\$ 3,496	\$ 268.92	\$ 41,733	\$5.00
Wayne CC	\$8,639.00	5	\$ 2,319	\$ 463.80	16	\$ 6,280	\$ 392.50	\$ 8,599	\$40.00
Western Piedmont CC	\$5,555.00	18	\$ 5,555	\$ 308.61	0	\$ -	\$ -	\$ 5,555	\$0.00
Wilkes CC	\$6,961.00	46	\$ 6,961	\$ 151.33	0	\$ -	\$ -	\$ 6,961	\$0.00
Wilson CC	\$4,850.00	38	\$ 4,850	\$ 127.63	0	\$ -	\$ -	\$ 4,850	\$0.00
Total	\$550,000.00	1135	\$ 403,228	\$389.77	521	\$ 127,787	\$ 131.79	\$ 9,155	\$18,985.50

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
46620 CONNECT NC BOND CONVERSION TO 42160 SCIF
AS OF SEPTEMBER 30, 2022

Attachment FC 08

College	Project #	Project Title	Connect NC Bond Budget (46620)	Amount 46620 Bonds Total Expended	Amount 42160 SCIF Total Converted
Alamance	2395	Main Bldg., B Bldg. & Auto Shop Bldg. R&R	\$4,650,339.00	\$4,377,557.63	\$272,781.37
Alamance	2400	A Bldg. - Culinary Renovation	\$1,100,000.00	\$1,082,224.29	\$17,775.71
Alamance	2558	Elevated Bridge Walkway	\$251,250.00	\$70,810.00	\$180,440.00
Asheville-Buncombe	2145	Sunnicrest Exterior Renovation	\$500,000.00	\$499,449.69	\$550.31
Asheville-Buncombe	2508	Ramsey Building Bathrooms Upgrade	\$100,000.00	\$52,926.25	\$47,073.75
Asheville-Buncombe	4N00	Undesignated	\$2,653.52	\$0.00	\$2,653.52
Beaufort	2588	Boat Building Facility	\$934,608.19	\$84,965.50	\$849,642.69
Beaufort	4N00	Undesignated	\$27,499.09	\$0.00	\$27,499.09
Bladen	2600	Buildings 1,2,7&10 ADA Modifications	\$508,909.75	\$0.00	\$508,909.75
Cape Fear	2197	K Building Renovation	\$718,000.00	\$717,508.49	\$491.51
Cape Fear	2352	A,S,N Building Complex Renovations	\$4,340,685.00	\$4,219,637.13	\$121,047.87
Central Carolina	2098	Health Sciences Center	\$2,100,000.00	\$1,989,553.95	\$110,446.05
Central Carolina	2375	Miriello & ConEd Bldgs Mechanical Upgrades	\$495,000.00	\$483,280.00	\$11,720.00
Central Carolina	2649	Miriello Roof Replacement	\$506,696.06	\$267,000.00	\$239,696.06
Central Carolina	4N00	Undesignated	\$39,415.07	\$0.00	\$39,415.07
Central Piedmont	4N00	Undesignated	\$303,033.05	\$0.00	\$303,033.05
Cleveland	2211	Advanced Manufacturing Bldg	\$1,603,658.91	\$847,438.72	\$756,220.19
Cleveland	2620	Courtyard & Catwalk Renovation	\$900,000.00	\$0.00	\$900,000.00
Cleveland	2622	Mechanical Systems	\$600,000.00	\$0.00	\$600,000.00
Cleveland	2691	North Training Site Renovation	\$468,000.00	\$0.00	\$468,000.00
Cleveland	2621	Campus Signage	\$694,554.00	\$0.00	\$694,554.00
Cleveland	4N00	Undesignated	\$115,078.00	\$0.00	\$115,078.00
Coastal Carolina	2164	Classroom Building	\$6,973,103.00	\$0.00	\$6,973,103.00
College of The Albermarle	2690	Allied Health Simulation Lab	\$1,500,000.00	\$0.00	\$1,500,000.00
College of The Albermarle	4N00	Undesignated	\$73,038.00	\$0.00	\$73,038.00
Davidson-Davie	2380	Dr. Slate Med Center Renovation	\$695,000.00	\$0.00	\$695,000.00
Davidson-Davie	2599	Davie Health Tech & Community Bldg Reno	\$1,100,000.00	\$430,205.37	\$669,794.63
Davidson-Davie	2585	Gee Rooftop Replacement	\$200,000.00	\$0.00	\$200,000.00
Davidson-Davie	4N00	Undesignated	\$192,889.92	\$0.00	\$192,889.92
Durham	2569	Orange Cty Classroom & Lab Bldg	\$1,000,000.00	\$0.00	\$1,000,000.00
Edgecombe	2261	Barnes Renovations Project	\$537,875.00	\$363,828.73	\$174,046.27
Edgecombe	2589	Barnes Auditorium Renovations	\$229,217.50	\$186,509.42	\$42,708.08
Edgecombe	4N00	Undesignated	\$54,815.86	\$0.00	\$54,815.86
Forsyth	4N00	Undesignated	\$46,463.19	\$0.00	\$46,463.19
Gaston	2206	Veterinary Technology Facility	\$4,277,000.00	\$4,072,617.25	\$204,382.75
Gaston	2554	Lincoln Campus Renovation	\$1,663,555.00	\$646,496.47	\$1,017,058.53
Gaston	4N00	Undesignated	\$9,352.00	\$0.00	\$9,352.00
Halifax	4N00	Undesignated	\$2,787.30	\$0.00	\$2,787.30
Isothermal	2398	Agribusiness Barn Facility	\$216,000.00	\$215,980.19	\$19.81
Isothermal	2505	Roof Replacement-Perf. Arts/IT	\$1,578,750.00	\$37,850.00	\$1,540,900.00
Isothermal	2536	Polk Center Renovations	\$150,000.00	\$129,748.27	\$20,251.73
Isothermal	2679	Student Center HVAC Replacement	\$1,250,000.00	\$0.00	\$1,250,000.00
Isothermal	4N00	Undesignated	\$1,569,655.47	\$0.00	\$1,569,655.47
James Sprunt	2423	Hoffler Bldg. Health Education Facility	\$2,449,065.00	\$2,261,905.12	\$187,159.88
James Sprunt	2628	Workforce Development Center	\$417,841.01	\$0.00	\$417,841.01
Lenoir	2405	Health Sciences Bldg Renovation	\$5,304,048.00	\$2,819,179.81	\$2,484,868.19
Lenoir	4N00	Undesignated	\$8,619.99	\$0.00	\$8,619.99
Martin	2324	Campus Security	\$351,858.00	\$255,148.01	\$96,709.99
Martin	2332	Equine Facility Improvements	\$923,098.54	\$899,219.71	\$23,878.83
Martin	2340	Building 1 Renovations	\$325,000.00	\$278,752.24	\$46,247.76
Martin	2413	Library/Student Center Renovation	\$450,000.00	\$273,197.18	\$176,802.82
Martin	2525	Buildings 3&4 HVAC Systems and Controls	\$450,000.00	\$223,449.85	\$226,550.15
Martin	4N00	Undesignated	\$749,454.67	\$0.00	\$749,454.67
McDowell	2696	Cedar Building Student Center Renovation	\$270,259.48	\$0.00	\$270,259.48
Mitchell	2581	D. Matt Thompson Building Renovations	\$229,822.18	\$11,990.83	\$217,831.35
Montgomery	2278	Building 100 Interior Reno, HVAC, Roof	\$3,895,000.00	\$3,519,249.00	\$375,751.00
Montgomery	4N00	Undesignated	\$19,461.93	\$0.00	\$19,461.93
Nash	2442	Vet Medical Tech Addition	\$609,646.00	\$91,498.18	\$518,147.82
Pamlico	2201	Johnson Building Renov & STEM Addition	\$4,044,335.00	\$3,692,249.18	\$352,085.82
Pamlico	4N00	Undesignated	\$0.55	\$0.00	\$0.55
Piedmont	2544	Building A-J and I,R,S,T ADA Compliance	\$1,118,284.00	\$61,952.25	\$1,056,331.75
Piedmont	2545	Buildings K&P ADA Compliance	\$745,237.00	\$43,813.88	\$701,423.12
Piedmont	2550	Cntr. For Ed & Agri Development	\$1,400,000.75	\$0.00	\$1,400,000.75

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
46620 CONNECT NC BOND CONVERSION TO 42160 SCIF
AS OF SEPTEMBER 30, 2022

Attachment FC 08

College	Project #	Project Title	Connect NC Bond Budget (46620)	Amount 46620 Bonds Total Expended	Amount 42160 SCIF Total Converted
Roanoke -Chowan	2266	Build Fine Arts Center	\$4,564,569.00	\$98,083.50	\$4,466,485.50
Roanoke -Chowan	2269	Davis Center Renovation	\$300,000.00	\$3,825.00	\$296,175.00
Roanoke -Chowan	4N00	Undesignated	\$247,181.97	\$0.00	\$247,181.97
Robeson	2136	Emergency Services Classroom Bldg	\$3,045,836.00	\$2,759,248.01	\$286,587.99
Robeson	2426	Building 11 Classroom Addition & Reno	\$2,062,332.00	\$331,510.50	\$1,730,821.50
Rockingham	2152	Industrial Technology I&II Renovation	\$3,641,712.00	\$280,596.20	\$3,361,115.80
Rockingham	2430	Humanities Building Renovation 2nd Fl	\$1,030,230.69	\$1,028,322.83	\$1,907.86
Rockingham	2328	Emergency Services Classroom Bldg	\$100,000.00	\$57,069.02	\$42,930.98
Rowan-Cabarrus	2549	Building 500 Teaching Auditorium	\$800,000.00	\$35,517.20	\$764,482.80
Rowan-Cabarrus	4N00	Undesignated	\$1,966,029.77	\$0.00	\$1,966,029.77
Sampson	2436	Transportation Annex	\$1,940,167.00	\$1,359,678.54	\$580,488.46
Sampson	2564	Trades Center	\$331,653.00	\$14,318.00	\$317,335.00
Sampson	4N00	Undesignated	\$665,428.00	\$0.00	\$665,428.00
Southeastern	4N00	Undesignated	\$1,420,268.38	\$0.00	\$1,420,268.38
Southwestern	2402	Fire Rescue Training Center	\$1,400,000.00	\$95,965.65	\$1,304,034.35
Southwestern	4N00	Undesignated	\$292,055.40	\$0.00	\$292,055.40
Stanly	2357	Structural Settlement Patterson, Kelley	\$680,000.00	\$393,730.80	\$286,269.20
Stanly	2629	Water Distribution Infrastructure	\$1,500,000.00	\$0.00	\$1,500,000.00
Stanly	4N00	Undesignated	\$1,747,328.08	\$0.00	\$1,747,328.08
Surry	2604	A Building Roof Replacement	\$450,245.02	\$0.00	\$450,245.02
Tri-County	2559	Sustainable Agriculture Shipping/Recving	\$477,000.00	\$465,741.40	\$11,258.60
Tri-County	2598	West Bldg. & Additional Access Door R&R	\$353,603.46	\$52,767.05	\$300,836.41
Vance-Granville	4N00	Undesignated	\$71,076.89	\$0.00	\$71,076.89
Wake	4N00	Undesignated	\$396,301.23	\$0.00	\$396,301.23
Wilkes	4N00	Undesignated	\$0.27	\$0.00	\$0.27
Wilson	2431	Bldg S - New Construction	\$5,163,372.34	\$1,094,702.99	\$4,068,669.35
			\$102,686,304.48	\$43,278,269.28	\$59,408,035.20

New	\$25,722,684.82
R&R	\$23,665,462.78
Undesignated	\$10,019,887.60
Projects	64
Undesignated	25

Connect NC Bond Authorization per S.L. 2015-280	\$350,000,000.00
Transition to 42160 SCIF	-\$59,408,035.20
Connect NC Bond Funds Revised Authorization	\$290,591,964.80

Attachment OSBM Memo



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER
 GOVERNOR

CHARLES PERUSSE
 STATE BUDGET DIRECTOR

September 20, 2022

To: Brandy Andrews
 Senior Vice President and Chief Financial Officer
 North Carolina Community College System

From: Mark Bondo
 Principal Budget Analyst
 Office of State Budget and Management

A handwritten signature in black ink, appearing to read "Mark Bondo".

The 2021 Appropriations Act (S.L. 2021-180, Sec. 40.9) cancelled the remaining authorized, but unissued General Obligation Bonds under the Connect NC Bond Act of 2015 (S.L. 2015-280). The remaining authorized, but unissued bond funds were replaced by an appropriation of State Capital and Infrastructure Funds. The North Carolina Community College System is requested to move unexpended projects from Connect NC Bond funds to State Capital and Infrastructure Funds in order to maintain project financing.

Thank you for your assistance,

Mark Bondo

Cc: Casey Harris-Pratt, OSBM
 Brian Farmer, OSBM
 Cole Justad, OSBM
 Amy Bowman, NCCCS
 Dorrine Fokes, NCCCS
 Stephanie Fisher, NCCCS
 Bryan Conrad, NCCCS



Labor Market Adjustment Reserve Report

October 31, 2022

Submitted by the North Carolina Community College
System

Submitted to the Office of State Human Resources (OSHR) and
the Fiscal Research Division

As Required by Section 39.2.(d) of S.L. 2022-74

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
REPORT ON THE USE OF FUNDS FROM THE 2022 LABOR MARKET ADJUSTMENT
RESERVE

Background

The 2022 Appropriations Act appropriated approximately \$12 million in recurring funds for labor market salary adjustments for NC Community Colleges (NCCCS). The funds are to address specific staffing issues by providing targeted salary increases. The labor market salary adjustment appropriation included funds for salary adjustments and the associated cost of the employers' retirement and social security contributions. These recurring funds were included in the colleges' formula allotments as approved in the FY 2022-23 State Aid Allocations and Budget Policies document.

Section 39.2.(a) of S.L. 2022-74 authorized agencies to award salary adjustments to identified employees pursuant to the following requirements:

- (1) any increase provided to an employee shall not exceed the greater of fifteen thousand dollars (\$15,000) or fifteen percent (15%) of their current base salary.
- (2) Any increase provided to an employee may not result in the employee's salary exceeding the maximum salary of the salary range associated with the position.
- (3) No more than twenty-five percent (25%) of the agency's permanent employees may receive a salary increase from the funds appropriated for this purpose.
- (4) Funds may not be awarded to employees in positions with salaries set in law or paid based on an experience-based salary schedule that is eligible to receive funding from the Pay Plan Reserve.
- (5) Funds must be used to increase salaries paid to employees and shall not be used to supplant other funding sources or for any other purpose.

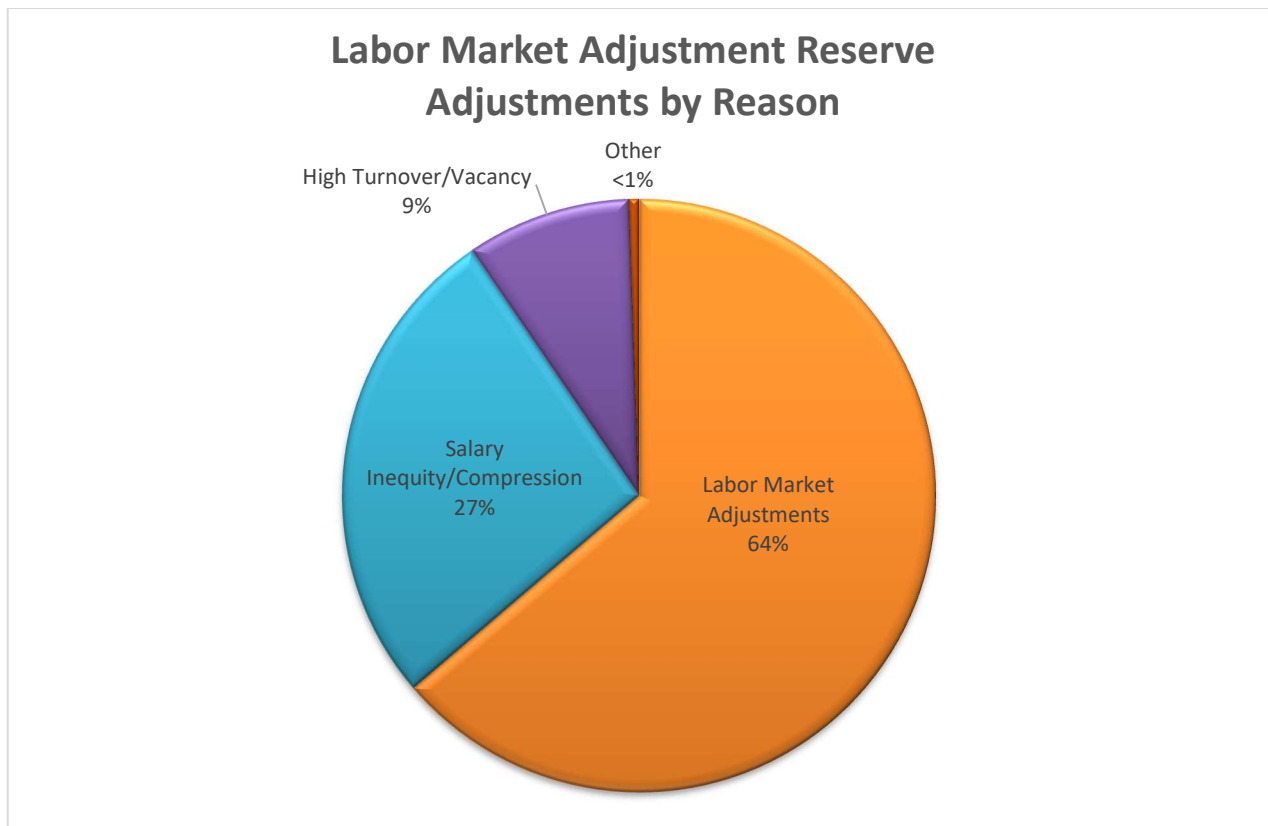
Summary

Colleges reported approximately \$11 million (88%) of the NCCCS Labor Market Adjustment Reserve was used for recurring salary increases. The following summary reflects reporting from the fifty-eight colleges. Forty-six colleges have utilized their availability. Eight colleges used a portion and still have funds available. Four colleges have not reported use of the Labor Market Adjustment Reserve due to being in the process of conducting local labor market studies to aid in making decisions.

The following charts show the use of funds from the Labor Market Adjustment Reserve based on adjustment by reason, number of recipients, and recipients by college functional area.

Per Section 39.2.(a) of S.L. 2022-74, colleges could provide increases to a maximum of 25% of permanent positions. Total permanent positions reported by the colleges were 15,153 with 2,931 receiving a recurring salary adjustment. On average, colleges provided recurring salary adjustments for 19.3% of permanent positions. Of the fifty-four colleges who have used all or a portion of their reserve, none exceeded the 25% maximum. Colleges ranged from 25% to 7% of permanent positions.

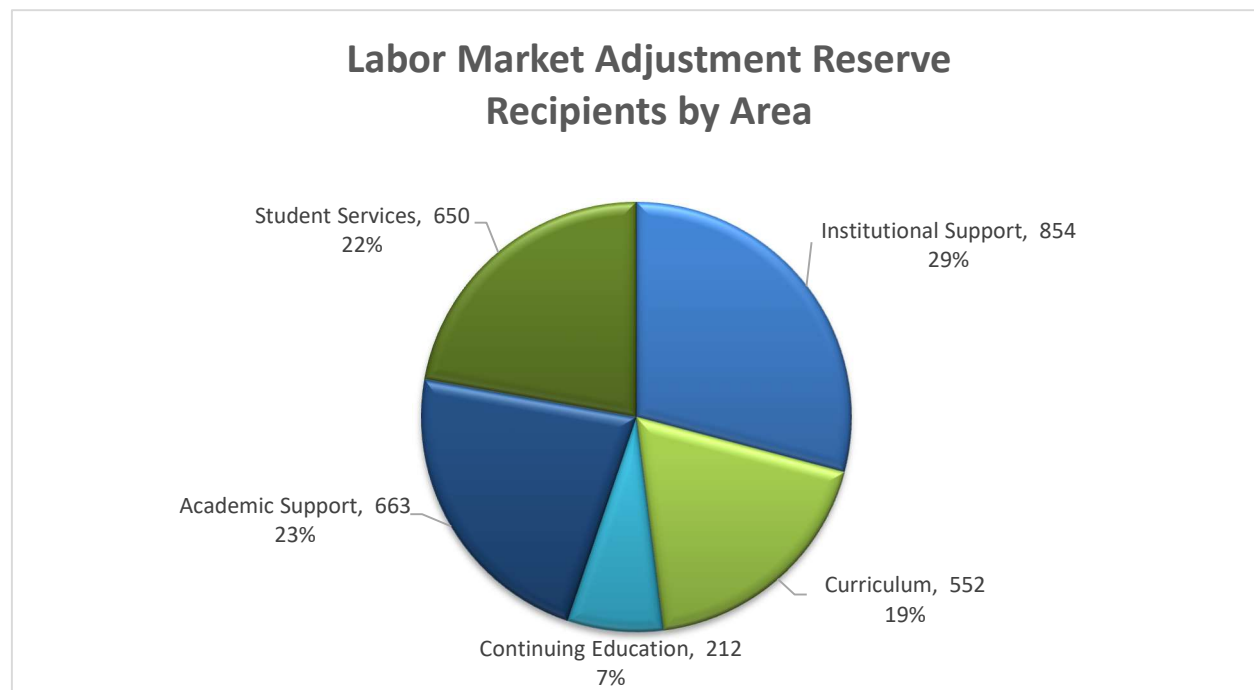
Colleges reported their use of the reserve based on four categories: (1) Labor Market Adjustments, (2) Salary Inequity or Salary Compression, (3) High Turnover or High Vacancy Rate and (4) Other. Fifty-one colleges provided targeted labor market-based increases to 1,858 employees as part of their plan, which comprise 64% of the total increases provided by the reserve. Forty-one colleges gave increases for salary inequity to 834 employees for 27% of the total increases provided. Adjustments for high turnover or high vacancy rates were provided to 223 employees for 9% of funds. Less than one percent of the funds were awarded by three colleges in the other category for degree attainment adjustments for retention and adjustments due to additional duties and scope of job changes caused by staffing challenges from retirements and turnover. Table 1 and Table 2 below provide this breakout by community college.



Colleges reported recipients of the reserve based on five college functional areas: (1) Institutional Support, (2) Curriculum Instruction, (3) Continuing Education Instruction, (4) Academic Support & Administration, and (5) Student Services. The chart below reflects the breakout of recipients by functional area. The following list provides examples in each area.

- *Institutional Support*: executive management, financial services, human resources, communications, institutional effectiveness, and IT services that serve administrative activities.
- *Curriculum and Continuing Education*: faculty that deliver instruction to students.
- *Academic Support*: administration of instruction for directors, deans, IT services that serve instructional activities, and personnel who directly support instructional programs.
- *Student Services*: admissions, registrar, counseling, and financial aid.

The chart below shows the number of recipients and percentage by area. Table 3 provides the breakout by college.



It is important to note that colleges used the Labor Market Adjustment Reserve in conjunction with the Faculty Recruitment and Retention Fund established in the 2021 Appropriations Act when making decisions about how to best utilize funds. The faculty recruitment and retention funds were appropriated for faculty in high demand fields only. The Labor Market Adjustment Reserve allowed colleges to address other targeted needs.

Overall, community colleges have reported utilizing 88% of the Labor Market Adjustment Reserve. As outlined in the guidance memo from The Office of State Human Resources updated on August 17, 2022, colleges can continue to award remaining funds after the reporting date.

Table 1

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2022-23 Labor Market Adjustment Reserve
Adjustments by Reason

Attachment FC 09

Community College	Labor Market- Based Adjustments	Salary Inequity Issues or Salary Compensation	High Turnover or High Vacancy Rate	Other	Total
Alamance CC	\$ 127,912	\$ 80,197	\$ 17,579	\$ -	\$ 225,688
Asheville-Buncombe TCC	258,723	62,315	-	-	321,038
Beaufort County CC	-	110,434	-	-	110,434
Bladen CC	-	86,551	-	-	86,551
Blue Ridge CC	159,162	-	-	-	159,162
Brunswick CC	15,012	96,468	3,264	1,305	116,049
Caldwell CC and TI	219,081	7,917	-	-	226,999
Cape Fear CC	-	-	-	-	-
Carteret CC	50,545	45,116	19,581	-	115,242
Catawba Valley CC	243,945	-	-	-	243,945
Central Carolina CC	241,925	47,902	-	-	289,828
Central Piedmont CC	860,939	-	-	-	860,939
Cleveland CC	136,284	35,473	-	-	171,757
Coastal Carolina CC	130,379	10,895	84,445	-	225,719
College of the Albemarle	34,632	98,225	17,297	-	150,154
Craven CC	101,855	74,935	-	-	176,790
Davidson-Davie CC	216,886	-	-	-	216,886
Durham TCC	180,276	89,993	-	-	270,269
Edgecombe CC	39,359	63,757	4,598	2,027	109,741
Fayetteville TCC	383,472	277,176	-	-	660,648
Forsyth TCC	-	-	-	-	-
Gaston College	106,451	31,486	65,774	56,161	259,873
Guilford TCC	-	559,316	-	-	559,316
Halifax CC	-	-	-	-	-
Haywood CC	91,108	-	-	-	91,108
Isothermal CC	20,650	87,917	-	-	108,568
James Sprunt CC	58,178	32,243	10,443	-	100,864
Johnston CC	155,103	72,322	-	-	227,425
Lenoir CC	128,483	-	-	-	128,483
Martin CC	37,896	10,930	12,606	-	61,432
Mayland CC	45,222	21,040	-	-	66,262
McDowell TCC	84,754	-	-	-	84,754
Mitchell CC	80,454	172	-	-	80,627
Montgomery CC	49,885	8,420	9,791	-	68,095
Nash CC	56,643	72,886	25,245	-	154,773
Pamlico CC	12,073	13,331	24,265	-	49,669
Piedmont CC	35,225	59,860	-	-	95,085
Pitt CC	252,505	92,760	39,264	-	384,529
Randolph CC	109,638	18,542	21,197	-	149,377
Richmond CC	153,770	-	-	-	153,770
Roanoke Chowan CC	56,713	-	-	-	56,713
Robeson CC	-	-	-	-	-
Rockingham CC	37,007	57,986	10,591	-	105,583
Rowan-Cabarrus CC	359,831	-	-	-	359,831
Sampson CC	123,640	-	-	-	123,640
Sandhills CC	40,008	112,575	61,192	-	213,775
South Piedmont CC	104,307	-	-	-	104,307
Southeastern CC	75,969	27,414	-	-	103,384
Southwestern CC	79,812	55,198	14,443	-	149,453
Stanly CC	112,084	42,704	-	-	154,788
Surry CC	167,653	8,116	-	-	175,768
Tri-County CC	77,867	-	-	-	77,867
Vance-Granville CC	115,408	17,258	37,894	-	170,560
Wake TCC	536,342	80,123	482,384	-	1,098,849
Wayne CC	13,033	154,118	13,033	-	180,184
Western Piedmont CC	67,649	30,677	14,489	-	112,814
Wilkes CC	131,193	26,761	-	-	157,953
Wilson CC	45,024	62,357	-	-	107,381
Total	\$ 7,021,963	\$ 2,943,868	\$ 989,372	\$ 59,494	\$ 11,014,697
	64%	27%	9%	>1%	

Table 2

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2022-23 Labor Market Adjustment Reserve
Recipients by Reason

Attachment FC 09

Community College	Labor Market-Based Adjustments	Salary Inequity Issues or Salary Compression	High Turnover or High Vacancy Rate	Other	Total
Alamance CC	37	22	6	-	65
Asheville-Buncombe CC	114	6	-	-	120
Beaufort County CC	-	32	-	-	32
Bladen CC	-	10	-	-	10
Blue Ridge CC	14	-	-	-	14
Brunswick CC	4	29	2	1	36
Caldwell CC	49	3	-	-	52
Cape Fear CC	-	-	-	-	-
Carteret CC	6	8	5	-	19
Catawba Valley CC	78	-	-	-	78
Central Carolina CC	54	4	-	-	58
Central Piedmont CC	245	-	-	-	245
Cleveland CC	36	5	-	-	41
Coastal Carolina CC	41	11	12	-	63
College of the Albemarle	10	35	2	-	47
Craven CC	42	17	-	-	59
Davidson-Davie CC	35	-	-	-	35
Durham Tech CC	46	17	-	-	63
Edgecombe CC	16	18	2	1	37
Fayetteville Tech CC	105	81	-	-	186
Forsyth Tech CC	-	-	-	-	-
Gaston College	31	12	12	14	69
Guilford Tech CC	-	175	-	-	175
Halifax CC	-	-	-	-	-
Haywood CC	39	-	-	-	39
Isothermal CC	11	9	-	-	20
James Sprunt CC	10	6	2	-	18
Johnston CC	36	8	-	-	44
Lenoir CC	26	-	-	-	26
Martin CC	5	5	4	-	14
Mayland CC	20	5	-	-	25
McDowell Tech CC	26	-	-	-	26
Mitchell CC	28	1	-	-	29
Montgomery CC	16	2	2	-	20
Nash CC	9	34	4	-	47
Pamlico CC	2	2	3	-	7
Piedmont CC	11	15	-	-	26
Pitt CC	62	30	17	-	109
Randolph CC	38	7	7	-	52
Richmond CC	35	-	-	-	35
Roanoke-Chowan CC	11	-	-	-	11
Robeson CC	-	-	-	-	-
Rockingham CC	15	21	3	-	39
Rowan-Cabarrus CC	99	-	-	-	99
Sampson CC	34	-	-	-	34
Sandhills CC	6	35	6	-	47
South Piedmont CC	23	-	-	-	23
Southeastern CC	14	12	-	-	26
Southwestern CC	18	17	4	-	39
Stanly CC	19	15	-	-	34
Surry CC	22	2	-	-	24
Tri-County CC	26	-	-	-	26
Vance-Granville CC	15	1	3	-	19
Wake Tech CC	155	21	120	-	296
Wayne CC	4	51	4	-	59
Western Piedmont CC	19	17	3	-	39
Wilkes CC	35	10	-	-	45
Wilson CC	7	24	-	-	30
Total	1,858	834	223	16	2,931

Table 3

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FY 2022-23 Labor Market Adjustment Reserve
Recipients by Area

Attachment FC 09

Community College	Institutional Support	Curriculum Instruction	Continuing Education Instruction	Academic Support & Administration	Student Services	Total
Alamance CC	14	32	1	9	9	65
Asheville-Buncombe CC	27	19	11	20	43	120
Beaufort County CC	-	32	-	-	-	32
Bladen CC	1	1	-	2	6	10
Blue Ridge CC	5	-	1	4	4	14
Brunswick CC	10	18	-	7	1	36
Caldwell CC	15	30	3	2	2	52
Cape Fear CC	-	-	-	-	-	-
Carteret CC	8	10	1	-	-	19
Catawba Valley CC	24	-	-	43	11	78
Central Carolina CC	22	1	1	8	26	58
Central Piedmont CC	57	9	4	59	116	245
Cleveland CC	8	5	6	6	16	41
Coastal Carolina CC	17	10	9	14	13	63
College of the Albemarle	27	-	-	10	11	47
Craven CC	24	4	1	19	11	59
Davidson-Davie CC	17	4	5	5	4	35
Durham Tech CC	11	13	11	19	9	63
Edgecombe CC	21	2	-	8	6	37
Fayetteville Tech CC	63	9	13	42	59	186
Forsyth Tech CC	-	-	-	-	-	-
Gaston College	59	-	2	4	4	69
Guilford Tech CC	22	75	14	27	37	175
Halifax CC	-	-	-	-	-	-
Haywood CC	20	6	-	4	9	39
Isothermal CC	6	9	-	5	-	20
James Sprunt CC	11	1	-	3	3	18
Johnston CC	20	-	-	5	19	44
Lenoir CC	-	5	4	17	-	26
Martin CC	4	5	1	4	-	14
Mayland CC	9	12	1	1	2	25
McDowell Tech CC	10	3	7	4	2	26
Mitchell CC	-	14	2	7	6	29
Montgomery CC	4	7	3	1	5	20
Nash CC	12	20	6	2	7	47
Pamlico CC	6	-	-	1	-	7
Piedmont CC	5	10	1	3	7	26
Pitt CC	34	31	8	23	13	109
Randolph CC	22	9	5	9	7	52
Richmond CC	8	1	11	8	7	35
Roanoke-Chowan CC	3	4	1	3	-	11
Robeson CC	-	-	-	-	-	-
Rockingham CC	11	13	4	4	7	39
Rowan-Cabarrus CC	23	-	25	21	30	99
Sampson CC	15	-	7	5	7	34
Sandhills CC	10	27	5	4	1	47
South Piedmont CC	11	-	1	6	5	23
Southeastern CC	12	5	2	6	1	26
Southwestern CC	14	-	9	7	9	39
Stanly CC	8	7	-	17	2	34
Surry CC	9	1	-	4	10	24
Tri-County CC	11	-	5	5	6	26
Vance-Granville CC	16	-	-	2	1	19
Wake Tech CC	38	53	10	136	59	296
Wayne CC	18	2	1	18	20	59
Western Piedmont CC	17	-	4	7	11	39
Wilkes CC	8	19	4	12	2	45
Wilson CC	8	14	3	1	5	30
Total	854	552	212	663	650	2,931

STATE BOARD OF COMMUNITY COLLEGES
Discuss State Board Reserve
FY 2022-23

The State Board Reserve is a recurring funding source of \$250,000 annually. G.S. 115 D-5(j) provides that "[t]he State Board of Community Colleges shall use its Board Reserve Fund for feasibility studies, pilot projects, start-up of new programs, and innovative ideas." The \$250,000 must be spent by June 30 of each year. Carryforward may be requested for authorized allocations but require OSBM approval.

In previous years, the State Board of Community Colleges has allocated funds to support systemwide initiatives such as this year's Strategic Enrollment Planning Training, curriculum improvement projects and various workforce development studies.

FY 2022-23		\$250,000
Allocated to: Strategic Enrollment Planning Training (9/16/22 FC 02)	Supports contracted services for expertise to assist colleges with planning and developing enrollment plans and to provide state-wide enrollment planning training.	75,000
Available FY 2022-23 Balance		\$175,000

AGENDA
State Board of Community Colleges
PERSONNEL COMMITTEE
Caswell Building, Gregory Poole Conference Room
Thursday, November 17, 2022 – 11:00 a.m. – 11:55 a.m.
Mr. Bill McBrayer, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 20, 2022

For Action

- Request for State Board to Create Positions (Attachment PER 01)

For Information

- System Office Vacancy Report – November 2022 (Attachment PER 02)
- College Presidential Status Report – November 2022 (Attachment PER 03)

New Business

Adjourn

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, October 20, 2022

PERSONNEL COMMITTEE MEMBERS

Mr. Bill McBrayer, Chair	Mr. Bobby Irwin	The Hon. Sam Searcy*
Mr. Mark Merritt, Vice-Chair	Mr. Tom Looney	Mr. Ray Trapp*
Ms. Lisa Estep	The Hon. Ray Russell	

*Attended via Zoom

OTHER STATE BOARD MEMBERS PRESENT

Dr. Grant Campbell	Mr. Jonathan Harris*	Ms. Sarah West
Dr. Shirley Carraway	Mr. Burr Sullivan	Ms. Ann Whitford

OTHERS IN ATTENDANCE

Pres. Bill Carver, NCCCS	Mr. Alex Fagg	Mr. James Whitmore
Dr. Kimberly Gold	Ms. Sondra Jarvis	Pres. Jeff Cox
Ms. Brandy Andrews	Mr. Bryan Conrad	Pres. David Heatherly
Dr. Levy Brown	Ms. Tiffany Howell	Pres. Darrin Hartness
Ms. Tawanda Foster Artis	Ms. Dorothy Strickland	Ms. Hannah McClellan, EdNC

*Attended via Zoom

CALL TO ORDER

Mr. McBrayer called the meeting to order at 11:08 a.m. in the Gregory Poole Conference Room in the Caswell Building, Raleigh, NC.

ROLL CALL

Dr. Gold took the roll of the Personnel Committee members.

ETHICS STATEMENT

Mr. McBrayer read the Ethics Awareness and Conflict of Interest Statement. No conflicts noted.

APPROVAL OF THE AGENDA AND MINUTES

Mr. McBrayer requested an amendment to the agenda to add seven (7) For Action items for closed session consideration. Mr. McBrayer asked for a motion to approve the October 20, 2022 meeting agenda with the amendments. Mr. Irwin made the motion, seconded by Mr. Sullivan, and the Committee approved by voice vote. Mr. McBrayer asked for a motion to approve the September 15, 2022 meeting minutes. Mr. Merritt made the motion, seconded by Ms. Estep, and the Committee approved by voice vote.

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, September 15, 2022

FOR ACTION

Review of Personnel Committee Charter (Attachment PER 01)

Mr. McBrayer stated that the first item up For Action is the Review of Personnel Committee Charter. Mr. Merritt stated that the charter has been out in draft form for a couple of meetings and the committee has not received any negative feedback and stated he will be happy to answer any questions.

Mr. Russell made a motion to approve PER 01 – Personnel Committee Charter. Seconded by Mr. Irwin.

Request for State Board to Create Position #65035979 (Attachment PER 02)

Mr. McBrayer stated that the committee must approve the Deputy Director of Small Business Center Network (#65035979) position before it is publicly posted. He stated that the 2022 Appropriations Act allocated funding for this position.

Dr. Gold stated that the appropriations act allowed for the expansion of small business centers majority of the funds are allocated to the Small Business Center network and to support Anne Shaw and the Administration of the SBN. Dr. Gold stated that the position was brought to the committee to be established and eventually advertised.

Ms. Whitford asked if Ms. Shaw was the Director of the Small Business Center, and her location. Dr. Gold responded that she is the Director and is located at Coastal Carolina Community College. Ms. Whitford also asked if, when this new position is filled, will the candidate be located at the college. Dr. Gold responded that it would depend on the individual that is hired.

Mr. Merritt asked how the recommended salary range for the position is determined. He also asked if the salary range is spelled out in the Appropriations Act. Dr. Gold stated that the Appropriations Act is funding the position. The salary range is established by looking at similar positions across the institution. Once the position is posted, the candidate's salary will be based on their qualifications.

Mr. McBrayer asked for a motion to approve the Deputy Director position of Small Business Center Network.

Mr. Irwin made a motion to approve PER 02 – Request for State Board to Create Position #65035979, seconded by Mr. Merritt.

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, September 15, 2022

Dr. Carver extended an appreciation comment regarding Anne Shaw's service to the System Office and all she has done at Coastal Carolina Community College.

Mr. McBrayer moved to enter 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 sections 115D-27 and 126-22. Additionally, 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. Mr. Looney seconded, and the Committee entered closed session via voice vote.

Following closed session, the Committee returned to open session.

For Information

The following items were available as for information items:

- System Office Vacancy Report – September 2022 (Attachment PER 02)
- College Presidential Status Report – September 2022 (Attachment PER 03)

New Business

Mr. McBrayer asked for new business items.

Mr. McBrayer suggested the committee consider a rule where a college cannot introduce their President until the they have been approved by the Board, he also wants to look at how wage increases are performed and considered at the Agency. It will be appropriate for the committee to be informed ahead of time of the potential wage increase for an employee. He also suggested going to the manager to verify if the employee in line to get a raise agrees to such before it comes to the committee.

ADJOURNMENT

The Committee adjourned at 12:06 p.m.

Recording Secretary,
Dorothy Strickland

STATE BOARD OF COMMUNITY COLLEGES
Request for State Board to Create Positions

Request: The State Board is asked to approve the creation of 4 grant funded EPA positions in the Economic Development Division.

- Grant Director (Position #65035963)
- Curriculum Developer (Position # TBD)
- E-Learning Developer (Position # TBD)
- Virtual Reality Developer (Position # TBD)

Background: On September 2, 2022, the US Department of Labor Economic Development Administration (EDA) awarded the NC Community College System \$16.4 million to advance life science careers among NC's underserved and Latino populations, to recruit and train individuals to be biomanufacturing industry trainers and grow capacity of ten consortium colleges heavily involved in serving the state's life science industry. To manage and monitor this important three-year grant, 4 positions were as part of the grant proposal to EDA.

Rationale:

Grant Director: The primary function of this new position is to work with the consortium colleges to manage and monitor budgets, collect data, act as the point of contact for EDA's loan officer, create update presentations and reports to system office leaders and to develop and submit reports as required by EDA. In this role, the Grant Director will have responsibility for all EDA required reports, monitor college budgets, assisting and providing necessary reports to system office business staff, providing guidance to colleges on budget modifications, and to assist in developing sector partnerships per the proposed outcomes of the grant. The Grant Director will meet with the individual colleges to monitor programs on outcomes and ensure consortium colleges are partnering and collaborating. The position reports to the Associate Vice President, Customized Training, BioNetwork, and Sector Partnerships.

Salary: Recommended \$90,000 base salary (per Grant Budget)

Curriculum Development Positions:

The primary functions of these new positions are to work with the consortium colleges and BioNetwork to assess training gaps and needs, develop new courses or enhance existing life science training courses. The Curriculum, e-learning, and virtual reality developers will meet with industry representatives and the individual colleges to assess their training needs. Over the three years of the grant, it is anticipated that a minimum of ten courses will be created or enhanced to take advantage of current Virtual reality or online applications. These new and enhanced courses will expand our colleges' ability to meet industries' training needs and provide more flexibility to students and workers. These positions will report to the Executive Director of BioNetwork.

Salary:

Curriculum Developer - Recommended \$90,000 base salary (per Grant Budget)

E-learning Developer - Recommended \$65,000 base salary (per Grant Budget)

Virtual Reality Developer - Recommended \$65,000 base salary (per Grant Budget)

****Actions are subject to the approval of OSBM and consultation with the NC General Assembly's Commission of Governmental Operations (per G.S. 120-76.1). The funding period of the grant award letter is September 2, 2022 - January 1, 2026.**

STATE BOARD OF COMMUNITY COLLEGES
North Carolina Community Colleges System Office
System Office Vacancy Report for November 2022

Attachment PER 02

Division	Position	Position Desc	Date Vacant	Vacant Reason	Status	Budget Amount
Executive	65018902	Research Specialist	3/12/2022	Seperation-State	Position under review	\$ 69,451.00
Executive	65031278	Information & Comm. Specialist II (Grant funded)	5/11/2022	Seperation-College	Preparing Vacancy	\$ 71,459.00
Executive	60087974	Executive Dir. of Communications	6/11/2022	Seperation-Other	Offer Accepted -11/14	\$ 123,000.00
Finance	60088110	Business Officer II	10/12/2021	Internal Promotion	on hold	\$ 75,383.00
Programs	60088160	Coord of Adt Ed- Corr & Adult HS	6/4/2022	Seperation-Other	Offer Accepted -11/14	\$ 74,000.00
Technology	60088082	Applications System Analyst I	7/1/2021	Retirement	Position under review	\$ 71,774.00
Technology	60088070	ERP Solutions Specialist II	9/1/2021	Internal Promotion	Screening/Interviewing	\$ 90,000.00
Technology	60088016	Applications Systems Analyst I	11/15/2021	Seperation-State	Offer Accepted -11/14	\$ 86,914.00
Technology	65034087	IT Security and Compliance Manager II	12/1/2021	New	Screening/Interviewing	\$ 110,000.00
Technology	65034096	IT Security and Compliance Manager II	12/1/2021	New	Screening/Interviewing	\$ 110,000.00
Technology	60088051	User Support Specialist	2/1/2022	Retirement	Position under review	\$ 64,004.00
Technology	60088021	Applications Systems Analyst II	2/5/2022	Seperation-State	Position under review	\$ 90,047.00
Technology	60088074	Curriculum Compliance Coordinator	4/1/2022	Retirement	Pending Offer	\$ 75,906.00
Technology	60088003	Applications Systems Analyst I	6/20/2022	Seperation-State	Pending Offer	\$ 71,000.00

Positions on hold

Finance	60088110	Business Officer II	10/12/2021	Internal Promotion	On Hold	\$ 75,383.00
Executive	65029781	VP for Strategic Initiatives (Grant Funded)	11/1/2022	Internal Transfer	Grant Funds end 2024	\$ 166,557.00

Difficult to fill positions/ Readvertise

Technology	60088070	ERP Solutions Specialist II	9/1/2021	Internal Promotion	difficult to fill	\$ 90,000.00
Technology	60088081	ERP Solutions Specialist II	7/1/2022	Retirement	Screening/Interviewing	\$ 96,000.00
Technology	60088021	Applications Systems Analyst II	2/5/2022	Seperation- State	difficult to fill	\$ 90,047.00
Technology	60088082	Applications System Analyst I	7/1/2021	Retirement	Difficult to fill	\$ 71,774.00

Positions Vacant on or After 7/1

Division	Position	Position Desc	Date Vacant	Vacant Reason	Status	Budget Amount
Technology	60088081	ERP Solutions Specialist II	7/1/2022	Retirement	Screening/Interviewing	\$ 96,000.00
Executive	60087972	President	7/22/2022	Interim Hire - Dr. Carver	Screening/Interviewing	\$ 291,741.00
Programs	60088152	Administrative Specialist I	8/3/2022	Seperation-State	Position under review	\$ 41,400.00
Executive	60087997	Education Compliance Examiner	8/8/2022	Promotion	Accepting application	\$ 65,944.00
Programs	60088140	Senior Program Administrator	9/1/2022	Retirement	Screening/Interviewing	\$ 89,676.00
Technology	60088032	Chief Data Officer	9/8/2022	Seperation-Other	Preparing vacancy	\$ 127,305.00
Technology	60088015	Sr. Cloud Systems Engineer	9/15/2022	Seperation-Death	Screening/Interviewing	\$ 118,231.00
Finance	60088114	Budget Analyst II	9/17/2022	Seperation-State	Screening/Interviewing	\$ 69,345.00

STATE BOARD OF COMMUNITY COLLEGES
North Carolina Community Colleges System Office
System Office Vacancy Report for November 2022

Attachment PER 02

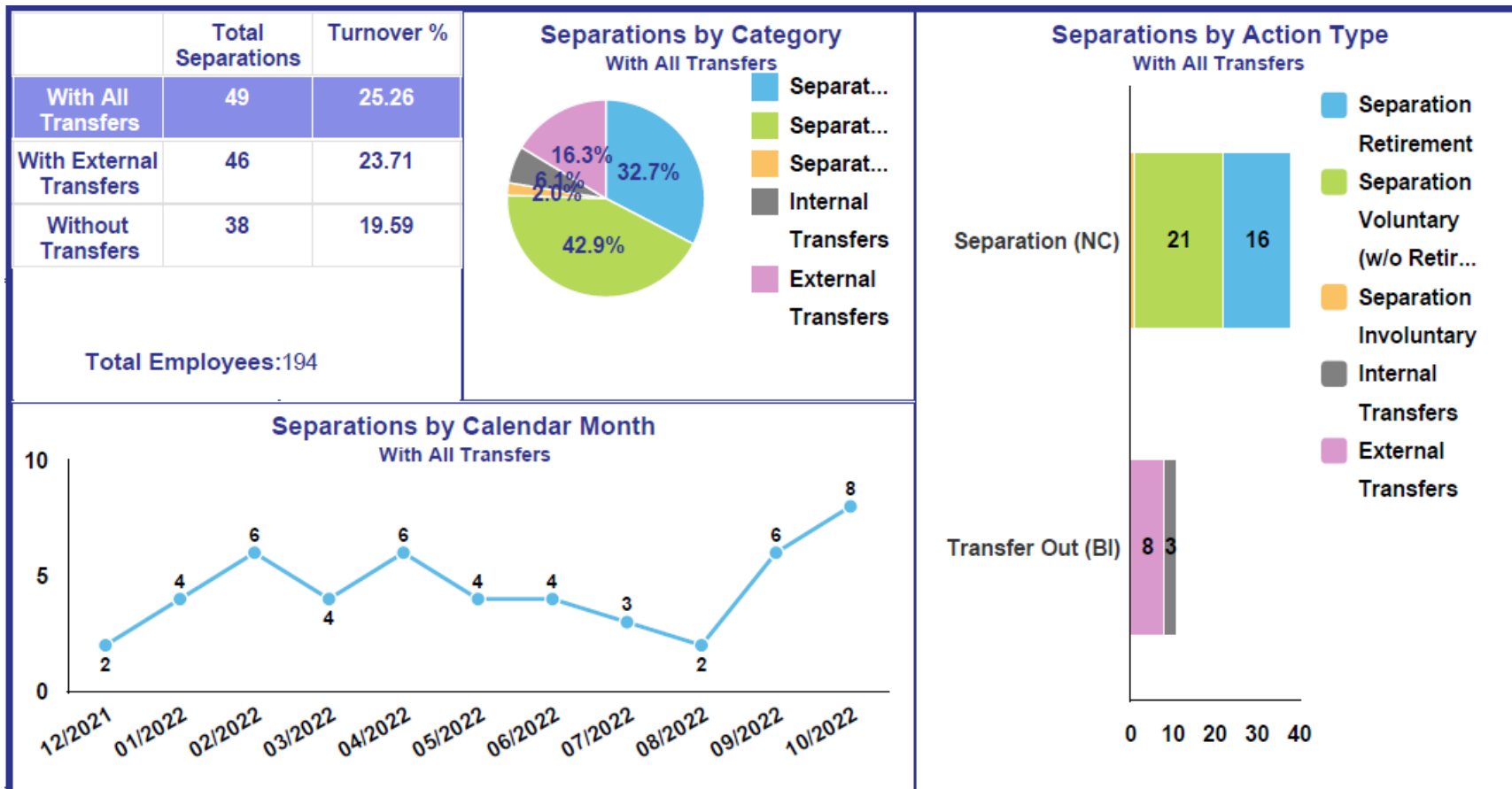
Economic	60013032	Apprenticeship Inform. Processing Tech	9/19/2022	Internal Promotion	Position under review	\$ 49,453.00
Economic	60013033	Com Dir, ApprenticeshipNC	9/30/2022	Retirement	Anticipated Vacancy	\$ 75,038.00
Executive	60088132	Ex Dir, NC Student Success Ctr	10/1/2022	Retirement	Screening/Interviewing	\$ 104,767.00
Programs	60088048	Social Research Assistant I	10/2/2022	Seperation-Other	Anticipated Vacancy	\$ 47,870.00
Finance	65018450	Accounting Tech III	10/3/2022	Seperation-College	Preparing vacancy	\$ 48,645.00
Economic	60013035	Workforce Dev Trmg Spe I	10/5/2022	Internal Promotion	Preparing vacancy	\$ 67,214.00
Programs	60088160	Education Program Administrator I	10/31/2022	Internal Promotion	Preparing vacancy	\$ 88,000.00
Executive	60087981	Dir of Strategic Plan & Policy	11/1/2022	Internal Transfer	Position under review	\$ 96,913.00
Executive	65029781	VP for Strategic Initiatives (Grant Funded)	11/1/2022	Internal Transfer	Grant Funds end 2024	\$ 166,557.00
Finance	60088108	Accountant I	11/1/2022	Internal Promotion	Preparing vacancy	\$ 65,205.00
Programs	60088182	AVP, Continuing Education	11/4/2022	Seperation- Other	Position under review	\$ 119,317.00
Technology	60088060	Applications Systems Analyst I*	11/11/2022	Seperation- State	Preparing vacancy	\$ 84,021.00
Executive	60087975	Internal Auditor III*	11/14/2022	Seperation- Other	Preparing vacancy	\$ 87,975.00
Economic	65035920	Grants Administrator I (Grant Funded)	New	New Position	Accepting application	\$ 63,474.00
Economic	65035979	Dep Dir, Small Business Ctr (Grant Funded)	New	New Position	Position under review	Position under review
Economic	65035963	Grants Mgr & Sector Partnership Cord (BBB Grant)	New	New Position	Position under review	Position under review

Year to Date

Vacancy count at the end of Fiscal Year 7/1/2021 -6/30/2022		30
Number of positions vacated since the start of Fiscal Year 7/1/2022-6/30/2023		19
Nummber of vacant postions as of 11/04/2022		34
Number of budgeted positions		228
Number of positions filled/Current employees as of 11/4/2022		194
11/4/22 Vacant count/ total number of budgeted positions)x100	34/228x100	14.91%
Percentage of positions filled as of 11/4/22 (positions filled/number of budgeted positions)x 100	194/228x100	85.10%
FY 2022-2023 turnover rate (Employees who separated /#current employees) x 100	19/194x100	9.80%
*Anticipated Vacancies	2	

STATE BOARD OF COMMUNITY COLLEGES
North Carolina Community Colleges System Office
System Office Vacancy Metrics for November 2022

Attachment PER 02A



STATE BOARD OF COMMUNITY COLLEGES
College President Status Report

Attachment PER 03

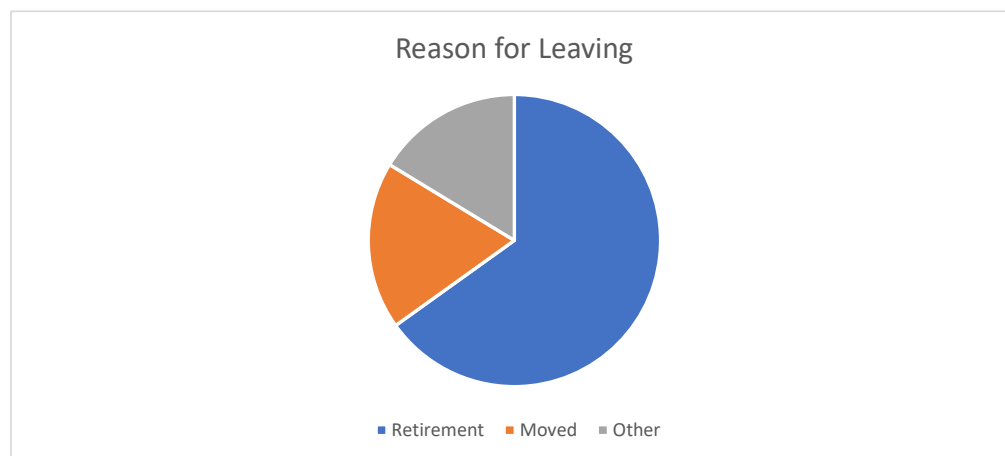
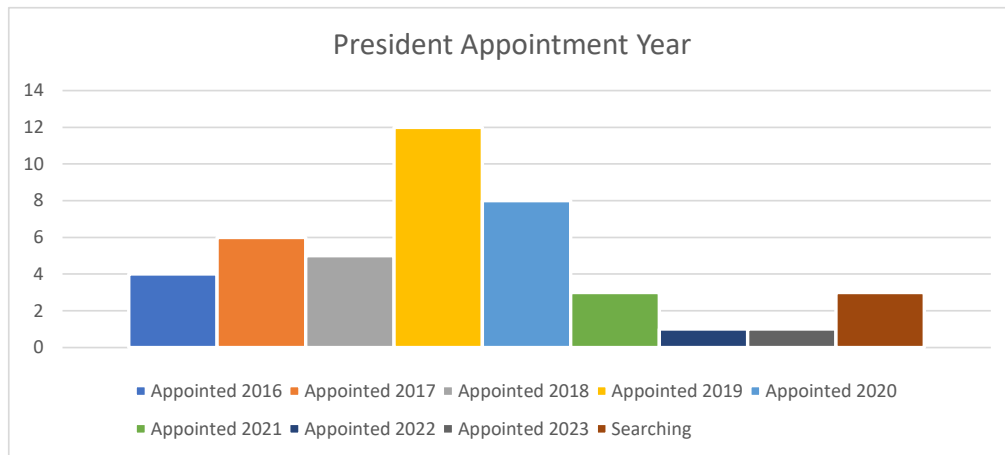
College	President	Appt. Date
Alamance Community College	Dr. Algje C. Gatewood	10/1/2013
Asheville Buncombe Technical Community College	Dr. John Gossett *	7/1/2020
Beaufort County Community College	Dr. David Loope	6/1/2017
Bladen Community College	Dr. Amanda Lee *	2/1/2019
Blue Ridge Community College	Dr. Laura Leatherwood	7/1/2017
Brunswick Community College	Dr. Gene Smith	1/1/2019
Caldwell Community College & Technical Institute	Dr. Mark Poarch	7/1/2016
Cape Fear Community College	Mr. Jim Morton	4/20/2018
Carteret Community College	Dr. Tracy Mancini	6/1/2020
Catawba Valley Community College	Dr. Garrett Hinshaw	8/1/2006
Central Carolina Community College	Dr. Lisa Chapman	4/1/2019
Central Piedmont Community College	Dr. Kandi Deitemeyer *	1/1/2017
Cleveland Community College	Dr. Jason Hurst	4/1/2018
Coastal Carolina Community College	Mr. David Heatherly	1/1/2017
College of The Albemarle	Dr. Jack Bagwell	12/2/2019
Craven Community College	Dr. Raymond Staats	7/20/2015
Davidson-Davie Community College	Dr. Darrin Hartness	1/1/2019
Durham Technical Community College	Mr. John Buxton	7/20/2020
Edgecombe Community College	Dr. Gregory McLeod	8/15/2018
Fayetteville Technical Community College	Dr. J. Larry Keen Dr. Mark Sorrells (eff 1/1/2023)	8/1/2007
Forsyth Technical Community College	Dr. Janet Spriggs	1/1/2019
Gaston College	Dr. John Hauser *	6/1/2020
Guilford Technical Community College	Dr. Anthony Clarke *	11/1/2019
Halifax Community College	Dr. David Forester (interim)	2/9/2022
Haywood Community College	Dr. Shelley White	1/1/2020
Isothermal Community College	Dr. Margaret Annuziata	2/1/2021
James Sprunt Community College	Dr. Jay Carraway	4/29/2019
Johnston Community College	Dr. Kenneth Boham (interim)	5/16/2022
Lenoir Community College	Dr. Russell Hunt	10/1/2016
Martin Community College	Mr. Wesley Beddard	7/1/2020
Mayland Community College	Dr. John C. Boyd	1/1/2011
McDowell Technical Community College	Dr. Brian S. Merritt	1/1/2021
Mitchell Community College	Dr. Tim Brewer	3/1/2012
Montgomery Community College	Dr. Chad Bledsoe	4/6/2015
Nash Community College	Dr. Lew Hunnicutt	11/1/2019
Pamlico Community College	Dr. James Ross	7/25/2016
Piedmont Community College	Dr. Pamela Senegal	7/1/2017
Pitt Community College	Dr. Lawrence Rouse *	8/1/2018
Randolph Community College	Dr. Elbert Lassiter (Interim)	7/25/2022
Richmond Community College	Dr. W. Dale McInnis	3/1/2010
Roanoke-Chowan Community College	Dr. Murray Jean William	5/1/2021
Robeson Community College	Ms. Melissa Singler	11/1/2019
Rockingham Community College	Dr. Mark Kinlaw	1/20/2015
Rowan-Cabarrus Community College	Dr. Carol S. Spalding	8/11/2008
Sampson Community College	Dr. Bill Starling	3/1/2018
Sandhills Community College	Dr. John R. Dempsey	1/1/1989
South Piedmont Community College	Dr. Maria Pharr	1/1/2017
Southeastern Community College	Dr. Chris English	8/3/2020
Southwestern Community College	Dr. Don Tomas	7/1/2011
Stanly Community College	Dr. John Enamait	8/15/2016
Surry Community College	Dr. David R. Shockley	1/1/2012
Tri-County Community College	Dr. Donna Tipton-Rogers	10/19/2007
Vance-Granville Community College	Dr. Rachel Desmarais	8/11/2018
Wake Technical Community College	Dr. Scott Ralls *	2/1/2019
Wayne Community College	Dr. Patty Pfeiffer	1/1/2022
Western Piedmont Community College	Dr. Joel Welch	7/1/2020
Wilkes Community College	Dr. Jeffrey A. Cox	7/1/2014
Wilson Community College	Dr. Tim Wright	8/1/2015

**Previously served as president at another NCCCS college*

STATE BOARD OF COMMUNITY COLLEGES
College President Status Report

Attachment PER 04

Appointed 2016	4		
Appointed 2017	6		
Appointed 2018	5		
Appointed 2019	12		
Appointed 2020	8		
Appointed 2021	3		
Appointed 2022	1		
Appointed 2023	1		
Searching	3	Retirement	28
		Moved	8
		Other	7
<u>Total:</u>	<u>43</u>	<u>Total:</u>	<u>43</u>



(REVISED 11/16/2022)

AGENDA

**State Board of Community Colleges
PROGRAMS AND STUDENT SUCCESS COMMITTEE
Caswell Building, Innovation Station
Thursday, November 17, 2022 – 1:30 p.m. - 2:25 p.m.
Mr. Bobby Irwin, Chair**

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 20, 2022

For Future Action

- RISE Up Credential Year I Report (Attachment PROG 01)*
- Curriculum Program Application – New to the System (Attachment PROG 02)*
 - 911 Communication and Operation (A55470)
- Proposed Amendment of 1D SBCCC 300.4 - Program Management (Attachment PROG 03)*

For Action

- Review of Comments for Proposed Amendment of 1B SBCCC 100.1 - Definitions (Attachment PROG 04)
- Curriculum Program Application (Attachment PROG 05)
 - South Piedmont Community College
 - Surgical Technology (A45740)

For Consent Agenda

- Curriculum Program Applications – Fast Track for Action (Attachment PROG 06)
 - Fayetteville Technical Community College
 - Polysomnography (A45670)
- Combined Course Library – Workforce Education and College & Career Readiness (Attachment PROG 07)
 - New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – Gaston College
 - Textile Fundamentals (TEX- 4110)
- Courses/Programs of Instruction to Captive/Co-Opted Groups (Attachment PROG 08)
 - Wake Technical CC – Wake Detention Center #6187
 - Small Business Management (MLS-3230)
 - (Certificate of Completion)
 - Vance-Granville Community College – Eckerd Connects

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

(REVISED 11/16/2022)

AGENDA

**State Board of Community Colleges
PROGRAMS AND STUDENT SUCCESS COMMITTEE
Caswell Building, Innovation Station
Thursday, November 17, 2022 – 1:30 p.m. - 2:25 p.m.
Mr. Bobby Irwin, Chair**

- Employment Readiness (HRD-3001)
- Career Readiness (HRD-3004)
- Employability Motivation and Retention (HRD-3006)
- Pamlico Community College – Pamlico Correctional Facility #4850
 - Peer Support Specialist (SAB-3029)
 - Mental Health First Aid (SAF-3011)
 - Commercial Driver's License (TRA-3605)
 - Truck Driver Training (TRA-3607)
- Robeson Community College – Lumberton Correctional Facility #4365
 - Associate in Arts (A10100)
 - Associate in Science (A10400)

For Information

- NC Community College Child Care Grant Program Report FY 2021-22 (Attachment PROG 09)
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 10)
 - Forsyth Technical Community College
 - School-Age Education (A55440)

New Business

Adjourn

***The Programs and Student Success Committee will be asked to suspend the rules and move this item to the FOR ACTION agenda.**

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Tuesday, October 20, 2022

MEMBERS PRESENT:

Bobby Irwin, Chair	Hari Nath	Ray Russell
Sarah West	Thomas Looney	Latasha Bradford
Grant Campbell	Jonathan Harris*	Burr Sullivan
Shirley Carraway	Mark Merritt	

*Attended via phone or Zoom technology

MEMBERS ABSENT:

Ray Trapp

NCACCP LIAISONS

Amanda Lee, President, Bladen Community College
Margaret Annunziata, President, Isothermal Community College

SYSTEM OFFICE STAFF AND OTHERS:

Levy Brown, Senior Vice President	Tracy McPherson	David Heatherly, President, Coastal Carolina Community College
Kimberly Gold	Lane Freeman	
Tawanda Artis	Lisa Eads	Jeffrey Cox, President, Wilkes Community College
Patrick Fleming	Michelle Lair	
Sondra Jarvis	Karen Tikannen	
Petrina Herring	Darrin Hartness, President, Davidson-Davie Community College	
James "JW" Kelley		

WELCOME AND ETHICS STATEMENT: Chairman Irwin called the meeting to order at 11:00 a.m. in the Innovation Station, at the Caswell Building. Roll was taken and there was a quorum. Chairman Irwin 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 Irwin requested a motion to approve the October 20, 2022, agenda. Dr. Carraway made the motion, seconded by Mr. Nath. The agenda was approved via voice vote by the committee.

APPROVAL OF THE MINUTES: Chairman Irwin made a motion to approve the September 15, 2022, minutes. Dr. Carraway made the motion, seconded by Mr. Campbell. It was approved via voice vote by the committee.

FOR FUTURE ACTION

Proposed Amendment to 1B SBCCC 100.1 – Definitions (Attachment PROG 01)*

Mr. Irwin reviewed the item. All documents are in order.

On a motion made by Ms. West, seconded by Mr. Nath, PROG 01 the rules were suspended, and item moved to the For Action Agenda at their meeting on October 21, 2022. The motion was approved by voice vote.

Chairman Sullivan provided the background for the amendment process and the request to modify the public comment period to address an unforeseen circumstance that would be contrary to the public interest of the student and the community colleges. A motion was made to modify the public comment period for this item per 1A SBCCC 200.3 Section 3C to revise the 30-day public comment period to a 20-day public comment period. The deadline for the public comment period will be November 14, 2022.

On a motion made by Chairman Sullivan, seconded by Mr. Nath, the committee approved to modify the public comment period from a 30-day comment period to a 20-day comment period with a November 14, 2022, deadline.

FOR ACTION:

Approval of Programs and Student Success Committee Charter (Attachment PROG 02)

Mr. Irwin reviewed the item. All documents are in order.

The committee had no questions or concerns.

On a motion made by Mr. Campbell, seconded by Ms. West, PROG 02 was approved for the For Action Agenda at their meeting on October 21, 2022. The motion was approved by voice vote.

Annual Legislative Report – Comprehensive Articulation Agreement (Attachment PROG 03)

Dr. Brown reviewed the item. All documents are in order.

Ms. West noted that knowing the ingredients that lead to junior-level-status community college transfer students to show higher levels of success would be beneficial to families to understand the benefit of community college education. Dr. Carraway supported this comment noting that persistence, resilience, and motivation could also be factors and it would be interesting to know how the colleges played a role in those factors. Dr. Kelley noted that nationwide studies show that students who complete their associate degrees are more likely to complete bachelor's degrees and is one of the driving factors for the community colleges, the university system, and the independent university system to strengthen the transfer programs. He also noted that there could be numerous factors contributing to success such as a higher level of maturity or a previous sense of accomplishment with obtaining an associate degree. By determining those factors in a study, the colleges could then better support students.

The committee noted that the GPA information and the cost savings of sending students to community colleges would be a marketing opportunity.

On a motion made by Dr. Carraway, seconded by Mr. Campbell, PROG 03 was approved for the For Action Agenda at their meeting on October 21, 2022. The motion was approved by voice vote.

Comprehensive Articulation Agreement Proposed Revisions (Attachment PROG 04)

Dr. Brown reviewed the item. All documents are in order.

Mr. Irwin asked who is appointed to the Transfer Advisory Committee. The community college representatives include Dr. Jonathan Loss (co-chair, Catawba Valley Community College), Dr. Yolanda Wilson (Wilkes Community College), Barry Priest (Bladen Community College), and Jenn Selby (Rowan-Cabarrus Community College). Other committee members include those from the university system.

Mr. Nath asked what obstacles students face in transferring and how students can communicate their concerns or issues they face in transferring. Many colleges have transfer services offices that provide students guidance on the community college side. The staff will work with the university transfer services staff to assist. There are tools to map out courses students need to transfer. While there are still ways to improve, there are many tools in place to assist. There is also a mechanism for students to share their concerns or complaints if there are barriers in transferring.

Mr. Irwin noted that he would like to see information on how many students go through the complaint mechanism. There are few complaints that reach the state-level as they are handled at the local level first. However, that does show that those complaints do not reach the state-level in order to resolve and better understand them at the higher level. One example of a complaint reaching and implementing change is in regard to one of the committee items approved at this meeting and the university system supported both the community colleges and the student.

Dr. Cox noted that students could be in programs that have transfer programs limited to specific universities or specific programs and any changes in their future plans could impact what courses universities will accept. He noted that many programs have very similar requirements regardless of the university they attend, and transfers can become complicated when looking at specific programs. It was noted that in cases, students are taking the “wrong” math classes that prevent them from taking other required courses and thereby delaying graduation, but pre-requisites are not in place to create additional barriers for students. One of the recommendations in the CAA report is that the Baccalaureate Plan be standardized and automated across the university system to best advise community college and university students.

The committee asked if more information could be provided on which programs could face these types of issues in order to address barriers students could face. The CAA is for the Associate in Arts (AA) and the Associate in Science (AS) degrees and only guarantees transfer of junior status for those two degrees. However, there is data showing that Associate in Applied Science (AAS) students are showing interest in transferring to universities. Part of the issue is that the Transfer Advisory Committee was established to oversee the AA and AS degrees and not the AAS degree but there are other uniform agreements built off the CAA. Dr. Kelley noted that many community colleges have single-university transfer programs which can be problematic for high-demand programs like nursing. Work has begun the past year with the Common Numbering System based off the community college numbering system that is now available online. Faculty will be brought together to have inter-disciplinary conversations on courses and aligning the two systems.

Mr. Irwin asked how Career Coaches would be able to assist students before they transfer to universities. The Career Coach could provide advising but it depends on students knowing what they wish to do and where they want to go.

On a motion made by Ms. West, seconded by Mr. Nath, PROG 04 was approved for the For Action Agenda at their meeting on October 21, 2022. The motion was approved by voice vote.

FOR CONSENT AGENDA

Curriculum Program Applications – Fast Track for Action (Attachment PROG 05)

- Martin Community College
 - Agriculture Education (A15330)

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

Combined Course Library – Workforce Education and College & Career Readiness (Attachment PROG 06)

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 07)

- Wake Technical Community College – Wake Detention Center #6187
 - Blueprint Reading (BPR-3011)

Dr. Brown reviewed the item. All documents are in order.

The committee had no questions or concerns.

FOR INFORMATION

Programs Committee Information Items

Curriculum Program Terminations as Approved by the System President (Attachment PROG 08)

- Catawba Valley Community College
 - Electroneurodiagnostic Technology (A45320)
 - Office Administration (A25370)
 - Polysomnography (A45670)
- Durham Technical Community College
 - Emergency Management (A55460)
 - Entrepreneurship (A25490)
 - Fire Protection Technology (A55240)
 - Health Information Technology (A45360)
 - Medical Office Administration (A25310)
 - Office Administration (A25370)
 - Pharmacy Technology (A45580)

- Mayland Community College
 - Horticulture Technology (A15420)
- Robeson Community College
 - Office Administration (A25370)
- Western Piedmont Community College
 - Civil Engineering Technology (A40140)
 - Geomatics Technology (A40420)
 - Sustainable Agriculture (A15410)

Dr. Brown reviewed the item. All documents are in order.

Dr. Carraway noted that some programs are for specific areas that are being moved to more general areas such as medical or office administration programs being shifted to business administration. The committee requested if, in a future meeting, the System Office could provide information on how one area could train students for numerous yet differing career paths.

Mr. Looney asked if the careers the community college programs are preparing students for are resulting in living wages. It was noted that students can be certified in programs such as golf course maintenance, but students could then be recruited to the private sector to work in environments that are not golf courses based on their skills and knowledge. Dr. Eads noted that there is a continuing trend that curriculum programs are being moved to continuing education sometimes based on enrollment or local industry demands. The programs that are listed are not worrying as it fits the trend.

OTHER BUSINESS

ADJOURN

The meeting was adjourned at 11:55 a.m. by Chairman Irwin.

Recording Secretary
Alex Doles



RISE Up Credential Year I Report

**Annual Report to the Joint Legislative Education Oversight
Committee, the Senate Appropriations Committee on
Education/Higher Education, the House Appropriations Committee on
Education, and the Fiscal Research Division**

Submitted by The State Board of Community Colleges

As Required by S.L. 2021-180

December 1, 2022

Background:

Session Law 2021-180 Section 6.8.(a) established the RISE Up Training and Credentialing Program for Cooperative Innovative High Schools and directed the North Carolina Community College System (NCCCS) Office to collaborate with the North Carolina Retail Merchants Association and Retail Consumer Alliance Foundation to implement the RISE Up credentialing program for the 2021-2022 fiscal year to teach foundational skills to students attending Cooperative Innovative High Schools (CIHS). The RISE Up curriculum was developed by the National Retail Federation (NRF) Foundation and is hosted by the Penn Foster platform. Students who complete the program will earn industry credentials in the following areas: retail industry fundamentals, customer service/sales, inventory management/profitability, supply chain warehouse/inventory, and logistics.

In June 2022, the NC Retail Merchants Association requested a technical budget correction (HB 103) which expanded RISE Up language to extend the opportunity to any student attending or enrolled in a North Carolina Community College.

State Funding and Budget Allocation Timeline:

- Funding for this project was made available from a nonrecurring General Fund appropriation in the 2021 Appropriations Act (Session Law 2021-180).
- At its January 21, 2022, meeting the State Board of Community Colleges (SBCC) approved SBCC item FC 07 for \$250,000 from the state funds allocation for the establishment of the RISE Up training program.
- In February 2022, Lenoir Community College (LCC) was identified as the lead college for the RISE Up training program.
- On March 21, 2022, NCCCS issued an allocation memo to LCC which included \$250,000 to fund the RISE Up training program. This granted LCC access to purchase the training modules to be distributed to students attending and/or enrolled in a community college statewide upon request.
- On May 18, 2022, purchase order quotes for each course were sent to LCC from Penn Foster.
- On June 20, 2022, LCC issued a check to Penn Foster in the amount of \$249,724.80.
- On June 27, 2022, Penn Foster accounting confirmed that a check for \$249,724.80 was applied to the invoice from Lenoir CC.

Outreach and Marketing – Year 1:

- NCCCS, Lenoir Community College, the NC Retail Merchants Association, and the Retail Consumer Alliance Foundation began meeting in January and have had regular calls and email communication to develop and distribute marketing materials as well as a communication plan for schools and students for the RISE Up credentials. Originally, the marketing materials were designed for CIHS students which were named specifically as the target group of students in the original legislative allocation. Following the technical correction in HB 103, the marketing materials address any students enrolled in or attending a community college in North Carolina.
- NCCCS included announcements about the RISE UP credentials in the January, February, March, and April Chief Academic Officer monthly update calls as well as the quarterly update calls for the Programs and Student Services division.
- On April 28, 2022, the Retail Merchants Association sent marketing materials to NCCCS to distribute to CIHS and community colleges.
- On May 14, May 18 and May 19, 2022, three separate informational email blasts with the marketing materials were sent to CIHS principals, liaisons and staff. Additionally, the NC Retail Merchants Association also hosted a webinar with NRF Foundation staff for CIHS principals and staff to advertise RISE Up and provide more information about the program.
- NCCCS invited speakers from the NC Retail Merchants Association to the May 24, 2022 Chief Academic Officers update call. Marketing materials were shared again with Chief Academic Officers with the presentation materials following this call. Marketing materials were also shared with Career and College Promise (CCP) and CIHS leaders at the CCP/CIHS Leadership Summit hosted by the NC Department of Public Instruction at the end of May 2022.
- On July 13, 2022, the NC Retail Merchants Association submitted applications for each of the four RISE Up training courses to be considered as additions to the list of approved NC Workforce Credentials.
- On August 30, 2022, representatives from the NC Retail Merchants Association joined the August Chief Academic Officers update call and again shared information about this opportunity.
- On September 15, 2022, information about RISE Up was shared by NCCCS with early college principals at a professional development session hosted by RTI.

Program Outcomes – Year 1

- Number of students who received or are in the process of receiving credentials by type of credentials:
 - Students have not yet accessed the RISE Up credentials from their activated accounts at Onslow or Pender Early College High Schools.
- Student outcomes related to the credentialing:
 - As students have not yet accessed the RISE Up credentials, it is premature to assess outcomes at this time.
- List of community colleges and Cooperative Innovative High Schools (CIHS) participating in the programs:
 - School Interest as of September 30, 2022:
 - Two schools have created and activated accounts through Penn Foster which are ready to use:
 - Onslow Early College High School
 - Pender Early College High School
 - Five additional schools have reached out to express interest in RISE Up:
 - Lee County Early College High School
 - Lenoir Community College
 - Stanly Community College
 - Wayne Community College
 - Wilmington Early College High School

Conclusion:

As of September 30, 2022, two CIHS programs have activated accounts with Penn Foster to request training slots for the RISE Up credentials through LCC. Students at these two locations now have access to begin the training programs. It is anticipated that additional community colleges and CIHS programs will request the remaining training slots in the upcoming months as information about this opportunity continues to be shared statewide.

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.

Richmond Community College
911 Communication and Operations (A55470)
Effective Term: Fall 2023

Contact(s):
Michelle Lair
Director of Programs

**STATE BOARD OF COMMUNITY COLLEGES
PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Richmond Community College
911 Communication and Operations (A55470)**

Program Planning: Richmond Community College is seeking approval for the 911 Communication and Operations (A55470) program to begin Fall 2023. The planning area is defined as the college's service area of Richmond and Scotland counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Richmond Community College on October 4, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Richmond Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: Richmond Community College (RCC) indicates the following:

- In North Carolina, 911 calls are managed by Public Safety Answering Points (PSAPs), such as county communications centers, sheriffs' offices, and police departments, that dispatch calls to appropriate public safety personnel. According to state 911 Board statistics, North Carolina PSAPs answered 7.5 million 911 calls in 2021.
- Employees who manage these calls are designated as telecommunicators, which is defined in General Statute as 911 call takers, dispatchers, radio operators, data terminal operators, or any combination of such call-taking functions.
- State law related to PSAP funding requires that telecommunicators have at least 40 hours of industry-recognized training in basic telecommunicator operations, plus specific training in basic emergency medical dispatch. In addition, PSAPs typically

require or encourage additional training to ensure that these “first” first-responders are prepared to effectively operate within and manage the state’s 911 system.

- The new 911 Communication and Operations program is uniquely designed to provide technical and managerial education for new and seasoned telecommunicators. Topics include 911 communications and operations, Geographic Information System (GIS)/Global Positioning System (GPS), public administration, crisis intervention, and incident command. The program, which is designed to be fully online, also includes opportunities for credit for prior learning (CPL) for previous industry-related training and/or certifications. Research by the college indicates that this is the first such program in the nation, if not the world, specifically designed to develop the technical job skills, as well as the managerial skills, of telecommunicators.
- The new program is supported by local and state 911 system leaders and employers. The two PSAPs in the college’s service area -- Richmond County Emergency Center and Scotland County Emergency Communications -- have submitted letters documenting need and support. These local employers have noted that there is a continual need for new telecommunicators and advanced training for current employees, as 911 centers work three shifts a day, seven days a week, and have a high turnover rate. The Richmond County Emergency Center is staffed 24 hours a day, seven days a week with a minimum of five telecommunicators on duty at a time and dispatches law enforcement, fire, and medical calls for all appropriate agencies within Richmond County. Scotland County Emergency Communications is a consolidated 911 center, operating 24-hours-a-day with 14 full-time employees and several part-time employees, and is responsible for call intake and dispatch for emergency and non-emergency medical, fire and law enforcement calls. The department also handles after-hours calls for animal control, social services, public works, and other services.
- The college also received letters of support from the President of North Carolina Chapter of Public-Safety Communications Officials (NC APCO), the Executive Director of the NC 911 Board, and the President of the North Carolina Chapter of the National Emergency Number Association (NC NENA), all of which are leaders and subject matter experts in this industry.
- According to the Bureau of Labor Statistics (BLS), employment of public safety telecommunicators is projected to grow 8 percent nationwide from 2020 to 2030, about as fast as the average for all occupations. According to Career Coach, there are currently 72 public safety telecommunicator job openings within a 50-mile radius of Richmond Community College. Additionally, there are currently 724 public safety telecommunicators employed within a 50-mile radius. Demand is expected to increase overall due to general population growth and the commensurate increase in 911 volume, as well as the need to fill vacancies due to attrition/retirement.

- According to the BLS, the nationwide median annual wage for a public safety telecommunicator was \$46,670 in May 2021. According to Career Coach, within a 50-mile radius of the college, the starting pay for new telecommunicators is approximately \$28,300, with pay increasing up to \$45,162 for highly experienced personnel.
- The college conducted a survey of juniors and seniors in Richmond and Scotland County high schools, and of the 116 students who responded, 32% replied that they would be interested in enrolling in the new 911 Communication and Operations Program. The college is also exploring a Career and College Promise (CCP) option to meet student interest and industry need. Additionally, the college has a strong history of providing workforce continuing education training for telecommunicators, and it is expected that this degree program will be a natural next step for many of these current telecommunicator professionals who are seeking to advance in their field.

Impact of the Proposed Program on Other Programs: The 911 Communication and Operations (A55470) degree is new to the system. The college sent impact assessment forms to all other colleges within the System. ***No negative impact responses were received.***

Implementation of Collaborative Plan: Not Applicable

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

Curriculum Description as Designated on Curriculum Standard:

The 911 Communication and Operations curriculum is designed to provide new students, as well as current practitioners, with knowledge and skills in the areas necessary for entrance or advancement within emergency communications.

Coursework includes concepts and skills in telecommunication systems, basic software and GIS/GPS, communications, documentation, public administration, personnel management and supervision, grant writing, professional ethics, cultural awareness, mental health awareness, and adaptation to technology within emergency communication organizations.

Graduates should qualify for employment and advancement in the public safety telecommunications field with a variety of employers, including local government emergency communications centers, county sheriffs' offices, local law enforcement, fire and EMS agencies, emergency management, and related emergency dispatch operations.

Contact(s):

Tracy McPherson
Director, Public Safety Training Programs

PROPOSED**CURRICULUM STANDARD**

Effective Term
Fall 2023
*[2023*03]*

Curriculum Program Title

911 Communication and OperationsProgram
Code**A55470**

Concentration

(not applicable)CIP
Code**43.0399*****Curriculum Description***

The 911 Communication and Operations curriculum is designed to provide new students, as well as current practitioners, with knowledge and skills in the areas necessary for entrance or advancement within emergency communications.

Coursework includes concepts and skills in telecommunication systems, basic software and GIS/GPS, communications, documentation, public administration, personnel management and supervision, grant writing, professional ethics, cultural awareness, mental health awareness, and adaptation to technology within emergency communication organizations.

Graduates should qualify for employment and advancement in the public safety telecommunications field with a variety of employers, including local government emergency communications centers, county sheriffs' offices, local law enforcement, fire and EMS agencies, emergency management, and related emergency dispatch operations.

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

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

Major Hours

Attachment PROG 02B

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

911 Communication and Operations A55470

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: <div> <div>*EME 111</div> <div>911 Communication & Operations I</div> <div>3 SHC</div> </div> <div> <div>*EME 112</div> <div>911 Communication & Operations II</div> <div>3 SHC</div> </div> <div> <div>*EME 211</div> <div>Advanced 911 Communications & Ops</div> <div>3 SHC</div> </div> <div> <div>*GIS 110</div> <div>Survey of GIS/GPS</div> <div>1 SHC</div> </div> <div> <div>*GIS 111</div> <div>Intro to Geographic Info System</div> <div>3 SHC</div> </div> <div> <div>*PAD 151</div> <div>Intro to Public Admin</div> <div>3 SHC</div> </div>	16 SHC	16 SHC	
B. CONCENTRATION <i>(Not applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACA, ACC, ASL, BIO, BUS, CCT, CET, CIS, CJC, COM, CSC, CTI, CTS, DBA, ECO, EDU, EME, EPT, GIS, HEA, HIS, HSE, HUM, LDR, LEX, NET, OST, PAD, PED, PMT, POL, PST, PSY, SOC, SPA, and WBL. Up to two semester hour credits may be selected from ACA. <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, IRI, ITA, JPN, LAT, POR, RUS and SPA.</i>			

Proposed Emergency 911 Communication Courses

*Effective Term – Fall 2023 [2023*03]*

EME 111 911 C&O I
(911 Communication and Operations I)

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

Prerequisites: None

Corequisites: None

This course is designed to introduce the student to the role of a telecommunicator and the duties and responsibilities performed by the first, first responder in the public safety system.

Topics include an introduction to the telecommunicator profession, technology in an emergency communications center, ethics and values, basics of call taking, documenting, and dispatching in a Public Safety Answering Point (PSAP), effective communications, cultural awareness, critical thinking, and problem solving.

Upon completion, students should be able to demonstrate an understanding of the role and function of telecommunicators within the 911 system; call processes and radio procedures for law enforcement, fire, and medical dispatch; and the role of telecommunicators within emergency management, incident command, and the Telecommunicator Emergency Response Taskforce (TERT).

EME 112 911 C&O II
(911 Communication and Operations II)

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

Prerequisites: EME 111

Corequisites: None

This course is designed to introduce the student to the various roles, functions, and governance models that impact a Public Safety Answering Point (PSAP).

Topics include an introduction to human resources, employee relations, local government finance, federal and local legislation and oversight of a PSAP, cybersecurity policies and procedures, Next Generation technology and applications, policy and procedure writing, and grant writing.

Upon completion, students should be able to demonstrate an understanding of human resources processes as a telecommunicator, basic budgeting and finance, general knowledge of cybersecurity practices, Next Generation technology and applications in the PSAP and an introduction to federal and state legislation relating to 911 and grant writing.

**EME 211 Advanced 911 C&O
(Advanced 911 Communication and Operations)**

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

Prerequisites: EME 112

Corequisites: None

This course is designed to provide advanced studies in 911 Communication and Operations for a 911 Telecommunicator.

Topics include appropriate telecommunicator response to situations such as terrorism, active shooters/active assailants, missing or exploited persons, human trafficking, suicidal callers, domestic violence, and high-priority/low-frequency emergency events, and identification of strategies that support telecommunicator mental and physical wellbeing.

Upon completion, students should be able to define and describe terrorism, active shooter, missing and exploited children and persons, human trafficking, suicide intervention involving callers, domestic violence, and critical incidents, and the telecommunicator's roles when these incidents are presented in the Public Safety Answering Point (PSAP).

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

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

EME – Emergency Communications

Rationale: The EME curriculum prefix is designed to be used for courses that prepare students for entry into and advancement in the field of public safety/emergency services communications as telecommunicators.

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):

Tracy McPherson
Director, Public Safety Training Programs



**State Board of Community Colleges Code
Title 1 – COMMUNITY COLLEGES**

CHAPTER D. EDUCATION PROGRAMS

SUBCHAPTER 300. CONTINUING EDUCATION

1D SBCCC 300.4 Program Management

(a) Program Accountability.

(1) Each college's local board of trustees shall adopt a Continuing Education Accountability and Integrity Plan. At a minimum, the Continuing Education Accountability and Integrity Plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.

(2) Each college shall adopt a class visitation plan as part of the Continuing Education Accountability and Integrity Plan as referenced in 1G SBCCC 400.3(c)(2). At a minimum, class visitation plans shall include the following:

- (A) Course sections offered with waiver eligibility;
- (B) Course sections delivered through distance learning technologies;
- (C) Course sections held at non-college facilities;
- (D) Course sections with irregular or non-traditional schedules; and
- (E) Visitation plans must define frequency visits by reporting term

(3) The local board of trustees shall review the Continuing Education Accountability and Integrity Plan at least once every three years from the date the local board of trustees adopts the Continuing Education Accountability and Integrity Plan.

(4) Colleges shall submit a copy of the Continuing Education Accountability and Integrity Plan, including amendments, to the Continuing Education Department at the System Office upon adoption.

(b) Faculty. Colleges shall employ faculty so as to meet Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) criteria and local

college policies. All faculty providing instruction in programs with external agency oversight must be a qualified instructor as established by the respective agency or certifying entity.

(c) Services to Minors. For the purposes of this subsection, the word “minor” shall not include minors who have graduated from high school. The major purpose of community colleges is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit

of the public school and have left public school. However, a minor may enroll in Continuing Education course sections subject to the following:

(1) Minors Age 16 and 17. A minor, age 16 or 17, may enroll in Continuing Education course sections subject to the following conditions:

(A) Minors shall not displace adults.

(B) Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.

(C) If the minor is enrolled in high school, the following restrictions apply:

(i) Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.

(ii) Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:

(I) Course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (1D SBCCC 300.4 (c)(1)(D)).

(II) Self-supporting course sections.

(D) Workforce Continuing Education Career and College Promise – The purpose of Workforce Continuing Education Career and College Promise Pathways are to offer structured opportunities for qualified high school students, as determined by the high school principal or the high school principal’s designee and the college’s senior continuing education administrator, the chief student development administrator or the college’s

chief academic officer, to dually enroll in community college courses that provide pathways that lead to a State or industry-recognized credential. Career and College Promise rules applicable to curriculum programs are provided in 1D SBCCC 400.11.

(i) Career and College Promise is a dual enrollment program for eligible North Carolina high school students. Community colleges may collaborate with local administrative units to offer courses through a Workforce Continuing Education pathway approved by the Continuing Education staff of the System Office.

(ii) All non-self-support continuing education courses taken by high school students at community colleges in accordance with this Section are registration fee waived.

(iii) High school students may not audit courses offered under the Career and College Promise Program.

(iv) A college shall submit a Workforce Continuing Education Pathway application for each Career and College Promise program the college plans to offer to the North Carolina Community College System Office using course codes provided by the North Carolina Community College System Office.

(I) The North Carolina Community College System Office assigned Workforce Continuing Education staff shall approve Workforce Continuing Education Pathways before students may enroll.

(II) Within the Workforce Continuing Education Pathway, a college shall verify its capacity to teach all course sections in the pathway.

(III) Students enrolled in Adult Basic Education or Adult Secondary Education are not eligible for Career and College Promise.

(v) High school students shall complete college registration documents and provide a high school transcript which demonstrates eligibility to enroll in Career and College Promise as outlined in 1D SBCCC 300.4(c)(1)(D)(ix) to be admitted into a Workforce Continuing Education Career and College Promise pathway.

(I) The high school shall provide signed and dated documentation from the high school principal or high school principal's designee providing that the eligibility requirements for enrollment in Career and College Promise have been met.

(II) Colleges shall verify eligibility prior to enrollment of the student in the Career and College Promise pathway.

(III) Colleges shall maintain verification of student eligibility for Career and College Promise pathways.

(vi) Colleges shall assign student codes provided by the North Carolina Community College System Office and shall update the student code to reflect when the student transitions out of the Career and College Promise program and is no longer provided registration fee-waiver status.

(vii) Colleges shall comply with 1D SBCCC 300.6(a) regarding Level I Instructional Service Agreements when providing courses to Career and College Promise students outside of the college's service area.

(viii) High school students who delay graduation to continue eligibility for the Career and College Promise program shall not be eligible to participate in the Career and College Promise program.

(ix) Workforce Continuing Education Pathway

(I) To be eligible for registration in a Workforce Continuing Education Pathway, a high school student shall:

- a. Be a high school junior or senior as designated by the local education agency;
- b. Have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or the high school principal's designee; and
- c. Have received career pathway information outlining program requirements for completion of the pathway.

(II) To maintain eligibility for continued registration, a student shall:

- a. Continue to make progress toward high school graduation as

outlined in G.S. 115C-105.35, and

b. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined in the pathway syllabus

c. A student who does not meet these criteria will be subject to the college's policy for satisfactory progression.

(III) With approval of the high school principal or the high school principal's designee and the college's senior continuing education administrator, chief student development administrator or chief academic officer, a

Workforce Continuing Education Junior or Senior may concurrently enroll in the following:

a. Two Career and Technical Education Workforce Continuing Education Pathways;

b. One Career and Technical Education Workforce Continuing Education Pathway and one College Transfer Pathway; or

c. One Career and Technical Education Workforce Continuing Education Pathway and one Career and Technical Education Curriculum Pathway.

(IV) The student may change the student's pathway with approval of the high school principal or the high school principal's designee and the college's senior continuing education administrator, chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

(V) The college may award the Workforce Continuing Education Pathway completion, to the Career and College Promise student prior to high school graduation.

(2) Minors Less than Age 16. A minor less than 16 years old may enroll in

- Continuing Education course sections subject to the following conditions:
- (A) Minors less than 16 years old may enroll in self-supporting safe driving course sections during any reporting term.
 - (B) A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.
 - (C) Notwithstanding 1D SBCCC 300.4(c)(2)(B), Minors who are at least 15 years old and less than 18 years old, and who are uncompensated members of a bona fide fire department or rescue squad, pursuant to G.S. 95-25.5(n), may enroll in fire-training courses, including certification-eligible courses, on a specialized course list approved by the State Board of Community Colleges in accordance with G.S. 115D-5(b)(2). Colleges may earn fulltime-equivalent (FTE) hours for minors enrolled in fire-training courses.
 - (D) Minors shall not displace adults.
 - (E) Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
 - (F) If the minor is enrolled in high school, the following restrictions apply:
 - (i) Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
 - (ii) Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:
 - (I) Course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (1D SBCCC 300.4(c)(1)(D)).
 - (II) Self-supporting course sections.
 - (d) Juvenile Justice. Colleges may provide Continuing Education course sections to juveniles of any age who are committed to the Division of Juvenile Justice of the Department of Public Safety, if the juvenile is otherwise qualified for registration in the Continuing Education class and has the approval of the Director of the Youth

Development Center to which the juvenile is assigned.

(e) Once enrolled, minors shall be treated the same as all other students.

History Note: Authority G.S. 115D-5; G.S. 115D-20(4)(b);

Eff. [June 1, 2016](#);

Amended Eff. [April 1, 2020](#); [November 1, 2017](#).

DRAFT



STATE BOARD OF COMMUNITY COLLEGES

Public Comments

Proposed Amendment 1B SBCCC 100.1 – “Definitions” Comment Period Ending November 14, 2022

	Respondent	Page and Line #	Public Comment	System Office Response to Comments 1 - 3
1.	Rowan-Cabarrus CC Mr. Chris R. Nesbitt, Dean Public Services	1B SBCCC 100.1	I support the proposed amendment to 1B SBCCC 100.1 Definitions to clarify changes to define HyFlex as an approved instruction method. A multi-modal concept provides students options to attend class when they do not have static schedules. However, the proposed definition fails to account for continuing education (CE) courses. A HyFlex model would significantly benefit CE courses as well. Individual schedules and industry staffing shortages impede one's ability to attend classes with fixed schedules. A HyFlex instructional model benefits both curriculum (CU) and CE courses, and I would appreciate you considering adding CE courses to the proposed definition.	<p>Thank you for supporting the addition of HyFlex as a new Delivery Method in the NC State Board Community College Code. We appreciate the eagerness to implement HyFlex in CE courses and agree that HyFlex may benefit CE students.</p> <p>The System Office is in the final stages of reviewing 1G SBCCC 200.94 “Reporting of Student Hours in Membership for Continuing Education Course Sections,” which must be amended further before HyFlex is implemented in Continuing</p>

2.	Guilford Tech CC Claire Ricci, Dean of Adult Education	1B SBCCC 100.1	I respectfully request that the words "or continuing education course" please be added to the language about HyFlex classes in the yellow highlighted area above so that our CE students can also participate in this opportunity.	Education. The process of amending 1G SBCCC 200.94 has included stakeholders at the System Office and the next step is receiving input from Workforce Development Leadership Committee and CE subject matter distance learning experts. The goal is to amend 1G SBCCC 200.94 and 1B SBCCC 100.1 (HyFlex) forthwith. We will use the implementation of HyFlex in Curriculum to inform and aid subsequent implementation in Continuing Education.
3.	Guilford Tech CC Tony Clarke, President	1B SBCCC 100.1	I request that continuing education courses be added to the Hybrid Flexible (HyFlex) definition as it is included in definitions (a) through (d). I think that colleges should have this option available for continuing education courses.	
	Respondent	Page and Line #	Public Comment	System Office Response
4.	Rowan-Cabarrus CC Mr. Craig Lamb, VP of Corporate & Continuing Education	1B SBCCC 100.1	The proposed amendment to clarify the definition of "Hybrid Flexible (HyFlex) instruction method is incomplete, as it includes this instructional modality only as an option for curriculum courses, not for continuing education. The definition for HyFlex included in the amendment is otherwise acceptable, but it, like most other modes and methods of instruction, should be available for all community college programs. Further, I serve on the NCCCS	The System Office appreciates the VP of Corporate and Continuing Education at Rowan-Cabarrus CC and an engaged Workforce Development Leadership Committee (WDLC) representative for highlighting the need to include Continuing Education (CE) as part of the HyFlex definition. It has been the System Office's intent to include CE in HyFlex as soon as

			<p>Workforce Development Leadership Council, where changes to State Board Code affecting definitions of instructional methods are normally brought for review and approval prior to amendment. This proposal, to my knowledge, was not brought before the WDLC. Had it been this correction could have been made prior to issuance of the numbered memo with the proposed amendment language.</p> <p>I recommend inclusion of continuing education in the definition of HyFlex instructional method as follows:</p> <p>(e)“Hybrid Flexible (HyFlex)” – College curriculum or continuing education courses in which 100% of the instruction is offered face to face with the instructor in a physical classroom and 100% of the instruction is offered online allowing students an opportunity to choose whether to attend classes during regularly scheduled in-person sessions or participate online synchronously or asynchronously.</p>	<p>we gave CE stakeholders at the System Office, Community Colleges, and the WDLC an opportunity to provide input.</p> <p>We also appreciate Vice President Lamb’s understanding the need for the System Office to move forward with HyFlex as proposed as part of the HyFlex Definition.</p> <p>It is true that before the adoption of HyFlex, all Delivery Methods in 1B SBCCC 100.1 – “Definitions” include Curriculum and Continuing Education. However, these delivery methods existed for decades, and most stakeholders knew how the methods should be implemented. The emergence of HyFlex has brought about a paradigm shift that requires forethought to implementation and requires adjusting the existing State Board Code (Reporting of Student Membership Hours) before student participation may be properly calculated for FTE.</p> <p>Therefore, the System Office adopted a multi-phase approach in adopting HyFlex as a delivery method to provide proper</p>
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				<p>guidance to colleges on the implementation and FTE calculation for this unique method of instruction. The first phase of implementing HyFlex started with Curriculum courses because, in 2021, community colleges were seeking System Office support in offering a multi-modal delivery method in Curriculum courses. This first phase included amending 1G SBCCC 200.93 "Reporting of Student Hours in Membership for Curriculum Classes" to allow FTE to include students participating remotely before the Census Date.</p> <p>The next phase is underway and includes understanding the implications of HyFlex in Continuing Education. The System Office looks forward to adding "Continuing Education" to the HyFlex Delivery Method, as we anticipate it will positively impact student retention and outcomes.</p>
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Title 1 is proposed for amendment as follows:



State Board of Community Colleges Code

Title 1 – COMMUNITY COLLEGES

CHAPTER A. STATE BOARD GOVERNANCE

SUBCHAPTER 100. DEFINITIONS

1B SBCCC 100.1 DEFINITIONS

The following definitions apply to this Chapter.

- (a) "Traditional Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students.
- (b) "Online Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered online.
- (c) "Hybrid Instruction" – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.
- (d) "Blended Instruction" – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.
- (e) "Hybrid Flexible (HyFlex)" – A multi-modal instructional delivery method where the college has the option to deliver the online portion of a curriculum course synchronously, asynchronously, or both as long as 100% of the instruction is offered face to face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session-by-session basis.

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

Eff. [October 1, 2019](#)

Amended Eff.: _____; [September 01, 2022](#)

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Application
South Piedmont Community College
Surgical Technology (A45740)

Program Planning

South Piedmont Community College is seeking approval for the Surgical Technology (A45740) program to begin Spring, 2023. The planning area is defined as the college's service area of Anson and Union Counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at South Piedmont Community College on June 27, 2022. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of South Piedmont Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale

South Piedmont Community College (SPCC) indicates the following:

- The Surgical Technology program is proposed to complement the college's current health profession programs and will prepare students for employment as competent entry-level surgical technologists in the hospital setting, specifically in the operating room. Certified surgical technologists oversee a variety of responsibilities before, during and after surgery, including preparing and sterilizing equipment, assisting surgeons, managing instruments and supplies during surgery, and caring for surgical patients.
- According to the Bureau of Labor Statistics, surgical technology employment is projected to grow 9 percent from 2018 to 2028, secondary to surgical intervention increases, due to the advancement in technology and the increase in the aging population. The average wage for surgical technologists is \$50,971 in June 2021.
- The projected unmet need for Surgical Technologists in the SPCC service area is ten per year. SPCC anticipates a first cohort to consist of ten students. The primary target or market for this program includes prospective students in the college's service area that are looking to receive education in an applied science or healthcare field. This is also aimed at satisfying the workforce need for local hospitals. Analysis of the data from these various sources indicates that the need for Surgical Technologists is not being met in SPCC's two-county service area.

- SPCC has been approached by an executive from Atrium Health with requests to explore adding Surgical Technology to our approved health programs due to current and projected staffing shortages. Atrium further offered their assistance in securing equipment for starting the program.
- A letter of support for the program was received from Michael Lutes, the Senior Vice President and President, South Market, Atrium Health Care.

Impact of the Proposed Program on Other Programs

Twenty-one community colleges are approved to offer the Surgical Technology program. This program does contain a clinical component; therefore, all colleges were provided with a program impact assessment from South Piedmont Community College. Nineteen colleges responded with positive impact assessments in agreement with and support of the program. One college was not in agreement with the impact assessment but did support the program. **One college submitted a negative impact assessment.**

Implementation of Collaborative Plan

Not Applicable

Curriculum Design

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

Curriculum Description as Designated on Curriculum Standard

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units. Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

Contact(s):

Dr. Lori Byrd
Associate Director



CURRICULUM PROGRAM APPLICATION

College South Piedmont Community CollegeProgram Title Surgical Technology/A45740Concentration Title N/A
(If applicable)Program Code A 4 5 7 4 0

Credential (Indicate the highest credential to be awarded)

X AAS _____ Diploma _____ Certificate

Proposed Semester and Year of Implementation

X Spring _____ Summer _____ Fall 2023Contact Person (Name/Title): Ryan Anthony Dean, Health and Public SafetyPhone (704) 290-5870 Extension _____ E-mail ranthony@spcc.edu

Does this application include the use of a Level III Instructional Service Agreement (ISA)?

_____ Yes X No

(If yes, please be sure to include the ISA with your application.)

I. Program Planning

Items A and B should be completed in a narrative format. This narrative is limited to three to five pages.

A. Purpose: Provide a narrative which outlines the purpose of the proposed program and demonstrate how the proposed program directly relates to the mission of the college and the college's Institutional Effectiveness Plan. (*Attach additional completed pages.*)

South Piedmont Community College (SPCC), serving both Anson and Union counties in North Carolina, plans to implement a new Associate in Applied Science degree program, Surgical Technology, effective spring 2023. The Surgical Technology program is proposed to complement the college's current health profession programs, and will prepare students for employment as competent entry-level surgical technologists in the hospital setting, specifically in the operating room. Certified surgical technologists oversee a variety of responsibilities before, during and after surgery, including preparing and sterilizing equipment, assisting surgeons, managing instruments and supplies during surgery, and caring for surgical patients. The projected start date for the program is spring 2023 for the initial cohort, with enrollment of future cohorts each subsequent Fall semester. The projected unmet need for Surgical Technologists in the SPCC service area is ten per year. (Appendix 1) Based on this, we anticipate our first cohort to consist of ten students. The primary target or market for this program includes prospective students in the college's service area that are looking to receive education in an applied science or healthcare field that will lead to gainful employment upon completion. This is also aimed at satisfying the workforce need for local hospitals. Analysis of the data from these various sources indicates that the need for Surgical Technologists is not being met in SPCC's two county service area or in the surrounding metropolitan area. SPCC has also been approached by executives from the two major healthcare systems in the area, Atrium Health and Novant Health, with requests to explore adding Surgical Technology to SPCC's catalog of current health programs. Due to current and projected staffing shortages SPCC has a long standing history of offering a host of Allied Health and Nursing programs, some of which have received accreditation by the Commission on Accreditation of Allied Health Education Programs or CAAHEP. These include Diagnostic Medical Sonography and Medical Assisting. The Associate Degree Nursing and Licensed Practical Nursing programs are approved by the NC Board of Nursing. All programs continue to remain in good standing with these agencies. SPCC maintains close business partnerships with the Atrium Health and Novant Health healthcare systems to offer meaningful clinical experience rotations as an integral and substantial part of the educational process. The Surgical Technology program will also take advantage of these relationships to ensure that the students rotate through a variety of surgical subspecialty areas as required for CAAHEP accreditation of the Surgical Technology program.

B. Rationale: Build a narrative case for starting the new program. (See instructions provided on page 4.) (*Attach additional completed pages.*)

The proposal for the adoption of the Surgical Technology program grew out of research conducted as part of SPCC's Institutional Effectiveness Procedures, which emphasize a

Editorial Revision 3/31/2022; Editorial Rev. 6/14/22.

strategic planning process of continuous improvement through the use of tools such as environmental scanning, annual program review, and program advisory committee feedback. A needs analysis, which also supports the need for the new program, includes discussions between SPCC's senior leadership and executives from the two major regional healthcare systems, who cite a current and projected future shortage of surgical technology employees in college's service and surrounding area hospitals. Creation of the Surgical Technology program will produce graduates with job-ready skills, and will support SPCC's 2018-2023 Strategic Plan's focus areas of Student Success and Business/Industry Partnerships, which includes enhancing business and industry partnerships to provide programming that meets the current and future needs of employers. SPCC's mission is: To foster life-long learning, student success, and workforce and community development. The implementation of the Surgical Technology program directly ties into and supports the college mission by providing graduates the skills needed to successfully transition into the workforce while offering a program of study that meets the community's need for graduates. The proposal for the Surgical Technology degree was reviewed and approved by the faculty of the School of Allied Health and Nursing and by SPCC's Curriculum Team, which internally approves all curriculum changes and new curriculum programs. This team is composed of faculty, who serve as voting members, and staff, who serve as advisory members. SPCC has also been approached by an executive from a major hospital group in the area, Atrium Health, with requests to explore adding Surgical Technology to our catalog of health programs, due to current and projected staffing shortages. Atrium further offered their assistance in securing equipment for starting the program. (Appendix 2) The program will be primarily taught in the Braswell Building on SPCC's Old Charlotte Highway campus. The classroom/ didactic and the laboratory portion of the program all occur within the Braswell building. In addition to in person instruction, portions may be taught in a hybrid format. The cost associated with this program include \$ 191,750.00 in equipment and \$58,000.00 in supplies. The college will also need to hire two full time employees, one program director and one full time faculty member. We will be utilizing state funds for start-up equipment cost and we are committed to supporting the Surgical Technology program by allocating resources to it through the institution's state budget. Increases to the institution's FTE correlates to an increased budget for instruction, academic support, and student services. The institution expects a return on investment so that the Surgical Technology program will sustain itself.

C. Institutional Certification: *Complete the following form and obtain required signatures. Form with original signatures should be included in the application.*

Institutional Certification

<i>This curriculum</i>	<u>Surgical Technology <i>program</i></u> (Program Title)	<u>A45740</u> (Program Code)
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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.

South Piedmont Community College

(Community College Name)

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

The college understands that this proposed program will require a program accountability report that will include items such as student success measures, enrollment trends, completion rates, and employment data three years after implementation if the program is approved by the State Board.

(A copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved must be attached to the application.)

Maria O. Phan 6-29-2022
Signature, President of College Date

Bill Arnold 6-29-2022

Signature, Board of Trustees Chair *Date*

**SOUTH PIEDMONT COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

The Board of Trustees of South Piedmont Community College met in special session via Zoom teleconference on June 27, 2022.

Members in attendance:

Mr. Bill Norwood, Chair
Mr. Harvey Leavitt, Vice Chair
Ms. Pat Kahle, Secretary
Mr. Jarvis Woodburn, Immediate Past Chair
Mr. Chris Duggan
Mr. Bill Hutton
Ms. Sharon Knotts
Mr. Landric Reid
Mr. Jerry Simpson

Members absent:

Ms. Caroline Hightower
Mr. Kenny Horne
Mr. Mike Lutes
Mr. Gary Summerfield
Mr. Dominic Done, ex officio

College staff in attendance:

Dr. Maria Pharr, President
Mr. Carl Bishop
Ms. Michelle Brock
Mr. Erik Dagenhart
Ms. Elizabeth Hamrick

Visitors present:

Michael Newton, ADW Architects
Philip Steele, ADW Architects
Walt Havener, Surface 678
Jeff Israel, Surface 678
Rachelle Roake, Surface 678

Mr. Norwood called the meeting to order at 4:00pm.

Ms. Hamrick administered the roll call.

No oaths of office were administered.

Mr. Norwood reviewed potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes. No conflicts of interest were noted.

No one signed up for public comments.

Mr. Norwood referred the Board of Trustees to the master plan and recognized Ms. Brock for introductions. Ms. Brock introduced Erik Dagenhart, Construction Manager, who has been with the college since February. Ms. Brock stated that as the college undergoes renovations and plans for future construction, Mr. Dagenhart will assist with managing the projects. Ms. Brock stated that Mr. Dagenhart has been working closely with ADW Architects on the renovations for Building A and the Braswell Building, and the Garibaldi Building on the LLP Campus. Ms. Brock stated that ADW is working with the college on the long-term facilities master plan. Ms. Brock stated that the college is also working with Surface 678 on a landscape design plan. ADW and Surface 678 have worked together on a master planning presentation for the Board of Trustees to review.

Mr. Havener introduced the Surface 678 team and stated that they have been working with ADW Architects on the facilities master plan as the college moves into the future, with ADW focusing on building and architectural growth and Surface 678 focusing on creating a meaningful environment around the buildings. Mr. Havener stated that four focus areas in the landscape are to create a collegiate feel, introduce trails and active spaces, pedestrian circulation and gathering spaces, and landscape branding and curb appeal.

Mr. Steele and Mr. Newton with ADW Architects were introduced and stated that they would be presenting high-level master planning concepts based on a list of college priorities and building needs. Mr. Newton began with presenting plan phases for the Old Charlotte Highway campus including the aseptic training center, a public safety training center and driving pad with expanded parking, a fitness facility, welcome center, and a new academic building. Mr. Israel presented complimentary landscape plan concepts with trails and active spaces, storm water expansion, mounded landscape features, and defining landscape features and branding opportunities to create a collegiate feel.

Mr. Newton next presented phased planning concepts for the L.L. Polk campus. Mr. Newton discussed creating a central area of campus with a quad to provide student gathering spaces. Mr. Newton discussed concept phases including addition of parking, an advanced manufacturing center, and a future academic building. Surface 678 discussed landscape to enhance the campus entry, options for relocating the entrance, enhancing the amphitheater, and the existing pond. Mr. Israel commented on enhancing curb appeal and branding.

Ms. Knotts exited the meeting at 4:34pm.

Mr. Norwood stated that a committee of the Board of Trustees would be established to further review the master plan documents and discuss concepts. Mr. Steele stated that ADW Architects and Surface 678 will coordinate a design charrette with the committee for further review.

Mr. Steele, Mr. Newman, Mr. Havener, Mr. Israel, Ms. Roake, and Mr. Dagenhart exited the meeting at 4:40pm.

Mr. Norwood recognized Mr. Bishop for the program application for the surgical technology program. Mr. Bishop stated that the college intends to submit an application for the surgical technology program. Mr. Bishop stated that the program comes at the request of the college's healthcare partners, particularly Atrium Health. Mr. Bishop stated that the college has worked with Atrium and Novant about their needs for the program. To begin the process, the college sent a program planning notification to all colleges across the system that currently have the program. Mr. Bishop stated that in February, a request for impact was sent to those colleges. Mr. Bishop stated that when a college is interested in pursuing a program of study, one of the requirements is for the system to examine the impact the program will have on other colleges. Mr. Bishop stated that a negative impact assessment was received from Cleveland Community College and has since been resolved. Mr. Bishop stated that one outstanding negative impact assessment remains with Central Piedmont Community College. Mr. Bishop stated that while Ryan Anthony, Dean of Health and Public Safety has spoken with the dean of health programs at Central Piedmont Community College, and likewise he has spoken with Central Piedmont's Chief Academic Officer, the negative impact assessment remains. Mr. Bishop stated that it is in the community's best interest for the college to proceed with the program despite the negative impact and the request therefore is for approval from the Board of Trustees to proceed with the program application for surgical technology. Upon motion Mr. Leavitt, seconded by Ms. Kahle, the program application for the surgical technology program was approved.

Mr. Norwood recognized Ms. Brock for a revision to Policy 5.24 – Employee Travel. Ms. Brock stated that the policy change regarding employee travel is referencing the location of the travel procedures on the college's SharePoint intranet site. Upon motion by Mr. Woodburn, seconded by Mr. Hutton, Policy 5.24 – Employee Travel was approved.

Mr. Norwood inquired of any further business. No further business was reported.

Upon motion by Mr. Duggan, seconded by Mr. Leavitt, the Board of Trustees entered closed session at 4:49pm pursuant to the provisions G.S. 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States; and G.S. 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual or public officer or employee or prospective public officer or employee.

Dr. Pharr, Mr. Bishop, Ms. Brock, and Mr. Dagenhart exited the meeting at 4:49pm.

Upon motion by Mr. Woodburn, seconded by Mr. Duggan, the Board of Trustees entered open session at 5:01pm.

Upon motion by Mr. Woodburn, seconded by Mr. Hutton, the Board of Trustees voted to increase Dr. Pharr's salary supplement in line with other community college presidents, as discussed in closed session.

Upon motion by Mr. Woodburn, the meeting adjourned at 5:03pm.

Ms. Pat Kahle, Secretary

DRAFT

FW: Curriculum Planning Notification

Carl Bishop <CBishop@spcc.edu>

Thu 6/23/2022 4:27 PM

To: Amanda Secrest <asecrest@spcc.edu>

 1 attachments (260 KB)

Curriculum Program Planning Notification- Surgical Technology.pdf;

From: Carl Bishop

Sent: Thursday, April 15, 2021 1:21 PM

To: CC Presidents <cc-presidents@nccommunitycolleges.edu>; CC Chief Academic Officers <cc-cao@nccommunitycolleges.edu>; goldk@nccommunitycolleges.edu; Lisa Eads <eadsl@nccommunitycolleges.edu>

Subject: Curriculum Planning Notification

Good Afternoon,

I hope this note finds you well.

South Piedmont Community College is entering a planning process for surgical technology. Please see the attached form.

Thank you, and have a good day!

Best,
Carl

Carl Bishop
Vice President for Academic and Student Affairs/Chief Academic Officer
South Piedmont Community College
2103 Braswell Building
4209 Old Charlotte Highway
Monroe, NC 28110
704-290-5281
cbishop@spcc.edu

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Curriculum Program Planning Notification

March 25, 2021

South Piedmont Community College intends to initiate a planning process for Surgical Technology/ A45740.
College Program Title/Code

The planning process is expected to be completed by December 31, 2021, with program implementation in
Date

Fall, 2022. The anticipated planning area to be served by this program is Anson and Union.
Semester Year List Each County

The following colleges are located within the planning area for the new program: N/A
List colleges, if applicable

For colleges interested in participating in the planning process or learning about this new program, the contact

person for the program planning process is Ryan Anthony 704-290-5870.
Include contact person's name and phone number

Note: If the planning area is redefined as part of the application process, a revised program planning notification must be sent to all parties listed above.

B. Documenting Impact Assessment: *Provide a list of colleges who received an Impact Assessment Form and a narrative of the responses received.*

Name of College(s) Receiving Impact Assessment Form	Program Title
Albemarle Community College	Surgical Technology
Asheville-Buncombe Community College	Surgical Technology
Blue Ridge Community College	Surgical Technology
Cape Fear Community College	Surgical Technology
Catawba Valley Community College	Surgical Technology
Central Piedmont Community College	Surgical Technology
Cleveland Community College	Surgical Technology
Coastal Carolina Community College	Surgical Technology
Davidson-Davie Community College	Surgical Technology
Durham Technical Community College	Surgical Technology
Edgecomb Community College	Surgical Technology
Guilford Community College	Surgical Technology
Isothermal Community College	Surgical Technology
Lenoir Community College	Surgical Technology
Robeson Community College	Surgical Technology
Rockingham Community College	Surgical Technology
Sampson Community College	Surgical Technology
Sandhills Community College	Surgical Technology
Southwestern Community College	Surgical Technology
Wilson Community College	Surgical Technology

Narrative of Responses Received:

A total of ten responses were received. Nine responses were in favor. Cleveland Community College supported with disagreement with the impact assessment. After college staff discussed SPCC's program plan, Cleveland Community College fully supports SPCC's Surgical Technology application. Central Piedmont Community College submitted a negative impact assessment response.

If a negative response was received, provide a narrative summary of the actions taken to resolve the negative response and the outcome of those actions:

On February 17, 2022, South Piedmont received a negative impact assessment from Central Piedmont Community College, accompanied by a letter from Dean Karen Summers, indicating concerns about available clinical sites to support a new program.

Since receipt of Central Piedmont Community College's impact assessment form, staff at South Piedmont carefully evaluated concerns raised in Dean Summer's letter, considered employer needs, support, and collaboration, and determined that we will move forward with our program application. In preparation, we attempted to resolve the negative impact assessment with Central Piedmont Community College by providing a guarantee

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that, in no way, will a program at SPCC negatively impact CPCC's program. South Piedmont has been guaranteed additional clinical spots that will not displace students from other colleges. Despite this guarantee, neither CPCC's Dean of Health Sciences nor Vice President of Academic Affairs were able to compromise or resolve the negative impact assessment.

On March 7, 2022, SPCC's Dean of Health and Public Services, Ryan Anthony, met with CPCC's Dean of Health Sciences, Karen Summers, in an attempt to resolve the negative impact assessment; however, they were unable to do so. Dean Summers indicated she did not know how many students were currently assigned to Atrium Union (at that time, there were none, according to Atrium), but that CPCC was not in a position to share any current or future clinical sites.

On June 16, 2022, CPCC's Vice President of Academic Affairs, Heather Hill, and SPCC's Vice President of Academic and Student Affairs, Carl Bishop, met to discuss issues related to the impact assessment. What follows summarizes the points discussed and SPCC's attempt to clarify two issues related to CPCC's negative impact assessment and our attempt to resolve it.

First, Central Piedmont's response presents a summary of enrollment from area colleges that currently offer surgical technology. In addition to Central Piedmont Community College, Cleveland Community College, Catawba Valley Community College, York Technical College, and Cabarrus College offer surgical technology programs in our region. To explore Central Piedmont's assertions, SPCC staff contacted each college. Every college, with the exception of Central Piedmont Community College, indicated support for a new program at South Piedmont. Further, the number of students other colleges report accepting are below the capacities cited in CPCC's negative impact assessment. For example, while approved for 20 students per class, both Catawba Valley Community College and Cleveland Community College accept below their capacities (12 and 10-15, respectively, as reported to our Dean of Health and Public Services).

Second, Central Piedmont's reply and Dean Summers' conversation with Dean Anthony indicated that CPCC's program uses all available clinical sites in Union, Anson, and Mecklenburg Counties, and they are unwilling to share any future clinical sites. However, at the time of SPCC's application, negative impact assessment, and the Deans' conversation, CPCC was not utilizing clinical sites at Atrium Union. CPCC began placing students at Atrium Union after SPCC's impact assessment notification, in summer 2022. Prior to this, it had been some time since CPCC utilized Atrium Union. Further, area health care providers guarantee our program would utilize new clinical sites, and that a program at SPCC will not displace students from current or future access to clinical instruction. Therefore, there could be no negative impact to CPCC's program.

Accreditation requirements for surgical technology clinical instruction do not limit the instructor to student ratio, nor do they limit the types of surgeries required for clinical instruction. Therefore, several students may work under the supervision of one instructor, many types of health care facilities may serve as clinical sites, and students have flexibility with respect to completion of their total number of clinical experiences. Therefore, unlike other health programs, sufficient surgical technology clinical sites exist to support all programs in question. South Piedmont has this guarantee

Editorial Revision 3/31/2022; Editorial Rev. 6/14/22.

from our partner, Atrium-Union, who both requested an SPCC program and understand their staff and operational abilities to support additional clinical students.

Despite the guarantees offered to both Dean Summers and Vice President Hill, CPCC and SPCC were unable to come to agreement or compromise to resolve the negative impact assessment. Central Piedmont repeatedly indicated they would not share current or future clinical sites.

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Asheville-Buncombe TOC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within two weeks of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

☒ Yes, I agree with the impact assessment.

☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

[Signature]
Signature of President of College with Same or Similar Program

2/8/2020
Date

Editorial Revision 07/29/19

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III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____,
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____,
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that SOUTH WESTERN CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

☒ Yes, I agree with the impact assessment.

☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

[Signature]
Signature of President of College with Same or Similar Program

1-12-2022
Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Rockingham CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Mark O. Kinkaw
Signature of President of College with Same or Similar Program

2-8-22
Date

Editorial Revision 07/29/19

12

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that LENOIR CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Rush H
Signature of President of College with Same or Similar Program

2/10/22
Date

Editorial Revision 07/29/19

12

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ Intends to apply for approval to offer _____
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

_____ Intends to apply for approval to offer _____ which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Blue Ridge CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within two weeks of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the Impact assessment.
☐ No, I do not agree with the Impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the Impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

[Signature]
Signature of President of College with Same or Similar Program

2/10/2022
Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____,
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____,
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that CFCC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740,
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the Impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Lane P. Martin
Signature of President of College with Same or Similar Program

2-9-22
Date

Editorial Revision 07/29/19

12

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that South Piedmont Community College
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Margaret H. Hargrave
Signature of President of College with Same or Similar Program

2/14/2022
Date

Editorial Revision 07/29/19

12

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program
 area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that ROBESON CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within two weeks of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

mel S.
Signature of President of College with Same or Similar Program

February 15, 2022

Date

Editorial Revision 07/29/19

12

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that CLEVELAND CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:

None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

_____ Yes, I agree with the impact assessment.

X No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

_____ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):
 CCC supports SPCC applying for this program, provided we receive confirmation from Atrium-Pineville that this will not impact CCC's clinical spots.

[Signature]
Signature of President of College with Same or Similar Program

3-25-22

Date

Editorial Revision 07/29/19

12

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

_____ intends to apply for approval to offer _____ which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that _____
College with same or similar program

is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

_____ Atrium- Union, Atrium- Union West, Atrium- Pineville

_____ Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 None

Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

_____ Yes, I agree with the impact assessment.

_____ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

☒ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

See attached.

Signature of President of College with Same or Similar Program

Date

Editorial Revision 07/29/19

12



February 17, 2022

Karen Summers
Dean, Health Sciences
Central Piedmont Community College
Central Campus, Belk 3152
PO Box 35009, Charlotte, NC 28235
t 704.330.6429 | f 704.330.6410
www.cpcc.edu

To whom it may concern,

PO Box 35009
Charlotte, NC
28235
704.330.2722
cpcc.edu

I am writing this letter in response to the request from a local community college to begin a surgical technology program in the state of North Carolina. There are currently 20 programs accredited through CAAHEP in the state of North Carolina. In proximity of Central Piedmont Community College there are currently four higher education institutions offering surgical technology, Cleveland Community College, Cabarrus College, Catawba Valley Community College and York Technical College.

Cleveland Community College enrolls 20 students per start, Cabarrus College enrolls 20 students per start, Catawba Valley Community College enrolls 20 students per start and York Technical College enrolls 20 students per start. Central Piedmont Community College enrolls 16 students per start and starts a new cohort each fall and spring term for a total of 32 students each year. The overlap of students and slots to meet each clinical course's objectives with 112 students seeking clinical placement into a limited number of clinical slots makes scheduling a logistical challenge for the schools and our clinical partners.

At Central Piedmont Community College, we are currently sharing clinical sites with Cabarrus College and Cleveland Community College. With the current pandemic, these slots have become few and far between requiring institutions to become creative with scheduling to ensure all students receive the best educational experience possible. We are currently utilizing all of Atrium Health and Novant Health operating rooms as well as some clinical slots at CaroMont in order to meet the needs of the current program students. Staffing shortages also add a level of complexity for scheduling students in the required variety of surgical cases and we were told last year by one of our clinical partners that there were no additional clinical slots for us to expand our program by 5 students.

Increasing the number of programs within a small geographical area will only add more strain to an already taxed system and create an undue burden on educational institutions to try and secure clinical placement for students.

We want to ensure that the state reviewing the applicant's request, has the information from programs in the geographical area of the request, to make an informed decision. At this point, adding an additional program so close to four other schools will exacerbate the clinical challenge and possibly prevent existing programs from securing the required clinical slots for their students.

Thank you for your time. Please reach out if you have any further questions or need any additional information.

Sincerely



Karen Summers
Dean, Health Sciences

cpcc.edu

IV. Level III Instructional Service Agreement (ISA): *Include a Level III Instructional Service Agreement with the application if the applying college intends to collaborate with one or more colleges to offer the proposed program. (See Section 6 of the Curriculum Procedures Reference Manual for guidelines.)*

V. Proposed Program of Study: *Complete the following to indicate the proposed program of study.*

A. 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.*

1. Communication:

The following course(s) are required:

Course Number Course Title (Credit)

ENG 111 Writing & Inquiry (3)

Communication Pick List if applicable:

Select a course(s) from the following:

COM 110 Intro to Communication (3)

COM 120 Interpersonal Comm (3)

COM 231 Public Speaking (3)

2. Humanities/Fine Arts:

The following course(s) are required:

Course Number Course Title (Credit)

Humanities/Fine Arts Pick List if applicable:

Select a course(s) from the following:

ART 111 Art Appreciation (3)

ART 114 Art History Survey I (3)

ART 115 Art History Survey II (3)

MUS 110 Music Appreciation (3)

MUS 112 Intro to Jazz (3)

PHI 215 Philosophical Issues (3)

PHI 240 Intro to Ethics (3)

3. Social/Behavioral Sciences:

The following course(s) are required:

Course Number Course Title (Credit)

Social/Behavioral Pick List if applicable:

Select a course(s) from the following:

PSY 150 General Psychology (3)
SOC 210 Intro Sociology (3)

4.Natural Sciences/Mathematics:

The following course(s) are required:

Course Number Course Title (Credit)

Natural Sciences/Mathematics Pick List if applicable:

Select a course(s) from the following:

BIO 168 Anatomy and Physiology I (4)

Total General Education Semester Hour Credits	16
Required	<hr/>

Program of Study (Continued)**B. MAJOR HOURS****1. Core**

The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.

The following course(s) are required:

Course Number Course Title (Credit)

SUR 110 Introduction to Surgical Technology (3)

SUR 111 Perioperative Patient Care (7)

SUR 122 Surgical Procedures I (6)

SUR 123 SUR Clinical Practice I (7)

SUR 134 Surgical Procedures II (5)

SUR 135 SUR Clinical Practice II (4)

SUR 137 Professional Success Preparation (1)

SUR 210 Advanced SUR Clinical Practice (2)

SUR 211 Advanced Theoretical Concepts (2)

Required Subject Area(s) if applicable:

Total Core Semester Hour 37
Credits _____

2. Concentration (if applicable)

If the proposed program is a concentration, please list the required courses and/or subject areas. Only utilize the courses and/or subject areas identified on the curriculum standard.

The following course(s) are required:

Course Number Course Title (Credit)

Required Subject Area(s) if applicable:

Total Concentration Semester Hour Credits _____

Program of Study (Continued)**3. 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 unique prefixes as noted on the standard.

The following course(s) are required:

Course Number Course Title (Credit)

BIO 169 Anatomy and Physiology II (4)

MED 121 Medical Terminology I (3)

BIO 275 Microbiology (4)

ACA 122 Transfer Success (1)

Required Subject Area(s) if applicable:

Total Other Major Semester Hour Credits	12
<hr/>	
Total Major Semester Hour Credits	49
<hr/>	

Please note:

Work experience 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.

Selected topics or seminar curriculum courses may be included in associate in applied science degree up to a maximum of 3 semester hours of credit; and in diploma or certificate programs up to a maximum of 3 semester hours of credit. Such curriculum courses shall be listed on a program of study as "other major" hours. Selected topics and seminar curriculum courses shall not be used more than once in a program.

Program of Study (Continued)**C. OTHER REQUIRED COURSES** *(If applicable)*

A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.

The following course(s) are required:

Course Number Course Title (Credit)

Total Other Required Semester Hour Credits_____

Total Semester Hours Credit in 65
Program_____

Course Substitution (if applicable)

Course in Program_____ **Substitute Course(s)**_____

Course in Program_____ **Substitute Course(s)**_____

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

_____ intends to apply for approval to offer _____ which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that _____
College with same or similar program

is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atruim- Union West, Atrium-Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

_____ July 22, 2022
Signature of President of Applying College *Date*

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

_____ 7/27/2022
Signature of President of College with Same or Similar Program *Date*

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program
 area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Catawba Valley Community College
College with same or similar program
 is currently offering the same or similar program entitled and coded as Surgical Technology
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

_____ July 22, 2022
Signature of President of Applying College *Date*

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

_____ 7-25-2022
Signature of President of College with Same or Similar Program *Date*

If a negative response was received, document the outcome of the resolution by completing the following Impact Resolution Form. Include copies of the signed resolution in the application.

Impact Assessment Resolution Form

South Piedmont CC intends to apply for approval to offer Surgical Technology/ A45740.
Applying College *Program Title/Code*

Cleveland CC has identified that there will be an impact on its program. The identified
College with Same or Similar Program

impact is: overlapping clinical location at Atrium-Pineville

South Piedmont CC has resolved the possible impact by: Removing our request to use
Applying College

Atrium- Pineville as a clinical location for Surgical Technology.

Maria Q. Phan

07-25-2022

Signature of President of Applying College

Date

Response to Applying College:

Please indicate your response to this impact assessment resolution within **two weeks** of the date of this form.
 (Failure to respond within two weeks may be construed as concurrence with the impact assessment resolution.)

☒ Yes, I agree with the impact assessment resolution identified above.

☐ No, I do not agree with the impact assessment resolution identified above.

If you do not agree with the impact assessment resolution identified above, please provide an explanation (attach an additional page if needed):

Jan Harris

Signature of President of College with Same or Similar Program

7/26/22
Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

_____ intends to apply for approval to offer _____ which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that _____
College with same or similar program

is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

_____ *Atrium- Union, Atrium- Union West, Atrium-Anson*

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

Signature of President of Applying College

July 22, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
- ☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
- ☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

_____ *Signature of President of College with Same or Similar Program*

7/25/22

Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College _____ intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Davidson Davie Community College
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

Signature of President of Applying College July 22, 2022
Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Signature of President of College with Same or Similar Program 7/26/22
Date

III. Impact of the Proposed Program on Other Programs in the System.

Attachment PROG 05B

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College Program Title/Code

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

_____ intends to apply for approval to offer _____ which
Applying College Program Title/Code

contains a clinical requirement. The college has determined that _____
College with same or similar program

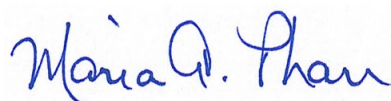
is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

_____ Atrium- Union, Atruim- Union West, Atrium-Anson _____

Impact Assessment: Our college's assessment of the impact on your program is identified below:

We do not anticipate an impact to your institution.



Signature of President of Applying College

July 22, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

☒ Yes, I agree with the impact assessment.

☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):



Signature of President of College with Same or Similar Program

7/27/2022

Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Guilford Tech Community College
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

_____ July 22, 2022
Signature of President of Applying College *Date*

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

_____ 7-26-22
Signature of President of College with Same or Similar Program *Date*

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College _____ intends to apply for approval to offer Surgical Technology/ A45740 _____ which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Sampson Community College _____
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology _____.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson _____

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

_____ July 22, 2022
Signature of President of Applying College *Date*

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

_____ 7/22/2022
Signature of President of College with Same or Similar Program *Date*

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program
 area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Sandhills Community College
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

_____ July 22, 2022
Signature of President of Applying College *Date*

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Signature of President of College with Same or Similar Program *7/26/22*
Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program
 area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Edgecomb Community College
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 We do not anticipate an impact to your institution.

Maia Q. Phan September 23, 2022
Signature of President of Applying College *Date*

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

- ☒ Yes, I agree with the impact assessment.
☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.
☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Signature of President of College with Same or Similar Program Sep. 30, 2022
Signature of President of College with Same or Similar Program *Date*

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College _____ intends to apply for approval to offer Surgical Technology/ A45740 _____ which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Fayetteville Technical Community College
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology _____.
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium-Anson _____

Impact Assessment: Our college's assessment of the impact on your program is identified below:

We do not anticipate an impact to your institution.

_____ *Maria Q. Phan*
Signature of President of Applying College

September 23, 2022
Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

☒ Yes, I agree with the impact assessment.

☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

_____ *Signature of President of College with Same or Similar Program*

9-26-22
Date

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: The applying college should complete Section A or B, and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same or similar program(s) (see guidelines provided on page 5). The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Code*

The college has determined that _____ is located in a contiguous service
College with same or similar program

area and is currently offering the same or similar program entitled and coded as _____.
Program Title/Code

Section B: (For Programs with a Clinical Requirement):

South Piedmont Community College intends to apply for approval to offer Surgical Technology/ A45740 which
Applying College *Program Title/Code*

contains a clinical requirement. The college has determined that Wilson CC
College with same or similar program

is currently offering the same or similar program entitled and coded as Surgical Technology/ A45740
Program Title/Code

The following clinical site(s) may be utilized in offering this program:

Atrium- Union, Atrium- Union West, Atrium- Pineville

Atrium- Anson

Impact Assessment: Our college's assessment of the impact on your program is identified below:
 None

Maria A. Phan
Signature of President of Applying College

January 12, 2022

Date

Response to Applying College: Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

☒ Yes, I agree with the impact assessment.

☐ No, I do not agree with the impact assessment, however, I am supportive of the college applying for the program.

☐ No, I do not agree with the impact assessment and I am not supportive of the college applying for the program.

If you do not agree with the impact assessment, please provide an explanation (use an additional page if needed):

Tim Wright
Signature of President of College with Same or Similar Program

2-8-22
Date



December 10, 2021

To Whom It May Concern:

I am writing on behalf of Atrium Health in support of the South Piedmont Community College's proposal to start a Surgical Technology Associate Degree Program. The addition of this program will address the identified shortage of Surgical Technologists in our area and more specifically within our health care system. South Piedmont Community College has been a great partner to Atrium Health and has a reputation of providing high quality health education. We feel the addition of this program will be of great service to the community and will help create additional manpower in an area of great need. We fully support this proposal and have pledged additional support in the startup of the program if approved, including working with our partners to get the necessary equipment and supplies needed to start the program. We look forward to working with South Piedmont Community College and strengthening our partnership with them.

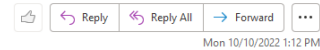
Sincerely,



Michael Lutes

Senior Vice-President and President, South Market
Atrium Health

Re: [EXTERNAL] Surgical Technology

Dr. Maria Pharr <mpharr@spcc.edu>
To: Kandi Deitemeyer

Mon 10/10/2022 1:12 PM

Good morning,

Hope you are doing well. Thank you for reviewing our response to Central Piedmont's negative impact assessment regarding our surgical technology program application. During this process, we provided guarantees that our partner-requested program will have no current or future negative impacts on Central Piedmont's access to clinical spaces, and our health care partners agree with our assessment. While I appreciate the offer to meet, we do not want to hold up the process any further if that position will not change, and keeping our communication in this format maintains transparency. Since you indicated no change to your position after reviewing our case, we will move forward with our program application with your opposition included.

While we may not resolve issues related to surgical technology, South Piedmont Community College remains committed to our broader partnership and to our shared goals.

Kind regards,

Maria Pharr, EdD

President
South Piedmont Community College
mpharr@spcc.edu
704-290-5251

**From:** Kandi Deitemeyer <Kandi.Deitemeyer@cpcc.edu>**Date:** Tuesday, October 4, 2022 at 7:57 AM**To:** Dr. Maria Pharr <mpharr@spcc.edu>**Subject:** RE: [EXTERNAL] Surgical Technology

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Dr. Pharr:

Thank you for your patience as we carefully considered your request. After further due diligence, our position remains unchanged regarding the negative impact assessment.

Certainly, my offer to meet with you to discuss Surgical Technology or other opportunities is still open.

Warm regards,

Kandi W. Deitemeyer, Ed. D.
President
Central Piedmont Community College
(704) 330-6566



The linked image cannot be displayed. The file may have been moved, renamed, or d...

From: Dr. Maria Pharr <mpharr@spcc.edu>
Sent: Thursday, August 18, 2022 1:02 PM
To: Kandi Deitemeyer <kandi.deitemeyer@cpcc.edu>
Subject: [EXTERNAL] Surgical Technology

Dr. Deitemeyer,

I know that the beginning of the Fall semester is a very busy, but exciting, time for us all. Given our full schedules, I wanted to reach back out to you with information regarding our needs assessment data, commitments from area health care partners, clinical site availability, and process and ask that you reconsider your impact assessment to provide us with the opportunity to serve our local health care partners in their dire need for surgical technologists.

Needs Assessment Data

According to the Vice President for Talent Acquisition at Atrium Health, currently, the system has 85 vacancies for surgical technologists. Additionally, according to Atrium's Chief Talent Officer, the need is expected to increase to 150 openings in the next 5 years. Across the state of North Carolina, there are 311 current openings for surgical technologists in North Carolina, according to the U.S. Department of Labor Statistics. Finally, according to NC Department of Commerce projections, we should see sustained growth in this area through 2026. Based on our review, all data sources reveal a consistent trend: an increased need locally, regionally, and across the state for surgical technologists.

While we expect significant growth in labor market needs for surgical technology, currently the state of North Carolina does not have the capacity to graduate enough candidates to meet existing labor market needs. For example, the 21 NC Community Colleges approved to offer surgical technology have graduated an average of 204 students per year over the past 6 years, according to the North Carolina Community College System Dashboard.

Therefore, based on multiple data sources, a significant need for surgical technologists exists locally and regionally, as well as across the state.

Commitments from Health Care Partners

South Piedmont Community College pursues the surgical technology degree at the request of Atrium Health. Due to shortages of surgical technologists in North Carolina, employers such as Atrium must look elsewhere for high-cost, out-of-state talent. To combat their talent shortage, Atrium is committing support for equipment resources and faculty to start the program at South Piedmont Community College.

Clinical Site Availability

As with any health program, clinical sites are part of the calculus with surgical technology. According to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), the accrediting arm of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), clinical requirements for surgical technology are less rigid than other health care programs, allowing students flexibility to meet their total number of surgical cases across modalities. To support a new program at SPCC, Atrium Health has guaranteed us access to new clinical sites at Atrium Anson, Atrium Union, and Atrium Union West. Clinical sites will not displace any existing students or programs, as all sites are new.

Process

Beginning Fall 2021, South Piedmont Community College began the program planning process. In February 2022, we received a negative impact assessment from Central Piedmont Community College indicating concern over clinical sites. Between February and June, South Piedmont's team evaluated CPCC's impact assessment, verified data, and confirmed employer support for both clinical sites and resources.

Based on updated needs assessment data and commitments from Atrium Health, we respectfully request that Central Piedmont Community College rescind its negative impact assessment.

Please let me know if you have any questions.

Regards,
Maria Pharr

From: Kandi Deitemeyer <kandi.deitemeyer@cpcc.edu>

Date: Thursday, July 14, 2022 at 6:33 PM

To: Dr. Maria Pharr <mpharr@spcc.edu>

Subject: Re: [EXTERNAL] Surgical Technology

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dr. Pharr:

Thank you for your email. I appreciate your follow-up and the considerations of your program application. I would be happy to meet with you and review your needs assessment data, commitments from area health care partners, and the specific new clinical site availability to support an additional program.

If you are amenable, please let me know your availability. Given the schedule next week, and then travel to the president's meeting the following, it looks like the first week of August may work best for me.

Take care.

Kandi W. Deitemeyer, Ed.D.
President
Central Piedmont Community College

On Mon, Jul 11, 2022 at 12:47 PM Dr. Maria Pharr <mpharr@spcc.edu> wrote:

Dr. Deitemeyer,

At the request of area health care partners, South Piedmont plans to offer the surgical technology degree program. In response to our planning process, we received a negative impact assessment from Central Piedmont Community College on February 17, 2022.

Since that time, SPCC researched CPCC's concerns and have offered guarantees that a program at SPCC will in no way displace current CPCC students, nor would a program at SPCC inhibit future growth of Central Piedmont's program.

On March 7, 2022, SPCC's Dean of Health and Public Services, Ryan Anthony, met with CPCC's Dean Summers in an attempt to resolve the negative impact assessment; however, they were unable to do so.

After further discussion and research, our Chief Academic Officers met on June 16, 2022. They were unable to resolve the negative impact assessment, as well.

While concerns center around clinical sites, SPCC has commitments from area health care partners to offer new clinical sites to support our program. I'm hopeful, given the guarantee that SPCC will not displace CPCC students, that Central Piedmont will rescind its negative impact assessment.

Regards,

Maria Pharr, EdD

President

South Piedmont Community College

mpharr@spcc.edu

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Applications
Fast Track for Action [FTFA*]

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

Fayetteville Technical Community College
Polysomnography (A45670)
Effective Term: Summer 2023

Background: Program applications must meet the following criteria in order to be placed on the Fast Track for Action (FTFA) program approval request presented to the State Board of Community Colleges as part of the consent agenda:

- The curriculum program title currently exists within the System and does not require the creation of a new program title and new curriculum standard;
- The application is complete, requires no further analysis or documentation, and has the endorsement of Academic Programs;
- There are no negative impact assessments from other colleges; and
- The college does not go outside of its service area for planning purposes.

Contact(s):

Michelle Lair

Director of Academic Programs

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Fayetteville Technical Community College
Polysomnography (A45670)**

Program Planning: Fayetteville Technical Community College is seeking approval for the Polysomnography (A45670) program to begin Summer 2023. 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 August 15, 2022. 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 maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

Program Rationale: Fayetteville Technical Community College (FTCC) indicates the following:

- The 2020-2030 job growth for this profession is projected at 11% (U.S. Bureau of Labor Statistics, 2022). Of the 118-sleep technology related job openings in North Carolina, 73 are within 100 miles of Fayetteville (Indeed, 2022).
- Since the COVID-19 pandemic began, a surge in sleep disorders has been noted by researchers around the world. Two out of three Americans report negative changes in their sleep patterns, increasing the need for diagnostic testing and treatment options (American Psychological Association, 2021).
- The Board of Registered Polysomnographic Technologists (BRPT) offers five eligibility pathways for the Registered Polysomnographic Technologist credential and three eligibility pathways for the Certified Polysomnographic Technician credential. The flexibility of these pathways allows students to obtain stackable credentials and

provides them with a variety of shift and job opportunities.

- A letter of support was received from Cape Fear Valley Health System (CFVHS). CFVHS serves the college's region and employs many of the graduates from health programs at FTCC. The Lead Polysomnographic Technician at Cape Fear Valley Health System reached out to FTCC to discuss the need for polysomnography technologists in our community. CFVHS operates 4 sleep labs throughout the region and consistently has multiple openings for polysomnographic technologists. In her letter of support, she stated, "This program would allow our community to better serve our active duty, retired military, and civilian patients" and "These skills allow graduates to begin a lucrative career that specializes in treating patients with sleep disorders right in our own area rather than having to send patients to others health systems to be treated."
- CFVHS is currently offering a \$5,000 sign-on bonus to qualified polysomnographic technologists. Surveys were sent to eight additional sleep centers in Cumberland County. All respondents indicated that they only hire BRPT credentialed technologists/technicians and consistently receive a low number of applicants when filling vacant positions.
- The College conducted a survey of current students. Of the 946 survey responses received, 538 (57%) replied they would be interested in obtaining a degree in Polysomnography at FTCC.

Impact of the Proposed Program on Other Programs: Five community colleges are approved to offer the Polysomnography program. This program contains a clinical component; therefore, each college was provided with a program impact assessment from Fayetteville Technical Community College. Five colleges approved to offer the program are in agreement with the impact assessment. **No negative impact assessments received.**

Implementation of Collaborative Plan: Not Applicable

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

Curriculum Description as Designated on Curriculum Standard: *The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders. Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep.*

Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed. Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Contact(s):

Dr. Lori Byrd
Associate Director

STATE BOARD OF COMMUNITY COLLEGES
Combined Course Library
Workforce and Continuing Education & College and Career Readiness
New Course Approvals, Modifications, and Tier Designations

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

Request for New Course 1 of 1

Requesting College or Agency: Gaston Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
TEX 4110	Textile Fundamentals	100	P35 Industrial/Manufacturing	2

Description: This course is designed to introduce students to the textile industry, allowing them to explore different career paths. This course prepares individuals for the textile manufacturing workforce by building their skills in; problem-solving, communication, workplace safety, quality control as well as basic textile manufacturing knowledge.

Coursework includes textile topics; fiber and yarn production, fabric formation, dyeing and finishing, textile math, and the importance of quality testing. In addition to the textile topics, students will learn soft skills, OSHA 10 hours, forklift operation, and machine safety. Students will participate in lectures as well as hands-on activities.

Successful completion of this course will prepare students to apply their new textile skills in the workforce.

Associated Credentials:

OSHA 10 hour certificate

Basic forklift safety operator certificate

Contact(s):

Karen Tikkanen

Director, Workforce Continuing Education

STATE BOARD OF COMMUNITY COLLEGES
Courses/Programs 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

Wake CC –Wake Detention Center #6187

- Small Business Management (MLS-3230)
 - Certificate of Completion

Vance Granville – Eckerd Connects

- Employment Readiness (HRD-3001)
- Career Readiness (HRD-3004)
- Employability Motivation and Retention (HRD-3006)

Pamlico-Pamlico Correctional #4850

- Peer Support Specialist (SAB-3029)
- Mental Health First Aid (SAF-3011)
- Commercial Driver's License (TRA-3605)
- Truck Driver Training (TRA-3607)

Curriculum Programs

Robeson-Lumberton Correctional #4365

- Associates in Arts (A10100) (Effective Term: Spring 2023)
- Associates in Science (A10400) (Effective Term: Spring 2023)

Contact(s):

Karen Tikkanen

Director, Workforce Continuing Education

Michelle Lair

Director of Academic Programs

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	Facility Code	Matrix Class.	Course Number	Master Course List Title (Local Title)	Contact Hours
Wake CC	Wake Detention Center	6187	2	BPR-3011	Small Business Management	40
Vance Granville CC	Eckerd Connects		2	HRD-3001	Employment Readiness	96
Vance Granville CC	Eckerd Connects		2	HRD-3004	Career Readiness	50
Vance Granville CC	Eckerd Connects		2	HRD-3006	Employability Motivation and Retention	30
Robeson CC	Lumberton	4365	2	A10100	Associate in Arts	60 Credit Hours
Robeson CC	Lumberton	4365	2	A10400	Associate in Science	60 Credit Hours
Pamlico CC	Pamlico Correctional	4850	2	SAB-3029	Peer Support Specialist	50
Pamlico CC	Pamlico Correctional	4850	2	SAF-3011	Mental Health First Aid	10
Pamlico CC	Pamlico Correctional	4850	2	TRA-3605	Commercial Driver's License	55
Pamlico CC	Pamlico Correctional	4850	2	TRA-3607	Truck Driver Training	480

STATE BOARD OF COMMUNITY COLLEGES
North Carolina Child Care Grant Program Report FY 2021-22

The N.C. Community College Child Care Grant Program – since 1993, the North Carolina General Assembly has approved an appropriation of need-based assistance to community college students through the North Carolina Community Colleges Child Care Grant Program.

The North Carolina General Assembly appropriated \$1,838,215 for childcare services for student-parents in community colleges each year. For the NC Community College Child Care Grant, a childcare provider is a person, business, or organization that provides childcare services to its clients or customers, including licensed daycare or individual provider, unlicensed childcare provider, student-parents' parent, personal nanny, afterschool programs and summer programs.

In January 2022, the General Assembly approved a total of \$3,038,215 to be allocated in FY 2021-22. Through the Child Care Grant allotment, this included an additional \$1,200,000 in non-recurring (NR) carry-forward funds.

In compliance with 115D-40.5, section 6.4, the attached report on the administration of the North Carolina Community College Child Care Grant Program is submitted for State Board of Community College consideration.

SECTION 6.4. (a) Article 3 of Chapter 115D of the General Statutes is amended by adding a new section to read:

“§ 115D-40.5. Annual report on NC Community College Child Care Grant Program. On December 1 of each year, the Community Colleges System Office shall report to the Senate Appropriations Committee on Higher Education, the House Appropriations Committee on Education/Higher Education, the House Legislative Education Oversight on the administration of the North Carolina Community College Child Care Grant Program for the prior fiscal year. the report shall include at least the following information by each community college:

- (1) The number of applications received for grants from the program.
- (2) The amount of grant funds requested from the program.
- (3) The number of applications approved.
- (4) The total amount of grant funds awarded.
- (5) The range of the dollar amount of grant awards to individuals for child care expenses.
- (6) The types of child care utilized by students with grant funds, including before-school and after-school services.”

During the 2021-22 fiscal year, colleges self-reported NC Child Care Grant Funds totaling \$1,859,592 were awarded at 53 colleges that requested assistance for student-parents enrolled in college credit programs. These colleges awarded on average \$3,022.87 to an average of 11.65 eligible student-parents. Some colleges reported using additional funding sources to assist student-parents, including but not limited to institutional funds, Foundation office, Higher Education Emergency Relief Act (HEERF), Perkins Grant, TRIO, County Partnership for Children, Pre-K, Student Support Services Grant, and other funding sources to assist student-parents with childcare needs. Additional funds ranged from \$300 in

institutional funds as one college reported to cover childcare expenses to \$207,260 (Attached Spreadsheet: Table 1).

Of the 53 participating colleges, most named various provider types including twenty-two (22) community colleges selecting individual providers) as caretakers. Forty-nine (49) of the 53 participating colleges selected licensed or unlicensed as child(ren) providers. Six (6) colleges assisted students with before-school services, while sixteen (16) colleges assisted students with after-school services. These colleges reported the increased funding was critical to their colleges to meet the childcare needs of their students (Attached Spreadsheet: Table 2).

From the self-reported survey, five (5) community colleges, Gaston College, Mayland CC, Mitchell CC, Pamlico CC, and Tri-County CC did not award NC Child Care Grant funds to students during the FY 2021-22 year. These colleges noted various reasons for not participating including (1) inability to get students to apply for the grant, (2) childcare assistance being paid by other sources including the local department of social services, (3) unable to spend childcare funds any year, (4) county has other subsidies to assist with childcare and student-parents choose not to apply for the grant funds, and (5) not having enough students to apply for the childcare grant program funds.

Contact(s):

Brenda Burgess
Associate Director of Student Aid

Table 1: FY 2021-22 Survey Results for NC Community College Child Care Grant

Attachment PROG 09A

Community College	Base Allotment	Curriculum BFTE	Per CU BFTE Amount \$3.75	Additional Non-Recurring	Total Allotment	Expenditures for FY 2021-22
Alamance CC	\$20,000	\$ 3,412	\$ 12,806	\$ 22,659	\$ 55,465	\$ 19,379
Asheville-Buncombe TCC	\$20,000	\$ 5,217	\$ 19,581	\$ 34,646	\$ 74,227	\$ 49,485
Beaufort County CC	\$20,000	\$ 1,207	\$ 4,530	\$ 8,016	\$ 31,465	\$ 32,546
Bladen CC	\$20,000	\$ 1,103	\$ 4,140	\$ 7,325	\$ 31,465	\$ 31,465
Blue Ridge CC	\$20,000	\$ 1,866	\$ 7,004	\$ 12,392	\$ 39,396	\$ 27,864
Brunswick CC	\$20,000	\$ 1,313	\$ 4,928	\$ 8,720	\$ 33,648	\$ 33,648
Caldwell CC and TI	\$20,000	\$ 3,181	\$ 11,939	\$ 21,125	\$ 53,064	\$ 53,064
Cape Fear CC	\$20,000	\$ 7,422	\$ 27,858	\$ 49,290	\$ 97,148	\$ 40,096
Carteret CC	\$20,000	\$ 1,264	\$ 4,744	\$ 8,394	\$ 33,138	\$ 33,138
Catawba Valley CC	\$20,000	\$ 3,779	\$ 14,184	\$ 25,096	\$ 59,280	\$ 27,980
Central Carolina CC	\$20,000	\$ 4,422	\$ 16,597	\$ 29,367	\$ 65,964	\$ 49,947
Central Piedmont CC	\$20,000	\$ 14,862	\$ 55,783	\$ 98,699	\$ 174,482	\$ 76,083
Cleveland CC	\$20,000	\$ 2,140	\$ 8,032	\$ 14,212	\$ 42,244	\$ 42,244
Coastal Carolina CC	\$20,000	\$ 3,466	\$ 13,009	\$ 23,018	\$ 56,027	\$ 18,287
College of The Albemarle	\$20,000	\$ 20,941	\$ 7,848	\$ 13,886	\$ 41,734	\$ 26,060
Craven CC	\$20,000	\$ 2,403	\$ 9,019	\$ 15,958	\$ 44,977	\$ 45,451
Davidson County CC	\$20,000	\$ 3,134	\$ 11,763	\$ 20,813	\$ 52,576	\$ 37,806
Durham TCC	\$20,000	\$ 4,208	\$ 15,794	\$ 27,945	\$ 63,739	\$ 48,352
Edgecombe CC	\$20,000	\$ 1,483	\$ 5,566	\$ 9,849	\$ 35,415	\$ 35,415
Fayetteville TCC	\$20,000	\$ 9,584	\$ 35,972	\$ 63,648	\$ 119,620	\$ 119,620
Forsyth TCC	\$20,000	\$ 6,638	\$ 24,915	\$ 44,083	\$ 88,998	\$ 73,886
Gaston College	\$20,000	\$ 4,220	\$ 15,839	\$ 28,025	\$ 63,864	\$ -
Guilford TCC	\$20,000	\$ 9,053	\$ 33,979	\$ 60,121	\$ 114,100	\$ 94,069
Halifax CC	\$20,000	\$ 786	\$ 2,950	\$ 5,220	\$ 28,170	\$ 10,545
Haywood CC	\$20,000	\$ 1,276	\$ 4,789	\$ 8,474	\$ 33,263	\$ 33,263
Isothermal CC	\$20,000	\$ 1,831	\$ 6,872	\$ 12,160	\$ 39,032	\$ 22,001
James Sprunt CC	\$20,000	\$ 1,018	\$ 3,821	\$ 6,761	\$ 30,582	\$ 30,582
Johnston CC	\$20,000	\$ 3,445	\$ 12,930	\$ 22,878	\$ 55,808	\$ 22,488
Lenoir CC	\$20,000	\$ 2,154	\$ 8,085	\$ 14,305	\$ 42,390	\$ 27,889
Martin CC	\$20,000	\$ 701	\$ 2,631	\$ 4,655	\$ 27,286	\$ 6,851
Mayland CC	\$20,000	\$ 709	\$ 2,661	\$ 4,708	\$ 27,369	\$ -
McDowell TCC	\$20,000	\$ 892	\$ 3,348	\$ 5,924	\$ 29,272	\$ 22,752
Mitchell CC	\$20,000	\$ 2,279	\$ 8,554	\$ 15,135	\$ 43,689	\$ 7,350
Montgomery CC	\$20,000	\$ 771	\$ 2,894	\$ 5,120	\$ 28,014	\$ -
Nash CC	\$20,000	\$ 2,307	\$ 8,659	\$ 15,321	\$ 43,980	\$ 18,358
Pamlico CC	\$20,000	\$ 432	\$ 1,621	\$ 2,869	\$ 24,490	\$ -
Piedmont CC	\$20,000	\$ 1,036	\$ 3,888	\$ 6,880	\$ 30,768	\$ 29,912
Pitt CC	\$20,000	\$ 6,867	\$ 25,774	\$ 45,604	\$ 91,378	\$ 91,378
Randolph CC	\$20,000	\$ 2,158	\$ 8,100	\$ 14,331	\$ 42,431	\$ 40,279
Richmond CC	\$20,000	\$ 1,976	\$ 7,417	\$ 13,123	\$ 40,540	\$ 38,310
Roanoke-Chowan CC	\$20,000	\$ 416	\$ 1,561	\$ 2,763	\$ 24,324	\$ 22,137
Robeson CC	\$20,000	\$ 1,740	\$ 6,531	\$ 11,555	\$ 38,086	\$ 38,086
Rockingham CC	\$20,000	\$ 1,472	\$ 5,525	\$ 9,776	\$ 35,301	\$ 11,391
Rowan-Cabarrus CC	\$20,000	\$ 5,218	\$ 19,585	\$ 34,653	\$ 74,238	\$ 51,715
Sampson CC	\$20,000	\$ 1,478	\$ 5,547	\$ 9,815	\$ 35,362	\$ 31,716
Sandhills CC	\$20,000	\$ 3,358	\$ 12,604	\$ 22,301	\$ 54,905	\$ 2,130
South Piedmont CC	\$20,000	\$ 2,018	\$ 7,574	\$ 13,402	\$ 40,976	\$ 19,807
Southeastern CC	\$20,000	\$ 1,221	\$ 4,583	\$ 8,109	\$ 32,692	\$ 20,375
Southwestern CC	\$20,000	\$ 1,887	\$ 7,083	\$ 12,532	\$ 39,615	\$ 28,392
Stanly CC	\$20,000	\$ 1,991	\$ 7,473	\$ 13,222	\$ 40,695	\$ 30,528
Surry CC	\$20,000	\$ 2,563	\$ 9,620	\$ 17,021	\$ 46,641	\$ 19,440
Tri-County CC	\$20,000	\$ 935	\$ 3,509	\$ 6,209	\$ 29,718	\$ -
Vance-Granville CC	\$20,000	\$ 2,300	\$ 8,633	\$ 15,274	\$ 43,907	\$ 8,595
Wake TCC	\$20,000	\$ 17,957	\$ 67,399	\$ 119,253	\$ 206,652	\$ 36,423
Wayne CC	\$20,000	\$ 2,761	\$ 10,363	\$ 18,336	\$ 48,699	\$ 40,306
Western Piedmont CC	\$20,000	\$ 1,693	\$ 6,354	\$ 11,243	\$ 37,597	\$ 8,663
Wilkes CC	\$20,000	\$ 2,168	\$ 8,137	\$ 14,398	\$ 42,535	\$ 40,332
Wilson CC	\$20,000	\$ 1,413	\$ 5,310	\$ 9,383	\$ 34,693	\$ 31,713
Total	\$1,160,000	\$ 180,695	\$ 678,215	\$ 1,200,000	\$ 3,038,215	\$ 1,859,592

Table 2: FY 2021-22 NC Child Care Grant Program Survey Results
Applications and Service Types

Attachment PROG 09B

Community Colleges	# Applications Submitted	# Applications Approved	Avg. Grant Award	Service Type	Service Type	Service Type	Service Type
Alamance CC	5	5	\$ 575.00		Provider	Before Sch	After Sch
Asheville-Buncombe TCC	30	30	\$ 1,649.50		Provider		
Beaufort County CC	27	11	\$ 2,959.00	Individual	Provider		
Bladen CC	12	7	\$ 4,495.00	Individual	Provider		
Blue Ridge CC	17	17	\$ 400.00	Individual	Provider		After Sch
Brunswick CC	10	10	\$ 3,364.80		Provider		
Caldwell CC and TI	62	53	\$ 3,779.00		Provider	Before Sch	After Sch
Cape Fear CC	20	16	\$ 2,505.99	Individual	Provider		
Carteret CC	15	8	\$ 600.00	Individual	Provider		After Sch
Catawba Valley CC	7	6	\$ 4,630.00	Individual	Provider	Before Sch	After Sch
Central Carolina CC	12	9	\$ 5,549.69		Provider		
Central Piedmont CC	91	29	\$ 6,026.96	Individual			
Cleveland CC	12	12	\$ 3,520.00		Provider		
Coastal Carolina CC	6	5	\$ 3,657.40		Provider		After Sch
College of The Albemarle	9	8	\$ 3,527.50		Provider		After Sch
Craven CC	40	21	\$ 2,164.00	Individual	Provider		
Davidson-Davie CC	18	11	\$ 3,436.00		Provider		
Durham TCC	52	27	\$ 2,366.60		Provider		
Edgecombe CC	13	11	\$ 1,010.00		Provider		
Fayetteville TCC	45	39	\$ 8,000.00		Provider		
Forsyth TCC	100	27	\$ 2,736.53				
Gaston College	0	0	\$ -				
Guilford TCC	52	12	\$ 7,839.12	Individual	Provider		
Halifax CC	9	4	\$ 2,366.60		Provider		
Haywood CC	6	4	\$ 8,315.75		Provider		After Sch
Isothermal CC	19	11	\$ 2,200.10	Individual	Provider		After Sch
James Sprunt CC	16	16	\$ 1,911.37	Individual	Provider	Before Sch	
Johnston CC	7	5	\$ 4,497.60		Provider		
Lenoir CC	8	8	\$ 3,486.06	Individual	Provider	Before Sch	After Sch
Martin CC	1	1	\$ 6,850.80		Provider		
Mayland CC	0	0	\$ -				
McDowell TCC	6	6	\$ 3,792.00		Provider		
Mitchell CC	6	2	\$ 3,675.00		Provider	Before Sch	After Sch
Montgomery CC	0	0	\$ -				
Nash CC	12	9	\$ 2,039.77		Provider		
Pamlico CC	0	0	\$ -				
Piedmont CC	19	9	\$ 3,323.55	Individual	Provider		After Sch
Pitt CC	45	26	\$ 3,514.53	Individual	Provider		After Sch
Randolph CC	58	19	\$ 2,119.94		Provider		After Sch
Richmond CC	24	13	\$ 2,946.92	Individual	Provider		
Roanoke-Chowan CC	12	12	\$ 1,844.75	Individual	Provider		After Sch
Robeson CC	18	15	\$ 2,539.06	Individual	Provider		
Rockingham CC	10	3	\$ 3,797.00		Provider		
Rowan-Cabarrus CC	22	16	\$ 3,232.18		Provider		
Sampson CC	23	18	\$ 1,762.00		Provider		
Sandhills CC	1	1	\$ 2,130.00		Provider		

Table 2: FY 2021-22 NC Child Care Grant Program Survey Results
Applications and Service Types

Attachment PROG 09B

South Piedmont CC	36	8	\$ 2,475.87	Individual	Provider		
Southeastern CC	8	8	\$ 2,546.87	Individual			
Southwestern CC	6	6	\$ 4,732.00		Provider		
Stanly CC	25	10	\$ 3,052.80		Provider		
Surry CC	4	4	\$ 4,860.00	Individual			
Tri-County CC	1	1	\$ -				
Vance-Granville CC	5	2	\$ 4,732.00		Provider		
Wake TCC	25	12	\$ 3,035.25		Provider		
Wayne CC	48	16	\$ 2,519.12	Individual	Provider		
Western Piedmont CC	8	5	\$ 1,732.60		Provider		
Wilkes CC	18	16	\$ 2,520.75		Provider		
Wilson CC	23	16	\$ 1,982.06	Individual	Provider		
Total	1184	676	\$ 175,326.39				
Average	21.24	11.65	\$ 3,022.87				

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

Information: The State Board of the North Carolina Community College System, through delegated authority to the System President, 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.

Forsyth Technical Community College

School-Age Education (A55440)

Rationale: Low Enrollment. The enrollment in the program has declined significantly over several years. The college has implemented two new degrees, Associate in Arts in Teacher Preparation and the Associate in Science in Teacher Preparation and feels it is in the best interest of the students to combine resources and streamline the educational opportunities for students pursuing a career in school-age education. The last semester that students will be allowed to enter the program will be Summer 2023 and the last term courses will be available will be Summer 2024. The college has a detailed plan to teach out the students in the program or to transfer students into one of the new degrees.

Termination Semester: **Fall 2023**

Contact(s):

Michelle Lair

Director of Academic Program

AGENDA
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 17, 2022 – 2:30 p.m. – 3:10 p.m.
Mr. Mark Merritt, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 20, 2022

For Information

- Accountability and Audit Calendar (Attachment AUD 01)
- Risk Assessment from Jefferson Wells (Attachment AUD 02)

New Business

Adjourn

MINUTES
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Thursday, October 20, 2022

ACCOUNTABILITY AND AUDIT COMMITTEE MEMBERS

Mr. Mark Merritt, Chair	Mr. Andy Penry*	Ms. Ann Whitford
Ms. Lisa Estep, Vice Chair	Hon. Terry Van Duyn*	

*Attended via Zoom

Absent: Mr. Jerry Vaughan

OTHER STATE BOARD MEMBERS

Ms. LaTasha Bradford	Hon. Ray Russell	Ms. Sarah West
Dr. Shirley Carraway	Mr. Burr Sullivan	

OTHERS

Ms. Brandy Andrews	Mr. Patrick Fleming	Ms. Tiffany Howell
Ms. Tawanda Artis	Dr. Kimberly Gold	Ms. Sondra Jarvis
Pres. Bill Carver, NCCCS	Pres. Darrin Hartness, DDCC	Mr. Bryan Matthews
Pres. Jeff Cox, WCC	Ms. Caroline Hipple, NCCCT	Ms. Hannah McClellan, EdNC

*Attended via Zoom

CALL TO ORDER

Mr. Merritt called the Accountability and Audit Committee meeting to order at 2:32 p.m.

ROLL CALL

Ms. Jarvis called the roll of the Accountability and Audit Committee members.

ETHICS STATEMENT

Mr. Merritt read the Ethics Awareness and Conflict of Interest Statement. No conflicts were noted.

APPROVAL OF AGENDA AND MINUTES

Mr. Merritt requested a motion to approve the agenda. Ms. Estep motioned to approve, seconded by the Ms. Whitford; the committee approved by voice vote. Mr. Merritt requested a motion to approve the minutes from the September 16, 2022, meeting. Ms. Whitford motioned to approve, seconded by the Ms. Van Duyn; the committee approved by voice vote.

FOR ACTION

Approval of Accountability and Audit Committee Charter (Attachment AUD 01)

Mr. Merritt state there have been no changes or negative comments. He asked if there were any comments. Ms. Whitford thanked Mr. Merritt for his work on leading the revisions of the charters.

MINUTES
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Thursday, October 20, 2022

Ms. Estep motioned to approve Attachment AUD 01; The Hon. Van Duyn seconded the motion. Attachment AUD 01 was approved by voice vote.

Annual Audit Plan (Attachment AUD 02)

Mr. Bryan Matthews reviewed the Annual Audit Plan. He stated in combination with Jefferson Wells a risk assessment was conducted. Mr. Matthews stated interviews were conducted and the list of items was reduced to focus on items that were auditable. He said the items were ranked by highest to lowest risk and stated there were two areas of highest risk. He stated the two items were included in the audit plan to be address this year. He noted the items included grant compliance of the ApprenticeshipNC program and the college data transfer audit. The college data transfer issue is information from the colleges sent to the System Office and has to be entered manually. He reviewed the Audit Plan which included other required audits and the estimated completion dates. He discussed the completion of the development of the audit programs and templates.

Ms. Whitford asked for further explanation about the college data transfer issue. Mr. Matthews stated there are two different systems utilized, the colleague system and the Statewide system. The transfer between the two systems is done via manual data entry which risks human error. Ms. Whitford asked if the new system that is being developed will change the manual data entry. Mr. Fleming stated the system will be developed to lead to more automation.

Mr. Merritt asked if any of the other risks would benefit from bringing in external resources to conduct performance audits. Mr. Matthews stated he believes the audits identified cover the highest risks. He stated the other moderate risks could change depending on assessment as the year progresses.

The Hon. Van Duyn motioned to approve Attachment AUD 01; Ms. Whitford seconded the motion. Attachment AUD 01 was approved by voice vote.

NEW BUSINESS

Mr. Merritt stated an Audit Committee calendar has been created which outlines the reports that will be reviewed through the year. The calendar will be available for review at the next meeting. He asked for feedback if there is additional reporting that the committee desires to be on the calendar.

Ms. Whitford stated this is a model she believes other committees should look at. Mr. Merritt stated the committee fell behind schedule of reporting and noted the committee has deadlines that require the need for a calendar to ensure the timelines are kept.

MINUTES
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Thursday, October 20, 2022

Mr. Penry stated in his previous experience external auditors were used and asked the committee to consider using external auditors in partnership with the internal auditing . Mr. Merritt stated he agrees and noted the capacity of having one (1) internal auditor at the System Office may require the need to have additional external resources to meet the auditing needs of items identified as higher risk. Mr. Penry stated there is also a risk of the internal auditor also being an employee of the System, Mr. Penry noted he does not feel anyone has done anything wrong but concluded that external auditors can provide additional check points.

ADJOURN

The Hon. Van Duyn moved to adjourn. Mr. Merritt declared the meeting adjourned at 2:51 p.m.

Respectfully submitted,
Tiffany Howell
Recording Secretary

Accountability & Audit Committee Annual Meeting Calendar

Month	IT/Cybersecurity	Compliance Services	Internal Audit	Legal Risks	Financial Audit*
January	Cybersecurity Update	Compliance Review Report		Legal Risks Review	
February			Internal Audit Reports/Investigations		College Financial Audit Update
March		NOMEETINGS*			
April	Cybersecurity Update	Compliance Review Report			College Financial Audit Update
May		NO MEETINGS*			
June		NO BOARD MEETINGS*			
July			Report on EAGLE Audit SAMM	Legal Risks Review	College Financial Audit Update
August		Annual Report - Compliance Svcs. Three-year lookback for CSU			
September (Bd Plan mtg.)	Cybersecurity Update	Compliance Review Annual Plan (Look forward)	Approval of Annual Audit Plan (must be approved by September 30)		
October		NO MEETINGS*			
November			Internal Audit Reports/Investigations	Legal Risks Review	
December		NO BOARD MEETINGS*			
	*Additional updates when there are cybersecurity incidents as needed.	*Additional Compliance Reports as needed. *Additional compliance reports when there are reversions as needed.	*Additional Audit Reports when there are investigations as needed. *Additional Audit reports when there is a finding on a college's audits as needed.	*Legal Risks Reviews as needed.	*Majority of College Financial Reports are done in the Spring.



2022 NC COMMUNITY COLLEGE SYSTEMS INTERNAL AUDIT PLANNING REPORT

Annual Risk Assessment and Internal Audit Plan

September 20, 2022

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I. SUMMARY

Jefferson Wells, Inc. in participation with NC Community College Systems Internal Audit Services (NC CCS IAS), has completed its FY'23 annual risk assessment and internal audit planning exercise, resulting in the development of an Annual Internal Audit Plan for NC CCS IAS. This report, provided to Bryan Matthews, NC CCS Director of Internal Audit, and the NC CCS Executive Management Team (EMT), provides a compilation of documents for review of the agency wide internal audit program. The report also includes a list of auditable topics of concerns, risk themes generated from interviews & discussions with NC CCS EMT, audit universe risk scoring results, and other supporting information outlining this engagement.

Listed below is a list of planned and advisory audits for NC CCS IAS to complete over the coming years.

Please Note: *The developed audit plan is subject to changes due to unforeseen incidents that may arise during the year, which would require immediate attention by NC CCS IAS. Any changes to the annual audit plan will be communicated to the EMT.*

Year 1 Planned Audits and Consultation

- Grant Compliance Audit
- College Data Transfer Audit

Year 2 Planned Audits and Consultation

- IT Security / Cybersecurity Audit
- Workforce Innovation and Opportunity ACT (WIOA) Compliance Audit

In addition, approximately 15% of net available resource time has been allocated for investigations and special project activities, and 40% of time allocated to meetings & administrative responsibilities during the year. Approximately 3% of net available resource time has been allocated for continuing professional education. The Internal Audit Plan reflects these resource constraints of the internal audit department.

II. ALLOCATION AND USE OF RESOURCES

Currently, NC CCS IAS is comprised of one Internal Auditor. The availability of this Internal Auditor on an annual basis is allocated as follows:

Schedule 1 – Personnel – Gross and Net Available Hours, outlines the net available hours, and annual available auditable hours per year dedicated to the NC CCS's Internal Audit Services based on current staff.

Available Audit Hours Calculation	Total Year
Internal Audit Current Staff (FTE)	1
Gross Hours per FTE per Year	2,080
Less:	
Holiday Hrs.	96
Sick	96
Vacation	112
Person Break	120
Community Service	24
CPE	60
	508
Available Audit Hrs. per FTE per Year	1,572
Less:	
Special Projects (Risk Assessment, EAGLE, Investigations)	796
Supplemental Responsibilities (Meetings, Committees, Administrative)	281
	1,077
Net Available Audit Hrs per FTE per Year	495
Annual Available Auditable Hrs. - Current Staff FTE	495

III. AUDIT PLAN DETAIL

Schedule 2 – Internal Audit Plan – A list of the Planned Audits and Planned Consultative Services, identifying information is listed below, based on annual availability of ~500 hours of Internal Audit resource availability. For a more detailed listing with planned hours and brief description of the audit, see [Appendix D](#). Planned Annual Audit projects are subject to revision, based on scheduling conflicts, special projects, and the emergence of more significant risks in the future.

NC CCS Internal Audit		
Audit Plan Detail		
Audit Classifications	Audit Type	Audit Plan Year
Grant Compliance Audit	Compliance	FY2023 - 1
College Data Transfer Audit	Assurance	FY2023 - 1
IT Security / Cybersecurity Audit	Consultative / Assurance	FY2024 - 2
Workforce Innovation and Opportunity ACT (WIOA) Compliance Audit	Compliance	FY2024 - 2
Procurement (Contract / Vendor Mgmt.) Audit	Assurance	FY2025 - 3
Business Continuity Plan	Consultative	FY2025 - 3
Market Salary Review	Consultative	FY2026 - 4
Procurement (DIT & PNC Compliance) Audit	Compliance	FY2026 - 4
Consultative Project (Policies and Procedures - SOPs and Cross Training)	Consultative	FY2026 - 4
HR Procedures Audit	Assurance	FY2026 - 4
Procurement (P-Card) Audit	Assurance	FY2027 - 5
Title IV Audit	Consultative	FY2027 - 5
National Partnership Audit	Consultative	FY2027 - 5
Hiring Practices Audit	Assurance	FY2027 - 5
Budget Compliance Audit	Compliance	FY2028 - 6
IT Release Review	Consultative	FY2028 - 6
Apprenticeship Audit	Compliance	FY2028 - 6
Capital Project Review Audit	Compliance	FY2029 - 7
Customized Training Audit	Assurance	FY2029 - 7
FTE Reporting Audit	Assurance	FY2029 - 7

IV. ANNUAL RISK ASSESSMENT/INTEGRATION WITH AGENCY IMPERATIVES

The internal audit risk assessment is an annual and on-going predictive risk-based exercise established to identify concerns and potential risk areas to be considered for inclusion in the annual audit plan and as a source of agency wide risk intelligence gathering. It is relied upon by senior management as an independent perspective on potential areas of agency risk.

Information on risk components and concerns are gathered from interviews with the NC CCS EMT ([Appendix A](#) for listing of interviewees). Interview results led to the generation of a list of auditable topics of interest and risk factors. Auditable topics and concerns are rated on a Tier Risk Level ([Appendix B](#)) for non-traditional auditable risks and traditional auditable risks were evaluated for a risk score ([Appendix C](#) for Risk Scoring Criteria) associated with the audit universe calculated based on interview responses to questions related to the risk components. Interview documents are available upon request.

V. APPENDICIES

APPENDIX A 2022 Interviewees

NC CCS		
Risk Assessment Interview Listing		
2022		
Interviewee	Title	Division
Ken Ramos	AVP, Infrastructure and Ops	Tech Svcs
Stephen Reeves	AVP, CIO of Ops & Security	Tech Svcs
Agnetta Kamugisha	Director IT Operations	Tech Svcs
Tony Russo	AVP, IT Svc Mgmt and Strategy	Tech Svcs
Deante Taylor	CTO	Tech Svcs
Patrick Fleming	Sr VP, CIO	Tech Svcs
Manju Shah	AVP and Chief Data Officer	Tech Svcs
Tony Russo	AVP, IT Svc Mgmt and Strategy	Tech Svcs
Amy Bowman	AVP, State Level Acctg and Ops	Finance
Stephanie Fisher	AVP, College Finance and Ops	Finance
Brandy Andrews	VP and CFO	Finance
Dr Levy Brown	SVP and CAO	Programs and Student Svcs
Dr James JW Kelly	AVP, Student Svcs	Programs and Student Svcs
Dr Lisa Eads	AVP, Programs	Programs and Student Svcs
Nate Humphrey	AVP, Cont Ed	Programs and Student Svcs
Gilda Rubio-Festa	AVP, College & Career Readiness	Programs and Student Svcs
Kathryn Castleoes	Director Apprenticeship	Economic Development
Matthew Meyer	AVP, Bus Eng & In Partnership	Economic Development
Dr Bruce Mack	VP, Economic Development & Customized Training	Economic Development
Tawanda Foster Artis	General Counsel	Executive
Patrick Crane	VP, Strategic Initiatives	Executive
Alexander Fagg	Dir Govt Relations	Executive
Amanda Tola	Dir of Compliance Services	Executive
Shakeyia Hazell	Dir of Human Resources	Executive

APPENDIX B

2022 Tier Risk Levels

Risk Tier Levels	
Tier 1	Top Risks. Tier 1 risks have a high impact on the organization. Requires management's immediate attention and monitoring.
Tier 2	Not top risks. Requires periodic monitoring and assessment.
Tier 3	Lowest of risks level. Require annual / semi-annual assessment focusing on the strength of internal controls and stability (no risk growth).

APPENDIX C

2022 Risk Scoring Criteria

NC CCS Business IMPACT Rationale	
**All risk levels may involve disallowance of funds that may amount return of funds to the Federal Authorities.	
Risk Impact	Definitions
Minor (1)	Financial impact on earnings of up to \$1,000,000 in any 12 month period. Loss of reputation or image that involves local adverse media coverage.
Moderate (2)	Financial impact on earnings of up to \$2,000,000 in any 12 month period. Loss of reputation or image that involves widespread adverse media coverage. Potentially involves litigation. Involves a reasonable amount of management time.
Significant (3)	Financial impact on earnings of up to \$3,000,000 in any 12 month period. Loss of reputation or image that may take up to one year to recover. Potentially involves litigation.
Severe (4)	Financial impact on earnings of up to \$5,000,000 in any 12 month period. Loss of life or serious injury. Event that keeps agency implementing all or part of its strategic plans. Loss of reputation or image that may take up to one to three years to recover. Litigation claim.
Catastrophic (5)	Financial impact on earnings of more than \$5,000,000 in any 12 month period. Multiple loss of life. Loss of reputation or image that may take more than three years to recover. Litigation claim.

NC CCS Business LIKELIHOOD Rationale	
Likelihood	Definitions
Almost Never/Rare (1)	The risk event may occur in exceptional circumstances. 4% or less chance in next 12 months or once in 25 years.
Unlikely (2)	The risk event may occur at some time. 10% chance in next 12 months or once in 10 years.
Possible (3)	The risk event should occur at some time. 25% chance in next 12 months or 5 out of every 20 years.
Likely (4)	The risk event will probably occur in most circumstances. 55% chance in next 12 months or 11 out of every 20 years.
Almost Certain (5)	The risk event is expected to occur most circumstances. 90% chance in next 12 months or 18 out of every 20 years.

APPENDIX D

2022 Internal Audit Plan Detail

See embedded excel spreadsheet.



Audit Report
Presentation File Sche



NC Community College System

INTERNAL AUDIT RISK ASSESSMENT OVERVIEW

September 2022

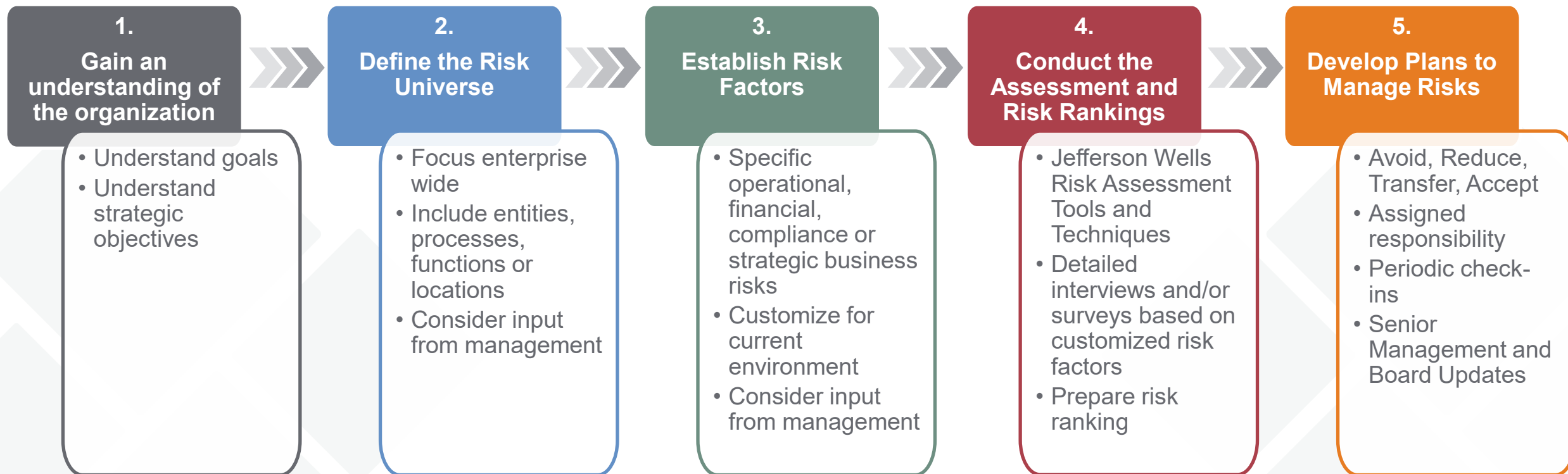


What is Risk Management?

- 1 Reduce potential loss for organizations
- 2 Increase potential gain to effectively manage risk
- 3 Transparency for Management to ID significant risk areas
- 4 Assist Internal Audit with identifying their audit universe for annual audit plan creation
- 5 Leverage existing risk management practices, not created from scratch
- 6 Integrate controls into all components of the business; Operations, Finance, Technology, Legal and Compliance

A structured and disciplined approach that evaluates and manages the uncertainties it faces.

5-Step Risk Assessment Process



Building NC CCS's Risk Management Program

Objective	Risk Management Benefits	Participants
<ul style="list-style-type: none">• Establish a quantitative risk management program for NC CCS Internal Audit• Build a risk based internal audit plan for next 2 years	<ul style="list-style-type: none">• Significant risks facing NC CCS have now been identified• Internal Audit will work with NC CCS Leadership to evaluate the most significant risks• Risk Mitigation process is now formalized	<ul style="list-style-type: none">• 24 members of the management team were interviewed, including the Department Directors / Managers

Building NC CCS's Internal Audit Resource Hours

Available Audit Hours Calculation

Internal Audit Current Staff (FTE)

Total Year

1

Gross Hours per FTE per Year

2,080

Less:

Holiday Hrs.

96

Sick

96

Vacation

112

Person Break

120

Community Service

24

CPE

60

508

Available Audit Hrs. per FTE per Year

1,572

Less:

Special Projects (Risk Assessment, EAGLE, Investigations)

796

Supplemental Responsibilities (Meetings, Committees, Administrative)

281

1,077

Net Available Audit Hrs per FTE per Year

495

Annual Available Auditable Hrs. - Current Staff FTE

495

NC CCS Top Auditable Risks

- Grant Compliance Audit
- College Data Transfer Audit
- IT Security / Cybersecurity Audit
- Workforce Innovation and Opportunity ACT (WIOA) Compliance Audit
- Procurement Audit
- Business Continuity Plan
- Market Salary Review
- Consultative Project (Policies and Procedures - SOPs and Cross Training)
- HR Procedures Audit
- Title IV Audit
- National Partnership Audit
- Hiring Practices Audit
- Budget Compliance Audit
- IT Release Review
- Apprenticeship Audit
- Capital Project Review Audit
- Customized Training Audit
- FTE Reporting Audit

Suggested Year 1 Audit Plan

Audit Classifications

Grant Compliance Audit

College Data Transfer Audit

Audit Type

Compliance

Assurance

Year 2 Audit Plan

Audit Classifications

IT Security Audit / Cybersecurity Audit

Workforce Innovation and Opportunity ACT
(WIOA) Compliance Audit

Audit Type

Consultative / Assurance

Compliance

Next Steps

- You Cannot Eliminate Risk – The best organizations mitigate risk well
- Consider NC CCS risk tolerance levels of residual risk
- Audit Plan Execution – ID significant risks not being mitigated
- Future Internal Audit projects will evaluate existing risk mitigation functions in place – controls, reports, management oversight, automation and identify gaps
- Internal Audit will collaborate with NC CCS Management to mitigate risks where needed

AGENDA
State Board of Community Colleges
STATE BOARD POLICY AND GOVERNANCE COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 17, 2022 – 3:15 p.m. – 4:10 p.m.
Mr. Jerry Vaughan, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 20, 2022

For Future Action

- Proposed Amendment of 2A SBCCC 300.6 North Carolina Proprietary School Fee Schedule (Attachment SBPG 01)

For Action

- Recommendation for Initial Proprietary School Licensure (Attachment SBPG 02)
- State Board Handbook (Attachment SBPG 03)

For Information

- Report from Governance Subcommittee on Board Engagement

New Business

Adjourn

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE
Thursday, October 20, 2022

SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEMBERS PRESENT

Mr. Jerry Vaughan, Chair	Dr. Shirley Carraway	Hon. Ray Russell
Ms. Lisa Estep, Vice-Chair	Mr. Mark Merritt	Ms. Ann Whitford
Ms. LaTasha Bradford	Mr. Hari Nath	

*Attended via Zoom

Members Absent: Ms. Julie Ryan

OTHER BOARD MEMBERS PRESENT

Dr. Grant Campbell	Mr. Burr Sullivan	Ms. Sarah West
Mr. Bobby Irwin		

*Attended via Zoom

OTHERS IN ATTENDANCE

Ms. Brandy Andrews	Mr. Patrick Fleming	Mr. James "JW" Kelley
Atty. Tawanda Artis	Dr. Kimberly Gold	Ms. Hannah McClellan, EdNC
Dr. Levy Brown	Mr. David Heatherly, CCCC	Ms. Sondra Jarvis
Dr. Bill Carver, NCCCS	Dr. Jason Hurst, Cleveland CC*	Dr. Gregory McLeod, Edgecombe CC*
Mr. Patrick Crane	Ms. Carolina Hipple, NCACCT	Ms. Halima Sharif
Dr. Jeffrey A. Cox, Wilkes CC	Ms. Tiffany Howell	

*Attended via Zoom

CALL TO ORDER

Mr. Vaughan called the SBCC Policy and Governance Committee meeting to order at 3:04 p.m.

ROLL CALL

General Counsel Artis called the roll of the SBCC Policy and Governance Committee members.

ETHICS STATEMENT

Attorney Artis read the Ethics Awareness and Conflict of Interest Statement. No conflicts were noted.

APPROVAL OF THE AGENDA AND MINUTES

Mr. Vaughan requested a motion to approve the agenda. Ms. Estep motioned to approve the agenda, seconded by Mr. Merritt, and the motion was approved by voice vote. Mr. Vaughan requested a motion to approve the minutes from September 15, 2022. Mr. Merritt motioned to approve the minutes, seconded by Ms. Estep, and the motion was approved by a voice vote.

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE
Thursday, October 20, 2022

FOR FUTURE ACTION

State Board Handbook (Attachment SBPG 01)

Attorney Artis stated the State Board handbook was updated to include the foreword from the President of the System Office. As well, she noted there would be an additional item added to the handbook that would provide the legislative representation per regions. This would work in conjunction with the regions map already in the handbook. She further added that the handbook was for information today pending the finalization of the bylaws and committee charters.

At the request of Ms. Whitford, Attorney Artis stated the committees' membership information can be included in the handbook along with the System Office organization chart. Ms. Estep recommend that a listing of the President and Trustee's liaisons as well as other special committees be included in the handbook. Mr. Nath inquired about a soft copy of the handbook being available online. Attorney Artis stated a copy of the final State Board handbook would be available online at some point. She added that the handbook would be in a binder form so that it could be more easily updated.

State Board Bylaws (Attachment SBPG 02)

Attorney Artis discussed the State Board Bylaws advising there were no updates to the bylaws. She also mentioned that this item was available to be moved from For Future Action to For Action with the Committee's approval. Ms. Estep clarified that any Board member may bring an issue to a committee chair as long as the issue pertains to the specific committee. The member does not necessarily have to be on the actual committee.

Mr. Vaughan requested a motion to move the State Board Bylaws from For Future Action to For Action at the full Board meeting on Friday. Mr. Merritt motioned to approve, seconded by Dr. Carraway, and approved by a voice vote.

Mr. Vaughan requested a motion to approve the State Board Bylaws. Ms. Estep motioned to approve, seconded by Dr. Carraway, and approved by voice vote.

FOR ACTION

Approval of State Board Policy and Governance Committee Charter (Attachment SBPG 03)

Mr. Vaughan stated the committee charter had been reviewed previously and requested a motion for the approval of State Board Policy and Governance Committee Charter. Dr. Carraway motioned to approve, seconded by Ms. Estep, and approved by voice vote.

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE
Thursday, October 20, 2022

FOR INFORMATION

Report from Governance Subcommittee on Board Engagement

Mr. Merritt stated the committee will reconvene to discuss the issues raised from last month's meeting. One topic at the top of the list was the appropriate boundary between Board policy setting and oversight and management prerogative. With two Board committees pending in early 2023, Mr. Sullivan stated the Board and staff communications document would have to be finalized by the Governance Subcommittee prior to the formation of the new committees to avoid overstepping boundaries and miscommunication. Ms. Estep suggested that the board-staff communications document include communication with the 58 community colleges.

Mr. Nath suggested adding a clear description of the responsibilities of a board liaison in either the bylaws or the handbook. Attorney Artis stated she can add a section in the handbook which would address both the System Advisory Council and address the responsibilities of a board liaison as well. Mr. Merritt suggested informing candidates of the responsibilities of a liaison before appointing them to the role of liaison. Mr. Sullivan agreed to having a section added to the State Board handbook pertaining to the special committees for more clarification.

NEW BUSINESS

No new business.

ADJOURNMENT

Mr. Vaughan declared the meeting adjourned at 3:40 pm.

Respectfully submitted,
Halima Sharif
Recording Secretary



State Board of Community Colleges Code

Petition for Rulemaking Form

Requester's Name	Scott Corl
Affiliated Organization (if applicable)	State Board of Proprietary Schools
Requester's E-mail	corls@nccommunitycolleges.edu

Please select whether you propose a rule to be adopted, amended, or repealed

Adopt
(new rule)

Amend
(change existing rule)

Repeal
(delete entire rule)

	X	
--	---	--

If amendment or repeal, specify existing rule number:

2A SBCCC 300.6 North Carolina Proprietary School Fee Schedule

Proposed language for adoption or amendment of a rule:

(You may attach additional pages if needed.)

See attached.

Rationale for proposed adoption, amendment or repeal:

The Office of Proprietary schools is solely funded by fees paid by proprietary schools. Fee increases are necessary to support a new staff position.

Requester Signature

Date

FOR NCCCS USE ONLY

Petition APPROVED for initiation of rulemaking



Petition DENIED for initiation of rulemaking



Rationale for DENIAL
(if applicable)

NCCCS President/Designee Signature

Date

Please mail the completed form to:
North Carolina Community College System
Attn: NCCCS President
200 West Jones Street
Raleigh, NC 27603

Created 30 January 2014 by QSM



**State Board of Community Colleges Code
Title 2 – PROPRIETARY SCHOOLS**

CHAPTER A. PROPRIETARY SCHOOLS

SUBCHAPTER 300. LICENSURE

2A SBCCC 300.6 North Carolina Proprietary School Fee Schedule

Each proprietary school subject to Article 8 of Chapter 115D shall make payment as directed by the SBPS according to the following fee schedule:

- (1) Initial license - ~~\$3,200 plus \$50 per program submitted for licensure.~~ \$5,000.
- (2) Annual license renewal - ~~\$1,700 plus \$50 per licensed program renewed; \$200 for each new program submitted for licensure.~~ \$2,500. Any license renewal application ~~postmarked~~ submitted through the North Carolina Proprietary Board Licensure Portal after March 15th shall be assessed a \$500 late fee.
- (3) Program additions ~~submitted at any point outside of the annual license renewal period-~~ \$200.
- (4) Program revisions - \$200.
- (5) School relocations - \$500.
- (6) Remote sites - \$1,000 initial site fee, plus annual renewal fee of \$750.
- (7) Site assessments to verify statutory or SBCC Code compliance, or to approve program additions or changes - \$500.

History Note: Authority G.S. 115D-89.3; 115D-92;

Eff. August 1, 2014;

Amended Eff. _____; February 1, 2017; February 1, 2015;

STATE BOARD OF COMMUNITY COLLEGES

Recommendation for Initial Proprietary School Licensure

The State Board of Proprietary Schools recommends approval to license the following Proprietary School, 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, 2023 to offer the programs listed.

ASAP DENTAL ASSISTANT PROGRAM

2607 E. 7th Street, Suite 102

Charlotte, NC 28120

Program	Clock Hours
Dental Assisting	136

DOMINION HEALTH CARE INSTITUTE & STAFFING

1220 Walter Reed Street, Suite 102

Fayetteville, NC 28304

Program	Clock Hours
Phlebotomy	184

HUNTER HEALTH CAREER COLLEGE

1320 Hill Street, Suite 200

Durham, NC 27707

Program	Clock Hours
Medication Technician	15



North Carolina
State Board of Community Colleges
Mr. Burr Sullivan, Chair

Member Handbook
2023-2024

Dr. Bill Carver
Interim System President

Tawanda Foster Artis
General Counsel

Sondra Jarvis
Director of State Board Relations

January 2023

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FOREWORD BY THE SYSTEM PRESIDENT



The State Board of Community Colleges serves as the body corporate for the North Carolina Community College System, a governmental state agency. The agency provides guidance to 58 comprehensive institutions through administrative code and statutory authority.

The North Carolina Community College System provides colleges support for students that choose to walk through the “Open Door” to life changing programs. The citizens of North Carolina are also served indirectly by the students matriculating and completing hundreds of program options. All walks of life benefit from the actions taken by the State Board.

Dallas Herring, often referred to as the father of the North Carolina Community College System and architect of the Open Door Philosophy, held steadfast that colleges should be tasked with “taking students as far as they can go.” In a perfect world, this philosophy should be enough to guide the State Board and the agency in the execution of duties. However, a philosophy will not last without the firm hand of constitutional and statutory authority. This handbook serves as a reference guide for the 22 members of the State Board and reflects legislative, regional, governmental, and student representation. Use the procedural information in these pages to become an engaged and effective board member.

The authority in Chapter 115D of the North Carolina General Statutes clearly outlines a system that serves as the primary agency for adult education. The system also works in tandem with all educational partners; strategically cooperating on initiatives in all 100 counties.

In order to meet this important responsibility, board meeting attendance is essential and participation in assigned committees also makes for a fully informed member. The collective involvement only strengthens the State Board’s call to service.

North Carolina continues to evolve as a place to live, learn, and prosper. The Community College System, for over seven decades, has helped make this a reality. Please know, each board member is an integral part of this legacy.

An Overview of the System

The State Board of Community Colleges (SBCC) was established during the 1979 Session of the North Carolina General Assembly and assumed governance of the community colleges and one technology center on January 1, 1981. Prior to that date, the Community College System was governed as a subdivision of the State Board of Education.

As provided in Chapter 115D of the General Statutes, the State Board of Community Colleges has full authority to adopt policies, regulations, and standards it deems necessary to operate the System and its member institutions. The Board consists of 22 members: 10 appointed by the Governor (four members-at-large and one member from each of the six trustee association regions); four members-at-large elected by the North Carolina Senate; and four members-at-large elected by the North Carolina House of Representatives. The Lieutenant Governor, State Treasurer, and Commissioner of Labor are ex-officio members. One current community college student, typically the President of the North Carolina Comprehensive Community College Student Government Association (N4CSGA), is a non-voting ex-officio member.

A Chair and a Vice Chair are elected at the first meeting held after July 1 in odd-numbered years and can serve two consecutive two-year terms. Mr. Burr Sullivan of Lexington was elected as Chairman of the State Board in 2021 and will serve until July 2023, with Mr. Bill McBrayer of Hickory serving as Vice Chair during this same period.

The State Board of Community Colleges uses a committee structure to facilitate its work. Seven standing committees are employed: the Accountability and Audit Committee, the Finance Committee, the Legislative Affairs Committee, the Personnel Committee, the Policy and Governance Committee, the Programs Committee, and the Strategic Planning Committee. Special, ad hoc committees, and sub-committees are appointed on an as needed basis. The State Board Chair appoints members and chairs for each committee.

State law requires the State Board to meet at least 10 times each year and meetings are held on the third Friday of each month in the Caswell Building, located at 200 W. Jones Street in Raleigh, NC. Usually, a spring meeting and a fall meeting are held on community college campuses across the state.

Mission Statement

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally multi-culturally competent, workforce, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities.
- Services to communities and individuals which improve the quality of life.

This Mission Statement was adopted by the State Board in October 1993, and has been revised, reaffirmed, and readopted in subsequent years.

A Brief History of the North Carolina Community College System

The year was 1952. Harry Truman lived in the White House and American soldiers were defending the nation of South Korea. IBM opened its first research laboratory in the area known today as Silicon Valley, and Stan Musial led the Major Leagues by hitting .331 for the St. Louis Cardinals.

It was also 1952 when Dr. Allan Hurlburt conducted a study on the need for a system of community colleges in North Carolina. The State Superintendent of Public Instruction had commissioned the study two years earlier and it was Hurlburt's report that led to the General Assembly's adoption of the first Community College Act in 1957 and provided the funding for the community college system, under the leadership of Governor Luther Hodges.

At the same time, a parallel effort was provided by the legislature to create an educational program in industrial education. Funds were allocated by the 1957 General Assembly to begin a system of statewide industrial education centers, whose purpose was to train adults and selected high school students in order to provide a better trained workforce for the State. The five junior community colleges that were initially created were placed under the oversight of what is now the Board of Governors of the University of North Carolina, while the industrial education centers were provided oversight by State Board of Education.

By the time Governor Terry Sanford announced his education program in 1961, the need to coordinate these two systems was becoming more critical. His goal was to have a college within commuting distance of every citizen in the state, and at a cost that the average family could afford. Sanford appointed the Governor's Commission on Education Beyond the High School, which became known as the Carlyle Commission. In 1962, the Commission recommended that the two educational systems be brought under the State Board of Education and operated by local boards of trustees.

On May 17, 1963, the General Assembly enacted the Community Colleges Act of 1963, which provided for a Department of Community Colleges that combined the industrial education centers with the new community colleges, under the umbrella of the State Board of Education.

In later years, Governor Sanford came to view the creation of the community college system as one of the great achievements of his administration. At that time, there were 20 industrial education centers, six community colleges (three of which became four-year schools in 1963), and five extension units. Within three years, the number of institutions had grown to 43 and reached its present number of 58 in 1978.

In 1979, the General Assembly again turned its attention to the growing system and established an independent agency known as the North Carolina Community College System. Central to this organization was the creation of the State Board of Community Colleges, which was given authority to adopt and administer the policies and regulations that would govern the system. The State Board has had eleven persons to serve as Chair:

Carl Horn (1981-1983)
John A. Forlines (1983-1989)
William F. Simpson (1989-1993)
Dennis A. Wicker (1993-1999)
Dr. G. Herman Porter (1999-2001)
James J. Woody, Jr. (2001-2005)
Hilda Pinnix-Ragland (2005- 2013)
Dr. Linwood Powell (2013-2016)
Scott Shook (2016-2019)
Breedon Blackwell (2019-2021)
Burr Sullivan (2021- Present)

The North Carolina Community College System has had ten (10) presidents:

I.E. Ready (1963-1970)
Ben E. Fountain, Jr. (1971-1978)
Larry Blake (1978-1983)
Former Governor Robert W. Scott (1983-1995)
Lloyd V. Hackley (1995-1997)
H. Martin Lancaster (1997- 2008)
R. Scott Ralls (2008-2015)
James C. (Jimmie) Williamson (2016-2017)
Peter Hans (2018-2020)
Thomas A. Stith, III (2021-2022)

Dr. W. Dallas Herring
The “Godfather” of
North Carolina’s
Community College
System



No history of the System would be complete without recognition of the man who became its driving force in those very early days. Dr. W. Dallas Herring served as chairman of the State Board of Education from 1957 to 1977, and it was Herring who championed the Open-Door philosophy which forms the cornerstone of our existence. "The only valid philosophy for North Carolina is the philosophy of total education.....That is why the doors to the institutions of North Carolina's system of community colleges must never be closed to anyone of suitable age who can learn what they teach. We must take people where they are and carry them as far as they can go within the assigned functions of the system." (W.D. Herring, 1964).

Herring's philosophy of the role of community colleges has been the guiding principle of the North Carolina Community College System for the past 40 years. It continues today as it began: an open door to opportunity for enhanced job skills, literacy services, and adult education in North Carolina.

System Philosophy

More than four decades ago, Dr. Dallas Herring laid the cornerstone in what has become the third largest system of community colleges in the nation (only California and Texas are larger). Herring's philosophy was embraced by the General Assembly in the creation of the System, and his remarks continue to be the foundation upon which our System is built:

"The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the state needs and must develop to the fullest possible degree.

If they cannot read, then we will teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education. If their talent is technical or vocational, then we will provide them with knowledge and skill they can sell in the marketplaces of our state. If their needs are in the great tradition of liberal education, then we will provide them

instruction which will enable them to go on to the university or to senior college and on into life in numbers unheard of in North Carolina. If their needs are for cultural achievement, intellectual growth, or civic understanding, then we will make available to them the wisdom of the ages and the enlightenment of our times and help them to maturity.” (W.D. Herring, 1964).

The symbol of the North Carolina Community College System is a series of open doors, an image first envisioned by the late Dr. I.E. Ready, the System’s first president, based on Herring’s philosophy:

Any person who is 18 years old or older, whether a high school graduate or not, can find in one of these institutions an educational opportunity fitted to his ability and his needs. This is what the open-door admission policy means. For any applicant who seriously wants and needs more education, the door of the institution is open....Many doors within the institution opening into different vocational programs must therefore be provided, with the one door to basic elementary and secondary-level studies open to all who need a second chance in order to make up for deficiencies....Teachers must be good teachers, well-educated themselves in the subjects they teach, skilled in the art of teaching, and deeply concerned that their students succeed in their educational tasks. Universal education opportunity beyond the high school through the open-door policy will mean little unless this goal is accomplished.

System Office Website

A wealth of information on North Carolina’s community colleges can be found at the System website: www.nccommunitycolleges.edu

The State Board of Community Colleges

Ethics and Conflicts of Interests

Members of the State Board of Community Colleges are public officers as defined by the North Carolina General Statutes and, as such, have an obligation flowing from this public trust to carry out their official actions in a moral and ethical manner. In 2001, then Governor Michael Easley issued Executive Order No. 1 (EO No. 1) which detailed the manner in which public officers and public servants were to conduct themselves in the performance of their duties and established the North Carolina Board of Ethics. This executive order was extended twice (EO No. 51 and EO No. 76). Subsequently EO No. 1 was terminated by Executive Order No. 116 in 2007 after the passage of the State Government Ethics Act. Under this Ethics Act, the Board of Ethics was replaced by the State Ethics Commission. The State Government Ethics Act is codified as Chapter 138A of the North Carolina General Statutes. Title 30 of the North Carolina Administrative Code provides the State Ethics Commission rules.

Other relevant ethics laws to consider include N.C. Gen. Stat. §14-218 and N.C. Gen. Stat. §14-234. Relevant excerpts of those statutes appear below.

§14-218. Offering Bribes

If any person shall offer a bribe, whether it be accepted or not, he shall be punished as a Class F felon.

§ 14-234. Public officers or employees benefiting from public contracts; exceptions.

- (a) (1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law.
- (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
- (3) No public officer or employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

All State Board members are required to file a Statement of Economic Interests with the State Ethics Commission annually and complete ethics training every other year. Failure to comply with these requirements can result in fines and removal from the board.

Selection and Seating of Board Members

Eighteen members of the State Board of Community Colleges are selected by the Governor and the General Assembly, with four additional persons serving as ex officio members by virtue of position. Ten persons are selected by the Office of the Governor, four by the House of Representatives, and four by the Senate. The Lt. Governor, State Treasurer, and the Commissioner of Labor serve on an ex-officio basis with full voting rights (which they may delegate in writing to a representative of their choosing). One current community college student, typically the President of N4CSGA is the final ex-officio member of the Board, having all rights of membership except for voting privileges.

With the exception of the ex-officio members, board appointments are made in odd-numbered years for four-year terms. Members of the State Board may be appointed to serve up to two consecutive terms and in addition may fill an unexpired term of another Board member.

Duties and Responsibilities of the Individual Board Member

Service as a member of the State Board of Community Colleges is a public trust. Accordingly, members must have a genuine desire to provide service to the citizens of North Carolina and, if necessary, to forgo their own personal needs to carry out the statutory, moral, and ethical obligations incumbent on the State Board.

It is essential that members are mindful that they represent all areas of the state and that their decisions must be made according to what is fair and equitable for the System, without regard for parochial interests. Members of the State Board should always be advocates for the System,

both to the people that they represent and to legislators in communicating the needs of the colleges within the System.

The conscientious Board member will participate in Board meetings with consistent and timely attendance and will review all Board materials received in advance of the meeting to participate intelligently in its deliberations. Members should periodically attend statewide meetings of presidents and trustees so that ideas and concerns may be shared and accept assignments when asked by the Chair to do so. Therefore, confidentiality is essential in some matters that come before the Board and members should conduct themselves in a way that maintains the private nature of those discussions.

Duties and Responsibilities of the State Board Chair

The Chair is the presiding officer and spokesperson for the State Board and provides leadership and direction in its activities. The Chair is responsible for ensuring that the affairs of the Board are conducted according to its bylaws, and federal and state law. The Chair must maintain a close working relationship with the System President and consult frequently on issues as they arise. In consultation with the President, the Chair sets the Board agenda and solicits the opinion and participation of members in the conduct of the Board's affairs.

A key responsibility of the Chair involves the appointment of members to serve on standing, special, and ad hoc committees, or sub-committees. To do this effectively, the Chair must have a close relationship with each member and know their talents and abilities. As the System's most visible advocate responsible for promoting its public image, the Chair will often present the needs of the System and will establish and maintain good relationships with governmental officials, college presidents and trustees, the press, and the general public to communicate the mission of the System across the state.

The State Board Chair is elected for a two-year term at the first meeting of the Board after July 1st in odd-numbered years. In the absence of the Chair, the Vice Chair serves in a temporary capacity as Chair to facilitate the work of the Board. The State Board Chair and Co-Chair may serve two consecutive two-year terms.

State Board Meetings

N.C. Gen. Stat. §115D-2.2(i) mandates the State Board meet at least ten times per year. Meetings are held on the third Friday of each month, except in June and December, unless otherwise noticed or requested. Board meetings typically begin at 9:00 am in the Dr. W. Dallas Herring State Board Room in the Caswell Building located at 200 W. Jones Street in Raleigh. Committee meetings begin the corresponding Thursday morning prior to the Friday meeting. The Board may also attend an issues luncheon focused on relevant and pertinent issues to the System. Off-site meetings may be held each year on the campus of a community college within the System. The annual Board Retreat takes place over a three-day period in September or October of each year.

Setting the Agenda for Board and Committee Meetings

The agenda for a regular or special called meeting of the State Board is assembled by the Office of State Board Affairs and is discussed by the senior staff during Agenda Review approximately ten (10) working days prior to the State Board meeting. The process of setting the agenda for a special called meeting is, by necessity, shorter in terms of its proximity to the actual meeting. After the staff has reviewed and agreed upon a final draft, the proposed agenda is presented to the Board Chair for approval. Once the agenda is approved by the Chair, it may not be amended or changed until the actual meeting of the Board takes place.

Monthly agendas are created by the committee staff in consultation with the Committee Chair. Persons wishing to place an item on the agenda should make their request in writing, providing any supporting documentation to the Secretary to the Board (System President) or the Office of State Board Affairs at least ten days prior to the date of agenda review. The request will be considered in consultation of the Committee Chair, the Board Chair, and the President. Unless the Board directs otherwise, items are placed on the agenda initially for future action and then for action at the next regular meeting of the Board. In some cases, however, the constraints of time require a matter to be considered expeditiously, and thus with the prior permission of the Chair, such items may be placed on the agenda initially for action at the Board's next regular meeting or the item maybe moved to For Action by a motion and vote of the Committee and the State Board.

During the meeting, any committee or individual Board member may request the consideration of items not on the agenda to be added following a two-thirds endorsement by those present and voting.

In order to make the Board's time as productive as possible, it will sometimes act on a list of non-controversial or routine items through use of a consent agenda. Items placed on the consent agenda must have been seen at a prior Board meeting. Should any member of the Board request that an item on the consent agenda be discussed, it will be immediately removed from the consent agenda and given individual consideration as an action item under the purview of the appropriate committee.

More information on the agenda setting process is contained in Article V of the SBCC Bylaws, which are contained in Appendix 2.

Standing and Special Committees

The State Board utilizes a committee structure to carry out its work, consisting of seven standing committees: the Accountability and Audit Committee, the Finance Committee, the Legislative Affairs Committee, the Personnel Committee, the Policy and Governance Committee, the Programs and Student Success Committee, and the Strategic Planning Committee. Detailed descriptions of the roles and responsibilities of the standing committees is contained in the SBCC committee charters, included in Appendix 2.

From time to time, the Board Chair may appoint special, ad hoc committees, or sub-committees or task forces to deal with a specific subject over a limited time period, or to handle a specific assignment that requires a minimal number of meetings. The Board Chair makes appointments to all standing, special, ad hoc committees, and sub-committees immediately following the July meeting, with other appointments being made during the year as needed.

State Board Meeting Logistics

Directions and Parking

The North Carolina Community College System is located at 200 West Jones Street, Raleigh, NC in the Caswell Building. The Caswell Building is a six-story red brick building on the northwest corner of West Jones Street and North McDowell Street in the State Government Complex in downtown Raleigh. The front entrance is located at Jones Street. It is one full block west of the Legislative Building, adjacent to the Department of Administration Building.

Driving from the east on Interstate 40:

- Take I-40 West to the Person Street exit.
- Follow Person Street north into downtown.
- Turn left onto Edenton Street and drive past the historic Capitol.
- Turn right onto McDowell Street.
- The Caswell Building is on the left at the corner of McDowell Street and West Jones Street.

Driving from the east on US 64:

- Take Business 64 into town. US 64 becomes Edenton Street heading into downtown.
- Go past the historic Capitol, turn right onto McDowell Street.
- The Caswell Building is on the left at the corner of McDowell Street and West Jones Street.

Driving from RDU and points west on Interstate 40:

- Take I-40 East through the Research Triangle Park.
- Take Exit 289 onto Wade Avenue. Stay on Wade Avenue six miles.
- Take the Civic Center/70 East/50 South exit to Capital Boulevard.
- Get in the far-left lane on Capital Boulevard as you head to downtown.
- Turn left at the second stop light onto West Jones Street.
- The Caswell Building is the third building on the left, at the corner of West Jones and McDowell.

Driving from the northwest on US 70/Crabtree Valley Mall/Glenwood Avenue:

- US 70 becomes Glenwood Avenue coming into Raleigh.
- Follow Glenwood Avenue into downtown Raleigh.

- Turn left onto West Jones Street.
- The Caswell Building is several blocks down on the left, at the corner of Jones and McDowell.

Driving from the south on US 1:

- Take US 1 north past Cary to Raleigh.
- Exit onto Wade Avenue going into downtown.
- Stay on Wade Avenue six miles.
- Take the Civic Center/70 East/50 South exit to Capital Boulevard.
- Get in the far-left lane on Capital Boulevard as you head to downtown.
- Turn left at the light onto West Jones Street. The Caswell Building is the third building on the left, at the corner of West Jones and McDowell.

When attending the Board meetings in Raleigh, the best place to park is in Deck #77 at the corner of Edenton and McDowell Streets. Parking is also available at the State Government Parking Deck #75 off of McDowell Street in the Visitors Parking Area. Please keep your parking receipt and submit to the State Board Affairs Office for reimbursement. (Refer to Travel Reimbursement section on page 16 for details).

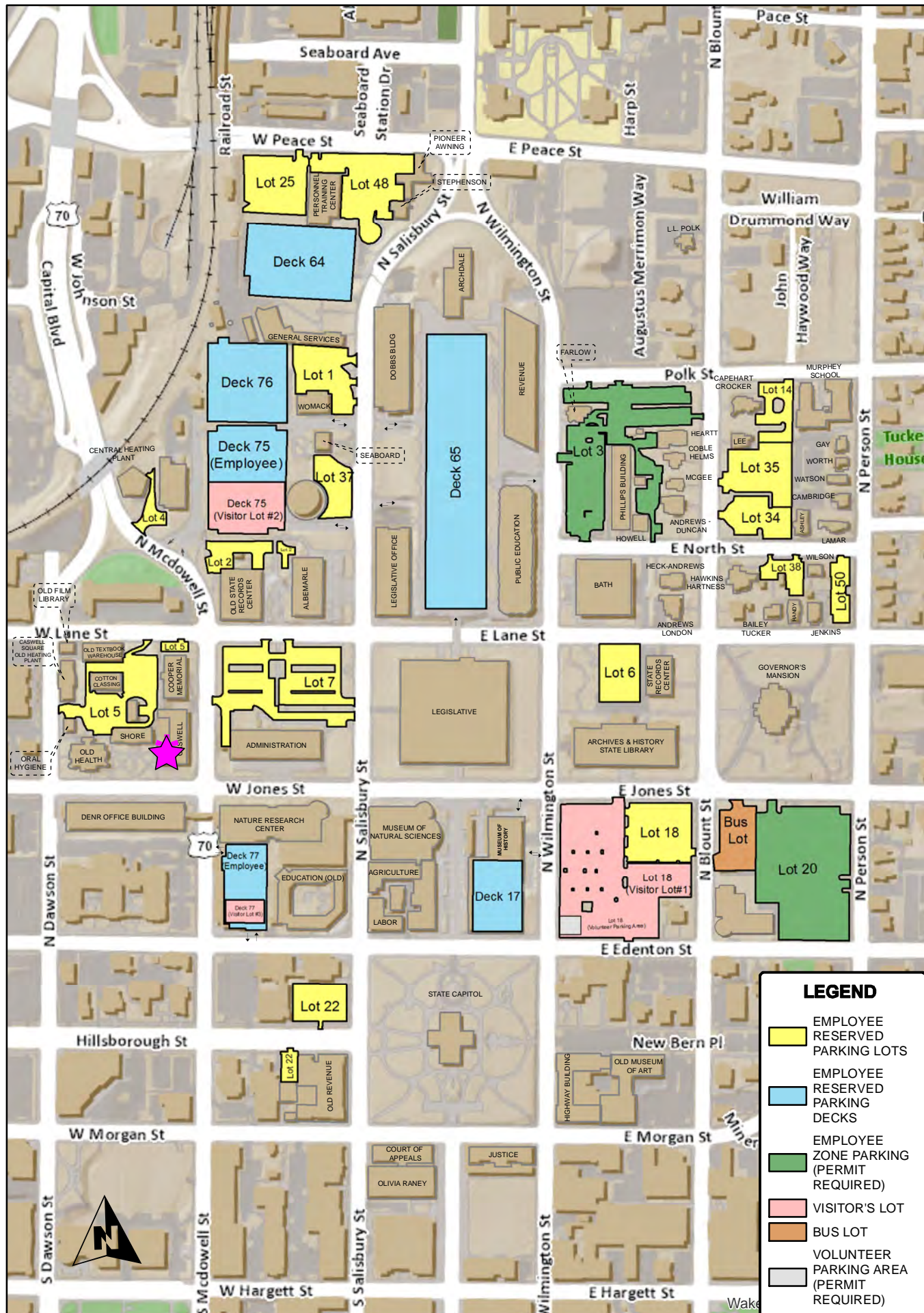
To get to Parking Deck #77 (Green Square Parking Deck, 120 W. Edenton Street, Raleigh), proceed on Edenton Street crossing over Salisbury Street. The Parking Deck will be on your left at the corner of Edenton and McDowell streets.

To get to Parking Deck #75 (333 N. Salisbury Street, Raleigh), proceed north through the intersection of Jones and McDowell and continue through the intersection at Lane and McDowell. You will see the parking deck to your immediate right. You may enter the parking deck from McDowell Street or Salisbury Street.

You may also park in the Visitors Area of the State Government Parking Lot a block and a half north of the Caswell Building near the corner of Lane and McDowell Streets or in metered spaces on the street (limited to 2 hours). The parking deck at McDowell and Lane is open from 8 a.m. until 5 p.m. Monday through Friday. There is an hourly charge. There is additional visitors' parking across from the Archives Building at 109 East Jones Street, two blocks east of the Caswell Building.

We are within walking distance of the Longleaf Hotel, so if you are registered as a guest, you may prefer to leave your vehicle in their parking lot and walk over to the Caswell Building.

STATE GOVERNMENT COMPLEX



★ = Caswell Building

Travel Reimbursements

The State Board Affairs Office handles the process of reimbursement requests for Board member travel. Members should email, mail, or hand deliver receipts and details of travel to the State Board Affairs Office. Details of travel must include date of travel, leave, and return time, destination(s), purpose of travel, miles traveled, and all expenses incurred. Mileage and meal reimbursements are calculated based on State per diem rates. Meals provided as part of the meetings are not reimbursable. Reimbursable expenses could include, but are not limited to, mileage, hotel, food, parking, tips, transportation, registration fees, vehicle rentals, tolls, valets, and internet fees.

All Board member travel, not including regularly scheduled and noticed committee and State Board meetings, must have a pre-approved travel authorization. Board members are asked to notify the State Board Affairs Office, in writing, 10-days in advance of travel. Notice of travel to the State Board Affairs Office should include date and time of travel, all destinations, purpose of travel, anticipated mileage, and any other anticipated travel expenses. An approved travel authorization is required for all travel and/or conference registrations before travel begins as per the System Office Travel Policies and Procedures. General travel authorization forms are submitted and approved annually for the sole purpose of traveling to and from regularly scheduled committee and Board meetings. When needed, the State Board Affairs Office will submit a general travel authorization on behalf of the member and provide notice to the member when the authorization is approved.

Expenses incurred while traveling for purpose(s) within the duties and responsibilities of the member are reimbursable through the System Office (as allowed by state per diem rate). Board members traveling over 35 miles one-way, for State Board business requiring overnight stay, are eligible for reimbursement of hotel costs up to the negotiated hotel rate and per the System Office Travel Policies and Procedures. Board members are responsible for paying fees, costs, and expenses related to travel at the time of travel. Travel expenses are reimbursable after travel is completed through submission of a reimbursement request. Some reimbursable expenses require proof of original receipt to receive reimbursement, including but not limited to hotel receipts and parking receipts. If you have questions about travel authorizations, reimbursements, policies, please contact the State Board Affairs Office.

The System Office will not provide reimbursement for penalties, fees, and/or charges resulting from cancellations, unless the cancellation is made at the direction of the System Office or otherwise determined justified by the System Office.

Hotel Reservations

All travel must be pre-approved through the State Board Affairs Office to receive reimbursement. All receipts for reimbursement need to be submitted within 30 days of the travel. For regularly scheduled Board meetings, at the System Office in Downtown Raleigh, the State Board Affairs Office can make hotel reservations on behalf of the Board members at

The Longleaf Hotel, if requested, for members who are traveling more than 35-miles one-way. Board members can send a request to the State Board Affairs Office if they wish to be added to the list of reservation each month. Board members who routinely stay overnight for Board meetings may automatically have a hotel reservation requested for 1-night (Thursday) of the monthly meeting. In the event the member does not need reservations for a specific meeting or needs additional accommodations, the member should contact the State Board Affairs Operations Coordinator at least 10-days in advance of the meeting. Members are asked to contact The Longleaf Hotel directly to cancel reservations if the cancellation is within 48 hours of the reservation. The contact information for the Longleaf hotel is as follows:

The Longleaf Hotel
300 N Dawson St, Raleigh, NC 27603
(919) 867-5770
<https://www.thelongleafhotel.com/>

For events, conferences, and meetings requiring overnight stay, Board members are responsible for making their hotel reservations and accommodations, including reservations that require a deposit and/or credit card hold. For events and conferences, the State Board Affairs Office may provide hotel recommendations and information as a convenience for members scheduling their hotel reservations.

Members reserve the right to stay at their desired hotel location; however, hotel reimbursements may be limited by available funding based on the state per diem rate. If a member opts to stay at another hotel other than The Longleaf for the regularly scheduled Board meetings, they may submit their receipt for reimbursement up to the current amount of the negotiated rooms at The Longleaf Hotel. Approved travel authorization is required in advance of all travel and overnight stay. Please see Travel Reimbursements section for information about travel authorizations.

Access to System Office/Badges

The North Carolina Department of Administration requires that all persons entering the Caswell Building wear an identification card as a badge if they are affiliated with the System Office. These ID cards allow entry into the building through the card access system and may be used to open entrance door at Jones Street. The Office of State Board Affairs will schedule appointments for new members to have their identification cards made.

ID cards are to be always worn while in the building, above the waist of the bearer, with the photograph clearly visible. The cards should always be scanned by the electronic reader when entering the building. ID cards are the property of the System Office and must be returned to the Office of State Board Affairs on the last date of use by the member. If a card is lost or stolen, it should be reported to the Office of State Board Affairs immediately so that it may be cancelled and building security maintained.

Public Records Law Overview

Chapter 132 of the North Carolina General Statutes defines public records as all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. It is well established that public records and public information are the property of the people of the State. Therefore, state law provides that the people may obtain copies of their public records and public information free or at minimal cost.

Upon request, every custodian of public records must permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies. The use of personal email addresses or cellphones makes the user who is transacting state business the custodian of public records and the requested records must be produced by the user as promptly as possible.

There are specific rules in N.C. Gen. Stat. §132-1.2 that govern what public records may be deemed confidential. No request to inspect, examine, or obtain copies of public records may be denied on the grounds that confidential information is commingled with the requested non-confidential information. If there is commingled confidential information, the public agency or custodian must redact the confidential information.

Public officials may not destroy, sell, loan, or otherwise dispose of any public record in violation of the law. Unlawfully removing a public record from the office where it is usually kept, or altering, defacing, mutilating, or destroying it is a Class 3 misdemeanor.

Open Meetings Law Overview

As a duly constituted public body established by the North Carolina General Statutes, the State Board of Community Colleges and its committees exist solely to conduct the people's business and it is the public policy of the State of North Carolina that the hearings, deliberations, and actions of this board be conducted openly in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. A public meeting is defined as any meeting, assembly, or gathering together at any time or place or simultaneous communication by electronic means with the majority of the public body's members present for the purpose of either conducting hearings, participating in deliberations, voting on public business, or otherwise transacting public business. Public notice of meetings is posted on the System website, in the media, and by electronic mail to interested parties. Minutes of the meetings of the Board are available for public inspection in the Office of State Board Affairs and are also published on the System Office website following their approval by the Board. Full and accurate minutes of all official meetings including any closed sessions must be maintained.

Closed sessions of public bodies may only be held when required to allow a public body to act in the public interest for a permissible reason as stated in N.C. Gen. Stat. §143B-318.11.

Courts may order injunctive relief if there are threatened violations of open meetings law, the recurrence of past violations of open meetings law, or continuing violations of the law. Any person may bring an action seeking such an injunction and the plaintiff does not need to allege or prove any special damages different from that suffered by the public at large.

Declaratory judgment may be entered if any action of a public body was taken, considered, discussed, or deliberated in violation of open meetings law. Upon such a finding, the court may declare any such action null and void. Any person may seek such a declaratory judgment, and the plaintiff need not allege or prove any special damages different from that suffered by the public at large. The public body whose action the suit seeks to set aside will be made a party and board members may be held responsible in their personal capacity.

Except as required in the State Board Bylaws, or as modified by the State Board in special circumstances, the most recent edition of Robert's Rules of Order governs the conduct of all meetings of the State Board and its committees. See Appendix 10 for a parliamentary procedure quick reference guide.

Ethics Law Overview

The State Ethics Act ensures that state officials and public servants exercise their authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence. The General Assembly's intent with this law was to ensure that standards of ethical conduct and standards regarding conflicts of interest are clearly established for state officials and that the state continually educates these officials on matters of ethical conduct and conflicts of interest.

N.C. Gen. Stat. §138A-3(70)(k) makes members of the State Board of Community Colleges public servants. This Act requires certain state officials and public servants to file Statements of Economic Interests (SEI) and attend ethics education. N.C. Gen. Stat. §138A-22 requires State Board members to file a statement of economic interests with the Commission prior to their initial appointment and annually by April 15th each year thereafter. As part of the SEI, board members will be asked to certify that they have read the statement and to the best of their knowledge and belief, the statement is true, correct, and complete. Failure to file a SEI can result in fines and disciplinary action including removal from the board. A person who knowingly conceals or knowingly fails to disclose information that is required on a SEI will be guilty of a Class 1 misdemeanor. A person who provides false information on a SEI will be guilty of a Class H felony.

The Ethics Commission develops and implements an ethics education and awareness program designed to instill in all covered persons "a keen and continuing awareness of their ethical obligations and a sensitivity to situations that might result in real or potential conflicts of interest." State Board members must attend an ethics presentation approved by the Commission within six months of notification of their new appointment and at least every two years thereafter.

The Ethics Act also establishes conflict of interest standards, a ban against the acceptance of certain gifts by covered officials, and restricts the use of official positions for private gain. State Board members must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interests.

The gift ban prohibits the acceptance of gifts from lobbyists, lobbyist principals, or other interested persons. A gift is defined as anything of monetary value given or received without valuable consideration by or from a lobbyist, lobbyist principal, liaison personnel, or interested person. There are some exceptions to the gift ban, including if a public servant pays fair market value for an item, or the gift is food for immediate consumption at a public event.

If you have questions about the application of the gift ban or the interpretation of or compliance with the State Ethics Act, you should contact the NCCCS General Counsel's Office. In addition,

N.C. Gen. Stat. §138A-13 permits any public servant to request advice on specific questions involving the meaning and application of the State Ethics Act and the public servant's compliance therewith from the N.C. Ethics Commission. On occasion the Ethics Commission may issue formal advisory opinions that may be informative. Public servants who rely on the advice in a formal advisory opinion are immune from investigation by the Commission and the Secretary of State, and from any adverse action by the employing entity or board.

The Role of the System President and a Biography

The System President is the chief executive officer of the System and is responsible for organizing and managing the System by carrying out the policies, directives, instructions, and philosophies of the State Board. Hired by and reporting directly to the Board, the System President also serves as member of the Education Cabinet and conducts planning for the System jointly with officials of the University of North Carolina System and the Department of Public Instruction.

William S. Carver II, Ed. D is currently serving as Interim President for the North Carolina Community College System. He has spent over 34 years working at the college level and is passionate about providing the best educational experience for students. Before serving in his current interim position, Dr. Carver retired from Nash Community College in 2019 after 14 years as President.

Dr. Carver earned a Bachelor of Science in Agriculture Economics from North Carolina State University, a Master of Business Administration, and a Doctorate of Higher Education Leadership. Dr. Carver has been active in his community serving on various boards and committees. He was the recipient of the 2019 I.E. Ready Distinguished Leader Award, presented by NC State University's College of Education. In 2019, he was honored as a recipient of the Order of the Long Leaf Pine. He has also been honored with a SkillsUSA Lifetime Membership.

During his career, innovation has been at the forefront of what was important for students. Whether it was implementing new programs, collaborations, or initiating college projects,

innovation was a key factor of his leadership. This said, Dr. Carver knows that it takes a team of professionals to ensure that these endeavors are successful.

Dr. Carver has always said that leadership is not really complicated when it is the right thing for students.

Political Activities

It has been said that there are two things that no person should ever have to watch as they are made – sausage and laws. Certainly, there are times when the political process is indeed painful to watch. The dictionary defines the word “politics” as being “the science or art of political government...,” and members of the State Board are, by that definition, practitioners of politics.

State Board members should take on the role of an advocate for the North Carolina Community College System. Oftentimes legislators appreciate when constituents share their ideas, and you will find them very receptive to your thoughts and opinions on the important issues impacting community colleges. As a State Board member, you have the duty of being a spokesperson to elected representatives and executive branch agencies. The best means of contact is always a personal visit, and with a little advance notice, you will discover that legislators will go out of their way to listen to what you have to say. Sometimes it is best to make your visits alone or with one other person, while other occasions require the presence of a group. The Board Chair and System President are available to serve as your guides and accompany you as you make the community colleges message known to those in positions of influence.

It is always best to schedule an appointment with a legislator, rather than simply walk the halls and intrude on time that they may have budgeted for other affairs. To make an appointment with a member of the General Assembly, consult the online office directory for individual members at <http://www.ncleg.gov> or call 919-733-7928 and ask to be connected with your representative’s or senator’s office.

When writing a legislator, use your personal stationery or your System Office email account. Be sure to include your return address so that the legislator will be able to contact you. Keep your correspondence focused and brief, so that you quickly get to the heart of the issue and make your salient points in a courteous and respectful manner. Know which committees your legislator serves on, since in depth discussion of issues occurs most often in the committees. Most importantly, express your appreciation for the work your legislator is doing, a vote that is cast, or their leadership exerted in bringing our issues to the floor. A little bit of courtesy goes a long way.

Financing the Community College System

Three different funding sources support North Carolina’s community colleges: state general fund appropriation from the General Assembly, county appropriations, and local institutional funds (which include financial aid and grants awarded directly to colleges). State funds are appropriated each year based on community college budget Full -Time Equivalent (FTE),

which is the number of fulltime equivalent students for which a college is budgeted to serve. Budget FTE is calculated based on the higher of the prior year's enrollment or the average of the prior two years. When a college's FTE is declining, the average of the prior two years allows for smoothing of budget changes and assists in local budget management.

An FTE is defined as 512 membership/contact hours, which is equivalent to one student who takes 16 credit hours of class work for a semester (16 weeks) for both the fall and spring semesters (16 credit hours x 16 weeks x 2 semesters). For funding to align with the state fiscal year of July 1 – June 30, the reporting year for FTE reflects Summer, Fall, and Spring. FTE is described in more detail in the State Board of Community College Code, Title 1, Chapter G, Full-time Equivalent (FTE). Each year, the dollar amount allocated per curriculum (credit-bearing) and workforce continuing education (skills-based) FTE changes based on the amount of funding available.

State appropriations to each college may be used for current operating expenses such as instructional, administrative, and support salaries, supplies and materials, and travel expenses. State funds are also allocated for educational equipment and instructional resources (library materials). Colleges are also awarded categorical funds, restricted to expenditures in a particular category or program purpose.

State Board of Community Colleges Roster

Name	Appointment	Term Expires	Email
Ms. LaTasha Bradford	Ex-Officio N4CSGA President	6/20/23	bradfordl@nccommunitycolleges.edu
Dr. Grant Campbell	House	6/30/27	campbellg@nccommunitycolleges.edu
Dr. Shirley Carraway	Governor Region 6	6/30/27	carraways@nccommunitycolleges.edu
Ms. Lisa Estep	Senate	6/30/27	estep1@nccommunitycolleges.edu
Treas. Dale Folwell	Ex-Officio State Treasurer	12/31/24	dale@nctreasurer.com
Mr. Bobby Irwin	Senate	6/30/23	irwinb@nccommunitycolleges.edu
Mr. Tom Looney	Senate	6/30/27	looneyt@nccommunitycolleges.edu
Mr. Bill McBrayer	House	6/30/27	mcbrayerb@nccommunitycolleges.edu

Mr. Mark Merritt	Governor Region 4	6/30/25	merrittm@nccommunitycolleges.edu
Mr. Hari Nath	House	6/30/25	nathh@nccommunitycolleges.edu
Mr. Andy Penry	Governor At Large	6/30/27	penrya@nccommunitycolleges.edu
Mr. Jonathan Harris (Delegate)	Ex – Officio Lieutenant Governor	12/31/24	jonathan.harris@nc.gov
Hon. Ray Russell	Governor Region 2	6/30/23	russellr@nccommunitycolleges.edu
Ms. Julie Ryan. (Delegate)	Ex – Officio Labor Commissioner	12/31/24	julie.ryan@labor.nc.gov
Hon. Sam Searcy	Governor At Large	6/30/27	searcys@nccommunitycollege.edu
Mr. Burr Sullivan	House	6/30/23	sullivanb@nccommunitycolleges.edu
Mr. Ray Trapp	Governor At Large	6/30/27	trappr@nccommunitycolleges.edu

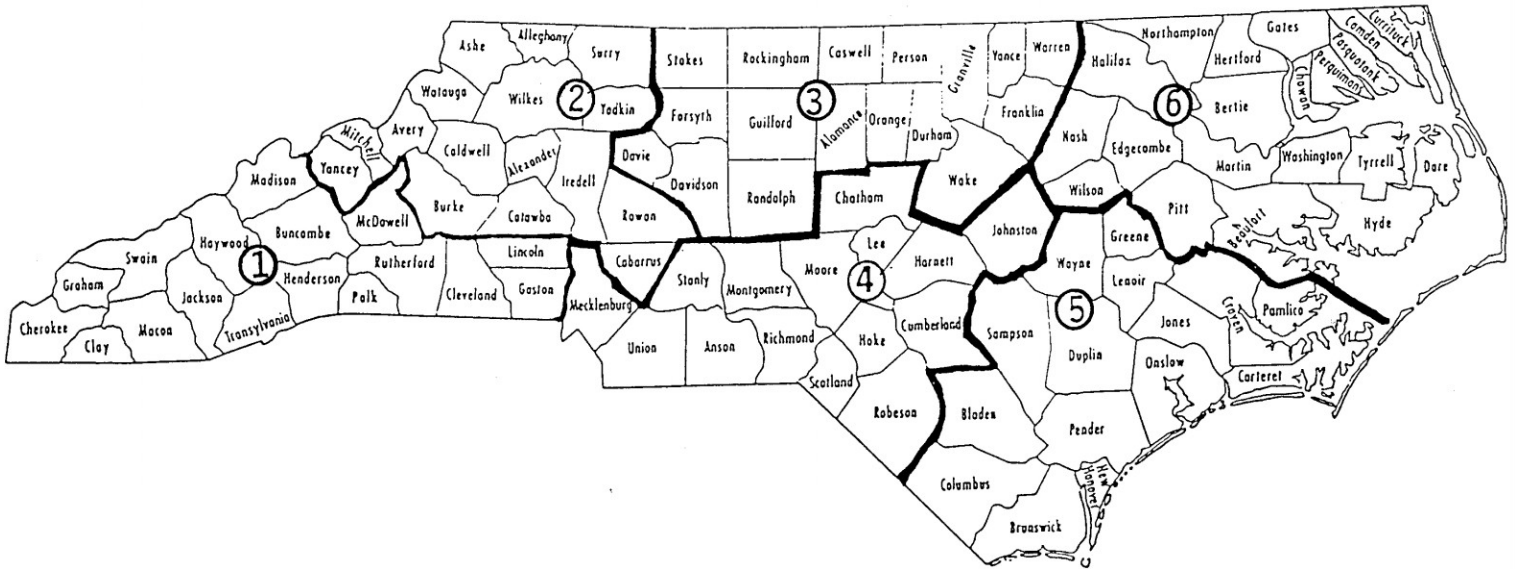
Hon. Terry Van Duyn	Governor Region 1	6/30/25	vanduynt@nccommunitycolleges.edu
Mr. Jerry Vaughan	Senate	6/30/25	vaughanj@nccommunitycolleges.edu
Ms. Sarah West	Governor Region 3	6/30/27	wests@nccommunitycolleges.edu
Ms. Ann Whitford	Governor Region 5	6/30/23	whitforda@nccommunitycolleges.edu

It is the policy of the Office of State Board Affairs that personal contact information for State Board members is not provided outside the office so that the personal privacy of Board members may be maintained. Persons who wish to contact members are advised to send their requests or information to this office for forwarding to the individual member:

Office of State Board Affairs
North Carolina Community College System
5001 Mail Service Center
Raleigh, NC 27699-5001
Phone: (919) 807-6970
Email: stateboard@communitycolleges.edu

State Board of Community Colleges Regional Map

As established in NCGS 115D-62



ALL AT-LARGE AND REGIONAL APPOINTMENTS ARE MADE BY THE GOVERNOR

Region 1

Hon. Terry Van Duyn	6/30/2025	Regional
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Region 2

Dr. Grant Campbell	6/30/2027	House
Mr. Bobby Irwin	6/30/2023	Senate
Mr. Bill McBrayer	6/30/2027	House
Hon. Ray Russell	6/30/2023	Regional

Region 3

Mr. Tom Looney	6/30/2027	Senate
Mr. Hari Nath	6/30/2025	House
Mr. Andy Penry	6/30/2027	At-Large
Hon. Sam Searcy	6/30/2027	At-Large
Mr. Burr Sullivan	6/30/2023	House
Mr. Ray Trapp	6/30/2027	At-Large
Ms. Sarah West	6/30/2027	Regional

Ex Officio

The Honorable Mark Robinson	Lt. Governor
Mr. Jonathan Harris	Lt. Governor Designee
The Honorable Dale Folwell	State Treasurer
Ms. Julie Ryan	Commissioner of Labor Designee
Ms. LaTasha Bradford	N4CSGA President

Region 4

Mr. Mark Merritt	6/30/2025	Regional
Mr. Jerry Vaughan	6/30/2025	Senate

Region 5

Ms. Lisa Estep	6/30/2027	Senate
Ms. Ann Whitford	6/30/2023	Regional

Region 6

Dr. Shirley Carraway	6/30/2025	Regional
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SBCC Biennium Regional Legislative Representation 2021-2023

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
Region 1	Region 1						
Hon. Terry Van Duyn		Cherokee	House	Karl Gillespie (R)	633 LOB	919-733-5859	Vice Chair Federal Relations and American Indian Affairs/Vice Chair Wildlife Resources
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Graham	House	Karl Gillespie (R)	633 LOB	919-733-5859	Vice Chair Federal Relations and American Indian Affairs/Vice Chair Wildlife Resources
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Clay	House	Karl Gillespie (R)	633 LOB	919-733-5859	Vice Chair Federal Relations and American Indian Affairs/Vice Chair Wildlife Resources
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Macon	House	Karl Gillespie (R)	633 LOB	919-733-5859	Vice Chair Federal Relations and American Indian Affairs/Vice Chair Wildlife Resources
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Swain	House	Mike Clappitt (R)	418A1 LOB	919-715-3005	Chair Federal Regulations and American Indian Affairs/Vice Chair Wildlife Resources
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Jackson	House	Mike Clappitt (R)	418A1 LOB	919-715-3005	Chair Federal Regulations and American Indian Affairs/Vice Chair Wildlife Resources
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Haywood	House	Mike Clappitt (R)	418A1 LOB	919-715-3005	Chair Federal Regulations and American Indian Affairs/Vice Chair Wildlife Resources
			House	Mark Pless (R)	533 LOB	919-733-5732	Vice Chair Federal Relations and American Indian Affairs
			Senate	Kevin Corbin (R)	520 LOB	919-733-5875	
		Transylvania	House	Jake Johnson (R)	306B1	919-715-4466	Chair Appropriations Information Technology/Vice Chair Appropriations/Vice Chair Commerce
			Senate	Chuck Edwards (R)	628 LOB	919-733-5745	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Agriculture, Energy, and Environment/Chair Commerce and Insurance
		Madison	House	Mark Pless (R)	533 LOB	919-733-5732	Vice Chair Federal Relations and American Indian Affairs
			Senate	Ralph Hise (R)	300-A LOB	919-733-3460	Senate Deputy President Pro Tempore/Chair Appropriations/Base Budget/Chair Redistricting and Elections
		Buncombe	House	John Ager (D)	1002 LB	919-733-5746	
			House	Susan Fisher (D)	504 LOB	919-715-2013	House Democratic Whip
			House	Brian Turner (D)	1217 LB	919-715-3012	Vice Chair Wildlife Resources
			Senate	Chuck Edwards (R)	628 LOB	919-733-5745	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Agriculture, Energy, and Environment/Chair Commerce and Insurance
			Senate	Julie Mayfield (D)	1025 LB	919-715-3001	
		McDowell	House	Dudley Greene (R)	604 LOB	919-733-5862	Vice Chair Judiciary 2/Vice Chair State Personnel
			Senate	Ralph Hise (R)	300-A LOB	919-733-3460	Senate Deputy President Pro Tempore/Chair Appropriations/Base Budget/Chair Redistricting and Elections
		Rutherford	House	David Rogers (R)	418C LOB	919-733-5749	Chair Judiciary 3/Vice Chair Appropriations Justice and Public Safety
			Senate	Ralph Hise (R)	300-A LOB	919-733-3460	Senate Deputy President Pro Tempore/Chair Appropriations/Base Budget/Chair Redistricting and Elections
		Polk	House	Jake Johnson (R)	306B1	919-715-4466	Chair Appropriations Information Technology/Vice Chair Appropriations/Vice Chair Commerce

**Attachment SBPG 03
(REVISED 11/14/2022)**

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			Senate	Ralph Hise (R)	300-A LOB	919-733-3460	Senate Deputy President Pro Tempore/Chair Appropriations/Base Budget/Chair Redistricting and Elections
		Cleveland	House	Tim Moore (R)	2304 LB	919-733-3451	House Speaker
			House	Kelly Hastings (R)	2208 LB	919-715-2002	Chair Appropriations Capital/Chair UNC Board of Governors Nominations/Vice Chair Appropriations/Vice Chair Education-Universities/Vice Chair Rules, Calendar, and Operations of the House
			Senate	Ted Alexander (R)	621 LOB	919-715-0690	Chair Appropriations on General Government and Information Technology/Chair State and Local Government
		Lincoln	House	Jason Saine (R)	1326 LB	919-733-5782	Senior Chair Appropriations/Vice Chair Redistricting
			Senate	Ted Alexander (R)	621 LOB	919-715-0690	Chair Appropriations on General Government and Information Technology/Chair State and Local Government
		Gaston	House	Kelly Hastings (R)	2208 LB	919-715-2002	Chair Appropriations Capital/Chair UNC Board of Governors Nominations/Vice Chair Appropriations/Vice Chair Education-Universities/Vice Chair Rules, Calendar, and Operations of the House
			House	John Torbett (R)	538 LOB	919-733-5868	Chair Appropriations Education/Chair Education - K - 12/Chair House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions/Chair State Government/Vice Chair Appropriations/Vice Chair Redistricting/Vice Chair Rules, Calendar, and Operations of the House
			House	Donnie Loftis (R)	608 LOB	919-733-5809	
			Senate	Kathy Harrington (R)	300-B LOB	919-733-5734	Senate Majority Leader/Chair Appropriations/Base Budget/Chair Pensions and Retirement and Aging
			Senate	Ted Alexander (R)	621 LOB	919-715-0690	Chair Appropriations on General Government and Information Technology/Chair State and Local Government
		Henderson	House	Jake Johnson (R)	306B1	919-715-4466	Chair Appropriations Information Technology/Vice Chair Appropriations/Vice Chair Commerce
			House	Tiothy Moffitt (R)	2215 LB	919-733-5956	House Deputy Conference Chair/ Chair Alcoholic Beverage Control/Vice Chair Regulatory Reform
			Senate	Chuck Edwards (R)	628 LOB	919-733-5745	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Agriculture, Energy, and Environment/Chair Commerce and Insurance

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
Region 2	Region 2						
Dr. Grant Campbell		Yancey	House	Mark Pless (R)	533 LOB	919-733-5732	Vice Chair Federal Relations and American Indian Affairs
Mr. Bobby Irwin			Senate	Ralph Hise (R)	300-A LOB	919-733-3460	Senate Deputy President Pro Tempore/Chair Appropriations/Base Budget/Chair Redistricting and Elections
Hon. Ray Russell		Mitchell	House	Dudley Greene (R)	604 LOB	919-733-5862	Vice Chair Judiciary 2/Vice Chair State Personnel
Mr. Bill McBrayer			Senate	Ralph Hise (R)	300-A LOB	919-733-3460	Senate Deputy President Pro Tempore/Chair Appropriations/Base Budget/Chair Redistricting and Elections
		Avery	House	Dudley Greene (R)	604 LOB	919-733-5862	Vice Chair Judiciary 2/Vice Chair State Personnel
			Senate	Warren Daniel (R)	627 LOB	919-715-7823	Chair Appropriations on Justice and Public Safety/Chair Finance/Chair Redistricting and Elections
		Watauga	House	Ray Pickett (R)	537 LOB	919-733-7727	Vice Chair Education - Universities/Vice Chair Transportation
			Senate	Deanna Ballard (R)	521 LOB	919-733-5742	Chair Appropriations on Education/Higher Education/Chair Education/Higher Education/Chair Pensions and Retirement and Aging
		Ashe	House	Ray Pickett (R)	537 LOB	919-733-7727	Vice Chair Education - Universities/Vice Chair Transportation
			Senate	Deanna Ballard (R)	521 LOB	919-733-5742	Chair Appropriations on Education/Higher Education/Chair Education/Higher Education/Chair Pensions and Retirement and Aging
		Alleghany	House	Sarah Stevens (R)	419 LB	919-715-1883	House Speaker Pro Tempore/Chair Judiciary 2
			Senate	Deanna Ballard (R)	521 LOB	919-733-5742	Chair Appropriations on Education/Higher Education/Chair Education/Higher Education/Chair Pensions and Retirement and Aging
		Caldwell	House	Destin Hall (R)	2301 LB	919-733-5931	Chair Rules, Calendar, and Operations of the House/Chair Redistricting
			Senate	Warren Daniel (R)	627 LOB	919-715-7823	Chair Appropriations on Justice and Public Safety/Chair Finance/Chair Redistricting and Elections
		Wilkes	House	Jeffrey Elmore (R)	301D LOB	919-733-5935	Chair Appropriations/Vice Chair Appropriations Education
			House	Sarah Stevens (R)	419 LB	919-715-1883	House Speaker Pro Tempore/Chair Judiciary 2
			Senate	Deanna Ballard (R)	521 LOB	919-733-5742	Chair Appropriations on Education/Higher Education/Chair Education/Higher Education/Chair Pensions and Retirement and Aging
		Burke	House	David Rogers (R)	418C LOB	919-733-5749	Chair Judiciary 3/Vice Chair Appropriations Justice and Public Safety
			House	Hugh Blackwell (R)	541 LOB	919-733-5805	Chair Education K-12/Chair Judiciary 4
			Senate	Warren Daniel (R)	627 LOB	919-715-7823	Chair Appropriations on Justice and Public Safety/Chair Finance/Chair Redistricting and Elections
		Catawba	House	Jay Adams (R)	301N LOB	919-733-5988	Chair Wildlife Resouces/Vice Chair Judiciary 4
			House	Mitchell Setzer (R)	2204 LB	919-733-4948	Senior Chair Finance/Chair Insurance/Vice Chair Ethics
			Senate	Dean Proctor (R)	2108 LB	919-733-5876	
		Iredell	House	Jeffrey McNeely (R)	606 LOB	919-733-5661	Chair Agriculture
			House	Grey Mills (R)	637 LOB	919-733-5741	Chair Election Law and Campaign Finance Reform/Vice Chair Judiciary 1
			Senate	Vickie Sawyer (R)	312 LOB	919-715-3038	Chair Appropriations on Department of Transportation/Chair Transportation
		Yadkin	House	Lee Zachary (R)	420 LOB	919-715-8361	Chair Judiciary 3
			Senate	Vickie Sawyer (R)	312 LOB	919-715-3038	Chair Appropriations on Department of Transportation/Chair Transportation
		Surry	House	Sarah Stevens (R)	419 LB	919-715-1883	House Speaker Pro Tempore/Chair Judiciary 2

**Attachment SBPG 03
(REVISED 11/14/2022)**

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			House	Kyle Hall (R)	305 LOB	919-733-5609	Chair Appropriations/Vice Chair Appropriations Agriculture and Natural and Economic Resources/Vice Chair Appropriations Information Technology/Vice Chair Environment
			Senate	Deanna Ballard (R)	521 LOB	919-733-5742	Chair Appropriations on Education/Higher Education/Chair Education/Higher Education/Chair Pensions and Retirement and Aging
			Senate	Phil Berger (R)	2007 LB	919-733-5708	Senate President Pro Tempore
		Alexander	House	Jeffrey Elmore (R)	301D LOB	919-733-5935	Chair Appropriations/Vice Chair Appropriations Education
			Senate	Dean Proctor (R)	2108 LB	919-733-5876	
		Rowan	House	Julia Howard (R)	302 LOB	919-733-5904	Vice Chair Banking
			House	Wayne Sasser (R)	529 LOB	919-733-5908	Chair Appropriations Health and Human Services/Chair Health/Vice Chair Appropriations/Vice Chair Insurance
			House	Harry Warren (R)	611 LOB	919-733-5784	Chair State Personnel/Vice Chair Election Law and Campaign Finance Reform/Vice Chair Finance/Vice Chair Local Government - Land Use, Planning and Development
			Senate	Carl Ford (R)	625 LOB	919-733-5665	Senate Republican Joint Caucus Leader/Chair Appropriations on General Government and Information Technology/Chair State and Local Government
		Cabarrus	House	Wayne Sasser (R)	529 LOB	919-733-5908	Chair Appropriations Health and Human Services/Chair Health/Vice Chair Appropriations/Vice Chair Insurance
			House	Larry Pittman (R)	1010 LB	919-715-2009	
			House	Kristin Baker (R)	306A3 LOB	919-733-5861	Chair Appropriations, Health and Human Services/Chair Health/Vice Chair Appropriations
			Senate	Paul Newton (R)	300-C LOB	919-733-7223	Chair Finance/Chair Redistricting and Elections

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
Region 3	Region 3						
Mr. Tom Looney		Stokes	House	Kyle Hall (R)	305 LOB	919-733-5609	Chair Appropriations/Vice Chair Appropriations Agriculture and Natural and Economic Resources/Vice Chair Appropriations Information Technology/Vice Chair Environment
Mr. Hari Nath			Senate	Phil Berger (R)	2007 LB	919-733-5708	Senate President Pro Tempore
Mr. Andy Penry		Forsyth	House	Lee Zachary (R)	420 LOB	919-715-8361	Chair Judiciary 3
Hon. Sam Searcy			House	Amber Baker (D)	1006 LB	919-733-5829	
Mr. Burr Sullivan			House	Donny Lambeth (R)	303 LOB	919-733-5747	Senior Chair Appropriations/Chair Health/Vice Chair Appropriations, Health and Human Services
Mr. Ray Trapp			House	Evelyn Terry (D)	514 LOB	919-733-5777	Vice Chair Education - Universities
Ms. Sarah West			House	Jeff Zenger (R)	609 LOB	919-733-5787	Vice Chair Finance
			Senate	Joyce Krawiec (R)	308 LOB	919-733-7850	Chair Appropriations on Health and Human Services/Chair Health Care/Chair Pensions and Retirement and Aging
			Senate	Paul Lowe (D)	1119 LB	919-733-5620	
		Davie	House	Julia Howard (R)	302 LOB	919-733-5904	Vice Chair Banking
			Senate	Joyce Krawiec (R)	308 LOB	919-733-7850	Chair Appropriations on Health and Human Services/Chair Health Care/Chair Pensions and Retirement and Aging
		Davidson	House	Larry Potts (R)	307B1 LOB	919-715-0873	Chair Appropriations Health and Human Service/Chair Health/Vice Chair Appropriations
			House	Sam Watford (R)	2213 LB	919-715-2526	Chair Local Government/Vice Chair Energy and Public Utilities/Vice Chair State Government
			Senate	Steve Jarvis (R)	2113 LB	919-733-5743	
		Guilford	House	Cecil Brockman (D)	2223 LB	919-733-5825	Vice Chair Education K-12
			House	Ashton Wheeler Clemmons (D)	1211 LB	919-733-5781	
			House	John Faircloth (R)	613 LOB	919-733-5877	Chair Appropriations/Vice Chair Justice and Public Safety
			House	Jon Hardister (R)	635 LOB	919-733-5191	House Majority Whip/Chair Appropriations Education/ Chair Education - Universities/Vice Chair Appropriations/Vice Chair Alcoholic Beverage Control/Vice Chair House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions/Vice Chair UNC Board of Governors Nominations
			House	Pricey Harrison (D)	1218 LB	919-733-5771	Vice Chair Environment
			House	Amos Quick (D)	510 LOB	919-733-5902	House Democratic Whip
			Senate	David Craven (R)	2106 LB	919-733-5870	
			Senate	Amy Galey (R)	2111 LB	919-301-1446	
			Senate	Michael Garrett (D)	206-C LOB	919-733-5856	
			Senate	Gladys Robinson (D)	1026 LB	919-715-3042	
		Rockingham	House	Kyle Hall (R)	305 LOB	919-733-5609	Chair Appropriations/Vice Chair Appropriations Agriculture and Natural and Economic Resources/Vice Chair Appropriations Information Technology/Vice Chair Environment
			House	A. Reece Pyrtle (R)	418B LOB	919-733-5779	
			Senate	Phil Berger (R)	2007 LB	919-733-5708	Senate President Pro Tempore

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
		Randolph	House	Pat Hurley (R)	532 LOB	919-733-5865	House Joint Caucus Liaison/Chair Appropriations Education/Chair Education - Community Colleges/Vice Chair Appropriations/Vice Chair Families, Children, and Aging Policy
			House	Allen McNeill (R)	411 LOB	919-715-4946	Chair Appropriations Justice and Public Safety/Chair Pensions and Retirement/Vice Chair Appropriations/Vice Chair Judiciary 2
			Senate	David Craven (R)	2106 LB	919-733-5870	
		Alamance	House	Ricky Hurtado (D)	1309 LB	919-733-5820	
			House	Dennis Riddell (R)	416A LOB	919-733-5905	Chair Appropriations General Government/Chair Regulatory Reform/Vice Chair Appropriations
			Senate	Amy Galey (R)	2111 LB	919-301-1446	
		Caswell	House	Graig Meyer (D)	1017 LB	919-715-3019	
			Senate	Phil Berger (R)	2007 LB	919-733-5708	Senate President Pro Tempore
		Person	House	Larry Yarborough (R)	1229 LB	919-715-0805	Chair Environment/Chair Wildlife Resources/Vice Chair Regulatory Reform
			Senate	Mike Woodard (D)	406 LOB	919-733-4809	
		Orange	House	Graig Meyer (D)	1017 LB	919-715-3019	
			House	Verla Insko (D)	503 LOB	919-733-7208	Vice Chair Health
			Senate	Valerie Foushee (D)	410 LOB	919-733-5804	Senate Democratic Caucus Chair
		Durham	House	Vernetta Alston (D)	505A LOB	919-733-5872	House Freshman Caucus Co-Chair
			House	Zack Hawkins (D)	1307 LB	919-715-2528	
			House	Marcia Morey (D)	1109 LB	919-733-7663	
			House	Robert Reives (D)	506 LOB	919-733-0057	House Democratic Leader
			Senate	Natalie Murdock (D)	2119 LB	919-733-4599	
			Senate	Mike Woodard (D)	406 LOB	919-733-4809	
		Granville	House	Larry Yarborough (R)	1229 LB	919-715-0805	Chair Environment/Chair Wildlife Resources/Vice Chair Regulatory Reform
			House	Terry Garrison (D)	1209 LB	919-733-5824	
			Senate	Mike Woodard (D)	406 LOB	919-733-4809	
		Vance	House	Terry Garrison (D)	1209 LB	919-733-5824	
			Senate	Ernestine Bazemore (D)	1106 LB	919-715-3040	
		Warren	House	Terry Garrison (D)	1209 LB	919-733-5824	
			Senate	Ernestine Bazemore (D)	1106 LB	919-715-3040	
		Franklin	House	Matthew Winslow (R)	610 LOB	919-715-3032	House Deputy Conference Chair
			Senate	Sarah Crawford (D)	518 LOB	919-733-5850	
		Wake	House	Gale Adcock (D)	1213 LB	919-733-5602	House Deputy Democratic Leader
			House	Cynthia Ball (D)	1004 LB	919-733-5860	
			House	Allison Dahle (D)	1325 LB	919-733-5755	Vice Chair Election Law and Campaign Finance Reform
			House	Terence Everitt (D)	1301 LB	919-715-3010	
			House	Rosa Gill (D)	1303 LB	919-733-5880	Vice Chair Pensions and Retirement
			House	James Roberson (D)	511 LOB	919-733-5974	
			House	Joe John (D)	1013 LB	919-733-5530	

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			House	Abe Jones (D)	1219 LB	919-733-5758	
			House	Grier Martin (D)	1023 LB	919-733-5773	Vice Chair Homeland Security, Military, and Veteran Affairs
			House	Erin Pare (R)	531 LOB	919-733-2962	Vice Chair Energy and Public Utilities
			House	Julie Von Haefen (D)	1311 LB	919-715-0795	
			Senate	Dan Blue (D)	1129 LB	919-733-5752	Senate Democratic Leader
			Senate	Jay Chaudhuri (D)	1028 LB	919-715-6400	Senate Democratic Whip
			Senate	Sarah Crawford (D)	518 LOB	919-733-5850	
			Senate	Wiley Nickel (D)	1121 LB	919-715-3036	
			Senate	Sydney Batch (D)	1118 LB	919-733-5653	

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
Region 4	Region 4						
Mr. Mark Merritt		Mecklenburg	House	Kelly Alexander (D)	404 LOB	919-733-5778	
Mr. Jerry Vaughan			House	John Autry (D)	1019 LB	919-715-0706	
			House	Mary Belk (D)	1313 LB	919-733-5607	
			House	John Bradford (R)	530 LOB	919-733-5828	Senior Chair Finance/Vice Chair Regulatory Reform
			House	Terry Brown (D)	602 LOB	919-733-5654	House Freshman Caucus Co-Chair
			House	Becky Carney (D)	1221 LB	919-733-5827	Vice Chair Banking
			House	Carla Cunningham (D)	403 LOB	919-733-5807	Vice Chair Health
			House	Wesley Harris (D)	1321 LB	919-733-5886	
			House	Rachel Hunt (D)	1111 LB	919-733-5800	Vice Chair Education - Community Colleges
			House	Brandon Lofton (D)	1317 LB	919-715-3009	
			House	Carolyn Logan (D)	603 LOB	919-715-2530	
			House	Nasif Majeed (D)	1008 LB	919-733-5606	
			Senate	Jeff Jackson (D)	1104 LB	919-715-8331	
			Senate	Natasha Marcus (D)	519 LOB	919-715-3050	
			Senate	Mujtaba Mohammed (D)	517 LOB	919-733-5955	
			Senate	Deandrea Salvador (D)	1120 LB	919-733-5655	
			Senate	Joyce Waddell (D)	1113 LB	919-733-5650	
		Union	House	Dean Arp (R)	307A LOB	919-715-3007	Senior Chair Appropriations/Vice Chair Appropriations, Capital/Chair Energy and Public Utilities
			House	Mark Brody (R)	416B LOB	919-715-3029	Chair Local Government - Land Use, Planning and Development/Vice Chair Education - Community Colleges
			House	David Willis (R)	306A2 LOB	919-733-2406	Vice Chair Education K - 12
			Senate	Todd Johnson (R)	310 LOB	919-733-7659	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Commerce and Insurance
			Senate	Paul Newton (R)	300-C LOB	919-733-7223	Chair Finance/Chair Redistricting and Elections
		Stanly	House	Wayne Sasser (R)	529 LOB	919-733-5908	Chair Appropriations Health and Human Services/Chair Health/Vice Chair Appropriations/Vice Chair Insurance
			House	Ben Moss (R)	306C LOB	919-733-5823	House New Member Whip/Vice Chair Local Government/Vice Chair Transportation
			Senate	Carl Ford (R)	625 LOB	919-733-5665	Senate Republican Joint Caucus Leader/Chair Appropriations on General Government and Information Technology/Chair State and Local Government
		Anson	House	Mark Brody (R)	416B LOB	919-715-3029	Chair Local Government - Land Use, Planning and Development/Vice Chair Education - Community Colleges
			Senate	Tom McInnis (R)	314 LOB	919-733-5953	Senate Majority Whip/Chair Appropriations on Department of Transportation/Chair Transportation/Chair Commerce and Insurance
		Montgomery	House	Ben Moss (R)	306C LOB	919-733-5823	House New Member Whip/Vice Chair Local Government/Vice Chair Transportation
			Senate	Steve Jarvis (R)	2113 LB	919-733-5743	
		Richmond	House	Ben Moss (R)	306C LOB	919-733-5823	House New Member Whip/Vice Chair Local Government/Vice Chair Transportation

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State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			Senate	Tom McInnis (R)	314 LOB	919-733-5953	Senate Majority Whip/Chair Appropriations on Department of Transportation/Chair Transportation/Chair Commerce and Insurance
		Moore	House	Allen McNeill (R)	411 LOB	919-715-4946	Chair Appropriations Justice and Public Safety/Chair Pensions and Retirement/Vice Chair Appropriations/Vice Chair Judiciary 2
			House	James Boles (R)	528 LOB	919-733-5903	House Deputy Majority Whip/Senior Chair Appropriations Justice and Public Safety/Vice Chair Alcoholic Beverage Control/Vice Chair Appropriations/Vice Chair State Government
			Senate	Tom McInnis (R)	314 LOB	919-733-5953	Senate Majority Whip/Chair Appropriations on Department of Transportation/Chair Transportation/Chair Commerce and Insurance
		Chatham	House	Robert Reives (D)	506 LOB	919-733-0057	House Democratic Leader
			Senate	Valerie Foushee (D)	410 LOB	919-733-5804	Senate Democratic Caucus Chair
		Lee	House	John Sauls (R)	408 LOB	919-715-3026	Chair Commerce/Chair Ethics/Vice Chair Education - Community Colleges
			Senate	Jim Burgin (R)	620 LB	919-733-5748	Chair Appropriations on Health and Human Services/Chair Health Care
		Harnett	House	John Sauls (R)	408 LOB	919-715-3026	Chair Commerce/Chair Ethics/Vice Chair Education - Community Colleges
			House	Larry Strickland (R)	304 LOB	919-733-5849	Chair Appropriations/Vice Chair Appropriations Agriculture and Natural Economic Resources/Vice Chair Agriculture
			House	Howard Penny (R)	542 LOB	919-715-3015	Vice Chair State Personnel
			Senate	Jim Burgin (R)	620 LB	919-733-5748	Chair Appropriations on Health and Human Services/Chair Health Care
		Johnston	House	Larry Strickland (R)	304 LOB	919-733-5849	Chair Appropriations/Vice Chair Appropriations Agriculture and Natural Economic Resources/Vice Chair Agriculture
			House	John Bell (R)	301F LOB	919-715-3017	House Majority Leader
			House	Donna White (R)	307 LOB	919-733-5605	Chair Appropriations Health and Human Services/Chair Health/Vice Chair Appropriations
			Senate	Lisa Barnes (R)	2117 LB	919-715-3030	
			Senate	Brent Jackson (R)	2022 LB	919-733-5705	Chair Appropriations/Base Budget/Chair Agriculture, Energy, and Environment
			Senate	Jim Burgin (R)	620 LB	919-733-5748	Chair Appropriations on Health and Human Services/Chair Health Care
		Cumberland	House	Marvin Lucas (D)	402 LOB	919-733-5775	Vice Chair Insurance
			House	William Richardson (D)	1021 LB	919-733-5601	Chair Judiciary 2/Vice Chair Redistricting
			House	John Szoka (R)	2207 LB	919-733-9892	Senior Chair Finance/Chair Energy and Public Utilities/ Vice Chair Election Law and Campaign Finance Reform/Vice Chair Rules, Calendar, and Operations of the House
			House	Diane Wheatley (R)	536 LOB	919-733-5959	Vice Chair Education - K - 12
			Senate	Kirk Deviere (D)	515 LOB	919-733-5776	
			Senate	Ben Clark (D)	1117 LB	919-733-9349	Senate Democratic Caucus Secretary
		Hoke	House	Garland Pierce (D)	1204 LB	919-733-5803	Vice Chair Commerce
			Senate	Ben Clark (D)	1117 LB	919-733-9349	Senate Democratic Caucus Secretary
		Scotland	House	Garland Pierce (D)	1204 LB	919-733-5803	Vice Chair Commerce
			Senate	Tom McInnis (R)	314 LOB	919-733-5953	Senate Majority Whip/Chair Appropriations on Department of Transportation/Chair Transportation/Chair Commerce and Insurance
		Robeson	House	Charles Graham (D)	509 LOB	919-715-0875	Chair Federal Regulations and American Indian Affairs

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State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			House	Brenden Jones (R)	1227 LB	919-733-5821	Senior Chair Appropriations Transportation/Chair Transportation/Vice Chair Appropriations/Vice Chair Federal Relations and American Indian Affairs/Vice Chair Rules, Calendar, and Operations of the House
			Senate	Danny Britt (R)	525 LOB	919-733-5651	Chair Appropriations on Justice and Public Safety/Chair Judiciary/Chair Select Committee on Storm Related River Debris and Damage in North Carolina/Chair Transportation

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
Region 5	Region 5						
Ms. Lisa Estep		Bladen	House	William Brisson (R)	405 LOB	919-733-5772	Chair Appropriations/Vice Chair Agriculture/Vice Chair Appropriations General Government
Ms. Ann Whitford			Senate	Bill Rabon (R)	2010 LB	919-733-5963	Chair Rules and Operations of the Senate/Chair Finance/Chair Select Committee on Nominations
		Columbus	House	Brenden Jones (R)	1227 LB	919-733-5821	Senior Chair Appropriations Transportation/Chair Transportation/Vice Chair Appropriations/Vice Chair Federal Relations and American Indian Affairs/Vice Chair Rules, Calendar, and Operations of the House
			House	Carson Smith (R)	526 LOB	919-715-9664	Chair Appropriations Justice and Public Safety/Vice Chair Appropriations/Vice Chair Pensions and Retirement
			Senate	Danny Britt (R)	525 LOB	919-733-5651	Chair Appropriations on Justice and Public Safety/Chair Judiciary/Chair Select Committee on Storm Related River Debris and Damage in North Carolina/Chair Transportation
		Brunswick	House	Frank Iler (R)	639 LOB	919-301-1450	Chair Appropriations Transportation/Chair Transportation/Chair House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions/Vice Chair Appropriations/Vice Chair Environment
			House	Charles Miller (R)	2219 LB	919-733-5830	Vice Chair Energy and Public Utilities/Vice Chair Judiciary 3
			Senate	Bill Rabon (R)	2010 LB	919-733-5963	Chair Rules and Operations of the Senate/Chair Finance/Chair Select Committee on Nominations
		Pender	House	Carson Smith (R)	526 LOB	919-715-9664	Chair Appropriations Justice and Public Safety/Vice Chair Appropriations/Vice Chair Pensions and Retirement
			Senate	Bill Rabon (R)	2010 LB	919-733-5963	Chair Rules and Operations of the Senate/Chair Finance/Chair Select Committee on Nominations
		New Hanover	House	Deb Butler (D)	1015 LB	919-733-5754	House Democratic Whip
			House	Ted Davis (R)	417B LOB	919-733-5786	Chair Judiciary 1/Vice Chair House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions/Vice Chair UNC Board of Governors Nominations
			House	Charles Miller (R)	2219 LB	919-733-5830	Vice Chair Energy and Public Utilities/Vice Chair Judiciary 3
			Senate	Michael Lee (R)	523 LB	919-715-2525	Chair Appropriations on Education/Higher Education/Chair Education/Higher Education
			Senate	Bill Rabon (R)	2010 LB	919-733-5963	Chair Rules and Operations of the Senate/Chair Finance/Chair Select Committee on Nominations
		Sampson	House	William Brisson (R)	405 LOB	919-733-5772	Chair Appropriations/Vice Chair Agriculture/Vice Chair Appropriations General Government
			House	Raymond Smith (D)	1323 LB	919-733-5863	House Democratic Whip
			Senate	Brent Jackson (R)	2022 LB	919-733-5705	Chair Appropriations/Base Budget/Chair Agriculture, Energy, and Environment
		Duplin	House	Jimmy Dixon (R)	2226 LB	919-715-3021	Senior Chair Appropriations, Agriculture and Natural Economic Resources/Senior Chair Agriculture/Vice Chair Appropriations
			Senate	Brent Jackson (R)	2022 LB	919-733-5705	Chair Appropriations/Base Budget/Chair Agriculture, Energy, and Environment
		Onslow	House	Jimmy Dixon (R)	2226 LB	919-715-3021	Senior Chair Appropriations, Agriculture and Natural Economic Resources/Senior Chair Agriculture/Vice Chair Appropriations
			House	George Cleveland (R)	417A LOB	919-715-6707	Chair Appropriations, General Government/Vice Chair Appropriations/Vice Chair Homeland Security, Military, and Veteran Affairs/Vice Chair Marine Resources and Aquaculture/Vice Chair State Government/ Vice Chair Transportation

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State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			House	Phil Shepard (R)	534 LOB	919-715-9644	Chair Appropriations Transportation/Chair Transportation/Vice Chair Appropriations/Vice Chair House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions
			Senate	Michael Lazzara (R)	2115 LB	919-715-3034	
		Carteret	House	Pat McElraft (R)	634 LB	919-733-6275	House Deputy Majority Whip/Chair Appropriations, Agriculture and Natural Economic Resources/Chair Environment/Vice Chair Appropriations
			Senate	Norman Sanderson (R)	309 LOB	919-733-5706	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Agriculture, Energy, and Environment/Chair Judiciary
		Pamlico	House	Bobby Hanig (R)	638 LOB	919-733-5906	House Deputy Majority Whip/Chair Local Government/Chair Marine Resources and Aquaculture
			Senate	Norman Sanderson (R)	309 LOB	919-733-5706	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Agriculture, Energy, and Environment/Chair Judiciary
		Jones	House	Pat McElraft (R)	634 LB	919-733-6275	House Deputy Majority Whip/Chair Appropriations, Agriculture and Natural Economic Resources/Chair Environment/Vice Chair Appropriations
			Senate	Michael Lazzara (R)	2115 LB	919-715-3034	
		Craven	House	Keith Kidwell (R)	1206 LB	919-733-5881	House Deputy Majority Whip/Chair Banking/Chair Finance
			House	Steve Tyson (R)	632 LOB	919-733-5853	Vice Chair Commerce/Vice Chair Finance
			Senate	Norman Sanderson (R)	309 LOB	919-733-5706	Chair Appropriations on Agriculture, Natural, and Economic Resources/Chair Agriculture, Energy, and Environment/Chair Judiciary
		Lenoir	House	Chris Humphrey (R)	306B2 LOB	919-733-5995	Chair Insurance
			Senate	Jim Perry (R)	311 LOB	919-733-5621	Senate Majority Whip/Chair Appropriations on Health and Human Services/Chair Health Care/Chair Select Committee on Storm Related River Debris and Damage in North Carolina
		Greene	House	John Bell (R)	301F LOB	919-715-3017	House Majority Leader
			Senate	Don Davis (D)	629 LOB	919-715-8363	
		Wayne	House	John Bell (R)	301F LOB	919-715-3017	House Majority Leader
			House	Raymond Smith (D)	1323 LB	919-733-5863	House Democratic Whip
			Senate	Jim Perry (R)	311 LOB	919-733-5621	Senate Majority Whip/Chair Appropriations on Health and Human Services/Chair Health Care/Chair Select Committee on Storm Related River Debris and Damage in North Carolina

State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
Region 6	Region 6						
Dr. Shirley Carraway		Wilson	House	Linda Cooper-Suggs (D)	1220 LB	919-733-5898	
			Senate	Milton "Toby" Fitch (D)	1127 LB	919-733-5878	
		Nash	House	Matthew Winslow (R)	610 LOB	919-715-3032	House Deputy Conference Chair
			House	James Gailliard (D)	1319 LB	919-733-5802	
			Senate	Lisa Barnes (R)	2117 LB	919-715-3030	
		Edgecombe	House	Shelly Willingham (D)	513 LOB	919-715-3024	Vice Chair Alcoholic Beverage Control/Vice Chair Insurance
			Senate	Milton "Toby" Fitch (D)	1127 LB	919-733-5878	
		Pitt	House	Chris Humphrey (R)	306B2 LOB	919-733-5995	Chair Insurance
			House	Brian Farkas (D)	1421 LB	919-733-5757	
			House	Kandie Smith (D)	1315 LB	919-715-3023	
			Senate	Don Davis (D)	629 LOB	919-715-8363	
		Beaufort	House	Keith Kidwell (R)	1206 LB	919-733-5881	House Depty Majoirty Whip/Chair Banking/Chair Finance
			Senate	Ernestine Bazemore (D)	1106 LB	919-715-3040	
		Hyde	House	Bobby Hanig (R)	638 LOB	919-733-5906	House Deputy Majority Whip/Chair Local Government/Chair Marine Resources and Aquaculture
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Dare	House	Bobby Hanig (R)	638 LOB	919-733-5906	House Deputy Majority Whip/Chair Local Government/Chair Marine Resources and Aquaculture
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Tyrrell	House	Edward Goodwin (R)	2217 LB	919-733-0010	Chair Appropriations, Agriculture and Natural and Economic Resources/Chair Homeland Security, Military, and Veterans Affairs/Vice Chair Appropriations
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Martin	House	Shelly Willingham (D)	513 LOB	919-715-3024	Vice Chair Alcoholic Beverage Control/Vice Chair Insurance
			Senate	Ernestine Bazemore (D)	1106 LB	919-715-3040	
		Halifax	House	Michael Wray (D)	2123 LB	919-733-5662	Chair Finance/Chair Ethics/Vice Chair Agriculture
			Senate	Milton "Toby" Fitch (D)	1127 LB	919-733-5878	
		Northampton	House	Michael Wray (D)	2123 LB	919-733-5662	Chair Finance/Chair Ethics/Vice Chair Agriculture
			Senate	Ernestine Bazemore (D)	1106 LB	919-715-3040	
		Hertford	House	Howard Hunter (D)	2121 LB	919-733-5780	Chair Families, Children, and Aging Policy
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Bertie	House	Edward Goodwin (R)	2217 LB	919-733-0010	Chair Appropriations, Agriculture and Natural and Economic Resources/Chair Homeland Security, Military, and Veterans Affairs/Vice Chair Appropriations
			Senate	Ernestine Bazemore (D)	1106 LB	919-715-3040	
		Chowan	House	Edward Goodwin (R)	2217 LB	919-733-0010	Chair Appropriations, Agriculture and Natural and Economic Resources/Chair Homeland Security, Military, and Veterans Affairs/Vice Chair Appropriations

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State Board Members By Region	Region	County	Chamber	Legislator	Office	Phone	Committee Note
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Gates	House	Howard Hunter (D)	2121 LB	919-733-5780	Chair Families, Children, and Aging Policy
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Pasquotank	House	Howard Hunter (D)	2121 LB	919-733-5780	Chair Families, Children, and Aging Policy
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Perquimons	House	Edward Goodwin (R)	2217 LB	919-733-0010	Chair Appropriations, Agriculture and Natural and Economic Resources/Chair Homeland Security, Military, and Veterans Affairs/Vice Chair Appropriations
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Camden	House	Edward Goodwin (R)	2217 LB	919-733-0010	Chair Appropriations, Agriculture and Natural and Economic Resources/Chair Homeland Security, Military, and Veterans Affairs/Vice Chair Appropriations
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Currituck	House	Bobby Hanig (R)	638 LOB	919-733-5906	House Deputy Majority Whip/Chair Local Government/Chair Marine Resources and Aquaculture
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government
		Washington	House	Edward Goodwin (R)	2217 LB	919-733-0010	Chair Appropriations, Agriculture and Natural and Economic Resources/Chair Homeland Security, Military, and Veterans Affairs/Vice Chair Appropriations
			Senate	Bob Steinburg (R)	623 LOB	919-715-8293	Chair Appropriations on General Government and Information Technology/Chair Select Committee on Prison Safety/Chair State and Local Government

SBCC Annual Calendar

The State Board of Community Colleges' full board meetings are scheduled for every third Friday of the month (June and December are scheduled as tentative holds). Committee meetings are held the Thursday before the full board meets, or as otherwise scheduled.

January

- Full Board meeting 3rd Friday
- Full Board votes on SBCC award committees' recommended nominees

February

- Full Board meeting 3rd Friday

March

- Full Board meeting 3rd Friday

April

- Full Board meeting 3rd Friday
- Annual Statement of Economic Interest due to Ethics Commission (by April 15th)
- Annual SBCC awards dinner

May

- Full Board meeting 3rd Friday
- Community College Day (May or June)

June

- Tentative - State Board and committee meeting(s) dates held for use if needed
- Community College Day (May or June)
- Community college presidential evaluations due to State Board Office (by June 31st)
- Expiring membership terms end on June 30

July

- Full Board meeting 3rd Friday
- New members appointments
- State Board election of officers (bi-annual)

August

- Full Board meeting 3rd Friday
- SBCC award nomination period opens
- New member orientation

September

- Full Board meeting 3rd Friday (offsite at community college)
- Annual Planning Meeting Wednesday and Thursday morning before full Board meeting (offsite at community college)

October

- Full Board meeting 3rd Friday
- SBCC award nomination period closes

November

- Full Board meeting 3rd Friday
- SBCC award committees review nominations and interview candidates

December

- Tentative - State Board and committee meeting(s) as requested
- Award committees complete nomination reviews and selects recipient to recommend for award

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM 200 West Jones Street, Raleigh, NC 27603-1379 Mailing Address: 5001 MSC, Raleigh, NC 27699-5001 Telephone (919) 807-7100 Main Fax: (919) 807-7164 William S. Carver, Interim System President COMMUNITY COLLEGE PRESIDENTS August 1, 2022		
Algie Gatewood Alamance Community College PO Box 8000 Courier 17-49-01 Graham, NC 27253-8000 Phone: (336) 506-4150 Fax: (336) 578-8090	Dr. Lisa Chapman Central Carolina Community College 1105 Kelly Dr. Courier 14-43-14 Sanford, NC 27330 Phone: (919) 718-7246 Fax: (919) 718-7456	Dr. Janet Spriggs Forsyth Technical Community College 2100 Silas Creek Parkway Courier 13-05-01 Winston-Salem, NC 27103-5197 Phone: (336) 734-7201 Fax: (336) 734-7161
Dr. John D. Gossett Asheville-Buncombe Tech. Com. Coll. 340 Victoria Road Courier 12-64-01 Asheville, NC 28801 Phone: (828) 398-7110 Fax: (828) 281-9696	Dr. Kandi Deitemeyer Central Piedmont Community College PO Box 35009 Courier 05-18-40 Charlotte, NC 28235 Phone: (704) 330-6566 Fax: (704) 330-5045	Dr. John Hauser Gaston College Courier 06-33-01 201 Highway 321 South Dallas, NC 28034-1499 Phone: (704) 922-6475 Fax: (704) 922-2329
Dr. David Loope Beaufort County Community College 5337 US Highway 264 E. Washington, NC 27889 Phone: (252) 940-6201 Fax: (252) 940-6234	Dr. Jason Hurst Cleveland Community College 137 S. Post Road Courier 06-52-04 Shelby, NC 28152 Phone: (704) 669-4444 Fax: (704) 669-4202	Dr. Anthony Clarke Guilford Technical Community College PO Box 309 Courier 13-29-01 Jamestown, NC 27282 Phone: (336) 334-4822 Ext. 50360 Fax: (336) 454-2745
Dr. Amanda Lee Bladen Community College PO Box 266 Dublin, NC 28332 Phone: (910) 879-5502 Fax: (910) 879-5523	Mr. David Heatherly Coastal Carolina Community College 444 Western Blvd. Courier 11-07-26 Jacksonville, NC 28546 Phone: (910) 938-6210 Fax: (910) 938-6833	Dr. David Forester (Interim) Halifax Community College PO Drawer 809 Courier 07-47-01 Weldon, NC 27890 Phone: (252) 536-7213 Fax: (252) 536-6383
Dr. Laura Leatherwood Blue Ridge Community College 180 West Campus Drive Courier 06-76-01 Flat Rock, NC 28731 Phone: (828) 694-1706 Fax: (828) 694-1696	Dr. Jack Bagwell College of The Albemarle PO Box 2327 Courier 10-39-32 Elizabeth City, NC 27906-2327 Phone: (252) 335-0821 Ext. 2234 Fax: (252) 337-6638	Dr. Shelley White Haywood Community College 185 Freedlander Drive Courier 08-10-01 Clyde, NC 28721 Phone: (828) 627-4515 Fax: (828) 627-1218
Dr. Gene Smith Brunswick Community College PO Box 30 Courier 04-24-01 Supply, NC 28462 Phone: (910) 755-7302 Fax: (910) 754-8229	Dr. Raymond Staats Craven Community College 800 College Court Courier 16-62-01 New Bern, NC 28562 Phone: (252) 638-7202 Fax: (252) 638-4232	Dr. Margaret Annunziata Isothermal Community College PO Box 804 Courier 06-63-04 Spindale, NC 28160 Phone: (828) 395-1300 Fax: (828) 286-1120
Dr. Mark Poarch Caldwell Community Coll. & Tech. Inst. 2855 Hickory Blvd. Courier 15-26-22 Hudson, NC 28638 Phone: (828) 726-2210 Fax: (828) 726-2300	Dr. Darrin Hartness Davidson-Davie Community College PO Box 1287 Courier 13-53-20 Lexington, NC 27293-1287 Phone: (336) 224-4700 Fax: (336) 249-1933	Dr. Jay Carraway James Sprunt Community College PO Box 398 Courier 11-20-10 Kenansville, NC 28349-0398 Phone: (910) 275-6112 Fax: (910) 296-1636
Mr. Jim Morton Cape Fear Community College 411 N. Front Street Courier 04-12-06 Wilmington, NC 28401 Phone: (910) 264-1538 Fax: (910) 362-7046	Mr. John Buxton Durham Technical Community College 1637 Lawson St. Courier 17-21-01 Durham, NC 27703 Phone: (919) 536-7250 Fax: (919) 536-7296	Dr. Ken Boham (Interim) Johnston Community College PO Box 2350 Courier 01-65-35 Smithfield, NC 27577 Phone: (919) 209-2050 Fax: (919) 209-2519
Dr. Tracy Mancini Carteret Community College 3505 Arendell Street Courier 11-12-08 Morehead City, NC 28557 Phone: (252) 222-6140 Fax: (252) 222-6274	Dr. Gregory McLeod. Edgecombe Community College 2009 W. Wilson St. Courier 07-51-11 Tarboro, NC 27886 Phone: (252) 618-6516 Fax: (252) 823-6817	Dr. Russell Hunt Lenoir Community College PO Box 188 Courier 01-23-27 Kinston, NC 28502-0188 Phone: (252) 233-6801 Fax: (252) 233-6879
Dr. Garrett Hinshaw Catawba Valley Community College 2550 Highway 70 SE Courier 09-72-01 Hickory, NC 28602 Phone: (828) 327-7000 Ext. 4210 Fax: (828) 327-7276	Dr. J. Larry Keen Fayetteville Tech. Community College PO Box 35236 Courier 14-51-41 Fayetteville, NC 28303-0236 Phone: (910) 678-8321 Fax: (910) 678-8269	Mr. Wesley Beddard Martin Community College 1161 Kehukee Park Road Courier 10-81-09 Williamston, NC 27892 Phone: (252) 789-0222 Fax: (252) 799-0585

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Dr. Brian Merritt McDowell Technical Community College 54 College Drive Courier 12-91-03 Marion, NC 28752-8728 Phone: (828) 652-0635 Fax: (828) 652-1603	Dr. Mark Kinlaw Rockingham Community College PO Box 38 Courier 02-23-05 Wentworth, NC 27375-0038 Phone: (336) 342-4261 Fax: (336) 349-2214	Dr. Scott Ralls Wake Technical Community College 9101 Fayetteville Road Courier 14-79-01 Raleigh, NC 27603 Phone: (919) 866-5141 Fax: (919) 662-3123
Dr. Tim Brewer Mitchell Community College 500 West Broad Street Courier 09-32-08 Statesville, NC 28677 Phone: (704) 878-3205 Fax: (704) 878-3209	Dr. Carol S. Spalding Rowan-Cabarrus Community College PO Box 1595 Courier 05-32-03 Salisbury, NC 28145-1595 Phone: (704) 216-3450 Fax: (704) 637-3692	Dr. Patty Pfeiffer Wayne Community College PO Box 8002 Courier 01-13-20 Goldsboro, NC 27533-8002 Phone: (919) 739-7000 Fax: (919) 739-7137
Dr. Chad Bledsoe Montgomery Community College 1011 Page Street Courier 03-97-20 Troy, NC 27371 Phone: (910) 898-9601 Fax: (910) 576-2176	Dr. Bill Starling Sampson Community College PO Box 318 Courier 11-34-32 Clinton, NC 28329 Phone: (910) 592-8081 Ext. 2000 Fax: (910) 592-8048	Dr. Joel Welch Western Piedmont Community College 1001 Burkemont Avenue Courier 15-06-01 Morganton, NC 28655 Phone: (828) 448-3100 Fax: (828) 438-6015
Dr. Lew Hunnicutt Nash Community College PO Box 7488 Courier 07-70-01 Rocky Mount, NC 27804-0488 Phone: (252) 451-8328 Fax: (252) 451-8201	Dr. John R. Dempsey Sandhills Community College 3395 Airport Road Courier 03-43-01 Pinehurst, NC 28374 Phone: (910) 692-3700 Fax: (910) 695-1823	Dr. Jeffrey A. Cox Wilkes Community College PO Box 120 Courier 15-11-04 Wilkesboro, NC 28697 Phone: (336) 838-6112 Fax: (336) 903-3219
Dr. James Ross Pamlico Community College P.O. Box 185 Grantsboro, NC 28529 Phone: (252) 249-1851 Fax: (252) 249-2984	Dr. Maria Pharr South Piedmont Community College PO Box 5041 Monroe, NC 28111 Phone: (704) 290-5252 Fax: (704) 290-5250	Dr. Robert Timothy Wright Wilson Technical Community College PO Box 4305 Courier 01-51-04 Wilson, NC 27893-0305 Phone: (252) 461-1401 Fax: (252) 246-1909
Dr. Pamela Senegal Piedmont Community College PO Box 1197 Courier 02-32-10 Roxboro, NC 27573 Phone: (336) 599-1181 Ext. 2100 Fax: (336) 597-3817	Dr. Chris English Southeastern Community College PO Box 151 Courier 04-22-24 Whiteville, NC 28472 Phone: (910) 788-6270 Fax: (910) 640-2035	
Dr. Lawrence Rouse Pitt Community College PO Drawer 7007 Courier 01-45-28 Greenville, NC 27835-7007 Phone: (252) 493-7220 Fax: (252) 321-4558	Dr. Don Tomas Southwestern Community College 447 College Drive Courier 08-23-14 Sylva, NC 28779 Phone: (828) 339-4242 Fax: (828) 339-4652	
Dr. Elbert Lassiter (Interim) Randolph Community College PO Box 1009, Courier 13-65-20 Asheboro, NC 27204-1009 Phone: (336) 633-0286 Fax: (336) 633-0104	Dr. John Enamait Stanly Community College 141 College Dr. Courier 03-20-03 Albemarle, NC 28001 Phone: (704) 991-0220 Fax: (704) 982-0819	
Dr. W. Dale McInnis Richmond Community College PO Box 1189 Courier 03-80-03 Hamlet, NC 28345 Phone: (910) 410-1806 Fax: (910) 910-582-7028	Dr. David R. Shockley Surry Community College 630 South Main Street Courier 09-91-01 Dobson, NC 27017 Phone: (336) 386-3213 Fax: (336) 386-3693	

Dr. Murray J. Williams Roanoke-Chowan Community College 109 Community College Road Ahoskie, NC 27910 Phone: (252) 862-1308 Fax: (252) 862-1359	Dr. Donna Tipton-Rogers Tri-County Community College 4600 Hwy 64 East Courier 08-53-06 Murphy, NC 28906 Phone: (828) 835-4204 Fax: (828) 837-0028	
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North Carolina Association of Community College Presidents (NCACCP)

The North Carolina Association of Community College Presidents was organized for the purpose of providing a forum for open discussion of issues common to all institutions within the System, and to create a support network among its chief executive officers. The current president of the Association is Dr. Jeffrey Cox, President of Wilkes Community College. Mr. Burr Sullivan is the liaison for the Presidents Association. He also serves as the Chair of the State Board of Community Colleges. Liaisons serve as the State Board's representative and voice to their assigned group. Membership dues to the Association are paid by the presidents themselves from their own personal funds. The Association's website is located at www.ncaccp.org.

North Carolina Association of Community College Trustees (NCACCT)

Following the creation of the North Carolina Community College, work began in 1965 on a support organization for the many trustees scattered across the state that served on local boards of trustees. On October 26, 1967, the North Carolina Association of Community College Trustees (NCACCT) was established to provide trustees with an organization for the furtherance of the aims, goals, and development of North Carolina's community colleges. With almost 900 active members, it comprises the largest and most effective lobbying group on behalf of the System. NCACCT holds training sessions for new and reappointed trustees and conducts continuing education seminars for all trustees on a regular basis. NCACCT may also contract with individual institutions to provide them with services during presidential searches, and individualized leadership services for local board retreats. Mr. Bill McBrayer is the liaison to the Trustees Association as well as the Vice-Chair of the State Board of Community Colleges. Liaisons serve as the State Board's representative and voice to their assigned group. The website for the Trustees Associate is located at www.ncacct.com

North Carolina Community College Faculty Association (NCCCFA)

On October 11, 1988, during the NCCC Instructors' Conference in Greensboro, the North Carolina Community College Faculty Association was founded. Approximately 120 faculty members agreed to form a statewide association to address issues of importance to the thousands of instructors, full and part-time, within the System. The mission of the Faculty Association includes fostering professionalism among community college faculty; serving as a voice for faculty concerns to the System Office, presidents, trustees, the General Assembly, and the general public; and advocating for policies and legislation that allow colleges to attract, employ, retain, and reward highly qualified faculty. The Faculty Association holds spring and fall meetings at various locations across the state, as well as sessions on specific topics of interest to instructional staff. The current president of NCCCFA is Mr. John Etheridge, an instructor at Wake Technical Community College in Raleigh. The website for the Faculty Association is www.ncccfa.org.

North Carolina Comprehensive Community College Student Government Association (N4CSGA)

In October 1969, representatives from the community college system met and focused on the creation of a statewide organization for the purpose of “presenting common challenges, collaborating for practical solutions, and promoting fellowship that includes the exchange of ideas and successes of individual educational institutes.” N4CSGA organization has maintained and built upon this purpose throughout its more than 40 years of existence. All 58 community colleges are invited to become members of N4CSGA. Membership dues are collected annually and are paid to the trustee who is also a Community College System Office employee. The current Trustee is Dr. John J. Evans, Associate Director of Student Life.

The N4CSGA is a student led organization. The president of the organization serves as ex-officio sworn non-voting board member on the State Board of Community Colleges. With the exception of voting privileges, the student member has all of the other rights and responsibilities of a State Board member. The student is appointed to serve on State Board committees by the Board Chair. The student representative gives a monthly report at the State Board meeting to provide updates and information on deliverables from the N4CSGA meetings and events. Mr. Hari Nath is the liaison to the N4CSGA. Liaisons serve as the State Board’s representative and voice to their assigned group. The N4CSGA website is www.n4csga.org.

North Carolina Community Colleges Foundation

The North Carolina Community Colleges Foundation was established in 1986, as an independent 501c3 organization, while former Governor Robert Scott led the system as then System President. The basic premise of its founding was to provide general support for the Community Colleges System and to provide an alternate mechanism for fundraising for system needs. The Foundation is governed by an independent board of up to thirty individuals with ex-officio representation from the State Board of Community Colleges (2 members), the System President, the Trustees Association, the Presidents Association, and North Carolina Council of Resource Development (NCCORD). The balance of the board is at-large and is nominated and elected according to foundation guidelines with a guiding premise that the members represent education, economic development, and general state interests. The Foundation is staffed by an executive director and is based in Raleigh with its official address being the System office. The liaisons to the NCCC Foundation are Mr. Burr Sullivan and Mr. Tom Looney who are also members of the State Board of Community Colleges. Liaisons serve as the State Board’s representative and voice to their assigned group. More information about the Foundation can be found at www.nccommunitycolleges.edu/foundation.

System Advisory Council

To promote communication, transparency, and the consideration of diverse perspectives, the System Advisory Council was established as a standing body whose charge is to discuss and make recommendations to the State Board of Community Colleges on issues of system-wide or inter-college importance. The members include State Board members, Ms. Lisa Estep, Mr. Hari Nath, Mr. Jerry Vaughan, and Ms. Sarah West.

APPENDICES

Appendix 1 – 2023 SBCC Meeting Schedule

SBCC COMMITTEE MEETING	SBCC BOARD MEETING
Thursday, January 19, 2023	Friday, January 20, 2023
Thursday, February 16, 2023	Friday, February 17, 2023
Thursday, March 16, 2023	Friday, March 17, 2023
Thursday, April 20, 2023	Friday, April 21, 2023
Thursday, May 18, 2023	Friday, May 19, 2023
Thursday, June 15, 2023*	Friday, June 16, 2023*
Thursday, July 20, 2023	Friday, July 21, 2023
Thursday, August 17, 2023	Friday, August 18, 2023
Planning Meeting <i>TBD</i> Wednesday, September 13, 2023 through Thursday September 14, 2023 (morning) Committee Meetings Thursday, September 14, 2023 (afternoon)	Friday, September 15, 2023
Thursday, October 19, 2023	Friday, October 20, 2023
Thursday, November 16, 2023	Friday, November 17, 2023
Thursday, December 14, 2023*	Friday, December 15, 2023*

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

Appendix 2 – State Board of Community Colleges Bylaws

Article I. Bylaws Governing the State Board of Community Colleges.

The following bylaws shall govern the conduct and procedures of the State Board of Community Colleges, hereinafter, referred to as the “State Board.” The State Board shall conduct its business in a committee of the whole, through such committees as it may establish pursuant to these bylaws or under such other forms as it by majority vote may elect.

Article II. Officers.

At the first meeting after July 1, 1981, and every two years thereafter, the State Board shall elect from its membership for no more than two consecutive terms of two years or until their respective successors have been appointed and qualified, a Chair, a Vice Chair, and such other officers as it may deem necessary (G.S. §115D-2.2).

The Chair of the State Board shall appoint a nominating committee of no less than three and no more than five members of the State Board at a meeting prior to the July meeting at which officers are to be elected. The nominating committee shall present the name of at least one individual for each office. Each nominee must submit to the nominating committee a letter accepting the nomination and indicating a commitment of the time necessary to perform the duties of that office. Nominations will be accepted from the floor, but each such nominee must indicate a commitment of time to serve in that office.

In the event a vacancy occurs prior to the end of a term, the State Board shall elect one of its members to fill the office for the unexpired portion of the term. The President of the N. C. System of Community Colleges shall be Secretary of the State Board.

The President of the N. C. System of Community Colleges may appoint an Assistant Secretary of the State Board, who shall be a member of the staff of the Community College System Office. Copies of all minutes, papers, and documents of the State Board may be certified by the Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the State Board.

Article III. Regular Meetings.

Regular meetings of the State Board shall be held at least ten times a year on dates to be determined by the State Board. (G.S. §115D-2.2(i)). Each regular meeting shall be held at a time and place designated by the Chair. Notice concerning the time and place shall be given to each member of the State Board by the Secretary at least seven days in advance of the meeting date. Either by action of the State Board or upon fifteen days’ written notice by the Chair, the date specified herein for a regular meeting may be changed to another date within the designated month. Any matter of business relating to the community college system may be considered at any regular meeting of the State Board. In addition to face-to face meetings, subject to the Chair’s discretion, State Board regular meetings may be held via telephone, videoconferencing, or any other electronic means.

Article IV. Special Meetings.

Special meetings of the State Board may be called by the Chair at the Chair's discretion and shall be called by the Secretary upon the written request of no fewer than a majority of the members of the State Board. A special meeting called by the Secretary shall be held within twenty days of receipt by the Secretary of an individual written request from a majority of the members for such special meeting. A notice specifying the time and place of a special meeting of the State Board shall be given by the Secretary to each member of the State Board at least forty-eight hours in advance of the meeting date. Any matter of business relating to the community college system may be considered at a special meeting.

Article V. Emergency Meetings

Emergency meetings may only be called to address generally unexpected circumstances that require immediate consideration by the State Board. Emergency meetings of the State Board may be called by the Chair at the Chair's discretion. A notice specifying the time and place of an emergency meeting of the State Board shall be given by the Secretary to each member of the State Board as soon as practicable in advance of the meeting date. The Chair in collaboration with the Secretary, shall prepare the agenda for the meeting, but only business connected with the emergency or emergencies may be considered at an emergency meeting.

Article VI. Agenda.

The Chair in collaboration with the Secretary and in consultation with committee chairs shall prepare the agenda for a regular or special meeting of the State Board. A copy of the agenda for each regular meeting of the State Board, including notice of all expiring terms on or vacancies in membership of the State Board and its committees, and insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be sent by the Secretary to each member at least seven days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the State Board with reports and other materials to be presented, shall be sent to each member at least forty-eight hours in advance of the special meeting. When matters are to be considered by a committee between the time the agenda is sent and the time of any regular or special meeting of the State Board, and these matters are expected to be presented to the State Board for action at the meeting, all members of the State Board shall be sent such materials as a committee may prescribe by standing rule or as the chair of a committee may designate, in order to inform the State Board, insofar as may be feasible, of the nature of the action that might be asked of it.

Any person requesting an item to be placed on the State Board agenda for a regular or special meeting shall submit a written request with all supporting documents to the Secretary and the Chair. In consultation with the Secretary, the Chair shall make the determination about what items are placed on the State Board agenda. The Chair of each State Board committee shall confer with the committee staff to determine the placement of items on the agenda. If so decided by the Committee Chair in consultation with committee staff, items coming to the State Board for the first time may be placed on the agenda "For Action". At the request of any member of the committee or Board, any item listed "For Action" may be removed and given consideration as a "For Future Action" item upon the approval of the committee or Board. Unless the State Board

votes to suspend its rules, any agenda item related to amending the State Board of Community Colleges Code (SBCC Code) coming before the State Board for the first time shall be placed on the agenda "For Future Action." Any item that has been on the State Board agenda "For Future Action" may be placed on the agenda "For Action" at any subsequent meeting.

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent agenda items shall have been approved by a committee, recommended by that committee to be placed on a consent agenda, and be matters of a ministerial, non-controversial or routine nature. Any member of the Board has the right to comment on any consent agenda item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. The request to remove the item from the consent agenda shall be non-debatable and will be honored without discussion. Removal of an item from the consent agenda returns it to the appropriate committee's report for full Board discussion.

Any committee or member of the State Board may request consideration by the State Board of any items not on the agenda of a regular or special meeting. However, such an item shall not be so considered without the approval of two-thirds of the members of the State Board present at such meeting.

Article VII. Quorum - Attendance.

A quorum for the conducting of business by the State Board shall consist of a majority of the members of the State Board (G.S. §1115D-2.2(i). Subject to the Chair's discretion and prior authorization or the Vice Chair's discretion and prior authorization in the Chair's absence, if a Board member cannot attend a board meeting in person for a justifiable reason, the Board member may attend via telephone, videoconferencing, or other electronic means.

The Secretary shall maintain an attendance record for State Board meetings on each member. A State Board meeting includes the meeting of the full board. Members are encouraged and expected to attend all State Board meetings, unless excused according to the State Board Bylaws.

A. Consecutive absences

The State Board may declare vacant the office of an appointed or elected member from the State Board who, without justifiable excuse, as determined by the Chair or Vice Chair in the Chair's absence, has not attended three consecutive scheduled meetings. Examples of justifiable excuses include military service; illness or injury of an immediate family member. The Chair shall notify the appropriate appointing or electing authority of any such vacancy. (G.S. §115D-2.2(k).

To be eligible to be considered for an excused absence, a member must inform the Secretary of the State Board of the reason for his or her absence prior to the day of the meeting if the absence is foreseeable. If the absence is not foreseeable, the member must inform the Secretary of the State Board of the reason as soon as reasonably possible after the meeting missed by the member. In either circumstance, the Secretary of the State Board will complete the excused

absence form and submit it to the Chair for approval prior to or at the next regularly scheduled meeting of the State Board.

If any Board member is absent from two consecutive scheduled meetings without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.

B. Non-consecutive absences

If a member should miss four scheduled meetings during a fiscal year without justifiable excuse, the State Board may notify the respective appointing or electing authority so that an appropriate action can be taken. If any Board member is absent from three scheduled meetings during a fiscal year without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.

Article VIII. Presiding Officer.

The Chair shall preside at all regular and special meetings of the State Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, a presiding officer shall be elected by and from the membership of the State Board.

Article IX. Power to Vote.

All members of the State Board in attendance at a meeting, except the Student Government Association representative, may vote on all matters coming before the State Board for consideration, but no member may vote by proxy. No vote concerning any matter under consideration by the State Board, or by a committee of the State Board may be cast by postal mail. [G.S. §115D-2.2(b)(6)] Only board members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means that are authorized by the Chair.

Article X. Rules of Order.

Except as modified by specific rules and regulations enacted by the State Board, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the State Board and its several committees.

Article XI. Reference to Committees.

All matters presented to the State Board, except matters of routine business, which come within the sphere of interest or activity of any standing committee of the State Board, shall be submitted by the State Board to the appropriate standing committee for investigation and report. All matters, of other than routine business, which do not come within the sphere of interest or activity of any standing committee of the State Board may be submitted by the State Board to a

special committee for investigation and report in advance of action thereon by the State Board. The Board may proceed to consider any matter without referring it to a standing or special committee, if by a two-thirds vote of the members present, immediate consideration by the State Board is ordered. The reports and recommendations of standing and special committees shall be submitted to the State Board in writing consistent with the instructions of the State Board.

Article XII. Minutes.

The Secretary shall keep minutes of all meetings of the State Board, shall file, index, and preserve all minutes, papers and documents pertaining to the business and proceedings of the State Board; shall be custodian of the State Board of Community Colleges' Seal and of all records and instruments of the State Board and Community Colleges System Office.

The Secretary shall be responsible for transcribing the minutes of each meeting within a reasonable time and for sending a copy to each member.

For closed sessions in which the presence of the Secretary or Assistant Secretary would not be appropriate due to the nature of the subject matter being discussed, the Chair may designate a member of the State Board to keep the minutes for that closed session.

Article XIII. Standing Committees: Membership and Jurisdiction.

The standing committees of the State Board shall be: the Accountability and Audit Committee, the Finance Committee, the Legislative Affairs Committee, the Personnel Committee, the Policy and Governance Committee, the Programs Committee, and the Strategic Planning Committee. The Chair of the State Board shall appoint the membership of each standing committee, designate the chair and vice-chair, and determine the size of each standing committee. The duties of each standing committee and shall be set forth in its committee charter as approved by the entire Board. The Chair of the State Board shall be a member of each standing committee. In addition, the Chair shall appoint a non-voting representative of the North Carolina Association of Community College Presidents and a non-voting representative of the North Carolina Association of Community College Trustees to each standing committee upon the recommendation of the presiding officer of each association.

Standing committees are not required to meet in connection with the regular Board meeting but shall meet a sufficient number of times to conduct their business in a timely manner and shall meet at the call of either the committee chair or the State Board Chair. The meetings shall be held at a time convenient to the membership.

Chairs of standing committees are responsible to work with the Chair, Secretary, staff liaison for the committee and their committee members to schedule committee meetings, prepare committee agendas, ensure the provision of information to committee members in a timely and informative manner and to report the activities of their committees to the entire State Board.

In addition to face-to face meetings, subject to the committee Chair's discretion, meetings of standing committees may be held via telephone, videoconferencing, or any other electronic means.

Each committee should review its charter on an annual basis to ensure that the charter appropriately reflects the scope of oversight on the committee in light of changes and developments in the System Office or Community College System.

Article XIV. Establishment of Special Committees.

Special committees may be established, and their duties may be prescribed by the Chair of the State Board. The Chair of the State Board shall advise the entire Board of those duties, the role to be played by the special committee appointed and the duration of the committee if its role is time limited. Chairs of special committees shall have the same responsibilities as Chairs of standing committees as set forth in Article XIII.

Article XV. Closed Sessions.

All meetings of the State Board shall be open to the public unless, consistent with the requirements of State Law, a meeting is closed to the public by majority vote of a quorum of the membership of the State Board.

Article XVI. Ethics and Conflicts of Interest

It is critical that members of the State Board make all decisions in the best interests of the Community College System and not be influenced by any potential financial gain or personal benefit in making decisions. Board members should endeavor to avoid even the appearance of a conflict of interest and not appear to be influenced by their personal financial interests or prospect of personal benefit in making decisions. Board members are expected to timely disclose any conflict of interest and to recuse themselves from any decision that may affect them personally.

Article XVII. Board Members Access to Information

In connection with its oversight and policy-making role, the State Board shall have full access to all books, records, facilities and personnel of the System as necessary to fulfill its statutory and fiduciary duties. In exercising this access, Board members are expected to use good judgment so as not to interfere with the operations of the System Office or intercede in matters that fall within the prerogatives of management.

When information is obtained by a Board member, the Board member shall maintain the confidentiality of that information as required by statute, regulation, or other Board-adopted policy. Board members are expected to know the confidentiality protections that apply to the information that may come to them in their role as Board members. Any Board member who knowingly releases confidential information protected by statute, regulation or Board-adopted policy shall be subject to reprimand or censure, up to and including being asked to resign from the Board.

Article XVIII. Amendments and Suspensions of Bylaw Provisions.

Any provision of these bylaws (except those required or governed by statutory provision) may be amended by a vote of two-thirds of the membership of the State Board; provided, that no amendment may be adopted unless its substance first has been introduced at a preceding regular or special meeting of the State Board.

Any provision of these bylaws (except those required or governed by statutory provision) may be suspended at any regular or special meeting of the State Board for that meeting by affirmative vote of two-thirds of the membership of the State Board.

History Note:

Effective: 01/01/1981

*Amended: 10/21/2022, 08/16/2019; 05/17/2019; 05/17/2013; 03/16/2007;
08/19/2005; 8/17/2001.*



APPENDIX 3 – STATE BOARD OF COMMUNITY COLLEGES

COMMITTEE CHARTERS

STATE BOARD OF COMMUNITY COLLEGES
Review of Finance Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Finance Committee has been part of the State Board since the creation of the North Carolina Community College System (NCCCS) within the State Board of Education in 1963.

II. Purpose

The purpose of the Finance Committee is to oversee fiscal policies and the distribution of State and federal funds that support the administration and operation of institutions within the NCCCS.

III. Organization

The Finance Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D-2.2(i), the State Board shall meet at stated times established by the State Board, but not less frequently than ten (10) times a year. The Finance Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four (4) times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Finance Committee shall be:

- To ensure that the System Office and the Community Colleges have in place processes and procedures that assess the following areas:
 - Budgeting – general administration, instructional services, and support services;
 - Collection of established tuition and fees within the policies established by the General Assembly;
 - Fiscal Policy and Management;
 - Capital Improvements and management of the State capital funds

- To understand the allocation process utilized by the System Office to distribute funding to the Community Colleges.
- To ensure that appropriate fiscal information to make well-informed decisions is received; and
- To report to the full State Board on fiscal matters an on-going basis.

VI. Duties

The specific duties of the Finance Committee shall include:

- **Budgeting**
 - Per G.S. 115D-31, the State Board is responsible for providing formula funds to support current operating expenses for general administration, instructional services, and support services. The State Board is also responsible for providing categorical funds for equipment, library resources, and other administrative and instructional purposes;
 - Approve the System's expansion budget request and supports its adoption by the General Assembly;
 - Approve the use of Board Reserve Funds for feasibility studies, pilot projects, start-up of new programs, and innovative ideas, per G.S. 115D-5(j);
 - Collaborate with NC Community College Foundation, Inc. and other external partners on partnerships and budgetary items;
 - Approve budget allocations to colleges, either via formula basis, competitive Request for Proposal (RFP), or other rationale, except as delegated by 1H SBCCC 200.1(b);
- **Tuition and Fees G.S. 115D-39**
 - Establish curriculum tuition and continuing education registration fee rates;
 - Establish policies regarding student tuition and fees;
 - Monitor receipt collections;
 - Adopt financial aid award schedules and policies;
- **Fiscal Policy and Management**
 - Adopt budget and fiscal policies consistent with legislation.
 - Approve System Office contracts in excess of the amounts delegated 1A SBCCC 200.6.
 - Per G.S. 115D-58.14(c), the State Board may increase or decrease a college's purchasing /delegation, in consultation with the Department of Administration. The maximum delegation amount is \$100,000.
- **Capital Improvements**
 - Approve sites and capital improvement projects under G.S. 115D-5, except as delegated by 1H SBCCC 400.4;
 - Approve the sale, exchange, or lease of property under G.S. 115D-15;
 - Approve the acquisition of property under G.S. 115D-20
 - Approve special construction delegation to colleges under G.S. 115D-9.

The Finance Committee may modify or supplement these duties and responsibilities as needed.

The Finance Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Finance Committee should annually review and assess the adequacy of the Finance Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Legislative Affairs Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the State Board standing committees are defined by the Bylaws of the State Board.

The Legislative Affairs Committee was established in August of 2015.

II. Purpose

The purpose of the Legislative Affairs Committee is to recommend legislative priorities and provide support for and overview of legislation and activities that impact the North Carolina Community College System (NCCCS). The Legislative Affairs Committee will ensure that the State Board's legislative activities comply with all applicable N.C. General Statutes.

III. Organization

The Legislative Affairs Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board of Community Colleges, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Legislative Affairs Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Legislative Affairs Committee shall be:

- To build strong relationships with members of the North Carolina General Assembly with the goal of building legislative support for the NCCCS.
- To identify key legislators and to encourage State Board members to develop relationships with legislators
- To work with the Governor's Office and Executive Branch to advance the priorities of the NCCCS.
- To work with all levels of the Federal government to advance the priorities of the NCCCS.

- To provide State Board members with materials that can be provided to legislators and other stakeholders that explain and support the legislative priorities of the NCCCS.
- To educate members of the General Assembly on the System's goals, priorities, and achievements, including its progress on the implementation of the Strategic Plan.
- To proactively advocate for the NCCCS with members of the General Assembly.
- To recommend legislative priorities that benefit the NCCCS.
- To report to the full Board on an on-going basis on legislation or legislative activities that impact the NCCCS.
- To build and maintain relationships with stakeholders of the NCCCS, including business, industries, and community leaders, that can assist the NCCCS in advancing its legislative priorities.

VI. Duties

The specific duties of the Legislative Affairs Committee shall include:

- Meet with or contact legislators regarding legislation impacting the NCCCS.
-
- Determine and make recommendations for legislative priorities and strategies to the State Board for approval.
- Identify, review, and make recommendations to the State Board on legislation that may affect the NCCCS or the State Board.
- Approve the System's expansion budget request and supports its adoption by the General Assembly;
- Be an effective spokesperson, communicating the legislative priorities and initiatives of the North Carolina Community College System to key stakeholders.
- Provide advocacy materials to State Board members for them to use in advocating the State Board's legislative priorities to legislators and other stakeholders.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Legislative Affairs Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Personnel Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Personnel Committee has been part of the State Board since the creation of the Community College System within the State Board of Education in 1963.

II. Purpose

The purpose of the Personnel Committee is to provide oversight of human resource matters within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes G.S. 115D-3 and G.S. 115D-5.

III. Organization

The Personnel Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Personnel Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Personnel Committee shall be:

- To ensure the State Board has adopted college personnel policies, regulations, and standards it deems necessary to uphold the duties outlined in G.S. 115D-5.
- To ensure candidates recommended to serve as the chief administrative officer (i.e. president) of a community college are well-qualified to represent and serve the college and our System.
- To ensure the State Board has adopted personnel policies, regulations, and standards needed for the operation of the System Office.
- To ensure the System Office is staffed with persons of high competence and strong professional experience consistent with G.S. 115D-3.

VI. Duties

The specific duties of the Personnel Committee shall include:

- To recommend State Board action on proposed changes to the Code related to personnel matters;
- To recommend State Board action on requests from college boards of trustees regarding the election of the college chief administrative officer (president);
- To recommend State Board action on any recommended changes to the System Office Exempt from State Human Resources Act (non-SHRA) Personnel Policy.
- To recommend State Board action on the appointment and compensation for System Office non-SHRA positions consistent with the non-SHRA Personnel Policy.
- On an annual and timely basis, to review and provide feedback on the performance of the President and the progress made toward annual goals agreed upon by the President and the Board.
- To ensure that employees are provided meaningful opportunities for professional development, career growth and recognition.
- To monitor staff vacancies and retention rates to ensure that adequate resources are in place to perform the work of the System Office and that a productive and supportive work environment is maintained.
- To ensure that all employees have up to date job descriptions and are receiving timely annual reviews and feedback on their performance to promote their productivity, performance, and job satisfaction.
- On a periodic basis, to assess the organizational structure and available resources to ensure that it aligns with and is supportive of the overall goals and work of the Community College System.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Personnel Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Policy and Governance Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The actions, policies, and rules of the State Board are codified and enforced in the Code.

The State Board Policy and Governance Committee was established on August 15, 2019. Prior to that, the business of this committee was overseen by the Policy Committee.

II. Purpose

The purpose of the Policy and Governance Committee is to recommend policies for the State Board to adopt on behalf of the Community College System (NCCCS) that comply with N.C. General Statutes, to regulate certain issues related to community colleges, and to recommend improvements in the governance and operations of the State Board.

III. Organization

The Policy and Governance Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115 D 2.2(i) The State Board of Community Colleges shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Policy and Governance Committee shall meet on the same schedule as the other standing committees, or as needed, but no less than four times a year, determined by the State Board.

V. Responsibilities

The responsibilities of the Committee include:

- To review and recommend SBCC Code changes;
- To review, recommend, and evaluate the need for System-wide policy modifications;
- To review the Proprietary School Board actions and provide recommendations;
- To ensure that appropriate information to make well-informed decisions is received at the State Board and each of its committees;
- To report to the State Board on an on-going basis;
- To periodically review and recommend modifications to the Bylaws of the State Board;
- To consider measures that make the State Board operate more efficiently and effectively; and
- To study, review, and report on regulatory changes by government and accreditation bodies that impact the Community College System and make recommendations to the Board on actions to be taken.

The Committee may modify or supplement these responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Policy and Governance Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Programs and Student Success Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Programs Committee has been part of the State Board since the creation of the Community College System within the State Board of Education in 1963.

II. Purpose

The purpose of the Programs Committee is to establish policies for the addition and revision of educational programs within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes and support the System's mission of providing high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce and improve the lives and well-being of individuals.

The Programs Committee's purview impacts Curriculum, instruction for Captive and Co-opted groups, Student Services, Career and College Promise, Work-Based Learning, Customized Training, High School Equivalency, Tiered Funding Levels, Developmental Education, Basic Skills Plus, Curriculum Instructional Contracts, and Instructional Service Agreements to offer students a variety of learning opportunities throughout the state.

III. Organization

The Programs Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Programs Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Programs Committee shall be:

- To ensure that the System Office continues to work with the education partners (for example, DPI, UNCGA, and Independent Colleges and Universities) to provide quality education that is accessible to all students.
- To ensure that the System Office continues to work with business, industries, local governments, government agencies, and communities, to ensure that our community colleges are meeting workforce needs.
- To review the programs and courses that are offered within the state of North Carolina to assure that the colleges are best serving their communities
- To learn about trends and needs of the student population to assure what is being requested is what is needed.

VI. Duties

The specific duties of the Committee on Programs shall include review and/or approval, as required, as outlined in G.S. 115D-4 and G.S. 115D-5, of the following:

- Curriculum Program Applications
- Curriculum Program Terminations
- Curriculum Standard Revisions
- New curriculum courses submitted through new-to-the system program applications for the *Combined Course Library*
- New continuing education courses for the Combined Course Library.
- Tier funding designations for continuing education and curriculum courses
- Programs and courses within the Captive/Co-opted groups;
- Articulation agreements between the NCCCS and the various education partners.
- System Office will collect information regarding needs of the new academic programs by NC communities and students, and annually present them to the Committee for its review.
- Criteria for the following:
 - Career and College Promise
 - Work-Based Learning
 - Customized Training
 - High School Equivalency
 - Tiered Funding Levels
 - Developmental Education
 - Basic Skills Plus
 - Curriculum Instructional Contracts
 - Instructional Service Agreements

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Programs Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES Strategic Planning Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the State Board standing committees is defined by the Bylaws of the State Board.

The Strategic Planning Committee was established on July 9, 2009.

II. Purpose

The purpose of the Strategic Planning Committee is to provide oversight of the North Carolina Community College System's mission, vision, and strategic direction.

III. Organization

The Strategic Planning Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, prescribe the duties, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Strategic Planning Committee shall meet the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Strategic Planning Committee include:

- Oversight of System strategic planning and plan implementation
- Reviewing research and monitoring external forces and System competencies
- Providing general guidance to the System regarding its strategic direction and initiatives

VI. Duties

The specific duties of the Strategic Planning Committee shall include:

- Ensuring that the President maintains an effective strategic planning process, including the development and updating of a three- to five-year System strategic plan with measurable goals

and metrics.

- Monitoring the System's progress with strategic plan implementation, including quarterly reviews of strategic plan tactics and progress and periodic review of progress on key performance indicators.
- Recommending modifications to the strategic plan to the State Board as needed based on changes in the educational environment, community needs, legislative environment, and other factors.
- Reviewing research, trends, and workforce needs to understand the NCCCS's industry, market, community, and core competencies.
- Discussing policy issues and other opportunities to improve the scope, cost-effectiveness, quality, and impact of services provided by the NCCCS and making recommendations to the State Board.
- Reviewing and approving the Statewide Performance Measures Report and any substantive changes that may be made to strategic plan goals or objectives, Statewide Performance Measures, or other strategic plan Key Performance Indicators (KPIs).

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Strategic Planning Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Accountability and Audit Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Accountability and Audit Committee was established on March 16, 2007.

II. Purpose

The purpose of the Accountability and Audit Committee is to ensure strong and effective systems of internal controls within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes and to clearly indicate responsibilities related to that system of internal controls, and to strengthen internal audit activities within the NCCCS. In addition, the Committee shall oversee and monitor key institutional risks and related mitigation and response plans to ensure that risk management activities support the mission and strategy of the NCCCS.

III. Organization

The Accountability and Audit Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board. The Chair should seek to appoint members of the Committee with an accounting or financial background or have experience serving on audit or finance committees for other organizations.

IV. Meetings

Per G.S. 115D 2.2(i) the State Board shall meet at stated times established by the State Board, but not less frequently than ten (10) times a year. The Accountability and Audit Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board. The Committee shall meet with the System Office's Director of Internal Auditing, Director of Compliance Services, Chief Information Security Officer, and General Counsel to hear reports and ask question regarding risk assessment and mitigation.

V. Responsibilities

The responsibilities of the Accountability and Audit Committee shall be:

- To ensure that each division of the System Office and community colleges have in place processes and procedures that assess the following areas:
 - Effectiveness and efficiency of operations
 - Reliability and integrity of financial and operational information

- Safeguarding of assets, and
 - Compliance with laws, regulations, and contracts;
- To determine if the System Office and community colleges have appropriate processes and controls in place to assess and mitigate risk, and to develop appropriate plans on how identified areas of risk will be mitigated or minimized;
- To ensure that appropriate information to make well-informed decisions regarding risk and risk tolerance is received in a timely manner; and
- To report to the full Board on an on-going basis.

VI. Duties

The specific duties of the Accountability and Audit Committee shall include:

- Review the work performed at the System Office and community colleges by the Office of the State Auditor, CPA firms, and other advisors and report to the State Board on these activities. The report to the State Board should include, but not be limited to, audit reports, reviews, investigations, special assignments, findings, responses and resolutions (G.S. 115D-58.16 Audits);
- On an ongoing basis, the Committee shall discuss with Senior Leadership, the Director of Internal Auditing, and the Director of Compliance Services, the System policies, and procedures with respect to risk assessment and risk management, including the risks of fraud, cybersecurity, and privacy. The Committee shall also discuss the System's major financial risk exposures and the steps Senior Leadership has taken to monitor and control such exposures.
- Review any audit performed by State Auditor's Office and report to the State Board with respect thereto.
- Review and approve the System Office's annual internal audit plan. The review will focus on whether the overall priorities and scope of the plan are aligned with the current assessment of sources of risk for the System Office identified in the process set forth in paragraph VI. 2 above. The Committee shall evaluate if adequate resources have been budgeted to complete the plan.
- Review and resolve any inconsistencies found with internal control procedures and conflicts of interest situations (G.S. 143-79).
- Review and approve the System Office's annual compliance plan. The Committee shall review the Director of Compliance Services' annual report of the effectiveness of the System's compliance with ethical, legal, and regulatory requirements. The Committee shall review the results of any significant regulatory or independent reviews of compliance with laws, rules, regulations, and contracts and intended corrective action as well as other compliance reviews from time to time and determined to be relevant. Review findings of annual compliance reviews, conducted by the System Office Compliance Services unit, of each college (G.S. 115D-5(m)); and

- Participate in, and when necessary, ~~in~~ require, training sessions related to identified weaknesses in system-wide internal controls and internal/external audit issues;
- Study, review, and report on regulatory changes by government agencies, regulatory authorities, and accreditation bodies that affect ~~impact~~ the System Office and college procedures and make recommendations to the Board on actions to be taken;
- The Committee will be responsible for setting the overall tone from the top regarding quality financial reporting, sound business institutional risk management practices and ethical behavior.

VII. Role of System Office Senior Leadership

- System Office Senior Leadership shall immediately disclose to the Chair of the Committee any material changes in the financial condition, regulatory standing or operations of the System Office or the System as a whole. Such disclosures shall be presented to the full Committee at its next meeting or earlier if required in the judgment of the Chair.
- When the Senior Leadership is conducting a fraud waste and abuse investigation, they should inform the Chair of the Audit Committee and coordinate with the Audit Committee on conducting the investigation.
- The Committee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities, and personnel of the System Office and the power to retain and compensate outside counsel, accountants, experts, and other advisors as it deems appropriate. Senior Leadership shall provide in a timely fashion any such access to information or personnel requested by the Committee.
- Senior Leadership shall inform the Committee of the results of any material regulatory reviews or audits and shall provide responses to any findings and its follow-up action plans.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Accountability and Audit Committee Charter in accordance with the Bylaws.

Appendix 4 - State Board of Community Colleges Committee Structure

State Board of Community Colleges Committee Structure

State Board / Standing Committees

Accountability and Audit Committee

1. Mark Merritt, Chair
2. Lisa Estep, Vice Chair
3. Andy Penry
4. Terry Van Duyn
5. Jerry Vaughan
6. Ann Whitford
7. Lyn Austin, NCACCT
8. David Heatherly, NCACCP

Finance Committee

1. Lisa Estep, Chair
2. Shirley Carraway, Vice Chair
3. Treasurer Dale Folwell
4. Andy Penry
5. Sam Searcy
6. Sarah West
7. Rusty Hunt, NCACCP
8. Janet Spriggs, NCACCP

Legislative Affairs Committee

1. Bill McBrayer, Chair
2. Julie Ryan (Labor Comr. Delegate), V-Chair
3. Tom Looney
4. Mark Merritt
5. Sam Searcy
6. Ray Trapp
7. Terry Van Duyn
8. Jerry Vaughan
9. Hank Daniels, NCACCT
10. Jason Hurst, NCACCP
11. George Little, NCACCT
12. Greg McLeod, NCACCP
13. Julian Philpott, NCACCT

Personnel Committee

1. Bill McBrayer, Chair
2. Mark Merritt, Vice Chair
3. Lisa Estep
4. Bobby Irwin
5. Tom Looney
6. Ray Russell
7. Sam Searcy
8. Ray Trapp
9. Brian Merritt, NCACCP
10. Carol Spalding, NCACCP

Programs Committee

1. Bobby Irwin, Chair
2. Sarah West, Vice Chair
3. Grant Campbell
4. Shirley Carraway
5. Hari Nath
6. Ray Trapp
7. Margaret Annunziata, NCACCP
8. Amanda Lee, NCACCP
9. Ted Thomas, NCACCT

State Board Policy and Governance Committee

1. Jerry Vaughan, Chair
2. Lisa Estep, Vice Chair
3. LaTasha Bradford
4. Julie Ryan (Labor Comr. Delegate)
5. Shirley Carraway
6. Mark Merritt
7. Hari Nath
8. Ray Russell
9. Ann Whitford
10. Lyn Austin, NCACCT
11. Jason Hurst, NCACCP
12. Greg McLeod, NCACCP

Strategic Planning Committee

1. Ann Whitford, Chair
2. Bobby Irwin, Vice Chair
3. Lt. Gov. Mark Robinson
4. LaTasha Bradford
5. Grant Campbell
6. Shirley Carraway
7. Hari Nath
8. Ray Trapp
9. Sarah West
10. Lyn Austin, NCACCT
11. John Hauser, NCACCP

**State Board of Community Colleges Committee Structure
AD-HOC / Special Committee**

Awards Committee

1. Sam Searcy, Chair
2. Grant Campbell
3. Burr Sullivan

Excellence in Teaching Award Committee

1. Ann Whitford, Chair
2. Shirley Carraway
3. Andy Penry

Governance Sub-Committee on Board Engagement

1. Mark Merritt, Chair
2. Sarah West
3. Ann Whitford

President of the Year Award Committee

1. Bobby Irwin, Chair
2. Mark Merritt
3. Hari Nath

Staff Person of the Year Award Committee

1. Bill McBrayer, Chair
2. Ray Trapp
3. Jerry Vaughan

Liaison to NCCC Foundation

1. Tom Looney
2. Burr Sullivan

Liaison to N4CSGA

1. Hari Nath

Liaison to NCACCP

1. Burr Sullivan

Liaison to NCACCT

1. Bill McBrayer

Presidential Search Committee

1. Shirley Carraway, Co-Chair
2. Hari Nath, Co-Chair
3. LaTasha Bradford
4. Bobby Irwin
5. Ray Russell
6. Julie Ryan
7. Sam Searcy
8. Burr Sullivan
9. Ann Whitford
10. Pres. Bill Carver, NCCCS
11. Grant Godwin, NCCCF
12. Pres. David Heatherly, CCCC
13. Grayson Whitt, RCC

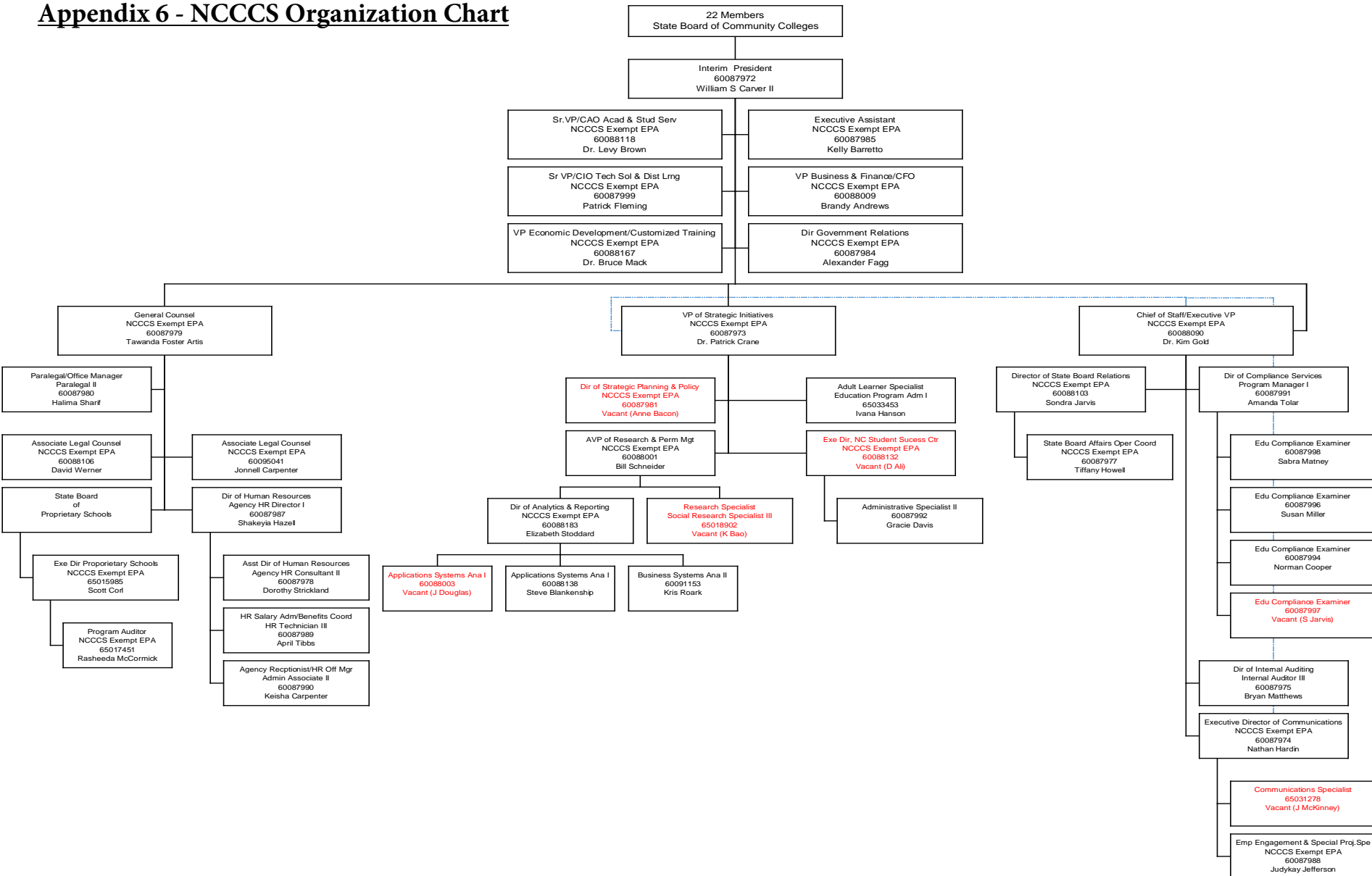
Appendix 5 – Contact List of System Office Senior Team and Support Staff

<u>SENIOR STAFF MEMBER</u>	<u>ADMINISTRATIVE STAFF</u>
Dr. Bill Carver <i>Interim President</i> (919) 807-6950 bcarver@nccommunitycolleges.edu	Ms. Kelly Barretto Executive Assistant to the President (919) 807-7069 barrettok@nccommunitycolleges.edu
Dr. Kimberly Gold <i>Chief of Staff</i> (919) 807-7096 goldk@nccommunitycolleges.edu	Ms. Kelly Barretto Executive Assistant to the Chief of Staff (919) 807-7069 barrettok@nccommunitycolleges.edu
Atty. Tawanda Foster Artis <i>General Counsel, Legal Affairs</i> (919) 807-6961 artist@nccommunitycolleges.edu	Ms. Halima Sharif Paralegal/Office Manager, Legal Affairs (919) 807-7234 sharifh@nccommunitycolleges.edu
Ms. Brandy Andrews <i>Senior VP & CFO of Business and Finance</i> (919) 807-7156 andrewsb@nccommunitycolleges.edu	Ms. Petrina Lyons Executive Assistant to VP and CFO of Business & Finance (919) 807-7146 lyonsp@nccommunitycolleges.edu
Mr. Patrick Fleming <i>Senior VP and CIO of Technology Solutions & Distance Learning</i> (919) 807-7049 flemingp@nccommunitycolleges.edu	Ms. Latanya Davis Executive Assistant I of Technology Solutions & Distance Learning (919) 807-6977 davist@nccommunitycolleges.edu
Dr. Levy Brown <i>Senior Vice President of Programs and Student Services</i> (919) 807-6982 brownl@nccommunitycolleges.edu	Ms. Alex Doles Executive Assistant of Programs and Student Services (919) 807-7097 dolesa@nccommunitycolleges.edu
Dr. Bruce Mack <i>Vice President of Economic Development</i> (919) 807-7150 mackb@nccommunitycolleges.edu	Ms. Jerrie Farmer Program Assistant of Economic Development (919) 807-7183 farmerj@nccommunitycolleges.edu
Dr. Patrick Crane <i>Vice President of Strategic Initiatives</i> (919) 807-7077 cranep@nccommunitycolleges.edu	
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EXECUTIVE DIVISION

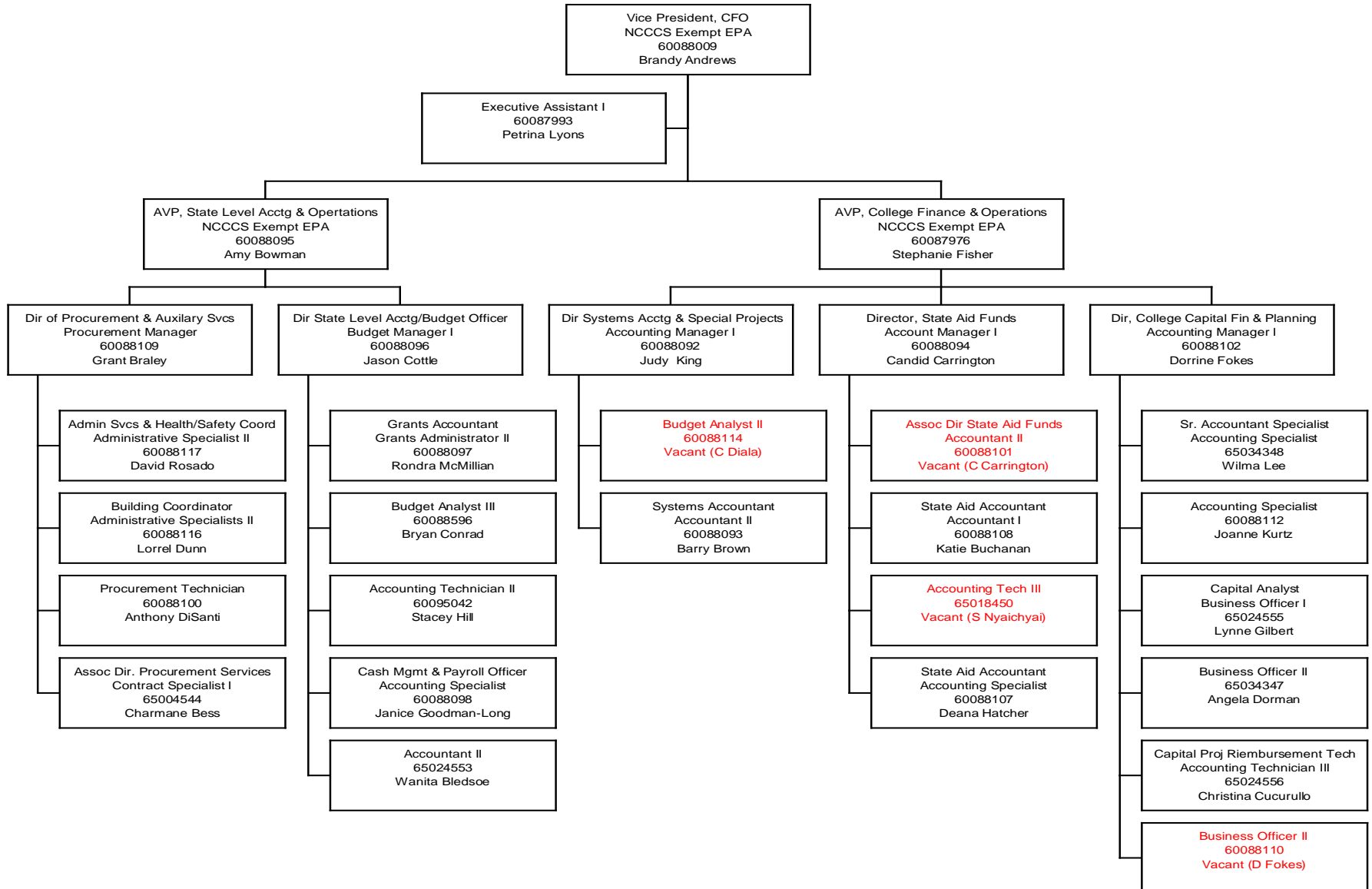
Attachment SBPG 03
(REVISED 11/14/2022)

Appendix 6 - NCCCS Organization Chart

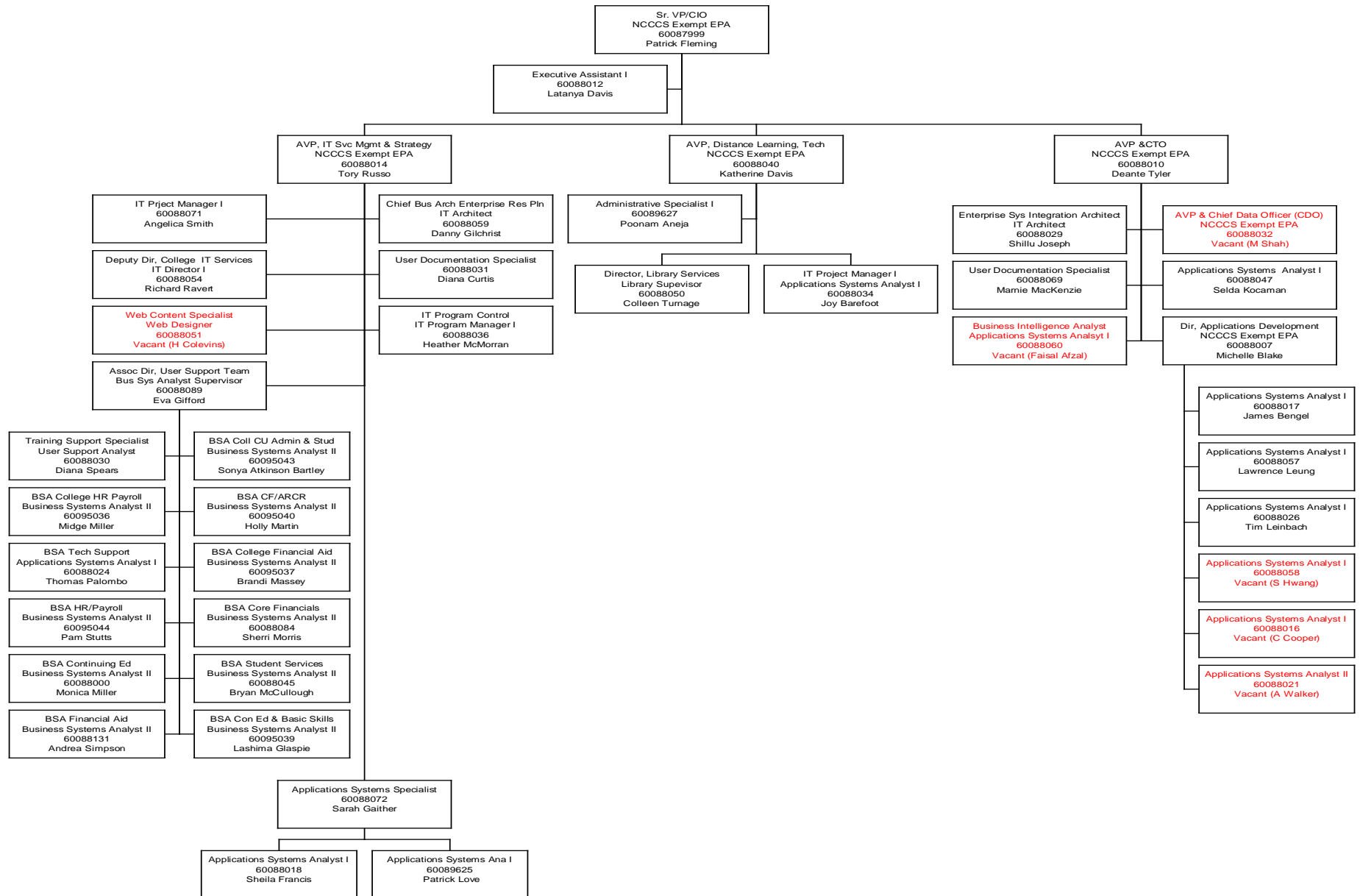


BUSINESS & FINANCE DIVISION

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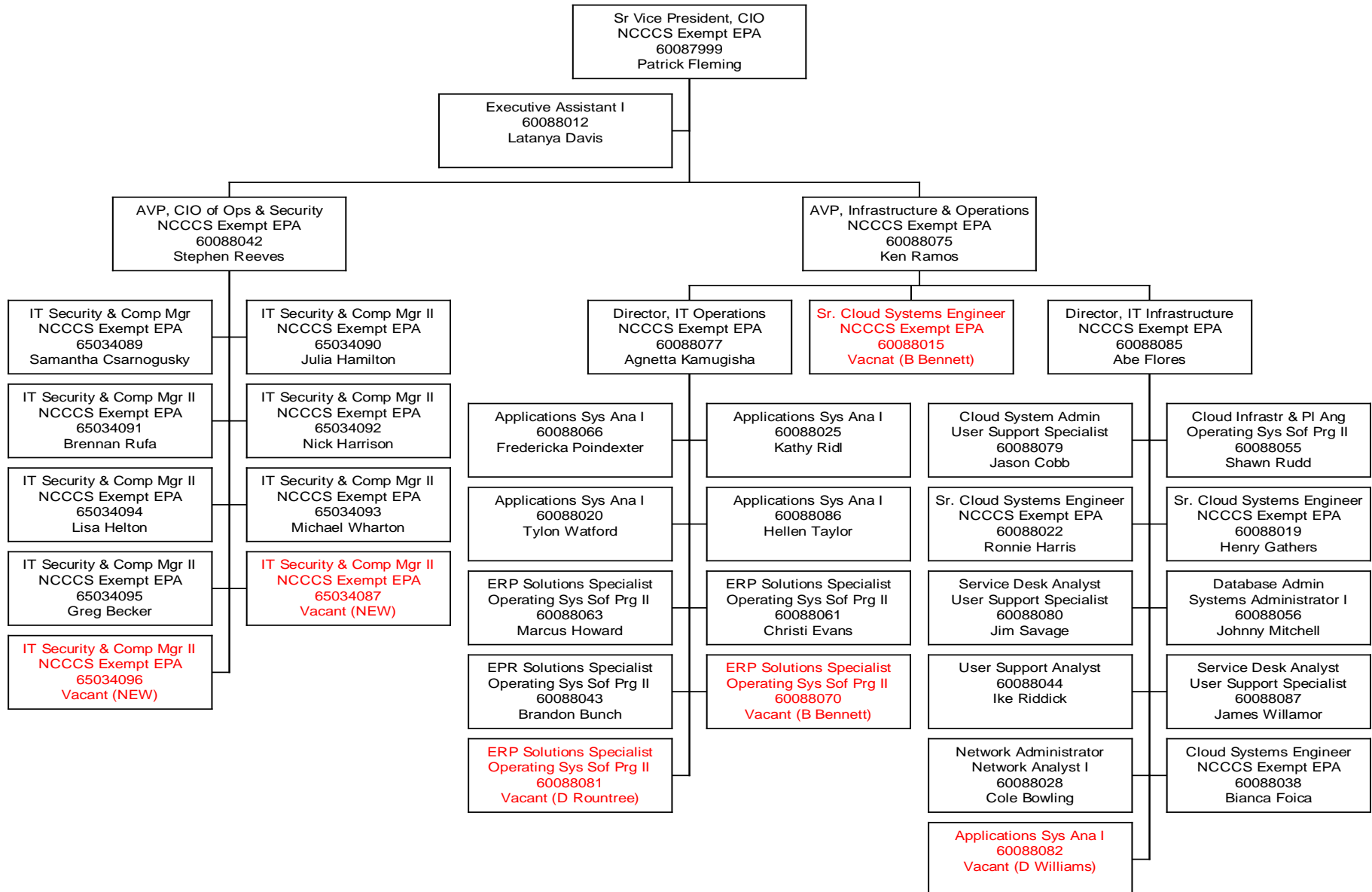


TECHNOLOGY SOLUTIONS & DISTANCE LEARNING DIVISION A



TECHNOLOGY SOLUTIONS & DISTANCE LEARNING DIVISION B

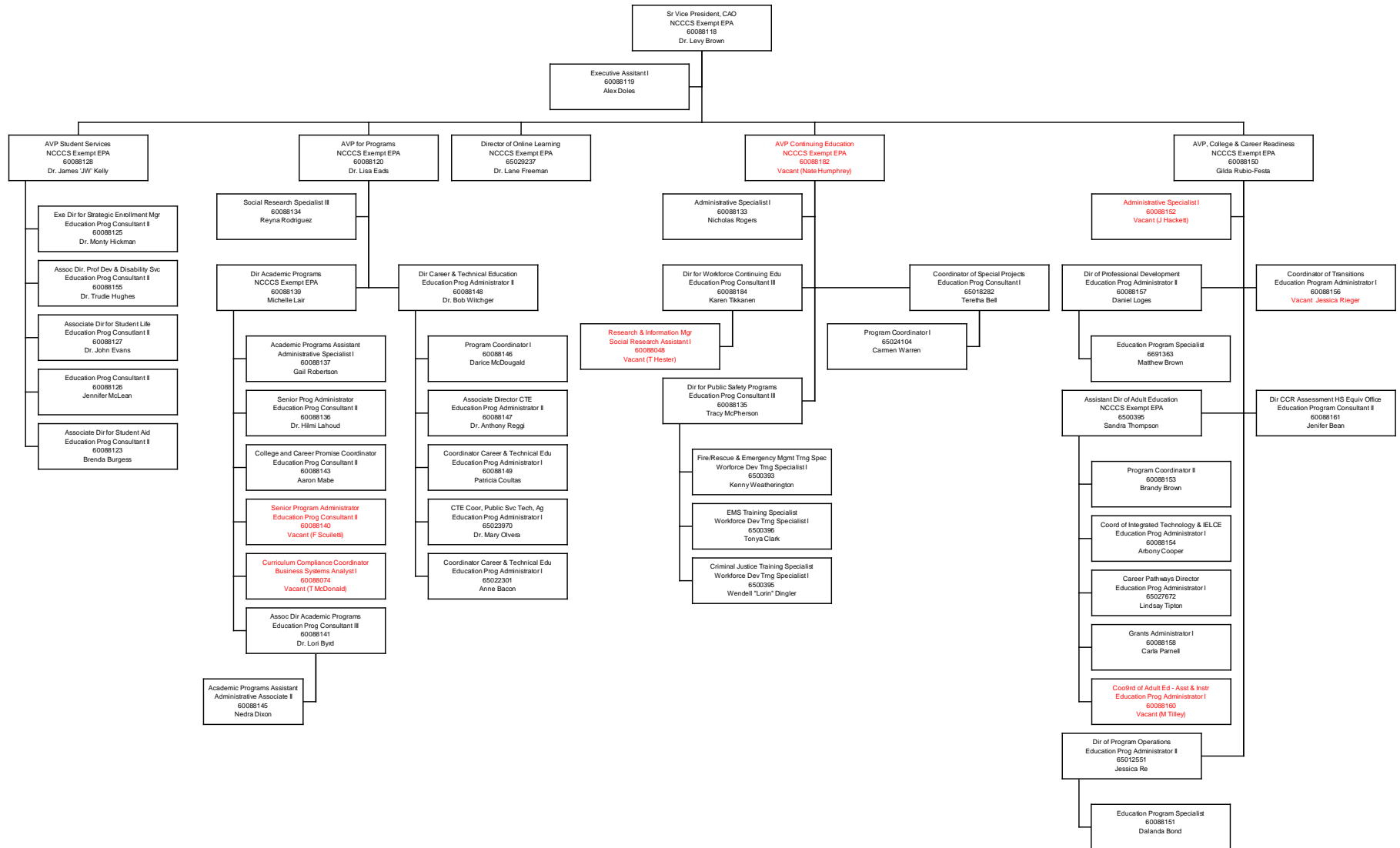
(REVISED 11/14/2022)



PROGRAMS & STUDENT SERVICES DIVISION

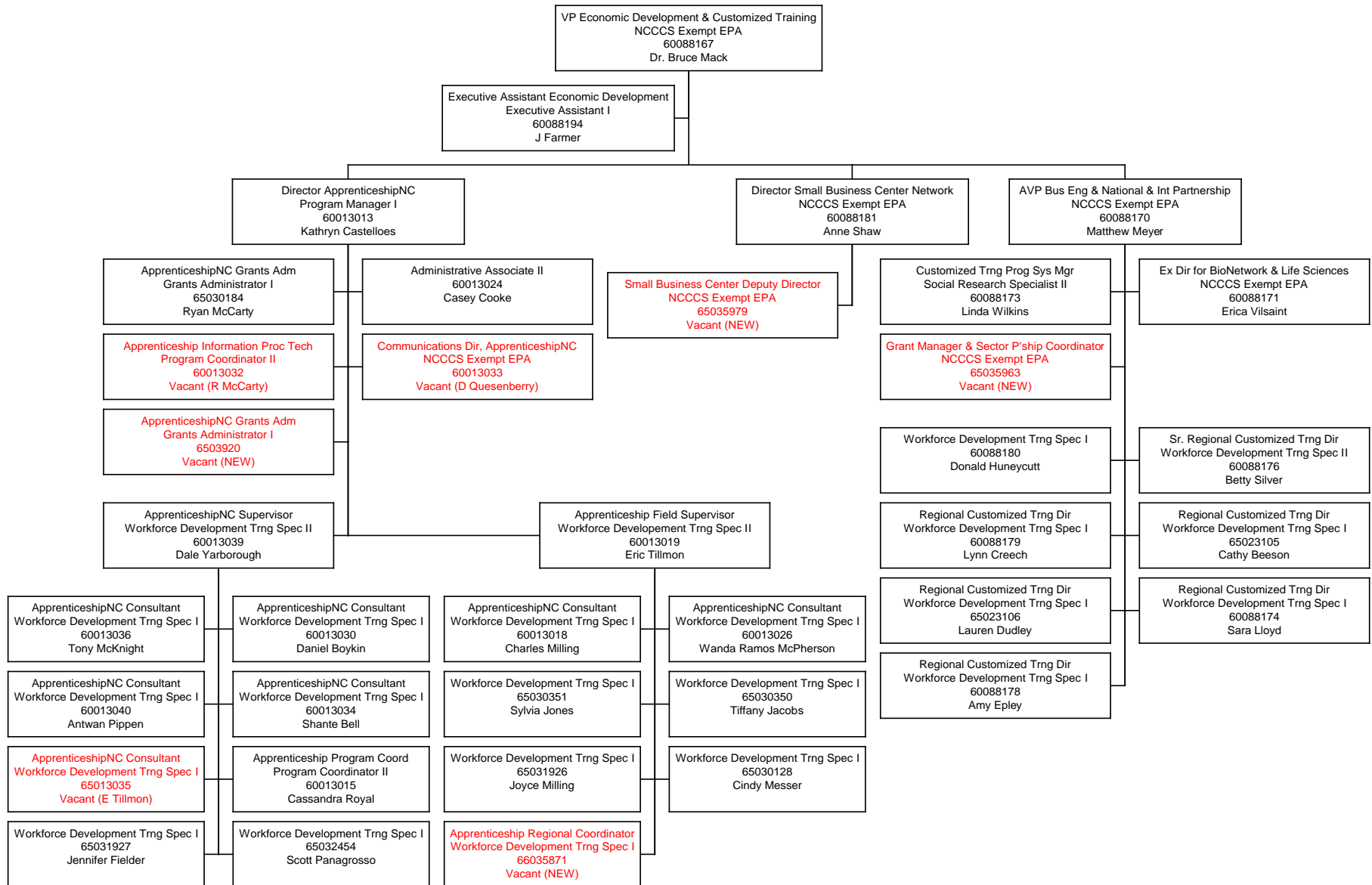
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REvised 11/14/2022)



ECONOMIC DEVELOPMENT DIVISION

Attachment SBPG 03
(REVISED 11/14/2022)



Appendix 7 - Glossary of Relevant Terms

Academic Semester—A sixteen-week period during which credit classes are offered.

Academic Year—The academic year includes fall and spring semesters as well as an eleven-week summer term.

Accreditation—A formal means of recognizing an institution for maintaining standards that qualify the graduates for admission to higher institutions or for professional practice. Accrediting agencies are responsible for establishing the standards and evaluating the schools' compliance with them (e.g. Southern Association of Colleges and Schools, American Dental Association, Engineering).

Accountability—The acceptance of personal responsibility for the achievement of predetermined measurable objectives.

Adult Basic Education (ABE)—A program of basic skills for adults, 16 years of age or older and out of school, who function at less than a high school level.

Adult Education—Programs that provide opportunities for adults and out-of-school youth to further their education.

Affirmative Action—The planned, aggressive, coherent, management program to provide for equal employment opportunity. It is a results-oriented program designed to achieve equal employment opportunity rather than simply a policy to assure nondiscrimination. As an ongoing management program, it requires periodic evaluation. It is not a quota system.

Appropriation—The act by which the legislature provides the state dollars for the operation of an institution. Funds are appropriated to the State Board of Community Colleges to be distributed to the institutions.

Associate in Applied Science Programs (AAS)—These programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

Association of Community College Trustees (ACCT)—A nonprofit international association with headquarters in Washington, DC, that seeks to unify, promote, encourage, and develop two-year institutions through the expertise and insight of trustee leadership.

Association of Governing Boards of Universities and Colleges (AGB)—A nonprofit educational organization of governing, coordinating, and advisory boards of post-secondary

education. AGB exists to help its members fulfill their roles and meet their responsibilities. Headquarters are in Washington, DC.

Base Budget—Appropriations made by the Legislature to fund the current level of operation.

Biennium—A two-year period for which an agency builds a budget.

Capital Outlay—Capital outlay expenditures are those that result in the acquisition of fixed assets or additions to fixed assets (i.e. expenditures for land, buildings, or equipment).

Categorical Funds (restricted)—Funds from a federal, state, local, or private source that are restricted to expenditures in a particular category or program.

Certificate Programs—These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science degree.

Certification—A voluntary form of recognition for knowledge and skill in a particular profession.

Clock Hour—One hour of instruction given one student. Class periods from 50–60 minutes may be counted as one clock hour depending on the type of instruction delivered.

College Transfer Programs—These programs are offered through the Associate in Arts (AA), Associate in Fine Arts (AFA) and Associate in Science (AS) degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina.

Compensatory Education—A special state-funded educational program for adults (over 17 years of age) with some mental disability.

Competency-Based Instruction—Instruction based on measurable student performance outcomes consistent with the skills and knowledge needed by entry-level employees in a particular field.

Cooperative Skills Training—A training program specifically designed to provide customized training for existing industry. This training can be provided on campus or at the industrial site.

Credit Hour—An instructional unit used for recognition of the amount of credit a student earns for a given course. Example: Semester Credit Hour—A student who spends one classroom hour per week in a class for sixteen weeks earns one semester hour credit.

Current Expense—Funds used for the general operation of the institution to include salaries, benefits, and other instructional costs.

Curriculum Programs—A term used to describe a wide variety of planned educational programs which range in length from one semester to two years. These programs lead to certificates, diplomas or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied Science, Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education programs.

Developmental Education—A program providing specialized credit courses for students who need to improve their basic skill in order to perform at the level required for admission to degree and diploma programs. Usually these courses are in reading, writing, and mathematics.

Diploma Programs—These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer term. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

English as a Second Language (ESL)—A program of instruction to help adults with limited or no English language proficiency.

Expansion Budget—Additional funds from the legislature to increase the quantity or quality of services rendered.

Fiscal Year—The twelve-month period upon which the institution's budget is based that runs July 1 – June 30.

Full-Time Equivalent (FTE)—One full-time equivalent (FTE) student represents 16 student membership hours per week for 16 weeks or 256 student membership hours for each semester enrolled.

- **Annual Curriculum FTE**—The total of fall and spring FTE.
- **Annual Extension FTE**—The total of spring, summer and fall sequenced periods FTE.
- **Budget Full-Time Equivalent (B/FTE)**—Used to prepare the operating budget and to provide for an equitable distribution of the operating funds allocated by the State Board to the institutions.
- **Equipment Full-Time Equivalent (E/FTE)**—Used to prepare the equipment budget and to provide for an equitable distribution of the equipment funds allocated by the State Board to the institutions.
- **Library Full-Time Equivalent (L/FTE)**—Used to prepare the library budget to provide for an equitable distribution of library funds allocated for the purchase of library books and audiovisual materials.

- **Credit Hour Full-Time Equivalent (H/FTE)**—Used in furnishing data to the North Carolina Commission on Higher Education Facilities and the University of North Carolina.
- **Construction Full-Time Equivalent (C/FTE)**—Used to determine priorities and institutional eligibility for federal and state construction funds for the institutions.

Full-Time Students—A student is considered full time if he/she carries 12 or more semester credit hours of classes.

General Educational Development (GED)—A high school equivalency program enabling adults to take the General Education Development Tests to determine if they are at the 12th grade completion level of English, social studies, science, reading, and math. Individuals achieving the required scores on the GED are awarded the High School Equivalency Diploma. The program is open to individuals 18 years or older.

General Education Programs—These programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study english, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses and many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Successful completion of 64-65 semester hour credits leads to an associate in general education degree (AGE).

Human Resource Development (HRD)—A program with prevocational training and counseling for chronically unemployed adults.

Non-Credit (Extension) Courses—Courses for professional training, upgrading or general interest.

Occupational Education—Any type of instruction or training (credit or non-credit) that prepares one to enter an occupation.

Other Costs—A term used to describe current instructional and operating instructional support costs excluding personnel and the associated fringe benefits. The term is used for supplies, travel, postage, etc.

Pell Grants—Need-based federally funded grants.

Transitional—Programs that do not lead to a formal award. They include special credit, Huskins Bill, high school, and dual enrolled high school programs.

Unduplicated Headcount—The total number of students (both full-time and part-time) enrolled in all courses during a year. Each student is counted only once during the year regardless of the number of classes he/she takes or the number of semesters for which he/she registers.

Appendix 8 - Commonly Used Community College Acronyms



Often Used Terms and Acronyms

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)
[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Term/Acronym	Meaning
A	Back to top
A4NCW	Align4NCWorks (Strategic Plan)
AA	Associate in Arts – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses.
AAS	Associate in Applied Science – A degree granted for planned programs 64-76 semester hours course work to provide entry-level employment education. An AAS program must include a minimum of 15 hours of general education and a minimum of 49 hours of major courses with numbers 110-199 or 210-299.
ACA	Affordable Care Act
ABE	Adult Basic Education (ABE) is a program of instruction below the high school level designed for adults who need to improve their reading, writing, speaking, problem solving, or computation skills to function more effectively in society, on a job, or in the family.
ACCBO	Association of Community College Budget Officers
ADA	Americans with Disabilities Act
AD&D	Accidental Death and Dismemberment insurance
AE	Associate in Engineering – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with an emphasis on engineering.
AEFLA	Adult Education and Family Literacy Act
AFA	Associate in Fine Arts – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with an emphasis on the arts.

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AGE	Associate in General Education – A degree that is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. The program may include both university transfer and non-transfer courses.
AGI	Adjusted Gross Income
AHS	Adult High School (AHS) instruction is offered cooperatively with local public school systems to help adults earn an Adult High School Diploma.
AS	Associate in Science – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with emphasis on the natural sciences.
AUD	Accountability and Audit Committee
AWS	American Welding Society
B	Back to top
Basic Skills (Currently referred to as College and Career Readiness)	Basic Skills - Programs designed for adults who need to improve their reading, writing, speaking, problem solving, listening or computational skills to function more effectively in society, on a job, or in the family.
Basic Skills Plus	Basic Skills Plus. Basic Skills Plus is a program developed to provide employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in an Adult High School or a high school equivalency program.
BEACON	The former name of the HR/Payroll system for State agencies
Best Literacy/Best Plus 2.0	Basic English Skills Test – NRS assessment used in College and Career Readiness to place and post-test students.
BEST NC	Business for Educational Success and Transformation
BEST Shared Services	Beacon Enterprise Support Team – support organization for employees and agency human resources and payroll personnel designed to provide human resources, benefits and payroll administration services and answers to human resources, benefits and payroll questions.
BFTE	Budget FTE
BioNetwork	Statewide resource that supports the training, education, and outreach needs of North Carolina's biotechnology and life sciences sector. Five community colleges host BioNetwork staff. They include: Asheville-Buncombe (A-B) Technical Community College, Forsyth Technical Community College, Gaston College, Pitt Community College, and Wake Technical Community College.
BLET	Basic Law Enforcement Training
BRITE	Biotechnology Research Institute and Technology Enterprise, NC Central University, BioNetwork partner.

BTEC	Biomanufacturing Training and Education Center, NC State - partner of BioNetwork
C	Back to top
CAA	Comprehensive Articulation Agreement – An agreement between the North Carolina Community College System and public and private universities to facilitate transfer between community colleges and 4-year universities.
CAL	Calendar Committee
CAO	Chief Academic Officer – The person at the local college level who bears the primary responsibility for all areas of curriculum programming.
Career Clusters Guide	Developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement.
CASAS	Comprehensive Adult Student Assessment Systems – An assessment used in College and Career Readiness to place and post-test students
CBE	Competency-based Education
CC	Community College
CCL	Combined Course Library – The set of statewide uniform courses from which North Carolina community colleges must choose their curriculum course offerings.
CCP	Career and College Promise program
CCP	Career and College Promise - Success in today's global economy may require a two-or four-year degree, a certificate or diploma. Through Career and College Promise, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation.
CCR	College and Career Readiness - Programs designed for adults who need to improve their reading, writing, speaking, problem solving, listening or computational skills to function more effectively in society, on a job, or in the family.
CCRG	Career and College-Ready Graduate Program
CE	Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.
CEC	Continuing Education Credit

Certificate	A program comprised of 12-18 semester hours of courses designed to provide entry-level employment training.
CEU	Continuing Education Unit – A unit of credit toward specific certification awarded for continuing education courses in collaboration with the certifying agency.
CI	Capital Improvement project
CIP Codes	Classification of Instructional Programs Codes – Nationally recognized codes to classify instructional programs for educational research and funding purposes.
CIP Project	Curriculum Improvement Project – A two-year project with state-wide representation to assess the current employer needs for a particular program area and revise courses and curriculum standards, as required, to meet the employer needs.
CIS	College Information System – A two-part system to interconnect all facets of NCCCS records – commonly differentiated as Colleague and Data Warehouse.
Clinical Practice	A structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program. Credit of one semester hour is awarded for each 48 hours of clinical practice. (ratio of 3:1 credit hours).
COABE	Coalition on Adult Basic Education
COBRA	The Consolidated Omnibus Budget Reconciliation Act of 1985 (or COBRA) - the ability to continue health insurance coverage after leaving employment
Colleague	A software package with enhancements and ancillary third-party products designed to interconnect the functions at the college level and to manage processes that are shared by the colleges and the System Office.
Concurrent Enrollment	Enrollment of high school students in regular college courses, usually located on the community college campus.
Corequisite Course	A course taken at the same time as another course or prior to the course to be taken.
CR	Continuing Resolution – Legislation that is enacted that provides continuing budget authority, absent the enactment of a final budget.
CRC	Career Readiness Certification – Entry-level worker third party certification that measures a worker's abilities in three key workplace skills: <ul style="list-style-type: none"> • Reading for Information • Applied Mathematics • Locating Information

CCRC	Curriculum Course Review Committee – A committee of academic officers and presidents that serves as an arm of the State Board of Community Colleges, with the specific purpose of maintaining the curriculum courses in the Combined Course Library. This committee is charged with the responsibility of keeping the curriculum courses in the Combined Course Library current while guarding against proliferation of course duplications.
CTE	Career and Technical Education
CTE	Career Technical Education Pathway – A certificate or diploma level program offered under Career and College Promise.
Curriculum Standard	A set of criteria approved by the State Board of Community Colleges for each curriculum. The criteria establish the program description, minimum and maximum number of hours and required courses.
Curriculum Standard (Career Cluster Format)	Similar career technical education program majors grouped together under a program curriculum standard that utilize a common technical core (foundational courses).
D	Back to top
Data Warehouse	A massive database that stores five years of raw data. Standard reports with a fixed “snapshot” of data at a given date are available through menu/standard command options. Ad hoc reports are based on data in the warehouse on the day extracted; consequently, Ad hoc results vary as colleges update records.
Developmental Education	Programs that consist of courses and support services which include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate. The numbers 010-099 shall be assigned to developmental courses.
Diploma	A program comprised of 36-48 semester hours, including a minimum of 6 hours general education, which provide entry-level employment training.
DEI	Diversity, Equity, and Inclusion
DL	Distance Learning – Organized delivery by means other than face- to-face classroom contact, such as via The Internet, video recordings, paper-based correspondence, or telecourse.
DPI	NC Department of Public Instruction, often referred to as K-12.

DWS	Division of Workforce Solutions, NC Department of Commerce
E	Back to top
Early College High Schools	Small autonomous schools where students earn an associate degree or two years of college credit.
EAP	Employee Assistance Program
EDPNC	Economic Development Partnership of North Carolina, the partnership formed by the General Assembly in 2014 to handle business recruitment, retention, international trade, tourism and film development. These functions were moved from Commerce.
EFC	Expected Family Contribution
EFL	Educational Functioning Level – Way to identify measurable skill gains in adult education
EOB	Explanation of Benefits (as found on Beacon)
EOI	Evidence of Insurability – often required for benefit enrollment
EPA or EHRA	Employee/Position is Exempt from the State Personnel (now Human Resources Act)
ESL/ELA/ELL	English as a Second Language, English Language Acquisition, English Language Learner
ETA	Employment and Training Administration
Experiential Lab	Instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application. Credit of one semester hour is awarded for each 32 hours of experiential laboratory work. (ratio of 2:1 credit hours.)
F	Back to top
Faculty Directed Lab	Structured and coordinated demonstration by an instructor with immediate student application. Credit of one semester hour is awarded for each 48 hours of faculty directed laboratory work. (ration of 3:1 credit hours).
FAFSA	Free Application for Federal Student Aid
FC	Finance Committee
FERPA	The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law
FIL	Family Illness Leave
FLSA	Fair Labor Standards Act – determines if position is subject to or exempt from overtime provisions
FMLA	Family and Medical Leave Act
FTE	Full-Time Equivalency – The number of hours equivalent to the hours one student is enrolled for the normal academic year of spring and fall terms and enables colleges to recognize the impact of part-time students as an aggregate.

FRD	Fiscal Research Division – A division of the General Assembly’s non-partisan central staff that provides legislators information and advice on fiscal matters.
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GED (Currently referred to as HSE)	General Education Development – A program which provides instruction and testing for adults to complete their high school equivalency.
GOT	General Occupational Technology – A curriculum which is unique to an individual student’s particular needs for employability skills.
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HECAC	Higher Education Collaborative Advisory Committee – Advisory committee composed of residency stakeholders who review residency policy and procedures in order to advise the State Education Assistance Authority in the governance of NC Residency.
HIPAA	Health Insurance Portability and Accountability Act, a 1996 Federal law that restricts access to individuals' private medical information
HiSET	High School Equivalency Test - A program which provides instruction and testing for adults to complete their high school equivalency.
HRD	Human Resources Development Program
HSE	North Carolina’s High School Equivalency (HSE) Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency test. A high school equivalency diploma is issued from the North Carolina State Board of Community Colleges upon successful completion of the complete battery of tests.
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ICAA	Independent Comprehensive Articulation Agreement – An agreement between the North Carolina Community College System and endorsing members of the North Carolina Independent Colleges and Universities to facilitate transfer between community colleges and private, North Carolina 4-year universities that endorse the agreement.
IELCE	Integrated English Literacy and Civics Education - Program is provided in combination with integrated education and training activities and designed to: (1) prepare adult English language learners for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.

IET	Integrated Education and Training - A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.
IIPS	Institutional Information Processing System – Legacy-based software that will continue to be used for some colleges until 2013.
ITAC	Independent Transfer Advisory Committee - A committee comprised of community college and representatives from the NC Independent Colleges and Universities who administer the Independent Comprehensive Articulation Agreement.
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LEAD	Labor & Economic and Analysis Division
LEAs	Law Enforcement Agencies
LEIS	Literacy Education Information System
LEG	Legislative Affairs Committee
LEOs	Law Enforcement Officers
LINCS	Literacy Information and Communication System – A national leadership initiative to deliver high-quality, evidence-based resources, on-demand educational opportunities to practitioners of adult education.
LTD	Long Term Disability benefits
LOA	Leave of Absence
M	Back to top
MCC	Multi-campus center. A convenience location at which students can complete at least one associate degree. Typically, these locations serve at least 300 FTE students.
Middle College High Schools	Small autonomous schools where students take both high school and college credit courses, but are not guaranteed an associate degree or two years of transferable credit.
MPHSE	Multiple Pathways to High School Equivalency - An alternative diploma program designed for CCR students to attain a high school equivalency diploma.
MSG	Multiple Skills Gain – A WIOA-required indicator used in the Federal National Reporting System to demonstrate participants’ progress toward achieving a credential or employment.

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N4CSGA	North Carolina Comprehensive Community College Student Government Association
NAM	National Association of Manufacturing
NCACCP	NC Association of Community College Presidents
NCACCT	NC Association of Community College Trustees
NC BIO	State affiliate of the Biotechnology International Organization, lobbies for NC Biotech industry.
NCBC	NC Biotechnology Center, economic development organization located in RTP.
NCBCE	NC business committee for education
NCC	NC Chamber
NCCCAEA	NC Community College Adult Educators Association
NCCCS	North Carolina Community College System
NCCCSO	North Carolina Community College System Office
NCCORD	NC Council of Resource Development - members include college foundation officers and grant writers.
NCEDA	NC Economic Developers Association, a statewide association of economic developers and allies.
NC Flex	State of North Carolina Flexible Benefits program
NCIH	North Carolina Information Highway – A network of interconnected sites to provide simultaneous interaction among those sites for classes, meetings, forums, etc.
NCREN	North Carolina Research and Education Network - High speed broadband network for 58 Community Colleges, UNC 16 Institutions, K-12 schools, and some Private Universities
NCTAP	NC Triangle Apprenticeship Program, group of businesses in Triangle area collaborating and promoting apprenticeship.
NC VIP	Valuing Individual Performance – the State’s on-line performance management system
NCW	NC Works Commission
NCWorks	Effort announced by Governor McCrory in April 2014 to bring the state’s workforce development programs, including some community colleges programs, into better alignment.
NGA	National Governors Association
NIMS	National Institute for Metalworking Skills
NRS	National Reporting System – The accountability system for the Federally funded adult education program.

O	Back to top
OCC	Off Campus Center – A convenience location that provides appropriate population and geographic access. Typically students may complete courses, certificates, or diplomas at these centers, but not full associate degrees at these locations.
OCTAE	Office of career, technical, and adult education
ORBIT	On-line Retirement Information through Integrated Technology - online tool for individual retirement information through the State’s Retirement Office.
OSA	Office of State Auditor
OSBM	Office of State Budget and Management – The Governor’s budget staff.
OSHR	Office of State Human Resources
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P & C	Purchase and Contract
PER	Personnel Committee
PLAN	Strategic Planning Committee
POP	Period of Participation – WIOA performance indicators are required to be calculated for adult ed participants based on the participants’ periods of attendance.
POS	Program of Study – A listing of the exact courses that a college plans to offer to fulfill the requirements of a curriculum program. The initial and revised program of study must be approved by System Office staff prior to implementation.
Prerequisite Course	A course taken prior to another course.
PROG	Programs Committee
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R & R	Repairs and renovations
R-TAC	Reverse Transfer Advisory Committee – Joint committee with UNC governing policy and procedures to award community college associate degrees to students who transfer to UNC institutions without an associate degree.
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SBCC	State Board of Community Colleges – The governing body of the North Carolina Community College System.
SBCC Code	State Board of Community Colleges Code – The administrative regulations that ensure compliance with North Carolina laws. (Previously NC Administrative Code.)

SBCN	Small Business Center Network. The network of small business centers located at each of the 58 community colleges. It is coordinated by a State Director here in the System Office (a position that is currently being filled on an interim basis by Anne Shaw, the Small Business Center Director at Coastal Carolina); however, Small Business Center Directors are employees of the colleges, not the System Office.
SBPG	State Board Policy and Governance Committee
SDAA	Student Development Administrators Association – An association serving the vice presidents and deans in college student services divisions.
SEAA	State Education Assistance Authority – State Agency governing state financial aid and residency.
SEANC	State Employees’ Association of NC
SECU	State Employees Credit Union
SEM	Strategic Enrollment Management – The alignment of college resources and efforts to strategically measure, improve, and evaluate the colleges relationship with all students from prospective students through alumni.
SHC	Semester Hour Credit – Credit assigned to a course that represents the contact in a normal 16-week semester, based on formulas for class, lab, work, and clinical methods of instruction.
SLO	Student Learning Outcomes – List of outcomes describing what students are able to demonstrate in terms of knowledge, skills, and values upon successful completion of a course. These have been developed on a system-wide basis and are available in the Combined Course Library for specific courses.
SO	System Office
SPA or SHRA	Employee/Position is Subject to the State Personnel (now Human Resources) Act
STD	Short Term Disability
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T & Cs	Terms and Conditions for a contract.
TABE	Tests of Adult Basic Education – An assessment used in College and Career Readiness to place and post-test students
TC	Transfer Advisory Committee – A committee comprised of community college and university representatives who administer the Comprehensive Articulation Agreement.
TESOL International Association	Teaching English to Speakers of Other Languages – International professional association of ESL/ELL/ELA instructors.

Three Year Accountability Report	Submitted three years after curriculum program implementation. The report includes information on enrollment, completers, employment, licensure/accreditation, and other pertinent information.
Title IX	Federal Law regulating student sexual harassment policy, procedures, and reporting of allegations, investigations, and results.
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UNC-GA	University of North Carolina General Administration. This is basically the System Office's counterparts within the UNC System.
US DOE	United States Department of Education
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VLC	Virtual Learning Community – A service of the North Carolina Community College System that provides courses for the colleges in the system to use for distance education.
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WCC	Workforce Credentials Coalition – A group started by the North Carolina Community College System and California Community College system advocating for third-party certification data access.
WCE	Workforce continuing education
WDB	Workforce Development Board
WDLC	Workforce Development Leadership Council
WIOA	Workforce Investment and Opportunity Act, the federal law that governs the distribution and use of federal workforce dollars. This program is mostly contained within the Division of Workforce Solutions in the North Carolina Department of Commerce.
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Appendix 9 – Statutory Obligations of the State Board

The North Carolina General Statutes provide the following:

Reference	Authority
G.S. 115D-2.2. State Board of Community Colleges.	<ul style="list-style-type: none"> • SBCC must fix the time of regular monthly State Board meetings. • SBCC must elect a Chairman and other necessary officers of the State Board at the first meeting after July 1 in odd-numbered years. • SBCC must meet a least ten (10) times a year and a least once a year with the State Board of Education and the Board of Governors of The University of North Carolina. • SBCC must inform appropriate appointing authority of vacancies in membership on the State Board. • SBCC may declare vacation the office of an appointed or elected member who does not attend three consecutive scheduled meetings without a justifiable excuse.
G.S. 115D-3. Community College System Office; Staff; Reorganization Authority.	<ul style="list-style-type: none"> • SBCC must elect a State System Office President to serve as chief administrative officer. • System Office acts as principal administrative department of state government under the direction of the SBCC. • SBCC has authority to adopt, administer, all policies, regulations, and standards which it deems necessary for the operation of the System Office. • System Office president selects the professional members necessary to carry out the staff complement of the Department on the recommendation of the State President. • May adopt and administer all policies, regulations and standards necessary for the

	<p>operation of the Department of Community Colleges.</p> <ul style="list-style-type: none"> • Exercise all other powers, duties and responsibilities delegated to the State Board of Education affecting the Department of Community Colleges not otherwise stated in Chapter 115D.
G.S. 115D-4. Establishment of Institutions	<ul style="list-style-type: none"> • Recommend to the General Assembly the establishment of new institutions. Approve expenditure of state funds for capital improvements at existing institutions jointly with the Governor who is required to consult with the Advisory Budget Commission.
G.S. 115D-5. Administration of institutions by State Board of Community Colleges; personnel exempt from North Carolina Human Resources Act; extension courses; tuition waiver; in-plant training; contracting, etc., for establishment and operation of extension units of the community college system; use of existing public school facilities.	<ul style="list-style-type: none"> • SBCC establishes standards and scales for salaries and allotments of institutional employees paid from funds administered by the State Board. • SBCC requires all community colleges to meet the faculty credential requirements of the Southern Association of Colleges and Schools for all community college programs. • SBCC establishes a uniform registration fee or a schedule of uniform registration fees to charge students enrolled in extension courses financed primarily from state funds in lieu of tuition. • SBCC approves state funded courses offered to captive or co-opted students as defined by the State Board. • A Community College may not offer a new program without the approval of the State Board of Community Colleges except that approval shall not be required if the tuition for the program will fully cover the cost of the program. • SBCC may adopt and execute such policies, regulations, and standards concerning administration and operation of institutions as it may deem necessary to ensure the quality of educational programs, to promote the systematic meeting of education needs of the State, and to provide for the educational needs of the State, and to provide for the equitable distribution of State and Federal funds to institutions.

	<ul style="list-style-type: none"> • Approve sites, building plans, budgets, and chief administrative officers of institutions. • Establish and administer standards for professional personnel, curricula, admissions, and graduation. • Regulate the awarding of degrees, diplomas, and certificates. • Establish and regulate student tuition and fees and financial accounting procedures. • Establish general and uniform regulations for waiver of tuition and registration fees for training courses for certain courses and groups.
G.S. 115D-6. Withdrawal of State support.	<p>The State Board of Community Colleges may withdraw or withhold State financial and administrative support of any institutions if:</p> <ul style="list-style-type: none"> • Required local financial support is not provided; • Sufficient state funds are not provided; • Prescribed standards of administration or instruction are not maintained; or • The institution is not needed
G.S. 115D-15. Sale, exchange, and lease of property; use proceeds from donated property.	<ul style="list-style-type: none"> • SBCC must approve the sale, exchange, or lease of unnecessary institutional property.

G.S. 115D-15.1. Disposition, acquisition, and construction of property by community colleges.	<ul style="list-style-type: none"> Local boards of trustees of a community college may, in connection with additions, improvements, renovations, or repairs to all or part of its property, lease, sell, or otherwise dispose of any of its property to the county in which the property is located for any price and on any terms negotiated between the board of trustees of the community college and the board of county commissioners.
G.S. 115D-19. Removal of Trustees.	<ul style="list-style-type: none"> SBCCC must notify local boards of trustees of the failure of members to perform their duties as trustees as required by law or lawful regulations or of members who are guilty of immoral or disreputable conduct.
G.S. 115D-20. Powers and Duties of Trustees.	<ul style="list-style-type: none"> Trustees must approve the election of presidents of institutions. Approve the purchase of land, easements, or rights-of-way by institutions. Regulate the use of donations, gifts, devises and the like from private donors by institutions. Adopt standards and requirements for admission and graduation of students.
G.S. 115D-23. Workers Compensation Act applicable to institutional employees.	<ul style="list-style-type: none"> Develop standards for application of the Workers' Compensation Act for institutional employees paid in whole or in part from State funds.
G.S. 115D-25. Purchase of annuity or retirement income contracts for employees by local boards of trustees.	<ul style="list-style-type: none"> Adopt necessary regulations and procedures for purchase of annuity or retirement income contracts by institutions; prescribe the form.
G.S. 115D-31. State Financial Support of Institutions.	<ul style="list-style-type: none"> Provide from sources made available to the State Board funds to meet the financial needs of institutions as determined by policies and regulations of the State Board for capital outlay, current operating expenses, and additional support for regional institutions.

G.S. 115D-33. Providing local public funds for institutions established under this chapter.	<ul style="list-style-type: none"> • Ascertain whether authority to provide adequate funds has been given by the voters of a proposed administrative area prior to making a favorable recommendation to the General Assembly for approval of establishment and operation of an institution.
G.S. 115D-39. Student tuition and fees.	<ul style="list-style-type: none"> • The State Board shall fix and regulate all tuition and fees charged to students for applying to or attending any institution pursuant to Chapter 115D.
G.S. 115D-40.1. Financial Assistance for community college students.	<ul style="list-style-type: none"> • SBCC must adopt rules to administer the disbursement of financial assistance for Community College students.
G.S. 115D-54. Preparation and submission of institutional budget.	<ul style="list-style-type: none"> • Develop forms for submission of institutional budgets.
G.S. 115D-55. Budget Management.	<ul style="list-style-type: none"> • SBCC must approve institutional budgets in such amounts as it deems necessary and available for the operation of each institution. • Develop procedures for allocations of funds (by purpose, function, or project) by local tax levying authorities. • SBCC may Request all financial records of institutions except private records of individuals protected by federal or state law.
G.S. 115D-58. Amendments to the budget; budget transfers.	<ul style="list-style-type: none"> • Adopt rules and regulations governing amendment of institutional budgets.
G.S. 115D-58.1. Federal contracts and grants.	<ul style="list-style-type: none"> • SBCC must adopt rules to govern the application for the acceptance of federal grants by institutions.
G.S. 115D-58.8. Facsimile signatures.	<ul style="list-style-type: none"> • SBCC must adopt rules and regulations on the use and control of facsimile signatures by institutions.
G.S. 115D-59. Multiple-county administrative areas.	<ul style="list-style-type: none"> • Approve contracts for establishment of institutions in a multiple county area.
G.S. 115D-59.10. Surety bonds and related insurance.	<ul style="list-style-type: none"> • Determine which departmental employees and institutional employees must be bonded for the protection of state funds and property.

Appendix 10 - Parliamentary Procedure Quick Reference Chart

Parliamentary Procedure Quick Reference Chart						
Rank	Motion	Interrupt Speaker	Second Required	Debatable	Amendable	May be Reconsidered Vote Required
1.	Fix time to adjourn		✓		✓	✓ 1/2
2.	Adjourn		✓			1/2
3.	Recess		✓		✓	1/2
4.	Question of privilege	✓	✓ ¹	✓	✓	✓ 1/2
5.	Orders of the day	✓				2/3 ²
6.	Table		✓			1/2
7.	Previous Question		✓			✓ ³ 2/3
8.	Limit/extend debate		✓		✓	✓ 2/3
9.	Postpone to a set time		✓	✓ ⁴		✓ 1/2 ⁵
10.	Refer		✓	✓ ⁶	✓	✓ ⁷ 1/2
11.	Amend		✓	✓	✓ ⁸	✓ 1/2 ⁹
12.	Postpone indefinitely		✓	✓		✓ ¹⁰ 1/2
13.	Main motion		✓	✓	✓	✓ 1/2

¹If a formal motion is made.

²Must be enforced by demand of any member unless agenda is set aside by two-thirds vote, majority if chair's ruling challenged.

³Can be reconsidered but only before the previous question has been put.

⁴Only as to propriety or advisability of postponing and of postponing to a certain time.

⁵Needs two-thirds majority if postponed to a later time in the same meeting, simple majority if postponed to a later meeting.

⁶Only as to propriety or advisability of referral.

⁷Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

⁸An amendment to an amendment is not itself amendable.

⁹A motion to amend the agenda requires a two-thirds majority.

¹⁰Can be reconsidered only if the motion is passed.

Appendix 11 - Downtown Raleigh Restaurants

Downtown Raleigh Restaurants

(ish) delicatessen 702 N Person St	Barcelona Wine Bar 430 W Martin St	Black and White Coffee at Videri 327 W Davie Street
10th & Terrace 616 S Salisbury St	Bean Sprouts 201 E Hargett St	Blowfish 510 Glenwood Ave
42 & Lawrence 134 E Martin St	Beasley's Chicken + Honey 237 S Wilmington St	Boba Brew in Morgan St Food Hall 411 W Morgan St
42nd Street Oyster Bar 508 W Jones St	Bella's Wood Fired Pizza & Tapas in Morgan St Fd Hall 411 W Morgan St	Botanical Lounge 419 Glenwood Ave
A Place at the Table 300 W Hargett St	Benchwarmers Bagels and Coffee in Transfer Co. Fd Hall 500 E Davie St	Boulted Bread 614 W South St
Aero Cafe 11 W Jones St	Benny Capitale's Pizza 121 Fayetteville St	The Bowls in Morgan St Food Hall 411 W Morgan St
Alimentari at Left Bank in Transfer Co. Food Hall 500 E Davie St	The Berkeley Cafe 217 W Martin St	Brewery Bhavana 218 S Blount St
Amorino Raleigh: Excellence in Italian Gelato 137 E Davie St	Bida Manda Laotian Restaurant and Bar 222 S Blount St	The Bridge DTR 110 E Hargett St
Anise Pho 222 Glenwood Ave	The Big Easy NC 222 Fayetteville St	Budacai 120 E Martin St
Armadillo Grill 439 Glenwood Ave	Big Ed's City Market Restaurant 220 Wolfe St	Buena Papa Fry Bar at Morgan St Food Hall 411 W Morgan St
Aunty Betty's Gin & Absinthe Bar in Morgan St Food Hall 411 W Morgan St	Big League Waffles + Scoops in Morgan St Food Hall 411 W Morgan St	Bui Box in Transfer Co. Food Hall 500 E Davie St
Bad Cat Coffee, Crepes & Bagels in Morgan St Food Hall 411 W Morgan St	Bigfoot Taphouse 222 Glenwood Ave.	Caffe Luna 136 E Hargett St
Bad Daddy's Burger Bar 111 Seaboard Ave	Bittersweet 16 E Martin St	Capital Club 16 16 W Martin St

Captain Cookie and the Milkman in Transfer Co. Fd Hall 500 E Davie St	The Cortez 413 Glenwood Ave	Domino's Pizza 135 E Davie St
The Cardinal 713 N West St	Cousins Maine Lobster in Morgan St Food Hall 411 W Morgan St	Dose Yoga & Smoothie Bar 415 N Harrington St
Carolina Ale House 500 Glenwood Ave	Cow Bar in Morgan St Food Hall 411 W Morgan St	El Rodeo Mexican Restaurant 329 S Blount St
Carroll's Kitchen 19 E Martin St	Crawford and Son 618 N Person St	Element Plant-Based Gastropub 421 Fayetteville St
Centro Mexican Restaurant 106 S Wilmington St	Crema at City Plaza 421 Fayetteville St	Escazu Chocolates 936 N Blount St
Char-Grill 618 Hillsborough St	The Cupcake Shoppe Bakery 104 Glenwood Ave	The Fiction Kitchen 428 S Dawson St
Che Empanadas in Transfer Co. Food Hall 500 E Davie St	Curry in a Hurry in Morgan St Food Hall 411 W Morgan St	Fire Wok 442 Fayetteville St
Chhote's Indian Street Food in Transfer Co. Fd Hall 500 E Davie St	The Daily Planet Cafe 121 W Jones St	Five Star 301 N West St
City Market Sushi 315 Blake St	Dank Burrito in Transfer Co. Food Hall 500 E Davie St	Flying Saucer Draught Emporium 328 W Morgan St
Clockwork 519 W North St	The Darby 170 E Davie St	Garland 14 W Martin St
Clouds Brewing 126 N West St	Death & Taxes 105 W Hargett St	Glenwood Social Club 510 Glenwood Ave
Clyde Cooper's Barbecue 327 S Wilmington St	DeMo's Pizzeria & Deli 222 Glenwood Ave	Good Day Good Night 603 W Morgan St
Cold Off The Press 416 W South St	Dogwood Bar & Eatery 610 Glenwood Ave	Goodnights Comedy Club 861 W Morgan St
		Gravy 135 S Wilmington St

Gringo A Go Go 100 N Person St	Jolie 620 N Person St	McDonald's (105 E South St) 105 E South St
Happy and Hale 443 Fayetteville St	The Katsu in Morgan St Food Hall 411 W Morgan St	McDonald's (703 W Peace St) 703 W Peace St
Heirloom Brewshop 219 S West St	Krispy Kreme 549 N Person St	The Mecca Restaurant 13 E Martin St
Hibernian Irish Pub & Restaurant 311 Glenwood Ave	La Santa Modern Mexican Food 222 Glenwood Ave	Mellow Mushroom 601 W Peace St
Highgarden Rooftop 419 Glenwood Ave	Layered Croissanterie 911 N West St	MOFU Shoppe 321 S Blount St
Humble Pie 317 S Harrington St	Libations 317 317 W Morgan St	MoJoe's Burger Joint 620 Glenwood Ave
Iris Coffee Lab 725 Tucker St	Linus & Pepper's 126 S Salisbury St	Mon Macaron 111 Seaboard Ave
Irregardless Cafe 901 W Morgan St	Longleaf Swine BBQ (Coming Soon) 300 E Edenton St	Morgan St Food Hall 411 W Morgan St
Iyla's Southern Kitchen in Morgan St Food Hall 411 W Morgan St	lucettegrace 235 S Salisbury St	The Morning Times Cafe 10 E Hargett St
Jade Garden Restaurant 1207 Hillsborough St	Makus Empanadas in Morgan St Food Hall 411 W Morgan St	Mulino Italian Kitchen & Bar 309 N Dawson St
Jersey Mike's Subs 200 W Peace St	Mama Crow's in Transfer Co. Food Hall 500 E Davie St	My Way Tavern 522 St Mary's St
Jimmy John's 437 Fayetteville St	Manhattan Cafe 320 S Wilmington St	0-Ku 411 W Hargett St
Jimmy V's Osteria + Bar 420 Fayetteville St		Oak City Fish and Chips in Morgan St Food Hall 411 W Morgan St

Oak City Meatball Shoppe 180 E Davie St	Raleigh Beer Garden 614 Glenwood Ave	Side Quest Game Lounge and Bar 317 W Morgan St
Oak Steakhouse Raleigh 417 W Hargett St	Raleigh Raw Juice Bar and Cafe 7 W Hargett St	Sir Walter Coffee 145 E Davie St
Oakwood Pizza Box 610 N Person St	Raleigh Rolls in Morgan St Food Hall 411 W Morgan St	Sitti Authentic Lebanese 137 S Wilmington St
ORO Restaurant & Lounge 18 E Martin St	The Raleigh Times Bar 14 E Hargett St	Sono 319 Fayetteville St
The Overlook 616 S Salisbury St	The Raleigh Wine Shop 317 S Bloodworth St	Sosta Cafe 130 E Davie St
Parkside 301 W Martin St	The Roast Grill-Hot Weiners 7 S West St	Soul Taco 927 W Morgan St
Peace China 802 Semart Dr	The Rockford 320 1/2 Glenwood Ave	Square Burger 200 S Blount St
The Pit 328 W Davie St	Rye Bar & Southern Kitchen 500 Fayetteville St	St. Roch Fine Oysters + Bar 223 S Wilmington St
The Pizza Times 210 S Wilmington St	Sam Jones BBQ 502 W Lenoir St	Stanbury 938 N Blount St
Plates Neighborhood Kitchen 301 Glenwood Ave	San Marcos Wings & Grill 805 W Peace St	Starbucks 500 Fayetteville St
Plaza Cafe and Deli 411 Fayetteville St	Seaboard Cafe 707 Semart Dr	Starbucks 609 W Peace St
Poole's Diner 426 S McDowell St	Second Empire Restaurant and Tavern 330 Hillsborough St	State of Beer Bottle + Sandwich Shop 401 Hillsborough St
Poole'side Pies 428 S McDowell St	Shish Kabob 438 Fayetteville St	The Station at Person Street 701 N Person St
Primal Cuts in Morgan St Food Hall 411 W Morgan St		

AGENDA
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 17, 2022, 4:15 p.m.- 5:10 p.m.
Ms. Ann Whitford, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 20, 2022

For Action

- Year One Tactics (Attachment PLAN 01)

New Business

Adjourn

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

MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Thursday, October 20, 2022

STRATEGIC PLANNING COMMITTEE MEMBERS

Ms. Ann Whitford, Chair	Mr. Jon Harris for Lt.	Mr. Ray Trapp
Mr. Hari Nath	Governor Mark Robinson	Ms. Latasha Bradford
Dr. Shirley Carraway	Ms. Sarah West	(N4CSGA President)
	Mr. Bobby Irwin	

OTHER BOARD MEMBERS IN ATTENDANCE

Mr. Burr Sullivan, SBCC Chair	Hon. Ray Russell	Mr. Mark Merritt
Ms. Lisa Estep	Mr. Jerry Vaughan	

OTHERS IN ATTENDANCE

Dr. Bill Carver, NCCCS Interim President	Dr. Levy Brown
Dr. Kimberly Gold	Dr. Bill Schneider
Dr. Jeff Cox	Dr. J.W. Kelley
Mr. David Heatherly	Ms. Anne Bacon
Dr. Patrick Crane	

CALL TO ORDER

Chair Whitford called the meeting to order at 3:48 p.m.

ROLL CALL

Ms. Kelly Barretto took the roll of the Strategic Planning Committee members. With eight members in attendance, a quorum was present.

ETHICS STATEMENT

Dr. Crane read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF AGENDA AND MINUTES

Chair Whitford asked for a motion to approve the agenda for today's meeting along with the August 18, 2022 minutes. Dr. Carraway made the motion, Mr. Irwin seconded, and the Committee approved the agenda and minutes unanimously without change.

FOR ACTION

Approve Strategic Planning Committee Charter

Chair Whitford directed the attention of the Committee to the Charter included in the Board packet. She invited comments or discussions prior to the vote to approve. Chair Whitford asked for a motion to approve the Strategic Planning Committee Charter. Ms. West made the motion, Mr. Nath seconded, and the Committee approved the Charter as presented.

Review and Approve 2022-26 Strategic Plan

Chair Whitford briefly summarized the work conducted to develop and produce the [Strategic Plan](#), a copy of which was provided to each Committee member. It will guide the work that will be done over the next four years. Chair Whitford asked for a motion to approve the Strategic Plan. Mr. Irwin made the motion, Ms. West seconded, and the Committee approved the Strategic Plan unanimously without change for approval at the full Board meeting on Friday.

There were questions and some discussion by the group.

FOR INFORMATION

Strategic Plan Metrics

Dr. Crane introduced Dr. Schneider to review the success measures and metrics that are contained within the five goals in the Strategic Plan. Dr. Schneider discussed next steps and explained that outcomes of key performance indicators (KPIs) will be assessed on an ongoing basis to determine the impact of the Strategic Plan.

There were questions and discussions by the group.

ADJOURN

There being no other business, Chair Whitford adjourned the Committee at 4:37 p.m.

Respectfully submitted,

Kelly Barretto
Recording Secretary

**STATE BOARD OF COMMUNITY COLLEGES
2023 Implementation Plan**

Request: The State Board of Community Colleges is requested to approve the proposed 2023 Implementation Plan. The activities proposed for the first year of implementation of the 2022-2026 System Strategic Plan are planned to take place between December 2022 and December 2023.

Background:

The State Board of Community Colleges approved a new system strategic plan, *Leading Through Change 2022-2026*, at their October 2022 meeting. In order to prioritize and operationalize the goals, objectives and strategies included in the strategic plan, a set of activities were identified for the first year of the plan. The activities in the 2023 Implementation Plan were identified with input from the five planning teams that helped develop the strategic plan and were presented in draft version to the Board for discussion in September 2022. After the 2023 Implementation Plan has been approved by the Board, more detailed plans for each activity will be prepared. These plans will be presented to the committee of the state board that will have oversight for the activity in early 2023. Plans will include project leads and partners, timelines, key activities, and desired outcomes.

2023 Implementation Plan:

The 2023 Implementation Plan includes the following Tactics. Each of these will be described in more detail below.

Goal 1: Faculty and Staff Recruitment and Retention

- Increase Faculty and Staff Salaries
- Build Human Resources Capacity to Improve Recruitment and Retention

Goal 2: Enrollment

- Strategic Enrollment Management (SEM)
- Expand NC Career Coach program

Goal 3: Student Success

- Framework for Inclusive Excellence
- Support Excellence in Teaching and Learning
- Meeting Holistic Student Needs

Goal 4: Economic and Workforce Development

- Expand Sector Partnerships
- Life Sciences Talent and Asset Mapping

Goal 5: System Funding & Effectiveness

- Update Funding Tiers
- Incentives for Regional Collaboration
- Statewide Marketing Strategy

Increase Faculty and Staff Salaries	
Tactic Element	Description
<i>Overview</i>	The North Carolina Community College System seeks to increase state funding by \$232 million over the next two years. Investing an additional recurring 7% over the next two years will bring faculty salaries to the projected average (\$56,693) of the four surrounding states (Georgia, South Carolina, Tennessee, Virginia). The System is proposing that these recurring increases would be an investment in all employees.
<i>Rationale</i>	In Fiscal Year 2022, the System developed a strategic, three-year legislative initiative that outlines an investment proposition in community college students and employees. The employee investment (\$86,800,000) will help the system hire and retain the talent it needs to meet the needs of students and businesses in North Carolina.
<i>Strategic Plan Reference(s)</i>	Objective 1.1: Address faculty and staff shortages through higher salaries and innovative talent sourcing. <ul style="list-style-type: none"> • Strategy 1.1.1: Advocate for a 7% increase in state funding in the 2023-25 biennium to bring community college employee salaries in line with the projected average of our neighboring states. • Strategy 1.1.2: Seek an additional 2% from non-state funding sources for employee retention, bonuses, and merit pay
<i>Lead Persons</i>	Alex Fagg, Director of Government Relations; Brandy Andrews, Sr. VP/CFO
<i>Lead Divisions</i>	Executive; Business and Finance
<i>Lead Committee</i>	Legislative (primary), Finance, and Personnel
<i>Partners</i>	Presidents Association (NCACCP), Trustees Association (NCACCT), Faculty Association (NCCCFA), Student Association (N4CSGA), businesses and industries that rely on community colleges for training
<i>Resources</i>	This request is the NCCCS FY 2022-25 Legislative Agenda and all available staff resources will be used to advocate for this goal.

Build Human Resources Capacity to Improve Recruitment and Retention	
Tactic Element	Description
<i>Overview</i>	In order to improve recruitment and retention the North Carolina Community College System will explore the creation of a NC Community College Human Resources Association. Critical roles for this group will be to identify and share effective and innovative strategies, policies and practices for recruiting and retaining staff.
<i>Rationale</i>	Faculty and staff recruitment and retention was the most commonly identified challenge for community colleges in North Carolina. Preliminary feedback from HR leaders in the state indicate interest in establishing a statewide HR group, either as a standalone association or connected to the NC Association of Community College Business Officers (ACCBO)
<i>Strategic Plan Reference(s)</i>	<p>Objective 1.2: Attract top talent to the North Carolina Community College System.</p> <ul style="list-style-type: none"> • Strategy 1.2.2: Identify and promote effective recruitment strategies for colleges to tap diverse talent. <p>Objective 1.3: Establish North Carolina community colleges and the System Office as desirable employment destinations.</p> <ul style="list-style-type: none"> • Strategy 1.3.1: Support annual professional development plans that enhance employee skill growth, career development and recognition. • Strategy 1.3.2: Develop a systemwide work environment team to promote innovative strategies for meeting college workforce needs, including scheduling flexibility. • Strategy 1.3.3: Increase retention of community college employees through enhanced service recognition, connection to mission, and opportunities for advancement.
<i>Lead Persons</i>	Tawanda Foster Artis, General Counsel; Tactic Owner TBD
<i>Lead Divisions</i>	Executive
<i>Lead Committee</i>	Personnel
<i>Partners</i>	NC Association of Community College Business Officers (ACCBO); HR Directors
<i>Resources</i>	Grant funding may be available to hire an HR consultant to assist with this work

Strategic Enrollment Management	
Tactic Element	Description
<i>Overview</i>	Increasing enrollment is a top priority for colleges and the system. Strategic Enrollment Management (SEM) is an effective tool for helping colleges identify, recruit, and retain potential students.
<i>Rationale</i>	Several colleges in the system have worked with partner organizations to help develop Strategic Enrollment Management plans. This training will be provided to all colleges in the 2022-23 academic year to assist them with better recruiting and retaining students.
<i>Strategic Plan Reference(s)</i>	<p>Objective 2.1: Increase marketing and outreach to prospective students and their influencers.</p> <ul style="list-style-type: none"> Strategy 2.1.2: Invest in each North Carolina Community College to develop and actively use a Strategic Enrollment Management Plan. Plans should address student recruitment, retention, and completion.
<i>Lead Persons</i>	Dr. Monty Hickman, Associate Director of Student Services; Dr. Levy Brown, Senior Vice President and Chief Academic Officer.
<i>Lead Divisions</i>	Programs and Student Services; Executive (Marketing)
<i>Lead Committee</i>	Programs and Student Success
<i>Partners</i>	North Carolina Community Colleges Foundation, Inc., Presidents Association (NCACCP), community college enrollment managers, NC Student Success Center
<i>Resources</i>	\$50,000 from the NCCC Foundation and \$75,000 from the State Board Reserve has been approved for this work.

Expand NC Career Coach Program	
Tactic Element	Description
<i>Overview</i>	There are currently 84 career coaches working in NC high schools. These do not cover all high schools or all community colleges. The goal of this tactic is to expand the program so that all 58 community colleges sponsor Career Coaches in local high schools.
<i>Rationale</i>	In September of 2015, the General Assembly passed the provision authorizing the North Carolina Community College System to implement the NC Career Coach Program. The purpose of the Career Coach Program is 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. 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 the Career Coach Program funding from the State Board of Community Colleges
<i>Strategic Plan Reference(s)</i>	Objective 2.3: Streamline and strengthen the pathways to community colleges and careers. <ul style="list-style-type: none"> Strategy 2.3.1: Intentionally develop internal and external educational partnerships to improve student workforce pipelines and simplify education and training pathways.
<i>Lead Persons</i>	Dr. JW Kelley, AVP Student Services; Jennifer McLean, Associate Director of Student Support Services/Director of Basic Needs
<i>Lead Divisions</i>	Programs and Student Services
<i>Lead Committee</i>	Programs and Student Success
<i>Partners</i>	Career and College Promise team, Presidents Association (NCACCP), NCCC Foundation, Department of Public Instruction (DPI), Local Education Authorities (LEAs), NC Works, Department of Commerce
<i>Resources</i>	Partially secured (\$5.6M R); seek further state and non-state funding

Framework for Inclusive Excellence	
Tactic Element	Description
<i>Overview</i>	In order to support colleges in reducing educational attainment gaps, an Inclusive Excellence Taskforce will be created to develop: 1) a NCCCS Framework for Inclusive Excellence and, 2) a professional development plan to support colleges in improving completion across demographic groups. The System Advisory Council will work with the Taskforce and recommend a Framework to State Board for adoption.
<i>Rationale</i>	In order to meet the state's 2 million by 2030 attainment goal and to meet the workforce needs of NC businesses, talent needs to be developed in all communities in North Carolina. Currently, significant educational attainment gaps exist by race/ethnicity, gender, geography, and socio-economic status. No system level framework exists for addressing educational attainment gaps.
<i>Strategic Plan Reference(s)</i>	<p>Objective 3.1: Adopt a NCCCS framework for inclusive excellence to be embedded in policies and practices to reduce attainment gaps and cultivate a culture of belonging.</p> <ul style="list-style-type: none"> • Strategy 3.1.1: Create a taskforce to identify strategies to mitigate barriers to student success, increase college completion, and reduce educational attainment gaps. • Strategy 3.1.2: Identify and deliver professional development for student support services that reduce the main barriers to completion facing students, especially underrepresented students. • Strategy 3.1.3: Incentivize excellence by disaggregating student performance data and rewarding colleges that excel in supporting diverse students in achieving positive outcomes.
<i>Lead Persons</i>	Dr. JW Kelley, Associate Vice President, Student Services; Dr. Levy Brown; Dr. Patrick Crane
<i>Lead Divisions</i>	Programs and Student Services; Executive
<i>Lead Committee</i>	System Advisory Council; Programs and Student Success
<i>Partners</i>	Presidents Association, Students Association, NC Student Success Center, Association of American Colleges & Universities (AACU), Forsyth Tech, other college partners.
<i>Resources</i>	Inclusive Excellence Frameworks exist at multiple higher education institutions, including Forsyth Tech.

Support Excellence in Teaching and Learning	
Tactic Element	Description
<i>Overview</i>	Many faculty lack opportunities for professional development around teaching and learning strategies that support student success. To provide those opportunities and improve students' classroom experiences, four teaching and learning hubs have been established across the state. These hubs, in partnership with the Belk Center for Community College Leadership and Research and the North Carolina Student Success Center, provide professional development to faculty across the system.
<i>Rationale</i>	Improving the student classroom experience, aligned with student needs, increases student success, retention, and completion. Providing high quality professional development at regional hubs across the state supports faculty that may not otherwise have access to training on impactful teaching and learnings strategies. Better training will lead to improvement in student learning outcomes.
<i>Strategic Plan Reference(s)</i>	Objective 3.2: Promote excellence in teaching and address the academic needs of learners. <ul style="list-style-type: none"> Strategy 3.2.1: Provide research-based teaching strategies that promote student learning and foster academic resilience.
<i>Lead Persons</i>	Executive Director, NC Student Success Center; Dr. Patrick Crane, VP Strategic Initiatives
<i>Lead Divisions</i>	Executive; Programs and Student Services
<i>Lead Committee</i>	Programs and Student Success
<i>Partners</i>	Belk Center for CC Leadership and Research, Teaching and Learning Hubs, Achieving the Dream
<i>Resources</i>	Grant funding to support the development of four statewide teaching and learnings hubs is in place into 2023-24. Additional funding will be needed beyond that.

Meeting Holistic Student Needs	
Tactic Element	Description
<i>Overview</i>	System Office staff will work with partners to identify a strategy for addressing student needs outside of the classroom.
<i>Rationale</i>	Community college student cannot be successful in the classroom when they have pressing challenges outside the classroom such as food insecurity, housing insecurity, mental health issues, inadequate childcare, or lack of reliable transportation.
<i>Strategic Plan Reference(s)</i>	<p>Objective 3.3: Promote a safe, healthy, and resilient learning environment.</p> <ul style="list-style-type: none"> • Strategy 3.3.1: Expand community collaboration with government and educational partners, non-profits, and businesses to connect all students with the wraparound services to support success and completion. • Strategy 3.3.2: Pursue statewide funding for wraparound services and support to advance greater student success and completion, including: <ul style="list-style-type: none"> • Increased funding for student access to mental and physical health services • Expansion of transportation and commuter assistance • Increase in the childcare allotment in the legislative budget • Promotion of strategies surrounding healthy diets and alleviation of food insecurity
<i>Lead Persons</i>	Dr. JW Kelley, Associate Vice President, Student Services; TBD
<i>Lead Divisions</i>	Programs and Student Services
<i>Lead Committee</i>	Programs and Student Success
<i>Partners</i>	Student Association (N4CSGA), Presidents Association (NCACCP), Student Development Administrators Association, NC Student Success Center
<i>Resources</i>	TBD

Expand Sector Partnerships	
Tactic Element	Description
<i>Overview</i>	North Carolina's economy is growing, and businesses are locating and expanding in the state on a regular basis. To address the workforce needs of new and expanding businesses, an employer-led sector strategy will be used. Two new sector partnerships, one focused on life sciences and another on electric vehicle technology, will be established.
<i>Rationale</i>	The North Carolina Biotechnology Center will receive approximately \$25 million to strengthen its life sciences manufacturing cluster by investing in a more robust talent pipeline for the state. Part of this work will develop a sector strategy approach to life science manufacturing. A second critical growth area in the state is electric vehicle technology and a sector strategy approach will be used there as well.
<i>Strategic Plan Reference(s)</i>	Objective 4.1: Cultivate a robust pipeline of highly skilled workers that meets the needs of employers and helps grow the economies of all prosperity zones. <ul style="list-style-type: none"> • Strategy 4.1.1: Engage with the business community to create a diverse and skilled workforce. • Strategy 4.1.4: Support key production sectors critical to new and existing businesses in rural areas of North Carolina.
<i>Lead Persons</i>	Dr. Matt Meyer, Associate Vice President, Customized Training, BioNetwork, and Sector Partnerships; Dr Bruce Mack, VP Economic Development
<i>Lead Divisions</i>	Workforce and Economic Development
<i>Lead Committee</i>	TBD
<i>Partners</i>	North Carolina Council for Sector Strategies, Colleges, NC Chamber, NC Commerce, Local WDBs, Accelerate NC – Life Sciences Manufacturing coalition
<i>Resources</i>	Federal funding (\$16.4M Build Back Better grant) for the Accelerate NC – Life Sciences Manufacturing coalition; other funds TBD

Life Sciences Talent and Asset Mapping	
Tactic Element	Description
<i>Overview</i>	For the life sciences in NC, develop a 'heat map' of assets (talent, community college programs, workforce demand) and identify regions where skilled workers are needed, but there are gaps in talent or programs to train them. This information can then be used to inform program (re)design and development that is responsive to current and emerging regional business needs.
<i>Rationale</i>	Developing a life sciences asset map is part of the work of the Accelerate NC – Life Sciences Manufacturing Coalition. After developing one for life sciences, the model can be replicated for other sectors once additional funds are identified.
<i>Strategic Plan Reference(s)</i>	Objective 4.2: Respond to employment preparation opportunities with instruction focused on relevant skills, credential attainment, and competency development. <ul style="list-style-type: none"> Strategy 4.2.1: Cultivate existing talent, develop new partnerships with industry associations, and align education and training to the skills required by employers.
<i>Lead Persons</i>	Dr. Matt Meyer, Associate Vice President, Customized Training, BioNetwork, and Sector Partnerships; Dr Bruce Mack, VP Economic Development
<i>Lead Divisions</i>	Workforce and Economic Development
<i>Lead Committee</i>	TBD
<i>Partners</i>	Industry Associations, Colleges, NC Chamber, NC Commerce, Local Workforce Development Boards (WDBs)
<i>Resources</i>	Developing an asset map for life sciences is part of the federally funded (\$16.4M Build Back Better grant) for the Accelerate NC – Life Sciences Manufacturing coalition.

Update Funding Tiers	
Tactic Element	Description
<i>Overview</i>	The NC community college system has a four-tiered funding model where all curriculum and continuing education course prefixes are assigned to one of four funding levels. The tiers and course prefixes have not been reviewed and updated since 2014-15. The current tiers need to be reviewed to address inconsistencies that exist between curriculum and continuing education programs. Secondly, an analysis of funding tiers and the cost to deliver courses can provide insight into the costs of delivering high-demand programs.
<i>Rationale</i>	Feedback collected during the strategic plan development identified an examination and analysis of funding tiers as a high priority item for colleges. An analysis and update of funding levels can help better align financial incentives for colleges to deliver programs that are in-demand by employers.
<i>Strategic Plan Reference(s)</i>	Objective 5.2: Modernize and realign the Community College System's funding formula. <ul style="list-style-type: none"> • Strategy 5.2.1: Review and adjust course tier funding levels to achieve parity between curriculum and continuing education programs.
<i>Lead Persons</i>	Dr. Lisa Eads, Associate Vice President of Academic Programs; Dr. Levy Brown, Senior VP/CAO; Brandy Andrews, CFO; Dr. Bill Schneider, AVP Research and Performance Management
<i>Lead Divisions</i>	Programs and Student Services; Business and Finance; Executive
<i>Lead Committee</i>	Programs (lead); Finance
<i>Partners</i>	NCACCP Program Committee and Finance Committee
<i>Resources</i>	System office staff critical to this work will have limited capacity to drive this work during the 2023 legislative session, so recommend starting work in summer 2023.

Incentives for Regional Collaboration	
Tactic Element	Description
<i>Overview</i>	Examine possible changes to the current funding model that will create incentives for colleges to partner on program delivery. This can expand access to high-demand, high-cost programs for students in a region, reduce overall training costs, and expand the talent pipeline in a region. Various funding models will need to be examined and their costs and benefits presented to the Legislature and other funding partners for their support. New guidelines for multi-college programs of study will need to be developed as well.
<i>Rationale</i>	Businesses that are locating or expanding in North Carolina have significant workforce needs that they will need community colleges to help fulfill. Under the current funding model, colleges are funded based on the number of full-time equivalent students (FTE) that they serve. This creates incentives for colleges to offer all the programs they can at their college rather than sharing students and resources, even when it would save money overall and expand course offering for students. When colleges do share programs and students, it is often done at a financial loss and is based on personal relationships between college leaders.
<i>Strategic Plan Reference(s)</i>	Objective 5.2: Modernize and realign the Community College System's funding formula. <ul style="list-style-type: none"> Strategy 5.2.3: Create incentives for regional collaboration by increasing funding for programs offered through multi-college partnerships.
<i>Lead Persons</i>	Brandy Andrews, CFO; Alex Fagg, Government Relations; Levy Brown, Senior VP/CAO; Dr. Bill Schneider, AVP Research and Performance Management; Dr. Patrick Crane, VP Strategic Initiatives
<i>Lead Divisions</i>	Finance and Business Services, Executive, Programs
<i>Lead Committee</i>	Finance, Programs and Student Success, Strategic Planning
<i>Partners</i>	Presidents Association (NCACCP); experts in higher education finance; General Assembly
<i>Resources</i>	System office staff critical to this work will have limited capacity to drive this work during the 2023 legislative session, so recommend starting work in summer 2023. The development and evaluation of funding models may require external consultants.

Statewide Marketing Strategy	
Tactic Element	Description
<i>Overview</i>	Working with the State Board, colleges, the Foundation, and other partners, develop a statewide marketing campaign that increases NCCCS brand visibility, provides potential students information about the return on investment from community colleges, and help drive increased community college enrollment across the state.
<i>Rationale</i>	Strong interest in creating a statewide marketing campaign was identified during the regional listening sessions and development of the strategic plan. This is particularly important to smaller colleges that may lack robust marketing budgets. Marketing statewide can help save colleges money while helping build NCCCS brand visibility and increasing enrollment statewide.
<i>Strategic Plan Reference(s)</i>	<ul style="list-style-type: none"> • Strategy 2.1.1: Develop and utilize marketing strategies to increase enrollment. Increase emphasis on the enrollment of underrepresented and non-traditional students. • Strategy 2.2.1: Increase career awareness and develop tools to communicate the personal and statewide return on investment derived from community college education and shortterm training. • Strategy 5.3.3: Implement new communications and statewide marketing strategies.
<i>Lead Persons</i>	Nathan Hardin, Executive Director of Communications; Dr. Kim Gold, Chief of Staff
<i>Lead Divisions</i>	Executive
<i>Lead Committee</i>	Programs and Student Success; TBD
<i>Partners</i>	Programs and Student Services Division, Department of Commerce, Presidents Association, NCCC Foundation
<i>Resources</i>	TBD. Anticipate \$1-2 million needed.

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