

STATE BOARD OF COMMUNITY COLLEGES

Mr. Scott Shook, Chair

September 21, 2018

North Carolina Community College System
J. Gregory Poole Conference Room
Caswell Building, 200 West Jones Street
Raleigh, North Carolina

TELEPHONIC

Call will originate from the following locations:

Wednesday, September 19, 2018

COMMITTEE MEETING

Personnel Committee 10:00 a.m. AW North Carolina Conference Room

Thursday, September 20, 2018

COMMITTEE MEETINGS

Finance Committee 1:30 p.m. Conference Room 201A

Programs Committee 1:30 p.m. Innovation Station

Policy Committee 3:00 p.m. Innovation Station

Chair's Agenda Review 3:30 p.m. Innovation Station

Friday, September 21, 2018

BOARD MEETING

9:00 a.m. J. Gregory Poole Conference Room

- ❖ Call to Order
- ❖ Roll Call
- ❖ Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- ❖ Approval of Minutes - August 17, 2018
- ❖ Approval of Agenda
- ❖ Approval of Consent Agenda (*Consent Agenda items are listed on the Consent Agenda and are designated by [CA] on the Full Agenda*)

CALENDAR COMMITTEE, Mr. Ernest Pearson, Chair

For Action

State Board 2019 Meeting Calendar (Attachment CAL 01) [CA]

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

For Action

Review of Comments for 1C SBCCC 300.1 – “Presidential Selection Process” (Attachment PER 01)

Amend 1C SBCCC 300.98 – “Evaluation of Presidents” (Attachment PER 02)

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

For Information

System Office Vacancy Report – September 2018 (Attachment PER 04)

College President Status Report – September 2018 (Attachment PER 05)

SBCC Code Report – September 2018 (Attachment PER 06)

Voluntary Shared Leave Request (Attachment PER 07)

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

For Action

Amend 1G SBCCC 100.1 – “Definitions” (Attachment FC 01)

Allocation for NC Space Grant Undergraduate Student Research (Attachment FC 02) [CA]

Catalyzing Career and Technical Education through Enhanced Career Pathways (Attachment FC 03) [CA]

Allocation for Employability Skills Alignment Project (Attachment FC 04) [CA]

Annual Report to the State Building Commission on Construction Delegation Authority
(Attachment FC 05) [CA]

Construction and Property (Attachment FC 06) [CA]

For Information

SBCC Code Report – September 2018 (Attachment FC 07)

2006 HUB Facilities and Equipment Grant as of July 1, 2017 to June 30, 2018 (Attachment FC 08)

2007 HUB Facilities and Equipment Grant as of July 1, 2017 to June 30, 2018 (Attachment FC 09)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

For Future Action

Annual Report to the Joint Legislative Education Oversight Committee NC Career Coach Program GS 115D-21.5. (Attachment PROG 01)

Review of the Comprehensive Articulation Agreement that Exists Between Constituent Institutions of the North Carolina Community College System and Constituent Institutions of the University of North Carolina (Attachment PROG 02)

For Action

Curriculum Program Applications – Fast Track for Action (FTFA) (Attachment PROG 03) [CA]

Combined Course Library – Continuing Education (Attachment PROG 04) [CA]

Initiate Rulemaking to Amend 1D SBCCC 400.8 – “Courses for Curriculum Programs”
(Attachment PROG 05)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair (continued)

For Information

Curriculum Program Termination as Approved by the System President (Attachment PROG 06)
SBCC Code Report (Attachment PROG 07)

POLICY COMMITTEE, Mr. Bob Stephens, Chair

For Future Action

Recommendation for Initial Proprietary School Licensure (Attachment POL 01)

For Action

Amend 1B SBCCC 400 – “Program Accountability” (Attachment POL 02)

For Information

SBCC Code Report – September 2018 (Attachment POL 03)

NEW BUSINESS

PRESIDENT’S REPORT

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS

The next State Board meeting is scheduled for Wednesday, October 17, 2018 through Friday, October 19, 2018 at Davidson County Community College in Lexington. More information regarding this meeting will be communicated.

EXPIRING TERMS AND VACANCIES

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

ADJOURNMENT

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

CONSENT AGENDA

CALENDAR COMMITTEE, Mr. Ernest Pearson, Chair

State Board 2019 Meeting Calendar (Attachment CAL 01)

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Allocation for NC Space Grant Undergraduate Student Research (Attachment FC 02)

Catalyzing Career and Technical Education through Enhanced Career Pathways (Attachment FC 03)

Allocation for Employability Skills Alignment Project (Attachment FC 04)

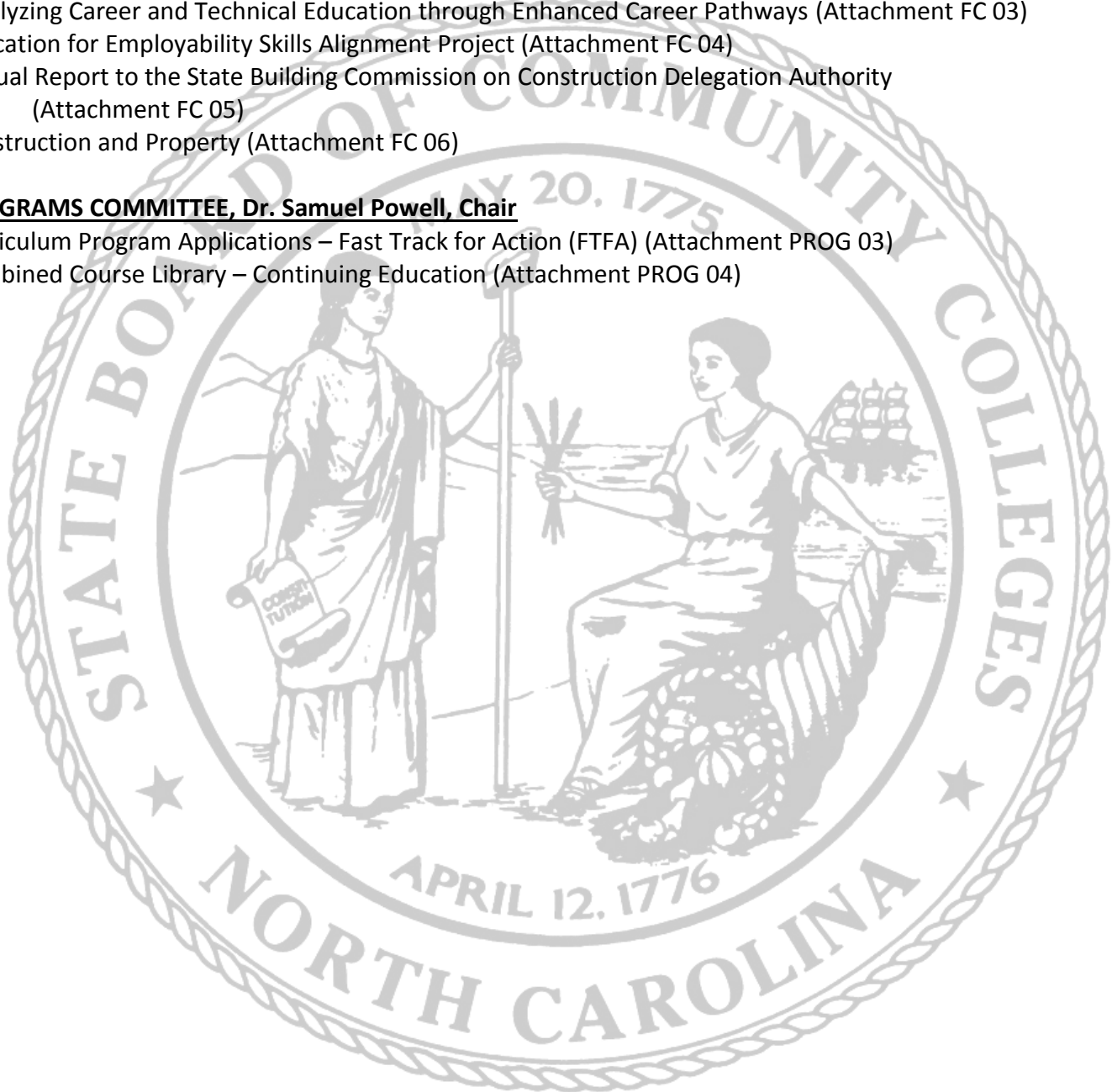
Annual Report to the State Building Commission on Construction Delegation Authority
(Attachment FC 05)

Construction and Property (Attachment FC 06)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

Curriculum Program Applications – Fast Track for Action (FTFA) (Attachment PROG 03)

Combined Course Library – Continuing Education (Attachment PROG 04)





State Board of Community Colleges
Forsyth Technical Community College
Dewitt E. Rhoades Conference Center, 1615 Miller Street
Winston Salem, North Carolina
August 17, 2018
9:00 a.m.

CALL TO ORDER

Following proper public notification, Chairman Scott Shook called the State Board of Community Colleges (SBCC) Meeting to order at 9:04 a.m. in the Dewitt E. Rhoades Conference Center of Forsyth Technical Community College.

ROLL CALL

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

- | | | |
|-------------------------|-------------------|---------------------|
| Ms. Lisa Estep * | Mr. Bill McBrayer | Mr. Robert Stephens |
| Ms. Toni Formato | Mr. Ernie Pearson | Mr. Burr Sullivan |
| Lt. Governor Dan Forest | Dr. Samuel Powell | Mr. Clark Twiddy |
| Mr. William Holder | Mr. Lynn Raye | Mr. Jerry Vaughan |
| Mr. Bobby Irwin | Mr. James Rose * | Ms. Ann Whitford |
| Mr. Frank Johnson * | Mr. Scott Shook | Dr. Candler Willis |
| Mr. Todd Johnson | | |

*Attended by telephone

Absent: Dr. Breeden Blackwell and Treasurer Dale Folwell

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

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

APPROVAL OF THE MINUTES

Mr. Raye made a motion to approve the July 20, 2018 minutes for the State Board of Community Colleges as presented. Mr. McBrayer seconded the motion and the minutes were unanimously approved.

CHANGES TO THE AGENDA

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

CALENDAR COMMITTEE, Mr. Ernest Pearson, Chair

Mr. Pearson stated the Calendar Committee had no changes.

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

Mr. McBrayer stated the Personnel Committee has one item for ratification.

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Mr. Raye stated the Finance Committee has no changes.

PROGRAM SERVICES COMMITTEE, Dr. Samuel Powell, Chair

Dr. Powell stated Programs Committee would like to move the following from Future Action to Action:

- Customized Training Program Annual Report (Attachment PROG 01)
- Initiate Rulemaking Process to Amend 1D SBCCC 400.9 – “Curriculum Programs” (Attachment PROG 02)

STRATEGIC PLANNING COMMITTEE, Mr. Jerry Vaughan, Chair

Mr Vaughan stated Strategic Planning Committee has no changes.

POLICY COMMITTEE, Mr. Bob Stephens, Chair

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

- Recommendations for Initial Proprietary School Licensure (Attachment POL 01)
- State Board of Proprietary Schools Recommendation to Revoke Licensure (Attachment POL 02)

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Dr. Powell made a motion to approve the consent agenda, Mr. Holder seconded the motion, and the motion was unanimously approved by voice vote.

Items approved on the Consent Agenda were as follows:

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 04)
Allocation for BioNetwork Host Colleges (Attachment FC 05)
Allocation for Customized Training – Regional Trainers (Attachment FC 06)
Construction and Property – August 2018 (Attachment FC 07)

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

Curriculum Program Applications – New to the System (Attachment PROG 03)
Courses of Instruction – Captive/Co-opted Groups (Attachment PROG 04)
Combined Course Library – Continuing Education (Attachment PROG 05)

REPORTS:

The Honorable Virginia Foxx, United States House of Representatives, North Carolina 5th Congressional District

Representative Foxx welcomed the State Board to the 5th District of North Carolina. She stated community colleges are where the action is and are finally getting the recognition they deserve. As the Chair of the House Committee on Education and the Workforce, worked on a variety of beneficial programs. The committee emphasis has been on accountability and local control. Currently, the Committee is working on the Prosper Act, the first reform of post-secondary education since 1965.

Representative Foxx reviewed highlights of the proposed bill.

Ms. Lyn Austin, Member of North Carolina Association of Community College Trustees

Ms. Austin provided an update from NCACCT:

- NCACCT continues to work toward the Leadership Seminar scheduled September 5-7, 2018 in Asheville. Looking to have over 250 attendees.
- The inaugural meeting of the System Advisory Council will occur immediately after the Leadership Seminar on Friday, September 7. The council will lead efforts to continue communication and collaboration among all North Carolina Community College System partners.
- Ms. Woodson and Ms. Hipple participated in the western Presidents trustee training which occurred on August 3, 2018. Looking forward to additional regional meetings and on-line training opportunities in the future.

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

Ms. Formato provided an update of N4CSGA activities:

- The N4CSGA executive board has filled all vacant positions
- Three board members have been chosen to attend the National Conference on Student Leadership on November 15th – 17th.
- The N4CSGA is currently working on finding workshop presenters and guest speakers for the Fall Conference. Workshops will focus on educating delegates of LGBTQ+ students, and how to advocate and support these students.

President David Shockley, President of North Carolina Association of Community College Presidents

President Shockley provided an update of NCACCP activities:

- The NCACCP will be working closely with NC State to develop the New Presidents Academy. A lot of talent will be lost this year due to retirements, but this is an opportunity to bring in new ideas.
- A major priority for the year is to work closely with the SBCC, NCACCT and System Office staff to develop a long-range legislative plan of action. A goal is for the process of developing legislative priorities to become parallel and less sequential.
- President Shockley stated he is very excited by the creation of the System Advisory Council which will promote greater communication among the System's stakeholders.
- It is time for the Presidents, System, and all of our stakeholders to be proud of working for our system. Everyone is going to be active and accountable in reaching out to General Assembly members and communities.

Chairman Shook told President Shockley he looks forward to working with him this year.

President Green, President Forsyth Technical Community College

President Green thanked the State Board for its support of the colleges. Appreciate leadership of President Hans and Chairman Shook.

Chairman Shook thanked President Green for hosting the State Board meeting.

COMMITTEE REPORTS

CALENDAR COMMITTEE, Mr. Ernest Pearson, Chair

Mr. Pearson presented the proposed 2019 calendar. Chairman Shook brought attention to the change in the April date. SBCC meeting will be held jointly with the NCACCT meeting in Raleigh. The item will be presented for approval next month.

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

Ratification of the hiring of Mr. Seth Riggins to serve as Assistant to the President

President Hans shared information about Mr. Riggins' work experience and the additional duties of the position.

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

Mr. Seth Riggins to serve as Assistant to the President

The above item was approved by voice vote.

FINANCE COMMITTEE, Mr. Lynn Raye, Chair

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

Ms. Grovenstein reminded the State Board this item was reviewed on Thursday.

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

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

The above item was approved by voice vote.

Legislative Report Community College Workforce Study (Attachment FC 02)

Ms. Grovenstein reviewed Attachment FC 02.

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

Legislative Report Community College Workforce Study (Attachment FC 02)

The above item was approved by voice vote.

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

Ms. Grovenstein reviewed Attachment FC 03.

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

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

The above item was approved by voice vote.

PROGRAMS COMMITTEE, Dr. Samuel Powell, Chair

Initiate Rulemaking Process to Amend 1D SBCCC 400.9 – “Curriculum Programs” (Attachment PROG 02)
Adopt 1D SBCCC 300.9 – “Clinical Practice”, Adopt 1D SBCCC 300.10 – “Work-Based Learning”, Amend 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”, Amend 1G SBCCC 200.94 – “Reporting of Student Hours in Membership for Continuing Education Classes” (Attachments PROG 06-09)

Ms. Martin reviewed the items presented.

Programs item 02 – Will delegate the authority for the President to approve curriculum standard. It would only come to the State Board if there is conflict between colleges. There would be an information item later to inform the State Board of the change.

Programs items 06-09 – Ms. Martin explained these items are related, but in separate sections of the State Board Code. These items are based on collaboration and feedback on the clinical program rules in relation to hours.

Dr. Powell asked when the items would be updated online. Ms. Martin stated notices will be distributed by Tuesday, August 21, 2018 and the items will be effective and updated on September 1st.

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

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

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

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

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

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

The above item was approved by voice vote.

POLICY COMMITTEE, Mr. Bob Stephens, Chair

Recommendations for Initial Proprietary School Licensure (Attachment POL 01)

Mr. Stephens provided a summary of the information contained in Attachment POL 01.

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

Recommendations for Initial Proprietary School Licensure (Attachment POL 01)

The above item was approved by voice vote.

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

Mr. Corl presented information contained in Attachment POL 02.

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

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

The above item was approved by voice vote.

NEW BUSINESS

Mr. Vaughan spoke about the presentation done by Dr. Jewel Cherry during the Strategic Planning Committee meeting. Dr. Cherry presented information about the program at Forsyth Tech related to student retention.

Dr. Chapman stated people are working to be more focused on advising. There is a group of 10 colleges looking at research analysis on proactive advising.

Mr. Stephens shared New Horizons Computer Learning Center – Charlotte, a proprietary school, chose to increase its bond at its own initiative. It is recommended the Board authorize the Chairman to approve the requested additional bond. Mr. Corl shared the increase to the bond would provide better protection for students.

Mr. Stephens motioned to authorize Chairman Shook to approve the requested additional bond for New Horizons Computer Learning Center – Charlotte. Mr. Pearson seconded, and the motion was approved by the Board via voice vote.

PRESIDENTS REPORT

President Hans thanked Forsyth Technical Community College for being a gracious host.

President Hans discussed issues community colleges are seeing with Residency Determination Service (RDS). The cost is approx. \$2.6 million to the community colleges because more community college students going through the process. It is an access question because it is not a simple process. It is overseen by SEAA (State Education Administration Association). Has impacted approx. 6,000 students who start the process but don't complete because of the difficulty. Seeking relief on expense and ease of access for our students. The impact is felt by community colleges, independent colleges/universities, and UNC. Approx. 60% of the cost is falling on community colleges because of the number of applicants.

DATE OF NEXT MEETING

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

EXPIRING TERMS AND VACANCIES

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

ADJOURNMENT

Mr. Raye motioned to adjourn, seconded by Mr. McBrayer, unanimously approved by voice vote at 11:24 a.m.

RESPECTFULLY SUBMITTED BY:
Secretary

APPROVED BY:

Peter Hans, System President

Mr. Scott Shook, Chair

STATE BOARD OF COMMUNITY COLLEGES
2019 Meeting Calendar

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

* The State Board of Community Colleges does not typically meet during the months of June and December. In the event a meeting is required during these months, potential meeting dates have been established and are highlighted in gray.

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

Members are requested to hold these dates on their calendars until notified that they are no longer necessary.

AGENDA
State Board of Community Colleges
PERSONNEL COMMITTEE
AW North Carolina Conference Room
Wednesday, September 19, 2018 – 10:00 a.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – September 10, 2018

For Action

- Review of Comment for 1C SBCCC 300.1 – “Presidential Selection Process” (Attachment PER 01)
- Amend 1C SBCCC 300.98 – “Evaluation of Presidents” (Attachment PER 02)
- Review of Comment for 1C SBCCC 400 – “Salaries and Benefits” (Attachment PER 03)

For Information

- System Office Vacancy Report – September 2018 (Attachment PER 04)
- College President Status Report – September 2018 (Attachment PER 05)
- SBCC Code Report – September 2018 (Attachment PER 06)
- Voluntary Shared Leave Report (Attachment PER 07)

New Business

Adjourn



STATE BOARD OF COMMUNITY COLLEGES Public Comments

Proposed Adoption 1C SBCCC 300.1 – “Presidential Selection Process” Comment Period Ending 23 August 2018

	Respondent	Rule, Page and Line #	Public Comment	System Office Response
1.	George M. Marshall, Chair on behalf of the Haywood Community College Board of Trustees Haywood CC	1C SBCCC 300.1(i), p. 2; Lines 17-19	<p>On behalf of the Haywood Community College Board of Trustees I am submitting the following comments relating to the Presidential Selection Process "1C SBCCC 300.1". It is our Board of Trustees' position that this process is satisfactory with the exception of 1C SBCCC 300.1(i) - "The System Office shall convey in writing to the chairman of the board of trustees the SBCC's action on the board of trustees' election. The action of the SBCC is final."</p> <p>If the college meets the general process including the review of background checks as outlined in subsection (d); then upon the SBCC notifying the college's board of trustees of their review, the local community college's board of trustees shall then have "the final action" to hire the candidate not the SBCC.</p> <p>Our position is that the local community college should have the final right and role of employing the candidate of their choice following the SBCC's review of the college's candidate as outlined in subsection (d). North Carolina community colleges are as the name implies "community" and it should be the local "community" college board of trustees who make the final selection of its presidential candidate. Thank you for your serious consideration to amend this element, (i) of "1C SBCCC 300.1".</p>	<p>The System Office recommends no change. G.S. 115D-20(1) expressly provides that the "election of a president or chief administrative officer shall be subject to the approval of the State Board of Community Colleges." As such, the SBCC does not have the administrative authority to relinquish the SBCC's responsibility to approve the election of a community college president.</p>



1 **State Board of Community Colleges Code**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 300. EMPLOYMENT/HIRING PRACTICES**

7
8 **1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS**

- 9 (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees
10 shall notify the System President and invite the System President or the System
11 President’s designee to meet with the board of trustees to discuss legal requirements
12 and other procedural matters while also providing technical assistance to the board of
13 trustees as needed.
- 14 (b) In the selection of the college president, the board of trustees shall, at minimum,
15 consider general input from college and community stakeholders on the desired
16 attributes of a college president and evaluate more than one candidate for the position.
17 The State Board may waive this requirement at the request of the board of trustees if
18 the State Board determines it is in the college’s interest to do so.
- 19 (c) The board of trustees shall submit at least one candidate to the System President for
20 review at least ten business days prior to the next regularly scheduled SBCC
21 Personnel Committee meeting or at least ten business days prior to a special called
22 SBCC Personnel Committee meeting.
- 23 (d) While completing the review process, the System President or the System President’s
24 designee shall confirm that the board of trustees completed a background check to
25 include the following:
- 26 (1) Social security number verification,
27 (2) Criminal history check,
28 (3) Civil litigation history check,
29 (4) Education verification,
30 (5) Employment verification, and
31 (6) Personal credit history check.

- 1 (e) Upon completion of the review process, the System President shall present the
2 name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration
3 and assessment.
- 4 (f) Following consideration and assessment of the candidate(s), the Personnel
5 Committee of the SBCC or the SBCC shall authorize the System President to
6 communicate the Personnel Committee's or the SBCC's assessment to the board of
7 trustees.
- 8 (g) The board of trustees shall proceed with the final election process and submit the board
9 of trustees' final election to the SBCC for approval. The board of trustees shall submit
10 the board's recommendation in writing to the System President at least five business
11 days prior to the next meeting of the SBCC.
- 12 (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly
13 scheduled meeting following receipt of the local board's election unless delayed for
14 cause as determined by the SBCC.
- 15 (i) The System Office shall convey in writing to the chairman of the board of trustees the
16 SBCC's action on the board of trustees' election. The action of the SBCC is final.
- 17 (j) No college shall execute a contract prior to SBCC action to approve the local board's
18 presidential election without a provision specifying that the effective date of the
19 contract is subject to the SBCC's approval of the presidential election.

20

21 History Note: Authority G.S. 115D-5 and 115D-20

22 Eff. October 1, 2018.

23



1 **State Board of Community Colleges Code**
2 **TITLE 1 - COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **1C SBCCC 300.98 EVALUATION OF PRESIDENTS**

7 (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the
8 performance of its president annually. The evaluation instrument and methodology
9 shall be selected by the local board, but the evaluation shall, at a minimum, include
10 the following categories:

11 (1) General administration;

12 (2) Relationships including:

13 (A) Internal relationships with faculty, staff, students, and trustees; and,

14 (B) External relationships with business and industry, the media, governmental
15 bodies, and the general public;

16 (3) Personal attributes;

17 (4) Personnel administration;

18 (5) Fiscal and facilities administration; and,

19 (6) Academic administration.

20 (b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees
21 shall, in writing, notify the State Board of the following:

22 (1) The time period for which its president was evaluated and the date the evaluation
23 was completed;

24 (2) Description of the methodology used for the evaluation;

25 (3) Certification that the evaluation included a written assessment of the president's
26 performance in each of the categories identified in Paragraph (a) of this Rule;

27 (4) Certification that the full board received a copy and discussed the evaluation
28 results and the results were discussed with the president; and

29 (5) Certification that the full board received a copy of and reviewed the president's
30 contract if the president has a contract;

1 (6) A listing of board members in attendance at the meeting when the president's
2 evaluation was conducted; and

3 (7) Certification that appropriate action, as defined by the local board, has been taken
4 if the president's performance is less than satisfactory in any of the categories
5 identified in Paragraph (a) of this Rule.

6 (c) If the president has a contract, local boards of trustees shall note in the meeting
7 minutes that they have reviewed the president's contract.

8

9 *History Note: Authority G.S. 115D-5; 115D-20;*

10 *Eff. September 1, 1993;*

11 *Amended Eff. [October 1, 2018](#), October 1, 2006.*

12

13

STATE BOARD OF COMMUNITY COLLEGES

Public Comments

**Proposed Amendment of 1C SBCCC 400 – “Salaries and Benefits”
Comment Period Ending 23 August 2018**



	Respondent	Rule, Page and Line #	Public Comment	System Office Response
1.	Haygood, Jennifer, NCCCS Chief of Staff	1C SBCCC 400.4, p. 3; Line 23	Not all college employees are on contracts, and the System Office does not have a method currently for collecting either contract term or number of months employed. For this reason, I recommend that we delete “and contract term” from page 3, line 23 of 1C SBCCC 400.4.	The System Office concurs.



1 **State Board of Community Colleges Code**
2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 400. SALARIES AND BENEFITS**

7
8 **1C SBCCC 400.1 DEFINITIONS**

9 The following definitions apply to this subchapter:

- 10 (a) “Base Salary” – A fixed amount or a rate of compensation paid to an employee for
11 work performed, excluding benefits and any other payments or allowances, such as
12 longevity and bonuses.
- 13 (b) “Bonus Pay” – A lump sum payment provided to employees, excluding longevity pay.
14 Compensation provided to an employee for work in addition to the employee’s normal
15 duties is not considered “bonus” pay.
- 16 (c) “Longevity Pay” – A lump sum payment provided to recognize long-term State
17 service, as provided by 1C SBCCC 400.8.

18
19 *History Note: Authority G.S. 115D-5;*

20 *Eff. [October 1, 2018](#)*

21
22 **1C SBCCC 400.2 COLLEGE PRESIDENT SALARIES**

- 23 (a) Upon hire and each fiscal year thereafter, the college board of trustees shall set the
24 college president’s salary, consistent with the parameters set forth in this rule.
- 25 (b) The college board of trustees shall pay the college president a base salary from State
26 funds consistent with the following provisions:
- 27 (1) The State Board shall adopt State salary grades for college presidents that are
28 based on institutional size. The System President shall determine annually the
29 proper salary grade for the president of each college based on its institutional size.
30 Institutional size is defined as the sum of:

- 1 (A) The higher of the number of curriculum budget FTE as defined 1G SBCCC
2 100.1(4) for the prior reporting year or the average of the number of curriculum
3 budget FTE for the prior two reporting years;
- 4 (B) The higher of the number of continuing education budget FTE as defined by
5 1G SBCCC 100.1(4) for the prior reporting year or the average of the number
6 of continuing education budget FTE for the prior two reporting years; and
- 7 (C) The higher of the number of curriculum and continuing education non-budget
8 annual FTE for the prior reporting year or the average of the number of
9 curriculum and continuing education non-budget annual FTE for the prior two
10 reporting years.
- 11 (2) For each salary grade, the State Board shall adopt a salary that all presidents
12 assigned to that grade shall be paid from State funds, except as provided by
13 provision (b)(3). The State Board shall adjust the prescribed salary for each grade
14 annually consistent with legislative action.
- 15 (3) If the salary paid from State funds to a college president in FY 2012-13 exceeds
16 the salary adopted by the State Board for that college's salary grade, the State
17 Board shall allocate from State funds an amount that equals his or her FY 2012-
18 13 salary supported from State funds adjusted for any subsequent legislative
19 salary adjustment enacted into law by the General Assembly until such time that
20 the president separates from that college.
- 21 (c) Boards of trustees shall pay an acting or interim president from State funds an amount
22 equal to the salary prescribed by the State Board for that college's salary grade.
- 23 (d) Boards of trustees shall not provide bonus pay to the college president using State
24 funds unless authorized by the General Assembly.
- 25 (e) Boards of trustees may supplement the base salary paid from State funds for
26 permanent, acting, or interim college presidents, using non-State funds, if not
27 prohibited by the non-State fund source. The supplement may be in the form of
28 supplemental base salary or bonus pay.

29

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

31 *Eff. [October 1, 2018](#)*

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1C SBCCC 400.3 COLLEGE EMPLOYEE RATES OF PAY

- (a) The State Board shall adopt a minimum and maximum amount of State funds which may be paid to any individual working in a college. The State Board shall also adopt minimum salaries for curriculum faculty based on educational level.
- (b) The college president shall establish the rate of pay for college employees consistent with the college’s local human resources policy required by 1C SBCCC 200.94, the parameters established by the State Board in subsection (a) of this rule, and any applicable legislation enacted by the General Assembly.
- (c) Salary increases shall be granted consistent with local policy and the requirements set forth by the General Assembly.
- (d) Colleges shall not provide bonus pay to college employees using State funds unless authorized by the General Assembly.
- (e) Colleges may supplement the base salary paid from State funds for college employees using non-State funds, if not prohibited by the non-State fund source. The supplement may be in the form of supplemental base salary or bonus pay.

History Note: Authority G.S. 115D-5;
Eff. [October 1, 2018](#)

1C SBCCC 400.4 REPORTING OF COLLEGE EMPLOYEE SALARIES

Colleges shall certify and report annually to the System Office information about college employee pay and contract term, as of the prescribed reporting date and in the format prescribed by the System Office.

History Note: Authority G.S. 115D-5;
Eff. [October 1, 2018](#)

1C SBCCC 400.5 CONTRACT BUY OUTS

- (a) Boards of trustees shall not use state funds to buy out contracts, unless required by a court of competent jurisdiction. The parties entering into a contract are responsible for

1 implementing the contract. Therefore, should it become necessary to terminate
2 employment prior to the expiration of a contract and if it is necessary to buy out the
3 contract, such payment shall not be paid from state funds.

4 (b) For an employee who is separated from the college for unsatisfactory job
5 performance, a college may provide up to two weeks' pay from the same funding
6 source as the employee's base salary in lieu of notice. Such pay in lieu of notice is
7 applicable only to dismissals or non-renewals for unsatisfactory job performance.

8 (c) An individual in a state-funded position whose employment is terminated prior to the
9 expiration of a contract may not be re-employed by the college to offset the lost wages
10 which the employee would have received under the contract. Colleges shall make all
11 efforts to prevent terminations which require buying out contracts.

12 (d) If an individual whose employment contract has been terminated enters into another
13 employment agreement with the college, such employment shall be for a salary
14 commensurate with the services being performed. Such employment shall not be to
15 provide the employee the same level of compensation he or she would have received
16 under the former contract.

17
18 *History Note: Authority G.S. 115D-5;*

19 *Eff. [October 1, 2018](#)*

20
21 **1C SBCCC 400.6 EDUCATIONAL LEAVE WITH PAY**

22 (a) The term "educational leave" means the release from duties or time normally required
23 of a full-time employee in carrying out the full load of responsibilities assigned to
24 further his education.

25 (b) Each local board of trustees shall adopt an educational leave policy for employees.
26 State funds may be used to pay employee salaries while they are on educational leave
27 if the following criteria are incorporated in the local board of trustees' policy:

28 (1) The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis.

29 (2) The employee shall be under contract to the college for the next fiscal year.

30 (3) Educational leave shall not exceed one semester per fiscal year.

1 (4) An employee who fails to honor the contract stipulated in Subparagraph (b)(2) of
2 this Rule shall be required to repay the amount expended for the educational leave.
3 If the employee fulfills a portion of the contract before failing to honor the contract,
4 repayment shall be based on a pro-rata portion (e.g., if an employee works 4
5 months of a 12-month contract, a repayment of 66.7 percent of the educational
6 leave would be required).

7
8 *History Note: Authority G.S. 115D-5;*

9 *Eff. [October 1, 2018](#)*

10
11 **1C SBCCC 400.7 MILITARY LEAVE**

12 (a) The rules concerning military leave, codified in Title 25 of the North Carolina
13 Administrative Code, Subchapter 1E, Section .0800 are hereby incorporated by
14 reference including any subsequent amendments and editions of these rules to apply
15 to community college system employees.

16
17 *History Note: Authority G.S. 115D-5;*

18 *Eff. [October 1, 2018](#)*

19
20 **1C SBCCC 400.8 LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL**

21 (a) Employees of institutions in the community college system assigned to permanent
22 fulltime or permanent -part-time- positions shall receive longevity pay if the employees
23 meet the requirements of total qualifying service set forth in this Rule.

24 (b) Total service for the longevity pay plan is based on a month-for-month- computation
25 of permanent fulltime and permanent -part-time- (20 hours or more, but less than
26 full-time) employment with:

27 (1) An institution in the community college system or a school administrative unit
28 regardless of the source of salary and including state, local or other paid
29 employment.

30 (A) Employment for a school year is equivalent to one full calendar year (credit for
31 a partial year is given on a month-for-month- basis).

- 1 (B) In no event will an employee earn more than a year of total service credit in a
2 12-month period.
- 3 (C) If an employee is in pay status (working, exhausting vacation or sick leave, or
4 when on workers' compensation leave or is on authorized military leave) for
5 one-half or more of the regularly scheduled workdays in a month, credit shall
6 be given for the entire month.
- 7 (2) Departments, agencies, and institutions of the State of North Carolina, (e.g.,
8 Department of Administration, Department of Revenue, University of North
9 Carolina, Department of Community Colleges, Department of Public Instruction).
- 10 (3) Other governmental units which are now agencies of the State of North Carolina
11 (e.g., county highway maintenance forces, War Manpower Commission, judicial
12 system).
- 13 (4) County agricultural extension service.
- 14 (5) Local mental health, public health, social services or civil preparedness agencies
15 in North Carolina, if such employment is subject to the Office of State Human
16 Resources Act.
- 17 (6) Authorized military leave.
- 18 (A) Credit for military leave is granted only for persons who were employees of the
19 State of North Carolina or other agencies listed in Paragraph (b) of this Rule
20 who were granted leave without pay:
- 21 (i) for a period of involuntary service plus 90 days or for a period of voluntary
22 enlistment for up to four years, plus 90 days, so long as they returned to
23 employment in a covered agency within the 90 days; or
- 24 (ii) for a period of active duty for service, alerts, or required annual training
25 while in the National Guard or in a military reserve program.
- 26 (B) Employees who enlist for more than four years or who re-enlist shall not be
27 eligible for military leave.
- 28 (C) Employees hospitalized for a service connected- disability or injury shall be
29 granted additional leave without pay for the period of hospitalization plus 90
30 days or for 12 months, whichever is shorter. The hospitalization must

1 commence before reinstatement into qualifying service for the provisions of this
2 part to apply.

3 (c) Total service for the longevity pay plan does not include:

4 (1) Temporary service, that is, service by an employee who works in a temporary
5 position, or who is working temporarily in the absence of a permanent employee
6 on leave of absence, except that temporary service of employees of the General
7 Assembly will be counted and the full legislative terms of the members. Service of
8 legislative interns and pages will not be counted.

9 (2) Periods of out-of-state employment with other states, schools, colleges or
10 universities.

11 (3) Periods of employment with agencies of the federal government.

12 (4) Periods of military service other than those categories described in Subparagraph
13 (b)(6) of this Rule.

14 (5) Periods of employment for employers other than the State of North Carolina even
15 though credit in the North Carolina retirement system has been purchased for such
16 employment.

17 (d) An employee assigned to a permanent fulltime or permanent part-time- position is
18 eligible for longevity pay only after the date the employee has completed ten years of
19 total service with a community college, a school administrative unit or an agency.

20 (e) Annual longevity pay amounts are based on the length of total service to agencies,
21 community colleges, and school administrative units as designated in Paragraph (b)
22 of this Rule and a percentage of the employee's annual rate of pay on the date of
23 eligibility.

24 (1) Longevity pay amounts are computed by multiplying the employee's annual base
25 or contract salary rate as of the eligibility date by the appropriate percentage,
26 rounded to the nearest dollar, in accordance with the following table:

Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%

1 (6) If an eligible employee at the time of separation has a fraction of a year toward the
2 next higher percentage rate, payment shall be based on the higher rate; however,
3 the basic eligibility for longevity requirement must have been satisfied before this
4 provision can apply.

5 (7) Leave without pay in excess of one-half the work days in a month (with the
6 exception of authorized military leave and worker's compensation leave) will delay
7 the longevity anniversary date on a month-for-month basis.

8 (g) Boards of trustees shall pay longevity pay from the same source of funds and in the
9 same pro-rata- amounts from which the employee's regular annual salary is paid (e.g.
10 state, federal, local funds). If boards of trustees want to provide longevity payments in
11 excess of the amounts provided for by subsection (e)(1), such payments may not be
12 supported with state funds as defined by 1H SBCCC100.1.

13 (h) The president of each community college shall:

14 (1) Determine the quantity of qualifying service and the longevity anniversary date for
15 each eligible employee.

16 (2) Furnish to the State Board, in format prescribed by the System Office, data
17 necessary for a determination of the cost of the longevity pay plan from state funds.

18 (i) The President of the Community College System shall determine the total cost of the
19 longevity pay plan from data submitted by each community college. If funds are not
20 adequate to pay longevity rates established under this Rule, the President of the
21 Community College System shall submit a budget revision to the State Budget Officer
22 requesting additional funds from other available sources within State Aid.

23
24 *History Note: Authority G.S. 115D-5;*

25 *Eff. [October 1, 2018](#)*

26
27 **1C SBCCC 400.9 EMPLOYEE MERITORIOUS SERVICE AWARDS**

28 Colleges are authorized to establish employee meritorious service award programs. To
29 express appreciation to their valued employees, colleges may adopt a policy of
30 recognizing continued dedicated service through a program of service awards. The
31 program shall provide:

- 1 (a) Management a tool to recognize ongoing employee dedication and a means to
2 reinforce, acknowledge and retain employee commitment at critical milestones.
- 3 (b) Recognition of employees' service in increments of five years through retirement. A
4 college may define "service" as total service, as defined in 1C SBCCC 400.8(b), or
5 college service.
- 6 (c) Service awards to employees reaching each five-year milestone. Employee service
7 awards may be purchased through the State of North Carolina Service Awards:
8 Excellence in Service Program or the college may purchase awards of comparable
9 value.
- 10 (d) The purchasing of awards is dependent upon availability of funds to finance the
11 program. Boards of trustees may use State (see 1H SBCCC 200.8) or non-State
12 funds, if authorized by the non-State fund source, to purchase the awards.

13

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

15 *Eff. [October 1, 2018](#)*

16

17 **1C SBCCC 400.10 PAYROLL DEDUCTIONS**

18 Colleges are authorized to establish voluntary payroll deduction plans for the following:

- 19 (a) Premiums for any type of group insurance established and authorized by the laws of
20 the state;
- 21 (b) Amounts authorized by members of the State Employee's Credit Union and local
22 teacher's credit union to be deposited with such organizations;
- 23 (c) Loans made to employees by credit unions;
- 24 (d) Charitable organizations as defined in Section 501(c) (3) of the Internal Revenue Code
25 approved by the local board of trustees, subject to rules and regulations adopted by
26 the director of budget;
- 27 (e) Dues for domiciled employees' associations, as provided in G.S. 143B-426.40A(g);
- 28 (f) Contributions to deferred compensation plans authorized by G.S. 143B-426.24;
- 29 (g) Contributions to the Parental Savings Trust Fund established by G.S. 116-209.25; and
- 30 (h) Amounts due to the college, such as parking fees, and fees for childcare services.

1 The college's finance officer is also authorized to enter into annual contracts, with
2 employees of the college, which authorize the reduction of salaries to provide for the
3 purchase of annuity or retirement income contracts provided that such action has been
4 approved by the board of trustees and otherwise conforms to the provisions of G.S.
5 115D-25.

6
7 *History Note: Authority G.S. 115D-5;*
8 *Eff. [October 1, 2018](#)*

9
10 **1C SBCCC 400.11 LEAVE PAYOUTS**

11 Colleges shall only pay employees for a maximum of 240 hours of unused annual leave
12 plus any unused special leave authorized by the General Assembly that has a cash value
13 and does not expire.

14
15 *History Note: Authority G.S. 115D-5;*
16 *Eff. [October 1, 2018](#)*

17
18 **1C SBCCC 400.94 ESTABLISHING PAY RATES**

19 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

20
21 *History Note: Authority G.S. 115D-5; 115D-54; S.L. 2005-276;*
22 *Eff. February 1, 1976;*
23 *Amended Eff. March 1, 2007; December 1, 2004; September 1, 1993;*
24 *December 1, 1989; July 1, 1984; August 1, 1981.*
25 *Repeal Eff. [October 1, 2018](#)*

26
27 **1C SBCCC 400.95 CONTRACT BUY OUTS**

28 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

29
30 *History Note: Authority G.S. 115D-5; 115D-20;*
31 *Eff. December 1, 1995.*

1 Repeal Eff. [October 1, 2018](#)

2
3 **1C SBCCC 400.96 EDUCATIONAL LEAVE WITH PAY**

4 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

5
6 *History Note: Authority G.S. 115D-5; 115D-20; 115D-31; S.L. 1995, c. 625;*

7 *Eff. February 1, 1976;*

8 *Amended Eff. September 1, 1993; August 17, 1981; January 6, 1978;*

9 *Temporary Amendment Eff. June 1, 1997;*

10 *Amended Eff. July 1, 1998.*

11 Repeal Eff. [October 1, 2018](#)

12
13 **1C SBCCC 400.97 MILITARY LEAVE**

14 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

15
16 *History Note: Authority G.S. 115D-5; 127A-116; 150B-21.6;*

17 *Eff. February 1, 1976;*

18 *Amended Eff. March 1, 1997; September 1, 1993; August 17, 1981.*

19 Repeal Eff. [October 1, 2018](#)

20
21 **1C SBCCC 400.98 LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL**

22 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

23
24 *History Note: Legislative Objection Lodged Eff. October 10, 1980;*

25 *Legislative Objection Removed Eff. November 20, 1980;*

26 *Filed as an Emergency Amendment Eff. July 7, 1980 for a period of 120*
27 *days to expire on*

28 *November 5, 1980;*

29 *Authority G.S. 115D-5; S.L. 1979, ch. 1137, s. 21;*

30 *Eff. September 15, 1977;*

31 *Emergency Amendment Expired Eff. November 5, 1980;*

1 *Amended Eff. June 1, 1991; August 1, 1983; July 1, 1981; November 6,*
2 *1980.*

3 *Repeal Eff. [October 1, 2018](#)*

4
5 **1C SBCCC 400.99 PAYROLL DEDUCTIONS**

6 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

7
8 *History Note: Authority G.S. 115D-5; 115D-22; 115D-25; 143-3.3; 143-304;*

9 *Eff. February 1, 1976;*

10 *Amended Eff. August 1, 1983; August 17, 1981; January 6, 1978.*

11 *Repeal Eff. [October 1, 2018](#)*

12

**North Carolina Community Colleges System Office
Vacancies as of August 31, 2018**

Attachment PER 04

Position #	Division	Position Title	Date Vacated	Separation Reason	Status	Start Date
65018902	Executive	Bus Tech App Analyst	4/17/2017	Internal Promotion	Position Under Review	
60095041	Executive	Assistant Agency Legal Counsel	5/13/2017	Redesigned position	Preparing to Advertise	
60088151	Programs	Education Program Specialist	8/3/2017	Separation - Private	Offer Accepted	9/1/2018
65012551	Programs	Education Program Admin I	1/2/2018	Separation - College	Preparing to Advertise	
65018450	Business and Finance	Budget Analyst	1/31/2018	Retirement	Offer Accepted	9/10/2018
60087996	Executive	Compliance Examiner	4/4/2018	Separation - Other	Screening/Interviewing	
60088039	Technology	Bus Tech App Analyst	4/30/2018	Separation - Other	Position Under Review	
60088070	Technology	Operations Systems Analyst	5/10/2018	Separation - Private	Preparing to Advertise	
60088126	Programs	Education Consultant II	5/16/2018	Separation - Other	Screening/Interviewing	
60088060	Technology	Applications Systems Analyst	5/21/2018	Separation - State	Pending Reclassification	
65009395	Programs	Workforce Dev Training Spec	5/31/2018	Retirement	Screening/Interviewing	
60087980	Executive	Paralegal	6/15/2018	Separation - Other	Filled	8/20/2018
60087998	Executive	Compliance Examiner	6/30/2018	Retirement	Screening/Interviewing	
60088145	Programs	Administrative Associate II	7/2/2018	Internal Promotion	Position Under Review	
60088094	Business and Finance	Accounting Manager I	7/6/2018	Separation - Private	Preparing to Advertise	
60091153	Executive	Social Research Specialist	7/13/2018	Separation - Other	Preparing to Advertise	
60087973	Executive	Executive Assistant	7/31/2018	Retirement	Filled	8/13/2018
60088028	Technology	Network Analyst I	7/31/2018	Separation - College	Position Under Review	
60088152	Programs	Administrative Associate II	7/31/2018	Retirement	Position Under Review	
60088095	Business and Finance	AVP State Level Accounting	8/31/2018	Retirement	Filled	6/29/2018

Year-to-Date Statistics

of budgeted positions 210
 # positions vacant as of 6/30/2018 14
positions vacated after 6/30/2018 7
 Total # of vacancies 21
 # of vacancies filled 6

Retirements 3
 Separations - College 1
 Separations - Private 1
 Separations - Other 1
 Separations - State 0
 Internal Promotions 1
 New Positions 0
 Redesigned Positions 0
 7

Date: 8/31/2018

**STATE BOARD OF COMMUNITY COLLEGES
College Presidents Status Report**

Attachment PER 05

College	President	Appt. Date	Status
Alamance Community College	Dr. Algie C. Gatewood	10/1/2013	
Asheville Buncombe Technical Community College	Dr. Dennis F. King	8/1/2014	
Beaufort County Community College	Dr. David Loope	6/1/2017	2017 NEW
Bladen Community College	Dr. William Findt	8/1/2008	SEARCHING
Blue Ridge Community College	Dr. Laura Leatherwood	7/1/2017	2017 NEW
Brunswick Community College	Dr. Susanne Adams	7/1/2011	SEARCHING
Caldwell Community College & Technical Institute	Dr. Mark Poarch	7/1/2016	2016 NEW
Cape Fear Community College	Mr. Jim Morton	4/20/2018	2018 NEW
Carteret Community College	Dr. John Hauser	7/1/2017	2017 NEW
Catawba Valley Community College	Dr. Garrett Hinshaw	8/1/2006	
Central Carolina Community College	Dr. T.E. Marchant	8/15/2008	SEARCHING
Central Piedmont Community College	Dr. Kandi Deitemeyer	1/1/2017	2017 NEW
Cleveland Community College	Dr. Jason Hurst	4/1/2018	2018 NEW
Coastal Carolina Community College	Mr. David Heatherly	1/1/2017	2017 NEW
College of The Albemarle	Dr. Robert Wynegar	4/21/2017	2017 NEW
Craven Community College	Dr. Raymond Staats	7/20/2015	2015 NEW
Davidson County Community College	Dr. Mary E. Rittling	8/15/2003	SEARCHING
Durham Technical Community College	Dr. William Ingram	1/1/2008	
Edgecombe Community College	Dr. Gregory McLeod	8/15/2018	2018 NEW
Fayetteville Technical Community College	Dr. J. Larry Keen	8/1/2007	
Forsyth Technical Community College	Dr. Gary Green	7/1/2001	SEARCHING
Gaston College	Dr. Patricia A. Skinner	7/1/1994	
Guilford Technical Community College	Dr. Randy Parker	9/1/2011	
Halifax Community College	Dr. Michael Elam	2/1/2017	2017 NEW
Haywood Community College	Dr. Barbara Parker	7/1/2013	
Isothermal Community College	Mr. Walter Dalton	5/1/2013	
James Sprunt Community College	Dr. Kenneth Boham (I)	7/23/2018	SEARCHING
Johnston Community College	Dr. David N. Johnson	7/1/2009	
Lenoir Community College	Dr. Russell Hunt	10/1/2016	2016 NEW
Martin Community College	Dr. Paul Hutchins	3/1/2018	2018 NEW
Mayland Community College	Dr. John C. Boyd	1/1/2011	
McDowell Technical Community College	Dr. John Gossett	8/1/2016	2016 NEW
Mitchell Community College	Dr. Tim Brewer	3/1/2012	
Montgomery Community College	Dr. Chad Bledsoe	4/6/2015	2015 NEW
Nash Community College	Dr. William S. Carver, II	8/1/2005	
Pamlico Community College	Dr. James Ross	7/25/2016	2016 NEW
Piedmont Community College	Dr. Pamela Senegal	7/1/2017	2017 NEW
Pitt Community College	Dr. Lawrence Rouse	8/1/2018	2018 NEW
Randolph Community College	Dr. Robert S. Shackelford, Jr.	1/1/2007	
Richmond Community College	Dr. W. Dale McInnis	3/1/2010	
Roanoke-Chowan Community College	Dr. Stanley Elliott	10/2/2017	2017 NEW
Robeson Community College	Dr. Kimberly Gold	1/1/2017	2017 NEW
Rockingham Community College	Dr. Mark Kinlaw	1/20/2015	2015 NEW
Rowan-Cabarrus Community College	Dr. Carol S. Spalding	8/11/2008	
Sampson Community College	Dr. Bill Starling	3/1/2018	2018 NEW
Sandhills Community College	Dr. John R. Dempsey	1/1/1989	
South Piedmont Community College	Dr. Maria Pharr	1/1/2017	2017 NEW
Southeastern Community College	Dr. Anthony Clarke	11/3/2014	
Southwestern Community College	Dr. Don Tomas	7/1/2011	
Stanly Community College	Dr. John Enamait	8/15/2016	2016 NEW
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. Gordon Burns (I)	8/11/2018	SEARCHING
Wake Technical Community College	Dr. William Aiken (I)	10/1/2003	SEARCHING
Wayne Community College	Dr. Thomas Walker	9/1/2016	2016 NEW
Western Piedmont Community College	Dr. Michael S. Helmick	8/1/2014	
Wilkes Community College	Dr. Jeffrey A. Cox	7/1/2014	
Wilson Community College	Dr. Tim Wright	8/1/2015	2015 NEW

Totals:	
New 2015	4
New 2016	6
New 2017	11
New 2018	6
Searching	8
	<hr/>
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**STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report**

**FINANCE COMMITTEE**

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

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	September 20, 2018	PENDING
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

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

PROGRAM COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1D SBCCC 300.9 – “Clinical Practice”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	July 31, 2018	COMPLETED
	Review 2 nd Written Comments with SBCC Committee	August 16, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
ADOPTION 1D SBCCC 300.10- “Work- Based Learning”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	September 21, 2018	PENDING
	Publication on NCCCS Website	September 25, 2018	
	Written Comment Period Ends	October 25, 2018	
	Review Comments with SBCC Committee	N/A	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

PROGRAM COMMITTEE cont'd

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

Voluntary Shared Leave Program for Fiscal Year 2017-2018
Report for the Joint Legislative Commission on Government Operations
and the Fiscal Research Division
Required by Session Law 2010-139

	College Name	Total SL Donated	Total Cost SLD	Total VL Donated	Total Cost VLD	Total Hrs Received (S&V)	Total Cost VSL Received
1	Alamance CC	908.00	28,441.00	117.00	4,566.72	1025.00	33,007.72
2	Asheville-Buncombe TCC	680.00	20,540.21	1082.00	28,725.76	1786.00	42,297.19
3	Beaufort County CC	0.00	0.00	0.00	0.00	85.00	2,500.00
4	Bladen CC	0.00	0.00	0.00	0.00	0.00	0.00
5	Blue Ridge CC	480.00	13,335.52	68.00	1,496.48	548.00	13,325.08
6	Brunswick CC	516.05	9,049.58	206.34	3,184.75	722.39	9,513.76
7	Caldwell CC & TI	689.00	17,095.72	735.00	18,678.51	1424.00	35,774.23
8	Cape Fear CC	386.00	9,342.34	176.00	4,074.64	562.28	10,616.24
9	Carteret CC	160.00	4,451.12	0.00	0.00	160.00	4,862.40
10	Catawba Valley CC	322.25	7,761.83	118.50	3,005.73	440.75	8,178.13
11	Central Carolina CC	461.00	14,849.57	205.18	6,143.78	570.69	11,499.27
12	Central Piedmont CC	916.00	28,705.41	102.00	3,841.30	1018.00	26,442.16
13	Cleveland CC	0.00	0.00	0.00	0.00	0.00	0.00
14	Coastal Carolina CC	0.00	0.00	0.00	0.00	0.00	0.00
15	College of the Albemarle	708.00	15,588.48	402.00	8,395.24	958.00	18,366.72
16	Craven CC	24.00	634.16	48.00	891.40	112.00	1,507.80
17	Davidson County Cc	664.67	15,909.37	160.68	3,932.28	825.35	12,548.03
18	Durham Tech CC	710.52	22,232.23	119.00	2,765.95	629.52	13,417.53
19	Edgecombe CC	85.75	1,976.31	55.75	1,458.81	133.50	2,017.19
20	Fayetteville Tech CC	660.00	17,231.13	254.00	4,057.90	914.50	21,289.04
21	Forsyth Tech CC	760.00	24,890.40	467.00	12,999.50	1227.00	24,418.33
22	Gaston College	1190.00	34,745.99	279.00	6,478.33	1469.00	26,572.96
23	Guilford Tech CC	424.00	12,813.84	285.00	6,875.14	709.00	15,367.07
24	Halifax CC	160.00	3,548.16	32.00	993.76	112.00	2,707.68
25	Haywood CC	466.70	11,463.85	219.53	5,323.17	686.23	12,240.59
26	Isothermal Cc	448.50	12,345.69	112.75	2,511.67	561.25	14,857.36
27	James Sprunt CC	10.00	374.90	0.00	0.00	10.00	254.60
28	Johnston CC	1168.00	39,995.06	146.00	3,954.06	645.00	15,489.55
29	Lenoir CC	1183.37	27,467.62	142.45	3,674.33	525.82	11,734.80
30	Martin CC	0.00	0.00	0.00	0.00	0.00	0.00
31	Mayland CC	98.00	2,425.88	40.00	1,193.44	130.00	2,424.04
32	McDowell Tech CC	102.08	2,969.49	0.00	0.00	0.00	0.00
33	Mitchell CC	0.00	0.00	0.00	0.00	0.00	0.00
34	Montgomery CC	160.00	3,438.46	40.00	532.15	200.00	3,970.61
35	Nash CC	64.00	1,144.32	0.00	0.00	24.00	380.88

	College Name	Total SL Donated	Total Cost SLD	Total VL Donated	Total Cost VLD	Total Hrs Received (S&V)	Total Cost VSL Received
36	Pamlico CC	160.00	3,982.89	0.00	0.00	160.00	3,422.40
37	Piedmont CC	21.44	634.62	125.97	3,278.46	147.41	3,008.57
38	Pitt CC	328.00	10,819.48	200.00	5,039.20	528.00	14,237.12
39	Randolph CC	193.15	3,996.71	502.40	12,119.88	694.22	12,287.55
40	Richmond CC	46.50	1,846.01	14.00	458.48	60.50	1,026.61
41	Roanoke-Chowan CC	0.00	0.00	0.00	0.00	0.00	0.00
42	Robeson CC	80.00	1,506.19	0.00	0.00	0.00	0.00
43	Rockingham CC	216.00	5,870.00	170.00	3,111.48	386.00	11,649.48
44	Rowan-Cabarrus CC	460.00	11,950.21	60.00	1,535.35	520.00	10,207.60
45	Sampson CC	97.63	2,860.31	0.00	0.00	97.63	1,098.39
46	Sandhills CC	908.00	30,766.00	522.50	18,538.50	1476.00	39,638.00
47	South Piedmont CC	310.50	8,099.39	108.50	2,771.27	419.00	9,699.85
48	Southeastern CC	114.00	2,173.92	64.00	1,629.52	178.00	3,577.02
49	Southwestern CC	68.75	3,146.57	133.25	7,245.59	42.00	561.12
50	Stanly CC	149.00	3,770.54	21.00	891.52	170.00	4,662.06
51	Surry CC	139.00	6,316.70	8.00	133.21	147.00	5,985.64
52	Tri-County CC	0.00	0.00	0.00	0.00	0.00	0.00
53	Vance-Granville CC	443.55	9,976.37	423.00	10,045.00	866.55	20,852.90
54	Wake Tech CC	2347.94	64,132.86	447.41	12,551.85	3463.18	74,784.85
55	Wayne CC	728.00	19,534.08	40.00	610.80	928.00	16,822.08
56	Western Piedmont CC	572.00	15,667.84	216.00	4,840.56	888.00	21,719.68
57	Wilkes CC	62.00	1,271.32	236.00	6,675.00	298.00	4,625.50
58	Wilson CC	148.56	5,441.21	0.00	0.00	97.56	1,308.28
	Combined Total	22199.91	618,530.86	8905.21	231,230.47	29781.33	658,755.66

AGENDA
State Board of Community Colleges
FINANCE COMMITTEE
Caswell Building, Conference Room 201A
Thursday, September 20, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – August 16, 2018

For Action

- Amend 1G SBCCC 100.1 – “Definitions”(Attachment FC 01)
- Allocation for NC Space Grant Undergraduate Student Research (Attachment FC 02)[CA]
- Catalyzing Career and Technical Education through Enhanced Career Pathways (Attachment FC 03) [CA]
- Allocation for Employability Skills Alignment Project (Attachment FC 04) [CA]
- Annual Report to the State Building Commission on Construction Delegation Authority (Attachment FC 05) [CA]
- Construction and Property (Attachment FC 06) [CA]

For Information

- SBCC Code Report – September 2018 (Attachment FC 07)
- 2006 HUB Facilities and Equipment Grant as of July 1, 2017 to June 30, 2018 (Attachment FC 08)
- 2007 HUB Facilities and Equipment Grant as of July 1, 2017to June 30, 2018 (Attachment FC 09)

New Business

Adjourn

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, August 16, 2018

FINANCE COMMITTEE MEMBERS PRESENT:

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

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

OTHERS IN ATTENDANCE:

Elizabeth Grovenstein	Jim Parker	David Shockley (Surry CC)
Peter Hans	Mary Shuping	Alex Granados (Ed. NC)
Bryan Jenkins	Brandy Andrews	
Maureen Little	Sondra Jarvis	

CALL TO ORDER

Mr. Lynn Raye called the Finance Committee meeting to order at 1:37p.m. at Forsyth Technical Community College, Rhoades B Conference Room.

ROLL CALL

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

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA

Mr. Raye requested a motion to approve the August 16, 2018 meeting agenda. Ms. Estep moved, seconded by Mr. McBrayer, and the agenda was approved by the Committee via voice vote.

APPROVAL OF THE MINUTES

Mr. Raye requested a motion to approve the July 19, 2018 meeting minutes. Mr. F. Johnson moved, Ms. Estep seconded the motion, and the minutes were approved by the Committee via voice vote.

FOR ACTION

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

Ms. Grovenstein reminded the committee that she presented this information during the morning budget session. The committee had no additional questions for Ms. Grovenstein regarding this item. Ms. Grovenstein shared that the specific allocation amounts per college are located on pages 65 – 66. Pages 91-92 contain specific information about continuing education course prefixes by tiers.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, August 16, 2018

In response to committee discussion, Ms. Grovenstein discussed implications when funding is removed from a program, how those are separate items, and how programs are started without funding.

Chairman Shook asked for input from President Shockley, Surry Community College. He gave an example of lack of funding preventing a needed program from being started. He stated that startup funding for a program is approximately \$150,000-\$200,000. The funding can come from federal grants or local grants. Even the larger schools struggle to start a new program

Chairman Shook commented it is a gamble to take the leap into a new program. President Shockley said that if the gamble fails it could be catastrophic.

Ms. Grovenstein reminded the committee that there is a study being conducted with the Friday Institute to possibly re-classify courses based on cost. There are challenges with the study. Gaps in the data such as faculty costs and other resources are not accounted for in the current dataset. Currently there are three colleges piloting a data collection tool. Once tested, the tool will roll out across the state.

Ms. Grovenstein confirmed the study will only address existing costs. The startup costs are not part of the study. Including startup information would help quantify requests for new course equipment cost. President Shockley said they have two new programs at Surry Community College which include \$1 million worth of equipment, \$5 million total investment, and most of the money came from Golden Leaf.

Mr. F. Johnson motioned for approval, Ms. Estep seconded the motion. The Committee approved FY 2018-2019 State Aid Allocations and Budget Policies (Attachment FC 01) as presented.

Legislative Report Community College Workforce Study (Attachment FC 02)

Ms. Grovenstein reviewed the study reports, the costs of workforce training, and academic instruction delivered by the community colleges. The System Office continues to work with the Friday Institute to analyze the information and develop a model of how to evaluate the costs. This preliminary report outlines the progress made and the timeframe for this study to be completed by December 2018.

Mr. McBrayer motioned to approve, Mr. Frank Johnson seconded the motion. The Committee agreed to approve the Legislative Report Community College Workforce Study (Attachment FC 02) as presented.

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State Board of Community Colleges
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Contract for Moodle Hosting Services FY 2018-19 (Attachment FC 03)

Ms. Grovenstein reminded the Committee that a redacted contract was approved in June 2018 for Blackboard to take over the hosting services. As the system implements the new product, there is a need to extend the existing contract with Remote Learner to prevent a service gap. The transition time was expected according to Mr. Parker. The conversion will consolidate a variety of products under one vendor.

Mr. McBrayer motioned for approval, Ms. Estep seconded the motion. The Committee approved the Contract for Moodle Hosting Services FY 2018-19 (Attachment FC 03) as presented.

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

Ms. Grovenstein stated this is a legislative appropriation allocated separately from the budget package. Ms. Estep has toured the prison and the program was very inspiring. All the students said this was the first chance they had been given to make a difference in society. Mr. F. Johnson asked if there is any plan to expand the program statewide. The committee discussed the fact there are other programs at prisons, just not specifically focused on recidivism.

Mr. F. Johnson motioned for approval, Ms. Estep seconded the motion. The Committee approved the Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 04) as presented.

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

Ms. Grovenstein stated this is a consent item. There was a cut in the Bionetwork funding this year which is reflected in this item. Ms. Maureen Little is in attendance for any questions.

Ms. Little reviewed the details. The four colleges serve Bionetwork programs across the state. In FY 2017-18, the program worked with thirty-two colleges out of the fifty-eight.

Mr. McBrayer motioned for approval, Ms. Estep seconded the motion. The Committee approved the Allocation for Bionetwork Host Colleges (Attachment FC 05) as presented.

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

Ms. Grovenstein stated this is a consent item. The same six colleges will receive allocations as in FY 2017-18. Ms. Little said the regional trainers support colleges across the state who host and employ the regional trainers. The allocation amounts differ based on the experience and education the trainers brought into the System. Ms. Little stated that the goal is to serve as many colleges as possible with these individual trainers. These trainers meet the needs of our

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, August 16, 2018

local industry partners. President Shockley said that leveraging resources such as the regional customized trainers enables the colleges to grow by meeting industry needs.

Mr. McBrayer motioned to approve, Ms. Estep seconded the motion. The Committee approved the Allocation for Customized Training – Regional Trainers (Attachment FC 06) as presented.

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

Ms. Grovenstein reviewed the items for approval. The contingencies noted in sections D and E have been met.

Ms. Estep motioned for approval, Mr. F. Johnson seconded the motion. The Committee approved Construction and Property – August 2018 (Attachment FC 07) as presented.

FOR INFORMATION

SBCC Code Report - August 2018(Attachment FC 08)

Ms. Grovenstein reviewed the Finance item on the State Board Code Report

State Board Reserve Year End Report (Attachment FC 09)

Ms. Grovenstein reviewed the funding approved and spent for projects in FY 2017-18.

NEW BUSINESS

None

ADJOURNMENT

Chairman Shook motioned, seconded by Ms. Estep and the meeting was adjourned at 2:42 p.m.

Respectfully Submitted,
Sondra Jarvis
Petrina Lyons
Recording Secretary



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER G. FULL-TIME EQUIVALENT (FTE)**

5
6 **SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS**

7
8 **1G SBCCC 100.1 Definitions**

9 The following definitions apply to this Chapter:

10 (1) "Credit Hours": Shall have the same meaning as in 1D SBCCC 400.1(c).

11 (2) "Academic Term Reporting Period": The calendar year is divided into three academic
12 term reporting periods and are defined as follows:

13 (a) Spring Term (Period 1): January 1 - May 15;

14 (b) Summer Term (Period 2): May 16 - August 14;

15 (c) Fall Term (Period 3): August 15 - December 31.

16 (3) "Annual Reporting Period". The annual reporting period for instructional programs is
17 defined as the Summer Term (Period 2), Fall Term (Period 3), and Spring Term
18 (Period 1) reporting periods completed immediately preceding the end (June 30th) of
19 a specified fiscal year.

20 (4) "Budget Full-Time Equivalent (BFTE)" – The number of full-time equivalent (FTE)
21 students for which colleges are funded through State funding formulas.

22 (5) "Full-Time Equivalent (FTE) Student" – An amount of instruction that equates to 512
23 student hours in membership as defined in 1G SBCCC 200.93 and 1G SBCCC
24 200.94.

25 *History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;*

26 *Eff. September 1, 1993;*

27 *Temporary Amendment Eff. [July 20, 2018](#); June 1, 1997;*

28 *Amended Eff. [October 1, 2018](#); November 1, 2017; May 1, 2017;*

29 *December 1, 2012; July 1, 1998.*

30

STATE BOARD OF COMMUNITY COLLEGES

Allocation for NC Space Grant Undergraduate Student Research
FY 2018-19

Request: The State Board is asked to approve \$20,000 to be allocated to four NC Community Colleges from the North Carolina Space Grant.

Strategic Plan References:

Theme: Student Interest and Access

Goal #2: Provide a continuum of education, training, advising, and support to help learners make informed decisions that lead to credentials and careers.

- Objective 2.1: Provide timely and accurate career exploration and academic planning opportunities.
 - Strategy 2.1.1: Integrate career exploration and employer outreach for all audiences from the moment they engage.

Background: The North Carolina Space Grant (NC Space Grant) is a consortium of universities, industries, government agencies, and non-profit organizations committed to addressing the Nation's science, technology, engineering, and mathematics workforce development needs. The NC Community College System Office as an affiliate institution of the State's NC Space Grant is funded through NASA's education directorate to provide funding for community colleges to support Science, Technology, Engineering, and Mathematics (STEM) education. This funding supports undergraduate student research at Wake Technical Community College (WTCC), Carteret Community College (CCC), Davidson County Community College (DCCC) and Edgecombe Community College (ECC). This two-semester activity culminates in the students' presenting their research findings in April. Past projects included student research into cancer rates in Person County and novel designs for high altitude balloon payloads.

Rationale: Community college undergraduate student research addresses NASA's goals (and NC Space Grant's mission) to enhance and better promote STEM in NC. The four community colleges were selected based upon previous experience successfully supporting undergraduate research in a community college setting. Additionally, the colleges have identified projects that are in alignment with NASA's education goals. WTCC plans to investigate the barriers to STEM enrollment encountered by Hispanic/Latino students. CCC will be utilizing their location on the coast and expertise in information technology to explore underwater mapping. DCCC will explore the use of essential oils and parasitoid wasps as bio-control agents against cowpea weevils (*Callosobruchus maculatus*). ECC will be expanding upon their project from last year investigating novel payload designs for high altitude balloons.

Method of Allocation: The colleges will be allocated funds as shown below. The difference in the amounts reflects differences in the scope and breadth of the projects identified by each college.

Community College	Funding Award
Edgecombe CC	\$ 3,625
Wake Tech CC	\$ 6,375
Davidson County CC	\$ 4,000
Carteret CC	\$ 6,000
TOTAL	\$ 20,000

Allocation Amount and Time Period: The allocation of funding is for the period of September 21, 2018 through March 15, 2019.

Fund Source and Availability: These funds are available through the North Carolina Space Grant.

Contact Person:

Matthew Meyer
Associate Vice President
Business Engagement, National & International Partnerships

STATE BOARD OF COMMUNITY COLLEGES

Catalyzing Career and Technical Education through Enhanced Career Pathways
FY 2018-19

Request: The State Board is asked to approve \$199,900 in Perkins Career and Technical Education Funds to support the improvement of existing grades 9-14 Career and Technical Education Career Pathways.

Strategic Plan Reference:

Theme: Economic and Workforce Impact

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

- **Objective 3.1:** Collaborate with stakeholders to promote a workforce system that fosters innovation and establishes seamless connections among community colleges, K-12 education, universities, workforce and economic development partners, and business and industry.
 - **Strategy 3.1.2:** Partner with high schools, universities, and workforce development entities and engage with employers and industry associations (at the regional/local levels) to identify workforce needs and establish educational and training programs collaboratively and comprehensively.

Background: In 2012, North Carolina selected two regions to pilot implementation of regional pathways following the model set forth by Jobs for the Future (JFF) based on the Pathways to Prosperity principles. In 2013, the NC Department of Public Instruction (DPI) awarded small grants to each Local Education Agency (LEA) to begin the process of developing Career Pathways. In 2014, the North Carolina Community College System (NCCCS) in collaboration with DPI and the NC Department of Commerce (Commerce) released a two-year competitive proposal to set up Career Pathways linking high schools and community colleges. Twenty colleges were funded in partnership with high schools and workforce boards. In 2015, the NC Works Commission began the task of Certifying Career Pathways. The Commission adopted the following criteria for high quality career pathways and established a process to certify pathways throughout the state:

- demand-driven and data-informed paths;
- employer engagement;
- collaboration;
- articulation and coordination;
- work-based learning;
- multiple entry and exit points including industry-recognized credentials;
- career awareness and comprehensive career advising and support services;
- methods of evaluating pathway success.

In 2015, DPI began work on a Career Readiness Initiative sponsored by the Council of Chief State School Officers (CCSSO). Two of the objectives of the CCSSO initiative are focused on

career pathways: creating high quality pathways and scaling pathways for ALL students. These objectives supported DPI's existing focus on pathways including the requirement that every LEA develop at least three pathways. In 2016, NCCCS placed increased emphasis on pathways requiring all colleges to submit curriculum maps for three career pathways linking high school and community college, further encouraging the collaboration between high schools and community colleges, and building on the statewide High School to Community College Articulation Agreement and Career and College Promise program. In 2017, NCCCS funded 18 projects to enhance existing grades 9-14 career pathways linking high schools and community colleges.

Rationale for Allocation: The purposes of these funds are to enhance the high school partnerships and to increase positive outcomes through investment in promising practices that emphasize rigorous programs of study developed between high school and community colleges. Funds awarded through this process will be leveraged with existing resources to enhance current systems. Funds will be targeted to activities directly aligned with pathway outcomes.

The Perkins Act allows the State to sanction and incentivize based on performance. Following is an excerpt from the legislation that details the performance that may be considered for incentive funding.

Section 124(c)(10)(A) for exemplary performance in carrying out programs under this Act, which awards shall be based on— ... (ii) eligible recipients effectively developing connections between secondary education and postsecondary education and training; (iii) the adoption and integration of coherent and rigorous content aligned with challenging academic standards and technical coursework; (iv) eligible recipients' progress in having special populations who participate in career and technical education programs meet local adjusted levels of performance:...

Method of Allocation: A Request for Proposals (RFP) was sent to all 58 colleges. Seventeen colleges working with the LEA(s) in their service area submitted a proposal. The proposals were evaluated using the process outlined in the RFP. Following is the result of the evaluation of these proposals.

Colleges Recommended for Funding	Amount
Asheville-Buncombe Tech Community College	\$ 49,900
Cleveland Community College	\$ 25,000
James Sprunt Community College	\$ 25,000
Johnston Community College	\$ 25,000
Randolph Community College	\$ 25,000
Rockingham Community College	\$ 25,000
Western Piedmont Community College	\$ 25,000
Total	\$ 199,900

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

Fund Source and Availability: Funding is available from the Carl D. Perkins, Career and Technical Education Act.

Contact:

Lisa M. Chapman, Ed.D. - Senior Vice President/ Chief Academic Officer
Robert J. Witchger, Ed.D. - Director Career and Technical Education

STATE BOARD OF COMMUNITY COLLEGES
Allocation for Employability Skills Alignment Project
FY 2018-19

Request: The State Board is asked to approve the allocation of \$25,000 from Perkins Leadership funds to Nash Community College to support an Employability Skills Alignment Project (ESAP). Nash Community College did not spend \$25,000 of Phase I Perkins funds. This request is to allocate the unspent funds in the amount of \$25,000 to Nash Community College.

Strategic Plan References:

Theme: Economic and Workforce Impact

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

- Objective 3.2: Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.
 - Strategy 3.2.1: Provide accessible, affordable, and high-quality professional development to faculty and staff to stay informed about labor market and student support trends.
 - Strategy 3.2.2: Articulate pathways for educational and professional growth within key industries through employer engagement.
 - Strategy 3.2.4: Integrate critical employability skills into all programs of study to better prepare students for today's work environment.

Background: On January 19, 2018, the State Board approved the use of \$50,000 from State Board Reserve and \$25,000 from Perkins Leadership funds to support Phase I of the ESAP. On April 20, 2018 the State Board approved an additional \$125,000 funds to support Phase II of the ESAP.

The 58 North Carolina community colleges offer employability skills through all instructional delivery areas

- College and Career Readiness – mandated under the Workforce Innovation and Opportunity Act (WIOA)
- Curriculum – embedded in program learning outcomes particularly focused on Career and Technical Education (CTE).
- Workforce Continuing Education – Human Resources Development (HRD)

Rationale for Allocation: Employability skills are critical components of North Carolina's economic growth. Employability skills are cross-divisional (College and Career Readiness, Curriculum, and Workforce Continuing Education) and play an essential part in the success of all industries and organizations. These funds will continue the work of the ESAP.

Allocation Amount and Time Period: The \$25,000 request is for the period of July 1, 2018 through June 30, 2019.

Fund Source and Availability: Funding is available from the Perkins Leadership Funds.

Contact:

Lisa M. Chapman, Ed.D. - Senior Vice President/ Chief Academic Officer

Robert J. Witchger, Ed.D. - Director of Career and Technical Education

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Central Piedmont CC															
North Energy Plant (2012)	5/20/16	3,012,224	Morris Berg Bulla Smith System Worcx (Commissioning) ECS Southeast (Special Inspections)	205,000 3,500 13,600 43,200	Rodgers (CM) 1st Choice Glass Christopher Bryan Cook & Boardman, Inc. Custom Overhead Doors Lic Davco Roofing Ike's Construction Metrolina Landscape PC Godfrey Pyramid Masonry Steelfab Stewart Strickland Waterproofing Inc. Tindall Corp United Painting Services, Inc.	231,264 15,000 479,750 32,575 67,800 77,750 570,000 14,223 198,200 47,700 140,312 6,500 54,700 580,400 19,421						X			
CDL program Driving Course and Lab Building – Merancas Campus (2013)	9/16/16	3,085,400	Adw Architects Vertex Technology Consultants Kleinfelder (Special Inspections) Kleinfelder (Special Inspections)	259,500 7,500 71,940 23,700	Holden Building Company, Inc. The Survey Company	3,163,175 7,860									
Cato Phase 3 (2041)	5/16/14	22,190,700	Little Diversified Systems Worcx (Commissioning)	1,340,000 87,350	Rodgers Builders(CM) Bonitz Contracting Bonitz Flooring Group Burgess Sales & Supply Carocraft Cabinets Catawba Mechanical Services Christopher Bryan Company Davco Roofing & Steet Metal Excel Electrical Technologies Fountain Services Haywood Baker Heyworth Plumbing Co. Irwin Seating Company Lomax Tile & Marble Maxson and Associates Metolina Landscape Co. Metro Waterproofing Old North State Masonry Otis Elevator Co. Pedulla Trucking Excavating and Paving Pedulla Trucking Excavating and Paving Performance Fire Protection Research Air Flo S&S Glazing Sears Contracts Southern Painting & Maintenance Spec. Southern Piping Company Steel Construction Systems Strickland Waterproofing Co. Structural Steel of Carolina Warco Construction	1,812,225 221,150 234,844 288,589 91,637 1,486,200 1,432,698 647,770 141,475 1,872,000 270,000 341,350 27,300 123,757 35,539 68,120 84,730 1,432,200 274,300 1,759,465 712,401 273,137 27,320 498,900 1,401,250 126,850 49,595 199,688 114,400 1,674,551 217,040		X				X	X		
Levine Campus Phase 3 (2042)	6/12/14	30,376,000	Moseley Architects McCracking & Lopez (Commissioning) ESP (Special Inspections)	1,645,900 99,075 132,445	Balfour Beatty Construction (CM) AAC Enterprises AAC Enterprises Affinity Systems LLC Affinity Systems LLC AFL Network Service Inc. Airflow Experts, Inc Applied Waterproofing Bonitz Contracting Briegan Concrete	2,365,000 248,500 203,200 188,784 257,247 263,616 33,760 134,300 230,500 1,903,035						X	X		

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					Burgess Sales & Supply Cabinets by Design Clear Site Industrial Dunlap Painting Eastern Corporation Gastonia Heating & Plumbing Geoconstructors, Inc. (aggregate Piers) Harris Wall Systems, Inc Kone Learning Enviornments Mr. Clean Nycorn Inc. Office Enviornments Pedulla Truckings, Excavating Providence landscape Group Pyramid Masonry Contractors Quality Sprinkler Co Sears Contract Inc. Shields, Inc. Signs Designed, LLC SteelFab Superior Mechanical Systems, Inc. Tec Electric Triad Fireproofing Unified Av Systems Watson Electric	452,171 220,211 68,750 156,000 506,246 1,296,000 108,030 1,752,350 154,680 136,000 29,850 292,975 200,000 2,227,500 234,744 2,077,500 237,536 1,086,300 446,024 24,345 1,830,500 3,182,000 284,766 35,500 201,587 2,398,987			X		X	
Harper Campus Phase 4 (2043)	6/12/14	39,410,000	Jenkins Peer Architects Jenkins Peer Architects McCracken & Lopez (Commissioning) Terracon (Special Inspections)	2,463,000 200,000 96,875 47,875	Balfour Beatty Construction (CM) AAC Enterprises Abaco, Inc Affinity Systems, Llc (Security 101) Alpha Insulation Baker Roofing Company Blythe Development Company Bonitz Flooring West. Carolina Briegan Construction Services Cabinets by Design, Inc. Cabinets by Design, Inc. Cook & Boardman Fire Sprinkler Service Llc Foss Demolition, Inc Harris Wall Systems Intertek-PSI Mr Clean Maintenance Company Otis Elevator Palmetto Air & Water Balance Providence Landscape Group Pyramid Masonry Contractors, I Richa Graphics Sears Conrtact Inc Sears Conrtact Inc Spc Mechanical Corporation Steel Specialty Strickland Waterproofing Superior Mechanical System T.R. Curlee Electric Watson Electric Company	3,117,500 255,600 174,000 147,460 363,083 591,285 3,949,125 248,770 3,430,810 263,285 78,500 742,185 314,617 113,500 1,199,415 84,578 34,487 295,000 54,025 432,040 2,430,400 26,050 298,243 1,717,178 1,208,478 2,104,125 307,000 3,834,000 4,797,932 265,685			X		X	
Advanced Technology Building (2044)	4/15/16	22,295,000	The FWA Group The FWA Group System Worcx (Commissioning) Research Air Flo, Inc. (Special Inspections) Terracon Consultants (Special Inspections) Terracon Consultants (Special Inspections)	1,415,300 139,900 100,000 23,255 145,320 28,265	Rodgers (CM) 1st Choice Class Inc. Advanced Exterior Systems Aircond Corportion/EMCOR Affinity Systems, Llc All Network Services, Inc. Artcrete Flooring Concepts, LLC BCH Mechanical, Inc. Bonitz Flooring Group, Inc.	1,993,264 429,200 224,500 547,990 3,164 293,371 33,900 2,019,000 204,844					X	

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					The Survey Company	5,080								
ATC Classroom Building Replacement (2047)	9/16/16	33,363,000	Bulla Smith Design Engineering Bulla Smith Design Engineering Creech & Associates, Pllc Mccracken & Lopez, Pa Morris-Berg Architects, Inc. System Worcx (Commissioning) Terracon Consultants Inc Terracon Consultants Inc (Special Inspections) Terracon Consultants Inc (Special Inspections) Terracon Consultants Inc (Special Inspections) Terracon Consultants Inc (Special Inspections)	3,800 3,500 1,770,000 67,200 101,000 107,050 16,600 3,000 12,000 10,000 2,800	Rodgers Builders Inc. The Survey Company, Inc.	2,550,255 6,900							X	
Hendrick Automotive Technology Center Expansion (2048)	7/21/17	3,315,000	Redline Design Group, PA Esp Associates, PA (special Inspections)	192,185 4,550										
Merancas Classroom Building 4 (2049)	7/21/17	26,500,000	ADW Architects Kleinfelder (Special Inspections)	400,000 9,300	Rodgers Builders Inc. (CM) The Survey Company, Inc.	2,069,550 19,250							X	
Overcash Center -Roof Replacement (2086)	1/15/16	548,500	Terracon (SI)	38,500	Nations Roof	500,000								
Purchase of Property- New Facility and Construction Staging Sites (2114)	9/16/16	103,800	Terracon (Special Inspections) Bulla Smith	3,150 3,000	D.H. Griffin Wrecking	65,800								
South Energy Plant Infrastructure Upgrades (2202)	10/21/16	650,000	McCraken & Lopez Research Air Flo (Special Inspections)	69,000 8,740	Trane Johnson's Modern Electric Johnson's Modern Electric Iconnect Technologies, Llc Cabling Solutions Inc. Universal Voice/Data, Inc	571,000 1,315 1,302 3,114 3,035 2,403								
Overcash Roof Replacement Phase 2 (2237)	10/21/16	750,000	Terracon	32,500	Nations Roofing	677,500								
Central High Building- Third Floor Office Upfits (2281)	5/19/17	1,133,320	Boomerang Design, P.A. Palmetto Air & Water Balance (Special Inspections) Terracon Consultants Inc (Special Inspections) Enpuricon Inc. (Special Inspections)	84,500 2,377 11,660 35,400	Newton Construction Services Performance Cabling Technolog Performance Cabling Technolog Performance Cabling Technolog Performance Cabling Technolog	676,225 5,000 4,988 5,000 4,889								
Merancas Parking Lot (2311)	3/17/17	1,025,000	Alfred Benesch Optima Engineering Vertex Technology Consultants Kleinfelder, Inc. (SI)	49,900 2,400 2,000 8,476	Ike's Construction Affinity Systems, Llc Affinity Systems, Llc Affinity Systems, Llc Affinity Systems, Llc The Survey Company	499,000 4,933 4,791 3,170 5,000 17,985								
Levine Campus Bldg 2 Roof Replacement (2354)	10/20/17	650,000			Encompass Roofing	653,720								
Deck 3 Emergency Reinforcement (2408)	5/18/18	2,820,000	Carl Walker Integrity Special Inspections Gordon H. Reigstad, PhD, PE	23,353 7,065 129,167										
Guilford Technical CC														
Donald W. Cameron Campus (1662)	4/18/08	45,576,709	Perkins Eastman Perkins Eastman	176,179 5,507,061										

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			Renee Rodgers dba Mechanical Construction Solutions (Commissioning)	430,135	Samet/SRS, Inc. Joint Venture Samet/SRS, Inc. Joint Venture Beco	467,317 31,755,238 27,101					X	
Aviation Center Improvements (1872)	3/16/12	2,414,823	N/A	N/A	N/A	N/A						
Center for Advanced Manufacturing (2028)	12/18/14	28,824,997	Clark Patterson Lee/MMP (Road Entrance) Clark Patterson Lee/MMP (Programming and SD) Clark Patterson Lee/MMP (Coordination -User Groups) Perkins Eastman Clark Patterson Lee/MMP Clark Patterson Lee/MMP Westcott Small & Associates Commissioning Worcx	29,710 137,000 30,000 992,269 1,634,206 17,065 8,000 96,750	Demolition & Abestos Removal, Inc. JM Thompson ECS Carolinas- Site Testing ECS Carolinas- Site Testing ECS Carolinas- Site Testing ECS Carolinas- Site Testing The Phoenix Agency- Site Testing Constructview, LLC Evans Engineering, Inc.	19,980 1,849,642 4,174 15,245 2,500 57,100 45,000 19,000 46,150				X X		
Koury Bldg Renovations (2074)	3/20/15	650,000	ESPA Arch and Planners	61,000	S&S Bldg. & Development, LLC S&ME, Inc.	618,726 9,676						
MCC Cafeteria Renovations - Main Campus (2130)	5/20/16	375,000	N/A									
Information Technology Services (2131)	5/20/16	1,610,793	Clark Patterson Lee/MMP Lane Architecture Lane Architecture	15,100 23,500 220,800	Bar Construction Company	2,249,000					X X	
Medlin Campus Center Renovations (2132)	5/20/16	9,519,543	Teague Freyaldenhoven Freyaldenhoven	189,400	RLS, Inc. (Topographic & Utility Survey)	26,100						
Koury Hospitality Building Culinary Renovation Phase II (2138)	5/20/16	681,000	N/A		N/A							
Underpass & Connector Roads - Life Safety Main Campus (2187)	6/23/16	5,450,000	Clark Patterson Lee/MMP	454,450	ECS Southeast LLP ECS Southeast LLP RLS, Inc. (Topographic & Utility Survey) Volkert, Inc. Jimmy R. Lynch & sons, Inc. Muter Construction (Road Entrance)	5,700 4,500 2,300 259,790 3,499,893 199,000					X	
Repair Masonry/Water Intrusion H4 High Point Campus (2338)	9/29/16	1,249,656	SKA Consulting Engineers	89,000	Miraje Reconstruction & Development Stone Restoration of America	400,835 375,000						
Koury Kitchen Enhancement - Baking Program - Main Campus (2339)	10/11/16	692,105	Efird Sutphin Pearce & Asso Efird Sutphin Pearce & Asso	93,400 15,000	Holden Building Company, Inc. The Phoneix Agency of NC, Inc. (Testing) S&ME, Inc. (Testing) Regional Land Surveyors (RLS)	536,618 3,500 1,190 1,500						
Transportation Complex (2348)	8/22/17	1,970,795	Efird Sutphin Pearce & Asso	214,150	N/A							

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Wake Technical CC														
NWC Building F, Plant, Bridges, Parking Decks (1717)	8/18/08	66,507,771	Pearce, Brinkly, Cease & Lee Clark Nexsen S&ME, Inc. (CMT) MBP (Cx) Froehling & Robertson (CMT) Froehling & Robertson (CMT for Bridges) Falcon Engineering (CMT & SI) Stroud, Pence & Associates (Structural Review)	592,743 5,252,874 338,620 156,610 228,018 69,969 204,364 37,100	Skanska USA Building, Inc. Greater Diversity News (Ad-CM@R) News & Observer (Ad-CM@R) City of Raleigh Poyner Spruill Brame Carolina Advanced Digital James Opdenbrouw AMG Office Solutions Inc. Commonwealth Blinds & Shades Dell Forms & Supply Image 360 - Raleigh Interior Systems, Inc. Kruegar International, Inc. NC Dept. of Revenue - Sales Tax Raleigh-Durham Electrical Contract Lowe's Home Centers, Inc. Mr. James Opdenbrouw Ward & Smith PA W.W. Grainger Duncan Parnell Tiger Direct Mech-Elect	52,873,541 48 289 456,225 60,000 4,385 155,369 16 5,000 1,887 16,647 65 2,519 4,305 1,429,084 68 734 915 16 104,151 7,137 10,611 607 5,902	X			X X				
Main Campus Classroom & Office Building (1858)	10/28/11	13,430,605	Little Diversified Architect Eaton Corporation (Commissioning) S&ME, Inc. (Testing) Stewart Engineering, Inc.	1,168,590 87,333 64,803 10,500	Balfour Beatty Construction Balfour Beatty Construction News & Observer (Ad-Design, CMT, Cx, CM@R) Greater Diversity News (Ad-Design, CMT) Carolina Sign Restoration Systems Image 360 - Raleigh Signature Blinds Inc. Eaton Engergy Solutions W.W. Grainger Electro Micro Security Systems WT P-Card (Misc.) Signs By Tomorrow Troy Hutchins Construction Southern Lock and Supply Co.	11,856,042 72,776 692 107 1,450 15,944 1,966 9,845 21,655 4,100 2,082 50 2,622 48,270 1,202		X				X		
Life Cycle - Roofs & Elevators (1982)	4/19/13	1,729,373	John B. Hawkins (NWC Bldg. D Elevator) John B. Hawkins (Main Campus & PHSC Elevator) S&ME (Hazardous Materials Testing-Elevators) Davis Kane Architects (Roofs) S&ME, Inc. (Fireproofing Inspection)	6,000 72,000 3,300 85,000 1,494	Progressive Contracting Company, Inc. Owens Roofing, Inc. Muter Construction LLC The News & Observer Enpuricon, Inc. Greater Diversity News (Ad-Design for Roofs) Greater Diversity News (Ad-Construction for Elevators) Raleigh Durham Electrical Contractors Simplexgrinnell	841,932 270,780 382,778 1,657 2,870 130 165 2,196 1,570					X X			
Main Campus Land Acquisition & Parking Lots (1983)	4/19/13	9,545,962	John R. McAdams Company	1,325,561	Gelder & Associates (Lot P) Fred Smith Company RDU Paving Greater Diversity News (Ad-Design) News & Observer (Ad-Design) Poyner Spruill LLP	2,313,996 5,218,179 329,362 47 279 27,916	X							

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					NWN Corporation Communications Supply Corp Duke Energy KBE Landscaping	34,457 27,653 6,965 17,160						
NWC Buildings A & B Renovations (1981)	4/19/13	1,872,873	HH Architecture Davis Kane Architects	251,158 24,000	Salisbury & Moore Construction TCC Enterprises, Inc. Lanier Construction Alfred Williams & Company All American Relocation NC Dept. of Public Safety Lowe's Home Centers, Inc. Krueger International Inc. AMG Office Solutions Inc. Commonwealth Blinds & Shades Greater Diversity news (Ad-Design) News & Observer (Ad-Design)	69,515 1,227,196 115,183 873 23,030 3,606 607 112,850 2,616 3,215 48 289					X	
NWC Building L & Plant (Health Science & Applied Tech) (1984)	4/19/13	35,986,115	LS3P Associates, Ltd. (Adv. Planning) LS3P Associates, Ltd. Affiliated Engineers (Cx Applied Tech & RP3) S&ME, Inc. (Testing) Hanson Professional (Cx Health Science) Stroud, Pence & Associates (Structural Review) Davis Kane architects, PA (Plumbing Lab)	105,400 2,651,351 80,640 363,055 129,430 20,000	Barnhill Contracting Company (Pre-Constr. Health Science) Barnhill Contracting Company (Health Sciences) Clancy & Theys/Balfour Beatty (Pre-Constr) Applied Tech & Regional Plant Clancy & Theys/Balfour Beatty (Applied Tech.) Clancy & Theys/Balfour Beatty (Regional Plant #3) Danis Construction Company, LLC (Perry Creek Crosswalk) News & Observer (Ad-Cx) Greater Diversity News (Ad-Design, Cx) Carolina Advanced Digital Dell Forms & Supply, Inc. Interior Systems, Inc. Krueger International Inc. NC Dept. of Revenue - SalesTax Precision Air Technology RC Weathermann & Sons Inc. System Electronics Inc. Uline WW Grainger Inc. Andy OXY Company, Inc. ARC3 Gases BMG Metals Inc. Duncan Parnell Inc. Great Lakes Machine & Tool Co. Hampden Engineering Corp. Interior Elements MSC Industrial Supply Co. Primex Wireless Inc. R.E. Michel Company LLC Brame Specialty Company, Inc. Bass, Nixon, & Kennedy (Pressure Test) Brady Services, Inc. Bryant Industrial Contractors Ferguson Enterprises, Inc. Raleigh-Durham Electrical Contracors Strategic Connections Seegars Fence Company	112,370 17,842,021 92,895 7,404,206 4,819,234 437,203 478 91 95,719 18,934 255 16,552 1,078,950 5,583 600 1,126 5,521 512 23,956 29,429 339,520 4,674 5,305 31,063 56,220 121,609 2,366 3,714 15,935 2,763 964 979 1,931 756 8,983 9,055 1,036					X	
NWC Bldg. M Multi-Purpose Phys. Education (1985)	4/19/13	29,270,691	Clark Nexsen Architecture (Program) Clark Nexsen Architecture Affiliated Engineers (Cx) S&ME, Inc. (CMT) Stroud, Pence & Associates (Structural Review)	128,740 2,346,993 156,192 192,444 17,600	Clancy & Theys/Balfour Beatty (Pre-Constr) Clancy & Theys/Balfour Beatty Diamond Contracting News & Observer (Ad-CMR) Advantage Sport & Fitness, Inc. American Safety Products	181,110 24,291,600 51,100 687 181,951 1,009						

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					Blankenship Associates Inc. Carolina Advanced Digital Dell Douglas Equipment Global Equipment Company Institutional Interiors Inc. Interior Elements Krueger International Inc. Matrix Integration LLC Natural Granite & Marble Inc. NC Dept. of Revenue - Sales Tax Products Unlimited Distr. Raleigh-Durham Electrical Contracting RC Weatherman & Sons Inc. Sam Tell and Son, Inc. Uline US Foods WW Grainger Inc. Greater Diversity News (Ad-Cx, CMR) Wholesale Liquidations LLC	25,086 211,732 15,651 94,333 451 162,581 267,378 371,833 8,530 2,504 56 11,849 3,986 1,966 2,075 3,051 6,158 3,357 201 13,313	X						
NWC Parking Deck & Roadways (1986)	4/19/13	7,539,466	O'Brien Atkins Associates (Programming) O'Brien Atkins Associates S&ME, Inc. (CMT)	587,473 1,149,387 120,512	Clancy & Theys/Balfour Beatty (Pre-Construction/Parking Deck) Clancy & Theys/Balfour Beatty (Pre-Construction/Roadways) Clancy & Theys/Balfour Beatty Wildlands Engineering (Offset Credits) News & Observer (Ad-Design, CMT, CM@R) Greater Diversity News (Ad-Design, CMT, CMR) Strategic Connections	47,527 25,460 5,331,412 63,484 308 60 898	X						
#1987 PSEC Bldg. Renovation - Ph. 3 & Land Acquisition (1987)	4/19/13	9,608,421	Moseley Architects Moseley Architects Engineered Designs, Inc. (Cx) S&ME, Inc. (CMT)	79,942 717,760 52,300 126,065	News & Observer (Ad-Construction, Design, Cx) Greater Diversity News (Ad-Construction, Design, Cx) Holt Brothers Construction Holt Brothers Construction (Gun Range Flooring) Compuchem Laboratory (Lead Testing) AMG Office Solutions, Inc. Lowe's Home Center Basic Plumbing Inc. Carolina Advanced Digital Dell Diamond Contracting Inc. Forms & Supply Inc. KBE Landscaping Inc. Krueger International Inc. Sears Commercial Sales System Electronics Inc. Troy Hutchins Construction LLC United Restaurant Equipment Co. WW Grainger Inc. Wake Tech - PCARD Image 360 - Raleigh Staff One Wunderlich-Malec Engineering FloorChem, Inc. Smith, Moore, Leatherwood, LLP (Land Acquisition)	249 54 6,958,775 31,745 160 1,350 4,281 1,158 103,904 7,686 13,222 255 1,157 2,506 1,881 2,340 4,328 1,368 448 107 2,519 227 6,948 10,443 1,218,039					X		
RTP Campus - Building, Regional Plant, Roadways (1988)	4/19/13	54,744,988	Perkins & Will (Building Programming) Perkins & Will (Building) BBH Design (Regional Plant Programming) Stewart Engineering (Surveying) Stewart Engineering (Roadways) Hanson (Cx Building) Kleinfelder (GeoTech)	187,600 3,744,860 71,000 81,180 469,550 335,250 40,100	Clancy & Theys/Holt Brothers (Pre-Con Building) Clancy & Theys/Holt Brothers (Building & Roadways) Greater Diversity News (Ad-Design, LEED, Cx, Geo, Survey, CM&R) News & Observer (Ad-Design, LEED, Cx, Geo, Surveying, CM&R) Hatch Mott MacDonald (TIA) Kleinfelder	394,600 45,147,513 331 2,159 2,013 356,633							X X X

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Project Name and Number (ACTIVE PROJECTS BETWEEN JULY 1, 2017 - JUNE 30, 2018)	Date Project Established	Estimated Cost	Design Firm	Design Fee	Contractor (Company or Individual's Name) for Each Contract Awarded	Contract Award Amount	IF CONTRACT AWARD IS TO A MINORITY BUSINESS(ES), (OR PERSON), IDENTIFY BY CATEGORY PROVIDED *					
							(B)	(H)	(A)	(I)	(F)	(D)
					Town of Cary Town of Morrisville (Permits & Inspections) Town of Morrisville (Stormwater Maint) Pancho Mitigation Company NC DOT AMG Office Solutions, Inc. Stroud, Pence & Associates (Peer Review) KBE Landscaping Poyner Spruill LLP (Easement Legal Services) Ward & Smith (Construction Legal Services) Lowe's Home Center VWR International Wake Technical Community College Displays2go Obex P.E., Inc. Uline Staples Advantage Krueger International Inc. Best Buy for Business Brame Specialty Company Institutional Interiors Inc Blankenship Associates Inc Interior Elements Alfred Williams & Company Duncan Parnell Inc Vertiv Operating Company Maxi Aids Fisher Scientific Company Llc Enhanced Vision Systems, Inc. Forms & Supply, Inc-Fsioffice Quintex of Asheville American Safety Products Ablenet Inc Vhb Engineering Nc, Pc Little Ditty, Llc, Dba Geese Chaser	5,313 61,431 66,187 141,300 5,000 900 38,700 2,300 11,355 62,435 488 22,179 107,979 393 2,321 6,602 1,159 1,395,344 106 9,435 347,795 8,902 224,051 2,633 5,341 2,321 1,437 17,102 2,767 247 2,767 2,188 83 2,750 525						
PHSC Medical Lab & Dental Assisting (2179)	6/23/16	2,871,200	Boomerang Design	336,297	Greater Diversity News (Ad-Design) News & Observer (Ad-Design) TCC Enterprises	48 289 2,503,289	X					
RTP Campus - Classroom Building 2 (2282)	2/17/17	43,994,800	O'Brien Atkins (Building Programming) O'Brien Atkins McCracken & Lopez (Cx) Stewart Engineering (Stream Removal) S&ME, Inc. (Geotech)	288,959 3,257,957 18,700 18,200 25,700	Greater Diversity News (Ad-Design, CMAR, Cx, Geotech) The News & Observer (Ad-Design, CMAR, Cx, Geotech)	248 1,264	X	X				
Automotive & Collision Repair Facility (2283)	2/17/17	41,800,400	Gensler Architecture, Design, & Planning (Program) Gensler MBP (Cx) MBP (Scheduling Review) NOVA Engineering & Environmental (Geotech) Uzun+Case, PLLC	208,880 3,556,208 54,800 10,000 29,183 5,000	News & Observer (Ad-Cx, Geotech, CMAR) Greater Diversity News (Ad-Cx, Geotech, CMAR) Brasfield & Gorrie (Pre-Con)	1,234 200 298,964	X					
Mechanical Equipment Replacement (2284)	2/17/17	6,043,000	Sigma Engineered Solutions (Adv. Planning) Sigma Engineered Solutions	8,750 190,000	Hockaday Mechanical Corporation	768,431						
Building Automation Controls Upgrade (2285)	2/17/17	6,014,800	Essex Consulting Group	216,020								
Elevator Modernization (2286)	2/17/17	802,300	John Hawkins	60,750								
Building Envelope Upgrades (2287)	2/17/17	6,005,800	MHA Works (Programming) MHA Works	120,280 60,000								
Electrical Replacement (2288)	2/17/17	5,469,500										
Life Safety Equipment (2289)	2/17/17	2,024,500										

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 FY 2017-18 ANNUAL REPORT TO THE STATE BUILDING COMMISSION OF CAPITAL PROJECTS
 UTILIZING INCREASED CONSTRUCTION DELEGATION AUTHORITY PURSUANT TO G.S. 115D-9

Project Name and Number (ACTIVE PROJECTS BETWEEN JULY 1, 2017 - JUNE 30, 2018)	Date Project Established	Estimated Cost	Design Firm	Design Fee	Contractor (Company or Individual's Name) for Each Contract Awarded	Contract Award Amount	IF CONTRACT AWARD IS TO A MINORITY BUSINESS(ES), (OR PERSON), IDENTIFY BY CATEGORY PROVIDED *					
							(B)	(H)	(A)	(I)	(F)	(D)
Library Education Building Restroom Renovation (2290)	2/17/17	748,200	BHDP	50,940	Salcoa Contracting Grainger	397,000 5,952						
Security Cameras Upgrades & Additions (2291)	2/17/17	2,914,300	Protus3 (Programming) Protus3	53,820 112,400	Greater Diversity News (VMS Ad) News & Observer (VMS Ad)	51 279	X					
Cellular Signal Repeaters (2293)	2/17/17	1,847,000	Newcomb & Boyd	143,912								
Campus Signage Upgrades (2295)	2/17/17	1,045,700	John R. McAdams Company O'Brien Atkins (Master Plan)	23,000 231,800	TCC Enterprises Inc Carolina Sign & Service Signarama	213,500 391 5,352						
Site Accessibility Upgrades (2296)	2/17/17	2,765,700	BSA LifeStructures (Programming) BSA LifeStructures S&ME, Inc. (Geotech)	36,000 101,600 14,500	Turner Asphalt	107,435						
Southern Loop Road & Paving (2297)	2/17/17	7,060,943	John R. McAdams Company S&ME, Inc. (Geotech) S&ME, Inc. (CMT)	654,560 21,100 83,500	The News & Observer Greater Diversity News Fred Smith Company	318 66 3,019,425	X					
Facilities Management & Warehouse Building (2299)	2/17/17	18,997,400	Williard Stewart Architects (Programming) Williard Stewart Architects John R. McAdams Company (Surveying)	150,000 1,534,158 6,000	Greater Diversity News (Ad-Design) News & Observer (Ad-Design)	53 289	X					
Total		746,619,569		65,667,639		393,301,918	32	6	2	2	41	1

* Minority Business Category:
 (B) - Black
 (H) - Hispanic
 (A) - Asian American
 (I) - American Indian
 (F) - Female
 (D) - Disadvantaged (Socially and Economically)

STATE BOARD OF COMMUNITY COLLEGES
 Construction and Property
 September 21, 2018
 FY 2018-19

A. Project Approval - New (Non-State and Other State Funds)									
Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
1	Central Piedmont	Main Campus	2374	Learning Resource Center- New Construction	Construction of a Learning Resource Center/Library (100,000 SF) that will replace the existing Hagemeyer LRC and Pease Annex. The LRC/Library building will connect to the new Student Success Center by a new Student Commons Area. The Student Commons will include multiple outside vendors, group seating, and collaboration spaces. Contingent upon Board of Trustees approval, which is scheduled for September 12, 2018.	Non-State	0	82,912,884	82,912,884
						Total	0	82,912,884	82,912,884
2	Forsyth	West Campus	2425	West Campus Building Roof Replacement - Renovation	Roof replacement of West Campus Building (81,000 SF) located on Bolton Street. Facility is used for continuing education classes.	Non-State	0	1,500,000	1,500,000
						Total	0	1,500,000	1,500,000

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
September 21, 2018
FY 2018-19

B. Project Approval - Amended (Non-State and Other State Funds)									
Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
1	Central Piedmont	Main Campus	2311	Merancas Parking Lot	Project is amended for a decrease in project cost due to closeout. Contingent upon Board of Trustees approval, which is scheduled for September 12, 2018.	Non-State	1,300,000	(639,872)	660,128
						Total	1,300,000	(639,872)	660,128
2	Fayetteville	Main Campus	2306	Dental Assisting Upgrade	Project is amended for a decrease in project cost due to closeout.	41620	292,622	(37,503)	255,119
						Total	292,622	(37,503)	255,119
3	Fayetteville	Main Campus	2381	Horace Sisk Interior Hall Upgrade	Project is amended for an increase in construction costs following receipt of bids.	Non-State	0	26,638	26,638
						41220	40,165	0	40,165
						41620	9,988	37,503	47,491
						Total	50,153	64,141	114,294
4	Isothermal	Main Campus	2060	Fire Training Facilities	Project is amended due to an increase in construction costs following receipt of bids. Contingent upon Board of Trustees approval, which is scheduled for September 11, 2018.	Non-State	1,500,000	275,000	1,775,000
						Total	1,500,000	275,000	1,775,000

STATE BOARD OF COMMUNITY COLLEGES
 Construction and Property
 September 21, 2018
 FY 2018-19

C. Project Approval - New (Connect NC Bond Funds)									
Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
1	No Items								
						Total	0	0	0

STATE BOARD OF COMMUNITY COLLEGES
Construction and Property
September 21, 2018
FY 2018-19

D. Project Approval-Amended (Connect NC Bond Funds)										
Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget	
1	AB-Tech	Main Campus	2141	Ivy Building Renovation	Project is amended due to an increase in construction costs following receipt of bids.	Non-State	300,000	0	300,000	
						State (40720)	135,000	0	135,000	
						State (46620) R&R	1,415,000	100,000	1,515,000	
						Total	1,850,000	100,000	1,950,000	
2	AB-Tech	Main Campus	2148	Sycamore Greenhouse Wall	Project is amended due to an increase in construction costs following receipt of bids.	State (46620) R&R	100,000	100,000	200,000	
						Total	100,000	100,000	200,000	
3	Craven	Havelock Campus	2093	STEM Building- New Construction	Project is amended due to an increase in construction costs following receipt of bids.	Non-State	50,000	671,743	721,743	
						State Equipment (112 Report)	500,000	0	500,000	
						State (46620) New	4,441,215	0	4,441,215	
						Total	4,991,215	671,743	5,662,958	
4	Durham	Main Campus	2245	New Applied Technology Classroom Building & Newton Building Partial Renovation	Project is amended due to an increase in estimated construction costs.	Non-State	18,723,084	4,000,000	22,723,084	
						State (46620) New	3,362,997	0	3,362,997	
						Total	22,086,081	4,000,000	26,086,081	
5	Surry	Main Campus	2241	S Building Renovation	Project is amended due to an increase in the estimated construction costs.	State (46620) R&R	185,000	55,000	240,000	
						Total	185,000	55,000	240,000	
6	Western Piedmont	Main Campus	2414	Moore Hall Renovations	Project is amended due to a transfer of funds to project 2165 due to an escalation in construction costs. Contingent upon Board of Trustees approval, which is scheduled for September 11, 2018.	State (46620) R&R	1,729,211	(122,315)	1,606,896	
						Total	1,729,211	(122,315)	1,606,896	
7	Western Piedmont	Main Campus	2165	H Building Renovations	Project is amended due to an increase in construction costs due to an asbestos abatement change order. Contingent upon Board of Trustees approval, which is scheduled for September 11, 2018.	State (46620) R&R	2,495,438	122,315	2,617,753	
						Total	2,495,438	122,315	2,617,753	

STATE BOARD OF COMMUNITY COLLEGES
 Construction and Property
 September 21, 2018
 FY 2018-19

E. Project Approval-Final-Closeout (Connect NC Bonds Funds)										
	Item	College	Campus or County	Project Number	Project Name	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Surry	Main Campus	2240	P Building Renovations	Project is amended for project closeout.	State (46620) R&R	323,964	0	323,964
State (46620) New							146,036	0	146,036	
Total							470,000	0	470,000	
	2	Surry	Main Campus	2258	S Building - Materials Storage Building	Project is amended for project closeout.	State (46620) New	80,000	0	80,000
Total							80,000	0	80,000	
	3	Surry	Main Campus	2329	S Building Roof Replacement	Project is amended due to a decrease in project cost for closeout.	State (46620) R&R	165,000	(5,000)	160,000
Total							165,000	(5,000)	160,000	
	4	Surry	Main Campus	2330	V Building Roof Replacement	Project is amended due to a decrease in project cost for closeout.	State (46620) R&R	253,000	(2,411)	250,589
Total							253,000	(2,411)	250,589	

STATE BOARD OF COMMUNITY COLLEGES
 Construction and Property
 September 21, 2018
 FY 2018-19

F. Acquisition and Disposal of Real Property						
Item	College	Campus or County	Project Number	Acquisition and/or Disposal	Action Requested	
1	Cape Fear	Main Campus	N/A	Easement	The Cape Fear Community College Board of Trustees requests approval, per G.S. 115D-15, to grant a 355 SF access easement to the Wilmington Development Group, Inc, to allow for the construction of a new 10,133 SF three story addition to their existing building. The property parcel is located at 505 N. 2nd Street, Wilmington, NC adjacent to the College's Union Station. The easement provides emergency egress and maintenance access to the new addition which are now required by the City of Wilmington. The Board of Trustees determined that the easement area is not needed for any other purposes.	

State Fund Legend

- 41220 2012 Equipment to Capital
- 41620 2016 Equipment to Capital
- 40720 Facilities Master Planning/ Advance Planning
- 46620 2016 Connect NC Bond Program
- 112 Report Annual State Equipment Allocation

**STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report**

**FINANCE COMMITTEE**

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

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	September 20, 2018	PENDING
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

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

PROGRAM COMMITTEE

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

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

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	September 21, 2018	PENDING
	Publication on NCCCS Website	September 25, 2018	
	Written Comment Period Ends	October 25, 2018	
	Review Comments with SBCC Committee	N/A	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

PROGRAM COMMITTEE cont'd

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

**North Carolina Community College System
Historically Underutilized Businesses
2006 Facilities and Equipment Grant Funds Utilization Report
FY 2017-18**

Attachment FC 08

College	HUB Expenditures by Minority Category*						Total HUB Expended	2006 Grant Funds Expended	HUB % of 2006 Grant Funds Expended
	B	H	A	I	F	D			
Bladen	36,005	0	0	155,751	0	0	191,756	1,000,000	19.18%
Caldwell	0	109,128	0	0	54,307	0	163,435	950,000	17.20%
Catawba	0	0	0	0	0	0	0	1,000,000	0.00%
Central Carolina	0	0	0	0	395,716	0	395,716	647,620	61.10%
Central Piedmont	0	0	0	0	0	0	0	1,000,000	0.00%
Durham	0	11,345	896	0	36,864	0	49,105	335,621	14.63%
Edgecombe	96,406	0	0	0	21,515	0	117,921	798,454	14.77%
Fayetteville	0	0	0	0	43,766	223,791	267,557	400,000	66.89%
Gaston	0	0	0	0	123,119	0	123,119	1,000,000	12.31%
Guilford	0	0	0	0	0	0	0	1,000,000	0.00%
Haywood	0	0	0	0	44,260	0	44,260	705,582	6.27%
Martin	222,243	0	24,500	0	52	0	246,795	873,085	28.27%
Pamlico	195,776	0	0	0	0	0	195,776	750,000	26.10%
Robeson	3,956	0	0	126,049	58,753	0	188,758	1,000,000	18.88%
Surry	0	0	0	0	0	0	0	1,000,000	0.00%
Wayne	0	0	0	0	78,364	0	78,364	512,002	15.31%
Western Piedmont	0	0	0	0	0	0	0	1,000,000	0.00%
Wilkes	0	12,508	0	0	10,049	0	22,557	925,000	2.44%
TOTALS	554,386	132,981	25,396	281,800	866,765	223,791	2,085,119	14,897,364	14.00%
	3.72%	0.89%	0.17%	1.89%	5.82%	1.50%			

*Black, African American (B), Hispanic (H), Asian-American (A), American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

**Does not include expenditures to date of \$367,306 for a joint venture project at Western Piedmont CC that is exempt from reporting requirements by HB 506 of the 2007 Session.

***Allocation of the repurposed equipment funds of \$101,092 (40620), Finance Committee, August 2013.

6 = Total Community Colleges Less than 5%
7 = Total Community Colleges Less than 10%
11 = Total Community Colleges Greater than/Equal to 10%
8 = Total Community Colleges Greater than 15%

**North Carolina Community College System
Historically Underutilized Businesses
2007 Facilities and Equipment Grant Funds Utilization Report
FY 2017-18**

Attachment FC 09

College	HUB Expenditures by Minority Category*						Total HUB Expended	2007 Grant Funds Expended	HUB % of 2007 Grant Funds Expended
	B	H	A	I	F	D			
Blue Ridge	0	0	0	0	5,317	3,721	9,038	350,000	2.58%
Cape Fear	0	0	0	0	93,723	0	93,723	900,000	10.41%
Cleveland	2,344	0	0	0	90,673	0	93,017	900,000	10.34%
College of The Albemarle	4,540	15,163	0	0	0	2,059	21,762	532,294	4.09%
Davidson	0	23,773	925	0	18,095	0	42,793	850,000	5.03%
Johnston	0	0	0	0	26,803	266,541	293,344	900,000	32.59%
Lenoir	0	0	0	0	97,908	0	97,908	900,000	10.88%
Mayland	0	0	0	0	210,524	0	210,524	265,130	79.40%
McDowell	0	0	0	0	0	0	0	455,319	0.00%
Mitchell	0	0	0	0	78,635	5,171	83,806	900,000	9.31%
Montgomery	0	0	0	0	0	0	0	311,372	0.00%
Nash	0	0	0	0	29,519	0	29,519	900,000	3.28%
Piedmont	0	0	0	0	208,001	0	208,001	892,797	23.30%
Pitt	0	0	0	0	564,340	0	564,340	900,000	62.70%
Richmond	0	0	0	0	0	0	0	900,000	0.00%
Rowan-Cabarrus	0	0	0	0	11,000	0	11,000	900,000	1.22%
Sampson	0	0	0	0	64,302	0	64,302	900,000	7.14%
Sandhills	0	0	0	161,865	285,950	0	447,815	900,000	49.76%
Wake	0	0	0	0	0	0	0	900,000	0.00%
TOTALS	6,884	38,936	925	161,865	1,784,789	277,492	2,270,892	14,456,911	15.71%
	0.05%	0.27%	0.01%	1.12%	12.35%	1.92%			

*Black, African American (B), Hispanic (H), Asian-American (A), American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

- 8 = Total Community Colleges Less than 5%
- 11 = Total Community Colleges Less than 10%
- 8 = Total Community Colleges Greater than/Equal to 10%
- 5 = Total Community Colleges Greater than 15%

AGENDA
State Board of Community Colleges
PROGRAMS COMMITTEE
Caswell Building, Innovation Station
Thursday, September 20, 2018 – 1:30 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – August 16, 2018

For Future Action

- Annual Report to the Joint Legislative Education Oversight Committee NC Career Coach Program GS 115D-21.5. (Attachment PROG 01) *
- Review of the Comprehensive Articulation Agreement that Exists Between Constituent Institutions of the North Carolina Community College System and Constituent Institutions of the University of North Carolina (Attachment PROG 02)

For Action

- Curriculum Program Applications – Fast Track for Action (FTFA) (Attachment PROG 03) [CA]
 - Edgecombe Community College
 - Agribusiness Technology (A15100)
- Combined Course Library – Continuing Education (Attachment PROG 04) [CA]
 - New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – Brunswick Community College
 - Certified Paralegal (LEX-3110)
- Initiate Rulemaking to Amend 1D SBCCC 400.8 – “Courses for Curriculum Programs” (Attachment PROG 05)

For Information

Programs Committee

- Curriculum Program Termination as Approved by the System President (Attachment PROG 06)
 - Blue Ridge Community College
 - Air Conditioning, Heating, and Refrigeration Technology (A35100)
 - Esthetics Instructor (Certificate) (C55270)
 - Cape Fear Community College
 - Real Estate (A25400)
 - Central Piedmont Community College
 - Truck Driver Training (Certificate) (C60300)

AGENDA

**State Board of Community Colleges
PROGRAMS COMMITTEE
Caswell Building, Innovation Station
Thursday, September 20, 2018 – 1:30 p.m.**

- Sampson Community College
 - Horticulture Technology (A15240)
- Wayne Community College
 - Sustainability Technologies (A40370)
- State Board Code Report (Attachment PROG 07)

Finance Committee

- Allocation for NC Space Grant Undergraduate Student Research (Attachment FC 02)
- Catalyzing Career and Technical Education Through Enhanced Career Pathways (Attachment FC 03)
- Allocation for Employability Skills Alignment Project (Attachment FC 04)

New Business

Adjourn

***The Programs Committee will be asked to suspend the rules and move this item to the FOR ACTION agenda. The Full Board will then be asked to suspend the rules and place this item on the ACTION agenda.**

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, August 16, 2018

PROGRAMS COMMITTEE MEMBERS PRESENT

Sam Powell, chair	William Holder	Bob Stephens
Candler Willis, vice chair	Bobby Irwin	
Toni Formato	Ernest Pearson	

OTHERS IN ATTENDANCE

Lisa Chapman	Mallory Calfee	Alan LaMantia
Q. Shante Martin	(Forsyth Tech SGA President)	(SGA Representative)
Maureen Little	Ajah Harold	
	(Forsyth Tech CC)	

CALL TO ORDER

Dr. Powell called the Programs Committee meeting to order at 1:30 p.m. in the Forsyth Technical Community College, Rhoades C Conference Room.

ROLL CALL

Dr. Powell took the roll of the Programs Committee members

ETHICS STATEMENT

Dr. Powell read the Ethics Awareness and Conflict of Interest Statement. No conflicts noted.

APPROVAL OF THE AGENDA

Dr. Powell requested a motion to approve the August 16, 2018 meeting agenda. Mr. Holder moved, seconded by Dr. Willis, and the agenda was approved by the Committee via voice vote.

APPROVAL OF THE MINUTES

Dr. Powell requested a motion to approve the July 19, 2018 meeting minutes. Dr. Willis moved, seconded by Mr. Holder, and the minutes were approved by the Committee via voice vote.

FOR FUTURE ACTION

Customized Training Program Annual Report (Attachment PROG 01)*

Ms. Little reviewed the item. This fiscal year, 1,000 companies were served through the Customized Training Program at the community colleges, an 8.5% increase to the number served in the previous fiscal year.

Dr. Willis asked for clarification on the totals of trainees among five groups on page viii. The trainees listed in the "Project Totals" are the sum of the trainees in "Job Growth", "Product Enhancement", and "Technology Enhancement" groups. The "Customized Training Program Totals" is the sum of the "Project Totals" and the "Existing Industry Support".

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, August 16, 2018

Mr. Pearson clarified that the total number of companies being served are more than the total number of projects. The Customized Training Program working with companies that aren't necessarily adding jobs but in technology investment and productivity enhancement. The majority of the 229 projects listed under "Job Growth" are referrals or in partnership with Economic Development partnerships.

He followed up asking if the companies request for more than the Customized Training Program can offer. If a company is very much committed to training, then there are times that the number of projects can be elevated.

Dr. Powell asked if the Lean Six Sigma Program falls within this field. Yes, there are regional trainers at the State level and the regional levels. These numbers are reflected on page viii under the "Regionally Based Resources/Trainers".

Dr. Powell followed up asking if the Lean Six Sigma Program is still part of NC State's program. The Master Black Belts are certified through NC State and the System Office uses NC State's curriculum.

This report is due to the Joint Legislative Education Oversight Committee on September 1, 2018.

On a motion made by Mr. Pearson, seconded by Mr. Stephens, the full Board will be asked to suspend the rules and place this item on the "For Action" agenda at their meeting on August 17, 2018.

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

Dr. Chapman and Ms. Martin reviewed this item.

The committee discussed items that are presented to the board and included in the agenda.

On a motion made by Mr. Irwin, seconded by Dr. Willis, the full Board will be asked to suspend the rules and place this item on the "For Action" agenda at their meeting on August 17, 2018.

FOR ACTION:

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

- Fayetteville Technical Community College
 - Leadership Studies (A25xxx)

Dr. Chapman reviewed this item.

The committee had no questions or concerns.

On a motion made by Mr. Holder, seconded by Dr. Willis, PROG 03 was approved for the consent agenda and forwarded to the August 17, 2018 meeting.

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, August 16, 2018

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

- South Piedmont Community College – Anson Correctional Institution
 - OSC-3602 Office Practices
 - (Office Practices)
 - OST-3100 Office Software Application
 - (Office Software Application)
 - PRC-3104 Heritage Arts Production
 - (Heritage Arts Production)
 - UPH-3101 Sewing
 - (Sewing)
- Stanly Community College – Albemarle Correctional Institution
 - BPR-3011 Blueprint Reading
 - (Blueprint Reading)
 - DFT-3100 AutoCAD
 - (AutoCAD)

Dr. Chapman reviewed this item.

The committee had no questions or concerns.

On a motion made by Mr. Holder, seconded by Mr. Irwin, PROG 04 was approved for the consent agenda and forwarded to the August 17, 2018 meeting.

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

- New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – NCCCS/CCR Representatives
 - Transition English (BSP-4002)
 - New Course Approval – NCCCS/CCR Representatives
 - Transition Math (BSP-4003)
 - New Course Approval – NCCCS
 - Work-Based Learning (WBL-3100)

Dr. Chapman reviewed this item.

The committee had no questions or concerns.

On a motion made by Mr. Holder, seconded by Mr. Pearson, PROG 05 was approved for the consent agenda and forwarded to the August 17, 2018 meeting.

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

Ms. Martin reviewed this item.

The committee had no questions or concerns.

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, August 16, 2018

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

Ms. Martin reviewed this item.

The committee had no questions or concerns.

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

Ms. Martin reviewed this item.

The committee had no questions or concerns.

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

Ms. Martin reviewed this item.

The committee had no questions or concerns.

On a motion made by Mr. Pearson, seconded by Dr. Willis, PROG 06-09 was approved for the full Board agenda and forwarded to the August 17, 2018 meeting.

FOR INFORMATION

Programs Committee Agenda Items

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

- Caldwell Community College and Technical Institute
 - Industrial Systems Technology (A50240)
 - Welding Technology (A50420)

The committee had no questions or concerns.

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

- Asheville-Buncombe Technical Community College
 - Cardiovascular Sonography (A45160)
 - Central Sterile Processing (Certificate) (C45180)
 - Practical Nursing (Diploma) (D45660)
 - School-Age Education (A55440)
 - Therapeutic Massage (A45750)
- Stanly Community College
 - Industrial Systems Technology (A50240)
- Wake Technical Community College
 - Surgical Technology (A45740)

MINUTES
State Board of Community Colleges
PROGRAMS COMMITTEE
Thursday, August 16, 2018

In reference to a statement from Dr. Chapman about how colleges can elect to terminate courses such as welding if those skills are being taught in other programs, Dr. Willis asked how valuable the welding certificate from the community colleges is considering the high demand for welders in today's economy. The students receive the skill set from the community colleges but receive the AWS certification to show that students have this skill set.

The committee had no questions or concerns.

SBCC Code Report – August 2018 (Attachment PROG 12)

The committee had no questions or concerns.

Finance Committee Information Items

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

The committee had no question or concerns.

OTHER BUSINESS

ADJOURN

The meeting was adjourned at 2:18pm on a motion by Mr. Holder, seconded by Mr. Irwin, and approved via voice vote.

Recording Secretary
Alexandra Doles

STATE BOARD OF COMMUNITY COLLEGES
Annual Report to the Joint Legislative Education Oversight Committee
Career Coach Program
GS 115D-21.5(d)

Request: The State Board of Community Colleges is asked to approve the NC Career Coach Program 2017-18 Annual Report to the Joint Legislative Education Oversight Committee.

Background: § 115D-21.5(d) Career Coach Program

Annual Report. –

(1) The board of trustees of a community college that employs one or more career coaches shall report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:

- a. Number of career coaches employed.
- b. Number of local school administrative units served and names of schools in which career coaches are placed.
- c. Number of students annually counselled by career coaches.
- d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

(2) The State Board of Community Colleges shall report annually no later than October 1 to the Joint Legislative Education Oversight Committee on the following:

- a. A compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.
- b. Number and names of partnership applicants for Career Coach Program funding.
- c. Number, names, and amounts of those awarded Career Coach Program funding. (2015-241, s. 10.14(a).)

Rationale: The NC Career Coach Program places community college Career Coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. The 2017-18 Career Coach Program Annual Report outlines the program implementation and impact.

Contact(s):

Dr. James “JW” Kelley

Associate Vice President for Student Services



NC Career Coach Program

**Annual Report to the
Joint Legislative Education Oversight Committee**

Submitted by The State Board of Community Colleges

As Required by GS 115D-21.5(d)

October 1, 2018

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SUMMARY

The North Carolina Community College System administers the Career Coach Program, which places community college Career Coaches in high schools to assist students with determining career goals and identifying educational pathways enabling students to achieve these goals. Since the Program's inception in 2015, the General Assembly has shown a commitment to the Program going from an initial \$500,000 appropriation to a total of \$2,800,000 in 2018. As of July 1, 2018, there are 64 Career Coaches across the State. During the 2017-18 academic year, fifty-five (55) Career Coaches at twenty-seven (27) Community Colleges served 7,405 Fall 2017 students and 11,018 Spring 2018 students at thirty-seven (37) Local Education Agencies. While the Career Coach Program has grown and demonstrated success, barriers to on-going success continue. Primarily, these barriers consist of the difficulty in securing the required matching funds and the recruitment and retention of coaches.

BACKGROUND

North Carolina General Statute 115D-21.5 establishes the NC Career Coach Program. The purpose of the Program is to place Career Coaches employed by community colleges in high schools to assist students with determining career goals and identifying community college programs that align with those goals. The Career Coach Program is a partnership between local boards of education and community colleges. Career Coach funds are awarded through an application process based on the following: 1) consideration of the workforce needs of business and industry in the region; 2) targeting of resources to enhance ongoing economic activity within the community college service area and surrounding counties; and, 3) geographic diversity of awards.

STATE FUNDING

State funds for Career Coaches must be matched dollar-for-dollar with non-State funds, either public or private. State funds may be used for salary, benefits, and all other expenses related to the employment of the career coach.

Year	Total Recurring Funding
2015-16	\$500,000
2016-17	\$1,000,000
2017-18	\$2,100,000
2018-19	\$2,800,000

APPLICATION & AWARD OF FUNDS

- **Application Process:** Since funding is not sufficient to provide Career Coaches at every college and in every LEA, funding is allocated on an RFP basis. Interested colleges must submit an application that includes the requirements of G.S. 115D-21.5(c) as well as the following additional components:
 - A deployment plan describing how NC Career Coaches will:
 - Address targeted needs in the community; and,
 - Effectively and appropriately serve the LEA based on a rationale supported by local community leaders.
 - A professional development plan that:
 - Prepares Career Coaches to work in a high school setting;
 - Ensures Career Coaches are aware of and have the tools and resources to remain current in their knowledge of career opportunities and required education and training; and,
 - Prepares Career Coaches to serve as effective advisors as college personnel in a high school setting.
 - A plan for communicating with stakeholders, including high school students, high school and middle school faculty and staff, parents, guardians, and area employers.
 - An evaluation plan including expected outcomes.
- **Advisory Committee Review:** The Advisory Committee required by G.S. 115D-21.5(c)(1) reviews the applications. This committee is made up of representatives from the NC Community College System, the Department of Public Instruction (DPI), the NC Department of Commerce, and at least three representatives of the business community. The committee evaluates applications based upon the following:
 - Consideration of the workforce needs of business and industry in the region.
 - Targeting of resources to enhance on-going economic activity within the community college service area and surrounding counties.
 - Quality of the deployment, professional development, and communication plans.
 - Geographic diversity of awards.
- **Award & Duration of Funding:** The State Board of Community Colleges awards Career Coach funds based upon the recommendations of the Advisory Committee. Funds are awarded on a State fiscal year basis. Because of the limited amount of funds available, compared to the number of community colleges and LEAs in the State, funding is awarded in two-year cohorts. Any college, including colleges that are already receiving Career Coach funds, may apply for funding during each application period. Although not optimal, the two-year limit on funding does allow additional colleges to apply and allows the Advisory Committee to evaluate the success of the Career Coaches for colleges previously receiving funding.

APPLICANTS

2017-19 COHORT APPLICATIONS

The 2017-19 cohort started with a pool of twenty-seven (27) colleges and forty (40) LEAs submitting partnership applications.

TABLE 1.

2017-19 COHORT APPLICANTS	
COMMUNITY COLLEGE	LOCAL EDUCATIONAL AGENCY
Alamance	Alamance-Burlington School System
Bladen	Bladen County Schools
Blue Ridge	Henderson County Public Schools
Brunswick	Brunswick County Public Schools
Caldwell	Caldwell County Schools & Watauga County Schools
Central Carolina	Lee County Schools, Harnett County Schools, & Chatham County Schools
Cleveland	Cleveland County Schools
Davidson	Davie County Schools & Davidson county Schools
Durham	Durham Public Schools
Edgecombe	Edgecombe County Public Schools
Forsyth	Winston-Salem/Forsyth County Schools
Gaston	Gaston County Schools & Lincoln County Schools
Halifax	Halifax County Schools & Weldon City Schools
Haywood	Haywood County Schools
Isothermal	Rutherford County Schools
Lenoir	Lenoir county Public Schools, Jones County Public Schools, & Greene County Schools
Mayland	Michell County Schools & Yancey County Schools
McDowell	McDowell County Schools
Nash	Nash-Rocky Mount Schools
Pamlico	Pamlico County Schools, Arapahoe Charter School & Pamlico Christian Academy
Piedmont	Person County Schools & Caswell County Schools
Pitt	Pitt County Schools
Randolph	Asheboro City Schools & Randolph County Schools
Rowan-Cabarrus	Rowan Salisbury School System
Surry	Surry County Schools
Vance-Granville	Warren County Schools & Granville county Schools
Western Piedmont	Burke County Public Schools
27 Colleges	40 LEAs

Initially, forty-seven (47) Career Coaches for FY 2017-18 and FY 2018-19 at twenty-three (23) Community Colleges were approved to serve students at thirty-three (33) LEAs. However, several approved applicants lost matching funds. Therefore, non-awarded partnerships from the 2017-19 cohort application pool were awarded funds for the 2017-18 year only. These four (4) Community Colleges were able to serve students at four (4) LEAs with eight (8) additional Career Coaches. (See colleges with * in **TABLE 3.**) Therefore, during the 2017-18 academic year, a total of fifty-five (55) Career Coaches at twenty-seven (27) Community Colleges served students at thirty-seven (37) LEAs.

Partnerships	Applied	2017-19	Add'l for 2017-18 Only
		Awarded	
Community Colleges	27	23	4
LEAs	40	33	4
Total Career Coaches Funded		47	8

2018-20 COHORT APPLICATIONS

Effective July 1, 2018, the General Assembly appropriated an additional \$700,000 to the NC Career Coach Program. Eight (8) colleges and fourteen (14) LEAs submitted partnership applications. Seventeen (17) Career Coaches for FY 2018-19 and FY 2019-20 at eight (8) Community Colleges were approved to serve students at fourteen (14) LEAs.

TABLE 2.

2018-20 COHORT APPLICANTS	
COMMUNITY COLLEGE	LOCAL EDUCATIONAL AGENCY
Cape Fear	New Hanover County Schools & Pender County Schools
Carteret	Carteret County Public Schools
Catawba Valley	Alexander County Schools, Catawba County Schools, Hickory Public Schools, & Newton-Conover City Schools
Fayetteville	Cumberland County Schools
Johnston	Johnston County Schools
Martin	Martin County Schools
Robeson	Public Schools of Robeson County
Wilkes	Wilkes County Schools, Ashe County Schools, & Alleghany County Schools
8 Colleges	14 LEAs

TOTAL STATEWIDE CAREER COACHES AS OF JULY 1, 2018**TABLE 3.**

COLLEGE (REGION)	TOTAL # OF COACHES AS OF 7/1/18	FY 17-18 AWARD** (# OF COACHES)	FY 18-19 AWARD** (# OF COACHES)	LEA	MATCHING FUND SOURCE
Alamance (Central)	2	\$76,363 (2)	\$76,363 (2)	Alamance- Burlington School System	Alamance- Burlington School System
Bladen* (Eastern)	1	\$38,725 (1)	N/A	Bladen County Schools	College Institutional Funds
Blue Ridge (Western)	2	\$76,363 (2)	\$76,363 (2)	Transylvania County Schools	College Institutional Funds
Brunswick (Eastern)	2	\$76,363 (2)	\$76,363 (2)	Brunswick County Public Schools	College Institutional Funds and Brunswick County Schools
Caldwell (Western)	3	\$114,545 (3)	\$114,545 (3)	Caldwell County Schools	College Institutional Funds
Cape Fear (Eastern)	3	N/A	\$116,175 (3)	New Hanover County Schools & Pender County Schools	Unknown
Carteret (Eastern)	2	N/A	\$77,450 (2)	Carteret County Public Schools	College Institutional Funds and Carteret County Public Schools
Catawba Valley (Western)	2	N/A	\$77,450 (2)	Alexander County Schools, Catawba County Schools, Hickory Public Schools, & Newton-Conover City Schools	College Institutional Funds
Central Carolina (Central)	3	\$114,545 (3)	\$114,545 (3)	Chatham County Schools, Lee County Schools, & Harnett County Schools	Education and Workforce Innovation Grant
Cleveland (Western)	2	\$76,363 (2)	\$76,363 (2)	Cleveland County Schools	College Institutional Funds

COLLEGE (REGION)	TOTAL # OF COACHES AS OF 7/1/18	FY 17-18 AWARD ** (# OF COACHES)	FY 18-19 AWARD ** (# OF COACHES)	LEA	MATCHING FUND SOURCE
Davidson County (Western)	1	\$38,182 (1)	\$38,182 (1)	Thomasville City Schools & Lexington City Schools	College Institutional Funds
Durham (Central)	1	\$38,182 (1)	\$38,182 (1)	Durham Public Schools	College Institutional Funds and Orange County Schools
Edgecombe (Eastern)	3	\$114,545 (3)	\$114,545 (3)	Edgecombe County Public Schools	College Institutional Funds
Fayetteville (Central)	2	N/A	\$77,450 (2)	Cumberland County Schools	College Institutional Funds
Forsyth (Central)	3	\$114,545 (3)	\$114,545 (3)	Winston-Salem/Forsyth County Schools	College Foundation Funds
Gaston (Western)	2	\$76,363 (2)	\$76,363 (2)	Gaston County Schools & Lincoln County Schools	College Institutional Funds, Gaston County Schools, and Lincoln County Schools
Halifax (Eastern)	1	\$38,182 (1)	\$38,182 (1)	Halifax County & Weldon City Schools	College Institutional Funds and Halifax Business Horizons
Haywood (Western)	2	\$76,363 (2)	\$76,363 (2)	Haywood County Schools	The Phillips Fund
Isothermal (Western)	1	\$38,182 (1)	\$38,182 (1)	Rutherford County Schools	College Institutional Funds
Johnston* (Eastern)	2	\$77,450 (2)	\$77,450 (2)	Johnston County Schools	College Institutional Funds
Lenoir (Eastern)	3	\$114,545 (3)	\$114,545 (3)	Lenoir County Public, Jones County Public, & Greene County Schools	College Institutional Funds, College Foundation Funds, Lenoir County Schools, Jones County Schools, and Greene County Schools
Martin* (Eastern)	1	\$116,180 (3)	\$38,725 (1)	Martin County Schools	College Institutional Funds

COLLEGE (REGION)	TOTAL # OF COACHES AS OF 7/1/18	FY 17-18 AWARD ** (# OF COACHES)	FY 18-19 AWARD ** (# OF COACHES)	LEA	MATCHING FUND SOURCE
McDowell (Western)	1	\$38,182 (1)	\$38,182 (1)	McDowell County Schools	College Foundation Funds
Nash (Eastern)	2	\$76,363 (2)	\$76,363 (2)	Nash-Rocky Mount Schools	College Institutional Funds
Piedmont (Central)	2	\$76,363 (2)	\$76,363 (2)	Person County Schools & Caswell County Schools	County funds
Pitt (Eastern)	3	\$114,545 (3)	\$114,545 (3)	Pitt County Schools	College Institutional Funds, College Foundation Funds, and Pitt County Funds
Randolph (Central)	3	\$114,545 (3)	\$114,545 (3)	Asheboro City Schools & Randolph County Schools	College Institutional Funds
Robeson* (Eastern)	1	\$77,450 (2)	\$38,725 (1)	Public Schools of Robeson County	College Institutional Funds
Rowan-Cabarrus (Central)	2	\$76,363 (2)	\$76,363 (2)	Rowan Salisbury School System	College Institutional Funds and College Foundation
Vance-Granville (Central)	1	\$38,182 (1)	\$38,182 (1)	Granville County Schools & Warren County Schools	TAAC Grant Indirect Funds and Granville County Public School System
Western Piedmont (Western)	2	\$76,363 (2)	\$76,363 (2)	Burke County Public Schools	College Institutional Funds
Wilkes (Western)	4	N/A	\$154,900 (4)	Wilkes County Schools, Ashe County Schools, & Alleghany County Schools	College Institutional Funds and College Foundation

* Indicates originally non-awarded partnerships from the 2017-19 cohort application pool who were added for FY 2017-18, only.

** Award amounts indicate the funding level at the time the SBCC approved the award. (See Appendix 2 for grouping by Region.)

IMPACT DATA FOR 2017-18

Although there is a total of 64 Career Coaches Statewide, impact data is only available for the 55 Career Coaches who were deployed during the 2017-18 academic year.

STUDENT ENGAGEMENT

Student engagement is the one-on-one session with a Career Coach discussing the student's career interests, identifying opportunities for deeper exploration and immersion, and developing a guided pathway towards appropriate course selection related to the student's career interest. In addition to student engagement, Career Coaches may also hold groups sessions and activities.

TABLE 4.

COLLEGE (REGION)	NO. OF COACHES	COACHING SESSIONS		HIGH SCHOOL
		FALL 2017	SPRING 2018	
Alamance (Central)	2	94	235	Southern Alamance HS & Cummings HS
Bladen (Eastern)	1	-	187	West Bladen HS & East Bladen HS
Blue Ridge (Western)	2	259	390	Brevard HS, Rosman HS, & Davidson River HS
Brunswick (Eastern)	2	-	406	North Brunswick HS, South Brunswick HS, West Brunswick HS, & Brunswick County Academy
Caldwell (Western)	3	556	-	Hibriten HS, South Caldwell HS, & West Caldwell HS
Central Carolina (Central)	3	465	737	Chatham Central HS, Southern Lee HS, & Triton HS
Cleveland (Western)	2	165	470	Burns HS, Crest HS, Kings Mountain HS, & Shelby HS
Davidson County (Western)	1	59	265	South Davidson HS & Davie County HS
Durham (Central)	1	43	74	Cedar Ridge HS
Edgecombe (Eastern)	3	977	1024	North Edgecombe HS, Southwest Edgecombe HS, & Tarboro HS
Forsyth (Central)	3	158	510	Carver HS, Parkland Magnet HS, & West Stokes HS

COLLEGE (REGION)	NO. OF COACHES	COACHING SESSIONS		HIGH SCHOOL
		FALL 2017	SPRING 2018	
Gaston (Western)	2	350	404	Bessemer City HS, Hunter Huss HS, North Gaston HS, Asbury School, East Lincoln HS, Lincolnton HS, West Lincoln HS, & North Lincoln HS
Halifax (Eastern)	1	35	34	Southeast Halifax HS & Northwest Halifax HS
Haywood (Western)	2	138	130	Pisgah HS, Tuscola HS, Central Haywood HS, Waynesville Middle School, Canton Middle School, & Bethel Middle School
Isothermal (Western)	1	435	600	RS Central HS, Chase HS, & East HS
Johnston (Eastern)	2	53	114	South Johnston HS, Cleveland HS, & Princeton HS
Lenoir (Eastern)	3	509	553	Greene Central HS, Jones Senior HS, South Lenoir HS, North Lenoir HS, & Kinston HS
Martin (Eastern)	3	-	270	Riverside HS, South Creek HS, & Williamston HS
McDowell (Western)	1	321	264	McDowell HS, & McDowell Alternative Education Center
Nash (Eastern)	2	11	171	Northern Nash HS, Southern Nash HS, Nash Central HS, & Rocky Mount HS
Piedmont (Central)	2	139	342	Person HS & Barlett-Yancey HS
Pitt (Eastern)	3	687	923	North Pitt HS, JH Rose HS, Farmville Central HS, South Central HS, Ayden-Grifton HS, & DH Conley HS
Randolph (Central)	3	385	991	Asheboro HS, Eastern Randolph HS, Southwestern Randolph HS, & Trinity HS
Robeson (Eastern)	2	527	527	Fairmont HS, Lumberton HS, Purnell Swett HS, Red Springs HS, South Robeson HS, & St. Pauls HS
Rowan- Cabarrus (Central)	2	246	289	North Rowan HS, Salisbury HS, & South Rowan HS

COLLEGE (REGION)	NO. OF COACHES	COACHING SESSIONS		HIGH SCHOOL
		FALL 2017	SPRING 2018	
Vance-Granville (Central)	1	55	252	JF Webb HS & Warren County HS
Western Piedmont (Western)	2	738	856	Draughn HS, East Burke HS, Freedom HS, Patton HS, & Hallyburton Academy
TOTALS	55	7,405	11,018	94

PATHWAY ENROLLMENTS

Students enrolled in a variety of high school Career & Technical Education (CTE) pathways, community college Career and College Promise (CCP) CTE pathways, and community college CCP College Transfer Pathway (CTP) pathways. Both high school and community college CTE pathways educate students in a variety of careers such as Advance Manufacturing, Agriculture, Biotechnology, Health Sciences, Information Technology, Robotics, Welding, and many other career opportunities. The community college CTP pathway serves students in careers requiring a bachelor's degree such as Engineering.

TABLE 5.

PATHWAY	FALL 2017	SPRING 2018
High School – Career & Technical Education	40,447	40,129
Community College – Career & College Promise: Career & Technical Education	3,909	4,216
Community College – Career & College Promise: College Transfer Pathway	2,578	4,267
TOTALS	46,934	48,612

EMPLOYER ENGAGEMENT

Career Coaches served the community by engaging with the local workforce via meetings with local workforce leaders, chambers of commerce, and other business leaders. In January 2018, the NC Community College System Office began requiring colleges to report on employer engagement activities. During the Spring 2018 semester:

- 1,034 workforce engagement activities supported the adjustment to available pathways in order to better meet the state and local workforce need.

- Career Coaches contributed to both high school and community college curriculum leaders in the adjustment of fourteen (14) high school CTE pathways, sixty-eight (68) CCP-CTE pathways, and eleven (11) CCP-CTP pathways.

BARRIERS

The NC Career Coach program has received positive response from both community colleges and employers. However, there are barriers to access for colleges and LEAs.

Match Requirement. G.S. 115D-21.5(c)(2)b. requires that State funds are matched dollar-for-dollar. In order for an application to be considered for funding, the community college must certify on the application that matching funds are available. The dollar-for-dollar matching requirement is a significant barrier from some colleges, especially small, rural colleges that have limited access to county funds or private funding sources. For example, in the 2017-19 Cohort, the following colleges were selected and were not awarded funding due to a loss of matching funds: Mayland (2 coaches), Pamlico (1 coach), and Surry (2 coaches). For the 2018-20 Cohort, due to a loss of matching funds Martin Community College reduced their award from four (4) coaches to one (1) coach, and Robeson Community College requested only one (1) coach. The NC Community College System Office is exploring options for matching funds, including working to secure additional private funds that would be made available to colleges.

Retention & Expansion. As stated above, funds are awarded in two-year cohorts. Cohorts are utilized to allow other colleges to apply for funds and to evaluate currently funded Career coach programs. However, since Career Coach positions are only funded for two years, recruitment and retention of coaches is difficult. Absent additional funding, the NC Community College System has decided to increase the funding from two years to three years to support colleges' efforts to retain coaches.

CONCLUSION

The NC Career Coach Program is successfully helping high school students to choose a viable career path. Although there are only 64 Career Coaches statewide, there is broad deployment and strong engagement with coaching students as evidenced by student enrollment in both high school and community college pathways. Career Coaches are also engaging with the local workforce in order to better align workforce needs with pathways. To further understand program impact at the local level, colleges submitted narratives describing strength and improvement areas (See Appendix 1). These narratives illustrate the creative efforts to guide students on the path through excellent education in to the workforce. However, difficulties persist with regard to the ability to secure matching funds and the recruitment and retention of coaches.

APPENDIX 1
Selected College Highlights

Alamance Community College

“Next year, areas of focus will include (1) increasing the number visits to local industries/increasing workforce impact, (2) increasing the dialog with ACC department heads to stay abreast of changing curriculum programs and industry needs (3) collaborating with ACC staff to provide more Career and College promise information to families through parent programs, and (4) continuing to provide career exploration activities and other career coaching services (soft skills, resume writing, interviewing skills, etc.) to students across the high school span.”

Bladen Community College

“In the one-on-one meetings with my students, I give them a career assessment using the program “Career Coach” that our college purchased. I find that many students are interested in multiple career paths but are not sure which path would be the best fit for them. I feel that this assessment can help uncertain students make informed decisions about potential careers while also helping them determine a career path that they may be interested in.”

Blue Ridge Community College

“As a career coach you are able to make connections between the school system, industry and key stakeholders that may not typically be able to happen. Opportunities such as internships and more involvement of the local industry in the schools have been a result of this.”

Brunswick Community College

“The conversations were about what interests’ students had and how they would reach those goals through high school pathways and postsecondary plans. Most students knew what they wanted to do postsecondary, however, needed assistance on how to attain the goal(s). For the late start classes at BCC, 35 students were enrolled in 43 sections, some being first time CCP students.”

Central Carolina Community College

“We have several apprenticeship programs offered through our CCP pathways, like the Caterpillar Apprenticeship program in Lee County and the Welding and Machining Apprenticeship programs in Harnett County. Our three Career Coaches were all involved in the Triangle South Advanced Manufacturing Pathways Team and contributed to the Advanced Manufacturing Certified Pathway Application that is currently awaiting a response from the state regarding it's recommendation for approval. The coaches are also crucial in planning and implementing the annual EWIF Bridging Education and Careers Summer Symposium, which connects high school core subject area teachers with local business and industry leadership.”

Cleveland Community College

“The coaches also successfully planned and accomplished a one-day career discovery day in April, allowing over 1000 high school juniors to explore a wide range of career options, such as healthcare, manufacturing, business, education, and public services. The coaches also coordinated interactive CCC campus tours for over 200 Cleveland County 10th graders.”

Davidson County Community College

“Another strength of this program this semester was working with Janet Barnes, the CDC to meet with 95% of Davie County 8th graders and 90% of Davie County 9th graders through in-class presentations. During these sessions we conducted career explorations and linked potential careers to electives offered at Davie and higher education pathways for the 9th graders. These class sessions also led to some more targeted one-on-one meetings with students who needed additional information or guidance.”

Durham Technical Community College

“Croson Plumbing meeting discussing and brainstorming ideas to meet the need for training options in the plumbing field and how to promote this career to students. Met with Orange County Sheriff Deputy about transition of students from High School Public Safety (both in high school and through CCP) transition to Basic Law Enforcement. Planned and conducted a joint presentation with the Army Recruiter to Senior English class on the variety of opportunities available to pursue a career.”

Halifax Community College

“By collaborating with multiple Community College departments, Career Coaches provide an array of supportive and planning services. All of which the Coach used at the school level, to help students understand the processes from assessment of interest, advisement about career pathways, and activities related to job readiness; in addition to the process of employment. Career Coaches play a vital role in closing the gap between high school students with community college staff and potential employers.”

Johnston Community College

“The focus has been to increase communication with the local LEA- Johnston County Public Schools (JCPS) - and continue to build a solid working relationship with faculty, staff, and administration. This main focus has been accomplished over the last two years and continues to grow. This growth is shown through the promotion of Career and Technical Education through classroom visits, career/college fairs, industry tours, guest industry speakers, JCC program visits, JCC campus tours, one-on-one student visits with the career coach, and close working relationships between the JCC Career Coach and the JCPS Career Development Counselors (CDC).”

Lenoir Community College

“Students have been given the opportunity to attend different workshops like Manufacturing Day and Transportation Day sponsored by Lenoir Community College and also the Engineering Summit sponsored by Lenoir Community College and the Advanced Manufacturing Symposium at Craven Community College.”

Martin Community College

“The career coach(es) and Director of HS Programs are planning to visit several businesses/industries this summer in order to plan for site visits next school year in an effort to allow students to see area opportunities first hand and become knowledgeable of the functions of area industry.”

McDowell Technical Community College

“The Career Coach’s role continues to facilitate the building of knowledge and relationships between local industries and developing students for successful workforce participants... Revisiting, adding, and revising the CCP pathways by college faculty and the Curriculum Committee (of which the Career Coach is a member) allows to better meet local industries’ needs and students’ accessibility to the programs and courses.”

Nash Community College

“During the Spring 2018 semester, the Nash Community College (NCC) Career Coach attended a Workforce Readiness Coalition meeting at the Rocky Mount Chamber of Commerce and discussed career pathway offerings provided by Nash Community College. During the meeting, attendees shared information on new employment opportunities that will be coming to the Twin County region. This can be very valuable information as NCC evaluates current pathways and the alignment with local workforce needs.”

Piedmont Community College

“During the Spring 2018 Semester, meetings occurred with industries such as SpunTech, Certaineed and GKN to discuss ways to meet their employment need as well as the students served. One example, is preparing a plan for an apprenticeship program that will better equip students with skills to thrive in a maintenance career. From meetings with industry, it has been noted that employers need more employees that have earned core classes in the mechanical and electrical fields and have the ability to work with Programmable Logic Controllers (PLC).”

Robeson Community College

“In my role, I chose to collaborate and coordinate with the Career Development Coordinator on the public school side. This relationship led to much success for our students. Students were exposed to opportunities such as job shadowing, internships completing real applications for real job placement, participating in the “Reality of Money” simulation hosted by the State Employees Credit Union, and seniors were given the opportunity to go through the hiring process for a national company, Graphic Packaging.”

Rowan-Cabarrus Community College

“*Real Talk* was designed to have an open forum about education and employment. Representatives from employers, Centralina Workforce, community colleges (RCCC and CPCC), 4-year public and private colleges and universities were there. This occurred March 22nd. Next year we intend on inviting Schools County-Wide and offering the event more than once a year.”

Western Piedmont Community College

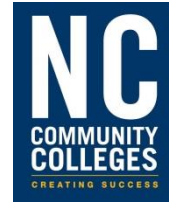
“The College’s Educational Talent Search program has also been a beneficial partnership and the Career Coaches have built relationships with the ETS counselors in each high school.”

APPENDIX 2
Career Coaches by Region

REGION	COLLEGE	TOTAL # OF COACHES AS OF 7/1/18	LEA	MATCHING FUND SOURCE
Central	Alamance	2	Alamance-Burlington School System	Alamance-Burlington School System
	Central Carolina	3	Chatham County Schools, Lee County Schools, & Harnett County Schools	Education and Workforce Innovation Grant
	Durham	1	Durham Public Schools	College Institutional Funds and Orange County Schools
	Fayetteville	2	Cumberland County Schools	College Institutional Funds
	Forsyth	3	Winston-Salem/Forsyth County Schools	College Foundation Funds
	Piedmont	2	Person County Schools & Caswell County Schools	County funds
	Randolph	3	Asheboro City Schools & Randolph County Schools	College Institutional Funds
	Rowan-Cabarrus	2	Rowan Salisbury School System	College Institutional Funds and College Foundation
	Vance-Granville	1	Granville County Schools & Warren County Schools	TAACT Grant Indirect Funds and Granville County Public School System
Eastern	Bladen	1	Bladen County Schools	College Institutional Funds
	Brunswick	2	Brunswick County Public Schools	College Institutional Funds and Brunswick County Schools
	Cape Fear	3	New Hanover County Schools &	Unknown

REGION	COLLEGE	TOTAL # OF COACHES AS OF 7/1/18	LEA	MATCHING FUND SOURCE
			Pender County Schools	
	Carteret	2	Carteret County Public Schools	College Institutional Funds and Carteret County Public Schools
	Edgecombe	3	Edgecombe County Public Schools	College Institutional Funds
	Halifax	1	Halifax County & Weldon City Schools	College Institutional Funds and Halifax Business Horizons
	Johnston	2	Johnston County Schools	College Institutional Funds
	Lenoir	3	Lenoir County Public, Jones County Public, & Greene County Schools	College Institutional Funds, College Foundation Funds, Lenoir County Schools, Jones County Schools, and Greene County Schools
	Martin	1	Martin County Schools	College Institutional Funds
	Nash	2	Nash-Rocky Mount Schools	College Institutional Funds
	Pitt	3	Pitt County Schools	College Institutional Funds, College Foundation Funds, and Pitt County Funds
	Robeson	1	Public Schools of Robeson County	College Institutional Funds
Western	Blue Ridge	2	Transylvania County Schools	College Institutional Funds
	Caldwell	3	Caldwell County Schools	College Institutional Funds
	Catawba Valley	2	Alexander County Schools, Catawba County Schools, Hickory Public Schools, & Newton-Conover City Schools	College Institutional Funds
	Cleveland	2	Cleveland County Schools	College Institutional Funds

REGION	COLLEGE	TOTAL # OF COACHES AS OF 7/1/18	LEA	MATCHING FUND SOURCE
	Davidson County	1	Thomasville City Schools & Lexington City Schools	College Institutional Funds
	Gaston	2	Gaston County Schools & Lincoln County Schools	College Institutional Funds, Gaston County Schools, and Lincoln County Schools
	Haywood	2	Haywood County Schools	The Phillips Fund
	Isothermal	1	Rutherford County Schools	College Institutional Funds
	McDowell	1	McDowell County Schools	College Foundation Funds
	Western Piedmont	2	Burke County Public Schools	College Institutional Funds
	Wilkes	4	Wilkes County Schools, Ashe County Schools, & Alleghany County Schools	College Institutional Funds and College Foundation



**REVIEW OF THE COMPREHENSIVE ARTICULATION AGREEMENT
THAT EXISTS BETWEEN CONSTITUENT INSTITUTIONS OF THE
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
AND CONSTITUENT INSTITUTIONS OF
THE UNIVERSITY OF NORTH CAROLINA**

A Report to the:

Joint Legislative Education Oversight Committee, Senate Appropriations Committee on Education/Higher Education, and the House Appropriations Subcommittee on Education

Submitted By

The State Board of Community Colleges and
The Board of Governors of The University of North Carolina

November 1, 2018

As Required by

Session Law 2013-72 (HB 903)

**THE UNIVERSITY OF NORTH CAROLINA & THE NORTH CAROLINA
COMMUNITY COLLEGE SYSTEM COMPREHENSIVE ARTICULATION
AGREEMENT REPORT TO THE JOINT LEGISLATIVE EDUCATION OVERSIGHT
COMMITTEE**

NOVEMBER 1, 2018

S.L. 2013-72 (HB 903) North Carolina General Statute 116-11(10c) requires The University of North Carolina and the North Carolina Community College System to conduct biannual joint reviews of the Comprehensive Articulation Agreement to ensure that the agreement is fair, current, and relevant for all students and institutions and to report their findings to the Joint Legislative Education Oversight Committee, including all revisions to the Comprehensive Articulation Agreement and reports of noncompliance by November 1 of each year. The statute also requires The University of North Carolina and the North Carolina Community College System to jointly develop an articulation agreement advising tool for students, parents, and faculty to simplify the course transfer and admissions process.

SUMMARY

The revised Comprehensive Articulation Agreement (CAA) was signed by the UNC Board of Governors and the State Board of Community Colleges on February 21, 2014. The CAA was implemented for Fall Semester 2014. The Transfer Advisory Committee (TAC) has completed the first round of CAA compliance campus site visits and, to date, there have been no reports of noncompliance by any institution.

The UNC System (UNC) and the NC Community College System (NCCCS) continue to work to enhance educational opportunities for NCCCS students by improving transfer administration via electronic tools and up-to-date course and degree information. The UNC Transfer Student Success Website, the College Foundation of North Carolina (CFNC), and published Baccalaureate Degree Plans provide students with access to current information that permits them to make the best choice possible in selecting institutions and degree programs. Both systems will work together to develop and support various online degree mapping tools to facilitate informed and efficient transfer.

This report provides an update on efforts to implement fully the CAA. The TAC is committed to providing students and institutions with information and strategies that will enable students to achieve associate degree and baccalaureate degree completion.

The most recent version of the 2014 CAA (revised August 2016), complete with appendices, is available at

<http://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>

CAA PROGRESS- 2018

Transfer Enrollment and Performance Data

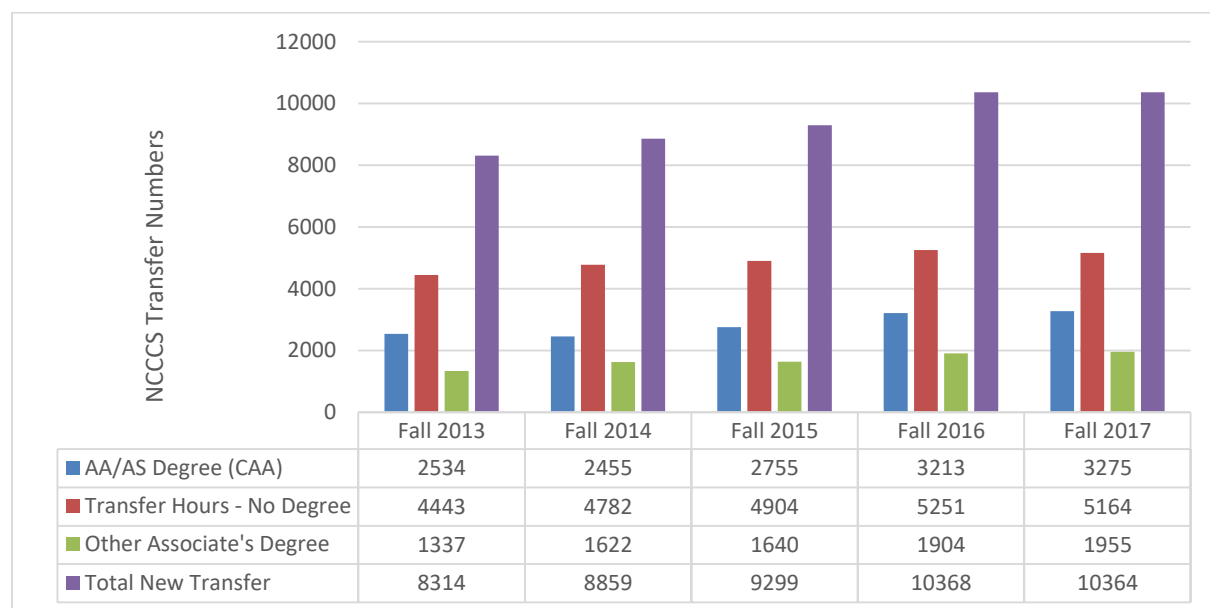
The UNC Data Dashboard provides crucial data on transfer student enrollment trends, credit hours and degree transfers, graduation rates, grade point average, performance in disciplines after transfer, and more. These data are broken down by community college and university. The Data Dashboard is vital to determining whether or not the 2014 CAA is having an impact on transfer student success and whether the changes in policy and practice put in place as a result of the CAA and the CAA Compliance Site Visits are achieving the desired positive outcomes. This information is critical to the decision-making process for both individual community colleges and universities – and for the two systems. Students who entered the NCCCS in fall 2014 are under the protections of the 2014 CAA, and an increasing number have transferred to the UNC System as of fall 2017. The increasing number of transfer students who fall under the protections of the 2014 CAA and their successful transfer to senior institutions give a clear indication of the value of the 2014 CAA to students.

Transfer Student Enrollment

There continues to be a steady increase in the enrollment of NCCCS transfer students in UNC institutions. The increase is a clear result of the revised CAA, proper advising, and the strong collaboration between UNC and NCCCS. Data results from fall 2016 and fall 2017 show significant increases in associate degree completion and in overall transfer enrollment. Since the majority of community college students do not complete in two years, the TAC anticipates an increasing trend toward associate degree completion prior to transfer and in overall transfer enrollment. Students, advisors, and institutions are gaining a better understanding of the protections of the CAA and the wide-ranging benefits of degree completion. In fall 2016, data illustrate a substantial increase in the number of NCCCS students transferring to the UNC System, from 9,372 in 2015 to 10,368 in 2016, a nearly 1000-student increase, the largest one-year increase witnessed to date (see Table 1). For fall 2017, transfers again exceeded the 10,000 transfer student threshold with 10,364. Furthermore, in fall 2016, a significant increase in the number of associate degree completers transferred, over 400, from 2,775 in 2015 to 3,213 in fall 2016. This trend has continued in fall 2017 with 3,275 associate degree completer transfers. From fall 2015 to fall 2017, a remarkable increase of over 500 associate degree completers occurred. From 2015 to 2017, a significant increase in the number of Associate in Applied Science (AAS) completers transferred to UNC institutions, from 1,640 to 1,955, an over 300-student increase. This increase is attributable to the increasing number of bi-lateral agreements

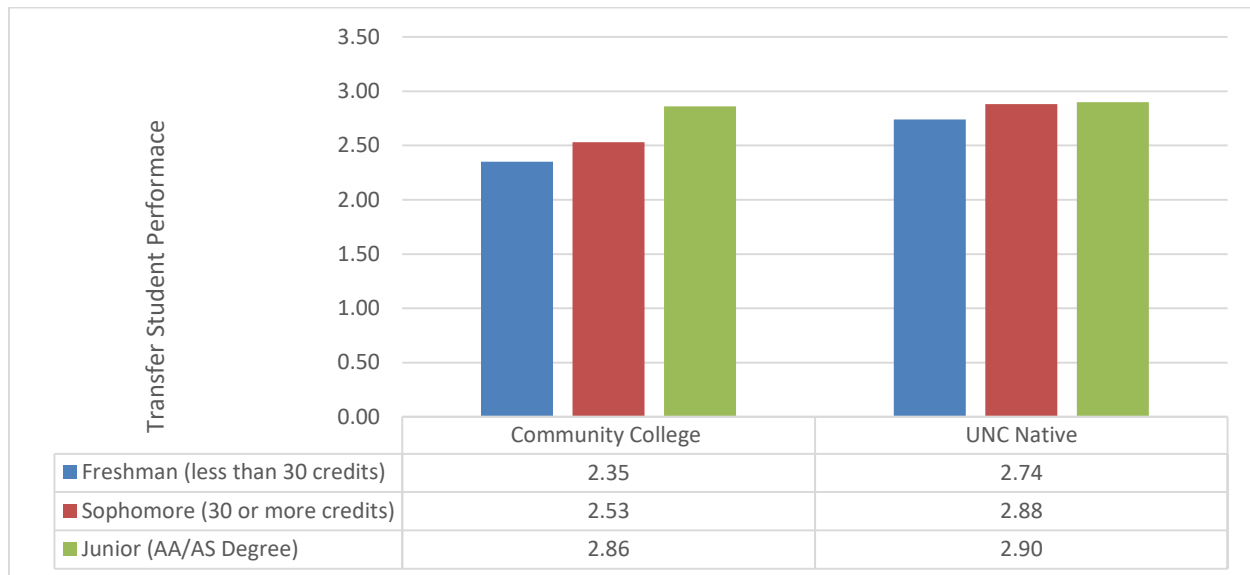
between institutions and confirms the positive and productive working relationships between individual community colleges and UNC institutions, particularly at the programmatic level. The insertion of CAA-protected Universal General Education Transfer Component (UGETC) courses into the general education hours of AAS programs is also facilitating a smooth transition to the senior institutions. Although the number of students transferring credit hours without degrees has increased, the rate of increase was far less than the rate of those transferring after degree completion. The increase in overall transfer numbers and the increase in degree completers prior to transfer indicate the positive impact of the 2014 CAA on transfer student success in North Carolina.

Table 1

New NCCS Student Enrollment to UNC**Transfer Performance Data**

The data results for transfer student performance continue to indicate a strong correlation between degree and credit hour completion prior to transfer and academic performance at the senior institution (see Table 2). Students who transfer from a North Carolina community college into a UNC institution with fewer than 30 credits significantly lag behind their native counterparts in first-year performance. Community college transfers who transfer with more than 30 credit hours but without associate degree completion are closer in performance with their sophomore UNC native counterparts but still trail in GPA attainment. Students who complete the associate degree prior to transfer and matriculate as juniors perform comparably with UNC native juniors. These results confirm the foundational principle of the CAA that transfer students who complete the associate degree prior to transfer will perform as well as students who began their college careers at UNC institutions.

Table 2

2017 Transfer Student Performance Grade Point Average- First Year**Compliance Campus Site Reviews of 2014 CAA**

In January 2016, the Transfer Advisory Committee (TAC) established review teams and a process for reviewing the institutional transfer credit policies and procedures of two UNC institutions per quarter. The TAC completed the first round of reviews for 15 UNC institutions in November 2017. (The North Carolina School of the Arts was not included in the compliance visits due to few transfers.) The second round of reviews will begin during fall 2018.

TAC/CAA Site Visit Process and Schedule

For the 2016-2017 site reviews, the UNC System Office sent out the CAA Review Form to each scheduled institution at least one month prior to the visit. The institution returned the form two weeks after receiving it. The appointed site team then connected with the institution's Transfer Point Person to schedule the visit. The Review Form requested basic information concerning transfer policies and practices of the institution. The form also requested transfer student admissions and performance data, including transfer student completion rates and accumulated credits to baccalaureate degree. Upon completion of the first round of site visits in 2017, the TAC reviewed, revised, and expanded the Review Form and the site visit process for a more comprehensive and detailed examination of institutional practices, transfer data, and student experiences. The changes to the Review Form include additional requests regarding published CAA information and transfer credit policies; an expanded Baccalaureate Degree Plan (BDP) section; further data concerning transfer student performance, graduation rates, transfer student credit hours, and degree completion credit hours; a list of most popular transfer student majors and top feeder community colleges; and an inventory of articulation agreements with individual community colleges. The TAC also modified the actual site visit schedule to include interviews with NCCCS transfer students and to offer a TAC CAA Open Forum for all campus personnel. The purpose of these changes is for the TAC members to get a broader and more detailed

perspective of transfer at the senior institution, to identify any issues that adversely impact students, and to partner with institutional personnel to formulate strategies for improvement.

CAA Compliance and Feedback Report

Upon completion of the site visits in 2016-17, the site teams submitted Feedback Reports to the entire TAC for review and approval. Each Report combined both narrative and data points and included information obtained from the CAA Review Form and the interviews conducted on the site visit. After review and approval, the UNC System Office sent the Reports to each university provost with the expectation for campus distribution to appropriate personnel. For 2018-19, the TAC expects to follow the same process. All reviewed institutions have been found in compliance with the CAA. TAC members have found the completed site visits positive and informative. Though seamless transfer challenges still exist, the universities, in collaboration with their community college partners, are making concerted efforts to improve the transfer process and to enhance transfer student support and performance. A number of institutions have included transfer expansion as part of their Strategic Plan. The completed site visits have illuminated both the existing challenges to transfer student success and the best practices institutions have implemented to assist transfer students in achieving their academic and professional goals. Ultimately, UNC institutions are very desirous of accepting NCCCS transfer students, and they are working to make the transfer process as seamless as possible.

Baccalaureate Degree Plans (BDPs)

The Baccalaureate Degree Plan is a critical component of the transfer student process. The plans create a clear transfer pathway by identifying and outlining community college and university courses that will lead to timely baccalaureate degree completion. Unfortunately, BDP management continues to be problematic at some universities, and there is little consistency in maintenance, oversight, and formatting across the system. The TAC has added a BDP section to the Review Form and will make BDP review a priority during the 2018-19 campus visits. The TAC will also review the BDP template and determine whether a standardized template is advisable. The TAC will continue to work with the NCCCS and the individual community colleges on strengthening student academic advising and emphasizing BDP use for University Transfer students. Tracking student BDP selection is also problematic since programs of study at the university change often. Senior institutions with the strongest BDP management are those that have centralized the process and oversight. The TAC recommends a central management structure at each university for oversight and maintenance of the BDPs.

Reverse Transfer

The Reverse Transfer Program is a collaborative effort between North Carolina's Community Colleges and the University of North Carolina's 16 constituent institutions. Students who transfer to a North Carolina university from one of the 58 North Carolina community colleges are given the opportunity to combine the credits earned at the university with credit already earned at the community college to determine if the associate degree requirements have been met. Students who do not complete the baccalaureate degree will at least earn a marketable credential. In 2016,

the TAC mandated that universities must publish their Reverse Transfer Policy and whether or not transfer students will have met lower-division general education requirements with associate degree completion through the Reverse Transfer Program. Since 2014, over 2,000 transfer students have been awarded an Associate Degree from their home community college. The TAC is currently addressing the tracking and reporting processes for Reverse Transfer students.

Expanding Transfer Opportunities

The concept of transfer and the very definition of a “transfer student” have undergone a significant evolution in the last few years. Historically, transfer students were generally confined to the Associate in Arts and Associate in Science categories. However, these limited categorical identifications no longer adequately or accurately define the varied community college pathways students may journey on their way to senior institution enrollment and baccalaureate degree completion. North Carolina has become a national leader in developing various transfer pathways for students to achieve their academic and professional goals, and the CAA has been the foundation upon which these pathways have been built. The strong partnership between the UNC and North Carolina Community College Systems has led to articulation agreements for the Associate in Engineering and Associate in Fine Arts programs and the redesign of curriculum standards to facilitate transfer for students in those programs seeking baccalaureate degrees. In addition, the systems continue to work on Education pathways. Further, high school students across the state in Career and College Promise and Early College High School programs are taking advantage of the availability of college classes, in both the community colleges and universities, to accumulate credits prior to enrollment. The data also indicate a significant increase in Associate in Applied Science transfers to senior institutions, due in no small part to the growing number of bi-lateral articulation agreements between individual institutions. The CAA has served as a catalyst for this transfer growth and redefinition, and the strong collaboration between the two systems has produced tremendous results in articulation expansion and implementation.

Transfer Credit Appeal Procedure

The Transfer Credit Appeal Procedure provision in Appendix E of the CAA exists to help any student who believes the terms and protections of the CAA have not been adhered to by a UNC institution to which the student has been admitted. The instructions for this process outline the steps a student must take to address the issue up to and including a TAC review of the situation. A timeline for the appeal process and the appeal form are included in the appendix. Student awareness and use of the Appeal Procedure has been limited. While a small number of student CAA issues have been brought to the TAC’s attention, these issues have generally been informally resolved on the local level through conversations between TAC members and UNC institution personnel. Unfortunately, student interviews have revealed a general lack of awareness of the Appeal Procedure. Moving forward, the mandatory ACA 122 course on each BDP and the course’s renewed emphasis on transfer issues and the CAA will help to inform students of the process. Transfer advisors at the community colleges are also being encouraged to make students aware of their CAA protections and the recourse of the Appeal Procedure.

Course Credit Test Transfer Policy

Section V: A10 of the CAA covers “Transfer of Advanced Placement (AP) Credit.” TAC members have received repeated requests for clarification on how other course credit exams, such as Dantes, CLEP Subject, and International Baccalaureate (IB), should be reviewed. To address these requests, the TAC added the following sentence to this item: “TAC recommends that the same guiding principle prescribed for AP course credit be exercised in the treatment of other NCCCS course credit awarded as part of the AA or AS degree under the CAA through other commonly recognized exams (e.g., IB, CLEP, Dantes, Cambridge).” This recommendation encourages receiving institutions to employ a consistent and transparent evaluation of course credit tests.

TAC Mission

Section IV, Letter A (Page 5) of the CAA defines the composition and authority of the TAC. However, as the concept and application of transfer continues to expand, the TAC is increasingly being asked to weigh in on and advise on all matters of transfer. Therefore, the TAC has added a sentence to this Mission: “The TAC will also provide general counsel and recommendations to the North Carolina Community College System (NCCCS) and the University of North Carolina System in matters leading to optimal transfer between the two systems.” This statement broadens the scope of the TAC to lend expertise in a variety of transfer circumstances not explicitly outlined in the CAA.

UNC Director of Community College Partnerships

The UNC Director of Community College Partnerships (established in 2017) has been a welcome and critical addition to the operations of the TAC. This individual provides direction and oversight of all system-level transfer initiatives and performs the day-to-day activities related to transfer recruitment and admission policy, articulation and credit transfer policies (e.g., the CAA), partnership projects, and other related transfer initiatives. The goal is to increase transfer student enrollment system-wide, minimize barriers to a four-year postsecondary education, and maximize student success. This position is key to keeping the lines of communication open between the NCCCS and UNC System, as well as between the TAC and UNC institution transfer personnel. The UNC System is to be commended for both recognizing the growing importance of transfer in our state and in allocating the necessary resources to fund such a crucial position.

Communication

The dissemination of transfer information to appropriate personnel in a timely manner continues to be problematic, at both community colleges and UNC institutions. Adjustments by the TAC to the CAA are often not effectively communicated to transfer personnel and advisors working directly with students. To address this issue, the TAC is working with the NCCCS to develop a CAA-TAC web page that will contain CAA updates, TAC meeting minutes, and other pertinent transfer information. The expected launch of the page is fall 2018. In addition to the Campus Site Visit TAC forums, the TAC is also committed to delivering current and relevant transfer

information and updates in a variety of venues and formats throughout 2018-19, including the NCCCS conference, CTPA meetings, regional and state transfer workshops, and regional staff meetings (CAOs, Enrollment, Admissions, Registrars, Advisors, and others). These presentations and discussions will enable the dissemination of valuable information to transfer personnel from both systems and allow the TAC to better understand any concerns from the individuals who work most directly with transfer students.

Conclusion

The data outcomes and site visit reports attest to the positive impact the 2014 CAA is having on transfer student success. Both systems are committed to making sure that the CAA is working in the best interests of our students and our state. The results clearly indicate that the transfer partnership between the North Carolina Community College System and the University of North Carolina System is progressing and producing desired outcomes and that the 2014 CAA is serving students well and leading the way to seamless and efficient transfer. Importantly, the concept of transfer is expanding and offering students various pathways to associate and baccalaureate degree completion. The CAA, with its student protections and credit guarantees, is largely responsible for this expansion and the numerous transfer opportunities now available.

TAC Recommendations

- Require ACA 122 enrollment no later than second semester at the community college.
- Conduct a survey of community college advising practices.
- Centralize Baccalaureate Degree Plan management at the universities.
- Incentivize Associate Degree completion prior to transfer.
- Provide professional development for community college faculty and staff on career exploration, transfer student advisement, and academic planning.
- Educate students about the protections and guarantees of the CAA.
- Collect additional comparative data of UNC native students and NCCC transfer students.
- Provide funding for the TAC to hold regional and state-wide transfer workshops, as well as support in presenting the success of North Carolina transfer at national events.

**STATE BOARD OF COMMUNITY COLLEGES
CURRICULUM PROGRAM APPLICATION
Fast Track for Action [FTFA*]**

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

Edgecombe Community College
Agribusiness Technology (A15100)

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):

Jennifer Frazelle
Director

**STATE BOARD OF COMMUNITY COLLEGES
PROGRAM APPLICATION
SUMMARY EVALUATION REPORT
Edgecombe Community College
Agribusiness Technology (A15100)**

Program Planning: Edgecombe Community College is seeking approval for the Agribusiness Technology (A15100) program to begin Spring, 2019. The planning area is defined as the college's service area of Edgecombe County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Edgecombe Community College on May 3, 2018. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Edgecombe 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: Edgecombe Community College indicates the following:

- There are entrepreneurial opportunities for graduates which the college will support through their Small Business Center.
- If approved for the program, ECC will pursue devolvement of a Career and College Promise pathway for high school students.
- If approved for the program, ECC will pursue articulation with North Carolina State University.
- The agriculture industry in North Carolina accounts for more than 17% of the state's income and employs 17% of the work force. (NC Department of Agriculture and Consumer Services).
- Edgecombe is one of the leading counties in our state in agriculture. Estimates from Edgecombe County's extension office note over 3,500 jobs in agribusiness in the county, not including seasonal workers. (North Carolina Department of Agriculture and Consumer Services)
- Edgecombe County has three high schools, one charter school and one early college that have a combined 350 students in an agriculture pathway.
- There is a strong representation of Future Farmers of America within the college's service area. There are 64 members at Southwest Edgecombe High School and 103 members at North East Carolina Preparatory School.

- There is an aging agriculture workforce. The average age of principal farm operators in North Carolina is 58.9 years old. (US Department of Agriculture 2017 State Agriculture Overview). The proposed program will provide an opportunity to educate the next generation.
- The NC Cooperative Extension (Edgecombe County Center) Extension Director submitted a letter of support and indicated: *One of the problems that many farming operations have difficulty with and frequently express frustration is the inability to find good employees who have the ability to work with new equipment technology and understand the varied aspects of managing a farming operation. One opportunity that exists for Edgecombe is the lack of small farming operations. There are only a handful of these operations and there seems to be a growing demand for local produce.*
- The Town Manager for the Town of Tarboro provided a letter of support for the proposed program and stated: *Agriculture remains a pillar of the rural Eastern North Carolina economy. The availability of agricultural land makes this program ideal to support existing agricultural enterprises with human capital, but the degree will also assist in providing local citizens an avenue to capitalize on emerging agricultural markets.*

Impact of the Proposed Program on Other Programs: There are eleven colleges approved to offer the Agribusiness Technology program. None of these colleges are contiguous college to Edgecombe Community College, therefore an **impact assessment is not required**.

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: *Designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education. Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.*

Contact(s):

Jennifer Frazelle
Director

**STATE BOARD OF COMMUNITY COLLEGES
Combined Course Library - Continuing Education**

New Course Approvals, Modifications, and Tier Designations

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

Request for New Course 1 of 1

Requesting College or Agency: Brunswick Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
LEX 3110	Certified Paralegal	300	F25 - Business	2

Description: This course is an additional credential for students who have an associate's or bachelor's degree as defined by the North Carolina State Bar – Paralegal Certifications.

The course covers essential aspects of the legal system and include professional ethics, law fundamentals, terminology, roles and responsibilities, legal writing, research, litigation, and law office operations. Students that successfully complete the course will be eligible to sit for the North Carolina Paralegal Certification Exam Administered by the North Carolina State Bar.

Course requires college to seek approval from the North Carolina State Bar Board of Paralegal Certification as a qualified paralegal studies program (QPSP).

Rationale:

The need for paralegal training through workforce development gains further traction when considering the data provided by NC Commerce. Current projections indicate an annual growth of 1.2 percent with 3,462 total openings in the next ten years.

Paralegal training appeals the retiree population, especially college educated seniors seeking an encore career. Recent census data indicates that 28% of Brunswick residents are senior citizens and of those 25% already have an undergraduate degree. This credential also open doors of advancement for those in the real estate industry, local government, and private practice law firms.

Median annual income for a certified paralegal is \$40,330.

Credential:

North Carolina Certified Paralegal: <http://www.nccertifiedparalegal.gov/for-paralegals/how-to-get-certified/qualifications/>

Contact(s):

Margaret Roberton
Associate Vice President, Workforce Continuing Education

Request for Course Modification 1 of 1

Requesting College or Agency: Brunswick Community College

Course ID	Course Title	Current Hours	Requested Hours	Tier Designation
PHM 3250	Pharmacy Technician	140	204	2

Description: This course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Rationale:

The role of Certified Pharmacy Technician is expanding to include broader roles supporting the pharmacist and the pharmacy as a business.

In response to the changing role of pharmacy technicians in the field, the Pharmacy Technician Certification Board (PTCB) has increased the basic knowledge required to pass the Pharmacy Technician Certification exam. The community college course requires additional hours to ensure students have sufficient instruction to enter the workforce as qualified Pharmacy Technicians.

Credential:

Pharmacy Technician Certification Board www.ptcb.org

Contact(s):

Margaret Roberton
Associate Vice President, Workforce Continuing Education



1 **State Board of Community Colleges Code**
2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION PROGRAMS**

5
6 **SUBCHAPTER 400. CURRICULUM**

7
8 **1D SBCCC 400.8 Courses for Curriculum Programs**

9 (a) The Combined Course Library shall contain the following elements for all curriculum
10 program credit courses approved for the North Carolina Community College System:

- 11 (1) Course prefix;
12 (2) Course number;
13 (3) Course title;
14 (4) Classroom hours and laboratory, clinical, and work-based learning contact hours,
15 if applicable;
16 (5) Credit hours;
17 (6) Prerequisites and corequisites, if applicable;
18 (7) Course description consisting of three sentences; and
19 (8) Tier Funding classification.

20 (b) The numbering system for curriculum courses within the Combined Course Library is
21 as follows:

22 (1) The numbers ~~010-099~~ 001-099 shall be assigned to developmental courses or
23 supplemental courses. Supplemental courses provide supplemental skills to a
24 specific co-requisite course or customized developmental course delivery.
25 Developmental courses are designed to address academic preparedness,
26 workforce retraining, development of general and discipline-specific strategies,
27 and barriers to learning. Developmental and supplemental courses do not earn
28 credit toward a certificate, diploma or degree.

29 ~~(2) The numbers 001-009 shall be assigned to supplemental courses. Supplemental~~
30 ~~courses provide supplemental skills to a specific corequisite course or customized~~

1 ~~developmental course delivery. These courses do not earn credit toward a~~
2 ~~certificate, diploma or degree.~~

3 ~~(3)~~(2) The numbers 100-109 and 200-209 shall be assigned to certificate and diploma
4 level curriculum courses. These courses shall not be included in associate degree
5 programs.

6 ~~(4)~~(3) The numbers 110-189 and 210-289 shall be assigned to associate degree level
7 courses. These courses may also be included in certificate and diploma programs.

8 ~~(5)~~(4) The numbers 190-199 and 290-299 shall be assigned to seminar or selected topic
9 courses that may be offered for a single term and which courses offer content not
10 found in existing courses. To offer the course content after the initial term, the
11 Curriculum Review Committee shall approve the course for inclusion in the
12 Combined Course Library.

13 (c) A college shall use the course information (prefix; number; title; classroom,
14 laboratory, clinical, and work-based learning contact hours; credit hours;
15 prerequisites and corequisites; and course description) as listed in the Combined
16 Course Library.

17 (d) A college may add a fourth sentence to the course description to clarify instructional
18 content or instructional methodology.

19 (e) A college is responsible for ensuring that students have satisfied requisite course
20 requirements by documenting that they have either completed the appropriate
21 courses or have demonstrated that they have the appropriate knowledge and skills
22 required for admission to the courses as determined by the college.

23 (f) A college may establish a local policy for waiving requisite requirements for individual
24 students.

25 (g) A college may divide courses into incremental units for greater flexibility in providing
26 instruction to part-time students or to provide shorter units of study for abbreviated
27 calendars. Each of the following criteria applies to courses divided into incremental
28 units:

29 (1) A course may be divided into two or three units that are designated with an
30 additional suffix following the course prefix and number;

- 1 (2) The units shall equal the entire course of instruction, without omitting any
- 2 competencies;
- 3 (3) The combined contact and credit hours for the units shall equal the contact and
- 4 credit hours for the course;
- 5 (4) If the course is a prerequisite to another course, the student shall complete all
- 6 component parts before enrolling in the next course; and
- 7 (5) If the course is a corequisite to another course, the student shall take the
- 8 corequisite course before or in conjunction with the prospective course.
- 9 (h) The North Carolina Community College System Office shall appoint a Curriculum
- 10 Review Committee of representatives from Chief Academic Officers and community
- 11 college presidents. The Curriculum Review Committee shall have the authority to do
- 12 the following:
- 13 (1) To approve and maintain curriculum courses in the Combined Course Library;
- 14 (2) To determine whether a curriculum course may meet a general education
- 15 designation for certificates, diplomas and associate in applied science programs
- 16 using the then current criteria established by the Southern Association of Colleges
- 17 and Schools Commission on Colleges and listed in The Principles of Accreditation:
- 18 Foundations for Quality Enhancement.
- 19 (3) To archive curriculum courses that have not been offered by any community
- 20 college for three consecutive years.
- 21 (i) The North Carolina Community College System and The University of North Carolina
- 22 shall appoint a Transfer Advisory Committee of representatives from North Carolina
- 23 community colleges and The University of North Carolina. The Transfer Advisory
- 24 Committee shall have the authority to do the following in regards to curriculum
- 25 courses:
- 26 (1) To determine whether a curriculum course may meet a general education
- 27 designation for Associate in Arts and Associate in Science degrees using the then
- 28 current criteria established by the Southern Association of Colleges and Schools
- 29 Commission on Colleges and listed in The Principles of Accreditation: Foundations
- 30 for Quality Enhancement.

1 (2) To determine whether a curriculum course may meet a universal general education
2 transfer component designation using the following standards:

3 (A) Then current criteria established by the Southern Association of College and
4 Schools Commission on Colleges and listed in The Principles of Accreditation:
5 Foundations for Quality Enhancement; and

6 (B) General education equivalency at all sixteen constituent institutions of The
7 University of North Carolina.

8 (3) To determine whether a curriculum course may meet a premajor/elective
9 designation for Associate in Arts and Associate in Science degrees using the
10 following standards:

11 (A) Focus on skills, techniques, and procedures specific to the student's
12 occupation or profession;

13 (B) Similar in intended outcomes and competencies, and so, transferable between
14 institutions.

15 (j) When a student receives credit for a Combined Course Library curriculum course, this
16 credit shall be transferable to any college in the North Carolina Community College
17 System.

18
19 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

20 *Temporary Adoption Eff. June 1, 1997;*

21 *Eff. July 1, 1998;*

22 *Amended Eff. _____; November 1, 2017; June 1, 2009;*

23 *July 1, 2007; October 1, 2006; December 1, 2004; August 15, 2004.*

24

STATE BOARD OF COMMUNITY COLLEGES

Curriculum Program Terminations Approved by the System President

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

Background: 1D SBCCC 400.6 (b) states the following: *The college shall terminate a curriculum program when there has been no enrollment for two consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment.*

In December of 2017, the System Office sent a report to colleges listing curriculum programs which have not shown enrollment in over two years. The report was accompanied by a request to either terminate or request an extension of the programs. Many of the terminations listed below are a result of this request.

Blue Ridge Community College

Air Conditioning, Heating, and Refrigeration Technology (A35100)

Rationale: No enrollment for over two years. Lower demand for HVAC employees within the college's service area led to a decrease demand for students graduating from the program. Additionally, the employment positions often only required a HS diploma and on the job experience; therefore, the college believes students would be better served with directed training made available through their continuing education program.

Termination Semester: **Fall 2018**

Esthetics Instructor (Certificate) (C55270)

Rationale: No enrollment for over two years. There has been limited demand for the certificate due to a lack of students who are interested in the teaching aspect of esthetics.

Termination Semester: **Spring 2019**

Cape Fear Community College

Real Estate (A25400)

Rationale: No enrollment for over two years. The college has been offering real estate courses under their existing Real Estate Licensing (Certificate)(C25480) program instead of offering the Real Estate (A25400) program. The college may also offer real estate training under continuing education if needed in the future.

Termination Semester: **Fall 2018**

Central Piedmont Community College

Truck Driver Training (Certificate) (C60300)

Rationale: The program is offered more cost effectively through continuing education.

Termination Semester: **Summer 2018**

Sampson Community College

Horticulture Technology (A15240)

Rationale: Low enrollment. There has been a lack of student interest in the program due to a reduction of jobs within the service area and low salaries. The content can be offered through continuing education if a future need arises.

Termination Semester: **Fall 2018**

Wayne Community College

Sustainability Technologies (A40370)

Rationale: No enrollment for over two years. The program has not had student interest due to lack of careers in the service area. Several of the competencies are being offered through the Industrial Systems program or through continuing education courses.

Termination Semester: **Fall 2018**

Contact(s):

Jennifer Frazelle

Director

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report

**FINANCE COMMITTEE**

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

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	September 20, 2018	PENDING
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

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

PROGRAM COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1D SBCCC 300.9 – “Clinical Practice”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	July 31, 2018	COMPLETED
	Review 2 nd Written Comments with SBCC Committee	August 16, 2018	COMPLETED
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
ADOPTION 1D SBCCC 300.10- “Work- Based Learning”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	COMPLETED
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	September 21, 2018	PENDING
	Publication on NCCCS Website	September 25, 2018	
	Written Comment Period Ends	October 25, 2018	
	Review Comments with SBCC Committee	N/A	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

PROGRAM COMMITTEE cont'd

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

AGENDA
State Board of Community Colleges
POLICY COMMITTEE
Caswell Building, Innovation Station
Thursday, September 20, 2018 - 3:00 p.m.

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – August 16, 2018

For Future Action

- Recommendation for Initial Proprietary School Licensure (Attachment POL 01) *

For Action

- Amend 1B SBCCC 400 – “Program Accountability” (Attachment POL 02)

For Information

- SBCC Code Report – September 2018 (Attachment POL 03)

New Business

Adjourn

*The Policy Committee will be asked to suspend the rules and move this item to the FOR ACTION agenda. The Full Board will then be asked to suspend the rules and place this item on the ACTION agenda.

MINUTES
State Board of Community Colleges
POLICY COMMITTEE
Thursday, August 16, 2018

POLICY COMMITTEE MEMBERS IN ATTENDANCE

Bob Stephens, Chairman	Frank Johnson	Clark Twiddy
Todd Johnson	Ernest Pearson	Candler Willis
Toni Formato	Lynn Raye	
Bobby Irwin	Burr Sullivan	

OTHERS IN ATTENDANCE

Maureen Little	Sondra Jarvis	Ajah Harold
Brian Long	Alex Granados (EducationNC)	(Forsyth Tech CC)
Shanté Martin	Mallory Calfee	Alan LaMantia
Scott Corl	(Forsyth Tech SGA President)	(SGA Representative)

CALL TO ORDER

Mr. Stephens called the Policy Committee meeting to order at 3:00 p.m. at Forsyth Technical Community College, Rhoades B Conference Room.

ROLL CALL

Sondra Jarvis took the roll of the Policy Committee members.

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA

Mr. Stephens requested a motion to approve the August 16, 2018 meeting agenda. Mr. F. Johnson moved to approve, Mr. Raye seconded, and the agenda was approved by the Committee via voice vote.

APPROVAL OF THE MINUTES

Mr. Stephens requested a motion to approve the July 19, 2018 minutes. Mr. Pearson moved to approve, Ms. Formato seconded, and the minutes were approved by the Committee via voice vote.

FOR FUTURE ACTION

Recommendations for Initial Proprietary School Licensure (Attachment POL 01)

Mr. Corl reviewed information pertaining to three schools being recommended by the Proprietary School Board for licensing. The contingency under Coder Foundry has been satisfied. At the request of the Mr. Stephens, Mr. Corl reviewed the Bond process.

Mr. Raye made a motion to move Recommendations for Initial Proprietary School Licensure (Attachment POL 01) from Future Action to Action, seconded by Mr. F. Johnson. Approved by the Committee via voice vote.

MINUTES
State Board of Community Colleges
POLICY COMMITTEE
Thursday, August 16, 2018

Dr. Willis made a motion to approve Recommendations for Initial Proprietary School Licensure (Attachment POL 01), seconded by Ms. Formato. Approved by the Committee via voice vote.

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

Mr. Corl reminded the Committee that recommendations from the Proprietary School Board for the Umanah Healthcare Institute were addressed in May. Upon the completion of the investigation, it has been recommended that licensure be revoked. Ms. Martin reviewed the process that will be followed as well as the licensees rights. This investigation was initiated based on concerns from Department of Health and Human Services. Mr. Stephens commended Mr. Corl on the thorough investigation.

Mr. Raye made a motion to move State Board of Proprietary Schools Recommendation to Revoke Licensure (Attachment POL 02) from Future Action to Action, seconded by Ms. Formato. Approved by the Committee via voice vote.

Ms. Formato made a motion to approve State Board of Proprietary Schools Recommendation to Revoke Licensure (Attachment POL 02), seconded by Mr. T. Johnson. Approved by the Committee via voice vote.

FOR INFORMATION

Annual Report of Proprietary Schools (Attachment POL 03)

Mr. Corl reviewed the report submitted for information to the State Board. Due to a statute change, as of next year schools licensed over 5 years will not have to have a bond to protect the students. There is funding in the Student Protection Fund to help mitigate that possible gap.

Mr. Pearson asked how members of Proprietary School Board are appointed. Mr. Corl provided information on the makeup of the Board.

SBCC Code Report (Attachment POL 04)

Ms. Martin reviewed the status of the State Board code items.

ADJOURNMENT

Mr. Raye motioned to adjourn, seconded by Mr. Irwin. The meeting was adjourned at 3:17 p.m. via voice vote.

Respectfully submitted,
Sondra Jarvis

STATE BOARD OF COMMUNITY COLLEGES
Recommendation for Initial Proprietary School Licensure

The State Board of Proprietary Schools recommends approval to license the following Proprietary Schools, as required under Article 8, Chapter 115D, North Carolina General Statutes, starting upon approval by the State Board of Community Colleges and ending June 30, 2019 to offer the programs listed.

***ACCELERATED DENTAL ASSISTING ACADEMY**

7510 Ramble Way, Suite 101
Raleigh, NC 27616

Programs	Clock Hours
Dental Assisting	80

***Recommendation is contingent upon North Carolina Dental Board approval of the instructor and radiology portion of the curriculum.**

CARE ONE HEALTH TRAINING INSTITUTE

319 Chapanoke Road, Suite 104
Raleigh, NC 27603

Programs	Clock Hours
Nurse Aide I	105
Nurse Aide I Online Hybrid	136
Nurse Aide I Refresher	40
Nurse Aide II	186
Nurse Aide II Online Hybrid	172
Phlebotomy Technician	104
Phlebotomy Technician Online Hybrid	160
Medication Aide	24
Electrocardiogram Technician	48
Electrocardiogram Technician Online Hybrid	60
Medical Assistant	917
Medical Assistant Online Hybrid	920
Medical Billing and Coding Online	300
Health Unit Coordinator	164
Pharmacy Technician Online Hybrid	200



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER B. COLLEGE OPERATIONS**

5
6 **SUBCHAPTER 400. PROGRAM ACCOUNTABILITY**

7
8 **1B SBCCC 400.1 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

9 All colleges shall obtain and maintain regional accreditation by the Southern Association
10 of Colleges and Schools Commission on Colleges (SACSCOC). The System Office shall
11 provide biannually a report to the State Board listing any accreditation actions taken by
12 SACSCOC with regards to a North Carolina community college. The System President,
13 when requested, will provide assistance to colleges seeking regional accreditation.

14
15 *History Note: Authority G.S. 115D-5;*

16 *Eff. [October 1, 2018](#)*

17
18 **1B SBCCC 400.2 COLLEGE PLANNING**

19 Each community college shall maintain an ongoing planning process. At a minimum,
20 college plans shall address program and facility needs; shall include the college's mission,
21 goals and objectives, consistent with the mission of the System and with the State Board's
22 priorities; and shall provide for evaluation of student outcomes.

23
24 *History Note: Authority G.S. 115D-5;*

25 *Eff. [October 1, 2018](#)*

26
27 **1B SBCCC 400.3 PROGRAM REVIEW**

28 Colleges shall monitor the quality and viability of all its programs and services. Colleges
29 shall review each curriculum program, each program area within continuing education,
30 and their Basic Skills programs at least every five years to determine program strengths

1 and weaknesses and to identify areas for program improvement. The program review
2 process shall be consistent with the requirements of the regional accrediting agency.

3

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

5 *Eff. [October 1, 2018](#)*

6

7 **1B SBCCC 400.4 PROVISION OF INFORMATION TO THE SYSTEM OFFICE**

8 (a) Purpose. To ensure the quality of educational programs, to promote the systematic
9 meeting of educational needs of the State, and to provide for the equitable distribution
10 of State and federal funds to the several institutions, the State Board must have timely
11 access to accurate data that is comparable across institutions. The purpose of this
12 policy is to establish rules governing the consistent collection and reporting of data to
13 fulfill reporting requirements, assess compliance, and to evaluate education
14 programs.

15 (b) Annual Reporting Plan. No later than May 1st of each year, the System Office shall
16 publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall include
17 a list of information requirements, associated deadlines, and a description of how the
18 System Office will use the information. If a requirement involves transmission of raw
19 data, the plan shall also include an appendix listing the data elements collected. The
20 System Office may amend the plan, as needed, provided colleges are provided notice
21 of at least 20 business days for any newly added requirement.

22 (c) Data Governance Committee.

23 (1) The Data Governance Committee shall approve definitions for data elements used
24 throughout the North Carolina Community College System (NCCCS) and identify
25 issues the System Office should consider when determining an effective date for
26 implementation. Once the System Office determines an implementation effective
27 date, the definition and effective date shall be published in the NCCCS Data
28 Dictionary published on the NCCCS website. The Data Governance Committee
29 may also provide recommendations on data entry processes and other best
30 practices that promote data quality. The System Office shall provide guidance to
31 colleges on definition implementation.

- 1 (2) The Data Governance Committee shall be composed of the following members,
2 each of whom shall serve for a three-year term:
- 3 (A) One College President, who will serve as Chair, appointed by the President of
4 the North Carolina Association of Community College Presidents (NCACCP).
 - 5 (B) One Instructional Administrator appointed by the President of the North
6 Carolina Association of Community College Instructional Administrators
7 (NCACCIA).
 - 8 (C) One Continuing Education Administrator and one Basic Skills Director
9 appointed by the President of the North Carolina Community College Adult
10 Educators Association (NCAEA).
 - 11 (D) One Student Development Administrator appointed by the President of the
12 Student Development Administrators Association (NCSDA).
 - 13 (E) One Chief Financial Officer appointed by the North Carolina Association of
14 Community College Business Officers (ACCBO).
 - 15 (F) Three Institutional Research/Institutional Effectiveness Officers appointed by
16 the Community College Planning and Research Organization (CCPRO).
 - 17 (G) One Chief Information Officer appointed by the Chief Information Officer
18 Association (CIOA).
 - 19 (H) One representative appointed by the Institutional Information Processing
20 System Users Group (IIPS).
 - 21 (I) The designee of the North Carolina Community College System President.
 - 22 (J) A designee from each System Office division appointed by the division Vice
23 President.
- 24 Current members serving on the Data Governance Committee as of the effective
25 date of this rule shall serve the remainder of their terms. Thereafter, as terms
26 expire, or when a vacancy occurs prior to the expiration of a term, members of the
27 Data Governance Committee shall be appointed in accordance with this rule.
- 28 (3) Excluding System Office designees, no member of the Data Governance
29 Committee, shall serve more than two consecutive terms of three years on the
30 Committee. This limitation does not prohibit an individual from serving future terms
31 after a period of non-service of at least one year.

1 (4) The Data Governance Committee shall notify colleges of proposed data element
2 definitions and shall provide for a period of no less than 10 business days from the
3 date of notification during which colleges may provide comments on the proposed
4 data element definitions.

5 (d) Reports. The trustees and the president of each college are responsible for ensuring
6 information outlined in the Annual Reporting Plan and any ad hoc information
7 requirements requested by the System Office are provided in a timely manner and in
8 the format prescribed by the System President. Required data elements shall conform
9 with the NCCCS Data Dictionary, where applicable.

10 (e) Reporting Accountability. The System Office shall provide annually to each college
11 president a summary of the college's compliance with this rule for information
12 requirements on the Annual Reporting Plan. The summary shall include whether
13 information was complete, conformed to the definitions in the NCCCS Data Dictionary
14 (if applicable), and provided by the deadline. The System Office shall provide
15 implementation assistance to colleges struggling with compliance. Refusal to provide
16 information in accordance with the Annual Reporting Plan or failure to remedy a multi-
17 year pattern of submitting late, incomplete, or non-conforming information shall
18 constitute non-compliance under 1H SBCCC 200.2(a)(4).

19

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

21 *Eff. [October 1, 2018](#)*

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23 **1B SBCCC 400.5 PERFORMANCE ACCOUNTABILITY**

24 (a) The System Office shall collect data on the outcomes of the performance
25 measures required by G.S. 115D-31.3 and report annually to the State Board of
26 Community Colleges on each college's outcomes on these performance
27 measures.

28 (b) Each college shall publish its data on all performance measures annually in its
29 electronic catalog or on the college's public website.

30

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

1 Eff. [October 1, 2018](#)

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3 **1B SBCCC 400.96 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

4 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

5

6 *History Note: Authority G.S. 115D-1; 115D-5;*

7 Eff. February 1, 1976;

8 Readopted Eff. January 5, 1978;

9 Amended Eff. September 1, 1993; December 1, 1984; July 1, 1980.

10 Repeal Eff. [October 1, 2018](#)

11

12 **1B SBCCC 400.97 COLLEGE PLANNING**

13 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

14

15 *History Note: Authority G.S. 115D-1; 115D-5;*

16 Eff. May 1, 1982;

17 Amended Eff. September 1, 1993.

18 Repeal Eff. [October 1, 2018](#)

19

20 **1B SBCCC 400.98 PROGRAM REVIEW**

21 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

22

23 *History Note: Authority G.S. 115D-5; 115D-31.3; 1999 S.L., c. 237, s. 9.2; 1993 S.L.,*

24 *c. 321, s. 109; S.L. 1995, c. 625;*

25 Eff. February 1, 1990;

26 Amended Eff. August 1, 1995; September 1, 1993;

27 Temporary Amendment Eff. June 1, 1997;

28 Amended Eff. July 1, 1998;

29 Temporary Amendment Eff. December 6, 1999;

30 Temporary Amendment Expired September 30, 2000;

31 Amended Eff. May 1, 2009; August 1, 2001.

32 Repeal Eff. [October 1, 2018](#)

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**1B SBCCC 400.99 PROVISION OF INFORMATION TO THE DEPARTMENT OF
COMMUNITY COLLEGES**

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

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

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. September 1, 1993; December 1, 1984;

Repeal Eff. [October 1, 2018](#).

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report

**FINANCE COMMITTEE**

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

PERSONNEL COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
ADOPTION 1C SBCCC 300.1 – “Presidential Selection Process”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	September 20, 2018	PENDING
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	September 21, 2018	
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 300.98 – “Evaluation of Presidents”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	
AMENDMENT 1C SBCCC 400 – “Salaries and Benefits”	Initiation of Rulemaking Process	July 20, 2018	COMPLETED
	Publication on NCCCS Website	July 24, 2018	COMPLETED
	Written Comment Period Ends	August 23, 2018	COMPLETED
	Review Comments with SBCC Committee	N/A	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	September 21, 2018	PENDING
	Prospective Effective Date of Rule	October 1, 2018	

POLICY COMMITTEE

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

PROGRAM COMMITTEE

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

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

PROGRAM COMMITTEE cont'd

AMENDMENT 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1G SBCCC 200.94 - “Reporting of Student Hours in Membership for Continuing Education Classes”	Initiation of Rulemaking Process	May 18, 2018	COMPLETED
	Publication on NCCCS Website	May 22, 2018	COMPLETED
	Written Comment Period Ends	June 21, 2018	COMPLETED
	Review Comments with SBCC Committee	July 19, 2018	N/A
	2 nd Written Comment Period Ends (if substantive changes)	N/A	N/A
	Hearing Date (if applicable)	N/A	N/A
	Presented to SBCC for Adoption	August 17, 2018	COMPLETED
	Prospective Effective Date of Rule	September 1, 2018	COMPLETED
AMENDMENT 1D SBCCC 400.8 – “Courses for Curriculum Programs”	Initiation of Rulemaking Process	September 21, 2018	PENDING
	Publication on NCCCS Website	September 25, 2018	
	Written Comment Period Ends	October 25, 2018	
	Review Comments with SBCC Committee	N/A	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	November 16, 2018	
	Prospective Effective Date of Rule	December 1, 2018	

PROGRAM COMMITTEE cont'd

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